

## 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



State of Alaska

alaska.gov

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:  
f t

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

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

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**

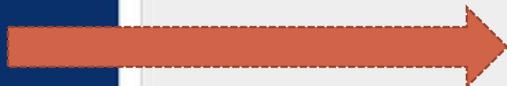
- Alaska Background Check System**  
Service to allow individuals to apply for and monitor fingerprint based criminal history checks for working in programs that are licensed and/or certified by the Department of Health and Social Services.
- Alaska Donor Registry**  
Interface to allow Alaskans to manipulate 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.



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

**NEW ACCOUNT**

If you have previously registered for a myAlaska account please refrain from creating a 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:   
Password:   
Verify Password:   
Secret Question:   
Answer:   
Email Address:   
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

Help Privacy Policy User Agreement Browser Compatibility

Department of Administration  
Enterprise Technology Services (ETS)  
Email: [myalaska\\_help@alaska.gov](mailto:myalaska_help@alaska.gov)  
Monday - Friday, 10:00 AM to 4:00 PM Alaska Time

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 present in the top right. 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 with a message about the ACPE Student Aid Portal. Below this is a section titled "CONTINUE WITH NEW MYALASKA ACCOUNT REGISTRATION" which provides instructions on receiving a confirmation email and a 24-hour deadline to complete registration. 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).

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](mailto: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

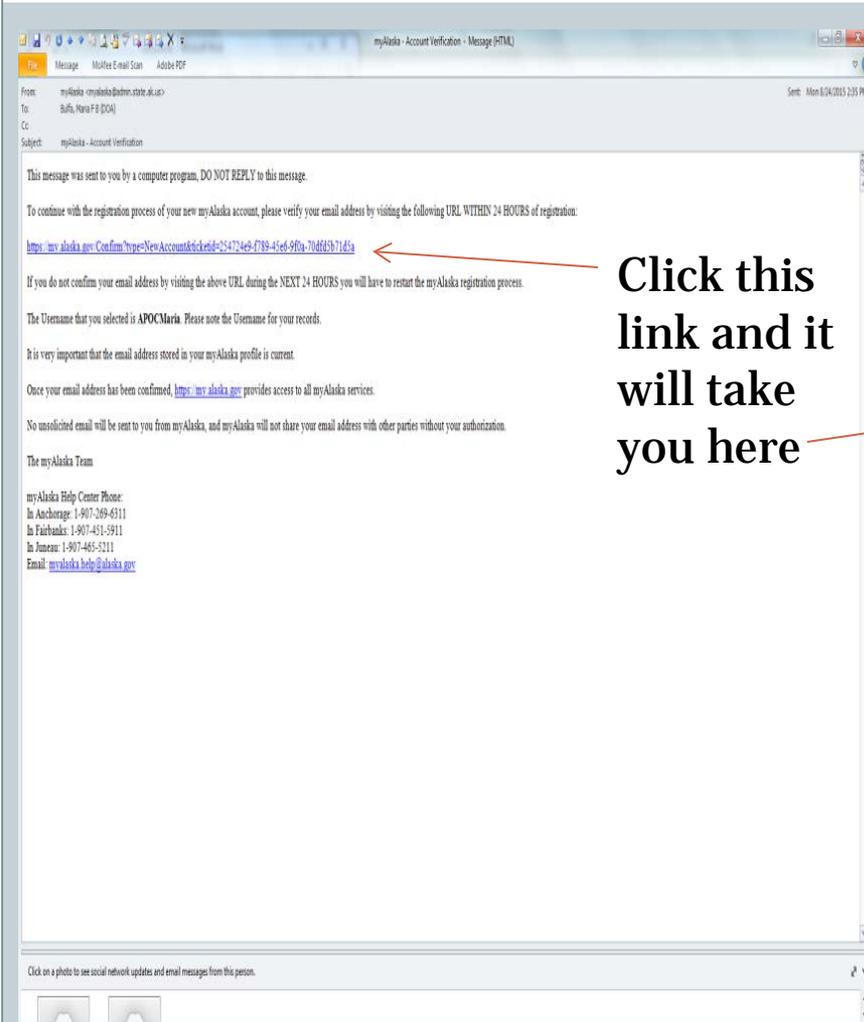
The screenshot shows the Microsoft Outlook interface. The top ribbon includes tabs for File, Home, Send/Receive, Folder, View, Add-Ins, Enterprise Vault, McAfee E-mail Scan, and Adobe PDF. The main window displays a list of emails in the inbox. The selected email is from 'Dauphinais, Paul R...' with the subject 'Your task re POFD'. The email content includes a request to find a draft training manual for filing a POFD and to file an initial report as an APOC commissioner. The interface also shows a left-hand navigation pane with folders like 'Inbox [158]', 'Drafts [5]', and 'Deleted Items [18]'. A right-hand pane shows a calendar for August 2015.

