

Alaska Department of Environmental Conservation

Permittee Portal Organization Web Administrator User's Guide

Division of Air Quality, December 2013

Contents

Getting Yourself Started as an Organization Web Administrator	3
Step 1. Get a myAlaska account	4
Step 2. Fill in an Organization Web Administrator Request Form	5
Step 3. Establishing yourself as an e-signer in the Permittee Portal.....	6
Step 4. Validation and setting up security questions for e-signing	8
Step 5. Navigate to fill in a report and electronically submit	10
Getting Others Started	17
Step 1. Determining the User’s Role	17
<i>Organization Web Administrator</i>	17
<i>Source Web Administrator</i>	17
<i>Web E-Signer</i>	18
<i>Web Document Editor</i>	18
<i>Brief summary</i>	19
Step 2. Setting up a User	19
Step 3. Filling in data and assigning a Role.....	20
Other Organization Web Administrator Actions	23
What to do with a Duplicate New User	23
Invalidate a Compromised myAlaska Login for an Existing User.....	23
Email Notifications	23
Viewing Signed and Submitted Documents	24

Getting Yourself Started as an Organization Web Administrator

This document walks you step by step on how to sign up as an organization web administrator through ADEC's Air Online Services (AOS). The points below summarize the duties and obligations of being an organization web administrator. It also explains how to sign others up to electronically submit air compliance reports and open burn permit applications. Various security roles have been created so that someone can prepare the report and the responsible party can e-sign it. Also there are various options for submittal: you can enter in all the data and then print, physically sign then mail or fax in the form. Or fill out the form then electronically sign it (you will go through an electronic signing ceremony).

- Only one **Organization Web Administrator** for each Organization/Company/Entity. Back-ups may be permitted on a case-by-case basis.
- Need a signed "Organization Web Administrator" Request Form <http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp>, from a trusted employed member of the organization with a sufficient level of administrative responsibilities and technical knowledge of the organization.
- Need a myAlaska account. You do not have to be an Alaskan to have one. If a user already has a myAlaska account, another one is not needed. The Permittee Portal will not use the myAlaska profile information, only the information submitted on the various Permittee Portal forms. Therefore, any personal/non-business related information contained within a previously established myAlaska account will not be used. MyAlaska users are encouraged to only have one active account.
- Main Responsibilities and Abilities:
 - May create and save any report, application or document required for any permit or approval in the system.
 - May delegate all administrative duties specific to a particular source or group of sources.
 - Assign and maintain **Source Web Administrator(s)** for each source or group of sources.
 - Intended for Staff within the Organization
 - Assign and maintain **Organization Web E-Signer(s)** for creating, editing, and submitting applications not bound to a particular stationary source, such as permits for portable oil and gas operations and open burns.
 - Similar to hard copy signatures, must meet the definition of a responsible official.
 - Assign and maintain **Organization Web Document Editors(s)** for creating and editing permits not bound to a particular stationary source, such as permits for portable oil and gas operations and open burns.
 - Can be anyone either employed within organization or a contractor to the organization. Administrator has the ability to set expiration dates on anyone entered.
- May not E-Sign unless assigns that role to themselves and submits required paperwork.
- Will receive monthly reports that contain 1) list of all documents that have been electronically

signed and submitted on behalf of the organization, 2) all individuals active within the Permittee Portal, including those individuals that may have been established by Source Web Administrators.

- Organization Web Administrator will receive any updates or information from the Air Permit Program pertaining to the Permittee Portal.
- Permittee Portal has help page that contains instructions and forms on how to sign up for accounts, fill out reports, and open burn approvals.
<http://dec.alaska.gov/Applications/Air/airtoolsweb/PermitteePortalHelp/Index>

Step 1. Get a myAlaska account

Before a user will be allowed to sign into the Permittee Portal, they must first go to myAlaska (<https://myalaska.state.ak.us>) and setup a user account. The username they choose will be used to create their online account with Air Online Services and the Permittee Portal. A user does not have to be an Alaskan to set up a myAlaska user account. If a user already has a myAlaska account, another one is not needed. The Permittee Portal will not use the myAlaska profile information but the information submitted on the various Permittee Portal forms. Therefore, any personal/non-business related information contained within a previously established myAlaska account will not be used.

To establish a myAlaska account click on <https://my.alaska.gov/NewAccount.aspx> (please refer to screenshot below). Fill in the questions and click on the “I accept the user agreement” then the start registration button.

The screenshot shows the 'NEW ACCOUNT' registration page on the myAlaska website. The page has a blue header with the State of Alaska logo and navigation links. Below the header is a navigation bar with 'HOME', 'SERVICES', 'MYPROFILE', and 'HELP'. A 'Registered User : Sign In' link is also present. The main content area is titled 'NEW ACCOUNT' and contains instructions for creating a new account. It includes a form with the following fields: Username, Password, Verify Password, Secret Question (a dropdown menu), Answer, Email Address, and Verify Email Address. Below the form is a 'User Agreement' section with a scrollable text area containing the agreement text and a checkbox labeled 'I accept the User Agreement'. A 'Start Registration' button is located at the bottom of the form. The footer of the page includes links for 'Help', 'Privacy Policy', 'User Agreement', and 'Browser Compatibility', along with contact information for the Department of Administration Enterprise Technology Services (ETS).

Once you have set up your account you will be emailed a confirmation email which will contain a link that will take you to your account confirmation webpage. Please enter in your user name and password to confirm your account.

The screenshot shows the 'myAlaska' website interface. At the top, there is a navigation bar with links for 'State of Alaska', 'MYALASKATEST', 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is a secondary navigation bar with 'HOME', 'SERVICES', 'MYPROFILE', and 'HELP'. The main content area is titled 'ACCOUNT CONFIRMATION' and contains the following text: 'Your arrival at this page has confirmed your email address. Please enter your username and password again to continue the myAlaska registration process.' There are two input fields: 'Username:' with the value 'user0606' and 'Password:' with masked characters. Below the fields, it says: 'Completing your registration will establish your myAlaska identity. After you have done that, you will be able to conduct your business with the State of Alaska electronically!' and a 'Click Here to Continue' button. At the bottom of the page, there is a footer with links for 'Help', 'Privacy Policy', 'User Agreement', and 'Browser Compatibility', along with contact information for the Department of Administration Enterprise Technology Services (ETS), including an email address and phone numbers for Anchorage, Fairbanks, and Juneau. The footer also includes 'State of Alaska | © 2013'.

Step 2. Fill in an Organization Web Administrator Request Form

Once you have set up your account you need to fill in an Organization Web Administrator Request Form <http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp> it needs to be notarized and faxed to 907-269-7508 or mailed to State of Alaska Department of Environmental Conservation, Attn: AOS Specialist , 555 Cordova Street, Anchorage, Alaska 99501. Once ADEC has received the form we can establish your account in our database. An email will be sent to you so that you can finish account set up process.

