



HOW TO SUBMIT A WELL PUMPAGE (ANNUAL REPORT)

Updated January 2026



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 fbinfo@subsidence.org with AGGREGATE AGR in the subject line.

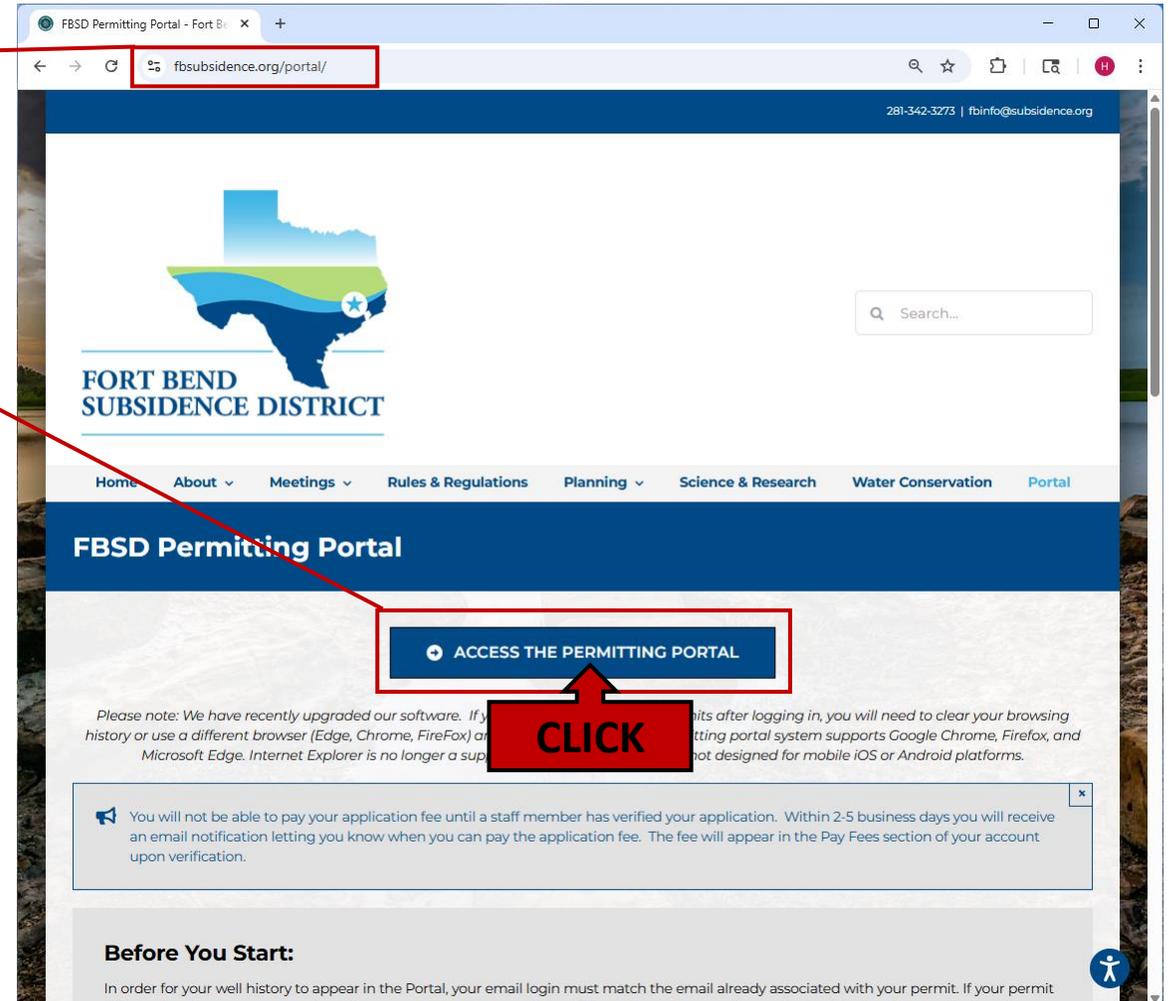
✓ **TOTAL SYSTEM PUMPAGE IN GALLONS**

✓ **INDIVIDUAL WELL PUMPAGE IN GALLONS**

Log in to Permitting Portal



- Visit **FBSUBSIDENCE.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.



