

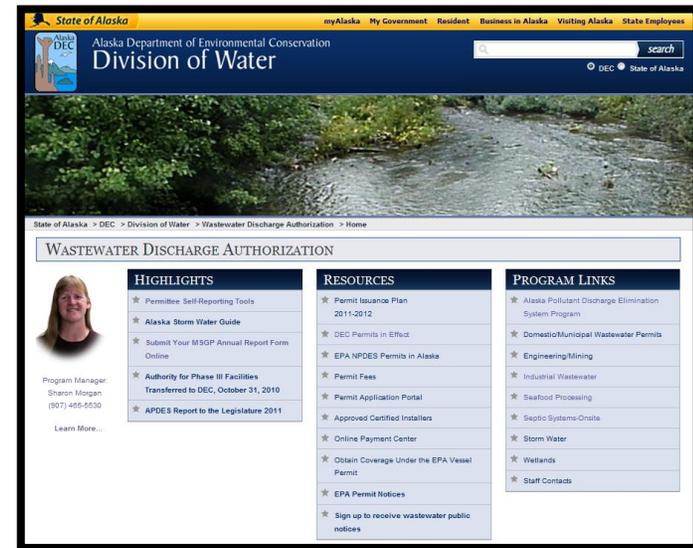
Alaska Offshore Seafood Processors General Permit eNOI

Step by Step Document

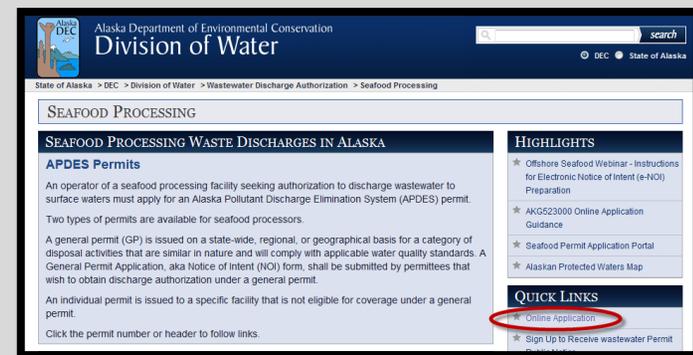
Alaska Offshore Seafood Processors General Permit (AKG523000) Notice of Intent (NOI) can be submitted using the Division of Water's Online Application System. This document will guide you through the online submission process.

AKG523000 eNOI Submission Step by Step Document

- 1 Go to the Division of Water's Wastewater Discharge Authorization home page at:
<http://www.dec.state.ak.us/water/wwdp/index.htm>
and select the **"Seafood Processing"** link under **"Program Links"**



- 2 This page discusses the Seafood Processors permits. When ready to begin the online application process (eNOI), click on the **"Online Application"** link under **"Quick Links"**.



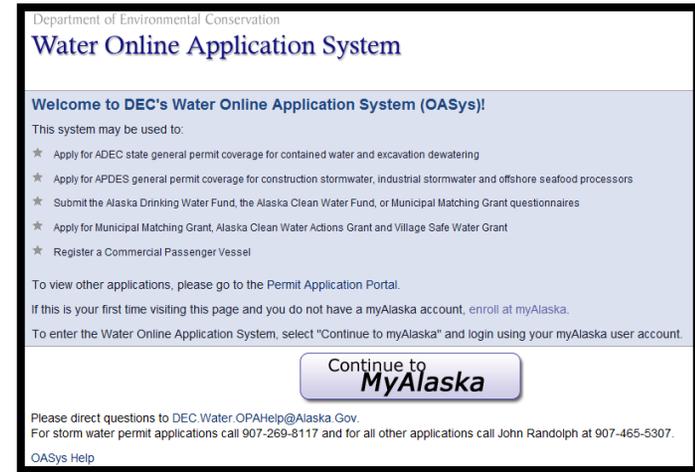
3

Welcome to the **Water Online Application System (OASys)**!

IMPORTANT: Submitting an eNOI requires a **myAlaska** account with a username and password.

If you already have a **myAlaska** account, click on *“Continue to myAlaska”* button to login.

After entering your **myAlaska** user name and password, you will be directed to the Online Application System, ready to fill in the eNOI.

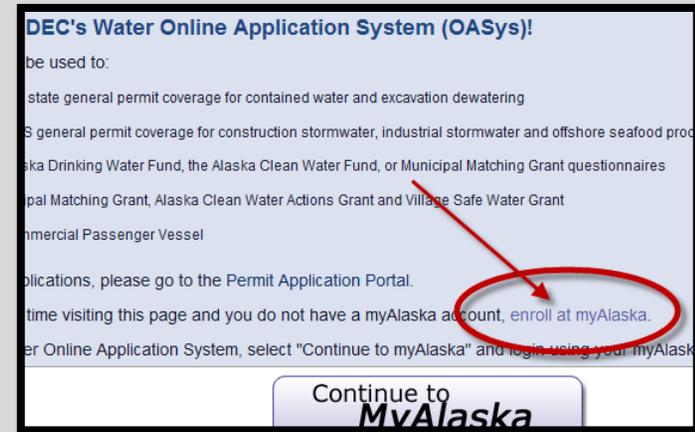


4

If you don't have a **myAlaska** account, select the **“enroll at myAlaska”** link. You only need to create a myAlaska account once!

