Creating an Account

Permitting Portal | User Guide

Updated May 7, 2021
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.
1. Click here to access: HGSD Permitting Portal
2. Sign-up
3. Verify Your Account

PLEASE NOTE: For new permittees or well drillers, we recommend that the email used for this account will be accessible in the long-term.

For previous permittees, we recommend that you use an email that has previously been linked to your permit. If you are not sure what email is currently associated with your permit, you can look on your most recent well renewal form. If you need to update the address associated with your account, fill out the Update Email Form.
To access the Permitting Portal from HGSD website, visit [hgsubsidence.org/portal](http://hgsubsidence.org/portal).

You can also bookmark the direct portal link.
• 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”
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
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

Welcome to the Permitting Portal

To complete your registration, please verify your email address by clicking the link below. This link will direct you to the Public Access login page, from the login page, enter the Login Id and Password you selected when applying for your account. This will log you into the system and activate your account.

Click here to activate your account

Note: This registration link will expire in two days.

Thank You,
Harris-Galveston Subsidence District

For questions, contact info@subsidence.org.
Complete your registration

- 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.