

How to Submit a Well Pumpage (Annual Report)

Updated 12/2025

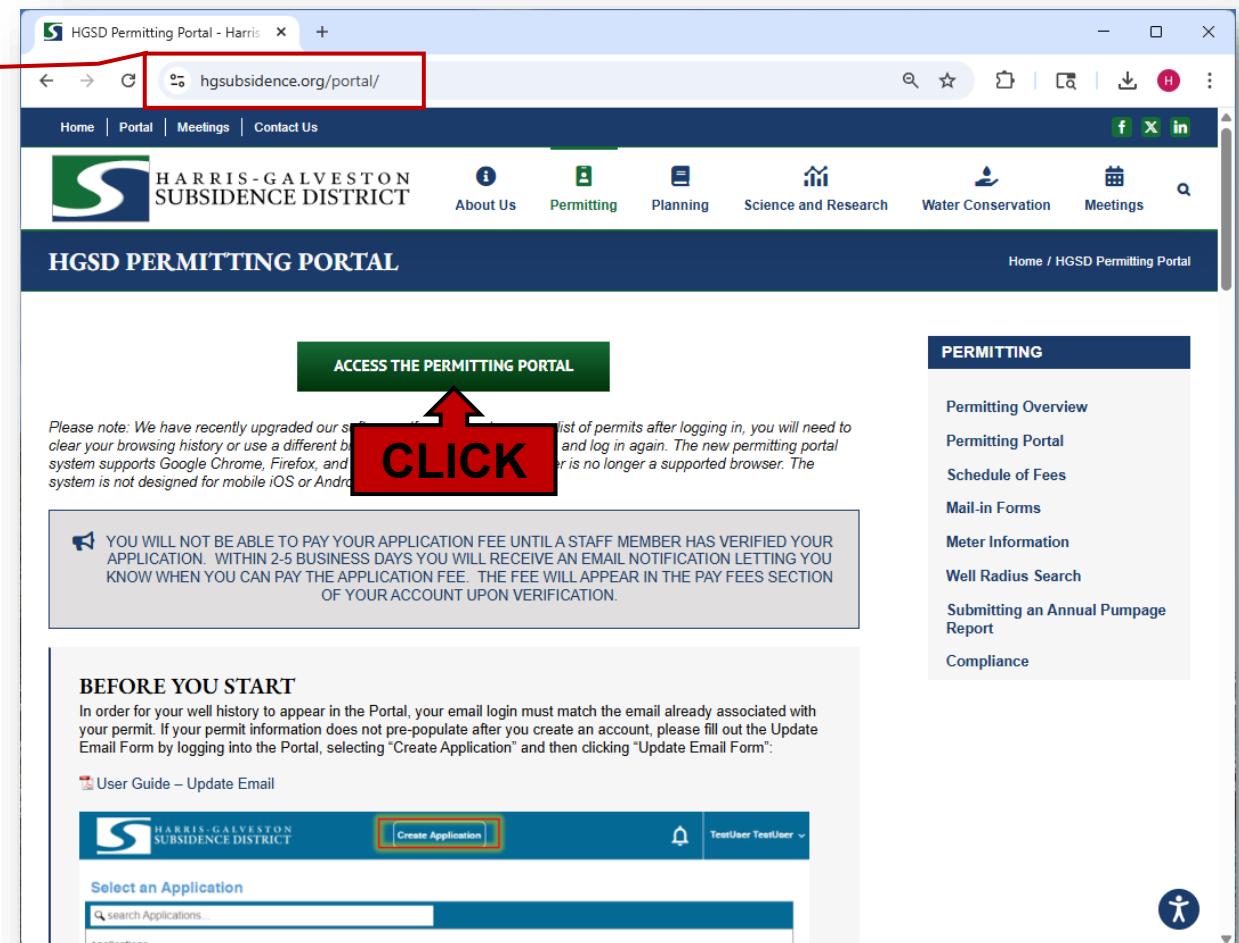
Before You Begin

You will need the following information:

- PERMITTING PORTAL USERNAME AND PASSWORD**
- LEAD WELL NUMBER AND PHYSICAL LOCATION OF WELL**
- NUMBER OF WELLS IN PERMIT**
 - 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**

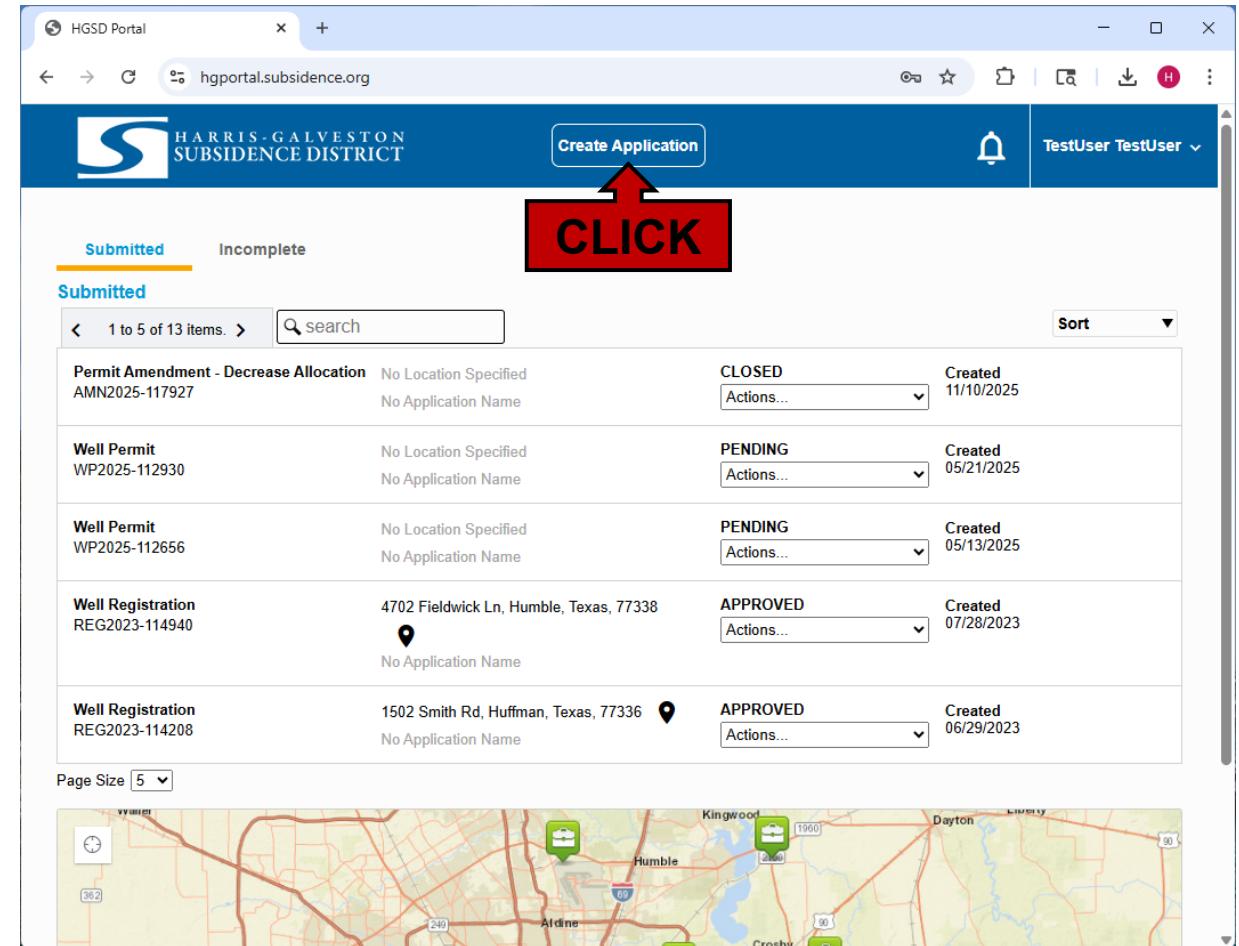
Log in to Permitting Portal

- 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.



