Directions to submit an Annual Affidavit of No Change (AANC) Application:

Step 1: Log into https://hdot.dbesystem.com
Step 2: After you have logged in with your user name and password, click on the “Apply for Certification/Manage” link on the side of the screen under the section “Key Actions”.

Click on the “Apply for Certification/Manage” link
Step 3: Under “Select an Option” – click on the “Your firm is currently DBE/ACDBE certified by HDOT” link.
Step 4: Under “Select an Option” click on the “You would like to submit your Annual Affidavit of No Change (AANC)” link
Step 5: Under “Select an Option” click on the “Submit an AANC application” link
Annual Affidavit of No Change Application for Hawaii Department of Transportation

Step 6: Complete **Company & Contact Information**, if it is not already pre-filled

Step 6A: Complete **Eligibility Requirements** – Is your firm currently DBE/ACDBE certified with HDOT? - answer Yes in radial button

Step 6B: Click the “Continue” button when complete

1st: Complete **Company & Contact Information**, if it is not already pre-filled

2nd: Complete **Is your firm currently DBE/ACDBE certified with HDOT?** - answer Yes in radial button

3rd: Click the “Continue” button when complete
Step 7: Click “Check this box and click Continue to start the application process”

Step 7A: Click “Continue” to start the application process
Step 8: Under Sections and Documentation – Section 1: General Information - Click on “Process” button
Step 9: If you would like, complete each section in YELLOW and click “Save & Return to Application Summary” button – these are not required

Color Coding Legend
Pink – required response
Yellow – optional response
Grey - completed

*required fields

1 A. Name of Business*
1 B. DBA Name
1 C. Physical Address*
1 D. Mailing Address *
1 E. Telephone Number *
1 F. Fax Number
1 G. Mobile Phone Number
1 H. Internet Web Site /URL Address
1 I. E-mail Address *
1 J. Tax Identification Number *

When finished – click on “Save & Return to Application Summary” button
Step 10: Under Sections and Documentation – Section 2: Business Information - Click on “Process” button
Step 11: Under Sections and Documentation – Section 2: Business Information – answer the questions No or Yes (Yes requires response) and upload/attach supporting documents, as needed/applicable.

2.A. Have there been changes in the NAICS codes (type of work)? *
2.B. Have there been any changes in the business operations? *
2.C. Have there been changes in ownership within the past year? *
2.D. Have there been changes in business licensing? *
2.E. Have there been changes in the firm's work area selections? *
2.F. What are the firm's gross receipts for the past three years? *
2.G. Number of employees for the past three years *
Step 12: Under Sections and Documentation – Section 2: Document List - Click on “Process” button
Step 13: Click on Instructions for attaching files – click here to show. Read pop up and follow directions.
Step 14: Once you have uploaded all your documents, click the “Return” button.

- If there are no other documents to upload, select the radial button and click Lock In.

Click “Return” button once all the documents are uploaded.
Step 15: Click the “Sign” button
Step 16: “Sign” the document by typing your Signature (full legal name) and Your Title
Step 16A: Click the checkbox to attest that the information contained is accurate and a correct representation of the business
Step 16B: Once steps 16 and 16A are complete, click the “Sign Application” button
Step 17: Click the checkbox “... I acknowledge individually, and on behalf of the applicant business, the policies, rules and requirements of the program.”

Step 17A: Once steps 17 is complete, submit the document by clicking the “Submit Application” button
Step 18: If you would like a copy of your application (strongly suggested), click on “View and Print Application” button
Step 18A: If you would like to edit your application, click on “Edit Application” button
Step 18B: Click on “OK” in the dialogue box that pops up

1st: If you would like a copy of your application (strongly suggested), click on “View and Print Application” button
2nd: If you would like to edit your application, click on “Edit Application” button
3rd: Click on “OK” in the dialogue box that pops up
Step 19: Click on “View and Print Application For Your Records” button
Now you have completed the Annual AANC Application

Next step is for HDOT OCR to review your AANC Application
Questions, Comments, Input, Suggestions, Corrections?

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