

SRF Loan Payment Request

Step-by-Step

The SRF Loan Payment Request can be filled out using the Division of Water's Online Application System (OASys). This document will guide you through this online process.

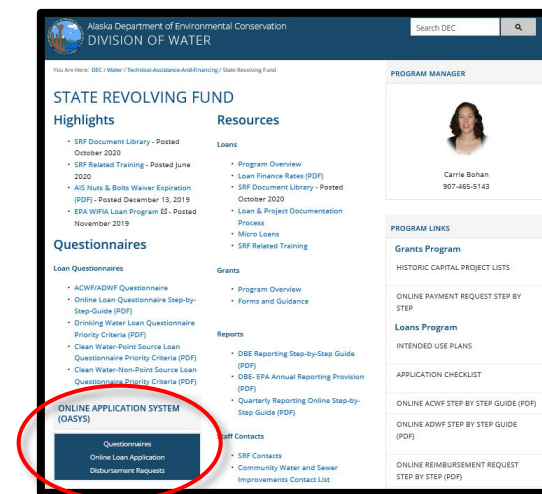
SRF Loan Payment Request

1

The online SRF Loan Payment Request is located in the DEC's Water Online Application System (OASys).

To get to OASys, go to the [SRF Program](https://dec.alaska.gov/water/technical-assistance-and-financing/state-revolving-fund) website: <https://dec.alaska.gov/water/technical-assistance-and-financing/state-revolving-fund>

Click on the OASys button to find the OASys home page.



2

From the OASys home page, click on the **“Continue to MyAlaska”** button.

If you do not have a myAlaska account, skip to step 4 below.



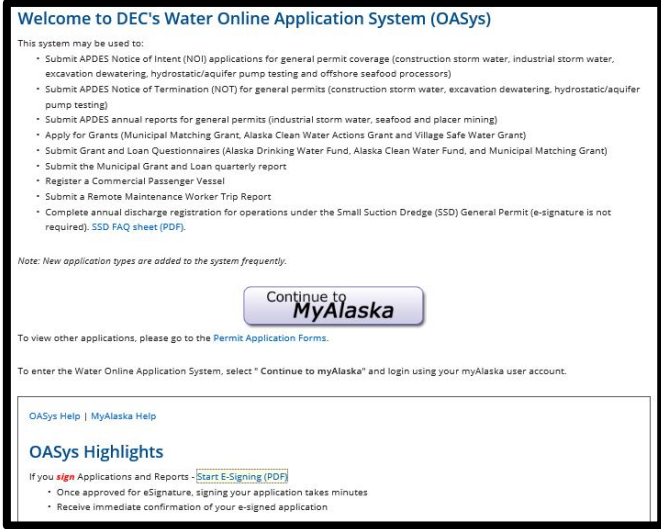
T
I
P

IMPORTANT SIGNING REQUIREMENT:

The Loan Payment Request requires the signer to be **approved for e-signature**.

Guidance for applying for e-signature (DEC Water Validation) is available from the OASys homepage:

<https://dec.alaska.gov/media/11181/dec-water-validation-stepbystep>.



Welcome to DEC's Water Online Application System (OASys)

This system may be used to:

- Submit APDES Notice of Intent (NOI) applications for general permit coverage (construction storm water, industrial storm water, excavation dewatering, hydrostatic/aquifer pump testing and offshore seafood processors)
- Submit APDES Notice of Termination (NOT) for general permits (construction storm water, excavation dewatering, hydrostatic/aquifer pump testing)
- Submit APDES annual reports for general permits (industrial storm water, seafood and placer mining)
- Apply for Grants (Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant)
- Submit Grant and Loan Questionnaires (Alaska Drinking Water Fund, Alaska Clean Water Fund, and Municipal Matching Grant)
- Submit the Municipal Grant and Loan quarterly report
- Register a Commercial Passenger Vessel
- Submit a Remote Maintenance Worker Trip Report
- Complete annual discharge registration for operations under the Small Suction Dredge (SSD) General Permit (e-signature is not required). [SSD FAQ sheet \(PDF\)](#).

Note: New application types are added to the system frequently.

[Continue to MyAlaska](#)

To view other applications, please go to the [Permit Application Forms](#).

