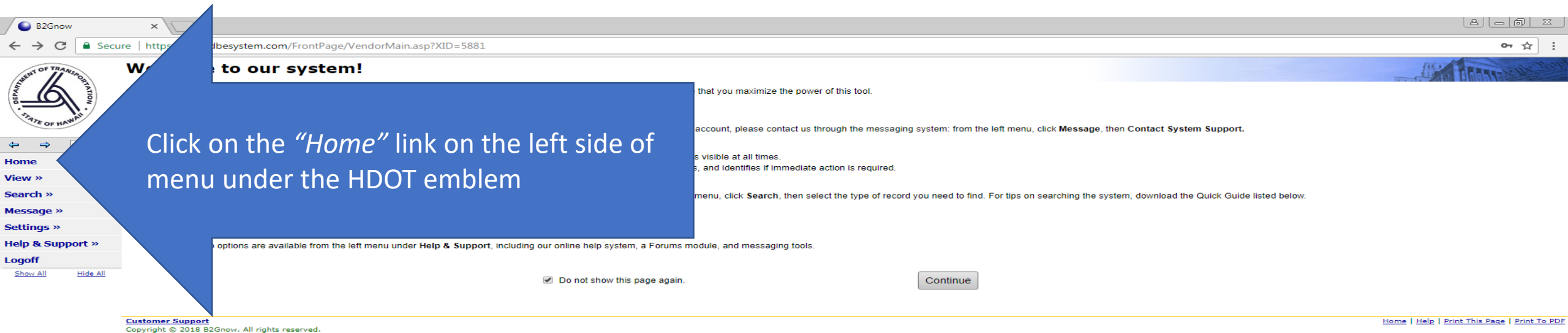


## Directions to submit an Expansion Application due to Change in Ownership:

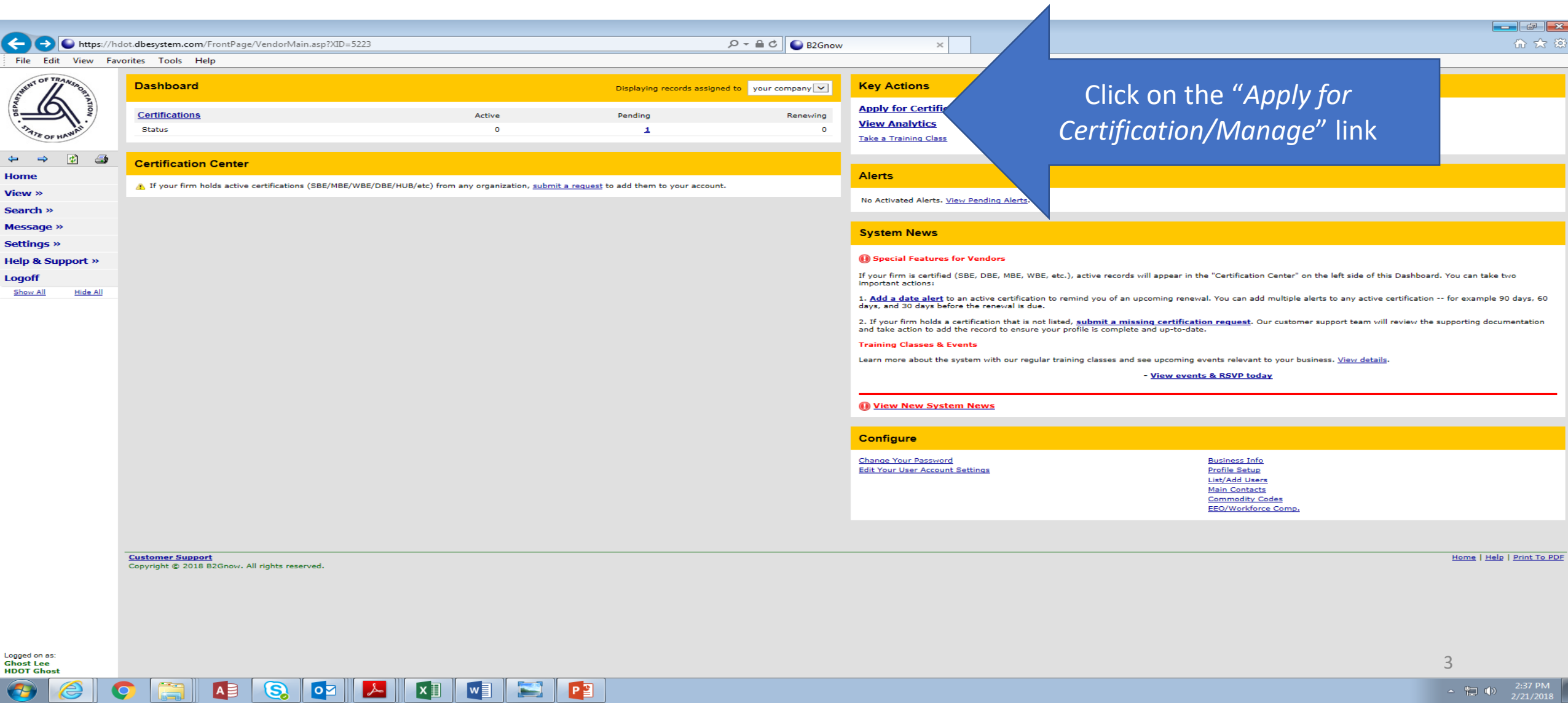
Step 1: Log into <https://hdot.dbesystem.com>

