

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”

The screenshot shows a web browser window displaying the Diversity Management System dashboard. The browser's address bar shows the URL: <https://test.mwdb.com/FrontPage/VendorMain.asp?XID=633&TK=F15F10C571EDDBEFBEC20FC76FC784A7D0C8C55089CFF555BA9655A4407384EF4034EB5A0BC862EE9FD6092244F>. The dashboard is divided into several sections:

- Dashboard:** Displays records assigned to "your company". A message states: "No information available for display in dashboard."
- Certification Center:** Contains a warning icon and text: "If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account."
- Key Actions:** Contains three links: [Apply for Certification/Manage](#), [View Analytics](#), and [Take a Training Class](#). A large blue arrow points to the "Apply for Certification/Manage" link with the text: "Click on the 'Apply for Certification/Manage' link".
- Alerts:** Displays "No Activated Alerts. [View Pending Alerts](#)."
- System News:** Features a section titled "Special Features for Vendors" with two numbered steps: 1. [Add a date alert](#) to an active certification to remind of an upcoming renewal. 2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Below this is a section for "Training Classes & Events" with a link to [View details](#) and a prompt to [View events & RSVP today](#).
- Configure:** Contains two columns of links: "Change Your Password", "Edit Your User Account Settings", "Business Info", "Profile Setup", "List/Add Users", "Main Contacts", "Commodity Codes", and "EEO/Workforce Comp."

At the bottom of the page, there is a "Customer Support" section with the text: "Copyright © 2018 B2Gnow. All rights reserved." and links for "Home", "Help", "Print This Page", and "Print To PDF". The system tray at the bottom shows the user is logged on as "Cknet 1 aa" and the date is 6/26/2018 at 10:55 AM.

Step 3: Under “Select an Option” – click on the “Your firm is currently DBE/ACDBE certified by HDOT” link

The screenshot shows a web browser window with the URL <https://hdot.dbesystem.com/FrontPage/VendorMain.asp?XID=5223>. The page header includes the HDOT logo and the title "Certification Application: Available Applications". A navigation menu on the left contains links for Home, View, Search, Message, Settings, Help & Support, and Logoff. The main content area includes a welcome message, a list of application options, and a "Select an Option" section. A blue arrow points to the link "Your firm is currently DBE/ACDBE certified by HDOT." in the "Select an Option" section. A "Return to Certification List" button is located at the bottom of the "Select an Option" section. A "Need Help?" box on the right contains links for "Download Part 2 of the user manual" and "Sign up for a Training Class". The footer includes "Customer Support" and "Copyright © 2018 B2Gnow. All rights reserved.".

Certification Application: Available Applications

Welcome to the Hawaii Department of Transportation (HDOT) online certification application for Disadvantaged Business Enterprises/Airport Concession Disadvantaged Business Enterprises (DBE/ACDBE).

Aloha! Thank you for your interest in participating in the Hawaii Department of Transportation's (HDOT) Disadvantaged Business Enterprises (DBE/ACDBE) Program. As mandated by the United States Department of Transportation's (U.S. DOT) DBE/ACDBE Regulations, (49 Code of Federal Regulations (CFR), Part 26), all U.S. DOT recipients of federal financial assistance must participate in a statewide Unified Certification Program (UCP). The UCP is a "One-Stop" certification procedure established to eliminate the need for DBE/ACDBE firms to apply for certifications from multiple state or local public agencies that are required to have a DBE/ACDBE Program as a condition of receiving U.S.DOT funds.

The HDOT Office of Civil Rights is charged with the responsibility of certifying firms and compiling and maintaining a database of certified DBE/ACDBEs for U.S. DOT recipients, pursuant to 49 CFR Part 26. HDOT is the certifying agency for the Hawaii UCP and will process all applications and maintain the database of certified DBE/ACDBE firms for the State of Hawaii.

You can electronically submit an application for:

- New DBE/ACDBE Certification
- DBE/ACDBE Annual Affidavit of No Change
- Interstate DBE/ACDBE Certification
- Report Changes or Request Expansion of Work Codes

Click below for more information regarding the DBE/ACDBE qualification criteria.

[View All Definitions and Qualifications for DBE/ACDBE Certification](#)

For more information on the DBE/ACDBE program, please visit the [DBE/ACDBE program page](#).

