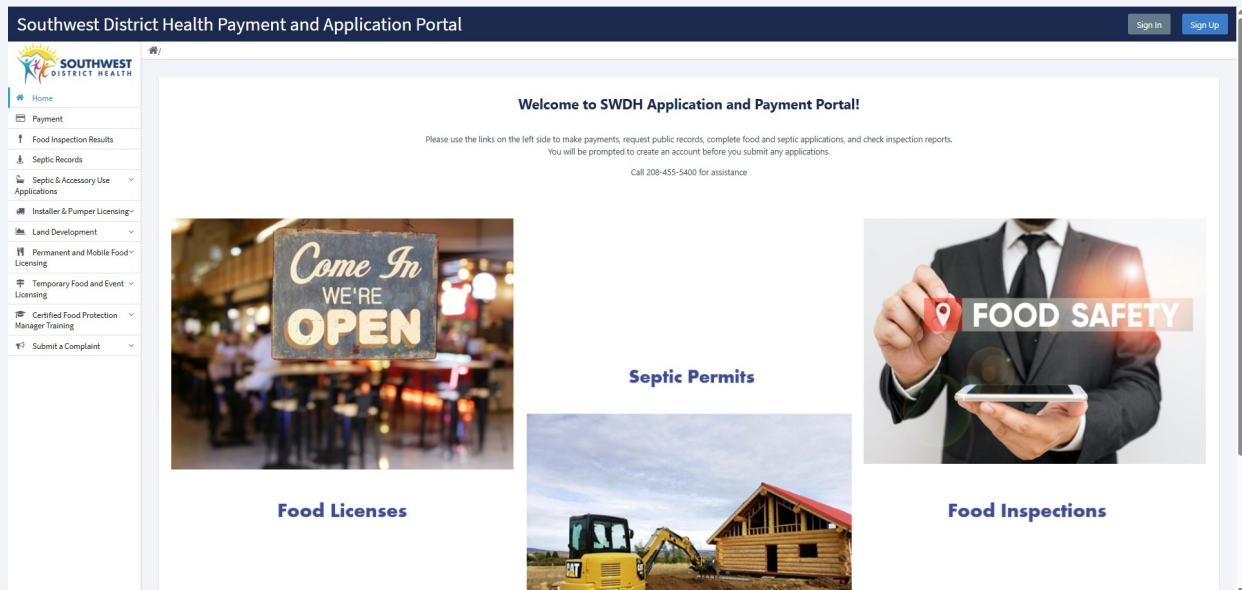


How to Create an Account for the SWDH Portal

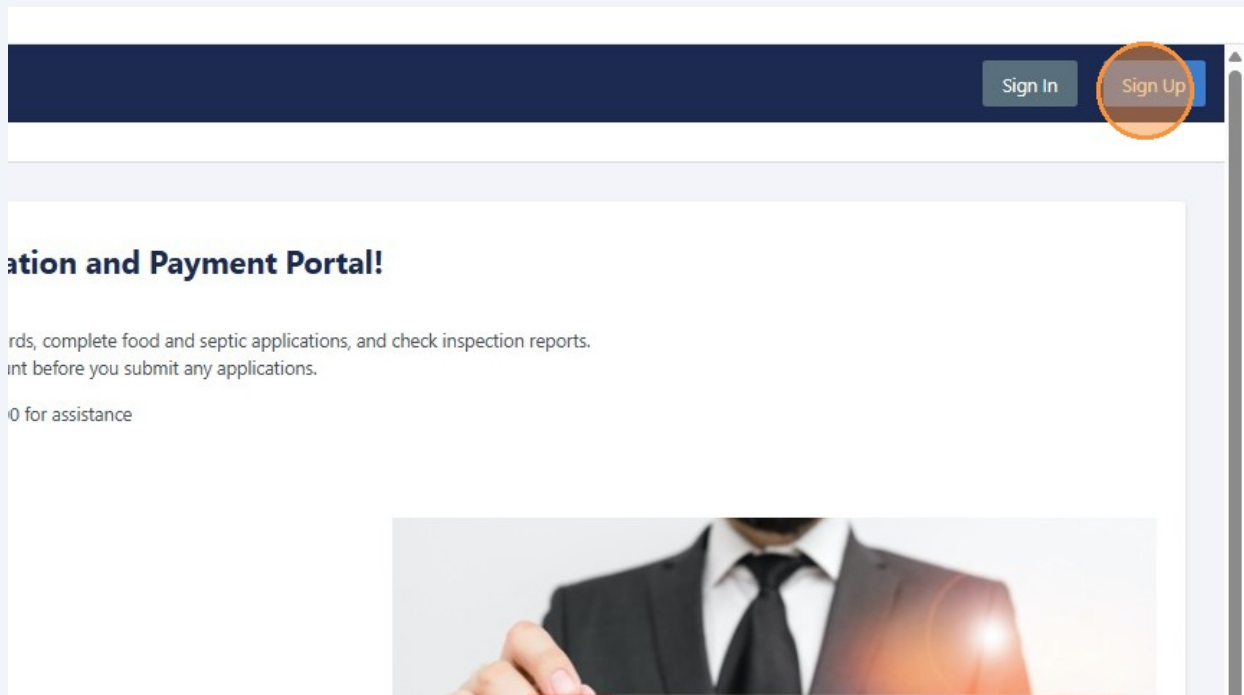
This guide walks you through the account registration process for the Southwest District Health portal. By following these steps, you will successfully set up your profile and activate your account to access online payment and application features.

