

# Signing up for a myAlaska Account and DEC Air Online Services

## Step 1: Make sure you have a myAlaska Account.

Go to <https://my.alaska.gov/>

Scroll down and click on Sign into myAlaska OR Register for a myAlaska Account:

- Click on Sign into myAlaska (if you already have an account.) (If you have forgotten your username or password, click on and follow the links given) When you sign in, you will be sent to the **myAlaska Welcome page**. Go to Step 2, on page 4.

The screenshot shows the myAlaska website interface. At the top, there is a yellow banner with the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is a dark blue navigation bar with 'HOME', 'SERVICES', 'MYPROFILE', and 'HELP'. The main content area is white and features a 'myAlaska Login' form. The form has two input fields: 'Username:' and 'Password:'. Below the fields is a 'Sign-In' button. There are also links for 'Forgot my Username', 'Forgot my Password', and 'New User Register for a myAlaska Account'. The footer contains contact information for the Department of Administration Enterprise Technology Services (ETS), including the address (333 Willoughby Ave., 5th Floor, P.O. Box 110206, Juneau, AK 99811-0206), email (myalaska\_help@alaska.gov), and phone numbers for Anchorage, Fairbanks, and Juneau. A copyright notice for 2010 is also present.

OR

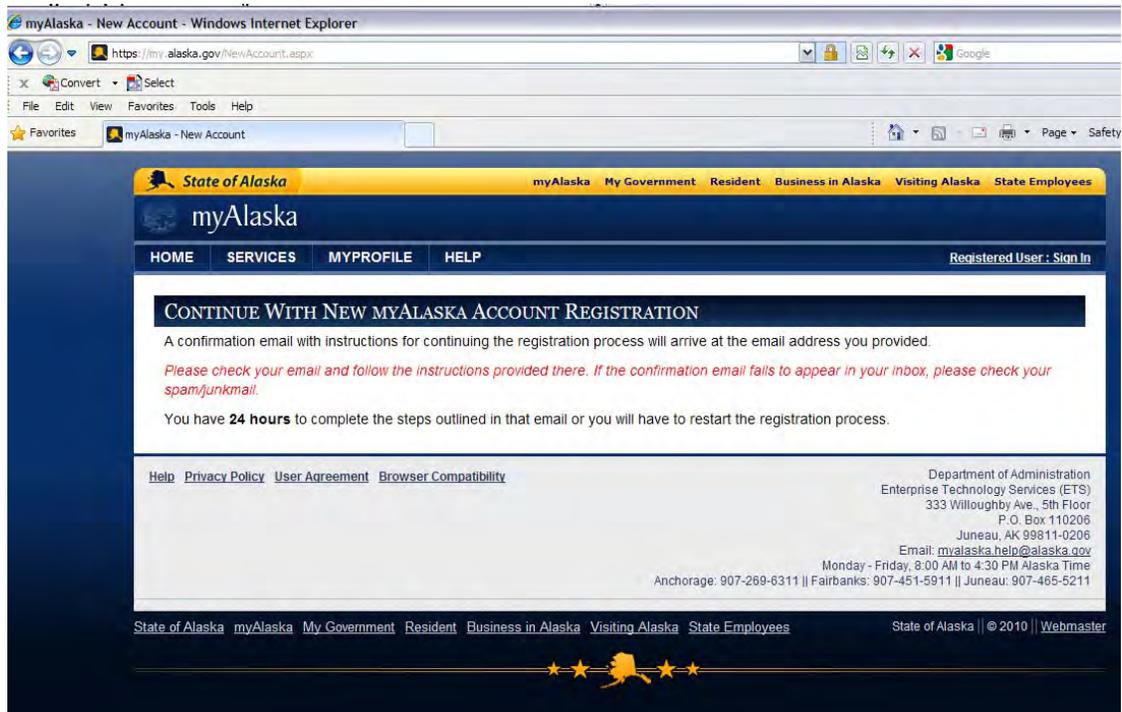
- Click on Register for a myAlaska Account (if you need to set up an account).

