To Set up an EDMS Account

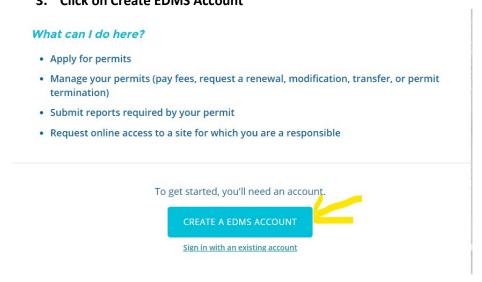
1. Go to the following website:

edms (alaska.gov)

2. Click on the blue "here" under EDMS (above the yellow box)

EDMS Click here for production system

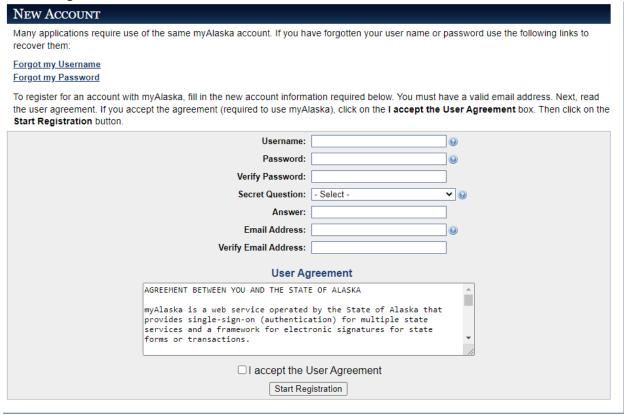
3. Click on Create EDMS Account



4. Register for MyAlaska Account



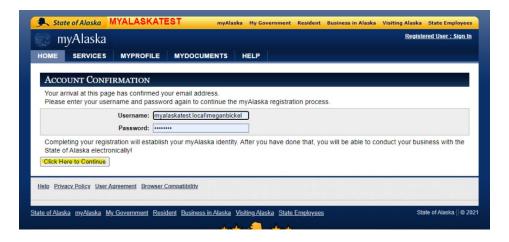
5. Register for Account



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

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

a. Click on Click Here To Continue



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

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- **Employment Security Tax**
 - Manage your business's Employment Security Tax filings
- Infant Learning Program

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