

Sustainable Groundwater Management Act Portal

**Groundwater Sustainability Plan Reporting  
System and Monitoring Network Module**

**User Manual**

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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](mailto: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.

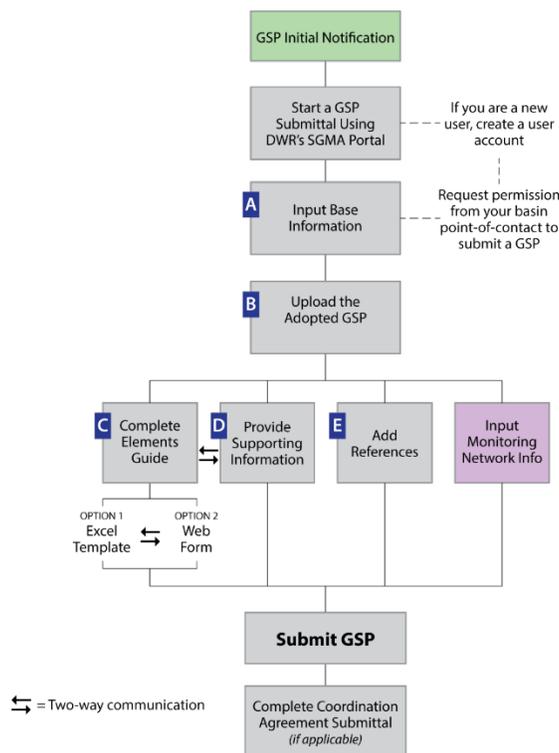


Figure 1. GSP Submittal Process

## 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 [GSPSubmittal@water.ca.gov](mailto:GSPSubmittal@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.

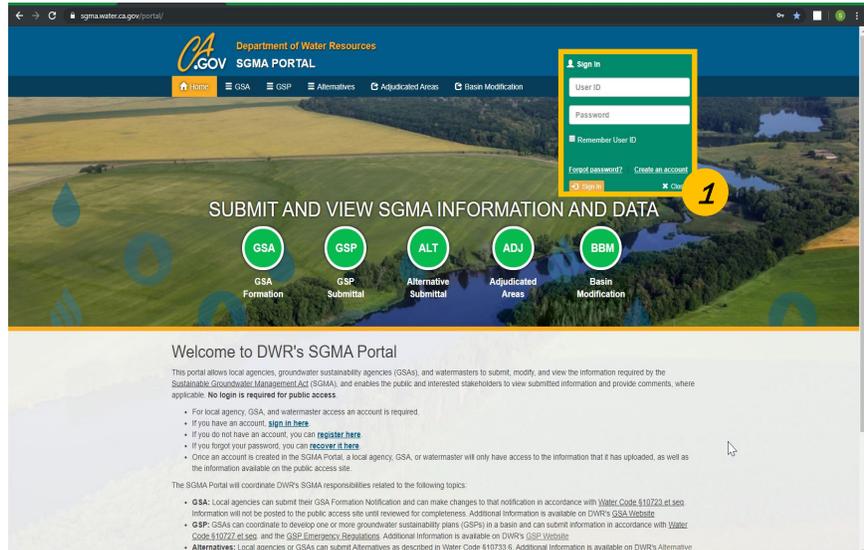
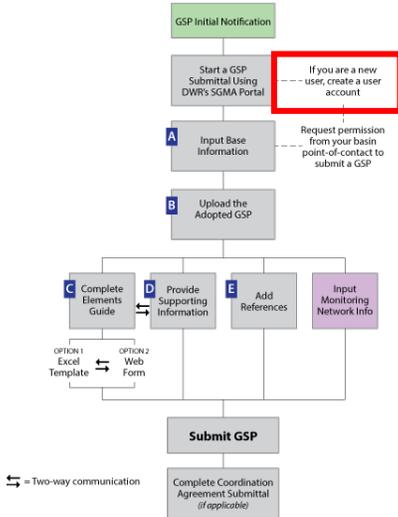


Figure 2. Screen shot of SGMA Portal Home Page

### 1. Click Create an Account.

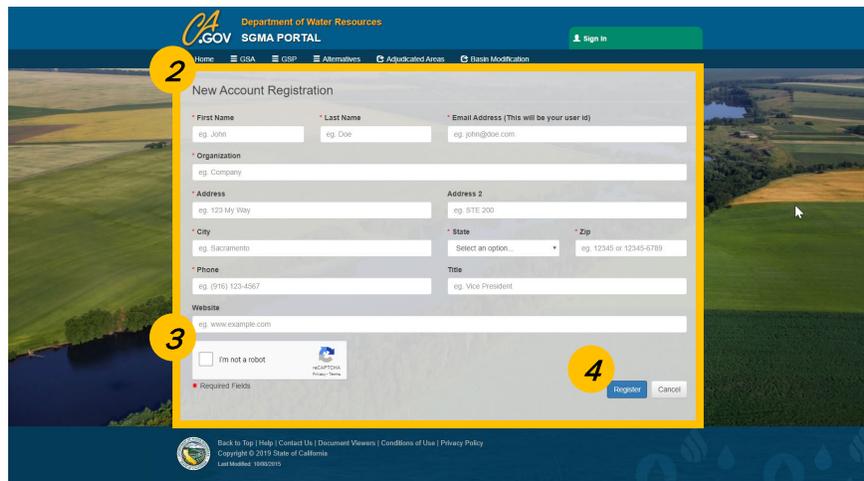


Figure 3. Screen shot of SGMA New Account Registration showing location of the Create an Account link

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.



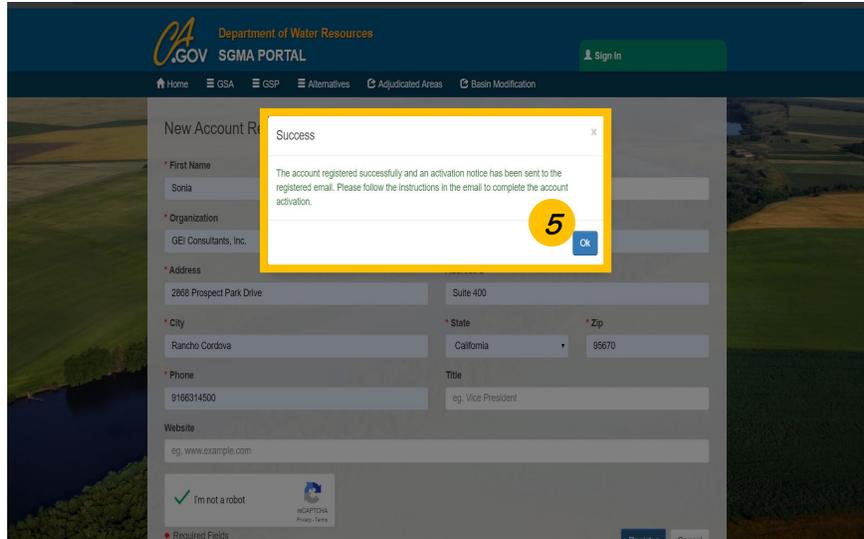


Figure 4. Screen shot of Success dialog box

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.

If you don't see the email in your inbox, check your spam or junk email folder.

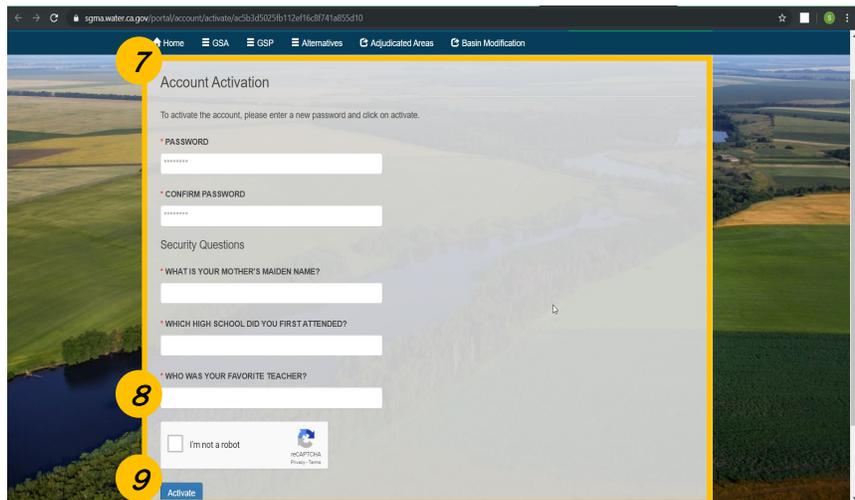


Figure 5. Screen shot of Account Activation window.

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.

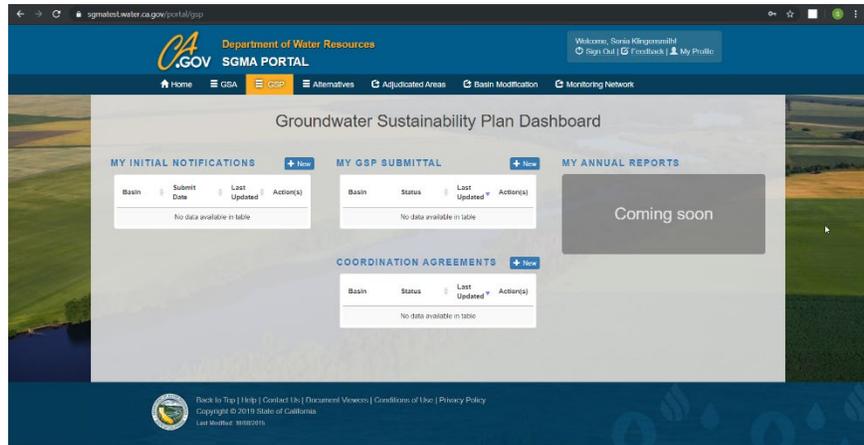


Figure 6. Screen shot of Groundwater Sustainability Plan Dashboard

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.

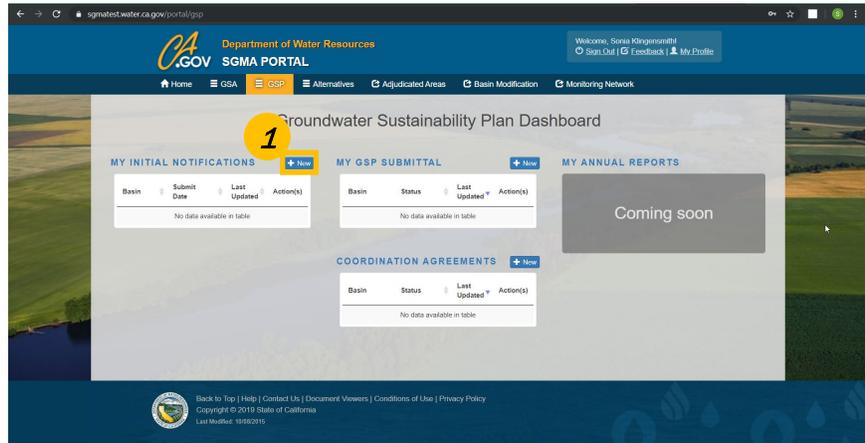
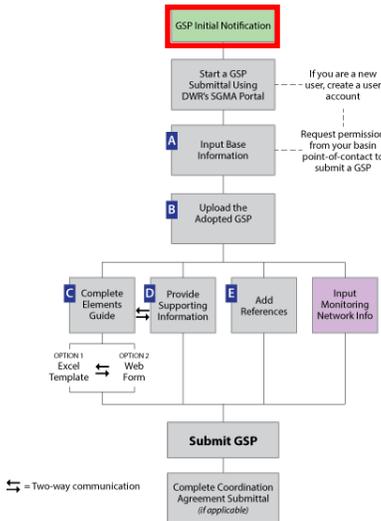


Figure 7. Screen shot of Groundwater Sustainability Plan Dashboard

1. Click **+ New** next to MY INITIAL NOTIFICATIONS. The **GSP Initial Notification Submittal** window opens.



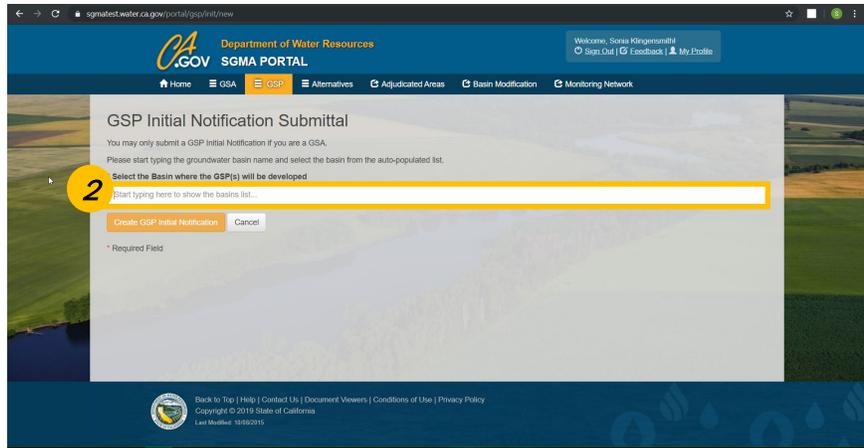


Figure 8. Screen shot of the GSP Initial Notification Submittal window

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.

Any basin defined in Bulletin 118 will be available to choose.

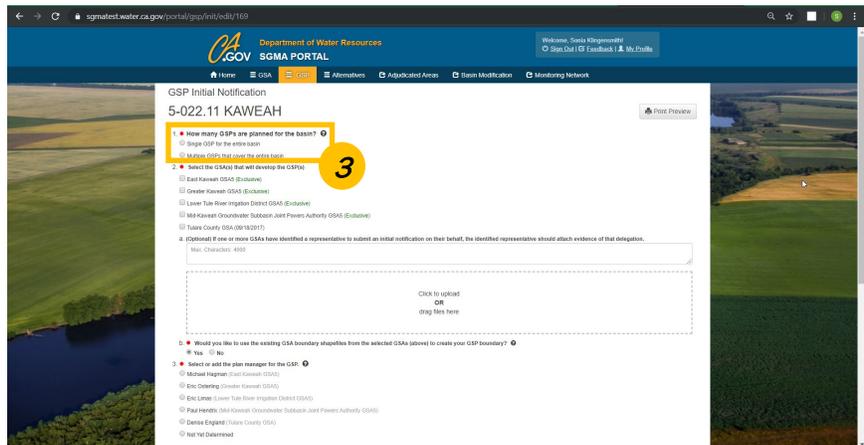


Figure 9. Screen shot of the GSP Initial Notification window

3. Question 1: Select either single or multiple GSP(s) in the basin. This selection will determine the other information required on the page.

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.



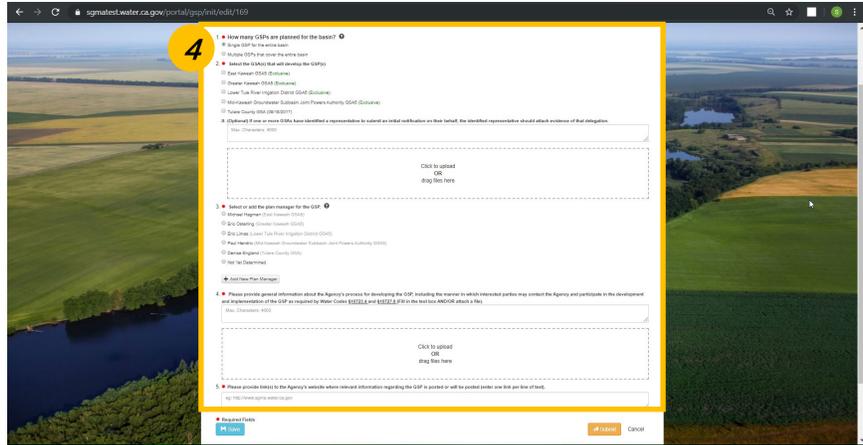


Figure 10. Screen shot of the questions for a Single GSP on the GSP Initial Notification window

4. For a Single GSP, answer the remaining questions.

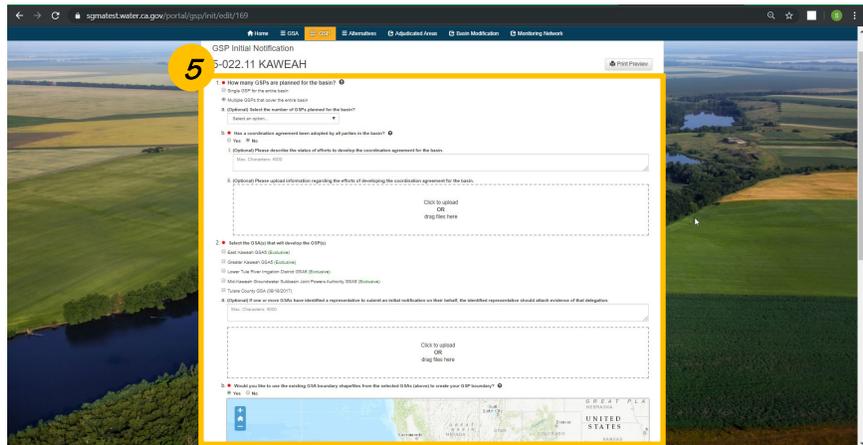


Figure 11. Screen shot of questions 1-2 for Multiple GSPs on the GSP Initial Notification window

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.

For multiple GSPs in a basin, a coordination agreement will be required, but doesn't need to be submitted with the GSP Initial Notification



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'

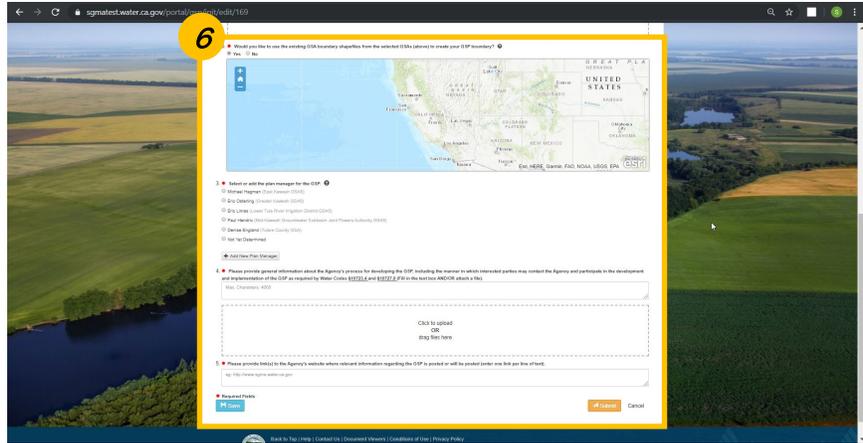


Figure 12. Screen shot of questions 3-5 for Multiple GSPs on the GSP Initial Notification window

- 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.

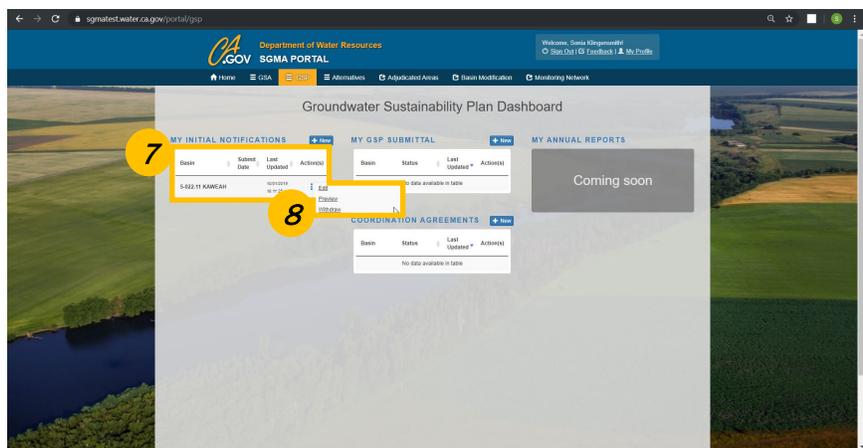


Figure 13. Screen shot of other actions available for Initial Notifications on the Groundwater Sustainability Plan Dashboard

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

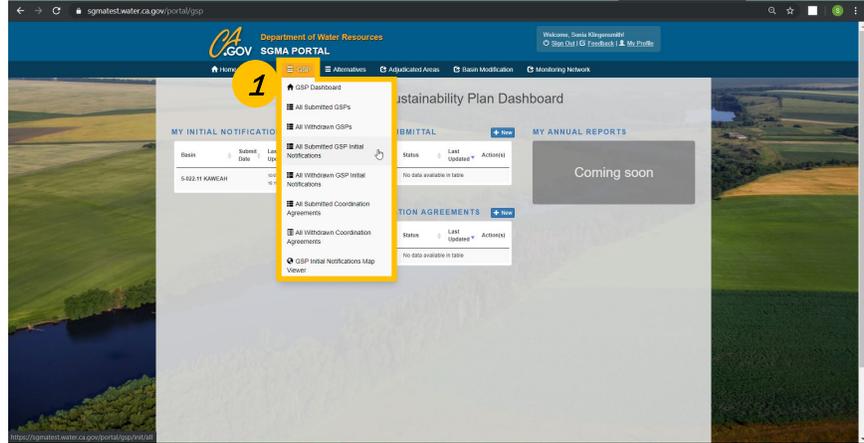


Figure 14. Screen shot drop-down menu for the GSP tab

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**.

