

A green tractor with a front-end loader attachment is working on a narrow, dark canal or drainage ditch. The tractor is positioned on a grassy bank, and its front loader is digging into the soil at the water's edge. The canal reflects the surrounding environment, which includes a dense line of mature trees and a grassy field in the background under a clear sky.

# Matagorda County Drainage District No. 1

*How to Register & Sign in*

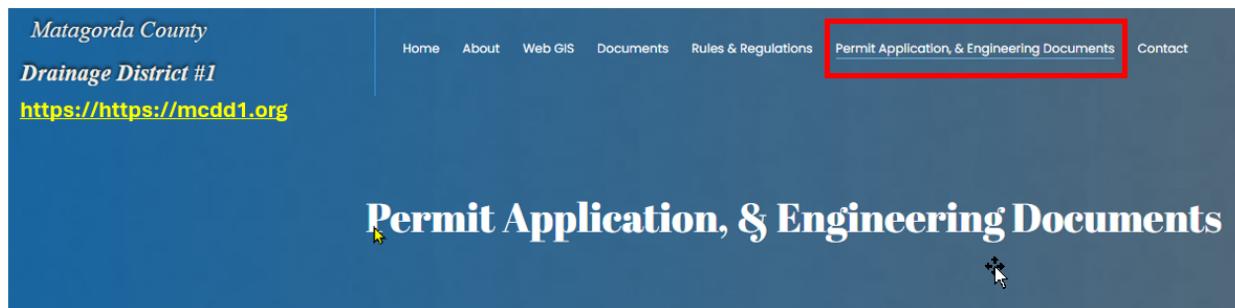
Last Revised on 10/01/2025

## OVERVIEW & PURPOSE

This guide shows individuals or firms how to register an account within the Matagorda County Drainage District No. 1 (DISTRICT) Application Submittal Portal (Portal). If you have any questions, please contact the DISTRICT Permit Team at [mcdd1permitting@quiddity.com](mailto:mcdd1permitting@quiddity.com).

## REGISTRATION INSTRUCTIONS:

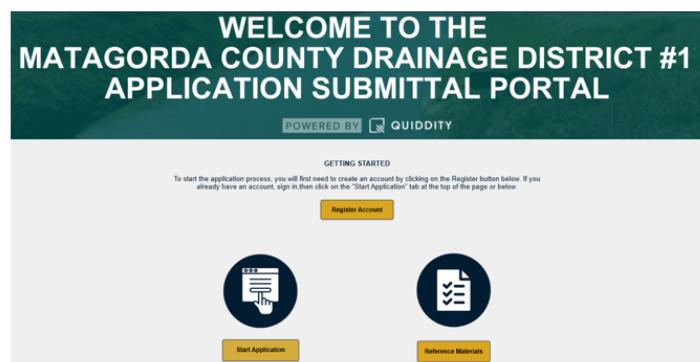
Please access the Portal via the DISTRICT's website (<https://https://mcdd1.org>) under the *Permit Application & Engineering Documents* page.



### 1. PERMIT APPLICATION

All **pre-development** meetings and **permit application** requests must be submitted electronically through our web-based Portal, accessible by **CLICKING ON THE IMAGE BELOW**.

You first need to **register** before you can start an application.

