



# Helping Area Residents Manage Ground Water Since 1951



HIGH PLAINS UNDERGROUND WATER CONSERVATION DISTRICT NO. 1

## **Online Reporting Quick Reference**

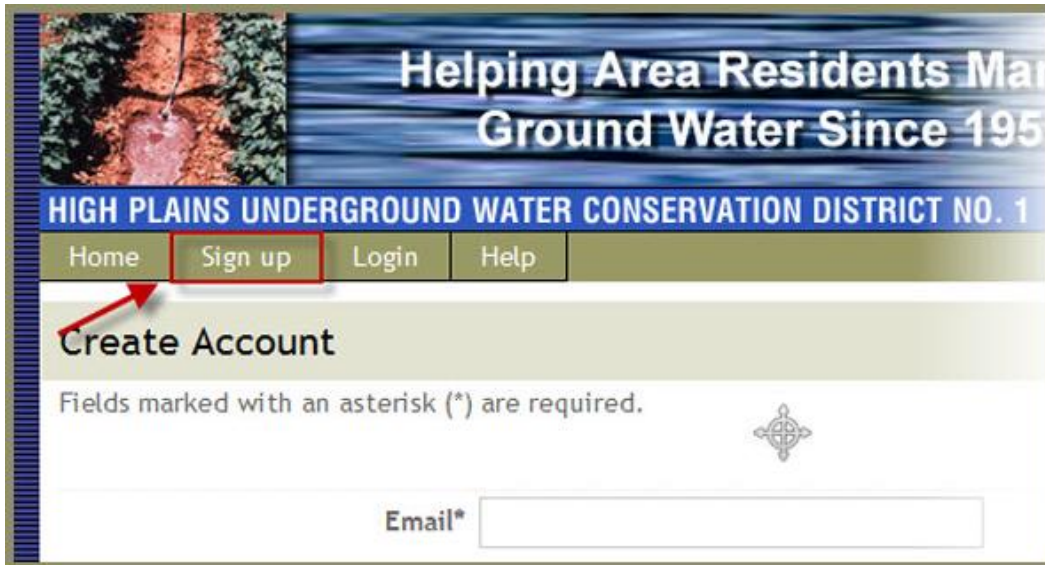
Use this list and the following screen shots as a reminder of the primary steps for reporting water usage in the High Plains Water District #1.

Use the “[Online Reporting Cheat Sheet](#)”, at the end of this document, as a single page (if printed on both sides) reference while using the online application.

- 1. Create Account/Log In**
- 2. Update & Maintain Account Properties**
  - a. Maintain Online User Info
  - b. Associate Properties Using Owner Name, or
  - c. Associate Properties Using the Map
- 3. Map the Contiguous Acres** (no later than Mar 1)
- 4. Map the Meter(s) or Alternate Method(s)**
- 5. Associate Wells to each Meter**
  - a. (optional) Identify a Missing Well
- 6. Report Actual Production Readings** (Dec 15 – Jan 15)
- 7. Review and Submit the Annual “Reporting Summary”**  
(no later than Mar 1)

## 1. Create an Online User Account

This account should remain unique to you, and will be used to access information about your properties or ones for which you are reporting.



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Home Sign up Login Help

Create Account

Fields marked with an asterisk (\*) are required.

Email\*

Each time you return, you'll simply log in with the **“Login”** button, using your previously entered e-mail address and password. You also reset your forgotten password here.



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Home Sign up Login Help

Login

Email

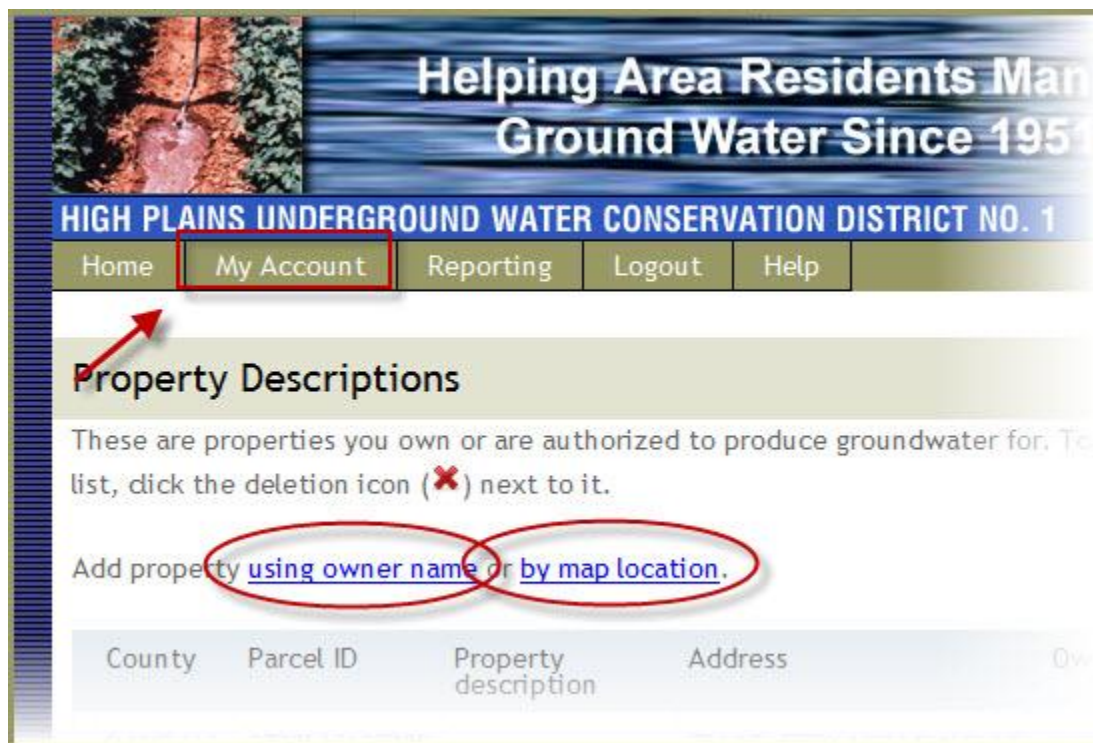
## 2. Update and Maintain your User Account & Properties

