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1.0 Introduction

The Department of Water Resources (Department) developed the Sustainable Groundwater Management Act (SGMA) Portal to provide local agencies, groundwater sustainability agencies (GSA), and water masters with a platform where they can submit information required by SGMA on GSA formation, annual reporting in adjudicated basins, alternative submittals, basin boundary modification requests, and groundwater sustainability plan (GSP) initial notifications. The SGMA Portal enables the public and interested stakeholders to view submitted information and provide comments, where applicable.

Article 4 of the Emergency GSP Regulations (23 CCR §350 et seq.) establishes procedures for submitting GSPs and requires the Department to provide “…forms and instructions for submitting Plans…” (23 CCR §353.2). Per 23 CCR §353.4, local agencies are required to submit their materials “…electronically to the Department through an online reporting system in a format provided by the Department as described in §353.2.” The Department has developed the GSP Reporting System and the Monitoring Network module on the SGMA Portal to meet these regulatory requirements. This document is intended to provide detailed information on how GSAs submit a GSP to the Department and provide the monitoring site information and data using the GSP Reporting System and Monitoring Network Module within the SGMA Portal.

1.1 Overview of GSP Submittal Process

Figure 1 illustrates the overall process for submitting a GSP to the Department. This process begins with GSAs developing and submitting a GSP Initial Notification (green box) prior to starting development of the GSP. The grey boxes show the steps for submitting the adopted GSP, supporting information, and references, while the pink box is the module where monitoring network information and data are to be submitted.

The GSP submittal process can be started by anyone with permission from a GSA in the basin. If the user doesn’t have permission from the basin, they can request it from the GSA. The adopted GSP should be uploaded in a single PDF file. If the GSP needs to be submitted in multiple PDF files, the user must contact the Department for further instructions at GSPSubmittal@water.ca.gov.

The Elements Guide (identified as step C in Figure 1) needs to be filled out to document where each Element of the GSP Regulations (Article 5) is found in the adopted GSP. This can be done using the Elements Guide Excel template or the online Web Form. Supporting information can be uploaded (such as GIS shapefiles) in step D.

References and citations used in the adopted GSP need to be submitted (identified as step E in the figure). The reference import template is available to upload information about multiple references at once.

In parallel with the GSP submittal, monitoring network site information and data need to be uploaded into the SGMA Portal Monitoring Network module.

For basins with multiple GSPs, a coordination agreement is required to be uploaded and submitted with the GSPs. This step is shown below “Submit GSP” in Figure 1. In parallel with GSAs preparing the GSP submittal, the basin Point of Contact may begin to upload the coordination agreement and fill in the associated information in the Web Form. The Point of Contact identified in the coordination agreement for the basin is required to submit the coordination agreement for the basin once all the
GSPs in the basin have been submitted. This step to upload and complete the coordination agreement submittal is only required for basins that have multiple GSPs.

![Diagram of GSP Submittal Process]

**Figure 1. GSP Submittal Process**

### 1.2 Roles, Responsibilities, and Permissions

GSAs are responsible for completing the GSP submittal; however, GSA users can assign permission to other SGMA Portal users to upload information. In basins with multiple GSPs, the Point of Contact for the basin designated in the coordination agreement must submit the coordination agreement on behalf of the basin or assign permission to another user. Each GSP must have a single Plan Manager and each Coordination Agreement must have a single Point of Contact.

### 1.3 How to Use This Document

This document is organized by the different steps required to submit a GSP in the SGMA Portal GSP Reporting System. The table of contents can be used to navigate to the desired portion of the document.

If you have further questions regarding the GSP submittal process that aren’t addressed in this user manual, please contact the Department’s Sustainable Groundwater Management Office at GSPSubmitittal@water.ca.gov.
2.0 Create User Account

Welcome to the SGMA Portal located at https://sgma.water.ca.gov/portal/. If you are an existing user, click Sign in Here. To create a user account, follow the instructions below.

---

**Figure 2. Screen shot of SGMA Portal Home Page**

1. Click Create an Account.

2. Enter information for all fields. Red asterisks (*) denote required information.

3. Click the box next to I'm not a robot.

4. Click Register. A window opens indicating the account is registered and instructs user to follow instructions on incoming email to activate the account.

---

**Figure 3. Screen shot of SGMA New Account Registration showing location of the Create an Account link**
If you don’t see the email in your inbox, check your spam or junk email folder.

