

Signature Validation Guidance Document

Signature validation enables myAlaska accounts authority to sign for the organization/company in OASys. A signature is needed for the completion of loan applications and disbursement requests.

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

Click the “**Apply for eSignature**” button displayed in the upper right-hand corner.

IMPORTANT: DEC Water Validation will enable e-signing in OASys and register your organization. For more information on using and managing your OASys organization, please see the guidance document:

<https://dec.alaska.gov/media/11182/org-registration-guidance.pdf>



After the application is completed, instead of sending via mail you can now scan and email your signed and notarized agreement form to:

dec.srfprogram@alaska.gov.

DEC Online Application System (OASys)

MyAlaska Help

OASys HIGHLIGHTS

If you **sign** Applications and Reports - [Start E-Signing \(.PDF\)](#)

- ▶ Once approved for eSignature, signing your application takes minutes
- ▶ Receive immediate confirmation of your e-signed application

If you **prepare** Applications and Reports - [Register Your Organization \(.PDF\)](#)

- ▶ Collaboratively view, modify, and submit applications created on behalf of the organization
- ▶ Access to applications can be maintained when associated staff depart the organization

UPDATE: DOC's are no longer be submitted through OASys. Submit DOC's through EDMS.

UPDATE: Several forms in OASys moved to a new online system called the Electronic Data Monitoring System (EDMS). For more information please visit the EDMS information page. The new EDMS system: <https://dec.alaska.gov/Applications/Water/EDMS/>

Welcome, (myAlaska Profile)

The following categories are available online. To start the process, select from the tabs below.

[Apply for eSignature Register Your Organization](#)

In Process | Recently Used | Grants | State Revolving Fund | Reports

The following 'In Process' applications are those from the last month which you have not yet submitted:

Tracking #	Action	Type	Facility/Legal Description	Status
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This page provides information on how you can sign your application. It is recommended to do an electronic signature.

The two options for signing are:

Hardcopy Signature Option

Hardcopy requires you to print your loan applications and disbursement requests then sign and notarize each item before mailing it.

Electronic Signature Option (RECOMMENDED)

Read the description of this option carefully. Click on the “Request Signature Validation” if you choose this option.

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DEC requires that your myAlaska account profile have your **full legal name** (first and last) and **five security questions** for the validation process. You may need to update that information in your myAlaska account profile if it is not currently accurate. You will not be allowed to proceed without first updating these fields.

If you need to update, click, “**Update Name in myAlaska**” and you will be directed to your myAlaska account. You can then edit your myAlaska profile and then return to this page.

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The SRF Signature Validation Form page collects information that will appear on the Signature Validation Form (pdf), including the company/organization that you represent, your title with that company/organization and **signing authority**.

DEC Online Application System (OASys)

SRF Signature Validation Form

Enter the Signature Validation Form required information below. The name and email address information currently stored in your myAlaska account profile has been pre-filled. If the name in myAlaska is not your legal name, you must select "Update Name in myAlaska" and enter your legal name.

myAlaska Username:
Authorized Signatory Name:
IMPORTANT: If the name above is not your legal name or is absent, please use the link below to update the name in your myAlaska account.
[Update Name in myAlaska](#)

Company / Organization *
Title:
Mailing Address:
Mailing Address Line 2:
City, State, Zip:
Country Code: **Required**
Phone:
E-Mail Address: **Required**

All correspondence will go to your myAlaska account profile email address. Change this email address to receive emails at an additional address.

IMPORTANT: Review your profile information entered above. Once you select "Save Profile Information & Print Form" you will not be able to update the profile information until the validation process is complete.

Signature validation will expire after 6 months if not received and approved by DEC Water.

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When you have filled in the required information and you are certain of accuracy, click "Save Profile Information & Print Form" to continue.

IMPORTANT: Review your profile information entered above. Once you select "Save Profile Information & Print Form" you will not be able to update the profile information until the validation process is complete.