“ORGANIZATION WEB ADMINISTRATOR” REQUEST FORM

Each company MUST FIRST appoint an ORGANIZATION WEB ADMINISTRATOR. The Organization Web Administrator will designate the person(s) within the company who will have access to ADEC’s on-line services for electronic submittals and reports, and permit actions for the company’s stationary Sources.

The Organization Web Administrator should be a responsible, employed member of the organization with a sufficient level of responsibility to meet the intent of the regulatory definition of a responsible official (18 AAC 50.990).

Note: If you do not complete and forward the requested information, you will not have access to your data via Air On-Line services. Air On-Line Services data for identified individuals will pre-fill company/stationary source data in applications or actions that are submitted online. Although we encourage you to use ADEC’s On-line services, it is not required. You may still submit paper documents as directed by your permit(s) and/or state statute and regulation.

After you have identified your Organization Web Administrator, fill in the requested information in items 1 through 7. If your web administrator does not have a myAlaska user account, a myAlaska account must also be created in order to complete this form. To establish a myAlaska account, logon to <https://myalaska.state.ak.us>.

Because myAlaska is linked to ADEC’s AirTools electronic database, we DO NOT need your myAlaska password! We ONLY need your logon USER NAME. Please provide the information requested below and forward it to the address at the bottom of this form. Once the department has received your completed Web Administrator form, we will establish an account in our AirTools database and will send you verification that your company has an established Web Administrator.

WEB ADMINISTRATOR’S INFORMATION: **(Please Print Clearly in Blue/Black Ink)**

- 1) Company Name: _____
- 2) First Name: _____
- 3) Middle Name: _____
- 4) Last Name: _____
- 5) E-Mail Address: _____
- 6) myAlaska Login ID: _____
- 7) Signature / Date: _____ / _____

If you want the ability to submit open burn approvals or air compliance reports electronically you will also need to submit an Electronic Signature Validation Form. (<http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp>). Step 3 will show how you can set yourself up as an e-signer.

Step 3. Establishing yourself as an e-signer in the Permittee Portal

To set yourself up as an e-signer you will need to submit an Electronic Signature Validation Form.

Alaska Department of Environmental Conservation (ADEC) Electronic Signature Validation

To electronically submit applications, reports, payments, and to provide your signature using ADEC's Online Air Permit Program, **you must complete ALL sections of this electronic signature validation form.**

Requestor's Information: First/Last Name <input style="width: 90%;" type="text"/> Present Title <input style="width: 90%;" type="text"/> Company Name <input style="width: 90%;" type="text"/> Stationary Source Name <input style="width: 90%;" type="text"/> Phone Number <input style="width: 90%;" type="text"/> myAlaska user ID <input style="width: 90%;" type="text"/> E-mail Address <input style="width: 90%;" type="text"/>	Submit Completed Form to: State of Alaska Department of Environmental Conservation Division of Air Quality RE: Air Online Services 555 Cordova Street Anchorage, Alaska 99501
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Upon confirmation of information provided on this completed form, the department will establish an on-line air permit program user account. This user account will provide **enabling** access for company administrators to authorize others to access the on-line electronic permitting program. You will be notified via email when your account is activated.

For security purposes, you will be required to re-validate your identify with the information provided above in order for your password to become your electronic signature.

Note: Your Company's Organization Web Administrator must assign privileges to you in order for you to electronically sign documents.

In accordance with Title 18 AAC 50.345(j), I certify that I am responsible official for the above identified company. My signature and photo I.D. verify my identity for use of the departments' Air On-Line Services.

I further understand and agree that my *myAlaska* password is my electronic signature. I will keep my electronic signature password secure from compromise, I will not allow use of my electronic signature password by others, I will promptly report any evidence that my electronic signature password has been given to others, and I will promptly notify the system manager if I receive a system acknowledgement of a submission that I did not make. I also agree that by signing this form, I agree that use of my electronic signature password to electronically sign documents legally binds me to the same extent as I would be bound or obligated by handwritten signatures.

Based on information and belief formed after reasonable inquiry, I certify that the statements and information in and attached to this document, and in any document I electronically sign and submit to the department, are true, accurate, and complete.

Signature	Printed Name (In CAPS)	Date

Please attach a photocopy of your valid driver's license in the space provided below. This privileged information is **CONFIDENTIAL** and will **ONLY** be used by ADEC to verify identity of electronic transactions completed in on-line. Once Notarized, you may blacken **SSN#**, and other personal information; Please **LEAVE** your name, Drivers License Number & **STATE** of license issuance visible.

Once ADEC receives your electronic signature validation form (either through mail or fax) the data will be entered into our database. Next you will need to go into the Permittee portal to confirm your validation information and to assign yourself as an esigner. In the Permittee portal navigate to the Individual homepage and under the Links box click on the User Admin hyperlink.

The screenshot shows the ADEC website interface. At the top, there is a navigation bar with links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is the 'Alaska Department of Environmental Conservation Division of Air Quality' header. A search bar is present on the right. The main content area displays 'Individual Home' for user 'Amy Tester'. On the right side, there is a 'LINKS' box containing three items: 'User Admin', 'Org Admin Help', and 'E-signer / Doc Editor Help'. The 'User Admin' link is circled in red. Below the links, there is a table titled 'ORGANIZATIONS (CLICK TO SELECT)' with the following entries: 'Alaska Interstate Construction, LLC', 'Alaska Power & Telephone', and 'Bureau of Land Management - Alaska Fire Service'. The table indicates 'Showing 1 to 3 of 3 entries'.

In the user admin page click on your Name to open and manipulate up your account profile.

User Admin

Filter By Organization: ---ALL ORGANIZATIONS---
(MG1 & OBR Permits)

OR

Filter By Stationary Source: ---ALL STATIONARY SOURCES---
(All Permits Except MG1 & OBR)

Select User to Edit OR

Show Portal Users Only

Show All entries

NAME (LAST, FIRST)	TITLE	MYALASKA USERNAME	PORTAL USER
Tester, Amy <small>[YOUR RECORD]</small>	Tester <small>[YOUR RECORD]</small>	amy123 <small>[YOUR RECORD]</small>	✓
Al Monthriv. Wissam	Gathering Center 1 Site Manager		

Under the Role Detail portion of the page use the drop down to select the role type (1) and if that role will need to be applied to the organization or stationary source (2). Next click on the add role (3) and then the save user button (4).

