



Registration Process User Manual



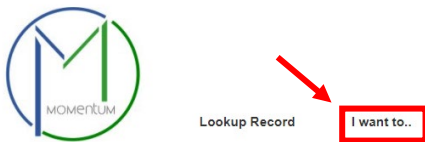


Registration is a new requirement for the Prince George’s County Momentum System. **Registration is a one-time process. Once you have registered yourself or your company, you will be able to use your Registration Number to apply for any Prince George’s County permits or business licenses offered via Momentum.** The County will use the registration to better organize and communicate with our customer base. You will need to register as a "company" or an "individual."

Step 1 — Visit the Momentum website at <https://momentum.princegeorgescountymd.gov>

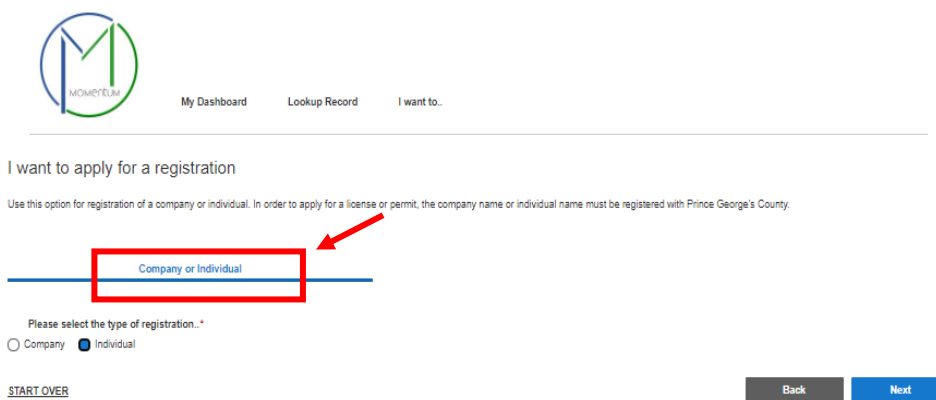
Step 2 — Login

Step 3 — Select “I want to...”



Step 4 — I want to apply for a registration, and click **Next**.

Step 5 — Select the type of Registration you are applying for: **Company or Individual** and click **Next**.



Step 6 — Review the list of **Documents/Attestations** required to register and click **Apply**.

- A **Company** is typically a Corporation, LLC or Partnership. The required documentation for this application includes a letter from the Internal Revenue Service or the first page of your business tax return displaying your company’s EIN number. For Sole Proprietors, required documentation includes a valid driver’s license or state ID.
- An **Individual** is a person registering on their own behalf. Required documents for this application are either a valid driver’s license, passport or state ID card.

Step 7 — Name This Project — **Create Name** — click **Save and Continue**.

Step 9 — Complete Registration — Enter Registration Details (* are required fields).

Step 10 — Please provide Authorized Users for this registration. You must provide at least one. Only users listed here can use this registration record to apply for a permit or license. Authorized user’s email must match the email used to create their profile.

Step 11 — Attest to the requirements. **Check the box**.

Type full name in the Signature box.

(If you are not renewing or attaching an existing ePermits License, then click **Save and Continue**). This will take you to Step 14. Click **Submit**.

For Renewals or Associating Existing Permits or Licenses

If you are renewing or associating an existing ePermits permit or license, it must be associated to a registration record.

Step 12 — Click “Add Row” — **Add the exact number as it appears on your existing license**.

Step 13 — Are you ready to submit this record? **Click “save and continue.”**

Review your application and submit.

Confirmation

Step 14 — Receive your Registration Number REG-00000 and email instructing you to **Click on [REG00000](#)** link, and that will take you to the Registration record.

Instructions

Confirmation

Thank You! Your record was submitted. Below is your record #. To view the details of your record, click on the hyperlink.

[REG-00008](#)



Record Type
Prince George's County Registration

License Category
Individual



Completing Registration

Please follow the instructions found in red on the Registration record.

Instructions  


NEEDS ACTION ALL


1) Required document(s) must be attached to proceed. To see a list of document(s) required, please click [HERE](#).

2) To attach a document, please go to Attachment section below and click on Add Attachment button.

3) Once requested document is attached, return [HERE](#), click Edit (pencil icon) and check 'Submitted' checkbox and click on 'Save Row'. The application will be forwarded for review.

You will be asked to **upload** required documents and confirm they have been uploaded.

Request for Info 

Problem Description	Reviewer Comments
 All required documents have been uploaded.	To attach a document, please go to Attachment section below and click on Add Attachment button. Once requested document is attached, return HERE .

Update Row

Problem Description	Reviewer Comments
All required documents have been uploaded. 458 characters left	To attach a document, please go to Attachment section below and click on Add Attachment button. Once requested document is attached, return HERE , click Edit (pencil icon) and check Submitted checkbox and click on Save Row. The application will 731 characters left

Submitted

Once completed, your information will be reviewed by Prince George's County. You may apply for a license or permit by clicking **I want to...**



Lookup Record

