

Alaska Department of Environmental Conservation

Permittee Portal Organization Web Administrator User's Guide

Division of Air Quality, April 2020, Revision 1

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Brief summary

Permittee Portal access for creating and submitting air quality reports and permits online requires that one person be identified as an Organization Web Administrator for a company/organization/entity. Required paperwork must be completed and submitted to ADEC. Once an account has been established and activated by ADEC, the person must log on to Air Online Services, go to Organization Web Administrator Home page and begin to assign the following roles:

- Source Web Administrator roles
- Web E-Signer roles either to themselves or others.
- Web 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 an e-signer under the user administration screen and submit the proper paperwork to ADEC.

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.

Getting Yourself Started as an Organization Web Administrator

This document provides instructions for an organization web administrator use of ADEC's Air Online Services (AOS) along with other features of the permittee portal. 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 (by going through an electronic signing ceremony). One **Organization Web Administrator** for each Organization/Company/Entity. Back-ups may be permitted on a case-by-case basis.

- Create 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.
- Signed "Organization Web Administrator" Request Form <http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHHelp>, from a trusted employed member of the organization with a sufficient level of administrative responsibilities and technical knowledge of the organization.
- Roles and Responsibilities:
 - 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 or Source Web E-Signer(s)** for creating, editing, and submitting compliance report(s) bound to a particular stationary source. Permits for portable oil and gas operations and open burns the person is bound as the organization web e-signer.
 - Similar to hard copy signatures, must meet the definition of a responsible official.
 - Assign and maintain **Organization or Source 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.
 - Organization Web Administrator will receive any updates or information from the Air Permit Program pertaining to the PermitteePortal.
 - Permittee Portal has a 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>
 - 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.

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://my.alaska.gov>) and setup a user account. The username will be used to create their Permittee Portal account and will be linked to their organization(s). 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.** Setting up a myAlaska account will look similar to the screenshot below. Fill in the questions and click on the “I accept the user agreement” then the “start registration” button.

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

myAlaska

HOME SERVICES MYPROFILE HELP Registered User - Sign In

NEW ACCOUNT

If you have previously registered for a myAlaska account please refrain from creating a new account. Many applications require use of the same myAlaska account.

To register for an account with myAlaska, fill in the new account information required below. You must have a valid email address. Next, read the user agreement. If you accept the agreement (required to use myAlaska), click on the **I accept the User Agreement** box. Then click on the **Start Registration** button.

Username:

Password:

Verify Password:

Secret Question:

Answer:

Email Address:

Verify Email Address:

User Agreement

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions.

☐ I accept the User Agreement

[Start Registration](#)

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration
Enterprise Technology Services (ETS)
Email: myalaska.help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees State of Alaska || © 2013

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

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

myAlaska

HOME SERVICES MYPROFILE HELP

ACCOUNT CONFIRMATION

Your arrival at this page has confirmed your email address.
Please enter your username and password again to continue the myAlaska registration process.

Username:

Password:

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!

[Click Here to Continue](#)

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration
Enterprise Technology Services (ETS)
Email: myalaska.help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees State of Alaska || © 2013

Step 2. Fill in an Organization Web Administrator Request Form

Once you have set up your myAlaska account you need to fill in an Organization Web Administrator Request Form (<http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp>). The form must be emailed (DEC.AQ.AOShelp@alaska.gov) or faxed to 907- 269-7508 and then mailed to State of Alaska Department of Environmental Conservation, Attn: AOS Specialist, 555 Cordova Street, Anchorage, Alaska 99501. ADEC requires the completed form to establish your account in Air Quality database. An email notification will be sent when your account is set up in ADEC database. Once your account is set up you will need to go into the Permittee Portal to finish the 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://my.alaska.gov>.

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 must submit an Electronic Signature Validation Form.

(<http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp>).

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

A potential e-signer must submit an Electronic Signature Validation Form.

This form requires notarization and a photo copy of your driver license.

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:	Submit Completed Form to:
First/Last Name _____	State of Alaska
Present Title _____	Department of Environmental Conservation
Company Name _____	Division of Air Quality
Stationary Source Name _____	RE: Air Online Services
Phone Number _____	555 Cordova Street
myAlaska user ID _____	Anchorage, Alaska 99501
E-mail Address _____	

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 identity 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 _____
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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.

