

SRF Loan - MBE/WBE Utilization Form (DBE Reporting)

Step-by-Step Guide

The SRF Loan MBE/WBE Utilization Form can be submitted using the Division of Water's Online Application System. This document will guide you through this online process.

SRF Loan MBE/WBE Utilization Form (DBE Reporting)

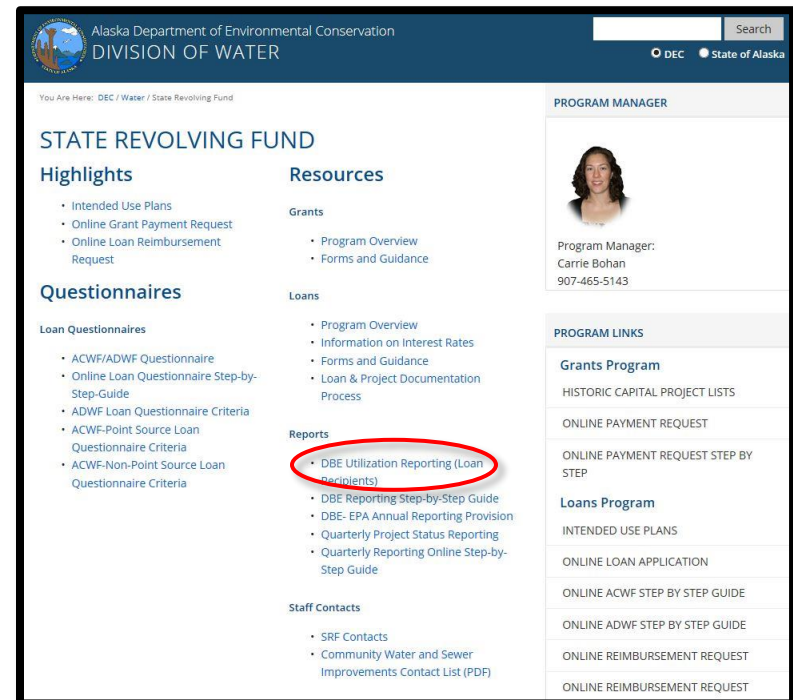
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The online SRF Loan MBE/WBE Utilization Form submittal is located in the DEC's Water Online Application System (OASys).

To get to OASys, go to the Division of Water's State Revolving Fund (SRF) Program homepage:
<https://dec.alaska.gov/water/state-revolving-fund>

Select the **"MBE/WBE Utilization Reporting"** link under **Reports**.

IMPORTANT NOTE: This online submittal can be linked to your SRF Quarterly Report. Once you've started your SRF Loan MBE/WBE Utilization Form, you can then select it from a list in Step 4 of the SRF Quarterly Report using the tracking number and project name.



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From the OASys home page, you can continue to your application by clicking the **“Continue to MyAlaska”** button.

TIP: OASys requires an active myAlaska account. If you do not have a myAlaska account, skip to step 4 below.

Alaska Department of Environmental Conservation
DIVISION OF WATER

You Are Here: DEC / Water / Welcome To DEC's Water Online Application System (OASys)

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

This system may be used to:

- Submit APDES Notice of Intent (NOI) applications for general permit coverage (construction storm water, industrial storm water, excavation dewatering, hydrostatic/aquifer pump testing and offshore seafood processors)
- Submit APDES Notice of Termination (NOT) for general permits (construction storm water, excavation dewatering, hydrostatic/aquifer pump testing)
- Submit APDES annual reports for general permits (industrial storm water, seafood and placer mining)
- Apply for Grants (Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant)
- Submit Grant and Loan Questionnaires (Alaska Drinking Water Fund, Alaska Clean Water Fund, and Municipal Matching Grant)
- Submit the Municipal Grant and Loan quarterly report
- Register a Commercial Passenger Vessel
- Submit a Remote Maintenance Worker Trip Report
- Complete annual discharge registration for operations under the Small Suction Dredge (SSD) General Permit (e-signature is not required). [SSD FAQ sheet](#).

Note: New application types are added to the system frequently.

Continue to MyAlaska

To view other applications, please go to the [Permit Application Forms](#).

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

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Log in to your myAlaska account and skip to step 5 in this guidance.

