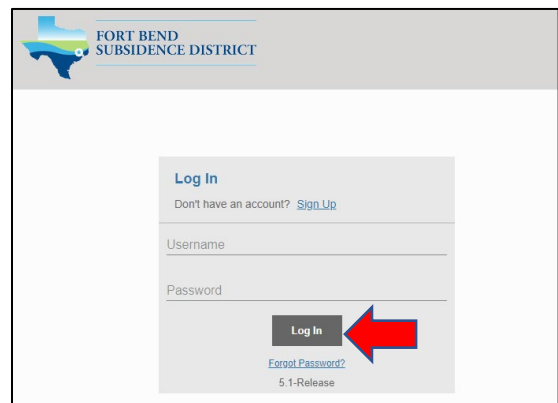
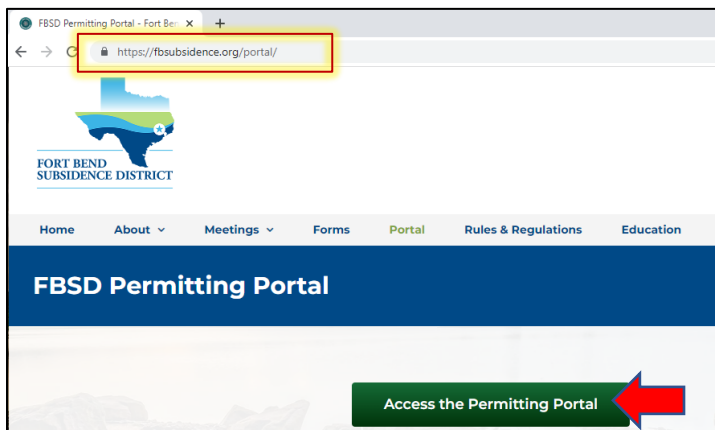


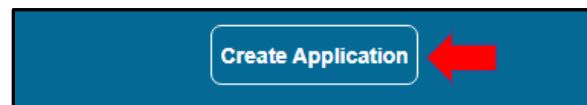
HOW TO SUBMIT YOUR WELL PUMPAGE (ANNUAL REPORT) ONLINE

Before you start, make sure to have the following information:

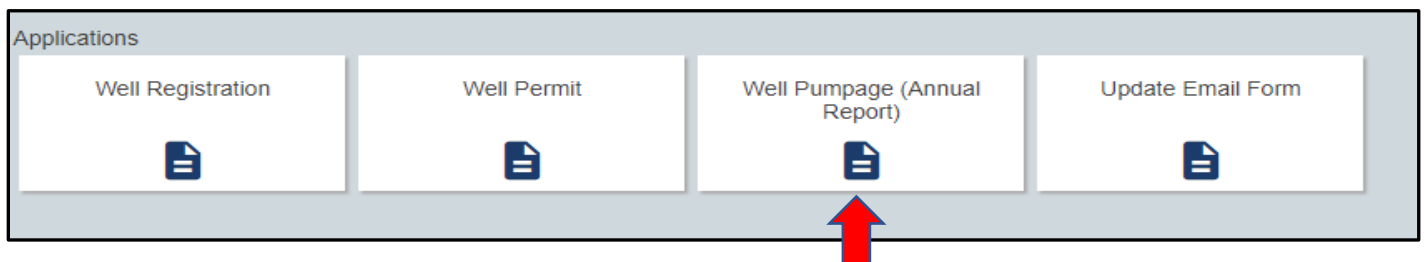
- ✓ Permitting portal username and password
 - ✓ Lead well number and physical location of well
 - ✓ Number of wells in permit
 - If you have more than one well to report on, you will need to submit one form per well in your system. If you would like to submit a spreadsheet instead of multiple form submissions, please contact info@subsidence.org with AGGREGATE AGR in the subject line.
 - ✓ Total system pumpage in gallons
 - ✓ Individual well pumpage in gallons
- Visit fbsubsidence.org/portal on your web browser to access the online portal and log in using the email address associated with last year's well application.



