

# DEC Water Validation for E-Signature Guidance Document

An important **new** feature in the Water Online Application System (OASys)!

This document will guide you through this new online process.

## DEC Water Validation

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After logging into the Water Online Application System (OASys) using your **myAlaska** account, you will be taken to the Welcome page.

Click the **“Apply for eSignature”** button displayed in the upper right-hand corner.

**IMPORTANT:** DEC Water Validation will enable e-signing in OASys and **register your organization**. For more information on using and managing your OASys organization, please see the guidance document:

<https://dec.alaska.gov/media/11182/org-registration-guidance.pdf>



2

This page provides information on how you can sign your application or report.

There are two options:

**Electronic Signature Option**

Read the description of this option carefully. Click on the "Request DEC Water Validation" if you choose this option.

**Hardcopy Signature Option**

Read the description of this option carefully. Click "Continue without Validation" if you choose this option.

*NOTE: You always have the option to **Request DEC Validation** at a later date should you choose not to request validation at this time.*

**Water Online Application System (OASys)**

**What you need to know about Electronic Signature (e-sign)**

Your myAlaska account is currently **NOT** validated to e-sign applications in the Water Online Application System (OASys).

**What is Validation?**

Validation of a myAlaska account indicates that the account holder's identity has been verified and enables the account holder to electronically sign (e-sign). Department of Environmental Conservation (DEC) Water Validation enables myAlaska accounts for e-signing within OASys. DEC Water Validation requires the individual requesting validation (the subscriber) to sign a paper subscriber agreement, have it notarized and then mail or hard deliver the original to DEC. DEC uses the subscriber agreement to verify the subscriber's identity and, if applicable, establish their authority to sign for the organization/company.

**How do I sign an application?**

**Electronic Signature (e-sign) Option:**

Use this signature option to e-sign your application using a validated myAlaska account. DEC must confirm the account holder's identity through a validation process before the e-sign option is available. Once validated signing your application will take a matter of minutes. To avoid delay with the validation process, please review the DEC Water Validation Guidance document below before requesting DEC Water Validation.

[DEC Water Validation Guidance](#)

**Hardcopy Signature Option:**

Use this signature option to sign your application by printing a hard-copy version of the application (signature page) and submitting it to DEC via traditional mail, e-mail, fax, or hand delivery to the appropriate DEC office. Validation of your myAlaska account is not required to sign using this option, and your application is not complete until the signature page (and fee payment if applicable) has been received by DEC. Standard processing time for this option is 3 business days upon receipt.

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In order to electronically sign applications, you will need to choose "Request DEC Validation".

**YOU MAY SIGN AN APPLICATION IN TWO WAYS**

**OPTION 1: Electronic Signature (E-sign)**

Use this signature option to electronically sign (E-sign) your application using a validated myAlaska account. The Department of Environmental Conservation (DEC) must confirm the account holder's identity through a validation process before the electronic signature option is available. Once validated signing your application will take a matter of minutes. To avoid delay with the validation process, please review the DEC Water Validation Guidance document below before requesting DEC Validation.

[DEC Water Validation Guidance](#)

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DEC requires that your myAlaska account profile have your **full legal name** (first and last) and **five security questions** for the validation process. You may need to update that information in your myAlaska account profile if it is not currently accurate. You will not be allowed to proceed without first updating these fields.

Click **“Update Name in myAlaska”** and you will be directed to your myAlaska account. You can then edit your myAlaska profile.

DEC Water Validation Subscriber Agreement

Enter the Subscriber Agreement Form required information below. The name and email address information currently stored in your myAlaska account profile has been pre-filled. If the name in myAlaska is not your legal name, you must select "Update Name in myAlaska" and enter your legal name.

myAlaska Username: [text box]

**Subscriber Name:** [text box]

**DEC requires that your myAlaska account have a first and last name.**

**IMPORTANT:** If the name above is not your legal name or is absent, please use the link below to update the name in your myAlaska account.  
[Update Name in myAlaska](#)

**DEC requires that your myAlaska account have security questions selected.**

In order to E-sign in OASys, there must be at least **five** pre-selected security questions established in your myAlaska account. These questions are used for added security during the e-signing ceremony. Please use the link below to update the security questions for your myAlaska account, after which you will be returned to this screen to complete the DEC Water Validation Subscriber Agreement.  
[Update Security Questions in myAlaska](#)

**Company / Organization:** \* [text box]

**Title:** \* [text box]

**Mailing Address:** \* [text box]

**Mailing Address Line 2:** [text box]

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Enter/update your first and last name as it appears on your personal identification. The full name associated with your myAlaska account will appear on your DEC Water Validation Subscriber Agreement Form that you will eventually print and get notarized.