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Once ADEC receives the electronic signature validation form (either through mail or fax) the data will be entered into ADEC database. The organization web administrator must go into the Permittee portal to confirm validation information and to assign themselves as an electronic signer, which is done through User Admin hyperlink in the Permittee Portal.

Alaska Department of Environmental Conservation
DIVISION OF AIR QUALITY

You Are Here: DEC / Air Quality / AOS / Portal / Individual / Organization Home

Hello, nattinee8888
Sign Out

Organization Home

Delta Western LLC

Your Roles:
Organization Web Administrator

LINKS

- Approval Applications
- User Admin**
- Org Admin Help
- Docs & Forms

Alaska Department of Environmental Conservation
DIVISION OF AIR QUALITY

You Are Here: DEC / Air Quality / AOS / Portal / Individual / Organization / User Admin

HELLO, nattinee8888
Sign Out

User Admin

Delta Western LLC

Select User to Edit OR [CREATE NEW USER \(Not already in list\)](#)

☐ Show Portal Users Only

Show [All](#) entries

NAME (LAST, FIRST)	ORGANIZATION/S	TITLE	MYALASKA USERNAME	PORTAL USER
Nipata, Natti	Delta Western LLC	Tester	nattinee8888	✓

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

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

Role Type: [Web Document Editor](#)

Organization: [Delta Western, LLC. Sitka](#)

Stationary Source: [Delta Western, LLC. Sitka](#)

Add Role

ORGANIZATION	STATIONARY SOURCE	ROLE	EXPIRATION	EXPIRE
Delta Western LLC	POA Bulk Terminal Delta Western	Organization Web Administrator	NOT SET	UNAVAILABLE
Delta Western LLC	Yakutat Bulk Fuel Plant	Web E-Signer		Clear Date Expire Role

Showing 1 to 2 of 2 entries

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

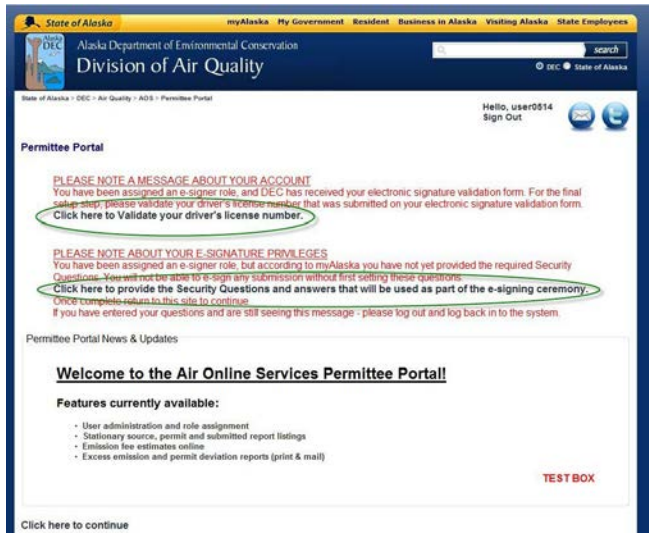
Save User Cancel Changes

Under the Role Detail portion of the page use the drop down to select the role type (1) and if that role (for example the screenshot above shows Web Document Editor) 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).

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



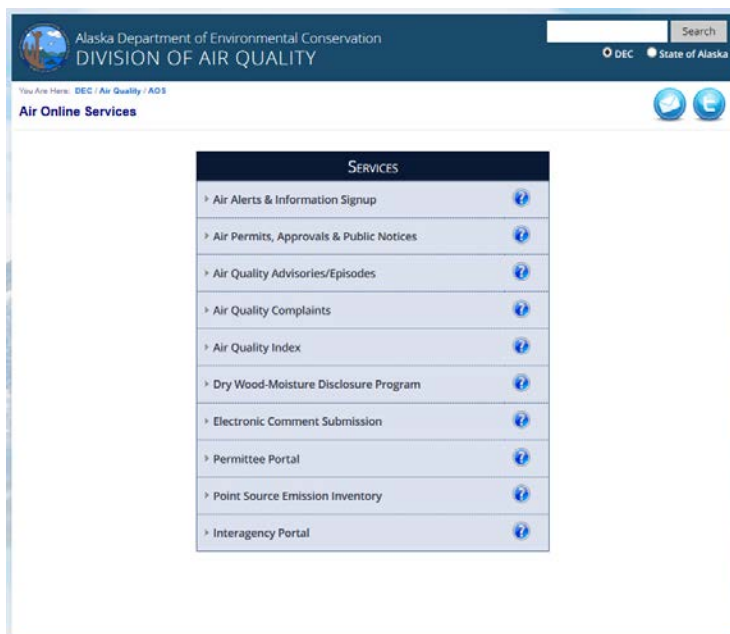
You will only need to validate your driver's license number once. As an e-Signer you are obligated to keep your electronic signature password secure from compromise and not allow it to be used by others. If you believe your credentials have been stolen, please report it to the person who assigned you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

Along with validation there are 5 security questions you will need to set up. With each e-signing ceremony you will be required to enter your myAlaska password and answer one security question.