TIP:

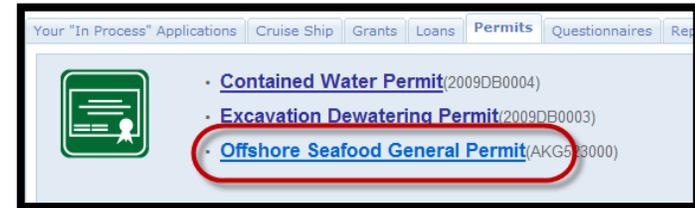
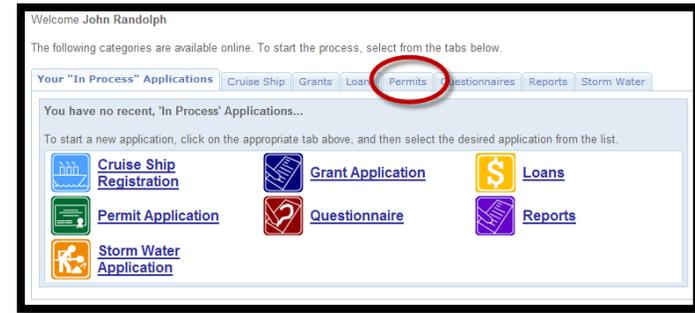
Think of a personal myAlaska account as a driver's license. It is completely acceptable to use it for submitting these applications. However, you can also set up a separate “business” myAlaska account if you would prefer.



5

After successfully registering for a **myAlaska** account or after entering your existing account username and password, you will arrive in the Online Application system, ready to fill in the eNOI!

Select the “**Offshore Seafood General Permit**” under the **Permits** tab from the available categories.

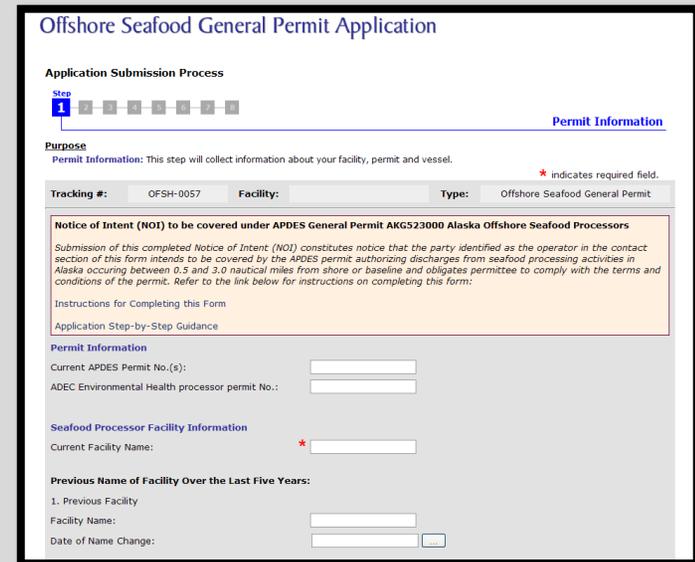


6

A series of steps will take you through the application, asking for information pertinent to your project/facility.

Fill out the information on these pages as completely and thoroughly as possible.

Questions with a Star (*****) next to them are required. (Below you will find a few “*Tips*” that provide additional information regarding navigation of these steps.)



T When finished with a step, go to the next page by selecting the **“Save & Continue”** button in the lower right corner.

I
P At any time, you can logout, and your information will be saved.

NOTE: Changes to the current page are not saved until you hit **“Save & Continue”**.

Processor Classification
Indicate the classification that describes the type of operations for this vessel (check each that applies):

- Stationary processor, discharging in waters between 0.5 and 1.0 nm from shore at MLLW.
- Mobile processor, discharging while in transit in waters between 0.5 and 1.0 nm from shore at MLLW.
- Stationary processor, discharging in waters between 1.0 and 3.0 nm from shore at MLLW or baseline.
- Mobile processor, discharging while in transit in waters between 1.0 and 3.0 nm from shore at MLLW or baseline.

Fee Information
Have you paid an AKGS23000 general permit authorization fee for this calendar year? Yes No

If yes, provide the DEC invoice number:

T At any time, you can also select the **“Overview”** button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information and to edit previously entered information.

I
P **NOTE:** Remember, Changes to the current page are not saved until you hit **“Save & Continue”**.

Processor Classification
Indicate the classification that describes the type of operations for this vessel (check each that applies):

- Stationary processor, discharging in waters between 0.5 and 1.0 nm from shore at MLLW.
- Mobile processor, discharging while in transit in waters between 0.5 and 1.0 nm from shore at MLLW.
- Stationary processor, discharging in waters between 1.0 and 3.0 nm from shore at MLLW or baseline.
- Mobile processor, discharging while in transit in waters between 1.0 and 3.0 nm from shore at MLLW or baseline.

