

HARRIS-GALVESTON



SUBSIDENCE
DISTRICT

Amendment Application – Transfer of Ownership Permitting Portal | User Guide

Updated May 7, 2021

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



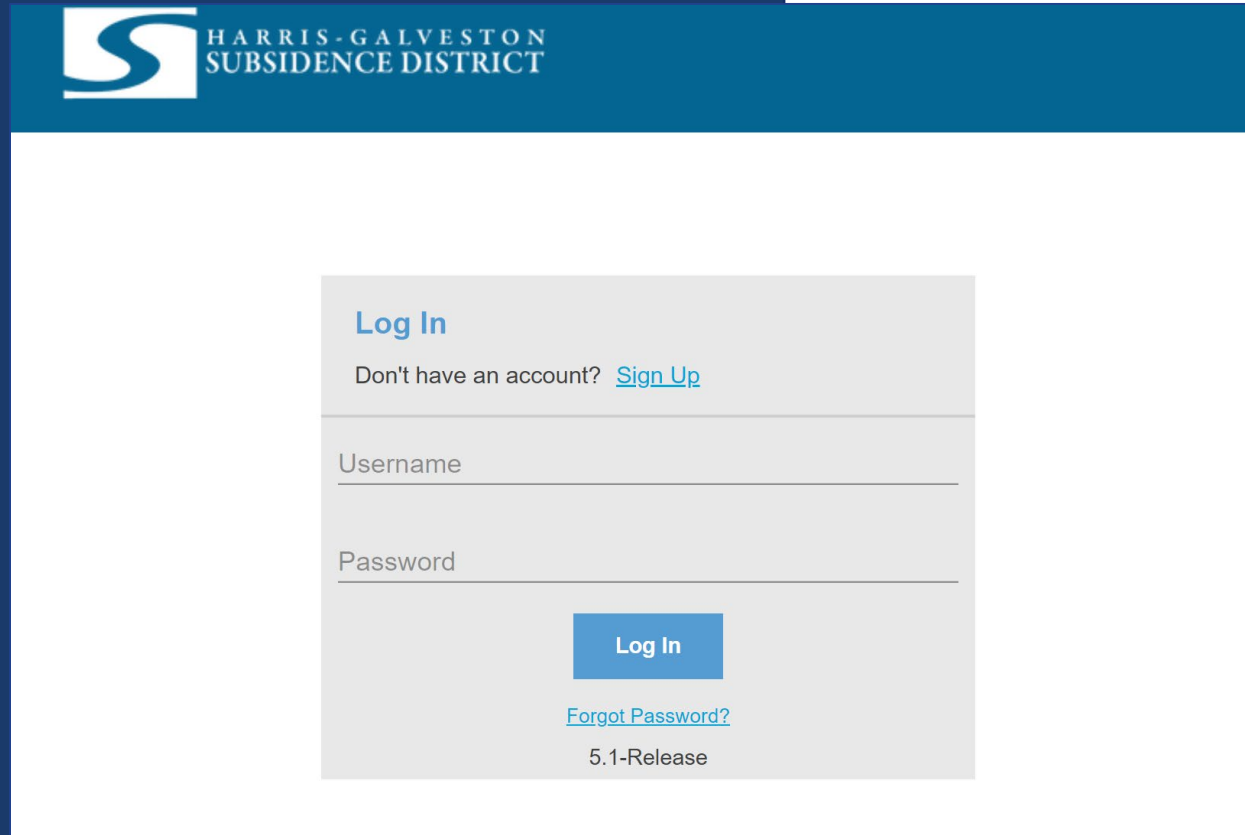
Overview

An application to amend the permit to change the name of the permittee or owner must be made within 90 calendar days of the change in ownership of the permittee well. The General Manager may grant such an amendment without notice, hearing, or further action by the Board.

Amendment Process

1. Visit hgsubsidence.org/portal. Create account and/or log in to your account
2. Choose Amendments and Rebates, select Transfer of Ownership, and click Begin Application. Designate Well address in **Main** section. Input the lead well number in the **App Data** section. Under **People** section, include the applicant, previous and new permittee, and previous and new owner. Upload photo of meter reading under **Additional Documents**.
3. Submit application for processing. HGSD staff will verify your application.
4. Once the application has been verified, select "Pay Fees" option to pay the \$25 amendment application fee **for each well**.
5. District staff will contact you with the amendment permit once the application has been finalized.