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

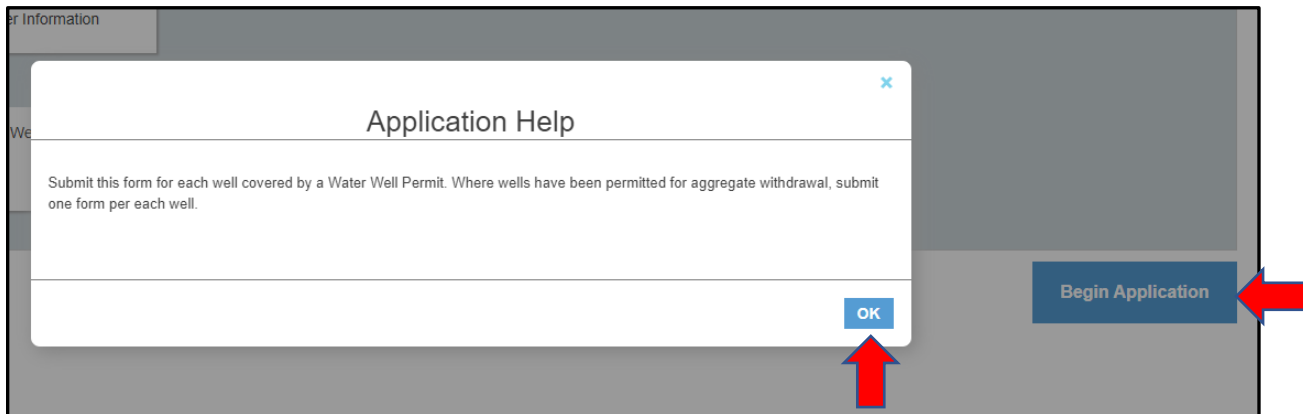


- Select **Well Pumpage (Annual Report)** from the applications menu to file an annual report.



If you have any questions or concerns regarding the portal, please email info@subsidence.org with PORTAL in the subject line and include your name, permit number, and application number along with any other relevant information needed to assist with your request.

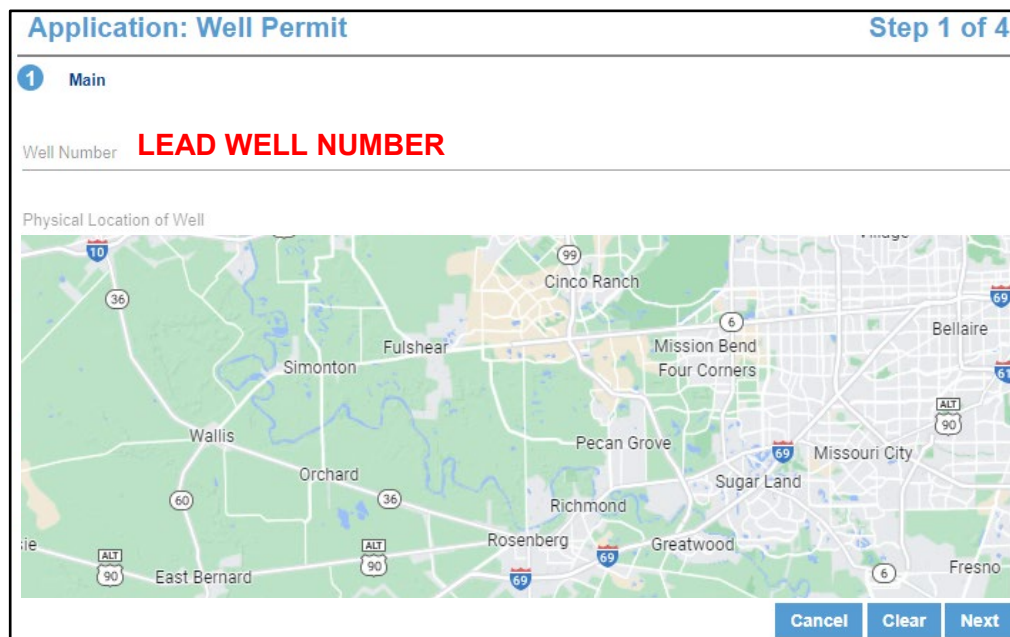
- After selecting **Well Pumpage (Annual Report)**, a popup screen will provide information on the application process. Select **OK** and **Begin Application** to start the application process.



1. MAIN PANEL

The main section includes the lead well number and physical location of the lead well.

- If the well has been permitted previously, enter the well number. *NOTE: If you have multiple wells, the lead well number will be the lowest numerical well number.*
- Confirm the well number and physical location of the well are correct. *NOTE: If you cannot enter an accurate physical location of the well, leave it blank.*



If you have any questions or concerns regarding the portal, please email info@subsidence.org with PORTAL in the subject line and include your name, permit number, and application number along with any other relevant information needed to assist with your request.



- Click **Next** to continue.

2. APP DATA

Well Pumpage Data

! **Calendar Year** (enter 1/1/2021 for the 2021 Annual Report)

! **No. of Wells in Aggregate** ?

Number

! **Reporting Well** ?

