

Part 2

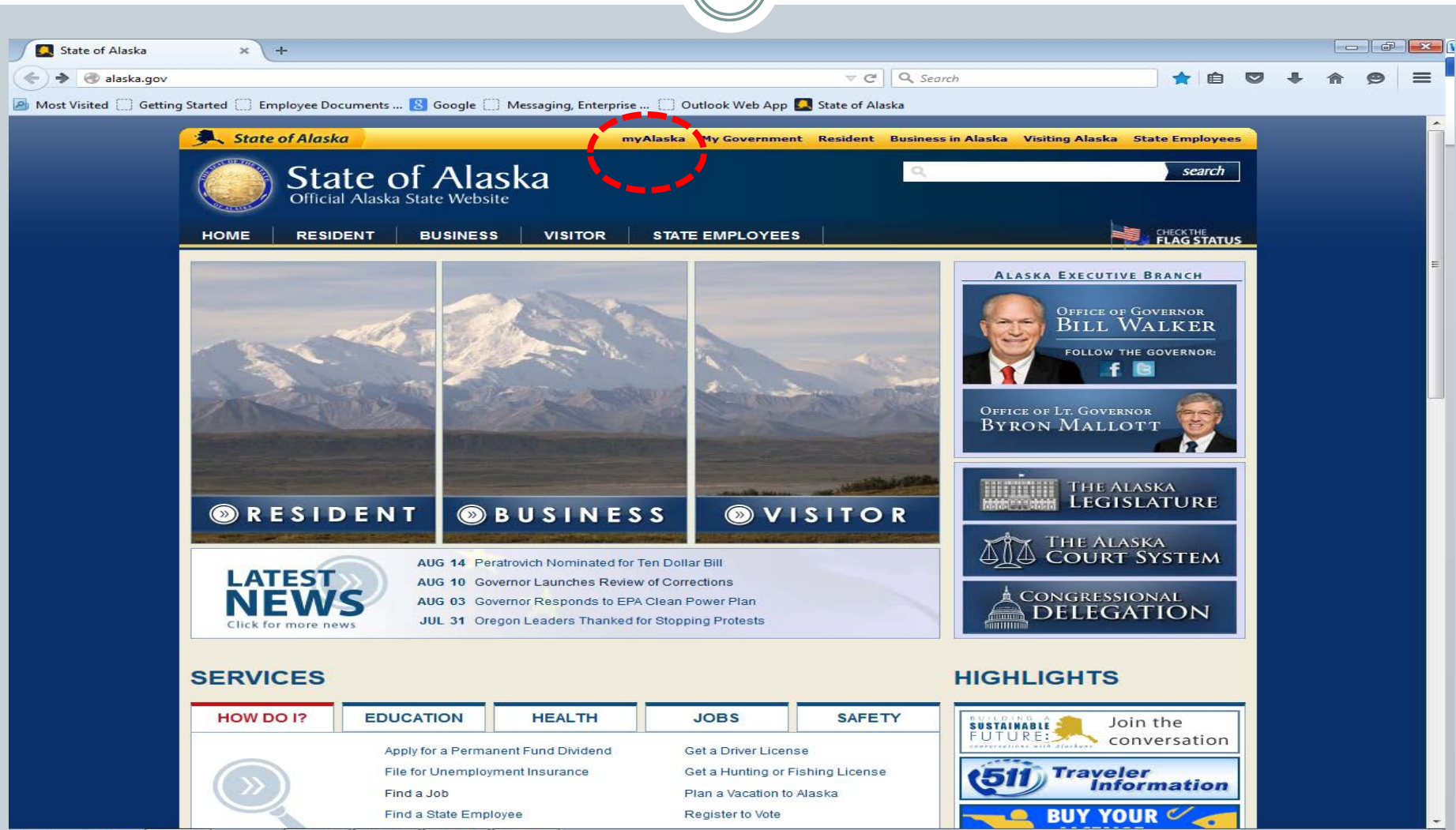
Setting up an account to file electronically



In this section you will learn how to set up an account in myAlaska to be able to file your POFD electronically.

Where do I start?

