Seafood Annual Report
Step-by-Step Guide

The Seafood Annual Report can now be submitted using the Division of Water's Online Application System. This document will guide you through this online process.

Seafood Annual Report

1 Go to the Division of Water's Wastewater Discharge Authorization home page at:

http://www.dec.state.ak.us/water/wwdp/index.htm

Select the "**Seafood Processing**" link under **Program Links**.

2

The Seafood Processing Waste home page contains links to the resources for permittees.

When you are ready to begin the online reporting process, click on the "**Seafood Annual Report Submit Online**" link under **HIGHLIGHTS**.

3

From the OASys home page, you can continue to your application by clicking the **"Continue to MyAlaska"** button.

TIP: OASys requires an active myAlaska account. If you do not have a myAlaska account, skip to step 5 below.

NOTE: If you have used a **myAlaska** account to apply for and e-sign a PDF then you already have an active myAlaska account.

4	Log in to your myAlaska account and skip to step 6 in this guidance.	

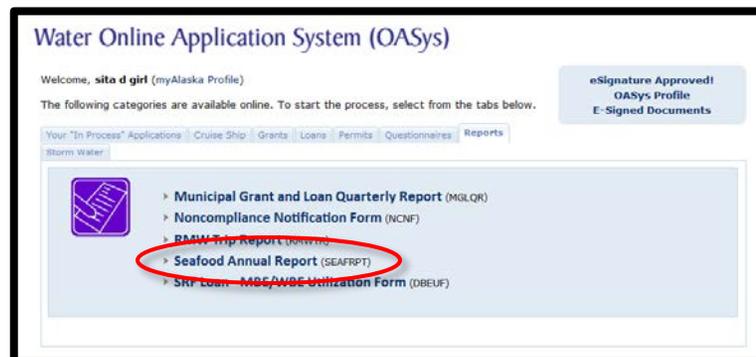| 5	If you don't have a **myAlaska** account, select the **"enroll at myAlaska"** link. You only need to create a myAlaska account once. Guidance for createing a new myAlaska account is available at: http://dec.alaska.gov/water/OASysHelp/attachments/myAK_Reg_guidance.pdf	

| 6	After successfully logging in to myAlaska, you will arrive at the Water Online Application system (OASys). Select the "**Reports**" tab.	
7	Select "**Seafood Annual Report**" from the available categories.	
8	A series of steps will take you through the application, asking for information pertinent to your project. Fill out the information on these pages as completely and thoroughly as possible.
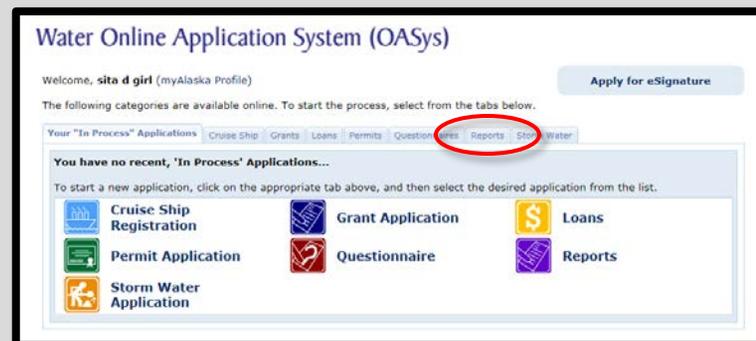
(Below you will find a few "Tips" that provide additional information regarding navigation of these steps.) | |
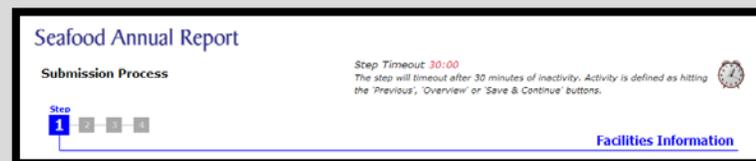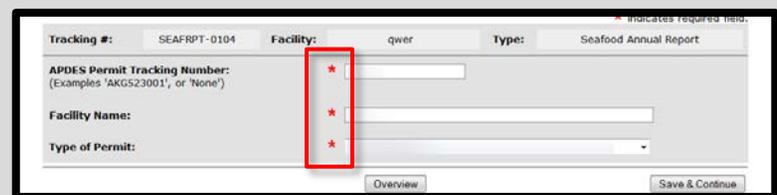
TIP The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.

