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

1 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:

http://dec.alaska.gov/Water/oasyshelp/attachments/Org_Registration_Guidance.pdf

2

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

There are two options:

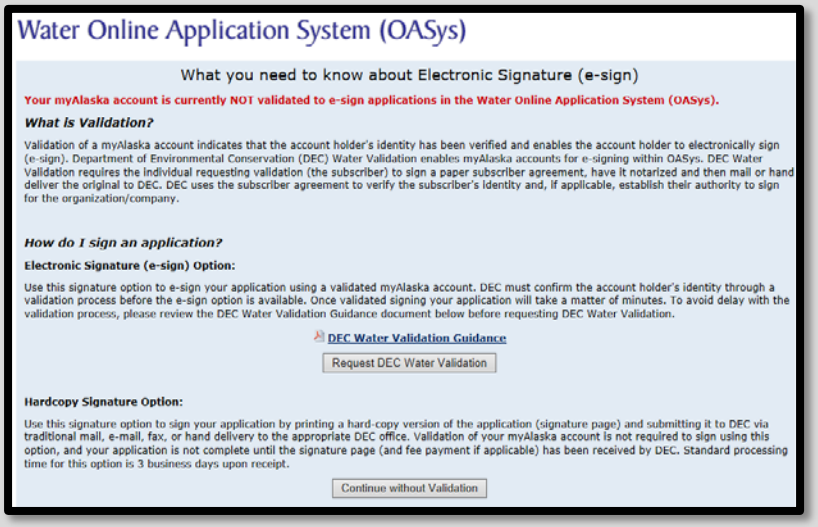
Electronic Signature Option

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

Hardcopy Signature Option

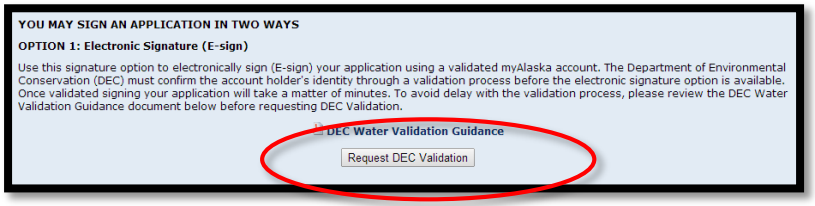
Read the description of this option carefully. Click "Continue without Validation" if you choose this option.

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



3

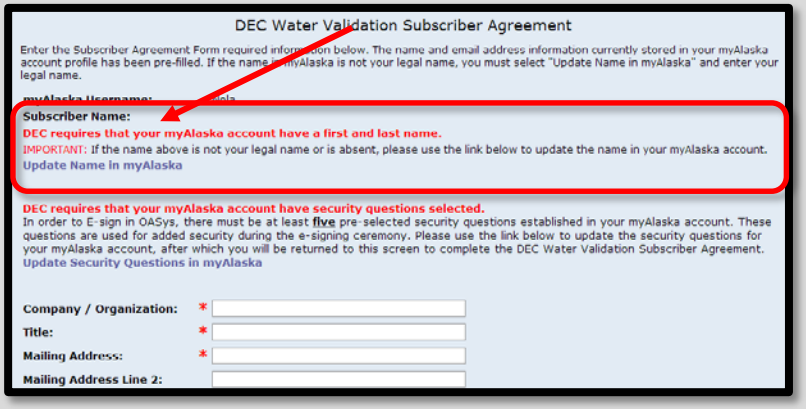
In order to electronically sign applications, you will need to choose **"Request DEC Validation"**.



4

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.

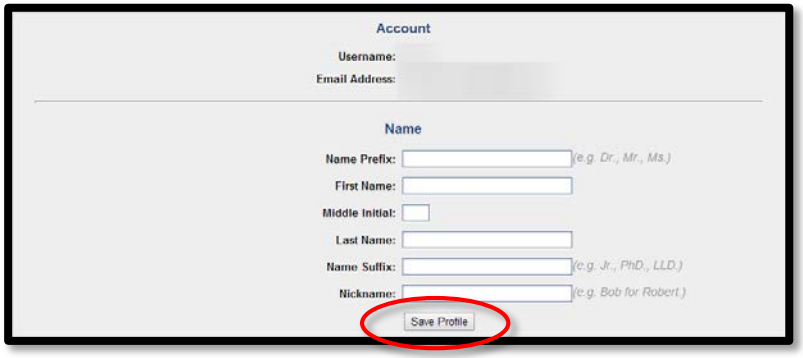


5

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.

