## Creating a MyHD Account & Making a Payment

1. Starting on the MyHD home page, click on SIGNING UP to create an account. https://myhealthdepartment.com/sacramento



You can utilize this online service to access all things related to the Department, including applications, payments, and other services. In order to do so you must create an account. You can do so be SIGNING UP reaccessing an existing by LOGGING IN HERE

Click **HERE** to view your local Inspections



2. Fill in your information on the Register page. All required fields are in red. Click on Submit once complete.

## Register

Use the below form to create an account with My Health Department. Already have an account? Login here

Company Name

Enter a value for Company Name

Enter a value for First Name

Last Name

Enter a value for Last Name

Email Address

Enter a value for Email Address

Cell Number

Enter a value for Cell Number

Enter a value for Cell Number

Confirm You're a Real Person



3. Once complete, the portal will take you back to the Log In screen where you will sign in again.

## Login

Use the form below to login to your MyHD account.

Need an account? Register here | Forgot your password? Reset here

Email Address

Enter a value for Email Address

Password

Enter a value for Password

4. Under "How can we help you?", locate and click on "Make a Payment".

## How can we help you?



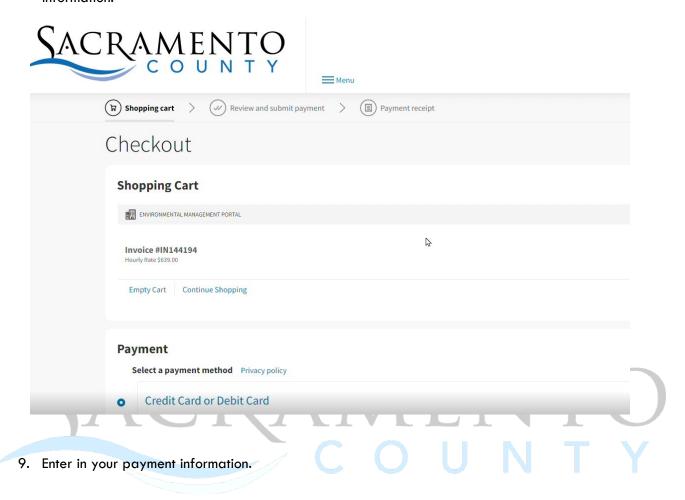
5. Search for your invoice using the Account number (AR#).



- 6. Locate the desired invoice and select "Add to Cart". If you need to pay multiple invoices, continue to add each invoice to your cart.
- 7. Once complete, click on "Pay Cart".



8. You will be redirected to <a href="www.govhub.com/sacramento/checkout">www.govhub.com/sacramento/checkout</a> where you will enter your payment information.



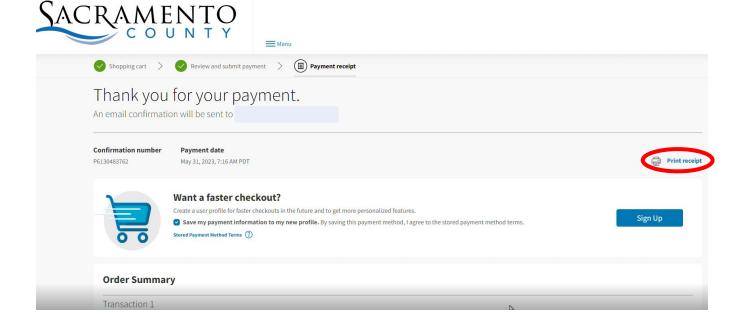
10. Fill in your contact information and select whether you'd like to receive a receipt via email or text message. Then select "Review Payment".



11. Review your transaction and select "Submit Payment". If an error was made, click on "Edit Payment" to adjust as needed.



12. If you'd like to print and/or download the receipt, click on "Print receipt". An email or text confirmation will also be sent.



13. If you select "Return to Homepage", it will not take you back to the My Health Department homepage. Return to <a href="https://myhealthdepartment.com/sacramento">https://myhealthdepartment.com/sacramento</a> if you need to utilize more online services.