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 and name. 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 well 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.

Create Application

The screenshot shows the top navigation bar with the Harris-Galveston Subsidence District logo, a 'Create Application' button, a notification bell, and a dropdown arrow. Below the navigation bar, there are two tabs: 'Submitted' (active) and 'Incomplete'. Under the 'Submitted' tab, there is a search bar and a 'Sort' dropdown menu. The main content area displays a table of applications. The first row is for a 'Meter Card' (MTR2021-459) with location 'AD200 1652' and a location pin icon. The second row is for a 'Well Registration' (REG2021-418) with 'No Location Specified' and 'No Application Name'. The third row is for a 'Well Permit' (WP2021-460) with 'No Location Specified' and 'No Application Name'. To the right of the table, there are two 'PENDING' status indicators, each with an 'Actions...' dropdown menu. The first dropdown menu is open, showing options: 'Actions...', 'Check Case Status', 'Pay Fees', 'Get PDF Report', and 'Renew' (highlighted in blue). Below the table, there is a 'Created' section.

Application Type	Application ID	Location	Status
Meter Card	MTR2021-459	AD200 1652	PENDING
Well Registration	REG2021-418	No Location Specified No Application Name	PENDING
Well Permit	WP2021-460	No Location Specified No Application Name	PENDING

- After logging in, choose the "Submitted" tab
- Your most recent, active applications should appear here.
- Any applications that are saved but not submitted will appear under the "Incomplete" tab.
- If you are creating a new application, click on "Create Application" to start the application process.

Application Selection

The screenshot shows the 'Application Selection' page of the Harris-Galveston Subsidence District Permitting Portal. The header includes the district logo, a 'Create Application' button, a notification bell, and the user name 'TestUser TestUser'. Below the header is a search bar labeled 'search Applications...'. Underneath, there are two sections: 'Categories' and 'Applications'. In the 'Categories' section, the 'Amendments and Rebates' category is highlighted with a red box. Below this, the 'Applications' section displays four application types: 'Well Registration', 'Well Permit', 'Sponsorship for Groundwater Credits', and 'Well Pumpage (Annual Report)'. A 'Begin Application' button is located at the bottom right of the page.

- After selecting “Create Application”, you will be taken to the Application Selection menu.
- Select “Amendments and Rebates” to file an increase or decrease allocation amendment, a transfer of ownership amendment, or a disincentive fee or groundwater credit rebate.

Application Pop-up Screen

The screenshot shows a web interface titled "Select an Application" with a search bar. A pop-up window titled "Application Help" is overlaid on the screen. The pop-up contains the following text:

Application Help

An application to amend the permit to change the name of the permittee or owner must be made within 90 calendar days of the change in ownership of the permittee well. The General Manager may grant such an amendment without notice, hearing, or further action by the Board.

The application fee is \$25 for each well.

OK

- After you select “Amendments and Rebates,” you will be taken to another screen where you will select “**Transfer of Ownership Amendment**”
- A pop-up screen will provide information on the application process.
- Select “OK” and then select “Begin Application” to start the application process.

Application Sections

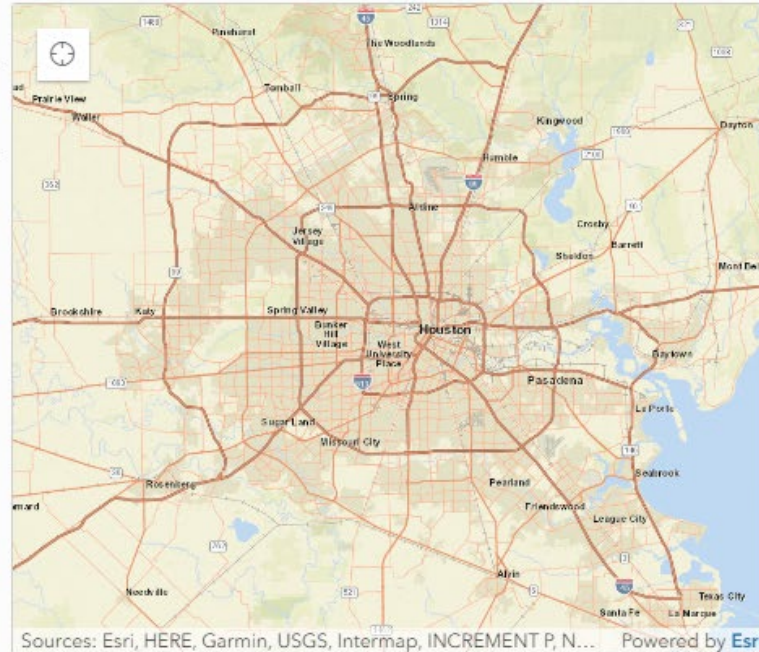
Application: Permit Amendment - Increase Allocation

