SRF Loan – Disadvantaged Business Enterprise (DBE) Reporting
Minority Business Enterprise / Women-owned Business Enterprise Utilization

Step-by-Step Guide

The SRF Loan MBE/WBE Utilization Form can be submitted using the Division of Water's Online Application System. This document will guide you through this online process.

SRF Loan DBE Reporting

1 The online SRF Loan MBE/WBE Utilization Form submittal is located in the DEC's Water Online Application System (OASys).

To find OASys, go to the Division of Water's State Revolving Fund (SRF) Program homepage: https://dec.alaska.gov/water/technical-assistance-and-financing/state-revolving-fund/

Select the OASys link.

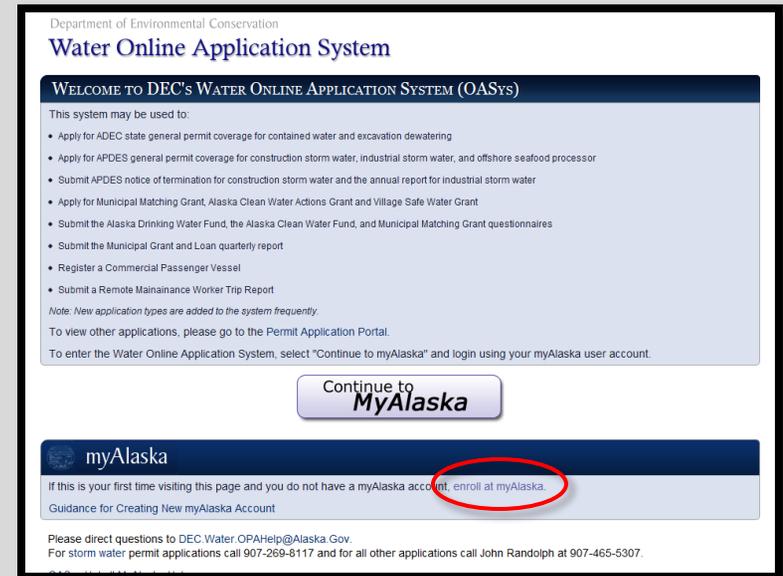| 2	From the OASys home page, you can continue to your application by clicking the **"Continue to MyAlaska"** button. **TIP:** OASys requires an active myAlaska account. If you do not have a myAlaska account, skip to step 4 below.	
3	Log in to your myAlaska account and skip to step 5 in this guidance.	
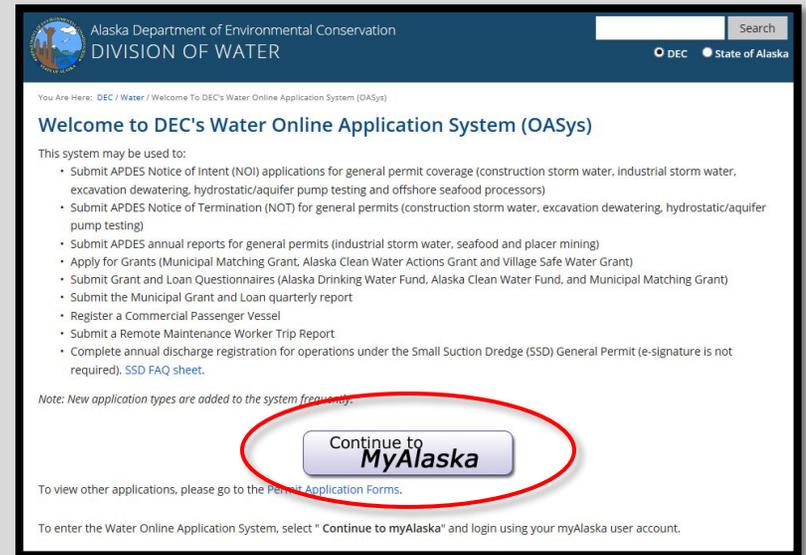
4	If you don't have a **myAlaska** account, select the **"enroll at myAlaska"** link. You only need to create a myAlaska account once. Guidance for creating a new myAlaska account is available at: http://dec.alaska.gov/water/oasys.aspx	
5	After successfully logging in to myAlaska, you will arrive at the Water Online Application system (OASys). Select the "**Reports**" tab.	

