

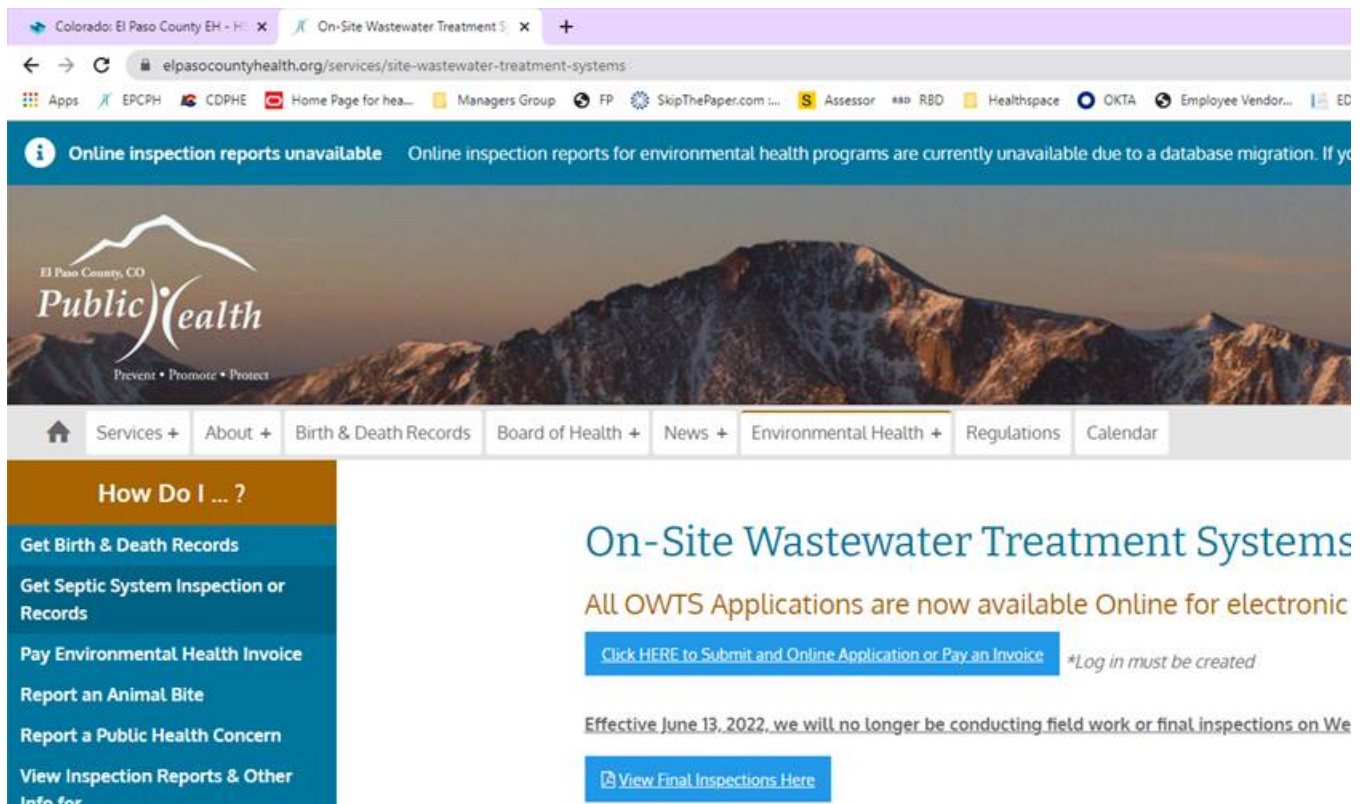
From: Kat McGarvy
Sent: Saturday, October 1, 2022 3:07 PM
Subject: Electronic Submission of OWTS Applications/Inspections - October 2022
Attachments: (Public) Electronic Submission - Permit App, Change Req.pdf; (Public) Electronic Submission - PSAD.pdf

Good Afternoon,

Effective October 1, 2022, all OWTS Applications and Inspection report submissions are available for electronic submissions. Attached you will find general guidance for using the website and submitting electronic applications. Below you will find some important notes and general reminders:

Creating an Account:

- 1) The link to the website is: <https://myhealthdepartment.com/EPCPH>
- 2) Each guidance document will walk you through setting up an account on the website
 - a. You only need to set up an account 1 time and not each time you log in
 - b. **You MUST remember your log in information – EPCPH does not have access to this information nor are we able to help reset it.**
- 3) Access to the submission portal is also available on our website:



Submitting Documents:

- 1) OWTS Permit Applications and Change Request will still be invoiced upon review
 - a. However, once invoiced you should be able to see any open invoices on your account by selecting Make Payment in the upper right hand corner of the screen.

- 2) Property Sale Acceptance Documents will **REQUIRE** payment at time of Application
 - a. Your review will not take place until payment is made.

General Notes:

- 1) This is a cloud based service – if you have internet even on your phone you are able to submit any application or inspection in real time.
 - a. The service provider recommends the use of Apple Ipad or device but as it is a cloud based you are able to submit through the internet on any device.
- 2) Please be advised that you DO NOT need to email us when you have submitted an application provided - you have included all applicable attachments in the submission
- 3) We will be automatically notified when a submission occurs in real time. Be advised that we still have a process on our end to assign for review.
 - a. Currently, we are experiencing extended turnaround times as the volume is still increasing; however, we are actively working to address these concerns.
- 4) You will still receive an email from HEASepticInfo@elpasoco.com with processed and approved documents.
- 5) Currently, there is not a way to create a copy of a submission for you at time of the submission.
 - a. Be advised that all OWTS Forms are encompassed within your final approved document that will be sent to you via email. This includes applications and inspections generated or submitted.
 - b. We are still actively working on a public facing searchable site – similar to and through MYHD which will allow more access to these documents in real time. *More to come when this is available.*

Moving forward all OWTS Documents **should be submitted using the MYHD** website as this will provide the most streamlined and effective submission process. However, EPCPH will continue to accept fillable PDFs, in the mean time but note that fillable PDFs may be phased out in the future.

Those industry members who have tested this report finding this to be a very useful and easy to navigate submission system. I appreciate those of you who helped EPCPH in the testing and feedback phase of the project. I look forward to opening up our process and creating a more transparent and data driven OWTS program.

Should you have any questions please let me know. As always feedback is always appreciated.

Regards,

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