Number

! **Total System Pumpage (Gal)** ?

Number

- Enter the **Calendar Year** provided: (i.e., 1/1/2022)
- Input the **Number of Wells in Aggregate**, which is the total number of wells in the permit.
- Input the **Reporting Well** number you are submitting pumpage data for.
- Input the **Total System Pumpage**, which is the total groundwater (in gallons) pumped for all of your wells. Monthly groundwater withdrawals can be reported in subsequent fields. *NOTE: Annual reports need to be completed for each well in an aggregate system. If you have more than one well to report on, you will need to submit one form per well in your system. If you would like to submit a spreadsheet instead of multiple form submissions, please contact info@subsidence.org with AGGREGATE AGR in the subject line*
- Input the **Well Pumpage** in gallons for the well you are reporting. *NOTE: If you only have one well, this field will be the same as the total system pumpage.*

! **Well Pumpage (Gal)** ?

Number

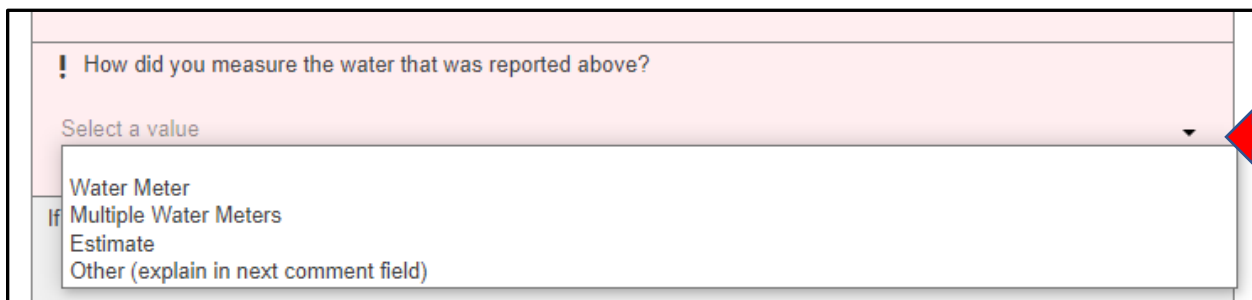
If
su

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ion


- In the section titled **Pumpage Details** in the App Data, use the drop-down menu to **Select Intended Use** for the well.



- Use the drop-down to select the method used to measure water use. *NOTE: If you have multiple wells with different uses or used methods not included in the drop-down box, provide that information in the comment section.*



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

Text **TYPE THE METHOD USED TO MEASURE WATER USE** 

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

Comment

- Click **Next** to continue.

3. PEOPLE PANEL

All fields marked in red regarding the APPLICANT and PERMITTEE must be filled out. *NOTE: You will not be able to move on to the next step until all required fields in red are filled in.*

- APPLICANT refers to the person/employee/representative who is filling out the application/report.
- PERMITTEE refers to the company/organization, if applicable, that is listed on the actual permit.

3 People

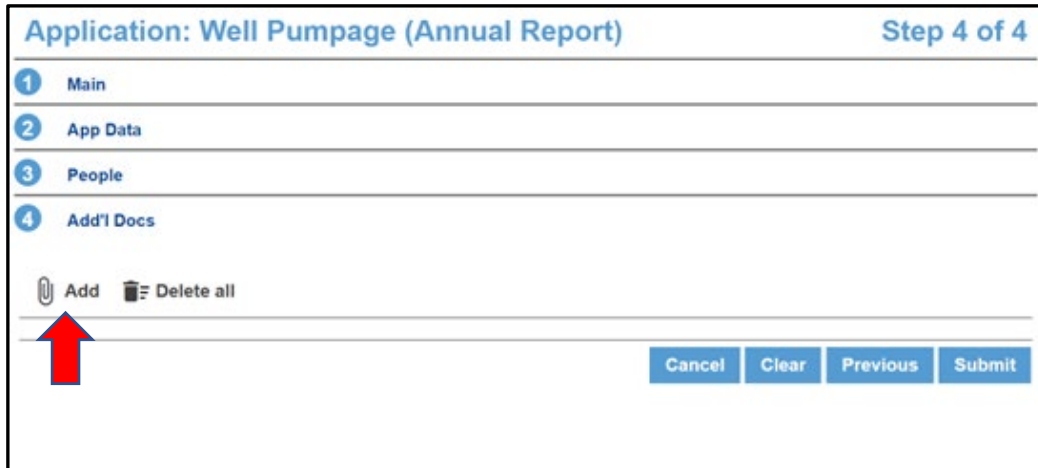
<p>APPLICANT more.... Use My Information</p> <p>Name</p> <hr/> <p>Address Line1</p> <hr/> <p>City Name State Zip Code</p> <hr/> <p>Phone (Primary) Phone (Other)</p> <hr/> <p>Email</p> <hr/> <p>Comment</p> <hr/> <p>ATTENTION TO more.... Use My Information</p> <p>Name</p> <hr/>	<p>PERMITTEE more.... Use My Information</p> <p>Name</p> <hr/> <p>Address Line1</p> <hr/> <p>City Name State Zip Code</p> <hr/> <p>Phone (Primary) Phone (Other)</p> <hr/> <p>Email</p> <hr/> <p>Comment</p> <hr/> <p>CORRESPONDENT more.... Use My Information</p> <p>Name</p> <hr/>
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- Click **Next** to continue.