Fee Information
Have you paid an AKGS23000 general permit authorization fee for this calendar year? Yes No

If yes, provide the DEC invoice number:

7

Step 1 of the eNOI will ask you for your permit, facility and vessel information. Answer all questions as completely as possible then click “Save & Continue” to move on to the next step.

IMPORTANT:

Only answer “**No**” to the Fee Information question, at the bottom of step 1 if you have previously paid the fee.

ALL NEW APPLICANTS ARE REQUIRED TO PAY THE FEE!

The screenshot shows the 'Application Submission Process' interface. At the top, a progress bar indicates 8 steps, with Step 1 highlighted. A 'Permit Information' link is visible in the top right. Below the progress bar, the 'Purpose' section states: 'Permit Information: This step will collect information about your facility, permit and vessel.' A note indicates that a red asterisk (*) denotes a required field. The form fields are as follows:

- Tracking #: AKG523029
- Facility: [Empty]
- Type: Offshore Seafood General Permit

A highlighted box contains the following text: 'Notice of Intent (NOI) to be covered under APDES General Permit AKG523000 Alaska Offshore Seafood Processors. Submission of this completed Notice of Intent (NOI) constitutes notice that the party identified as the operator in the contact section of this form intends to be covered by the APDES permit authorizing discharges from seafood processing activities in Alaska occurring between 0.5 and 3.0 nautical miles from shore or baseline and obligates permittee to comply with the terms and conditions of the permit. Refer to the link below for instructions on completing this form: [Instructions for Completing this Form](#) [Application Step-by-Step Guidance](#)'

Permit Information

- Current APDES Permit No (s): * [Input field]
- ADEC Environmental Health processor permit No.: [Input field]

Seafood Processor Facility Information

- Current Facility Name: * [Input field]
- Previous Name of Facility Over the Last Five Years:
 1. Previous Facility
 - Facility Name: [Input field]
 - Date of Name Change: [Input field] [Dropdown arrow]

Fee Information

- Have you paid an AKG523000 general permit authorization fee for this calendar year? * Yes No
- If yes, provide the DEC invoice number: [Input field]

Buttons at the bottom: Overview, Save & Continue

8

Step 2 asks for contact information. Click the “Add” button to add a new contact. You must enter contact information for all required persons before continuing.

Once completed, click “Save & Continue” to move to the next step.

Contacts

Purpose
 Contacts: For explanation of contact types (Operator, Billing Contact, Owner, NOI Certifier) refer to sections II, III, IV, and XII of the instructions page for the NOI form.

IMPORTANT CERTIFICATION INFORMATION

The NOI Certifier is the individual who will be signing and certifying this eNOI. In accordance with 18 AAC 83.385, this eNOI must be signed as follows:

(1) For a corporation, a responsible corporate officer shall sign the NOI, a responsible corporate officer means:
 (A) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation; or
 (B) the manager of one or more manufacturing, production, or operating facilities, if
 (i) the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental statutes and regulations;
 (ii) the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and
 (iii) authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

(2) For a partnership or sole proprietorship, the general partner or the proprietor, respectively; or

(3) for a municipality, state, or other public agency, either a principal executive officer or ranking elected official shall sign the application; in this subsection, a principal executive officer of an agency means
 (A) the chief executive officer of the agency; or
 (B) a senior executive officer having responsibility for the overall operations of a principal geographic unit or division of the agency.

Include the name, title, and email address of the person signing the form and the date of signing. An unsigned or undated NOI form will not be considered valid application for permit coverage.

* indicates required field.

Tracking #: OFSH-0093 Facility: test Type: Offshore Seafood General Permit

Your Application Contacts
 my name (Operator,Billing Contact,Owner,NOI Certifier)

Add
 Remove
 Edit
 Copy

Previous Overview Save & Continue

9

Step 3 collects production information.

- A. Enter the appropriate information into each field
- B. Click the “Add/Update” button to save that product in the box on the right side of the page.
- C. Product is added to list displayed in white box on the right

Complete steps A & B for each product.

Once you have all products entered in, click the “Save & Continue” button to move to the next step.

Offshore Seafood General Permit Application

Submission Process Step Timeout 29:53
 The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Production Information

Purpose
 Projected Production Information: Provide a description of each product line, the type of raw product processed on each product line, the type of finished product, the 24 hour design processing capacity of product line, and 24 hour maximum seafood processing wastewater discharge flow volume.
 Please enter numbers without commas.

* indicates required field.

Tracking #: OFSH-0093 Facility: test Type: Offshore Seafood General Permit

Projected Production Information

Product Line Description: *
 (e.g. cod line #1, crab line)

Type of Raw Product: *
 (e.g. cod, pollock, salmon)

Type of Finished Product: *
 (e.g. filets, surimi, canned)

24 hour design processing capacity * lbs.
 of product line:

24 hour maximum seafood processing wastewater discharge flow: * gallons

Add/Update

test, test, test

Edit Delete

Previous Overview Save & Continue

10 **Step 4** collects information on your discharges. Enter all required and applicable information and then click “Save & Continue” to move on to the next step.