First, go to myAlaska



The screenshot shows the State of Alaska's official website. The browser's address bar displays 'alaska.gov'. The top navigation bar includes links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. The 'myAlaska' link is highlighted with a red dashed circle. Below the navigation bar, the main content area features a large banner with three panels for 'RESIDENT', 'BUSINESS', and 'VISITOR'. To the right, there are sections for the 'ALASKA EXECUTIVE BRANCH' (Office of Governor Bill Walker and Office of Lt. Governor Byron Mallott), 'THE ALASKA LEGISLATURE', 'THE ALASKA COURT SYSTEM', and 'CONGRESSIONAL DELEGATION'. A 'LATEST NEWS' section is also present. At the bottom, there are sections for 'SERVICES' (How Do I?, Education, Health, Jobs, Safety) and 'HIGHLIGHTS' (Building a Sustainable Future, 511 Traveler Information, Buy Your).

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska
Official Alaska State Website

HOME RESIDENT BUSINESS VISITOR STATE EMPLOYEES

ALASKA EXECUTIVE BRANCH

OFFICE OF GOVERNOR
BILL WALKER

FOLLOW THE GOVERNOR:

OFFICE OF LT. GOVERNOR
BYRON MALLOTT

THE ALASKA LEGISLATURE

THE ALASKA COURT SYSTEM

CONGRESSIONAL DELEGATION

LATEST NEWS
Click for more news

AUG 14 Peratrovich Nominated for Ten Dollar Bill
AUG 10 Governor Launches Review of Corrections
AUG 03 Governor Responds to EPA Clean Power Plan
JUL 31 Oregon Leaders Thanked for Stopping Protests

SERVICES

HOW DO I? EDUCATION HEALTH JOBS SAFETY

Apply for a Permanent Fund Dividend
File for Unemployment Insurance
Find a Job
Find a State Employee

Get a Driver License
Get a Hunting or Fishing License
Plan a Vacation to Alaska
Register to Vote

HIGHLIGHTS

BUILDING A SUSTAINABLE FUTURE:
Join the conversation
511 Traveler Information
BUY YOUR

myAlaska Log in



If you already have a myAlaska account sign in to it.

If you don't have a myAlaska account follow the instructions provided on the web site to create one and then sign in. See the process that follows.

If you don't have a myAlaska account

Click here to
register for
an account.



myAlaska - Welcome

https://my.alaska.gov

Apps Alaska Public Office... Fred Pryor Seminars... SOA-Webmail Imported From IE Imported Alaska Public Office... Administrative Log-on List Server- Listserv Pryor Arctic Office Products AKPAY-AKSAS Reset... New USD Log-In

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Registered User: Sign In

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

System Notifications

- The ACPE Student Aid Portal is currently not available through myAlaska. To login to the portal, please go to <http://acpe.alaska.gov>, or call 907-465-2962

myAlaska is a system for Secure Single Sign-on and Signature for Citizens, or, an authentication and electronic signature system allowing citizens to interact with multiple State of Alaska services through a single username and password.

Account Services

- Sign into myAlaska**
If you're already registered, sign in and begin using applications or manage your profile through the registered user portal.
- Register for a myAlaska Account**
It's quick, easy and provides the tools you need to start using myAlaska applications in just a few minutes.

Services for Individuals

- Alaska Background Check System**
Service to allow individuals to apply for and monitor fingerprint based criminal history checks for working in programs that are licensed and/or certified by the Department of Health and Social Services.
- Alaska Donor Registry**
Interface to allow Alaskans to manipulate their status and preferences on the Alaska Donor Registry.
- APOC - Disclosure Forms**
Reporting for Public Officials, Legislative Staff, Campaign Activity and Lobbying Reporting
- ARIES - Public Assistance**
Online Application that allows you to apply for medical assistance.
- Child support statements**
Child Support Case Financial Statements Online Service
- DED - Borrower Access**
Division of Economic Development - Borrower Access allows borrowers to view their loan information online.
- myPEDInfo**
View the status of this and prior year applications.
- myRnB - Retirement & Benefits Online Services**
Member Services, Employer Access, Direct Deposit Online, Benefits Enrollment
- Notary Commission Applications and Directory**
Find notaries, apply for commissions, update your commission information, order commission certificate copies and access notary data.
- Online Public Notices**
Alaskan citizen's source of information about activities of your state government.
- Pay Food Worker Card Fee**

You will be brought to this page



You will be required to fill in all the boxes here.