Step 2: After you have logged in with your user name and password, click on the “*Home*” link on the left side of menu under the HDOT emblem



The screenshot shows a web browser window with the URL <http://b2gnow.com/FrontPage/VendorMain.asp?XID=5881>. The page features the HDOT emblem in the top left corner. A large blue arrow points to the left sidebar menu, which contains the following links: **Home**, **View >>**, **Search >>**, **Message >>**, **Settings >>**, **Help & Support >>**, and **Logoff**. Below these links are two small links: [Show All](#) and [Hide All](#). The main content area of the page includes a heading "Welcome to our system!" and several paragraphs of text. At the bottom of the page, there is a "Customer Support" link and a copyright notice: "Copyright © 2018 B2Gnow. All rights reserved." The footer also contains links for [Home](#), [Help](#), [Print This Page](#), and [Print To PDF](#).

Step 3: Under “Key Actions” click on the “Apply for Certification/Manage” link



The screenshot shows the B2Gnow Vendor Main page. A blue arrow points to the "Apply for Certification/Manage" link in the Key Actions section. The page layout includes a left sidebar with navigation links, a main content area with a Dashboard and Certification Center, and a right sidebar with Key Actions, Alerts, System News, and Configure sections.

**Dashboard**

Displaying records assigned to: your company

Certifications	Active	Pending	Renewing
Status	0	1	0

**Certification Center**

⚠ 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**

- [Apply for Certification/Manage](#)
- [View Analytics](#)
- [Take a Training Class](#)

**Alerts**

No Activated Alerts. [View Pending Alerts](#).

**System News**

**Special Features for Vendors**

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. [Add a date alert](#) to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

**Training Classes & Events**

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details](#).

- [View events & RSVP today](#)

**Configure**

- [Change Your Password](#)
- [Edit Your User Account Settings](#)
- [Business Info](#)
- [Profile Setup](#)
- [List/Add Users](#)
- [Main Contacts](#)
- [Commodity Codes](#)
- [EEO/Workforce Comp.](#)

**Customer Support**

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HDO Ghost

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2:37 PM  
2/21/2018

Step 4: Under “Select an Option” – click on the “*Your firm is currently DBE/ACDBE certified by HDOT*” link

https://hdot.dbesystem.com/FrontPage/VendorMain.asp?XID=5223

File Edit View Favorites Tools Help

Help & Tools

**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.](#)

Click on the “*Your firm is currently DBE/ACDBE certified by HDOT*” link

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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HDOT Ghost

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2:45 PM  
2/21/2018

Step 5: Under “Select an Option” click on the “*You would like to report a change or update your certification record*” link

**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.

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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.](#)

[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](#)

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2:49 PM  
2/21/2018

Step 6: Under “Select an Option” click on the “Add/update commodity, supply, and/or service work categories on your certification” link

**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.](#)

[You would like to submit your Annual Affidavit of No Change \(AANC\).](#)

[You would like to report a change or update your certification record.](#)