Select an Option

[Your firm is currently DBE/ACDBE certified by HDOT.](#)

[Your firm is not currently certified by HDOT.](#)

[Return to Certification List](#)

Need Help?

[Download Part 2 of the user manual](#)

[Sign up for a Training Class](#)

Customer Support
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Home | [Help](#) | [Print To PDF](#)

Step 4: Under “Select an Option” click on the “*You would like to submit your Annual Affidavit of No Change (AANC)*” link

Diversity Management S x

Secure | <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=633&TK=F15F10C571EDDBEBFEBEC20FC76FC784A7D0C8C55089CFF555BA9655A4407384EF4034EB5A0BC862EE9FD6092244BB9CF38B8F11154DD0D93FB62274730C2B9EE44D4FDB9C9F38327>

Test System
B2Gnow

Certification Application: Available Applications [Help & Tools](#)

Welcome to the Hawaii Department of Transportation (HDOT) online certification application for Disadvantaged Business Enterprises/Airport Concession Disadvantaged Business Enterprises (DBE/ACDBE).

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- DBE/ACDBE Annual Affidavit of No Change
- Interstate DBE/ACDBE Certification
- Report Changes or Request Expansion of Work Codes

Click below for more information regarding the DBE/ACDBE qualification criteria.

[View All Definitions and Qualifications for DBE/ACDBE Certification](#)

For more information on the DBE/ACDBE program, please visit the [DBE/ACDBE Program page](#).

Select an Option

- [Your firm is currently DBE/ACDBE certified by HDOT.](#)
- [You would like to submit your Annual Affidavit of No Change \(AANC\).](#)
- [You would like to report a change or update your certification record.](#)
- [Your firm is not currently certified by HDOT.](#)

[Return to Certification List](#)

Need Help?
[Download Part 2 of the user manual](#)
[Sign up for a Training Class](#)

Logged on as: Ghost Lee
Ghost 12 - HDOT

[Customer Support](#)
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[Home](#) | [Help](#) | [Print This Page](#) | [Print To PDF](#)

11:15 AM
6/26/2018

Step 5: Under “Select an Option” click on the “Submit an AANC application” link

The screenshot shows a web browser window with the URL <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=633&TK=F15F10C571EDDBEBFEBC20FC76FC784A7D0C8C55089CFF555BA9655A4407384EF4034EB5A0BC862EE9FD6092244BB9CF38B8F11154DD0D93FB62274730C2B9EE44D4FDB9C9F38327>. The page title is "Certification Application: Available Applications".

The page content includes a welcome message from the Hawaii Department of Transportation (HDOT) and a list of options for submitting an application:

- New DBE/ACDBE Certification
- DBE/ACDBE Annual Affidavit of No Change
- Interstate DBE/ACDBE Certification
- Report Changes or Request Expansion of Work Codes

The "Select an Option" section contains the following links:

- [Your firm is currently DBE/ACDBE certified by HDOT.](#)
- [You would like to submit your Annual Affidavit of No Change.](#)
- [Submit an AANC application.](#)
- [You would like to report a change or update.](#)
- [Your firm is not currently certified by HDOT.](#)

A blue arrow points to the "Submit an AANC application" link. A text box next to the arrow says: "Click on the 'Submit an AANC application' link".

At the bottom of the page, there is a button labeled "Return to Certification List".

The page also features a sidebar with navigation links (Home, View, Search, Message, Settings, Help & Support, Logoff) and a "Need Help?" section with links to "Download Part 2 of the user manual" and "Sign up for a Training Class".

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

The screenshot shows a web browser window with the URL <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=633&TK=F15F10C571EDDBEBFEBEC20FC76FC784A7D0C8C55089CFF55BA9655A4407384EF4034EB5A0BC862EE9FD6092244BB9CF3888F11154DD0D93FB62274730C2B9EE44D4FDB9C9F38327>. The page title is "Certification Application: Start Certification Application" and the main heading is "DBE/ACDBE No Change Affidavit for Hawaii Department of Transportation".