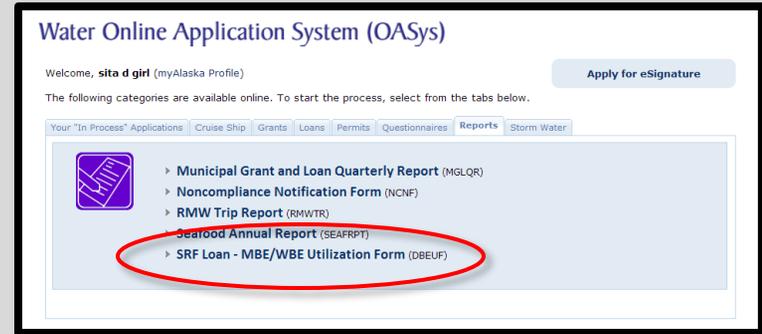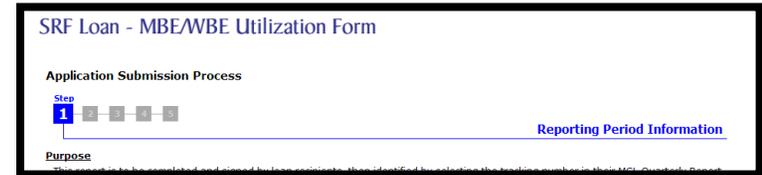|		
6	After successfully logging in to myAlaska, you will arrive at the Water Online Application system. Select the "**Reports**" tab, then select the **"SRF Loan - MBE/WBE Utilization Form"** from the available categories.	**Water Online Application System (OASys)** Welcome, **sita d girl** (myAlaska Profile) Apply for eSignature The following categories are available online. To start the process, select from the tabs below. Your "In Process" Applications | Cruise Ship | Grants | Loans | Permits | Questionnaires | **Reports** | Storm Water ▸ **Municipal Grant and Loan Quarterly Report** (MGLQR) ▸ **Noncompliance Notification Form** (NCNF) ▸ **RMW Trip Report** (RMWTR) ▸ **Seafood Annual Report** (SEAFRPT) ▸ **SRF Loan - MBE/WBE Utilization Form** (DBEUF)
7	A series of steps will take you through the application, asking for information pertinent to your project. Fill out the information on these pages as completely and thoroughly as possible. *(Below you will find a few "Tips" that provide additional information regarding navigation of these steps.)*	**SRF Loan - MBE/WBE Utilization Form** **Application Submission Process** **Step** **1** 2 3 4 5 Reporting Period Information **Purpose**
T I P	The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.	**Application Submission Process** **Step** **1** 2 3 4 5 Reporting Period Information

T I P

Any question with a red star (✱) next to it is required and must be completed before the current step can be completed.

T I P

When you have finished a step, you can go to the next step by selecting the **"Save & Continue"** button at the bottom of the page.

NOTE: At any time, you can logout and your information will be saved, however, changes made in the current step are not saved until you hit **"Save & Continue"**.

T I P

At any time, you can also select the **"Overview"** button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information from all steps and to edit previously entered information.

NOTE: Remember, changes to the current page are not saved until you hit **"Save & Continue"**. Any changes made prior to clicking **"Overview"** will be lost.

T **I** **P**	You can **void** an application that was entered in error or is no longer needed. Open your submittal, go to the Overview page and select the "Void" option at the bottom.	
8	**Step 1** of the submission process asks for general information about your project.	
9	**Step 2** will auto-populate information about the loan at the top of the page. Select the correct federal fiscal reporting year information. Click the "**Add**" button to access the Contact Details window. You must enter contact information for all required persons before continuing. TIP: You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.	

| 10 | **Step 3** of the submission process asks for any procurements made during the annual reporting period. | |

| 11 | If no DBE procurements were made during the annual reporting period, **Step 4** of the submission process asks for a brief description of the good faith efforts were taken. | |

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Step 5 asks for contact information for the reporting contact as well as the loan recipient's authorized representative.

You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.

In the Contact Details pop out window answer all required fields and click the **"Save"** button.

Once completed, click **"Save & Continue"** to move to the next step.the "Application Overview" page (last step). It gives you an opportunity to review and edit the information that you have entered so far.

To change any information in a section, select the "**edit**" button that corresponds to that section.

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After all information is entered, you will need to sign and submit your application.

A check will appear next to **"Complete Steps"** if the application is complete and ready to be signed.

To go the **Final Steps** page, select the **"Sign"** link under tasks on the Application Overview page. You can also click on the **"Continue"** button at the bottom of the page.