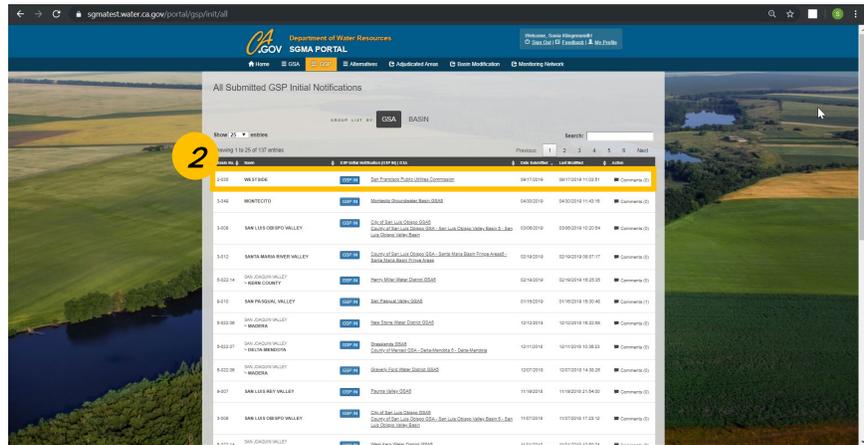


Figure 15. Screen shot of the GSP Initial Notifications list

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



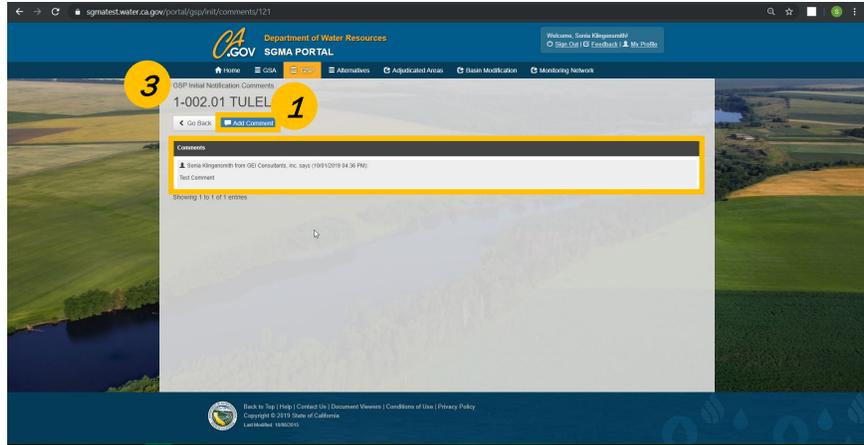
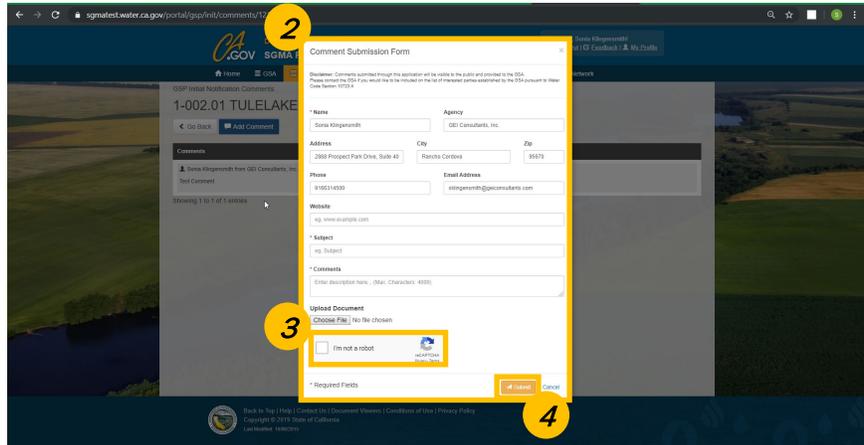


Figure 16. Screen shot of the GSP Initial Notification Comments window

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**.



Fields with a red asterisk (\*) are required.

Your personal information will be filled out from your account details.

Once posted, the comment cannot be edited and is visible to the public.

Figure 17. Screen shot of the Comment Submission Form window

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.

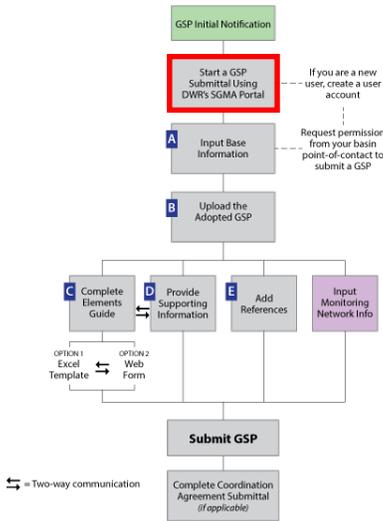


Figure 18. Screen shot of the SGMA Portal User Home page

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

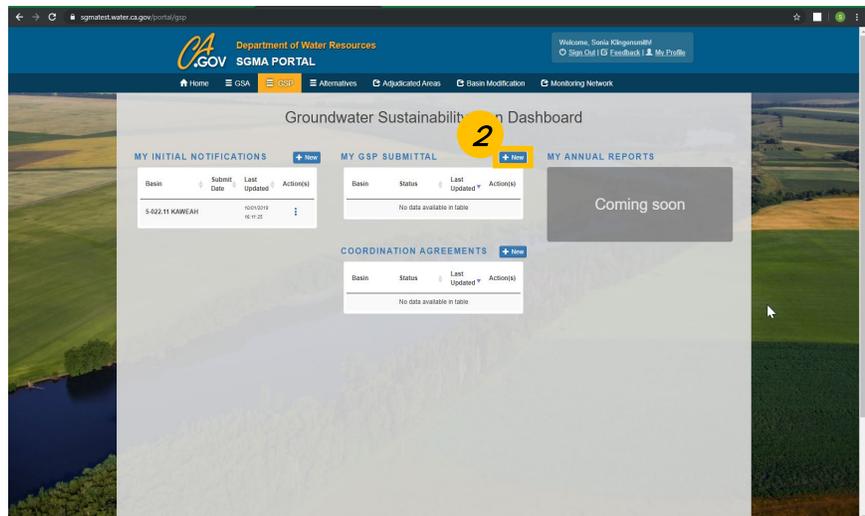


Figure 19. Screen shot of the GSP Dashboard

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



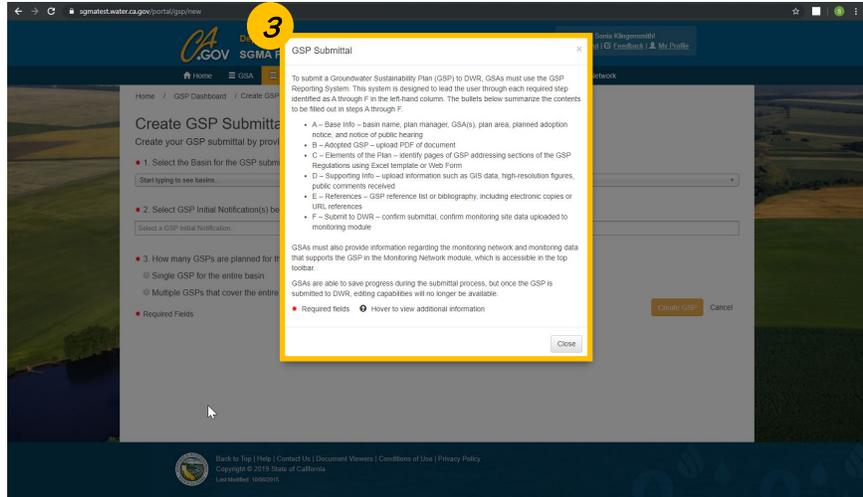


Figure 20. Screen shot of the **GSP Submittal Instructions** page; Click **Close** to continue

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.

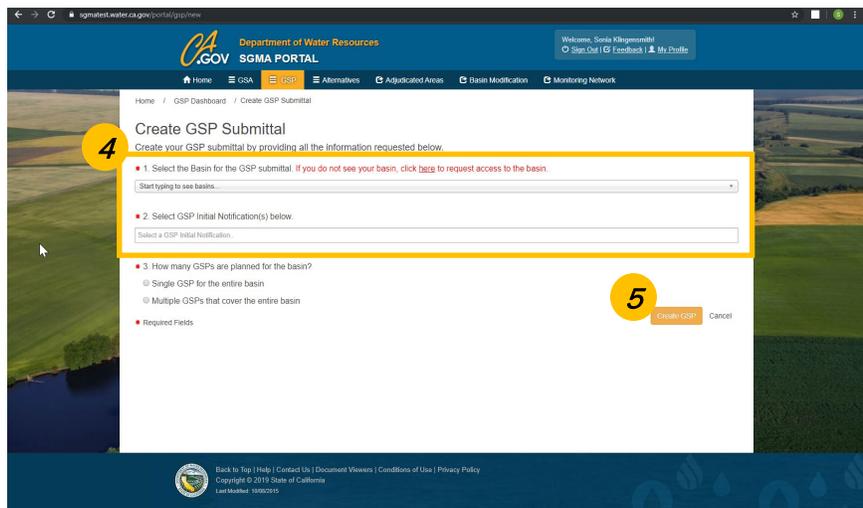


Figure 21. Screen shot of the **Create GSP Submittal** page

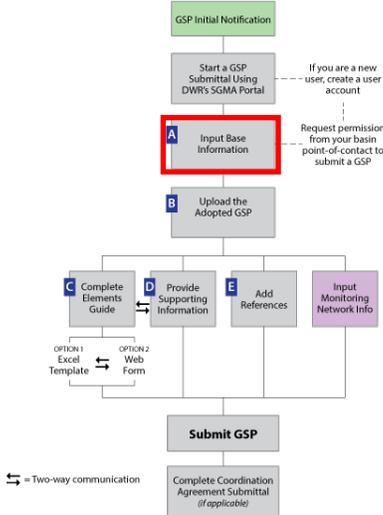
If the number of GSPs is inconsistent with the number of GSPs in the Initial Notification, the user will get an error. The number of GSPs in the Initial Notification will need to be modified.

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.



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](https://sgma.water.ca.gov/portal/resources/data/Guidance_GIS_Files.pdf)

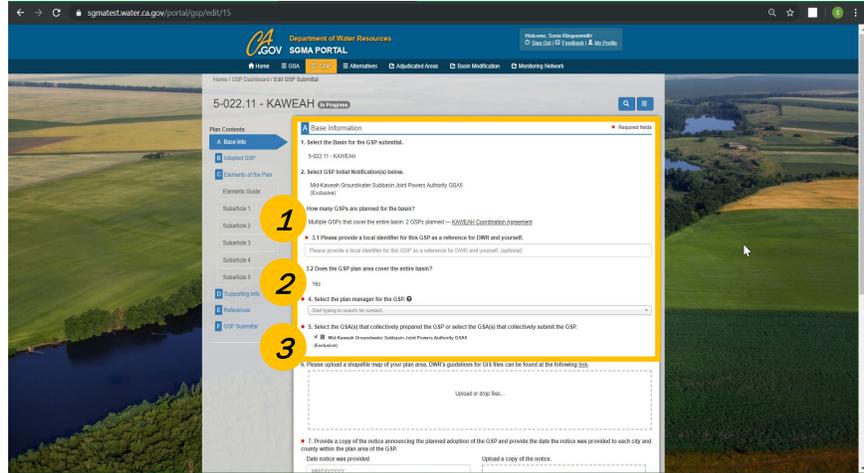


Figure 22. Screen shot of the **A: Base Info** page questions 1 to 5

- Question 3.1:** For basins with multiple GSPs, you will need to provide the local identifier you have chosen for this GSP.
- 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.
- Question 5:** Select the GSAs that developed the GSP.

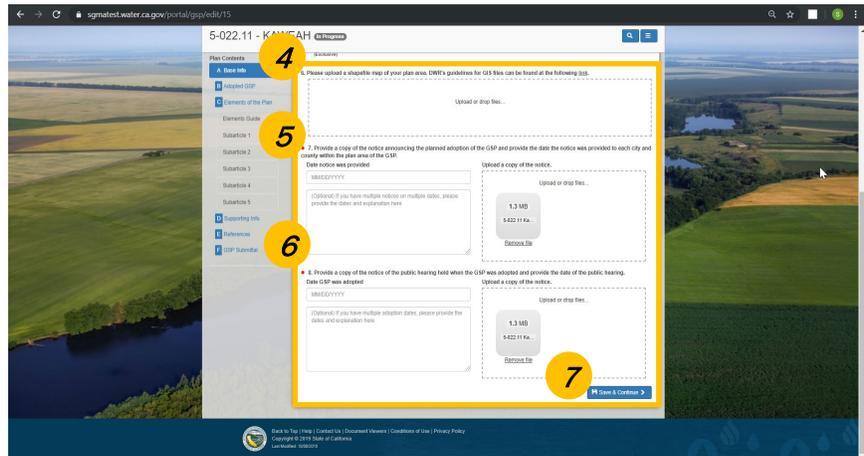


Figure 23. Screen shot of the **A: Base Info** page questions 6 to 8

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



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.

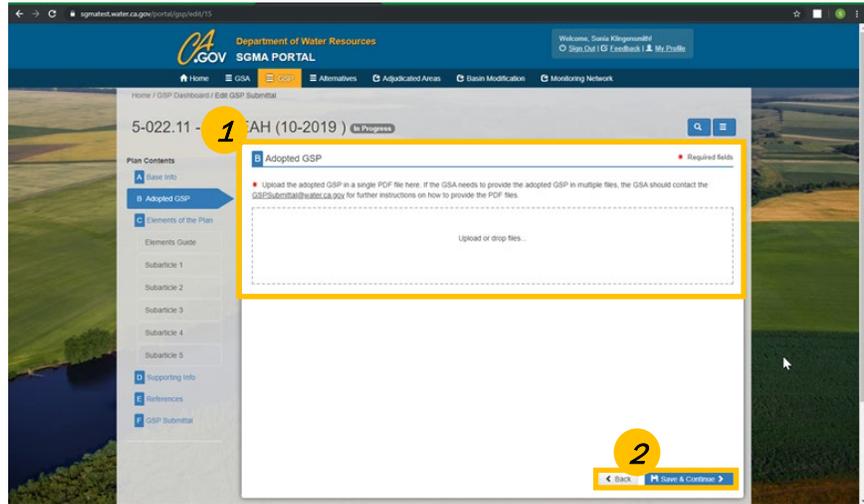
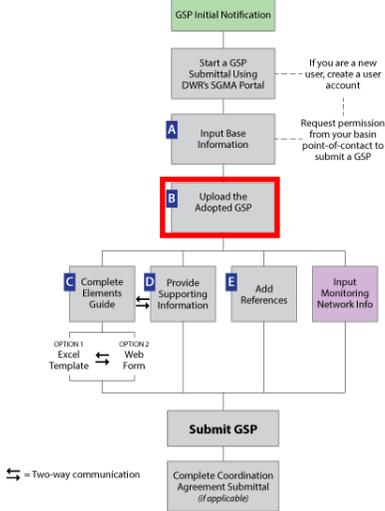


Figure 24. Screen shot of the **B: Adopted GSP** page for uploading the adopted GSP

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.

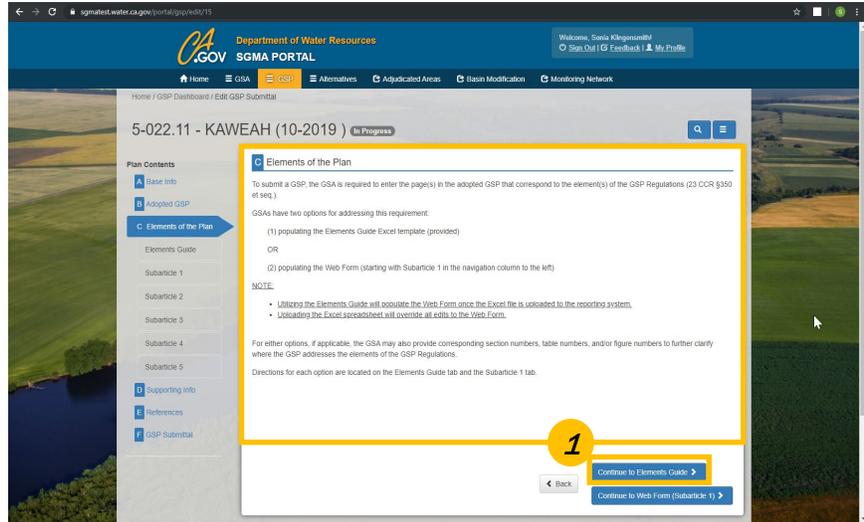
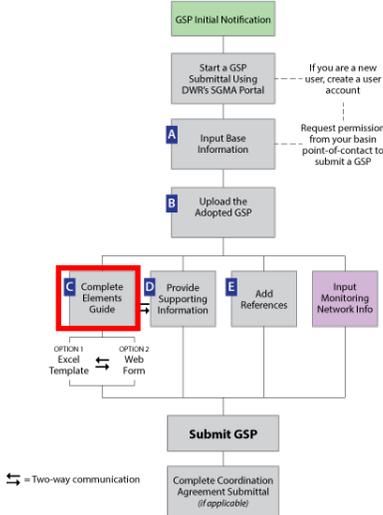


Figure 25. Screen shot of the **C: Elements of the Plan** page where user decides whether to use the Elements Guide or Web Form

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

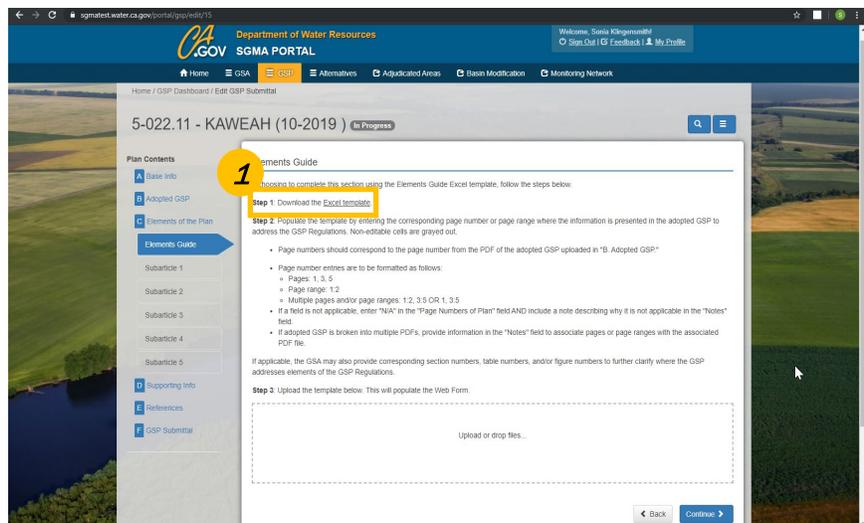
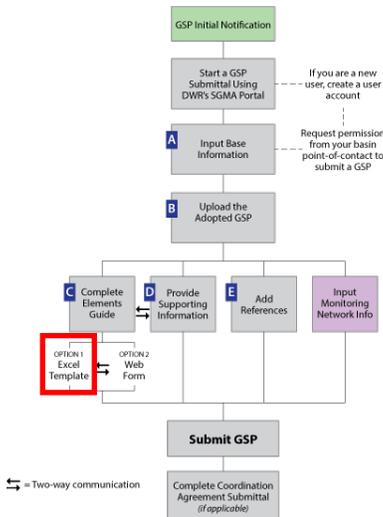


Figure 26. Screen shot of the **Elements Guide** window.

1. Click the **Download the Excel template** link.



The cells that are shaded grey do not require information and are not editable.

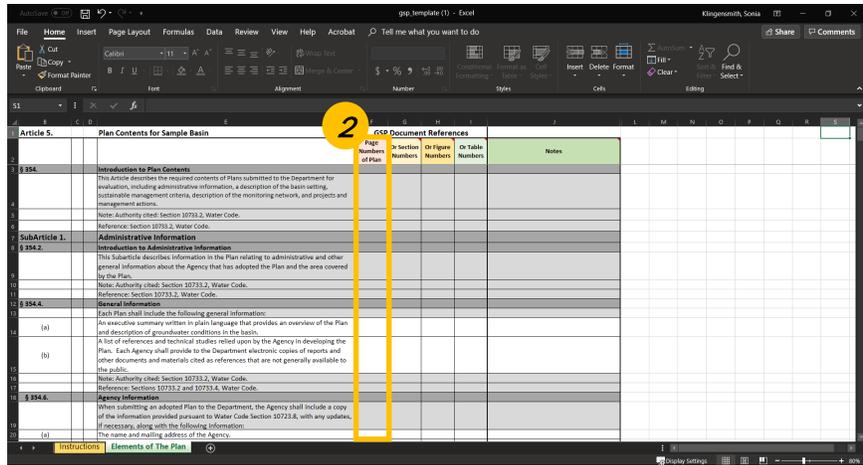


Figure 27. Screen shot of the **Excel Template**

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.

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.

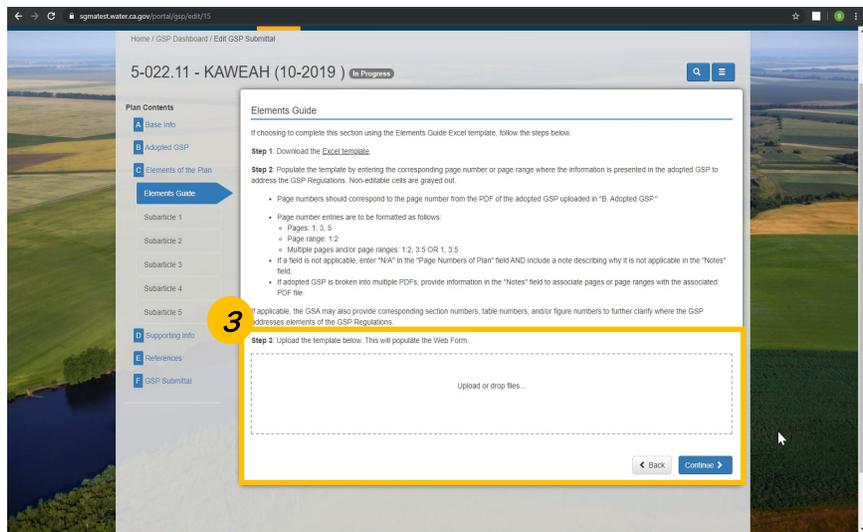


Figure 28. Screen shot of the **Elements Guide** window highlighting the dotted box to which the user will drag and drop the edited **Excel Template**

3. Upload the edited template by dropping it in the dotted box on the **Elements Guide** window.

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



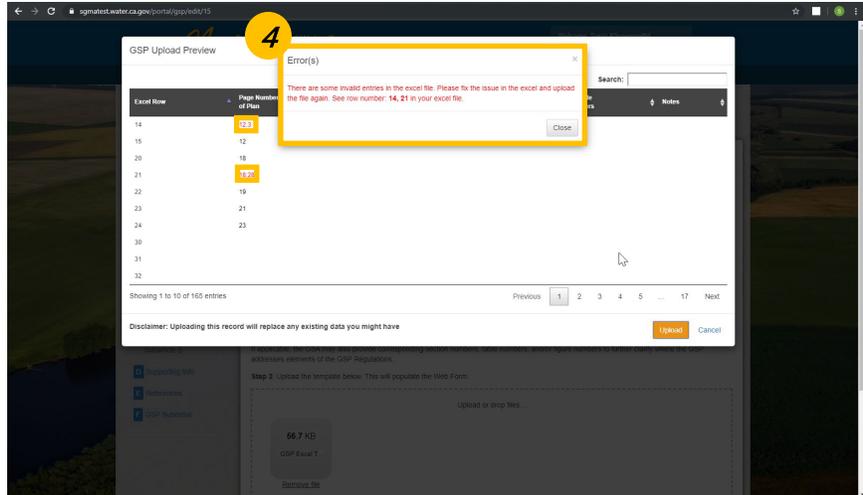


Figure 29. Screen shot of the **GSP Upload Preview** with the **Error(s)** window in front

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.