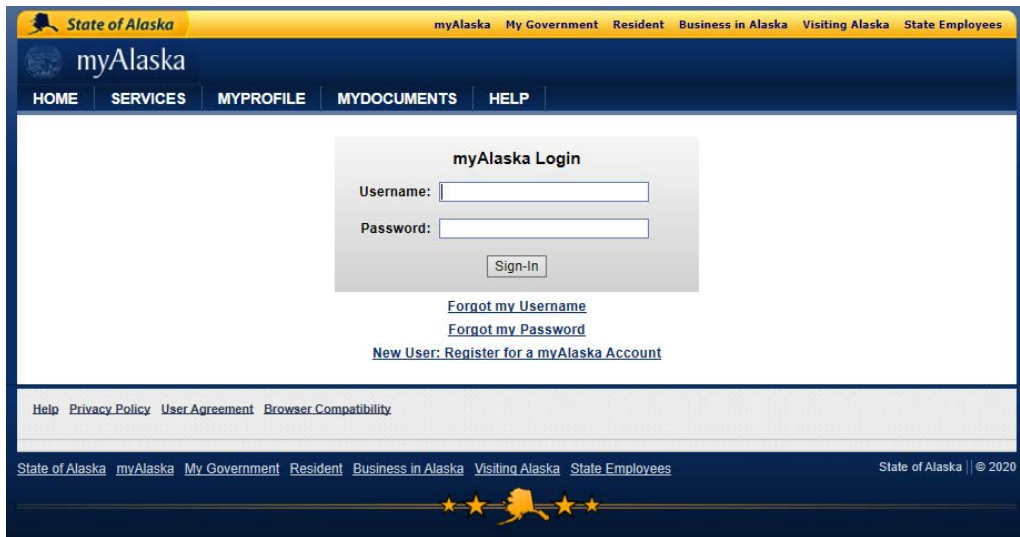
NOTE: The security questions are established/set through the myAlaska interface and can be changed if needed through your myAlaska user profile.

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'.

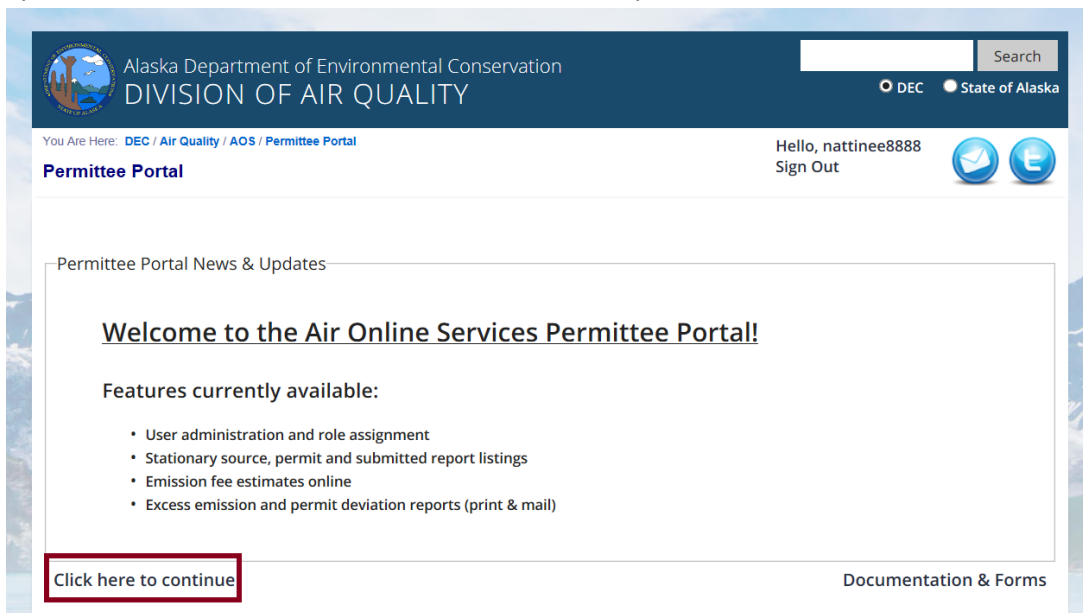


- A. To log into the Permittee Portal, enter your myAlaska username and password and click the 'Sign-In' button to log into the Permittee portal.