DEC Water Online Application System (OASys) has sent you here to sign in.

myAlaska Login

Username:

Password:

[Forgot my Username](#)

[Forgot my Password](#)

[New User: Register for a myAlaska Account](#)

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

Guidance for creating a new myAlaska account is available at:

<http://dec.alaska.gov/water/oasys.aspx>

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 storm water, industrial storm water, and offshore seafood processor
- Submit APDES notice of termination for construction storm water and the annual report for industrial storm water
- Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, and Municipal Matching Grant questionnaires
- Submit the Municipal Grant and Loan quarterly report
- Register a Commercial Passenger Vessel
- Submit a Remote Maintenance Worker Trip Report

Note: New application types are added to the system frequently.
To view other applications, please go to the Permit Application Portal.
To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

Continue to myAlaska

myAlaska

If this is your first time visiting this page and you do not have a myAlaska account, **enroll at myAlaska.**

Guidance for Creating New myAlaska Account

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.

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After successfully logging in to myAlaska, you will arrive at the Water Online Application system (OASys).

Select the “**Reports**” tab.

DEC Online Application System (OASys)

OASys Help | MyAlaska Help

OASys HIGHLIGHTS:

If you **sign** Applications and Reports - [Start E-Signing](#)

- Once approved for eSignature, signing your application takes minutes
- Receive immediate confirmation of your e-signed application

If you **prepare** Applications and Reports - [Register Your Organization](#)

- Collaboratively view, modify, and submit applications created on behalf of the organization
- Access to applications can be maintained when associated staff depart the organization

Welcome, (myAlaska Profile)

The following categories are available online. To start the process, select from the tabs below.

[In Process](#) [Recently Used](#) [Cruise Ship](#) [Grants](#) [Loans](#) [Mining](#) [Permits](#) [Questionnaires](#) **Reports** [Storm Water](#) [Oil & Gas](#)

You have no recent, 'In Process' Applications...

To start a new application, click on the appropriate tab above, and then select the desired application from the list.

Recently Used **Cruise Ship Registration** **Grant Application**

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After successfully logging in to myAlaska, you will arrive at the Water Online Application system.

Select the **“Reports”** tab, then select the **“SRF Loan - MBE/WBE Utilization Form”** from the available categories.

Water Online Application System (OASys)

Welcome, **sita d girl** (myAlaska Profile) [Apply for eSignature](#)

The following categories are available online. To start the process, select from the tabs below.

[Your "In Process" Applications](#)
[Cruise Ship](#)
[Grants](#)
[Loans](#)
[Permits](#)
[Questionnaires](#)
[Reports](#)
[Storm Water](#)

- > Municipal Grant and Loan Quarterly Report (MGLQR)
- > Noncompliance Notification Form (NCNF)
- > RMW Trip Report (RMWTR)
- > Seaford Annual Report (SEAFRPT)
- > **SRF Loan - MBE/WBE Utilization Form (DBEUF)**

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A series of steps will take you through the application, asking for information pertinent to 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.)

SRF Loan - MBE/WBE Utilization Form

Application Submission Process

Step **1** 2 3 4 5

[Reporting Period Information](#)

Purpose

The report is to be completed and signed by the person(s) who identified the project and is to be submitted to the MGL Quarterly Report.

T
I
P

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

Application Submission Process

Step **1** 2 3 4 5

[Reporting Period Information](#)

TIP

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

Tracking #: DBEUF-0065 Facility: Type: SRF Loan - MBE/WBE Utilization Form

Project

Community/Entity Name: *

Enter the Project Name: *

Enter ADEC Financial Assistance (Loan) Agreement Number: *

Fiscal Year

Federal Fiscal Year: *

State Fiscal Year: *

Reporting Period

Select Reporting Period: *

Is this the last report for the project (Project completed)? *

Is this a revision of a prior report? *

If 'Yes', Enter the Year: *

Enter the Year/Half: *

TIP

When you have finished a step, you can go to the next step by selecting the **"Save & Continue"** button at the bottom of the page.

NOTE: At any time, you can logout and your information will be saved, however, changes made in the current step are not saved until you hit **"Save & Continue"**.

Fee Information

Have you paid an AKG523000 general permit authorization fee for this calendar year? *

If yes, provide the DEC invoice number: *

Overview Save & Continue

TIP

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 from all steps and to edit previously entered information.