[Update ONLY business name, DBA name, address, phone, fax, and/or email.](#)

[Add/update commodity, supply, and/or service work categories on your certification.](#)

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

[Return to Certification List](#)

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2:53 PM  
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Step 7: Under “Select an Option” click on the “*Submit an Expansion application*” link

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

File Edit View Favorites Tools Help

Help & Tools

**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.](#)

[You would like to submit your Annual Affidavit of No Change \(AANC\).](#)

[You would like to report a change or update your certification.](#)

[Update ONLY business name, DBA name, address, phone number.](#)

[Add/update commodity, supply, and/or service codes.](#)

☒ [Submit an Expansion application.](#)

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

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Click on the “*Submit an Expansion application*” link

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11:22 AM 2/28/2018

## Expansion Application for Hawaii Department of Transportation

Step 8: Complete *Company & Contact Information*, if it is not already pre-filled

Step 8A: Complete *Eligibility Requirements* – Updating Commodity Codes - answer Yes or No in radial button

Step 8B: Click the “Continue” button when complete

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

File Edit View Favorites Tools Help

Test System B2Gnow

Home View » Search » Message » Settings » Help & Support » Logoff Show All Hide All

Help & Tools

### Certification Application: Start Certification Application

## Expansion Application for Hawaii Department of Transportation

Expansion application to report changes to your certification eligibility and/or request updates to your commodity codes and work description.

This application is for firms seeking to expand commodity codes and report changes to certification.

#### Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

YOUR EMAIL ADDRESS \*

COMPANY EMAIL \*

COMPANY TYPE \* None selected

APPLICATION AUTOFILL \*

You can save time by using a previous application. Review and lock-in the auto-filled information to ensure it is accurate and correctly formatted. Select an option below:

☐ Use existing account information to auto-fill

☐ Prior applications with Hawaii Department of Transportation - Relevant previous application data will be copied to the new record.

☐ Use Hawaii Department of Transportation New DBE Application

Submitted 2/6/2018 by Ghost Lee Processing Complete

#### Eligibility Requirements

The following basic criterion is used to evaluate eligibility for certification. Intended as a general overview to see if your firm should apply for certification.

Under Sec. 26.107 of 49 CFR Part 26, dated February 2, 1995, if a firm is found to be ineligible for certification, the Department may initiate suspension or debarment proceedings against the person or firm under 49 CFR Part 29, take enforcement action, or refer the matter to the Department of Justice for criminal prosecution under 18 U.S.C. 1001, which prohibits false statements in Federal programs.

Is your firm seeking to update your commodity codes?

☐ Yes ☐ No

Continue

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Customer Support  
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11:25 AM 2/28/2018



Step 9: Click “Check this box and click **Continue** to start the application process”

Step 9A: Click “Continue” to start the application process

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: Document List Preview for LLC". The left sidebar contains navigation links: Home, View >>, Search >>, Message >>, Settings >>, Help & Support >>, and Logoff. The main content area includes a "Test System" logo, a "B2Gnow" logo, and a "Help & Tools" button. The text on the page states: "In addition to completing an application form, you will be required to submit supporting documents with your application. These documents must be submitted in electronic format. Applications submitted with electronic documentation are able to be received by HDOT and reviewed faster. Processing of applications submitted with hardcopy documentation cannot begin until the documents are received by the organization." Below this, it says: "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." A large blue arrow points to a checkbox labeled "1st: Check this box". The checkbox is checked, and the text next to it says: "Check this box and click **Continue** to start the application process." Below this, there is a red alert box: "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." Below the alert box, it says: "Application Timeline: you will have 90 days to complete and submit this application. Otherwise, the record will self-delete on 5/29/2018. 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." Below the text, there are two buttons: "Continue" and "Return". A large blue arrow points to the "Continue" button, labeled "2nd: Click Continue to start the application process". Below the "Continue" button, there is a section titled "Required Documents" with a red warning: "Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation will result in a delay in processing and/or could result in denial." Below the warning, there are two sections: "Licenses, license renewal forms, permits, and haul authority forms" and "Additional supporting documents not listed". At the bottom of the page, there is a "Customer Support" link and a copyright notice: "Copyright © 2018 B2Gnow. All rights reserved." The bottom status bar shows the user is logged on as "Ghost Lee" and "HDOT Ghost". The system clock shows "11:38 AM 2/28/2018".

