Disadvantaged Business Enterprise (DBE) Report

Guidance Document

Disbursements Requests can be filled out using the Division of Water's Online Application System (OASys).

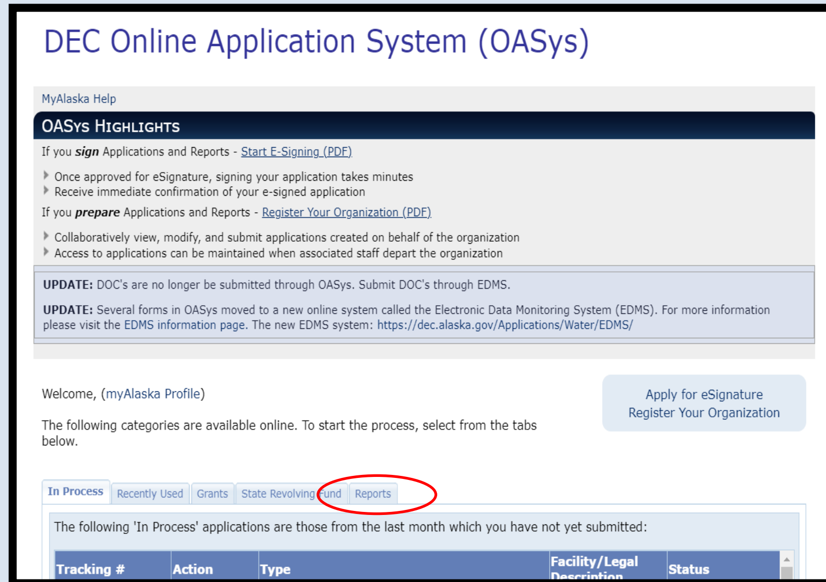
After logging into the Water Online Application System (OASys) using your **myAlaska** account, you will be taken to the Welcome Page.

Click the "**Reports**" tab.

IMPORTANT: This report requires the signer to be approved for e-signature.

Guidance for eSignature Validation can be found at:

https://dec.alaska.gov/media/bjblsbaw/oasys-e-signature-validation-2024-guide.pdf



Select the "**SRF Loan – Disadvantaged Business Enterprise (DBE) Utilization Annual Report** (DBEUF)" option from the available categories.

This will open a series of steps that will take you through the application asking for information pertinent to your project. Fill out the information on these pages as completely and thoroughly as possible

STEP 1

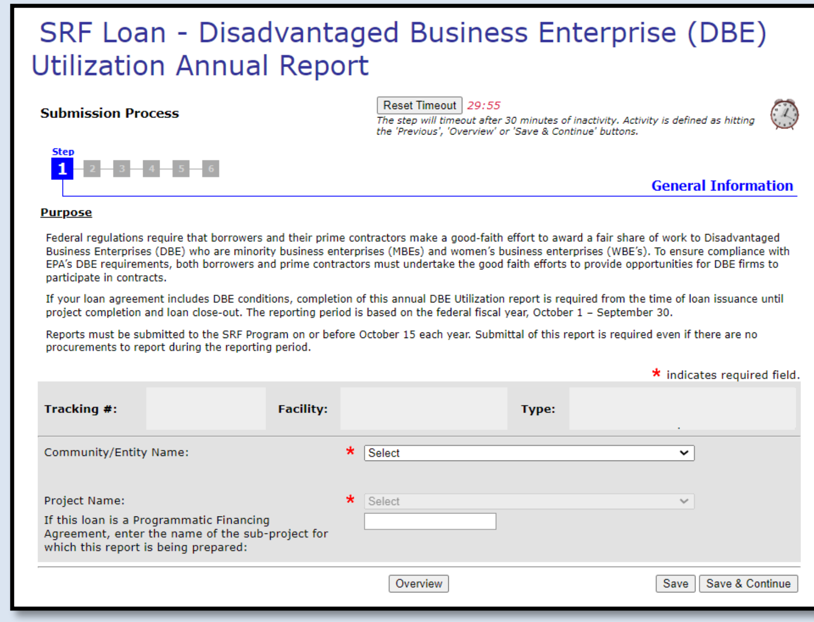
Using the dropdown list, select the Community/Entity name - the entity or organization that received the SRF loan.

