

## **Attachment A: Preparing to use Air On-line Services**

### **1. Complete and Submit Organization Web Administration Form**

Each company MUST FIRST appoint an ADMINISTRATOR who will designate the person(s) in the company who will have access to ADEC's Air On-line Services for electronic submittals and permit actions.

*Note: Each user of the Air On-line Services, and each person identified by the Organization Web Administrator, will need to have a myAlaska account (Step 2).*

A copy of the Organization Web Administrator form is attached for your use.

The form is also available on-line: <http://www.dec.state.ak.us/air/ap/docs/adrqst.pdf>

The Organization Web Administrator User's Guide is available online:

<http://www.dec.state.ak.us/air/ap/docs/OrgAdminHelp.pdf>

### **2. Create a myAlaska Account**

Before a user will be allowed to sign into Air Online Services, they must first go to myAlaska (<https://myalaska.state.ak.us/home/app>) and setup a user account.

- The username you choose will be used to create their online account with Air Online Services.
- A user does not have to be an Alaskan resident to set up a myAlaska user account.
- A tutorial for creating a myAlaska account for use within the Department's Air On-Line Services can be found at:  
<http://www.dec.state.ak.us/air/ap/docs/myAlaska%20Account%20for%20Air%20Online%20Services.pdf>

### **3. Identify Individuals Authorized to Access Air On-Line Services for your Company**

Once you receive verification that your Organization Web Administrator is established, the Organization Web Administrator must identify the person(s) authorized to access their on-line information and to be able to submit reports and applications.

Each user identified by the Organization Web Administrator must be assigned a role within their organization.

- Each role has its own specific set of permissions.
- It is possible, and intended, for one user to have multiple roles across multiple stationary sources and possibly across multiple organizations.
- In smaller organizations where one person would fill all the roles for online use, each role must be assigned to the Organization Web Administrator individual.

The Organization Web Administrator must assign the role of the Source Web Administrator (Role #1).

***Roles:***

***1. Source Web Administrator***

The Source Web Administrator is intended to be a designated responsible official for the Stationary Source.

The Source Web Administrator has permission to add/edit e-signer and document editor roles for a specific stationary source.

A Source Web Administrator can be the administrator for more than one stationary source, and there can be more than one Source Web Administrator per stationary source. However this is not recommended.

Main responsibilities of the Source Web Administrator are to assign and maintain Stationary Source Web E-Signer(s) information, and to assign and maintain Stationary Source Web Document Editor(s).

***2. Stationary Source Web E-Signer***

Web E-Signers for each Stationary Source must be assigned by the Source Web Administrator.

Web E-Signers are intended to be a designated responsible official for the Stationary Source.

Before users can submit on-line payments, reports and applications, the designed E-signers must complete and submit an Electronic Signature Validation form (attached or on-line at: <http://www.dec.state.ak.us/air/ap/docs/validate.pdf>. )

The E-Signer has permission to create, edit, save, submit, and pay for online permit applications and reports.

Main responsibilities for Stationary Source Web E-Signers are to submit applications and/or reports electronically, and to pay for applications and/or reports electronically.

***3. Stationary Source Web Document Editor***

Designation of a Web Document Editor must be made by the Source Web Administrator

A Web Document Editor is not required to submit any additional paperwork or identity verification.

A Web Document Editor may be anyone, employed or under contract, by an organization or stationary source.

Web Document Editors have permission to create/edit/save online applications and reports.

Web Document Editors cannot submit on-line reports or applications for a stationary source.

Main responsibilities of the Stationary Source Web Document Editor are to create and save an application and or report for submittal by a responsible official for that Stationary Source.

**In summary:**

- Each company must identify one Organization Web Administrator, and complete and submit an Organization Web Administrator request form
- Each user must have a myAlaska account
- The Organization Web Administrator must assign a Source Web Administrator.
- The Source Web Administrator may add users and assign either the Stationary Source Web E-Signer and/or Stationary Source Web Document Editor roles to themselves or others.
- If the Source Web Administrator wishes to have the ability to Web E-Sign or be a Web Document Editor, they must assign those roles to themselves.
- To assign users and roles, the Source Web Administrator must select the stationary source for which they are an administrator for. This will bring them to the Stationary Source Home where they can now select the User Administration link located under the “Quick Links” and assign themselves the E-Sign and/or Editor roles.

**Additional help, guidance and instructions for Organization Administrators, Source Web Administrators, or E Signers are available on-line:**

General Help:

<https://myalaska.state.ak.us/deca/air/airtoolsWeb/Help.aspx>

ADEC “ORGANIZATION WEB ADMINISTRATOR” REQUEST FORM:

<http://www.dec.state.ak.us/air/ap/docs/adrqst.pdf>

ADEC Electronic Signature Validation FORM:

<http://www.dec.state.ak.us/air/ap/docs/validate.pdf>

Air Online Services Organization Web Administrator User’s Guide:

<http://www.dec.state.ak.us/air/ap/docs/OrgAdminHelp.pdf>

Air Online Services Stationary Source Web Administrator User’s Guide:

<http://www.dec.state.ak.us/air/ap/docs/SourceAdminHelp.pdf>

Air Online Services E-Signer and Document Editor User’s Guide:

<http://www.dec.state.ak.us/air/ap/docs/ESignerHelp.pdf>

ADEC Standard Permit Condition IV – Notification Form:

<http://www.dec.state.ak.us/air/ap/docs/SC4notform.pdf>