

Air Online Services

Organization Web Administrator

User's Guide

Overview

The purpose of this document is to provide definitions for online user roles and navigation help for Organization Web Administrators.

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Air Quality Division
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Online User Roles

Before a user will be allowed to sign into Air Online Services, they must first go to myAlaska (<https://myalaska.state.ak.us>) and setup a user account. The username they choose will be used to create their online account with Air Online Services. A user does not have to be an Alaskan to set up a myAlaska user account.

These roles do not have a hierarchical value. 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 individual.

Organization Web Administrator

The user for this role is identified by the organization with an Administrator Request form (<http://www.dec.state.ak.us/air/ap/docs/adrqst.pdf>). Once DEC processes this form, the Organization Web Administrator has permission to edit stationary source contact information, and add/edit the Source Web Administrator role for each stationary source within that organization. The Organization Web Administrator also has permission to add/edit organization-level e-signer and document editor role holders for permits not bound to a particular stationary source, such as permits for portable oil and gas operations and open burns. **There is only one Organization Web Administrator for each Organization/Company/Entity.**

The Organization Web Administrator is intended to be a responsible, employed member of the organization with a sufficient level of responsibility to basically meet the intent of the regulatory definition of a responsibility party or owner. It would be in the organization's best interest that the Organization Web Administrator is a person or position that does not experience a high level of turn-over.

Main Responsibilities

1. Assign and maintain Source Web Administrator(s) for each source submitting reports through Air Online Services.
2. Assign and maintain Organization Web E-Signer(s) for creating, editing, and submitting permits not bound to a particular stationary source, such as permits for portable oil and gas operations and open burns.
3. Assign and maintain Organization Web Document Editors(s) for creating and editing permits not bound to a particular stationary source, such as permits for portable oil and gas operations and open burns.

Future Responsibilities

1. Maintain Contact Information for the Organization and stationary sources.
2. Establish a new stationary source for the organization.

Source Web Administrator

This role has permission to add/edit e-signer and document editor roles for a specific stationary source. The Source Web Administrator will only have permission for adding e-signers or editors to the stationary sources that have been assigned by the Organization Web Administrator. A Source Web Administrator can be the administrator for more than one stationary source. There

can be more than one Source Web Administrator per stationary source. However this is not recommended.

The Web Administrator is intended to be a responsible, employed member of the organization. It would be in the organizations best interest that the Source Web Administrator be a person or position that does not experience a high level of turn-over, and is familiar with the stationary source(s) being assigned.

Main Responsibilities

1. Assign and maintain Stationary Source Web E-Signer(s).
2. Assign and maintain Stationary Source Web Document Editor(s).

Web E-Signer

This role has permission to create/edit/save/submit/pay online applications and reports. When the user for this role is assigned by the Organization Web Administrator or the Source Web Administrator, an Electronic Signature Validation form in PDF format, <http://www.dec.state.ak.us/air/ap/docs/validate.pdf>, will be made available for the Source Web Administrator to print and give to the user to fill out and send into DEC for identity verification. Even though a user has been assigned the role of e-signer, without the electronic signature validation form submitted and processed by DEC, the potential e-signer will not be able to submit or pay online any applications or reports.

E-Signers may be anyone, employed or under contract, by an organization or stationary source. Due to the level of responsibility, however, care should be taken on who is given this permission.

Main Responsibilities

1. Submit applications and/or reports electronically.
2. Pay for applications and/or reports electronically.

Web Document Editor

This role has permission to create/edit/save online and/or applications. 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.

Main Responsibilities

1. Create and save an application.
2. Create and save a report.

Again, these roles do not have a hierarchical value. 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 individual.

Brief summary: In order for an organization create have access to use Air Online Services to create and submit permits online, one user must first be identified as an Organization Web

Administrator and submit the paperwork. Once that account has been created by DEC, the user must logon to Air Online Services and go to the Organization Web Administrator Home page. This is where the Organization Web Administrator may assign the following roles:

- Source Web Administrator roles
- Organization E-Signer roles either to themselves or others.
- Organization Document Editor roles either to themselves or others.

If the Organization Web Administrator wishes to have the ability to Web E-Sign or be a Web Document Editor to create and submit applications and/or reports for a stationary source, they must assign themselves as a Source Web Administrator and then return to the Organization Home page. From here the user must select the stationary source for which they are an administrator for. This will bring them to the Stationary Source Home Page where they can now select the User Administration link located under the page title (see page 15) and assign themselves the E-Sign and/or Editor roles.

If the Organization Web Administrator wishes to have the ability to Web E-Sign or be a Web Document Editor to create, edit, and submit applications a for portable oil and gas operation permits or open burn permits, they must assign themselves as an Organization E-Signer or Organization Document Editor and then return to the Organization Home page. From here the user may create a new MG1 (portable oil and gas operation) notification or a new open burn permit (this option is not yet available) or continue editing and/or submit a saved permit.

Once the Source Web Administrator is assigned AND ACTIVE (paperwork submitted and processed) the Source Web Administrator will add any additional users and their assignments for the specific stationary sources they are assigned to. Source Web Administrators must also assign themselves roles if they wish to e-sign and pay.