NOTE: Remember, changes to the current page are not saved until you hit **"Save & Continue"**. Any changes made prior to clicking **"Overview"** will be lost.

Fee Information

Have you paid an AKG523000 general permit authorization fee for this calendar year? *

If yes, provide the DEC invoice number: *

Overview Save & Continue

T
I
P

You can **void** an application that was entered in error or is no longer needed. Open your submittal, go to the Overview page and select the "Void" option at the bottom.

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Step 1 of the submission process asks for general information about your project and the reporting period.

SRF Loan - MBE/WBE Utilization Form

Submission Process Step Timeout: 22:07
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 2 3 4 5

General Information

Purpose
 This report is to be completed and signed by loan recipients, then identified by selecting the tracking number in their MGL Quarterly Report. (Please note - all ADWF and ACWF loan projects must submit this DBE report.)

Tracking #: DBEUF-0065 **Facility:** **Type:** SRF Loan - MBE/WBE Utilization Form

* indicates required field.

SRF Loan - MBE/WBE Utilization Form

Submission Process Step Timeout: 28:30
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 2 3 4 5

General Information

Purpose
 This report is to be completed and signed by loan recipients, then identified by selecting the tracking number in their MGL Quarterly Report. (Please note - all ADWF and ACWF loan projects must submit this DBE report.)

Tracking #: DBEUF-0015 **Facility:** **Type:** SRF Loan - MBE/WBE Utilization Form

* indicates required field.

Project
 Community/Entity Name: *
 Enter the Project Name: *
 Enter ADEC Financial Assistance (Loan) Agreement Number: *

Fiscal Year
 Federal Fiscal Year: * Select
 State Fiscal Year: Select

Reporting Period
 Select Reporting Period: * Select
 Is this the last report for the project (Project completed)? * ☐ Yes ☐ No
 Is this a revision of a prior report? * ☐ Yes ☐ No
 If 'Yes', Enter the Year:
 Enter the Year/Half:
 Describe the revisions you are making:

Overview Save & Continue

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Step 2 asks for contact information. Click the **“Add”** button to add a new contact. You must enter contact information for all required persons before continuing.

Click the **“Add”** button to access the Contact Details window. You must enter contact information for all required persons before continuing.

TIP: You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.

In the Contact Details pop out window answer all required fields and click the **“Save”** button.

Once completed, click **“Save & Continue”** to move to the next step.

The image displays two screenshots of the 'SRF Loan - MBE/WBE Utilization Form'.

The top screenshot shows the 'Contacts' section. It includes a 'Submission Process' bar with 'Step 2' highlighted. Below this, the 'Purpose' states: 'This step allows you to enter your Recipient Contact information. The Recipient's Authorized Representative contact entered in this step must be the same person who is signing this form.' The 'Tracking #' is DBEUF-0066, 'Facility' is VXCZ, and 'Type' is SRF Loan - MBE/WBE Utilization Form. A note indicates that '*' indicates a required field. The 'Your Application Contacts' section has a text box and an 'Add' button circled in red.

The bottom screenshot shows the 'Contact Details' window. It has two tabs: '1. This Contact is the...' and '2. Contact Information...'. The '1. This Contact is the...' tab is active, showing checkboxes for 'Loan Recipient Reporting Contact*' and 'Recipient's Authorized Representative*'. The '2. Contact Information...' tab contains fields for 'Contact Name:', 'Contact Title:', 'Organization Name:', 'Mailing Address:', 'City, State, ZIP:', 'Country:', 'Phone:', 'Phone (Cell):', 'Fax:', 'e-Mail Address:', and 'Web Site:'. The 'Save' button is circled in red.

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Step 3 of the submission process asks for the loan amount and if any procurements or accomplishments were made during the semi-annual reporting period.

SRF Loan - MBE/WBE Utilization Form

Submission Process Step Timeout: 29:54
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 3 of 4

MBE/WBE Procurements

Purpose
This step collects information about MBE/WBE Procurements made during reporting period. * indicates required field.

Tracking #: DBEUF-0015 Facility: test Type: SRF Loan - MBE/WBE Utilization Form

Total Loan Assistance Agreement Amount: *

Were procurements or accomplishments made with MBEs and/or WBEs during this reporting period? * ☐ Yes ☐ No

(Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services. Accomplishments, in this context, are procurements made with MBEs and/or WBEs.)