TIP Any question with a red star (*) next to it is required

and must be completed before the current step can be completed.

TIP When you have finished a step, you can go to the next step by selecting the "**Save & Continue**" button at the bottom of the page.
**NOTE:** At any time, you can logout and your information will be saved, however changes made in the current step are not saved until you hit "**Save & Continue**".

TIP At any time, you can also select the **"Overview"** button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information from all steps and to edit previously entered information.
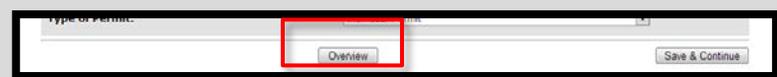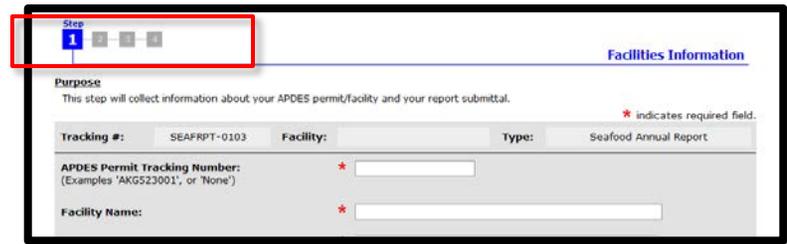
| T I P	If you need to **void** an online submittal (questionnaire, application, or report) that was entered in error, please send an email to: DEC.Water.OPAHelp@alaska.gov Please include the tracking number for the submittal needing to be voided.	
9	**Step 1** of the reporting process asks for information on which permit you are reporting on. Enter your permit's tracking number, facility name, and type of permit you are covered under then click **"Save & Continue"** to continue to the next step. Note: If you don't have a permit, type "None" for the tracking number.	
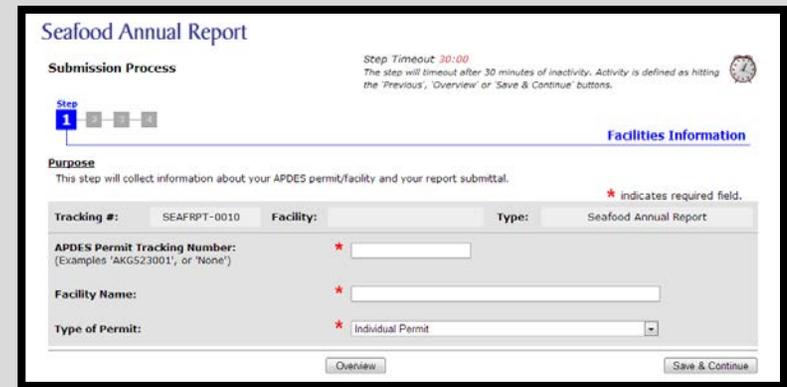
10

Step 2 of the reporting process collects contact information for the signatory authority (Certifier) and/or the annual report preparer (if different from signer). Please read the important certification information provided on this step.

Click the "**Add**" button to access the Contact Details window. You must enter contact information for all required persons before continuing.

TIP: You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.

In the Contact Details pop out window answer all required fields and click the **"Save"** button.

Once completed, click **"Save & Continue"** to move to the next step.
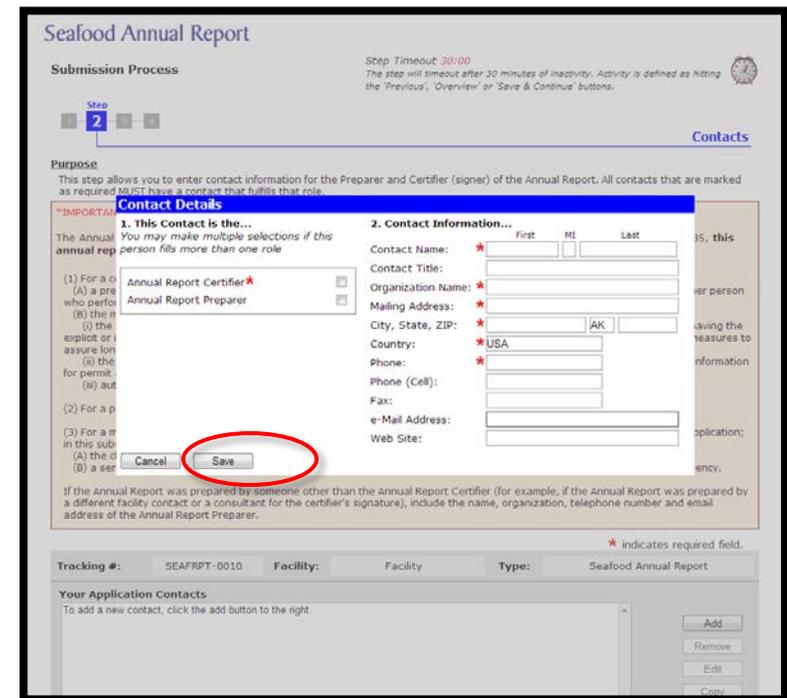
11 **Step 3** allows you to submit any attachments associated with your Seafood Annual Report, including the annual report form. Please read the directions carefully on this page.