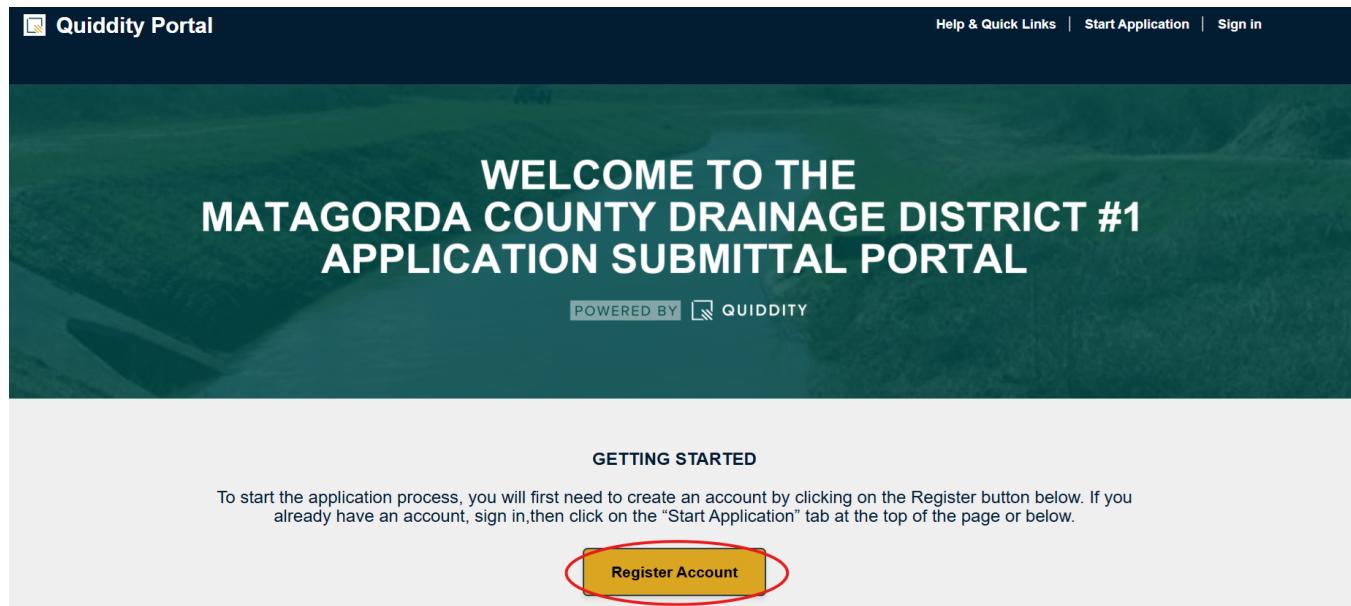


The following steps will assist an applicant in creating a new account. Please review the steps below to ensure that you have all the relevant information ready to facilitate a smooth registration process.



## STEP 1

Under the "Getting Started" section located in the middle of the home page, click on the yellow "Register Account" button.



WELCOME TO THE  
MATAGORDA COUNTY DRAINAGE DISTRICT #1  
APPLICATION SUBMITTAL PORTAL

POWERED BY QUIDDITY

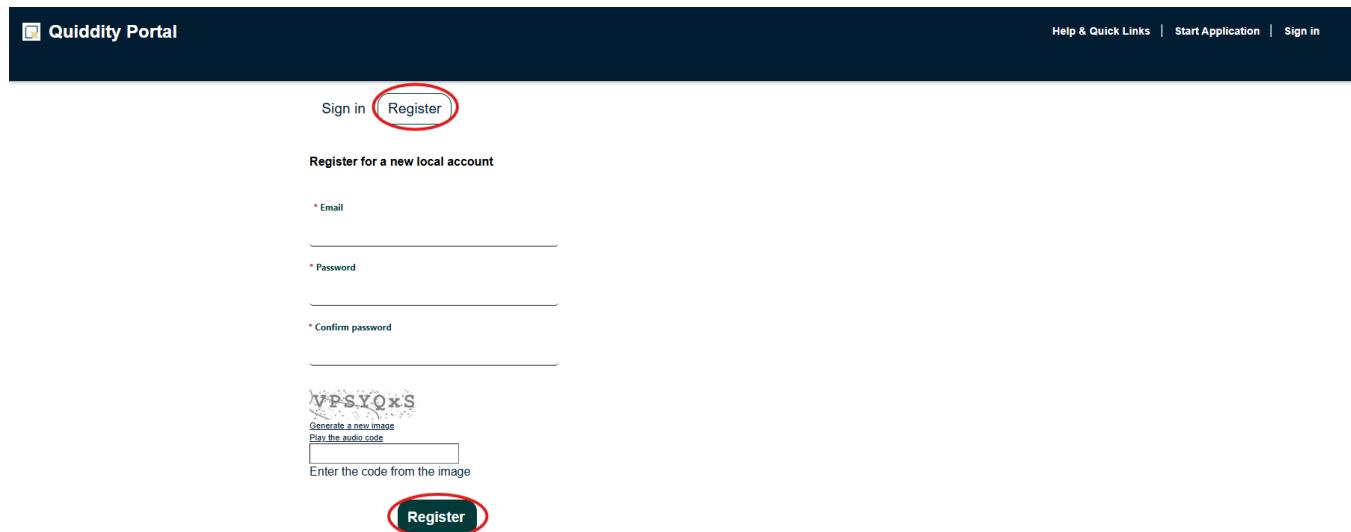
GETTING STARTED

To start the application process, you will first need to create an account by clicking on the Register button below. If you already have an account, sign in, then click on the "Start Application" tab at the top of the page or below.