Signing up for a myAlaska Account

Before you can be assigned the role of E-Signer or Document Editor, you must sign up for a myAlaska account subscribed to DEC Air Online Services. To obtain the appropriate type of myAlaska account, open your web browser to the following secured site: <https://myAlaska.state.ak.us> and click on the 'DEC Online Services' link in the right-hand column under 'Businesses' (see figures below). You will be directed to a new page where you can enter your desired name, password, and email address for verification. You must also agree to abide by the restrictions on the use of your myAlaska password for the purposes of applying your myAlaska password as an electronic signature.

After you have signed up for an account, notify the Organization Web Administrator or Source Web Administrator, who will need to submit your myAlaska Username (not your password) on the Air Online Services user administration page to complete your registration as an Air Online Services user.

https://myalaska.state.ak.us/home/app

The State of Alaska

myAlaska

Please Login:
 Username
 Password

Home
[Forgot Username?](#)
[Forgot Password?](#)
[New User?](#)

[Browser Compatibility](#)

Services for:

Individuals

- › [Permanent Fund Dividend](#)
- › [Alaska Donor Registry](#)
- › [Report a vehicle accident](#)

Businesses

- › [Employment Security Tax](#)
- › [DEC - Pay Invoices Online](#)
- › [DMV Services](#)
- › [DEC Online Services](#)
- › [Submit Certificate of Permit](#)
- › [Commercial Vehicle Enforcement-Permits](#)
- › [Revenue Tax Online Permitting & Licensing](#)
- › [DHSS - eGrants](#)

[Contact us](#) [Help](#) [Privacy Policy](#) [User Agreement](#)

The State of Alaska

myAlaska

Please Login:
 Username
 Password

Home
[Forgot Username?](#)
[Forgot Password?](#)
[New User?](#)

[Browser Compatibility](#)

Sign up for a
new account:

Username [username tips](#)

Password [password tips](#) (six character minimum)

Password (again)

Secret Question what is this? Your mother's maiden name?

Answer

E-Mail Address why is this required?

E-Mail Address (again)

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

I Accept the User Agreement

Logging into Air Online Services (AOS)

As a user attempting to log into AOS to view, create and/or submit a permit or report,

- You must have a myAlaska account to view/create/submit a permit application or report.
- You be subscribed to DEC Online Services (signed the online agreement),
- Your organization's web administrator or the source web administrator must have previously added you as an E-Signer or Document Editor for your organization or for a particular stationary source.
- E-Signer's must have a signed and notarized form on file at DEC.

1. Click on the link 'Enter Air Online Services' to go to the myAlaska log in page.
2. Enter your myAlaska username and password and click the 'Login' button.

AOS Home Page



Air Online Services Log In Page

State of Alaska > DEC > Login

Login

You need to be logged in to access those pages.

Login with your myAlaska account:

User Name:

Password:

[Forgot your password?](#)
[Forgot your user name?](#)

Please login using your myAlaska account.
(First time? See below *)

By logging into air-on-line services the following options may be available to you. For the regulated community, you can apply for a permit or an enforceable order, you can electronically submit information for a permit or an enforceable order, you can electronically submit information as an excess emissions report, and you can electronically submit information as an excess emissions report.

* If this is your first time visit

3. If this is the first time you have logged into Air Online Services and you have been assigned an E-Signer role, you will also be required to validate your driver's license information on the following form. Once you have validated your information, you will not be required to validate it on subsequent visits to AOS. As an e-Signer you are obligated to keep your electronic signature password secure from compromise and not allow it to be used by others. If you believe your credentials have been stolen, please report it to the person who assigned you this role (either the Organization Web Administrator or the Source Web Administrator) immediately.

E-Signer Validation

eSignature Validation

Commissioner Divisions/Contacts Public Notices Regulations Statutes Press Releases **DEC Home** [find](#)

Division of Air Quality

Air Permits Program

State of Alaska > DEC > Air Online Services > eSignature Validation

eSignature Validation

I understand and agree that my myAlaska password is my electronic signature. I will keep my electronic signature password secure from compromise, I will not allow use of my electronic signature password by others, I will promptly report any evidence that my electronic signature password has been given to others, and I will promptly notify the system manager if I receive a system acknowledgement of a submission that I did not make. I also agree that use of my electronic signature password to electronically sign documents legally binds me to the same extent as I would be bound or obligated by handwritten signatures.

