Using the SGMA Portal to Submit and View Groundwater Sustainability Plans

Groundwater Sustainability Agencies (GSAs) throughout California are preparing Groundwater Sustainability Plans (GSPs) to meet the requirements of the Sustainable Groundwater Management Act (SGMA). The California Department of Water Resources (DWR) developed an online tool for GSAs to submit their adopted GSP and for the public to view the submitted GSPs and submit comments.

Adopted GSPs can be submitted, viewed, and commented on at:

https://sgma.water.ca.gov/portal/

This pamphlet contains the following:

- **Public:** Instructions for interested parties to view and provide comments on submitted GSPs.

- **GSAs:** Reference information for GSAs and related entities uploading GSPs.

For more information about how to submit a GSP, visit https://water.ca.gov/Programs/Groundwater-Management/SGMA-Groundwater-Management/Groundwater-Sustainability-Plans.

CALIFORNIA DEPARTMENT OF WATER RESOURCES
SUSTAINABLE GROUNDWATER MANAGEMENT OFFICE

Interested Parties and the Public

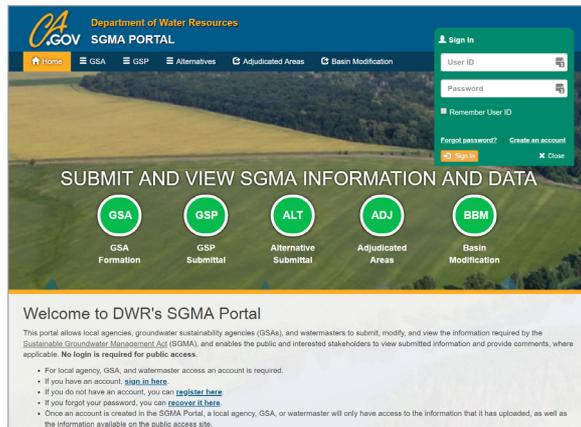Instructions for the public to view and comment on submitted GSPs.

How do I view a Submitted GSP?

1. Visit the SGMA Portal at https://sgma.water.ca.gov/portal/

2. Click the green **GSP** button.*The GSP Reporting System page opens*.

3. On the left side, under Public Access, click **View/Comment on Submitted GSPs**. *A table of submitted GSPs appears.*

4. Click the name of the basin for which you want to view the GSP.

5. On the GSP submittal page, click **Adopted GSP Document**.

What if the GSP I'm looking for isn't listed?

Materials uploaded to the SGMA Portal are not publicly available until the GSA officially submits the adopted GSP to DWR.

If there are multiple GSPs in development for a basin, submittals are not available for public view until the adopted GSPs and the coordination agreement for the entire basin are officially submitted to DWR.

How do I submit a public comment on a GSP?

1. Visit the SGMA Portal at https://sgma.water.ca.gov/portal/

2. Click the green **GSP** button.The **GSP Reporting System** page opens.

3. On the left side, under Public Access, click **View/Comment on Submitted GSPs**. *A table of submitted GSPs appears.*

4. Click the **Add Comment** button beside the desired GSP. *The* **Comment Submission Form** *appears.*

5. Complete the form fields. Fields with a red asterisk (*) are required.

6. If you want to attach a document to your comment, click **Choose File**.

7. Click the box labeled **I'm not a robot**. *A green check mark appears.*

8. Click **Submit**. *A confirmation window opens.*

9. If you want to submit your comment, click **Yes**. *Your comment is submitted and appears on the list of comments.* If you do not want to submit your comment, click **Cancel**.

IMPORTANT: All comments will be visible to the public and provided to the GSA.

NOTE: You may only comment on GSPs that are open for public comment.

Information for GSAs and Related Entities

Reference information for parties submitting a GSP on behalf of a GSA or GSAs is provided below.
For more details, visit https://sgma.water.ca.gov/portal/#gsp.

How do I create an account?

You must have a SGMA Portal user account to submit a GSP. If you already have an account from an earlier process, such as GSA formation, you do not need a new one to submit a GSP.

To create a new account:

1. Visit the SGMA Portal at https://sgma.water.ca.gov/portal.

2. In the green Sign In box (Figure 1), click **Create an Account**. *The New Account Registration form opens.*

3. Complete the form fields. Fields with a red asterisk (*) are required.

4. Click the box labeled **I'm not a robot**. *A green check mark appears.*

5. Click **Register**. *An activation notice is sent to your email address and a confirmation window appears.*

6. From your email inbox, open the activation notice and follow the instructions to complete registration.
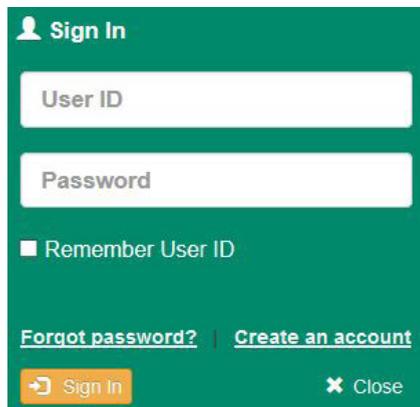

Figure 1. SGMA Portal Sign In

How do I reset my password?