Role Detail (List contains all roles you may manage for the currently selected user)

Role Type
 ---ROLE TYPE---
 ---ROLE TYPE---
 Source Web Administrator
 Web Document Editor
 Web e-signer

Stationary Source
 ---STATIONARY SOURCE---
 ---STATIONARY SOURCE---
 * * ALASKA INTERSTATE CONSTRUCTION, LLC * *
 AIC Jaw Crusher
 AIC Jaw Crusher II
 Alaska Interstate Construction Crusher 11-001
 Astec PH-100 Asphalt Plant
 Deadhorse Soil Remediation Unit
 * * ALASKA POWER & TELEPHONE * *
 Alatna Generating Station
 Alcan Border Generating Station
 Allakaket Generating Station
 Bettles Generating Station
 Chistochina Generating Station
 Coffman Cove Generating Station
 Craig Power Generating Station
 Craig Substation Standby Diesel
 Dot Lake Generating Station
 Dyea Valley Diesel Facility

ORGANIZATION	STATIONARY SOURCE	EXPIRATION	EXPIRE *
Alaska Interstate Construction, LLC		NOT SET	UNAVAILABLE
Alaska Interstate Construction, LLC			Clear Date Expire Role
Alaska Power & Telephone		NOT SET	UNAVAILABLE
Alaska Power & Telephone			Clear Date Expire Role

Showing 1 to 4 of 4 entries

* Roles are maintained for historical purposes

Step 4. Validation and setting up security questions for e-signing

Once you have added yourself as an e-signer navigate back to the portal welcome page.

<http://dec.alaska.gov/Applications/Air/airtoolsweb/PermitteePortal> and reload the page. You should see the webpage below or something similar

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Environmental Conservation
 Division of Air Quality

State of Alaska > DEC > Air Quality > AOS > Permittee Portal

Hello, user0514
 Sign Out

Permittee Portal

PLEASE NOTE A MESSAGE ABOUT YOUR ACCOUNT
 You have been assigned an e-signer role, and DEC has received your electronic signature validation form. For the final setup step, please validate your driver's license number that was submitted on your electronic signature validation form.
[Click here to Validate your driver's license number.](#)

PLEASE NOTE ABOUT YOUR E-SIGNATURE PRIVILEGES
 You have been assigned an e-signer role, but according to myAlaska you have not yet provided the required Security Questions. You will not be able to e-sign any submission without first setting these questions.
[Click here to provide the Security Questions and answers that will be used as part of the e-signing ceremony.](#)
 Once complete return to this site to continue.
 If you have entered your questions and are still seeing this message - please log out and log back in to the system.

Permittee Portal News & Updates

Welcome to the Air Online Services Permittee Portal!

Features currently available:

- User administration and role assignment
- Stationary source, permit and submitted report listings
- Emission fee estimates online
- Excess emission and permit deviation reports (print & mail)

TEST BOX

[Click here to continue](#)

You will only need to validate your driver's license number once. As an e-Signer you are obligated to keep your electronic signature password secure from compromise and not allow it to be used by others. If you believe your credentials have been stolen, please report it to the person who assigned you this role or contact DEC.AQ.AOSHelp@alaska.gov.

Along with the validation are the 5 security questions that you will need to set up. With each e-signing ceremony besides entering your myAlaska password and answer one of your security questions.

Step 5. Navigate to fill in a report and electronically submit.

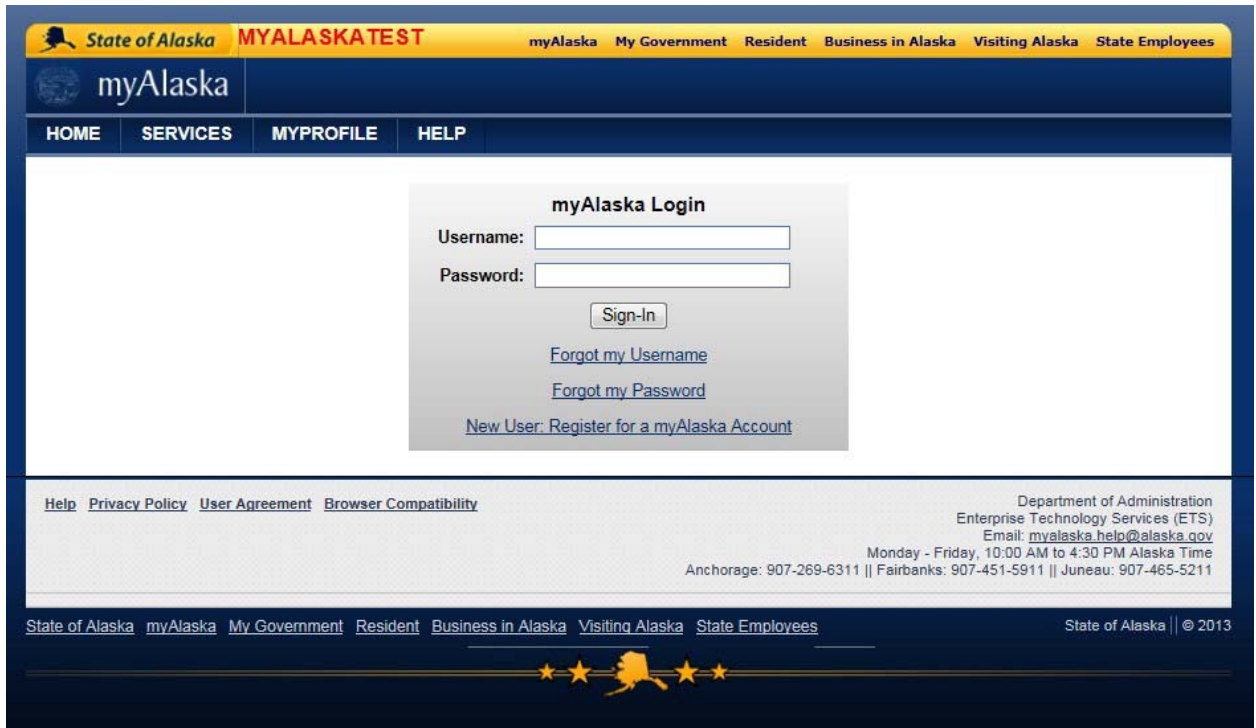
Once the validation and request account forms have been turned in and validation and security questions have been set up you can submit a report or open burn approval. You will need to navigate to the AOS home page <http://dec.alaska.gov/Applications/Air/airtoolsweb/Home/Index>. Click on the link 'Permittee Portal'.