I Agree

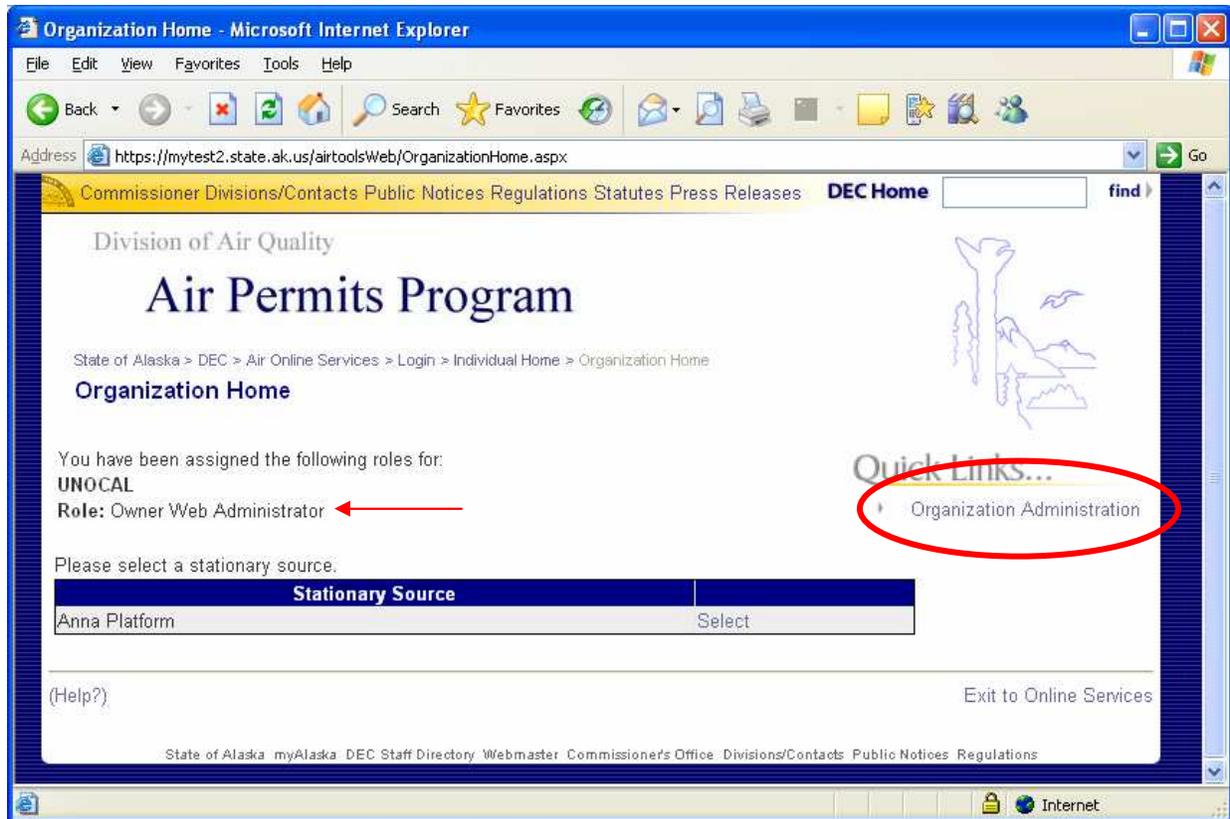
Please enter your drivers license number for validation.

(Help?) [Exit to Online Services](#)

State of Alaska myAlaska DEC Staff Directory Webmaster Commissioner's Office Divisions/Contacts Public Notices Regulations

Organization Home Page

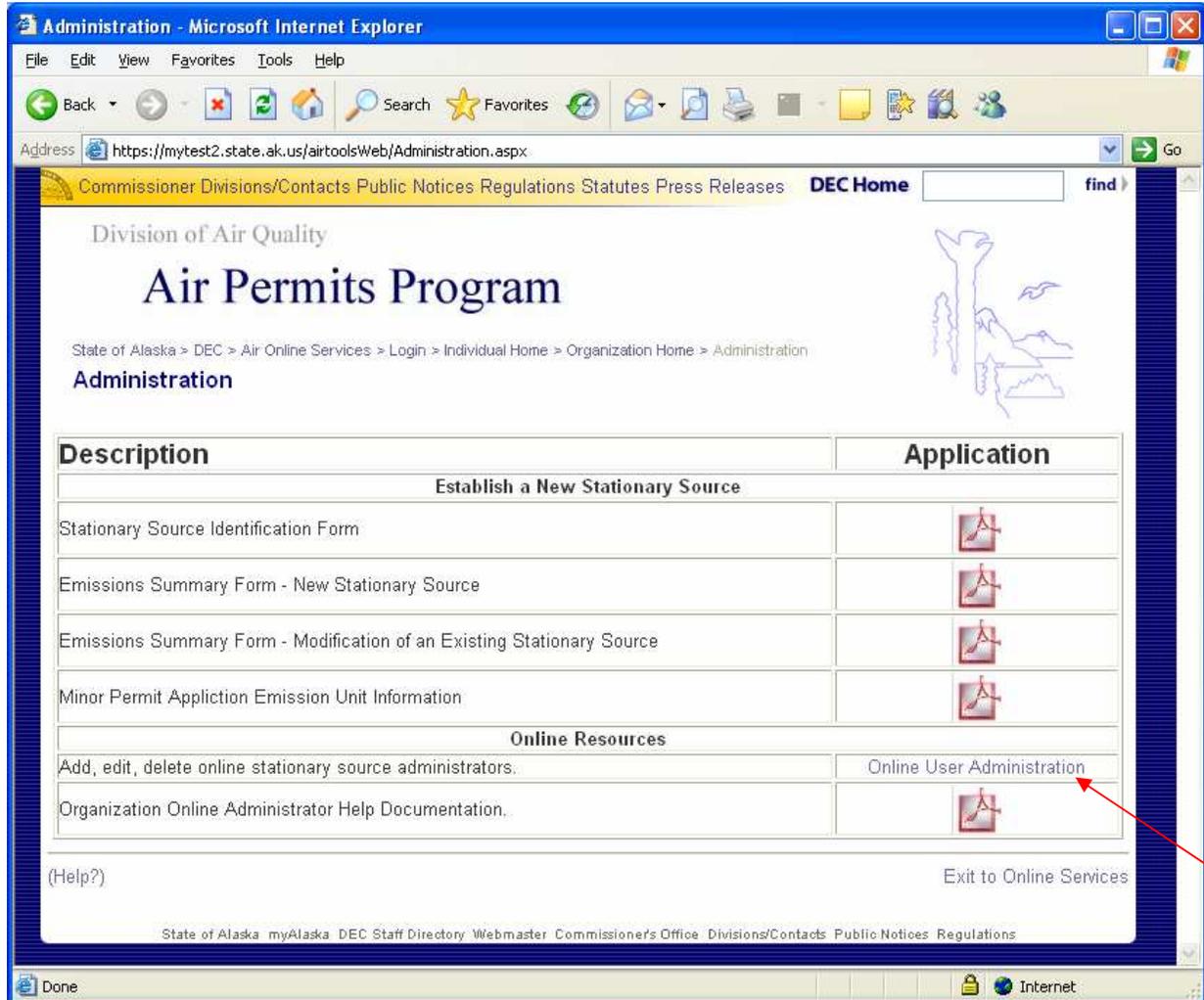
Once logged in, this is the second page a user will see after they have selected an organization.