11 **Step 5** provides the NOI Attachment which must be completed and submitted along with your application on **Step 7**.

Open the instructions document & AKG523000 NOI Attachment document by clicking on the links provided in this step. Using the instructions, fill out the AKG523000 NOI Attachment excel document with all discharge and receiving water information.

Save [AKG523000NOIAttachment.xls](#) to your computer and be ready to attach it to your eNOI application (it must be in excel format) in **Step 7**. Click “Save & Continue” to continue.

A	B	C	D	E	F	G	H	I	J	K
Stationary or In Transit	Seafood processing waste discharge location name (Receiving Water Name or Operational Area Designation)	Name(s) of any larger, adjacent waterbodies within 3 miles	Name(s) of any Protected/Excluded Waters within 3 miles	Latitude	Longitude	Distance from Shore or Baseline	Depth of the receiving water	Estimated date of discharge at location or operational area	Seafood survey anticipated	Average Current within 300 feet Outfall
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12 Step 6 collects refueling information. After you have completed this step, click “Save & Continue” to continue.

The screenshot shows the 'Offshore Seafood General Permit Application' interface at Step 6, 'Refueling Information'. A progress bar at the top indicates Step 6 is the current step. The 'Purpose' section states: 'Refueling Information: Indicate whether the processors refuels fishing vessels.' Below this, there are fields for 'Tracking #:' (OFSH-0093), 'Facility:' (test), and 'Type:' (Offshore Seafood General Permit). A section titled 'Refueling Capability and Proximity to Fueling Stations' contains the question 'Does your vessel refuel fishing vessels?' with radio buttons for 'Yes' and 'No' (selected). Below it is a text input field for 'What is the capacity of your refueling tanks? (report units in gallons)'. At the bottom are 'Previous', 'Overview', and 'Save & Continue' buttons.

13 In Step 7, you will submit all required attachments to your eNOI.

Please read the directions carefully on this page.

IMPORTANT:

This is where you will submit the excel file containing discharge and receiving water information provided in Step 5 of the eNOI:

[AKG523000NOIAttachment.xls](#)

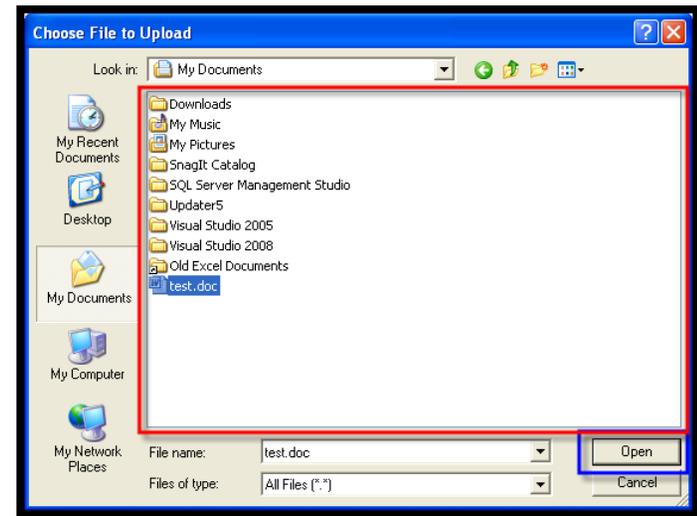
To attach a file:

- Click the “Browse...” button
- A new window will pop-up, this shows the files on your computer. Select the file you want to upload then click the “Open” button. The name of the file you selected will appear next to the “Browse...” button.
- Select what kind of file it is from the drop-down menu and add a title and description.

The screenshot shows the 'Application Submission Process' interface at Step 7, 'Attachments'. A progress bar at the top indicates Step 7 is the current step. The 'Purpose' section states: 'The following documents are required to be attached to the NOI:'. Below this is a list of five required attachments: 1. Area Map, 2. Bathymetric Map, 3. Line Drawing, 4. Outfall Narrative, and 5. AKG523000 NOI Attachment. A note below the list says: 'Attach the required attachments in a digital format (Word Doc, PDF, GIF, JPG, etc.) to your application using the form below. There is a file size limit of 20 MB. Contact DEC.Water.OPAhelp@alaska.gov for assistance with submitting your attachments.'