5. Click **OK**
6. Go to your email program and open the email and follow the instructions. A link in the email will open a new window in your browser.

7. Enter information for all fields.
8. Click the box next to **I’m not a robot**
9. Click **Activate**. A window opens indicating the account has been activated successfully.
3.0 GSP Dashboard

The GSP Dashboard provides a single location where GSAs can upload and view the GSP Initial Notification, GSP submittal, coordination agreement (if applicable), and annual reports associated with their respective GSA.

From the SGMA Home Page, click GSP in the menu. The Groundwater Sustainability Plan Dashboard window opens.

The GSP Initial Notification table will be populated with those either submitted by the GSA or for which the GSA is named in as one of the implementing GSAs of the GSP.

The GSP Submittal table will be populated with GSPs created by the GSA.

The Coordination Agreement table will be populated with those either submitted by the GSA or for which the GSA is named in as one of the parties to the coordination agreement.

The Annual Reports table will be populated with annual report information submitted by the GSA.

The process for submitting the GSP Initial Notification, GSP Submittal, and Coordination Agreement are described in this user manual. The process for submitting Annual Reports will be provided in future updates of this manual.
4.0 Create a GSP Initial Notification

Once you are successfully logged in, you can begin the GSP Submission Process. The process begins with creating a GSP Initial Notification. A GSP Initial Notification must be created and submitted to the Department in advance of developing the GSP. If the GSA has already created an Initial Notification, any user associated with that GSA will see a read-only version of the Initial Notification under **MY INITIAL NOTIFICATIONS**. A GSP Initial Notification can only be edited by the user who created it. The user who created the GSP Initial Notification has the ability to give permission to other users to edit it.

The GSP Initial Notification is a living document that may be edited as changes occur. Directions on how to edit the GSP Initial Notification are provided below.

From the SGMA Home Page, click **GSP** in the menu. The *Groundwater Sustainability Plan Dashboard* window opens.

Figure 7. Screen shot of Groundwater Sustainability Plan Dashboard

1. Click **New** next to **MY INITIAL NOTIFICATIONS**. The **GSP Initial Notification Submittal** window opens.
Any basin defined in Bulletin 118 will be available to choose.

If the number of GSPs in the basin defined in the GSP Initial Notification is inconsistent with the number of GSPs when the GSP is submitted, the user will get an error during GSP submittal. The number of GSPs in the Initial Notification will need to be modified.

2. Begin typing the name of the basin for which you wish to develop a GSP Initial Notification, then select the correct basin from the populated list.

Click Create GSP Initial Notification. A Confirmation window appears.

Confirm that you would like to create by clicking the Yes button. The GSP Initial Notification window opens for the basin selected.

3. Question 1: Select either single or multiple GSP(s) in the basin. This selection will determine the other information required on the page.
4. For a Single GSP, answer the remaining questions.

5. For Multiple GSPs, the user must enter the number of GSPs planned and the status of a coordination agreement before continuing with the remaining questions.
If there are multiple GSAs and you choose to use the GSA boundaries for the GSP boundary, it will be a combination of the areas of all the GSAs that are submitting the GSP. In other words, the SGMA Portal is stitching together the multiple GSA areas into one total area.

Selecting a plan manager is optional for the GSP Initial Notification. You can select ‘Not yet determined’.

6. For Multiple GSPs, the user must provide the boundary of the GSP. The user can either select the GSA boundaries that have been provided to DWR or provide a shapefile of the boundary. This is not required for a single GSP because the boundary of the GSP defaults to the entire basin.

For Questions 3-5, enter the required information, including the Plan Manager (must be a single person), process for developing the GSP, and a web link where people can obtain information about the GSP.

Click **Save** to save the information without submitting so you can come back later to continue. Click **Submit** to submit the notification to DWR.

7. Verify the newly created notification is listed under **MY INITIAL NOTIFICATIONS**.

8. If edits are necessary, you may do so by clicking on the three vertical dots in the **Action(s)** column. There are also options to
Preview or Withdraw. A future update will add an Add Comments option.

**4.1 View Comments to GSP Initial Notification**

1. From the Groundwater Sustainability Plan Dashboard, hover over GSP on the menu bar. A drop-down menu appears. Click All Submitted GSP Initial Notifications.

2. The All Submitted GSP Initial Notifications window opens. Navigate to Comments for your GSP Initial Notification. The GSP Initial Notification Comments window opens.