Organization Web Administrators will see a link to the **Organization Administration** home page (circled in red). Organization Web Administrators should select this link the first time they enter the system to begin assigning Source Web Administrators.

This page will also list all of the roles the user has for the selected organization (red arrow) and also list all of the stationary sources and organizations the user has an active role for (once the roles have been assigned).

Organization Administration Page



From this page the Organization Web Administrator may establish a new stationary source or conduct Online Resources' business.

Organization Web Administrators should go directly to the Online User Administration link the first time they come to this page (red arrow).

The Organization Web Administrator has the options to print off paper forms to create a new stationary source, fill out an emissions summary form for a new stationary source, or submit emissions unit information. (These forms are also available on the Air Permit Web Site at this time). Eventually, the Organization Web Administrator will be responsible for creating new stationary sources online from this page.

Online Resources include Online User Administration for managing user roles.

Online User Administration Page

Division of Air Quality

Air Permits Program

State of Alaska > DEC > Air Online Services > Individual Home > Organization Home > Administration > User Administration

User Administration

Stationary Source or Organization*: Test Source 1

2

User Name	Select
Jackie Shoaf	3 Select

*Organization names end in "- General". E-Signer and Document Editor roles can be assigned at the Organization level for creating/submitted non-stationary source specific permits, such as MG1 Notifications and Amendments.

See the [Organization Administrator Guide](#) for more details.

(Help?) [Exit to Online Services](#)

State of Alaska myAlaska DEC Staff Directory Webmaster Commissioner's Office Divisions/Contacts Public Notices Regulations

Step 1: Select a Stationary Source or Organization to Administer: This drop down list shows all the stationary sources and organizations in which the administrator has an assigned role (an organization is denoted by the organization name followed by the suffix ‘-General’ in the drop down list). This drop down also acts like a filter for this page. **For example**, the screen above shows that “Test Source” was selected stationary source. In the user list only the individuals who have a role for Test Source are shown.

Step 2: Create a New User and Add User Role(s)

New User: This will display a form, shown below, that will allow you to enter the new user’s name and myAlaska username, as well as assign the necessary roles to the new user for the selected stationary source or organization.

OR

Step 3: Select Existing User and Edit User Role(s): The **Users** grid will contain a list of all role holders for the stationary source or organization selected from the drop down list. Click the **Select** link next to an existing user to display and edit their data and their roles for the selected stationary source or organization in Air Online Services.

New/Selected User View

Commissioner Divisions/Contacts Public Notices Regulations Statutes Press Releases **DEC Home** find

Division of Air Quality

Air Permits Program

State of Alaska > DEC > Air Online Services > Individual Home > Organization Home > Administration > User Administration

User Administration

Baker Platform

Insert **3** Cancel

First Name: John

Middle Initial: **1**

Last Name: Jones

myAlaskaUsername: jjones

Roles: - Select -

Add Role **2**

Role	Expiration Date		
Source Web Administrator	<input type="text"/>		Update Delete

Invalidate User's Compromised myAlaska Account

*Use the following tool ONLY to disable a user's potentially compromised or stolen myAlaska credentials for login to Air Online Services. Once the user's account has been invalidated, the user will be required to obtain a new account from myAlaska including a new myAlaska username. The new myAlaska username must be re-entered for this user by the organization or source administrator before they can log in again.
DO NOT USE THIS OPTION TO EXPIRE THE USER'S ROLES (edit the **4** expiration date in the grid above).