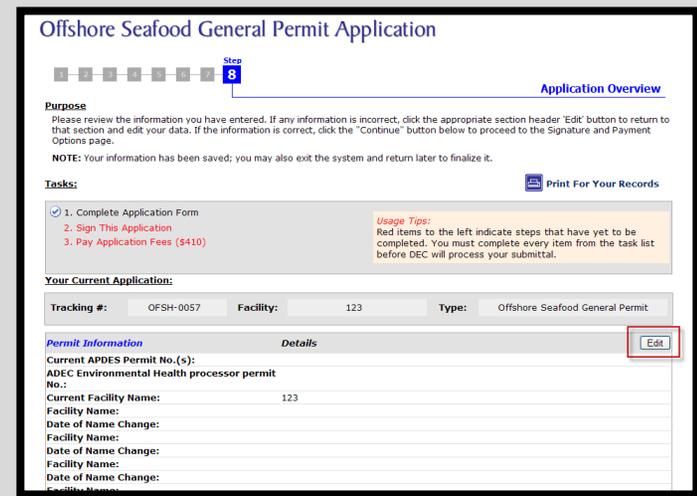
The screenshot shows the file attachment interface. At the top, there are fields for 'Tracking #:' (OFSH-0093), 'Facility:' (test), and 'Type:' (Offshore Seafood General Permit). Below these are three numbered steps: 1. 'Choose a file to attach:' with a 'Browse...' button; 2. 'Add the file to the list:' with a dropdown menu for 'As Type:' (set to 'Area Map'), a 'Title:' field, and a 'Description:' text area; 3. 'Your file attachments:' with an 'Attach' button and a 'Remove' button. A 'Usage Tips' box on the right provides instructions on file selection and removal. A 'Required Attachments' list is also present. Annotations include: 'A' pointing to the 'Facility:' field, 'B' pointing to the 'Browse...' button, 'C' pointing to the 'Attach' button, and 'D' pointing to the 'Remove' button.

Click “Attach” when you have all the information completed to submit your document.



14 The “**Application Overview**” page (Last Step) gives you an opportunity to review and edit what you have entered so far.

To change any information in a step, select the edit button that corresponds to that step of the eNOI.



15 The “Final Steps” page gives you the signature options available for signing your eNOI application.

- Sign this Application Using e-Signature (go to step 16 in this guidance)
- Print, Sign and Submit a Hard-Copy Signature Page (skip to step 17 in this guidance)
- Invite another party to Sign for this Application (skip to step 19 in this guidance)

Final Steps

Purpose

Congratulations! You have completed the form completion phase of this process. However, **two important steps** remain before your application can be processed: **Signature Submission and Fee Payment**. On this page you will find several options for signing and paying for your application. To make further changes **before** submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed, Not Paid

Please Note: Your application will not be processed unless it has been signed and all fees have been paid!

Tracking #: AKG523025 Facility: 123 Type: Offshore Seafood General Permit

I would like to...

[Sign this Application Using e-Signature](#)
 This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

[Print, Sign and Submit a Hard-Copy Signature Page](#)
 Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader.


[Pay for this Application](#)
 Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

[Invite another party to Sign and/or Pay for this Application](#)
 This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

Cancel Overview

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

NOTE: If you use a **myAlaska** account that has been used to apply and sign for a PFD, you are automatically validated.

Check the box indicating that you agree with the Signing Agreement and enter your **myAlaska** Password. To complete the signing process, click on the “E-Sign” button.
(now skip to step 22 in this guidance after signing)

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

Who Signs the Application?
18 AAC 83.385. Signature requirements for permit applications and reports

(a) A permit application must be signed as follows:
(1) for a corporation, a responsible corporate officer shall sign the application; in this subsection, a responsible corporate officer means
(A) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation; or
(B) the manager of one or more manufacturing, production, or operating facilities, if
(i) the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental statutes and regulations;
(ii) the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and
(iii) authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
(2) for a partnership or sole proprietorship, the general partner or the proprietor, respectively, shall sign the application; and
(3) for a municipality, state, or other public agency, either a principal executive officer or ranking elected official shall sign the application; in this subsection, a principal executive officer of an agency means
(A) the chief executive officer of the agency; or
(B) a senior executive officer having responsibility for the overall operations of a principal geographic unit or division of the agency.

Signing Agreement

By selecting the "I agree with the above statement" box, entering my myAlaska password, and clicking on E-Sign, I:

1) certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

2) certify that I am Brin Marx as identified by the myAlaska identity verification system;

3) agree that I am signing this notice of intent under the Offshore Seafood general permit, AKGS23 and

4) agree that I intend to be bound by the electronic record of this notice of intent under the Offshore Seafood general permit and the electronic record of this signature.

I agree with the above statement
MyAlaska Password

Back E-Sign

17 Select **“Print, Sign and Submit a Hard-Copy Signature Page”** to print a hard-copy version of the application signature page.

This page explains the steps for printing and submitting a hard-copy signature page. Click on **“Print the Official Signature Page”** link.

WARNING: Printing your official signature page will lock your application and you will not be able to make any additional changes.



Print, Sign and Submit a Hard-Copy Signature Page

Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader.

Get Adobe Reader



Print and Submit a Hard-Copy Signature Page

Purpose

As part of the application process, each applicant (or agent of the applicant) must submit a validated signature. Alternatively, you may return to the [Signing and Paying Options Page](#) to select a different option for submitting a signature. If you have any questions about this process, contact your local DEC office or send an e-mail to DEC.Water.OPAHelp@alaska.gov

Please Note: Your application will not be processed unless it has been signed and all fees have been paid!

