

To Set up an EDMS Account

1. Go to the following website:

[edms \(alaska.gov\)](https://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.

The screenshot shows a registration form with the following fields: Username, Password, Verify Password, Secret Question (a dropdown menu with '- Select -'), Answer, Email Address, and Verify Email Address. Below the form is a section titled 'User Agreement' containing a scrollable text area with the following text: '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.' Below the text area is a checkbox labeled 'I accept the User Agreement' and a 'Start Registration' button.

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

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

- Click on **Click Here To Continue**

The screenshot shows the myAlaska website interface. The top navigation bar includes 'State of Alaska MYALASKATEST' and links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. The main navigation bar includes 'HOME', 'SERVICES', 'MYPROFILE', 'MYDOCUMENTS', and 'HELP'. The main content area is titled 'ACCOUNT CONFIRMATION' and contains the following text: '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 text are two input fields: 'Username: myalaskatest.local/meganbickel' and 'Password: *****'. Below the password field is the text: '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!' and a yellow button labeled 'Click Here to Continue'. The footer includes links for 'Help', 'Privacy Policy', 'User Agreement', and 'Browser Compatibility', and the text 'State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees' and '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**

Alaska State Security Management System, Alaska State Government

DHSS - GEMSV3
DHSS Grants Electronic Management System Test Site

DNR Division of Oil and Gas - Submit Royalty and NPSL Filings
Oil and Gas Royalty and NPSL Reporting

DOR - Tax Division Services
DOR - Tax Division Services

DSDS - Harmony Data System
The DSDS Harmony Data System is a data management system for Division programs.

EDMS Permit Application and Reporting System
Apply for permits and submit reports for mining, seafood, stormwater, oil & gas, and domestic/industrial wastewater programs with

EDRS
Submit drinking water lab sample results using the Electronic Data Reporting System

Employment Security Tax
Manage your business's Employment Security Tax filings

Infant Learning Program
Infant Learning Program ACPNet Web interface

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

10. Fill out the EDMS security questions.