**NOTE:** The name used in your myAlaska account **must** be your **full legal name**.

Be sure to click **“Save Profile”** when finished updating your myAlaska profile.

Account

Username: [text box]

Email Address: [text box]

**Name**

Name Prefix: [text box] (e.g. Dr., Mr., Ms.)

First Name: [text box]

Middle Initial: [text box]

Last Name: [text box]

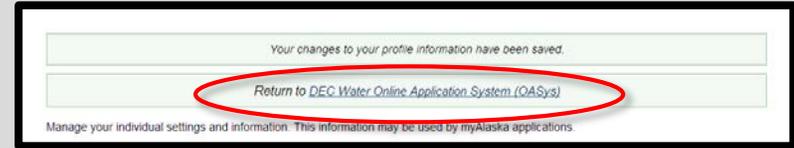
Name Suffix: [text box] (e.g. Jr., PhD., LL.D.)

Nickname: [text box] (e.g. Bob for Robert.)

**Save Profile**

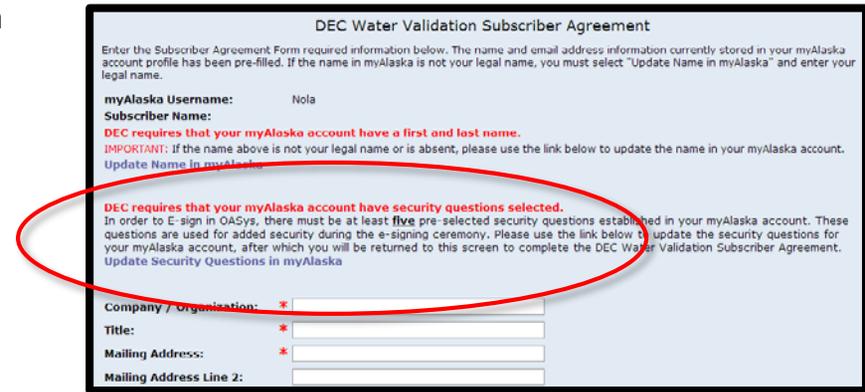
6

Notice of your profile information being saved appears at the top of the page above the link back to the OASys home page, which you can now select to return to the Water Validation Subscriber Agreement.



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Next select "Update Security Questions in myAlaska."



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On the Security Questions page enter your password and select and answer five security questions. Select **“Save”** and then return to OASys through the link at the top of the page.

Return to [DEC Water Online Application System \(OASys\)](#)

### SECURITY QUESTIONS

Enter your existing password, choose 5 security questions, and enter your answers to authorize the change to your security questions.

Password:

- In what city or town did your mother and father meet?
- In what city or town was your first job?
- What is the middle name of your oldest child?
- What is the name of your favorite childhood friend?
- What is the street number of the house you grew up in?
- What is your oldest sibling's birthday month and year?
- What school did you attend for sixth grade?
- What street did you live on in third grade?
- What was the last name of your third grade teacher?
- What was the name of your first stuffed animal?
- What was your childhood nickname?
- What was your dream job as a child?
- What was your favorite place to visit as a child?
- What was your high school mascot?
- Who was your childhood hero?

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The DEC Water Validation Subscriber Agreement page collects information that will appear on the Subscriber Agreement (pdf), including the company/organization that you represent, your title with that company/organization and **signing authority**.

DEC Water Validation Subscriber Agreement

Enter the Subscriber Agreement Form required information below. The name and email address information currently stored in your myAlaska account profile has been pre-filled. If the name in myAlaska is not your legal name, you must select "Update Name in myAlaska" and enter your legal name.

myAlaska Username: sita  
Name: sita d giri

**IMPORTANT:** If the name above is not your legal name or is absent, please use the link below to update the name in your myAlaska account.  
[Update Name in myAlaska](#)

Company / Organization: \*  
Title: \*  
Mailing Address: \*  
Mailing Address Line: \*  
City, State, Zip: \*  
Country Code: \* US  
Phone: \*  
E-Mail Address: \* salome.starbuck@alaska.gov

All correspondence will go to your myAlaska account profile email address. Change this email address to receive emails at an additional address.