If no MBE/WBE procurements were accomplished during the reporting period, please explain what steps you are taking to achieve the MBE/WBE Program requirements specified in the terms and conditions of the Assistance Agreement:

Previous Overview Save & Continue

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Step 4 of the submission process is where you will enter information about each procurement/accomplishment made during the reporting period. If none were made, then click the "Not Applicable" checkbox and move to the next step.

SRF Loan - MBE/WBE Utilization Form

Application Submission Process

Step 4 of 4

Procurement Information

Purpose
This step collects information about each procurement made during the reporting period. * indicates required field.

Tracking #: DBEUF-0001 Facility: 123 Type: SRF Loan - MBE/WBE Utilization Form

MBE/WBE Procurements

If NO procurements and NO accomplishments were made during this reporting period, please check "Not Applicable" and skip the questions below.

☐ Not Applicable

Usage Tips:
You can enter one or several procurements/accomplishments. Please complete each question below for the first procurement, then press the "Add/Update" button. The Prime Contractor's Name, Value of Procurement and Date of Award will appear in the box on the right side of the page. Continue these steps until all the procurements/accomplishments are entered, then press the "Next" button to continue with the submittal process.

If at any time you want to edit or delete a procurement entry, press the "Edit" or "Delete" button respectively.

Procurement Made By: * (enter Prime Contractor's name)

Business Enterprise: * Select

Value of Procurement: *

Date of Award: *

Select Type of Product or Services: * Select

Edit Delete

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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.

SRF Loan - MBE/WBE Utilization Form

Step 5 Overview

Purpose
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks:
1. Complete Steps
2. Sign

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.

Your Current Application:
Tracking #: DBEUF-0001 Facility: 123 Type: SRF Loan - MBE/WBE Utilization Form

Reporting Period Information	Details	Edit
Enter the Project Name:	123	[Edit]
Enter ADEC Financial Assistance (Loan)	123	
Agreement Number:		
Federal Fiscal Year:	FFY12	
State Fiscal Year:	Select	
Select Reporting Period:	From: [Month] [Year] To: [Month] [Year]	

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After all information is entered, you will need to sign and submit your application.

A check will appear next to “**Complete Steps**” if the application is complete and ready to be signed.

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

SRF Loan - MBE/WBE Utilization Form

Step 5 Overview

Purpose
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks:
1. Complete Steps
2. Sign

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.

Your Current Application:

Copy to New Home Continue

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The **“Final Steps”** page presents the options for signing your application:

- Sign using an e-Signature
(Continue to step 15 of this guide)
- Print and sign a hard-copy
(Skip to step 18 of this guide)
- Invite another party to Sign and/or Pay for this Application
(Skip to step 21 of this guide)

Final Steps

Purpose
Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes **before** submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed

Please Note: Your application will not be processed unless it has been signed!

Tracking #: DBEUF-0061 Facility: sadf Type: SRF Loan - MBE/WBE Utilization Form

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office.* No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

Cancel Overview

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Select **“Sign this Application Using e-Signature”** if you are already validated to electronically sign an application.

NOTE: If you have used a **myAlaska** account to apply for and e-sign a PDF then you are already automatically validated.

Final Steps

Purpose
Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes **before** submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed

Please Note: Your application will not be processed unless it has been signed!

Tracking #: DBEUF-0061 Facility: sadf Type: SRF Loan - MBE/WBE Utilization Form

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office.* No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

Cancel Overview

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Carefully read the information and signature agreement on this page, **check the box** if you agree with the Signing Agreement and click on the **“E-Sign in myAlaska”** button.

Water Online Application System (OASys)

Signing Agreement

By selecting the "I agree with the above statement" box, entering my myAlaska password, and clicking on E-Sign, I:

- 1) certify that, to the best of my knowledge, the provided information is accurate.
- 2) certify that I am sira girl as identified by the myAlaska identity verification system;
- 3) certify that I have the authority to sign this submittal.
- 4) agree that I am signing this SRF Loan - MBE/WBE Utilization Form, DSEUF-0061 and
- 5) agree that I intend to be bound by the electronic record of this SRF Loan - MBE/WBE Utilization Form and the electronic record of this signature.