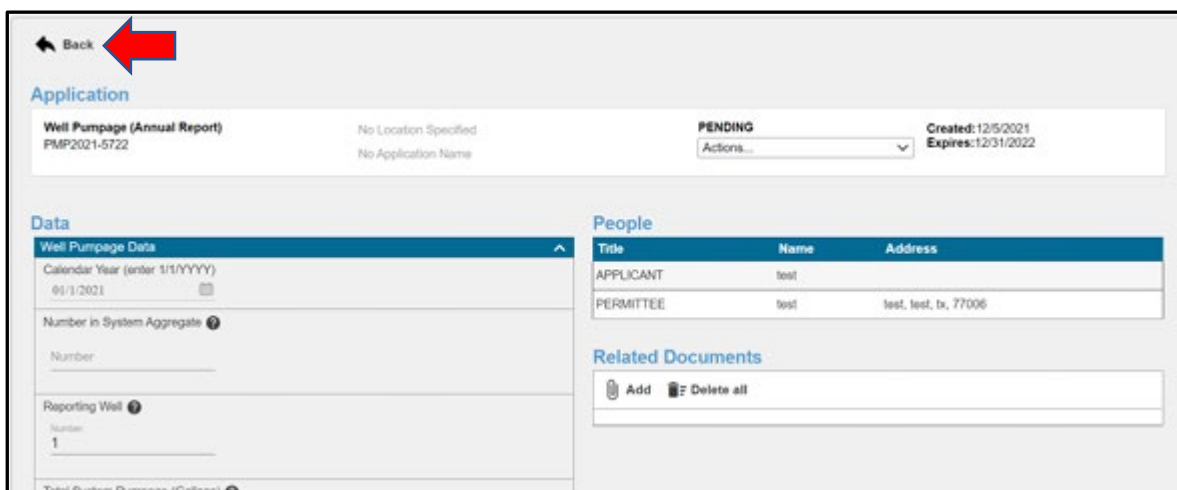
4. ADDITIONAL DOCUMENTS & SUBMIT

Upload any additional documents in the **Add'I Docs** section by clicking **Add**.



If you have any questions or concerns regarding the portal, please email info@subsidence.org with PORTAL in the subject line and include your name, permit number, and application number along with any other relevant information needed to assist with your request.



- To finish your annual report, hit the **Submit** button.
- You will be required to accept the **Terms and Conditions** before submitting the application.
- Once you submit your Well Pumpage (Annual Report), you can review your information on the **summary tab**.
- We recommend double-checking the submission of your application by clicking the **back** arrow at the top of your summary and selecting the **Submitted** tab to confirm your application is there. In the event that your application is not there or you were logged out while filling out the application, your application is most likely to be found in the **Incomplete** tab.



If you have any questions or concerns regarding the portal, please email info@subsidence.org with **PORTAL** in the subject line and include your name, permit number, and application number along with any other relevant information needed to assist with your request.

Submitted		Incomplete	
Submitted			
< 1 to 5 of 13 items. > <input type="text" value="search"/>		Sort ▼	
Well Permit WP2022-13767	No Location Specified No Application Name	PENDING <input type="text" value="Actions..."/>	Created 07/13/2022
Well Permit WP2022-13761	1660 W Bay Area Blvd, Friendswood, Texas, 77546  0	PENDING <input type="text" value="Actions..."/>	Created 07/13/2022
Well Pumpage (Annual Report) PMP2022-13614	1660 W Bay Area Blvd, Friendswood, Texas, 77546  20000	PENDING <input type="text" value="Actions..."/>	Created 07/12/2022

Well Pumpage (Annual Reports) are due by January 31st of every year. You will be subject to violation if you do not submit your annual report.

***There are no fees for submitting your annual report.**