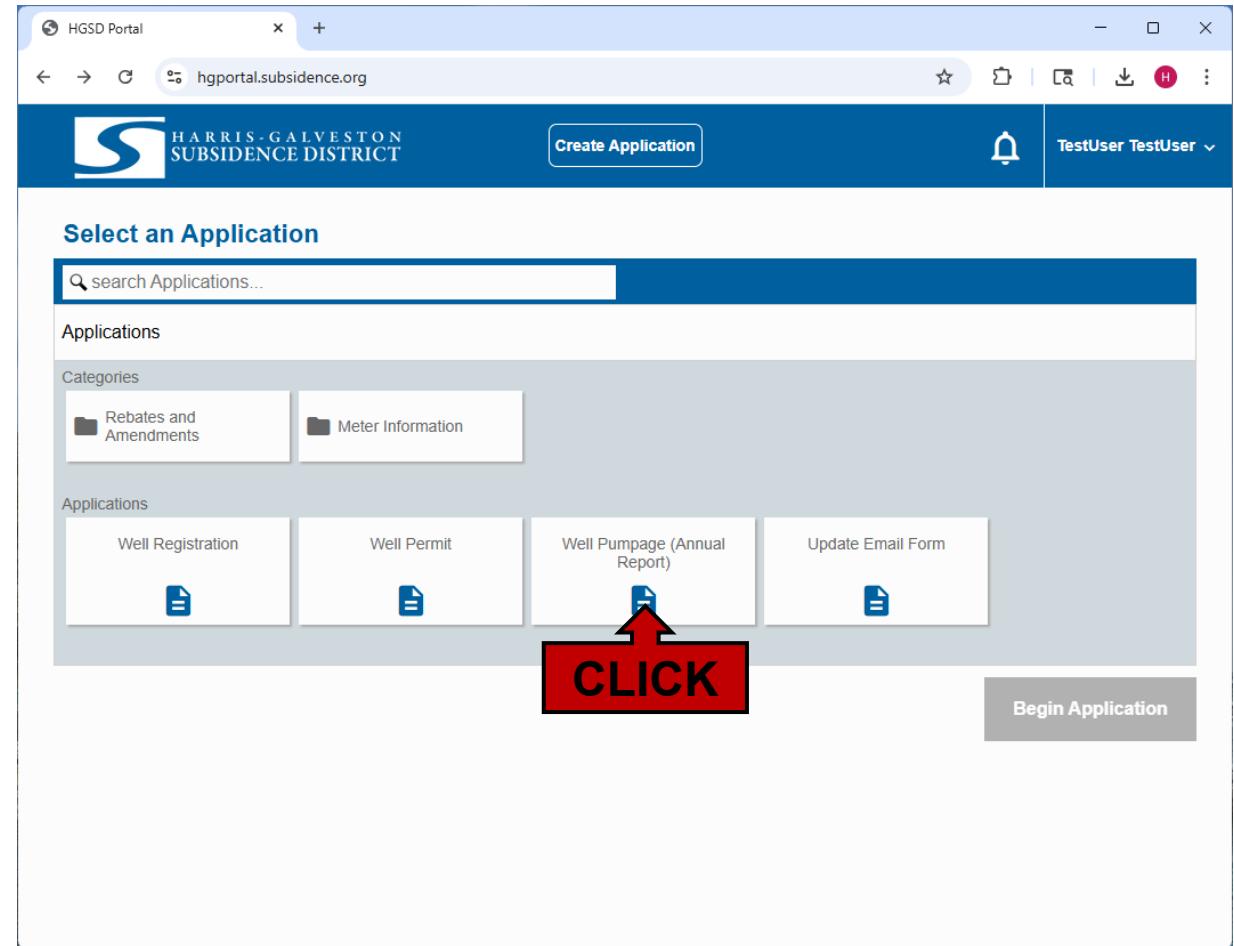
Accessing the Well Pumpage (Annual Report) Form

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



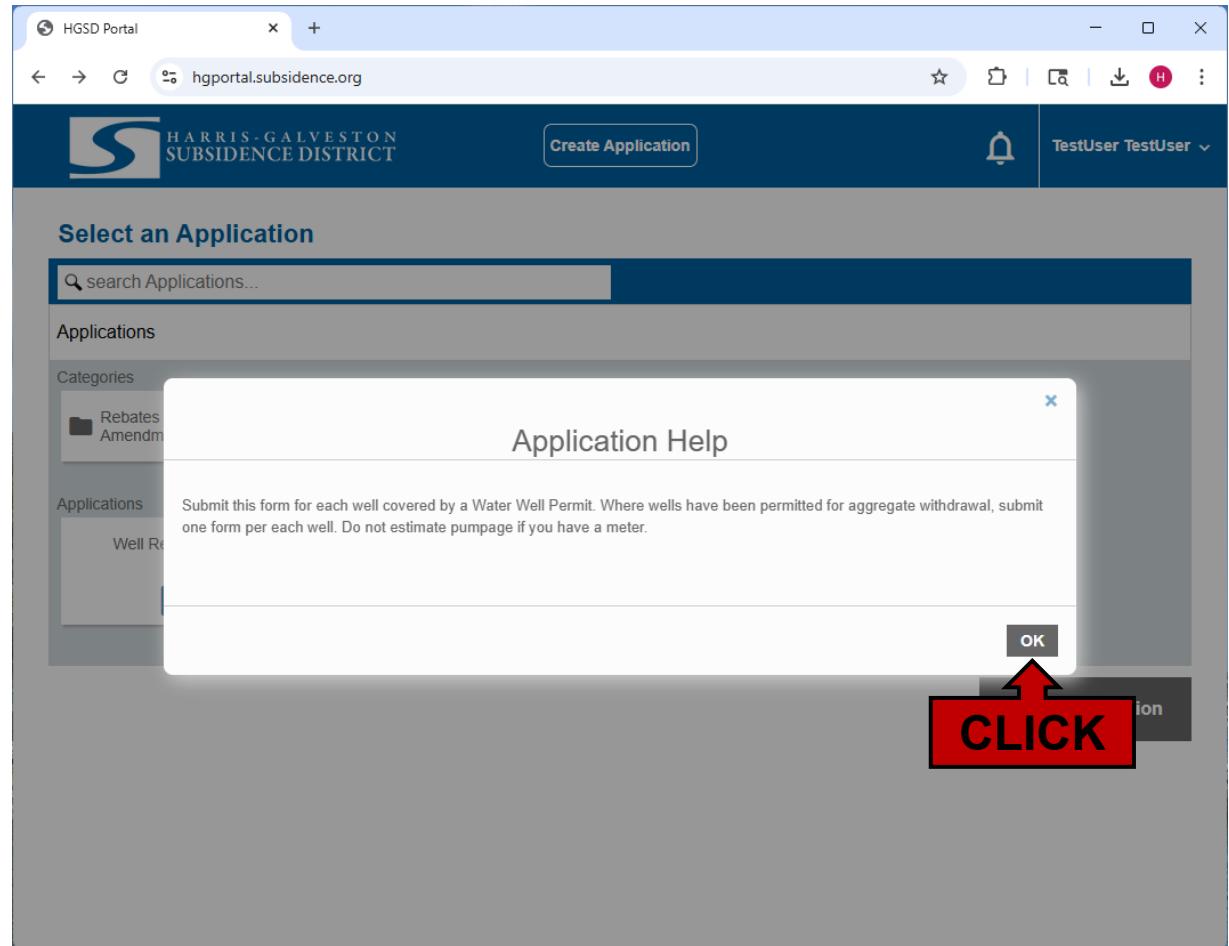
Accessing the Well Pumpage (Annual Report) Form