14 The **"Final Steps"** page presents the options for signing your application:

- Sign using an e-Signature
  (Continue to step 15 of this guide)
- Print and sign a hard-copy
  (Skip to step 18 of this guide)
- Invite another party to Sign and/or Pay for this Application
  (Skip to step 21 of this guide)
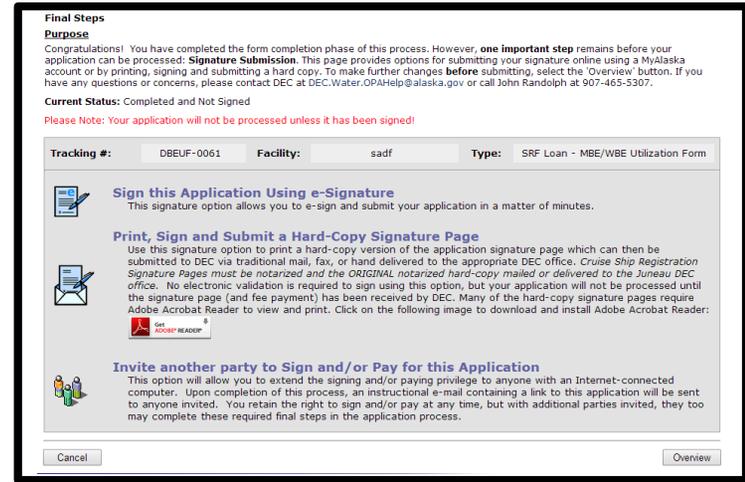
15 Select **"Sign this Application Using e-Signature"** if you are already validated to electronically sign an application.

NOTE: If you have used a **myAlaska** account to apply for and e-sign a PDF then you are already automatically validated.
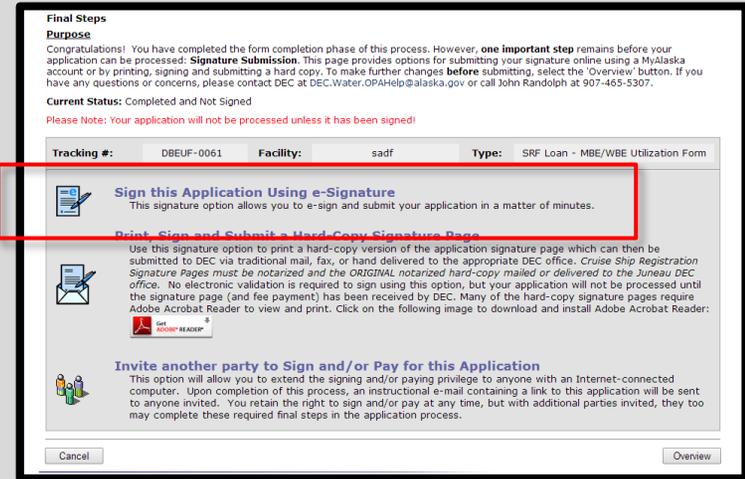
16 Carefully read the information and signature agreement on this page, **check the box** if you agree with the Signing Agreement and click on the **"E-Sign in myAlaska"** button.

17 Enter your password and the answer to your secret question into the respective fields and click the "**sign and submit**" button.

(Skip to step 26 in this guidance.)

18 Select **"Print, Sign and Submit a Hard-Copy Signature Page"** to print a hard-copy version of the application signature page.
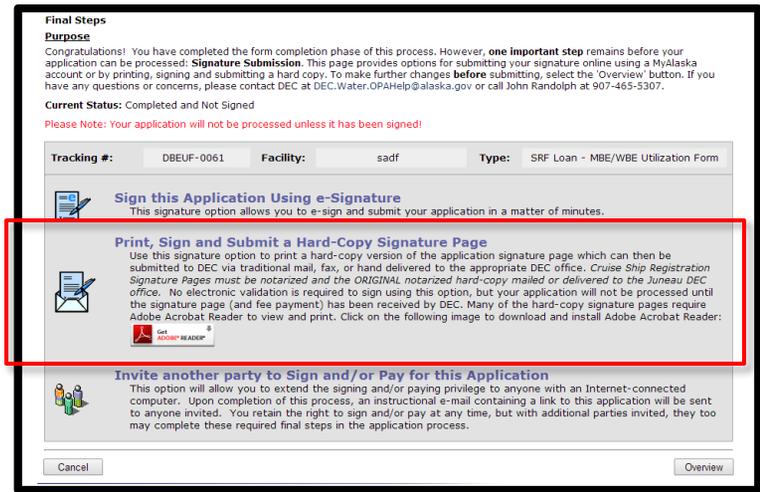
19 This page explains the steps for printing and submitting a hard-copy signature page. Click on **"Print the Official Signature Page"** link.