The screenshot displays the Alaska Department of Environmental Conservation (DEC) Division of Air Quality website. The header includes the State of Alaska logo and navigation links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The main content area is titled 'Air Online Services' and features a 'SERVICES' table with the following items:

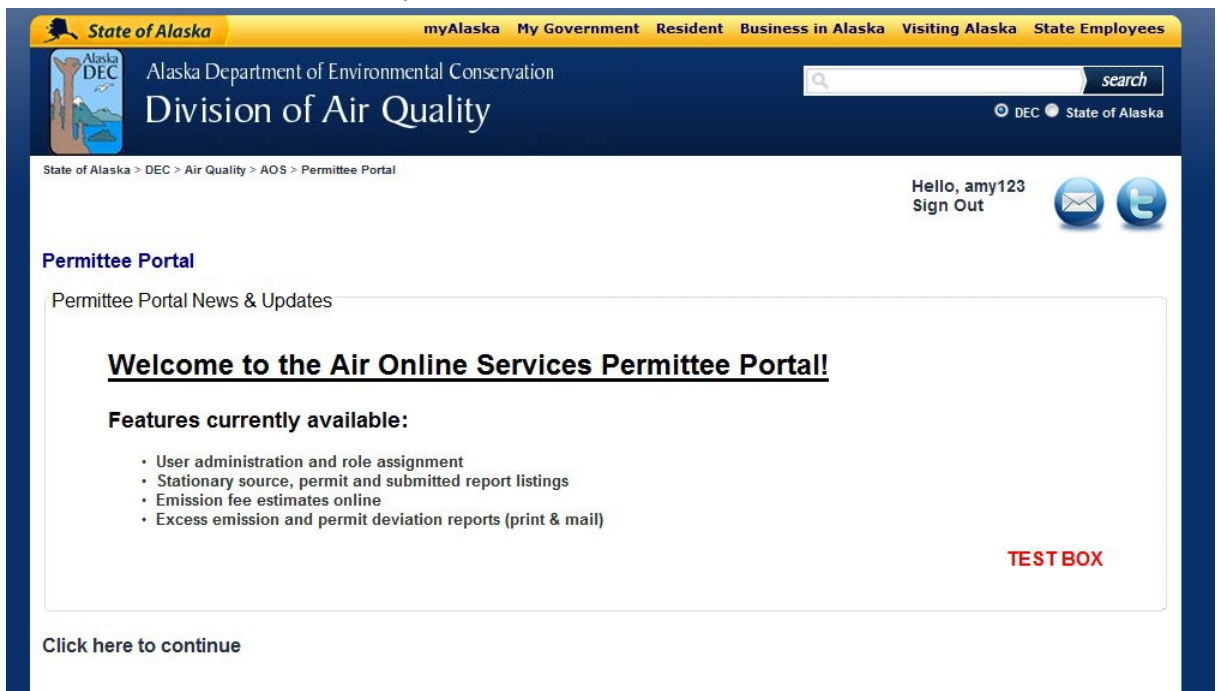
SERVICES	
▶ Air Alerts & Information Signup	
▶ Air Permits, Approvals & Public Notices	
▶ Air Quality Advisories	
▶ Air Quality Complaints	
▶ Permittee Portal	
▶ Point Source Emission Inventory	

The footer contains the text 'Air Online Services System Revised: 6/6/2013 1:58 PM' and 'AOS Browser Requirements'. The bottom navigation bar includes links for State of Alaska, myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees, along with the text 'State of Alaska | © 2011 | Webmaster'.

- A. Enter your myAlaska username and password and click the 'Sign-In' button. Log into the Permittee portal.



- B. You will see the Permittee Portal homepage, which will show Permittee portal news. Next click on the "Click here to continue" to proceed.



- C. Next you will see the individual page which will show which organizations you are connected to.

- D. Click on the organization in which you want to submit a report for. Next you will need to click on the Stationary Source followed by the Permit you want to submit the report for. Once you have navigated to the right permit click on the “New Report” under Links.

REVISION NUMBER	REVISION/AMENDMENT TYPE	REC'D	REC'D VIA	SUBMITTED BY	ISSUED
1	Admin. Amendment		Mail		

REPORT TYPE	REC'D	REC'D VIA	SUBMITTED BY	SCHEDULES	REVIEWED	ATTACHMENTS
Permit Deviation	3/26/2013	Web	yoda jedimaster		Request Delete	Attachment 1
Annual Compliance Certification (ACC)	3/26/2013	Web	yoda jedimaster	Due: 3/31/2013 Period Start: 1/1/2012 Period End: 12/31/2012	Request Delete	Attachment 1
Permit Deviation	3/14/2013	Web	yoda jedimaster		Request Delete	Attachment 1
PL2 Fuel Usage Report	3/11/2013	Web	yoda jedimaster	Due: 1/31/2013 Period Start: 1/1/2012 Period End: 12/31/2012	Request Delete	
Permit Deviation	8/30/2012	Fax	Jack Mitchell		Request	Attachment 1

You will be able to submit the following reports:

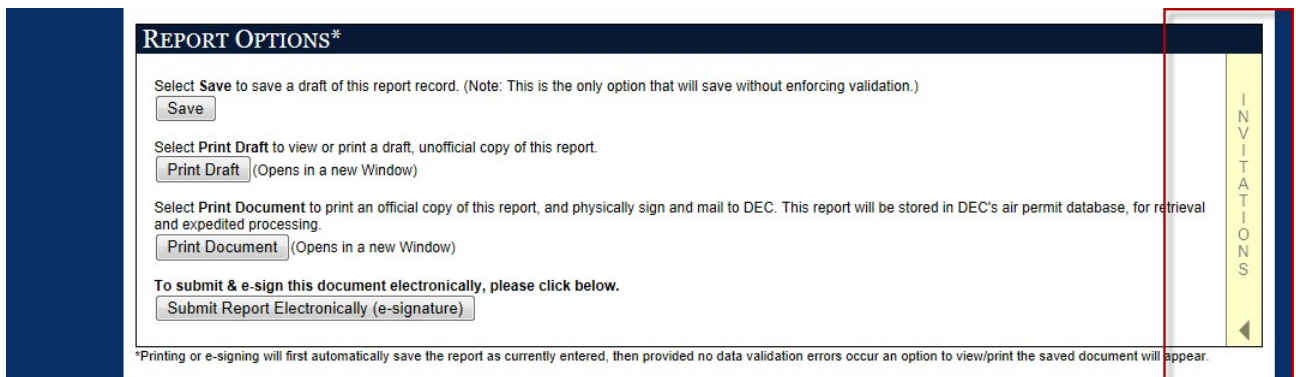
- Annual Compliance Certification
- Change in Responsible Party
- Emission Fee Estimate
- Excess Emissions
- Permit Deviation
- PL1 Fuel Usage
- PL2 Fuel Usage
- Relocation Notification
- NSPS Semi-Annual Report
- Facility Operating Report

To access the actual report forms and documents to be filled out and submitted electronically, one must first pick the source, then the permit, then the type of document or report.