To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

[OASys Help](#) | [MyAlaska Help](#)

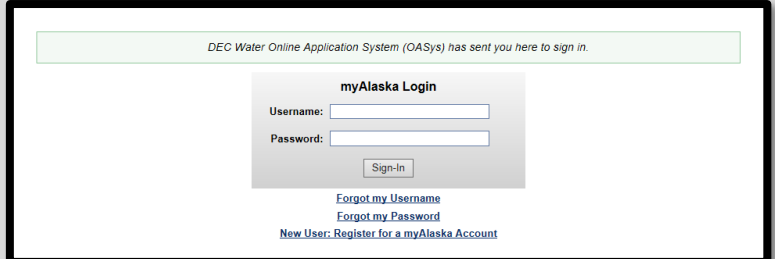
OASys Highlights

If you [eSign Applications and Reports - Start E-Signing \(PDF\)](#)

- Once approved for eSignature, signing your application takes minutes
- Receive immediate confirmation of your e-signed application

3

If you have a myAlaska account, log in to OASys and skip to step 5 in this guidance.



DEC Water Online Application System (OASys) has sent you here to sign in.

myAlaska Login

Username:

Password:

[Sign-In](#)

[Forgot my Username](#)

[Forgot my Password](#)

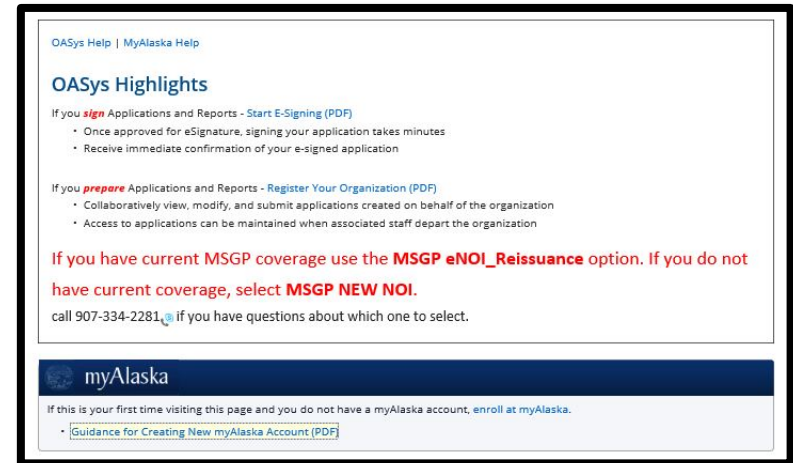
[New User: Register for a myAlaska Account](#)

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:

<https://dec.alaska.gov/media/13282/myak-reg-guidance.pdf>



OASys Help | MyAlaska Help

OASys Highlights

If you **sign** Applications and Reports - [Start E-Signing \(PDF\)](#)

- Once approved for eSignature, signing your application takes minutes
- Receive immediate confirmation of your e-signed application

If you **prepare** Applications and Reports - [Register Your Organization \(PDF\)](#)

- Collaboratively view, modify, and submit applications created on behalf of the organization
- Access to applications can be maintained when associated staff depart the organization

If you have current MSGP coverage use the MSGP eNOI_Reissuance option. If you do not have current coverage, select MSGP NEW NOI.

call 907-334-2281 if you have questions about which one to select.

myAlaska

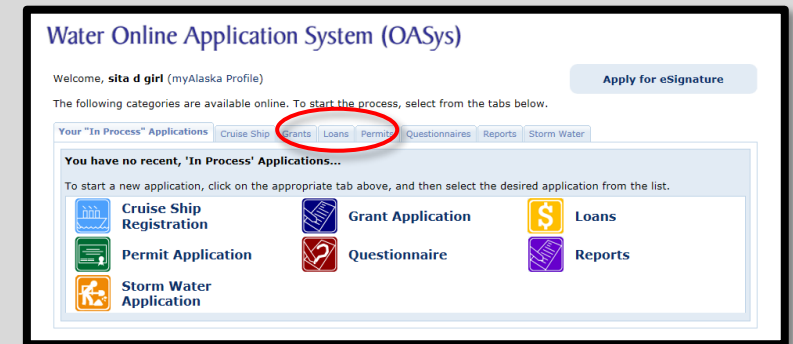
If this is your first time visiting this page and you do not have a myAlaska account, enroll at myAlaska.

