

HARRIS-GALVESTON



SUBSIDENCE
DISTRICT

How to Pay Well Permit Fee Statement Permitting Portal | User Guide

Updated May 7, 2021

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



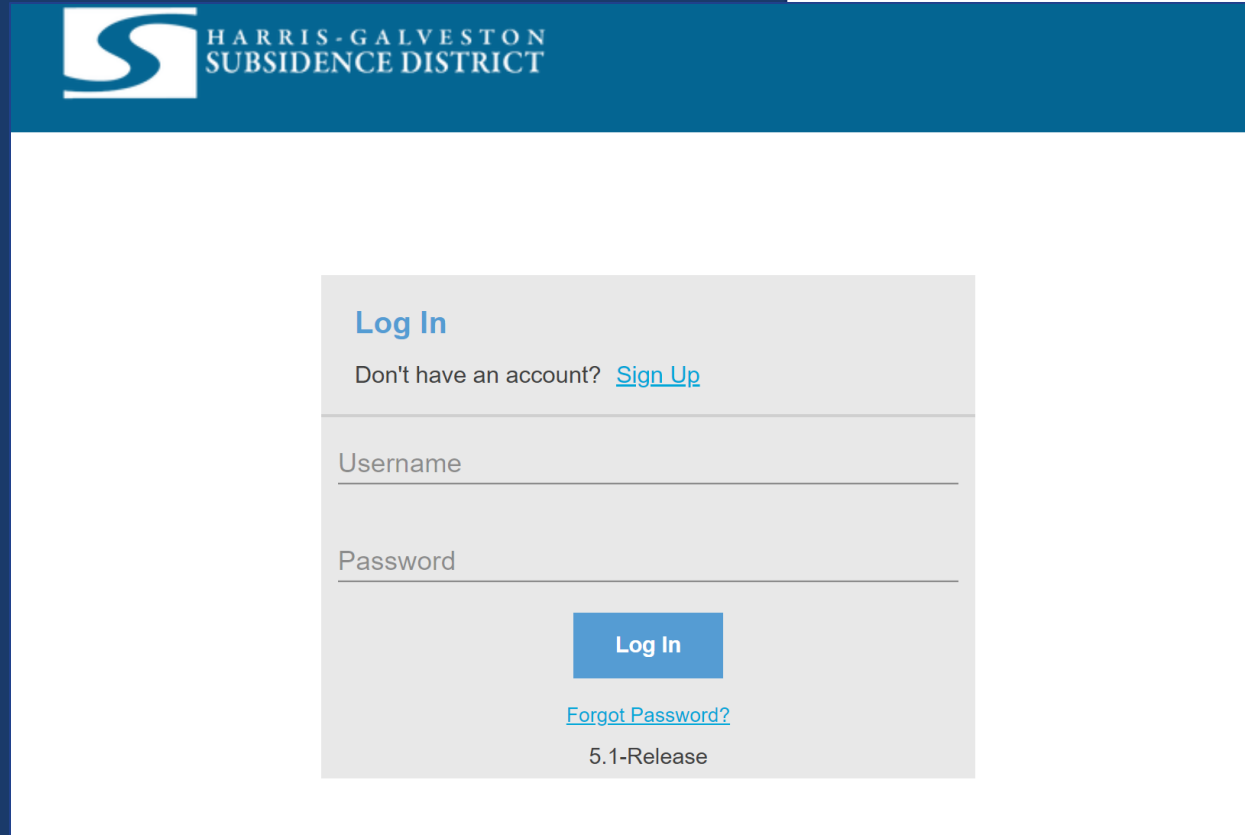
Overview

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 permittees how to pay their permit fee statement they receive once their application has been processed.

Payment Process

1. Receive Permit Fee Statement letter in the mail.
2. Visit hgsubsidence.org/portal. Create account and/or log in to your account
3. Locate current application under the **Submitted** tab. Under the **Actions** dropdown menu, choose "**Pay Fees**" option
4. Review the fees and then click the "Pay Now" button. Be sure to accept the Payment Terms and Conditions.
5. A payment page will appear. Fill out the credit card information. The payment will not be processed until "Complete Payment" button is clicked.
6. Once the permit fee is paid, your permit will be issued.

Access the Portal



The screenshot shows the login interface for the Harris-Galveston Subsidence District Permitting Portal. At the top left is the HGSD logo, a stylized 'S' in a blue square, followed by the text 'HARRIS-GALVESTON SUBSIDENCE DISTRICT'. The main content area is a light gray box with the following elements: a 'Log In' heading, a link for 'Don't have an account? Sign Up', a 'Username' input field, a 'Password' input field, a blue 'Log In' button, a 'Forgot Password?' link, and a version number '5.1-Release' at the bottom.