Step 1 of 4

1 Main

Description

Address



Cancel Clear Next

2 App Data

3 People

4 Add'l Docs

Overview of Sections

- **Main Panel:** this is where you enter your lead well number (if you have one) and physical location of the lead well
- **App Data Panel:** this is where you enter details regarding your application
- **People Panel:** this is where you provide information on the applicant, permittee, other contacts for the application
- **Rel Docs Panel:** this is where you may attach related documents that you would like to share with District staff (if applicable)

Input Well Address

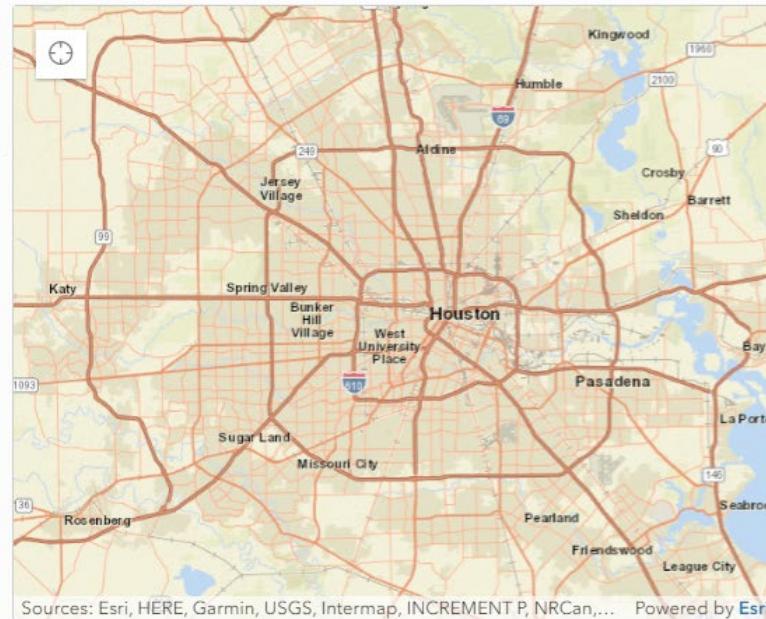
Application: Permit Amendment - Owner Amend

Step 1 of 3

1 Main

Description

Address



Cancel Clear Next

2 App Data

3 People

- The **Main** section includes the **lead well address** and the corresponding physical location description of the well (if needed).
- If you cannot enter an accurate physical location of the well, leave it blank. You may also upload a map of the well location in the additional documents section.

Input Application Data

Application: Permit Amendment - Owner Amend

Step 2 of 3

1 Main

2 App Data

Lead Well Number
! Lead Well Number ?
Number
Owner Amendment Data
Date of Ownership Change
Previous Owner
Text
! Number of Wells Changing Ownership
Quantity

- In the App Data Panel, required fields are shaded in red.
- Input **Lead Well Number**. If you have multiple wells, the lead well number will be the lowest numerical well number. If you do not have a lead well number, then enter 0 (zero).
- Input **the Date of Ownership Change, the Previous Owner, and the Number of Wells changing ownership**. This should be the number of wells included in your permit.

Cancel

Clear

Previous

Next

Input Contact Information

3 People

APPLICANT [more....](#)

Use My Information

NEW OWNER [more....](#)

Use My Information

Name

Name

Address Line1

Address Line1

City Name

State

Zip Code

City Name

State

Zip Code

Phone (Home)

Phone (Mobile)

Phone (Home)

Phone (Mobile)

Email

Email

Comment

Comment

NEW PERMITTEE [more....](#)

Use My Information

PREVIOUS OWNER [more....](#)

Use My Information

Name

Name

Address Line1

Address Line1

- In the People Panel, information regarding the **Applicant, New Owner, New Permittee, Previous Owner, Previous Permittee** are required. Required fields are shown in red.
- Input the name, phone number and email of the **Applicant**, or the person submitting the application.
- The **New Owner** and **New Permittee** name should be the company name if applicable. For a specific representative to receive information, include their contact information under **Attention To**.