Once you are logged in you will see a button for managing your account. On the My Account page, you can

1. manage your own contact information,
2. manage the association of properties to your account using owner name, or
3. manage the association of properties to your account using the map.

Once you have associated at least one landowner with your account, you will find a new “Reporting” tab on your page which will provide you direct access to the map for other functions. For example, additional land owners can be associated with your account as you draw your contiguous acreage boundaries on the map.

Remember that you will need to return to the My Account page in order to update descriptive information for a land owner, or to change or remove properties that should no longer be associated with your account.



## Associate Properties Using Owner Name

1. Choose your role for each property added.
2. Select individual properties by Owner Name for each role.
3. Notify the Water District if the Owner contact information is incorrect and/or make corrections.
4. Confirm your authorization as an Owner, Operator, or Installer and the water use for each property added.

### Add Property

All fields are required unless greyed out (disabled).

1

☒ Owner (only)  
☐ Water Meter Installer (only)  
☐ Operator (a legally authorized representative of the "owner" such as a tenant or farm manager)

2

Owner Name\*

HIGH PLAINS UNDERGROUND

Property Descriptions\*  
(add/select at least one)

☒ BURLESON OSB BLK 12 L 1 THRU 4  
☒ ONEALL TERRACE BLK 4 L 21-24

Owner mailing address\*

WATER CONSERVATION #1, 2931

Owner city\*

LUBBOCK

3

☐ The above contact information is not correct  
If you see data errors in the owner contact information above, please check this box to let us know we need to review and correct it.

4

I, Natalie Runyan, am legally authorized to produce and accurately report groundwater use to High Plains Underground Water Conservation District for the following use: ☐ agriculture / ☐ mineral production / ☐ industrial. By entering this information and pushing the "Create Account" button, I am warranting and certifying that I have formally and specifically been designated the legally authorized representative to produce and report this consumption/use to the High Plains Underground Water Conservation District.

Add property

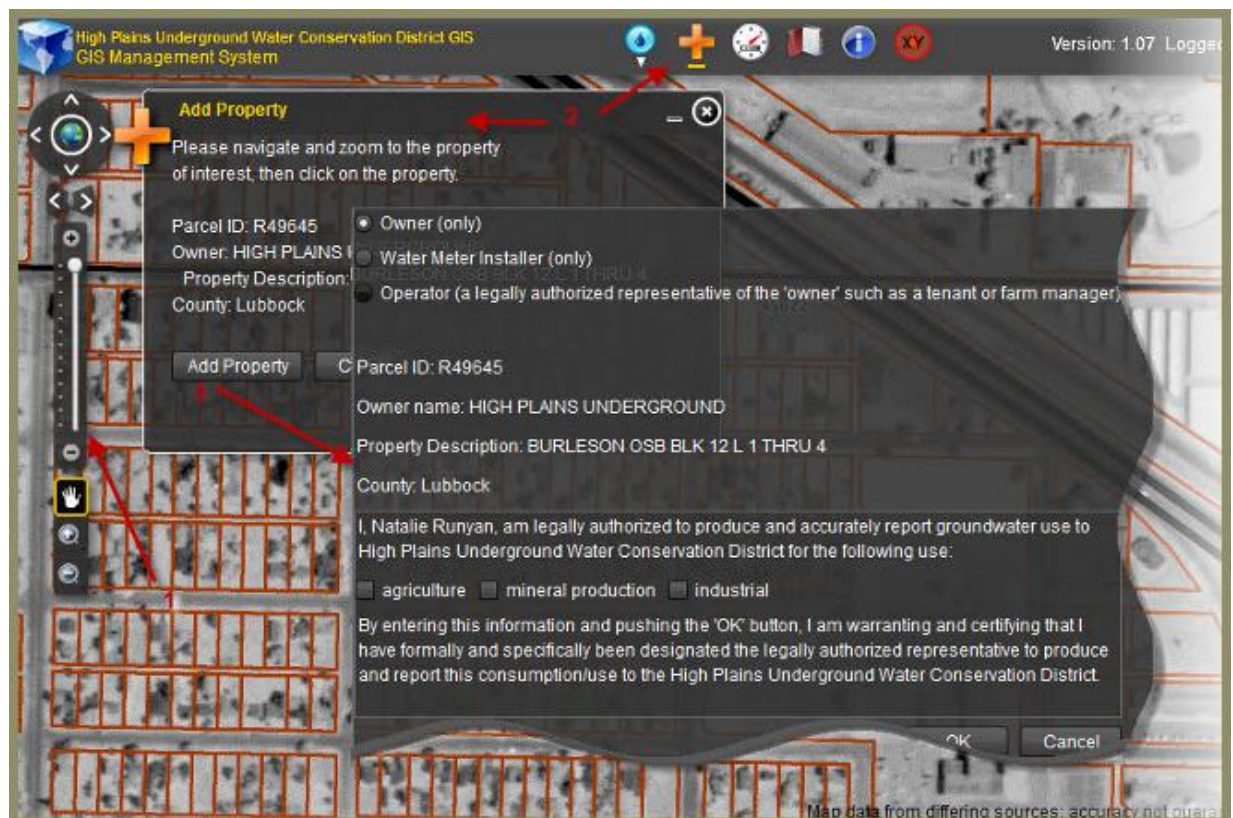


## Associate Properties Using the Map

1) Zoom to the property you own or are reporting on behalf of.