☐ I agree with the above statement

[Back](#)

(help?) OASys version 8.0.0 - Build Date: 05/15/2014 05:07 PM Home Logout

E-Sign in myAlaska

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Enter your password and the answer to your secret question into the respective fields and click the **“sign and submit”** button.

(Skip to step 26 in this guidance.)

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 - sdf
 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?

[Sign and Submit](#) [Cancel](#)

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Select **“Print, Sign and Submit a Hard-Copy Signature Page”** to print a hard-copy version of the application signature page.

Final Steps

Purpose
Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes **before** submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed

Please Note: Your application will not be processed unless it has been signed!

Tracking #: DBEUF-0061 **Facility:** sadf **Type:** SRF Loan - MBE/WBE Utilization Form

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:*

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

Cancel Overview

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This page explains the steps for printing and submitting a hard-copy signature page. Click on **“Print the Official Signature Page”** link.

WARNING: Printing your official signature page will lock your application and you will not be able to make any additional changes.

Water Online Application System

Print and Submit a Hard-Copy Signature Page

Purpose
As part of the application process, each applicant (or agent of the applicant) must submit a validated signature. Alternatively, you may return to the Signing and Paying Options Page to select a different option for submitting a signature. If you have any questions about this process, contact your local DEC office or send an e-mail to DEC.Water.OPAHelp@alaska.gov

Please Note: Your application will not be processed unless it has been signed and all fees have been paid!

Tracking #: DBEUF-0001 **Facility:** 123 **Type:** SRF Loan - MBE/WBE Utilization Form

- 1. Review Your Application**
To review your application before submitting, visit the Overview Page.
- 2. Print the Official Signature Page**
Click the link above to display the Official Signature Page (printer friendly). Once the page has completely loaded, print the signature page. **Warning! Clicking on the link above will lock your application and you will not be able to make any additional changes.**
- 3. Sign the Printed Page**
Once you have a printed copy of the Signature Page, locate the appropriate line on the page and enter your signature and today's date.
- 4. Mail, Fax, E-mail or Electronically Submit the page to the DEC Office**
Use the following mailing address to submit your signature page and complete the hard-copy submission process. Fax and e-mail are also valid methods for submitting this page to DEC. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office.*
Alaska Department of Environmental Conservation
410 Willoughby Avenue, Suite 303
Juneau, AK 99811-1800
P.O. Box 111800
Juneau, AK 99811-1800
Fax Number: 907-465-5177
Phone Number: 907-465-5307
Email Address: DEC.Water.OPAHelp@alaska.gov
- 5. Await notification that your page has been received by DEC**
DEC will contact you when your Signature Page arrives. Please allow 2-3 weeks for the page to arrive at the DEC office in Juneau.

Back Continue

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Once printed, sign at the bottom of the page.

Then mail, fax or email **all pages** of the **Signature Page** to address information shown at the top of the page.

Your signature page will typically be processed within a few days of being received and your eNOI will then be "signed".

(Skip to step 26 of this guidance.)

OPA Signature Page Page 1 of 4

**Alaska Department of Environmental Conservation
Offshore Seafood General Permit Signature Page**

Thank you for using the DEC Water Online Application System. In order to sign your application and validate your myAlaska account, you must send this signed form to the following address:

Attn: Water Information Management
Division of Water
Alaska Department of Environmental Conservation
410 Willoughby Avenue, Suite 303
P.O. Box 111800
Juneau, AK 99811-1800
Fax Number: 907-465-5177
Phone Number: 907-465-5307
Email Address: DEC.Water.OPAHelp@alaska.gov

myAlaska User ID: bmtest

Name: Brin Marx

Project Name: test

Tracking Number: AKG523037

Address: _____

Phone No: _____

Email: brin.marx@alaska.gov

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature Printed Signature Date

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If you require another party to sign for your application, select the **"Invite another party to Sign and/or Pay for this Application"** from the **"Final Steps"** Page.

Final Steps
Purpose
Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a myAlaska account or by printing, signing and submitting a hard copy. To make further changes **before** submitting, select the Overview button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed

Please Note: Your application will not be processed unless it has been signed!

Tracking #: DBEUF-0061 Facility: sadf Type: SRF Loan - MBE/WBE Utilization Form

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes.

