Processing DEC Water Validation Subscriber Agreements
QUICK REFERENCE

When an original, signed, and notarized DEC Water Validation subscriber agreement form is received in our office, complete the steps below.

Part 1: Validate User

1. Review the subscriber agreement form for completeness and authenticity (signature, first and last name, etc).
2. Scan the subscriber agreement and save as a PDF with existing filename standard:
   - "OASysIDXXXX_FirstLastName.pdf"; Example: 'OASysID7926_JayShearer.pdf'

NOTE: Historically, signed subscriber agreements were saved in the WIM directory: \\Jn-svrfile\groups\Water\ADMIN\WIM_DIV\OASys\OASys Application Processing\DEC Water Validation Subscriber Agreement Forms

3. File the original signed and notarized agreement document in locked file cabinet. If the document was received in Anchorage or Fairbanks, send to WIM in Juneau.
4. Open OASys Admin and select "User Search". Enter the **Subscriber Name** or **myAlaska Username** into search.
5. Review search results and select Username that matches the subscriber agreement form
6. The User Profile page will load. Confirm user information and click on Validation Status "Pending".
7. Validation Agreement page will load. Confirm subscriber agreement form GUID. Select "Upload Signed Agreement Document". Browse to file and upload.
8. Click on the Validate User button that is now visible. User's validation status is now "Valid".

Part 2: Add User to Organization with 'Signatory Official' role

1. Determine if Organization already exists. Complete the following:
   a. Select "Organization Administration" from main Menu.
   b. Enter Validated User's Company/Organization name from Subscriber Agreement Form and click Find.
2. If Organization already exists, complete the following:
   a. Open Org, add new org member, and give new org member role of Signatory Official and Administrator.
3. If Organization does not exist, complete the following:
   a. Click on Add New Organization at bottom of page
   b. Complete the add org form using the subscriber agreement form information as the Organization and Registrant information
   c. Click Save
4. Open org, add new org member, and give new org member roles of Signatory Official and Administrator.