



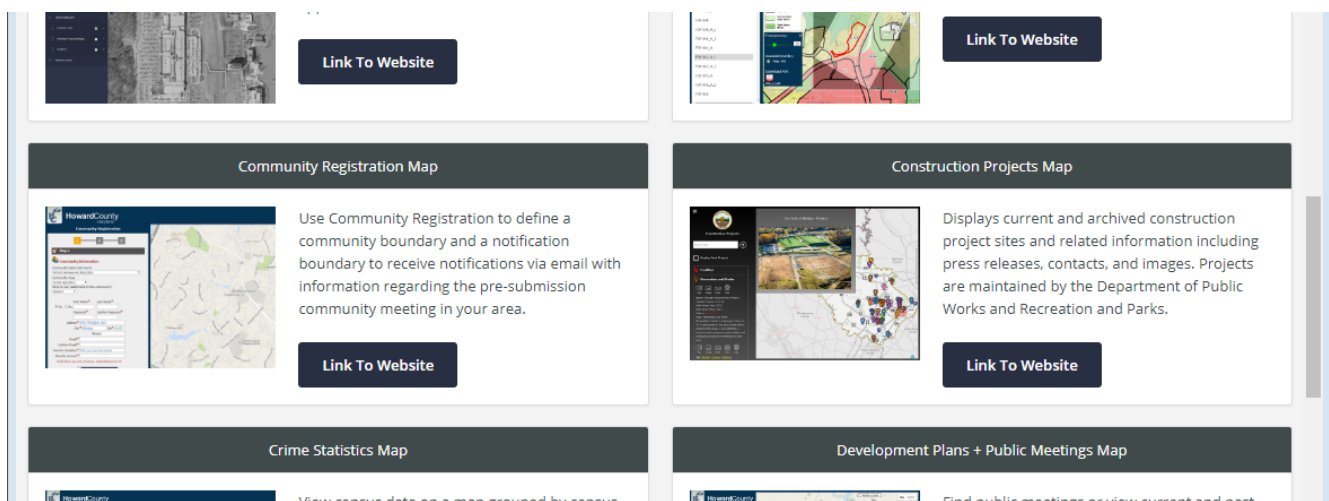
Community Registration Tool - Tutorial

1. Open the Howard County data download and viewer page:
<https://data.howardcountymd.gov/>

2. Click on “Map and Data Tools.”



3. Scroll down to the “Community Registration Map” and click on “Link to Website.”

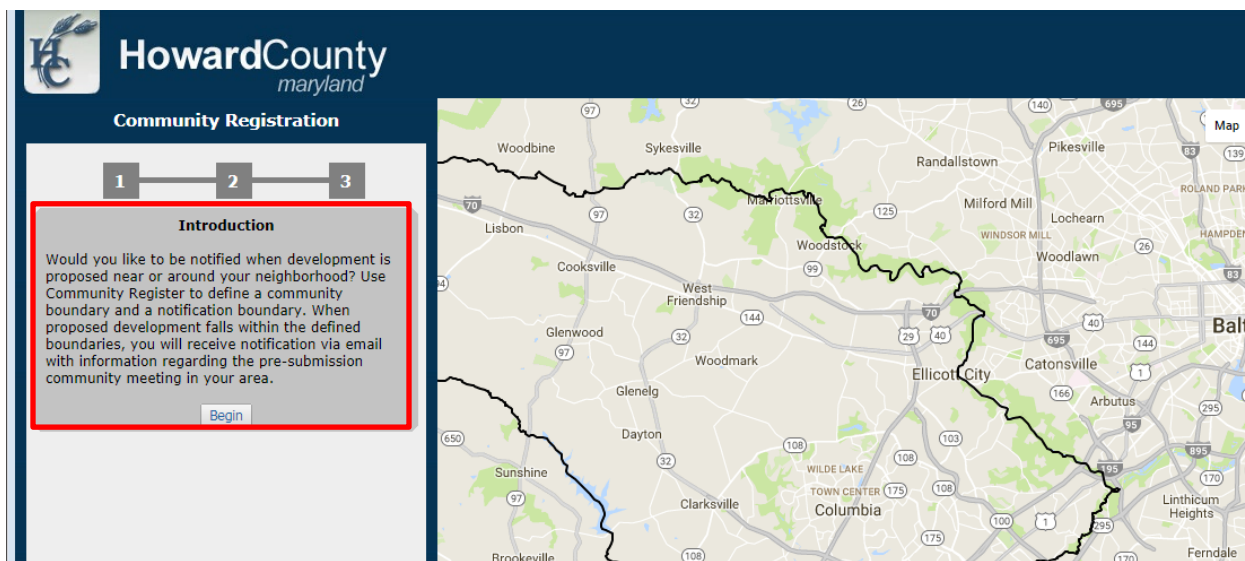


This map allows you to define a geographic area for which you would like to be notified of pre-submission community meetings. You can do this as a representative of a community

