To Set up an EDMS Account

1.   **Go to the following website:**

[edms (alaska.gov)](edms alaska.gov)

2.   **Click on the blue "here" under EDMS (above the yellow box)**

EDMS

Click here for production system

3.   **Click on Create EDMS Account**

What can I do here?

- Apply for permits
- Manage your permits (pay fees, request a renewal, modification, transfer, or permit termination)
- Submit reports required by your permit
- Request online access to a site for which you are a responsible

To get started, you'll need an account.

CREATE A EDMS ACCOUNT

Sign in with an existing account

4.   **Register for MyAlaska Account**

myAlaska

Sign in

Username

Password

Sign in

Forgot my Username

Forgot my Password

New User: Register for a myAlaska Account

5. Register for Account

NEW ACCOUNT

Many applications require use of the same myAlaska account. If you have forgotten your user name or password use the following links to recover them:

Forgot my Username
Forgot my Password

To register for an account with myAlaska, fill in the new account information required below. You must have a valid email address. Next, read the user agreement. If you accept the agreement (required to use myAlaska), click on the **I accept the User Agreement** box. Then click on the **Start Registration** button.

Username:	
Password:	
Verify Password:	
Secret Question:	- Select -
Answer:	
Email Address:	
Verify Email Address:	

User Agreement

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions.

☐ I accept the User Agreement

Start Registration

6. Fill out the information on the above new registration form.

    a.   Check the **I accept the User Agreement**

    b.   Click **Start Registration**

7. Next an email will be sent from myAlaska with an email verification link.

That will lead back to myAlaska site where the user will sign in with the new credentials created.

    a.   Click on **Click Here To Continue**

State of Alaska MYALASKATEST   myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska   Registered User : Sign In

HOME   SERVICES   MYPROFILE   MYDOCUMENTS   HELP

ACCOUNT CONFIRMATION

Your arrival at this page has confirmed your email address.
Please enter your username and password again to continue the myAlaska registration process.

Username: myalaskatest.local\meganbickel
Password: ••••••••

Completing your registration will establish your myAlaska identity. After you have done that, you will be able to conduct your business with the State of Alaska electronically!

Click Here to Continue

Help Privacy Policy User Agreement Browser Compatibility

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees   State of Alaska || © 2021

8. The user will be redirected back to the myAlaska site to use the same credentials to login.

    a.   Once logged into the myAlaska click on **Services**.

    b.   Scroll down and click on the **EDMS Permit Application and Reporting System**

9. Sign in to EDMS with the new, verified username and password.

10. Fill out the EDMS security questions.