

HARRIS-GALVESTON



SUBSIDENCE  
DISTRICT

# Meter Calibration Application

## Permitting Portal | User Guide

Updated May 7, 2021

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



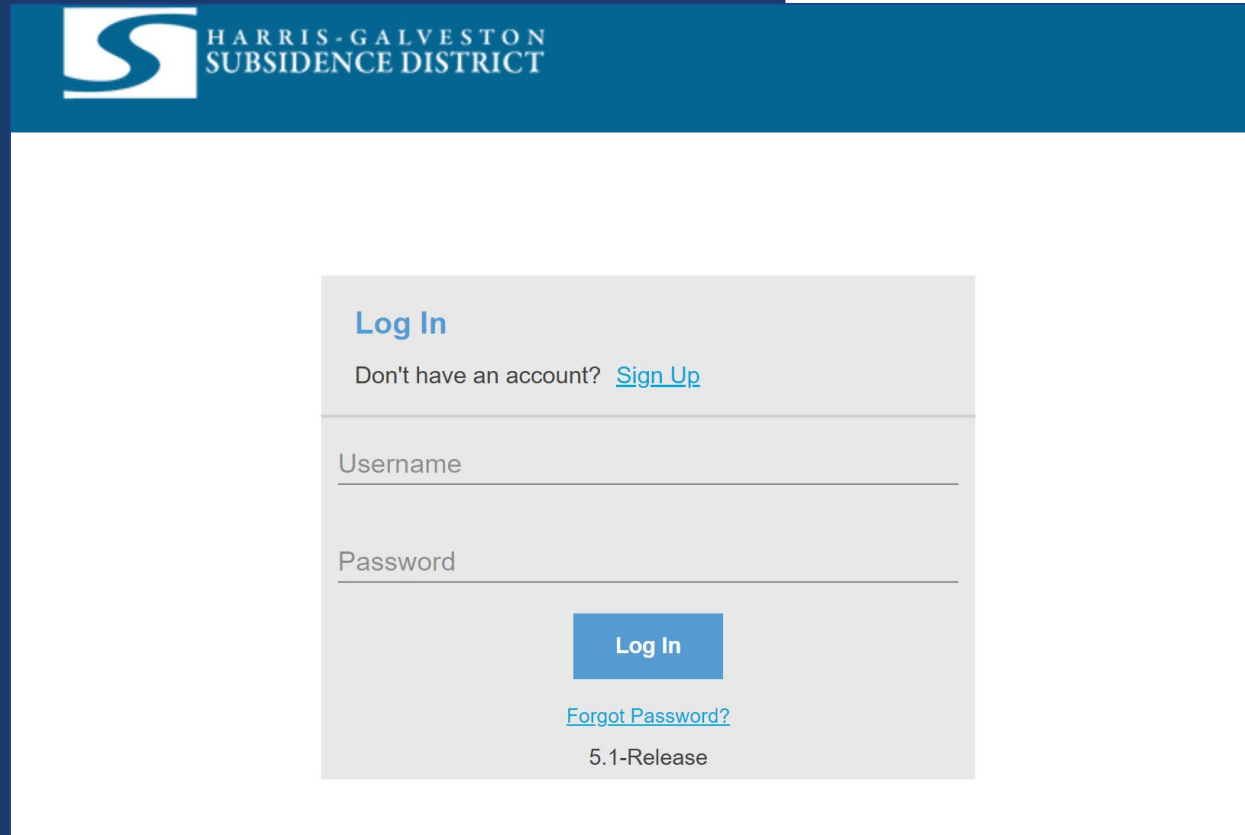
## Overview

To simplify the permitting process, the Harris-Galveston Subsidence District has implemented a new permitting system. This guide is intended to walk permittees through the process to submit meter calibration information.

# Meter Calibration Process

1. Visit [hgsubsidence.org/portal](https://hgsubsidence.org/portal). Create account and/or log in to your account
2. **Meter calibration information can only be submitted by approved calibration providers**
3. Choose Meter Information, select Meter Calibration, and click Begin Application. Designate Well address in **Main** section. Input Well information in **App Data** section. Under **People** section, include the meter calibration, permittee, owner and other relevant contact information.
4. Additional information
  - The criteria for meter calibration is as follows:
    - If the meter diameter is less than 6 inches, calibration is required every 3 years
    - If the meter diameter is greater than 6 inches, calibration is required every year
    - If the meter is a Positive Displacement Type meter, no calibration is required

# 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](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.

# Create Application

- 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 Harris-Galveston Subsidence District Permitting Portal. At the top, there is a navigation bar 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 navigation bar is the "Select an Application" section. It features a search bar labeled "search Applications...". Underneath, there are two sections: "Categories" and "Applications". In the "Categories" section, there are two folder icons: "Amendments and Rebates" and "Meter Information". The "Meter Information" folder is highlighted with a red rectangular box. Below the categories, there are four application cards: "Well Registration", "Well Permit", "Sponsorship for Groundwater Credits", and "Well Pumpage (Annual Report)". Each card has a document icon. At the bottom right of the application selection area, there is a "Begin Application" button.

