

Municipal Grant & Loan Quarterly Report Step-by-Step

The MGL Quarterly Report can be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

Municipal Grant & Loan Quarterly Report

1 The online MGL Quarterly Report submittal is located in the DEC's Water Online Application System (OASys).

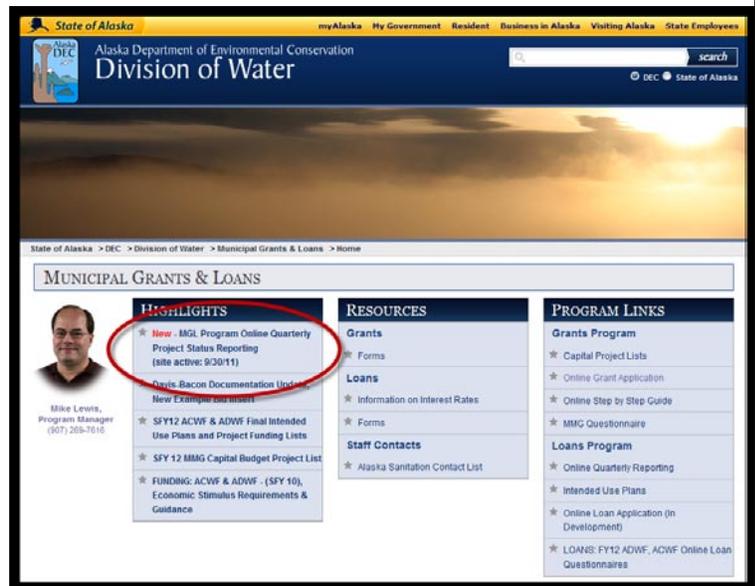
To get to OASys, go to the Division of Water's Municipal Grants & Loans homepage:

<http://www.dec.state.ak.us/water/MuniGrantsLoans/index.htm>

Select the **"MGL Program Online Quarterly Project Status Reporting"** link under **Highlights**.

TIP:

If you encounter difficulties accessing or completing the on-line application, please contact John Randolph at john.randolph@alaska.gov.



3

Welcome to the **Water Online Application System (OASys)!**

IMPORTANT: Submitting a MGL Quarterly Report Submittal (application) online requires a **myAlaska** account with a username and password.

If you already have a **myAlaska** account, click on “*Continue to myAlaska*” button to login.

After entering your **myAlaska** user name and password, you will be directed to the Online Application System, ready to fill in the eNOI. **Skip to step 12 in this document.**

If you don't have a myAlaska account, continue to the next step in this document to create one.

Department of Environmental Conservation
Water Online Application System

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

This system may be used to:

- ★ Apply for ADEC state general permit coverage for contained water and excavation dewatering
- ★ Apply for APDES general permit coverage for construction stormwater, industrial stormwater and offshore seafood processors
- ★ Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, or Municipal Matching Grant questionnaires
- ★ Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- ★ Register a Commercial Passenger Vessel

To view other applications, please go to the Permit Application Portal.

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

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

Continue to MyAlaska

Please direct questions to DEC.Water.OPAHelp@Alaska.Gov.
For storm water permit applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

OASys Help

4

If you don't have a **myAlaska** account, select the “**enroll at myAlaska**” link. You only need to create a myAlaska account once!

The next few steps will walk you through setting up a **myAlaska** account.

TIP:

Think of a personal myAlaska account as a driver's license. It is completely acceptable to use it for submitting these applications. However, you can also set up a separate “business” myAlaska account if you would prefer.

DEC's Water Online Application System (OASys)!

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Continue to MyAlaska

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NOTE: If you already have a myAlaska account, you can skip down to step 12.

After you click on the “enroll at myAlaska” link, you will arrive at the new account page for myAlaska.

Enter a Username, Password, “Secret Question,” and Email Address for your new myAlaska account.

Review the User Agreement, check the “I accept the User Agreement” box, and select the “Start Registration” button.

Username: jrandolph

Password: ●●●●●●●●

Verify Password: ●●●●●●●●

Secret Question: Your mother's maiden name?