- To access the Permitting Portal from HGSD website, visit hgsubsidence.org/portal
- You can also bookmark the [direct portal link](#).
- [Click here](#) for instructions on how to create an account
- **You must log in using the email address associated with last year's permit application to view the permit to renew.**

PLEASE NOTE: there can only be one permittee login per permit application. We recommend the email used for this account to be accessible in the long-term.

Locate Application

The screenshot shows the Harris-Galveston Subsidence District Permitting Portal. The header includes the district logo, the text "HARRIS-GALVESTON SUBSIDENCE DISTRICT", a "Create Application" button, a notification bell icon, and a dropdown arrow. Below the header, there are two tabs: "Submitted" (active) and "Incomplete". Under the "Submitted" tab, there is a search bar and a "Sort" dropdown. The main content area displays a table of applications. The first application is a "Well Permit" with ID "WP2021-1591" and address "1660 W Bay Area Blvd, Friendswood, Texas, 77546". It has a location pin icon and the text "No Application Name". The second application is a "Well Registration" with ID "REG2021-418" and the text "No Location Specified" and "No Application Name". To the right of the table, there is a "FEES PAID" section with two "Actions..." dropdown menus. The first dropdown menu is open, showing options: "Actions...", "Check Case Status", "Pay Fees" (highlighted in blue), "Get PDF Report", and "Renew". Below this, there is another "Actions..." dropdown menu and the text "Created 04/30/2021".

- After logging in, choose the "Submitted" tab. Your active applications should appear here.
- Any applications that are saved but not submitted will appear under the "Incomplete" tab.
- **If you do not see your permit, check that the email address you are using is the same one associated with your well number.**
 - If you need to update the address associated with your account, fill out the [Update Email Form](#). District staff will review your request.

Review Fees



Fees

Fee	Amount	Amount Paid	Amount Due
Permit Renewal Application Fee	\$60.00	\$60.00	\$0.00
Permit Fee (24/mg or 10/mg)	\$24.00	\$0.00	\$24.00
Credit Card Surcharge	\$1.80	\$1.80	\$0.00
	Total Fees: \$85.80	Total Paid: \$61.80	Total Due: \$24.00

Payment Amount: \$24 _____

Authorize Net

Payment Terms and Conditions

- Once you select “Pay Fees,” you will be taken to the Payment page where you may make payment using credit card through Authorize.NET.
- A 3% Credit Card Surcharge will be applied to your application fee. Currently HGSD only accepts MasterCard, Discover and Visa credit cards.
- Hit the “Pay Now” button, being sure to accept the Payment Terms and Conditions.

Complete Form

Order Summary

Description Payment for Case: WP2021-1591
Invoice Number 88

Total \$ 24.00

Credit Card Bank Account (USA Only)

 Card Number *

Exp. Date * Card Code

Billing Address

First Name Last Name

Billing Country USA ▼ Zip

Street Address City

State Phone Number

Pay

Cancel

- A payment page will appear where you may make payment using credit card through Authorize.NET.
- Complete the form
- Click the Pay button

Complete Payment

Tue Jun 15 2021 3:21:44 PM

Complete

Thank you for your payment.

\$ 24.00

[Hide Details](#)

Total \$ 24.00

Paid By Discover XXXX0012

Authorization Code:

GVLHDF

Transaction ID: 60169345134

Invoice Number: 88

Description: Payment for

Case: WP2021-1591

- **YOU HAVE NOT MADE YOUR PAYMENT UNTIL YOU SELECT THE “COMPLETE PAYMENT” BUTTON.**
- A payment confirmation email will be sent to the email account associated with the account.

Additional Action Items

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Application

Well Permit WP2021-1591	1660 W Bay Area Blvd, Friendswood, Texas, 77546 No Application Name	FEES PAID Actions... Created:06/4/2021 Expires:06/30/2022
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- Under "Actions...", select **Get PDF Report** to view a copy of your permit. This is will not be available until permit fee statement has been paid, and the permit has been issued by District staff which may take up to one week to complete.
- You can return to this application next year and select "Renew" to start the process again.

Questions?



- Email info@subsidence.org with PORTAL in the subject line. Please include your name, permit number and application number
- Given the volume of questions, response time may take up to two business days.