The page content includes:

- A navigation menu on the left with items: Home, View >>, Search >>, Message >>, Settings >>, Help & Support >>, and Logoff. There are also "Show All" and "Hide All" links.
- A "Need Help?" box on the right with links: "Download Part 2 of the user manual" and "Sign up for a Training Class".
- A main text block: "This application is for currently certified DBE/ACDBE firms submitting their Annual Affidavit of No Change. You are about to complete the online application for the Annual Affidavit of No Change (AANC) under the Hawaii UCP's Disadvantaged Business Enterprise program. Complete and submit this application if you are interested in maintaining your Disadvantaged Business Enterprise (DBE/ACDBE) certification. This application is required every year after your original new certification and a copy of your firm's current federal tax returns. Submit a New Application if you are not currently DBE/ACDBE certified. Review the information below, complete the eligibility requirements and click **Continue**."
- A "Company & Contact Information" section with fields for: YOUR EMAIL ADDRESS * (dan96825.12@gmail.com), COMPANY EMAIL * (dan96825.12@gmail.com), COMPANY TYPE * (LLC), and APPLICATION AUTOFILL * (Use existing account information to auto-fill application).
- An "Eligibility Requirements" section with the question: "Is your firm currently DBE/ACDBE certified with HDOT?" and radio buttons for "Yes" and "No".
- A "Continue" button at the bottom of the form.

Three blue arrows with white text provide instructions:

- 1st: Complete *Company & Contact Information*, if it is not already pre-filled** (points to the Company & Contact Information section)
- 2nd: Complete *Is your firm currently DBE/ACDBE certified with HDOT?* - answer Yes in radial button** (points to the Eligibility Requirements section)
- 3rd: Click the “*Continue*” button when complete** (points to the Continue button)

At the bottom of the page, there is a "Customer Support" link and a footer with "Logged on as: Ghost Lee Ghost 12 - HDOT" and "Home | Help | Print This Page | Print To PDF". The system tray at the bottom shows the time as 11:21 AM on 6/26/2018.

Step 7: Click “Check this box and click **Continue** to start the application process”

Step 7A: Click “Continue” to start the application process

Test System
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Diversity Management System | <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=633&TK=F15F10C571EDDBEFBEC20FC76FC784A7D0C8C55089CF555BA9655A4407384EF4034EB5A0BC862EE9FD6092244BB9CF3888F11154DD0D93FB62274730C2B9EE44D4FDB9C9F38327> | Help & Tools

Certification Application: Document List Preview for LLC

In addition to completing an application form, you will be required to submit supporting documents with your application.

Mandatory documents must be submitted with your application; there are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact HDOT's Office of Civil Rights before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

This document lists the documents you must submit with the application (click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

Check this box and click **Continue** to start the application process.

ALERT: to ensure security of your application, only **YOU** will have access to this application once it is created. By starting the application, it will be assigned to you throughout the process, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Application Timeline: you will have **90 days** to complete and submit this application. Otherwise, the record will self-delete on **9/24/2018**. Periodic reminders will be sent to you by email up to that point. A deleted application cannot be recovered; you will need to start again.

[Continue](#) [Return](#)

Mandatory Documents

All **mandatory** documents must be provided with the application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

No Change Affidavit
[Download Form](#) -- Download, complete, sign, notarize, and upload.

Firm's Federal tax returns for the past year, with all schedules and attachments

Required Documents

Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such document was not provided will result in a delay in processing and/or could result in denial.

Additional supporting documents not listed

Customer Support
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Logged on as: Ghost Lee
Ghost 12 - HDOT

11:35 AM
6/26/2018

Step 8: Under Sections and Documentation – Section 1: General Information - Click on “Process” button

Test System
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Application status: **Incomplete**
Application started: 2/28/2018

Certification Application: Main Summary

Main Documents Signature Submit Utilities Cert List

HDOT Ghost
Application Type: Expansion Application
Application Number: 9041681

0% complete

Fill in each of the sections noted below by clicking the **Process** buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Application Information

Application Type	Expansion Application
Certifying Agency	Hawaii Department of Transportation
Business Name	HDOT Ghost
Current Status	Incomplete
Application Number	9041681
Date for Deletion	5/29/2018 (Extend)
Contact Person	Ghost Lee (Add user not found)

This is the assigned user for this application. To ensure security of the application, only **YOU** have access to this application unless you reassign it to another user for completion or explicitly grant access by clicking the **Utilities** tab and adding a user to the Access List.