Answer: test

Email Address: john.randolph@alaska.gov

Verify Email Address: john.randolph@alaska.gov

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

6

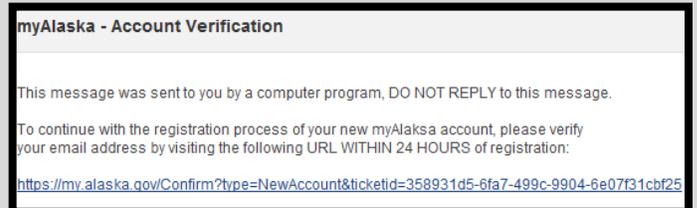
Close the internet browser window and check the email account you entered in Step 5.

If you cannot locate the email in your inbox, be sure to check your junk mail folder.

	FROM	SUBJECT	DATE
<input type="checkbox"/>	myAlaska	myAlaska - Account Verification	8:13 AM

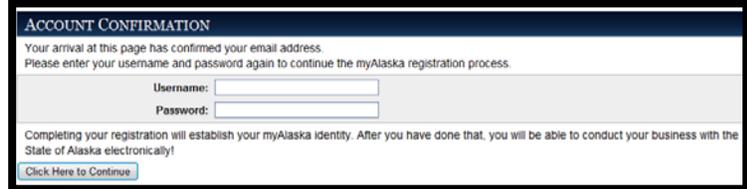
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Open the myAlaska - Account Verification email and select the hyperlink in the email.



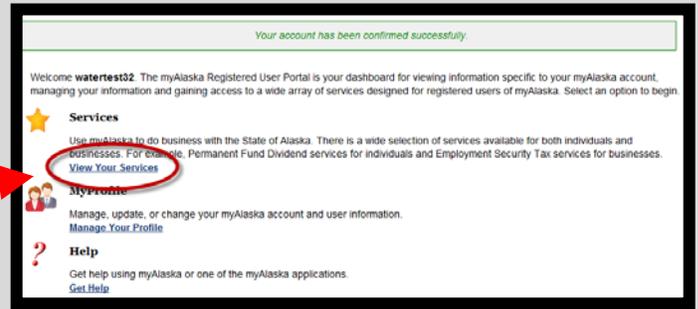
8 The Account Confirmation page will load.

Enter your Username and Password and select the “Click Here to Continue” button to confirm your new myAlaska account.



9 You will be taken to the myAlaska Registered User Portal.

Click on “View Your Services”.



Then, click on “DEC Online Services” under Services for Businesses.



10 Read the privacy agreement, check the Accept check box, and select Continue.

NOTE: The only myAlaska account information DEC will use is the address and email information.

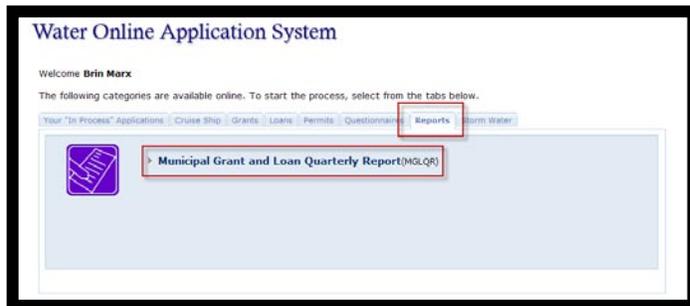


11 You will be directed to the DEC myAlaska Online Services.

Click on the link to the Water Application System (OASys)

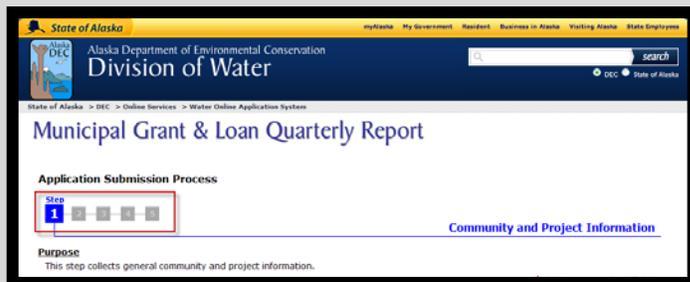


12 After successfully registering for a myAlaska account or after entering your existing username and password, you will arrive at the Water Online Application system.