Fill out the form. (An example of the form is at the top of the next page of these instructions.)

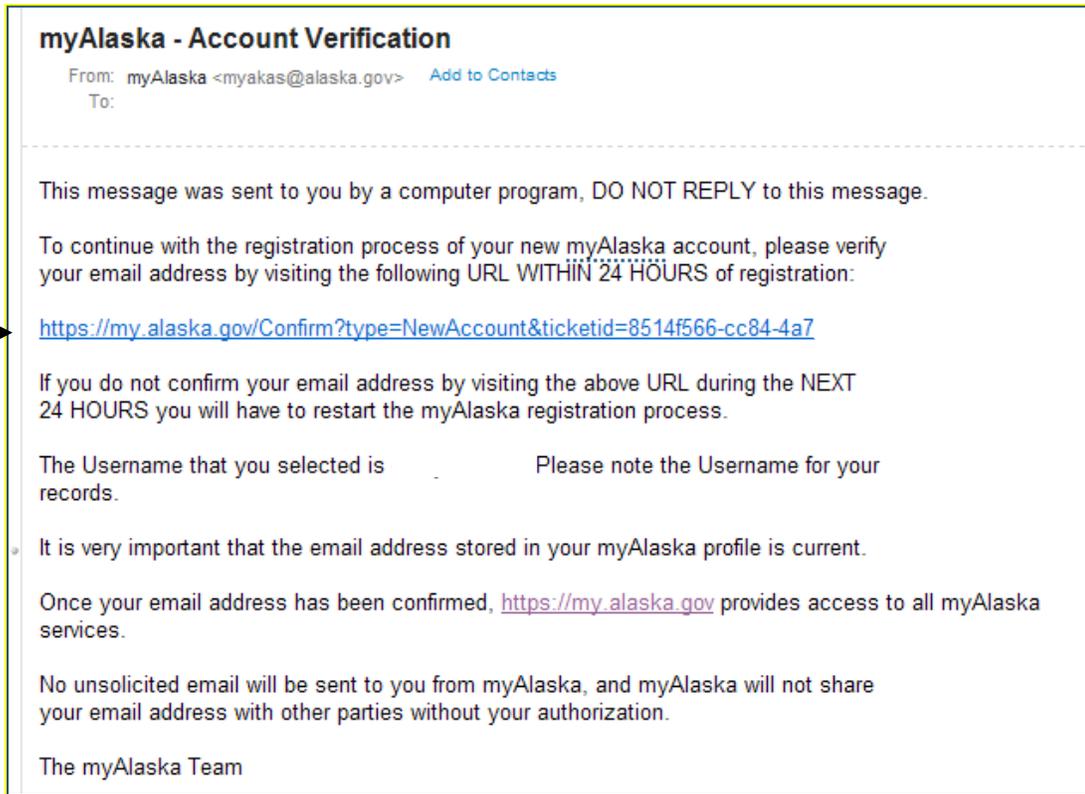
Be sure to enter a valid email account because you will only be able to complete registration after you have received email confirmation.

Read and accept the general myAlaska User Agreement and click on Start Registration.

