



How to Submit a Well Pumpage (Annual Report)


Updated 12/2025

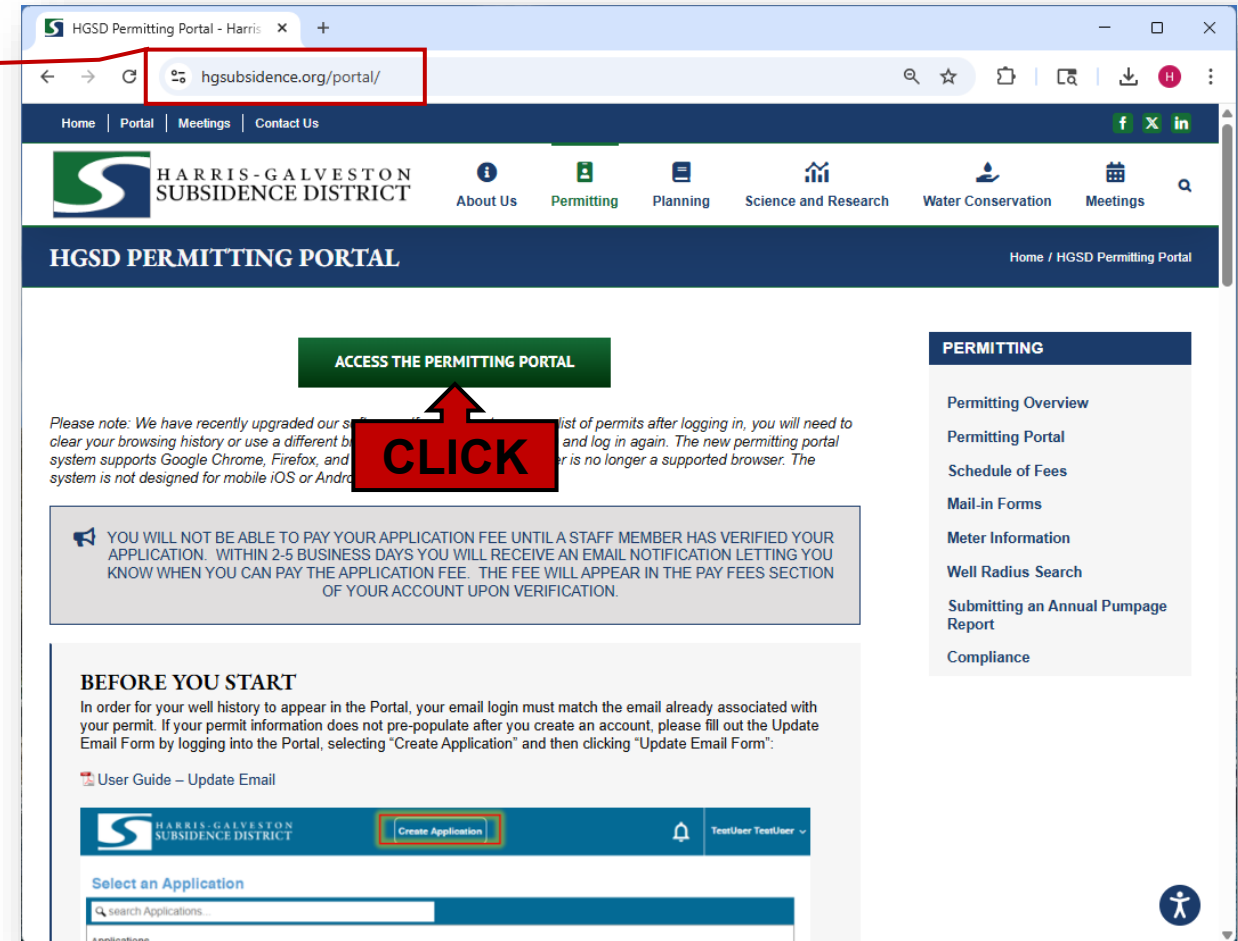
Before You Begin

You will need the following information:

✓	PERMITTING PORTAL USERNAME AND PASSWORD	
✓	LEAD WELL NUMBER AND PHYSICAL LOCATION OF WELL	
✓	NUMBER OF WELLS IN PERMIT	<ul style="list-style-type: none">• If you have more than one well to report, you will need to submit one form for each well in your system.• You may request an aggregate well spreadsheet to submit via email by contacting info@subsidence.org with AGGREGATE AGR in the subject line.
✓	TOTAL SYSTEM PUMPAGE IN GALLONS	
✓	INDIVIDUAL WELL PUMPAGE IN GALLONS	

