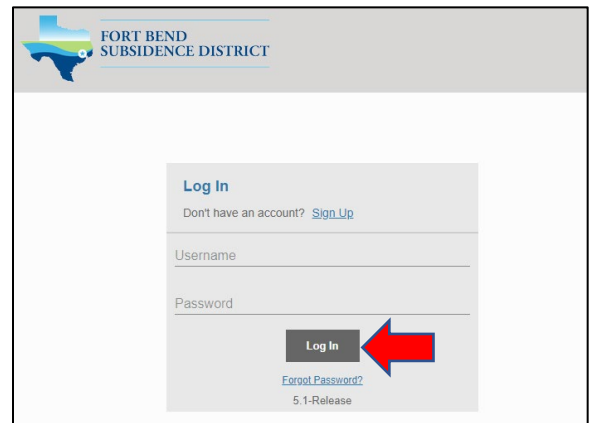
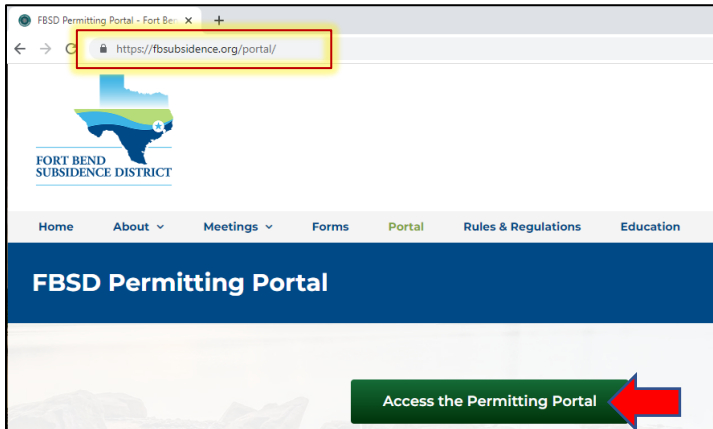


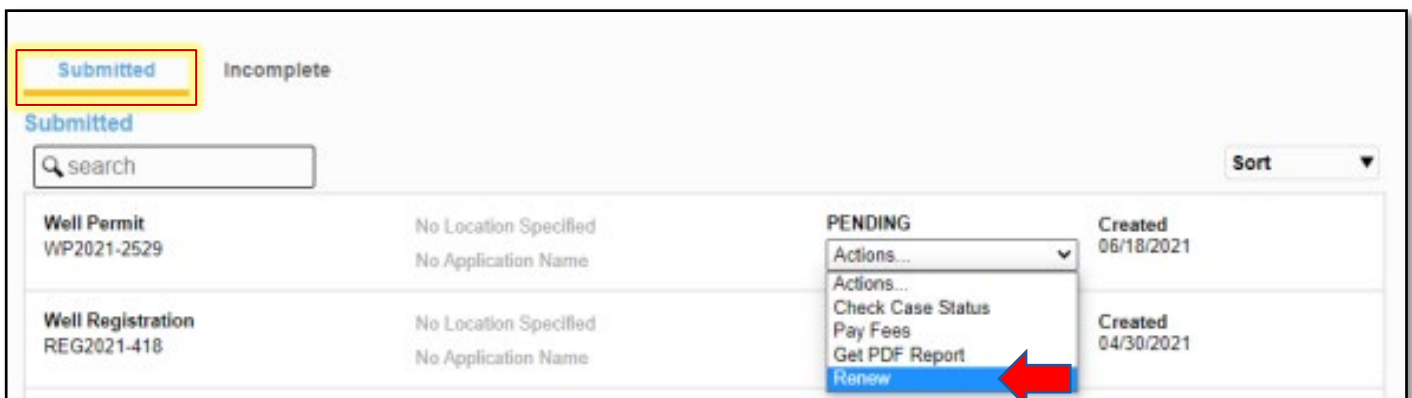
HOW TO RENEW YOUR WELL PERMIT

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

- ✓ Permitting portal username and password
 - ✓ Number of wells in your permit
 - ✓ Estimated water consumption from well over the next 12 months
 - ✓ Estimated alternative water consumption over the next 12 months
 - ✓ City water bills
- 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.