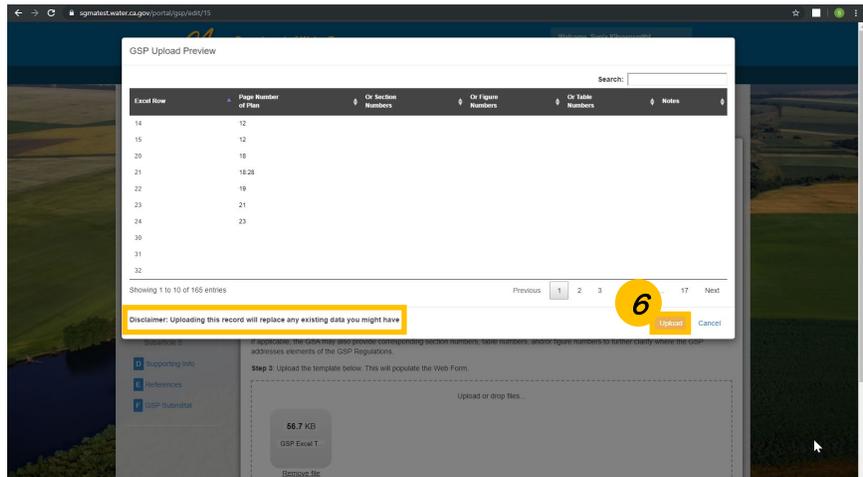


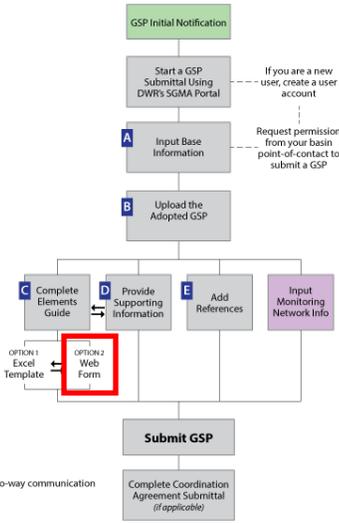
Figure 30. Screen shot of the **GSP Upload Preview** with the **Error(s)** window in front

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.



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

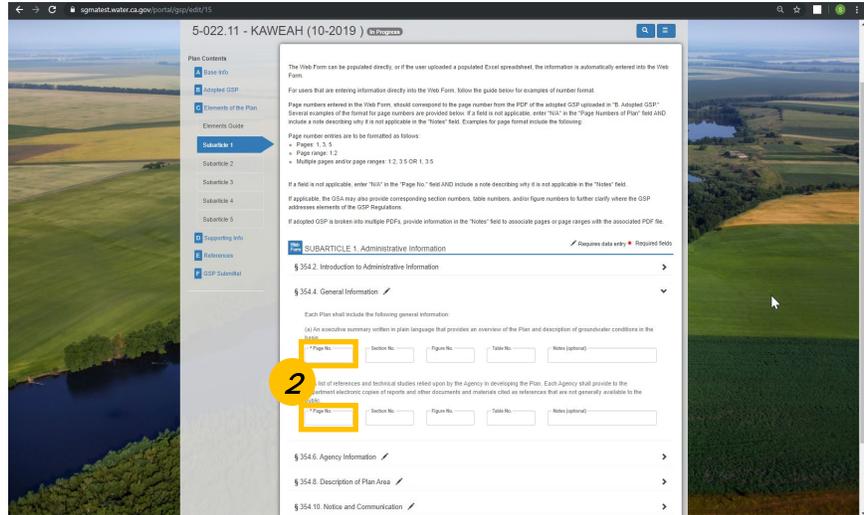


Figure 31. Screen shot of **SUBARTICLE 1. Administrative Information** window

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.

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.

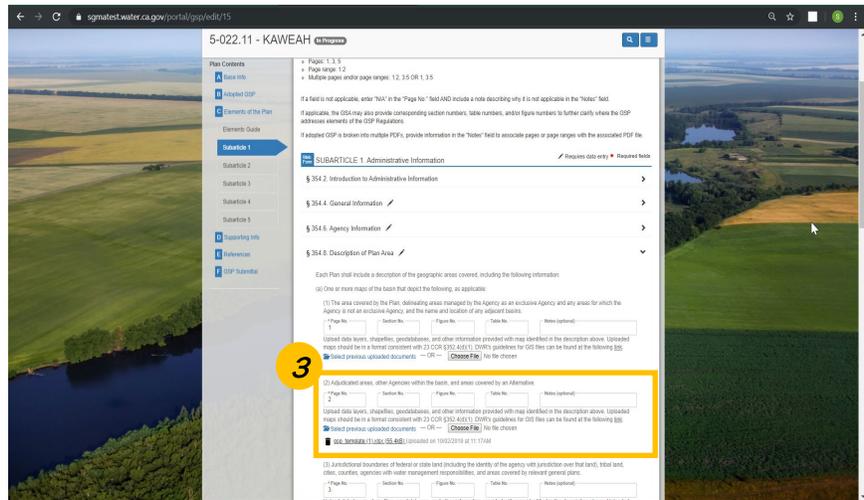


Figure 32. Screen shot of **SUBARTICLE 1. Administrative Information** window showing where supporting information may be provided

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.

Users may also upload or view supporting information for their plan in Step D Supporting Info (see instructions in Section 8.0).



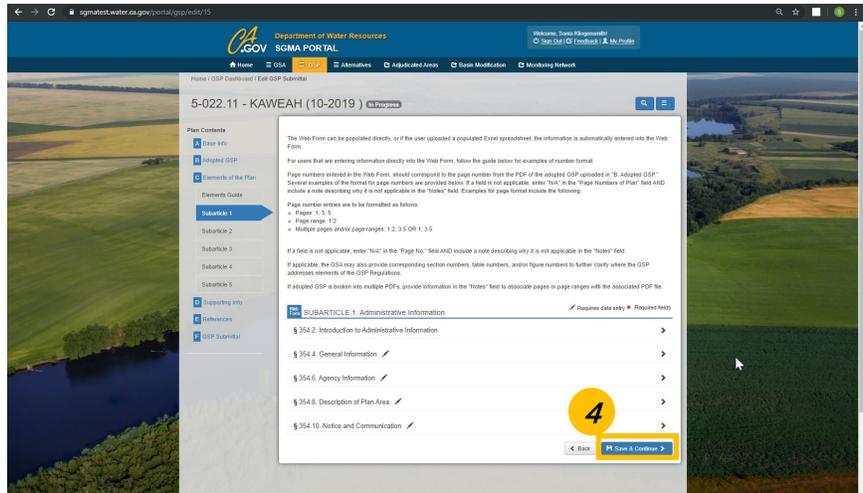


Figure 33. Screen shot of **SUBARTICLE 1. Administration Information** window with the **Save & Continue** button

- 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.**

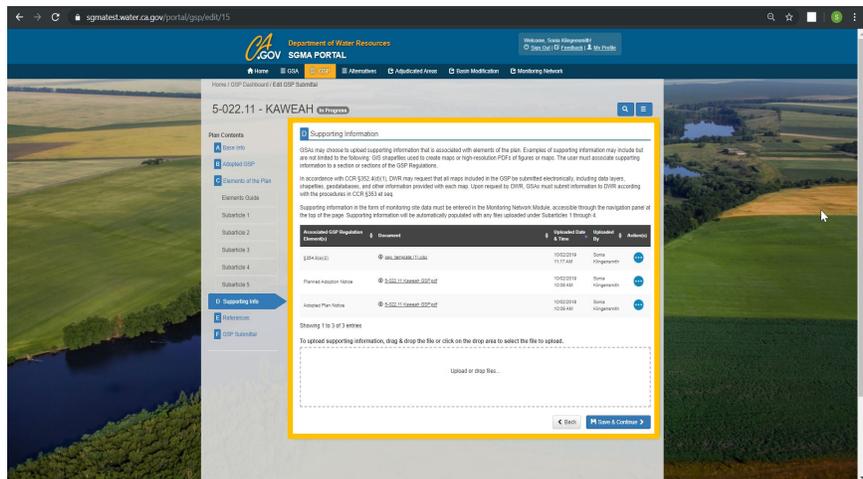
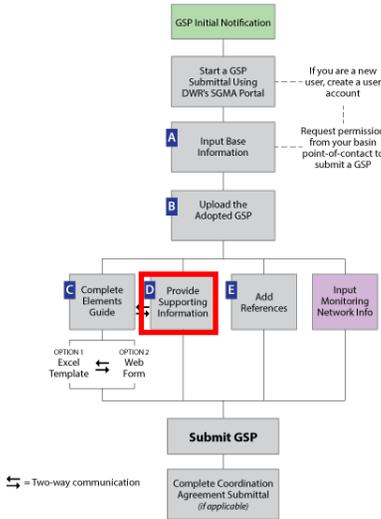


Figure 34. Screen shot of the **Supporting Information** Window

To upload a new document to **D Supporting Information**, complete the following steps:



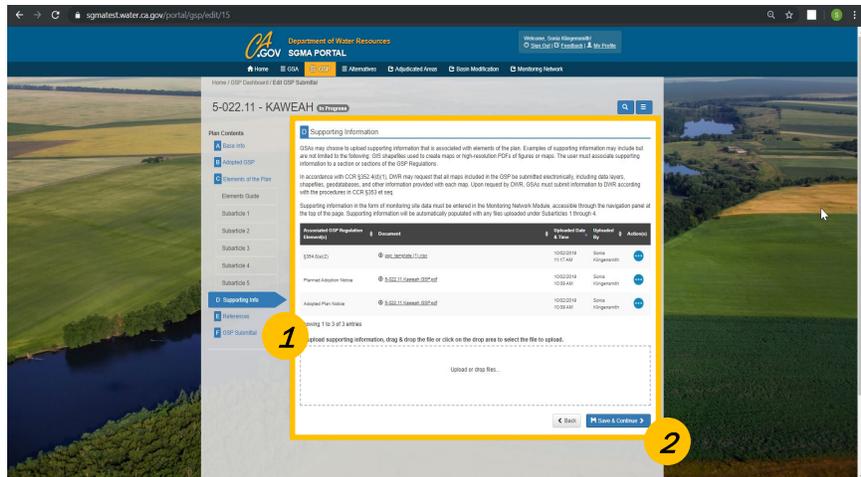


Figure 35. Screen shot of **D: Supporting Information** window

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.

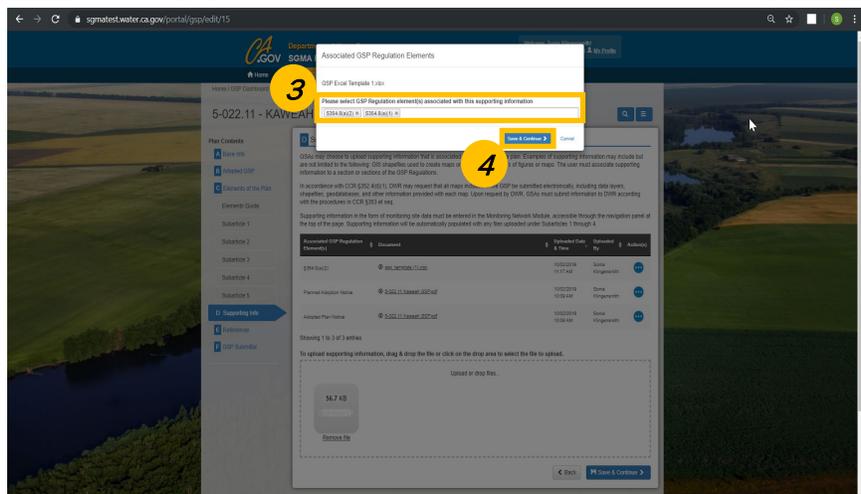


Figure 36. Screen shot of popup window to indicate what GSP Regulation element the uploaded information supports

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:

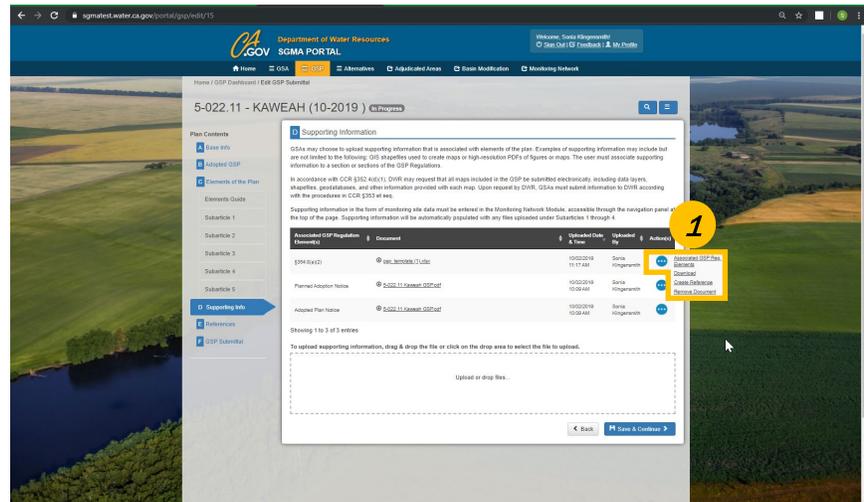


Figure 37. Screen shot of **D: Supporting Information** window to show how to modify an existing supporting document

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.

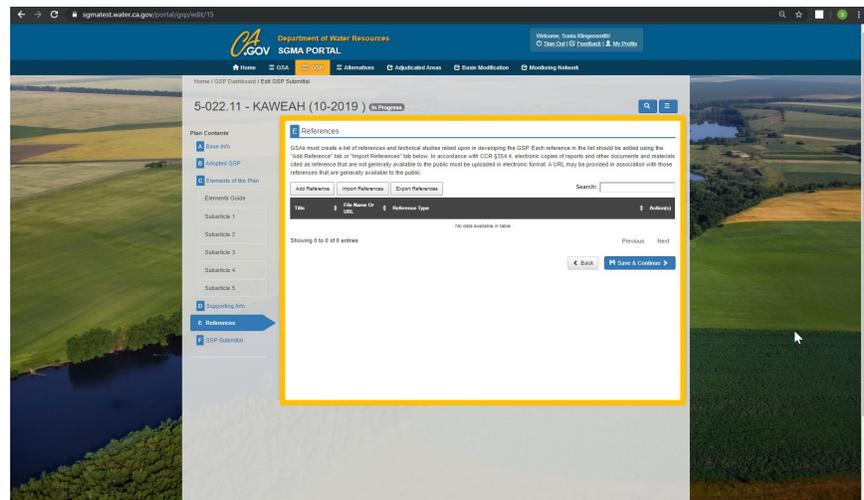
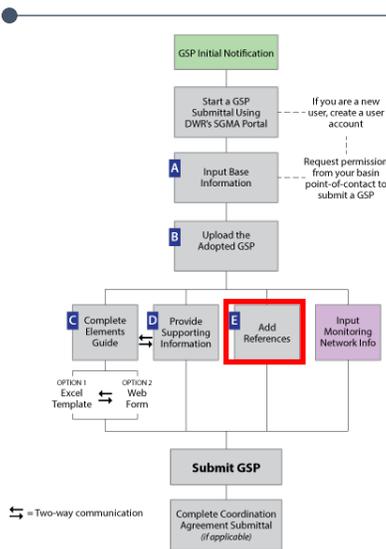


Figure 38. Screen shot of **E: References** window

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

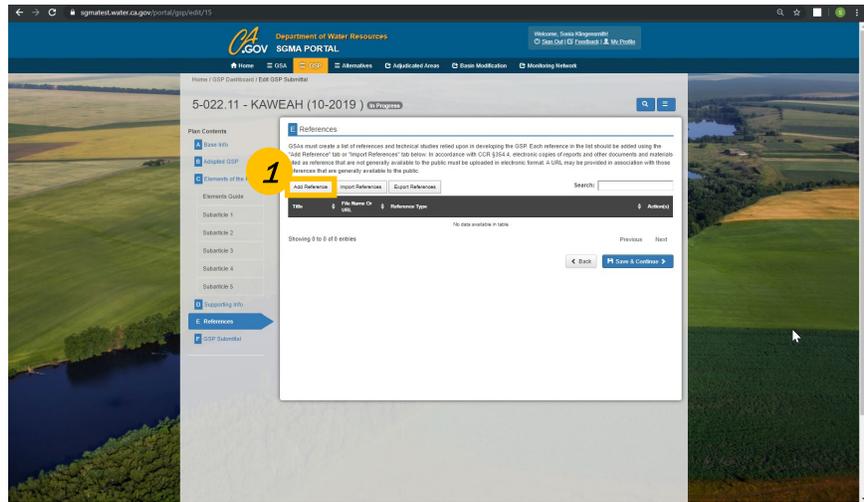


Figure 39. Screen shot of **E: References** window showing where to click to add a reference

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

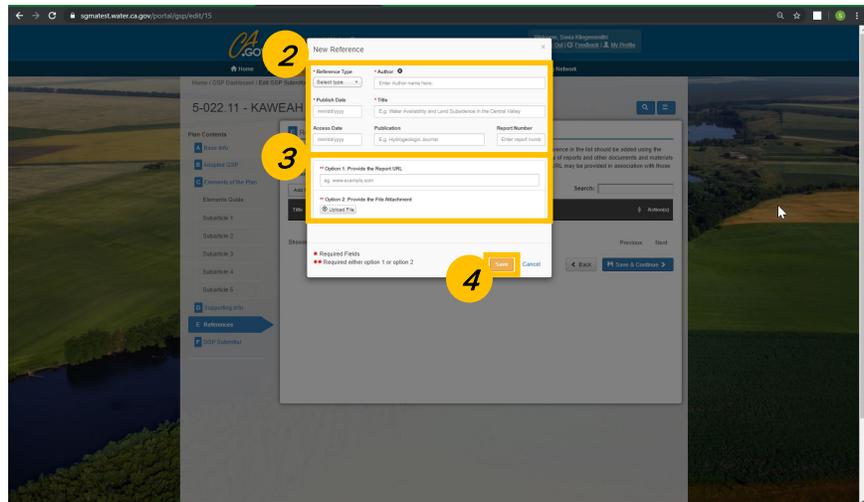


Figure 40. Screen shot of **New Reference** data entry window

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

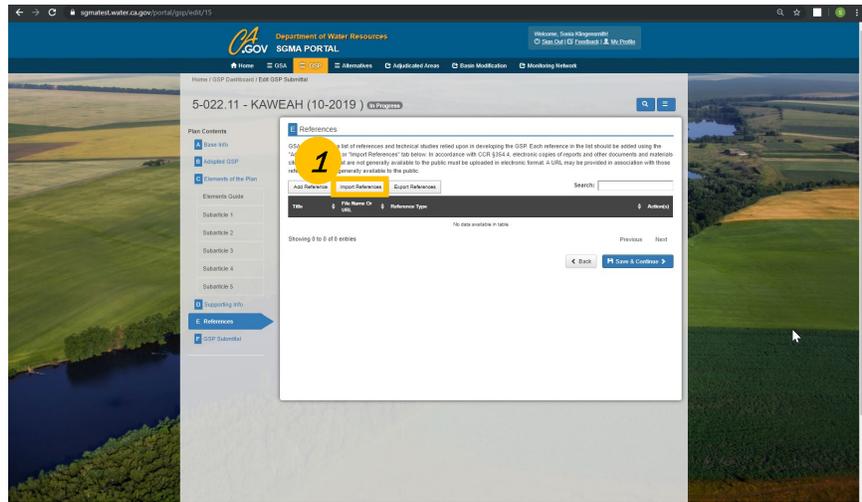


Figure 41. Screen shot of **E: References** window showing where to click to import references

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

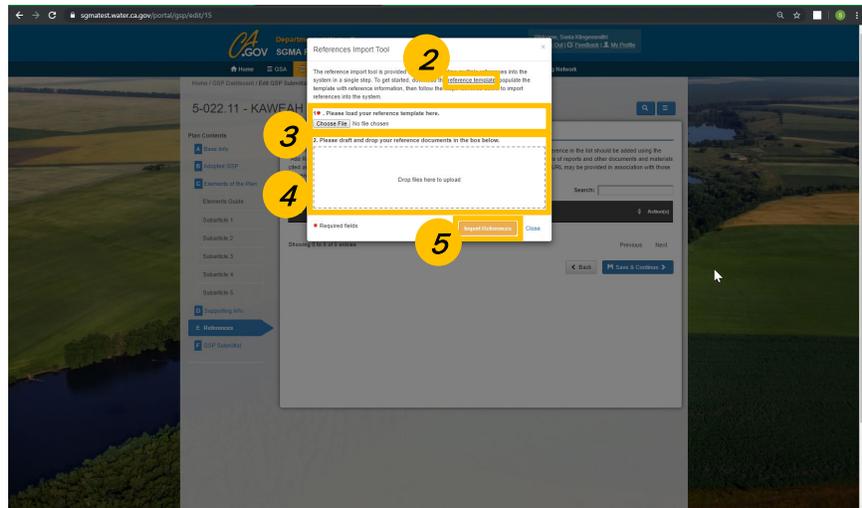


Figure 42. Screen shot of **References Import Tool** window

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.
4. Drag & Drop reference document files into the box.
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

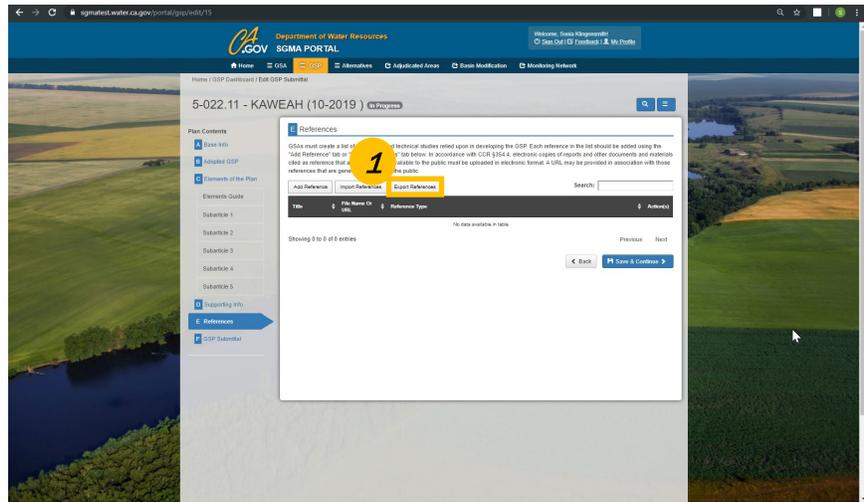


Figure 43. Screen shot of **E: References** window showing where to click to export the references

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.

