

# Signature Validation Guidance Document

Signature validation enables myAlaska accounts authority to sign for the organization/company in OASys. A signature is needed for the completion of loan applications and disbursement requests.

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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>



After the application is completed, instead of sending via mail you can now scan and email your signed and notarized agreement form to:

[dec.srfprogram@alaska.gov](mailto:dec.srfprogram@alaska.gov).

DEC Online Application System (OASys)

MyAlaska Help

**OASys HIGHLIGHTS**

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

- ▶ 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 \(PDF\)](#)

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

**UPDATE:** DOC's are no longer be submitted through OASys. Submit DOC's through EDMS.

**UPDATE:** Several forms in OASys moved to a new online system called the Electronic Data Monitoring System (EDMS). For more information please visit the EDMS information page. The new EDMS system: <https://dec.alaska.gov/Applications/Water/EDMS/>

Welcome, (myAlaska Profile)

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

[In Process](#) [Recently Used](#) [Grants](#) [State Revolving Fund](#) [Reports](#)

The following 'In Process' applications are those from the last month which you have not yet submitted:

Tracking #	Action	Type	Facility/Legal Description	Status
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This page provides information on how you can sign your application.

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.

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To electronically sign applications, you will need to choose “Request DEC Validation”.

## DEC 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 hand deliver the original to DEC. DEC uses the subscriber agreement to verify the subscriber's identity and, if applicable, determine their authority to sign for the organization/company.

[Search for an Alaskan Notary using the Alaska Notary Commissions Database](#)

#### How do I sign an application?

##### 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.

Would you like to skip this important signing information in the future?

[Continue without Validation](#)

##### Sign with an Electronic Signature (e-sign):

Apply for electronic signature by requesting DEC Water Validation of your myAlaska account. DEC Water must confirm your identity and authority to sign through a validation process before the e-sign option is available. Once approved for e-signing, signing and submitting your applications will take a matter of minutes. To avoid delay with the validation request process, please review the DEC Water Validation Guidance document below before requesting DEC Water Validation. Note that the hardcopy signature option will remain available while waiting for DEC's approval of your validation request.

[DEC Water Validation Guidance](#)

[Request DEC Water Validation](#)

Which OASys applications require a signature? [?](#)

##### Sign with an Electronic Signature (e-sign):

Apply for electronic signature by requesting DEC Water Validation of your myAlaska account. DEC Water must confirm your identity and authority to sign through a validation process before the e-sign option is available. Once approved for e-signing, signing and submitting your applications will take a matter of minutes. To avoid delay with the validation request process, please review the DEC Water Validation Guidance document below before requesting DEC Water Validation. Note that the hardcopy signature option will remain available while waiting for DEC's approval of your validation request.

[DEC Water Validation Guidance](#)

[Request DEC Water Validation](#)

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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 Online Application System (OASys)

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: Permitters  
Subscriber Name:

**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 button 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](#)

**Subscriber agreement will expire after 6 months if not received and approved by DEC Water.**

[Cancel](#)

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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:

Email Address:

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Name

Prefix:  (e.g. Dr., Mr., Ms.)

First Name:

Middle Initial:

Last Name:

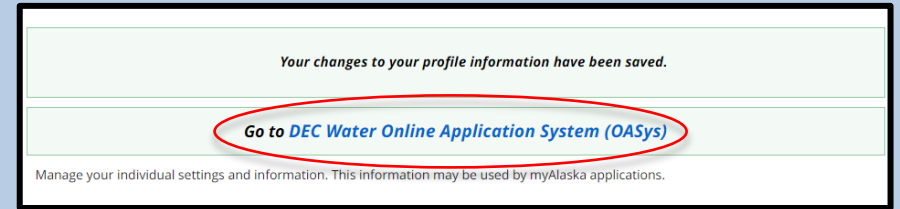
Suffix:  (e.g. Jr., PhD., LL.D.)

Nickname:  (e.g. Bob for Robert.)