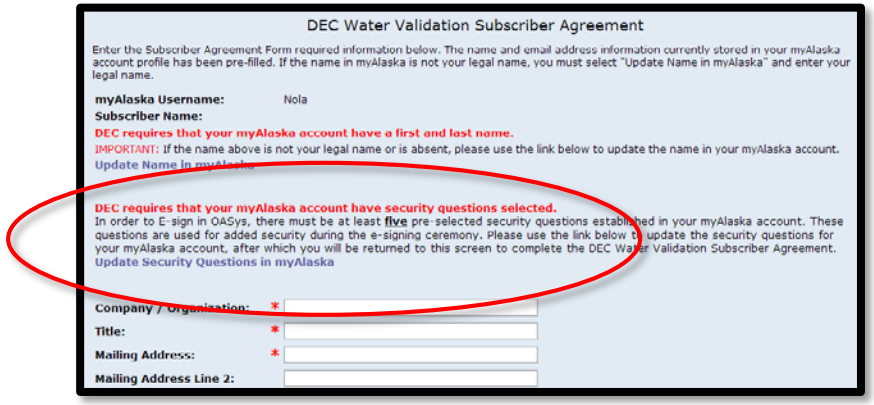
NOTE: *The name used in your myAlaska account* ***must*** *be your* ***full legal name****.*

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



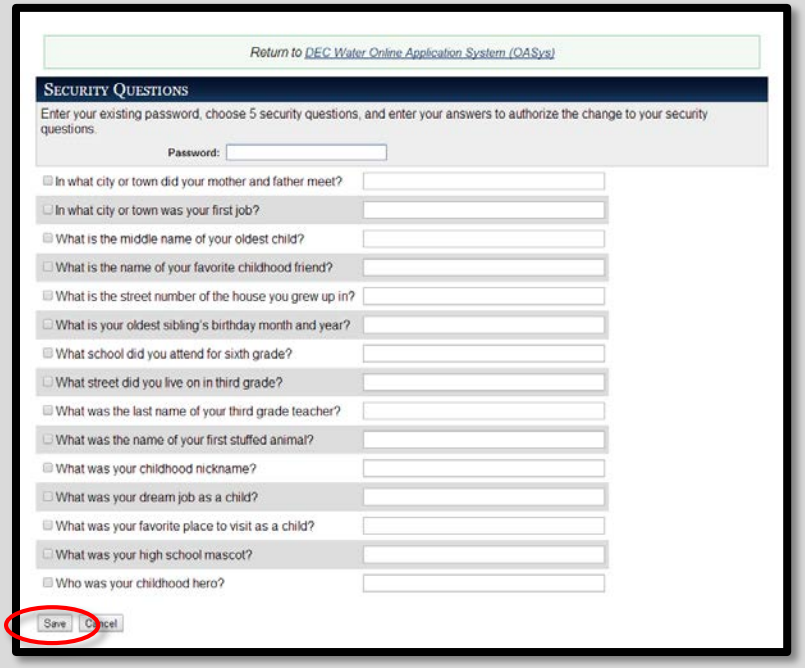
6 Notice of your profile information being saved appears at the top of the page above the link back to the OASys home page, which you can now select to return to the Water Validation Subscriber Agreement.