E. Once a report document is created, you have the following options:

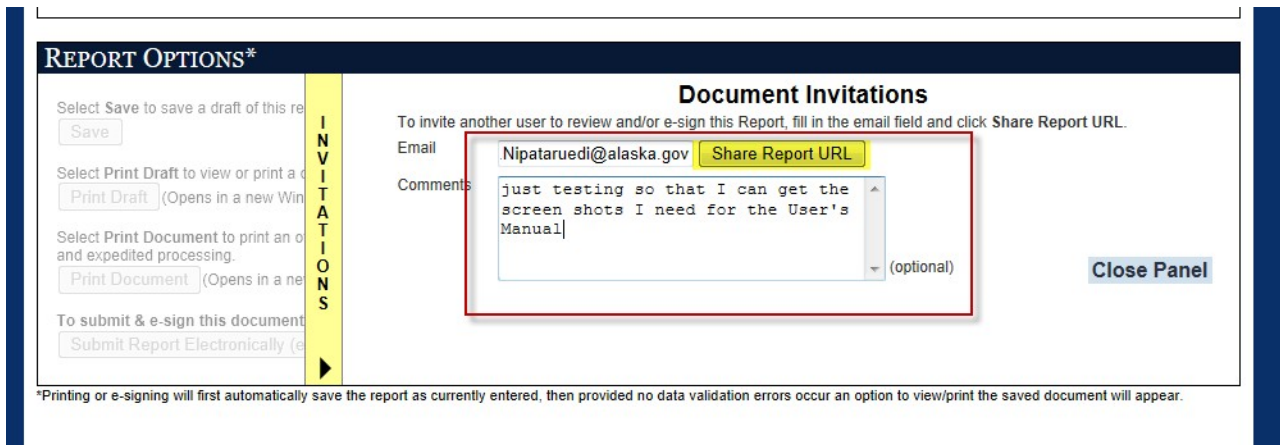
- Save
- Print Draft
- Print Document
- Submit Electronically
- Invite another user to view, edit, or sign the document

To invite someone else to view, edit or sign the report, select the “INVITATIONS” banner to on the bottom right of the Report screen:

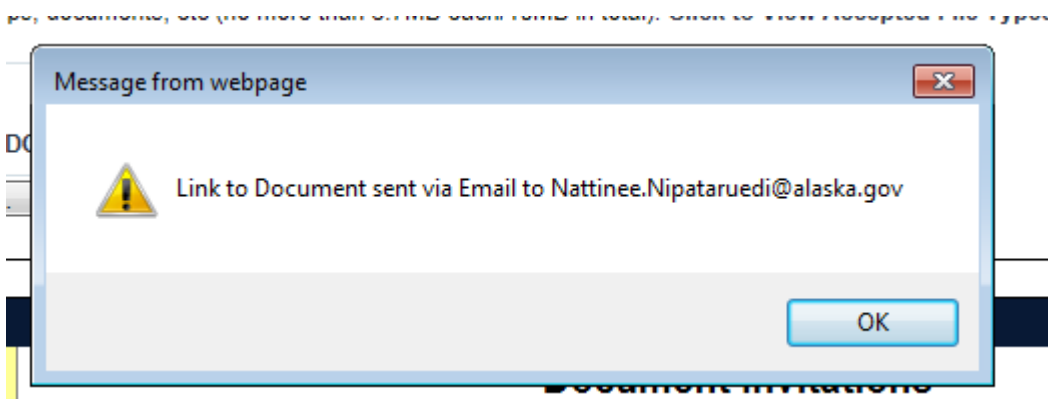


Note that you must first SAVE the document before you can invite someone to review/sign the report.

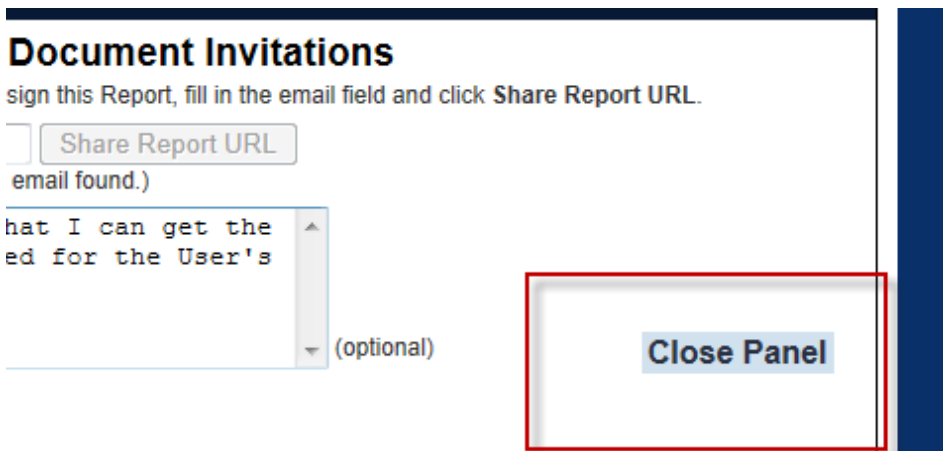
Input the full email address of the individual you wish to review/sign the report, adding comments if desired, and then click on the **Share Report URL** button to send the report link to your invitee:



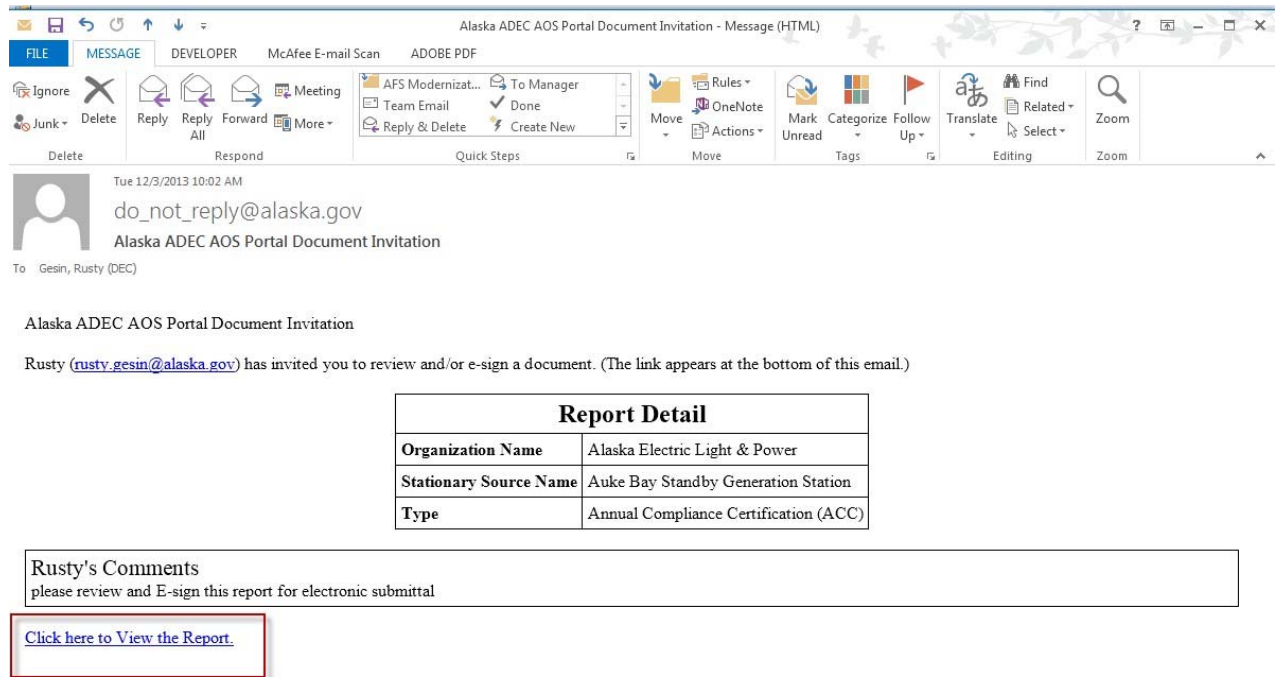
You will receive a web message that the report was successfully sent to your invitee.