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

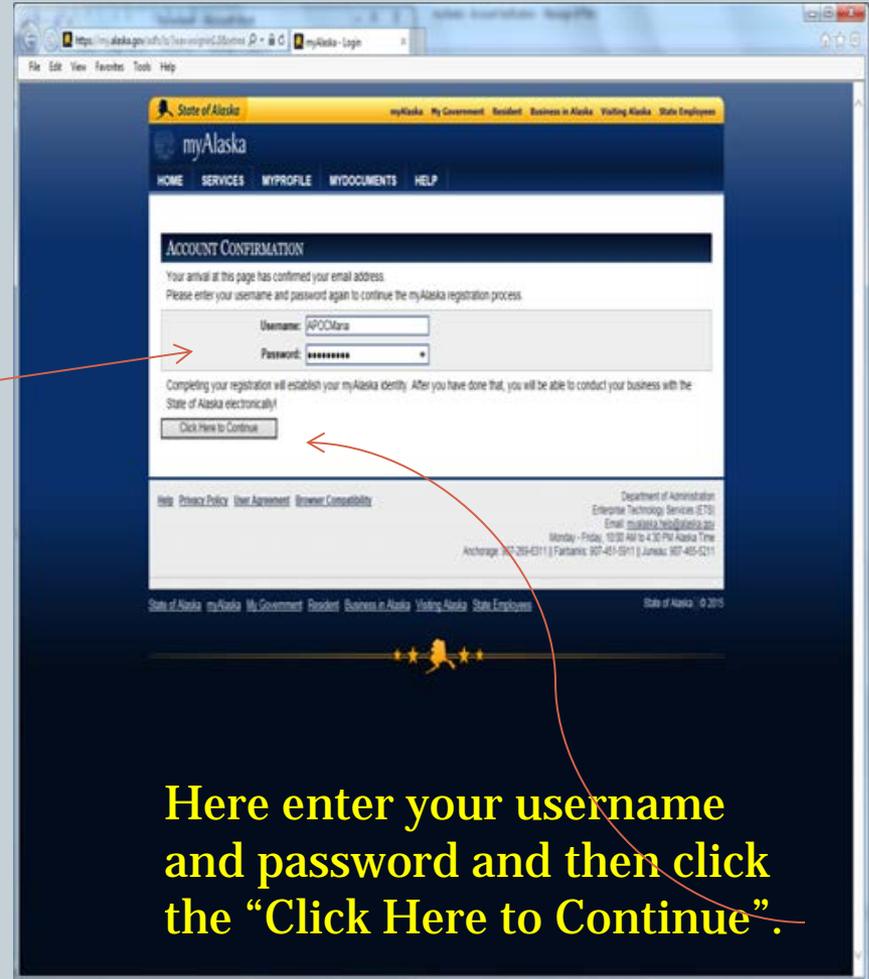
Items: 158 Unread: 95 Reminders: 10

This folder is up to date. Connected to Microsoft Exchange

100%

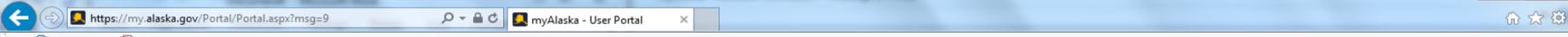


Click this link and it will take you here



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.