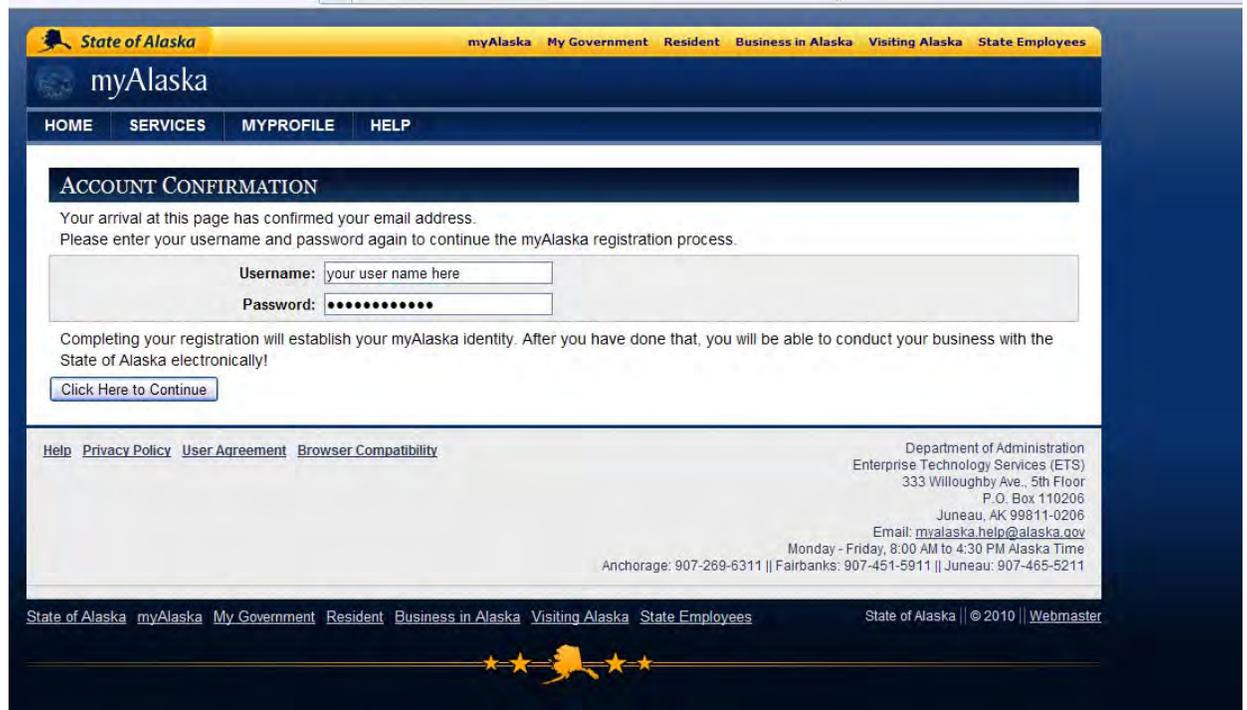
You will be sent to a page (example below) that will tell you to check your email in order to complete registration. Then follow the instructions in the email from myAlaska.



Check your email, and Click on the first link in your email. This will send you to the account confirmation page. (An example e-mail is shown below.)