![Figure 14. Screen shot drop-down menu for the GSP tab](image)

![Figure 15. Screen shot of the GSP Initial Notifications list](image)
3. Submitted comments are located on this page.

4.2 Add Comments to GSP Initial Notification

1. On the comments page for an initial notification, click Add Comment to bring up the Comment Submission Form.

2. Fill in the required fields.

3. Click the box next to I'm not a robot.

4. Click Submit. Once posted the comment cannot be edited and is visible to the public.
5.0 GSP Submittal

5.1 Start a New GSP Submittal

From the SGMA Home page (navigate here by clicking on the “Home” button on the taskbar), start a new GSP Submittal by following the steps outline below.

1. Click the **Groundwater Sustainability Plans (GSP)** button. The **Groundwater Sustainability Plan Dashboard** window opens.

2. Click the **+ New** button next to **MY GSP SUBMITTAL**. The **Create GSP Submittal** window opens behind a GSP Submittal instructions window.

**Figure 18. Screen shot of the SGMA Portal User Home page**

**Figure 19. Screen shot of the GSP Dashboard**
If the number of GSPs is inconsistent with the number of GSPs in the Initial Notification, the user will get an error. The number of GSPs in the Initial Notification will need to be modified.

Figure 20. Screen shot of the GSP Submittal Instructions page; Click Close to continue

3. A GSP Submittal instructions window will open. Read the instructions and then click the Close button. The GSP Submittal instructions window closes giving you access to the Create GSP Submittal window.

Figure 21. Screen shot of the Create GSP Submittal page

4. Fill in all fields, including the basin, the GSP Initial Notification, and the number of GSPs for the basin.

5. Click Create GSP.
5.2 Input Base Information (A)

After creating a new GSP submittal, the user will enter information for **Step A - Base Information**. Questions 1-3 will have been filled in from the information entered in the previous steps.

1. **Question 3.1:** For basins with multiple GSPs, you will need to provide the local identifier you have chosen for this GSP.

2. **Question 4:** Choose a plan manager. The user can begin typing in the name of the Plan Manager and then select the correct name from the populated list of names in the system.

3. **Question 5:** Select the GSAs that developed the GSP.

4. **Question 6:** You can upload a shapefile of your plan area here. Click “Upload” inside the box or drag and drop the file.

5. **Question 7:** Provide a copy of the notice that announces the planned adoption of the GSP and enter the date that the notice was provided to each city and county within the GSP plan area.

The local identifier is a unique name for the user to identify his/her GSP Plan from others in the basin.

Any user that has an account in the SGMA Portal can be selected as the Plan Manager (23 CCR § 351(z)). If the Plan Manager doesn’t have an account, he/she will need to create one.

Guidance on shapefile upload can be found at the SGMA portal resources page found at the following web address: https://sgma.water.ca.gov/portal/resources/data/Guidance_GIS_Files.pdf
6. **Question 8:** Provide the date and a copy of the notice of the public hearing that was held when the GSP was adopted.

7. Click **Save & Continue.**

### 5.3 Upload the Adopted GSP (B)

User will now upload the adopted GSP in a single PDF file.

If your GSP needs to be provided in multiple files, contact DWR at [GSPSubmittal@water.ca.gov](mailto:GSPSubmittal@water.ca.gov) for further instructions on how to submit multiple files.

1. Click in the box to browse to the GSP file or drag and drop the file into the designated space. The file size limit is 10 Gigabytes.

2. Click **Save & Continue.**
5.4 Elements of the Plan (C)

Step C obtains information from the user indicating where Elements of the Plan are located which meet the GSP Regulations.

1. User will select a method to document where each regulation element is addressed in the adopted GSP, either using the **Elements Guide**, which is an Excel template or by using the online **Web Form**.

If the user chooses to use the Excel Elements Guide, the user will then click **Continue to Elements Guide**.

5.4.1 Using the Elements Guide Excel Template

1. Click the **Download the Excel template** link.
The cells that are shaded grey do not require information and are not editable.

Page numbers must be entered as: single pages (19), ranges separated by colons (19:28), or a mixture of pages and ranges separated by commas (19:28,33,56:68)

“N/A” is an acceptable entry for page number, but if that is entered, a comment must be provided in the notes to explain why the element is not applicable.