- 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 application interface. The title bar reads "HGSD Portal" and the address bar shows "hgportal.subsidence.org". The header includes the Harris-Galveston Subsidence District logo, a "Create Application" button, a notification bell, and a user dropdown for "TestUser TestUser". The main content area is titled "Application: Well Pumpage (Annual Report)" and "Step 1 of 4". A step indicator "1 Main" is shown above two input fields: "Well Number" and "Physical Location of Well", both of which are highlighted with a red box. To the right of these fields is a map of the Houston area, showing various neighborhoods and roads. Below the map, text reads "Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRC... Powered by Esri". At the bottom of the form are buttons for "Cancel", "Clear", and "Next", with a red box and the word "CLICK" overlaid on the "Next" button.

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.

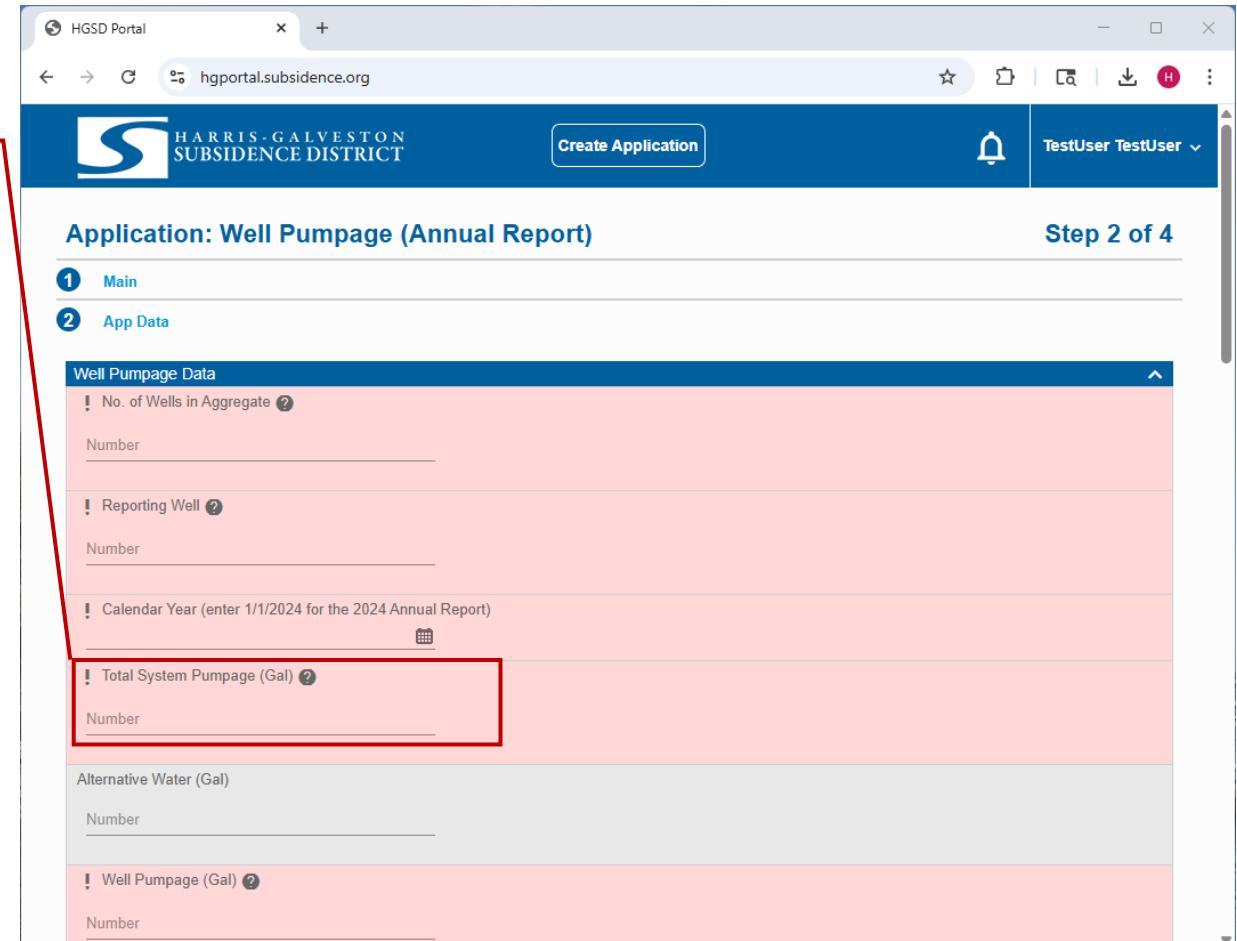
- Input the **Calendar Year**.
—The Calendar Year format should be 1/1/YYYY using the reported year for YYYY.
For example: 1/1/2024 for the 2024 Annual Report

The screenshot shows the HGSD Portal application interface. The title bar reads "HGSD Portal" and the URL is "hgportal.subsidence.org". The header includes the Harris-Galveston Subsidence District logo, a "Create Application" button, a notification bell, and a user dropdown for "TestUser TestUser". The main content area is titled "Application: Well Pumpage (Annual Report)" and is labeled "Step 2 of 4". A sidebar on the left shows navigation steps: 1 Main and 2 App Data. The "Well Pumpage Data" tab is selected. Three input fields are highlighted with red boxes: 1. "No. of Wells in Aggregate" with a placeholder "Number". 2. "Reporting Well" with a placeholder "Number". 3. "Calendar Year (enter 1/1/2024 for the 2024 Annual Report)" with a placeholder "Number" and a calendar icon. Below these are other input fields: "Total System Pumpage (Gal)" with a placeholder "Number", "Alternative Water (Gal)" with a placeholder "Number", and "Well Pumpage (Gal)" with a placeholder "Number".

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.