Select the appropriate project from the list available on file for your entity.

Click the "**Save & Continue**" button to move on to the next step.

The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.

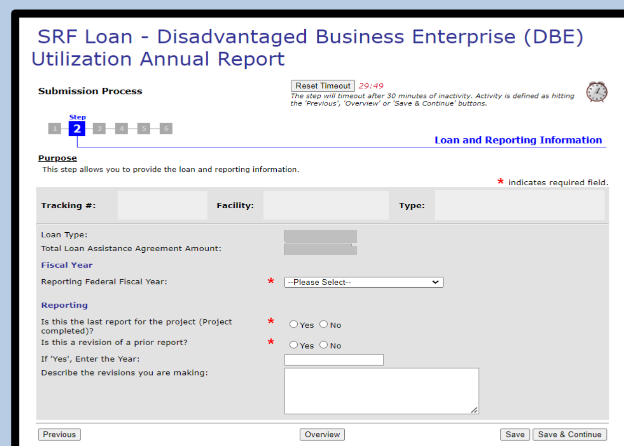
Any question with a red star (*) next to it is required and must be completed before the current step can be completed.



STEP

Auto-populate information about the loan will appear at the top of the page. Select the correct federal fiscal reporting year information.

Click the "**Save & Continue**" button to move on to the next step.



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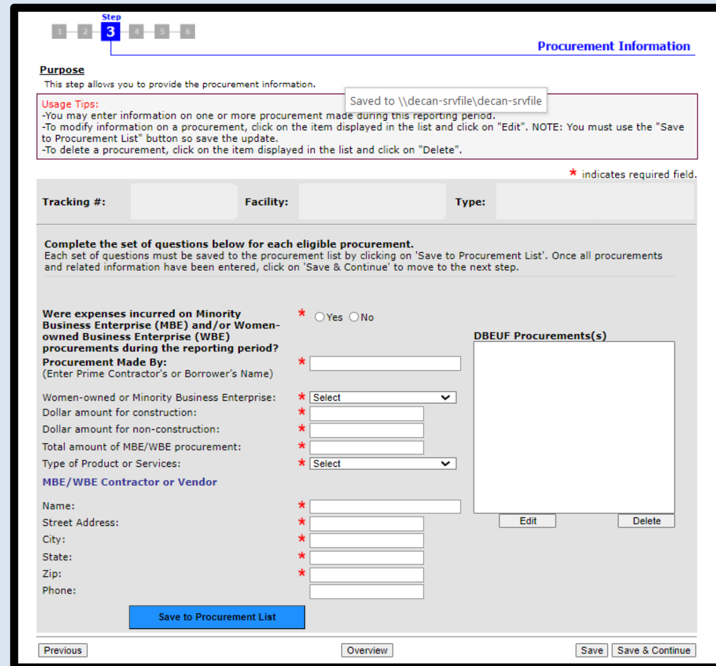
STEP 3

Fill in the procurement information made during the annual reporting period.

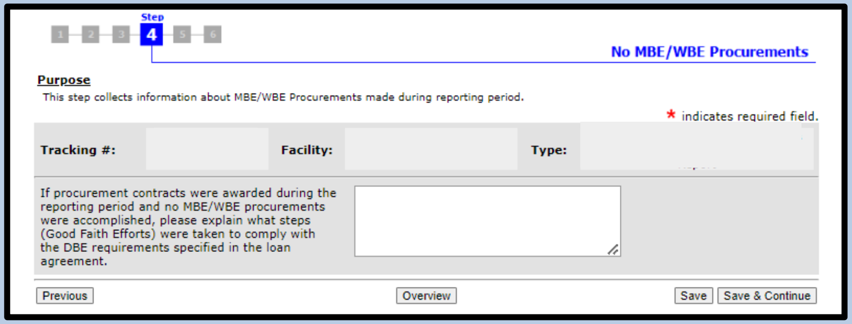
Click the "**Save & Continue**" button to move on to the next step.