- After logging in, choose the **Submitted** tab. Your most recent applications should appear here. *NOTE: Any saved but not submitted applications will appear under the **Incomplete** tab.*
- Click **Renew** from the **Actions...** drop-down menu. *NOTE: If you do not see your permit, check that the email address you are using is the same one associated with your well number.*



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.

1. MAIN PANEL

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

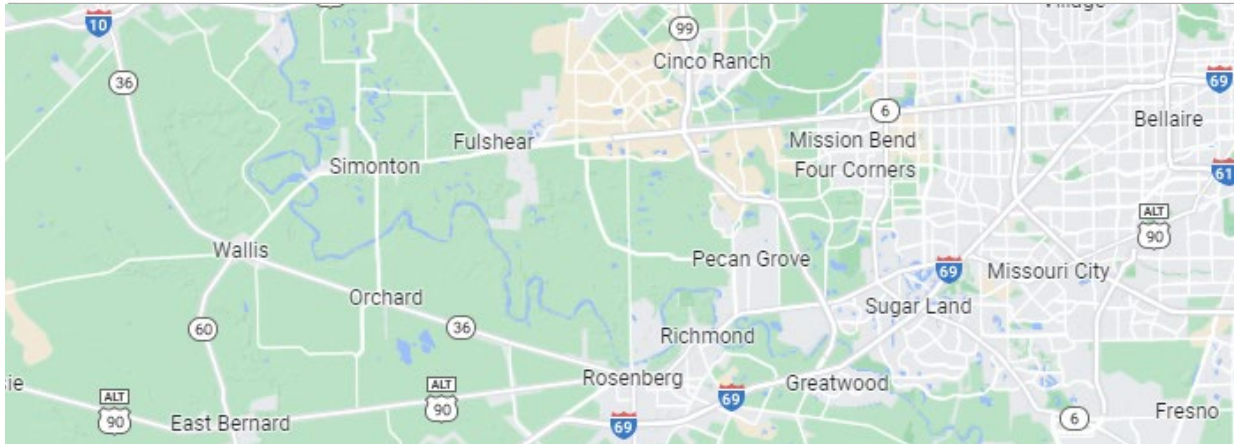
- If the well has been permitted previously, enter the well number. *NOTE: If you have multiple wells, the lead well number will be the lowest numerical well number.*
- Confirm the well number and physical location of the well are correct. *NOTE: If you cannot enter an accurate physical location of the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

