

HARRIS-GALVESTON



SUBSIDENCE  
DISTRICT

# Groundwater Credit - Sponsorship Permitting Portal | User Guide

Updated December 11, 2021

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



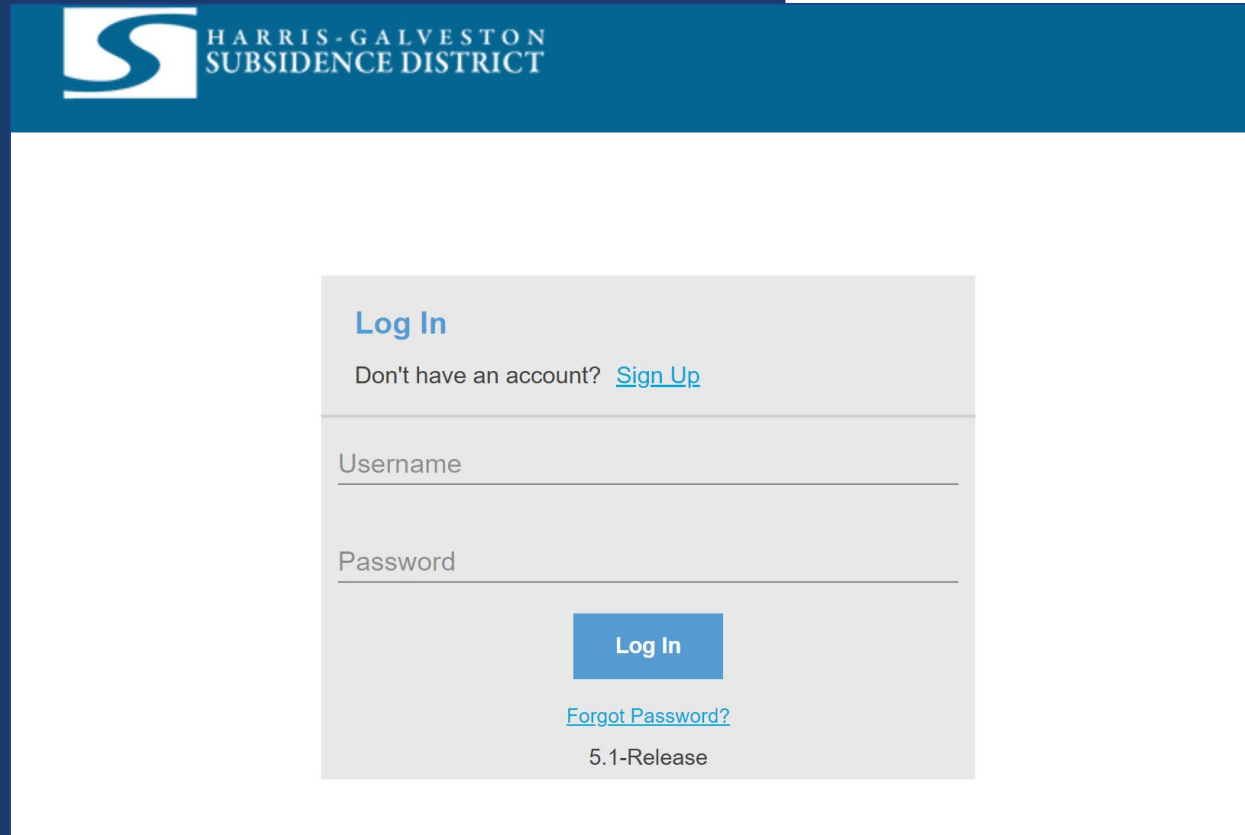
# Overview

To simplify the permit application and renewal process, the Harris-Galveston Subsidence District has implemented a new permitting system. This guide is intended to walk permittees through the Groundwater Credit sponsorship process.

# Groundwater Credit Process

1. Visit [hgsubsidence.org/portal](https://hgsubsidence.org/portal). Create account and/or log in to your account
2. Choose GWC - Sponsorship, and click Begin Application. Designate Well address in **Main** section. Input sponsorship request in **App Data** section. Under **People** section, include the Sponsor, Groundwater Certificate Contact, and Billing Contact.
3. Submit application for processing. HGSD staff will verify your application.
4. \*\*Once the application has been verified, select "Pay Fees" option to pay \$38.00 per individual sponsorship.
5. District staff may reach out regarding your request.

# 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 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 "Don't have an account? [Sign Up](#)", a "Username" input field, a "Password" input field, a blue "Log In" button, a link "[Forgot Password?](#)", and the version number "5.1-Release" at the bottom.

- To access the Permitting Portal from HGSD website, visit [hgsubsidence.org/portal](https://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.

# Application Selection

The screenshot shows the Harris-Galveston Subsidence District Permitting Portal. At the top, there is a blue header with the district logo, the text "HARRIS-GALVESTON SUBSIDENCE DISTRICT", a "Create Application" button, a notification bell icon, and the user name "TestUser TestUser". Below the header, the main content area is titled "Select an Application". It features a search bar with the placeholder text "search Applications...". Underneath, there are two category boxes: "Amendments and Rebates" and "Meter Information". Below these, there are four application cards: "Well Registration", "Well Permit", "Sponsorship for Groundwater Credits", and "Well Pumpage (Annual Report)". The "Sponsorship for Groundwater Credits" card is highlighted with a red and yellow border. At the bottom right of the application selection area, there is a "Begin Application" button.

- Select “Create Application” to file a new application.
- After selecting “Create Application”, you will be taken to the Application Selection menu.
- Select “Sponsorship for Groundwater Credits” to request sponsorships in the Water Conservation Program

# Application Pop-up Screen

## Select an Application

search Applications...

Applications

Applications

Well Registration



Well Permit



GWC - Sponsorship



### Application Help

Sponsoring the Water Conservation Program will support the Water Conservation Program, including the School Program, Water My Yard, Water Conservation Grant Program and the Smarter About Water website. Each sponsorship will earn 84,000 gallons of Series B Groundwater Credits, which are valid for up to 20 years from the issue date.

OK

- After you select “Sponsorship for Groundwater Credits,” 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: GWC - Sponsorship

Step 1 of 4

1 Main

Well Number

Physical Location of Well



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, ... Powered by Esri

Cancel Clear Next

2 App Data

3 People

4 Add'l Docs

## Overview of Sections

- **Main Panel:** if you are requesting sponsorship for a specific permit, put the lead well number (if you have one)
- **App Data Panel:** this is where you enter details regarding your sponsorship request
- **People Panel:** this is where you provide information on the applicant, groundwater credit contact and invoice contact.
- **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

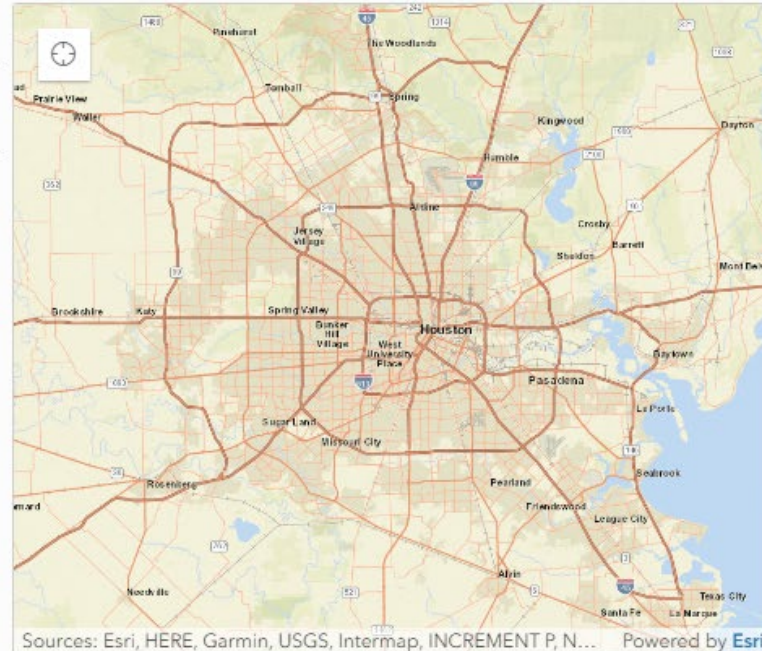
Application: Permit Amendment - Increase Allocation

Step 1 of 4

1 Main

Description

Address



Cancel Clear Next

2 App Data

3 People

4 Add'l Docs

- The **Main** section includes the **lead well address**
- if you are requesting sponsorship for a specific permit, put the lead well number (if you have one)
- If you do not have a specific well related to your groundwater sponsorship request, leave it blank.