**Re-enter your username and password:**

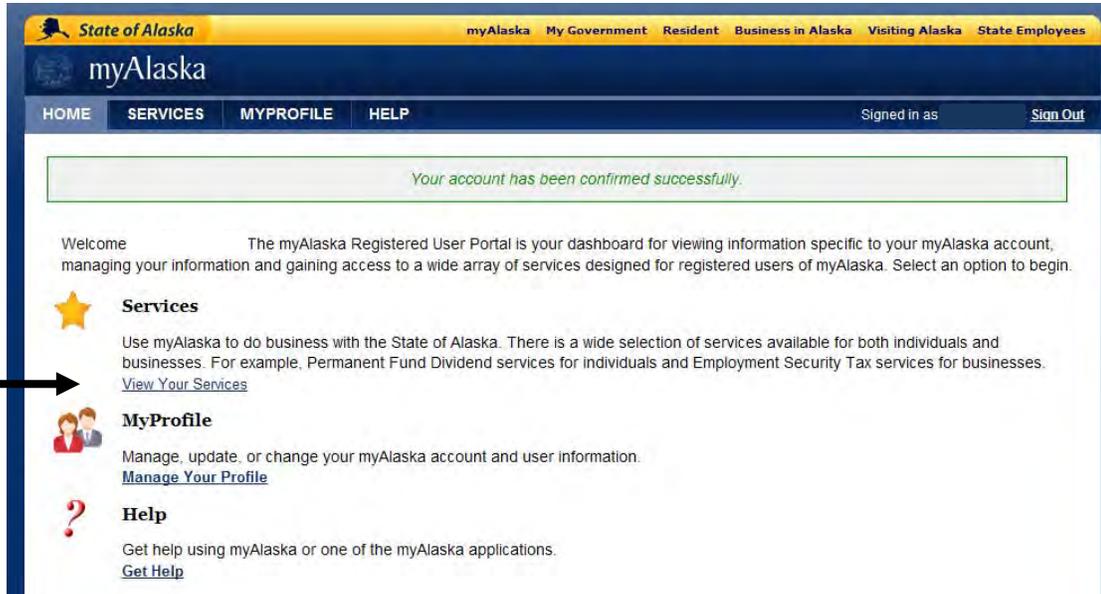


You will be sent to the **myAlaska Welcome page (Step 2)**.

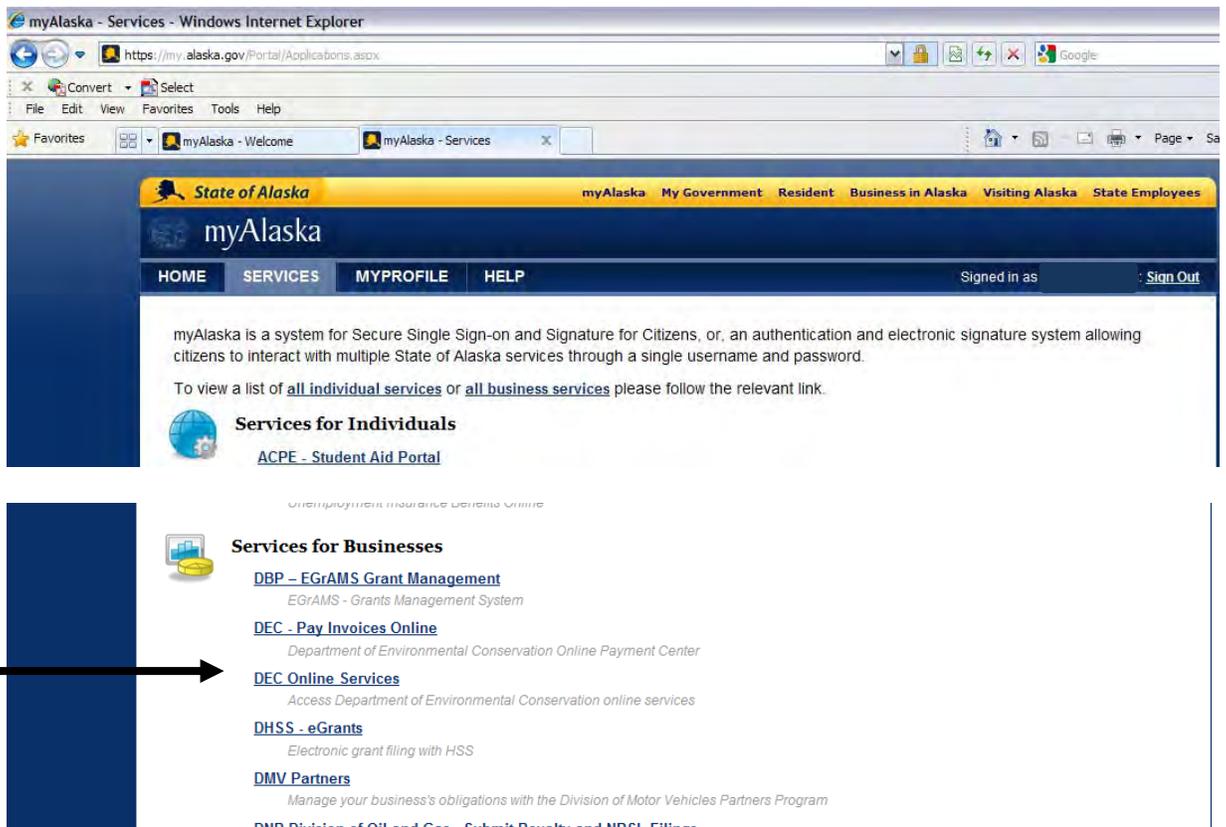
## Step 2: Signing up for DEC Online Services