[Save Profile](#)

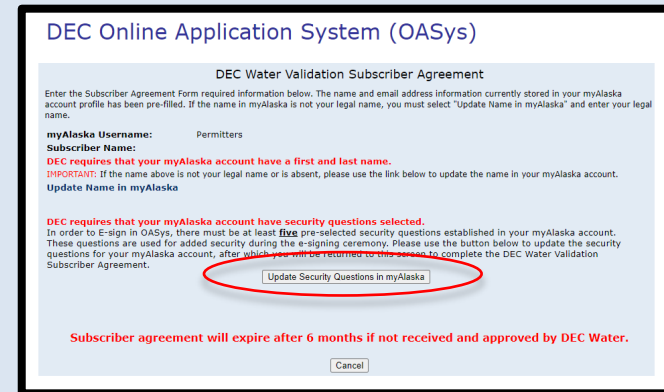
6

The 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.



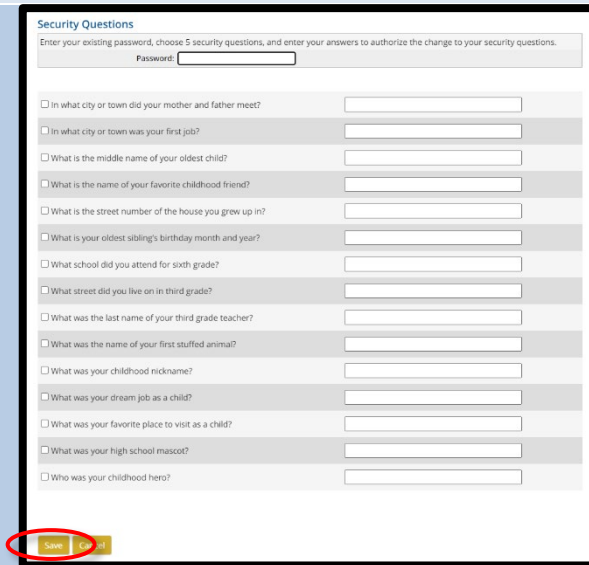
7

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.



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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 Online Application System (OASys)**

**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: Permitters  
 Subscriber Name: Fake 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

Company / Organization \*  
 Title \*  
 Mailing Address \*  
 Mailing Address Line 2:  
 City, State, Zip: \*  
 Country Code: \* US  
 Phone: \*  
 E-Mail Address: \*

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

Do you intend to sign APDES applications and/or reports for the Company/Organization listed above?  
 \*

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.

**Subscriber agreement will expire after 6 months if not received and approved by DEC Water.**

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Select **"No"** and continue to the next step.

Do you intend to sign APDES applications and/or reports for the Company/Organization listed above?  
 \*

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.

**Subscriber agreement will expire after 6 months if not received and approved by DEC Water.**

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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.

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.

**Subscriber agreement will expire after 6 months if not received and approved by DEC Water.**

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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.”**

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

Subscriber Agreement for DEC Water Validation

myAlaska User Name:  
Subscriber Name:  
Company / Organization:  
Title:  
Mailing Address:  
Mailing Address Line 2:  
City, State, Zip:  
Country:  
Phone:  
E-mail Address:  
Signing Authority:

**Print Subscriber Agreement**

**IMPORTANT:** The information on your subscriber agreement can't be updated after it has been saved and printed. If a correction is needed, use Cancel Validation Request button below and apply for e-signature again. You will then need to complete a new validation request (with a new subscriber agreement).

Subscriber agreement will expire after 6 months if not received and approved by DEC Water.

Once you have printed the form, review the instructions and the terms of agreement. You must mail or hand deliver the original, signed and notarized, subscriber agreement to the DEC office identified on the form for processing. Allow 1-2 weeks for DEC to receive and process your subscriber agreement. You will be notified by E-mail once the subscriber agreement has been processed and your myAlaska account is validated for E-signing.

Search for an Alaskan Notary using the Alaska Notary Commissions Database

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

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.

