

# Guidance for Cruise Ship Registration – 2012 Season!

## Step by Step Document

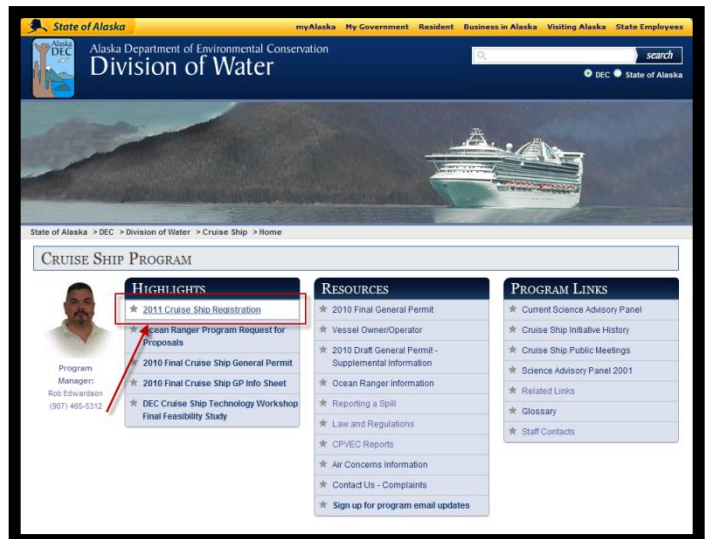
This document will assist you in completing the new online registration process. If you need further assistance with the online registration process, please contact John Randolph at 907-465-5307.

### 2012 Registration Step by Step Document

1 Go to the Cruise Ship Program Home page:

[http://www.dec.state.ak.us/water/cruise\\_ships/index.htm](http://www.dec.state.ak.us/water/cruise_ships/index.htm)

Select the “2012 Cruise Ship Registration” link under “Highlights”.



New screenshot

2 Please review the documents and attachments on this page. Be sure to mark the dates various items are due.

When ready to begin the online registration process, click on the “Register Now” button.

File	Plans	Authority	Due Date	Updated
2010 Quality Assurance Project Plan (QAPP)		AS 46.03.465(b), 18 AAC 69.025	March 1, 2012	2/23/2010
Non-hazardous Solid Waste Offloading and Disposal Plan		AS 46.03.475(e)(1), 18 AAC 69.035	March 1, 2012	
Hazardous Waste and Substance Offloading Plan		AS 46.03.475(e)(2), 18 AAC 69.040	March 1, 2012	
Vessel Specific Sampling Plan (VSSP)		18 AAC 69.030	21 days before sampling as required under AS 46.03.465	1/4/10
Environmental Compliance Fee (calculated as part of online registration)		AS 46.03.480, 18 AAC 69.015	June 1, 2012	
Vessel Voyage Report		18 AAC 69.015(5)	Nov 15, 2012	
Deviation Report		18 AAC 69.065	Nov 15, 2012	
File	Registration (New!)	Authority	Due Date	Updated
	2012 Registration "Step by Step"			1/3/12

**NOTE** Please review the 2012 Online Registration Step by Step document before proceeding to fill out the online registration.

**Register Now**

### 3

## Welcome to the **Water Online Application System (OASys)**!

**IMPORTANT:** Submitting a Cruise Ship Registration requires a **myAlaska** account with a username and password.

-If you already have a **myAlaska** account, click on “*Continue to myAlaska*” button to login.

After entering your **myAlaska** user name and password, you will be directed to the Online Application System, ready to fill in the Cruise Ship Registration. **Skip ahead to step 12 in this document.**

-If you don't have a **myAlaska** account, continue to the next step in this document to create one.