To return to the report menu, close the invite panel:



The invitee will receive an email notifying them that they have a web document for review and signature. Within the email is a link to the document you prepared for their review and signature.



The invitee will “Click here to View the Report” to access the submittal. The invitee will be directed to the myAlaska sign in page to input their username and password, and then will be automatically directed to the prepared report.

F. Accidental submittals:

If a document is submitted electronically in error, the Administrator or E-Signor may request the electronic submissions be “deleted.” This is a misnomer the submission cannot be deleted but can be retracted or modified. This option is only available if the submittal has not been reviewed by the inspector. After a review the submittal is permanent.

G. Application and Approvals:

From the organization page you will be able to submit open burn approvals. Under the Links box on the Organization Home page you will need to click on the Approval Applications to access the various open burn approval applications.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Environmental Conservation
Division of Air Quality

State of Alaska > DEC > Air Quality > AOS > Portal > Individual > Organization Home

Hello, amy123
 Sign Out

Organization Home

Alaska Power & Telephone

Your Roles:
 Organization Web Administrator
 Web E-Signer

Show 10 entries

STATIONARY SOURCES (CLICK TO SELECT)

Alatna Generating Station
Alcan Border Generating Station
Alutka Generating Station

LINKS

- Approval Applications
- User Admin
- Org Admin Help
- Documentation & Forms

You can submit the following open burn approval applications:

- Black Smoke Approval
- Controlled Burning for Land Clearing
- Controlled Burning for Resource Management
- Controlled Burning for Resource Management (Renewal)
- Fire Fighter Training – Fuels
- Fire Fighter Training – Fuels (Renewal)
- Fire Fighter Training – Structures
- Fire Fighter Training – Structures (Renewal)

Approval Applications are created, saved and E-Signed with the same process as a Report submittal.

Getting Others Started

Step 1. Determining the User's Role

Below are the definition and security access to these various roles. These roles do not have a hierarchical value. Each role has its own specific set of permissions. It is possible, and intended, for one user to have multiple roles across multiple stationary sources and possibly across multiple organizations. In smaller organizations where one person would fill all the roles for online use, each role must be assigned to the individual.

Organization Web Administrator

The user for this role is identified by the organization with an Administrator Request form (<http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp>). Once DEC processes this form, the Organization Web Administrator has permission to edit stationary source contact information, and add/edit the Source Web Administrator role for each stationary source within that organization. **There is only one Organization Web Administrator for each Organization/Company/Entity.**

The Organization Web Administrator has permission to add/edit organization-level e-signer, everyone else entered will automatically receive the document editor role holders for permits not bound to a particular stationary source, such as permits and open burn applications.

The Organization Web Administrator is intended to be an employed member of the organization with a sufficient level of responsibility to basically meet the intent of the regulatory definition of a responsibility party or owner. It would be in the organization's best interest that the Organization Web Administrator is a person or position that does not experience a high level of turn-over.

Main Responsibilities

1. Assign and maintain Source Web Administrator(s) for each source submitting reports through Air Online Services.
2. Assign and maintain Organization Web E-Signer(s) for creating, editing, and submitting permits not bound to a particular stationary source, such as permits for portable oil and gas operations and open burns.
3. Assign and maintain Organization Web Document Editors(s) for creating and editing permits not bound to a particular stationary source, such as permits for portable oil and gas operations and open burns.

Future Responsibilities

1. Maintain Contact Information for the Organization and stationary sources.
2. Establish a new stationary source for the organization.

Source Web Administrator

This role has permission to add/edit e-signer and document editor roles for a specific stationary source. The Source Web Administrator will only have permission for adding e-signers or editors to the stationary

sources that have been assigned by the Organization Web Administrator. A Source Web Administrator can be the administrator for more than one stationary source. There can be more than one Source Web Administrator per stationary source. However this is not recommended.

The Web Administrator is intended to be a responsible, employed member of the organization. It would be in the organizations best interest that the Source Web Administrator be a person or position that does not experience a high level of turn-over, and is familiar with the stationary source(s) being assigned.

Main Responsibilities

1. Assign and maintain Stationary Source Web E-Signer(s).
2. Assign and maintain Stationary Source Web Document Editor(s).

Web E-Signer

This role has permission to create/edit/save/submit/pay online applications and reports. When the user for this role is assigned by the Organization Web Administrator or the Source Web Administrator, an Electronic Signature Validation form in PDF format, <http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHHelp>, will be made available for the Source Web Administrator to print and give to the user to fill out and send into DEC for identity verification. Even though a user has been assigned the role of e-signer, without the electronic signature validation form submitted and processed by DEC, the potential e-signer will not be able to submit or pay online any applications or reports.

E-Signers may be anyone, employed or under contract, by an organization or stationary source. Due to the level of responsibility, however, care should be taken on who is given this permission.

Main Responsibilities

1. Submit applications and/or reports electronically.
2. Pay for applications and/or reports electronically.

Web Document Editor

This role has permission to create/edit/save online and/or applications. A Web Document Editor is not required to submit any additional paperwork or identity verification. A Web Document Editor may be anyone, employed or under contract, by an organization or stationary source.

Main Responsibilities

1. Create and save an application.
2. Create and save a report.
3. Forward a prepared document to Web E-Signer for submittal and/or payment of applications and/or reports electronically.

Again, these roles do not have a hierarchical value. Each role has its own specific set of permissions. It is possible, and intended for one user to have multiple roles across multiple stationary sources and possibly across multiple organizations. In smaller organizations where one person would fill all the roles for online use, each role must be assigned to the individual.

Brief summary: In order for an organization create have access to use Permittee Portal to create and submit permits online, one user must first be identified as an Organization Web Administrator and submit the paperwork. Once that account has been created by DEC, the user must logon to Air Online Services and go to the Organization Web Administrator Home page. This is where the Organization Web Administrator may assign the following roles:

- Source Web Administrator roles
- Organization E-Signer roles either to themselves or others.
- Organization Document Editor roles either to themselves or others.

If the Organization Web Administrator wishes to have the ability to Web E-Sign or be a Web Document Editor to create and submit applications and/or reports for a stationary source, they must assign themselves as a Source Web Administrator and then return to the Organization Home page. From here the user must select the stationary source for which they are an administrator for. This will bring them to the Stationary Source Home Page where they can now select the User Administration link located under the LINKS title and assign themselves the E-Sign and/or Editor roles.