Invalidate User's MyAlaska Account for Access to Air Online Services*

(Help?) [Exit to Online Services](#)

State of Alaska myAlaska DEC Staff Directory Webmaster Commissioner's Office Divisions/Contacts Public Notices Regulations

Step 1: Enter User's Name and myAlaska Username:

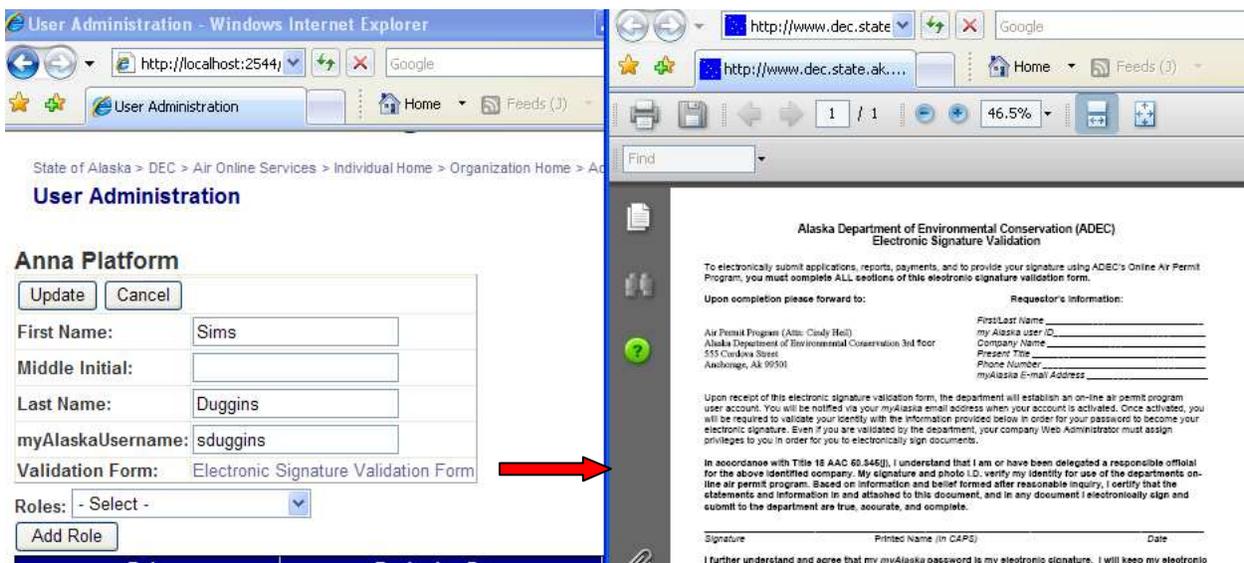
First Name: User's first name. This is a required field.

Middle Initial: User's middle initial. This is not a required field. However, it does help differentiate individuals with the same first and last names.

Last Name: User's last name. This is a required field.

myAlaskaUsername: User's registered myAlaska username. This must exactly match their myAlaska username. Any misspellings or mismatch in case will result in the user not being able to log into Air Online Services. This is a required field.

Validation Form: This field is only shown if the user has a Web E-Signer role. When a Web E-Signer role is first added to a user, an e-signature validation form pops up in a new window to be printed out and filled in by the specified user and mailed into DEC. Once the paperwork has been processed by DEC, this field will show that the form is **On File** at DEC. Until that time, a hyperlink to the e-signature validation form will appear instead in this field. If another copy of the form is need, simply click on the link and re-print the form. Until this form has been submitted and processed by DEC, the E-Signer will not be able to sign and submit documents.



Update/Insert: After making any changes to the selected user (including adding or deleting roles), click the **Update** button to save your changes. If a new user is being entered this button will say **Insert**. You can then return to the User Administration page and find that person listed among the users for the appropriate stationary source or organization.

Cancel: Click this button to cancel in changes made to the selected user (including adding or deleting roles).

Step 2: Enter and Configure User Roles:

Roles: This drop down list contains all of the available roles that may be assigned to the selected user. If the selected user has been assigned all of the available roles this control will be disabled. The roles displayed when all roles are available will depend on whether the role is applies to stationary source or organization level roles.