2) Click the Add Property tool (giant orange plus sign), and click the property of interest. 3) Once selected, click the Add Property button to choose your role, confirm your authorization, and choose the water use for each property added.

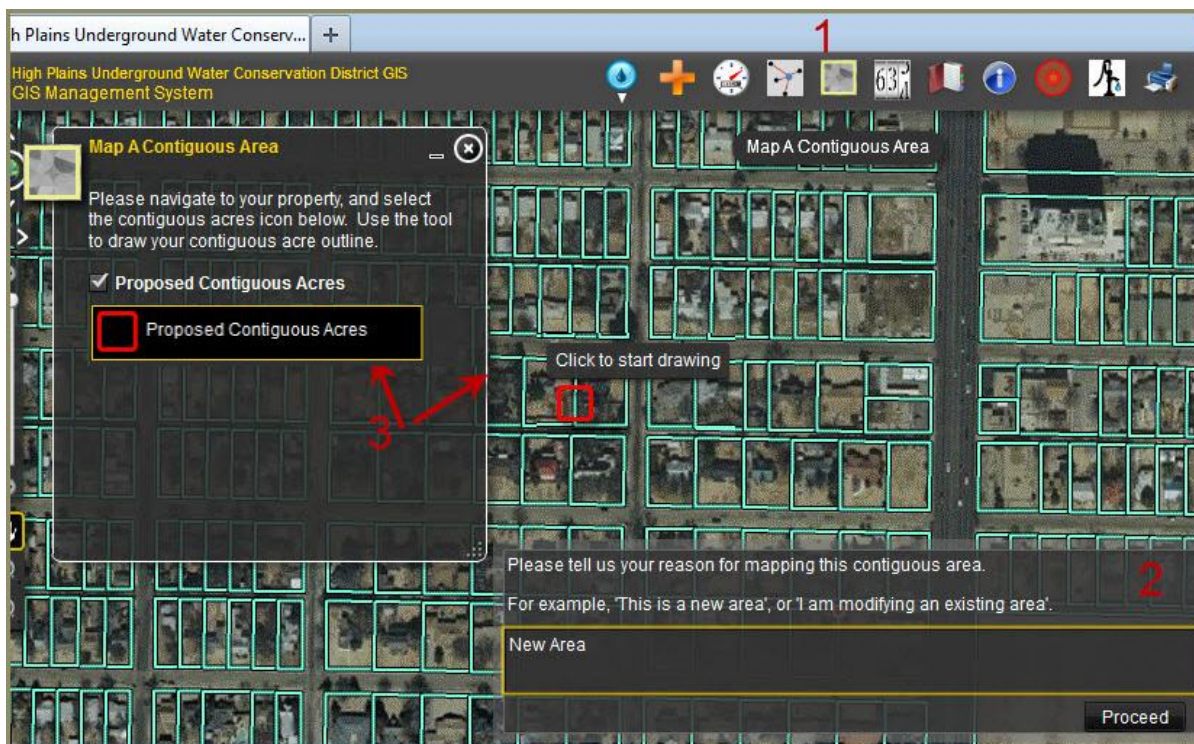


### 3. Map the Contiguous Acres

You will draw an area on the map representing each distinct contiguous acreage polygon. You can access the map using the “Reporting” tab on the main page.



1. Zoom to your area of interest, and click the “Map a Contiguous Area” icon to activate the tool
2. Indicate the reason you are adding this contiguous area - such as it is a new area, or a modification to an existing one; click proceed
3. Click the “Proposed Contiguous Acres” layer to activate it (it will turn black when activated), and click on the map to start drawing.