Sections and Documentation

Section 1: General Information	Process	Incomplete: 0 completed of 6 required; 0 completed of 4 optional
Section 2: Business Information	Process	Incomplete: 0 completed of 10 required; 0 completed of 0 optional
Document List	Process	Incomplete: 0 attached of 0 mandatory; 0 attached of 2 required

Signature and Submittal

Signature	Sign	
Submittal	Submit	

Delete Application

Customer Support
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Home | Help | Print To PDF

Logged on as:
Ghost Lee
HDOT Ghost

8

11:57 AM
2/28/2018

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

When finished - click on "Save & Return to Application Summary" button

***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 *

Step 10: Under Sections and Documentation – Section 2: Business Information - Click on “Process” button

The screenshot shows a web browser window with the URL <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=2022>. The page title is "Certification Application: Main Summary". The application is for "HDOT Ghost" with application number "9041681". The status is "Incomplete" and it started on "2/28/2018". A progress bar shows "33% complete".

The "Application Information" section includes:

Application Type	Expansion Application
Certifying Agency	Hawaii Department of Transportation
Business Name	HDOT Ghost
Current Status	Incomplete
Application Number	9041681
Date for Deletion	5/29/2018 (Extend)
Contact Person	Ghost Lee (Add to user list)

The "Sections and Documentation" section has three rows:

Section 1: General Information	Process	Complete: 6 completed of 6 required; 0 completed of 4 optional (by Ghost Lee, 2/28/2018)
Section 2: Business Information	Process	Incomplete: 0 completed of 10 required; 0 completed of 0 optional
Document List	Process	Incomplete: 0 attached of 0 mandatory; 0 attached of 2 required

The "Signature and Submittal" section includes "Sign" and "Submit" buttons. A "Delete Application" button is at the bottom.

A blue arrow points to the "Process" button for Section 2: Business Information. The text inside the arrow reads: "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

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

Section Status
Section 2: Business Information Section Status **Incomplete**
- 7 incomplete out of 7 required

Section Questions

2.A. Have there been changes in the NAICS codes (type of work)? * **Required**

2.B. Have there been any changes in the business operations? * **Required**

2.C. Have there been changes in ownership within the past year? * **Required**

2.D. Have there been changes in business licensing? * **Required**

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 * **Required**

Step 12: Under Sections and Documentation – Section 2: Document List - Click on “Process” button

The screenshot displays the 'Certification Application: Main Summary' page in the B2Gnow Test System. The page is titled 'Ghost 12 - HDOT' and shows an application status of 'Incomplete' with a progress bar at 80% completion. The 'Sections and Documentation' table is the focus, with a blue arrow pointing to the 'Process' button for the 'Document List' section.

Section	Status	Action	Details
Section 1: General Information	Complete	Process	Complete: 6 completed of 6 required; 0 completed of 4 optional (by Ghost Lee, 6/26/2018)
Section 2: Business Information	Complete	Process	Complete: 7 completed of 7 required; 0 completed of 0 optional (by Ghost Lee, 6/26/2018)
Document List	Incomplete	Process	Incomplete: 0 attached of 2 mandatory; 0 attached of 1 required

Application Information

Application Type	DBE/ACDBE No Change Affidavit
Certifying Agency	Hawaii Department of Transportation
Business Name	Ghost 12 - HDOT
Current Status	Incomplete
Application Number	6003359
Date for Deletion	9/24/2018 (Extend)
Contact Person	Ghost Lee (user not on list)

Signature and Submittal

Signature	Sign
Submittal	Submit

Customer Support
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Logged on as: Ghost Lee, Ghost 12 - HDOT

11:58 AM 6/26/2018

Step 13: Click on *Instructions for attaching files* – *click here to show*. Read pop up and follow directions

Click on Instructions for attaching files – click here to show

Attach an electronic file

1. To attach an electronic file, click the **Attach** link.
2. In the popup window (you may need to allow your Internet browser to permit popup windows), click the **Browse** button to find the relevant file.
3. Click **Attach File** to upload to your application; for larger files it may take several minutes for the process to complete, depending on your Internet connection.
4. You can attach multiple files to each document type, but take care to attach the correct document(s) for each one.
5. You can upload as many files as needed for a particular document type.
6. Once the file has uploaded, you can close the pop up window.