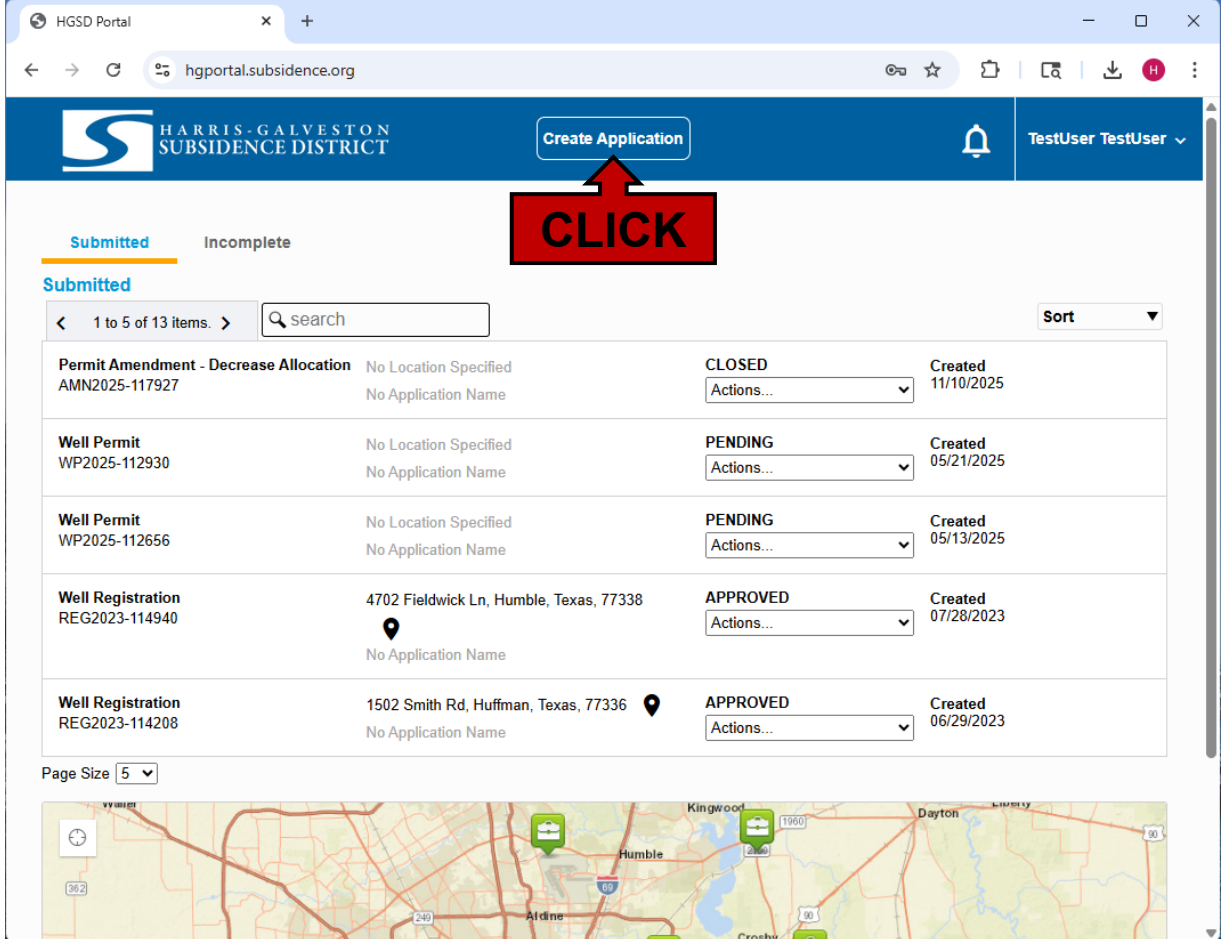
Log in to Permitting Portal

- Visit **HGSUBSIDENCE.ORG/PORTAL** on your web browser. 
- Click the “**Access the Permitting Portal**” button and proceed to log in using the email address associated with your well permit.



Accessing the Well Pumpage (Annual Report) Form

- Click on **“Create Application”** located at the top of the page.

