

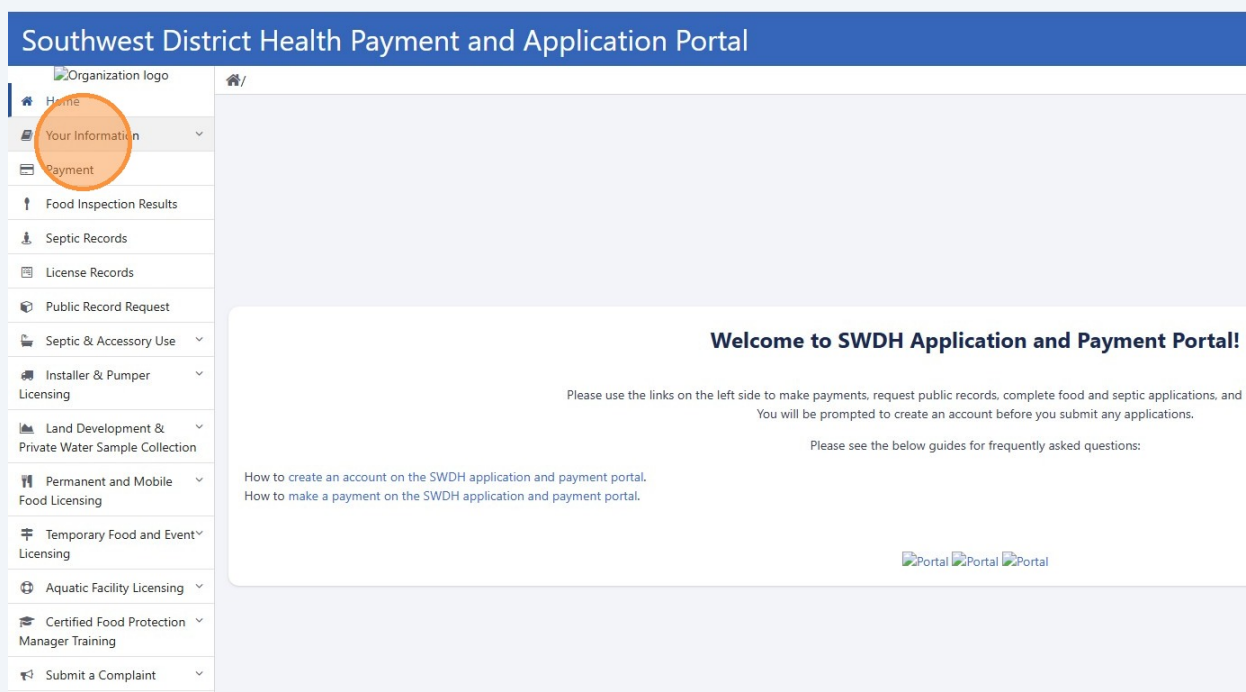
How to Update Applications Submitted Via the Environmental Health Portal

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Applications submitted via the Environmental Health Portal are available to be edited after staff has reviewed and marked your application as needing updated. You will not be able to edit your application unless staff has reviewed and contacted you to update the application.

Navigate to the Environmental Health Portal located at <https://swdh3.hedgerowsoftware.com/#/home>

While logged in to your account, click the "Your Information" tab located in the menu on the left side of the page.



2 Click "Open Service Requests".

The screenshot shows a dashboard with three main cards at the top: 'Open Violations' with a count of 0, 'Open Service Requests' with a count of 2 (highlighted with an orange circle), and 'New Notifications' with a count of 0. Below the cards, there are two tables. The left table, titled 'Payments', shows two rows of payment data with columns for 'Amount' and a plus icon. The right table, titled 'Payments', shows a header with 'Number', 'Date', and 'Amount', and a message 'No records found'.

3 This menu will show all portal applications submitted via this account. Additional information such as application type, reference number, submission date, and status are also provided.

Hover over the application you need to edit, and click the ellipsis (...) icon.

The screenshot shows a sidebar menu on the left with various options. The 'Service Requests' option is highlighted. The main content area displays a table titled 'Service Requests' with columns: 'Service Request', 'Program', 'Type', 'Number', and 'Reported Date'. A row is highlighted with an orange circle around the ellipsis (...) icon. The footer of the page contains the text: 'Powered by Hedgehog Portal v5.15.2.6253' and 'Copyright © 2026 by Hedgerow Software US, Inc. All Rights Reserved.'

4 Click "Edit" to update your application.

The screenshot shows a web application interface. On the left is a sidebar menu with various options like Dashboard, Profile, Accounts, Documents, Enforcements, Facilities, Inspections, Notifications, Permits, Samples, Service Requests, Sites, Violations, Payment, Food Inspection Results, Septic Records, License Records, Public Record Request, Septic & Accessory Use, and Installer & Pumper. The main area displays a 'Service Requests' table. The table has columns for Service Request, Program, Type, Number, and Reported Date. A row is visible with 'Accessory Use Application' under Service Request, 'Sewage Residential' under Program, 'Portal - Accessory Use' under Type, '041688' under Number, and 'Jun 6, 2026, 10:15 AM' under Reported Date. A context menu is open over the 'Accessory Use Application' row, showing options: View, Edit (highlighted with an orange circle), and Messages. At the bottom right, there is a footer with the text 'Powered by Hedgehog Portal v5.15.2.6253' and 'Copyright © 2026 by Hedgerow Software US, Inc. All Rights Reserved.'