**PLEASE NOTE:** uploading the edited template WILL overwrite any previous values that were entered in the Web Form under Elements Subarticle 1-5.

<table>
<thead>
<tr>
<th>2. Insert pertinent information into the template. The Page Numbers of Plan column is the only required field. If applicable, the GSA may also provide corresponding section numbers, table numbers, and/or figure numbers to further clarify where the GSP addresses elements of the GSP Regulations.</th>
</tr>
</thead>
</table>
4. After uploading the edited template, a preview of the template will appear. Any errors will be marked with red text and an error message will appear stating in which Excel row the error(s) exist.

5. Make appropriate changes and re-upload the edited file. The user can not advance to the next step until the errors are fixed in the Excel template.

6. Click the **Upload** button.
5.4.2 Using the Web Form

1. Click on the **Continue to Web Form (Subarticle 1)** button. The **SUBARTICLE 1. Administrative Information** window opens.

   ![Figure 31. Screen shot of SUBARTICLE 1. Administrative Information window](image)

   If you uploaded an Elements Guide Excel file, this information will already be populated.

2. Fill in every Page No. field where each regulation element can be found within your GSP document. If applicable, the GSA may also provide corresponding section numbers, table numbers, and/or figure numbers to further clarify where the GSP addresses elements of the GSP Regulations.

   ![Figure 32. Screen shot of SUBARTICLE 1. Administrative Information window showing where supporting information may be provided](image)

   Page numbers must be entered as: single pages (19), ranges separated by colons (19:28), or a mixture of pages and ranges separated by commas (19:28,33,56:68)

   “N/A” is an acceptable entry for page number, but if that is entered, a comment must be provided in the notes to explain why it’s not applicable.

3. Some elements give the option to upload supporting information (e.g. shapefiles). Files uploaded here will also show up in D Supporting Information Tab.

   ![Figure 33. Screen shot showing where supporting information may be provided](image)
4. Once you have completed all required fields, click **Save & Continue** to proceed to the next Subarticle.

5.5 **Provide Supporting Information (D)**

Users may upload or view supporting documents for their plan within this window or in **D Supporting Info**.

To upload a new document to **D Supporting Information**, complete the following steps:
1. Drag & Drop the file into the dotted lined box on the window.

2. Click the **Save & Continue** button. The **Associated GSP Regulation Elements** window opens.

3. Select the GSP Regulation element(s) that the documents are supporting from the drop-down list.

4. Click **Save & Continue**. The Associated GSP Regulation Elements window closes allowing the user to upload another document or click **Save & Continue** to exit the **D Supporting Info** window.
To modify an existing document:

![Figure 37. Screen shot of D: Supporting Information window to show how to modify an existing supporting document](image)

1. Click the ••• in the row for the desired document. Select Associated GSP Reg. Elements, Download, Create Reference, or Remove Document.

### 5.6 References (E)

References are entered under the E References tab in the Edit GSP Submittal window.

![Figure 38. Screen shot of E: References window](image)

A list of references and technical studies relied upon in developing the GSP is a requirement for uploading a GSP. Users may add references individually by clicking the Add Reference button or may import multiple references by clicking the Import References button.
5.6.1 Adding a New Reference

![Image of SGMA Portal](image)

**Figure 39.** Screen shot of E: References window showing where to click to add a reference

1. Click the **Add Reference** button. The **New Reference** window opens.

![Image of SGMA Portal](image)

**Figure 40.** Screen shot of **New Reference** data entry window

2. Complete fields. Required fields are marked with a red asterisk (*).

3. Select **Option 1** to provide a web link to the file or **Option 2** for uploading a copy of the file.

4. Click the **Save** button to exit.
5.6.2 Importing New References

1. Click the **Import References** button. The **References Import Tool** opens.

2. Download the reference template by clicking **reference template**, complete the references information, and save. For each reference in the Excel template you should include a file name or a URL where the reference can be downloaded.

3. Upload the completed Excel template by clicking the **Choose File** button.


5. Click the **Import References** button.

The file name that you provide in the Excel template should be the same as the file that you upload in Step 4.
5.6.3 Exporting References

Figure 43. Screen shot of E: References window showing where to click to export the references

1. Click Export References. This will generate an Excel file with your reference information for your use.

6.0 Submit GSP (F)

To submit your adopted GSP and completed submittal, go to the F GSP Submittal tab.