- [Guidance for Creating New myAlaska Account \(PDF\)](#)

5

After successfully logging in to myAlaska, you will arrive at the Water Online Application system.

Select the “**Loans**” tab.



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](#) [Permits](#) [Loans](#) [Permits](#) [Questionnaires](#) [Reports](#) [Storm Water](#)

You have no recent, 'In Process' Applications...

To start a new application, click on the appropriate tab above, and then select the desired application from the list.

Cruise Ship Registration	Grant Application	Loans
Permit Application	Questionnaire	Reports
Storm Water Application		

6

Select “ACWF and ADWF Loan Payment Request” from the available categories.



7

A series of steps will take you through the Payment Request, asking for information pertinent to your request.

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.)



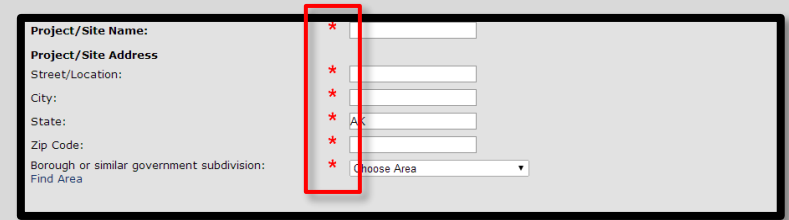
T
I
P

The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.



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.

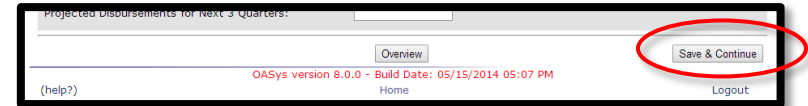


A screenshot of a web form titled "Project/Site Name:" and "Project/Site Address". The form contains several input fields: "Street/Location:", "City:", "State:", "Zip Code:", "Borough or similar government subdivision:", and "Find Area". A red box highlights a vertical column of red asterisks (*) next to each input field, indicating that these fields are required.

T
I
P

When finished with a step, go to the next page by selecting the “**Save & Continue**” button in the lower right corner.

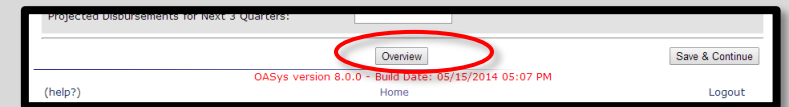
NOTE: At any time, you can logout, and your information will be saved, however changes to the current page are not saved until you hit “**Save & Continue**”.



A screenshot of a page footer. It contains a navigation bar with buttons for "Overview", "Save & Continue", and "Logout". The "Save & Continue" button is circled in red. Below the navigation bar, there is a status line: "OASys version 8.0.0 - Build Date: 05/15/2014 05:07 PM". There are also links for "(help?)", "Home", and "Logout".

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.



A screenshot of a page footer, similar to the one above. It contains a navigation bar with buttons for "Overview", "Save & Continue", and "Logout". The "Overview" button is circled in red. Below the navigation bar, there is a status line: "OASys version 8.0.0 - Build Date: 05/15/2014 05:07 PM". There are also links for "(help?)", "Home", and "Logout".

8

Step 1: Using the dropdown list, select the borrower's name - the entity or organization that received the SRF loan.

Select the appropriate project from the list available on file for your entity.

Click the "**Save & Continue**" button to move on to the next step.

The screenshot shows the 'ACWF and ADWF Loan Payment Request' form at Step 1. At the top right, there is a 'Reset Timeout' of 29:49 and a note: 'This step will timeout after 30 minutes of inactivity. Activity is defined as hitting the Previous, Overview or Save & Continue buttons.' A progress bar shows Step 1 as the active step. The 'Project/Loan Information' section includes a 'Purpose' statement: 'This step will collect information about your project for your ACWF and ADWF Loan Payment Request.' Below this, there are fields for 'Tracking #' (MLRR-0363), 'Facility' (empty), and 'Type' (ACWF and ADWF Loan Payment Request). There are two dropdown menus: 'Entity/Organization' and 'Loan Number and Project Title', both marked with a red asterisk to indicate they are required fields. At the bottom right, there are buttons for 'Overview', 'Save', and 'Save & Continue'.