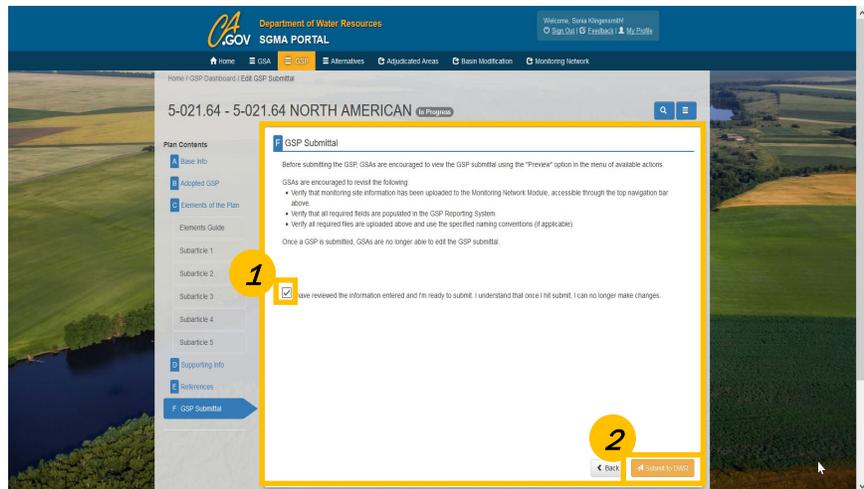
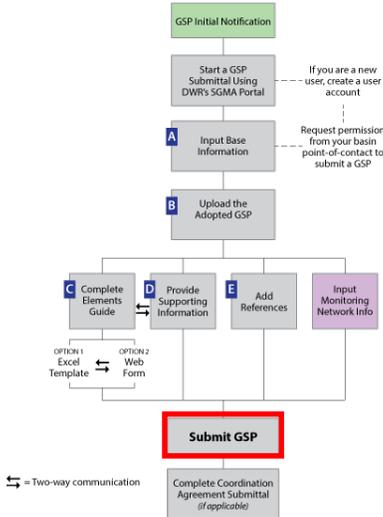


Figure 44. Screen shot of **GSP Submittal** page

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.

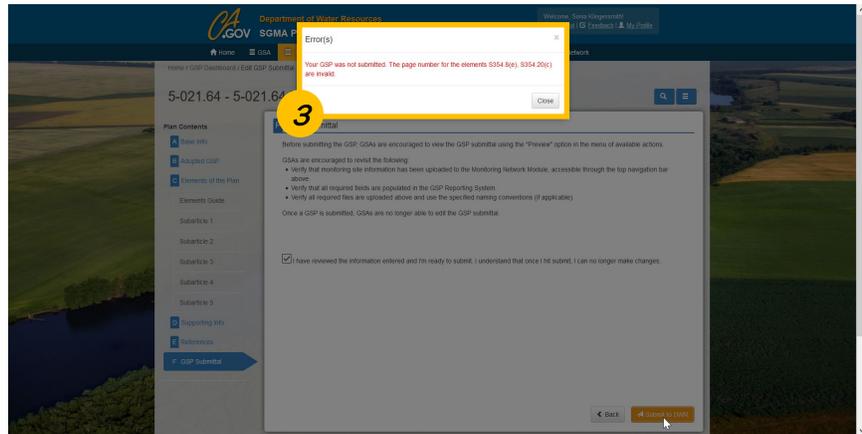
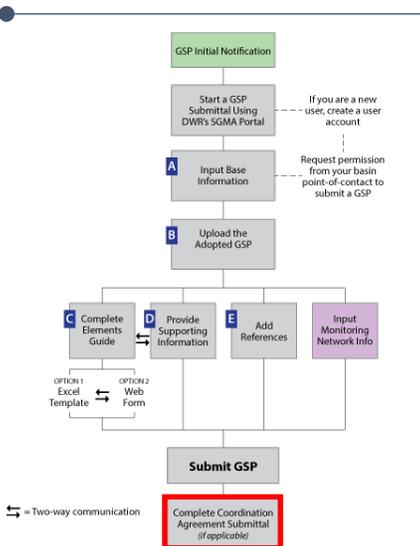


Figure 45. Screen shot of Error(s) popup telling the user there is missing or erroneous information

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.

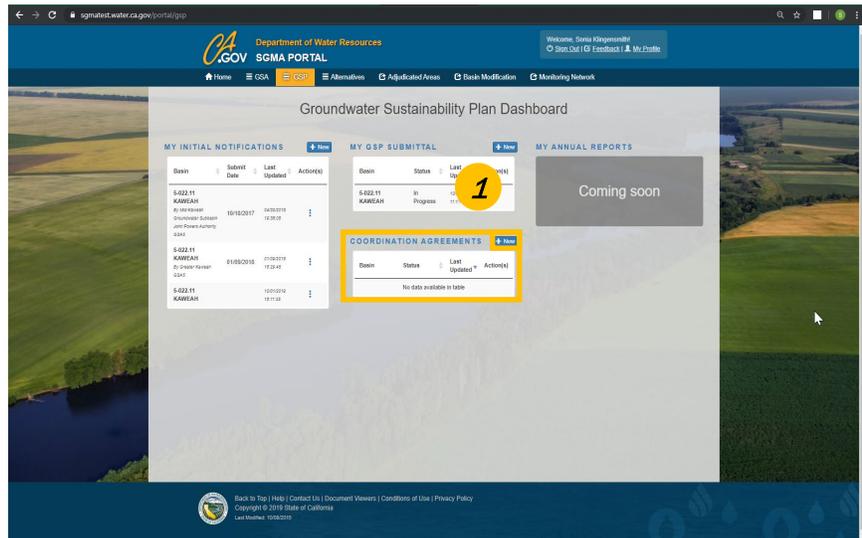


Figure 46. Screen shot of GSP Dashboard showing where to start a new Coordination Agreement.

1. Locate the Coordination Agreements table on your GSP Dashboard and Click the **+New** button.



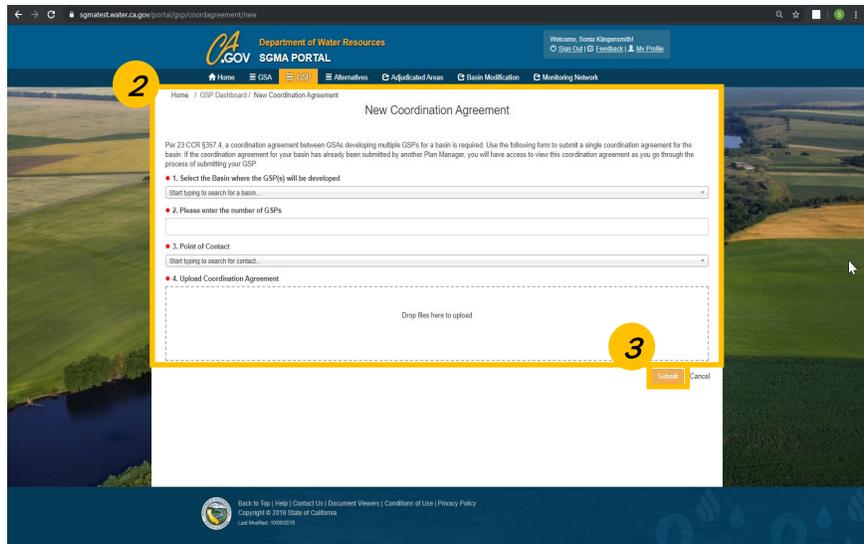


Figure 47. Screen shot of **Import New Coordination Agreement** page

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**.

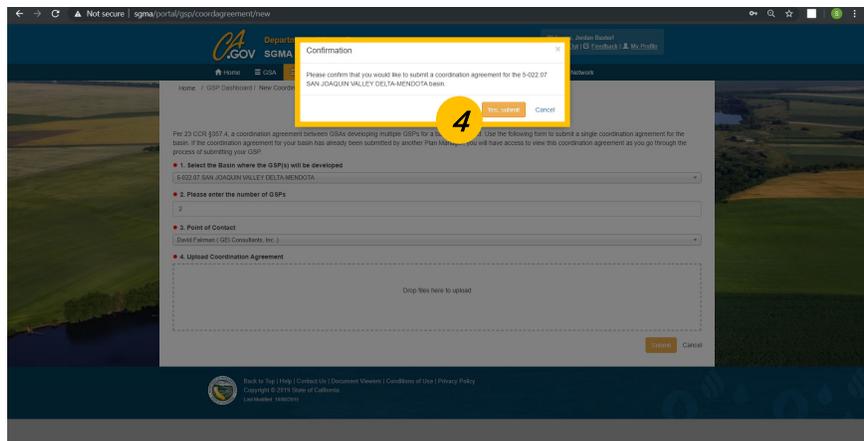


Figure 48. Screen shot of Confirmation message for submitting a new coordination agreement submittal

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.



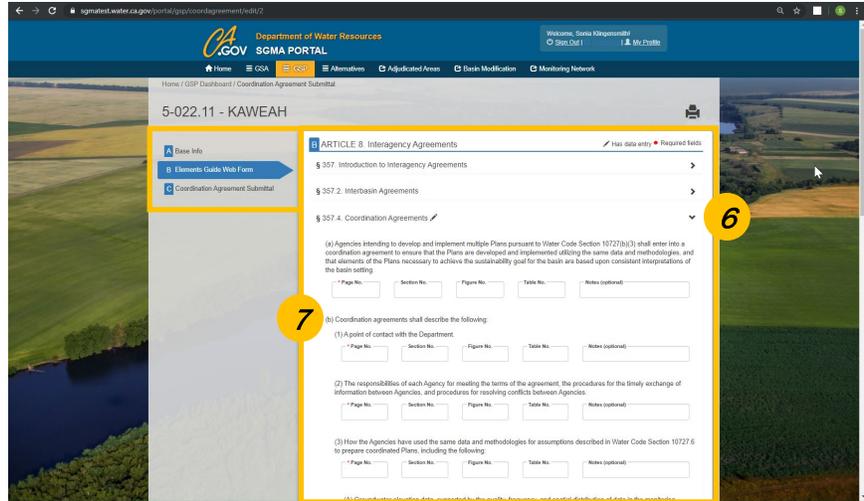


Figure 49. Screen shot of *B Elements Guide Web Form*

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.

Page Number is a required field.

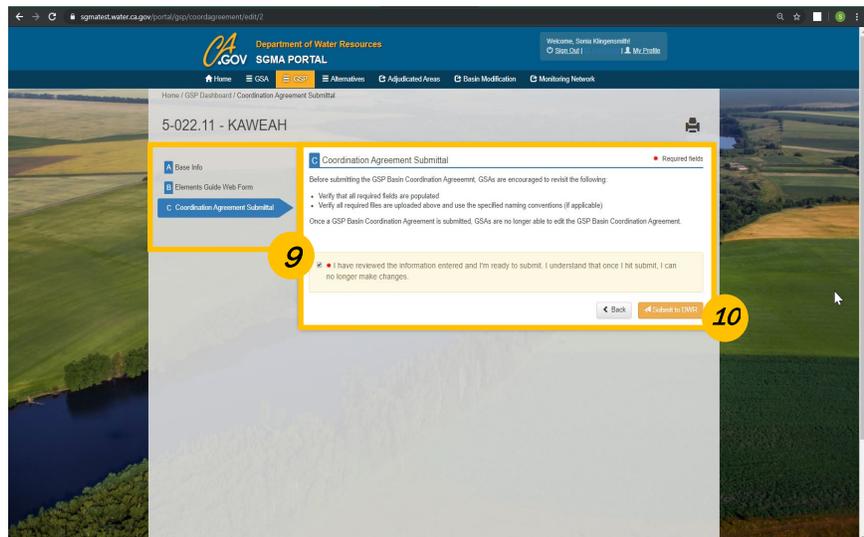


Figure 50. Screen shot of *Coordination Agreement Submittal* page

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.



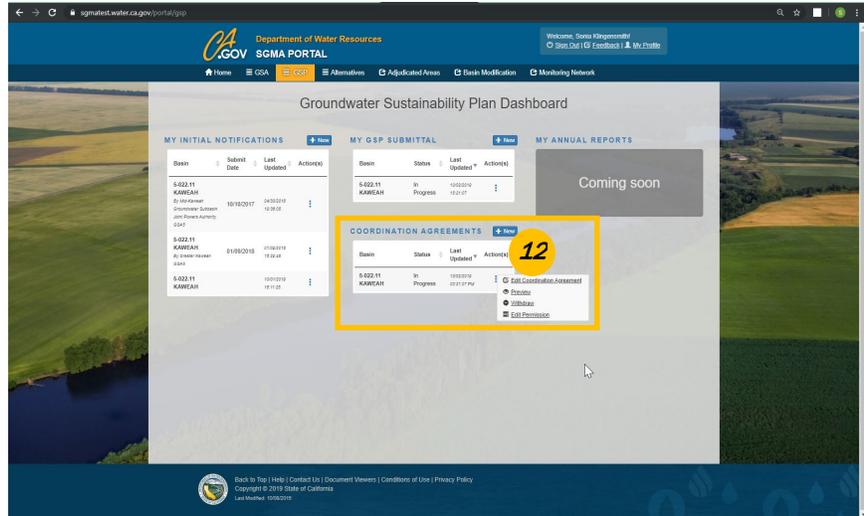


Figure 51. Screen shot of GSP Dashboard showing where to go for other actions on your coordination agreement.

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.

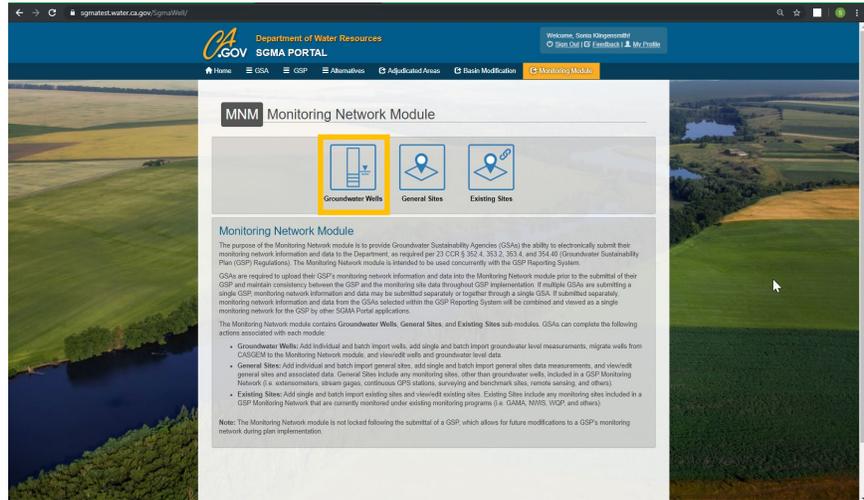
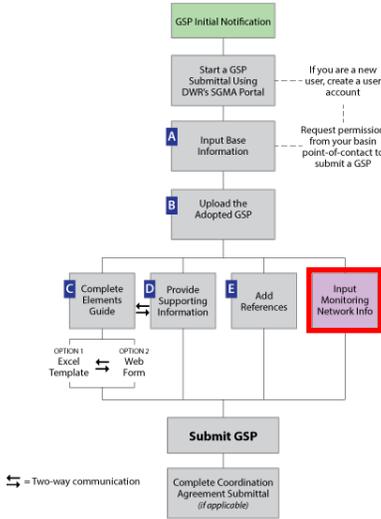


Figure 52. Screen shot of *Monitoring Network Module* home page showing where to click for the *Groundwater Wells* monitoring network

### 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



Figure 53. Screen shot of *Groundwater Wells* page

1. Click the **View/Edit My Wells** icon. The *List of Wells* window opens.





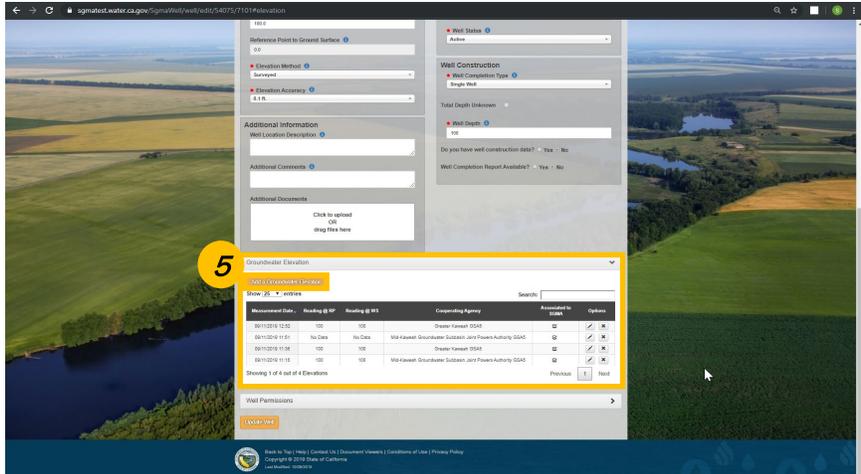


Figure 56. Screen shot of **Well Information** showing the water level data for the well

- Click the **Add a Groundwater Elevation** button to add a new measurement. The **Elevation Form** window opens.

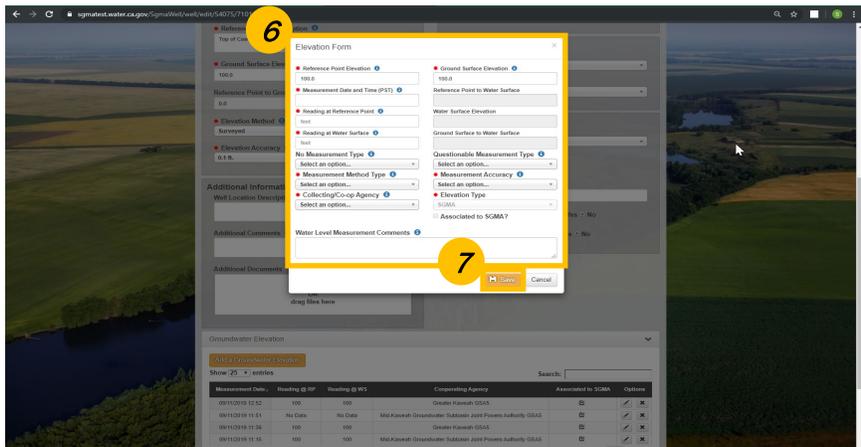


Figure 57. Screen shot of **Elevation Form** showing how to enter a new water level for a well

- Fill in all required fields. Required fields are marked by a (\*).
- Click the **Save** button to add Groundwater Elevation data.



### 8.1.2 Add a New Well

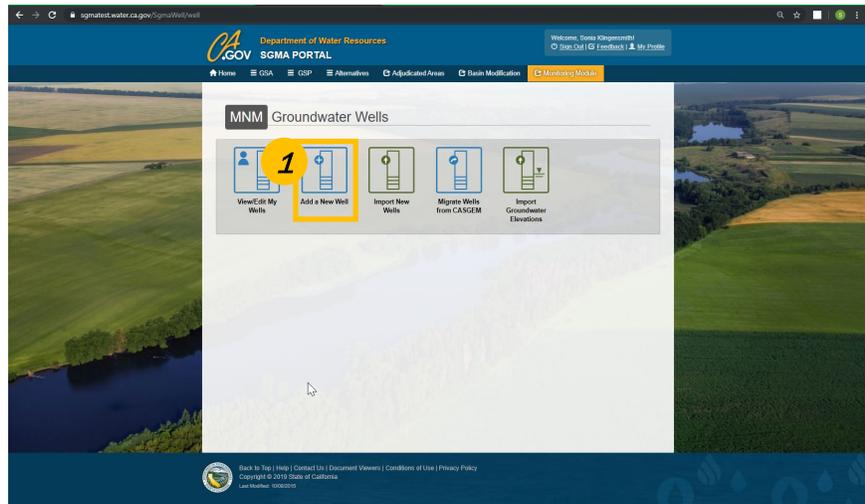


Figure 58. Screen shot of *Groundwater Wells* page showing where to click to enter a new well

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

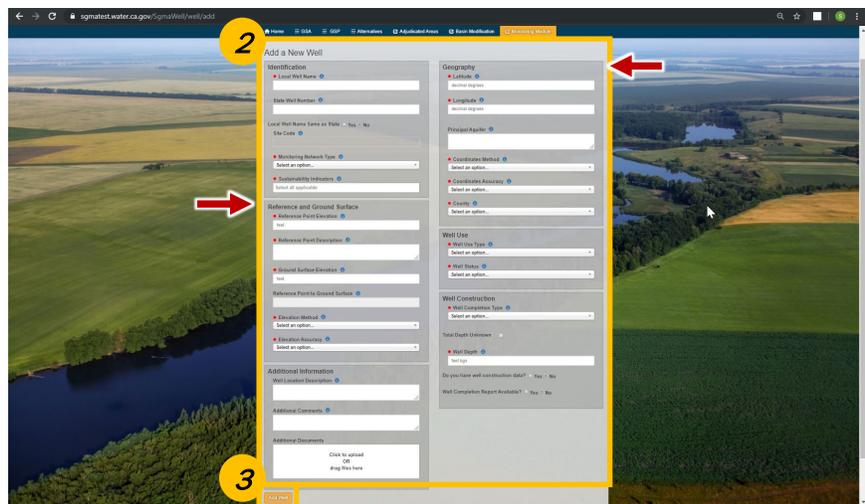


Figure 59. Screen shot of *Add a New Well* form for entering information of a new well

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

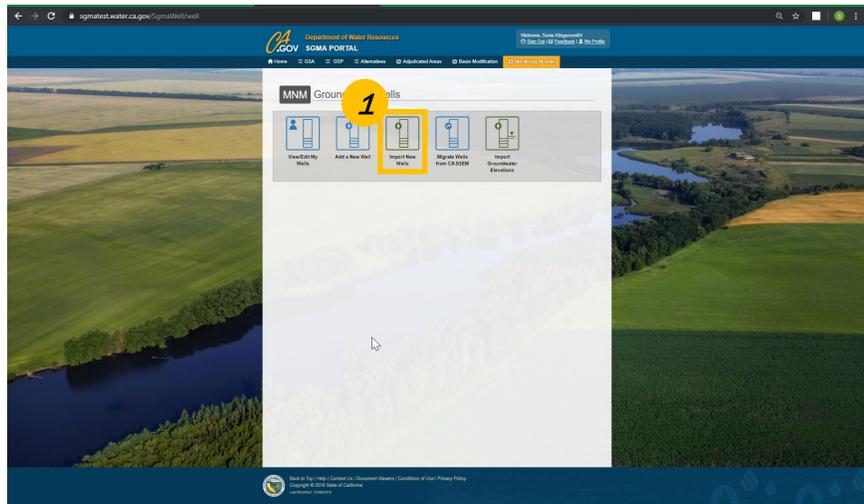


Figure 60. Screen shot of **Groundwater Wells** page showing where to click to import new wells

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

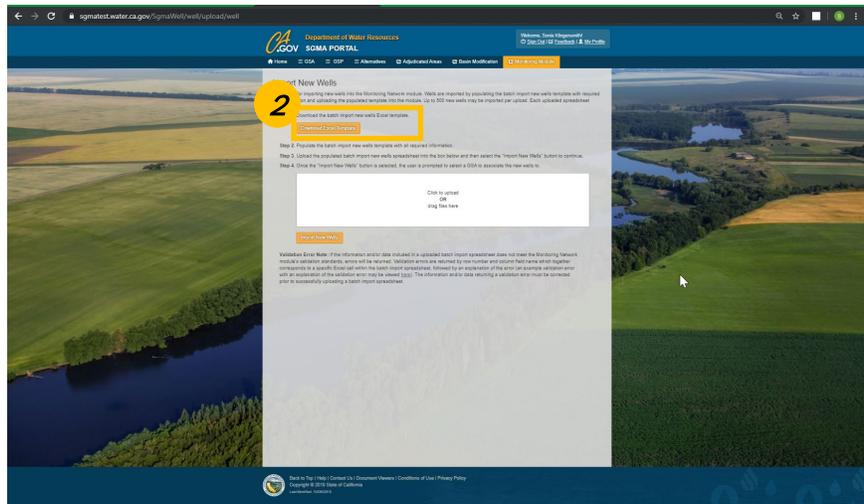


Figure 61. Screen shot of **Import New Wells** page

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



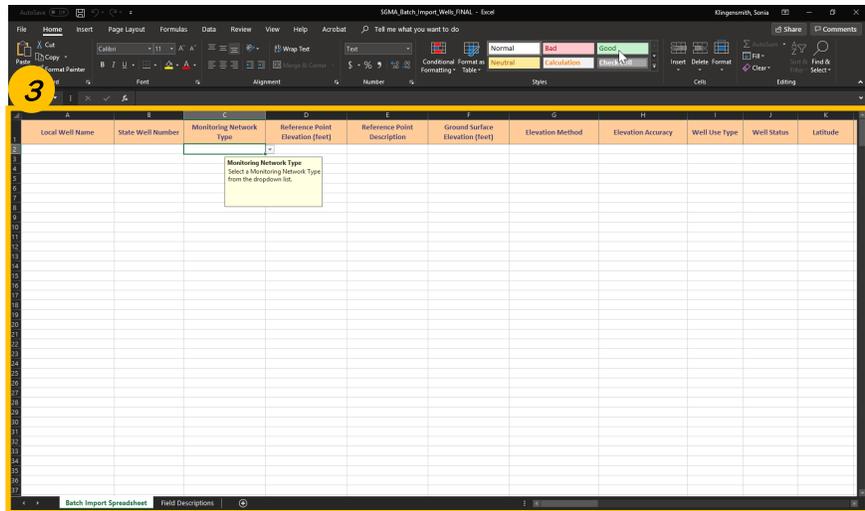


Figure 62. Screen shot of new well *Excel* template

3. Fill in all required fields and save.

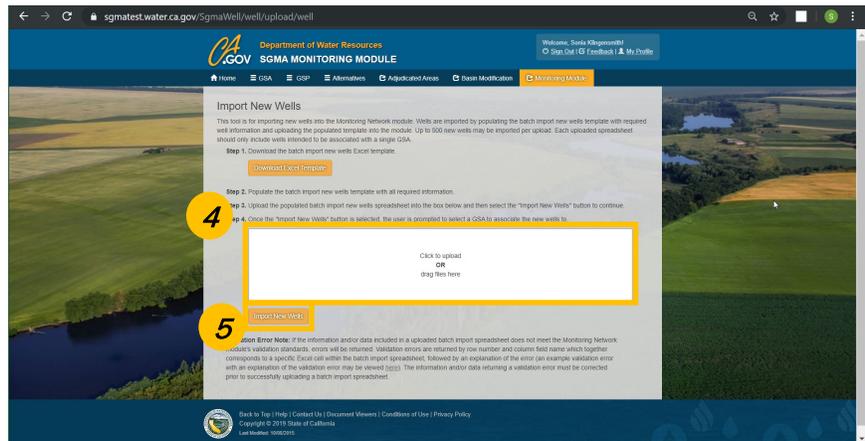


Figure 63. Screen shot of *Import New Wells* page showing where to upload *Excel* template

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.