Figure 44. Screen shot of GSP Submittal page

1. Read the message and ensure you have completed all the requirements for GSP submittal. Check the box, “I have reviewed the information entered and I’m ready to submit. I understand that once I hit submit, I can no longer make changes.”

2. Click Submit to DWR.
If the system does not find any validation errors, that does not necessarily mean the information in your submittal is complete and adequate. That determination will be made by DWR during the evaluation of the GSP.

If there are required parts of your submittal that the system detects haven’t been completed or are erroneous, an error message will appear and return you to the submittal.

![Screen shot of Error(s) popup telling the user there is missing or erroneous information](image)

3. Complete the identified items and re-submit.

If the submittal is complete, a window will appear to confirm your submittal.

### 7.0 Coordination Agreements

To complete a Coordination Agreement, navigate to the Groundwater Sustainability Plan Dashboard.

![Screen shot of GSP Dashboard showing where to start a new Coordination Agreement](image)

1. Locate the Coordination Agreements table on your GSP Dashboard and Click the **New** button.
The Point of Contact (POC) is the single POC for the entire basin who is responsible for the coordination of the multiple GSPs.

2. Fill in required information.
3. Click **Submit**.

4. A Confirmation window will pop up. Click **Yes, Submit** to confirm the upload for the correct basin.

5. You will be directed to the **Base Info** page. From there, select the **B Elements Guide Web Form** tab. This directs you to the Interagency Agreements page.
6. Select the drop-down arrow next to §357.4 Coordination Agreements.

7. Fill in the elements guide, similar to the GSP submittal process.

8. Click the **Save & Continue** button at the bottom of the page. This will bring you to the Coordination Agreement Submittal page.

9. Once all required fields have been verified, check the box to acknowledge that you have reviewed all the information.

10. Click **Submit to DWR** to finalize.

11. You may edit, preview, withdraw, or edit permissions on a Coordination Agreement. To do so, return to your **GSP Dashboard**.

---

*Once a Coordination Agreement has been submitted, it CANNOT be changed.*
Figure 51. Screen shot of GSP Dashboard showing where to go for other actions on your coordination agreement.

12. Hover over the dots in the **Action(s)** column. You will be presented with a list of options that you may choose from.
8.0 GSP Monitoring Network

GSAs are required to upload their GSP’s monitoring network information and data into the Monitoring Network module prior to the submittal of their GSP. GSAs are required to maintain consistency between their GSP and monitoring network throughout GSP implementation.

8.1 Groundwater Monitoring Wells

Click the Groundwater Wells icon on the Monitoring Network Module (MNM) window. The MNM Groundwater Wells window opens.

8.1.1 View/Edit My Wells

1. Click the View/Edit My Wells icon. The List of Wells window opens.
Figure 54. Screen shot of List of Wells page

2. Click the Site Code of the well to view/edit. The Well Information window opens.

Figure 55. Screen shot of Well Information page for a particular well

3. Add/edit information as necessary.
4. Click Groundwater Elevation dropdown.
5. Click the **Add a Groundwater Elevation** button to add a new measurement. The **Elevation Form** window opens.

6. Fill in all required fields. Required fields are marked by a (*).

7. Click the **Save** button to add Groundwater Elevation data.
8.1.2 Add a New Well

1. Click the Add a New Well icon. The Add a New Well window opens.

2. Fill in all required fields; required fields are marked by a (*).

3. Click the Add Well button.

---

- Data standards for Reference Point and Ground Surface elevations are two decimal places
- Data standards for Latitude and Longitude are five decimal places
- *** May require updating migrated CASGEM well information
8.1.3 Import New Wells

Figure 60. Screen shot of Groundwater Wells page showing where to click to import new wells

1. Click the Import New Wells icon. The Import New Wells window opens.

Figure 61. Screen shot of Import New Wells page

2. Click the Download Excel Template button. The Excel Template opens.
3. Fill in all required fields and save.

4. Upload the file to the dotted box in the window.

5. Click the Import New Wells button. The Destination of Wells Import window opens.
6. Select a GSA from the drop-down list. The wells selected can only be assigned to one GSA. If you want to upload wells to multiple GSAs, you will need to upload multiple Excel files.

7. Click the Upload button.

   *If successful, a Success window opens. Click the OK button.*

   *If not, an Error(s) window opens. Click the Close button. Make corrections to the file and restart at step 4.*

### 8.1.4 Migrate Wells from CASGEM

Groundwater wells currently monitored in the California Statewide Groundwater Elevation Monitoring Program (CASGEM) system may be migrated to the SGMA portal and added to a GSA’s monitoring network.