9

Step 2: Answer the questions that identify the loan request including the period covered by this request.

Click the "**Save & Continue**" button to move on to the next step.

The screenshot shows the 'ACWF and ADWF Loan Payment Request' form at Step 2. The progress bar now shows Step 2 as the active step. The 'Project/Loan Information' section is populated with 'Tracking #': MLRR-0363, 'Facility': 130361, Downtown Sewer Upgrade, and 'Type': ACWF and ADWF Loan Payment Request. The 'Purpose' section contains several required fields (marked with red asterisks): 'Payment Number' (text input), 'Loan period covered under this Payment Request:' which includes 'Start Date Covered by this Request:' and 'End Date Covered by this Request:' (both date pickers), 'What approximate percent complete is the subject project currently?' (text input with a % sign), 'Is this the Final Pay Request?' (radio buttons for Yes and No), and 'Is this a revision of a previously submitted payment request?' (radio buttons for Yes and No, with 'No' selected). At the bottom, there are buttons for 'Previous', 'Overview', 'Save', and 'Save & Continue'.

10

Step 3: Enter the current expenses.

Click the **“Save & Continue”** button to move on to the next step.

Step 3

Summary of Costs
* indicates required field.

Tracking #: MLRR-0363 Facility: 130361 , Downtown Sewer Upgrade Type: ACWF and ADWF Loan Payment Request

Please note that "past requested amounts" are the total amounts for approved requests.

Expenses

Administration

Current Expenses:

Approved Past Requested Amount: \$ 0.00

Outstanding Past Requested Amount: \$ 0.00

Total: 0.00

Engineering Design

Current Expenses:

Approved Past Requested Amount: \$ 0.00

Outstanding Past Requested Amount: \$ 0.00

Total: 0.00

Engineering Construction

Current Expenses:

Approved Past Requested Amount: \$ 0.00

Outstanding Past Requested Amount: \$ 0.00

Total: 0.00

Construction

Current Expenses:

Approved Past Requested Amount: \$ 0.00

Outstanding Past Requested Amount: \$ 0.00

Total: 0.00

Equipment

Current Expenses:

Approved Past Requested Amount: \$ 0.00

Outstanding Past Requested Amount: \$ 0.00

Total: 0.00

11

Step 4 in the process collects the contact information.

Click **“Add”** and the **“Contact Details”** window will pop open. You must enter contact information for all required persons before continuing.

Enter in the required contacts then click the **“Save”** button.

Click the **“Save & Continue”** button to move on to the next step.

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

The screenshot shows the 'ACWF and ADWF Loan Payment Request' application at Step 4, 'Contact'. A 'Contact Details' pop-up window is open, allowing users to select roles (Signatory Official, Loan Recipient, Recipient) and enter contact information (Name, Title, Address, Phone, etc.). The 'Save' button is circled in red.

12

Step 5 allows you to submit **invoices** or other attachments online.

Please read the directions carefully on this page.

Click **“Save & Continue”** to continue to the next step.

NOTE: If you have technical issues with attaching an invoice or other supporting documentation, please contact the SRF Program at dec.srfprogram@alaska.gov.

The screenshot shows the 'ACWF and ADWF Loan Payment Request' application at Step 5, 'Attachments'. The page provides instructions on how to attach files, including a file size limit of 20MB and a maximum of 5 files. It lists supported file types (pdf, doc, xls, etc.) and required attachments (invoices). The 'Attach Files' button is visible.

33

Step 6, the “**Overview**” page (last step), gives you an opportunity to review and edit the information that you have entered so far.

To change information, select the “**edit**” button that corresponds to the step needing new information.