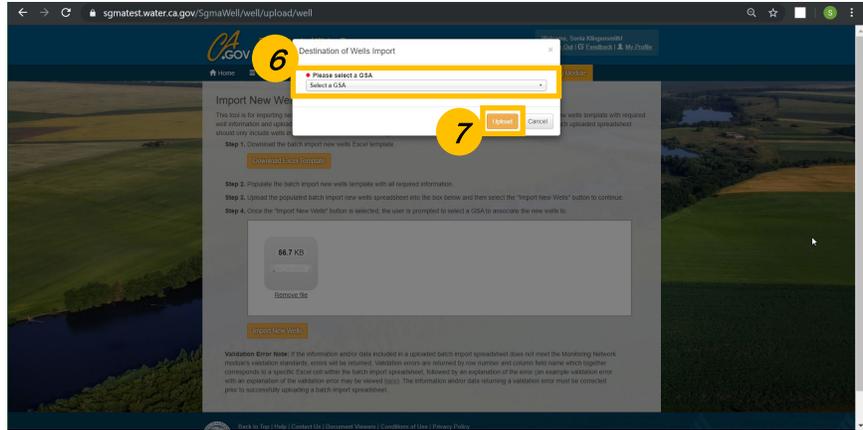


Figure 64. Screen shot of popup page for selecting the GSA to receive the imported wells

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 data 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.

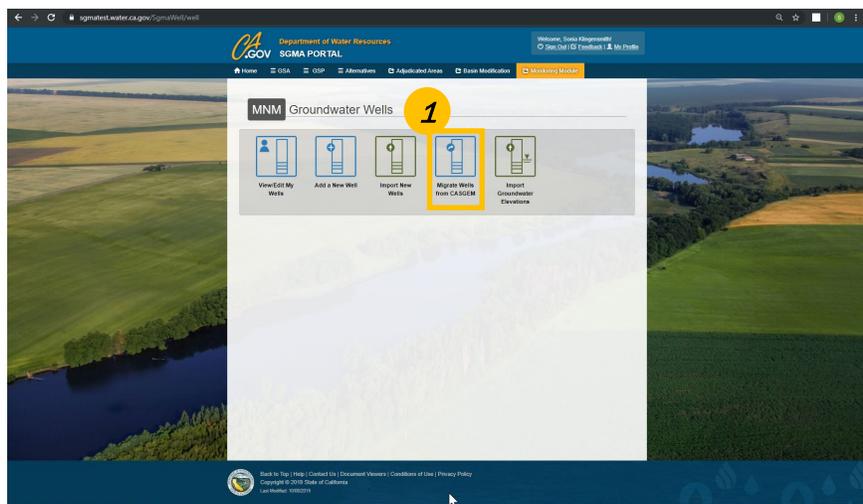


Figure 65. Screen shot of **Groundwater Wells** page showing where to click to migrate wells from CASGEM



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

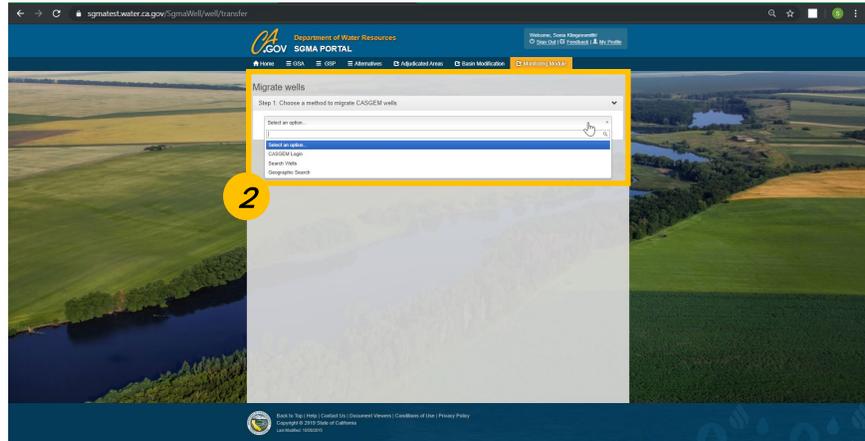


Figure 66. Screen shot of **Migrate Wells** page showing the different methods for migrating wells

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

#### 8.1.4.1 CASGEM Login Method

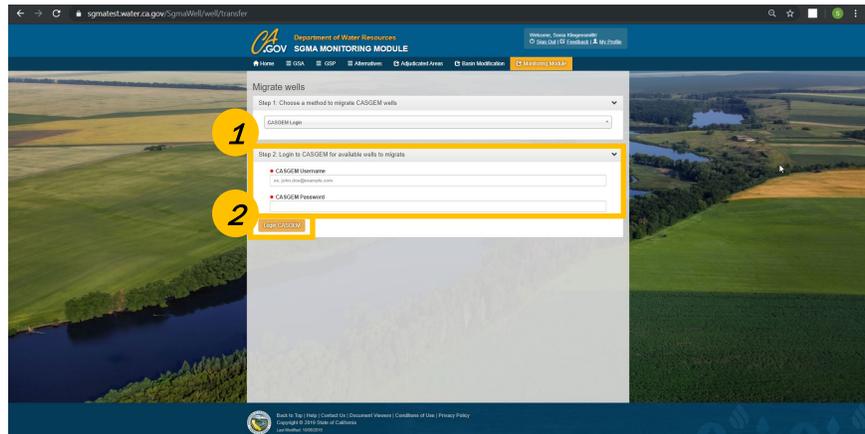


Figure 67. Screen shot of **Migrate Wells** page showing where to enter your CASGEM login credentials

1. Enter CASGEM credentials.
2. Click the **Login CASGEM** button.

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>



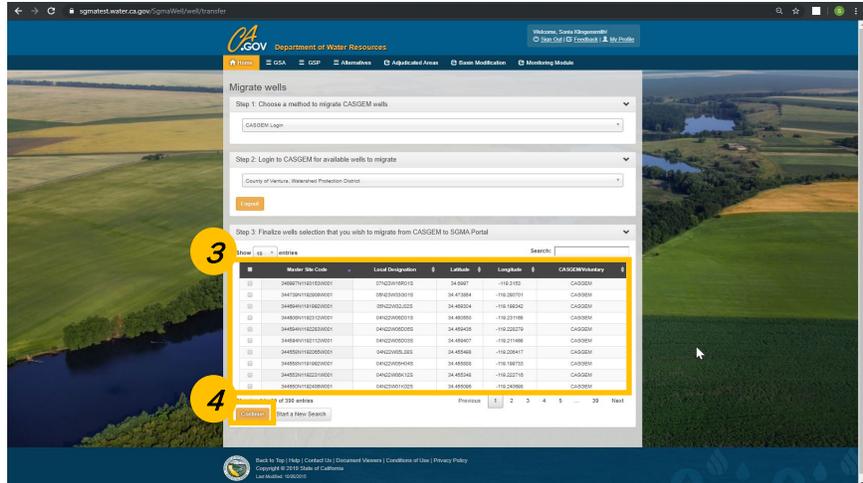


Figure 68. Screen shot of **Migrate Wells** page showing a list of wells available for migration

3. Select which wells to migrate from the list of wells.
4. Click the **Continue** button. The **Destination of Wells Migration** window opens.

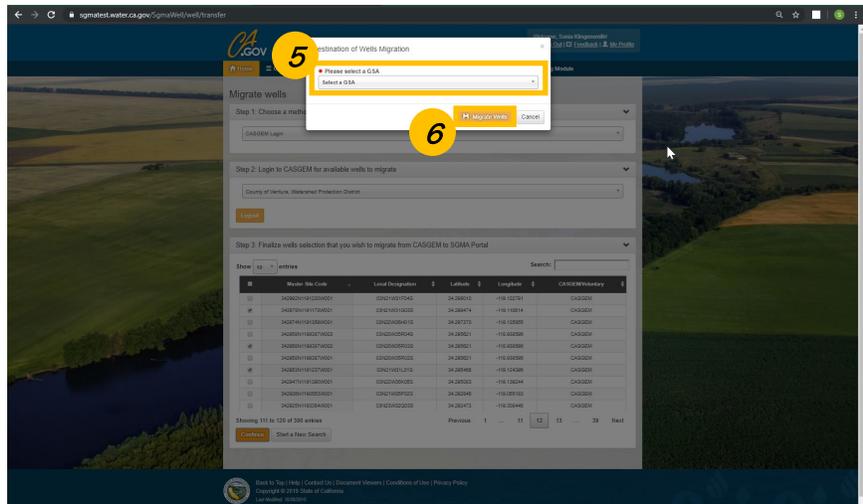


Figure 69. Screen shot of popup page for selecting the GSA to receive the migrated wells

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.

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/S Tyler/index.html?appid=c35c5efb72384065ad29635690b77329>

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



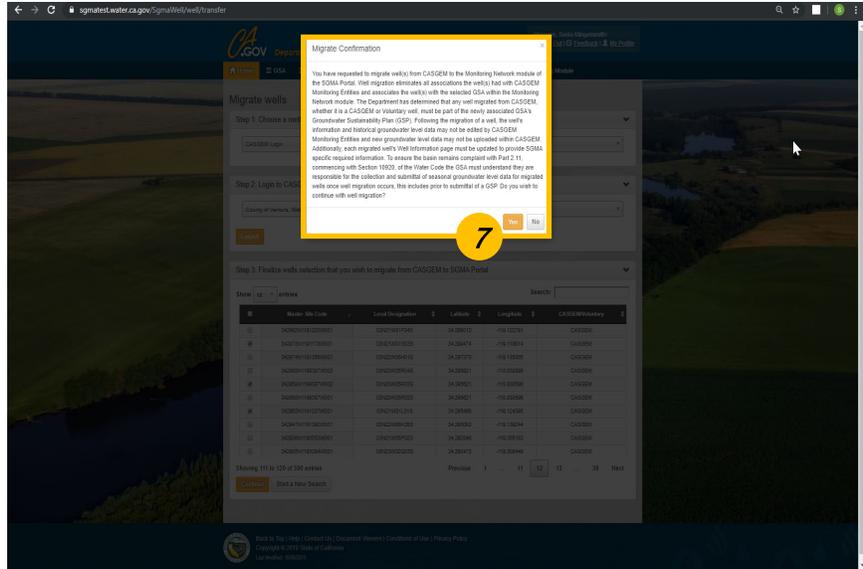


Figure 70. Screen shot of well migration confirmation

7. Click the **Yes** button to continue.

#### 8.1.4.2 Search Wells Method

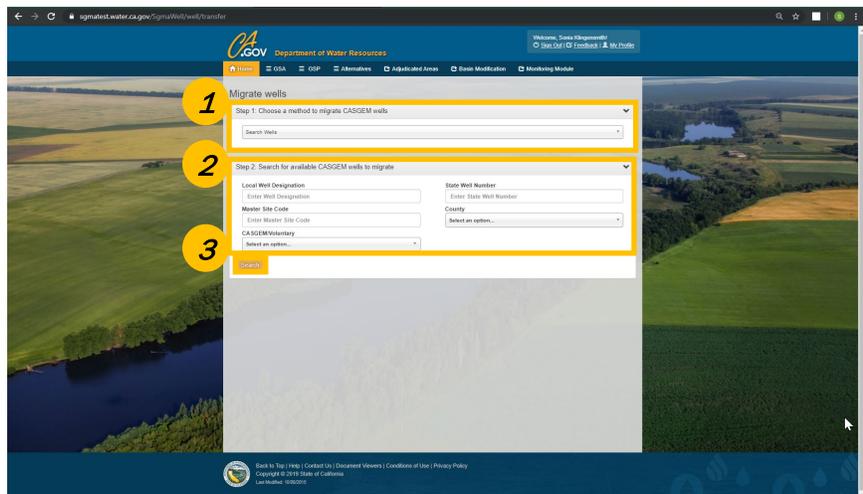


Figure 71. Screen shot of *Migrate Wells* page showing the search wells method

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.



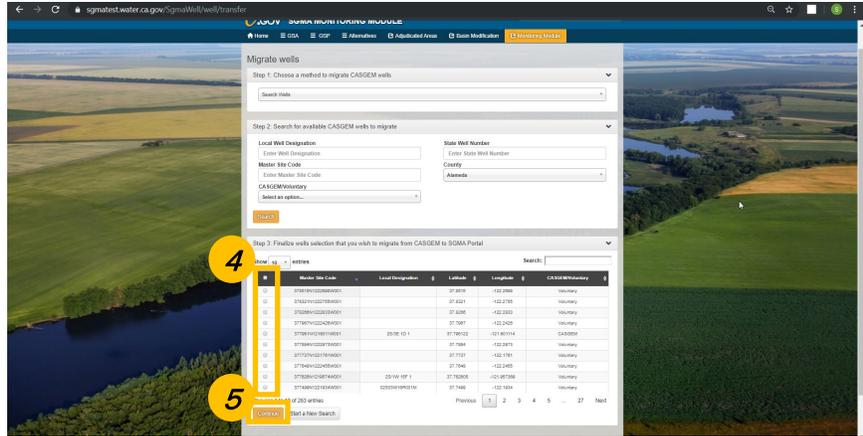


Figure 72. Screen shot of *Migrate Wells* page showing the results of the well search

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.

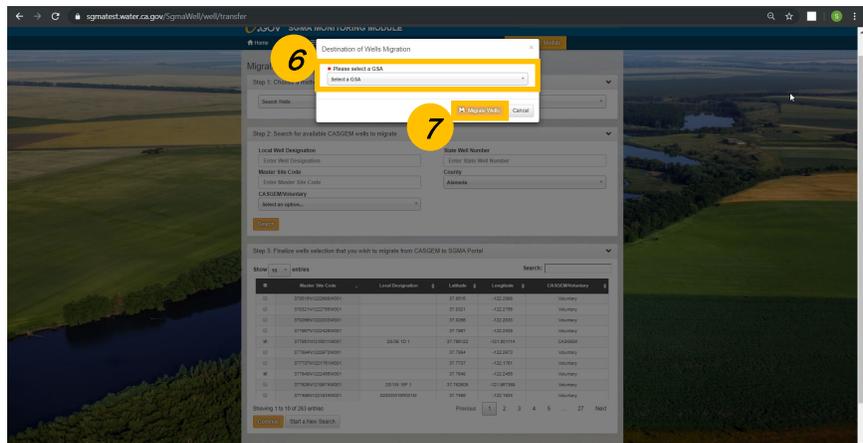


Figure 73. Screen shot of popup page for selecting the GSA to receive the migrated wells

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.



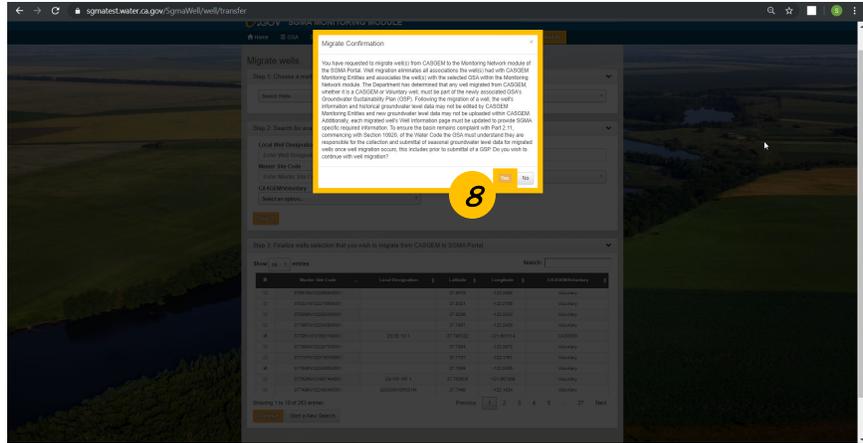


Figure 74. Screen shot of well migration confirmation

- 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

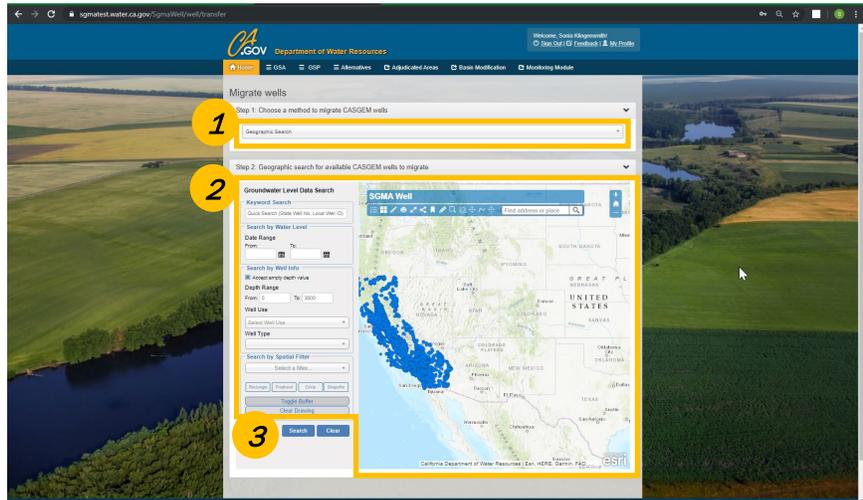


Figure 75. Screen shot of *Migrate Wells* page showing the geographic search method

- Select **Geographic Search** from the drop-down list.
- Enter Attributes to search for CASGEM Wells on the map.
- 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.

Primary search methods using geographic search is to search for all wells using a GSA or Basin/Subbasin spatial filter.



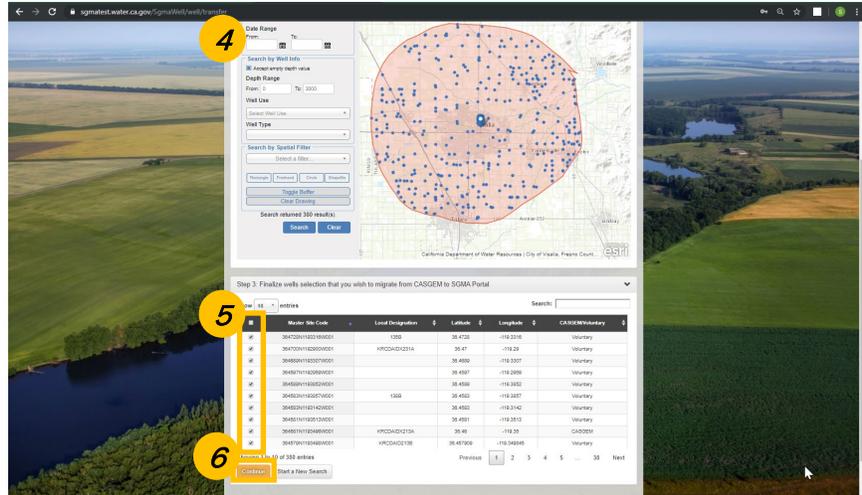


Figure 76. Screen shot of *Migrate Wells* page showing the results of the geographic well search

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.

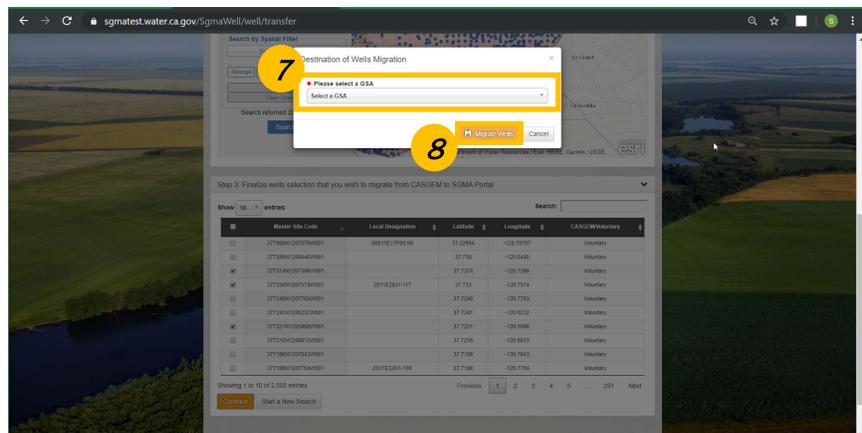


Figure 77. Screen shot of popup page for selecting the GSA to receive the migrated wells

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.