Tracking #: AKG523025 Facility: 123 Type: Offshore Seafood General Permit

1. Review Your Application
To review your application before submitting, visit the [Overview Page](#).
2. **Print the Official Signature Page**
Click the link above to display the Official Signature Page (printer friendly). Once the page has completely loaded, print the signature page. **Warning: Clicking on the link above will lock your application and you will not be able to make any additional changes.**
3. Sign the Printed Page
Once you have a printed copy of the Signature Page, locate the appropriate line on the page and enter your signature and today's date.
4. Mail, Fax, E-mail or Electronically Submit the page to the DEC Office
Use the following mailing address to submit your signature page and complete the hard-copy submission process. Fax and e-mail are also valid methods for submitting this page to DEC.
Alaska Department of Environmental Conservation
410 Willoughby Avenue, Suite 303
P.O. Box 111800
Juneau, AK 99811-1800
Fax Number: 907-465-5177
Phone Number: 907-465-5307
Email Address: DEC.Water.OPAHelp@alaska.gov
5. Await notification that your page has been received by DEC
DEC will contact you when your Signature Page arrives. Please allow 2-3 weeks for the page to arrive at the DEC office in Juneau.

Back Continue

18

Once printed, sign at the bottom of the page.

Then mail, fax or email **all pages** of the **Signature Page** to address information shown at the top of the page.

Your signature page will typically be processed within a few days of being received and your eNOI will then be “signed”.

(Now skip to step 22 in this guidance)

OPA Signature Page Page 1 of 4

**Alaska Department of Environmental Conservation
Offshore Seafood General Permit Signature Page**

Thank you for using the DEC Water Online Application System. In order to sign your application and validate your myAlaska account, you must send this signed form to the following address:

Attn: Water Information Management
Division of Water
Alaska Department of Environmental Conservation
410 Willoughby Avenue, Suite 303
P.O. Box 111800
Juneau, AK 99811-1800
Fax Number: 907-465-5177
Phone Number: 907-465-5307
Email Address: DEC.Water.OPAHelp@alaska.gov

myAlaska User ID: bmtest

Name: Brin Marx

Project Name: test

Tracking Number: AKG523037

Address: _____

Phone No: _____

Email: brin.marx@alaska.gov

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature Printed Signature Date

19 Select “**Invite another party to Sign/Pay for this Application**” if you need to assign an alternate signer for your Application.

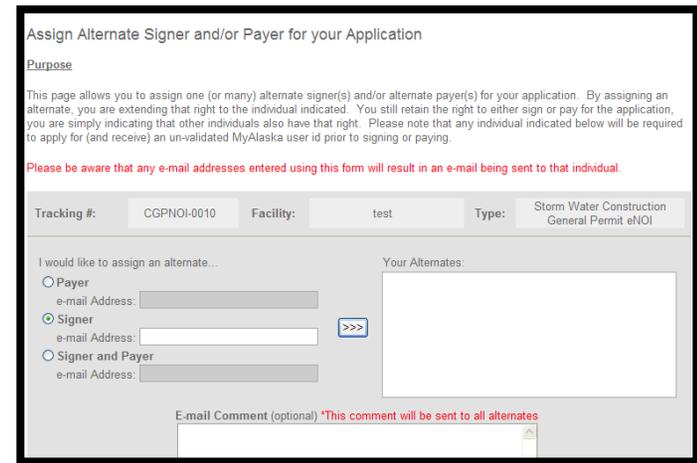
Enter the email address for the Signer and press the  button.

WARNING:

You **must** press the  button to add your alternate signer. The email will be displayed in the “Your Alternates” box to the right.

An instructional email containing a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process.

NOTE: The alternate signer will need to have a myAlaska account.



Assign Alternate Signer and/or Payer for your Application

Purpose

This page allows you to assign one (or many) alternate signer(s) and/or alternate payer(s) for your application. By assigning an alternate, you are extending that right to the individual indicated. You still retain the right to either sign or pay for the application, you are simply indicating that other individuals also have that right. Please note that any individual indicated below will be required to apply for (and receive) an un-validated MyAlaska user id prior to signing or paying.

Please be aware that any e-mail addresses entered using this form will result in an e-mail being sent to that individual.

Tracking #: CGPNOI-0010 Facility: test Type: Storm Water Construction General Permit eNOI

I would like to assign an alternate...

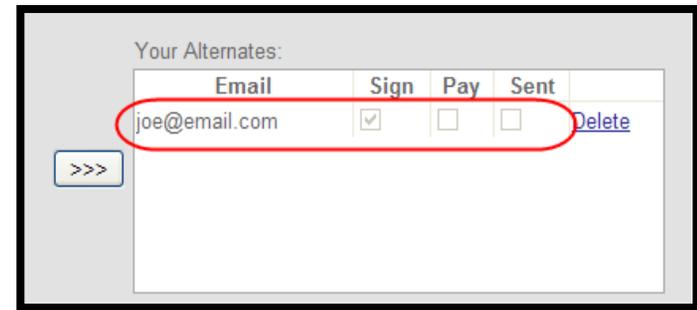
Payer
e-mail Address:

Signer
e-mail Address: 

Signer and Payer
e-mail Address:

Your Alternates:

E-mail Comment (optional) *This comment will be sent to all alternates



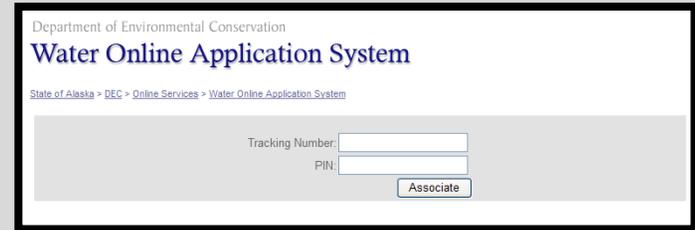
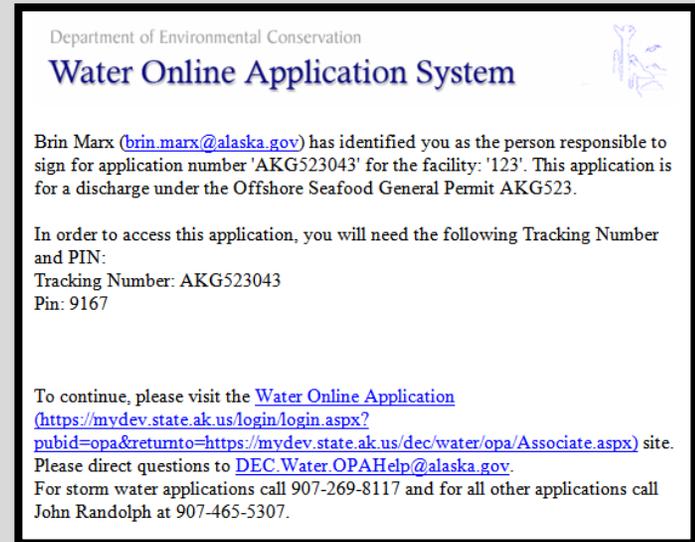
Your Alternates:

Email	Sign	Pay	Sent	Delete
joe@email.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete



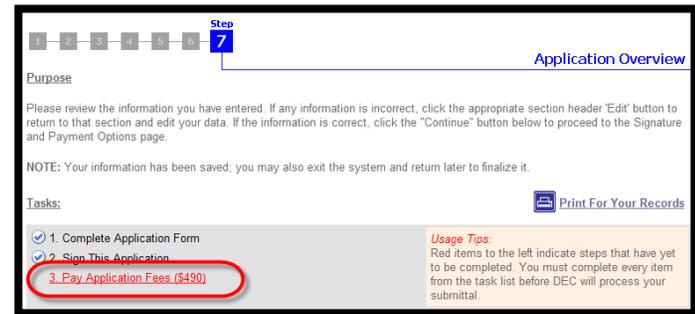
20 After clicking on the link provided in the email, the alternate signer will login to OASys with their myAlaska account and enter the Tracking Number and PIN (also provided in the email).

Alternate signer will be taken to the **“Final Steps”** page, giving them the opportunity to e-sign (if validated) or print and sign a hard-copy signature page for your eNOI application. (See step 22 in this guidance)



21 A check will appear next to the task **“2. Sign This Application”** when the application is signed.

To pay for this application, select the **“3. Pay Application Fees”** link under tasks on the Application Overview page.



22 The “Final Steps” page gives you the options available for paying the fee for your eNOI application.

- Pay for this Application
(continue to step 23 in this guidance)
- Invite another party to Pay for this Application
(skip to step 24 in this guidance)

Final Steps

Purpose

Congratulations! You have completed the form completion phase of this process. However, two important steps remain before your application can be processed: **Signature Submission and Fee Payment**. On this page you will find several options for signing and paying for your application. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Signed, but Not Paid

Please Note: Your application will not be processed unless it has been signed and all fees have been paid!

Tracking #:	AKR10DA77	Facility:	Test Project	Type:	Storm Water Construction General Permit eNOI
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I would like to...

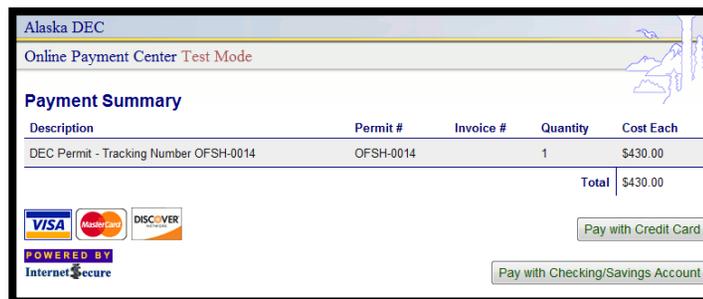
 **Sign this Application Using e-Signature (Complete)**
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

 **Print, Sign and Submit a Hard-Copy Signature Page (Complete)**
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC.

 **Pay for this Application**
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

 **Invite another party to Sign and/or Pay for this Application**
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

23 When you select **“Pay for this Application”** you can pay the application fees using Online Payment Services. (skip to step 26 in this guidance after paying)



The screenshot displays the Alaska DEC Online Payment Center interface in Test Mode. It features a 'Payment Summary' table with the following data:

Description	Permit #	Invoice #	Quantity	Cost Each
DEC Permit - Tracking Number OFSH-0014	OFSH-0014		1	\$430.00
Total				\$430.00

Below the table, there are logos for VISA, MasterCard, and DISCOVER, along with a 'POWERED BY InternetSecure' logo. Two payment options are available: 'Pay with Credit Card' and 'Pay with Checking/Savings Account'.