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

Department of Environmental Conservation

DIVISION OF WATER  
Technical Services Program

333 Willoughby Avenue, 8th Floor, Ste 800,  
State Office Building, Juneau  
PO Box 111800  
Juneau, Alaska 99811-1800 Main:  
907.465.5300  
Fax: 907.465.5177

THE SEAL OF THE STATE OF ALASKA  
THE STATE  
of ALASKA  
GOVERNOR MIKE DUNLEAVY

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  
PO Box 111800  
Juneau, AK 99811-1800

You will be notified by email once your request for DEC Water Validation is approved and e-signing is enabled for your myAlaska account in OASys.

For assistance, please contact [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov).

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Scan the original, signed, and notarized application and email it with the subject line "Signature Verification" to: [dec.srfprogram@alaska.gov](mailto:dec.srfprogram@alaska.gov).

If you cannot email the form, you can mail, or hand deliver to address provided on the form:

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

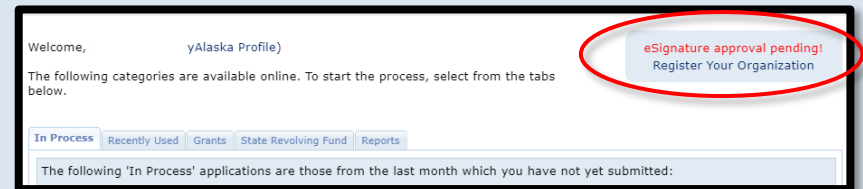
Or:

Alaska Department of Environmental Conservation  
State Revolving Fund Program – 4th Floor  
555 Cordova Street  
Anchorage, AK 99501



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



# 16

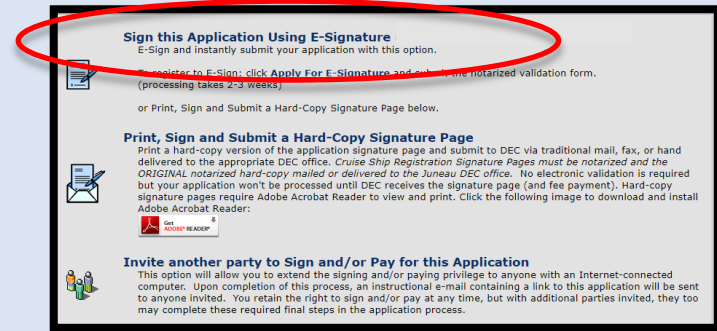
Once your original, signed, and notarized subscriber agreement has been received and processed by the Water Division, the eSignature box in the upper right-hand corner will read **“eSignature Approved!”**

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



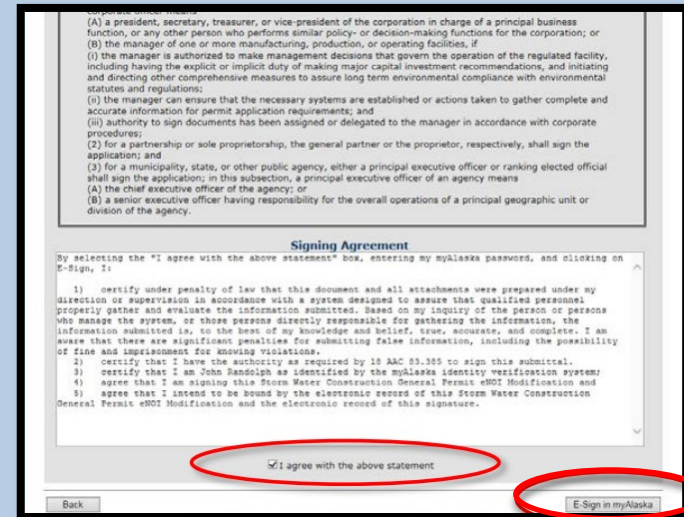
# 17

On the Final Steps page select **“Sign this Application Using E-Signature.”**



# 18

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 (\$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.

For questions about the SRF Program or assistance with completing and submitting a project questionnaire or loan application, please contact the SRF Program at [dec.srfprogram@alaska.gov](mailto:dec.srfprogram@alaska.gov).