

HARRIS-GALVESTON



SUBSIDENCE  
DISTRICT

# Creating an Account

## Permitting Portal | User Guide

Updated May 7, 2021

**PERMITTING**  
One-stop-shop for forms  
and payments **PORTAL**



## Overview

To simplify the permit application and renewal process, the Harris-Galveston Subsidence District has implemented a new permitting system. This guide is intended to show well drillers, owners and permittees how to create Portal accounts to access the new system.

**PLEASE NOTE: in order to access the system, you must have a working email address.**

# Account Process

1. Click here to access: [HGSD Permitting Portal](#)
2. Sign-up
3. Verify Your Account

PLEASE NOTE: For new permittees or well drillers, an email that is accessible in the long-term is recommended for this account.

For previous permittees, use an email that has previously been linked to your permit. If you are not sure what email is currently associated with the permit, look on your most recent well renewal form.

The screenshot shows the Harris-Galveston Subsidence District Permitting Portal. The top navigation bar features the district logo, a 'Create Application' button (highlighted with a red box), a notification bell, and a user profile 'TestUser TestUser'. Below the navigation bar is a 'Select an Application' section with a search bar and a grid of application categories. The 'Update Email Form' category is highlighted with a red box. A 'Begin Application' button is visible at the bottom right.

If you need to update the address associated with your account, fill out the Update Email Form after you 1) create an account, 2) login to the Portal, and 3) Select "Create Application"

# Access the Portal



## Log In

Don't have an account? [Sign Up](#)

Username

Password

Log In

[Forgot Password?](#)

5.1-Release

- To access the Permitting Portal from HGSD website, visit [hgsubsidence.org/portal](https://hgsubsidence.org/portal)
- You can also bookmark the [direct portal link](#).

# Sign-Up

## Apply for a login

All fields are required

### CREDENTIALS:

Email Address

Password

Confirm Password

### CONTACT INFORMATION:

First Name

Last Name

Address

City

State



Zip

Home Phone

Mobile Phone

Register

Cancel

- To create an account, select “Sign Up.”
- You will need to enter a valid email address in order to get the confirmation link sent to you.
- Input contact information that can be used for staff to get in touch with you if there's an issue with your account.
- Complete the credentials and contact information and select “Register”

# Create Password

## Apply for a login

All fields are required

### CREDENTIALS:

Email Address

Password

Confirm Password

### CONTACT INFORMATION:

First Name

Last Name

Address

City

State



Zip

Home Phone

Mobile Phone

Register

Cancel

## Password criteria includes:

- Minimum of one upper case letter
- Minimum of one lower case letter
- Minimum of one number
- Minimum of one symbol
- Minimum of six characters
- Must not include the name or email that was used for the login

