

Registering an Organization in OASys

Step-by-Step Guide

An important **new** feature in the Water Online Application System (OASys)! This document will guide you through the process of registering an Organization in OASys.

Why Register Your Organization?

Collaborate!

Registering your organization enables members to collaboratively view, modify, and submit any application created on behalf of the organization (company/entity).

Retain Access to Historical Submittals!

Members of registered organizations retain access to all submittals created on behalf of the organization. Access is no longer lost when associated staff depart the organization.

How to Register Your Organization

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

Select **“Register Your Organization”** displayed in the upper right-hand corner.

NOTE:

The “organization” you register in OASys represents the entity (applicant, permittee, loanee, or grantee) on whose behalf you are submitting online applications, reports, etc. If applicable, you can be a member of more than one organization.



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Selecting “**Register Your Organization**” will open a PDF Organization Registration Form.

Note: The PDF form will be replaced with an online registration form in a future release of OASys.

Use this form to register your organization/company with the Water Online Application System (OASys). The information you provide on this form must be complete and accurate in order for your registration to be approved. You will be notified by email once your organization is successfully registered. For assistance, please contact DEC.Water.OPAHelp@alaska.gov.

Please send this completed form via email, mail or hand-delivery to:

Attn: Water Information Management
Division of Water
Alaska Department of Environmental Conservation
410 Willoughby Ave., Ste. 303
PO Box 111800
Juneau, AK 99811-1800
DEC.Water.OPAHelp@alaska.gov

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Complete the form as follows:

Enter your **first & last Name**, your **title**, your **myAlaska Username**, and your **contact information** into the **Registrant** section.

Registrant

Registrant Name (First & Last):	Joe Smith
Title or Relationship to Organization:	Office Manager
myAlaska Username:	JoeSmith99
Phone:	907-465-5307
Email:	joe.smith@email.com

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Enter the **organization name** (company or entity name), **description/business Type** and **contact information** into the **Organization** section.

Organization	
Organization Name:	Alaska Construction Inc
Organization Description/Business Type:	Road Construction
Phone:	907-465-5307
Mailing Address:	111 Road Street
Address Line 2:	
City:	Juneau
State:	AK
Postal Code:	99801
Country:	US

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If you intend to submit Alaska Pollutant Discharge Elimination System (**APDES**) Permit Applications and/or Reports in OASys, you must select "**Yes**" to this question to be granted future access to these submittals. This will establish your Organization with an OASys access type of "APDES" once it is registered.

Will this organization submit APDES Applications and/or Reports?

Yes No

For more information on APDES Program, visit the website at:

<http://dec.alaska.gov/water/wwdp/index.htm>

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Lastly, enter your **name** (registrant), your **signature** and **date** at the bottom of the registration form.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Registrant Name	Signature	Date

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When you are satisfied that the registration form is accurate and complete, scan and attach to an email sent to the DEC Water OASys Administrators.

(DEC.Water.OPAHelp@alaska.gov)

Sending the completed registration form via **email** is usually the most expedient method and typically results in a processing time of around 1 business day. If email is not an option, send to the mailing address provided on the cover letter.

Note: The PDF registration form will be replaced with an online registration form in a future release of OASys.

Please send this completed form via email, mail or hand-delivery to:

Attn: Water Information Management
Division of Water
Alaska Department of Environmental Conservation
410 Willoughby Ave., Ste. 303
PO Box 111800
Juneau, AK 99811-1800
DEC.Water.OPAHelp@alaska.gov

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After your registration form is processed, you will find a new link "**My Organization**" in the upper right hand corner of the OASys homepage.