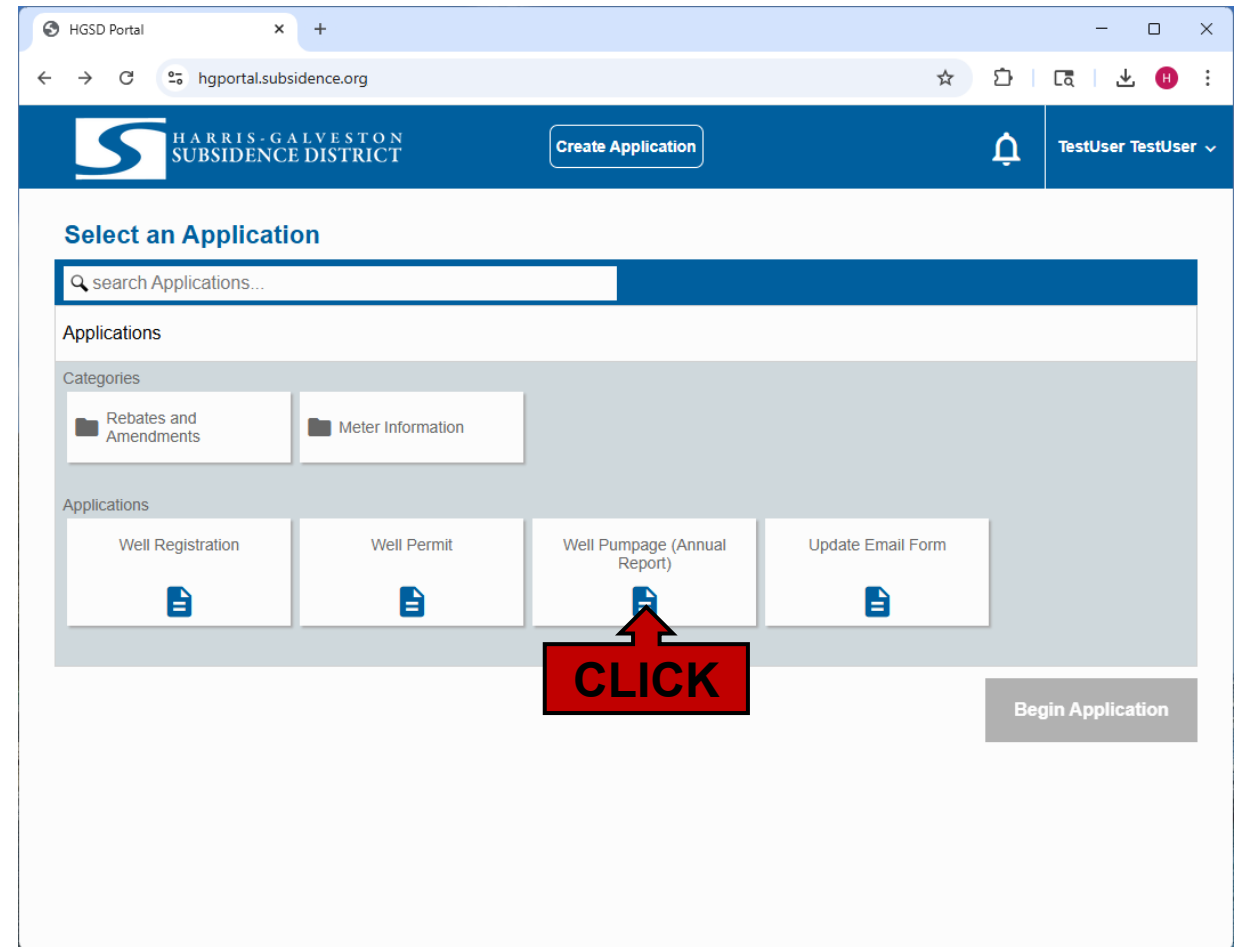


The screenshot shows the HGSD Portal website. The browser address bar displays 'hgportal.subsidence.org'. The header features the Harris-Galveston Subsidence District logo and a 'Create Application' button, which is highlighted with a red arrow and the word 'CLICK'. Below the header, there are tabs for 'Submitted' and 'Incomplete'. The 'Submitted' tab is active, showing a list of 5 items. The list includes details for various permits and registrations, such as 'Permit Amendment - Decrease Allocation', 'Well Permit', and 'Well Registration', along with their locations, statuses, and creation dates. A map is visible at the bottom of the page.

Item	Location	Status	Created
Permit Amendment - Decrease Allocation AMN2025-117927	No Location Specified No Application Name	CLOSED Actions...	Created 11/10/2025
Well Permit WP2025-112930	No Location Specified No Application Name	PENDING Actions...	Created 05/21/2025
Well Permit WP2025-112656	No Location Specified No Application Name	PENDING Actions...	Created 05/13/2025
Well Registration REG2023-114940	4702 Fieldwick Ln, Humble, Texas, 77338 No Application Name	APPROVED Actions...	Created 07/28/2023
Well Registration REG2023-114208	1502 Smith Rd, Huffman, Texas, 77336 No Application Name	APPROVED Actions...	Created 06/29/2023