Signing Authority: \*  
If you are requesting validation to e-sign Alaska Pollutant Discharge Elimination System (APDES) permit applications and reports, you must identify your authority to sign on behalf of the company/organization identified above. If you will not be signing APDES permit applications and reports, please select "Not Applicable". Click here for 18 AAC 83.385 Signature Requirements.

**Note:** If your signing authority is "Delegated Authority" (Duly Authorized Representative), the authorization (delegation) must be made in writing by a person with Direct Authority (described in (a) of 18 AAC 83.385) and submitted to the DEC. For additional details on the written authorization (delegation) requirements, please see 18 AAC 83.385. (b). Your validation request for e-signing will not be approved until DEC receives the written authorization. Click here for an example of written authorization delegating authority.

**IMPORTANT:** Review your profile information entered above. Once you select "Save Profile Information & Print Form" you will not be able to update the profile information until the validation process is complete.

[Save Profile Information & Print Form](#)  
[Cancel](#)

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**IMPORTANT:** The signing authority applies **only** if you will e-sign Alaska Pollutant Discharge Elimination System (APDES) permit applications and reports! If you will not e-sign APDES permit applications or reports, please select **"Not Applicable"**.

If you do not know which Signing Authority applies to you, use the **"Click here for 18 AAC 83.385 Signature Requirements"** link to open a guidance on APDES signature requirements or go to:

<https://dec.alaska.gov/water/oasys/signature-requirements>

Signing Authority: \* Not Applicable

If you are requesting validation to e-sign Alaska Pollutant Discharge Elimination System (APDES) permit applications and reports, you must identify your authority to sign on behalf of the company/organization identified above. If you will not be signing APDES permit applications and reports, please select "Not Applicable". Click here for 18 AAC 83.385 Signature Requirements.

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**IMPORTANT:** Review your profile information entered above. Once you select "Save Profile Information & Print Form" you will not be able to update the profile information until the validation process is complete.

[Save Profile Information & Print Form](#)

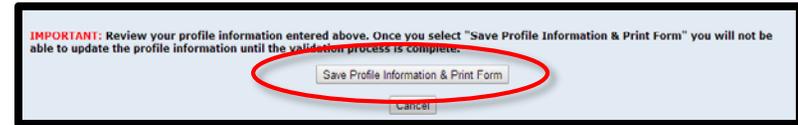
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When you have filled in the required information and you are **certain of accuracy**, click **“Save Profile Information & Print Form”** to continue.



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On this page, your profile information will be displayed and you can print the subscriber agreement. Carefully read and confirm that your information is accurate. If everything is accurate then click **“Print Subscriber Agreement.”**

**Note:** For non-APDES e-signature validation, skip steps 14-16 then email DEC.Water.OPAHelp@alaska.gov requesting validation approval.

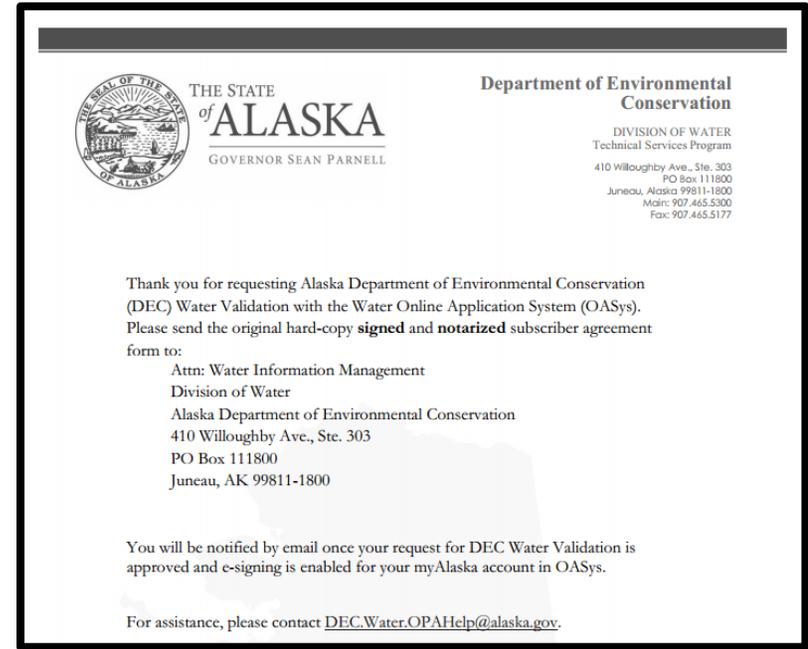
**IMPORTANT:** If you discover that your profile information is not accurate, you may click **“Cancel Validation Request”** to start over and correct the information.