Step 6 Overview

Purpose: Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.
NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks: [Print For Your Records](#)

1. Complete Steps
2. Sign

Usage Tips: Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

Your Current Application:

Tracking #: MLRR-0363 Facility: 130361 , Downtown Sewer Upgrade Type: ACWF and ADiWF Loan Payment Request

Project/Loan Information [Details](#) [Edit](#)

Entity/Organization: Anchorage Water and Wastewater Utility
 Loan Number and Project Title: 130361 , Downtown Sewer Upgrade

Project/Loan Information [Details](#) [Edit](#)

Payment Number: 1
 Start Date Covered by this Request: 09/01/2020
 End Date Covered by this Request: 11/16/2020
 What approximate percent complete is the subject project currently? 10
 Is this the Final Pay Request? No
 Is this a revision of a previously submitted payment request? No

Summary of Costs [Edit](#)

COST CLASSIFICATION	Approved Past Requested Amount	Outstanding Past Requested Amount	Total Past Requested Amount	Amount This Request	Total
Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Engineering Design	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expense: Select:				\$	
Other Expense: Select:				\$	
Other Expense: Select:				\$	
Other Expenses: (Total)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00

44

After all information is entered and you have finished adding all online attachments, you will need to sign your payment request.

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.

Step 10 Overview

Purpose: Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.
NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks: [Print For Your Records](#)

1. Complete Steps
2. Sign

Usage Tips: Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

Your Current Application:

Attachments [Title \(Type\), Description](#) [Edit](#)

[Copy to New](#) [Home](#) [Continue](#)

OASys version 8.0.0 - Build Date: 05/21/2014 09:08 AM

(help?) Home Logout

55


The “**Final Steps**” page gives you the signature options available for signing your application.


- Sign this Application Using **e-Signature** (continue to step 15 in this guide)
- Invite another party to Sign and/or Pay for this Application (skip to step 18 in this guide)

Final Steps
Purpose
Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes **before** submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed
Please Note: Your application will not be processed unless it has been signed!

Tracking #:	MMGRP-0117	Facility:	test project	Type:	Municipal Matching Grant Request for Payment
--------------------	------------	------------------	--------------	--------------	--

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

 **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.

Cancel Overview

16


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.

Final Steps
Purpose
Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes **before** submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed
Please Note: Your application will not be processed unless it has been signed!

Tracking #:	MMGRP-0117	Facility:	test project	Type:	Municipal Matching Grant Request for Payment
--------------------	------------	------------------	--------------	--------------	--

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

 **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.

Cancel Overview

17

Check the box indicating that you agree with the Signing Agreement. To complete the signing process, click on the **“E-Sign in myAlaska”** button to continue to the Signing Ceremony.

DEC Online Application System (OASys)

Signing Agreement

By selecting the "I agree with the above statement" box, entering my myAlaska password, and clicking on E-Sign, I:

- 1) certify that, to the best of my knowledge, and belief that the amount of this reimbursement is in accordance with the terms of the grant offer; that this request for payment represents the correct ADEC Grant share due which has not been previously paid; and that the work has been completed in accordance with approved Plans and Specifications.
- 2) certify that I am John Randolph as identified by the myAlaska identity verification system;
- 3) agree that I am signing this Municipal Matching Grant Request for Payment, MMGR-0117 and
- 4) agree that I intend to be bound by the electronic record of this Municipal Matching Grant Request for Payment and the electronic record of this signature.

I agree with the above statement

Back E-Sign in myAlaska

18

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

(Skip to step 23 in this guidance.)

Return to [DEC Water Online Application System \(OASys\)](#)

SIGNING CEREMONY

By using your electronic signature to sign this document, you legally bind yourself to it to the same extent as you would by signing a paper copy of the document.

Please take a moment to verify that the document you are about to electronically sign is in a readable format, and is an accurate copy of the electronic document you submitted.

This is important because, under Alaska law, criminal penalties apply for falsely certifying a document. If you submit information that you know is false, you could face imprisonment, fines, or both.

You are legally obligated to protect the security of your myAlaska electronic signature. That means you cannot share your myAlaska password with anyone else - even a family member - or let anyone else use your myAlaska electronic signature. If you discover any evidence that anyone else has used your electronic signature or gained access to your password, you must report it promptly to the [myAlaska Help Center](#).