Application: Well Permit **Step 1 of 4**

1 Main

Well Number

Physical Location of Well

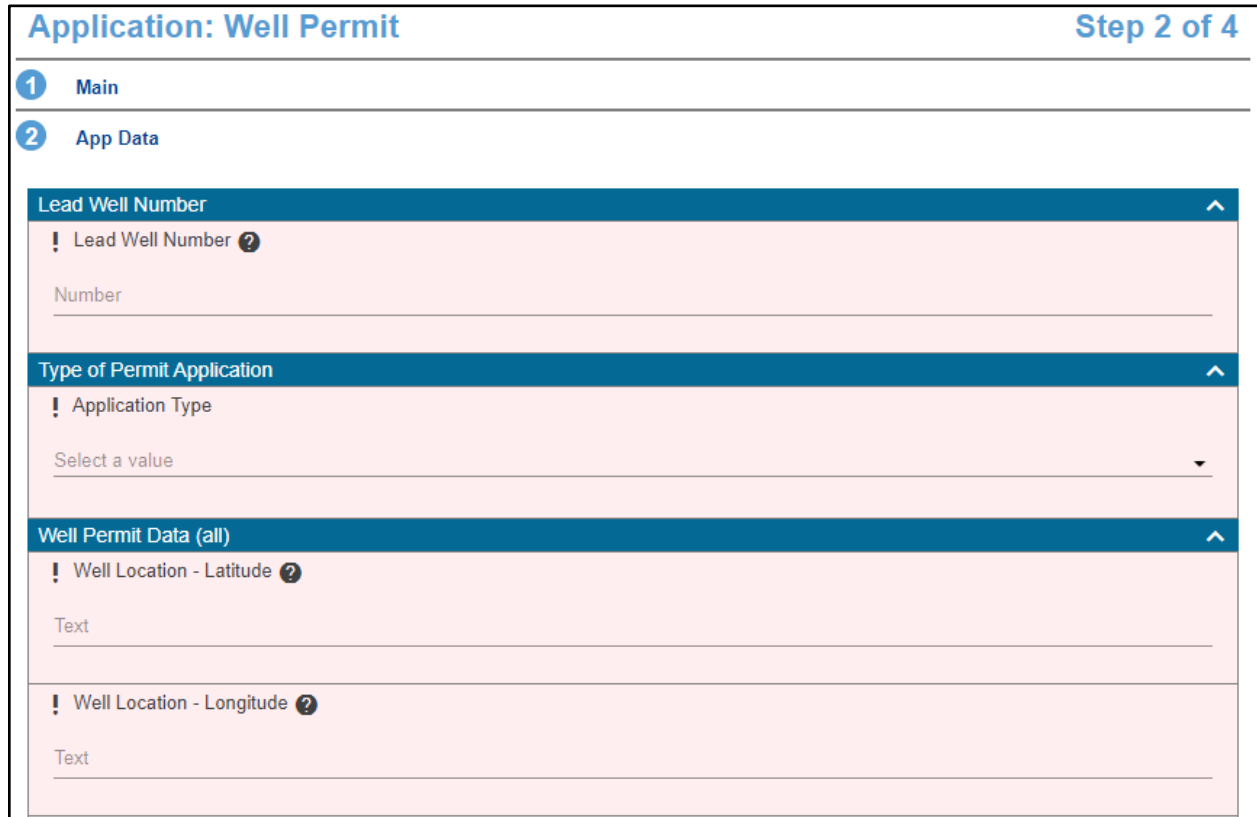


Cancel Clear Next

- Click **Next** to continue.

2. APP DATA

All sections marked in red must be completed.



Application: Well Permit Step 2 of 4

1 Main

2 App Data

Lead Well Number

! Lead Well Number ?

Number

Type of Permit Application

! Application Type

Select a value

Well Permit Data (all)

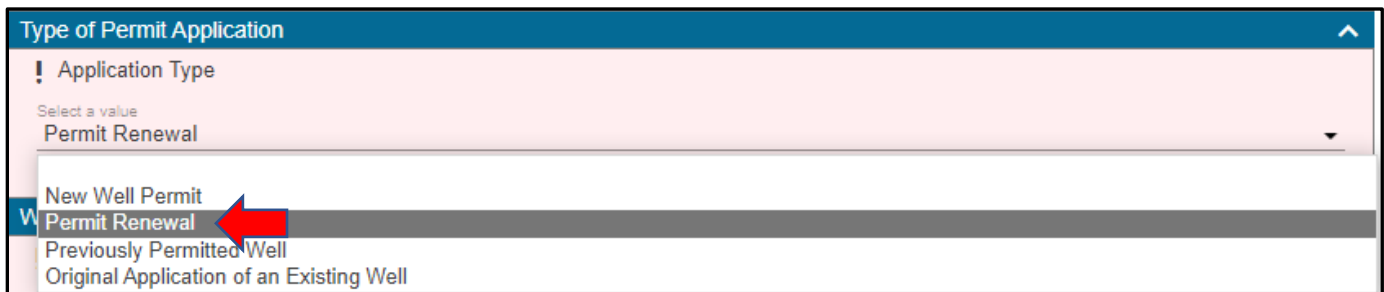
! Well Location - Latitude ?

Text

! Well Location - Longitude ?

Text

- Input **Lead Well Number**. If the well has been permitted previously, verify the well number entered here is the same as the number entered in the main panel.
- Select the type of permit application by clicking the drop-down menu and selecting **Permit Renewal**.



