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.
Step 3: Under “Key Actions” 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

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 *
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**

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

### Certification Application: Section 2: Business Information

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

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

2nd: If you would like to edit your application, click on “Edit Application” button

3rd: Click on “OK” in the dialogue box that pops up
Step 20: 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?

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