Document Details

Title: Offshore Seafood General Permit
Description: OFSH-0143 - gh
Department: Alaska Department of Environmental Conservation
Division: Division of Water
Size: 19394 bytes
Certified Date: [View Document](#)

Password:

What was the last name of your third grade teacher?

Sign and Submit Cancel

19

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.

Final Steps
Purpose
Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes **before** submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed
Please Note: Your application will not be processed unless it has been signed!

Tracking #: MMGRP-0117 **Facility:** test project **Type:** Municipal Matching Grant Request for Payment

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

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.

Cancel Overview

20

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 to complete the step and invite another signer.

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.

Tracking #: MMGA-0174 **Facility:** g **Type:** Municipal Matching Grant Application

I would like to assign an alternate... Your Alternates:

Signer
e-mail Address:

E-mail Comment (optional) *This comment will be sent to all alternates

Back Continue

21

An instructional email containing the tracking number, PIN, and 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.

John Randolph (john.randolph@alaska.gov) has identified you as the person responsible to sign for application number 'MMGRP-0117' for the facility: 'test project'. This application is for a discharge under the Municipal Matching Grant Request for Payment MMGRP.

In order to access this application, you will need the following Tracking Number and PIN:

Tracking Number: **MMGRP-0117**

Pin: **1498**

john.randolph@alaska.gov sent you the following comments: blah

To continue, please visit the [Water Online Application \(https://test.dec.alaska.gov/applications/water/oasys/Associate.aspx\)](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.

22

After clicking on the link provided in the email, the alternate payer will login to OASys and enter the Tracking Number and PIN (also provided in the email).

Department of Environmental Conservation
Water Online Application System

[State of Alaska](#) > [DEC](#) > [Online Services](#) > [Water Online Application System](#)

Tracking Number:

PIN:

23

The alternate signer will be taken to the “Final Steps” page, giving them the opportunity to e-sign the Grant Payment Request (if validated).

Final Steps

Purpose

Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes **before** submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed

Please Note: Your application will not be processed unless it has been signed!

Tracking #: MMGRP-0117 **Facility:** test project **Type:** Municipal Matching Grant Request for Payment



Sign this Application Using e-Signature

This signature option allows you to e-sign and submit your application in a matter of minutes.

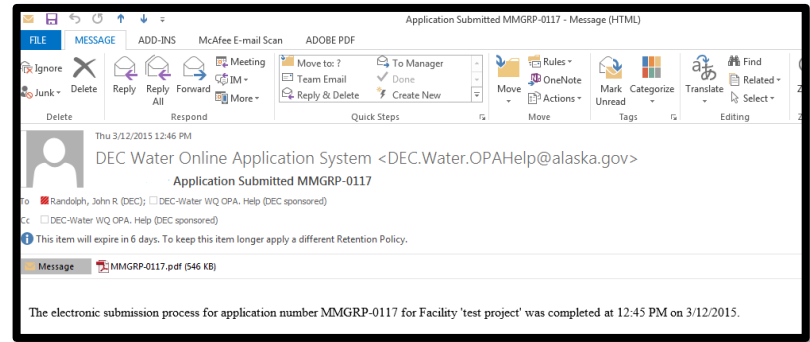


Invite another party to Sign and/or Pay for this Application

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.

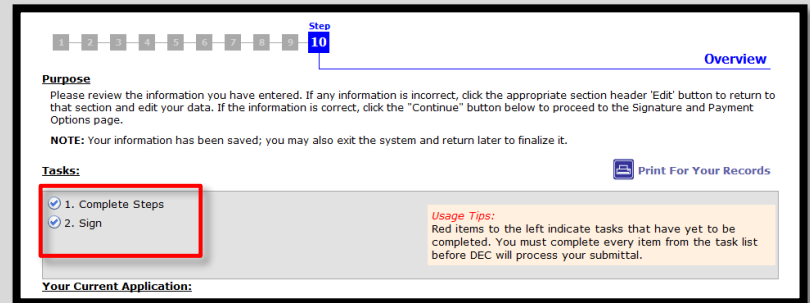
24

You will receive an email confirming that your payment request was signed and another that your application was successfully submitted.



25

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



If you have questions about how to submit a disbursement request, please email the SRF Program at dec.srfprogram@alaska.gov