If the Organization Web Administrator wishes to have the ability to Web E-Sign or be a Web Document Editor to create, edit, and submit applications a for portable oil and gas operation permits or open burn permits, they must assign themselves as an Organization E-Signer or Organization Document Editor and then return to the Organization Home page. From here the user may create a new MG1 (portable oil and gas operation) notification or a new open burn permit (this option is not yet available) or continue editing and/or submit a saved permit.

Once the Source Web Administrator is assigned AND ACTIVE (paperwork submitted and processed) the Source Web Administrator will add any additional users and their assignments for the specific stationary sources they are assigned to. Source Web Administrators must also assign themselves roles if they wish to e-sign and pay.

Step 2. Setting up a User

State of Alaska > DEC > Air Quality > AOS > Portal > Individual > User Admin

Hello, amy123
Sign Out

User Admin

Select User to Edit OR **2**

Show Portal Users Only

Show entries

NAME (LAST, FIRST)	TITLE	MYALASKA USERNAME	PORTAL USER
Duck, Donald [YOUR RECORD] 1	President of Duckistan [YOUR RECORD]	amy123 [YOUR RECORD]	✓
Al Monthiry, Wissam	Gathering Center 1 Site Manager		
Alexander, Greg	North Area Manager		
Belise, Darren			
bigred, bigred	bigred	bigred	✓
Burden, Andy	Site Manager		
Burrow, Koreen	RO		

Navigate to the user admin page (refer to the breadcrumbs in the screenshot above).

1: Select Existing User and Edit User Role(s): The **Users** grid will contain a list of all role holders for the stationary source or organization selected from the drop down list. Click the User's name to display and edit their data and their roles for the selected stationary source or organization in Air Online Services.

OR

2: Create a New User and Add User Role(s)

New User: This will display a form that will allow you to enter the new user's name and myAlaska username, as well as assign the necessary roles to the new user for the selected stationary source or organization.

Please note that if the new user is an e-signer then they will need to print Electronic Signature Validation form (<http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp>) signed and mail to ADEC

Step 3. Filling in data and assigning a Role

1. Enter User's Name and myAlaska Username:

myAlaska Username: User's registered myAlaska username. This must exactly match their myAlaska username. Any misspellings or mismatch in case will result in the user not being able to log into Air Online Services. This is a required field.

First Name: User's first name. This is a required field.

Middle Initial: User's middle initial. This is not a required field. However, it does help differentiate individuals with the same first and last names.

Last Name: User's last name. This is a required field.

Title: User's title or position. This is a required field.

2. **Enter User's Work Address:**

Work Address Line 1: User's primary work address. This is a required field.

Work Address Line 2: User's secondary work address. This is a required field.

Work City: User's work city. This is a required field.

Work State: User's work state. This is a required field.

Work Zip: User's work Zip. This is a required field.

Work Email: User's work email. This is a required field.

Work Number: User's work number. This is a required field.

Role Detail (List contains all roles you may manage for the currently selected user)

Role Type
Web e-signer
---ROLE TYPE---
Source Web Administrator
Web Document Editor
Web e-signer

3

Stationary Source
Union Oil Company of California UOCC
OR
---STATIONARY SOURCE---
(All Permits Except MG1 & OBR)

4

Add Role 5

ORGANIZATION	STATIONARY SOURCE	ROLE	EXPIRATION	EXPIRE *
Hilcorp Alaska, LLC (formerly Union Oil Company of California UOCC)		Web e-signer		Clear Date Expire Role

Showing 1 to 1 of 1 entries

* Roles are maintained for historical purposes and cannot be deleted. To inactivate a user's role, click Expire Role.

Save User 6 Cancel Changes

AO3 Online Services System Revised: 6/7/2013 11:15 AM AO3 Browser Requirements

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees State of Alaska | © 2011 | Webmaster

3. **Enter and Configure User Roles:**

Roles: This drop down list contains all of the available roles that may be assigned to the selected user. If the selected user has been assigned all of the available roles this control will be disabled.

The roles displayed when all roles are available will depend on whether the role is applies to stationary source or organization level roles (step 4).

4. **Configure User Access:**

Use the drop downs to select a company or stationary source.

5: Add Role

This button adds the selected role from the **Roles** drop down list and allows you to set an **expiration date** to limit the period in which this user's role will be effective. After the set expiration date, this user will no longer have the privileges of this role. To select an expiration date, click on the calendar image and select a date from the calendar. To leave the expiration date empty, click the update link in row. If the expiration date is left empty, the role never expires. To remove the role, click the delete link in the row of the role you wish to remove.

6: Save User

After making any changes to the selected user (including adding or deleting roles), click the Save User button to save your changes. You can then return to the User Administration page and find that person listed among the users for the appropriate stationary source or organization.

Only an Organization Web Administrator may add/edit/delete or change the expiration date for other users connected to the same stationary source. The expiration date is not a required field; however, it is a good security measure to set a date to ensure that the assigned role is not abused past the period for which it is likely to be required.

Cancel Changes: Click this button to cancel in changes made to the selected user (including adding or deleting roles).

Other Organization Web Administrator Actions

What to do with a Duplicate New User

If you have entered a new user's data and myAlaska account already exist then a possible match will appear. If it is a match click the **SELECT** Radial button (in the pink box) and then click on the "Select Match" button. If it is not the same person, the person should have a different myAlaska username. Click "**Cancel**" to return to the previous screen and please email DEC.AQ.AOSHelp@alaska.gov with the details.

User Admin

The user details you provided have at least one possible match. Please confirm the submitted values and select from the provided options.

Provided User Details

myAlaska Username	user0514
Full Name	Hello Kitty
Title	tester

Work Contact Info

1122 Test Street
Juneau, AK 99801
Email: nattinee.nipataruedi@alaska.gov
Phone: 907-465-5128

Since a user already has the supplied myAlaska Username in use 'user0514' you may only match to that record or cancel and continue back to User Admin. If you believe this to be in error, please contact DEC.AQ.AOShelp@alaska.gov with details.

Possible Matches

[SELECT AOSID: 16603492]

myAlaska Username	user0514
Full Name	Hello Kitty
Title	Tester

Work Contact Info

1122 Test Street
Juneau, AK 99801
Email: nattinee.nipataruedi@alaska.gov

Home Contact Info

Juneau, AK 99801

Select Match

Cancel

Invalidate a Compromised myAlaska Login for an Existing User

This procedure is only recommended when you have reason to believe that the user's myAlaska has been stolen, misused or compromised. Navigate to the User Administration Page. Open the compromised user profile and set the account to expire date to today's date. This will disable that person's account. Next send an email to DEC.AQ.AOSHelp@alaska.gov with the reasons for the account being disabled.