- After selecting “Create Application”, you will be taken to the Application Selection menu.
- Select “Meter Information” to file Meter Calibration or Meter Card application.

# Application Pop-up Screen

**Select an Application**

search Amendments and Rebates...

Applications > Amendments and Rebates

Applications

Increase in A

**Application Help**

Meter calibration information can only be provided by companies that use approved testing methods. The following criteria apply to meter calibration:

- If the meter diameter is less than 6 inches, calibration is required every 3 years
- If the meter diameter is greater than 6 inches, calibration is required every year
- If the meter is a Positive Displacement Type meter, no calibration is required

OK

- After you select “Amendments and Rebates,” you will be taken to another screen where you will select “**Meter Calibration**”.
- 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

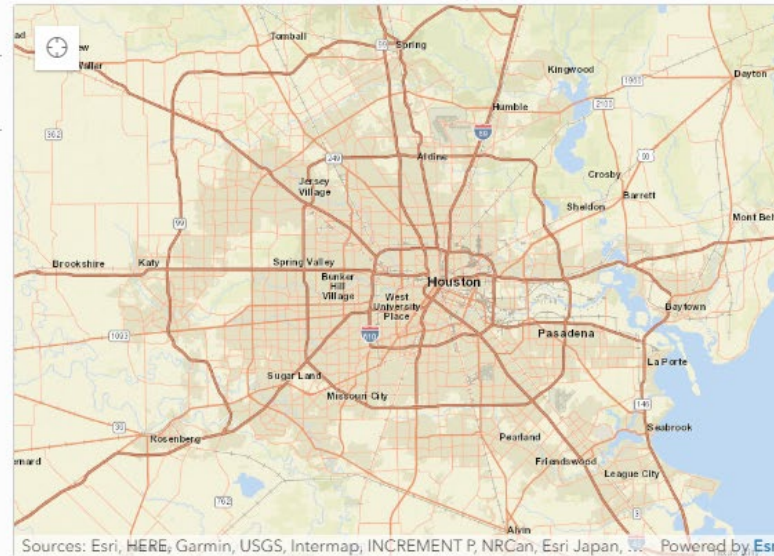
## Application: Meter Calibration

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

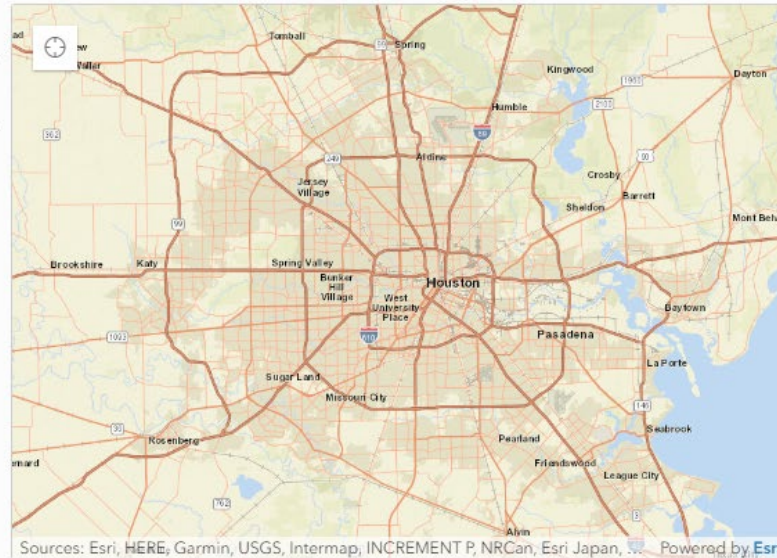
Application: Meter Calibration

Step 1 of 4

1 Main

Description

Address



Cancel Clear Next

2 App Data

3 People

4 Add'l Docs  
ADD'L DOCS

- The **Main** section includes the 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: Meter Calibration

Step 2 of 4

- 1 Main
- 2 App Data

**Meter Calibration** ^

! Reporting Well

Number

Description of Site at Location

Comment

Meter Manufacturer

Text

Serial No

Text

Type

Select a value

Testing Firm

Text

- In the App Data Panel, required fields are shaded in red.
- Input **Reporting Well**
- Provide details regarding the meter calibration process.

# Input Contact Information

Application: Meter Calibration Step 3 of 4

1 Main  
2 App Data  
3 People

CALIBRATION AGENT more.... Use My Information

Name

Address Line1

City Name  State  Zip Code

Phone (Home)  Phone (Mobile)

Email

Comment

Cancel Clear Previous Next

4 Add'l Docs

- In the People Panel, information regarding the **Meter Calibration Agent** required. Required fields are shown in red.
- Input the name, address, phone number and email of the submitting calibration agent.
- **Before you click Next, make sure to select "more..." for Permittee and Applicant to fill out the required Company Name and Phone (Work) number.**

# Upload Documents and Submit



Application: Meter Calibration

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.
- Documents that could be submitted may include:
  - Calibration documentation
- 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.

# 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.