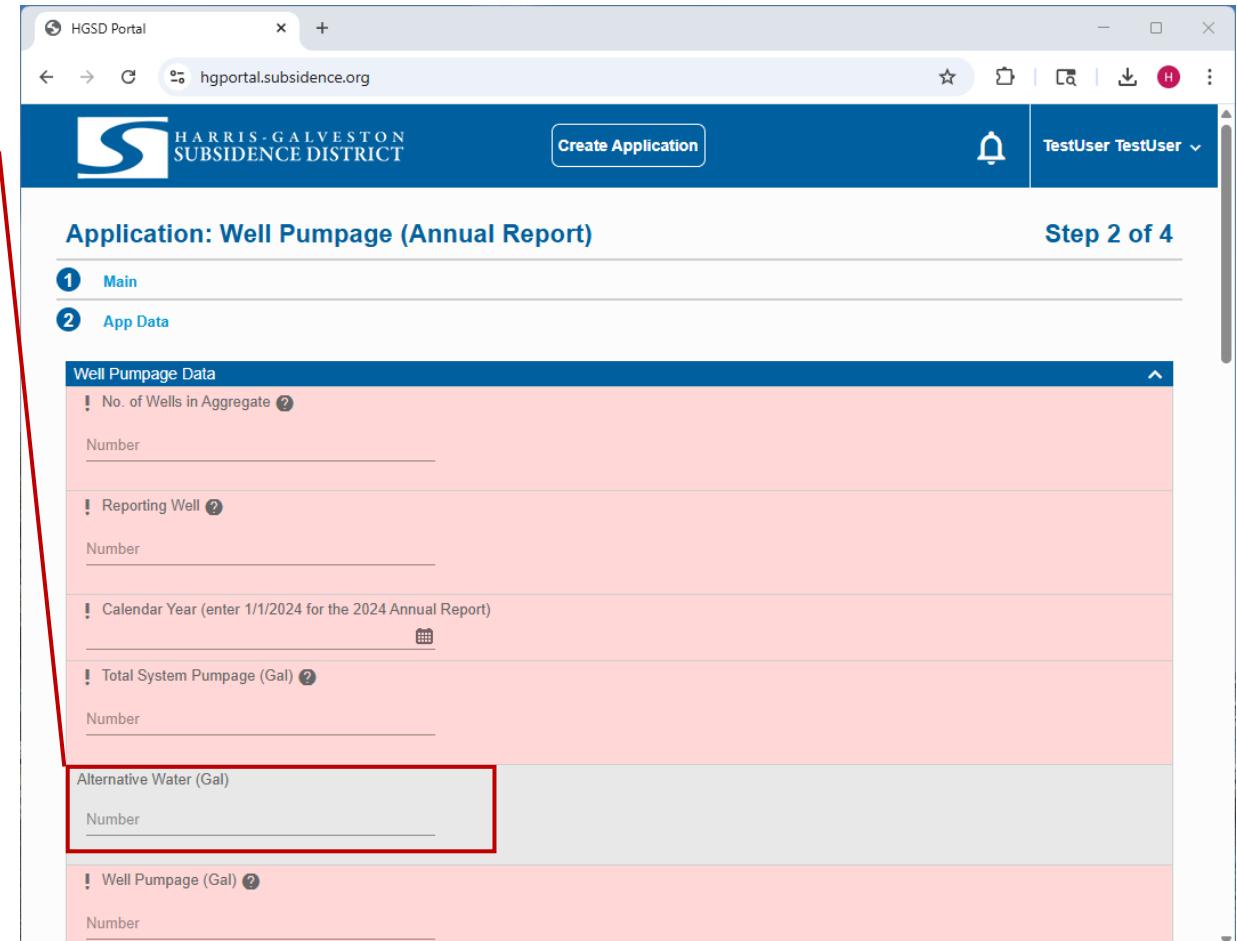


The screenshot shows a web browser window for the HGSD Portal. The URL is hgportal.subsidence.org. The page title is "Application: Well Pumpage (Annual Report)" and the step is "Step 2 of 4". The left sidebar shows "Main" and "App Data". The main content area is titled "Well Pumpage Data". It includes fields for "No. of Wells in Aggregate", "Reporting Well", "Calendar Year", and "Total System Pumpage (Gal)". The "Total System Pumpage (Gal)" field is highlighted with a red box. Below it are sections for "Alternative Water (Gal)" and "Well Pumpage (Gal)".

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 a web browser window for the HGSD Portal. The title bar says "HGSD Portal" and the address bar shows "hgportal.subsidence.org". The header includes the Harris-Galveston Subsidence District logo, a "Create Application" button, a bell icon, and a user dropdown for "TestUser TestUser". The main content area is titled "Application: Well Pumpage (Annual Report)" and is labeled "Step 2 of 4". It shows a form with several fields:

- Well Pumpage Data
 - ! No. of Wells in Aggregate ?
Number
 - ! Reporting Well ?
Number
 - ! Calendar Year (enter 1/1/2024 for the 2024 Annual Report)
Calendar icon
 - ! Total System Pumpage (Gal) ?
Number
 - Alternative Water (Gal)** ?
Number
 - ! Well Pumpage (Gal) ?
Number

2. App Data | Well Pumpage Data Section

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

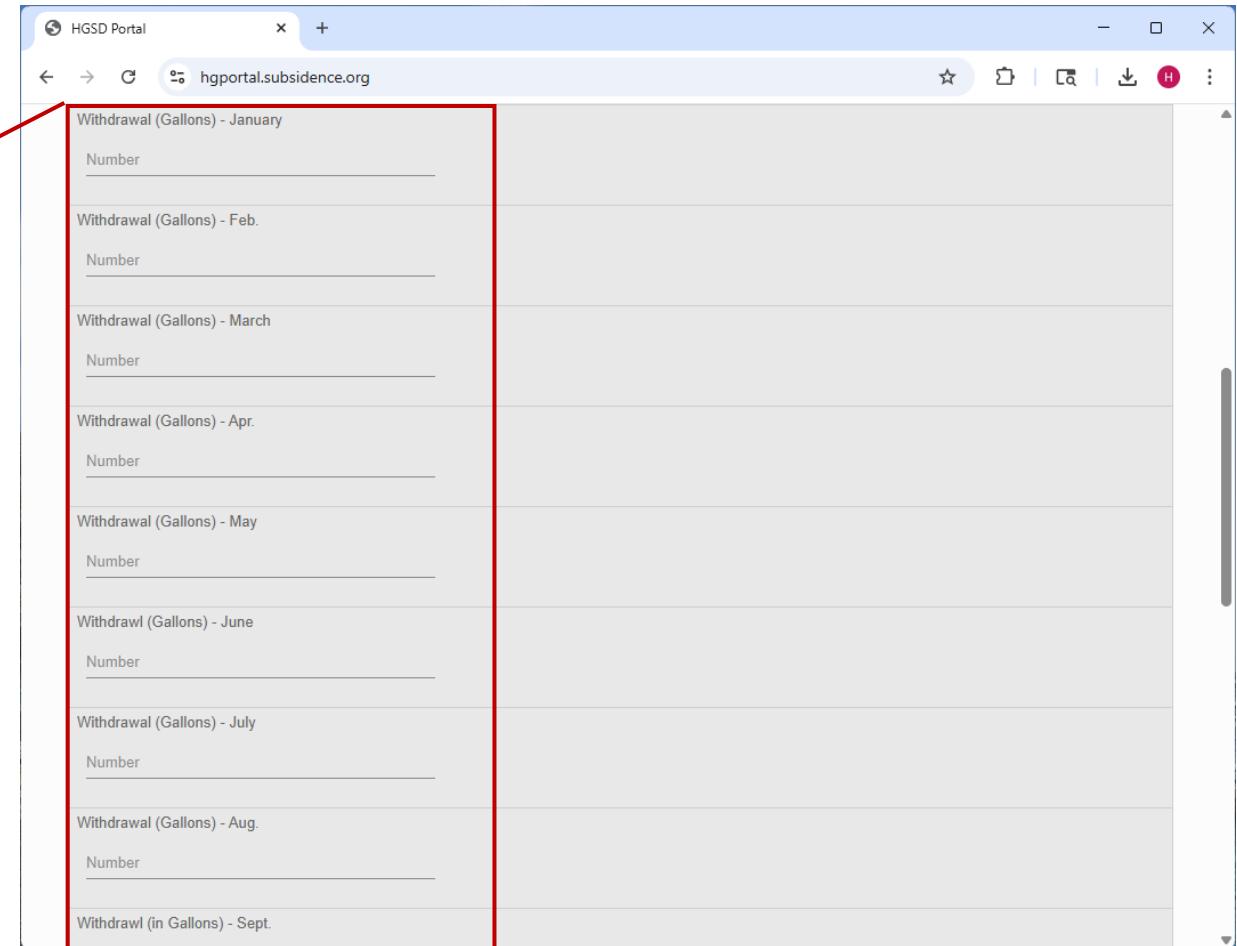
—If you are estimating, please use the following guidelines and put the total estimated amount for the entire year:

- 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 a web browser window titled 'HGSD Portal' with the URL 'hgportal.subsidence.org'. The page is titled 'Alternative Water (Gal)' and contains a 'Number' input field. Below it is a larger input field for 'Well Pumpage (Gal)' with a red border around it, also labeled 'Number'. The page then lists monthly withdrawal amounts from January to July, each with a 'Number' input field. The months are: 'Withdrawal (Gallons) - January', 'Withdrawal (Gallons) - Feb.', 'Withdrawal (Gallons) - March', 'Withdrawal (Gallons) - Apr.', 'Withdrawal (Gallons) - May', 'Withdrawal (Gallons) - June', and 'Withdrawal (Gallons) - July'.

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.

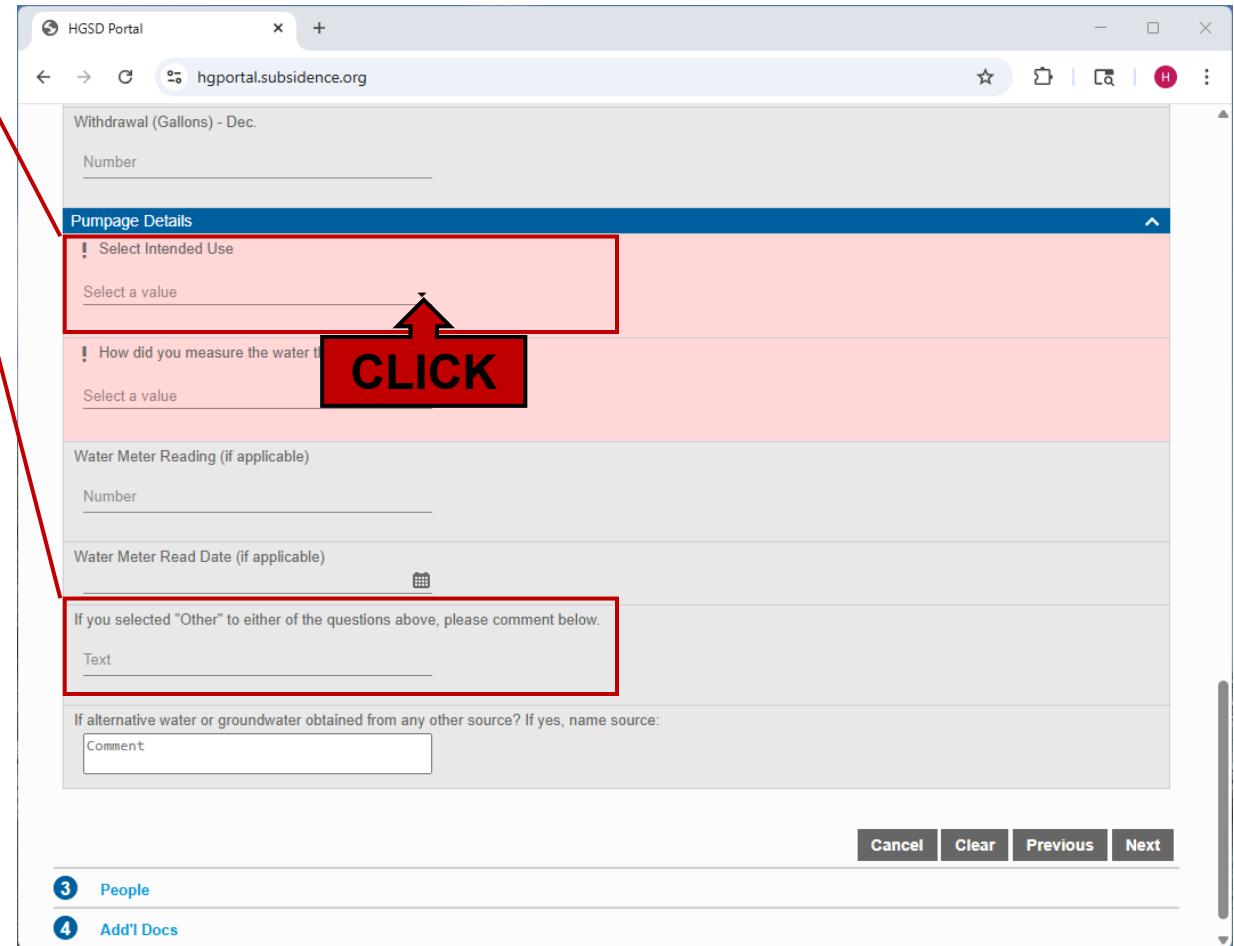


The screenshot shows a web browser window titled "HGSD Portal" with the URL "hgportal.subsidence.org". The page displays a form for inputting monthly groundwater withdrawal data. The form consists of a vertical list of 12 input fields, each labeled with a month and "Withdrawal (Gallons)" followed by a period. Each field is preceded by the text "Number" and has a red border. The months listed are January, February, March, April, May, June, July, August, and September. The input fields for October, November, and December are not visible on the current screen.

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.



Withdrawal (Gallons) - Dec.

Number

Pumpage Details

! Select Intended Use

Select a value

! How did you measure the water?