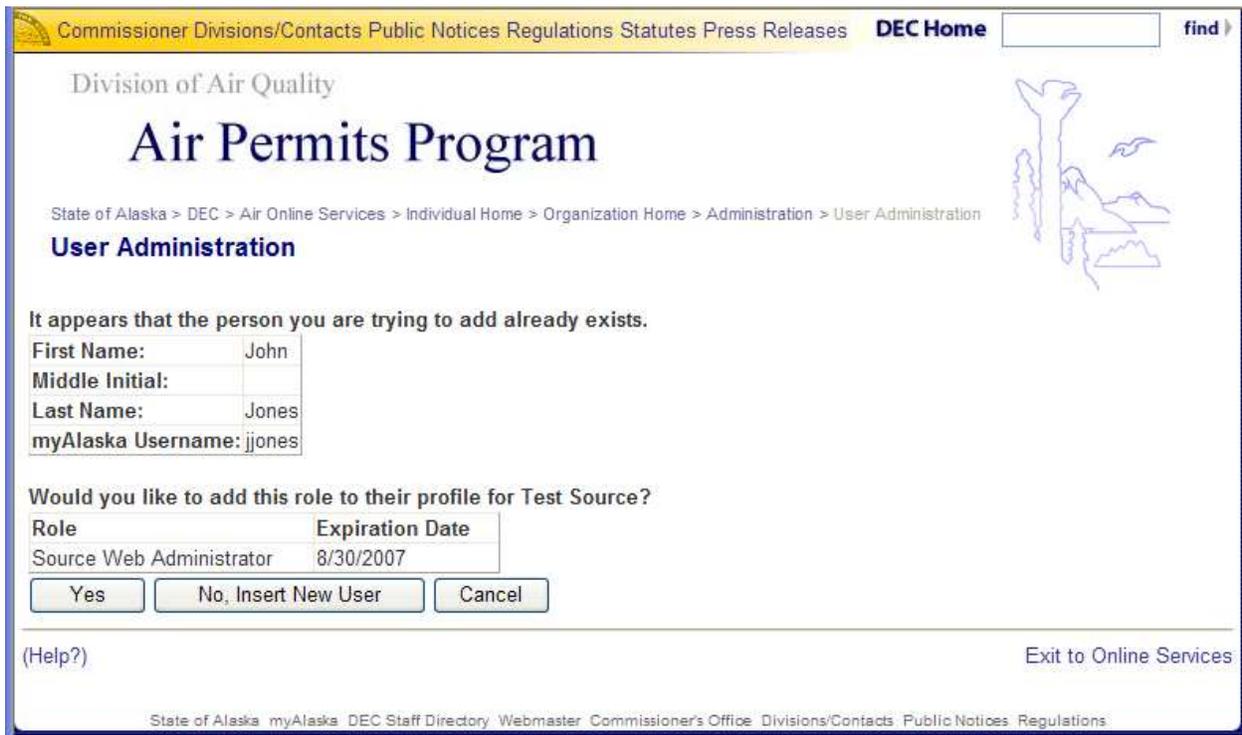
At least one role is required in order to insert a new user. If all of the roles are removed from an existing user, the user is removed from the user list of the selected stationary source.

Add Role: This button adds the selected role from the **Roles** drop down list and allows you to set an **expiration date** to limit the period in which this user’s role will be effective. After the set expiration date, this user will no longer have the privileges of this role. To select an expiration date, click on the calendar image and select a date from the calendar. To leave the expiration date empty, click the update link in row. If the expiration date is left empty, the role never expires. To remove the role, click the delete link in the row of the role you wish to remove. **Only the appropriate administrator may add/edit/delete or change the expiration date for a user’s role. Only an Organization Web Administrator may add/edit/delete or change the expiration date for a Source Administrator role.**

This is not a required field; however, it is a good security measure to set a date to ensure that the assigned role is not abused past the period for which it is likely to be required.

Duplicate New User:

If you have entered a new user’s data and click the **Insert** button and the myAlaska Username for the person you are trying to add already exists in the Air Online Services database, you will be asked to assert whether this user is actually a new user. If this is the same person, select **“Yes”** to add this new role to an existing user. This will occur if the user has already been created for a different stationary source. If it is not the same person, the person should have a different myAlaska username. Click **“No, Insert New User”** to create a new user, or **“Cancel”** to return to the previous screen.



How to Invalidate a Potentially Compromised myAlaska Login for an Existing User

This procedure is only recommended when you have reason to believe that the user’s myAlaska has been stolen, misused or compromised. The user will be required to create a new myAlaska account to log into Air Online Services, and their myAlaska Username will

need to be reentered. Do not invalidate an account to expire a user's role. Edit the expiration date for their role or delete the role for that user.

To invalidate a compromised myAlaska account for login to Air Online Services, click on the **Invalidate myAlaska Account** (The button next to the red "4" shown on page 9).

Summary:

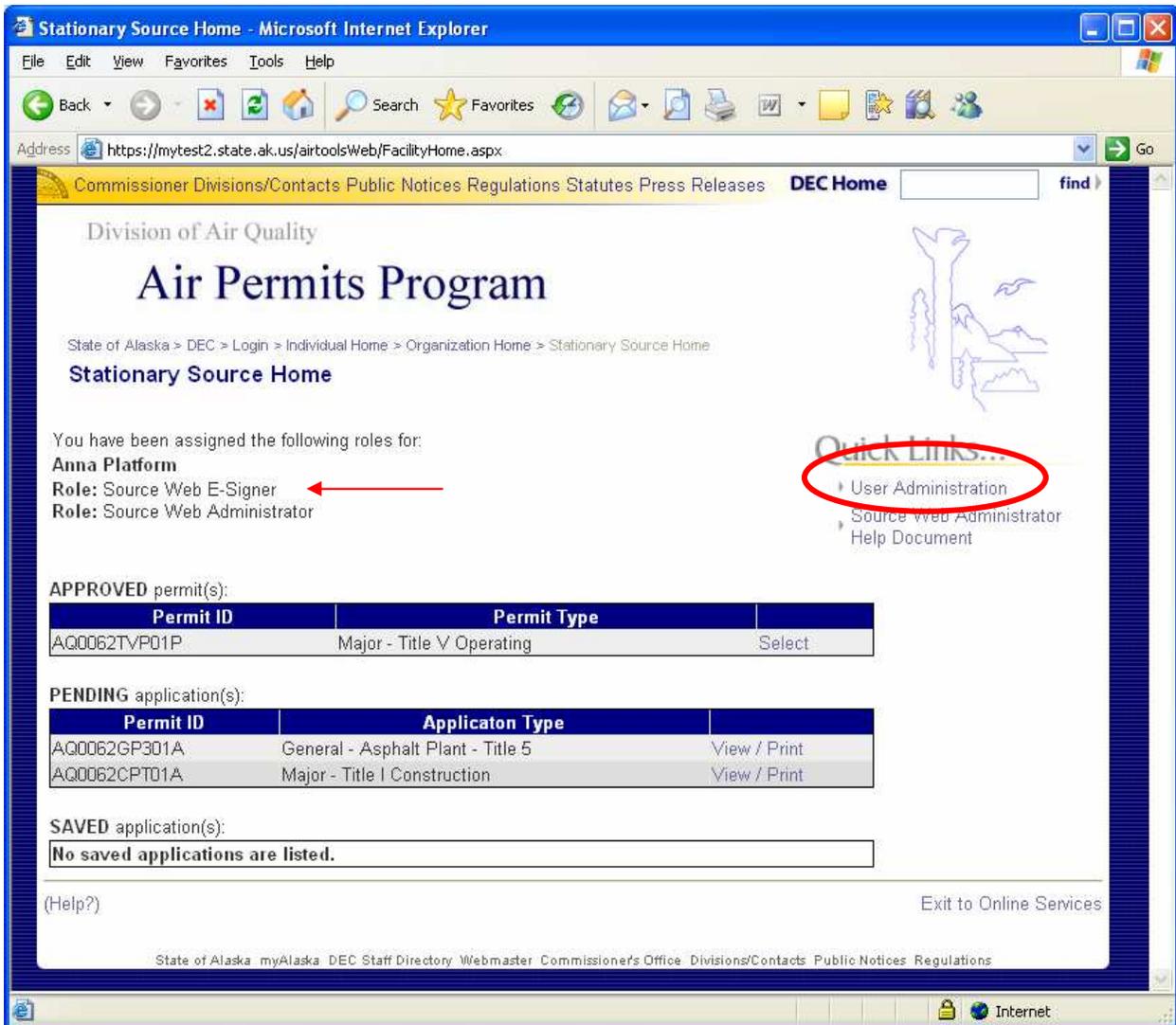
To add a new user, select the stationary source or organization from the **Stationary Source or Organization** drop down menu and click the **New User** button. If you know the user has already been entered, for a different stationary source for example, you can just enter their myAlaska Username, add the specific roles you want the user to have, and then click **Insert**. If the user already exists you should get the screen above. Click **Yes** to add the role to the existing user.

To add a new role for an existing stationary source or organization user, select the stationary source or organization from the **Stationary Source or Organization** drop down menu, find the user among the users currently listed in the **Users** grid and click on **Select** for that user to display and edit their data.

To **expire** an existing user's role, change the expiration date for the role or delete the role.

To invalidate a **stolen, misused, or compromised** myAlaska account for login to Air Online Services, click on **Invalidate myAlaska Account**.

Stationary Source Home Page



Once an Organization Web Administrator has established a Source Web Administrator, that user can proceed to this page, **Stationary Source Home** page to add additional users and roles.

Source Web Administrators will see a link to the **User Administration** page. The User Administration page is the same page layout described above for the Organization Web Administrator. Select this link to add and edit online users (E-Signers, and Document Editors).

The Stationary Source Home page will also list all the roles that have been assigned to the user for the selected stationary source (red arrow).

Email Notifications

As the organization administrator for your organizations, you will be receiving monthly email messages from Air Online Services. These are automatically generated messages that will enumerate the following:

- Each document, application or report, that was submitted by an authorized user from your organization for the previous month
- All of the current authorized users for your organization and their role in Air Online Services

Note: When ever a signed document is successfully submitted the submitter, the E-Signer will receive an automated application submittal receipt message and payment confirmation (if applicable) as well.

The automated messages will have the following sender address: `airtools_noreply@alaska.gov`

Viewing Signed and Submitted Documents

A web-formatted version of all permits, permit applications, and reports for your organization are available for viewing online whether or not they were submitted online.