**Register Account**

## STEP 2

In the window that opens, click the "Register" tab to create a new account. Enter your email address, create a password, confirm your password, and then click the "Register" button to complete the registration.



Sign in **Register**

Register for a new local account

\* Email

\* Password

\* Confirm password

VPSYQxs  
Generate a new image  
Play the audio code

Enter the code from the image

**Register**



### STEP 3

After successful registration, you will be redirected to the "Applicant Profile." Please fill in the information requested under "Applicant Information" and "Applicant Firm Information." While not all fields are mandatory, it is recommended to fill out as much information as applicable in both sections.

#### Profile

**Your information**

 Profile name

**Applicant Information**

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
E-mail *	Business Phone *
<input type="text" value="gregueiro@quiddity.com"/>	Provide a telephone number
Title	Address 1: Street 1 *
<input type="text"/>	<input type="text"/>
City *	Address 1: Street 2
<input type="text"/>	<input type="text"/>
Zip *	State *
<input type="text"/>	Texas

**Applicant Firm Information**

Firm Name *	Firm State
<input type="text"/>	<input type="text"/>
Firm Registration Number	Firm Zip
<input type="text"/>	<input type="text"/>

### STEP 4

Once you complete both sections ("Applicant Information" and "Applicant Firm Information"), you will be redirected to the "Start Application" page. Here, you can select the specific application or process you would like to proceed with. For more information regarding how to submit an application, visit the "Help & Quick Links" page of the Portal.

 **Quiddity Portal** Help & Quick Links | My Applications | Start Application

**TO START AN APPLICATION, SELECT ONE OF THE OPTIONS BELOW**



*Please make sure your applicant profile contact information is correct before proceeding with filing out an application; changes cannot be made once an application is started.*



Pre Development  
Meeting Request

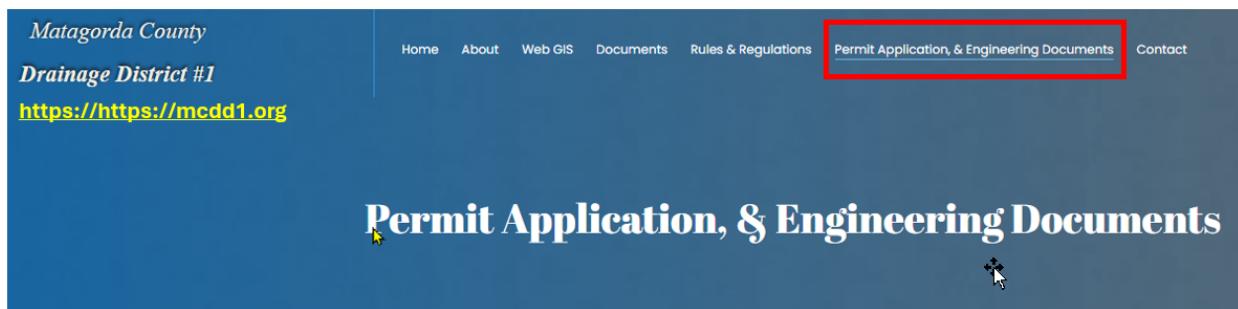


Any Application Type  
Please click here



## SIGN-IN INTRODUCTIONS:

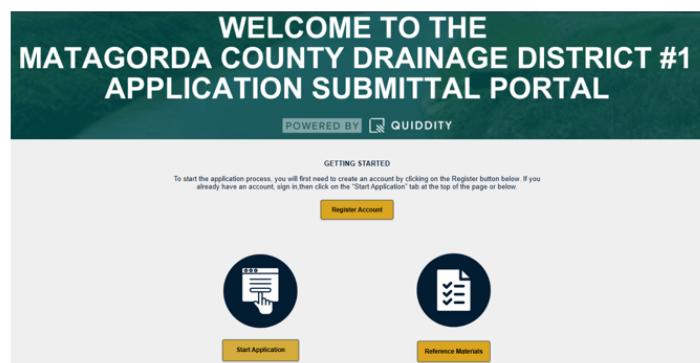
Please access the Portal via the DISTRICT's website ( <https://https://mcdd1.org> ) under the *Permit Application & Engineering Documents* page.



### 1. PERMIT APPLICATION

All **pre-development** meetings and **permit application** requests must be submitted electronically through our web-based Portal, accessible by **CLICKING ON THE IMAGE BELOW**.