1. Visit the SGMA Portal at https://sgma.water.ca.gov/portal.

2. In the green **Sign In** box (Figure 1), click **Forgot password?** *The Account Recovery page opens.*

3. Enter your information in the provided fields. Note that all fields are required.

4. Click the box labeled **I'm not a robot**. *A green check mark appears.*

5. Click **Recover Account**. *A message is sent to your email address and a confirmation window appears.*

6. From your email inbox, open the account recovery confirmation email and follow the instructions to reset your account password. If the email is not in your inbox, it may have been marked as spam. Set your spam filter to allow emails from no-reply@water.ca.gov.

How do I start a GSP submittal?

The GSP submittal process can be started by anyone with permission from the appropriate GSA. If you begin a GSP submittal and do not have the GSA's permission, you will be given an opportunity to request access.

1. Log in to the SGMA Portal at https://sgma.water.ca.gov/portal.

2. In the top navigation bar or center of screen, click **GSP**. *The GSP Dashboard opens.*

3. Click the **+ New** button near the **MY GSP SUBMITTAL** table. *The GSP Submittal page opens.*

4. The submittal tool will walk you through the steps to complete the required sections. If you need to request GSA permission, follow the link on the first section of the form. For additional instructions, visit https://sgma.water.ca.gov/portal/#gsp.

How do I edit a GSP that has already been created and saved in the system?

1. Log in to the SGMA Portal at https://sgma.water.ca.gov/portal.

2. In the top navigation bar or center of screen, click **GSP**. *The GSP Dashboard opens.*

3. Under GSP Submittal, hover over the three dots next to the GSP you'd like to edit and click **Edit GSP**. *The GSP submittal opens and is ready to edit.*

IMPORTANT: You must have the GSA's permission to edit a GSP. You cannot edit a GSP which has been submitted to DWR.

How do I assign permission to other users to edit my GSP submittal?

1. Log in to the SGMA Portal at https://sgma.water.ca.gov/portal.

2. In the top navigation bar or center of screen, click **GSP**. *The GSP Dashboard opens.*

3. Under GSP Submittal, hover over the three dots next to the desired GSP and click **Edit Permission**. *The list of users with permission to edit the GSP opens.*

4. Click the **Search/Add Editor** button. *A search window appears.*

5. Begin typing the name of the person you are giving access to. *A list of matching users appears.*

6. Select the desired user and click **Assign Edit Permission**. *The user is given permission and added to the user list.*

IMPORTANT: Both you and the person receiving permission must have an existing SGMA Portal user account.

How do I withdraw a GSP submittal?

1. Log in to the SGMA Portal at https://sgma.water.ca.gov/portal.

2. In the top navigation. An bar or center of screen, click **GSP**. *The GSP Dashboard opens.*

3. Under GSP Submittal, hover over the three dots next to the GSP you'd like to withdraw and click **Withdraw GSP**. *A confirmation window appears and you must enter text describing why you are withdrawing the GSP.*

4. If you want to withdraw the GSP, click **Yes**. *The GSP is withdrawn. If you do not want to withdraw the GSP, click **No**.*

IMPORTANT: If the GSP you want to withdraw has already been submitted to DWR, the GSP will appear in the All Withdrawn GSPs list when withdrawn. If the GSP you want to withdraw has not yet been submitted to DWR, and is "In Progress," the GSP will be deleted from the system when withdrawn and cannot be recovered.

Additional References for GSAs

For additional guidance regarding GSP development, refer to the following DWR Best Management Practices and Guidance Documents at: https://water.ca.gov/Programs/Groundwater-Management/SGMA-Groundwater-Management/Best-Management-Practices-and-Guidance-Documents

Best Management Practices (BMPs)

- BMP 1: Monitoring Protocols Standards and Sites
- BMP 2: Monitoring Networks and Identification of Data Gaps
- BMP 3: Hydrogeologic Conceptual Model
- BMP 4: Water Budget
- BMP 5: Modeling
- BMP 6: Sustainable Management Criteria DRAFT

Guidance Documents

- Resource Guide for Climate Change Data and Guidance
- Guidance for Climate Change Data Use During Sustainability Plan Development
- Stakeholder Communication and Engagement
- Engagement with Tribal Governments
- GSP Annotated Outline
- Preparation Checklist for GSP Submittal

For inquiries, contact the Sustainable Groundwater Management Office at sgmps@water.ca.gov.