Add Remaining Contact Items

3 People

<p>APPLICANT more... Use My Information</p> <p>Name _____</p> <p>Address Line1 _____</p> <p>City Name _____ State _____ Zip Code _____</p> <p>Phone (Home) _____ Phone (Mobile) _____</p> <p>Email _____</p> <p>Comment _____</p>	<p>PERMITTEE less... Use My Information</p> <p>Name _____</p> <p>Address Line1 _____</p> <p>Address Line2 _____</p> <p>Address Line3 _____</p> <p>City Name _____ State _____ Zip Code _____</p> <p>Country Code _____ Company Name _____</p> <p>Phone (Home) _____ Phone (Mobile) _____</p> <p>Phone (Work) _____ Phone Work Ext. _____</p> <p>Fax Number _____</p> <p>Email _____</p>
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- **Before you click Next, make sure to select "more..." for all required contacts: Permittee, Owner and Applicant.**
- Fill out the required Phone (Work) number.
- You will not be able to move on to the next step until you've filled in all required red fields.
- **Troubleshooting tip:** If your application times out, log back into the and visit the "Incomplete" tab on the home page. You'll find a draft of your application there.

Review Account Summary

Application

Transfer of Ownership Amendment AMN2021-5926 No Location Specified No Application Name OPEN Created:12/14/2021 Expires:12/31/2022 Actions...

Workflow

Description	Result	Target End	Completed	M	Comments
Application Review	Accepted	12/19/2021 6:03	12/14/2021 6:04	1	
Amendment	Application	PM	PM		
Approval		12/15/2021 6:04		2	
Issue				3	

People

Title	Name	Address
APPLICANT	sdf	
NEW OWNER	2@gmail.com	2@gmail.com, 2@gmail.com, tx, 77777
NEW PERMITTEE	2@gmail.com	2@gmail.com, 2@gmail.com, tx, 11111
PREVIOUS OWNER	2@gmail.com	
PREVIOUS PERMITTEE	2@gmail.com	

Data

Lead Well Number

Lead Well Number [?]

Number
1

Owner Amendment Data

Fees

Fee	Amount	Amount Paid	Amount Due
Owner Amendment Fee (per well)	\$25.00	\$0.00	\$25.00
Credit Card Surcharge	\$0.75	\$0.00	\$0.75
Total Fees: \$25.75		Total Paid: \$0.00	Total Due: \$25.75

- Once you submit your application, it will be reviewed by staff typically within 3-5 business days.
- Once the application is verified, you can pay your application fee (\$25 per well).
- **Workflow** gives you the status step in the application process with the estimated timeline.
- The typical workflow includes the following steps:
 - Application Review
 - Amendment Approval
 - Issue Amendment

Pay Fees

Application

Transfer of Ownership Amendment
AMN2021-5926

No Location Specified
No Application Name

OPEN

Created:12/14/2021
Expires:12/31/2022

- Actions...
- Actions...
- Check Case Status
- Pay Fees
- Get PDF Report
- Renew

Workflow

Description	Result	Target End	Completed	M	Comments
Application Review	Accepted Application	12/19/2021 6:03 PM	12/14/2021 6:04 PM	1	
Amendment Approval		12/15/2021 6:04 PM		2	
Issue				3	

Data

Lead Well Number

Lead Well Number ?

Number

1

Owner Amendment Data

- You pay your fees online using a credit card by selecting "Actions..." and "Pay Fees" only **after** the application has been verified.
- **Paying the application fee does not mean the application has been approved**
- If needed, staff will contact you to purchase groundwater credits or disincentive fees if needed.

Complete Payment



Deposits

Fees

Fee	Amount	Amount Paid	Amount Due
Owner Amendment Fee (per well)	\$25.00	\$0.00	\$25.00
Credit Card Surcharge	\$0.75	\$0.00	\$0.75
	Total Fees: \$25.75	Total Paid: \$0.00	Total Due: \$25.75

Payment Amount: \$25.75

Authorize.Net

Payment Terms and Conditions

Pay Now

Cancel

- Once you select “Pay Fees,” you will be taken 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 Discover, MasterCard, and Visa credit cards.
- Complete the form and 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.
- Check the Workflow once you return to the Permit page to verify what step your application is now in.
- After your application has been finalized, District staff will contact you with the amended permit.

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.