You first need to **register** before you can start an application.



The steps below will help an Applicant sign into the Portal to start an application or manage an application previously submitted. Please review the steps below to ensure that you have all the relevant information to facilitate a successful "Sign in" process.



## STEP 1

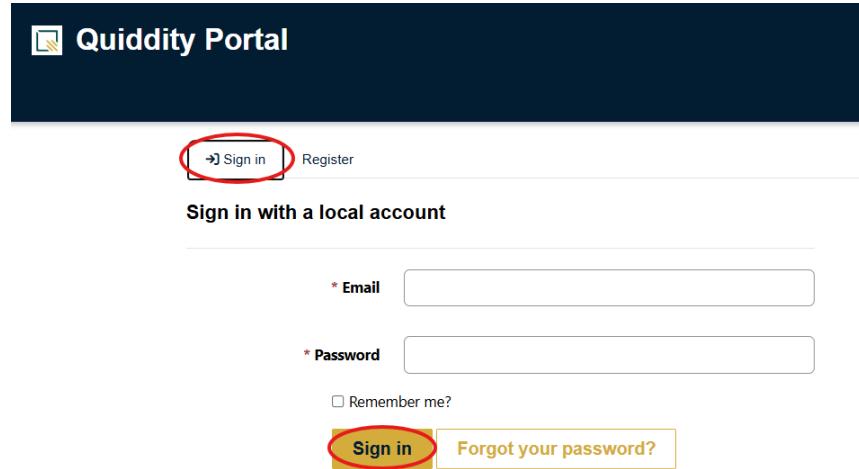
Click on the "Sign in" button located at the top right corner of the web page to sign into your account.



The screenshot shows the Quiddity Portal homepage with a dark blue header. On the right side of the header, there are three links: "Help & Quick Links", "Start Application", and "Sign in". The "Sign in" button is highlighted with a red oval.

## STEP 2

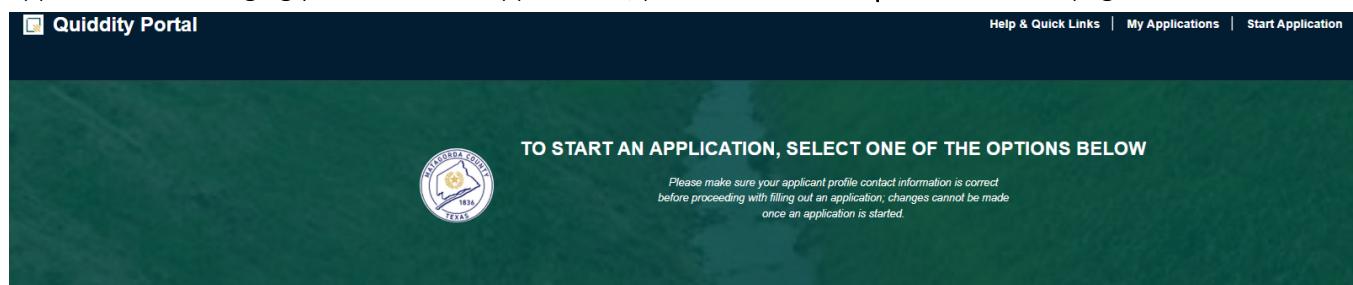
Under the "Sign In" tab, enter the email and password that you created during the registration process and then click the yellow "Sign In" button.



The screenshot shows the "Sign in with a local account" page. It has fields for "Email" and "Password", a "Remember me?" checkbox, and two buttons at the bottom: "Sign in" (highlighted with a red oval) and "Forgot your password?".

## STEP 3

Once you successfully sign in, you will be redirected to the "Start Application" page. Here, you can select the specific application or process you would like to proceed with, or click on the "My Applications" tab at the top of the screen to manage ongoing applications that have already been submitted. For more information regarding submitting an application or managing your submitted applications, please visit the "Help & Quick Links" page of the Portal.



The screenshot shows the "Start Application" page with a green header. It features the Matagorda County seal, a "TO START AN APPLICATION, SELECT ONE OF THE OPTIONS BELOW" heading, and a note about applicant profile contact information. At the bottom, there are two large buttons: "Pre Development Meeting Request" (with a people icon) and "Any Application Type Please click here" (with a document icon).



Pre Development  
Meeting Request



Any Application Type  
Please click here