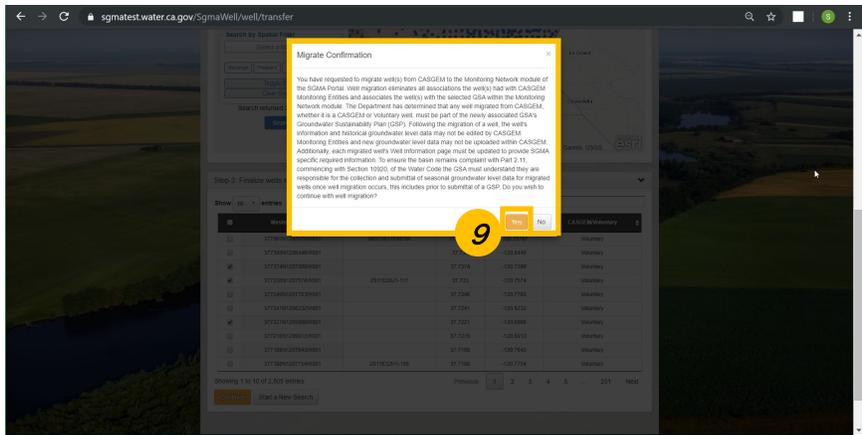


Figure 78. Screen shot of Migrate Confirmation popup window

- 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

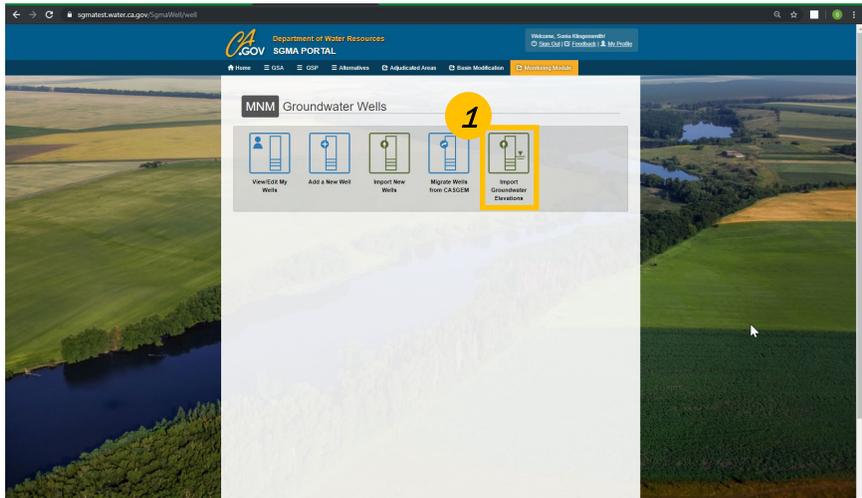


Figure 79. Screen shot of groundwater wells page showing where to click to import groundwater elevations

- Click the **Import Groundwater Elevations** icon. *The **Import Groundwater Level Data** window opens.*



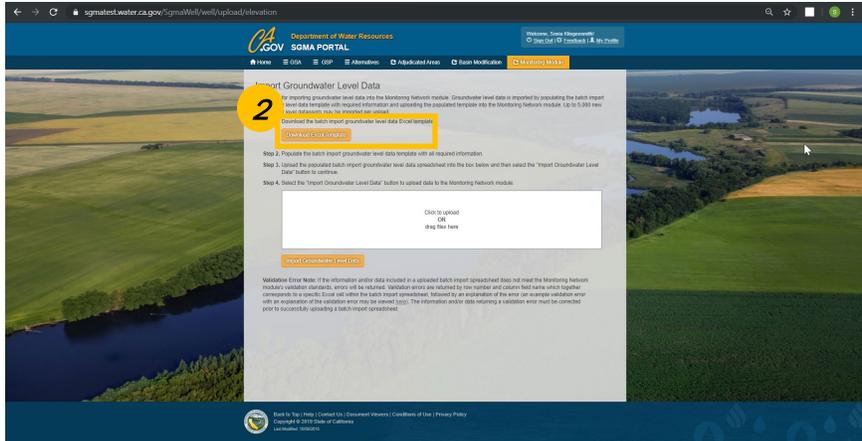


Figure 80. Screen shot of Import Groundwater Levels page

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

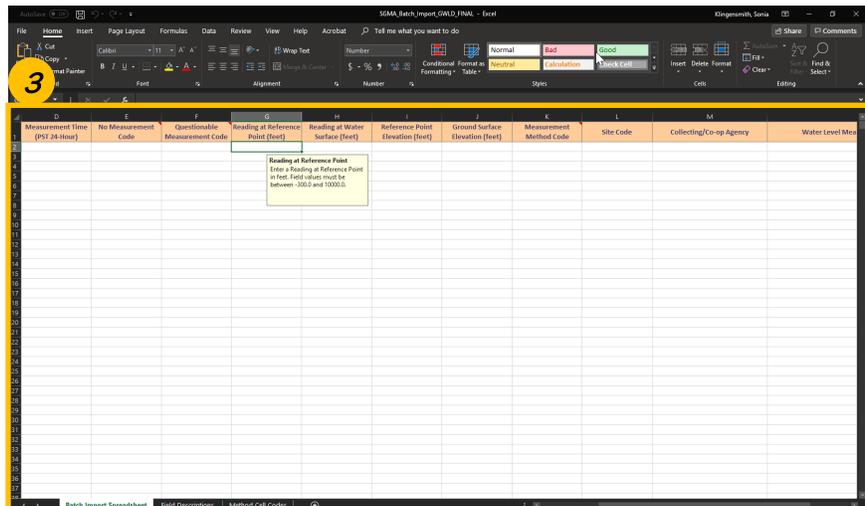


Figure 81. Screen shot of Import Groundwater Level Data Excel template

3. Fill in all required fields and save.



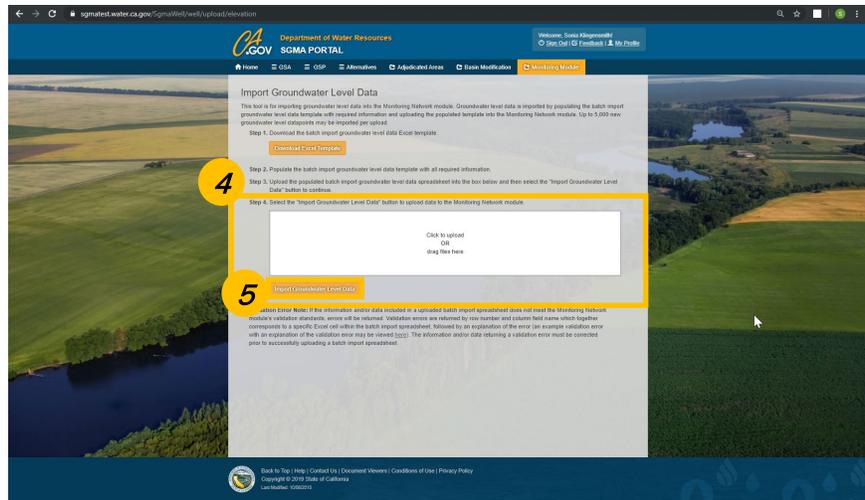


Figure 82. Screen shot of **Import Groundwater Level Data** page showing where to upload Excel template

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

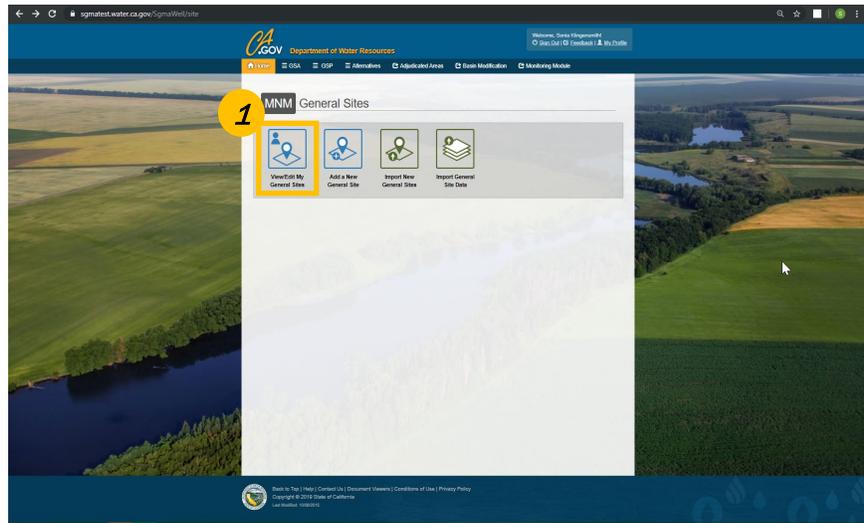


Figure 83. Screen shot of **General Sites** page showing where to click to **View/Edit My General Sites**

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

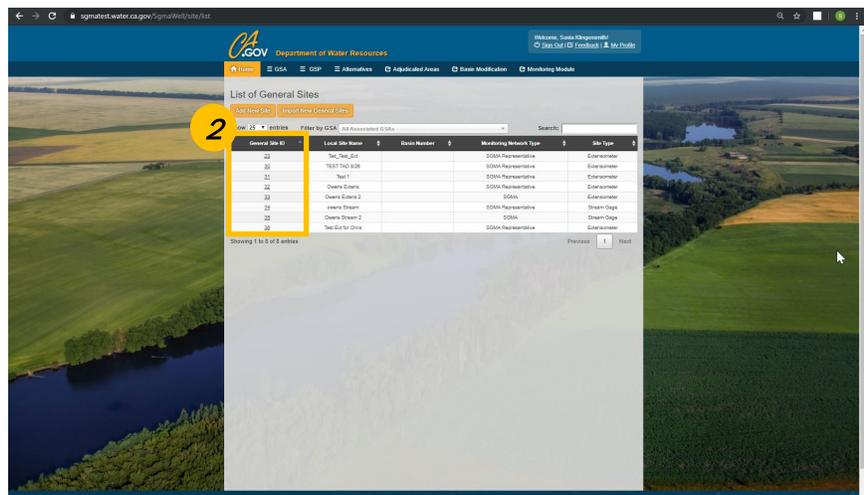


Figure 84. Screen shot of my **List of General Sites**

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.



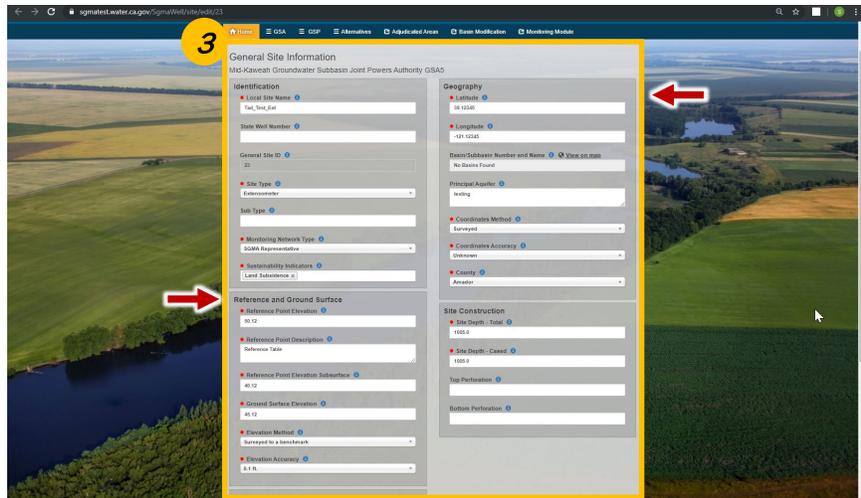


Figure 85. General Site Information

3. View and/or edit the general site information, as needed.

→ Data standards for Reference Point and Ground Surface elevations are two decimal places

→ Data standards for Latitude and Longitude are five decimal places

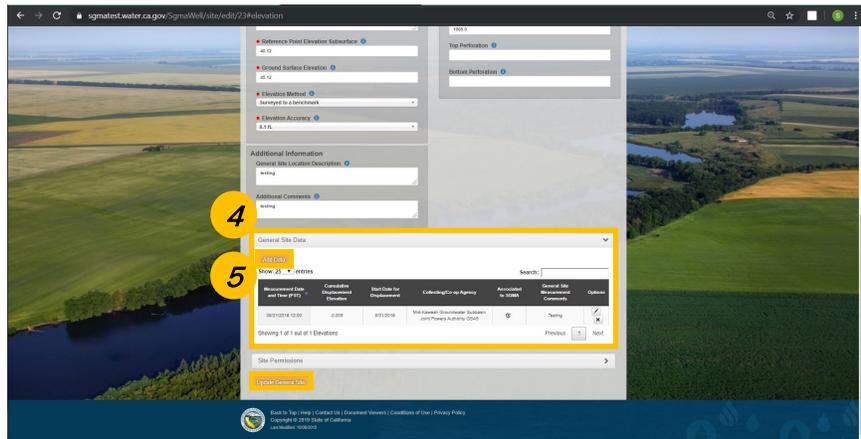


Figure 86. Screen shot of General Site Information page showing where to view General Site Data

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.



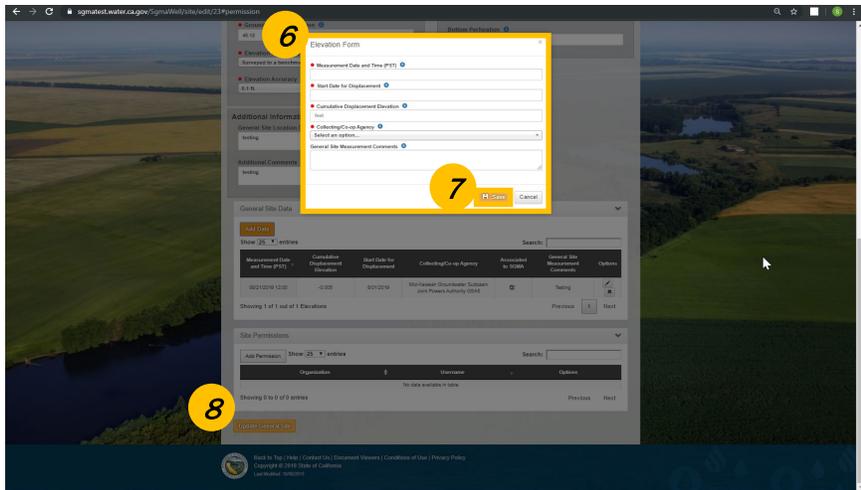


Figure 87. Screen shot of popup for entering *Elevation Data*

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

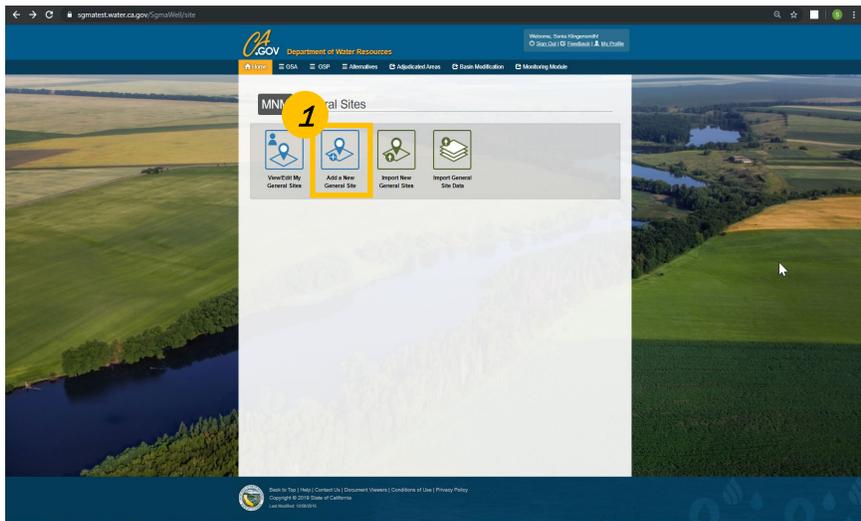


Figure 88. Screen shot of *General Sites* page showing where to click to add a new *General Site*

1. Click the **Add a New General Site** icon. *The Add a General Site window opens.*



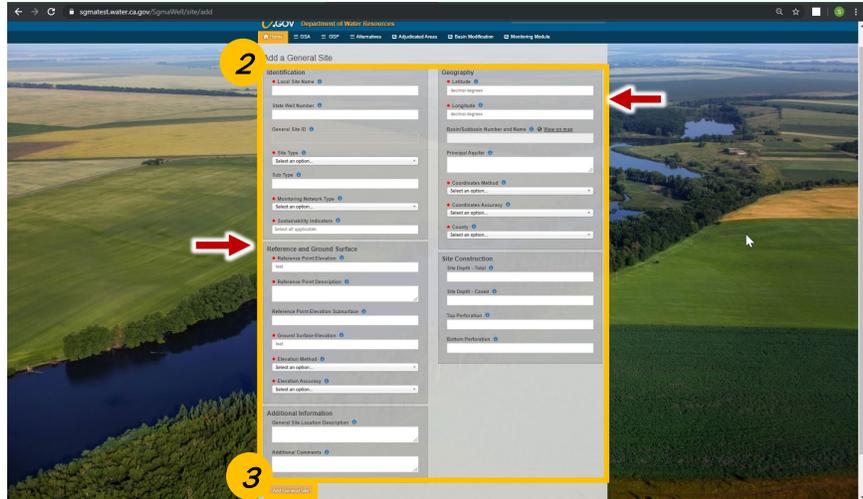


Figure 89. Screen shot of Add a General Site page

→ 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

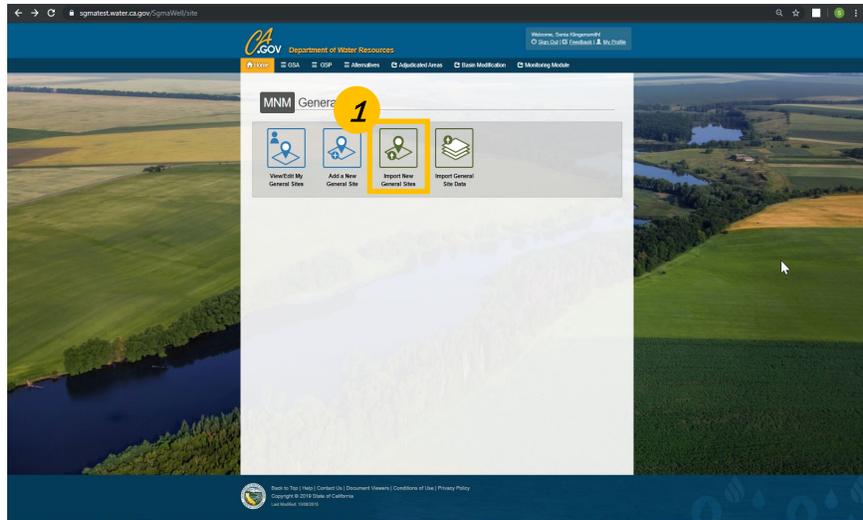


Figure 90. Screen shot of General Sites page showing where to click Import New General Sites

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



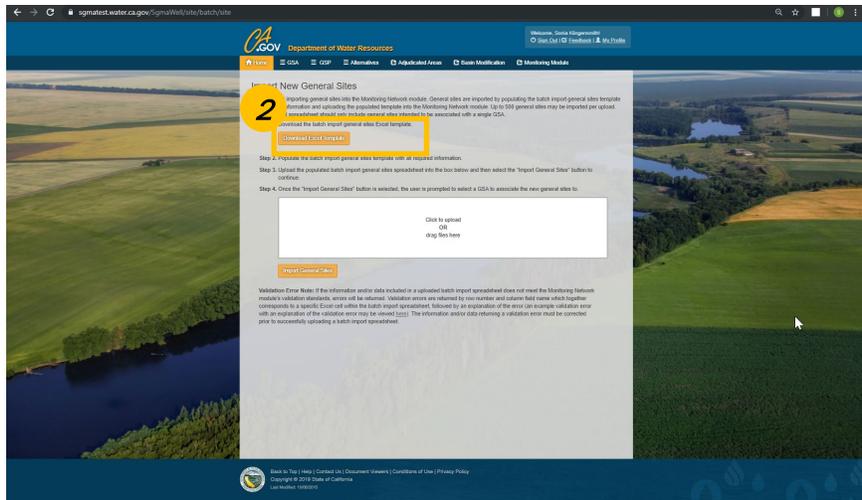


Figure 91. Screen shot of *Import New General Sites* page showing where to click to download the Excel template

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

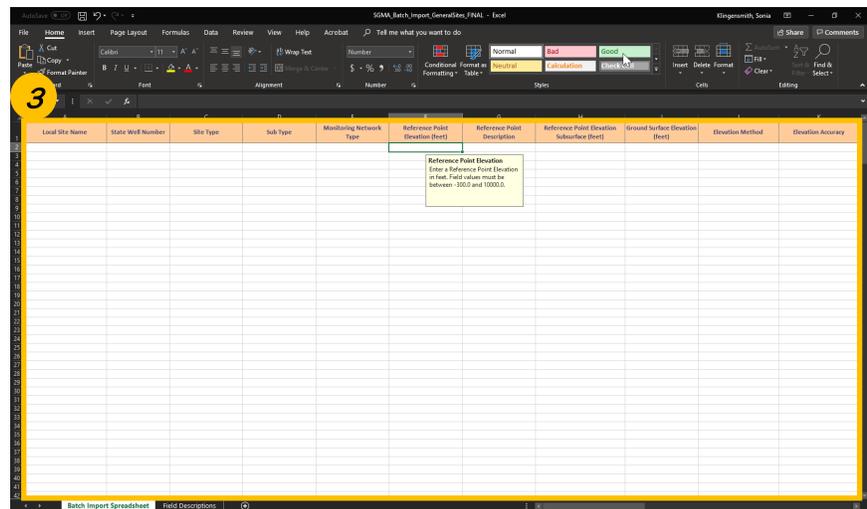


Figure 92. Screen shot of import *General Sites Excel template*

3. Fill in all required fields and save.



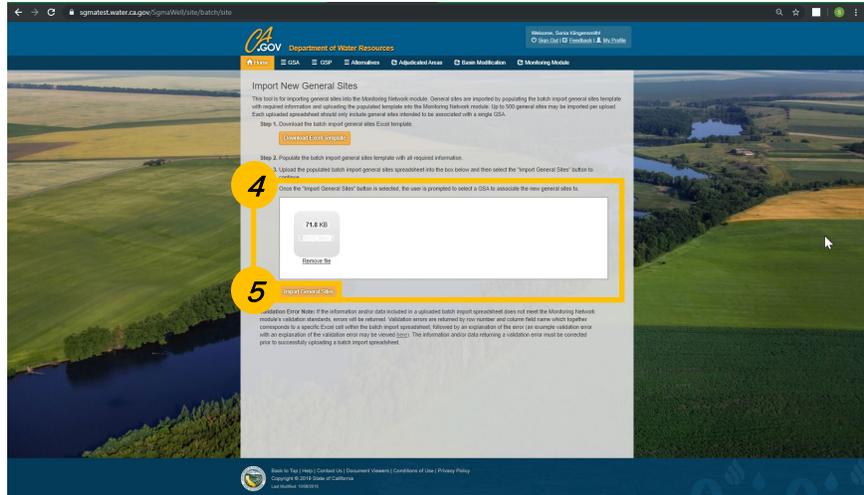


Figure 93. Screen shot of the *Import New General Sites* page showing where to upload the Excel template