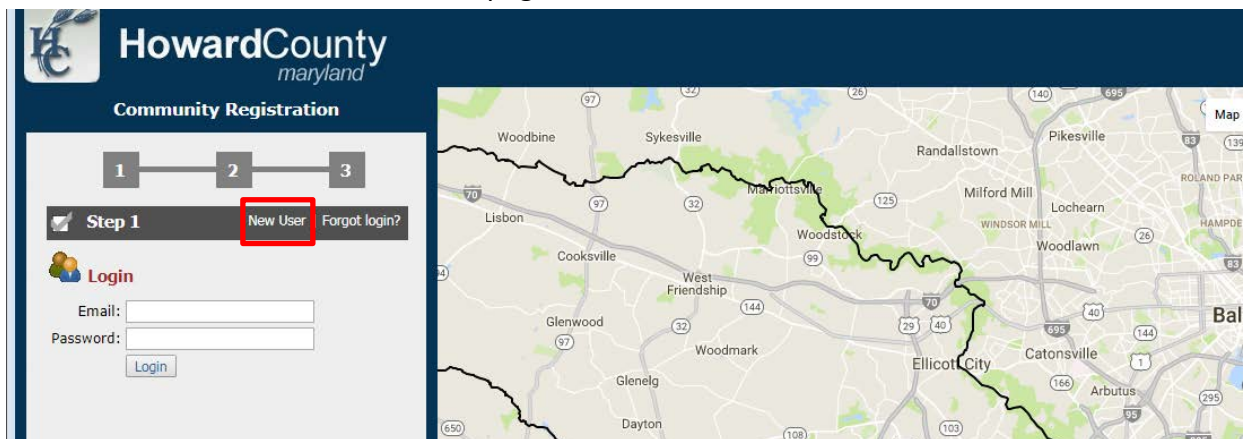


group or as an individual. Once registered you can also update your contact information or your geographic area of interest.

4. Read the disclaimer and click on “Agree.” The next page will display an introductory paragraph. Read through this and click “Begin.”