File limitations of electronic attachments

- The types of files that you can attach are restricted to maintain system security. PDF format is recommended for all attachments.
- Other files types may not be easily readable by staff and may delay the review of your application. TIFF/TIF formatted files are not recommended.
- Attached files are limited to **30.0 MB**. This is not a limitation of the system, but a reasonable maximum size that staff users are able to open and view on their computers.
- Larger files cannot be easily read or printed. If your electronic files exceed the **30.0 MB** limit, you will need to rescan at a lower resolution or compress the file.

Read pop up and follow directions to attach file(s)

Attach (Refresh)	Mark as Not Applicable	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
Lock In					
Attach or Fax	<input type="checkbox"/>	Licenses, license renewal			NOT attached
Attach or Fax	<input type="checkbox"/>	Additional supporting			NOT attached

Step 14: Once you have uploaded all your documents, click the "Return" button

Test System
B2G NOW

Certification Application
Main Documents Signatures
Ghost 12 - HDOT
Application Type: DBE/ACDBE
Application Number: 6003359

Application status: **Incomplete**
Application started: 6/26/2018

80% complete

Note that some documents are... Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files

Note: this application allows for... use this option, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page. All copies of contracts, agreements, and other documents requiring a signature to be valid must be... you are required to maintain in your office the original documents provided. HDOT will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, HDOT reserves the right to inspect in person and/or request original documents at any time during the term of certification.

Please note that as a condition of... you are required to maintain in your office the original documents provided. HDOT will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, HDOT reserves the right to inspect in person and/or request original documents at any time during the term of certification.

Status

Document List Status
Document Format

Incomplete: 0 attached of 2 mandatory; 0 attached of 1 required
Electronic documents only.
This document checklist is used to securely and confidentially attach electronic files to the application.

Refresh List Attach All Docs Via Fax Return

Mandatory Documents

Mandatory documents cannot be... any documents must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your application and/or delay in processing.

Attach (Refresh)	Document (Refresh)	Download Form	Document Description (Refresh)
Attach		Download	Download, complete, sign, notarize, and upload.
Attach or Fax	with all schedules and attachments	-	

Refresh List Attach All Docs Via Fax Return

Required Documents

Required documents that are not relevant... marked as **not applicable**. Please use caution when reviewing the document list as failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Attach (Refresh)	Document (Refresh)	Download Form
Lock In	Attach each document below or check the box to indicate it is not applicable to your business; then click the Lock In button.	
Attach or Fax	<input type="checkbox"/> Additional supporting documents not listed	
Lock In	Attach each document above or check the box to indicate it is not applicable to your business; then click the Lock In button.	

Refresh List Attach All Docs Via Fax Return

Logged on as:
Ghost Lee
Ghost 12 - HDOT

12:07 PM
6/26/2018

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

Click "Return" button once all the documents are uploaded

Step 15: Click the "Sign" button

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=2022

File Edit View Favorites Tools Help

Test System **B2Gnow**

Certification Application: Main Summary Help & Tools

Main Documents Signature Submit Utilities Cert List

HDOT Ghost Application Type: Expansion Application Application Number: 9041681

Application status: Complete, Pending Signature > Sign Application Application started: 2/28/2018

98% complete

All sections have been completed and the application is complete. Click the **Sign** button to electronically sign the application.

Need Help?
[Download Part 2 of the user manual](#)
[Sign up for a Training Class](#)

Application Information

Application Type	Expansion Application
Certifying Agency	Hawaii Department of Transportation
Business Name	HDOT Ghost
Current Status	Complete, Pending Signature > Sign Application
Application Number	9041681
Date for Deletion	5/29/2018 (Extend)
Contact Person	Ghost Lee (Add user not on list)

This is the assigned user for this application. To ensure security of the application, only **YOU** have access to this application unless you reassign it to another user for completion or explicitly grant access by clicking the **Utilities** tab and adding a user to the **Access List**.

