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

Click on the “Apply for Certification/Manage” link
Step 4: Under “Select an Option” – click on the “Your firm is currently DBE/ACDBE certified by HDOT” link
Step 5: Under “Select an Option” click on the “You would like to report a change or update your certification record” link
Step 6: Under “Select an Option” click on the “Add/update commodity, supply, and/or service work categories on your certification” link
Step 7: Under “Select an Option” click on the “Submit an Expansion application” link
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
Step 9: Click “Check this box and click Continue to start the application process”

Step 9A: Click “Continue” to start the application process
Step 10: Under Sections and Documentation – Section 1: General Information - Click on “Process” button
Step 11: 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 12: Under Sections and Documentation – Section 2: Business Information - Click on “Process” button
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

<table>
<thead>
<tr>
<th>Section Questions</th>
<th>Required Status</th>
</tr>
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<tbody>
<tr>
<td>2.A. Is the firm adding or changing its work descriptions?</td>
<td>Required</td>
</tr>
<tr>
<td>2.B. Is the firm adding or changing its services?</td>
<td>Required</td>
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<tr>
<td>2.C. Is the firm adding or changing its commodity codes?</td>
<td>Required</td>
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<tr>
<td>2.D. Have there been any changes in the control of the company in the last 12 months?</td>
<td>Required</td>
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<tr>
<td>2.E. Have there been any changes in the Officers in the last 12 months?</td>
<td>Required</td>
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<tr>
<td>2.F. Have there been any changes in the Board of Directors in the last 12 months?</td>
<td>Required</td>
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<tr>
<td>2.G. Have there been any changes in the legal structure of the firm in the last 12 months?</td>
<td>Required</td>
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<tr>
<td>2.H. Have there been any changes in the ownership of the company in the last 12 months?</td>
<td>Required</td>
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<tr>
<td>2.I. Have there been any changes in the disadvantaged status of the firm in the last 12 months?</td>
<td>Required</td>
</tr>
<tr>
<td>2.J. Have there been any changes in the management of the company in the last 12 months?</td>
<td>Required</td>
</tr>
</tbody>
</table>

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Step 14: Click on Instructions for attaching files – click here to show. Read pop up and follow directions.
Step 15: Once you have uploaded all your documents, click the “Return” button
Step 16: Click the “Sign” button
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
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.
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
Step 20: Click on “View and Print Application For Your Records” button
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
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