STEP 4

This is an opportunity to explain what Good Faith Efforts steps were taken if no MBE/WBE procurements were accomplished during this reporting period.

Click the "**Save & Continue**" button to move on to the next step.



STEP 5

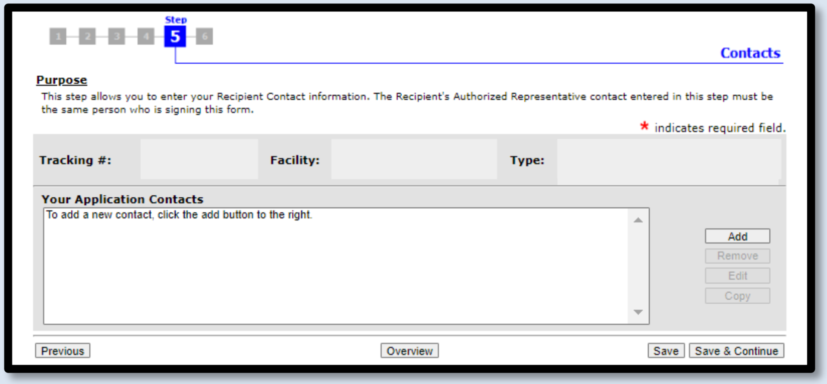
Enter in the contact information.

Click "**Add**" and the "Contact Details" window will pop open. You must enter contact information for all required persons before continuing.

Enter in the required contacts then click the "**Save**" button.

Click the "**Save & Continue**" button to move on to the next step.

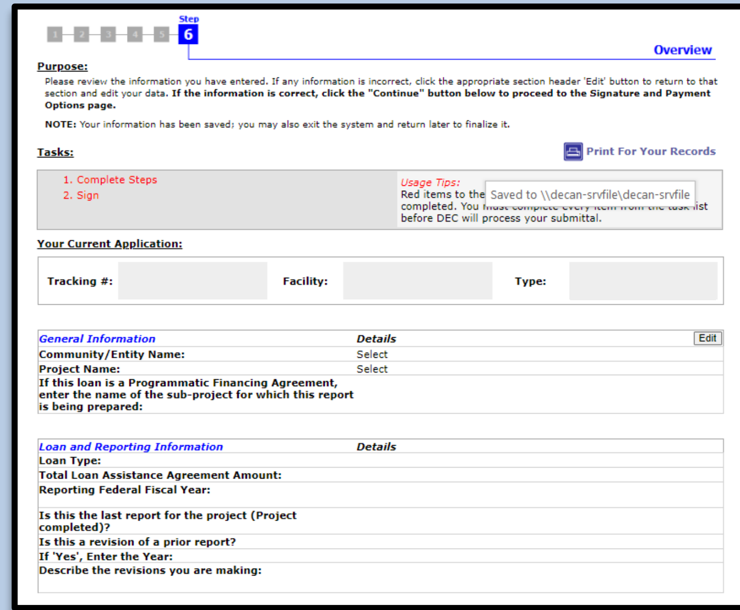
You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.



STEP 6

The "Overview" page (last step) gives you an opportunity to review and edit the information that you have entered so far.

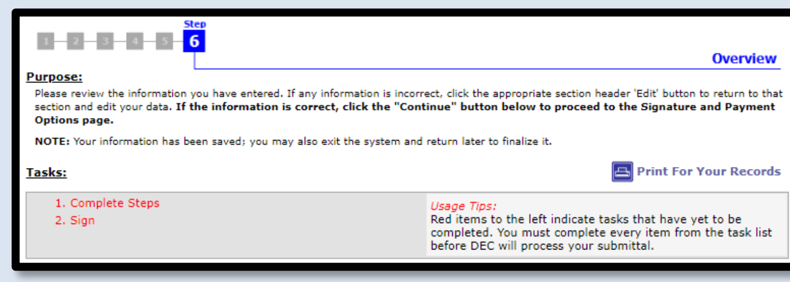
To change information, select the "**Edit**" button that corresponds to the step needing new information.