WARNING: Printing your official signature page will lock your application and you will not be able to make any additional changes.
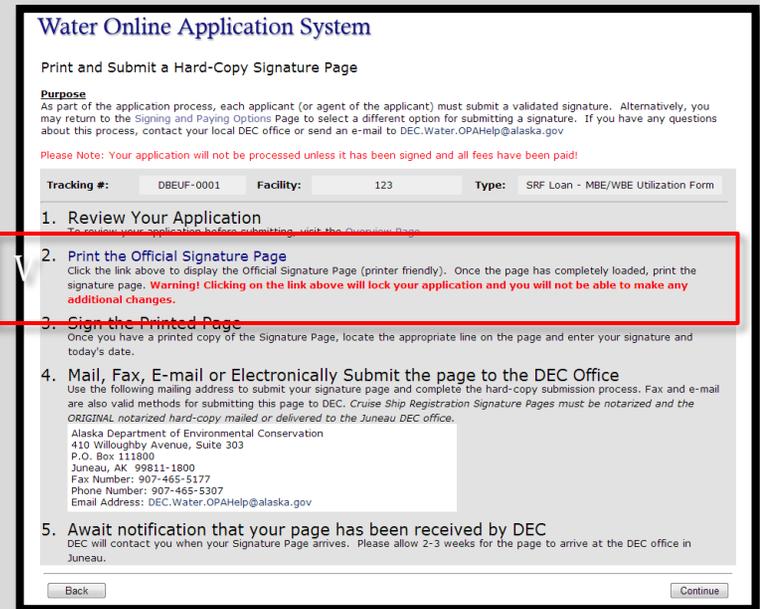
20 If you require another party to sign for your application, select the "**Invite another party to Sign and/or Pay for this Application**" from the "**Final Steps**" Page.

21 On the next page, select "**Signer**" from the list of options and enter the email of your alternative signer into the box, then click the `>>>` button to add that contact to the e-mail list.

TIP: You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the `>>>` button after each contact. Click the "**Continue**" button and an email will be sent to each of your invited alternates.

WARNING: You must click the `>>>` button to add the e-mail to the displayed list of alternates before clicking the "Continue" button or else they won't receive an e-mail.

22	An instructional email containing a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process. **NOTE:** The alternate signer will need to have a myAlaska account.	
23	After clicking on the link provided in the email, the alternate signer/payer will login to OASys and enter the Tracking Number and PIN which also provided in the email.	
24	The alternate signer will be taken to the **"Final Steps"** page, giving them the opportunity to e-sign (if validated) or print, sign and submit a hard-copy signature page for your MBE/WBE Utilization Form.	

For step 22, the email reads:

SRF Loan - MBE/WBE Utilization Form

sita d girl (salome.starbuck@alaska.gov) has identified you as the person responsible to sign/pay for application number 'DBEUF-0065' for the facility: 'gsfb'. This application is for a discharge under the SRF Loan - MBE/WBE Utilization Form DBEUF.

In order to access this application, you will need the following Tracking Number and PIN:
Tracking Number: DBEUF-0065
Pin: pin#
Note: In this email, the pin number has been hidden. However, the pin number will be visible to the party you invited to sign or pay.

To continue, please visit the Water Online Application (https://test.dec.alaska.gov/applications/water/oasys/Associate.aspx) site.
Please direct questions to DEC.Water.OPAHelp@alaska.gov.
For storm water applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

For step 23:

Department of Environmental Conservation
Water Online Application System
State of Alaska > DEC > Online Services > Water Online Application System

Tracking Number: [ ]
PIN: [ ]
[Associate]

For step 24:

| Tracking #: | OFSH-0144 | **Facility:** | hmn | **Type:** | Offshore Seafood General Permit |