The three methods of migration are 1. CASGEM Login, 2. Search Wells, or 3. Geographic Search.
It is recommended that the GSA contact the CASGEM Monitoring Entity (ME) to coordinate on the migration of CASGEM wells into the GSP monitoring network. Contact information, as provided by the CASGEM MEs are available on the map interface available through the Department’s website at the following address:

https://dwr.maps.arcgis.com/apps/S tyler/index.html?appid=c35c5efb72384065ad29635690b77329

1. Select the **Migrate Wells from CASGEM** icon. The **Migrate wells** window opens.

![Figure 66. Screen shot of Migrate Wells page showing the different methods for migrating wells](image)

2. Choose a method to migrate CASGEM wells from the drop-down list.

**8.1.4.1 CASGEM Login Method**

1. Enter CASGEM credentials.

2. Click the **Login CASGEM** button.
GSAs should verify that the wells identified in the system are correct and ensure that they have coordinated with the CASGEM ME before migrating wells to the SGMA Portal. Contact information, as provided by the CASGEM MEs are available on the map interface available through the Department’s website at the following address:

https://dwr.maps.arcgis.com/apps/Style/index.html?appid=c35c5efb72384065ad29635690b77329

Note that once these wells are migrated out of CASGEM, they cannot be migrated back.

3. Select which wells to migrate from the list of wells.

4. Click the Continue button. The Destination of Wells Migration window opens.

5. Select a GSA from the drop-down list. You can only migrate the wells to one GSA. If you wish to migrate wells to different GSAs, you will have to perform the procedure multiple times.

6. Click the Migrate Wells button. A Migrate Confirmation window opens.
7. Click the **Yes** button to continue.

8.1.4.2 **Search Wells Method**

1. Select **Search Wells** from the drop down.

2. Enter any known value from the criteria listed.

3. Click the **Search** button. A list of wells matching the criteria you entered opens.
4. Select the well(s) you wish to migrate by clicking the check box along the left side of the window.

5. Click the **Continue** button. The *Destination of Wells Migration* window opens.

6. Select the GSA to which to migrate the wells. You can only migrate the wells to one GSA. If you wish to migrate wells to different GSAs, you will have to perform the procedure multiple times.

7. Click the **Migrate Wells** button. A *Migrate Confirmation* window opens.
Primary search methods using geographic search is to search for all wells using a GSA or Basin/Subbasin spatial filter.

8. Click the **Yes** button. Note that once these wells are migrated out of CASGEM, they cannot be migrated back.

### 8.1.4.3 Geographic Search Method

1. Select **Geographic Search** from the drop-down list.
2. Enter Attributes to search for CASGEM Wells on the map.
3. Click the **Search** button. The wells that match the criteria you entered populate the map, and a list of wells matching the criteria you entered opens.
4. The screenshot shows wells that were identified in the search using the freehand tool.

5. Select the well(s) you wish to migrate by clicking the check box along the left side of the window.

6. Click the Continue button. The Destination of Wells Migration window opens.

7. Select the GSA to which to migrate the wells. You can only migrate the wells to one GSA. If you wish to migrate wells to different GSAs, you will have to perform the procedure multiple times.

8. Click the Migrate Wells button. The Migrate Confirmation window opens.
9. Click the **Yes** button. Note that once these wells are migrated out of CASGEM, they cannot be migrated back.

### 8.1.5 Import Groundwater Elevations

1. Click the **Import Groundwater Elevations** icon. The **Import Groundwater Level Data** window opens.
2. Click the **Download Excel Template** button. The **Excel Template** opens.

3. Fill in all required fields and save.
4. Upload the populated Excel file to the dotted box in the window.

5. Click the **Import Groundwater Level Data** button.

   *If successful, a **Success** window opens. Click the **OK** button.*
   *If not, an **Error(s)** window opens. Click the **Close** button, make the corrections, and restart at step 3.*

### 8.2 General Monitoring Sites

General sites are meant to include any monitoring sites that are managed by the agency and are not groundwater wells or associated with another monitoring program.

These include, among others, extensometers, stream gages, and continuous GPS stations.