Sections and Documentation

Section 1: General Information	✓ Process	Complete: 6 completed of 6 required; 0 completed of 4 optional (by Ghost Lee, 2/28/2018)
Section 2: Business Information	✓ Process	Complete: 10 completed of 10 required; 0 completed of 0 optional (by Ghost Lee, 2/28/2018)
Document List	✓ Process	Complete: 0 attached of 0 mandatory; 2 attached of 2 required

Signature and Submittal

Signature	➔ Sign	Pending
Submittal	⌚ Submit	

Delete Application

Click the "Sign" button

Customer Support
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Home | Help | Print To PDF

Logged on as: Ghost Lee HDOT Ghost

15 1:36 PM 2/28/2018

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

The screenshot shows a web browser window with the URL <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=2022>. The page title is "Certification Application: Sign Application". The application is for "HDOT Ghost" with application number "9041681". The application status is "Complete, Pending Signature" and it started on "2/28/2018".

The "Electronic Signature" section contains the following form fields:

Signature *	Ghost Lee
Your Title *	President
Your Organization *	HDOT Ghost
Today's Date *	2/28/2018 (mm/dd/yyyy)

Below the form, there is a checkbox checked with the text: "By electronically signing this certification application, I hereby attest that the information contained herein and attached in electronic format is accurate and correctly represents the business, its owners, and its management."

At the bottom of the form are two buttons: "Sign Application" and "Cancel".

Three blue arrows with white text provide instructions:

- A horizontal arrow pointing left to the signature and title fields: "1st: 'Sign' the document by typing your full legal name and Your Title"
- A vertical arrow pointing up to the checkbox: "2nd: Click the checkbox to attest that the information contained is accurate and a correct representation of the business"
- A vertical arrow pointing up to the "Sign Application" button: "3rd: Click the 'Sign Application' button"

At the bottom left, it says "Logged on as: Ghost Lee HDOT Ghost". At the bottom right, the system tray shows the time "1:40 PM 2/28/2018" and the page number "16".

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

1st: Click the checkbox “... I acknowledge individually, and on behalf of the applicant business, the policies, rules and requirements of the program.”

2nd: Submit the document by clicking the “*Submit Application*” button

Application status: Complete & Signed, Pending Submittal > Submit Application
Application started: 2/28/2018

Submit Application

Logged on as:
Ghost Lee
HDOT Ghost

17

1:44 PM
2/28/2018

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

The screenshot shows a web browser window with the URL <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=2022>. The page title is "Certification Application: Submit Application". The user is logged in as "Ghost Lee" (HDOT Ghost). The application type is "Expansion Application" with application number "9041001". The application status is "Complete & Signed, Pending Submittal".

On the right side of the page, under "View Your Application", there are two buttons: "View and Print Application" and "Edit Application".

A dialog box titled "Message from webpage" is displayed in the center. It contains the following text: "Submit application? This application cannot be recalled or edited once submitted. You will have the opportunity to print your application once submitted." The dialog box has "OK" and "Cancel" buttons.

Three blue arrows point to the buttons and the dialog box:

- A large blue arrow points from the "View and Print Application" button to the text: "1st: If you would like a copy of your application (strongly suggested), click on “View and Print Application” button".
- A large blue arrow points from the "Edit Application" button to the text: "2nd: If you would like to edit your application, click on “Edit Application” button".
- A large blue arrow points from the "OK" button in the dialog box to the text: "3rd: Click on “OK” in the dialogue box that pops up".

At the bottom left, it says "Logged on as: Ghost Lee HDOT Ghost". At the bottom right, the system tray shows the time "1:52 PM 2/28/2018" and the page number "18".

Step 19: Click on “View and Print Application For Your Records” button

The screenshot shows a web browser window with the URL <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=2022>. The page title is "Certification Application: Submit Application". The user is logged in as "HDOT Ghost" with application type "Expansion Application" and application number "9041681". The application status is "Submitted, Pending Receipt", with the application started and submitted on "2/28/2018".

The main content area contains the following text:

Mahalo (thank you) for your submittal. Your certification application number is **9041681**. Please reference this number in all correspondence.

Applicants can expect to receive a final determination on their application within 90 days. During this time, you may be contacted to supply additional information and/or supporting documentation; a delay in your response will result in an extended period of review.

HDOT reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

A button labeled "View and Print Application For Your Records" is centered on the page. A large blue arrow points from the bottom of the screen towards this button.

At the bottom of the page, there is a "Customer Support" link and a copyright notice: "Copyright © 2018 B2Gnow. All rights reserved." There are also links for "Home", "Help", and "Print To PDF".

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?

Hawaii Department of Transportation
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hdot-dbe@hawaii.gov