7 Next select **"Update Security Questions in myAlaska."**



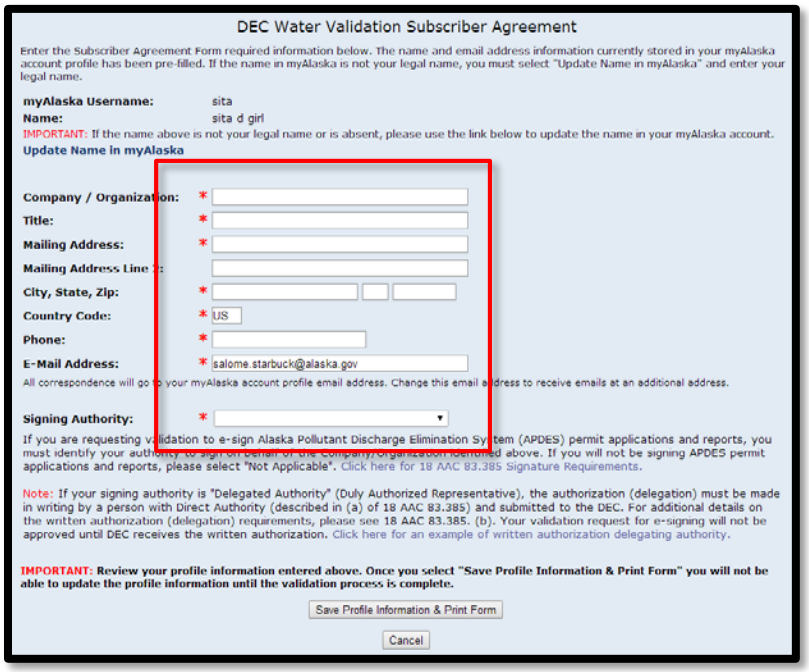
8

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.



9

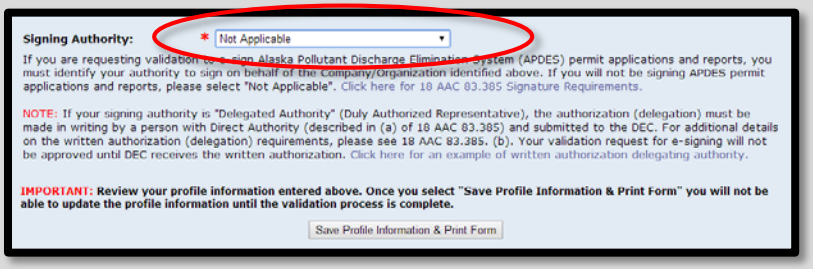
The DEC Water Validation Subscriber Agreement page collects information that will appear on the Subscriber Agreement (pdf), including the company/organization that you represent, your title with that company/organization and ***signing authority***.

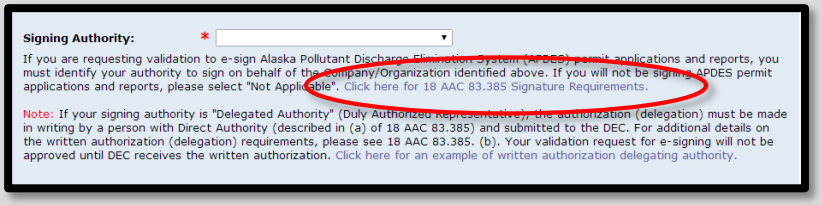


10

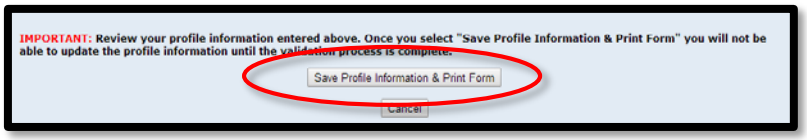
IMPORTANT: The signing authority applies **only** if you will e-sign Alaska Pollutant Discharge Elimination System (APDES) permit applications and reports! If you will not e-sign APDES permit applications or reports, please select **"Not Applicable".**

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: http://dec.alaska.gov/Water/OASysHelp/sigrequirements.html