Subscriber agreement will expire after 6 months if not received and approved by DEC Water.

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On this page, your profile information will be displayed, and you can print the Signature Validation Form. Carefully read and confirm that your information is accurate. If everything is accurate then click **“Print Signature Validation Form.”**

IMPORTANT: If you discover that your profile information is not accurate, you may click **“Cancel Validation Request”** to start over and correct the information.

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Once your validation form has finished downloading print the form and take it to a Notary Public to witness your signature.

Please read the printed agreement carefully.

You will be held as legally bound, obligated, and responsible by your electronic signature as by a handwritten signature.

In front of the Notary Public, enter your full name, date, and signature.

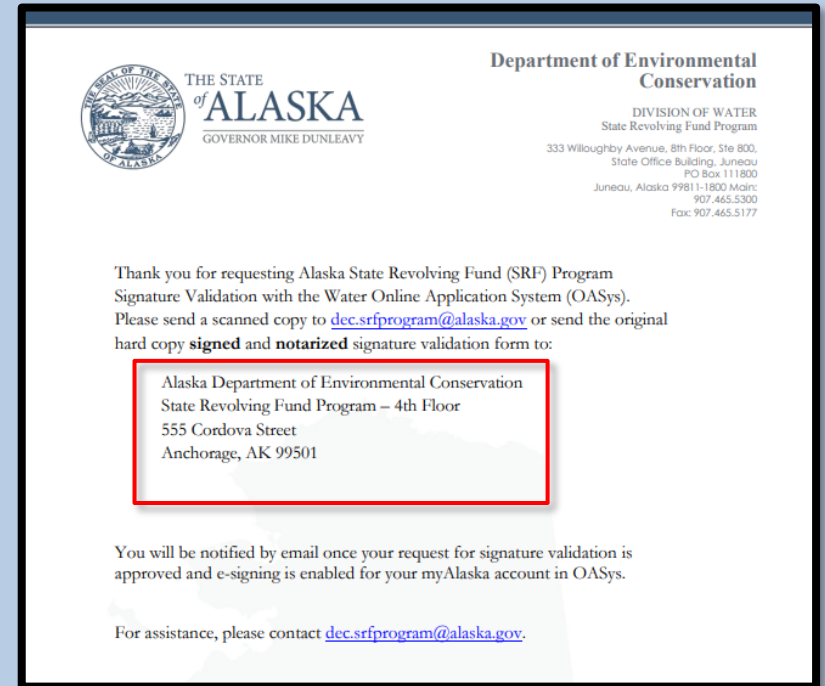
Make sure the Notary Public fill out the information at the bottom of your Signature Validation Form.

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Scan the original, signed, and notarized form and email it with the subject line "Signature Verification" to: dec.srfprogram@alaska.gov.

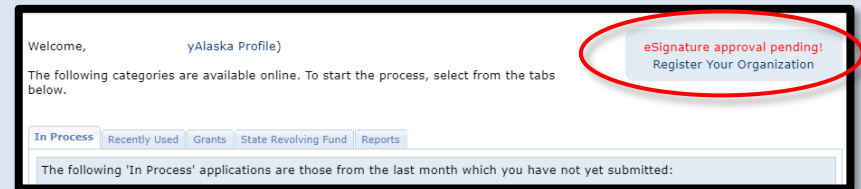
If you cannot email the form, you can mail, or hand deliver to address provided on the form:

Alaska Department of Environmental Conservation
State Revolving Fund Program – 4th Floor
555 Cordova Street
Anchorage, AK 99501



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When you return to the Welcome page in OASys, the eSignature box in the right-hand corner will read **“eSignature approval pending!”**



