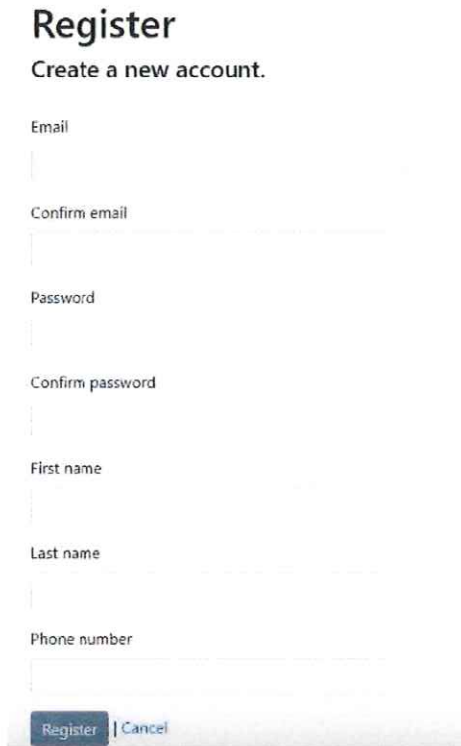


Registering an Account

1. To create a new account, click **Register as a new user**.

The Register page displays.



The screenshot shows a registration form titled "Register" with the subtitle "Create a new account." The form contains the following fields: "Email", "Confirm email", "Password", "Confirm password", "First name", "Last name", and "Phone number". At the bottom of the form are two buttons: "Register" and "Cancel".

2. Enter your **email**.
3. **Confirm email** by re-entering your email.
4. Enter a **password**.
5. Enter your **first name**.
6. Enter your **last name**.
7. Enter your **phone number**.
8. Click **Register**.

A message displays to check your email to confirm your account.



[Home](#)

[Register](#) [Login](#)

Check Email

Please check your inbox to confirm your account. It should arrive within a couple of minutes. If not, try syncing your email or checking the junk folder.

A sample email is shown below.

Confirm your email



CDP No Reply <noreply@cdpehs.com>
To

Hello,

Thank you for using the Environmental Health Public Portal to interact with your local health department. Please confirm your email using the following link.

[Confirm Email](#)

Steps to opt out of this email: Visit [www.cdpehs.com/privacy](#) under "Your Email" and click "Unsubscribe" or visit [www.cdpehs.com/privacy](#) under "Your Email" and click "Unsubscribe". If you no longer wish to receive further emails, then [click here to unsubscribe](#)

9. Click **Confirm Email**.

Once your email is confirmed, you can use your created credentials to log in to the Public Portal.

Logging In



[Home](#)

Log in

Enter email and password to log in.

Email

Password

Remember me?

[Log in](#)

[Forgot your password?](#)

[Register as a new user](#)

1. To log in to the Public Portal, click **Log in**.
2. Enter your **email**.
3. Enter your **password**.
4. Click **Log in**.

Claiming an Establishment

The Claim an Establishment function is used to search for and claim an establishment.

Public Portal Dashboard

View and submit forms

The screenshot shows a sidebar menu on the left with options: Dashboard, Applications (highlighted), Claim an Establishment (highlighted), New Complaint or Request For Service, View Health Inspections, View Septic and Wells Information, and Settings. The main content area is titled 'Find Establishment' and contains a search form with fields for Establishment, Owner, Address, City, and ZIP, and a Search button. Below the form is a table header with columns: Establishment Number, Name, Owner, Address, City, State, County, and ZIP. There are also Previous and Next navigation buttons.

1. To claim an establishment, first perform a search for the establishment by entering any of the search criteria including **Establishment** name, **Owner** name, establishment **Address**, **City**, and **ZIP**.
2. Click **Search**.

Find Establishment

This screenshot shows the search form with the following values: Establishment: New Test Restaurant, Owner: (empty), Address: (empty), City: (empty), ZIP: (empty). The Search button is circled in red. Below the form is a table header with columns: Establishment Number, Name, Owner, Address, City, State, County, and ZIP.

Establishments matching any of the search criteria entered are listed on the bottom portion of the page, displaying the Establishment Number, Name, Owner, Address, City, State, County, and ZIP.

Find Establishment

Establishment:

Owner:

Address:

City:

ZIP:

Establishment Number	Name	Owner	Address	City	State	County	ZIP
Claim 167-36261	New Test Restaurant	Shiva 4 Inc.	1234 Establishment Road	Establishmentville	IL	Sangamon	50000

3. Click **Claim** to claim the establishment.

Confirm

Name New Test Restaurant
Address 1234 Establishment Road
City Establishmentville
State IL
ZIP 50000

I confirm that by claiming ownership of this establishment that I am an authorized party and I acknowledge that falsely claiming ownership may result in legal action.

4. On the confirmation page, review the details of the establishment and check the box to confirm ownership.

NOTE: If the establishment was selected by mistake, click Back to Search.

5. Click **Confirm**.

Account Summary

When an establishment has been claimed, an Account Summary for the establishment(s) will appear on the Establishment Dashboard along with any fees or accounts receivable items to be paid.