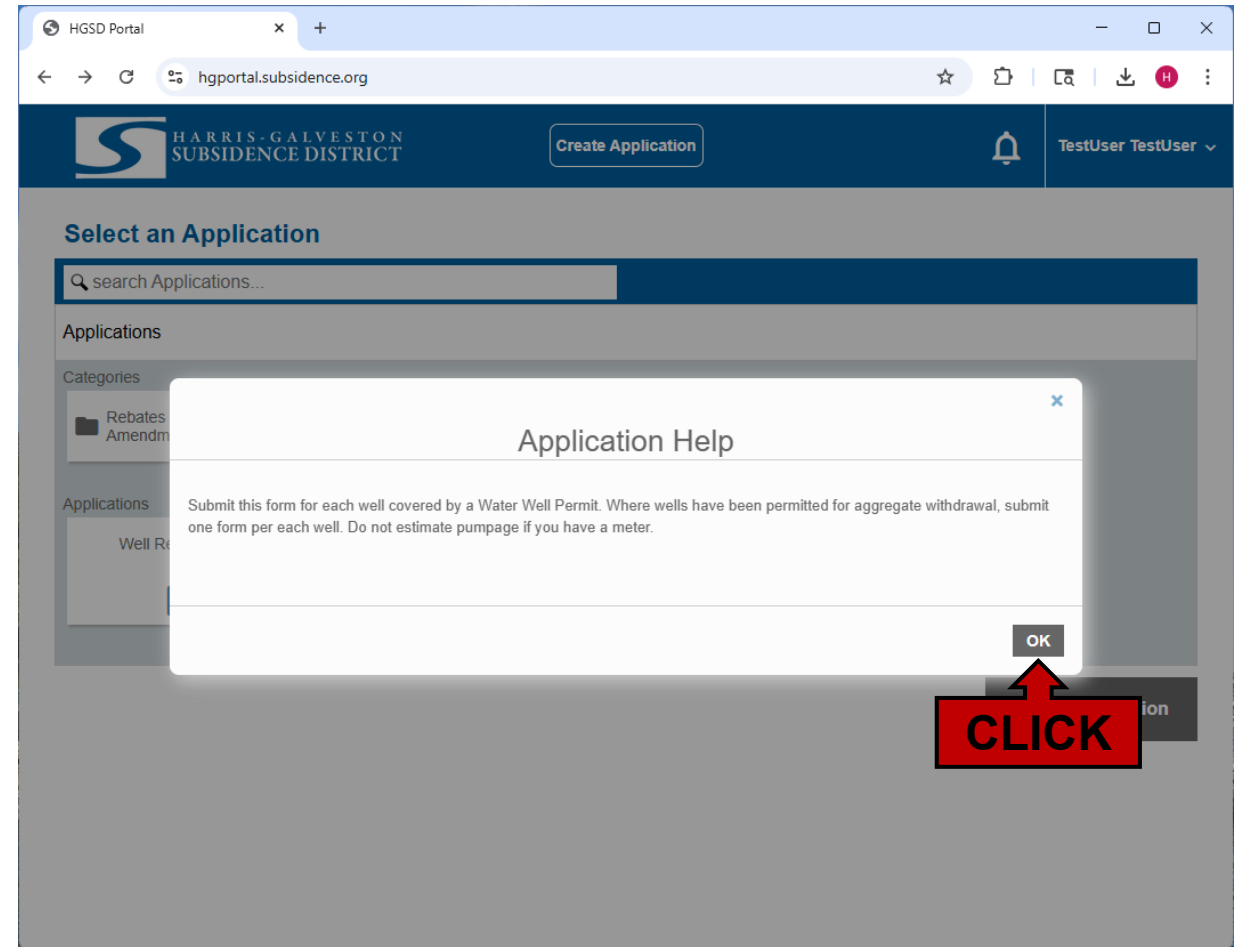
Accessing the Well Pumpage (Annual Report) Form

- Select “**Well Pumpage (Annual Report)**” from the applications menu.



Accessing the Well Pumpage (Annual Report) Form

- You will see a pop-up box for Application Help. Click “**OK**” followed by “**Begin Application**” to begin your online submission



1. Main

- Input your **Well Number** and **Physical Location of Well** in full address format.
For example: 123 Street Name, City, State, Zip Code
- Review and confirm that the well number and physical location are correct.
 - If you cannot enter an accurate physical location of the well, leave it blank.
 - If you have multiple wells in aggregate, you will need to submit one form per well.
- Click **Next** to continue.

The screenshot shows the 'HGSD Portal' web application. The header includes the logo for the Harris-Galveston Subsidence District, a 'Create Application' button, and a user profile 'TestUser TestUser'. The main heading is 'Application: Well Pumpage (Annual Report)' with a progress indicator 'Step 1 of 4'. The 'Main' step is active, showing two input fields: 'Well Number' and 'Physical Location of Well'. A red box highlights these fields, with a red line pointing from the first bullet point of the instructions. To the right is a map of the Houston area. At the bottom right, there are 'Cancel', 'Clear', and 'Next' buttons. A red arrow points to the 'Next' button with the word 'CLICK' in a red box. A sidebar on the left shows steps: 1 Main, 2 App Data, 3 People, and 4 Add'l Docs.

2. App Data | Well Pumpage Data Section

- Input the **No. of Wells in Aggregate**, which is the total number of wells included in your permit.
- Input the **Reporting Well** number that you are submitting pumpage data for.
 - If you only have one well, this is your lead well number.
- Input the **Calendar Year**.
 - The Calendar Year format should be 1/1/YYYY using the reported year for YYYY.
For example: 1/1/2024 for the 2024 Annual Report

The screenshot shows the 'HGSD Portal' interface for the 'Harris-Galveston Subsidence District'. The page title is 'Application: Well Pumpage (Annual Report)' and it is 'Step 2 of 4'. The navigation menu includes 'Main' and 'App Data'. The 'Well Pumpage Data' section contains the following fields:

- No. of Wells in Aggregate**: A text input field with a red box around it.
- Reporting Well**: A text input field with a red box around it.
- Calendar Year**: A text input field with a calendar icon and a red box around it.
- Total System Pumpage (Gal)**: A text input field.
- Alternative Water (Gal)**: A text input field.
- Well Pumpage (Gal)**: A text input field.