The image shows the myAlaska login page. At the top, there is a yellow navigation bar with links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is a dark blue header with the myAlaska logo and navigation links: HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. The main content area is white and contains a login form titled "myAlaska Login". The form has two input fields: "Username:" and "Password:". Below the password field is a "Sign-In" button. There are also links for "Forgot my Username", "Forgot my Password", and "New User: Register for a myAlaska Account". At the bottom of the page, there is a footer with links: Help, Privacy Policy, User Agreement, and Browser Compatibility. The footer also includes the text "State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees" and "State of Alaska || © 2020".

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



The image shows the Permittee Portal homepage. At the top, there is a dark blue header with the Alaska Department of Environmental Conservation logo and the text "DIVISION OF AIR QUALITY". There is a search bar and a dropdown menu with "DEC" and "State of Alaska" options. Below the header, there is a navigation bar with the text "You Are Here: DEC / Air Quality / AOS / Permittee Portal". The main content area is white and contains a section titled "Permittee Portal News & Updates". Below this section, there is a welcome message: "Welcome to the Air Online Services Permittee Portal!". There is also a section titled "Features currently available:" with a list of features: "User administration and role assignment", "Stationary source, permit and submitted report listings", "Emission fee estimates online", and "Excess emission and permit deviation reports (print & mail)". At the bottom of the page, there is a button labeled "Click here to continue" and a link labeled "Documentation & Forms".

The individual page will lists all organizations you are connected with.

Alaska Department of Environmental Conservation
DIVISION OF AIR QUALITY

You Are Here: DEC / Air Quality / AOS / Portal / Individual Home

Hello, nattinee8888
Sign Out

Individual Home

Natt Nipata

ORGANIZATIONS (CLICK TO SELECT)

- Accumulate Energy Alaska, Inc
- Delta Western LLC

Showing 1 to 2 of 2 entries

AOs Help Documentation & Forms Air Online Services System Revised: 2/11/2020 2:08 PM AOs Browser Requirements

[Public Notices](#) • [Regulations](#) • [Statutes](#)
[Press Releases](#) • [Contact](#)

Department of Environmental Conservation

410 Willoughby, Suite 303
P.O. Box 111800
Juneau, Alaska 99811

- C. 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 correct permit click on the “New Report” under Links.

Alaska Department of Environmental Conservation
DIVISION OF AIR QUALITY

You Are Here: DEC / Air Quality / AOS / Portal / Individual / Organization / Stationary Source / Permit Home

Hello, nattinee8888
Sign Out

Permit Home

Organization: Delta Western LLC
Stationary Source: Dutch Harbor Bulk Plant
Permit ID: AQ0806PL101P
Permit Type: Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1)
Application Received: 4/22/2003
Issued: 6/24/2003
Effective: 6/24/2003
Expires:
Permit Status: Active

LINKS

- New Report**
- User Admin
- Org Admin Help
- Emission Inventory
- Docs & Forms

APPROVED revisions/amendments

REVISION NUMBER	REVISION/AMENDMENT TYPE	Rec'd	Rec'd Via	SUBMITTED BY	ISSUED
None					

FINAL, OFFICIAL reports (green highlight - past week)

Show 10 entries

REPORT TYPE	Rec'd	Rec'd Via	CERTIFIED BY	SCHEDULES	REVIEWED	ATTACHMENTS
PL1 Fuel Usage Report	2/10/2020	Web	Donal Stone	Due: 1/31/2020 Period Start: 1/1/2019 Period End: 12/31/2019	2/19/2020	
Change of Responsible Party	11/8/2019	Email	Joel Lawrence		12/3/2019	
PL1 Fuel Usage Report	2/1/2019	Mail	Tim Hunter	Due: 1/31/2019 Period Start: 1/1/2018 Period End: 12/31/2018	2/8/2019	
Change of Responsible Party	12/28/2018	Email	Shannon Price		1/3/2019	

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
- Emission Inventory

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.