When you are logged in to myAlaska, click on View Your Services:

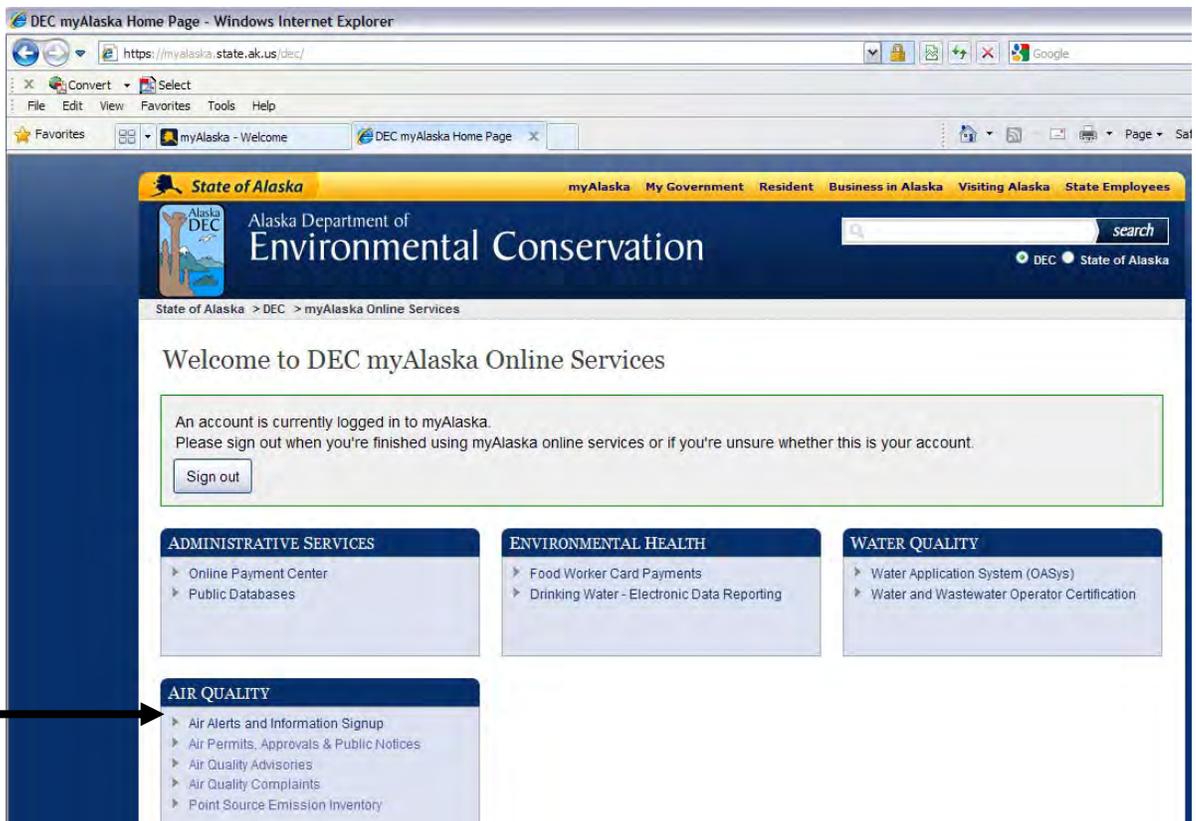
myAlaska  
Welcome  
page



Scroll down past Services for Individuals to Services for Businesses.  
Click on DEC Online Services



The first time you click on DEC Online Services you will be sent to the Privacy Agreement page. When the DEC Privacy Agreement appears, you must accept the Privacy Agreement to continue. Check to be sure you are signed in to your account (see left panel on the page) and then read and check off on the agreement. This subscribes you to DEC Online Services. You must sign this agreement before you will be able to log into Air Online Services with your myAlaska account. Click on the Continue button to continue as a logged-in user to the DEC Online Services page.



**DEC  
Online  
Services  
Welcome  
page**