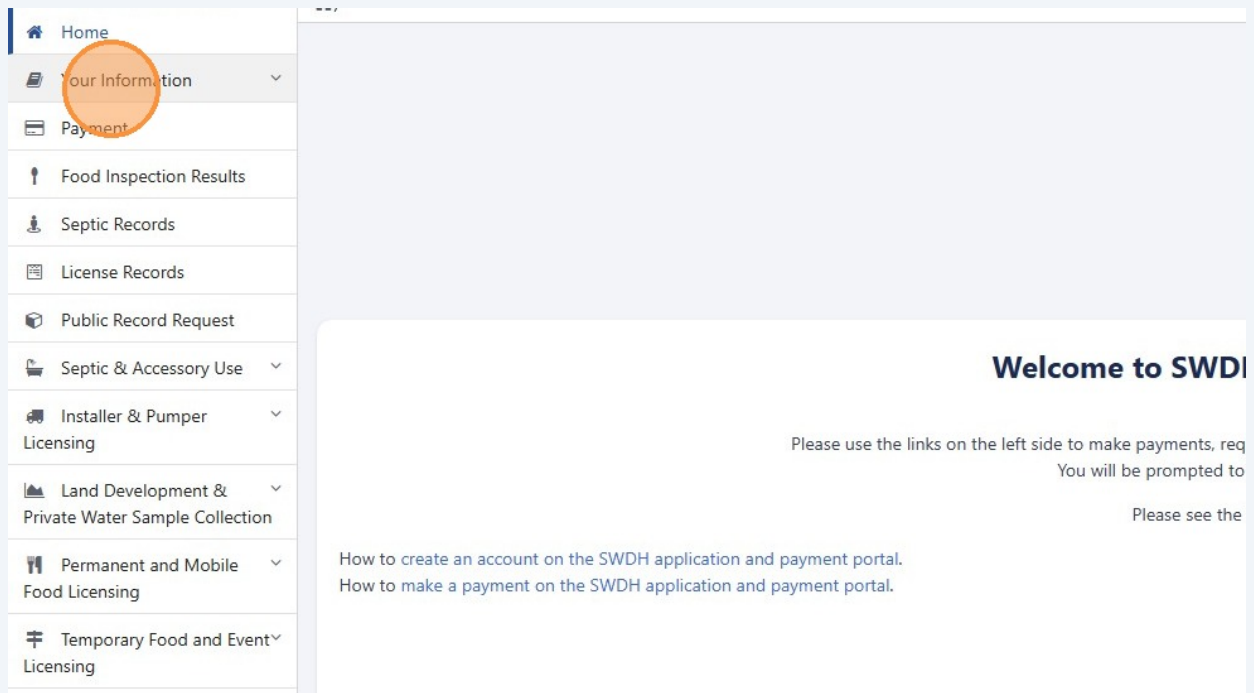


How to View Previous Applications Submitted Via the Environmental Health Portal

1

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 four main navigation cards: 'Facilities' (0), 'Open Violations' (0), 'Open Service Requests' (2), and 'New Notification' (0). The 'Open Service Requests' card is highlighted with an orange circle. Below the cards, there are two tables. The left table, titled 'Payments', shows two entries for 'Jun 6, 2026' with an amount of '\$75.00' each, totaling '\$150.00'. The right table, titled 'Payments', shows 'No records found'.

Date	Amount
Jun 6, 2026	\$75.00
Jun 6, 2026	\$75.00

\$150.00

Number	Date	Amount
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.

The screenshot shows the 'Service Requests' table with the following data:

Service Request	Program	Type	Number	Reported Date	Details	Status
Accessory Use Application	Sewage Residential	Portal - Accessory Use	041688	Jun 6, 2026, 10:15 AM	Test Application	Pending Update

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4

To review the full application including information submitted, hover over the application you want to review.

Click the ellipsis (...) icon.

Southwest District Health Payment and Application Portal

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

Septic & Accessory Use

Installer & Pumping Licensing

Service Requests

Service Request	Program	Type	Number	Reported Date	Details	Status
Accessory Use Application	Sewage Residential	Portal - Accessory Use	041688	Jun 6, 2026, 10:15 AM	Test Application	Pending U

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5

A drop down menu will appear, click "View".

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

Installer & Pumping Licensing

Service Requests

Service Request	Program	Type	Number	Reported Date
Accessory Use Application	Sewage Residential	Portal - Accessory Use	041688	Jun 6, 2026, 10:15 AM

View

Edit

Messages

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<https://swdh3-portal-uat.hedgerowsoftware.com/#/user/workflows/d9502600-860b-49ce-875f-cacad2ca0cda/48e31...>

6

The submitted application will appear, use the "Next" and "Back" icons to review all pages.

Southwest District Health Payment and Application Portal VM

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
- Septic & Accessory Use
- Installer & Pumper
- Licensing

Accessory Use Application

Intake Form

← Back Page 1 of 2 Next →

What

Details

Test Application

Proposal Type

Remodel

When

Occurrence Date

Who

Client Type

Home Owner

Contact

Title

First Name

Jane

Last Name

Doe

Suffix

Phone

Where

Name

Jane DOE

Address

Street Number

123

Street Name

Test Ln

Unit

City

Caldwell ID

State

ID

Zip

83605

Country