



All Payments for Food, Pools and OWTS should be made online at:

<https://myhealthdepartment.com/broomfield/>

NEW Users:

1. If you are a new user, please click the [signing up](#) link to create a new account
2. Please enter your First and Last name, Email address, Password
 - a. Check the box next to [I agree to Terms of Use](#)
 - b. Check the box next to [I'm not a robot](#)
 - c. Click [Submit](#)
3. Go back to <https://myhealthdepartment.com/broomfield/> main page and login
 - a. Click the blue button that says [Invoices](#)
4. Enter your invoice number exactly as it appears and enter
5. Click [Unpaid](#)
6. Click the green [Make Payment](#) button
7. Select the correct fee under Select a payment Type
 - a. The financial Account Number will automatically populate
 - b. Click Continue
8. Enter payment details
9. Click Continue

Existing Account:

1. If you have an existing account click the [logging in here](#) button
 - a. Enter your Email Address and Password, Submit
2. Click the large Blue [Invoices](#) button
3. Enter the invoice number exactly as it appears
4. Click [Unpaid](#)
5. Click the green [Make Payment](#) button

6. Select the correct fee under Select a payment Type
 - a. The financial Account Number will automatically populate
 - b. Click Continue
7. Enter payment details
8. Click Continue