2. App Data | Well Pumpage Data Section

- Input the **Total System Pumpage**, which is the total amount of groundwater (in gallons) pumped for all wells in your system.
 - If you did NOT use your well, enter 0 (zero) for this field.
 - If you only have one well, this number will be repeated in the **Well Pumpage** field.

The screenshot shows the 'HGSD Portal' web application at 'hgportal.subsidence.org'. The user is logged in as 'TestUser'. The page title is 'Application: Well Pumpage (Annual Report)' and it is 'Step 2 of 4'. The 'App Data' section is active. The 'Well Pumpage Data' form contains the following fields:

- No. of Wells in Aggregate (Number)
- Reporting Well (Number)
- Calendar Year (enter 1/1/2024 for the 2024 Annual Report) (Date)
- Total System Pumpage (Gal) (Number)** - This field is highlighted with a red box.
- Alternative Water (Gal) (Number)
- Well Pumpage (Gal) (Number)

2. App Data | Well Pumpage Data Section

- If applicable, input the **Alternative Water**, which is the amount of alternative water (in gallons) used.
 - This field is only if you have used alternative water, like surface water supplied and billed by the City or a Municipal Utility District.
 - If filling this field out, you will need to name the source of alternative water later in the **Pumpage Details** section.

The screenshot shows the 'HGSD Portal' interface for the 'HARRIS-GALVESTON SUBSIDENCE DISTRICT'. The user is logged in as 'TestUser TestUser'. The current step is 'Step 2 of 4' for the 'Application: Well Pumpage (Annual Report)'. The form is titled 'Well Pumpage Data' and contains several input fields, each with a red warning icon and a help link. The fields are: 'No. of Wells in Aggregate', 'Reporting Well', 'Calendar Year (enter 1/1/2024 for the 2024 Annual Report)', 'Total System Pumpage (Gal)', 'Alternative Water (Gal)', and 'Well Pumpage (Gal)'. The 'Alternative Water (Gal)' field is highlighted with a red box, indicating it is the focus of the current section. The form also includes a 'Create Application' button in the top right corner.

2. App Data | Well Pumpage Data Section

- Input the **Well Pumpage**, which is the amount of groundwater (in gallons) pumped for this specific well.

- If you are estimating, please use the following guidelines and put the total estimated amount for the entire year:
 - Single Family Residence: 100,000 gallons
 - Mobile Homes: 60,000 – 75,000 gallons
 - Businesses: 10 gallons per person X days of the year worked plus any water usage for business needs
 - Churches: 2 gallons per person X number of services in the year
 - Livestock
 - Hogs, Equine: 10 gallons per head per day
 - Sheep, Goats: 2 gallons per head per day
 - Cattle (Feed): 15 gallons per head per day
 - Cattle (Dairy): 75 gallons per head per day
 - Birds (Chickens, Turkeys, etc.): 0.2 gallons per head per day

The screenshot shows the HGSD Portal website at hgportal.subsidence.org. The page contains a form for reporting water withdrawal data. The 'Well Pumpage (Gal)' field is highlighted with a red box and a red arrow. The form includes the following fields:

- Alternative Water (Gal)
 - Number
- Well Pumpage (Gal)
 - Number
- Withdrawal (Gallons) - January
 - Number
- Withdrawal (Gallons) - Feb.
 - Number
- Withdrawal (Gallons) - March
 - Number
- Withdrawal (Gallons) - Apr.
 - Number
- Withdrawal (Gallons) - May
 - Number
- Withdrawal (Gallons) - June
 - Number
- Withdrawal (Gallons) - July
 - Number

2. App Data | Well Pumpage Data Section

- Input the amount of monthly groundwater **Withdrawal** (in gallons) pumped for this well from January to December. —If you used an estimation for the **Well Pumpage** field, you do not need to input monthly estimations in this section.

The screenshot shows a web browser window with the URL hgportal.subsidence.org. The page displays a form for entering monthly groundwater withdrawal data. A red rectangular box highlights the input fields for the months of January through September. Each month's entry consists of a label (e.g., "Withdrawal (Gallons) - January") followed by a "Number" input field. The form is structured as a table with 10 rows, one for each month of the year.