To view General Sites, click the **General Sites** icon on the **Monitoring Network Module** window. The **MNM General Sites** window opens.
8.2.1 View/Edit My General Sites

Above the list of General Sites, there are two buttons, Add New Site and Import New General Sites allowing the user to add a new site from this window then following the steps in 8.2.2 or import new general sites from this window and following the steps in 8.2.3.

1. Click the View/Edit My General Sites icon. The List of General Sites window opens showing a list of General Sites.

2. Select the site you would like to view or update by selecting the general site’s General Site ID. The General Site Information window opens populated with the information of the well the user selected.
3. View and/or edit the general site information, as needed.

4. Click on the General Site Data tab and a list of all the site data appears.

5. To add additional data, click Add data. The Elevation Form window opens.
6. Enter the new data.

7. Click the **Save** button.

8. Click the **Update General Site** button.

### 8.2.2 Add a New General Site

1. Click the **Add a New General Site** icon. The **Add a General Site** window opens.
Data standards for Reference Point and Ground Surface elevations are two decimal places.

Data standards for Latitude and Longitude are five decimal places.

2. Fill in all required fields; required fields are marked by a (*).

3. Click the **Add General Site** button.

### 8.2.3 Import New General Sites

1. Click the **Import New General Sites** icon. The **Import New General Sites** window opens.
2. Click the **Download Excel Template** button. The **Excel Template** opens.

3. Fill in all required fields and save.
4. Upload the populated Excel file to the dotted box in the window.

5. Click the **Import General Sites** button.

   *If successful, a **Success** window opens. Click the **OK** button. If not, an **Error(s)** window opens. Click the **Close** button, make the corrections, and restart at step 4.*

### 8.2.4 Import General Site Data

1. Click the **Import General Site Data** icon. The **Import General Site Data** window opens.
Figure 95. Screen shot of **Import New General Sites** page showing where to click to download the Excel template

2. Click the **Download Excel Template** button. The **Excel Template** opens.

Figure 96. Screen shot of import **General Site Data Excel template**

3. Fill in all required fields and save.
4. Upload the file to the dotted box in the window.

5. Click the **Import General Site Data** button. The **Success** window opens.

   *If successful, a **Success** window opens. Click the **OK** button.*

   *If not, an **Error(s)** window opens. Click the **Close** button, make the corrections, and restart at step 4.*

### 8.3 Existing Monitoring Sites

Existing sites are meant to include any monitoring sites that are currently measured and reported under an existing monitoring program and will be included in the GSP monitoring network. These include, among others, groundwater wells, extensometers, stream gages, and continuous GPS stations.
1. Click the **Existing Sites** icon on the **Monitoring Network Module** window. The **MNM Existing Sites** window opens.

### 8.3.1 View/Edit My Existing Sites

1. Click the **View/Edit My Existing Sites** icon. The **List of Existing Sites** window opens.
Above the list of General Sites, there are two buttons, **Add New Site** and **Import New General Sites** allowing the user to add a new site from this window then following the steps in 12.3.2 or import new general sites from this window and following the steps in 12.3.3.

Figure 100. Screen shot of **List of Existing Sites** page

2. The user may select the site they would like to view or update by selecting the existing site’s Existing Site ID. The **Existing Site Information** window opens and is populated with the information of the well the user selected.

Figure 101. Screen shot of **Existing Site Information** page

3. Edit Existing Site Information.

4. Click the **Update Existing Site** button. The **Groundwater Sustainability Plan Dashboard** opens.
8.3.2 Add a New Existing Site

1. Click the Add a New Existing Site icon. The Add an Existing Site window opens.

2. Fill in all required fields; required fields are marked by a (*).

3. Click the Add Existing Site button.
8.3.3 Import New Existing Sites

1. Click the **Import New Existing Sites** icon. The **Import New Existing Sites** window opens.

2. Click the **Download Excel Template** button. The **Excel Template** opens.
3. Fill in all required fields and save.

4. Upload the populated Excel file to the dotted box in the window.

5. Click the Import Existing Sites button.

   If successful, a Success window opens. Click the OK button.
   If not, an Error(s) window opens. Click the Close button, make the corrections, and restart at step 4.

**8.3.4 Monitoring Network GSA Permissions**

1. To edit GSA Permissions for sites, go to the Monitoring Network Module page.
2. Click on the **GSA Permissions** icon. This will bring up the **GSA Permissions** page for the monitoring network.