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

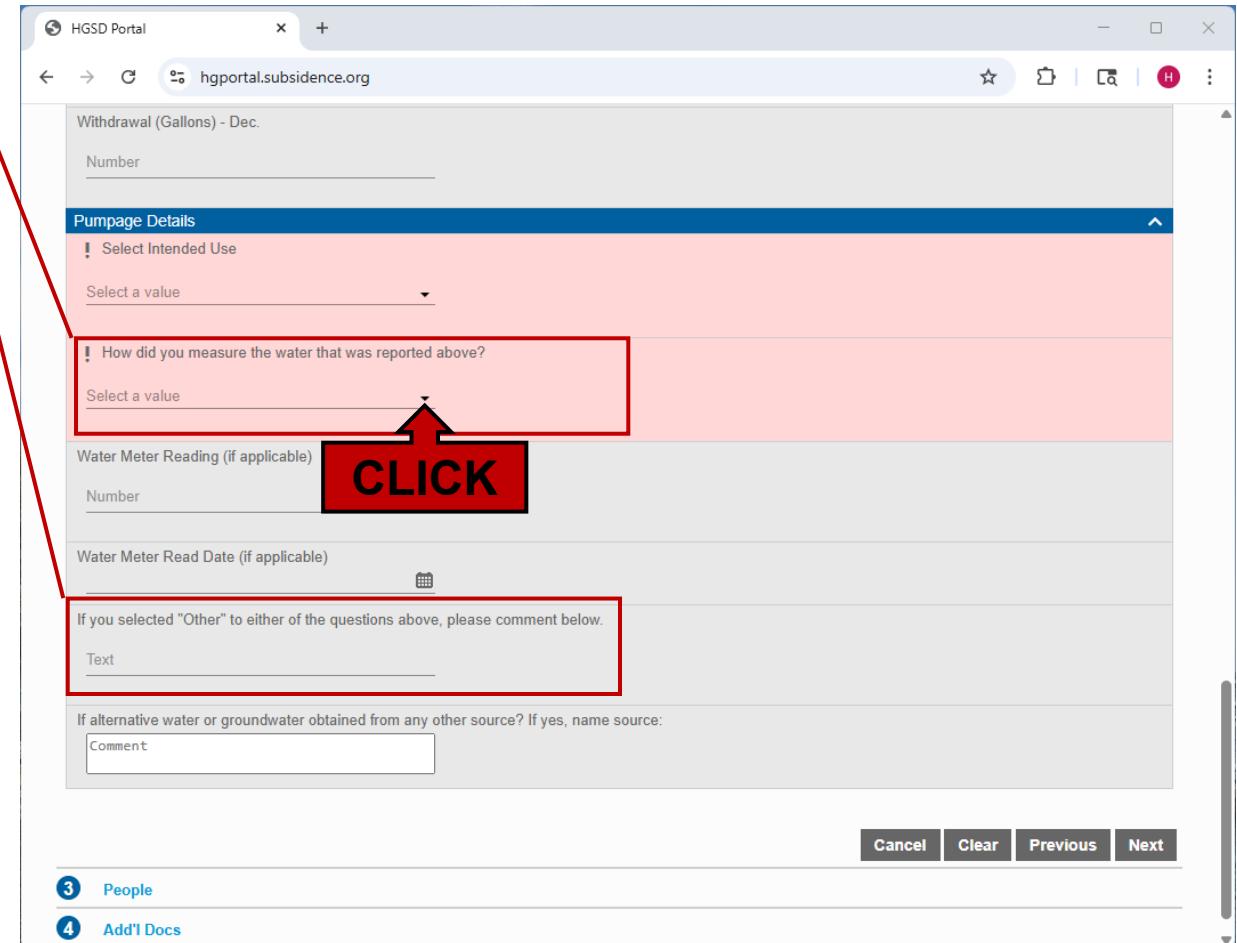
3 People

4 Add'l Docs

2. App Data | Pumpage Details Section

- 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.



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

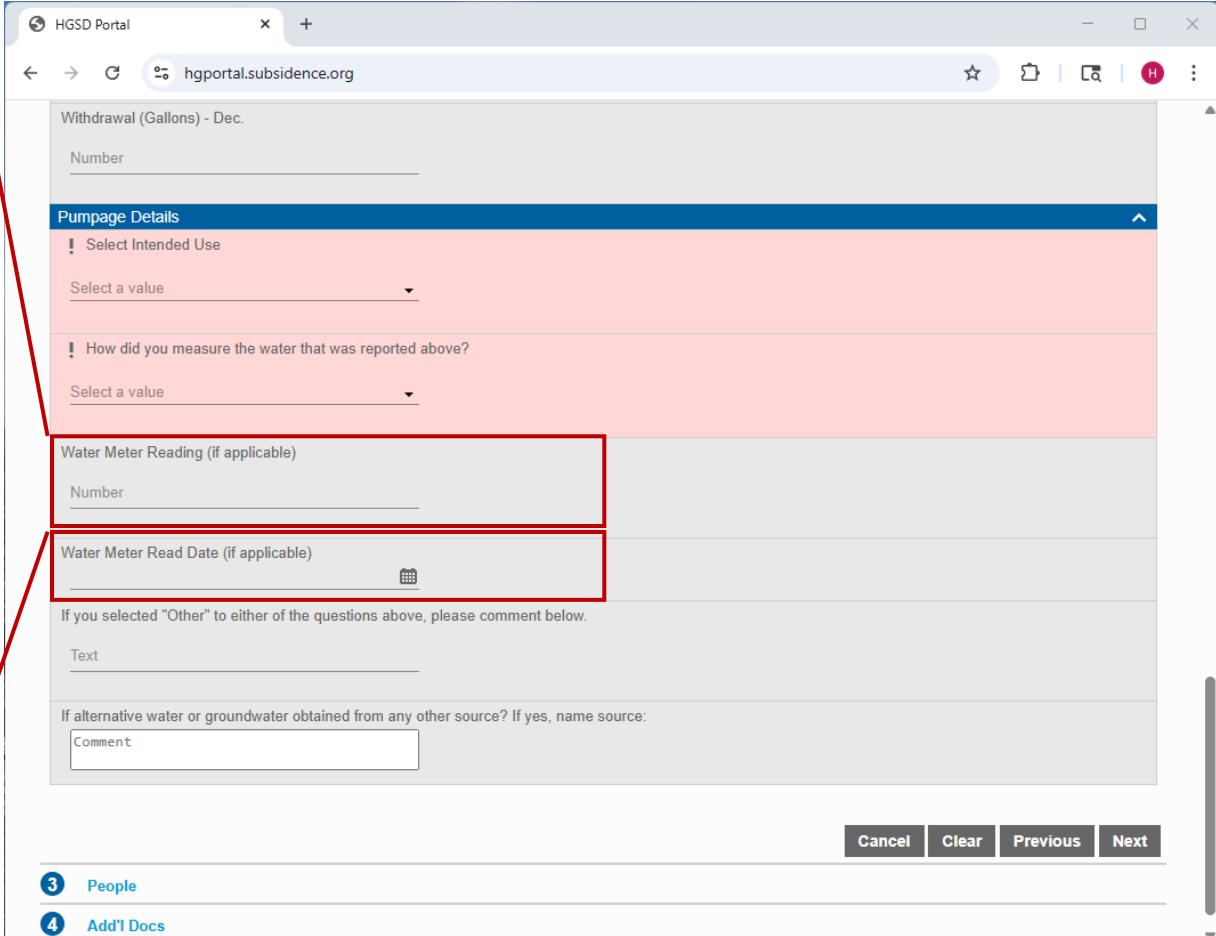
Cancel Clear Previous Next

3 People

4 Add'l Docs

2. App Data | Pumpage Details Section

- If 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.



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.