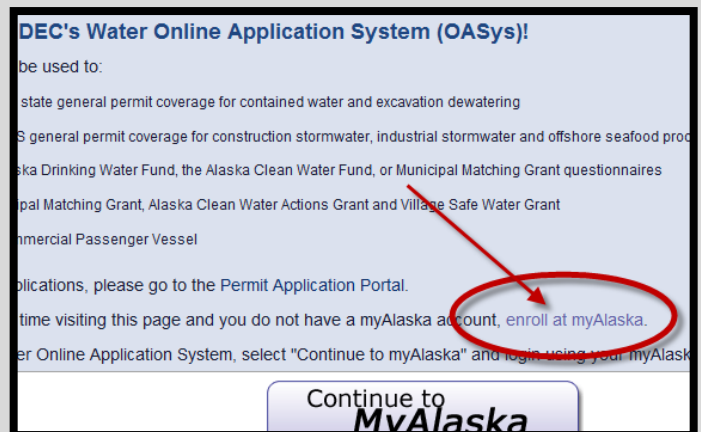
### 4

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

The next few steps will walk you through setting up a **myAlaska** account.

#### **TIP:**

Think of a personal myAlaska account as a driver's license. It is completely acceptable to use it for submitting these applications. However, you can also set up a separate “business” myAlaska account if you would prefer.



5

*NOTE: If you already have a myAlaska account, you can skip down to step 12.*

After you click on the “enroll at myAlaska” link, you will arrive at the new account page for myAlaska.

Enter a Username, Password, “Secret Question,” and Email Address for your new myAlaska account.

Review the User Agreement, check the “I accept the User Agreement” box, and select the “Start Registration” button.

The screenshot shows a registration form with the following fields: Username (jrandolph), Password (masked with dots), Verify Password (masked with dots), Secret Question (Your mother's maiden name?), Answer (test), Email Address (john.randolph@alaska.gov), and Verify Email Address (john.randolph@alaska.gov). Below the form is a "User Agreement" section with a checkbox for "I accept the User Agreement" and a "Start Registration" button.

6

Close the internet browser window and check the email account you entered in Step 5.

*If you cannot locate the email in your inbox, be sure to check your junk mail folder.*

<input type="checkbox"/>	FROM	SUBJECT	DATE
<input type="checkbox"/>	myAlaska	myAlaska - Account Verification	8:13 AM

7

Open the myAlaska - Account Verification email and select the hyperlink in the email.

The email content includes: "This message was sent to you by a computer program, DO NOT REPLY to this message." and "To continue with the registration process of your new myAlaska account, please verify your email address by visiting the following URL WITHIN 24 HOURS of registration: https://my.alaska.gov/Confirm?type=NewAccount&ticketid=358931d5-6fa7-499c-9904-6e07f31cbf25".

8

The Account Confirmation page will load.

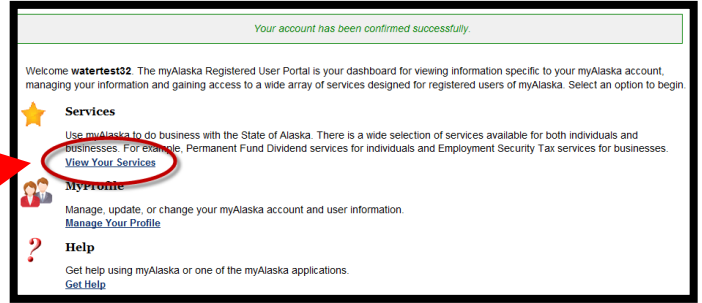
Enter your Username and Password and select the “Click Here to Continue” button to confirm your new myAlaska account.

The page title is "ACCOUNT CONFIRMATION". It states: "Your arrival at this page has confirmed your email address. Please enter your username and password again to continue the myAlaska registration process." Below this are input fields for Username and Password, and a "Click Here to Continue" button.

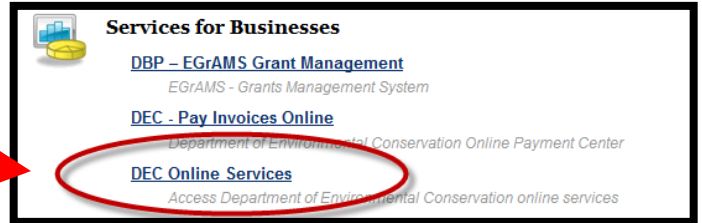
9

You will be taken to the **myAlaska Registered User Portal**.

Click on "View Your Services".



Then, click on "DEC Online Services" under Services for Businesses.



10

Read the privacy agreement, check the **Accept** check box, and select Continue.