D. 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 e-sign the report, select the “INVITATIONS” banner on the right of the Report screen:

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

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

REPORT OPTIONS*

Select **Save** to save a draft of this report.

Select **Print Draft** to view or print a draft of this report.

Select **Print Document** to print an original and expedited processing.

To submit & e-sign this document, click **Submit Report Electronically (e-sign)**.

Document Invitations

To invite another user to review and/or e-sign this Report, fill in the email field and click **Share Report URL**.

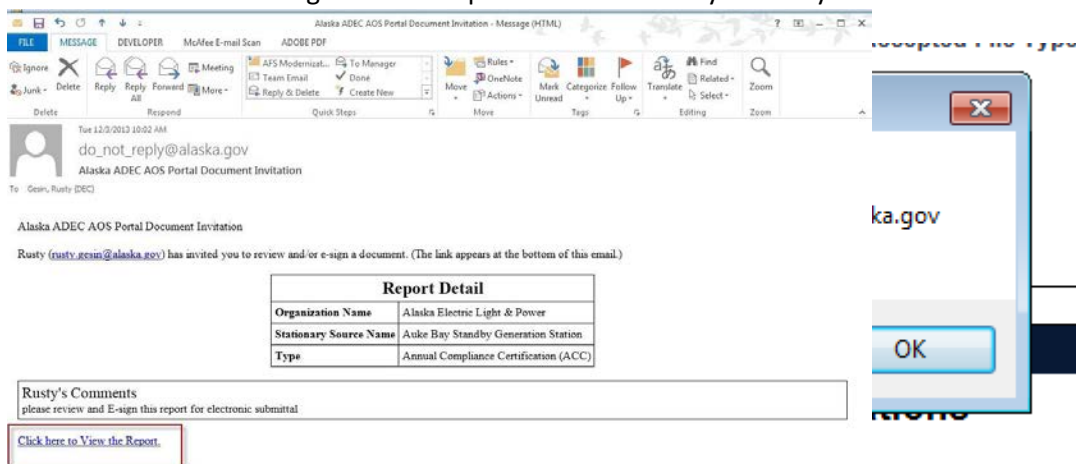
Email: **Share Report URL**

Comments: (optional)

Close Panel

*Printing or e-signing will first automatically save the report as currently entered, then provided no data validation errors occur an option to view/print the saved document will appear.

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



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

Document Invitations

sign this Report, fill in the email field and click **Share Report URL**.

(email found.)

(optional)

Close Panel

The invitee will receive an email notifying them that they have a web document for review and/or e-signature. Within the email is a link to the document that has been prepared for their review and signature.

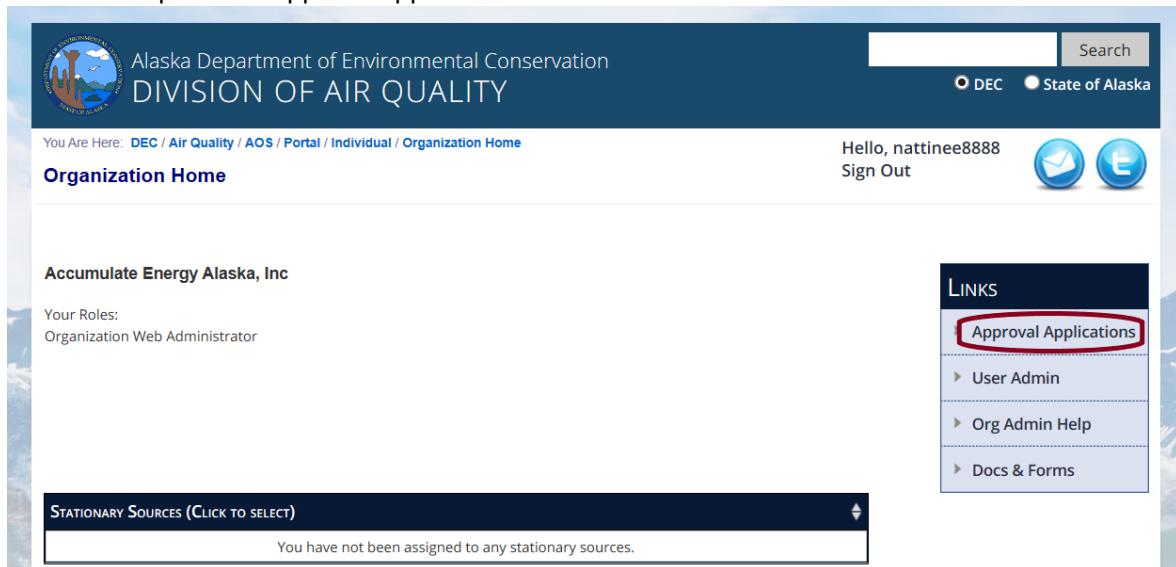
- E. The invitee will "Click here to View the Report" to access the submittal and be directed to the myAlaska sign in page where they will be required to log in. From there they will automatically be directed to the prepared report where they can review, edit, e-sign, and answer security question for submission.