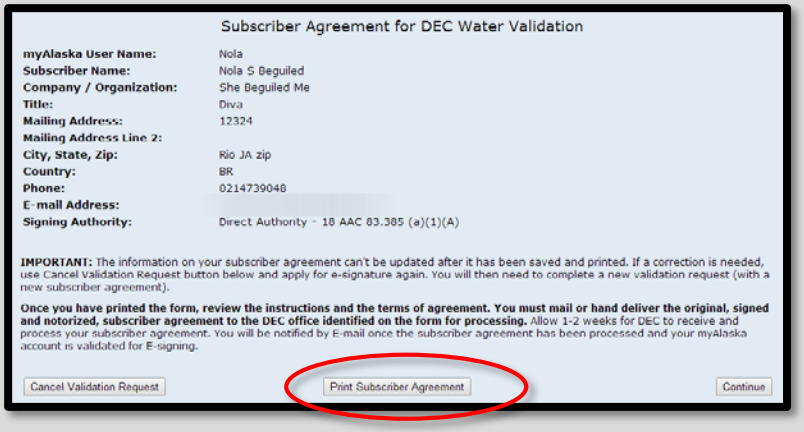




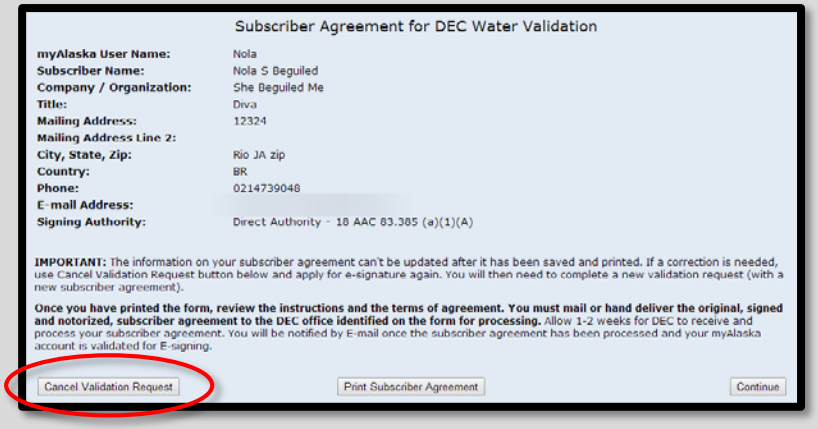
11 When you have filled in the required information and you are **certain of accuracy**, click **"Save Profile Information & Print Form"** to continue.



12 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."**

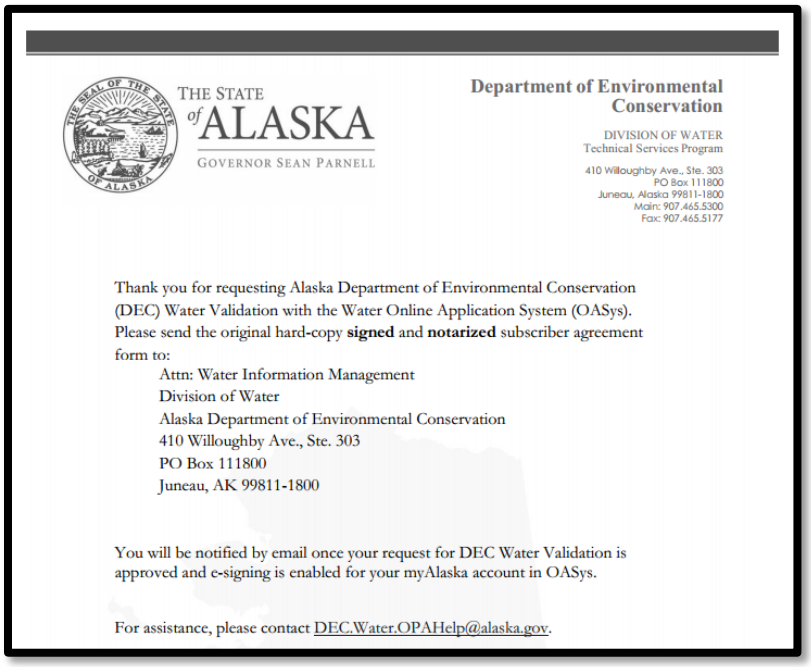


IMPORTANT: If you discover that your profile information is not accurate, you may click **"Cancel Validation Request"** to start over and correct the information.



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.



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

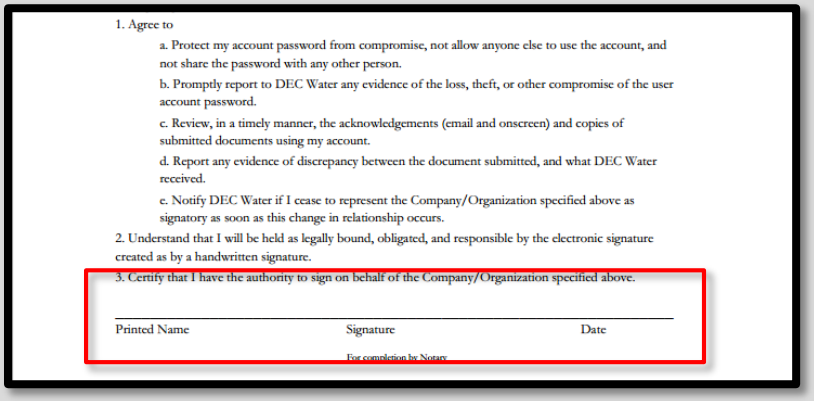
You will be notified by email once your request for DEC Water Validation is approved and e-signing is enabled for your myAlaska account in OASys.