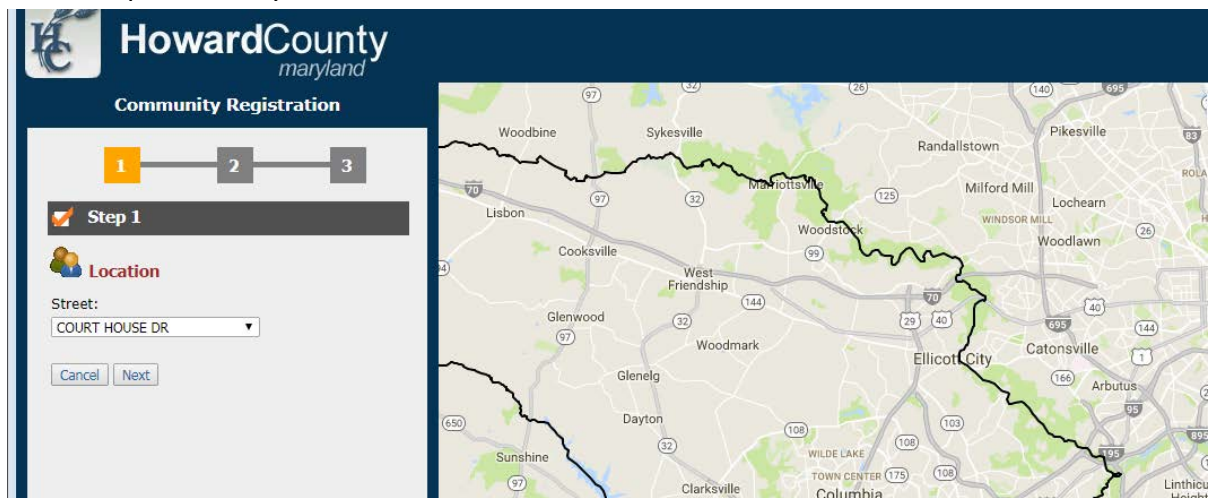


5. Click “New User” on the next page.

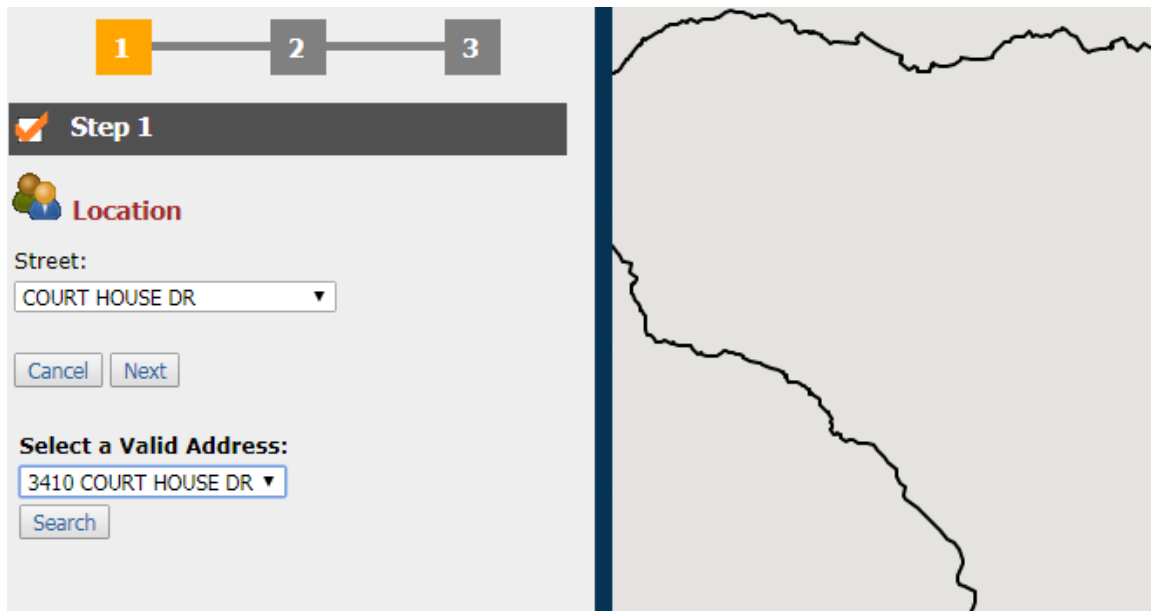




- Click on the white bar and start typing the first letters of your street. When you see your street in the list, click on it. You can also scroll through the drop-down menu that lists all the streets alphabetically.

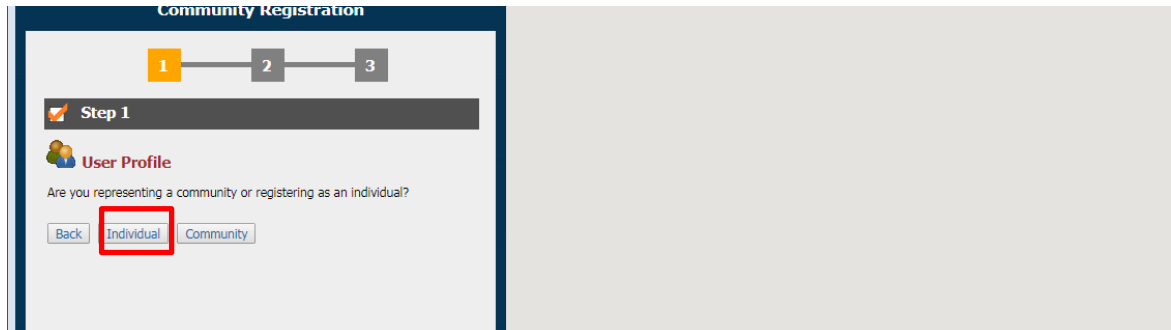


- Select your address from the drop-down menu.





8. The next screen asks whether you are representing a community or registering as an individual. For this exercise, register as an individual.



9. Create a user profile by typing in your information and choosing a password. Click Submit.

10. You have the option to define a community boundary. If you would like to define the boundary, click on the map to define the shape. Click Next when you are satisfied.

11. Define your Notification Boundary by either using a predefined radius around your address, selecting County Wide or drawing another boundary. Once you select the boundary, your registration is complete.

