



**County Engineer
Environmental Engineer**
233 W. Sixth Street
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Building Department
233 W. Sixth Street
Marysville, Ohio 43040
P 937. 645. 3018

Marysville Operations Facility
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Marysville, Ohio 43040
P 937. 645. 3017
F 937. 645. 3111

Richwood Outpost
190 Beatty Avenue
Richwood, Ohio 43344

Public Service with integrity

How to set up your new Online Portal Account.

You must select “Register here” 1st on the login screen to begin.

The information you will need to set up your new Portal Account will be:

1- A Book Number: **This will be the 1st two digits of your current account number:**

01,02,03,07,09,10,11,13 or 15.

2- Your account number: **This is your current 8-digit account number, without the decimals.**

Example: 01000100,02000200. Type in all 8 numbers without the decimal.

3- Your Service Address: This is the address at which sanitary sewer services are provided. If you are a landlord, this will be the address of your rental, not your private address.

4- An Email address. **An email address must be on file with our office before you can complete your account setup. To add an email to your contact information, please call our office to update your account information.**

If you are in need of assistance setting up your new online portal account, please contact our office at 937-645-3021.

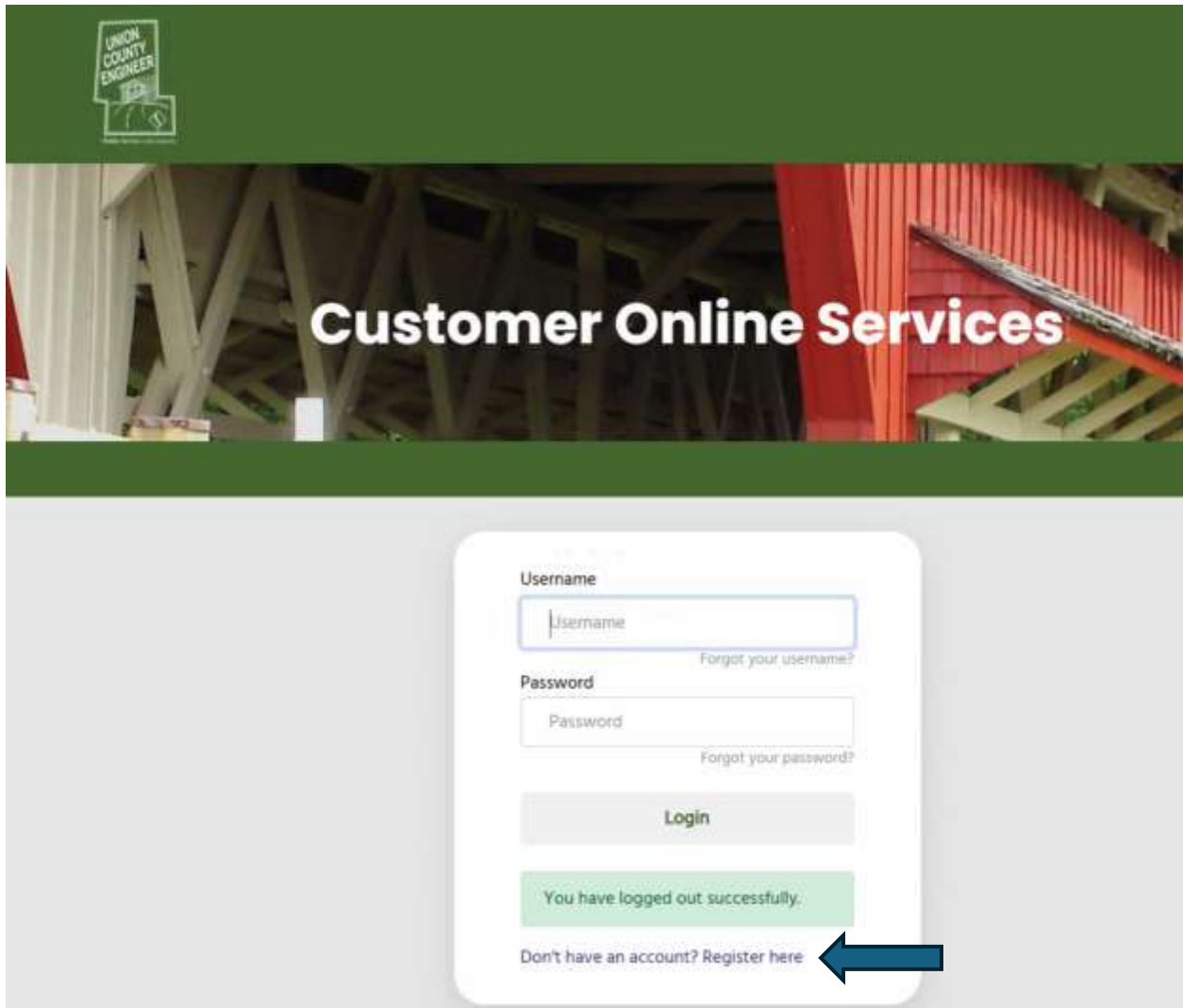
Thank you for your patience as we make this transition.