5 The application type will remain greyed out and is unable to be edited, all other fields will be available to edit.

The screenshot shows a web application interface for the 'strict Health Payment and Application Portal'. The main area displays an 'Intake Form' for an 'Accessory Use Application'. The form is divided into several sections: 'What' (Details, Proposal Type), 'When' (Occurrence Date), 'Who' (Client Type, Contact), and 'Where' (Name, Address). The 'Details' section has a 'Test Application' field. The 'Proposal Type' section has a 'Remodel' dropdown. The 'Client Type' section has a 'Home Owner' dropdown. The 'Contact' section has fields for Title, First Name, Last Name, Suffix, and Phone. The 'Where' section has fields for Name, Street Number, Street Name, Unit, City, State, Zip, and Country. A 'Next' button is highlighted with an orange circle. The form is titled 'Intake Form' and has a 'Back' button and a 'Page 1 of 3' indicator.

6 The "Back" and "Next" buttons allow you to move between pages.

Messages

← Back Page 2 of 3 Next →

Property Legal Description

To find the Legal Description (Parcel, Township, Range, and Section) please call your local assessors office: Adams County: 208-253-4271, Canyon County: 208-454-6630, Gem County: 208-365-2982, Owyhee County: 208-495-2817, Payette County: 208-642-6012, Washington County: 208-414-2000 *

I have my Legal/Property/Site Description from my local assessors office

Parcel Number *
N/A

Acres *
N/A

Township *
N/A

7 Documents uploaded to applications can be replaced by clicking the "Choose" button and uploading a new file.

Organization logo

Home

Your Information

- Dashboard
- Profile
- Accounts
- Documents
- Enforcements
- Facilities
- Inspections
- Notifications
- Permits
- Samples
- Service Requests
- Sites
- Violations

Payment

- Food Inspection Results
- Septic Records
- License Records
- Public Record Request

Property Information

Proposed Usage *
Residential

Is there an existing structure on this parcel? *
☒ Yes ☐ No

Will the footprint of the existing structure/foundation change? *
☒ Yes ☐ No

Proposed change will be: *
Remodel Only

Please upload the septic record for this property OR a pumpers report from the last 3 years. *

Choose

Accessory Use: Office Review to Field Review.xml

Is the current on-site sewage disposal system in use? *
☒ Yes ☐ No

Number of bedrooms on the property (including primary home): *
1

Number of bedrooms after change: *
1

Property is located in *
City

Plot Plan

Plot Plan - A complete plot plan attached to result in your application being delayed and property showing your proposal and the out of septic tank, drain fields, drain field replacement area, cut banks, and location of street tank and drain field. A plot plan is incomplete

Plot Plan Checklist:

- My plot plan includes my proposal *
- My plot plan includes the outline of buildings *
- My plot plan includes property lines *
- My plot plan includes well location(s) *
- My plot plan includes water lines *
- My plot plan includes septic tank locations (exist new) *
- My plot plan includes drain field locations (exist new) *
- My plot plan includes drain field replacement area *
- My plot plan includes ditches and streams *
- My plot plan includes easements and right of way *

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After making the required changes, click the "Next" button until you reach the last page.

The screenshot shows a web application titled "d Application Portal" with a user icon "VM" in the top right. A navigation bar includes "CAN RESOURCES", "ITEMS", and "LINKS". A "Messages" button is in the top right. The main content area is on "Page 2 of 3" and features a "Back" button and a "Next" button, with the "Next" button highlighted by an orange circle. The form is titled "Property Legal Description" and includes instructions: "To find the Legal Description (Parcel, Township, Range, and Section) please call your local assessors office: Adams County: 208-253-4271, Canyon County: 208-454-6630, Gem County: 208-365-2982, Owyhee County: 208-495-2817, Payette County: 208-642-6012, Washington County: 208-414-2000 *". A dropdown menu is set to "I have my Legal/Property/Site Description from my local assessors office". Below this are input fields for "Parcel Number" (738368239), "Acres" (1), "Township" (4N), and "Range" (34). A "Section" field is partially visible at the bottom.

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After navigating to the last page, click "Submit Service Request" to finalize and submit your changes.

The screenshot shows the final page of the application, "Page 3 of 3", with a "Back" button. The "Submit Service Request" button is highlighted with an orange circle. The footer contains the text: "Powered by Hedgehog Portal v5.15.2.6253" and "Copyright © 2026 by Hedgerow Software US, Inc. All Rights Reserved."