Type of Permit Application

! Application Type

Select a value

Permit Renewal

New Well Permit

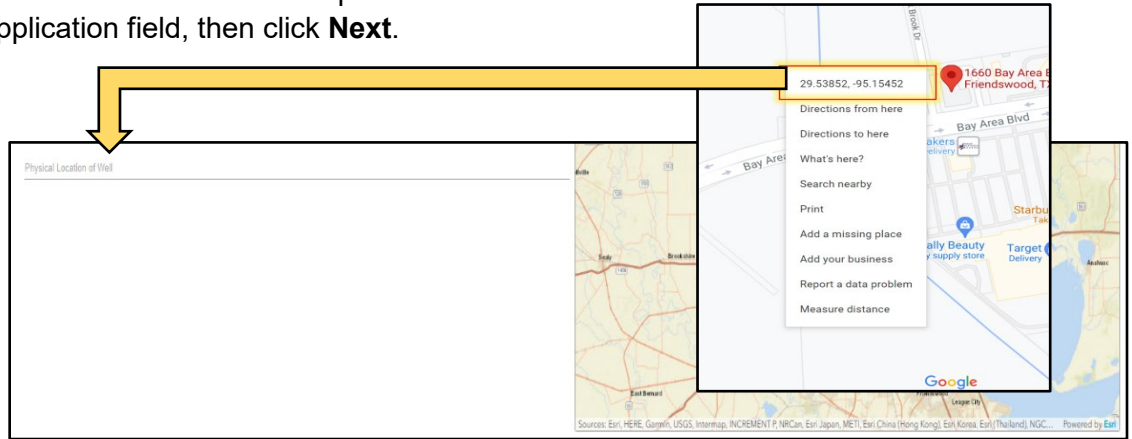
Permit Renewal

Previously Permitted Well

Original Application of an Existing Well

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.

- Input **longitude and latitude** coordinates in decimal form for the well.
 - To find the longitude and latitude for the physical address:
 - Visit www.google.com/maps
 - Enter the well address
 - Right-click on the address point on the map
 - Note the coordinates and input these in the application field, then click **Next**.



- Input the **number of wells in aggregate**. This should be the number of wells included in your permit.

! Number of wells in Aggregate

Quantity

- Indicate the amount of water requested from your well for a 12-month permit term and the expected amount of alternative water that will be used during the permit term. If you do not intend to use alternative water, input 0.

! I request __ MG from my water well for the next 12 month permit term

Quantity

! I expect to use __ MG of alternate water for the same permit term ?

Quantity

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.

- Select the **Intended Use** of the well. If the use has changed, then select the new use. Provide additional details in the following fields if your intended use is for commercial or agricultural needs.

! Select Intended Use

Select a value

- Agricultural Irrigation - used in production of food or fiber commodities
- P Commercial/Domestic - used by commercial establishments for potable/sanitary
- P 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
- If Public Supply - used for retail or wholesale water supply(cities/water district)
- Single-Family Dwelling - wells connected to one single family dwelling
- Single-Family Irrigation - used for yard/garden irrigation at one residence

3. PEOPLE PANEL

All fields marked in red regarding the APPLICANT and PERMITTEE must be filled out.