Step 1: To view these web documents, start at the Organization Home page where you may select either a stationary source or a non-stationary source permit from the permits or applications grid.

State of Alaska > DEC > Air Online Services > Individual Home > Organization Home

Organization Home

You have been assigned the following roles for:
UNOCAL
Role: Web E-Signer
Role: Web Document Editor
Role: Owner Web Administrator

Please select a stationary source.

Stationary Source	
Anna Platform	Select

APPROVED permit(s):

Permit ID	Permit Type	
AQ1018MG101P	Minor General - Portable Oil and Gas Unit	Select

PENDING application(s):

Step 2: If you want to view a report or permits bound to a stationary source, select that stationary source (Step 1) and you will be directed to that stationary source’s home page. You

will find all a stationary sources approved permits, the pending permit applications, and saved, but not yet submitted permit application forms, on the 3 grids on this page.

Select the permit to which the document (permit or report) is bound. If it is an approved permit, you will be directed to the permit home page, where you will have an opportunity to view or print any of the permit's revisions or reports (See Step 3) If you select a pending application, you will see a copy of the pending application, whether or not it was submitted online.

Documents that were submitted online will display the document and data that was submitted and signed by the E-Signer. It also includes the E-Signer's name and the date of submittal. Documents that were not submitted online will display only basic permit or report data.

[State of Alaska](#) > [DEC](#) > [Air Online Services](#) > [Individual Home](#) > [Organization Home](#) > [Stationary Source Home](#)

Stationary Source Home

You have been assigned the following roles for:

Anna Platform

Role: Source Web Administrator

Role: Web E-Signer

Quick

- › User
- › Sour
- › Help

APPROVED permit(s):

Permit ID	Permit Type	
AQ0062TVP01P	Major - Title V Operating	2 Select

PENDING application(s):

Permit ID	Applicaton Type	
AQ0062GP301A	General - Asphalt Plant - Title 5	2 View / Print
AQ0062CPT01A	Major - Title I Construction	View / Print

Step 3: The permit home page for each permit can be toggled to display grids of either approved revisions, pending revisions, saved revisions OR submitted reports or saved reports.

Step 4: Select a report (or revision) to view the report (or revision) document for this permit. Revision '0' represents the originally submitted permit.

Division of Air Quality

Air Permits Program

State of Alaska > DEC > Air Online Services > Individual Home > Organization Home > Stationary Source Home > Permit Home



Permit Home

Permit ID:	AQ0062TVP01P
Permit Type:	Major - Title V Operating
Permit Status:	Active
Effective Date:	7/1/2003
Expire Date:	6/30/2008

Quick Links...

[New Report](#)

3 View Revisions / Amendments: Approved(3), Pending(0), Saved(0)

SUBMITTED report(s):

Received Date	Report Type	View / Print
7/25/2007 2:39:38 PM	Excess Emissions	View / Print 4
7/23/2007 11:29:04 AM	Permit Deviation	View / Print
7/23/2007 11:26:22 AM	Excess Emissions	View / Print
7/23/2007 9:40:53 AM	Permit Deviation	View / Print
6/26/2007 1:18:46 PM	Excess Emissions	View / Print
5/2/2007 10:09:41 AM	Permit Deviation	View / Print
5/2/2007 9:49:49 AM	Permit Deviation	View / Print
4/24/2007 1:00:51 PM	Permit Deviation	View / Print
1/5/2007 12:30:06 PM	Permit Deviation	View / Print
12/12/2006 4:01:20 PM	Excess Emissions	View / Print

1 2 3 4

SAVED report(s):

Last Save Date	Report Type	View / Edit	Delete
7/26/2007 7:14:17 AM	Permit Deviation	View / Edit	Delete

(Help?)

[Exit to Online Services](#)

* Please print this page and keep a copy for your records.

*** UNOFFICIAL COPY ***

DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Excess Emissions

Organization: UNOCAL
Stationary Source: Anna Platform
Permit ID: AQ0062TVP01P
Discovery Date: 7/20/2007 12:00:00 AM

(a) Exceedance was: Intermittent

(b) Excess Emission Events:

Start Date	End Date	Duration
7/18/2007 12:00:00 AM	7/19/2007 12:00:00 AM	24
Total (hrs):		24

(c) Cause of event: Bad Fuel/Coal/Gas
No description of event noted.

(d) Type of Incident: Control Equipment Down

(e) Emission Limit(s) Exceeded:

Condition	Emissions Value	Limit	Observation
24	343	No specific limit.	Inferred

(f) Emission Units Involved:

Unit Id	Description
03	Pump Drive (Bingham #1) - NG
05	Generator Drive (AC #2) - NG/Diesel

(g) Corrective Actions:
No corrective actions noted.

(h) Unavoidable Emissions:
Do you intend to assert that these excess emissions were unavoidable? Yes

Do you intend to assert the affirmative defense of 18 AAC 50.235(b)? Yes

Attachments:
No attachments are listed.

Report submitted on: 7/25/2007 2:39:38 PM
By: Jackie Shoaf