



Jefferson County Health Department will champion positive health outcomes and behaviors through innovative programs and community engagement.

HOW TO SUBMIT PUBLIC WATER SAMPLES: ("Inspection" = Water Sample)

1. Go to www.citizenserve.com/Jefferson
2. Click "Login" at top of page
NOTE: 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. If you have NOT applied for a Public Water Sample License you will NOT be able to submit your samples. Please refer back to "Applying for a Public Water Sample"
3. Once you have logged in, you will be redirected to "My Account" page. Select the "View My Requests" Tab on the far-left side of the page
4. You will be redirected to "My Requests" page. From here under "License #" click on corresponding Public Water Sample License# you were given when you applied
5. You will be re-directed to "View License" page. Select "Request an Inspection" Tab on the far-left side of the page
6. You will be redirected to "Request an Inspection" page
7. **Inspection Type:** "Public Water Sample". **Desired Date:** This will be the date you are submitting your sample
8. ALL fields on the Public Water Sample MUST be filled out.
9. Once all fields have been filled out, click "Submit". You have now submitted a Public Water Sample

(IF YOU ARE SUBMITTING MORE THAN ONE SAMPLE REPEAT STEPS 5-9)



Jefferson County Health Department
405 Main Street, Hillsboro, MO 63050
Phone: 636-797-3737 Fax: 636-797-4631
www.jeffcohealth.org



Public Health
Prevent. Promote. Protect.