Access Well Pumpage (Annual Report) Form



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

The screenshot shows the FBSD Portal website. At the top, there is a navigation bar with the Fort Bend Subsidence District logo on the left, a "Create Application" button in the center, and a user profile "TestUser TestUser" on the right. Below the navigation bar, there are tabs for "Submitted" (selected) and "Incomplete". A search bar and a "Sort" dropdown menu are visible. The main content area displays a table of submitted applications:

Application Type	Address	Status	Created
Well Permit WP2024-104027	301 Jackson St, Richmond, Texas, 77469 2000	CLOSED Actions...	Created 12/4/2024
Well Pumpage (Annual Report) PMP2024-103299	301 Jackson St, Richmond, Texas, 77469 20000	PENDING Actions...	Created 09/6/2024
Well Permit WP2023-102465	301 Jackson St, Richmond, Texas, 77469 2000	CLOSED Actions...	Created 06/16/2023

Below the table is a map showing the location of the applications in Richmond, Texas. The map includes labels for "Pecan Grove", "Sugar Land", and "Stafford". At the bottom of the map, it says "Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) ... Powered by Esri".

Access Well Pumpage (Annual Report) Form



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

A screenshot of the FBSD Portal website. The browser address bar shows "fbportal.subsidence.org/". The page header includes the Fort Bend Subsidence District logo, a "Create Application" button, a notification bell, and a user profile "TestUser TestUser". The main content area is titled "Select an Application" and features a search bar. Below the search bar, there are two category buttons: "Rebates and Amendments" and "Meter Information". Underneath, there are four application buttons: "Well Registration", "Well Permit", "Well Pumpage (Annual Report)", and "Update Email Form". The "Well Pumpage (Annual Report)" button is highlighted with a red rectangular box. A red line originates from the text in the list above and points to this box. At the bottom right of the application grid, there is a "Begin Application" button.

Access 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.

A screenshot of the FBSD Portal website. The browser address bar shows "fbportal.subsidence.org/". The header includes the FBSD logo, a "Create Application" button, a notification bell, and a user profile "TestUser TestUser". The main content area is titled "Select an Application" and features a search bar. Below the search bar, there are two category buttons: "Rebates and Amendments" and "Meter Information". Underneath, there are four application cards: "Well Registration", "Well Permit", "Well Pumpage (Annual Report)", and "Update Email Form". The "Well Pumpage (Annual Report)" card is highlighted in blue. A red arrow points from the text in the first list item to a "Begin Application" button located below the application cards. A red box surrounds the "Begin Application" button, and a red arrow points to it from a red box containing the word "CLICK".

1. Main

- Input your **Well Number** and **Physical Location of Well** in full address format.