DEC Online Application System (OASys)

Welcome,

(myAlaska Profile)

[Apply for eSignature](#)
[My Organizations](#)

How to Use the Organization

1 Using the “My Organizations” page, all organization members can:

- Edit their own contact information associated with the organization
- Remove themselves from the organization



Organization	Description/Business	Administrator	Signatory Official	Actions
Alaska Mining and Seafood Company	mining and seafood	<input type="checkbox"/>	<input type="checkbox"/>	Edit My Contact Info Remove Me

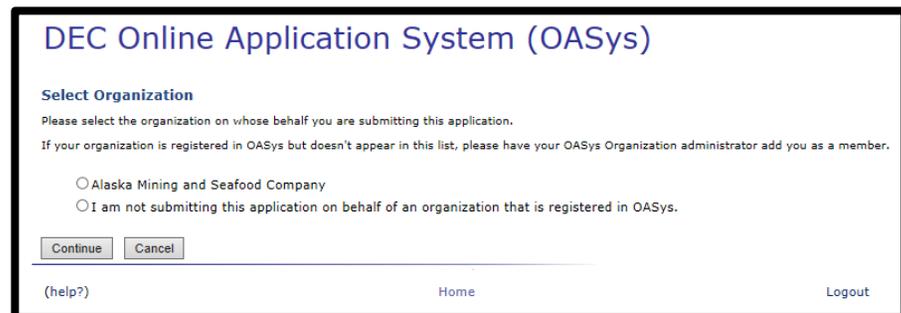
Additionally, all organization members can create new OASys submittals on behalf of the organization.

2 The next online submittal you select in OASys, you will be given a choice to:

- Submit on behalf of [*your registered organization name*]

Or

- Submit on behalf of an organization that is not registered in OASys.



DEC Online Application System (OASys)

Select Organization

Please select the organization on whose behalf you are submitting this application.

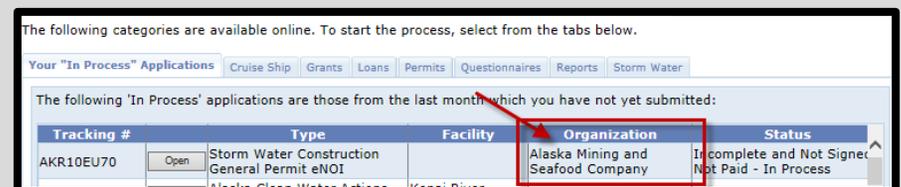
If your organization is registered in OASys but doesn't appear in this list, please have your OASys Organization administrator add you as a member.

Alaska Mining and Seafood Company

I am not submitting this application on behalf of an organization that is registered in OASys.

(help?) [Home](#) [Logout](#)

3 Once you create a new submittal on behalf of your organization, the **Organization** column will appear on the OASys homepage.



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

Your "In Process" Applications [Cruise Ship](#) [Grants](#) [Loans](#) [Permits](#) [Questionnaires](#) [Reports](#) [Storm Water](#)

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

Tracking #	Type	Facility	Organization	Status
AKR10EU70	Storm Water Construction General Permit eNOI		Alaska Mining and Seafood Company	Incomplete and Not Signed Not Paid - In Process

How to Manage the Organization

1 Using the “My Organizations” page, organization members that are granted the **Administrator** role can:

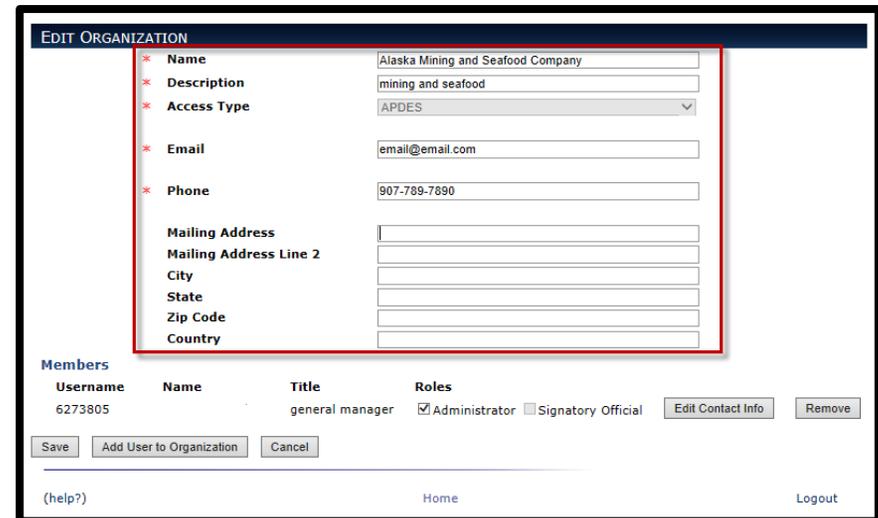
- Edit the Organization information
- Add new members to the organization
- Remove members from the organization
- Assign other members the role of “Administrator”