Select the “**Reports**” tab then select the “**Municipal Grant and Loan Quarterly Report**” from the available categories.

13 A series of steps will take you through the report, asking for information about 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.)*

TIP:

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

TIP:

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

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

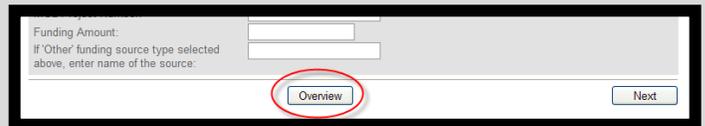


TIP:

At any time, you can logout, and your information will be saved. **NOTE:** Changes to the current page are not saved until you hit “Next”.

**T
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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 and to edit previously entered information.



NOTE: Remember, changes to the current page are not saved until you hit “Next”.

14

Step 1 in the report process asks for information about your project and community.

When you have completed this step, click the “Next” button to move on to the next step.

IMPORTANT TIP:

If you will be submitting a high volume of MGL Quarterly Reports over time, we suggest that you enter the report quarter and year (in addition to project name) in the “Project Name” field. This will help you locate previously submitted reports in the future.

Example: “Water Project Q1 2011”



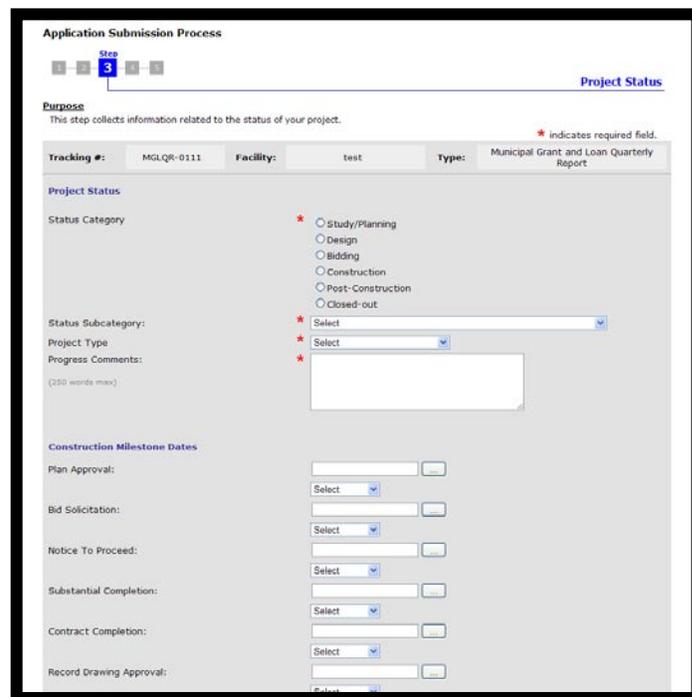
15

Step 2 in the report process collects contact information for your community. Enter in the required contacts then click the “Next” button to move on to the next step.



16

Step 3 in the report submission process collects information about the status of the project.



17 Step 3 also allows you to link your DBE Reporting form to this MGL Quarterly Report. Please read all of the instructions carefully.

The DBE Reporting form is a separate submittal in OASys, but can be linked by selecting the tracking number/project name from the list of DBE reporting forms provided in this step. Note: only the DBE reports you've created will appear in the list.

Once you've completed all applicable fields on this step, click the "Next" button to move on to the next step.

18 Step 4 allows you to submit any required or optional attachments online.

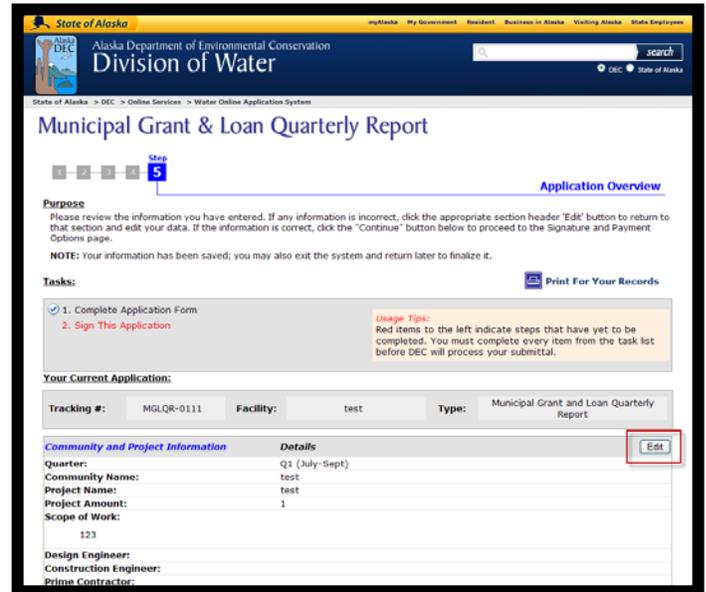
Please read the directions carefully on this page.