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**  
o 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](mailto: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



# You'll be brought here



Here, select  
APOC  
Disclosure  
Forms



The screenshot shows the myAlaska website interface. At the top, there is 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 user login status: 'Signed in as APOCMaria: Sign Out'. A main navigation menu includes 'HOME', 'SERVICES', 'MYPROFILE', 'MYDOCUMENTS', and 'HELP'. A 'System Notifications' box contains a message about the ACPE Student Aid Portal. Below this, a paragraph explains that myAlaska is a secure single sign-on system. The 'Services for Individuals' section lists various services, with 'APOC - Disclosure Forms' highlighted in blue and indicated by a red arrow. Other services listed include Alaska Background Check System, Alaska Donor Registry, ARIES - Public Assistance, Child support statements, DED - Borrower Access, myPFInfo, myRnB - Retirement & Benefits Online Services, Notary Commission Applications and Directory, Online Public Notices, Pay Food Worker Card Fee, PEDOnline, and Unemployment Insurance Benefits.

# 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"

The screenshot shows a web browser window with the URL <https://my.alaska.gov/Portal/Agreement.aspx?pubid=pfdf&returnto=> and a tab titled "myAlaska - Agreement". The page header includes the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The user is signed in as APOCMaria, with a "Sign Out" link. The main navigation menu includes HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. A "System Notifications" box contains a message about the ACPE Student Aid Portal. Below this is a green button labeled "Return to APOC - Disclosure Forms". The central section is titled "Privacy Agreement: Alaska Public Offices Commission" and contains the text: "By checking the 'I Accept the Privacy Agreement' box below, you are authorizing myAlaska to share your profile information with Alaska Public Offices Commission." Below the text is a checkbox labeled "I Accept the Privacy Agreement" and a "Continue" button. 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).



# 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.

APOC Forms Home Page

https://myalaska.state.ak.us/apoc/form/Home.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

**WELCOME TO APOC FORMS ONLINE**

**Public Official / Legislative Official Financial Disclosure Form (POFD/LFD)**

If you are a:

- Public Official
- Candidate
- Member of a State Board or Commission
- Legislator

Who is required to file a Financial Disclosure form under AS 39.50 or AS 24.60

[Group / Entity Forms](#)

View or file Group / Entity forms. View Assigned Expectations.

[Candidate Forms](#)

View or file Candidate forms. This includes Municipal/Judicial Exemption forms. View Assigned Expectations.

[Campaign Disclosure Forms](#)

View or file a Campaign Disclosure form after registering.

[Statement of Contributions Forms 15-5](#)

View or file a Statement of Contributions form for contributions to ballot groups and initiative application groups.

[Independent Expenditure Forms 15-6](#)

View or file an Independent Expenditure form for independent expenditures supporting or opposing a Candidate or Ballot Proposition.

[Search Entries, Export to .csv Files](#)

Search and export the content of your forms to a spreadsheet or document.

[Adminstrate Access](#)

Allow or deny access to your Group/Candidate forms.

[Help](#)

View help, frequently asked questions, and form templates.

**Links**

APOC Website: <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 a web browser window displaying the APOC Online Forms website. The page title is "PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE". Under the "Actions" section, there are four items: "Start New Form", "Resume", "Copy", and "Amend". Below this is a "Financial Disclosure Forms" section with a "Start New Form" button. A table lists existing forms with columns for Name, Year Reporting Period, Filer Type Position, Status Date Filed, and Action.

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	<a href="#">View / Print</a> <a href="#">Resume</a> <a href="#">Delete</a>
Michael Burns 1720 Douglas Hwy	2015 Final 1/1/2015 - 6/1/2015	Executive Office Holder	Filed 7/7/2015	<a href="#">View / Print</a> <a href="#">Copy</a> <a href="#">Amend</a>
David Woodmancy PO Box 354	2013 Final 1/1/2013 - 7/19/2013	Judicial Office Holder	Filed 7/25/2013	<a href="#">View / Print</a> <a href="#">Copy</a> <a href="#">Amend</a>

# What these things mean



State of Alaska  
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	<a href="#">View / Print</a> <a href="#">Resume</a> <a href="#">Delete</a>
Michael Burns 1720 Douglas Hwy	2015 Final 1/1/2015 - 6/1/2015	Executive Office Holder	Filed 7/7/2015	<a href="#">View / Print</a> <a href="#">Copy</a> <a href="#">Amend</a>
David Woodmancy PO Box 354	2013 Final 1/1/2013 - 7/19/2013	Judicial Office Holder	Filed 7/25/2013	<a href="#">View / Print</a> <a href="#">Copy</a> <a href="#">Amend</a>

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**