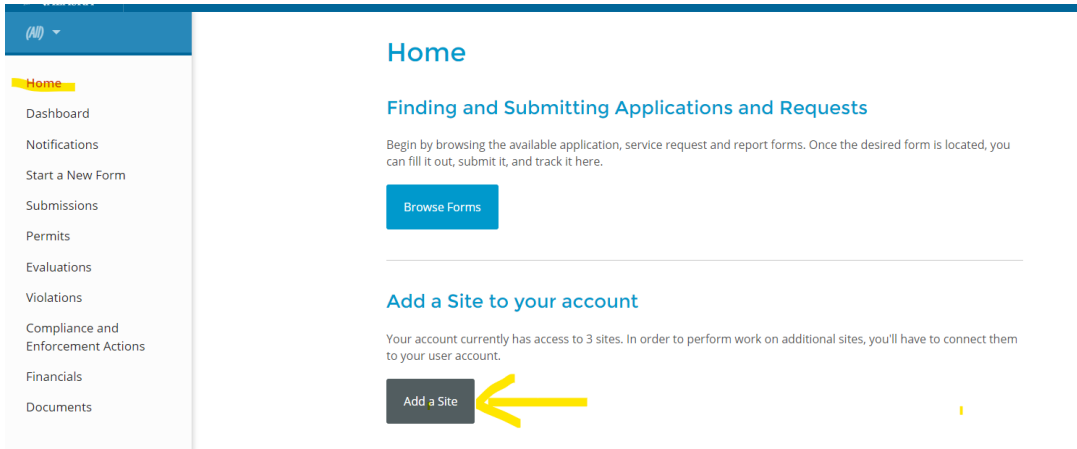


# Linking A Site to Your EDMS Account

1. Log into EDMS Account
2. Go to **Home** menu item
3. Select **Add a Site**



4. Select **It has been registered with Alaska DEC**

[← BACK](#)

Welcome >

## Add a Site

**What best describes the site, project or facility you need to work with?**

---

**It has been registered with Alaska DEC** >

If your site is or has been registered/permited **at any time**, or has ever been required to submit reports (i.e. compliance documents) to Alaska DEC, select this option.

---

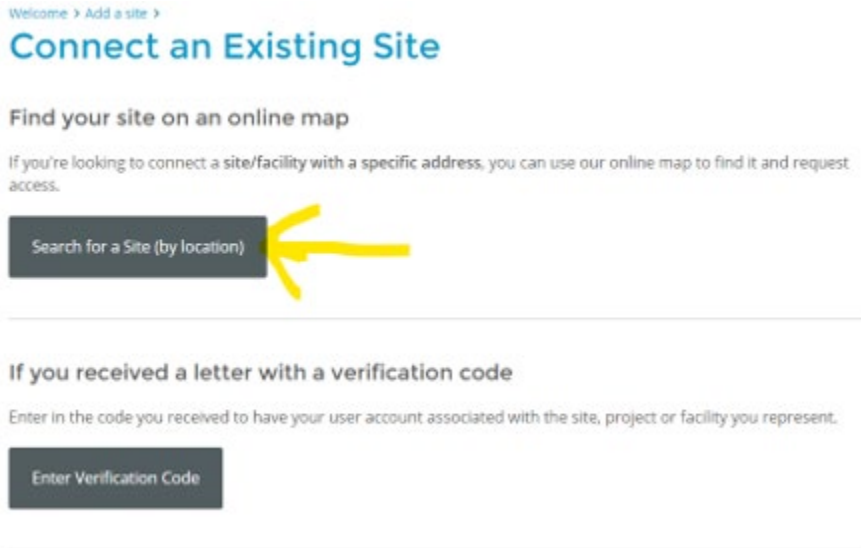
**It has never been registered with Alaska DEC** >

If your site has **never** been registered, permitted or submitted reports (i.e. compliance documents) to Alaska DEC in the past, please choose this option. After completing an application or service request, a new site record will be registered and linked to your account.

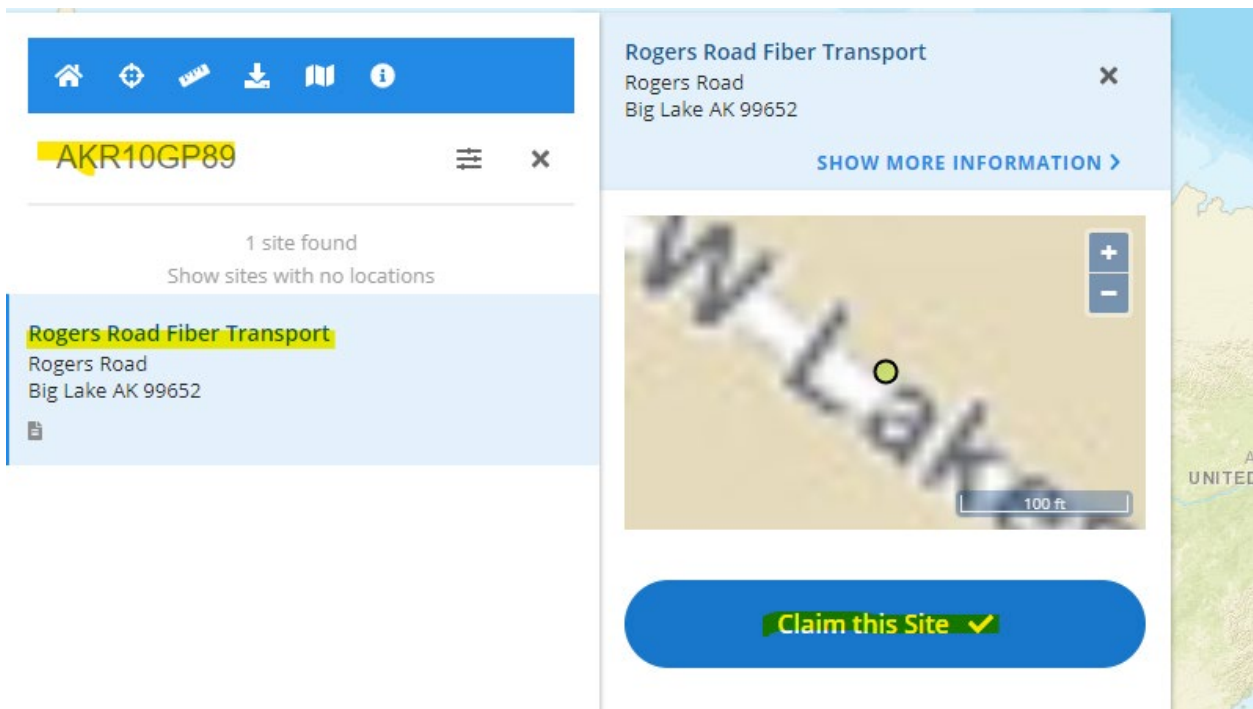
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**Not sure?**  
If you are trying to register a site located at a particular address, try using the [map/search tools](#) to find any potential matches. If no sites can be found at that address, you'll need to [add it as a new site](#).

5. Select **Search for a Site (by location)**



- 6. Enter either permit number or site name in Search Box.
- 7. Click on appropriate site.
- 8. Click **Claim this Site**



## Request Access Offline

If there is someone (a site administrator or responsible party, for example) who has EDMS access to the entity in question, you can ask them to use the Invite User feature to grant your account access to the profile.

If that's not an option, please contact [edms.help@alaska.gov](mailto:edms.help@alaska.gov) and we can assist in getting your account set up.