After all information is entered, you will need to sign your payment request.

A check will appear next to "**Complete Steps**" if the application is complete and ready to be signed.

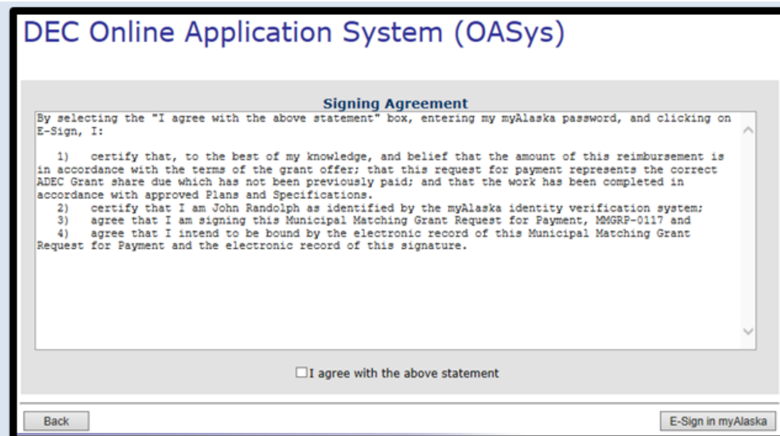
To go the Final Steps page, select the "**Sign**" link under tasks on the Application Overview page. You can also click on the "**Continue**" button at the bottom of the page.



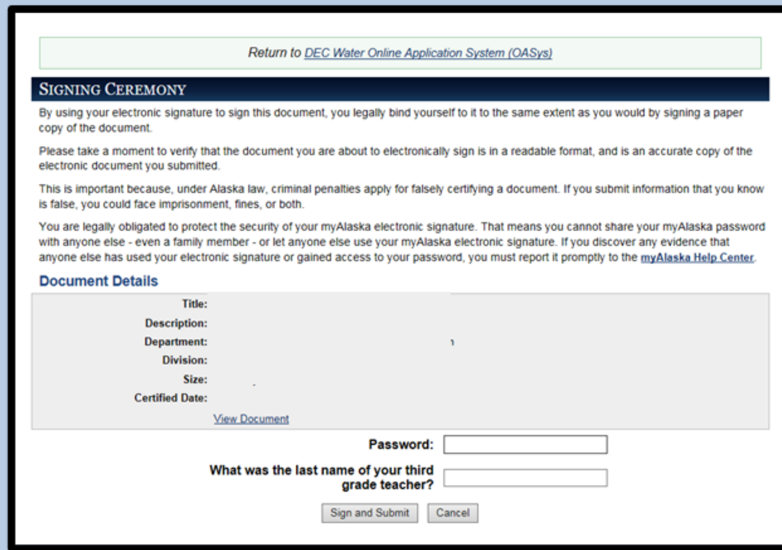
Select “**Sign this Application Using e-Signature**” if you are already validated to electronically sign an application.

If you require another party to sign for your application, select the “**Invite another party to Sign and/or Pay for this Application**” from the “Final Steps” Page. Enter the email of your alternative signer into the box and add that contact to the mailing list. They will be sent instructions on how to complete the process.

Check the box indicating that you agree with the Signing Agreement. To complete the signing process, click on the “**E-Sign in myAlaska**” button to continue to the Signing Ceremony.



Enter your password and the answer to your secret question into the respective fields and click the "**Sign and Submit"** button.



Congratulations!

You completed the report and will receive an email confirming your request was signed and that your application was successfully submitted.

For questions about the SRF Program or assistance with completing and submitting a project questionnaire or loan application, please contact the SRF Program at dec.srfprogram@alaska.gov.