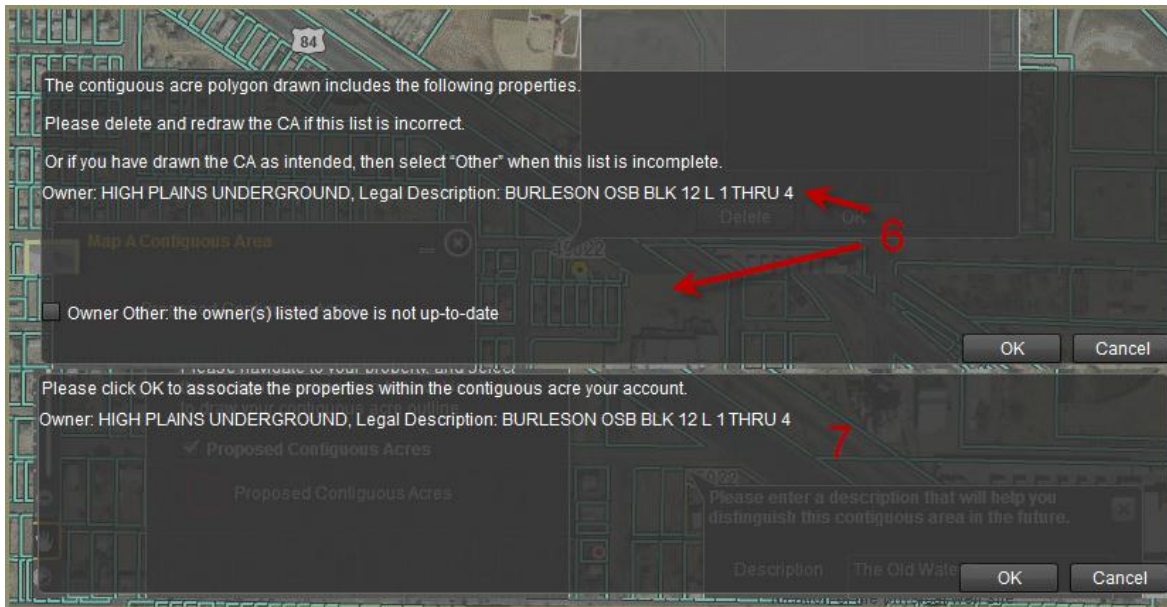


4. Add a name to distinguish this area from others.
5. Click OK, acknowledging that your proposed boundary has been submitted, and that you can return later to confirm the actual boundary as approved by HPWD.

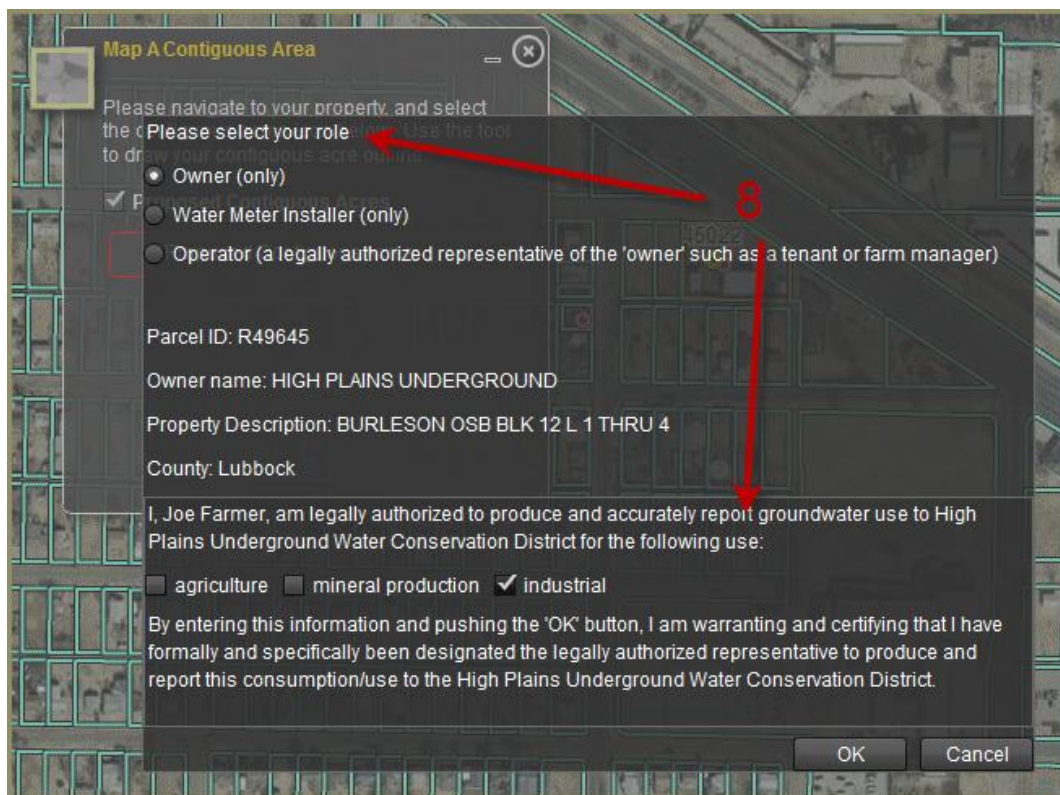


Subsequent pop-up windows will provide status information about the contiguous acreage boundary you have drawn. If you have accidentally mis-drawn the boundary, please click cancel at any time to start over.

6. Please check the ownership information being associated with the contiguous acreage carefully to ensure it is accurate and complete.
7. \*Alternate prompt: If your contiguous acreage boundary overlaps an owner name/property which is not already associated with your account, you will be asked to make that association now.



8. As with other methods for associating properties to your account, you'll be asked to indicate your role and the intended water use for this property.

