

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 <u>fbsubsidence.org/portal</u> 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.

Applications			
Well Registration	Well Permit	Well Pumpage (Annual Report)	Update Email Form

If you have any questions or concerns regarding the portal, please email <u>info@subsidence.org</u> 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.

er Ir	formation	
We	Application Help	
vve	Submit this form for each well covered by a Water Well Permit. Where wells have been permitted for aggregate withdrawal, submit one form per each well.	
	ок Begin Application	

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.*



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• 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	
Peporting Well	
Number	
I 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.*

	I Well Pumpage (Gal) 2	
lf sul	Number	ie ion
34		



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

PumpageDetails	^
I Select Intended Use	
Select a value	_
Agricultural Irrigation - used in production of food or fiber commodities	
Commercial/Domestic - used by commercial establishments for potable/sanitary Geothermal - used for geothermal heat exchanger	
Industrial - used as part of an industrial process or manufacturing of products	
Lake / Pond / Pool - used to fill or maintain the level of lakes / ponds / pools	
Other - used for other non-exempt uses such as livestock watering / irrigation	
Public Supply - used for retail or wholesale water supply(cities/water district)	
II Single-Family Dwelling- wells connected to one single family dwelling Single-Family Irrigation - used for vard/oarden irrigation at one residence	
Single-Family Irrigation - used for yard/garden irrigation at one residence	

• 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.*

		1
How did you measure the water that was reported above?		
Select a value		
		Г
Water Meter		
If Multiple Water Meters		
Estimate		
Other (explain in next comment field)		
	ſ	L

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

APPLICANT more		Use My Information	PERMITTEE more	I	Use My Information
Name			Name		
Address Line1			Address Line1		
City Name	State	Zip Code	City Name	State	Zip Code
Phone (Primary)	Phone (Oth	er)	Phone (Primary)	Phone (Oth	ner)
Email			Email		
Comment			Comment		
ATTENTION TO more		Use My Information	CORRESPONDENT m	ore	Use My Information

Click **Next** to continue.

4. ADDITIONAL DOCUMENTS & SUBMIT

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

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Ap	plication: Well Pumpage (Annual Report)	Step 4 of 4
0	Main	
2	App Data	
3	People	
4	Add'I Docs	
0	Add 🖀 E Delete all	
1	Cancel	Clear Previous Submit

- 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.

Sack					
Application					
Well Pumpage (Annual Report) PMP2021-5722	No Location Specified No Application Name		IDING	Created: 12/5/2021 Expines: 12/31/2022	
Data		People			
Well Pumpage Data		∧ Title	Name	Address	
Calendar Year (enter 1/1/YYYY) 01/1/2021		APPLICANT	test		
Number in System Aggregate 🕥		PERMITTEE	test	test, test, tx, 77006	
Number		Related Docum	ents		
		Add Tr Delet	all a		
Reporting Well					

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

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