- 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> <p>Address Line1 _____</p> <p>City Name _____ State _____ Zip Code _____</p> <p>Phone (Primary) _____ Phone (Other) _____</p> <p>Email _____</p> <p>Comment _____</p>	<p>PERMITTEE more.... Use My Information</p> <p>Name _____</p> <p>Address Line1 _____</p> <p>City Name _____ State _____ Zip Code _____</p> <p>Phone (Primary) _____ Phone (Other) _____</p> <p>Email _____</p> <p>Comment _____</p>
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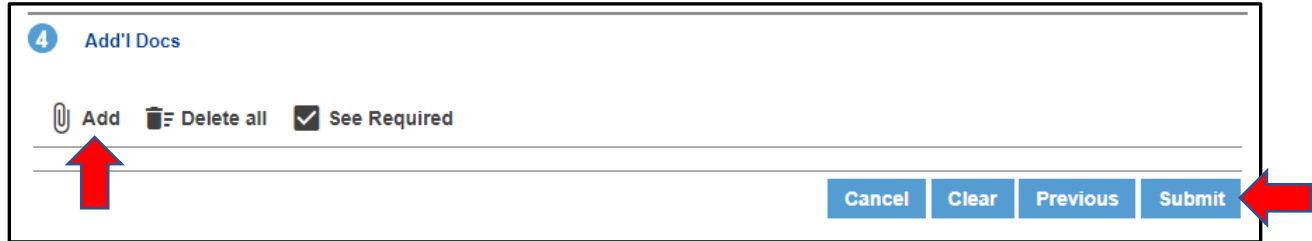
<p>ATTENTION TO more.... Use My Information</p> <p>Name _____</p>	<p>CORRESPONDENT more.... Use My Information</p> <p>Name _____</p>
--	---

- Click **Next** to continue.

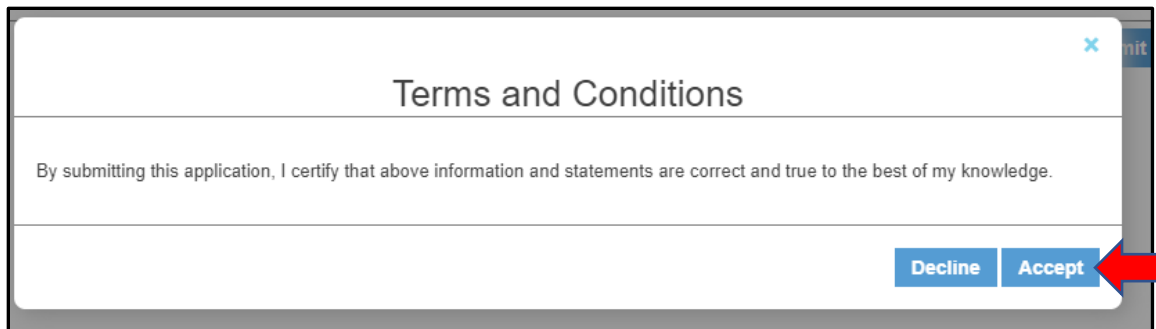
If you have any questions or concerns regarding the portal, please email info@subsidence.org with PORTAL in the subject line and include your name, permit number, and application number along with any other relevant information needed to assist with your request.

4. ADDITIONAL DOCUMENTS AND SUBMIT

- In the **Add'l Documents** section, you may attach documents, like city water bills, to your application by clicking **Add**.



- To finish your well permit renewal application, click the **Submit** button. *NOTE: You must accept the Terms and Conditions.*



You have completed the first step in the permit renewal process. To learn about the next steps in the process, please continue to the next page.