1

Navigate to the SWDH Application and Payment Portal by going to <https://swdh3.hedgerowsoftware.com/#/home>



2 Click "Sign Up".



3 Enter your first name, last name, email, and password.

Sign Up

If you intend to manage your account with the Southwest District Health department, you must use the email you have on record with that department.

First Name *

Last Name *

Email *

Password *

Re-type Password *

✓ Sign Up

- 4 Once all required fields are entered, click "Sign Up".

Sign Up

If you intend to manage your account with the Southwest District Health department, you must use the email you have on record with that department.

First Name *
Environmental

Last Name *
Support

Email *
environmentalsupport@swdh.id.gov

Password *

Re-type Password *

✓ Sign Up

- 5 An activation email will be sent to the email address you provided. Click "OK" to dismiss the pop up.

First Name *
Environmental

Last Name *
Support

Email *
environmentalsupport@swdh.id.gov

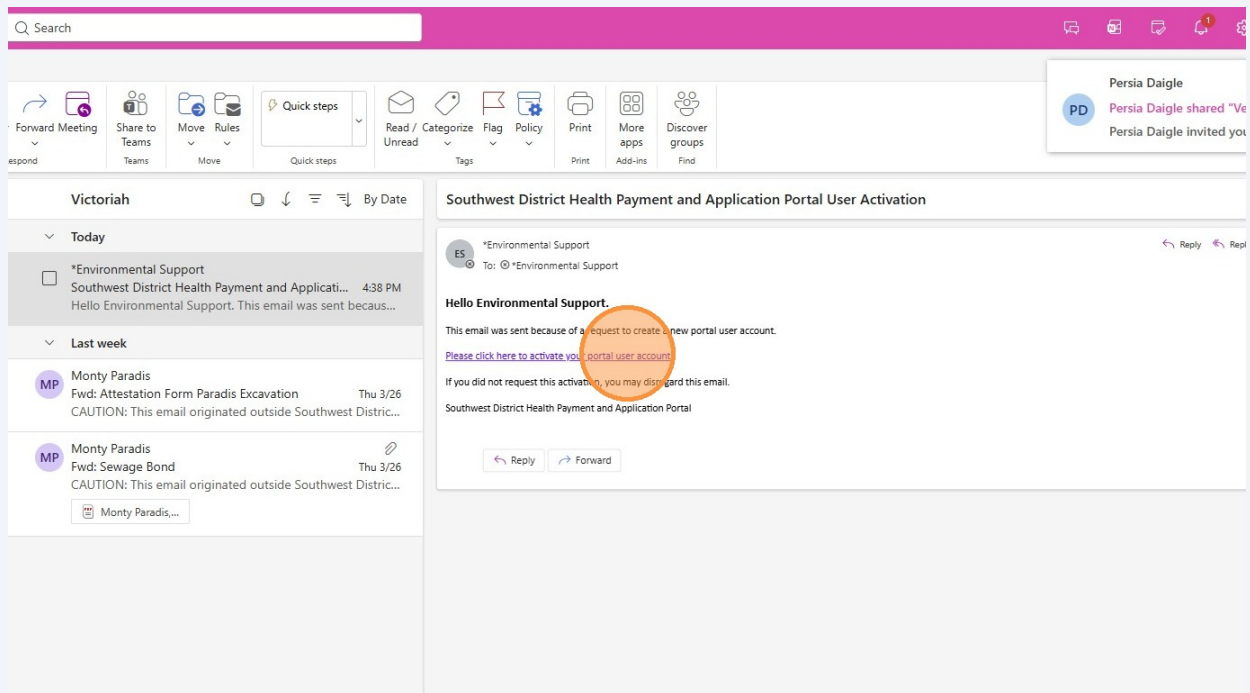
INFORMATION

✓ OK

✓ Sign Up

6

Locate the email and click "Please click here to activate your portal user account.". Please check your spam inbox as well.



7

After clicking this link, it will re-open the payment and application portal. Click "OK" and login using the information you created.