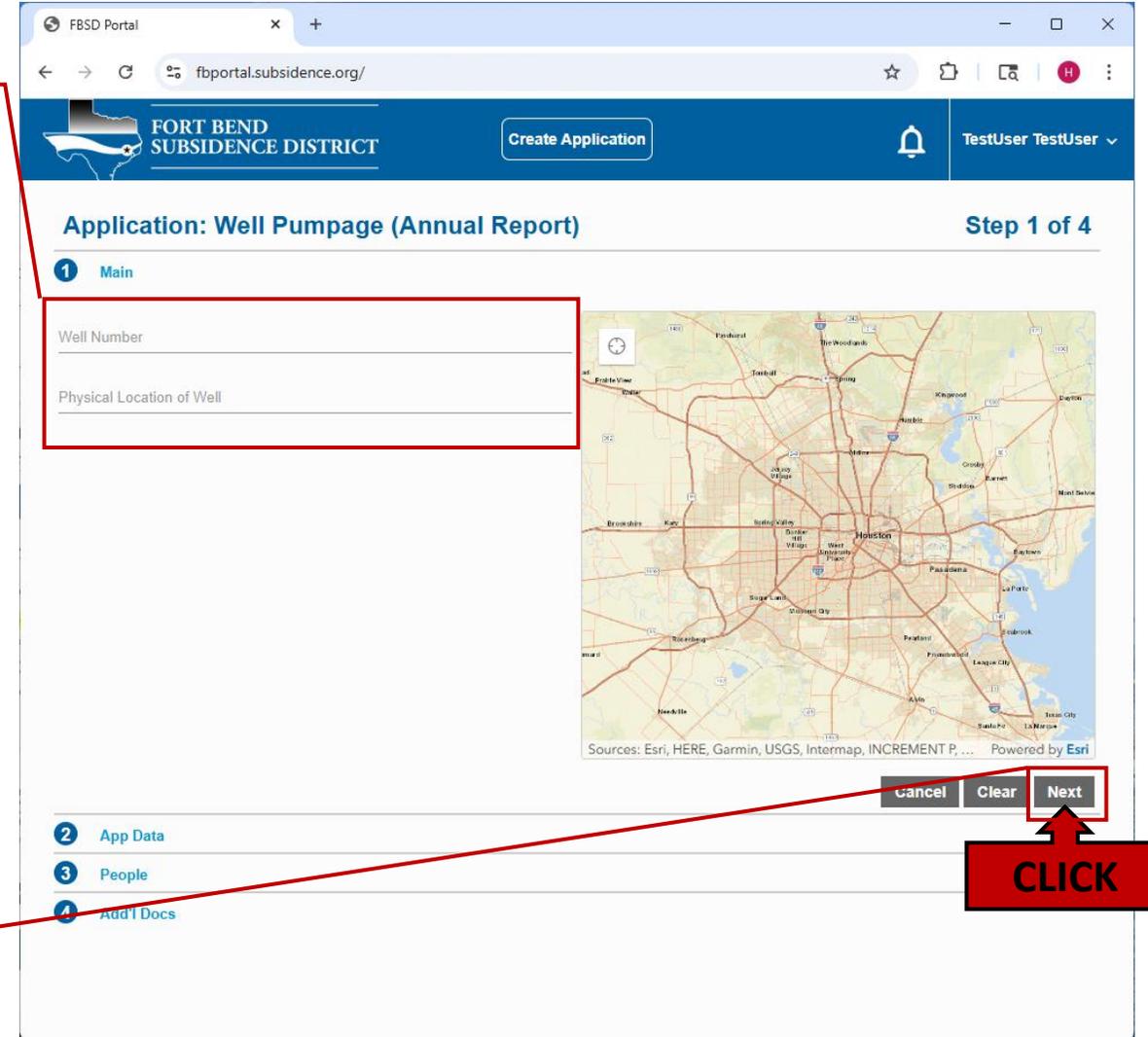
For example: 123 Street Name, City, State, Zip Code

- 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.



FBSD Portal

fbportal.subsidence.org/

FORT BEND
SUBSIDENCE DISTRICT

Create Application

TestUser TestUser

Application: Well Pumpage (Annual Report)

Step 1 of 4

1 Main

Well Number

Physical Location of Well

Map showing Houston area

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, ... Powered by Esri

Cancel Clear Next

2 App Data

3 People

4 Add'l Docs

CLICK

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: 1/1/2025 for the 2025 Annual Report

FBSD Portal

fbportal.subsidence.org/

FORT BEND SUBSIDENCE DISTRICT

Create Application

TestUser TestUser

Application: Well Pumpage (Annual Report) Step 2 of 4

1 Main

2 App Data

Well Pumpage Data

No. of Wells in Aggregate

Number

Reporting Well

Number

Calendar Year (enter 1/1/2025 for the 2025 Annual Report)

Total System Pumpage (Gallons)

Number

Alternative Water (Gallons)

Number

Well Pumpage (Gallons)

Number

Withdrawal (Gallons) - Jan.

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.

FBSD Portal

fbportal.subsidence.org/

FORT BEND SUBSIDENCE DISTRICT

Create Application

TestUser TestUser

Application: Well Pumpage (Annual Report) Step 2 of 4

1 Main

2 App Data

Well Pumpage Data

! No. of Wells in Aggregate ?