For assistance, please contact DEC.Water.OPAHelp@alaska.gov.

14 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.

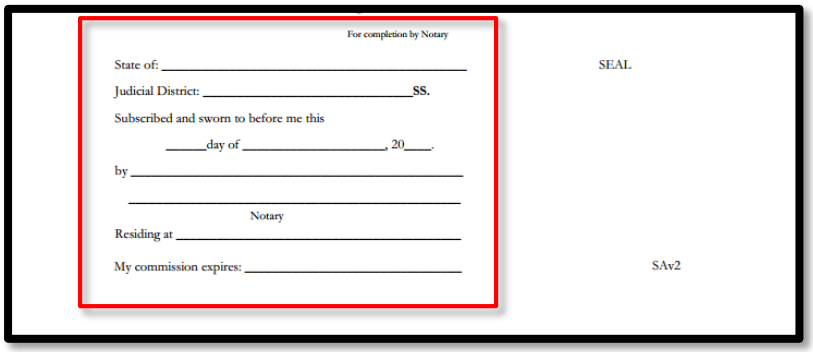


1. Agree to
   a. Protect my account password from compromise, not allow anyone else to use the account, and not share the password with any other person.
   b. Promptly report to DEC Water any evidence of the loss, theft, or other compromise of the user account password.
   c. Review, in a timely manner, the acknowledgements (email and onscreen) and copies of submitted documents using my account.
   d. Report any evidence of discrepancy between the document submitted, and what DEC Water received.
   e. Notify DEC Water if I cease to represent the Company/Organization specified above as signatory as soon as this change in relationship occurs.
2. Understand that I will be held as legally bound, obligated, and responsible by the electronic signature created as by a handwritten signature.
3. Certify that I have the authority to sign on behalf of the Company/Organization specified above.

Printed Name | Signature | Date

For completion by Notary

15 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

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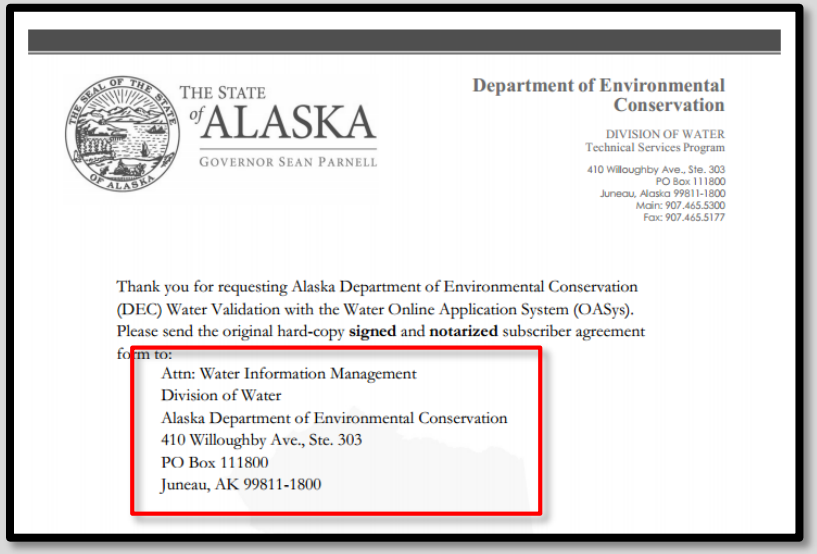
16 Mail or hand deliver your original, signed and notarized Subscriber Agreement Form to the address provided on the form:

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



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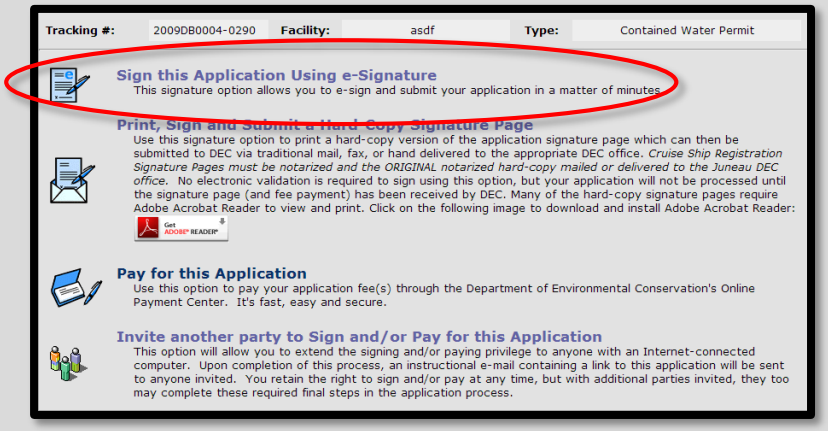
Juneau, AK 99811-1800

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

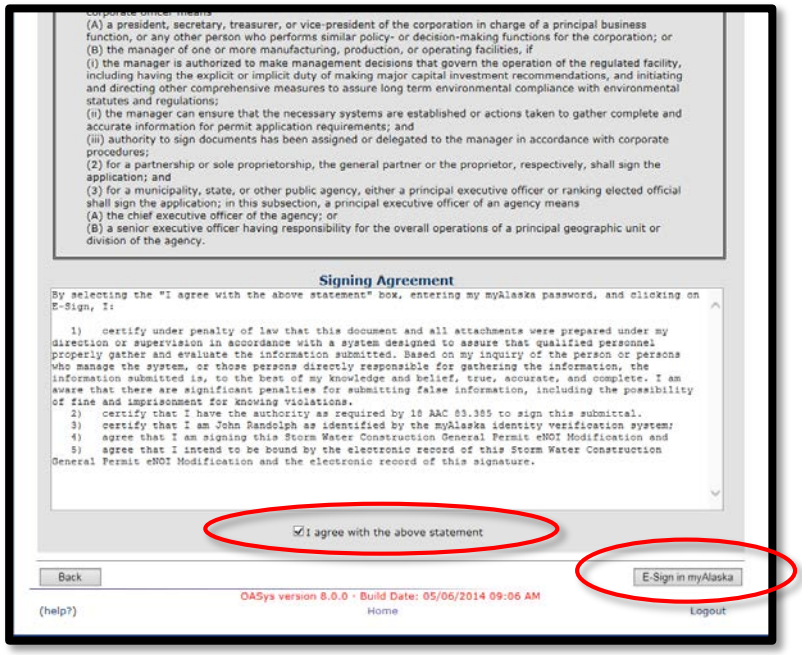
18 Once your original, signed and notarized subscriber agreement has been received and processed by the Water Division, the eSignature box in the upper right-hand corner will read **“eSignature Approved!”**

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

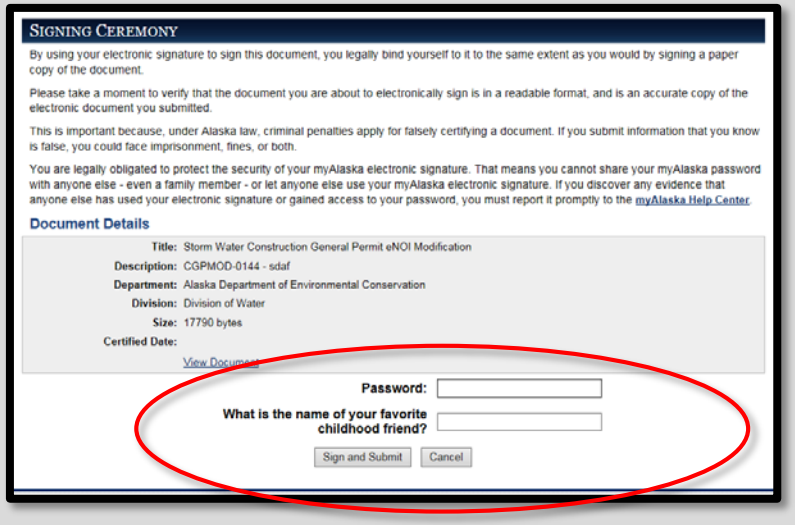
20 On the Final Steps page select **“Sign this application using e-Signature.”**



21 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.”**



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



23 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.

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