When done, check this button and then the “Start Registration” button.



The screenshot shows the 'myAlaska' website's 'New Account' page. At the top, there's a navigation bar with links like 'HOME', 'SERVICES', 'MYPROFILE', 'MYDOCUMENTS', and 'HELP'. Below this is a 'System Notifications' box. The main heading is 'NEW ACCOUNT'. The text explains that if a user has a previous account, they should not create a new one. It provides links for 'Forgot my Username' and 'Forgot my Password'. The registration instructions state that a valid email address is required, and the user must accept the 'User Agreement'. The form fields include: Username, Password, Verify Password, Secret Question (a dropdown menu), Answer, Email Address, and Verify Email Address. Below the form is a 'User Agreement' section with a scrollable text area containing the terms of service. At the bottom of the form, there is a checkbox labeled 'I accept the User Agreement' and a 'Start Registration' button. A red arrow points from the text on the left to the 'Start Registration' button.

You will be using myAlaska to file your forms in the future. **It is best if you write down your username and password. If you forget them, APOPC cannot help you retrieve them.**

And then to this page...



The screenshot shows a web browser window with the URL <https://my.alaska.gov/NewAccount.aspx>. The browser's address bar and tabs are visible at the top. The website header includes the "State of Alaska" logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. A "Registered User: Sign In" link is also present. Below the header is a navigation menu with links for HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. The main content area features a "System Notifications" box stating that the ACPE Student Aid Portal is unavailable and providing a link to <http://acpe.alaska.gov> or a phone number. Below this is a section titled "CONTINUE WITH NEW myALASKA ACCOUNT REGISTRATION" which explains that a confirmation email will be sent and provides instructions to check the email and follow the instructions. It also states that the user has 24 hours to complete the registration process. At the bottom of the page, there are links for Help, Privacy Policy, User Agreement, and Browser Compatibility, along with contact information for the Department of Administration, Enterprise Technology Services (ETS), and the myAlaska help desk.

myAlaska - New Account

<https://my.alaska.gov/NewAccount.aspx>

Apps Alaska Public Office... Fred Pryor Seminars... SOA-Webemail Imported From IE Imported Alaska Public Office... Administrative Log-on List Server- Listserv Pryor Arctic Office Products AKPAY-AKSAS Reset... New USD Log-In

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska Registered User: Sign In

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

System Notifications

- The ACPE Student Aid Portal is currently not available through myAlaska. To login to the portal, please go to <http://acpe.alaska.gov>, or call 907-465-2962

CONTINUE WITH NEW myALASKA ACCOUNT REGISTRATION

A confirmation email with instructions for continuing the registration process will arrive at the email address you provided.

Please check your email and follow the instructions provided there. If the confirmation email fails to appear in your inbox, please check your spam/junkmail.

You have **24 hours** to complete the steps outlined in that email or you will have to restart the registration process.

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration
Enterprise Technology Services (ETS)
Email: myalaska_help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || © 2015

You'll get an e-mail as below



Inbox - maria.bulfa@alaska.gov - Microsoft Outlook

File Home Send / Receive Folder View Add-Ins Enterprise Vault McAfee E-mail Scan Adobe PDF

New E-mail New Items Ignore Clean Up Delete Reply Reply All Forward More Delight Mells Team E-mail Reply & Delete To Manager Done Create New Move Rules OneNote Unread/Read Categorize Follow Up Find a Contact Address Book Filter E-mail Find

Search Inbox (Ctrl+E)

Flag Status: Unflagged (158 items, 95 unread)

myAlaska - myAlaska - Account Verification

This message was sent to you by a computer program, DO NOT REPLY to this message.
To continue with the registration process of your new myAlaska account, please verify your email address by visiting the following URL WITHIN 24 HOURS of registration:
...

info@neogov.com Requisition Created
Message From NEOGOV Insight

PLEASE DO NOT REPLY TO THIS EMAIL If you reply to this email, your reply will *NOT* be read. Instead, please contact the individual(s) listed at the bottom.

Dauphinai, Paul R... Your task re POFD
Maria,
Attached please find a draft training manual for filing a POFD. I'd like you to follow the instructions to file the following information to ensure the instructions are complete and clear.
File an initial report as an APOC commissi...

Mells, Delight K ... RE: Municipal Filing
Good to post. Thanks
From: Schwahn, Michael F (DOA)
Sent: Friday, August 21, 2015 11:49 AM

Schwahn, Michae... Municipal Filing
Good Morning,
The following Municipal Filing came in on August 21, 2015.
Tibbles, Matthew - Exemption Statement - Ketchikan Gateway Borough

Schwahn, Michae... RE: Municipal Filings
Posted and Saved
From: Mells, Delight K (DOA)
Sent: Friday, August 21, 2015 11:39 AM

Mells, Delight K ... RE: Municipal Filings
These are good to post, thanks!
From: Schwahn, Michael F (DOA)
Sent: Friday, August 21, 2015 10:32 AM

Schwahn, Michae... Candidate POFD
Good Morning,
We received the following POFD on August 21, 2015.
Eugene Smith

Schwahn, Michael ... Municipal Filings
Good Morning,
We received the following municipal filings on August 21, 2015

Mon 8/24/2015 2:35 PM 8...

Mon 8/24/2015 8:50 AM 9...

Fri 8/21/2015 1:19 PM 8...

Fri 8/21/2015 11:54 AM 1...

Fri 8/21/2015 11:49 AM 9...

Fri 8/21/2015 11:46 AM 1...

Fri 8/21/2015 11:39 AM 1...

Fri 8/21/2015 11:30 AM 2...

Fri 8/21/2015 10:32 AM 9...

August 2015

Mo Tu We Th Fr

27 28 29 30 31

3 4 5 6 7

10 11 12 13 14

17 18 19 20 21

24 25 26 27 28

31 1 2 3 4

Today

FW: DOA IRIS P C
1:00 PM - 4:00 PM
CONF JNU CED S

Wednesday

Check Compl

Check Depos

3 more appointments

Arrange By: ...

Type a new t...

Today

DOA ...

Munic...

Septe...

Follo...

Follo...

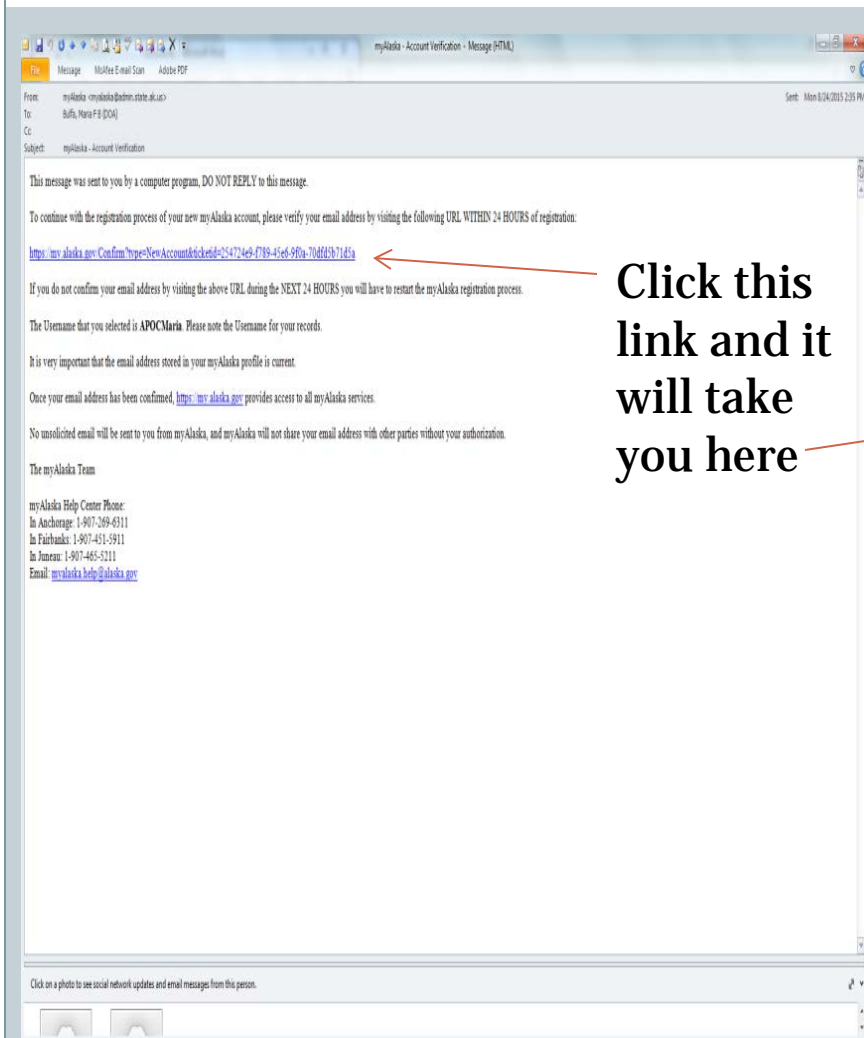
Micha...

Micha...

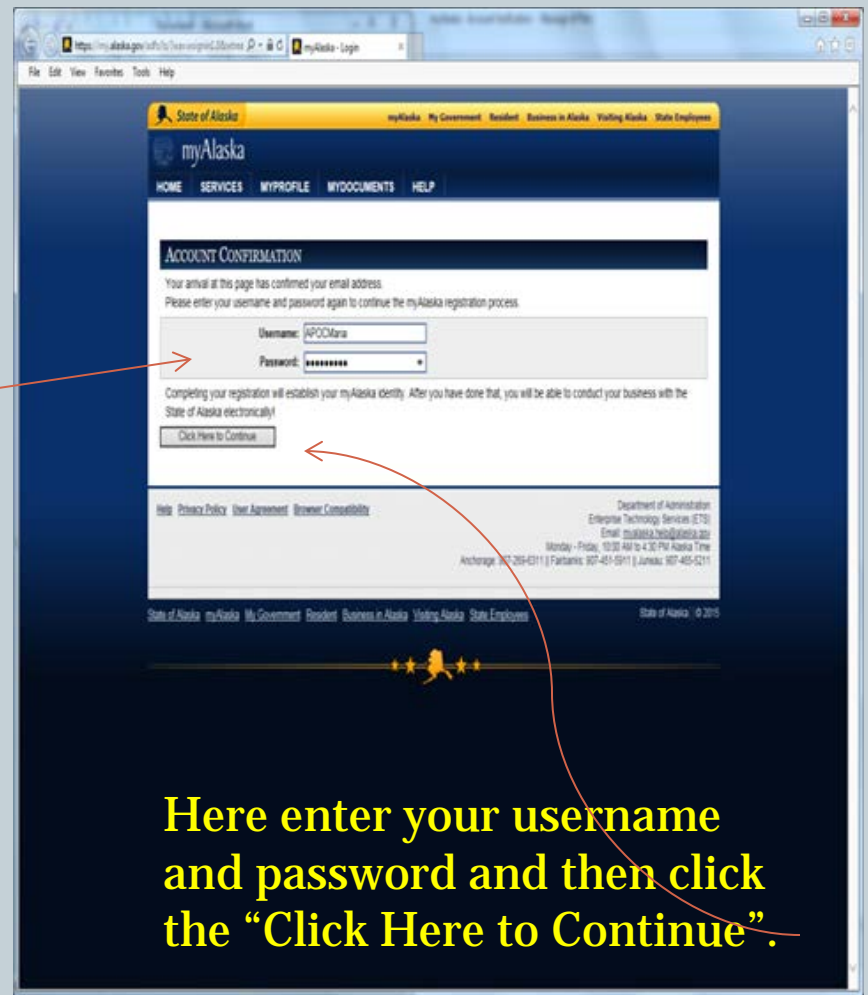
Items: 158 Unread: 95 Reminders: 10

This folder is up to date. Connected to Microsoft Exchange 100%

You'll need to open
this e-mail to
proceed.



Click this
link and it
will take
you here



Here enter your username
and password and then click
the "Click Here to Continue".

You'll end up here



You can select "Services" here, or select "View Your Services" here.

The screenshot shows the myAlaska user portal. At the top, there's a navigation bar with links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is a header with the myAlaska logo and a 'Signed in as APOCMaria: Sign Out' link. A navigation menu includes HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. The main content area features a 'System Notifications' box, a success message 'Your account has been confirmed successfully.', and a welcome message for APOCMaria. Below the welcome message are three sections: 'Services' with a star icon and a link to 'View Your Services', 'MyProfile' with a person icon and a link to 'Manage Your Profile', and 'Help' with a checkered flag icon and a link to 'Get Help'. The footer contains links for Help, Privacy Policy, User Agreement, and Browser Compatibility, along with contact information for the Department of Administration Enterprise Technology Services (ETS).

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Signed in as APOCMaria: [Sign Out](#)

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

System Notifications

- The ACPE Student Aid Portal is currently not available through myAlaska. To login to the portal, please go to <http://acpe.alaska.gov>, or call 907-465-2962

Your account has been confirmed successfully.

Welcome **APOCMaria**. The myAlaska Registered User Portal is your dashboard for viewing information specific to your myAlaska account, managing your information and gaining access to a wide array of services designed for registered users of myAlaska. Select an option to begin.

Services

Use myAlaska to do business with the State of Alaska. There is a wide selection of services available for both individuals and businesses. For example, Permanent Fund Dividend services for individuals and Employment Security Tax services for businesses.

[View Your Services](#)

MyProfile

Manage, update, or change your myAlaska account and user information.

[Manage Your Profile](#)

Help

Get help using myAlaska or one of the myAlaska applications.

[Get Help](#)

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration
Enterprise Technology Services (ETS)
Email: myalaska.help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

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You'll be brought here

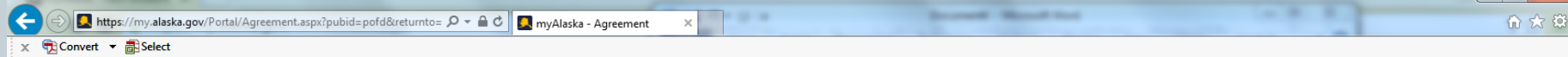


Here, select
APOC
Disclosure
Forms



The screenshot shows the myAlaska website interface. At the top, there's a navigation bar with links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is a header with the myAlaska logo and a sign-in status for 'APOC Maria'. A main navigation menu includes HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. A 'System Notifications' box states that the ACPE Student Aid Portal is currently unavailable. Below this, a paragraph explains that myAlaska is a system for Secure Single Sign-on and Signature for Citizens. The 'Services for Individuals' section lists various services, including Alaska Background Check System, Alaska Donor Registry, **APOC - Disclosure Forms**, ARIES - Public Assistance, Child support statements, DED - Borrower Access, myPEDInfo, myRnB - Retirement & Benefits Online Services, Notary Commission Applications and Directory, Online Public Notices, Pay Food Worker Card Fee, PEDOnline, and Unemployment Insurance Benefits. A red arrow points from the text 'APOC Disclosure Forms' to the 'APOC - Disclosure Forms' link in the list.

Here is the start of the filing process



The first time you go to fill out a form you'll see this. Read the privacy agreement, click the "I accept" box, and then click "continue"

State of Alaska myAlaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees Signed in as APOCMaria: [Sign Out](#)

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

System Notifications

- The ACPE Student Aid Portal is currently not available through myAlaska. To login to the portal, please go to <http://acpe.alaska.gov>, or call 907-465-2962

[Return to APOC - Disclosure Forms](#)

Privacy Agreement: Alaska Public Offices Commission

By checking the 'I Accept the Privacy Agreement' box below, you are authorizing myAlaska to share your profile information with Alaska Public Offices Commission.

☐ I Accept the Privacy Agreement

[Continue](#)

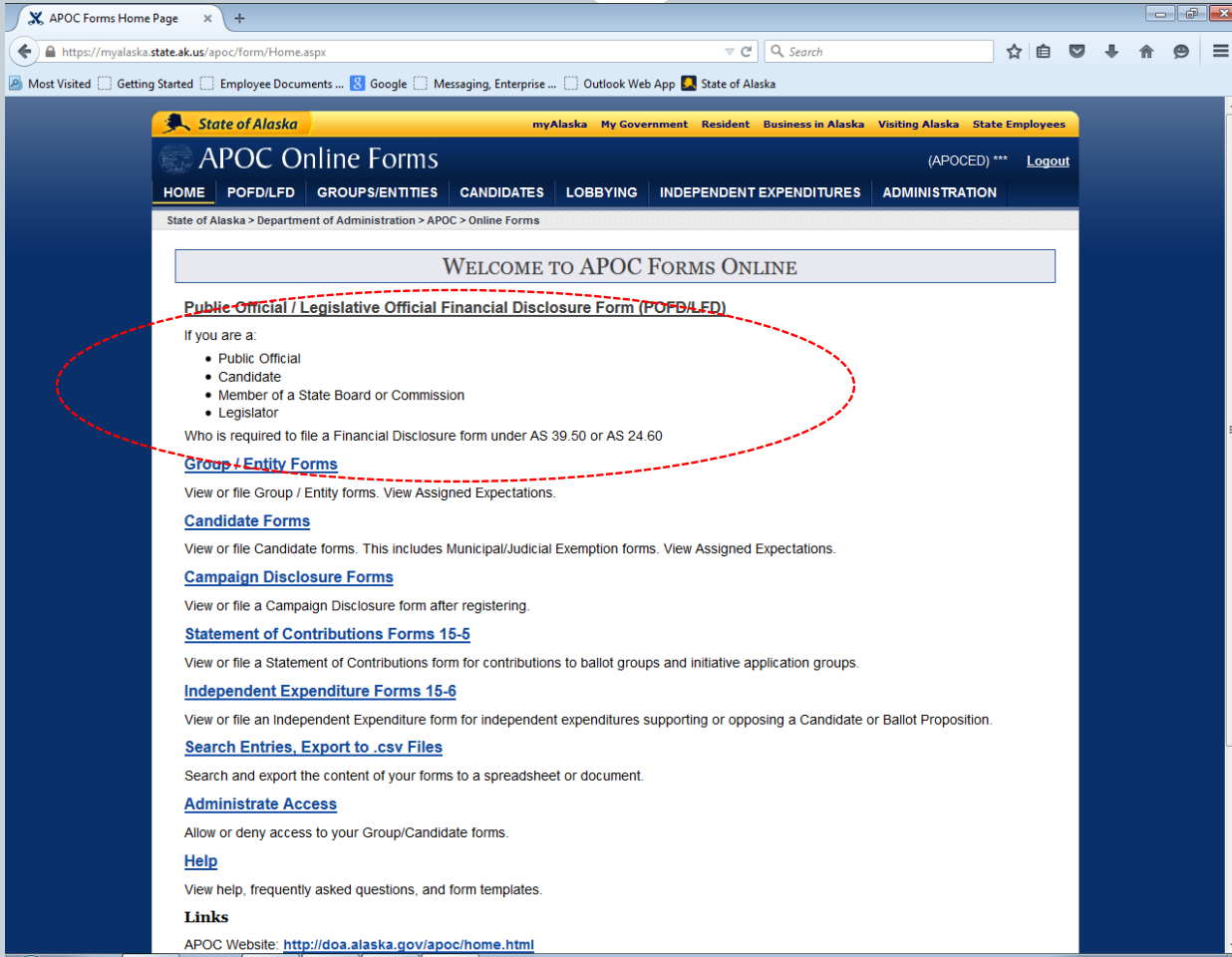
[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration
Enterprise Technology Services (ETS)
Email: myalaska.help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees State of Alaska | © 2015

You'll end up here. Click on the first link under "Welcome to APOC Forms Online"

This is where you will go to start your POFD.



The screenshot shows the APOC Online Forms homepage. The browser address bar displays <https://myalaska.state.ak.us/apoc/form/Home.aspx>. The page features a yellow header with the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is a dark blue navigation bar with links: HOME, POFD/LFD, GROUPS/ENTITIES, CANDIDATES, LOBBYING, INDEPENDENT EXPENDITURES, and ADMINISTRATION. The main content area has a white background with a blue sidebar on the left. A light blue banner at the top of the main content area reads "WELCOME TO APOC FORMS ONLINE". Below this banner, the text "Public Official / Legislative Official Financial Disclosure Form (POFD/LFD)" is displayed. A red dashed circle highlights this text and the list of user roles below it: Public Official, Candidate, Member of a State Board or Commission, and Legislator. The text "If you are a:" precedes this list. Below the list, it states "Who is required to file a Financial Disclosure form under AS 39.50 or AS 24.60". Further down, there are links for "Group / Entity Forms", "Candidate Forms", "Campaign Disclosure Forms", "Statement of Contributions Forms 15-5", "Independent Expenditure Forms 15-6", "Search Entries, Export to .csv Files", "Administrative Access", and "Help". At the bottom, there is a "Links" section with the APOC Website link: <http://doa.alaska.gov/apoc/home.html>.

If you have filed POFDs before you'll see something like this. If you haven't filed before there will be nothing listed under the forms area. Here you get information about the differences between copying and amending.

If you have not filed a POFD before this page will be blank. If this is the case click on the red "Start new form" button so you can start a new form.

The screenshot shows the APOC Online Forms interface for Public Official / Legislative Financial Disclosure. The page includes a navigation bar with links to HOME, POFD/LFD, GROUPS/ENTITIES, CANDIDATES, LOBBYING, INDEPENDENT EXPENDITURES, and ADMINISTRATION. The main content area is titled "PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE" and contains a section for "Actions" with links to Start New Form, Resume, Copy, Amend, and Delete. Below this is a section for "Financial Disclosure Forms" with a "Start New Form" button and a table of existing forms.

Name	Year Reporting Period	Filer Type Position	Status Date Filed	Action
wer asd 123 vesd	2015 Annual 1/1/2014 - 12/31/2014	Local Municipal Government Office Holder	Incomplete Not Filed	View / Print Resume Delete
Michael Burns 1720 Douglas Hwy	2015 Final 1/1/2015 - 6/1/2015	Executive Office Holder	Filed 7/7/2015	View / Print Copy Amend
David Woodmancy PO Box 354	2013 Final 1/1/2013 - 7/19/2013	Judicial Office Holder	Filed 7/25/2013	View / Print Copy Amend

What these things mean

Start

Resume

Copy - helpful when filing a report that doesn't differ much from an earlier report

Amend

Delete

For a first time filer you will need to click on **Start New Form**

POFD Forms

https://myalaska.state.ak.us/apoc/Form/POFD/Filings.aspx

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (APOCED) *** Logout

HOME POFD/LFD GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE

Actions

- Start New Form**
Creates a blank Financial Disclosure Statement to be filed. If you have never filed an electronic Financial Disclosure before, use Start New Form.
- Resume**
Continue work on a started but not finished Financial Disclosure Statement. If you have already started a Financial Disclosure Statement, use Resume.
- Copy**
Navigates to another page where the existing Financial Disclosure Form can be copied. If you have to file a previous Financial Disclosure or need to file multiple Financial Disclosures for different positions, use Copy.
- Amend**
Creates a special amendment copy of the original form to submit corrections and changes. If you need to make changes to an existing form that has already been electronically signed, use Amend.
- Delete**
Removes the Incomplete form. If you accidentally created a form that you do not intend to file and you want to remove it from the forms list, use Delete.

Financial Disclosure Forms

Start New Form

Filter

Year: All Amended: ☐ Any ☐ Amended Only ☒ Not Amended Only

Name	Year Reporting Period	Filer Type Position	Status Date Filed	Action
wer asd 123 vesd	2015 Annual 1/1/2014 - 12/31/2014	Local Municipal Government Office Holder	Incomplete Not Filed	View / Print Resume Delete
Michael Burns 1720 Douglas Hwy	2015 Final 1/1/2015 - 6/1/2015	Executive Office Holder	Filed 7/7/2015	View / Print Copy Amend
David Woodmancy PO Box 354	2013 Final 1/1/2013 - 7/19/2013	Judicial Office Holder	Filed 7/25/2013	View / Print Copy Amend