Number

! Reporting Well ?

Number

! Calendar Year (enter 1/1/2025 for the 2025 Annual Report)

! Total System Pumpage (Gallons) ?

Number

Alternative Water (Gallons)

Number

! Well Pumpage (Gallons) ?

Number

Withdrawal (Gallons) - Jan.

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.

FBSD Portal

fbportal.subsidence.org/

FORT BEND SUBSIDENCE DISTRICT

Create Application

TestUser TestUser

Application: Well Pumpage (Annual Report) Step 2 of 4

1 Main

2 App Data

Well Pumpage Data

! No. of Wells in Aggregate ?

Number

! Reporting Well ?

Number

! Calendar Year (enter 1/1/2025 for the 2025 Annual Report)

Number

! Total System Pumpage (Gallons) ?

Number

Alternative Water (Gallons)

Number

! Well Pumpage (Gallons) ?

Number

Withdrawal (Gallons) - Jan.

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

FBSD Portal

fbportal.subsidence.org/

FORT BEND SUBSIDENCE DISTRICT

Create Application

TestUser TestUser

Application: Well Pumpage (Annual Report) Step 2 of 4

1 Main

2 App Data

Well Pumpage Data

! No. of Wells in Aggregate ?

Number

! Reporting Well ?

Number

! Calendar Year (enter 1/1/2025 for the 2025 Annual Report)

Number

! Total System Pumpage (Gallons) ?

Number

Alternative Water (Gallons)

Number

! Well Pumpage (Gallons) ?

Number

Withdrawal (Gallons) - Jan.

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.

A screenshot of a web browser displaying the "Well Pumpage (Gallons)" form in the FBSD Portal. The browser address bar shows "fbportal.subsidence.org/". The form has a red header bar with the title "Well Pumpage (Gallons)". Below the header, there is a "Number" input field. The main body of the form consists of a list of monthly withdrawal fields, each with a "Number" input field. The fields are labeled "Withdrawal (Gallons) - Jan.", "Withdrawal (Gallons) - Feb.", "Withdrawal (Gallons) - March", "Withdrawal (Gallons) - Apr.", "Withdrawal (Gallons) - May", "Withdrawal (Gallons) - June", "Withdrawal (Gallons) - July", "Withdrawal (Gallons) - Aug.", and "Withdrawal (in Gallons) - Sept.". A red rectangular box highlights the entire list of monthly withdrawal fields. A red line extends from the text "monthly estimations in this section." in the list above to the right side of the red box.

2. App Data | Pumpage Details Section



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

A screenshot of the FBSD Portal web application showing the "PumpageDetails" form. The form includes fields for "Withdrawal (Gallons) - Nov." and "Withdrawal (Gallons) - Dec.", each with a "Number" input field. The "PumpageDetails" section is highlighted in blue and contains a red-bordered dropdown menu for "Select Primary Use" with the text "Select a value" below it. A red arrow points to this dropdown with a black box containing the word "CLICK". Below the dropdown is a red-bordered field for "How did you measure the wa" with "Select a value" below it. Further down are fields for "Water Meter Reading (if applicable)" with a "Number" input, and "Water Meter Read Date (if applicable)" with a calendar icon. A red-bordered text area is labeled "If you selected 'Other' to either of the questions above, please comment below." with a "Text" input field. At the bottom, there is a "Comment" input field for "If alternative water or groundwater obtained from any other source? If yes, name source:". Navigation buttons "Cancel", "Clear", "Previous", and "Next" are at the bottom right. A progress bar at the bottom left shows 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.

A screenshot of the FBSD Portal web application showing the "PumpageDetails" form. The form includes fields for "Withdrawal (Gallons) - Nov." and "Withdrawal (Gallons) - Dec.", each with a "Number" input field. The "PumpageDetails" section is highlighted in blue and contains a "Select Primary Use" dropdown menu. Below it, the question "How did you measure the water that was reported above?" is highlighted in red, with a red arrow pointing to its dropdown menu and a red box containing the word "CLICK". Further down, the instruction "If you selected 'Other' to either of the questions above, please comment below." is highlighted in red, with a red box around its "Text" input field. At the bottom, there is a "Comment" input field for alternative water sources and navigation buttons for "Cancel", "Clear", "Previous", and "Next". A sidebar at the bottom left shows "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.