F. Accidental submittals:

If a document is submitted electronically in error, the Web Administrator or E-Signer may request the electronic submissions be “deleted.” This is a misnomer since 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. But a report with corrections can be resubmitted.

G. Application and Approvals:

From the organization page you can 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.



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 using 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. One user may have multiple roles across multiple stationary sources and possibly across multiple organizations. In smaller organizations one person could fill all the roles for online use, each role must be assigned by the web administrator to the individual.

Organization Web Administrator

This role is identified by the organization with an Administrator Request form (<http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp>). Once ADEC 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. Assigns and maintains stationary source e-signer for creating, editing and submitting compliance forms bound to a particular air quality permit.
4. 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.
5. Assigns and maintains stationary source document editor(s) for creating and editing compliance reports bound to a particular air quality permit.

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 ADEC 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 ADEC, 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. The level of responsibility should be that meet the definition of a responsible official.

Main Responsibilities

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

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

One user may 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.

Step 2. Setting up a User

Alaska Department of Environmental Conservation
DIVISION OF AIR QUALITY

You Are Here: DEC / Air Quality / AOS / Portal / Individual / Organization / User Admin

Hello, nattinee8888
Sign Out

Delta Western LLC

Select User to Edit OR **CREATE NEW USER (Not already in list)** **2**

☐ Show Portal Users Only

Show **All** entries

NAME (LAST, FIRST)	ORGANIZATION/S	TITLE	MYALASKA USERNAME	PORTAL USER
Nipata, Natt 1	Delta Western LLC	Tester	nattinee8888	☒

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

Alaska Department of Environmental Conservation
DIVISION OF AIR QUALITY

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User Admin

Hello, nattinee8888
Sign Out

Delta Western LLC

User Detail

Permittee Portal User ☒ Yes ☐ No

myAlaska Username

Note: Once a user has logged in successfully, the myAlaska Username cannot be changed. For further information, please email DEC.AQ.AOShelp@alaska.gov.

First Name

Middle Initial

Last Name

Title

Work Address Line 1

Work Address Line 2

Work City

Work State

Work Zip

Work Email

Work Number

Mobile Number

Will be used as contact number.
Required for some portal applications and reports.

1. **Enter User's Name and myAlaska Username:**

myAlaska Username: User's registered myAlaska username.

NOTE: This **myAlaska Username** must exactly match the **myAlaska username** as stated on the application. Any misspellings or mismatch in case/font will result in the user not being able to log into Air Online Services. Required field

First Name: User's first name. 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. Required field

Title: User's title or position. Required field

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

Work Address Line 1: User's primary work address. Required field

Work Address Line 2: User's secondary work address.

Work City: User's work city. Required field

Work State: User's work state. Required field

Work Zip: User's work Zip. Required field

Work Email: User's work email. Required field

Work Number: User's work number. Required field

Required for some portal applications and reports.

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

3
Role Type
---ROLE TYPE---
Source Web Administrator
Web Document Editor
Web e-signer
Stationary Source
4
---ORGANIZATION---
(MG1 & OBR Permits)
Dutch Harbor Bulk Plant
(All Permits Except MG1 & OBR)
5
Add Role

ORGANIZATION	STATIONARY SOURCE	ROLE	EXPIRATION	EXPIRE *
None				

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

6
Save User Cancel Changes

3: Enter and Configure User Roles:

Roles Type: Drop down list contains the available roles that may be assigned to the selected user.