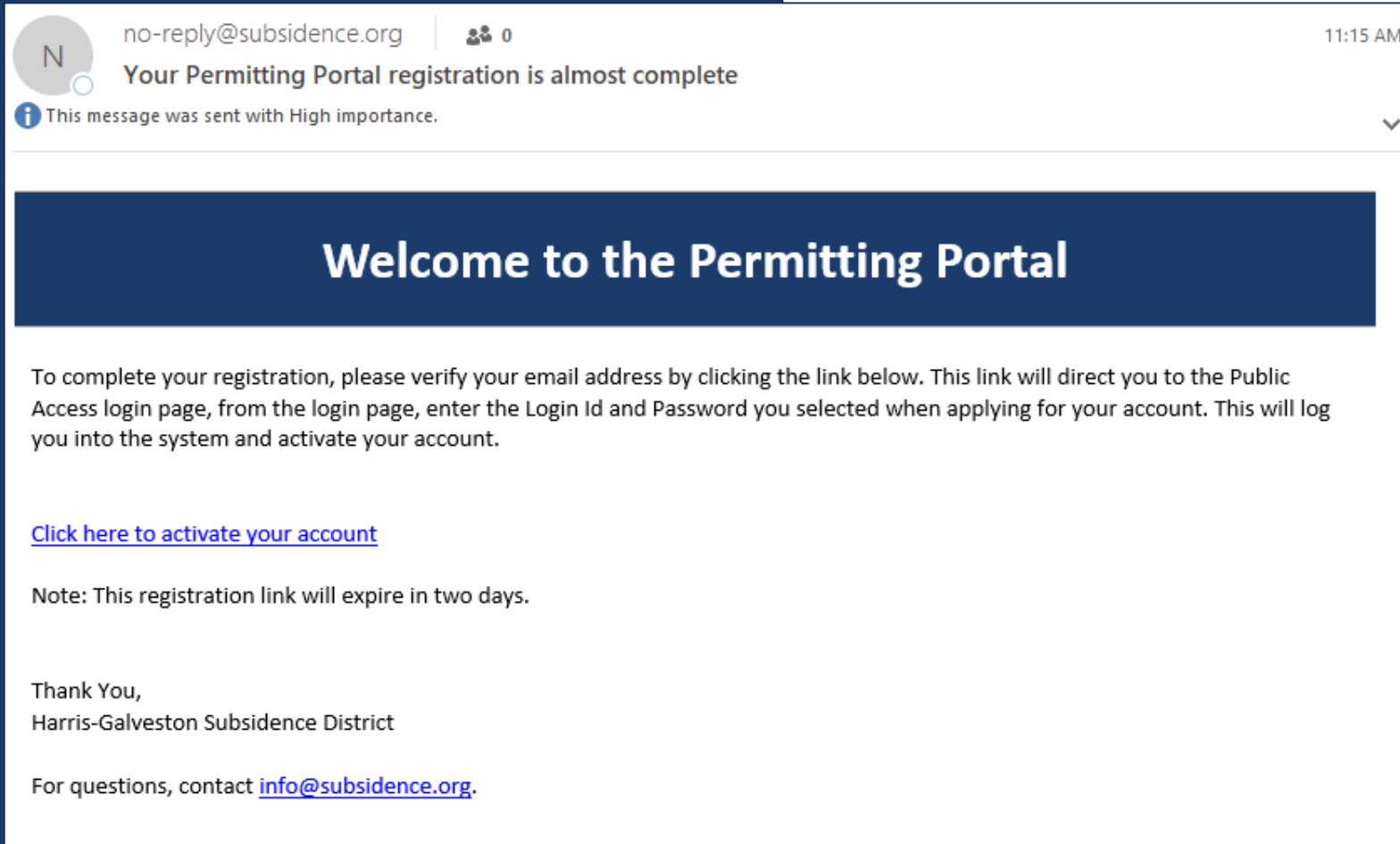
# Verify Your Email



**Your request for a new login was successfully submitted. Please check your email for account verification.**

- After completing the form, you will receive notification if you submitted your information correct.

# Verify Your Email



- You will receive an email with a link to complete your registration.



# Complete your registration

**Login to complete registration**

Username

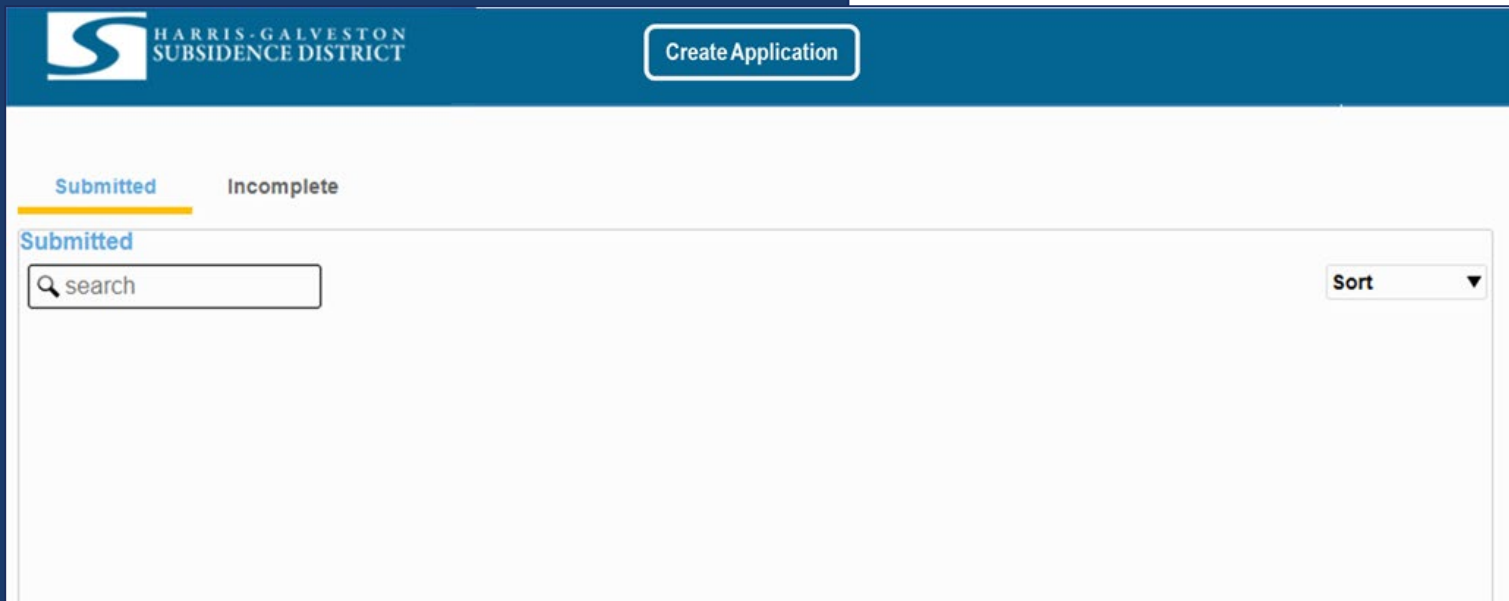
Password

**Log In**

5.1-Release

- When you select the link in your email, you will be brought back to the Permitting Portal.
- Enter your credentials to complete your registration.

# Login to the Permitting Portal



- After completing your registration, you are taken to the main screen for the Portal and you can create a new application.