Month	Input Field
Withdrawal (Gallons) - January	Number
Withdrawal (Gallons) - Feb.	Number
Withdrawal (Gallons) - March	Number
Withdrawal (Gallons) - Apr.	Number
Withdrawal (Gallons) - May	Number
Withdrawal (Gallons) - June	Number
Withdrawal (Gallons) - July	Number
Withdrawal (Gallons) - Aug.	Number
Withdrawal (in Gallons) - Sept.	

2. App Data | Pumpage Details Section

- Use the drop-down menu to **Select Intended Use** of the well.
 - If you selected “**Other**”, you must use the corresponding comment field to explain.

The screenshot shows the 'HGSD Portal' interface at the URL 'hgportal.subsidence.org'. The 'Pumpage Details' section is highlighted with a blue header. Below this header, there are several form fields:

- Withdrawal (Gallons) - Dec.**: A text input field labeled 'Number'.
- Select Intended Use**: A dropdown menu with a red box around it and a red arrow pointing to it with the word 'CLICK'.
- How did you measure the water t**: A dropdown menu with a red box around it.
- Water Meter Reading (if applicable)**: A text input field labeled 'Number'.
- Water Meter Read Date (if applicable)**: A date picker field.
- If you selected "Other" to either of the questions above, please comment below.**: A text input field labeled 'Text'.
- If alternative water or groundwater obtained from any other source? If yes, name source:**: A text input field labeled 'Comment'.

At the bottom of the form, there are four buttons: 'Cancel', 'Clear', 'Previous', and 'Next'. Below the form, there are two numbered steps: '3 People' and '4 Add'l Docs'.

2. App Data | Pumpage Details Section

- Use the drop-down menu to select **How did you measure the water that was reported above?**

—If you selected “**Other**”, you must use the corresponding comment field to explain.

The screenshot shows the 'HGSD Portal' web application at the URL 'hgportal.subsidence.org'. The 'Pumpage Details' section is highlighted with a blue header. It contains several form fields: 'Withdrawal (Gallons) - Dec.' with a 'Number' input; 'Select Intended Use' with a dropdown menu; 'How did you measure the water that was reported above?' with a dropdown menu; 'Water Meter Reading (if applicable)' with a 'Number' input; 'Water Meter Read Date (if applicable)' with a date picker; and a text area for 'If you selected "Other" to either of the questions above, please comment below.' A red box highlights the 'How did you measure the water that was reported above?' dropdown menu, and a red arrow points to it with the word 'CLICK' in a red box. Another red box highlights the text area for the 'Other' comment. At the bottom right, there are buttons for 'Cancel', 'Clear', 'Previous', and 'Next'. At the bottom left, there are links for '3 People' and '4 Add'l Docs'.

2. App Data | Pumpage Details Section

- If applicable, input the **Water Meter Reading** for this well.
 - The meter reading should include the meter multiplier. If the meter shows 00123 X100, the multiplier is X100 and the actual reading is 12,300.
 - If your meter displays black boxed numbers instead, report the number exactly as shown. For example, the meter shows 00123[00], the reading is 12,300 - not 123.00 or 123.
- Input the **Water Meter Read Date**, which is the date you recorded the meter reading.

HGSD Portal

hgportal.subsidence.org

Withdrawal (Gallons) - Dec.

Number

Pumpage Details

! Select Intended Use

Select a value

! How did you measure the water that was reported above?

Select a value

Water Meter Reading (if applicable)

Number

Water Meter Read Date (if applicable)

If you selected "Other" to either of the questions above, please comment below.

Text

If alternative water or groundwater obtained from any other source? If yes, name source:

Comment

Cancel Clear Previous Next

3 People

4 Add'l Docs

2. App Data | Pumpage Details Section

- If you selected “**Other**” for **Intended Use** above, you must use this comment section to explain.
- If you used alternative water, you must name the source of alternative water in this comment section.
- Click “**Next**” to continue.

The screenshot shows the 'Pumpage Details' section of the HGSD Portal. The form is titled 'Pumpage Details' and contains several sections:

- Withdrawal (Gallons) - Dec.**: A text input field labeled 'Number'.
- Select Intended Use**: A dropdown menu labeled 'Select a value'.
- How did you measure the water that was reported above?**: A dropdown menu labeled 'Select a value'.
- Water Meter Reading (if applicable)**: A text input field labeled 'Number'.
- Water Meter Read Date (if applicable)**: A date picker.
- If you selected "Other" to either of the questions above, please comment below.**: A text input field labeled 'Text'.
- If alternative water or groundwater obtained from any other source? If yes, name source:**: A text input field labeled 'Comment'.

At the bottom right of the form, there are four buttons: 'Cancel', 'Clear', 'Previous', and 'Next'. A red arrow points to the 'Next' button, which is highlighted with a red box. Below the 'Next' button, there is a red box with the word 'CLICK' in white capital letters.

3. People

- Fill out all fields in the **APPLICANT** section, which refers to the person who is filling out the form.
 - All fields marked in red must be filled out.
 - If you click the **Use My Information** button, it will automatically generate the information associated with your login credentials. Please verify that the information is correct and complete any remaining fields.