The links at the top of the page open the General Permit documents, which includes information on the required attachments for your annual report. Click on the link pertaining to your permit type. If you have an Individual Permit, refer to it for required attachments for your annual report.

To attach a file:
- Click the **"Browse…"** button
- A file browser window will open. Select the file you want to upload then click the Open button. The name of the file you selected will appear next to the "Browse…" button.
- Select what kind of file it is from the drop-down menu and add a title and description.

Click **"Attach"** when you have all the information completed to submit your document.

12 Step 4 is the "**Overview**" page (last step). It gives you an opportunity to review and edit the information that you have entered so far.

To change any information in a section, select the "**edit**" button that corresponds to that section.
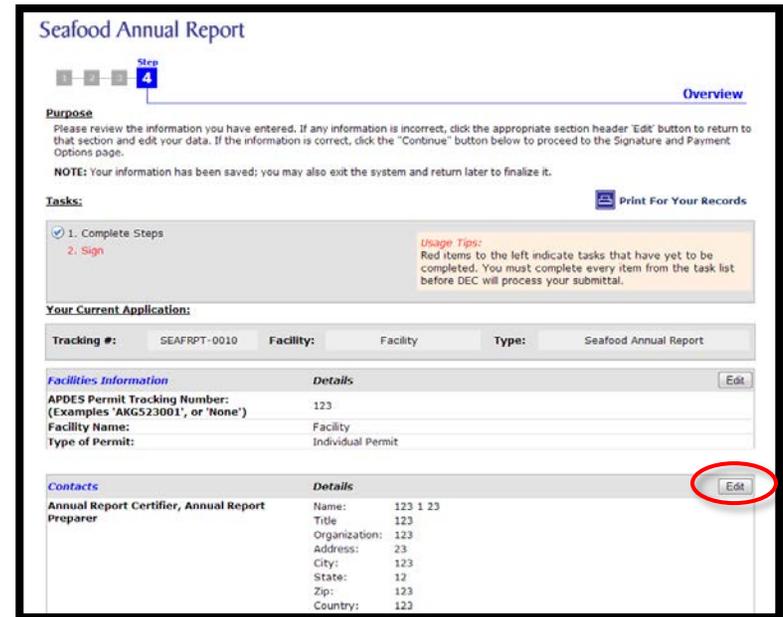
13 After all information is entered and you have finished adding all online attachments, you will need to sign and submit your report.

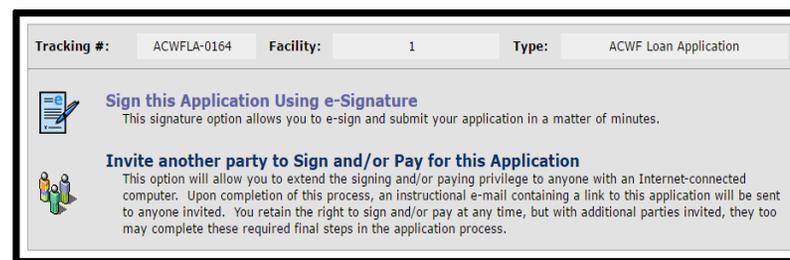A check will appear next to **"Complete Steps"** if the application is complete and ready to be signed.