# 13

Once your subscriber agreement has finished downloading print the agreement and take it to a Notary Public to witness your signature.

**NOTE:** Your personal bank will often provide notary services for free.

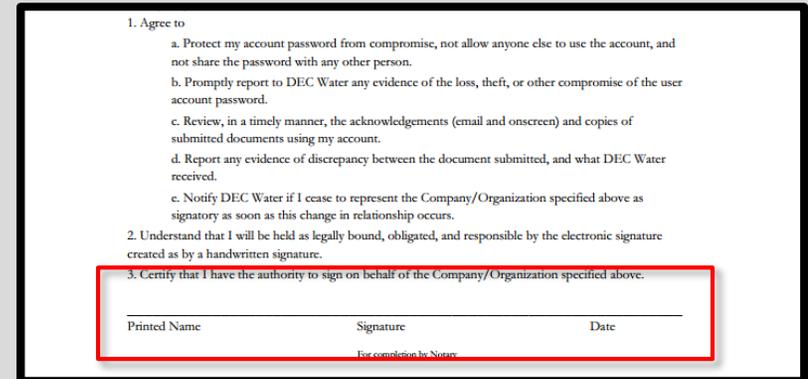


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Please read the printed agreement carefully!

**You will be held as legally bound, obligated, and responsible by your electronic signature as by a handwritten signature.**

In front of the Notary Public, enter your full name, date, and signature.



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Make sure the Notary Public fills out the information at the bottom of your Subscriber Agreement.

For completion by Notary

State of: \_\_\_\_\_

Judicial District: \_\_\_\_\_ SS.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

by \_\_\_\_\_

Notary

Residing at \_\_\_\_\_

My commission expires: \_\_\_\_\_

SEAL

SAv2

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Mail or hand deliver your original, signed and notarized Subscriber Agreement Form to the address provided on the form:

Attn: Water Information Management  
 Division of Water  
 Alaska Department of Environmental Conservation  
 PO Box 111800  
 Juneau, AK 99811-1800

Physical Location:  
 410 Willoughby Ave. Ste.  
 303 Juneau, AK 99811-1800

THE STATE  
of ALASKA  
GOVERNOR SEAN PARNELL

**Department of Environmental Conservation**  
 DIVISION OF WATER  
 Technical Services Program  
 410 Willoughby Ave., Ste. 303  
 PO Box 111800  
 Juneau, Alaska 99811-1800  
 Main: 907.465.5300  
 Fax: 907.465.5177

Thank you for requesting Alaska Department of Environmental Conservation (DEC) Water Validation with the Water Online Application System (OASys). Please send the original hard-copy **signed** and **notarized** subscriber agreement form to:

Attn: Water Information Management  
 Division of Water  
 Alaska Department of Environmental Conservation  
 410 Willoughby Ave., Ste. 303  
 PO Box 111800  
 Juneau, AK 99811-1800

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When you return to the Welcome page in OASys, the eSignature box in the upper right-hand corner will read **“eSignature approval pending!”**



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Once your original, signed and notarized subscriber agreement has been received and processed by the Water Division, the eSignature box in the upper right-hand corner will read **“eSignature Approved!”**



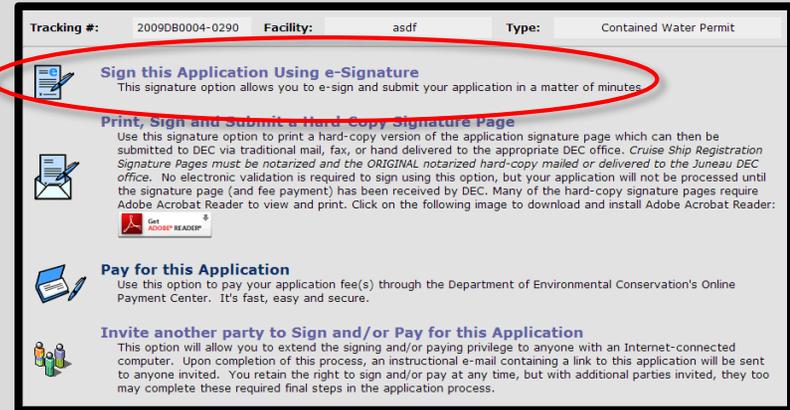
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Henceforth, when you are ready to sign, are at the overview page of an OASys application or report and you select the **“sign”** option...



