## **How to Set up an EDMS Account**

## 1. Go to the following website:

Home - EDMS (alaska.gov)

## 2. Click on "Create an account"



3. Register for MyAlaska Account



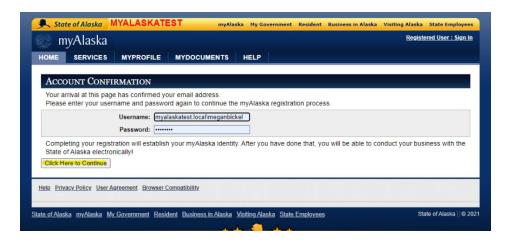
## 4. Register for Account

New Account	
Many applications require use of the same myAlaska account. If you have forgotten your user name or password use the following links to recover them:	
Forgot my Username Forgot my Password	
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:	<b>(</b>
Password:	
Verify Password:	
Secret Question:	- Select - V
Answer:	
Email Address:	<b>(</b>
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	

- 5. Fill out the information on the above new registration form.
  - a. Check the I accept the User Agreement
  - b. Click **Start Registration**
- 6. Next an email will be sent from myAlaska with an email verification link.

That will lead back to myAlaska site where you will sign in with the new credentials created.

a. Click on Click Here To Continue



- 7. You will be redirected back to the myAlaska site to use the same credentials to login.
  - a. Once logged into the myAlaska click on Services.
  - b. Scroll down and click on the **EDMS Permit Application and Reporting System**



- 8. Sign in to EDMS with the new, verified username and password.
- 9. Fill out the EDMS security questions.

Additional How to Guides can be found here: edms help (alaska.gov)