24 Select “**Invite another party to Pay for this Application**” if you need to assign an alternate payer for your Application.

Enter the email address for the Payer and press the  button.

NOTE: *The alternate payer will need to have a myAlaska account.*

An instructional email containing a link to this application is sent to the alternate payer allowing them to complete the final steps in the application process. The NOI Preparer will get a copy of this email.

Assign Alternate Signer and/or Payer for your Application

Purpose

This page allows you to assign one (or many) alternate signer(s) and/or alternate payer(s) for your application. By assigning an alternate, you are extending that right to the individual indicated. You still retain the right to either sign or pay for the application, you are simply indicating that other individuals also have that right. Please note that any individual indicated below will be required to apply for (and receive) an un-validated MyAlaska user id prior to signing or paying.

Please be aware that any e-mail addresses entered using this form will result in an e-mail being sent to that individual.

Tracking #: AKR10DA77 Facility: Test Project Type: Storm Water Construction General Permit eNOI

I would like to assign an alternate:

Payer
e-mail Address:

Signer
e-mail Address: 

Signer and Payer
e-mail Address:

Your Alternates:

E-mail Comment (optional) *This comment will be sent to all alternates

Department of Environmental Conservation

Water Online Application System

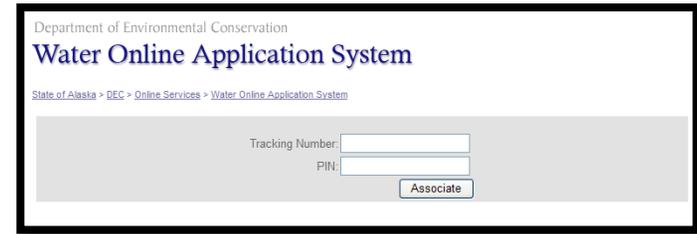
Brin Marx (brin.marx@alaska.gov) has identified you as the person responsible to pay for application number 'AKG523043' for the facility: '123'. This application is for a discharge under the Offshore Seafood General Permit AKG523.

In order to access this application, you will need the following Tracking Number and PIN:
Tracking Number: AKG523043
Pin: 6644

To continue, please visit the [Water Online Application \(https://mydev.state.ak.us/login/login.aspx?pubid=opa&returnto=https://mydev.state.ak.us/dec/water/opa/Associate.aspx\)](https://mydev.state.ak.us/login/login.aspx?pubid=opa&returnto=https://mydev.state.ak.us/dec/water/opa/Associate.aspx) site. Please direct questions to DEC.Water.OPAHelp@alaska.gov. For storm water applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

25 After clicking on the link provided in the email, the alternate payer will log into OASys with their **myAlaska** account and enter the Tracking Number and PIN (also provided in the email).

Alternate payer will be taken to the “**Final Steps**” page, giving them the opportunity to pay the fee for your eNOI.

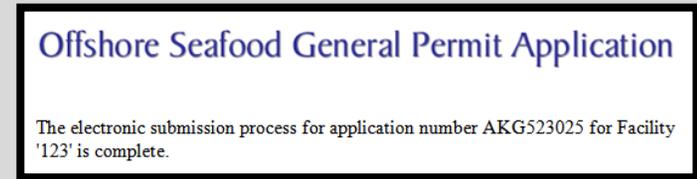


Department of Environmental Conservation
Water Online Application System
State of Alaska > DEC > Online Services > Water Online Application System

Tracking Number:
PIN:

26 Once the signature and payment steps are complete, an acknowledgment email will be sent to the NOI Preparer’s **myAlaska** account email address.

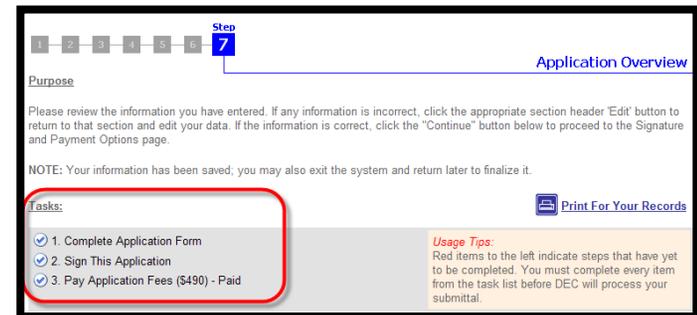
IMPORTANT: Attached to this email are PDFs of the completed AKG523000 NOI form and Acknowledgment Letter.



Offshore Seafood General Permit Application

The electronic submission process for application number AKG523025 for Facility '123' is complete.

27 When you return to the eNOI, the Application Overview will display all tasks as completed.



Step 7 Application Overview

Purpose

Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks:

- 1. Complete Application Form
- 2. Sign This Application
- 3. Pay Application Fees (\$490) - Paid

Usage Tips:
Red items to the left indicate steps that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

For assistance with the online
process, please contact the
Division of Water at 907-465-5180
or email