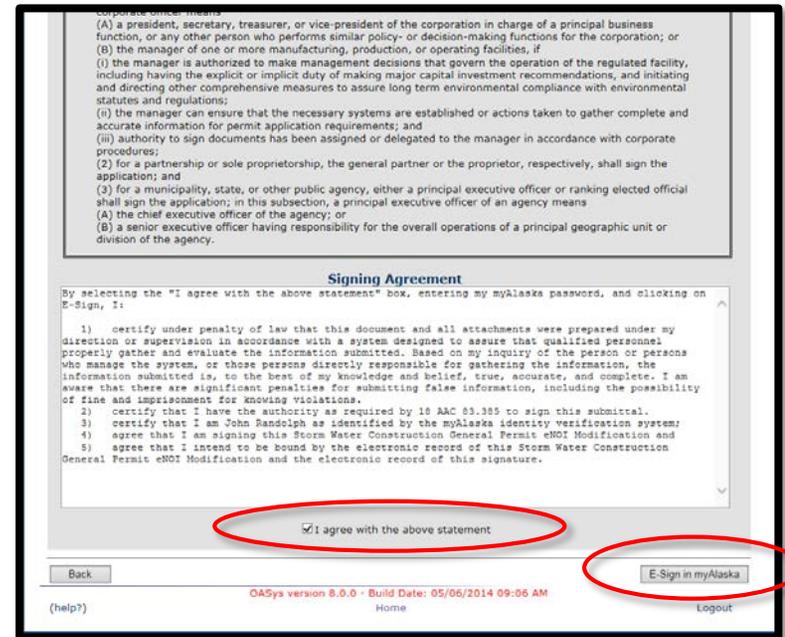
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On the Final Steps page select “Sign this application using e-Signature.”



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You will arrive next at the Signing Agreement page where you will check the “I agree with the above statement” check box and select the “E-Sign in myAlaska button.”



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Enter your password and the answer to your secret question in the text fields and select **“Sign and Submit”** on the Signing Ceremony page.

**SIGNING CEREMONY**

By using your electronic signature to sign this document, you legally bind yourself to it to the same extent as you would by signing a paper copy of the document.

Please take a moment to verify that the document you are about to electronically sign is in a readable format, and is an accurate copy of the electronic document you submitted.

This is important because, under Alaska law, criminal penalties apply for falsely certifying a document. If you submit information that you know is false, you could face imprisonment, fines, or both.

You are legally obligated to protect the security of your myAlaska electronic signature. That means you cannot share your myAlaska password with anyone else - even a family member - or let anyone else use your myAlaska electronic signature. If you discover any evidence that anyone else has used your electronic signature or gained access to your password, you must report it promptly to the [myAlaska Help Center](#).

**Document Details**

Title: Storm Water Construction General Permit eNOI Modification  
Description: CGPMOD-0144 - sdaf  
Department: Alaska Department of Environmental Conservation  
Division: Division of Water  
Size: 17790 bytes  
Certified Date: [View Document](#)

Password:

What is the name of your favorite childhood friend?

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You will be returned to the overview page of your submittal where you will see in the Tasks section that **“sign”** is now checked off the list.

1. Complete Steps  
2. Sign  
3. Pay Fees (\$250)  
Application Fee: \$350

**Usage Tips:**  
Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

## *Congratulations!*

You can now **e-sign** your applications and reports in OASys!

For assistance with **myAlaska**, please call:

Anchorage: 907-269-6311    ||    Fairbanks: 907-451-5911    ||    Juneau: 907-465-5211

For assistance with **DEC Water Validation** or the **Water Online Application System**, please call:

Division of Water at 907-465-5180 or email [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov)