

# ACWF and ADWF Loan Reimbursement Request

## Step-by-Step

The ACWF and ADWF Loan Reimbursement Request can be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

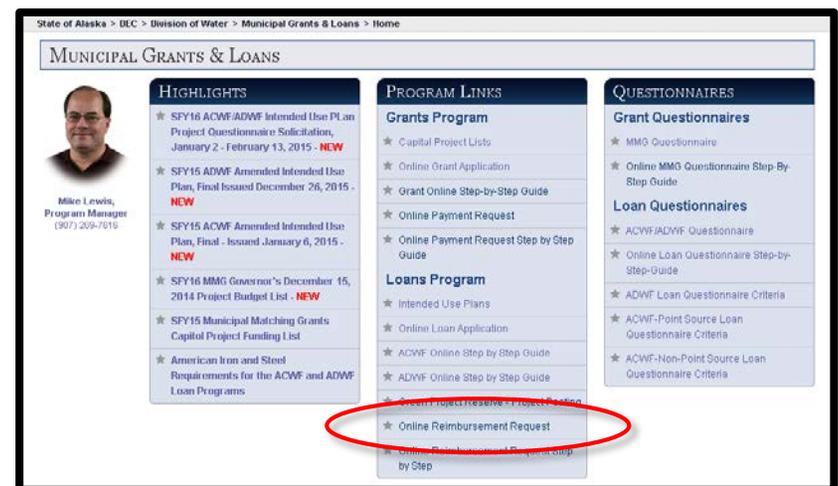
### ACWF/ADWF Loan Reimbursement Request

**1** The online Loan Reimbursement Request is located in the DEC's Water Online Application System (OASys).

To get to OASys, go to the Division of Water's Municipal Grants & Loans homepage:

<http://dec.alaska.gov/water/MuniGrantsLoans/index.htm>

Select the **"Online Reimbursement Request"** link under **Loans**.



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

If you do not have a myAlaska account, skip to step 4 below.



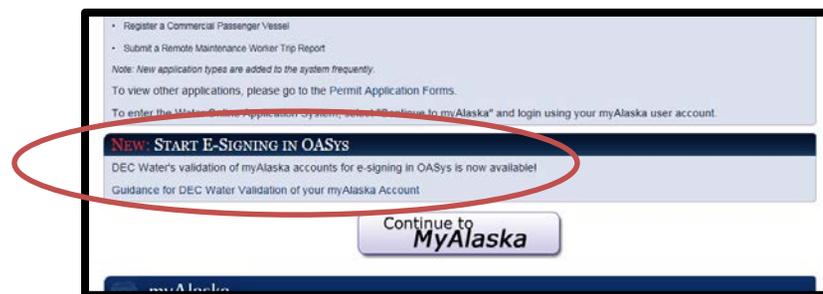
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## IMPORTANT SIGNING REQUIREMENT:

The Loan Reimbursement Request requires the "signer" to be **approved for e-signature**.

*Guidance for applying for e-signature (DEC Water Validation) is available from the OASys homepage:*

[http://dec.alaska.gov/water/OASysHelp/attachments/dec\\_water\\_validation\\_stepbystep.pdf](http://dec.alaska.gov/water/OASysHelp/attachments/dec_water_validation_stepbystep.pdf)



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If you have a myAlaska account, log in to OASys and skip to step 5 in this guidance.

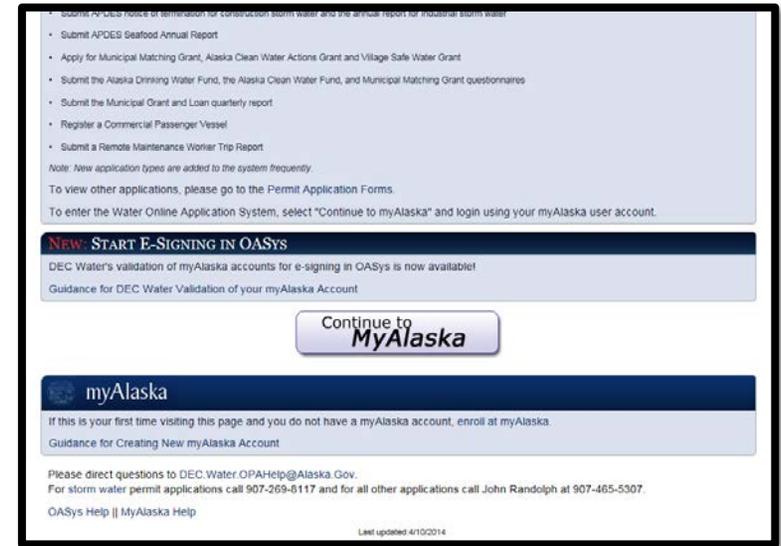


4

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 creating a new myAlaska account is available at:

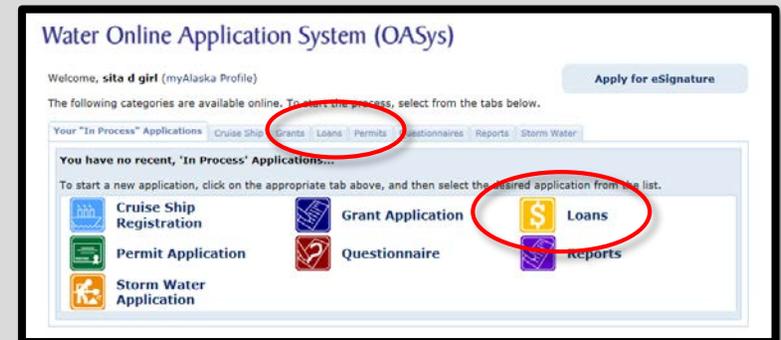
[http://dec.alaska.gov/water/OASysHelp/attachments/myAK\\_Reg\\_guidance.pdf](http://dec.alaska.gov/water/OASysHelp/attachments/myAK_Reg_guidance.pdf)



5

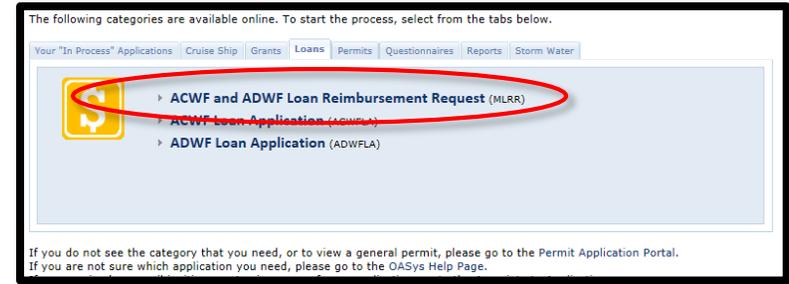
After successfully logging in to myAlaska, you will arrive at the Water Online Application system.

Select the "Loans" tab or if you have no recent applications, "Loans" from the list.



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Select “ACWF and ADWF Loan Reimbursement Request” from the available categories.

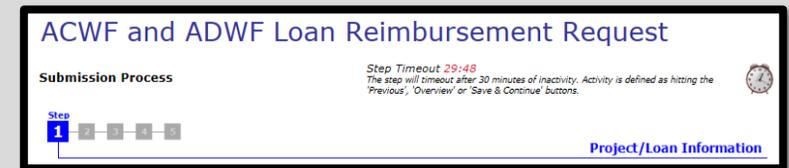


7

A series of steps will take you through the Reimbursement Request, asking for information pertinent to your request.

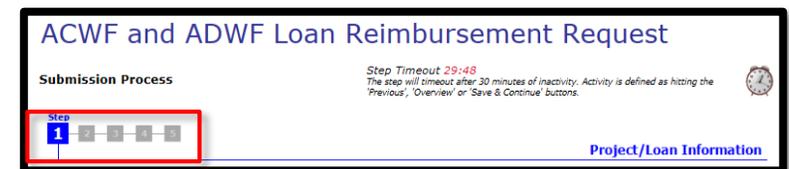
Fill out the information on these pages as completely and thoroughly as possible.

*(Below you will find a few “Tips” that provide additional information regarding navigation of these steps.*



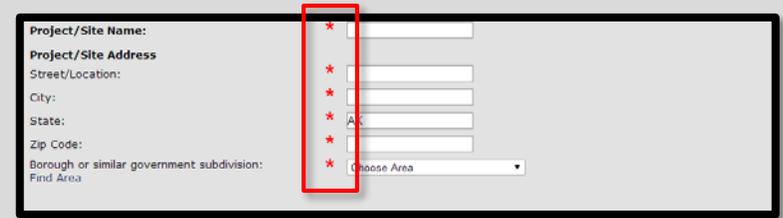
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The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.



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Any question with a red star (\*) next to it is required and must be completed before the current step can be completed.



A screenshot of a web form titled "Project/Site Name:" and "Project/Site Address". The form contains several input fields: "Street/Location:", "City:", "State:", "Zip Code:", "Borough or similar government subdivision:", and "Find Area:". Each of these fields has a red star (\*) next to it, indicating that they are required. A red rectangular box highlights the column of red stars.

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When finished with a step, go to the next page by selecting the "Save & Continue" button in the lower right corner.

**NOTE:** At any time, you can logout, and your information will be saved, however changes to the current page are not saved until you hit "Save & Continue".



A screenshot of a web page titled "Projected Disbursements for next 3 Quarters:". The page has a navigation bar with buttons for "Overview", "Save & Continue", and "Logout". The "Save & Continue" button is circled in red. Below the navigation bar, there is a status bar that reads "OASys version 8.0.0 - Build Date: 05/15/2014 05:07 PM" and a "(help?)" link.

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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.



A screenshot of a web page titled "Projected Disbursements for next 3 Quarters:". The page has a navigation bar with buttons for "Overview", "Save & Continue", and "Logout". The "Overview" button is circled in red. Below the navigation bar, there is a status bar that reads "OASys version 8.0.0 - Build Date: 05/15/2014 05:07 PM" and a "(help?)" link.

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**Step 1** asks for information about your project and loan.

After entering your Payment Request number, select your entity/organization name from the select list.

Select the appropriate Loan Number/Project Name from the list available on file for your entity.

When you have completed all questions in this step, click the "**Save & Continue**" button to move on to the next step.

**ACWF and ADWF Loan Reimbursement Request**

Submission Process Step Timeout: 28:24  
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 [ ] [ ] [ ] [ ] [ ]

**Project/Loan Information**

**Purpose**  
This step will collect information about your project for your ACWF and ADWF Loan Reimbursement Request. \* indicates required field.

Tracking #: MLRR-0283 Facility: Type: ACWF and ADWF Loan Reimbursement Request

Payment Number: \* [ ]  
 Entity/Organization: \* Select [ ]  
 Loan Number and Project Title: \* Select [ ]

Loan period covered under this Payment Request:  
 Begin Date: \* [ ] [ ] [ ] [ ] [ ] [ ]  
 End Date: \* [ ] [ ] [ ] [ ] [ ] [ ]  
 What approximate percent complete is the subject project currently? \* [ ] %  
 Is this the Final Pay Request? \*  Yes  No

Overview Save & Continue

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**Step 2** collects the summary of expenses claimed.

**First**, use the "Current Expense Report" link provided in order to reference awarded loan amounts and past expenses requested.

**Next**, enter the **current expense** amounts for this request for each cost category that is applicable.

**Total Expenses** are automatically calculated and displayed as "Amount this Request".

Click the "**Save & Continue**" button to move on to the next step.

**ACWF and ADWF Loan Reimbursement Request**

Submission Process Step Timeout: 28:39  
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 2 [ ] [ ] [ ] [ ] [ ]

**Summary of Costs**  
\* indicates required field.

Tracking #: MLRR-0283 Facility: 445201, WWTP Jet Truck & Septage Receiving Type: ACWF and ADWF Loan Reimbursement Request

Please use the "Current Expense Report" link provided in order to reference awarded loan amounts and past expenses requested.

[Current Expense Report](#)

**Current Expenses**

Administration: [ ]  
 Engineering Design: [ ]  
 Engineering Construction: [ ]  
 Construction: [ ]  
 Equipment: [ ]

Other Expense Type: Select [ ]  
 Amount this Request: [ ]

Other Expense Type: Select [ ]  
 Amount this Request: [ ]

Other Expense Type: Select [ ]  
 Amount this Request: [ ]

Total Other Reimbursements: 0.00

**Amount this Request:** 0.00

Previous Overview Save & Continue

# 10

**Step 3** in the process allows you to review the loan reimbursement requested amounts with total previously requested amounts.

Use the "Requested Expense Report" link provided in order to reference awarded loan amounts and past expenses requested.

Click the "**Save & Continue**" button to move on to the next step.

## ACWF and ADWF Loan Reimbursement Request

**Submission Process** Step Timeout: 28:16  
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 3 Request Review

**Purpose**  
Please review grant pay request information. \* indicates required field.

Tracking #: MLRR-0283    Facility: 445201, WWTP Jet Truck & Septage Receiving    Type: ACWF and ADWF Loan Reimbursement Request

Please use the "Requested Expense Report" link provided to review how this expense calculates with current grant information.

[Requested Expense Report](#)

Previous    Overview    Save & Continue

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**Step 4** in the process collects the contact information.

Click "**Add**" and the "Contact Details" window will pop open. You must enter contact information for all required persons before continuing.

Enter in the required contacts then click the "**Save**" button.

Click the "**Save & Continue**" button to move on to the next step.

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

**ACWF and ADWF Loan Reimbursement Request**

**Submission Process** Step Timeout: 29:51  
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 4 Contact

**Purpose**  
Please enter contact information for all required persons before continuing.

**1. This Contact is the...**  
You may make multiple selections if this person fills more than one role

Tracking #:  Signatory Official\*  
 Loan Recipient\*  
 Payee (if different from Loan Recipient)

**2. Contact Information...**

Contact Name: \*  First  MI  Last  
Contact Title:   
Organization Name: \*   
Mailing Address: \*   
City, State, ZIP: \*       
Country: \* USA  
Phone: \*   
Phone (Cell):   
Fax:   
e-Mail Address:   
Web Site:

Cancel    Save

Previous    Overview    Save & Continue

# 12

**Step 5** allows you to submit any required or optional attachments online.

Please read the directions carefully on this page.

To attach a file:

- Click the **"Browse..."** button
- A file browser window will open. Select the file you want to upload then click the  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.

Click **"Save & Continue"** to continue to the next step.

**NOTE:** Attachments may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

Address:

Department of Environmental Conservation  
410 Willoughby Avenue  
P.O. Box 111800  
Juneau, AK 99811-1800

The screenshot shows the 'ACWF and ADWF Loan Reimbursement Request' web application. At the top, it says 'Submission Process' with a 'Step Timeout 29:30' and a note: 'The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the Previous, Overview or Save & Continue buttons.' A progress bar shows five steps, with step 4 highlighted. A link for 'Attachments' is visible. Below this is the 'Purpose' section, which states: 'This step will allow you to electronically submit any supporting documents. Please note that a delay in processing might result if you choose not to attach the required documents to this online request.' A table below shows tracking information: Tracking #: MLRR-0056, Facility: test 1111 333333, Type: ACWF and ADWF Loan Reimbursement Request. A 'Usage Tip' section provides instructions on how to use the file upload feature, including a 20MB file size limit. The 'Required Attachments' section lists 'Invoice(s)' as a required attachment. The 'Attach a file' section contains a 'File:' input field with a 'Browse...' button, a 'Type:' dropdown menu set to 'Invoice(s)', a 'Title:' input field, and a 'Description:' text area. An 'Attach' button is located below these fields. At the bottom, there are 'Previous', 'Overview', and 'Save & Continue' buttons.

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Step 6, the "Application Overview" page (last step), 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.

**Your Current Application:**

Tracking #: MLRR-0056    Facility: test 1111 333333    Type: ACWF and ADWF Loan Reimbursement Request

**Project/Loan Information**    *Details*    [Edit](#)

Payment Number: 1111  
 Project Title: test  
 Loan Number: 333333  
 Entity/Organization: entity oand org  
 What approximate percent complete is the subject project currently?: 55  
 Is this the Final Pay Request?: Yes

**Summary of Costs**    [Edit](#)

COST CLASSIFICATION	Total Loan Amount	Previous Reimbursements	Amount of this Request	Total Reimbursements	Balance Remaining
1. Administration	\$	\$	\$	\$0	\$0
2. Engineering Design	\$	\$	\$	\$0	\$0
3. Engineering Construction	\$	\$	\$	\$0	\$0
4. Construction	\$	\$	\$	\$0	\$0
5. Equipment	\$	\$	\$	\$0	\$0
6. Other Expenses:	\$	\$	\$	\$0	\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Contact**    *Details*    [Edit](#)

Signatory Official, Loan Recipient    Name: test test  
 Title: test  
 Organization: test  
 Address: test  
 City: test  
 State: AK  
 Zip: test  
 Country: USA  
 Phone: test  
 Cell:  
 Fax:  
 Email:  
 Website:

**Attachments**    *Title (Type), Description*    [Edit](#)

Buttons: Void, Copy to New, Home, Continue

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After all information is entered and you have finished adding all online attachments, you will need to sign and submit your application.

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

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

Progress bar: Step 10 (Overview)

**Purpose**

Please review the information you have entered. If any information is incorrect, click the appropriate section header "Edit" button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

**NOTE:** Your information has been saved; you may also exit the system and return later to finalize it.

**Tasks:**    [Print For Your Records](#)

- 1. Complete Steps
- 2. Sign

*Usage Tips:*  
 Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

**Your Current Application:**

**Attachments**    *Title (Type), Description*    [Edit](#)

Buttons: Copy to New, Home, Continue

(help?)    OASys version 6.0.0 - Build Date: 05/21/2014 09:08 AM    Home    Logout

# 55

The "Final Steps" page gives you the signature options available for signing your application.

- Sign this Application Using e-Signature (continue to step 15 in this guide)
- Invite another party to Sign and/or Pay for this Application (skip to step 18 in this guide)

**Final Steps**

**Purpose**  
 Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes **before** submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

**Current Status:** Completed and Not Signed

Please Note: Your application will not be processed unless it has been signed!

<b>Tracking #:</b>	MMGRP-0117	<b>Facility:</b>	test project	<b>Type:</b>	Municipal Matching Grant Request for Payment
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 **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.

Cancel Overview

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

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

**Final Steps**

**Purpose**  
 Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes **before** submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

**Current Status:** Completed and Not Signed

Please Note: Your application will not be processed unless it has been signed!

<b>Tracking #:</b>	MMGRP-0117	<b>Facility:</b>	test project	<b>Type:</b>	Municipal Matching Grant Request for Payment
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 **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.

Cancel Overview

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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.

DEC Online Application System (OASys)

**Signing Agreement**

By selecting the "I agree with the above statement" box, entering my myAlaska password, and clicking on E-Sign, I:

- 1) certify that, to the best of my knowledge, and belief that the amount of this reimbursement is in accordance with the terms of the grant offer; that this request for payment represents the correct ADEEC Grant share due which has not been previously paid; and that the work has been completed in accordance with approved Plans and Specifications.
- 2) certify that I am John Randolph as identified by the myAlaska identity verification system;
- 3) agree that I am signing this Municipal Matching Grant Request for Payment, MMGRP-0117 and
- 4) agree that I intend to be bound by the electronic record of this Municipal Matching Grant Request for Payment and the electronic record of this signature.

I agree with the above statement

Back E-Sign in myAlaska

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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 in this guidance.)

Return to DEC Water Online Application System (OASys)

**SIGNING CEREMONY**

By using your electronic signature to sign this document, you legally bind yourself to it to the same extent as you would by signing a paper copy of the document.

Please take a moment to verify that the document you are about to electronically sign is in a readable format, and is an accurate copy of the electronic document you submitted.

This is important because, under Alaska law, criminal penalties apply for falsely certifying a document. If you submit information that you know is false, you could face imprisonment, fines, or both.

You are legally obligated to protect the security of your myAlaska electronic signature. That means you cannot share your myAlaska password with anyone else - even a family member - or let anyone else use your myAlaska electronic signature. If you discover any evidence that anyone else has used your electronic signature or gained access to your password, you must report it promptly to the [myAlaska Help Center](#).

**Document Details**

Title: Offshore Seafood General Permit  
Description: OFSH-0143 - gh  
Department: Alaska Department of Environmental Conservation  
Division: Division of Water  
Size: 19394 bytes  
Certified Date:

[View Document](#)

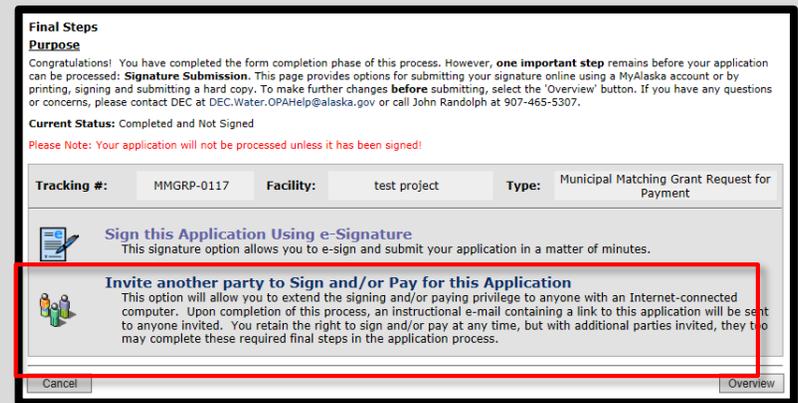
Password:

What was the last name of your third grade teacher?

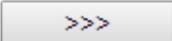
Sign and Submit Cancel

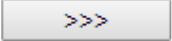
# 19

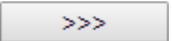
If you require another party to sign for your application, select the **“Invite another party to Sign and/or Pay for this Application”** from the **“Final Steps”** Page.

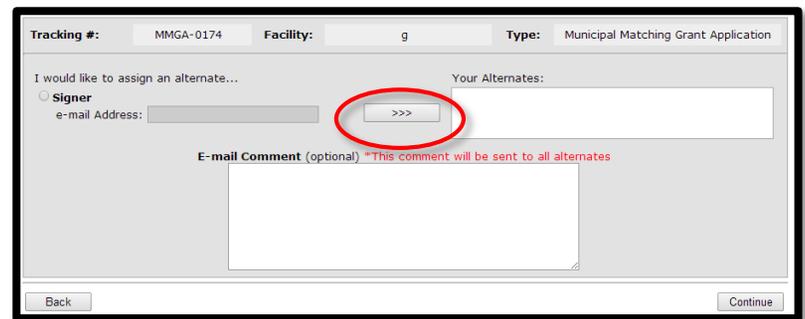


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On the next page, select **“Signer”** from the list of options and enter the email of your alternative signer into the box, then click the  button to add that contact to the e-mail list.

**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 to complete the step and invite another signer.

**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.



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An instructional email containing the tracking number, PIN, and a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process.

**NOTE:** The alternate signer will need to have a myAlaska account.

John Randolph ([john.randolph@alaska.gov](mailto:john.randolph@alaska.gov)) has identified you as the person responsible to sign for application number 'MMGRP-0117' for the facility: 'test project'. This application is for a discharge under the Municipal Matching Grant Request for Payment MMGRP.

In order to access this application, you will need the following Tracking Number and PIN:  
 Tracking Number: **MMGRP-0117**  
 Pin: **1498**

[john.randolph@alaska.gov](mailto:john.randolph@alaska.gov) sent you the following comments:  
 blah

To continue, please visit the [Water Online Application \(https://test.dec.alaska.gov/applications/water/oasys/Associate.aspx\)](https://test.dec.alaska.gov/applications/water/oasys/Associate.aspx) site. Please direct questions to [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov). For storm water applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

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After clicking on the link provided in the email, the alternate payer will login to OASys and enter the **Tracking Number** and **PIN** (also provided in the email).

Department of Environmental Conservation  
**Water Online Application System**

State of Alaska > DEC > Online Services > Water Online Application System

Tracking Number:   
 PIN:

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The alternate signer will be taken to the “Final Steps” page, giving them the opportunity to e-sign (if validated) your **Loan Reimbursement Request**. (See step 23)

**Final Steps**  
**Purpose**  
 Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes **before** submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov) or call John Randolph at 907-465-5307.

**Current Status:** Completed and Not Signed  
 Please Note: Your application will not be processed unless it has been signed!

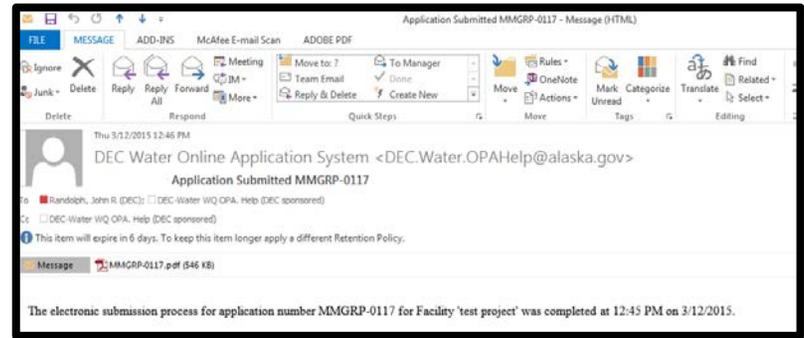
<b>Tracking #:</b>	MMGRP-0117	<b>Facility:</b>	test project	<b>Type:</b>	Municipal Matching Grant Request for Payment
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 **Sign this Application Using e-Signature**  
 This signature option allows you to e-sign and submit your application in a matter 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.

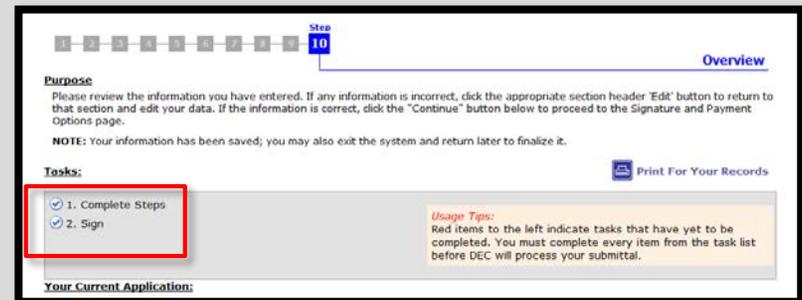
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When your Loan Reimbursement Request has been signed and submitted, you will receive a confirmation email.



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If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.



For assistance with the online process, please contact the  
Division of Water at 907-465-5180 or email  
DEC.Water.OPAHelp@alaska.gov