To go to the **Final Steps** page, select the **"Sign"** link under tasks on the Overview page. You can also click on the **"Continue"** button at the bottom of the page.
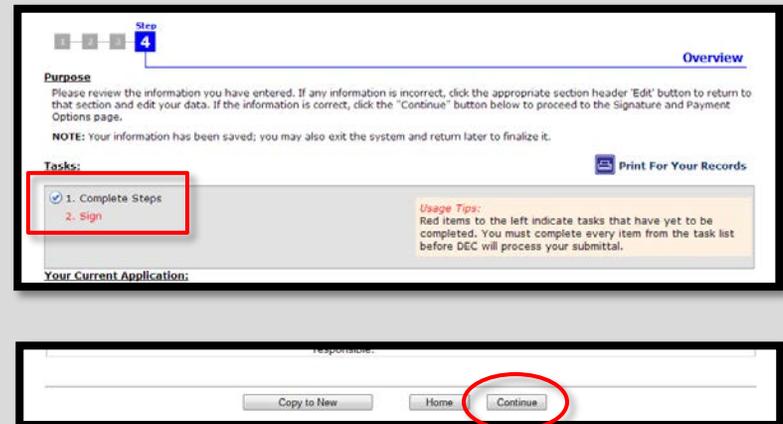
14

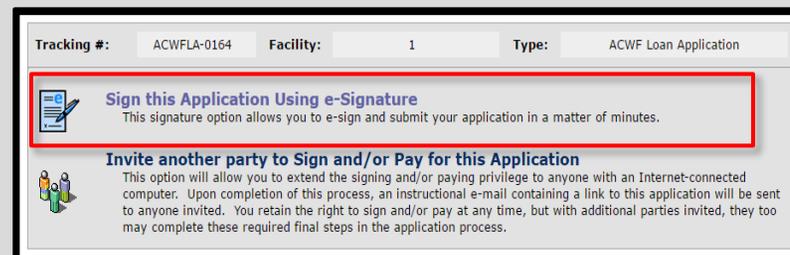The **"Final Steps"** page presents the options for signing your report.

To sign you application, you may:

- Sign using an e-Signature
  (Continue to step 15 of this guidance)
- Invite another party to sign your application
  (Skip to step 18 of this guidance)

| Tracking #: | ACWFLA-0164 | Facility: | 1 | Type: | ACWF Loan Application |

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes.

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

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

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

| Tracking #: | ACWFLA-0164 | Facility: | 1 | Type: | ACWF Loan Application |

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes.

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

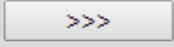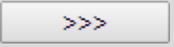|		
16	Check the box indicating that you agree with the Signing Agreement. To complete the signing process, click on the **"E-Sign in myAlaska"** button to continue to the Signing Ceremony.	
17	Enter your password and the answer to your secret question into the respective fields and click the "**sign and submit"** button. (Skip to step 23 of this guidance.)	

| 18	If you require another party to sign your report, select the "**Invite another party to Sign and/or Pay for this Application**" and proceed to the next step of this guide.	
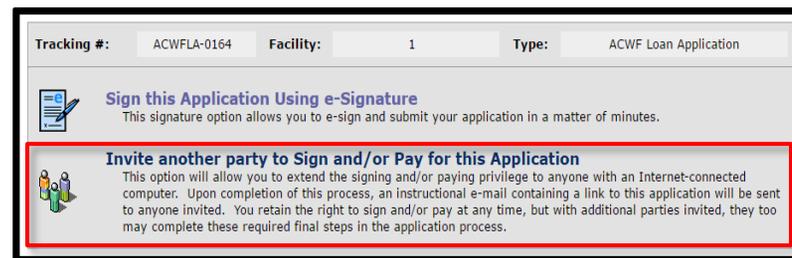
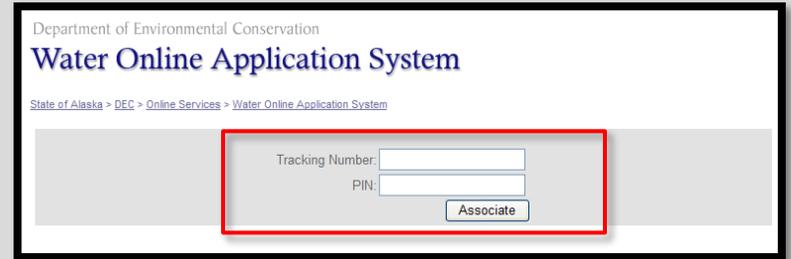| 19 | Select **Signer** from the available options then enter the email of your alternative signer into the box and click the >>> button to add that contact to the e-mail list.
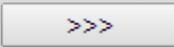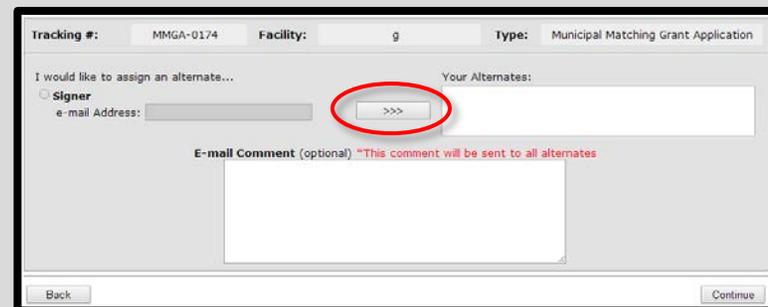
TIP: You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the >>> button after each contact.
Click the "**Continue**" button and an email will be sent to your invited alternate.