Email Notifications

As the organization administrator for your organizations, you will be receiving monthly email messages from Air Online Services. These are automatically generated messages that will enumerate the following:

- Each document, application or report, that was submitted by an authorized user from your organization for the previous month

- All of the current authorized users for your organization and their role in Air Online Services

Note: Whenever a signed document is successfully submitted the submitter, the E-Signer will receive an automated application submittal receipt message and payment confirmation (if applicable) as well. The automated messages will have the following sender address: airtools_noreply@alaska.gov

Viewing Signed and Submitted Documents

A web-formatted version reports for your organization are available for viewing if the forms were submitted online.

Step 1: To view these web documents, start at the Organization Home page where you may select either a stationary source or a non-stationary source permit from the permits or applications grid.

Organization Home
Alaska Power & Telephone

Your Roles:
Organization Web Administrator
Web E-Signer

Show 10 entries

STATIONARY SOURCES (CLICK TO SELECT)

Alatna Generating Station
Alcan Border Generating Station
Allakaket Generating Station
Bettles Generating Station
Chistochina Generating Station
Coffman Cove Generating Station
Craig Power Generating Station
Craig Substation Standby Diesel
Dot Lake Generating Station
Dyea Valley Diesel Facility

Showing 1 to 10 of 27 entries

First Previous 1 2 3 Next Last

APPROVED permits (OBR and MG1 only)

PERMIT ID (CLICK TO SELECT)	PERMIT TYPE	PERMIT STATUS
AQ1335OBR01P	Black Smoke Approval	Active
AQ1335OBR02P	Controlled Burn for Land Clearing	Active
AQ1335OBR03P	Controlled Burning for Resource Management	Active
AQ1335OBR04P	Fire Fighter Training - Fuels	Active
AQ1335OBR05P	Fire Fighter Training - Structures	Active

Showing 1 to 5 of 5 entries

PENDING permit applications (OBR and MG1 only) (green highlight - past week)

LINKS

- > New Permit Application
- > User Admin
- > Org Admin Help
- > Documentation & Req Forms

Step 2: If you want to view a reports bound to a stationary source, select that stationary source (Step 1) and you will be directed to that stationary source’s home page. You will find all a listing of the stationary sources approved permits, the pending permit applications, and saved, but not yet submitted permit application forms, on the grids on this page.

Select the permit to which the document report is bound. If it is an approved permit, you will be directed to the permit home page, where you will have an opportunity to view or print any of the permit’s revisions or reports (See Step 3) If you select a pending application, you will see a copy of the pending application, whether or not it was submitted online.

Stationary Source Home

Hilcorp Alaska, LLC (formerly Union Oil Company of California UOCC) / King Salmon Platform

Your Roles:
Web E-Signer

LINKS

- ▶ User Admin
- ▶ Org Admin Help
- ▶ E-signer / Doc Editor Help

APPROVED permits (all except OBR and MG1)

PERMIT ID (CLICK TO SELECT)	PERMIT TYPE	PERMIT STATUS
AQ0068MSS01P	Minor - Source Specific (MSS)	Active
AQ0068TVP02P	Major - Title V Operating (TVP)	Active
AQ0068TVP01P	Major - Title V Operating (TVP)	Expired
AQ0068CPT01P	Major - Title I Construction (CPT)	Incorporated into TVP

Showing 1 to 4 of 4 entries

PENDING permit applications (all except OBR and MG1) (green highlight - past week)

ID	TYPE	REC'D	REC'D VIA	CERTIFIED BY	ATTACHMENTS
None listed.					

Documents that were submitted online will display the document and data that was submitted and signed by the E-Signer. It also includes the E-Signer's name and the date of submittal. Documents that were not submitted online will display only basic permit or report data.

Step 3: The permit home page for each permit can be toggled to display grids of either approved revisions, pending revisions, saved revisions OR submitted reports or saved reports.

Step 4: Select a report (or revision) to view the report (or revision) document for this permit.

Permit Home

Organization: Hilcorp Alaska, LLC (formerly Union Oil Company of California UOCC)
 Stationary Source: King Salmon Platform
 Permit ID: AQ0068TVP02P
 Permit Type: Major - Title V Operating (TVP)
 Application Received:
 Issued: 2/6/2012
 Effective: 7/29/2010
 Expires: 6/29/2015
 Permit Status: Active

LINKS

- ▶ New Report
- ▶ User Admin
- ▶ Org Admin Help
- ▶ E-signer / Doc Editor Help

APPROVED revisions/amendments

REVISION NUMBER	REVISION/AMENDMENT TYPE	REC'D	REC'D VIA	SUBMITTED BY	ISSUED
1	Admin. Amendment		Mail		2/6/2012

Showing 1 to 1 of 1 entries

3

FINAL, OFFICIAL reports (green highlight - past week)

Show 10 entries

REPORT TYPE	REC'D	REC'D VIA	CERTIFIED BY	SCHEDULES	REVIEWED	ATTACHMENTS
Annual Compliance Certification (ACC)	6/6/2013	Web	Hello Kitty	Due: 3/31/2013 Period Start: 1/1/2012 Period End: 12/31/2012	Request Delete	Attachment 1
Change of Responsible Party	6/5/2013	Web	Hello Kitty		6/5/2013	Attachment 1
Annual Compliance Certification (ACC)	6/5/2013	Web	Hello Kitty	Due: 3/31/2013 Period Start: 1/1/2012 Period End: 12/31/2012	Request Delete	Attachment 1
Facility Operating Report (FOR)	5/30/2013	Web	Hello Kitty	Due: 3/1/2013 Period Start: 1/1/2012 Period End: 12/31/2012	Request Delete	Attachment 1
NSPS Semi-Annual Report	5/30/2013	Web	Hello Kitty	Due: 6/1/2013 Period Start: 1/1/2013	Request Delete	Attachment 1

Department of Environmental Conservation Air Quality Division

Report Type: Facility Operating Report (FOR)

Permit Details

Organization: Hilcorp Alaska, LLC (formerly Union Oil Company of California UOCC)
Stationary Source: King Salmon Platform
Permit ID: AQ0068TVP02P
Permit Type: Major - Title V Operating (TVP)
Report ID: 16603676

Submittal Information

Report Date: 5/30/2013
Submitted/Postmark Date: 5/30/2013
Received Date: 5/30/2013
Received Via: Web
Certified/Submitted By: Hello Kitty

Scheduled Reports

Due Date: 3/1/2013
Period Start Date: 1/1/2012
Period End Date: 12/31/2012

Review Detail

Review Completed Date:
Reviewer Name: Adam Saaid
Reviewer Finding:

Facility Operating Report (FOR) - Details

Notes/General Comments:
this that and the other

Attachments

Attachment #	File Name
1	calendar-2013-2014.PDF

Report Submitted/Certified on: 5/30/2013
By: Hello Kitty

If you have any questions about the Permittee portal you can email DEC.AQ.AOSHelp@alaska.gov