



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

SmartGov Public Portal Instructions:

Creating an account:

1. Click on link: <https://co-chelandouglashealthdistrictwa.smartgovcommunity.com/Public/Account/LogIn?returnUrl=%2fApplication%2fCaseApplicationEntry>. This will open another window.
2. Then click on **Sign up** at the bottom of the login box.

A screenshot of a login box. It contains two input fields: "Email" and "Password". Below the fields is a blue "LOG IN" button and a link "Forgot your password?". At the bottom of the box, the text "Don't have an account? Sign Up!" is highlighted with a red rectangular border.

3. Next, enter your **personal email**, and **create a password**. Then re-enter your **password** again (*keep this login information in a safe place for future use*). Then click the blue “next” button.

A screenshot of the "Create a Portal Account" form. It features a progress indicator at the top with three steps: "1 Account", "2 Contact", and "3 Review". The form includes fields for "Email Address" (with a "Valid Email Address" hint), "Password" (with a "Minimum 8 characters" hint), and "Confirm Password" (with a "Re-enter password" hint). Below these is an "Access Code" field with a "Code:" label and a hint: "The access code will help associate your new account with any permits you may already have applied for. Don't have one? Skip this step." At the bottom are "CANCEL" and "NEXT →" buttons.

4. Enter all necessary information and click on the blue “Next” button.

1 Account 2 Contact 3 Review

Your Contact Information

First Name: *

Last Name: *

Display Name: *

Address: *

City: *

State: *

Zip Code: * e.g. 12345 or 12345-6789

Phone #: * e.g. (555) 555-5555

Phone Type: *

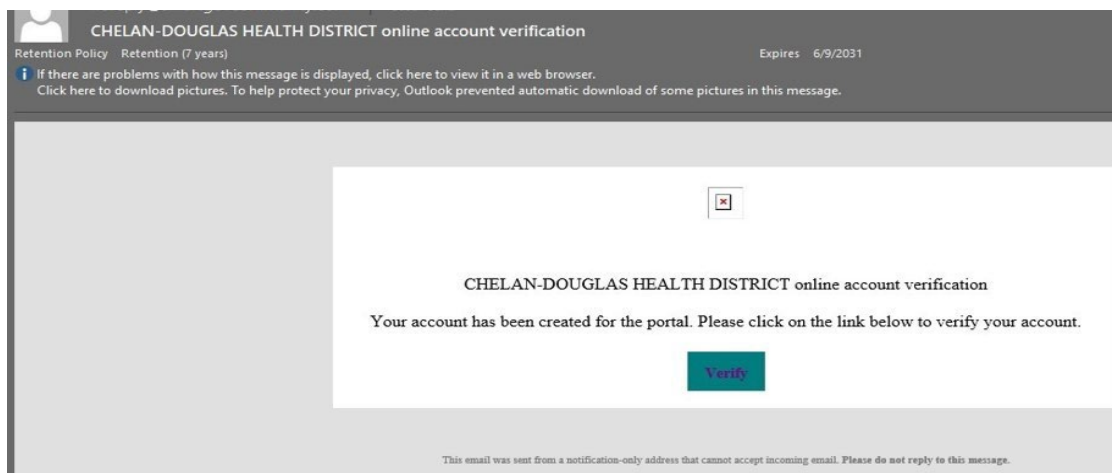
← PREVIOUS NEXT →

5. Review your information for accuracy. Then check off the box to the “[Terms and Conditions](#)” and click on the blue box “Create My Account”.

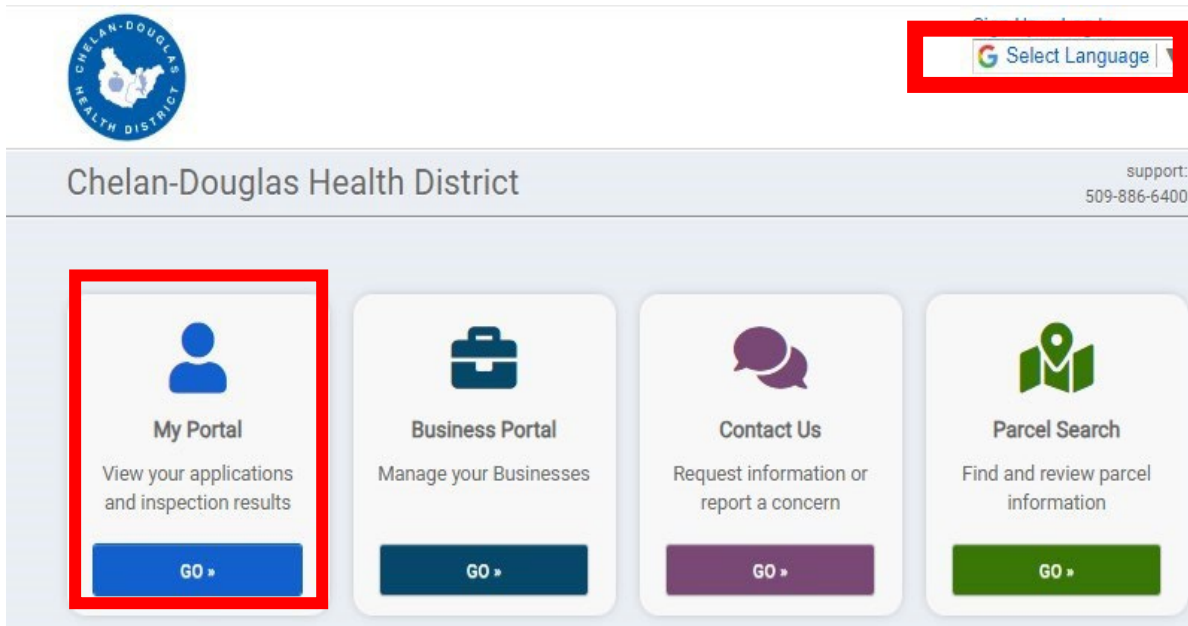
I agree to the [Terms And Conditions](#)

✓ CREATE MY ACCOUNT

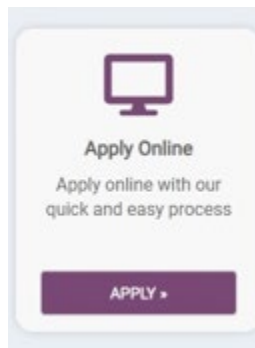
You only have 30 minutes to verify your SmartGov account. Please log into your email and verify account. An example of the email notification is down below:



6. You will be directed and automatically logged into your account within the SmartGov system. Click on “My Portal”(Choose your language from the drop-down menu).



7. A new window will open and it will have the option to “apply” for your application.



If you have food questions, please contact us at **509-886-6400** or email us at food@cdhd.wa.gov.
If you have On-site Septic questions, please contact us at **509-886-6400** or email us at ehsupport@cdhd.wa.gov.