

# How to Set up an EDMS Account

1. Go to the following website:  
[Home - EDMS \(alaska.gov\)](https://alaska.gov/EDMS)

2. Click on “Create an account”

The screenshot shows the EDMS homepage with the following elements:

- Header: Alaska Department of Environmental Conservation, Environmental Data Management System (EDMS), About, Contact, Sign In, Create an account.
- Public Services section with three cards:
  - Public Notice Search**: Keep informed about public notices and hearings, access related documents, and submit comments online.
  - Site Map Explorer**: Use our Explorer mapping tools and advanced search capabilities to navigate all available Alaska DEC site information.
  - Pay Invoices Online**: Pay for invoices or fees electronically by check or credit card. No login required.
- Permitting & Compliance section:
  - What can I do here?**
    - Apply for permits
    - Manage your permits (pay fees, request a renewal, modification, transfer, or permit termination)
    - Submit reports required by your permit
    - Request online access to a site for which you are a responsible
  - To get started, you'll need an account.
  - CREATE A EDMS ACCOUNT** button.

3. Register for MyAlaska Account

The screenshot shows the myAlaska account registration page with the following elements:

- myAlaska logo.
- Sign in section with Username and Password input fields and a Sign in button.
- Forgot my Username and Forgot my Password links.
- New User: Register for a myAlaska Account** link.

#### 4. Register for Account

##### NEW ACCOUNT

Many applications require use of the same myAlaska account. If you have forgotten your user name or password use the following links to recover them:

[Forgot my Username](#)

[Forgot my Password](#)

To register for an account with myAlaska, fill in the new account information required below. You must have a valid email address. Next, read the user agreement. If you accept the agreement (required to use myAlaska), click on the **I accept the User Agreement** box. Then click on the **Start Registration** button.

The registration form contains the following fields and elements:

- Username:
- Password:
- Verify Password:
- Secret Question:
- 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

**Note:** We recommend creating a MyAlaska account associated with your business email address to keep business separate from your personal MyAlaska account used for PFD, etc.

#### 5. Fill out the information on the above new registration form.

- a. Check the **I accept the User Agreement**
- b. Click **Start Registration**

#### 6. Next an email will be sent from myAlaska with an email verification link.

That will lead back to myAlaska site where you will sign in with the new credentials created.

a) Click on **Click Here To Continue**

The screenshot shows the myAlaska website's account confirmation page. At the top, there is a navigation bar with links for 'State of Alaska', 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is a sub-navigation bar with 'HOME', 'SERVICES', 'MYPROFILE', 'MYDOCUMENTS', and 'HELP'. The main content area is titled 'ACCOUNT CONFIRMATION' and contains the following text: 'Your arrival at this page has confirmed your email address. Please enter your username and password again to continue the myAlaska registration process.' Below this text are two input fields: 'Username: myalaskatest.local/meganbickel' and 'Password: \*\*\*\*\*'. A message below the fields states: 'Completing your registration will establish your myAlaska identity. After you have done that, you will be able to conduct your business with the State of Alaska electronically!' At the bottom of the form is a yellow button labeled 'Click Here to Continue'. A footer at the very bottom contains links for 'Help', 'Privacy Policy', 'User Agreement', and 'Browser Compatibility', along with the text 'State of Alaska | © 2021'.

7. You will be redirected back to the myAlaska site to use the same credentials to login.

- a. Once logged into the myAlaska click on **Services**.
- b. Scroll down and click on the **DEC Environmental Data Management System (EDMS)**

The screenshot shows the 'Services for Businesses' page on the myAlaska website. The page has a yellow header with the title 'Services for Businesses' and a small icon of a building. Below the header is a list of services, each with a title and a brief description. The services listed are: 'AKVaxMatch' (Public portal for Vaccine Market Place CRM org - prod deployment), 'Alaska Background Check Provider Portal' (Services to allow whitelisted providers to submit and monitor background check applications for individuals working within their entities), 'Alaska Seafood Processors Pandemic Response Relief Program' (Alaska Seafood Processors Pandemic Response Relief Program), 'AlaskaJobs' (Services for employers to post a job, find the right candidate, host a job fair or apply for grant funds to train workers. Also the entry portal to Alaskajobs for training providers and grant recipients), 'AlaskaMadeProducts' (Allows businesses to participate in the Made in Alaska, Alaska Product Preference and Alaska Forest Product Preference programs and to maintain their program information), 'AMCO - Alcohol & Cannabis Control Information System (AK-ACCIS)' (ACCIS is your online hub for conducting your Alcohol & Cannabis Control information System business anytime and anywhere), 'AMCO - Marijuana Licensing' (Alcoholic & Marijuana Control Office - Online Marijuana Licensing), 'AMCOWrittenOrders' (Written Orders enables package stores selling alcohol beverages to track and limit orders from customers in local option municipalities or villages), 'COVID-19 Business Relief Grant Program' (COVID-19 Business Relief Grant Program), 'CSED Business Services Portal' (CSED Services Portal for Businesses), 'CSED New Hire Submissions' (Employer New Hire Reporting), 'DEC Drinking Water Online Payments' (Pay online for SOC Monitoring Waivers), and 'DEC Environmental Data Management System (EDMS)' (Apply for permits, submit reports, and pay fees related to the mining, seafood, stormwater, oil & gas, domestic/industrial wastewater, and cruise ship permit programs within the Division of Water). The 'DEC Environmental Data Management System (EDMS)' entry is highlighted with a green rectangular box.

**8. Sign in to EDMS with the new, verified username and password.**

**9. Fill out the EDMS security questions.**

**Additional How to Guides can be found here: [edms help \(alaska.gov\)](https://alaska.gov/edms/help)**