

## Customer Profile Instructions

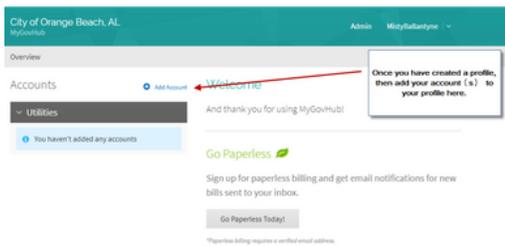
South Granville Water & Sewer Authority customers can view statement information and track billing conveniently from the MyGovHub portal. Instructions to assist in setting up a customer profile can be found below.



### Step 1:

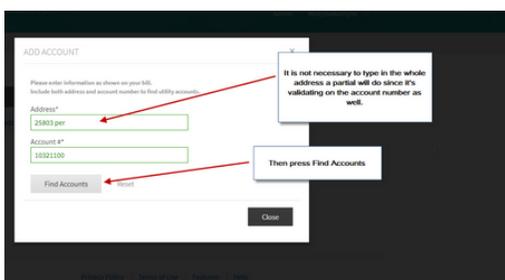
Enter your first name, last name, email address, and create a password.

Passwords must be 8-20 characters long, and have at least 1 number and 1 letter.



### Step 2:

Add your single account or multiple accounts by selecting Add Account.



### Step 3:

Start typing your address in the top box. As you type your address, the program will look for your utility account. Next, press find accounts.

## Portal Navigation Tips:

When entering the service address, type in the first 3 characters of the address and the print will turn green letting you know it can search on the limited criteria.

If you receive an error, then please try again by just entering the first 3 digits of your address and your street name.

Example: 304 Main or 236 HWY

When done adding your accounts, click the CLOSE button.