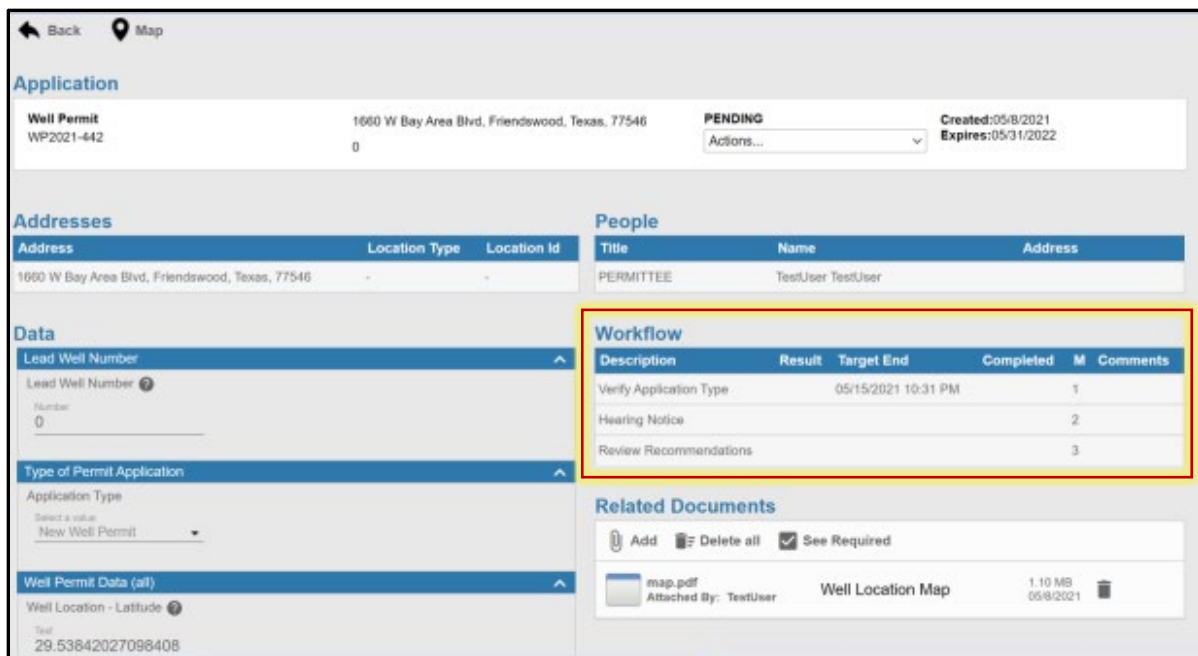
If you have any questions or concerns regarding the portal, please email info@subsidence.org with PORTAL in the subject line and include your name, permit number, and application number along with any other relevant information needed to assist with your request.



REVIEW ACCOUNT SUMMARY

Workflow gives you the status of your application process with an estimated timeline. The typical workflow includes the following steps:

- Verify application type
- Hearing notice
- Review recommendations
- Board
- Paid or past due
- Issue permit



Application

Well Permit: WP2021-442 | 1660 W Bay Area Blvd, Friendswood, Texas, 77546 | **PENDING** | Created: 05/8/2021 | Expires: 05/31/2022

Addresses

Address	Location Type	Location Id
1660 W Bay Area Blvd, Friendswood, Texas, 77546	-	-

People

Title	Name	Address
PERMITTEE	TestUser TestUser	

Data

Lead Well Number

Lead Well Number: 0

Type of Permit Application

Application Type: New Well Permit

Well Permit Data (all)

Well Location - Latitude: 29.53842027098408

Workflow

Description	Result	Target End	Completed	M	Comments
Verify Application Type		05/15/2021 10:31 PM	1		
Hearing Notice				2	
Review Recommendations				3	