Union County Sanitary Engineer

233 W. 6th St., Marysville, OH 43040

See screenshots below for visual guidance.

On this page, you will select: “Don’t have an account? Register here”

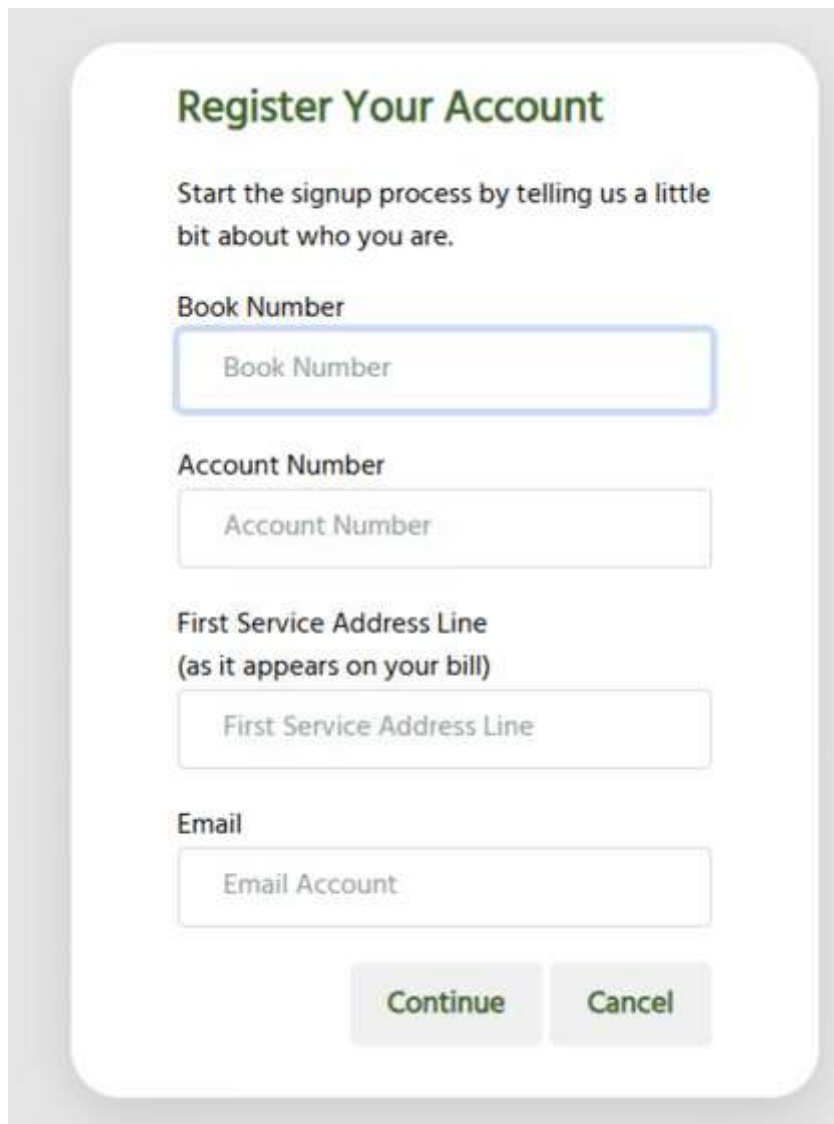


On this page, you will enter your Book #: the 1st two digits of your account number.

Then you will enter your account #: this will be your current 8-digit account number, WITHOUT the decimal.

Next will be the service address of the property. This is the address at which sanitary sewer services are provided.

Next, you will enter your email address. FYI: You MUST have an email address on file with your account information to complete your registration. If you do not, you can call in to the office, 937-645-3021, and we will add it to your account so you can complete your registration.



Register Your Account

Start the signup process by telling us a little bit about who you are.

Book Number

Account Number

First Service Address Line
(as it appears on your bill)

Email

Continue **Cancel**