



QuickStart Guide (Health)

Step 1: Visit the website <https://momentumhome.princegeorgescountymd.gov/>, click on Create User Account, and login.

Step 2: From the Momentum Dashboard, Select **Apply Here**.

Step 3: Select the *Department of Health (Environmental Engineering and Food Protection Program)* menu. Use the drop-down menus to choose an application type.

Step 4: Select your license application category from the list. **NOTE:** If you are renewing an existing license or permit, select the renewal option of the application category. Click **Save and Continue** to proceed.

Step 5: Complete all **required fields** as listed on the application. Review the *Acknowledgement* section for required fees, documents, important information and **sign** full name in the signature field.

Step 6: Enter a Prince George's County Registration # (**REG-XXXX**). **NOTE:** If you do not have a Registration #, complete the *REGISTER HERE* section for an Individual or a Company registration. Click **Save and Continue** to review your application before submission.

Step 7: If needed, click on the **Edit** icon to make changes. After reviewing, scroll down to the end and click **Submit**.

Step 8: Check your email for notifications that outline the next tasks for your application that was submitted (**APP0XXX-2021-XXXX**) and continue to process the application by **uploading** the required documents.

Step 9: Process **fee payments** online. You will be directed to the Govolution site to process the application fees and redirected back to the Momentum dashboard once completed.

Step 10: The application has been successfully submitted to the Health Department for review and processing.

List of Momentum License Application Milestones:

- 1) *Intake* = Customer working on application.
- 2) *Upload Required Docs* = Customer to upload application specific documents.
- 3) *Application Fees Due* = Customer to pay application fees.
- 4) *Completeness/Application Under Review* = Application is submitted to Health Dept and is being processed.
- 5) *Request for Information* (as needed) = Application is *Incomplete* and request for additional information is emailed.
- 6) *Schedule Inspection/Exam* (as applicable) = Request to schedule dates for Inspection or Exam per application requirements.
- 7) *Inspections* (as needed) = Application is in the Inspection process
- 8a) *Application Approved/License Issued* = Application is approved and license is issued as record **HEXXXX-XXXX**.
- 8b) *Application Denied/Closed* = Application is denied and closed.

For questions regarding Food Service applications please contact 301-883-7690 or email FoodProtectionProgram@co.pg.md.us

For questions regarding Environmental applications please contact 301-883-7681 or email EnvironEngProgram@co.pg.md.us