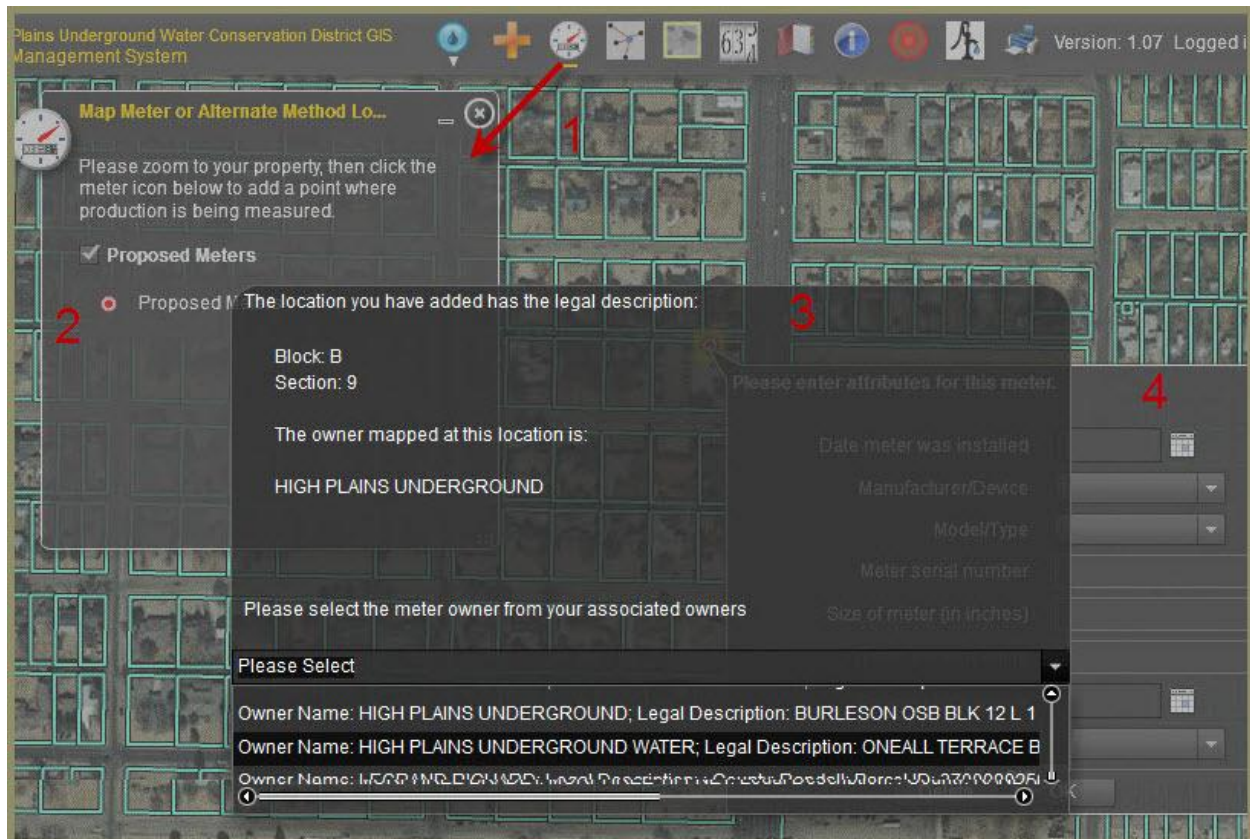




#### 4. Map the Meter(s) or Alternate Metering Method(s)

Map the point location where water production will be measured for each of your properties. The main HPWD web page has detailed instructions on [metering and alternative methods for reporting production](#).

1. Activate the “**Map Meter**” tool.
2. Click on the proposed meters layer in the tool, and click the map to indicate the meter location.
3. The map returns a dialog indicating the owner of the property under the meter. Confirm which owner from your account owns the water being produced through this meter.



4. Enter the characteristics of your meter or alternate measurement method, including a start reading. Note that the installation date and the start reading date may be different.

The screenshot shows the 'Water Conservation District GIS' application interface. The top toolbar includes icons for map navigation and a clock icon. The main map area displays an aerial view with green-outlined property boundaries. A yellow meter icon is placed on a property. A red number '4' is visible in the upper right of the map area.

**Map Meter or Alternate Method Lo...**

Please zoom to your property, then click the meter icon below to add a point where production is being measured.

☒ Proposed Meters

☐ Proposed Meters

**Please enter attributes for this meter.**

Date meter was installed	07/09/2012
Manufacturer/Device	Alternate Reporting Method
Model/Type	Alternate: Natural Gas
Meter serial number	22237843
Current meter reading	78
Current reading date	07/09/2012
Application	well