The screenshot shows the 'HGSD Portal' at 'hgportal.subsidence.org'. The header includes the Harris-Galveston Subsidence District logo, a 'Create Application' button, a notification bell, and a user profile 'TestUser TestUser'. The main heading is 'Application: Well Pumpage (Annual Report)' with 'Step 3 of 4'.

A progress bar on the left shows three steps: 1 Main, 2 App Data, and 3 People (the current step). Below this, there are two columns of form fields. The left column is titled 'APPLICANT' and the right column is titled 'PERMITTEE'. Each column has a 'more....' link and a 'Use My Information' button.

The 'APPLICANT' section (highlighted with a red box) contains the following fields, all of which are marked with red text indicating they are required: Name, Address Line1, City Name, State, Zip Code, Phone (Primary), Phone (Other), Email, and Comment. The 'PERMITTEE' section contains identical fields.

At the bottom of the form, there are buttons for 'Cancel', 'Clear', 'Previous', and 'Next'. A fourth step, '4 Add'l Docs', is visible at the bottom left.

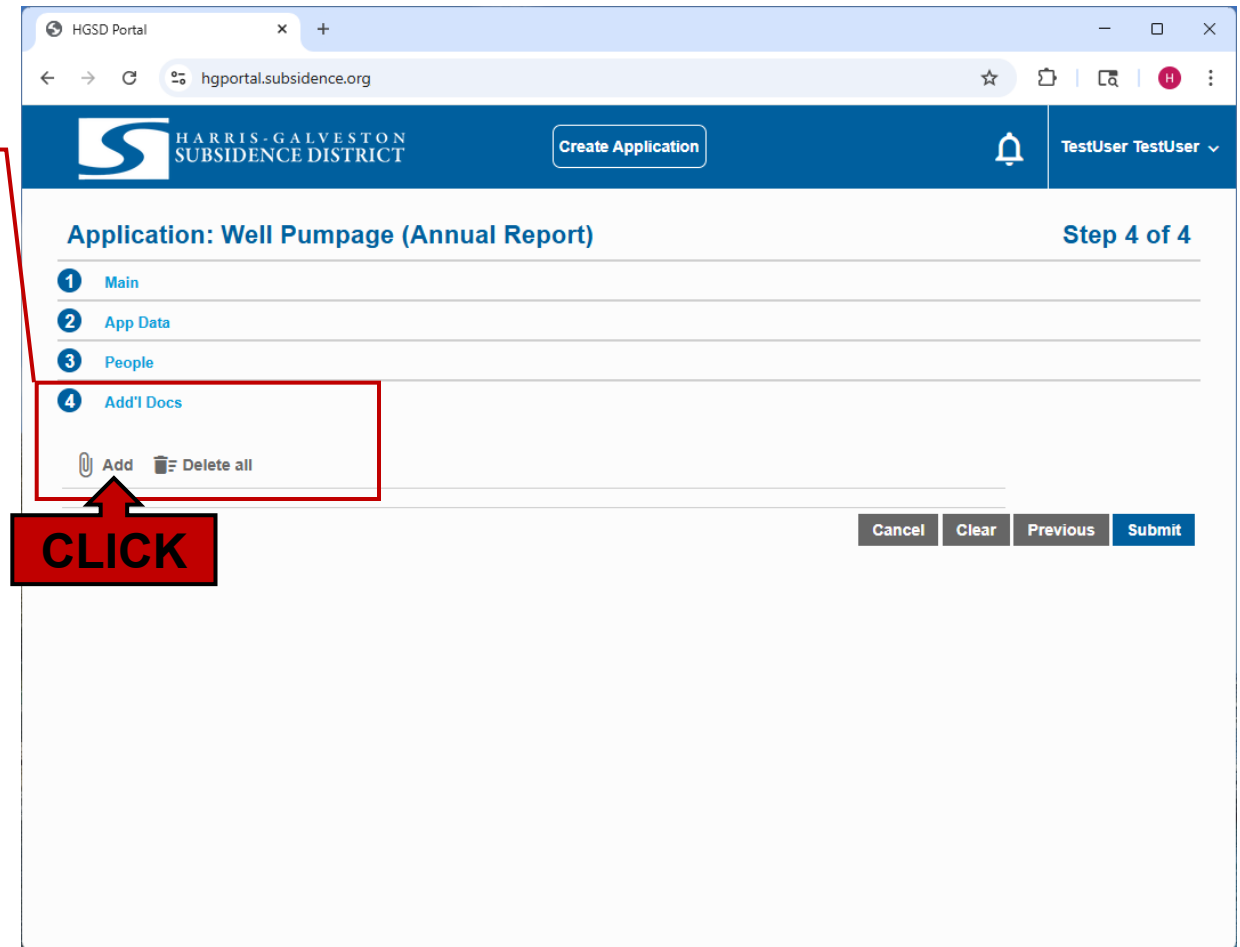
3. People

- Fill out all fields in the **PERMITTEE** section, which refers to the person/entity listed on the well permit.
 - All fields marked in red must be filled out.
 - If you click the **Use My Information** button, it will automatically generate the information associated with your login credentials. Please verify that the information is correct and complete any remaining fields.
- Click “**Next**” to continue.