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

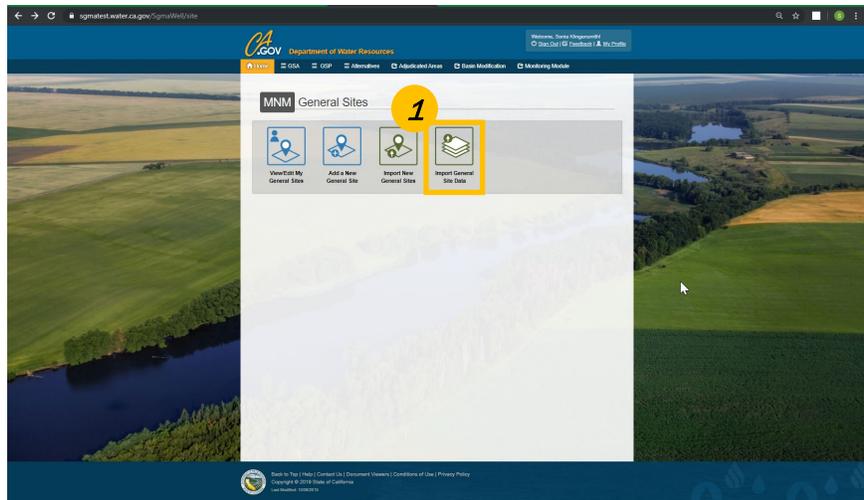


Figure 94. Screen shot of *General Sites* page showing where to click to **Import General Site Data**

1. Click the **Import General Site Data** icon. The **Import General Site Data** window opens.



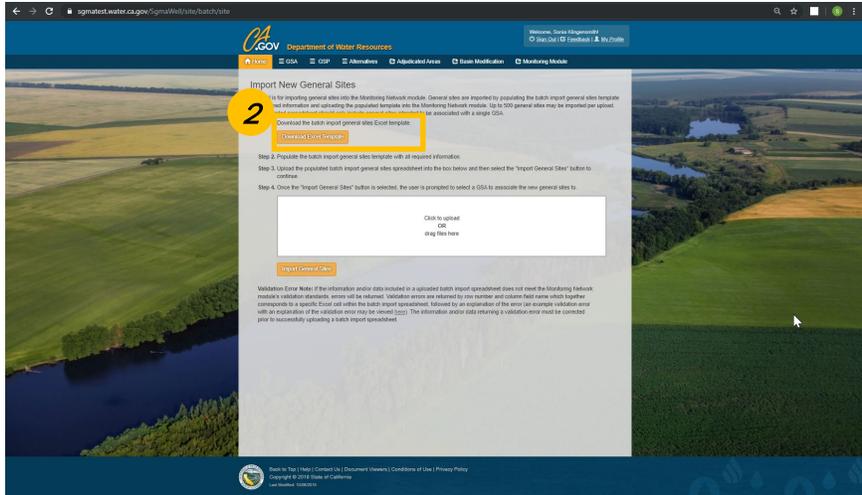


Figure 95. Screen shot of **Import New General Sites** page showing where to click to download the Excel template

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

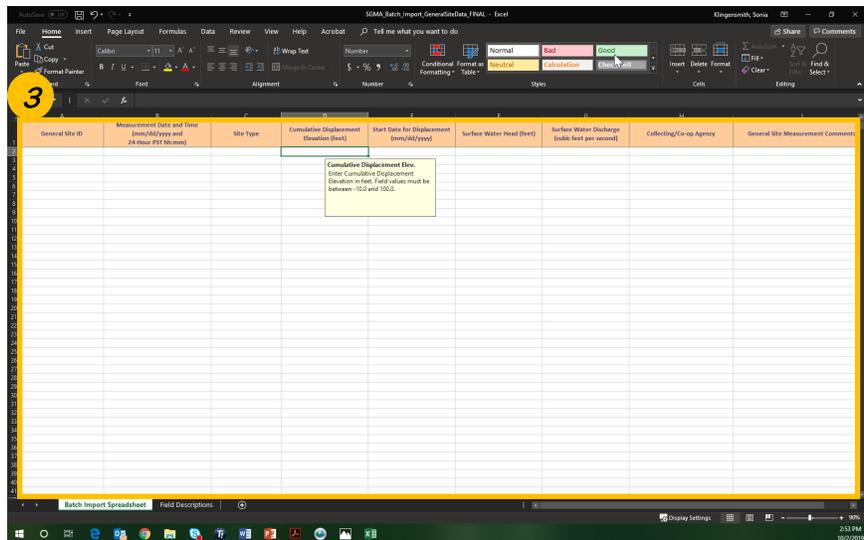


Figure 96. Screen shot of import **General Site Data Excel template**

3. Fill in all required fields and save.



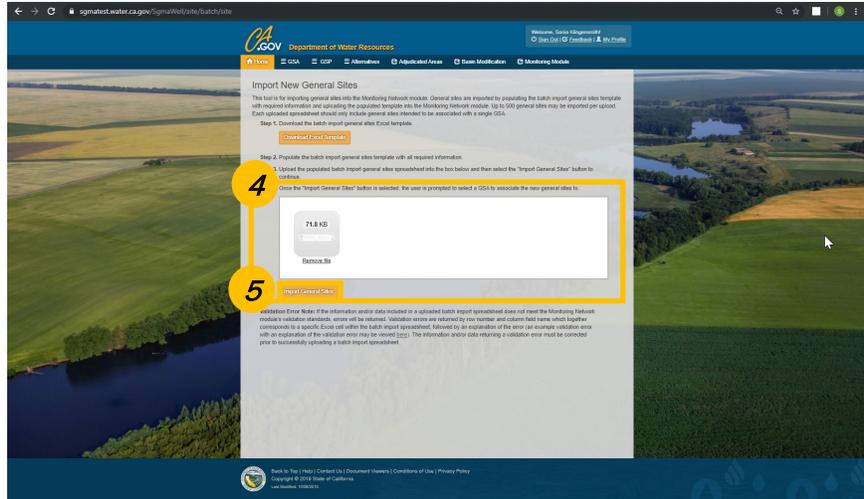


Figure 97. Screen shot of **Import General Sites Data** page showing where to upload the Excel Template.

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.



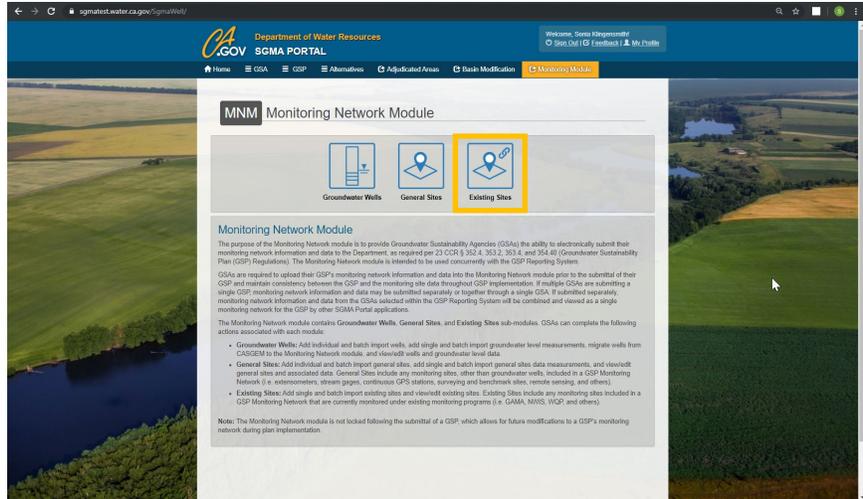


Figure 98. Screen shot of **Monitoring Network Module** page showing where to click for **Existing Sites**

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

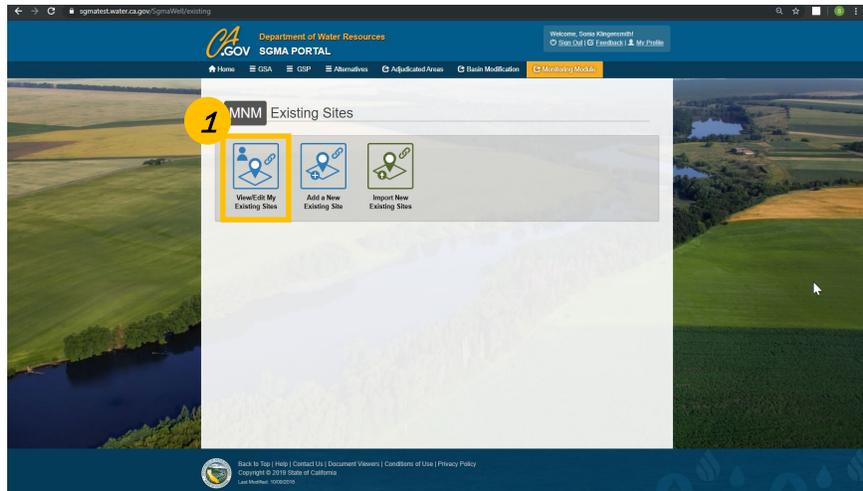


Figure 99. Screen shot of **Existing Sites** page showing where to click to **View/Edit My Existing Sites**

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.

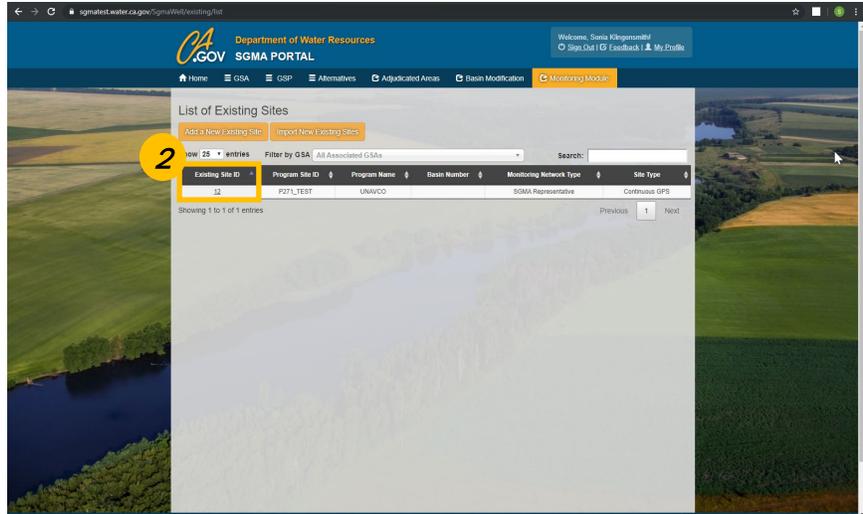


Figure 100. Screen shot of **List of Existing Sites** page

- 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.

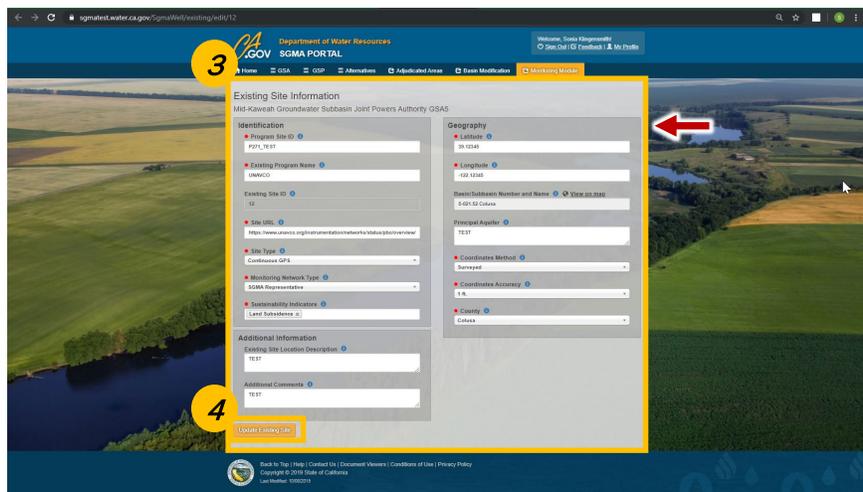


Figure 101. Screen shot of **Existing Site Information** page

→ Data standards for Latitude and Longitude are five decimal places

- Edit Existing Site Information.
- Click the **Update Existing Site** button. The **Groundwater Sustainability Plan Dashboard** opens.



### 8.3.2 Add a New Existing Site

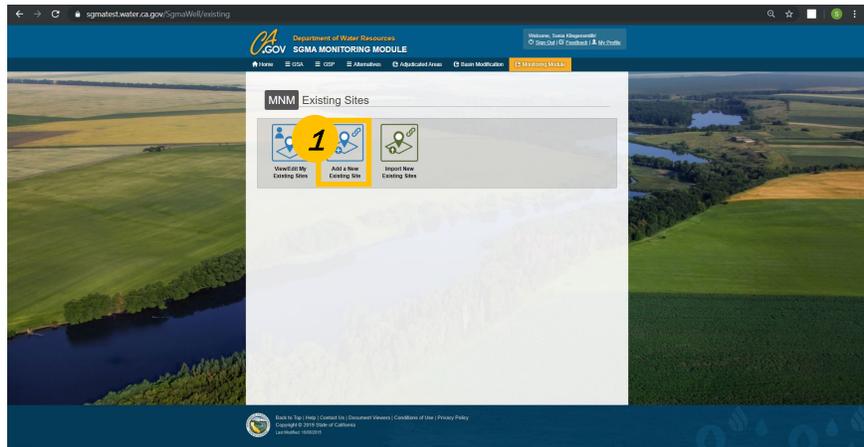


Figure 102. Screen shot of *Existing Sites* page showing where to click to add a new Existing Site

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

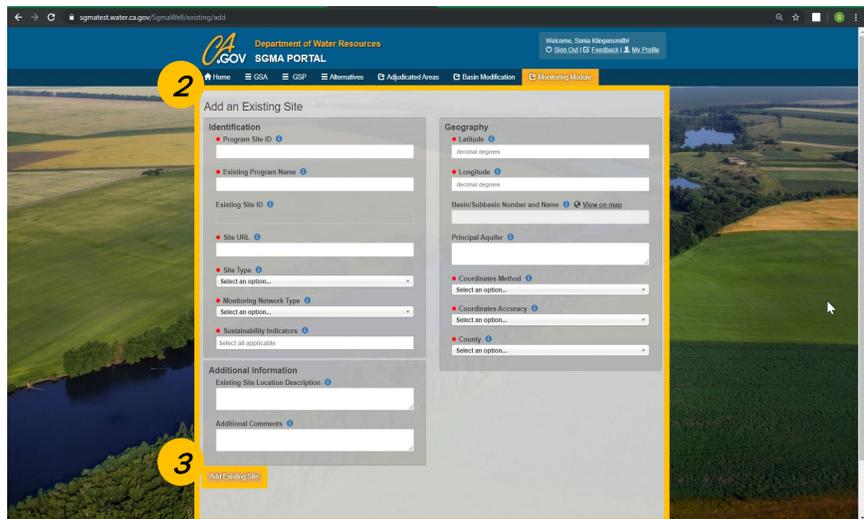


Figure 103. Screen shot of *Add an Existing Site* page

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

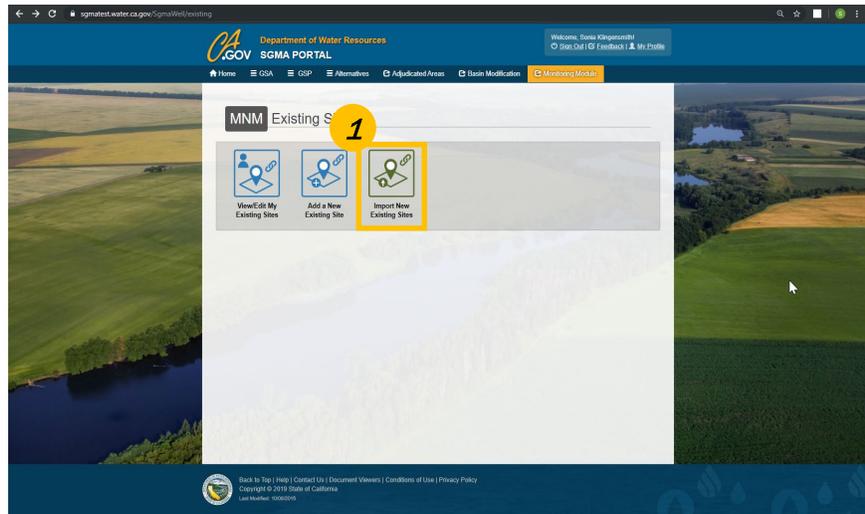


Figure 104. Screen shot of **Existing Sites** page showing where to click to **Import New Existing Sites**

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

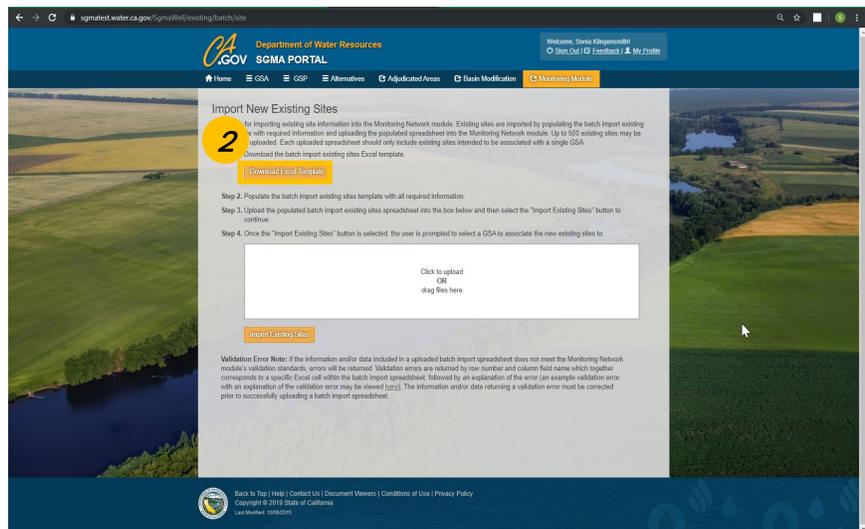


Figure 105. Screen shot of **Import New Existing Sites** page showing where to click to download the **Excel template**

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



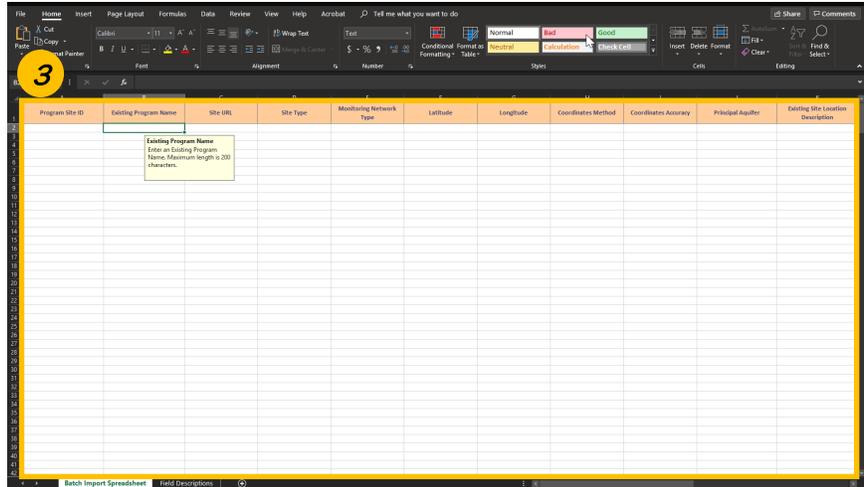


Figure 106. Screen shot of import new existing sites **Excel template**

3. Fill in all required fields and save.

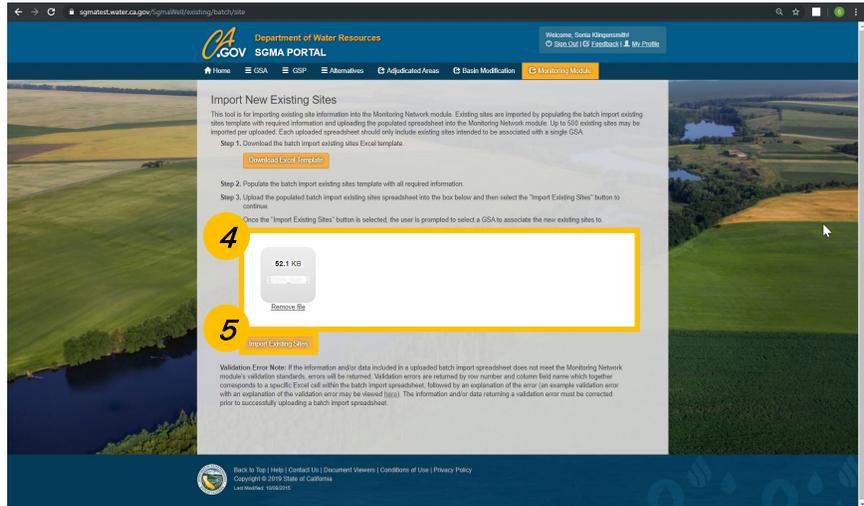


Figure 107. Screen shot of **Import New Existing Sites** page showing where to upload the **Excel template**.

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.