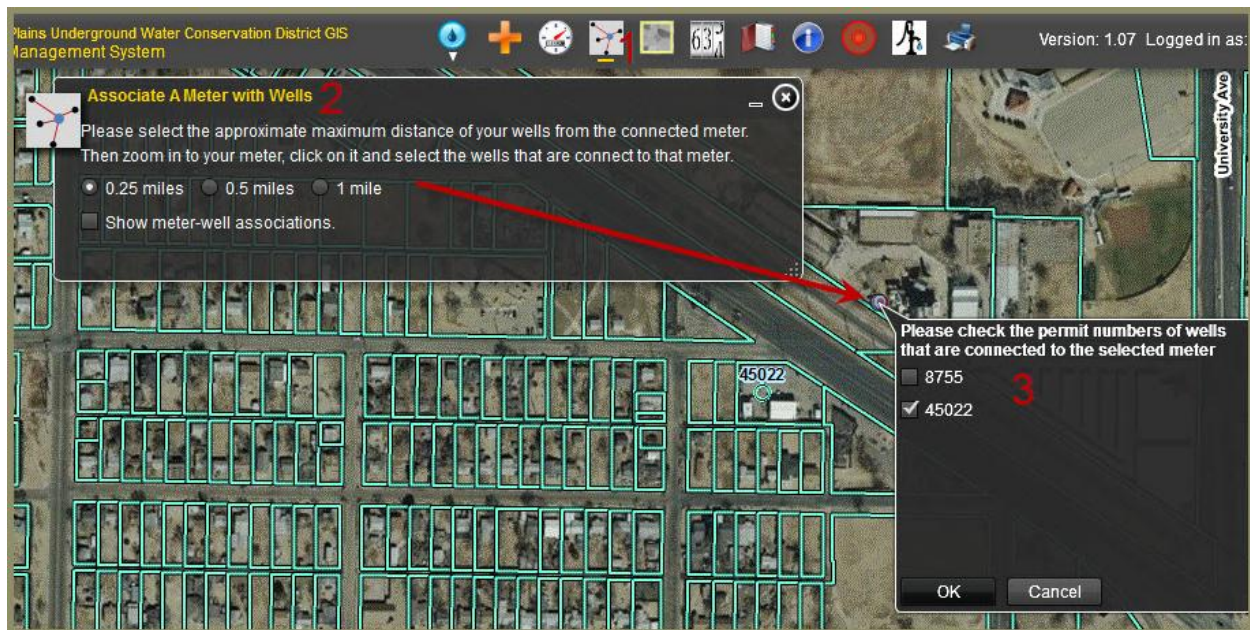
Delete OK



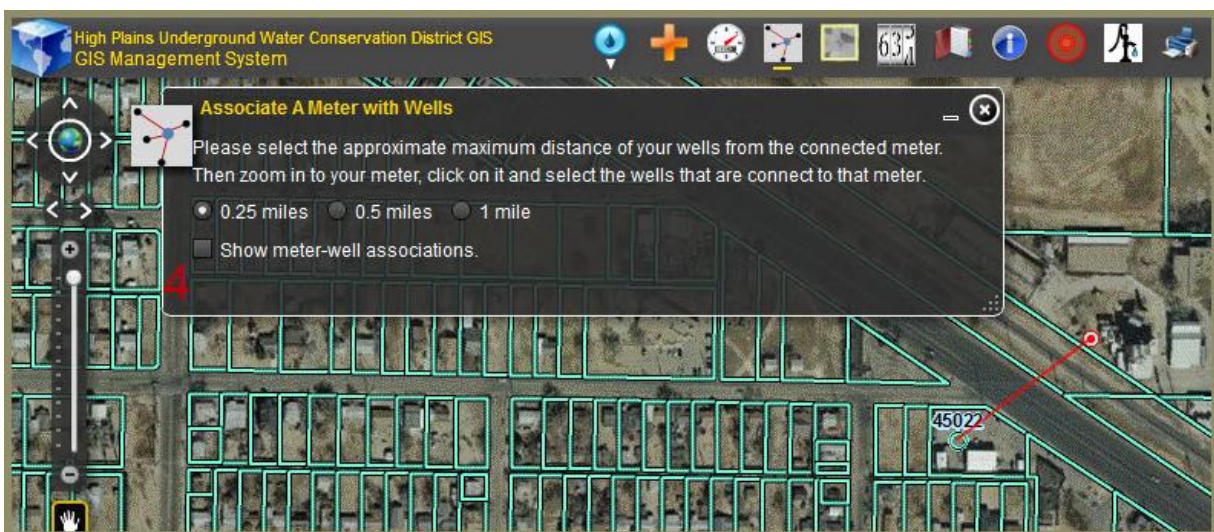
## 5. Associate Wells to A Meter

All the wells within a contiguous acreage must be metered. Well-to-meter associations can be entered and reviewed on the map and in the “Reporting Summary” page.

1. Activate the “Associate a Meter with Wells” tool
2. Select a distance to search around your meter for nearby wells.
3. Click on the meter, and select those well permit numbers that should be associated with the meter. Repeat for every meter and/or well associated with your contiguous acreages. Red lines will appear that signify a well-to-meter association.



4. \*The option to show all meter-well associations leaves the lines between wells and meters visible, to aid in researching existing or missing associations.