**NOTE:** The only myAlaska account information DEC will use is the address and email information.



11

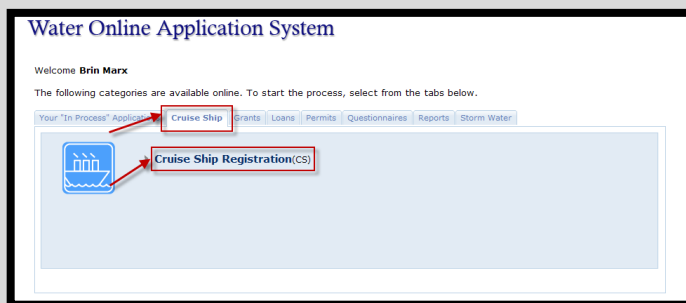
You will be directed to the **DEC myAlaska Online Services**.

Click on the link to the **Water Application System (OASys)**.



12 You will arrive at the Water Online Application system, ready to fill in the registration!

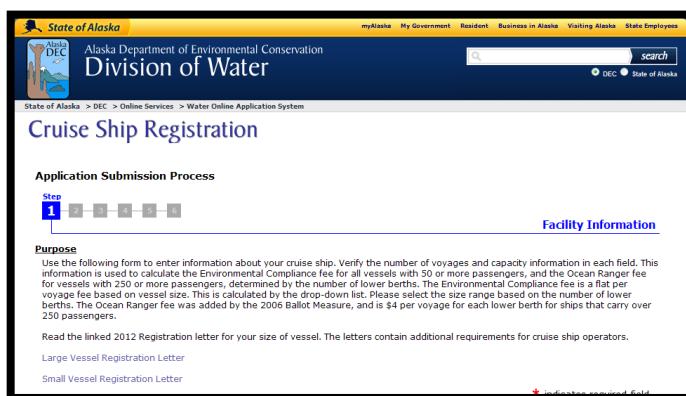
Select the “**Cruise Ship**” tab from the available categories. Once on the Cruise Ship tab, click on the “**Cruise Ship Registration**” link.



13 **Step 1** asks a series of question on the name of the cruise ship and the number of passengers and voyages for the 2011 cruise season.

Fill out the information on this page as completely as possible.

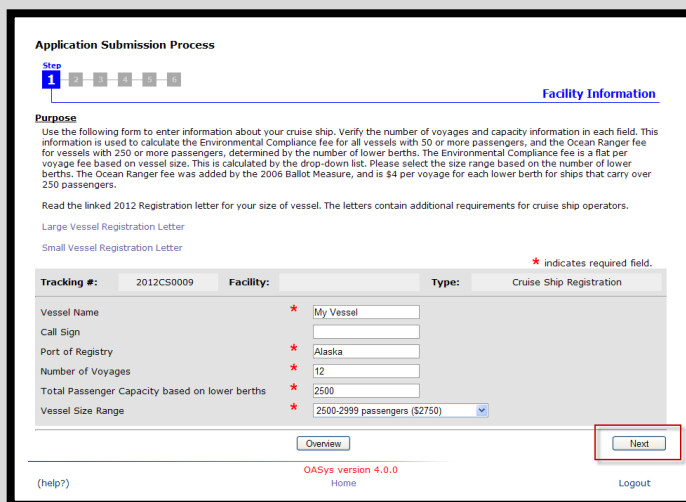
**TIP:**  
Questions with a Star (\*) next to them are required.



**TIP:**  
When finished with a step, go to the next page by selecting the “**Next**” button in the lower right corner.

**TIP:**  
At any time, you can logout, and your information will be saved.

**NOTE:** Changes to the current page are not saved until you hit “**Next**”.



**TIP**

You can also select the “Overview” button at the bottom of any page to review your information and to edit previously entered information.

**14**

**Step 2** allows you to add contacts to your registration. Read the directions carefully on this page and completed the required information.