1st: Check this box

2nd: Click Continue to start the application process

## Step 10: Under Sections and Documentation – Section 1: General Information - Click on “Process” button

Test System B2Gnow

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

File Edit View Favorites Tools Help

Help & Tools

### Certification Application: Main Summary

Main Documents Signature Submit Utilities Cert List

HDOT Ghost  
Application Type: Expansion Application  
Application Number: 9041681

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

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.

**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	<b>Incomplete</b>
Application Number	9041681
Date for Deletion	5/29/2018 ( <a href="#">Extend</a> )
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	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 6 required; 0 completed of 4 optional
Section 2: Business Information	<a href="#">Process</a>	<b>Incomplete:</b> 0 completed of 10 required; 0 completed of 0 optional
Document List	<a href="#">Process</a>	<b>Incomplete:</b> 0 attached of 0 mandatory; 0 attached of 2 required

#### Signature and Submittal

Signature	<a href="#">Sign</a>	
Submittal	<a href="#">Submit</a>	

[Delete Application](#)

**Click on “Process” button**

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

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HDOT Ghost

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11:57 AM  
2/28/2018

Step 11: If you would like, complete each section in YELLOW and click “Save & Return to Application Summary” button – these are not required

Test System  
B2G NOW

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

Diversity Management Syst...

File Edit View Favorites Tools Help

Certification Application: Section 1: General Information

Main Documents Signature Submit Utilities Cert List

HDOT Ghost  
Application Type: Expansion Application  
Application Number: 9041651

0% complete

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application. If a required field is not applicable to your firm mark it as N/A. Questions highlighted in yellow are optional; please complete them if applicable. Click Save Draft frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may not be shown in this section due to your company type.

Save Draft Save & Return to Application Summary Cancel

\* required entry

Section Status  
Section 1: General Information Section Status

Incomplete  
- 6 Incomplete out of 6 required  
- 4 Incomplete out of 4 optional

Section Questions

1.A. Name of Business \* Required

1.B. DBA Name Optional

1.C. Physical Address \* Required

1.D. Mailing Address \* Required

1.E. Telephone Number \* Required

1.F. Fax Number Optional

1.G. Mobile Phone Number Optional

1.H. Internet Web Site/URL Address Optional

1.I. E-mail Address \* Required

1.J. Tax Identification Number \* Required

When finished – click on “Save & Return to Application Summary” button

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

Application status: Incomplete  
Application started: 2/28/2018

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

Save Draft Save & Return to Application Summary Cancel

Logged on as:  
Ghost Lee  
HDOT Ghost

11

12:00 PM  
2/28/2018

## Step 12: Under Sections and Documentation – Section 2: Business Information - Click on “Process” button

Test System B2Gnow

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

File Edit View Favorites Tools Help

Help & Tools

**Certification Application: Main Summary**

Main Documents Signature Submit Utilities Cert List

HDOT Ghost  
Application Type: Expansion Application  
Application Number: 9041681

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

33% 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.

**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	Incomplete
Application Number	9041681
Date for Deletion	5/29/2018 (Extend)
Contact Person	Ghost Lee (Add to 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 App.

**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	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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HDOT Ghost

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1:05 PM  
2/28/2018

Step 13: 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

**Test System**  
**B2G NOW**

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

File Edit View Favorites Tools Help

**Certification Application: Section 2: Business Information**

Main Documents Signature Submit Utilities Cert List

HDOT Ghost  
Application Type: Expansion Application  
Application Number: 9041681

33% complete

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order. Questions highlighted in yellow are optional; please complete all those that apply to your business.

Click **Save Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may require supporting documents.

Save Draft Save & Return to Application

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

Help & Tools

**Question Color Coding**

- Required & incomplete (Pink)
- Optional & incomplete (Yellow)
- Complete (Grey)

**Section Status**

Section 2: Business Information Section Status **Incomplete**  
- 10 incomplete out of 10 required

**Section Questions**

2.A. Is the firm adding or changing its work descriptions? **\*required fields** **Required**

If yes, describe changes below.

☐ No  
☐ Yes:

2.B. Is the firm adding or changing its services? **\*** **Required**

If yes, describe changes below.