FBSD Portal

fbportal.subsidence.org/

Withdrawal (Gallons) - Nov.
Number

Withdrawal (Gallons) - Dec.
Number

PumpageDetails

! Select Primary 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 questions 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.

A screenshot of the FBSD Portal web application showing the "PumpageDetails" form. The form includes fields for "Withdrawal (Gallons) - Nov." and "Withdrawal (Gallons) - Dec.", each with a "Number" input field. Below these is a section titled "PumpageDetails" with a red background, containing two dropdown menus: "Select Primary Use" and "How did you measure the water that was reported above?". Further down are fields for "Water Meter Reading (if applicable)" and "Water Meter Read Date (if applicable)". At the bottom of the form, there are two text input fields: one for "If you selected 'Other' to either of the questions above, please comment below." and another for "If alternative water or groundwater obtained from any other source? If yes, name source:". At the bottom right of the form are buttons for "Cancel", "Clear", "Previous", and "Next". A red arrow points to the "Next" button with the word "CLICK" written in a red box. The browser address bar shows "fbportal.subsidence.org/".

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.

FBSD Portal
fbportal.subsidence.org/

FORT BEND SUBSIDENCE DISTRICT Create Application TestUser TestUser

Application: Well Pumpage (Annual Report) Step 3 of 4

1 Main
2 App Data
3 People

APPLICANT more... Use My Information
Name
Address Line1
City Name State Zip Code
Phone (Primary) Phone (Other)
Email
Comment

PERMITTEE more... Use My Information
Name
Address Line1
City Name State Zip Code
Phone (Primary) Phone (Other)
Email
Comment

Cancel Clear Previous Next

4 Add'l Docs

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.

FBSD Portal | fbportal.subsidence.org/ | FORT BEND SUBSIDENCE DISTRICT | Create Application | TestUser TestUser

Application: Well Pumpage (Annual Report) | Step 3 of 4

1 Main | 2 App Data | 3 People

APPLICANT more... | Use My Information

PERMITTEE more... | Use My Information

Name

Address Line1

City Name | State | Zip Code

Phone (Primary) | Phone (Other)