WARNING: You must click the >>> button to add the e-mail to the displayed list of alternates before clicking the "Continue" button or else they won't receive an e-mail. | |

| 20 | An instructional email containing a link to this application is sent to each alternate signer/payer allowing them to complete the final steps in the application process.
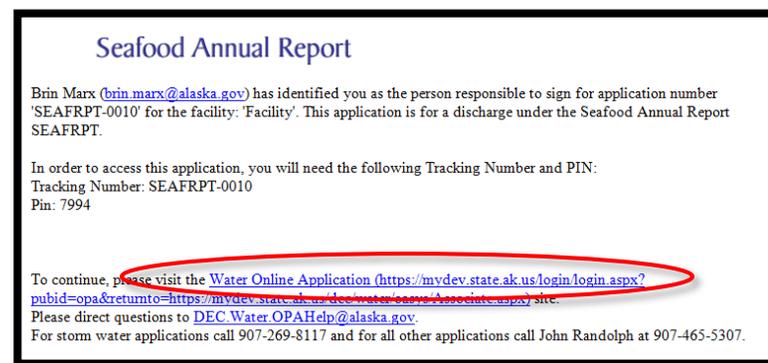
NOTE: The alternate signer will need to have a myAlaska account. | |

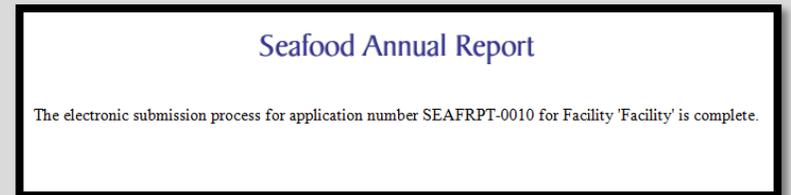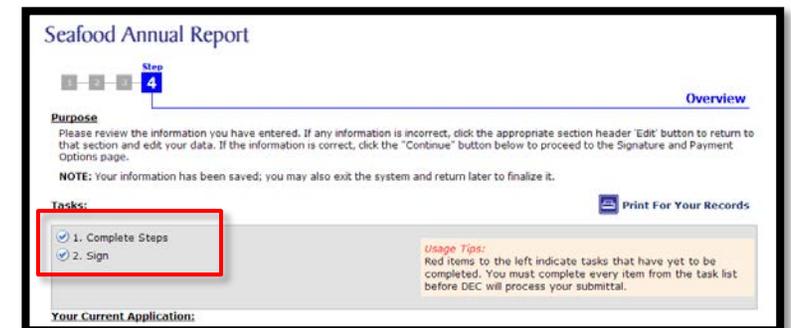| 21	After clicking on the link provided in the email, the alternate signer will login to OASys and enter the Tracking Number and PIN which are also provided in the email.	
22	Alternate signer will be taken to the **"Final Steps"** page. They will have the option to sign the application via e-signature as described above.	
23	After your application has been signed, you will receive an email certifying that your application was successfully signed and submitted.	
27	If you choose to return to the application in the Water Online Application System, the Overview step will display all tasks completed.	

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Highlighted Feature:
The **"Copy to New"** button allows you to create a new questionnaire of the same type that pre-populates with information from a previous questionnaire.

To copy previously submitted information, open your original submittal and select **"Copy to New"** at the bottom of the questionnaire overview page.

For assistance please call:

The Division of Water at 907-465-5180 or email DEC.Water.OPAHelp@alaska.gov