



Portal Instructions

Registering for an Account:

1. Go to www.citizenserve.com/Jefferson
2. Click "Login" at top of page
- o **REGISTRATION TYPE: ONLINE REGISTRATION.** Selecting "Anonymous" will not give you the ability to apply for any licenses and will further prolong the registration and application process. Please follow the registration process from top to bottom. Hit "**SUBMIT**" to complete the registration process. **NOTE: ITEMS WITH A RED LINE ARE REQUIRED AND MUST BE FILLED OUT BEFORE PROCEEDING.**

APPLYING FOR A PRIVATE WATER SAMPLE:

1. Go to www.citizenserve.com/Jefferson
2. Click "**Private Water Sample**" under "**Online Services Available**"
3. If you have not registered for an account please refer back to "**Registering for an Account**" otherwise proceed with logging in using your login credentials

4. You will be redirected to the "Public Water Sample" Apply for a license Page. Your subtype should be select as Private Water Sample

5. After Providing a Business Name or Owner Name and Address, select **"FIND ADDRESS"**

6. Provide your all the information required in the blank fields that follow.

NOTE: ITEMS WITH A RED LINE ARE REQUIRED AND MUST BE FILLED OUT BEFORE PROCEEDING.

7. Hit **"SUBMIT"** You have now applied for a Private Water License and can proceed with submitting your Public Water Samples.

HOW TO SUBMIT PRIVATE WATER RESAMPLES:

1. Go to www.citizenserve.com/Jefferson

2. Click **"Private Water Sample"** under **"Online Services Available"**

3. If you have not registered for an account please refer back to **"Registering for an Account"** otherwise proceed with logging in using your login credentials

4. You will be redirected to the "Public Water Sample" Apply for a license Page. Your subtype should be select as Private Water 1st Re-sample, Private Water 2nd Re-sample or Private Water 3rd Re-Sample. The subtype you will need to select will be identified on your results email

5. After Providing a Business Name and Address, select **"FIND ADDRESS"**

6. Provide your all the information required in the blank fields that follow.

NOTE: ITEMS WITH A RED LINE ARE REQUIRED AND MUST BE FILLED OUT BEFORE PROCEEDING.

7. Hit **"SUBMIT"** You have now submitted a Private Water Re-Sample



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