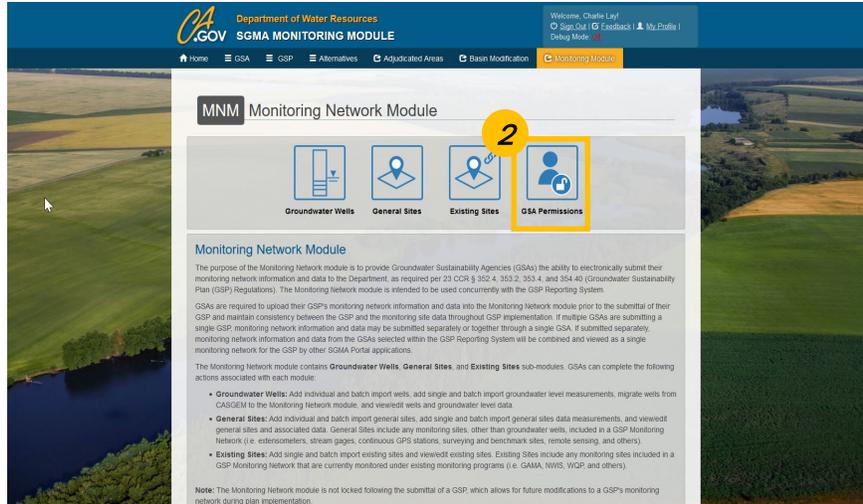


Figure 108. Screen shot of **Monitoring Network Module** main page showing where to click to view and edit **GSA Permissions** for the monitoring network

2. Click on the **GSA Permissions** icon. This will bring up the **GSA Permissions** for the monitoring network.

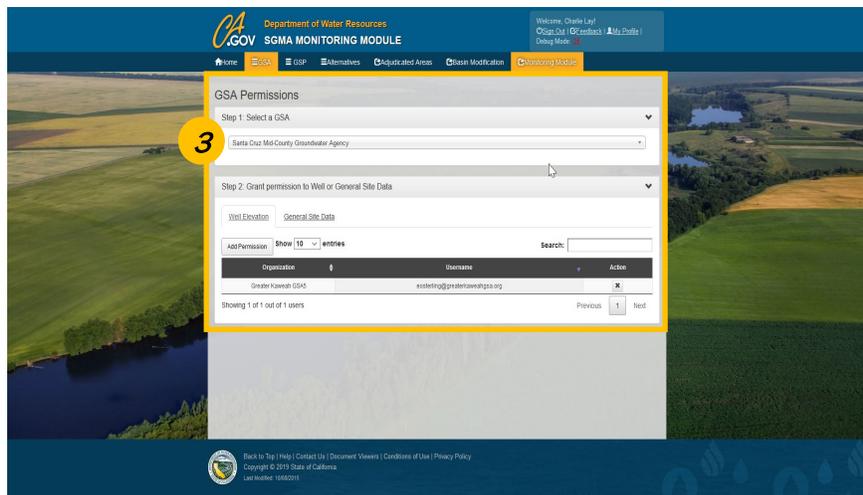


Figure 109. Screen shot of **GSA Permissions** page for the monitoring network

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.



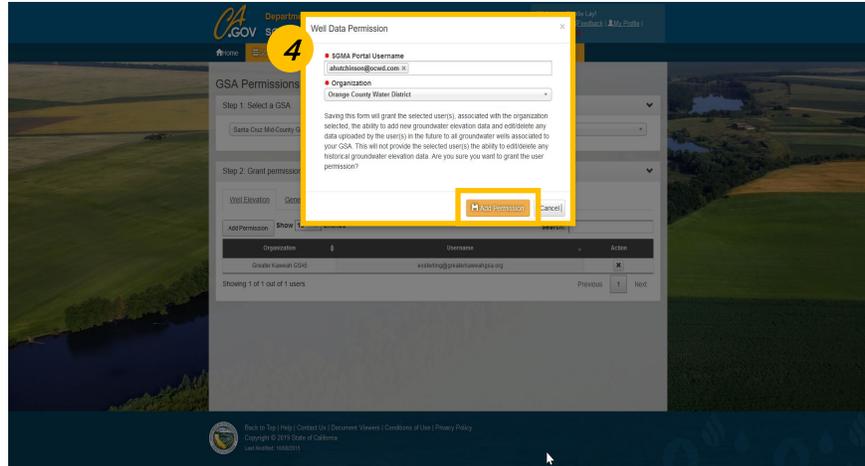


Figure 110. Screen shot of *New GSA Permission* form

4. Enter the email address and select the organization. Then click **Add Permission**.



## 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.

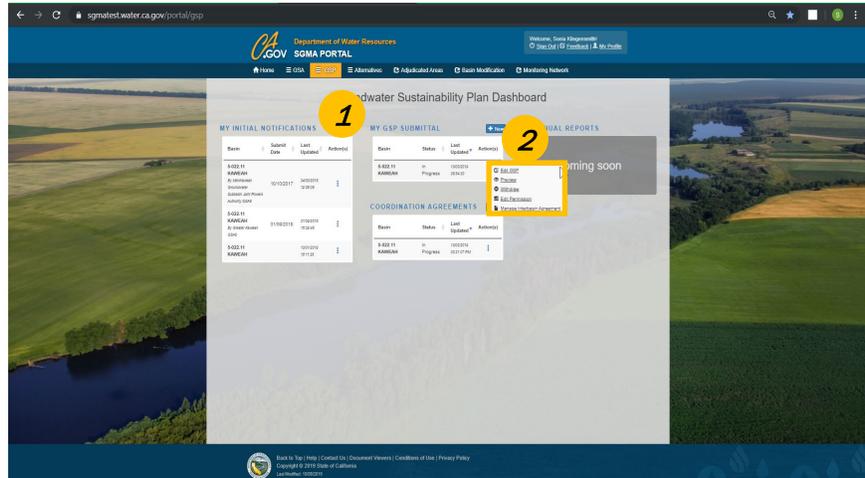


Figure 111. Screen shot of *GSP Dashboard* showing where to click for other actions on your GSP Submittals

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

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

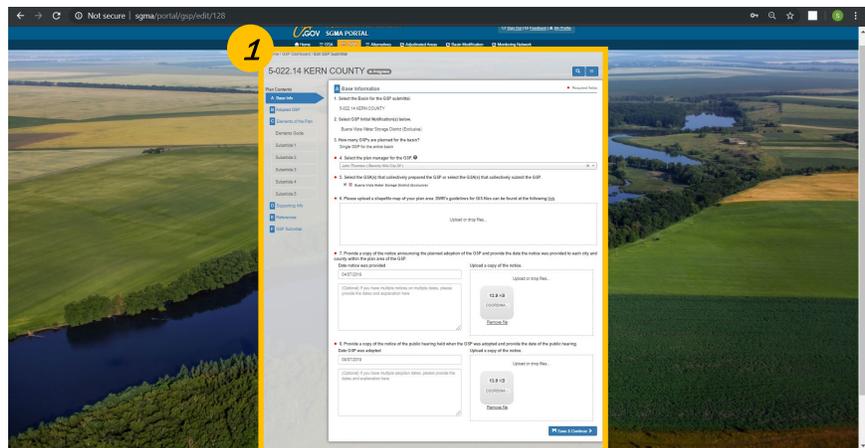


Figure 112. Screen shot of *Edit GSP* page.

### 9.2 Preview GSP

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



### 9.3 Withdraw GSP

For Draft GSPs (that have not been submitted to DWR), selecting *Withdraw* from the Action Menu will remove the GSP submittal from your table and dispose of any information entered.

For a GSP that has already been submitted to DWR, you are required to write a reason to why it is being withdrawn. Per §353.10 of the GSP Regulations, a written notice must be provided to DWR if withdrawing a submitted GSP. Click Yes, Withdraw to complete the withdrawal process

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

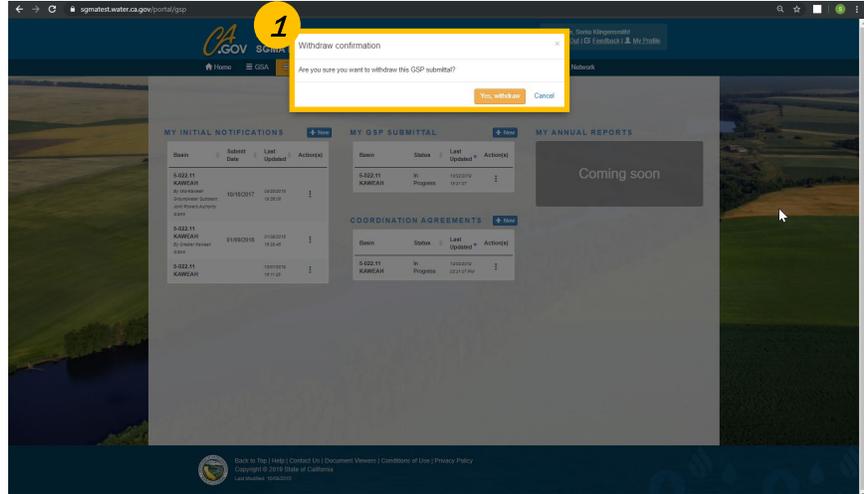


Figure 113. Screen shot of *Withdraw Confirmation* popup.

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.

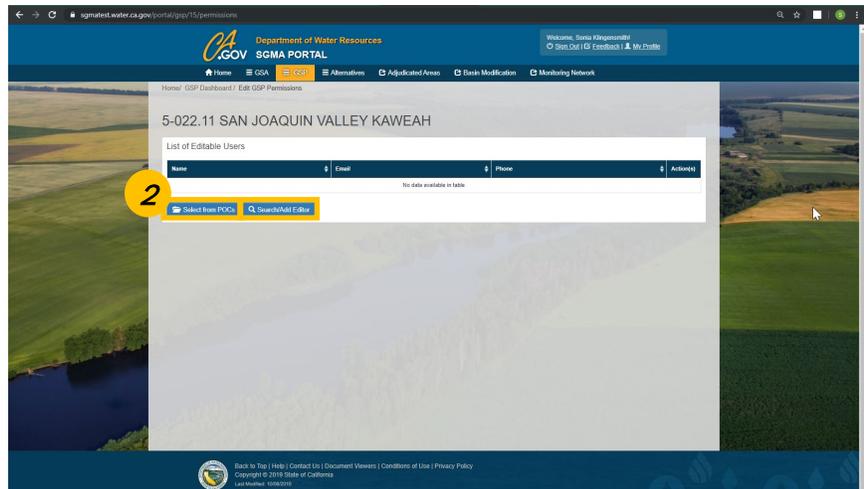


Figure 114. Screen shot of *Edit GSP Permissions* page.

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.



Interbasin Agreements are not required.

## 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.

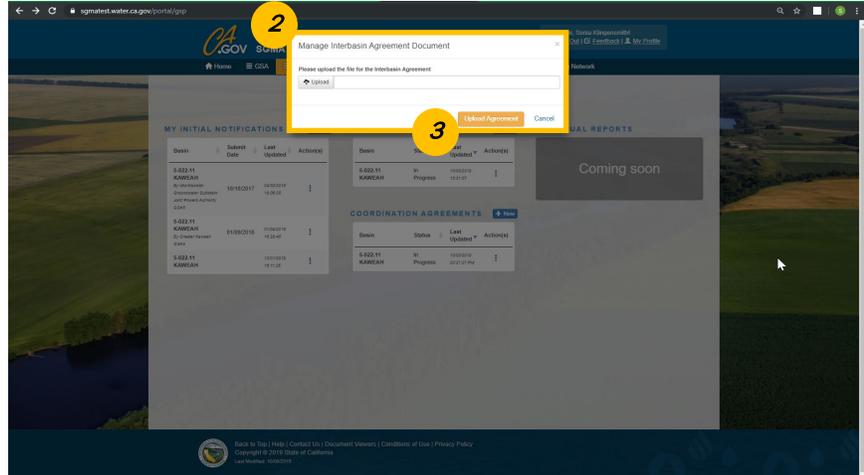


Figure 115. Screen shot of **Interbasin Agreement** upload window.

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 **here** above the Basin dropdown. The **Basin Request** window opens.

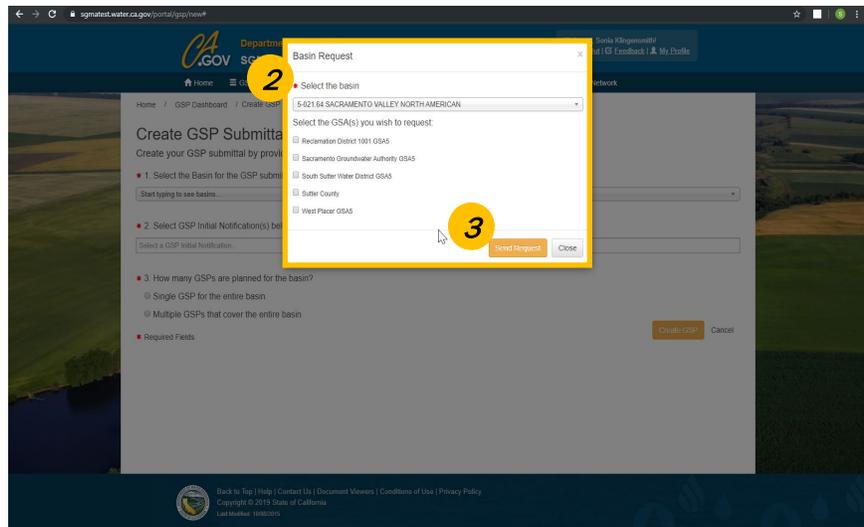
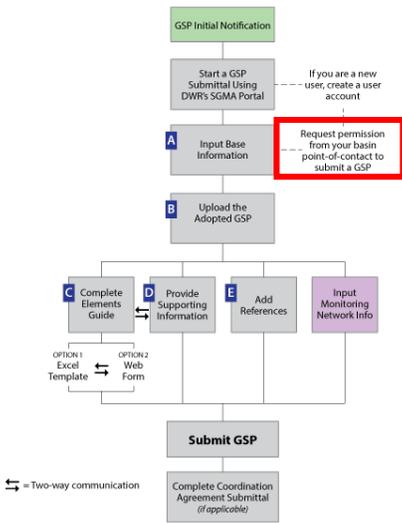


Figure 116. Screen shot of the **Basin Request** page



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>.

If the GSA administrator doesn't see the email in their inbox, have them check their spam or junk email folder.

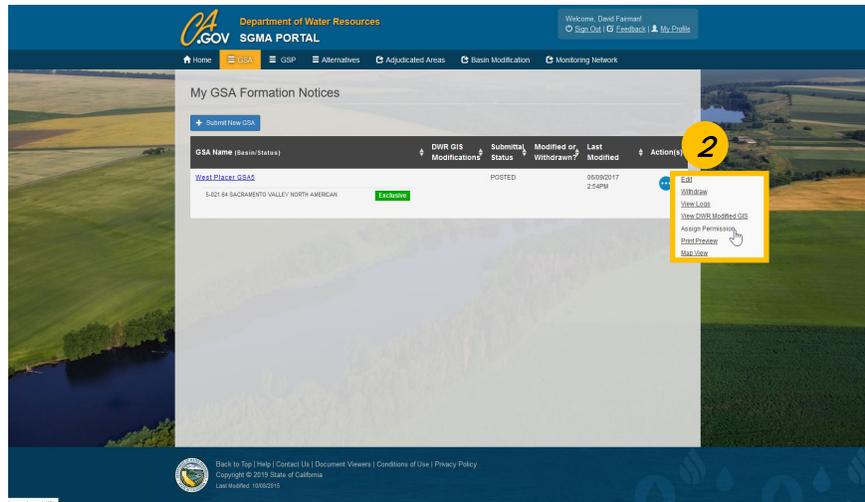


Figure 117. Screen shot of the **My GSA Formation Notices** page

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**.

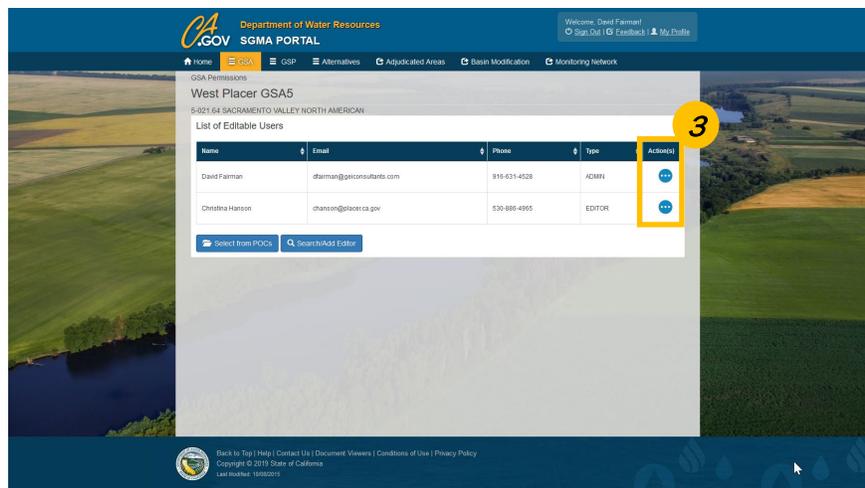


Figure 118. Screen shot of the **GSA Permission** page

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.

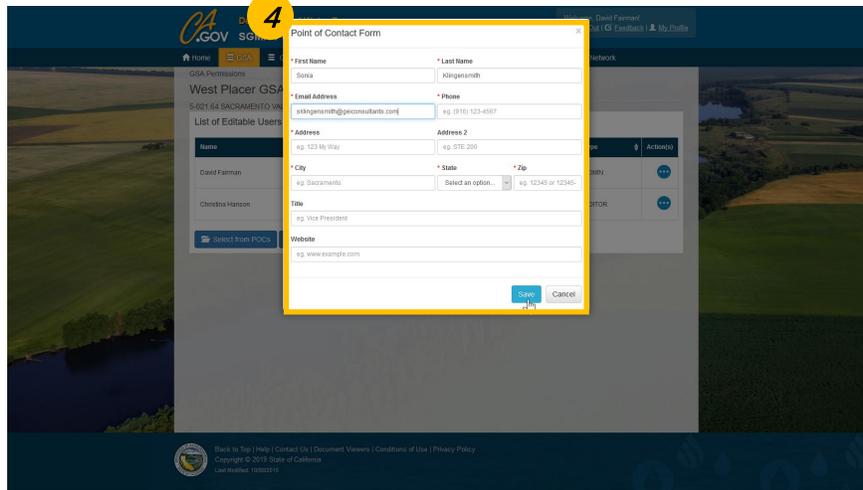


Figure 119. Screen shot of the **Add Point of Contact Form**

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.

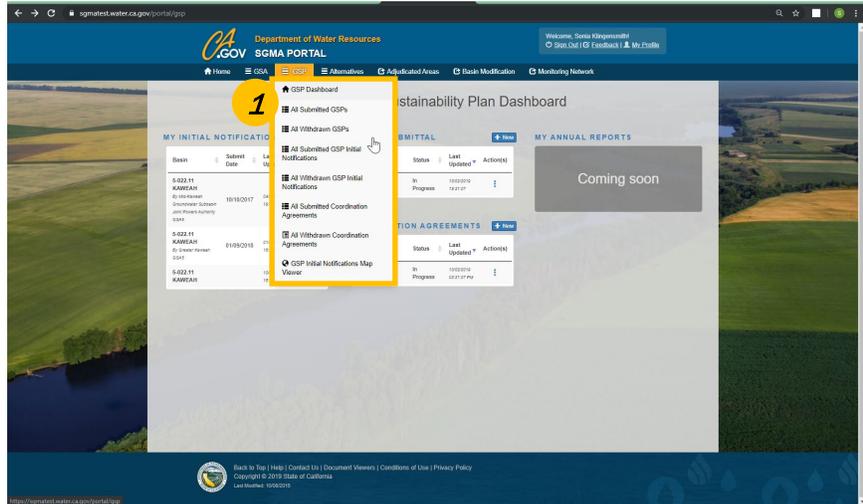


Figure 120. Screen shot of **GSP Dashboard** showing how to get to a list of all GSPs that have been submitted

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.

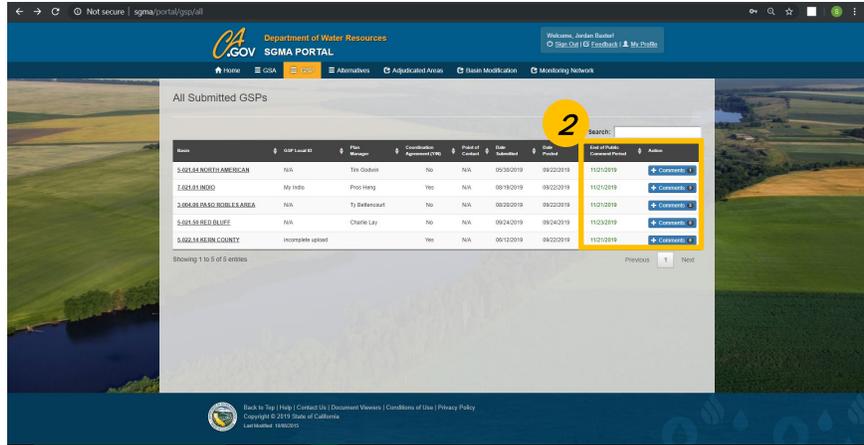


Figure 121. Screen shot of *All Submitted GSPs* showing where you can click to view comments

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

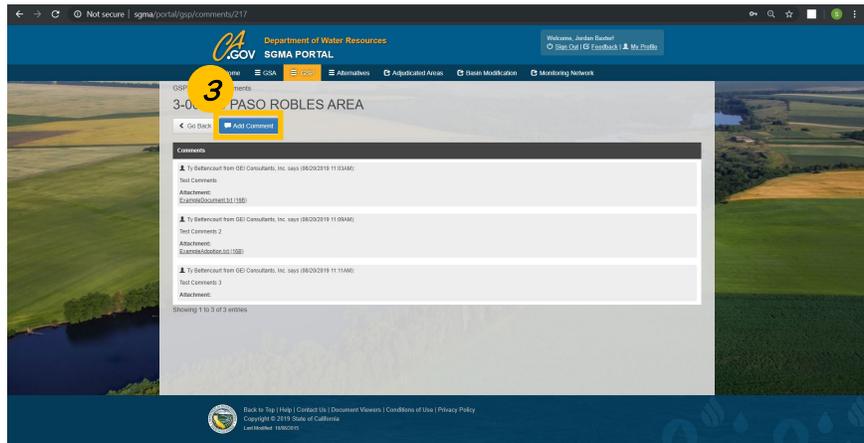


Figure 122. Screen shot of *GSP Comments* page showing where to click if you want to add a comment

3. To add a comment, select **Add Comment** and the **Comment Submission Form** opens.



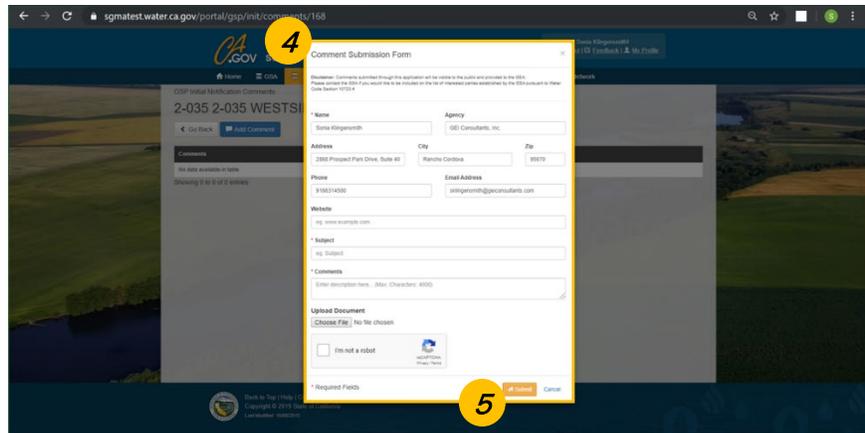


Figure 123. Screen shot of *Comment Submission form*

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](mailto:GSPSubmittal@water.ca.gov).