NOTE: Attachments may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

Address:
 Department of Environmental Conservation
 410 Willoughby Avenue
 P.O. Box 111800
 Juneau, AK 99811-1800

19 Step 5 is the “Application Overview” page (last step). It gives you an opportunity to review and edit the information that you have entered so far.

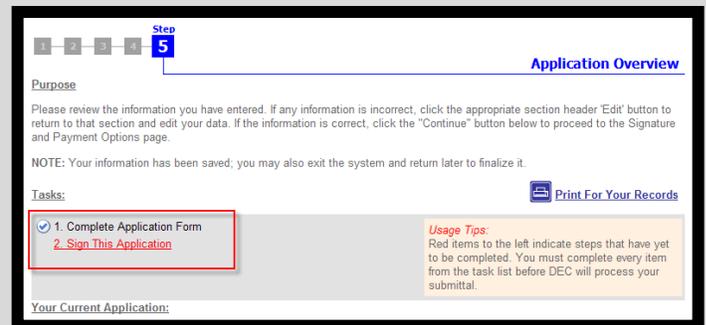
To change any information in a section, select the edit button that corresponds to that section.



20 After all information is entered and you have finished adding all online attachments, you will need to submit your report.

NOTE: A check will appear next to “1. Complete Application Form” if the application is complete and ready to be submitted.

To go to the **Final Steps** page, select the “2. Sign This Application” link under tasks on the Application Overview page. You can also click on the “Continue” button at the bottom of the page.



21 The “**Final Steps**” page gives you the option to submit your report to DEC.

If you are satisfied with your report, click the **Submit** button on this page.

The screenshot shows the 'Final Steps' page for the 'Municipal Grant & Loan Quarterly Report' on the Alaska Department of Environmental Conservation (DEC) website. The page header includes the State of Alaska logo and navigation links. The main content area displays the report title and a 'Final Steps' section with a 'Purpose' paragraph. Below this, the 'Current Status' is 'Completed'. A form contains fields for 'Tracking #:' (MGLQR-0111), 'Facility:' (test), and 'Type:' (Municipal Grant and Loan Quarterly Report). A 'Submit' button is prominently displayed, along with 'Cancel' and 'Overview' buttons at the bottom.

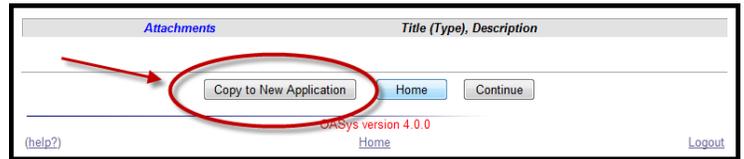
22 Once your report is submitted, you have completed the online report submittal process and may close your browser. You will receive an email confirming your submission.

The screenshot shows the 'Submitted' confirmation page for the 'Municipal Grant & Loan Quarterly Report' on the Alaska Department of Environmental Conservation (DEC) website. The page header is identical to the previous screenshot. The main content area displays the title and a 'Submitted' section with a 'Congratulations, your application has been submitted!' message and contact information for DEC. 'Overview' and 'Home' buttons are visible at the bottom.

23

IMPORTANT FEATURE: The “Copy to New Application” button allows you to create a new application of the same type that pre-populates with information from a previous application.

To copy previously submitted information, open your original submittal and select “Copy to New Application” at the bottom of the application overview page.



**For assistance, please call:
John Randolph at 907-465-5307,
Kaitee Fleck at 907-451-5337, or
Janice Mclean at 907-465-5282.**