

# Adding an Additional User

1. Log into your Contractor account on LCPTracker, click on “ANNE ARUNDEL COUNTY | CONTRACTOR” as seen below.



2. Click on the “Set Up” tab.



3. Click on “Add/Edit Additional User”.



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4. Once in the new window, fill in each of the fields on this screen, which are : E-mail, Verify Contact E-Mail, Name, and Phone. Click the checkbox (circled in red). Then click “Save” at the bottom.

Add / Edit Contractor Logins

Add Mode

User

Select a user to edit

E-Mail (Login information will be sent to this email address)

Verify Contact E-Mail

Name

Phone

User Role

Limited Contractor

I Confirm ☐ By adding/updating information for this user, you are confirming the information is correct and the user should have access to this account with the proper access and rights you have assigned to them.

Cancel

Reset Form

Save

Help