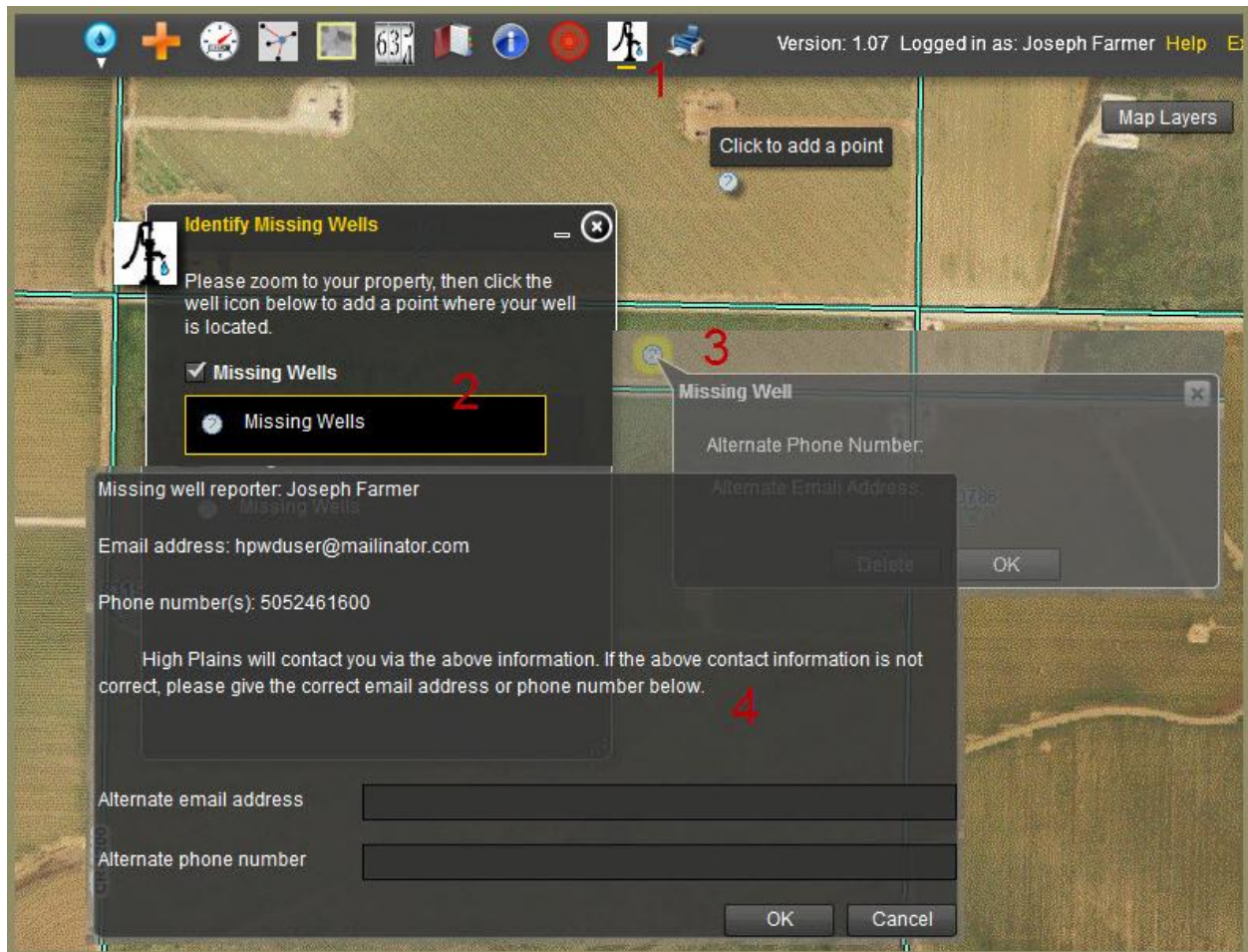




## Reporting a Missing Well

If you find that a permitted well is missing from the map altogether, HPWD would appreciate if you identify the location of the missing well so that it can be researched. **REMEMBER:** This tool is not part of the well permitting process, and any wells that are not yet permitted must go through the official process with that department of the HPWD. Further, if you find a well that is mapped, but in the wrong location, please contact HPWD directly to have the well location re-mapped instead of adding another point with this tool.

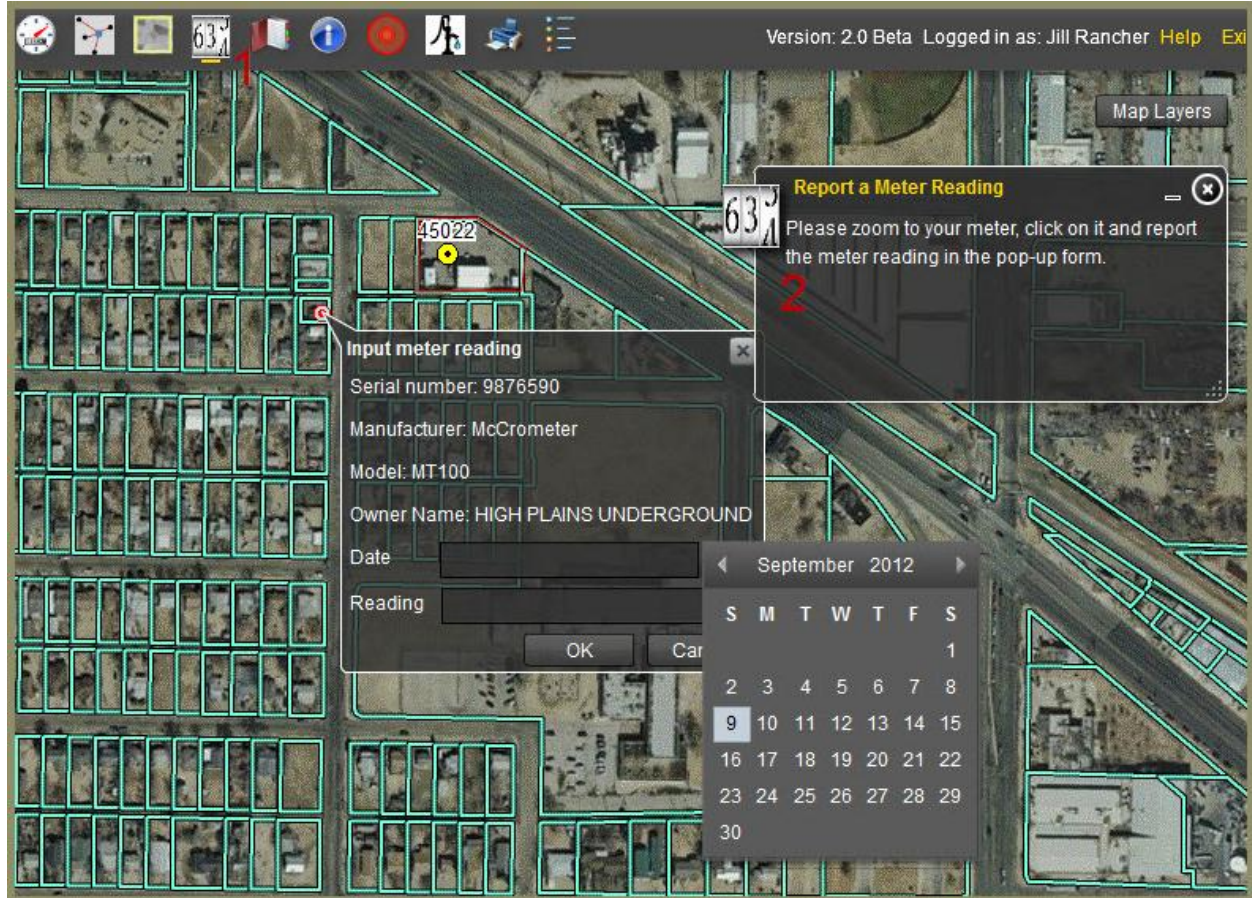
1. Click on the **"Identify Missing Wells"** icon to activate the tool
2. Select the Missing Wells layer to activate the tool
3. Click the map to add a point where the well should be located
4. Review and confirm that the contact information for the person who can verify the missing well information.