Email

Comment

Cancel | Clear | Previous | Next

4 Add'l Docs

CLICK

4. Add'l Doc

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



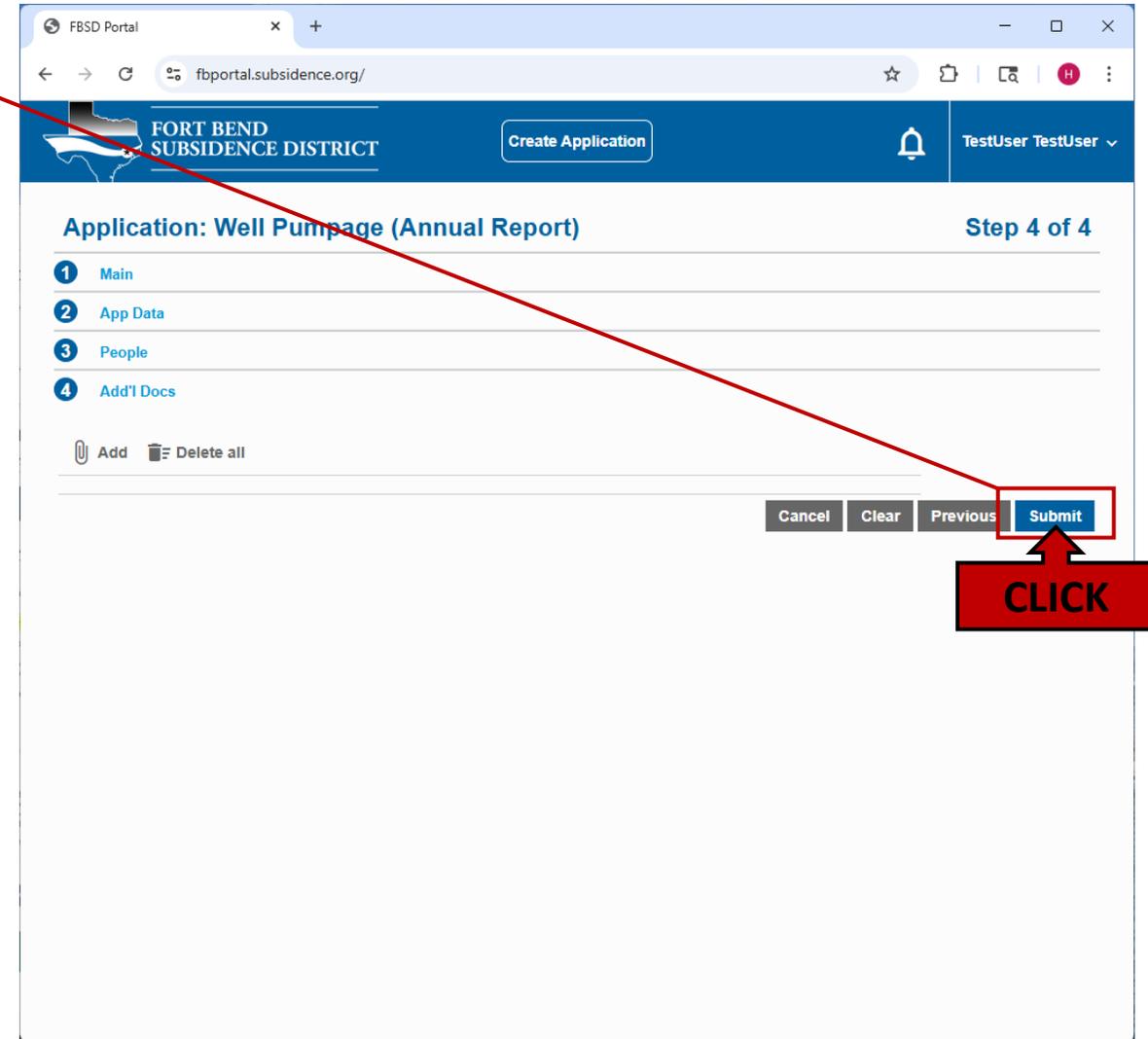
A screenshot of a web browser showing the FBSD Portal. The browser address bar displays "fbportal.subsidence.org/". The page header includes the Fort Bend Subsidence District logo, a "Create Application" button, a notification bell, and a user profile "TestUser TestUser". The main content area is titled "Application: Well Pumpage (Annual Report)" and "Step 4 of 4". A progress indicator shows four 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 step, there are two buttons: "Add" (with a document icon) and "Delete all" (with a trash can icon). A red arrow points from the "Add" button to a red box containing the word "CLICK". At the bottom right of the page, there are four buttons: "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.**