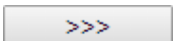
Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office.* No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:

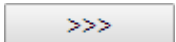
Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

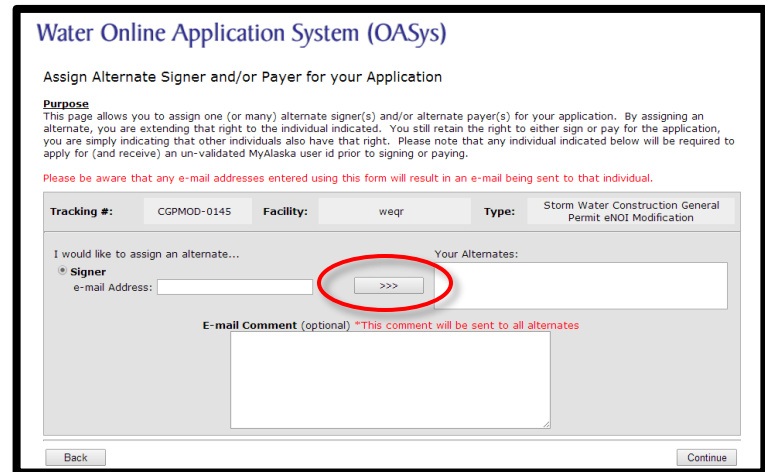
Cancel Overview

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On the next page, select “**Signer**” from the list of options and enter the email of your alternative signer into the box, then click the  button to add that contact to the e-mail list.

TIP: You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the  button after each contact. Click the “**Continue**” button and an email will be sent to each of your invited alternates.

WARNING: You must click the  button to add the e-mail to the displayed list of alternates before clicking the “Continue” button or else they won't receive an e-mail.



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An instructional email containing a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process.

NOTE: The alternate signer will need to have a myAlaska account.

SRF Loan - MBE/WBE Utilization Form

sita d girl (salome.starbuck@alaska.gov) has identified you as the person responsible to sign/pay for application number 'DBEUF-0065' for the facility: 'gsfb'. This application is for a discharge under the SRF Loan - MBE/WBE Utilization Form DBEUF.

In order to access this application, you will need the following Tracking Number and PIN:

Tracking Number: DBEUF-0065

Pin: pin#

Note: In this email, the pin number has been hidden. However, the pin number will be visible to the party you invited to sign or pay.

To continue, please visit the [Water Online Application](https://test.dec.alaska.gov/applications/water/oasys/Associate.aspx) (<https://test.dec.alaska.gov/applications/water/oasys/Associate.aspx>) site.

Please direct questions to DEC.Water.OPAHelp@alaska.gov.

For storm water applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

24 After clicking on the link provided in the email, the alternate signer/payer will login to OASys and enter the Tracking Number and PIN which also provided in the email.

Department of Environmental Conservation
Water Online Application System
State of Alaska > DEC > Online Services > Water Online Application System

Tracking Number:
PIN:

25 The alternate signer will be taken to the “**Final Steps**” page, giving them the opportunity to e-sign (if validated) or print, sign and submit a hard-copy signature page for your MBE/WBE Utilization Form.

Tracking #: OFSH-0144 Facility: hmn Type: Offshore Seafood General Permit

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL, notarized hard-copy mailed or delivered to the Juneau DEC office.* No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:

Pay for this Application
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

26 Once the signature and payment steps are complete, an acknowledgment email will be sent to the Preparer's **myAlaska** account email address.

SRF Loan - MBE/WBE Utilization Form

The electronic submission process for application number DBEUF-0065 for Facility 'gsfb' was completed at 9:08 AM on 6/4/2014.

27 If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.

IMPORTANT NOTE: This online submittal can be linked to your SRF Quarterly Report. Once you've started your SRF Loan MBE/WBE Utilization Form, you can then select it from a list in Step 4 of the MGL Quarterly Report using the tracking number and project name.

SRF Loan - MBE/WBE Utilization Form

Step 5 Overview

Purpose
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.
NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks:

- ☒ 1. Complete Steps
- ☒ 2. Sign

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.

Your Current Application:

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Highlighted Feature:

The “**Copy to New**” button allows you to create a new form of the same type that pre-populates with information from a previous submittal.

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



For assistance with the online process, please contact the SRF Program at 907-334-2681
or email peggy.ulman@alaska.gov