Administrators can also:

- Edit their own contact information associated with the organization
- Remove themselves from the organization



2 **Edit Organization Information:**
NOTE: The organization’s “Access Type” is determined during the organization registration.



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Add New Members:

NOTE: You will need to enter myAlaska Username for the new member.

EDIT ORGANIZATION

* **Name** Alaska
* **Description** minin
* **Access Type** APDI
* **Email** email
* **Phone** 907-7

Mailing Address
Mailing Address Line 2
City
State
Zip Code
Country

Members

Username	Name	Title
6273805		general manager

Save **Add User to Organization** Cancel

ADD USER TO ORGANIZATION

Enter the myAlaska username to add to **Alaska Mining and Seafood Company**

myAlaska Username:

Add User to Organization Cancel

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Remove Members:

EDIT ORGANIZATION

* Name: Alaska Mining and Seafood Company
* Description: mining and seafood
* Access Type: APDES
* Email: email@email.com
* Phone: 907-789-7890

Mailing Address:
Mailing Address Line 2:
City:
State:
Zip Code:
Country:

Members

Username	Name	Title	Roles	
6273805		general manager	<input checked="" type="checkbox"/> Administrator <input type="checkbox"/> Signatory Official	Edit Contact Info Remove

Save Add User to Organization Cancel

(help?) Home Logout

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Assign the "Administrator" role to other members:

EDIT ORGANIZATION

* Name: Alaska Mining and Seafood Company
* Description: mining and seafood
* Access Type: APDES
* Email: email@email.com
* Phone: 907-789-7890

Mailing Address:
Mailing Address Line 2:
City:
State:
Zip Code:
Country:

Members

Username	Name	Title	Roles	
6273805		general manager	<input checked="" type="checkbox"/> Administrator <input type="checkbox"/> Signatory Official	Edit Contact Info Remove

Save Add User to Organization Cancel

(help?) Home Logout

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Edit the Contact Information for Members of the Organization:

NOTE: Administrators can only edit the member's contact information associated with the organization. This does not affect the User's myAlaska profile in any way.

EDIT ORGANIZATION

* Name: Alaska Mining and Seafood Company
* Description: mining and seafood
* Access Type: APDES
* Email: email@email.com
* Phone: 907-789-7890

Mailing Address: _____
Mailing Address Line 2: _____
City: _____
State: _____
Zip Code: _____
Country: _____

Members			
Username	Name	Title	Roles
6273805		general manager	<input checked="" type="checkbox"/> Administrator <input type="checkbox"/> Signatory Official

Buttons: Save, Add User to Organization, Cancel, Edit Contact Info, Remove

(help?) Home Logout

EDIT USER'S CONTACT INFO FOR: ALASKA MINING AND SEAFOOD COMPANY

myAlaska Username: 6273805
Name: John Randolph
* Title: general manager
* Email: email@email.com
* Phone: test

Mailing Address: test
Mailing Address Line 2: ttest
City: test
State: Aleutians
Zip Code: test
Country: US

Buttons: Save, Cancel

For assistance with the online process, please contact the Division of Water at
907-465-5180 or email DEC.Water.OPAHelp@alaska.gov