Sign this Application Using e-Signature
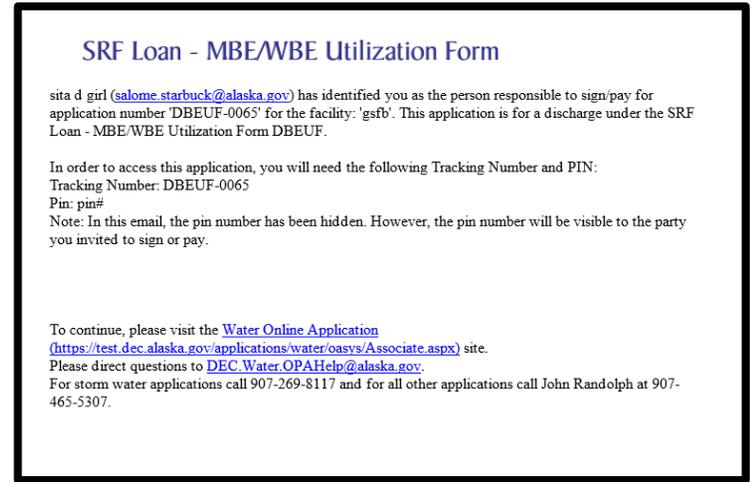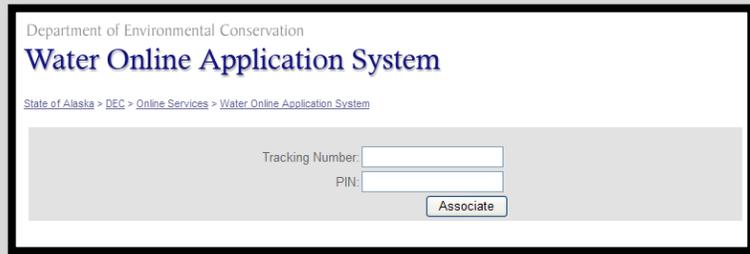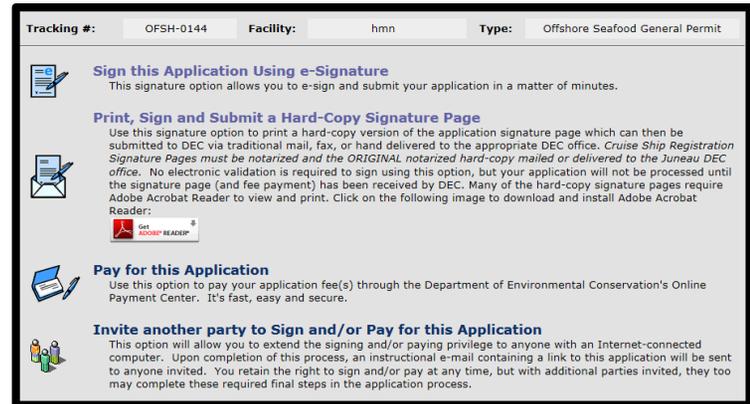This signature option allows you to e-sign and submit your application in a matter of minutes.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office.* No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:

Pay for this Application
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

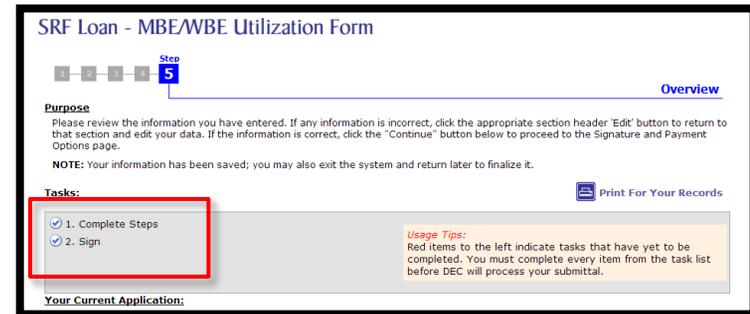| 26	Once the signature and payment steps are complete, an acknowledgment email will be sent to the Preparer's **myAlaska** account email address.	

| 27 | If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.

IMPORTANT NOTE: This online submittal can be linked to your SRF Quarterly Report. Once you've started your SRF Loan MBE/WBE Utilization Form, you can then select it from a list in Step 4 of the MGL Quarterly Report using the tracking number and project name. | |
|---|---|---|

| 28 | **Highlighted Feature:**
The **"Copy to New"** button allows you to create a new form of the same type that pre-populates with information from a previous submittal.

To copy previously submitted information, open your original submittal and select **"Copy to New"** at the bottom of the overview page. | |
|---|---|---|

For assistance with the online process, please email the SRF Program at dec.srfprogram@alaska.gov.