Public Portal Dashboard

View and submit forms

Dashboard

Establishment Dashboard

Applications

Claim an Establishment

New Complaint or Request For Service

View Health Inspections

View Septic and Wells Information

Settings

Account Summary

Click a row to see account activity

Name	Address	Address Line 2	City	State	ZIP	Establishment Number	
New Test Restaurant	1234 Establishment Road		Establishmentville	IL	50000	167-36261	Unclaim

[Pay](#)

From the Account Summary page, account activity for an establishment can be viewed by clicking anywhere on the row for a specific establishment. Accounts can be paid from the Account Summary page.

NOTE: Establishments can be unclaimed from Account Summary by clicking **Unclaim**.

Account Summary

Click a row to see account activity

Name	Address	Address Line 2	City	State	ZIP	Establishment Number	
New Test Restaurant	1234 Establishment Road		Establishmentville	IL	50000	167-36261	Unclaim

[Pay](#)

[Click for more details](#)

Pay an Account

1. To pay an account, first click a row to see the activity for the account

Account Summary

Click a row to see account activity

Name	Address	Address Line 2	City	State	ZIP	Establishment Number	
New Test Restaurant	1234 Establishment Road		Establishmentville	IL	50000	167-36261	Unclaim

[Click for more details](#)

Payment Status	Description	Due Date	Original Amount	Adjustment Amount	Amount Paid	Balance Due
<input type="checkbox"/>	Restaurant Permanent New Facility Owner	08/23/2023	\$1,000.00	\$0.00	\$0.00	\$1,000.00

[View All Items](#)

[Pay](#)

The account activity for the establishment will display, showing the Payment Status, Description, Due Date, Original Amount, Adjustment Amount, Amount Paid, and Balance Due.

2. Check the corresponding box for the payment row to initiate payment.

Account Summary

Click a row to see account activity

Name	Address	Address Line 2	City	State	ZIP	Establishment Number	
New Test Restaurant	1234 Establishment Road		Establishmentville	IL	50000	167-36261	Unclaim

Payment Status	Description	Due Date	Original Amount	Adjustment Amount	Amount Paid	Balance Due
<input checked="" type="checkbox"/>	Restaurant Permanent New Facility Owner	08/23/2023	\$1,000.00	\$0.00	\$0.00	\$1,000.00

[View All Items](#)

[Pay](#)

- NOTE:** The example above only contains one item, however multiple items could be selected and paid at once by checking boxes for multiple items.

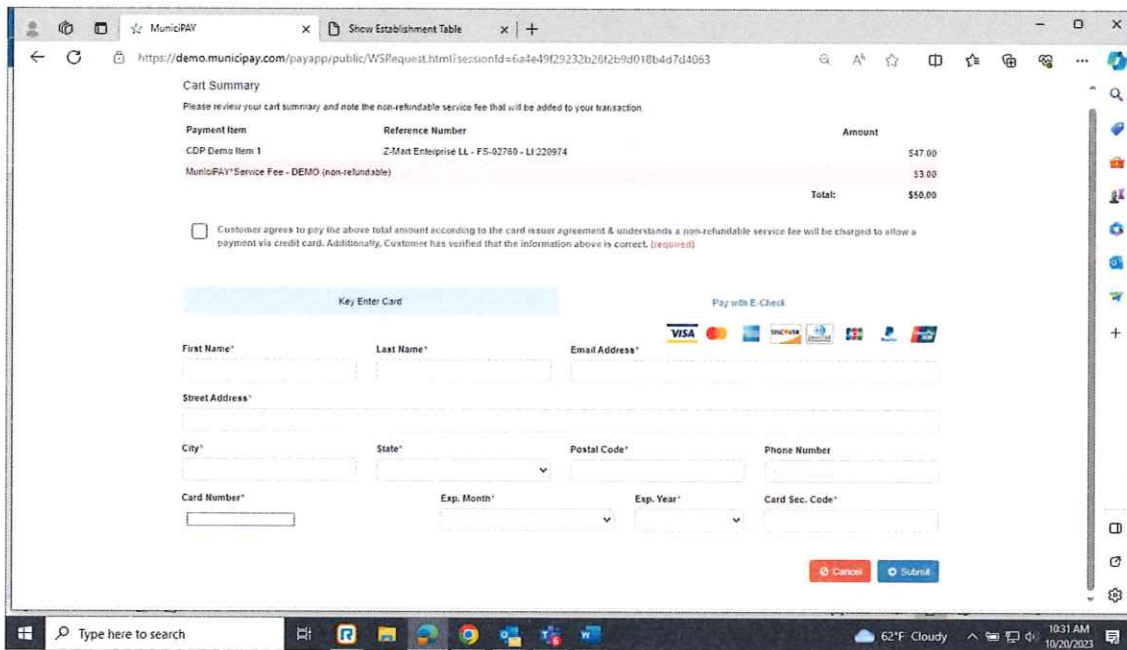
3. Click **Pay**.

A message will display that you will be redirected to process payment.

Redirecting to Payment

You will be redirected automatically to process payment

Cart Summary page will display.



4. Here you can review your cart.
5. Check box confirming you agree to pay the above amount.
6. Complete the payment information fields for Card/ E-Check Information.
7. Click **Submit**.

Once a payment has been made a "Transaction Summary" will be sent to your email.