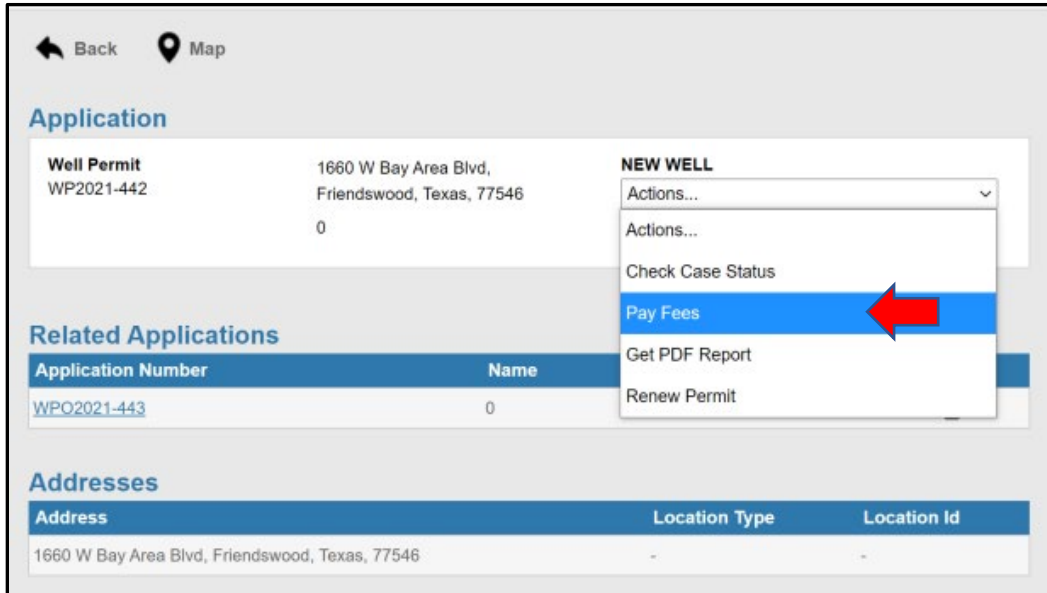
Related Documents

map.pdf | Attached By: TestUser | Well Location Map | 1.10 MB | 05/8/2021

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.

PAYING FEES

You can pay your fees online using a credit card by selecting **Actions...** and **Pay Fees** only after the application has been verified by FBSD staff. *NOTE: Paying the application fee does not mean the application has been approved.*



Application

Well Permit: WP2021-442
Address: 1660 W Bay Area Blvd, Friendswood, Texas, 77546
Location Id: 0

NEW WELL

- Actions...
- Actions...
- Check Case Status
- Pay Fees** (indicated by a red arrow)
- Get PDF Report
- Renew Permit

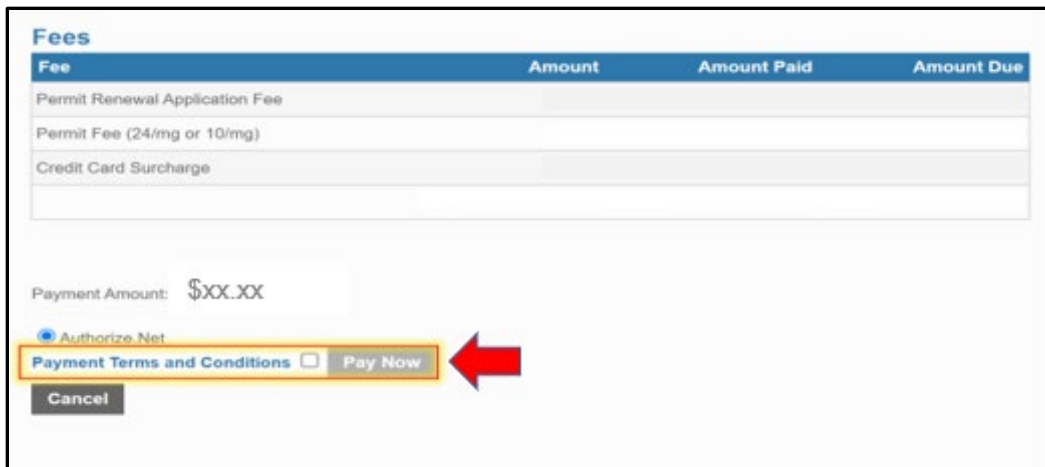
Related Applications

Application Number	Name
WPO2021-443	0

Addresses

Address	Location Type	Location Id
1660 W Bay Area Blvd, Friendswood, Texas, 77546	-	-

- You will be taken to the fees page with a breakdown of fees and your payment amount.
- Click the **Pay Now** button and **accept the Payment Terms and Conditions**.



Fees

Fee	Amount	Amount Paid	Amount Due
Permit Renewal Application Fee			
Permit Fee (24/mg or 10/mg)			
Credit Card Surcharge			