The screenshot shows the HGSD Portal interface for a 'Well Pumpage (Annual Report)' application. The 'People' section is active, showing two forms: 'APPLICANT' and 'PERMITTEE'. The 'PERMITTEE' form is highlighted with a red box, and its fields (Name, Address Line1, City Name, State, Zip Code, Phone (Primary), Phone (Other), Email, and Comment) are marked in red. A red arrow points from the text 'All fields marked in red must be filled out' to the 'PERMITTEE' section. The 'Next' button is highlighted with a red arrow and a 'CLICK' label.

4. Add'l Doc

- If you used alternative water, you may upload alternative water bills in the **Add'l Docs** section by clicking **"Add."**



The screenshot shows the HGSD Portal interface for the 'Application: Well Pumpage (Annual Report)' at 'Step 4 of 4'. A sidebar on the left contains a list of steps: 1 Main, 2 App Data, 3 People, and 4 Add'l Docs. The 'Add'l Docs' step is highlighted with a red box. Below this box, there is a red-bordered area containing a paperclip icon, the text 'Add', and a trash can icon with the text 'Delete all'. A red arrow points from the text 'Add' to a red box with the word 'CLICK' in white capital letters. The top of the page features the HGSD logo, the text 'HARRIS-GALVESTON SUBSIDENCE DISTRICT', a 'Create Application' button, a notification bell, and a user profile 'TestUser TestUser'. At the bottom right, there are buttons for 'Cancel', 'Clear', 'Previous', and 'Submit'.

Submitting Your Report

- To complete your Annual Report, click the **“Submit”** button.
 - You will be required to accept the **Terms and Conditions** before submitting your report.

**ANNUAL REPORTS ARE DUE BY
JANUARY 31ST OF EACH YEAR.**

The screenshot shows a web browser window with the URL `hgportal.subsidence.org`. The header features the Harris-Galveston Subsidence District logo, a 'Create Application' button, a notification bell, and a user profile 'TestUser TestUser'. The main content area is titled 'Application: Well Pumpage (Annual Report)' and indicates 'Step 4 of 4'. A progress bar shows four steps: 1 Main, 2 App Data, 3 People, and 4 Add'l Docs. Below the progress bar, there are 'Add' and 'Delete all' options. At the bottom right, there are four buttons: 'Cancel', 'Clear', 'Previous', and 'Submit'. A red arrow points to the 'Submit' button with the text 'CLICK'.

Troubleshooting

- If at any point you are logged out due to inactivity, you may resume your application by:

—Log in to the portal.

—Click the **Incomplete** tab.

—Find your **Well Pumpage (Annual Report)**.

—Use the **PENDING** drop-down menu.

—Click **Continue Application**.

The screenshot shows the HGSD Portal interface. The browser address bar displays 'hgportal.subsidence.org'. The header includes the Harris-Galveston Subsidence District logo, a 'Create Application' button, and a user profile 'TestUser TestUser'. The main content area has two tabs: 'Submitted' and 'Incomplete'. The 'Incomplete' tab is selected and highlighted with a red box. Below the tabs is a search bar and a 'Sort' dropdown. A table lists applications, with the first row highlighted by a red box: 'Well Pumpage (Annual Report)' with ID 39437. To the right of this row, the 'PENDING' status is highlighted with a red box, and its drop-down menu is open, showing 'Continue Application' as the selected option. A large red arrow with the word 'CLICK' points to the 'Continue Application' option. Other applications listed include 'Credit/Fee Rebate', 'Well Permit', 'Meter Card', and another 'Well Permit'.

Application Name	Location	Application Name	Status	Created
Well Pumpage (Annual Report)	No Location Specified	No Application Name	PENDING	Created 12/30/2025
Credit/Fee Rebate	No Location Specified	No Application Name	PENDING	Created 12/29/2025
Well Permit	No Location Specified	No Application Name	PENDING	Created 12/29/2025
Meter Card	No Location Specified	No Application Name	PENDING	Created 12/18/2025
Well Permit	No Location Specified	5112	PENDING	Created 12/16/2025

Annual Groundwater Reports

The District publishes an annual groundwater report using data collected from these well pumpage reports and holds a public hearing to receive testimony on the effects of groundwater withdrawals on land subsidence within the District during the preceding year.

It includes information on:

- Precipitation data from weather stations
- Water use from groundwater and alternative sources
- Groundwater levels in Chicot/Evangeline and Jasper aquifers
- Compaction measurements from extensometers
- Land surface deformation from GPS stations
- Updated subsidence rate map





Contact Information



Connect with us!



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