

Directions to submit an Expansion Application due to Change/Update in NAICS Code:

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://ibesystem.com/FrontPage/VendorMain.asp?XID=5881>. The page features a navigation menu on the left side with the following items: Home, View >>, Search >>, Message >>, Settings >>, Help & Support >>, and Logoff. Below the menu are links for Show All and Hide All. A large blue arrow points to the 'Home' link. The main content area includes a header with the HDOT emblem and the text 'Welcome to our system!'. Below the header, there is a section titled 'Customer Support' with a 'Continue' button. The footer contains the text 'Customer Support Copyright © 2018 B2Gnow. All rights reserved.' and navigation 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. The browser address bar displays <https://hdot.dbesystem.com/FrontPage/VendorMain.asp?XID=5223>. The page features a navigation menu on the left with links for Home, View, Search, Message, Settings, Help & Support, and Logoff. The main content area is divided into several sections:

- Dashboard:** Displays records assigned to 'your company'. A table shows the following status counts:

Status	Active	Pending	Renewing
	0	1	0
- Certification Center:** Includes a warning message: "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 links for [Apply for Certification/Manage](#), [View Analytics](#), and [Take a Training Class](#). A blue arrow points to the 'Apply for Certification/Manage' link.
- Alerts:** States "No Activated Alerts. [View Pending Alerts](#)."
- System News:** Features a section titled "Special Features for Vendors" with instructions on adding date alerts and submitting missing certification requests. It also includes a link for "Training Classes & Events" and a button for "View events & RSVP today".
- Configure:** Lists various settings such as "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 navigation links for Home, Help, and Print To PDF. The footer also indicates the user is logged on as "Ghost Lee" and "HDOT Ghost".

Step 4: 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 content includes:

- Header:** Department of Transportation, State of Hawaii logo and navigation links (Home, View, Search, Message, Settings, Help & Support, Logoff).
- Section:** Certification Application: Available Applications
- Welcome Message:** Welcome to the Hawaii Department of Transportation (HDOT) online certification application for Disadvantaged Business Enterprises/Airport Concession Disadvantaged Business Enterprises (DBE/ACDBE).
- Information:** 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.
- Responsibility:** 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.
- Submission:** 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
- Qualification Criteria:** Click below for more information regarding the DBE/ACDBE qualification criteria.
[View All Definitions and Qualifications for DBE/ACDBE Certification](#)
- Information:** 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.](#)
- Buttons:** Return to Certification List
- Footer:** Customer Support, Copyright © 2018 B2Gnow. All rights reserved. Home | Help | Print To PDF

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



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.

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.](#)

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

[Return to Certification List](#)

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HDOT Ghost

Home | Help | Print To PDF

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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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- [Sign up for a Training Class](#)

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HDOT Ghost

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2:53 PM
2/21/2018

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

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: Available Applications". The page content includes a welcome message from the Hawaii Department of Transportation (HDOT) and a list of application options. A blue arrow points to the "Submit an Expansion application" link, which is highlighted with a red circle. The page also features a "Need Help?" section with links to a user manual and a training class.

Test System
B2G NOW

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, ph](#)

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

[Submit an Expansion application.](#)

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

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HDOT Ghost

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11:22 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

Test System
B2Gnow

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

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. 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.

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 is for your information. You can print this document (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 **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.

Continue Return

Required Documents

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.

Licenses, license renewal forms, permits, and haul authority forms

Additional supporting documents not listed

Customer Support
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Home | Help | Print To PDF

Logged on as:
Ghost Lee
HDOT Ghost

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11:38 AM
2/28/2018

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

Test System
B2Gnow

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.

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

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

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

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

Certification Application: Main Summary

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.

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 user 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 Application 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 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

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

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Home | Help | Print To PDF

Logged on as: Ghost Lee, HDOT Ghost

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

File Edit View Favorites Tools Help

Diversity Management Syst...

Help & Tools

Certification Application: Section 2: Business Information

Main Documents Signature Submit Utilities Cert List

HDOT Ghost
Application Type: Expansion Application
Application Number: 9041681

33% complete

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

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 additional information.

Save Draft Save & Return to Application

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

If yes, describe changes below.

No

Yes:

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

If yes, enter all changes below.

No

Yes:

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 a web browser window with the URL <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=2022>. The page title is "Certification Application: Document List". The application is for "HDOT Ghost" with application type "Expansion Application" and number "9041681". The application status is "Incomplete" and started on "2/28/2018".

A blue arrow points to the link "Instructions for attaching files » [click here to show](#)".

A pop-up window titled "Attach an electronic file" is displayed. It contains the following text:

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.

A second blue arrow points to the "Attach an electronic file" pop-up window.

The background page shows a table of "Required Documents" with columns: "Attach (Refresh)", "Mark as Not Applicable", "Document (Refresh)", "Download Form", "Document Description (Refresh)", and "Status (Refresh)". The table has two rows of documents, both with "NOT attached" status.

At the bottom of the page, there is a "Customer Support" section with copyright information for B2Gnow, 2018.

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

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: 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 **Complete: 0 attached of 0 mandatory; 2 attached of 2 required**

Document Format **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

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)
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	-	Licenses, license renewal forms, permits, and haul authority forms	-		Attached by Ghost Lee on 2/28/2018
		brochure2017Dec.doc (DOC, 2.71 MB) View File Edit Info Delete File			
Attach or Fax	-	Additional supporting documents not listed	-		Attached by Ghost Lee on 2/28/2018
		Size Standards Table 2017 - only.xlsx (XLSX, 63.91 KB) View File Edit Info Delete File			
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

Customer Support
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Home | Help | Print To PDF

Logged on as: Ghost Lee HDOT Ghost

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1:33 PM 2/28/2018

Step 16: Click the "Sign" button

Test System
B2Gnow

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

File Edit View Favorites Tools Help

Certification Application: Main Summary Help & Tools

Main Documents Signature Submit Utilities Cert List

HDOT Ghost Application status: **Complete, Pending Signature > Sign Application**
Application Type: Expansion Application Application started: 2/28/2018
Application Number: 9041681

98% complete

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

Need Help?
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[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 <input type="text"/> (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

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Home | Help | Print To PDF

Logged on as: Ghost Lee HDOT Ghost

16 1:36 PM 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 number "9041681". The application status is "Complete, Pending Signature" and it started on "2/28/2018".

The form contains the following 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 Your 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, it says "17" and "1:40 PM 2/28/2018".

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

Test System
B2G NOW

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

File Edit View Favorites Tools Help

Certification Application: Submit Application

Main Documents Signature Submit Utilities Cert List

HDOT Ghost
Application Type: Expansion Application
Application Number: 9041681

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

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

Submit Your Application

If you are ready to submit your application, check the box below and click **Submit Application**. Once submitted, the application e...

By submitting this certification application, I acknowledge individually, and on behalf of the applicant busi... program.

Submit Application

2nd: 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.”

Logged on as:
Ghost Lee
HDOT Ghost

18 1:44 PM 2/28/2018

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

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, 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 "19".

Step 20: 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 number "9041681". The application status is "Submitted, Pending Receipt", started on "2/28/2018", and submitted on "2/28/2018". The page content includes a welcome message and instructions. A button labeled "View and Print Application For Your Records" is highlighted with a blue arrow.

Test System
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Logoff

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

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](#)

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

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

Now you have completed the Expansion Application due to
Change/ Update in NAICS Code

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