3. Select a GSA and a list of the permitted users will appear. Click **Add Permission** to give another user permission to add and edit data for the GSA’s wells and sites.
4. Enter the email address and select the organization. Then click **Add Permission**.

*Figure 110. Screen shot of **New GSA Permission** form*
9.0 Other Actions

1. From your GSP dashboard, locate the “My GSP Submittal” table.

2. Hover over the dots in the Action(s) column to show list of possible actions.

3. The list of possible actions includes:

   Edit GSP, Preview, Withdraw, Edit Permissions, and Manage Interbasin Agreement

9.1 Edit GSP

1. Selecting the Edit GSP option will bring you to your submittal where you are free to make changes

9.2 Preview GSP

1. Selecting the Preview option will take you to your GSP submittal in a printable format.

Note: Changes can only be made to submittals that are in progress. Submitted GSPs cannot be edited
9.3 Withdraw GSP

1. Selecting the **Withdraw** option will remove the GSP submittal from your table and dispose of all information that has been entered.

   ![Withdraw GSP](image1)

   Figure 113. Screen shot of Withdraw Confirmation popup.

2. A withdraw confirmation window will pop up. Select Yes, withdraw to complete the process.

9.4 Edit GSP Permissions

1. Selecting **Edit Permissions** option will direct you to a page where you may add or edit which users have permission to make changes to your GSP submittal.

   ![Edit GSP Permissions](image2)

   Figure 114. Screen shot of Edit GSP Permissions page.

2. Current users able to edit the submittal will be listed here. You may also pull up a list of all POC's for the submittal or search for an editor that has an account on the SGMA portal.
9.5 Manage Interbasin Agreements

1. Selecting Manage Interbasin Agreement will prompt you with a file upload window. This allows you to upload an agreement with a neighboring basin.

   ![Figure 115. Screen shot of Interbasin Agreement upload window.](image)

2. In this window you will use the Upload button to locate the file on your computer.

3. Once the file is selected, select Upload Agreement to complete the process.

9.6 Requesting Access to a Basin from a GSA

1. If you do not have access to a basin you can request access from the GSA(s). Click the red link here above the Basin dropdown. The Basin Request window opens.

   ![Figure 116. Screen shot of the Basin Request page](image)
2. Select the basin from the dropdown menu, then select the GSA(s) you wish to request access from.

3. Click the Send Request button. An email request will be sent to the GSA Point of Contact and the creator of the GSA in the SGMA Portal.

9.7 Granting Access to a Basin by a GSA User

1. Once received, the GSA approver will need to log in to the SGMA Portal at https://sgma.water.ca.gov/portal.

Figure 117. Screen shot of the My GSA Formation Notices page

2. The GSA approver should click on the GSA tab at the top, hover over the three dots for the desired GSA and click Assign Permission.

Figure 118. Screen shot of the GSA Permission page

3. The GSA approver can then select the user in the list, or search for other users on the SGMA Portal. Use action dots to grant request.
If the system finds a user account in the SGMA portal that matches the information you entered, it will ask if you wish to give that user permission. If they aren’t in the SGMA Portal system, you need to enter their user information to add them as a user.

4. Enter the first name, last name, and email, then click **Save**.
5. Confirm that you wish to add them as a GSA user. You can then choose to send them a notification email.

### 9.8 GSP Comments

To access comments on your GSPs, hover over **GSP** in the top bar to access a dropdown menu.

1. From the dropdown menu select **All Submitted GSPs**. The **All Submitted GSPs** window opens.
The Public Comment period for a GSP will be no less than 60 days after the GSP has been submitted. Active Comment Periods are in **Green** and Closed Comment Periods are in **Red**.

2. Choose a GSP and select **+Comments**. From there you can add comments and view existing comments.

3. To add a comment, select **Add Comment** and the **Comment Submission Form** opens.
Once posted the comment CANNOT BE EDITED AND IS VISIBLE TO THE PUBLIC.

4. Fill in all fields marked by a (*). Personal information will be populated based on your account details.

5. Click **Submit**.
The information provided in this user manual is intended to assist GSAs in submitting GSPs to the GSP Reporting System and identifying and providing data for the GSP monitoring network in the Monitoring Network Module. This is a living document and may be amended to include additional tips or information in the future.

Any additional questions related to submission of the GSP or monitoring network information should be sent to the Sustainable Groundwater Management Office at GSPSubmittal@water.ca.gov.