# Input Application Data

Application: GWC - Sponsorship

Step 2 of 4

- 1 Main
- 2 App Data

Waterwise Sponsorship Application ^

School Year  
Select a value ▾

! Total Number of Sponsorships (Enter Qty):  
Quantity  
0

Any specific billing cycle requirements or GW earnings requests?  
Comment

Cancel Clear Previous Next

- 3 People
- 4 Add'l Docs

- In the App Data Panel, required fields are shaded in red.
- Input **School Year**, if you have a specific request for which school year your credit will be associated with.
- Input **Total Number of Sponsorships** that you are requesting. Keep in mind that each sponsorship is equivalent to 84,000 gallons of groundwater.
- If you have a **Specific billing cycle requirement or GW earning request**, such as a date by which the groundwater credits are needed, for example, enter that in the comment field. .

# Input Contact Information

Application: GWC - Sponsorship

Step 3 of 4

1 Main

2 App Data

3 People

SPONSOR [more....](#)

[Use My Information](#)

GROUND WATER CERTIFICATE CONTACT [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

BILLING CONTACT [more....](#)

[Use My Information](#)

Name

Address Line1

City Name

State

Zip Code

Phone (Home)

Phone (Mobile)

Email

- In the People Panel, information regarding the **Applicant** and the **Sponsor** 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 **Groundwater Certificate Contact** should be the person to whom the certificate should be mailed.
- The **Billing Contact** should be the person to whom the invoice for the credits should be sent.
- **Before you click Next, make sure to select "more..." for Permittee and Applicant to fill out the required Phone (Work) number.**

# Add Remaining Contact Items

Application: GWC - Sponsorship

Step 3 of 4

1 Main

2 App Data

3 People

SPONSOR [less...](#) [Use My Information](#)

GROUND WATER CERTIFICATE CONTACT [more...](#) [Use My Information](#)

Name \_\_\_\_\_ Name \_\_\_\_\_

Address Line1 \_\_\_\_\_ Address Line1 \_\_\_\_\_

Address Line2 \_\_\_\_\_ City Name \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Address Line3 \_\_\_\_\_ Phone (Home) \_\_\_\_\_ Phone (Mobile) \_\_\_\_\_

City Name \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country Code \_\_\_\_\_ Company Name \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Mobile) \_\_\_\_\_

**Phone (Work)** \_\_\_\_\_ Phone Work Ext. \_\_\_\_\_

Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Comment \_\_\_\_\_

Web Site URL \_\_\_\_\_

BILLING CONTACT [more....](#) [Use My Information](#)

Name \_\_\_\_\_

Address Line1 \_\_\_\_\_

City Name \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Mobile) \_\_\_\_\_

Email \_\_\_\_\_

- **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.

# Submit



Application: GWC - Sponsorship

Step 4 of 4

1 Main

2 App Data

3 People

4 Add'l Docs

Add Delete all

Cancel Clear Previous Submit

- In the Additional Documents Section, you may attach documents to your application.
- You can also upload documents after your application has been submitted in the Account Summary dashboard
- Hit the Submit button. You will be required to accept the Terms and Conditions prior to the application being submitted.

# Review Account Summary

- Once you submit your application, it will be reviewed by staff typically within 3-5 business days.
- **Workflow** gives you the status step in the application process with the estimated timeline.
- The typical workflow includes the following steps:
  - Application Received
  - Sponsorship Amount
  - Certificate Created
- You will receive an invoice from the Water Conservation Program Manager for the requested sponsorship(s).

← Back

### Application

GWC - Sponsorship  
SPR2021-5664

No Location Specified  
No Application Name

**PARTIALLY SPONSORED**  
Actions...

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

### Related Applications

Application Number	Name	Relationship
<a href="#">GWB2021-5665</a>		Child

### People

Title	Name	Address
SPONSOR	TestUser TestUser	sdfsdf, sdf, tx, 54332

### Data

Waterwise Sponsorship Application

School Year  
Select a value  
2019-2020

Total Number of Sponsorships (Enter Qty):  
Quantity  
1

Any specific billing cycle requirements or GW earnings requests?  
Comment

### Workflow

Description	Result	Target End	Completed	M	Comments
Application Received	Yes (Ready to match)	12/19/2021 4:28 PM	12/12/2021 4:29 PM	1	
Sponsorship Amount	Partial(Create Cert)	12/19/2021 4:29 PM	12/12/2021 4:34 PM	2	
Certificate Created?		12/12/2021 5:34 PM		2	

### Related Documents

Add Delete all

# Questions?



- Email [info@subsidence.org](mailto: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.