Contact information is required for the following roles:  
**Vessel Owner, Vessel Operator, Alaskan Agent, and Billing Contact.**

**NOTE:** You may make multiple selections for a single contact if they fill more than one role.

**15**

**Step 3** asks whether or not your cruise ship will discharge in Alaska waters.

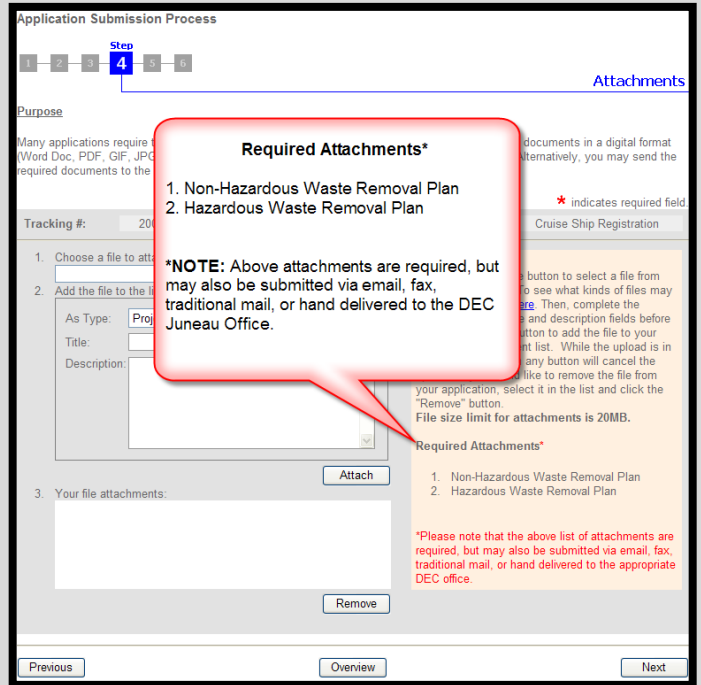
If you choose “Yes”, please also answer the next two questions.

# 16

**Step 4** gives you the option to submit any required or optional attachments online.

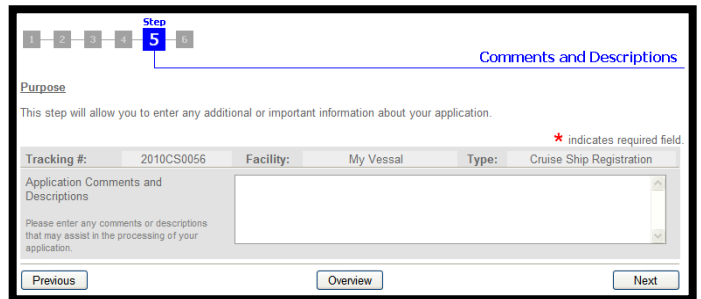
Please read the directions carefully on this page.

**NOTE:** Some attachments are required, but may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.



# 17

**Step 5** will allow you to enter any additional comments or important information about your registration.



# 18

The **“Application Overview”** page (Step 6) gives you an opportunity to review and edit what you have entered so far.

To change any information in a section, select the Edit button that corresponds to that section.