Payment Amount: \$XX.XX

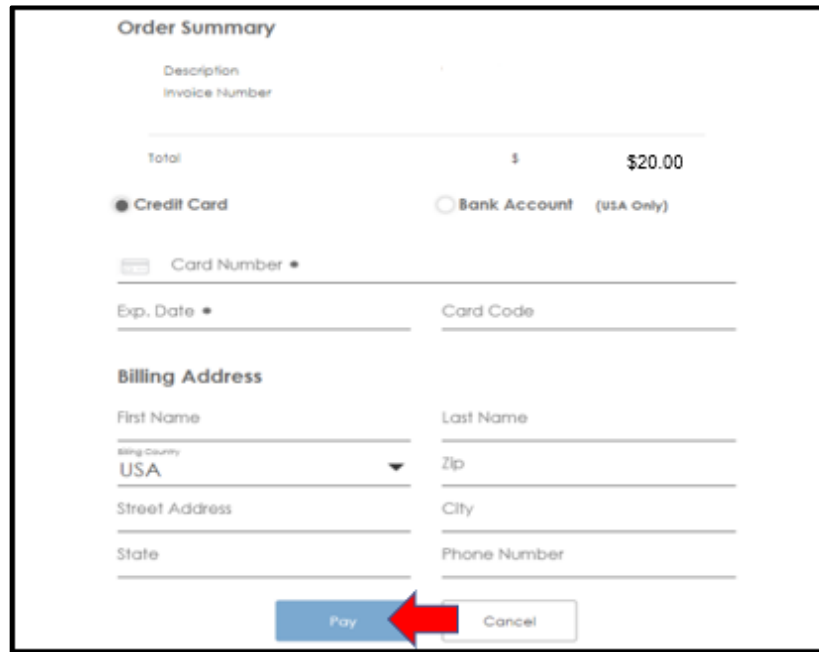
Authorize Net

Payment Terms and Conditions **Pay Now** (indicated by a red arrow)

Cancel

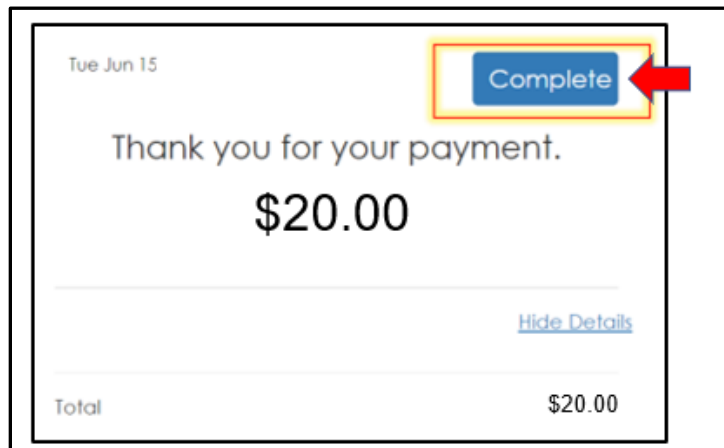
If you have any questions or concerns regarding the portal, please email info@subsidence.org with PORTAL in the subject line and include your name, permit number, and application number along with any other relevant information needed to assist with your request.

- A payment page will appear where you may make payment using a credit card through Authorize. NET, complete the form, and click the **Pay** button. *NOTE: A 3% credit card surcharge will be applied to your application fee. Currently, FBSD only accepts Discover, MasterCard, and Visa credit cards.*



The screenshot shows a payment form titled "Order Summary". It includes fields for "Description" and "Invoice Number". The total amount is listed as "\$20.00". There are two payment options: "Credit Card" (selected) and "Bank Account (USA Only)". Below these are fields for "Card Number", "Exp. Date", and "Card Code". A "Billing Address" section includes fields for "First Name", "Last Name", "Billing Country" (set to "USA"), "Street Address", "City", "State", and "Phone Number". At the bottom, there are "Pay" and "Cancel" buttons, with a red arrow pointing to the "Pay" button.

- To finalize payment, you must click the **Complete** button.



The screenshot shows a payment confirmation page. It displays the date "Tue Jun 15" and a "Complete" button highlighted with a yellow border and a red arrow pointing to it. The text "Thank you for your payment." is followed by the amount "\$20.00". There is a "Hide Details" link and a summary table at the bottom showing "Total" as "\$20.00".

- A payment confirmation email will be sent to the email account associated with the account.

Your application will now be presented during a public hearing. From there, the application will need to be approved by the FBSD Board of Directors. Upon approval, you will receive a permit fee statement. When the permit fee is paid, your permit will be issued.

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.