## 6. Report Production Readings

An end meter reading needs to be entered at least once each year in order to calculate actual production as compared to what is allowed for each contiguous area.

1. Activate the **“Report a Meter Reading”** tool
2. Click on the meter and enter values into the pop-up window. Click OK. If you enter more than one interim end-reading, the most recent three values will show in the pop-up.



Interim readings can be entered for any meter at any time as a tool for checking the status of your current production rate. There will be a “Reporting Summary” tab available soon for this purpose.



## Online Reporting “Cheat Sheet”

The following 2 pages can be printed double-sided as a one-page Quick Reference ‘cheat sheet’ to help you remember the main steps in using the online application.


### Order of Operations


- Sign up


Login
- Create Account/Log In**
  - Update & Maintain Account Properties**
    - My Account


 Maintain Online User Info
    - My Account


 Associate Properties Using Owner Name, or
    - Reporting




 Associate Properties Using the Map
  - 

**Map the Contiguous Acres** (no later than Mar 1)
  - 

**Map the Meter(s) or Alternate Method(s)**
  - 

**Associate Wells to each Meter**
    - 

 a. (optional) Identify a Missing Well
  - 

**Report Actual Production Readings** (Dec 15 – Jan 15)
  - Reporting Summary

**Review and Submit the Annual “Reporting Summary”**  
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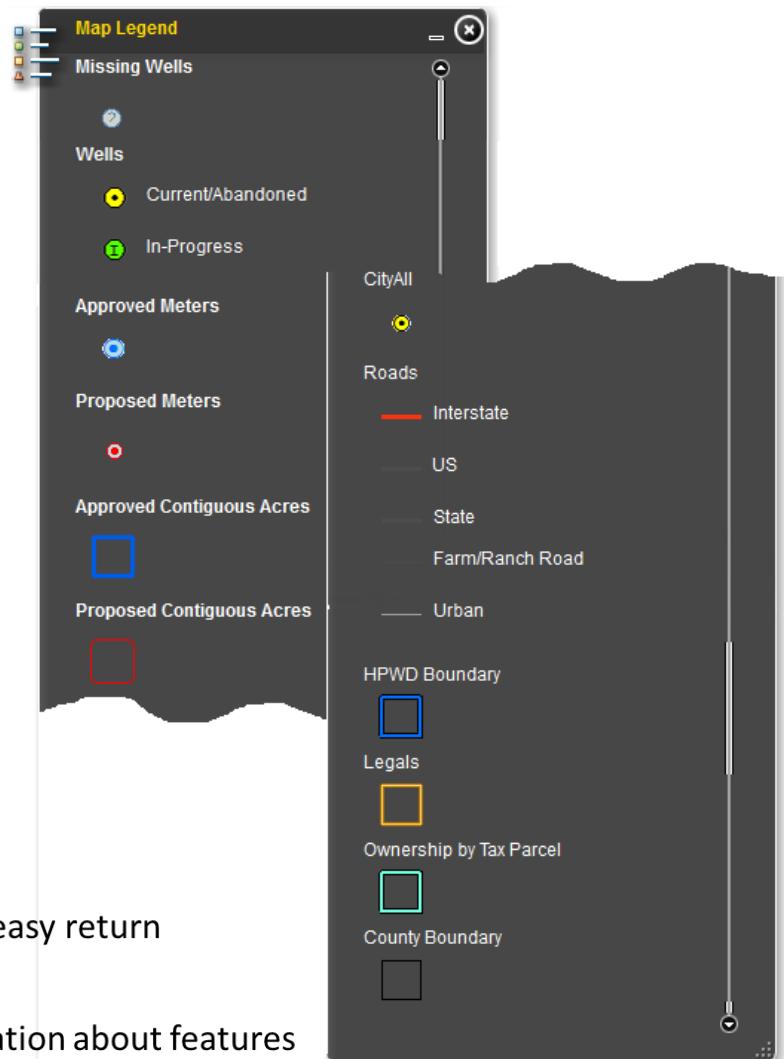
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## Map Legend

The map has been designed to optimize performance on the web. This means layers turn on and off as you zoom in and out, based on their expected relevance. The legend below shows the map symbols for all features, though they may not all draw at the same time in the web map.



## Other Map Tools



**Bookmark** – mark an area on map for easy return



**Identify** – click on the map for information about features



**Find X, Y** – zoom to a location using map coordinates



**Print** – print the map view on a single page



**Map Legend** – index to map layers and symbols

Map Layers

**Map Layer Visibility** – turn on/off layers

Map Layers

- ☒ Missing Wells
- ☒ Wells
- ☒ Approved Meters
- ☒ Proposed Meters
- ☒ Approved Contiguous Acres
- ☒ Proposed Contiguous Acres