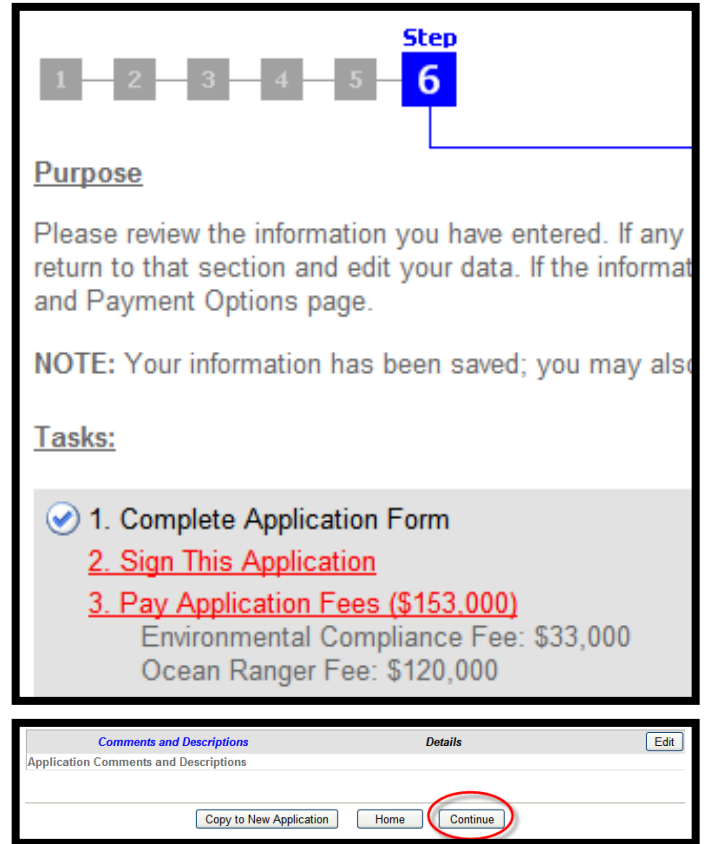
# 19

After all information is entered, you will need to sign and pay for the registration. A check will appear next to task “1. Complete Application Form” if the application is complete and ready to be signed and/or paid.

To go to the Sign and Pay page, select either:

- “2. Sign This Application” or
- “3. Pay Application Fees”.

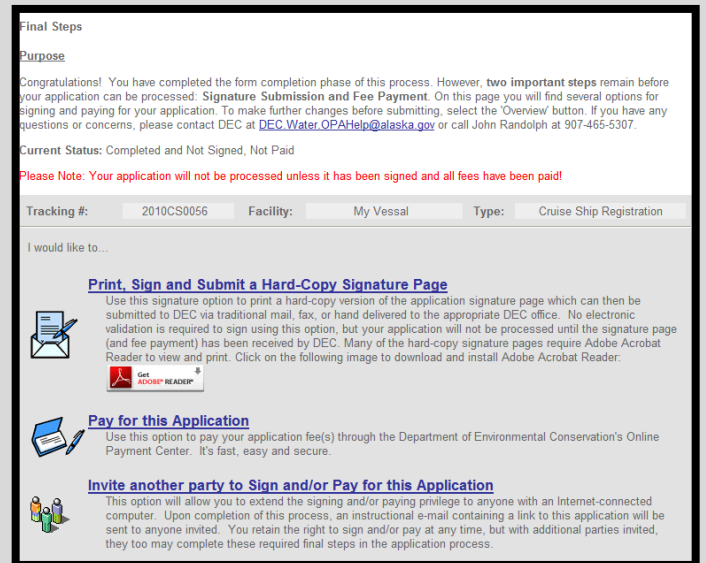
You can also click on the “Continue” button at the bottom of the page.



# 20

The “Final Steps” page gives you the following options:

1. Print, Sign and submit a Hard-Copy signature Page
2. Pay for this Application
3. Invite another party to Sign and/or Pay for this Application



**21 Signing**  
 Select either the **“Print, Sign...”** option; or, if another party such as the vessel owner will sign and/or pay, select the **“Invite another party...”** option.

After signing, you will receive a confirmation email.

**Print, Sign and Submit a Hard-Copy Signature Page**  
 Use this signature option to print a hard-copy version of the application signature submitted to DEC via traditional mail, fax, or hand delivered to the DEC office in validation is required to sign using this option, but your application will not be processed until a signature page (and fee payment) has been received by DEC.

**OR**

**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 on your computer. Upon completion of this process, an instructional e-mail containing a link to the application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but anyone invited may complete these required final steps in the application process.

**22** Finally, pay for the application using Electronic Funds transfer by selecting the **“Pay for this Application”** hyperlink.

After paying, you will receive a confirmation email.

**NOTE:** It is also acceptable to mail a check to DEC.

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

**23** Once DEC has received your notarized signature page, we will begin to process your registration.

Note that once the signature page has been marked as received in the online application system and payment has been received by DEC, the status of your application will change to **“Submitted”** on your Online Application home page.

**From**

Permit ID	Type	Facility	Status
2007CS0021	<a href="#">Open</a> Cruise Ship Registration	My Vessel	Completed and Not Signed, Not Paid

**To**

Permit ID	Type	Facility	Status
2007CS0021	<a href="#">Open</a> Cruise Ship Registration	My Vessel	Submitted

**For assistance, please call**

**John Randolph at 907-465-5307,  
 Kaitee Fleck at 907-451-5337, or  
 Janice Mclean at 907-465-5282.**