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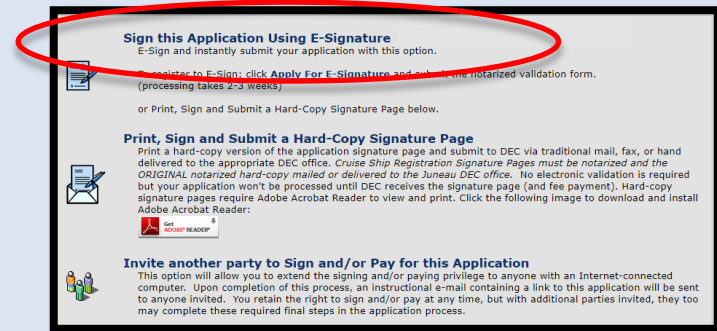
Once your original, signed, and notarized subscriber agreement has been received and processed by the Water Division, the eSignature box in the upper right-hand corner will read **“eSignature Approved!”**

Henceforth, when you are ready to sign are at the overview page of an OASys application or report and you select the “sign” option.



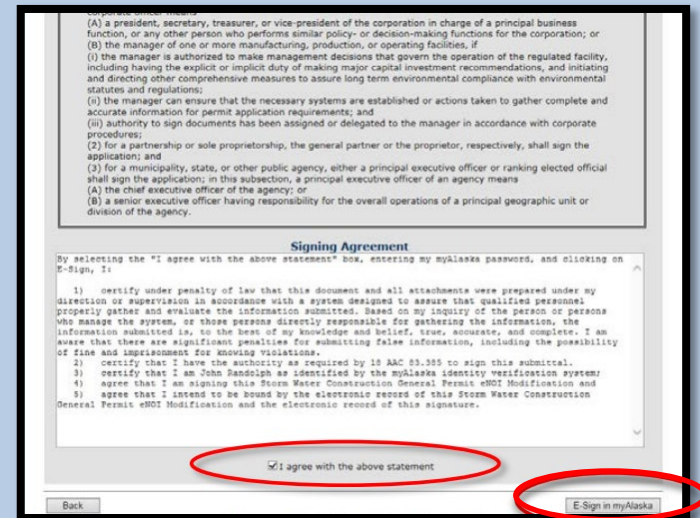
11

On the Final Steps page select **“Sign this Application Using E-Signature.”**



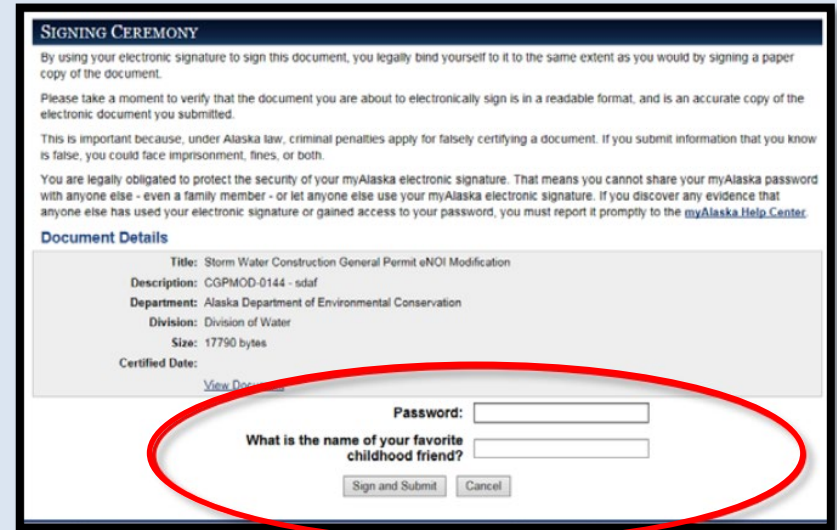
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You will arrive next at the Signing Agreement page where you will check the **“I agree with the above statement”** check box and select the **“E-Sign in myAlaska button.”**



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Enter your password and the answer to your secret question in the text fields and select **“Sign and Submit”** on the Signing Ceremony page.



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You will be returned to the overview page of your submittal where you will see in the Tasks section that **“Sign”** is now checked off the list.



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.