Troubleshooting

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

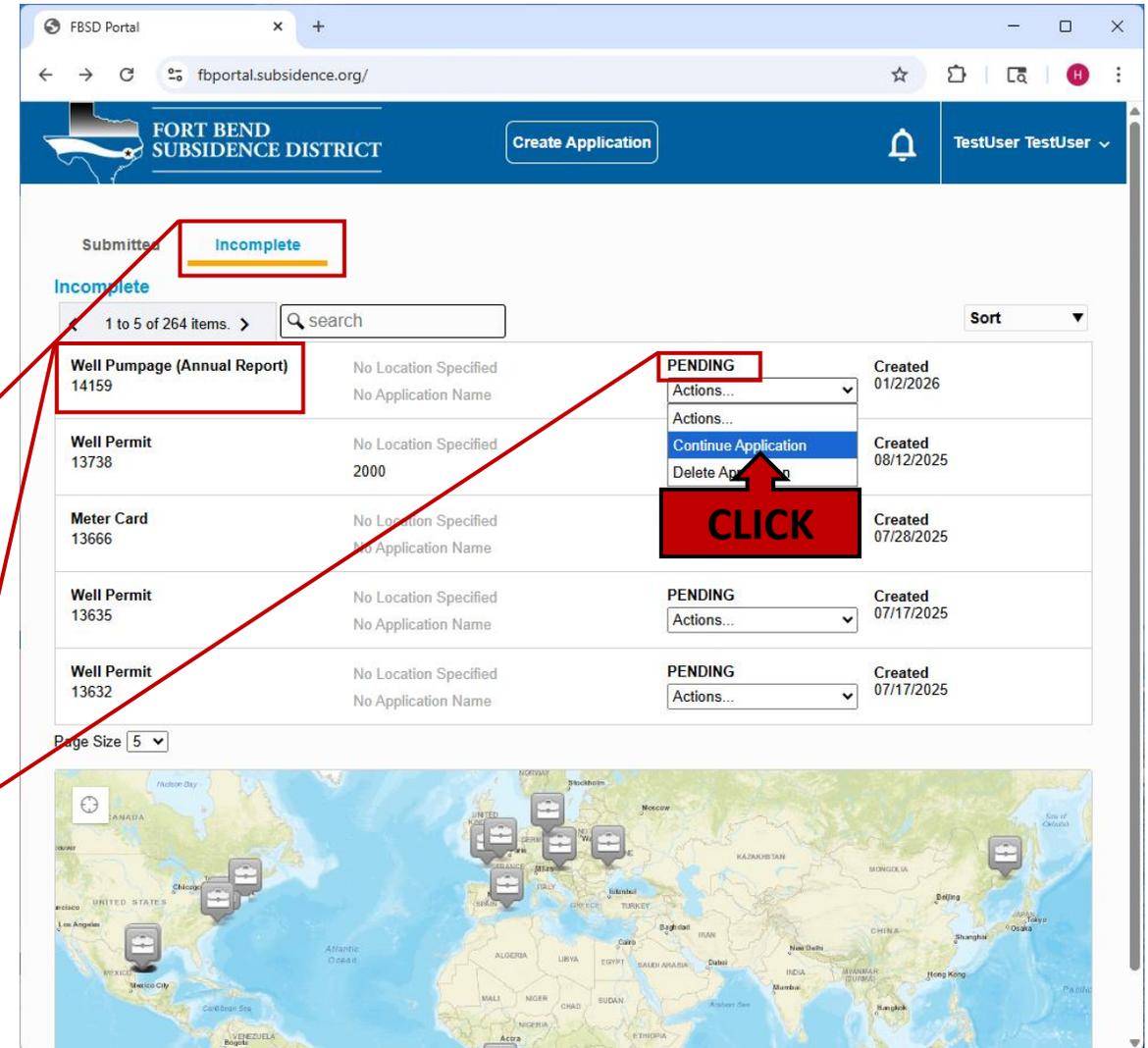
—Log in to the portal.

—Click the **Incomplete** tab.

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

—Use the **PENDING** drop-down menu.

—Click **Continue Application**.



The screenshot shows the FBSD Portal interface. At the top, there is a navigation bar with the FBSD logo, the text 'FORT BEND SUBSIDENCE DISTRICT', a 'Create Application' button, a notification bell, and a user profile 'TestUser TestUser'. Below the navigation bar, there is a section for 'Submitted' applications, with a sub-section for 'Incomplete' applications. The 'Incomplete' section shows a list of 1 to 5 of 264 items. The first item in the list is 'Well Pumpage (Annual Report) 14159', which is highlighted with a red box. To the right of this item, there is a 'PENDING' status and a dropdown menu with 'Actions...' options. A red arrow points from the 'PENDING' status to the dropdown menu, and another red arrow points from the dropdown menu to the 'Continue Application' option. A red box with the word 'CLICK' is overlaid on the 'Continue Application' option. Below the list, there is a 'Page Size' dropdown set to '5' and a world map.

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

Scan the QR code to learn more. →



CONTACT INFORMATION

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**FORT BEND
SUBSIDENCE DISTRICT**