☐ No  
☐ Yes:

2.C. Is the firm adding or changing its commodity codes? **\*** **Required**

If yes, enter all changes below.

☐ No  
☐ Yes:

2.A. Is the firm adding or changing its work descriptions? **\***

2.B. Is the firm adding or changing its services? **\***

2.C. Is the firm adding or changing its commodity codes? **\***

2.D. Have there been any changes in the control of the company in the last 12 months? **\***

2.E. Have there been any changes in the Officers in the last 12 months? **\***

2.F. Have there been any changes in the Board of Directors in the last 12 months? **\***

2.G. Have there been any changes in the legal structure of the firm in the last 12 months? **\***

2.H. Have there been any changes in the ownership of the company in the last 12 months? **\***

2.I. Have there been any changes in the disadvantaged status of the firm in the last 12 months? **\***

2.J. Have there been any changes in the management of the company in the last 12 months? **\***

Logged on as: Ghost Lee HDOT Ghost

1:16 PM 2/28/2018

Step 14: Click on *Instructions for attaching files* – *click here to show*. Read pop up and follow directions

The screenshot shows the B2Gnow Certification Application: Document List page. A blue arrow points to the link "Instructions for attaching files » [click here to show](#)". Another blue arrow points to the pop-up window titled "Attach an electronic file".

**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.

**Required Documents**

Required documents that are not attached:

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

Customer Support  
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Logged on as: Ghost Lee  
HDOT Ghost

Step 15: Once you have uploaded all your documents, click the “Return” button

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

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**Certification Application: Document List**

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

Note that some documents are required due to the nature of your firm. 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 > [click here to show](#)**

**Note:** this application allows faxing of documents to the system. To 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 submitted in their signed form.

Please note that as a condition of your application for certification, 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 by mail of any supporting document at any time during the term of certification.

**Status**

Document List Status	<b>Complete: 0 attached of 0 mandatory; 2 attached of 2 required</b>
Document Format	<b>Electronic documents only.</b> This document checklist is used to securely and confidentially attach electronic files to the application.

[Refresh List](#) [Attach All Docs Via Fax](#) [Return](#)

**Required Documents**

Required documents that are not relevant to your firm can be 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)	Mark as Not Applicable	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
<a href="#">Lock In</a>		Attach each document below or check the box to indicate it is not applicable to your business; then click the <b>Lock In</b> button.			
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	Licenses, license renewal forms, permits, and haul authority forms <a href="#">brochure2017Dec.doc</a> (DOC, 2.71 MB) <a href="#">View File</a> <a href="#">Edit Info</a> <a href="#">Delete File</a>	<input type="checkbox"/>		Attached by Ghost Lee on 2/28/2018
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	Additional supporting documents not listed <a href="#">Size Standards Table 2017 - only.xlsx</a> (XLSX, 63.91 KB) <a href="#">View File</a> <a href="#">Edit Info</a> <a href="#">Delete File</a>	<input type="checkbox"/>		Attached by Ghost Lee on 2/28/2018
<a href="#">Lock In</a>		Attach each document above or check the box to indicate it is not applicable to your business; then click the <b>Lock In</b> button.			

[Refresh List](#) [Attach All Docs Via Fax](#) [Return](#)

**Click “Return” button once all the documents are uploaded**

**Customer Support**  
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2/28/2018



## Step 16: Click the “Sign” button

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

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**Test System**  
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Home View » Search » Message » Settings » Help & Support » Logoff

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### Certification Application: Main Summary

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	<b>Complete, Pending Signature &gt; Sign Application</b>
Application Number	9041681
Date for Deletion	5/29/2018 ( <a href="#">Extend</a> )
Contact Person	Ghost Lee <input type="text"/> ( <a href="#">Add user not on list</a> )

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**

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Logged on as:  
Ghost Lee  
HDOT Ghost

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2/28/2018



Step 17: “Sign” the document by typing your Signature (full legal name) and Your Title

Step 17A: Click the checkbox to attest that the information contained is accurate and a correct representation of the business

Step 17B: Once steps 17 and 17A 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 Type "Expansion Application" and Application Number "9041681". The application status is "Complete, Pending Signature > Sign Application" and the application started on "2/28/2018".

