Signing up for a myAlaska Account and DEC Air Online Services

Step 1: Make sure you have a myAlaska Account.

Go to https://my.alaska.gov/

Scroll down and click on Sign into myAlaska OR Register for a myAlaska Account:

Click on <u>Sign into myAlaska</u> (if you already have an account.) (If you have forgotten your username or password, click on and follow the links given) When you sign in, you will be sent to the **myAlaska Welcome page.** Go to Step 2, on page 4.

Stat	e of Alaska		myAlaska My Government Reside	nt Business in Alaska Visiting Alaska State Employees
m	yAlaska			
HOME	SERVICES	MYPROFILE	HELP	
			myAlaska Login Username: Password: Sign-In Eorgot my Username Forgot my Password New User: Register for a myAlaska Account	
<u>Help</u> Priva	acy Policy User A	Agreement Browser	Compatibility Anchorage: 907-2	Department of Administration Enterprise Technology Services (ETS) 333 Willoughby Xee, 5th Floor P.O. Box 110206 Juneau, AK 99811-0206 Email: <u>mvalaska help@alaska agov</u> Monday - Friday, 8:00 AM to 4:30 PM Alaska Time 269-6311 Fairbanks: 907-451-5911 Juneau: 907-465-5211
State of Alas	<u>ka myAlaska N</u>	Ny Government Res	dent Business in Alaska Visiting Alaska State Emp	loyees State of Alaska © 2010 <u>Webmaste</u>
			**	

OR

• Click on <u>Register for a myAlaska Account</u> (if you need to set up an account).

Fill out the form. (An example of the form is at the top of the next page of these instructions.)

Be sure to enter a valid email account because you will only be able to complete registration after you have received email confirmation.

Read and accept the general myAlaska User Agreement and click on Start Registration.

т	register for an account with multipleta, fill in the new account information required below. You must have a valid amail address. Next, read th
u S	register for an account with hydraska, in in the new account information required below. Four high rave a value enan address, reac, read in er agreement. If you accept the agreement (required to use myAlaska), click on the I accept the User Agreement box. Then click on the art Registration button.
	Username:
	Password:
	Verify Password:
	Secret Question: - Select -
	Answer:
/	Email Address:
	Verify Email Address:
	User Agreement
	AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA
	myAlaska is a web service operated by the State of Alaska
	that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures
	for state forms or transactions.
	□ I accept the User Agreement
	Start Registration

You will be sent to a page (example below) that will tell you to check your email in order to complete registration. Then follow the instructions in the email from myAlaska.



Check your email, and Click on the first link in your email. This will send you to the account confirmation page. (An example e-mail is shown below.)



Re-enter your username and password:

ME SERVICES MYPROFIL	EHELP	
CCOUNT CONFIRMATION	Contractory of the second	
our arrival at this page has confirme ease enter your username and pase	d your email address. sword again to continue the n	nyAlaska registration process.
Username:	your user name here	
Dessured		
password: ompleting your registration will estab rate of Alaska electronically! ick Here to Continue	olish your myAlaska identity. A	After you have done that, you will be able to conduct your business with the
Password ompleting your registration will estab ate of Alaska electronically! ick Here to Continue	ilish your myAlaska identity. A	After you have done that, you will be able to conduct your business with the Department of Administration
Password: ompleting your registration will estat ate of Alaska electronically! ick Here to Continue Privacy Policy User Agreement Brow	vser Compatibility	After you have done that, you will be able to conduct your business with the Department of Administration Enterprise Technology Services (ETS) 333 Willoughby Ave., 5th Floor
Password: ompleting your registration will estat ate of Alaska electronically! ick Here to Continue	olish your myAlaska identity. A vser Compatibility	After you have done that, you will be able to conduct your business with the Department of Administration Enterprise Technology Services (ETS) 333 Willoughby Ave., 5th Floor P.O. Box 110206 Juneau, KY 9811-0206
Password: ompleting your registration will estat ate of Alaska electronically! ick Here to Continue Privacy Policy User Agreement Broy	vish your myAlaska identity. A	After you have done that, you will be able to conduct your business with the Department of Administration Enterprise Technology Services (ETS) 333 Willoughby Ave., 5th Floor P.O. Box 110206 Juneau, AK 99811-0206 Email: mvalaska.help@alaska.gov Mondav - Friday. 8:00 AMI bd.330 PM Alaska Time
Password: ompleting your registration will estat ate of Alaska electronically! ick Here to Continue	vser Compatibility	After you have done that, you will be able to conduct your business with the Department of Administration Enterprise Technology Services (ETS) 333 Willoughby Ave., 5th Floor P.O. Box 110206 Juneau, AK 99811-0206 Email: <u>mvalaska.help@alaska.qov</u> Monday - Friday, 8:00 AMI to 4:30 PM Alaska Time Anchorage: 907-269-6311 Fairbanks: 907-451-5911 Juneau: 907-465-5211

You will be sent to the myAlaska Welcome page (Step 2).

Step 2: Signing up for DEC Online Services

When you are logged in to myAlaska, click on View Your Services:



Scroll down past <u>Services for Individuals</u> to <u>Services for Businesses</u>. Click on <u>DEC Online Services</u>



The first time you click on DEC Online Services you will be sent to the Privacy Agreement page. When the DEC Privacy Agreement appears, you must accept the Privacy Agreement to continue. Check to be sure you are signed in to your account (see left panel on the page) and then read and check off on the agreement. This subscribes you to DEC Online Services. You must sign this agreement before you will be able to log into Air Online Services with your myAlaska account. Click on the <u>Continue</u> button to continue as a logged-in user to the DEC Online Services page.