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

CLICK

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 a web browser window for the HGSD Portal. The title bar says "HGSD Portal" and the address bar shows "hgportal.subsidence.org". The header includes the Harris-Galveston Subsidence District logo, a "Create Application" button, a notification bell, and a user dropdown for "TestUser TestUser". The main content is titled "Application: Well Pumpage (Annual Report)" and is labeled "Step 3 of 4". The "APPLICANT" section is highlighted with a red box. It contains the following fields: "Name" (red box), "Address Line1" (red box), "City Name", "State", "Zip Code", "Phone (Primary)", "Phone (Other)", "Email" (red box), and "Comment". To the right, the "PERMITTEE" section is partially visible with similar fields. At the bottom, there are buttons for "Cancel", "Clear", "Previous", and "Next".

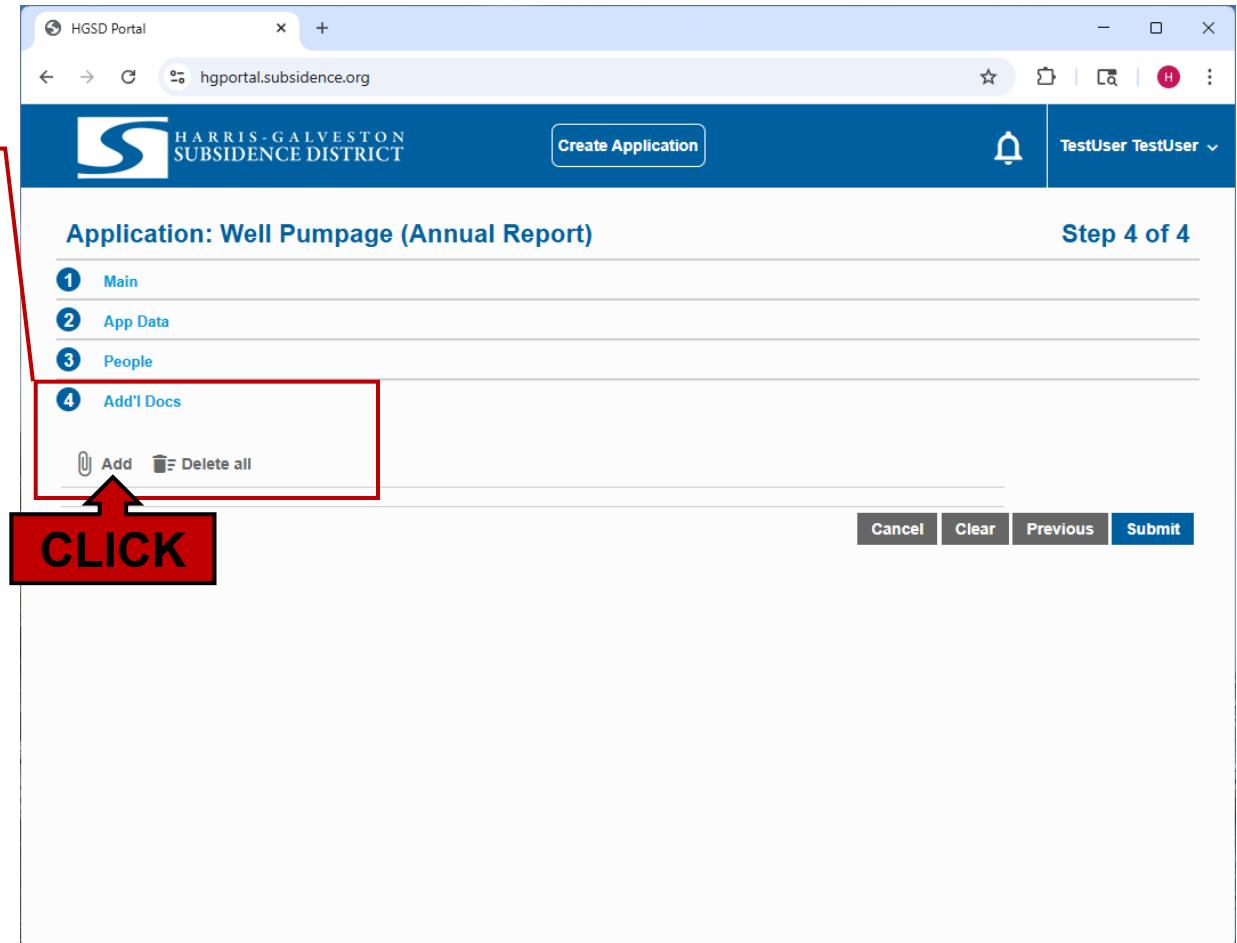
3. People

- 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 application interface for a 'Well Pumpage (Annual Report)' application. The top navigation bar includes the HGSD logo, a search bar, and user information for 'TestUser TestUser'. The main content area is titled 'Application: Well Pumpage (Annual Report)' and is labeled 'Step 3 of 4'. The left side of the form shows fields for 'APPLICANT' (Name, Address Line1, City Name, State, Zip Code, Phone (Primary), Phone (Other), Email, Comment) and a 'Use My Information' button. The right side shows fields for 'PERMITTEE' (Name, Address Line1, City Name, State, Zip Code, Phone (Primary), Phone (Other), Email, Comment) and a 'Use My Information' button. The 'PERMITTEE' section is highlighted with a red box. A red line connects the 'APPLICANT' section to the 'PERMITTEE' section. A red arrow points to the 'Next' button at the bottom right, with the word 'CLICK' in a red box below it.

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 a web browser window for the HGSD Portal. The URL is hgportal.subsidence.org. The page title is "Application: Well Pumpage (Annual Report)" and it is labeled "Step 4 of 4". On the left, there is a vertical 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 and a red arrow points to the "Add" button. The "Add" button is located next to a "Delete all" button. At the bottom of the page are buttons for "Cancel", "Clear", "Previous", and "Submit".