The "Electronic Signature" section contains the following fields:

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

Below the signature fields, there is a checkbox 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." The checkbox is checked.

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

Three blue arrows point to the following elements:

- 1<sup>st</sup>:** “Sign” the document by typing your full legal name and Your Title (points to the Signature and Your Title fields)
- 2<sup>nd</sup>:** Click the checkbox to attest that the information contained is accurate and a correct representation of the business (points to the attestation checkbox)
- 3<sup>rd</sup>:** Click the “Sign Application” button (points to the Sign Application button)

Footer information includes "Customer Support", "Copyright © 2018 B2Gnow. All rights reserved.", and "Home | Help | Print To PDF". The user is logged on as "Ghost Lee" and "HDOT Ghost".

Step 18: Click the checkbox “... I acknowledge individually, and on behalf of the applicant business, the policies, rules and requirements of the program.”

Step 18A: Once steps 18 is complete, submit the document by clicking the “*Submit 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: Submit Application". The user is logged in as "HDOT Ghost" with application number "9041681". The application status is "Complete & Signed, Pending Submittal". The page contains a checkbox labeled "By submitting this certification application, I acknowledge individually, and on behalf of the applicant business, the policies, rules and requirements of the program." and a "Submit Application" button. Two blue arrows are overlaid on the page: one pointing to the checkbox and another pointing to the "Submit Application" button. The first arrow is labeled "1<sup>st</sup>: Click the checkbox '... I acknowledge individually, and on behalf of the applicant business, the policies, rules and requirements of the program.'" and the second arrow is labeled "2<sup>nd</sup>: Submit the document by clicking the 'Submit Application' button".

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

2<sup>nd</sup>: Submit the document by clicking the “*Submit Application*” button

Step 19: If you would like a copy of your application (strongly suggested), click on “*View and Print Application*” button

Step 19A: If you would like to edit your application, click on “*Edit Application*” button

Step 19B: Click on “OK” in the dialogue box that pops up

**1<sup>st</sup>:** If you would like a copy of your application (strongly suggested), click on “*View and Print Application*” button

**2<sup>nd</sup>:** If you would like to edit your application, click on “*Edit Application*” button

**3<sup>rd</sup>:** Click on “OK” in the dialogue box that pops up

Application status: Complete & Signed, Pending Submittal > [Submit Application](#)  
Application started: 2/28/2018

View Your Application  
[View and Print Application](#)

Edit Your Application  
[Edit Application](#)

Message from webpage

Submit application? This application cannot be recalled or edited once submitted.  
You will have the opportunity to print your application once submitted.

OK Cancel

Logged on as:  
Ghost Lee  
HDOT Ghost

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## Step 20: Click on “View and Print Application For Your Records” button

The screenshot displays the B2Gnow Test System interface. The browser address bar shows the URL: <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=2022>. The page title is "Certification Application: Submit Application". The navigation menu includes: Home, View >, Search >, Message >, Settings >, Help & Support >, and Logoff. The main content area shows the application status: "Submitted, Pending Receipt". The application type is "Expansion Application" and the application number is "9041681". The text states: "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 visible. A large blue arrow points to this button with the text: "Click on 'View and Print Application For Your Records' button". The footer shows "Customer Support" and "Copyright © 2018 B2Gnow. All rights reserved." The system tray at the bottom indicates the user is logged on as "Ghost Lee" and the date is 2/28/2018.

Test System  
B2Gnow

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

File Edit View Favorites Tools Help

Certification Application: Submit Application

Main Documents Signature Submit Q & A Utilities Cert List

HDOT Ghost  
Application Type: Expansion Application  
Application Number: 9041681

Application status: Submitted, Pending Receipt  
Application started: 2/28/2018  
Submitted: 2/28/2018

Home  
View >  
Search >  
Message >  
Settings >  
Help & Support >  
Logoff

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.

View and Print Application For Your Records

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

Logged on as:  
Ghost Lee  
HDOT Ghost

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2/28/2018

Now you have completed the Expansion Application due to  
Change in Ownership

Next step is for HDOT OCR to review your Expansion Application

Questions, Comments, Input, Suggestions, Corrections?

Hawaii Department of Transportation  
Office of Civil Rights  
[hdot-dbe@hawaii.gov](mailto:hdot-dbe@hawaii.gov)