4: Set up User Access:

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

5: Add Role

Adds the selected role for a particular stationary source from the **Roles** drop down list and allows organization administrator to set an **expiration date** to limit user's time. After set expiration date, this user will no longer have the privileges of this role. Select expiration date, by clicking on the calendar image and select a date. Expiration date can be left empty by clicking the update link. 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 ensure the assigned role is not used pass the period it is 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

Duplicate New User

If a “new” user’s myAlaska account already exist then a possible match will appear. If it is a match click the **SELECT** radio 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	Home Contact Info
1122 Test Street Juneau, AK 99801 Email: nattinee.nipataruedi@alaska.gov	Juneau, AK 99801

Select Match

Cancel

Invalidate a Compromised myAlaska Login for an Existing User

This is 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 a “receipt” email message and payment confirmation (if applicable). The automated messages 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 web documents, start at the Organization Home page and select either a stationary source or a non-stationary source permit from the permits or applications grid.

Alaska Department of Environmental Conservation
DIVISION OF AIR QUALITY

You Are Here: [DEC](#) / [Air Quality](#) / [AQS](#) / [Portal](#) / [Individual](#) / [Organization Home](#)

Hello, nattinee888
Sign Out

Organization Home

Delta Western LLC

Your Roles:
Organization Web Administrator

STATIONARY SOURCES (CLICK TO SELECT)

Delta Western, LLC, Sitka
Oillingham Bulk Plant
Dutch Harbor Bulk Plant
Haines Bulk Plant
Haines II Bulk Plant
Juneau Bulk Fuel Plant
Naknek Bulk Plant
POA Bulk Terminal Delta Western
St. George Bulk Fuel Plant
Yakutat Bulk Fuel Plant

Showing 1 to 10 of 10 entries

APPROVED permits (OBR and MG1 only)

PERMIT ID (CLICK TO SELECT)	PERMIT TYPE	PERMIT STATUS
None		

LINKS

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

Step 2: To view reports bound to a stationary source you will need to navigate to that stationary source's home page. It will list the stationary source's approved permits and any pending permit applications.

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. No reports will be bound to a pending application.

Stationary Source Home Sign Out

Delta Western LLC / Dutch Harbor Bulk Plant

Your Roles:
Web E-Signer

APPROVED permits (all except OBR and MG1)

PERMIT ID (CLICK TO SELECT)	PERMIT TYPE	PERMIT STATUS
AQ0806PL101P 2	Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1)	Active

Showing 1 to 1 of 1 entries

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

ID	TYPE	Rec'd	Rec'd Via	CERTIFIED BY	ATTACHMENTS
None					

LINKS

- User Admin
- Org Admin Help
- Emission Inventory
- Docs & Forms

Documents submitted online will display the hyperlink to that document, submittal data, and signed by the E-Signer (certified by). 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.

Permit Home Sign Out

Organization: Delta Western LLC
Stationary Source: Dutch Harbor Bulk Plant
Permit ID: AQ0806PL101P
Permit Type: Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1)
Application Received: 4/22/2003
Issued: 6/24/2003
Effective: 6/24/2003
Expires:
Permit Status: Active

APPROVED revisions/amendments

REVISION NUMBER	REVISION/AMENDMENT TYPE	Rec'd	Rec'd Via	SUBMITTED BY	ISSUED
None					

FINAL, OFFICIAL reports (green highlight - past week)

Show 10 entries

REPORT TYPE	Rec'd	Rec'd Via	CERTIFIED BY	SCHEDULES	REVIEWED	ATTACHMENTS
Facility Operating Report (FOR) 4	4/23/2020	Web	Natt Nipata	Due: 4/30/2020 Period Start: 1/1/2020 Period End: 3/31/2020	Request DEL	Attachment 1
PL1 Fuel Usage Report	2/10/2020	Web	Donal Stone	Due: 1/31/2020 Period Start: 1/1/2019 Period End: 12/31/2019	2/19/2020	
Change of Responsible Party	11/8/2019	Email	Joel Lawrence		12/3/2019	

LINKS

- New Report
- User Admin
- Org Admin Help
- Emission Inventory
- Docs & Forms

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

Department of Environmental Conservation

Air Quality Division

Report Type: Facility Operating Report (FOR)

Permit Details

Organization: Delta Western LLC
Stationary Source: Dutch Harbor Bulk Plant
Permit ID: AQ0806PL101P
Permit Type: Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1)
Report ID: 16881648

Facility Operating Report (FOR) - Details

Due Date: 4/30/2020
Period Start Date: 1/1/2020
Period End Date: 3/31/2020

Notes/General Comments:
Testing

Attachments

Attachment #	File Name
1	EsignatureValidationForm4-2020.PDF

Report last saved on: 4/23/2020
By: Natt Nipata

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