Application: Well Pumpage (Annual Report) Step 4 of 4

1 Main
2 App Data
3 People
4 Add'l Docs

Add Delete all

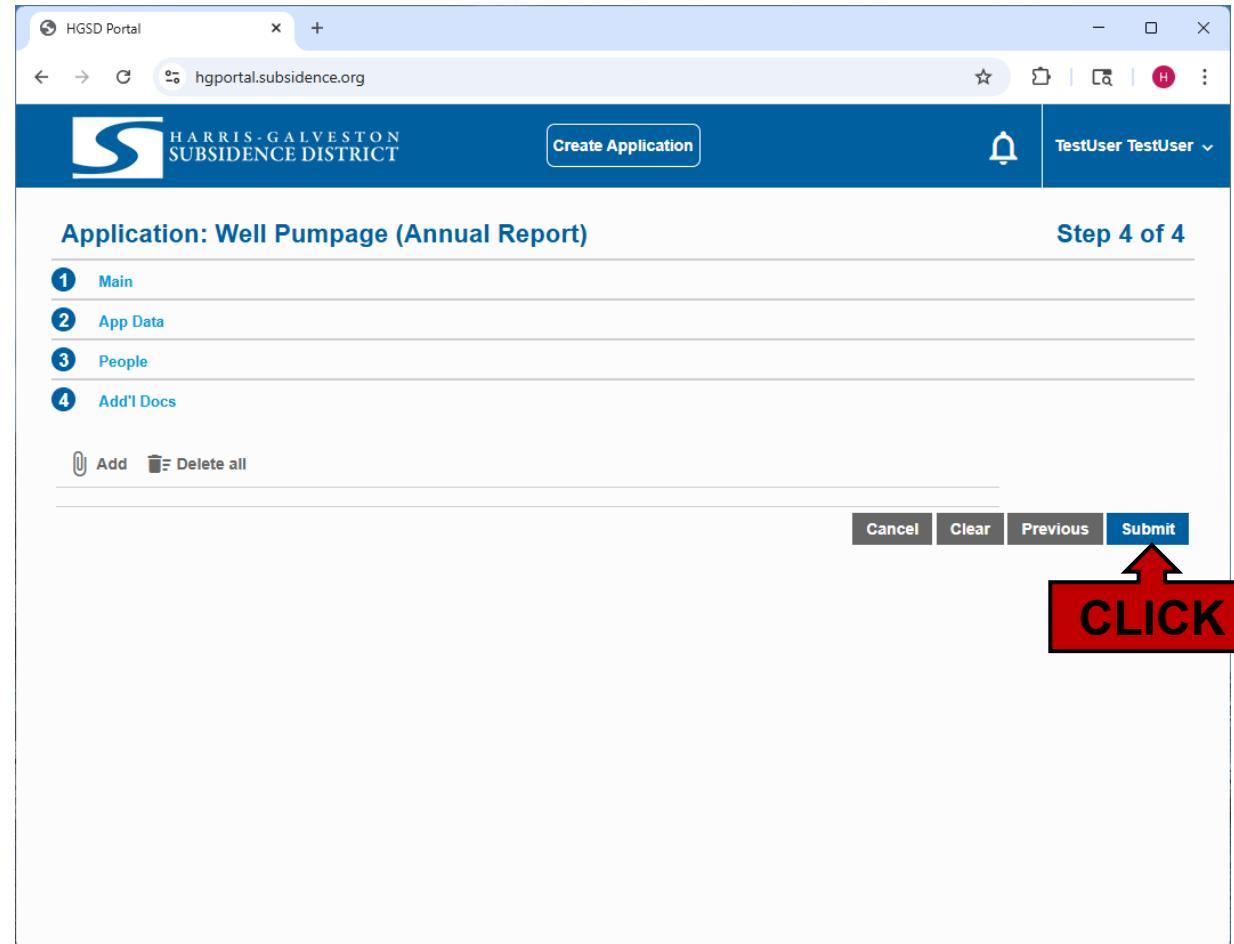
CLICK

Cancel Clear Previous 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 for the HGSD Portal. The URL is hgportal.subsidence.org. The header includes the Harris-Galveston Subsidence District logo, a 'Create Application' button, a notification bell, and a user dropdown for 'TestUser'. The main content area is titled 'Application: Well Pumpage (Annual Report)' and shows 'Step 4 of 4'. A vertical list on the left indicates four steps: 1 Main, 2 App Data, 3 People, and 4 Add'l Docs. Below this is an 'Add' button and a 'Delete all' button. At the bottom right are 'Cancel', 'Clear', 'Previous', and a large blue 'Submit' button. A red box with a white arrow points to the 'Submit' button, with the word 'CLICK' written in white inside the box.

Troubleshooting

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

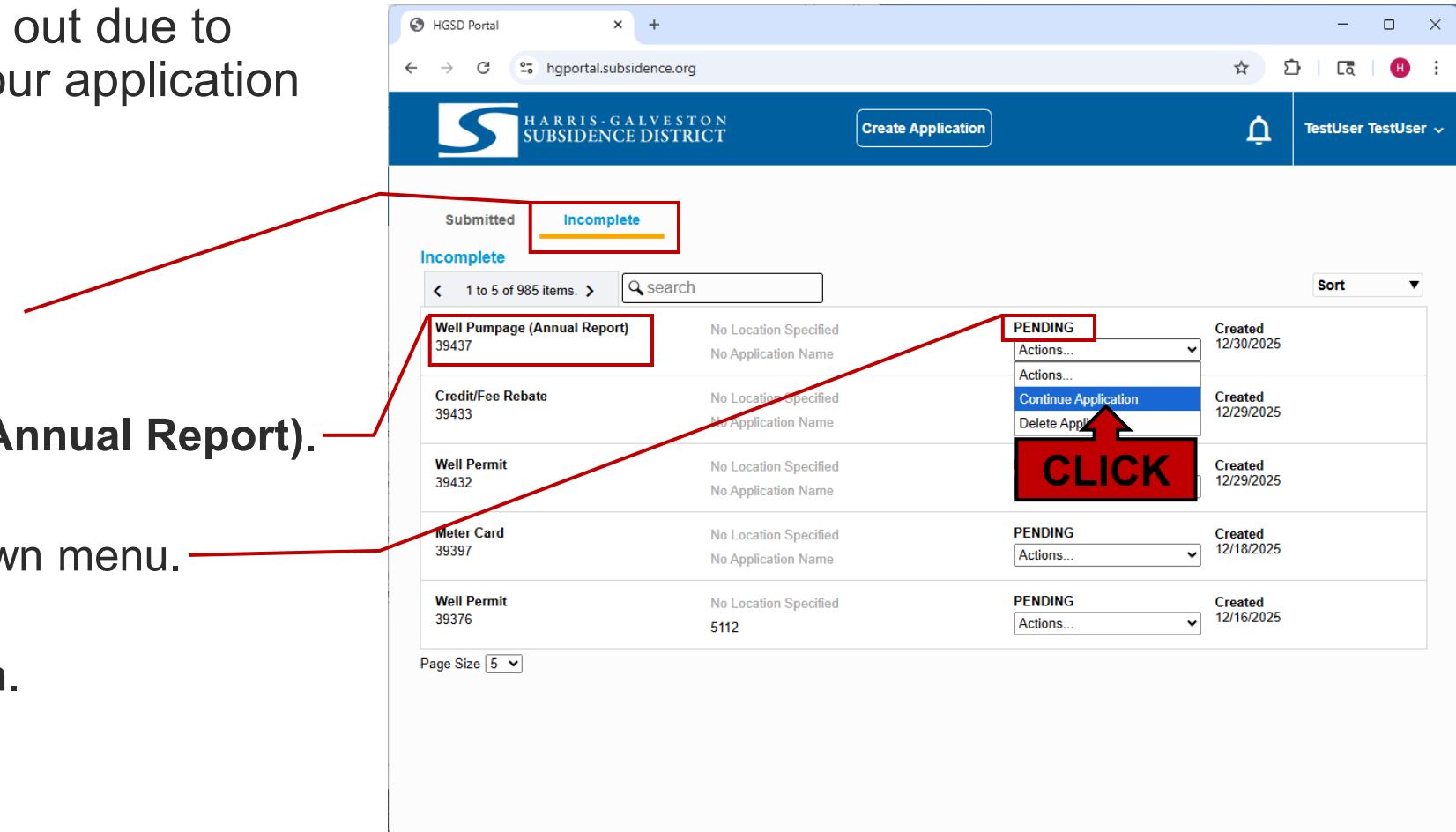
—Log in to the portal.

—Click the **Incomplete** tab.

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

—Use the **PENDING** drop-down menu.

—Click **Continue Application**.



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





HARRIS-GALVESTON
SUBSIDENCE
DISTRICT
1975 - 2025

Contact Information



Connect with us!



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