

Directions to create an Interstate Application:

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

Step 2: After you have logged in with your user name and password, click on the “Apply for Certification/Manage” link on the right side of the screen under the section “Key Actions”

The screenshot shows a web browser window displaying the Diversity Management System dashboard. The browser's address bar shows the URL: <https://test.mwdb.com/FrontPage/VendorMain.asp?XID=633&TK=F15F10C571EDDBEFBEC20FC76FC784A7D0C8C55089CFF555BA9655A4407384EF4034EB5A0BC862EE9FD6092244BB9>. The dashboard has a yellow header with the text "Dashboard" and "Displaying records assigned to your company". Below the header, there is a section for "Certification Center" with a warning icon and the text: "If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account." On the right side, there is a "Key Actions" section with a red circle around the link "Apply for Certification/Manage". A large blue arrow points from the text "Click on the 'Apply for Certification/Manage' link" to this link. Other sections include "Alerts" (No Activated Alerts), "System News" (Special Features for Vendors), and "Configure" (Change Your Password, Edit Your User Account Settings, Business Info, Profile Setup, List/Add Users, Main Contacts, Commodity Codes, EEO/Workforce Comp.). The footer contains "Customer Support" and "Copyright © 2018 B2Gnow. All rights reserved." The taskbar at the bottom shows the system clock at 10:55 AM on 6/26/2018.

Step 3: Under “Select an Option” – click on the “Your firm is not currently DBE/ACDBE certified by HDOT” link

The screenshot shows a web browser window with the URL <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=3406&TK=23F1FF63B347A9AE008112FDED1F6648278D0C01351762877BE9473EA0662D37C9526855F330D9562D7A906DDE7BBA0AE64FCDCC4A251A3C7183597F81E41B9879058DDD6F6E9B70>. The page title is "Certification Application: Available Applications".

On the left side, there is a navigation menu with the following items: Home, View >>, Search >>, Message >>, Settings >>, Help & Support >>, and Logoff. Below the menu are links for "Show All" and "Hide All".

The main content area includes a welcome message and a list of application options:

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

The "Select an Option" section contains two links:

- [Your firm is currently DBE/ACDBE certified by HDOT.](#)
- [Your firm is not currently certified by HDOT.](#)

A red circle highlights the second link, and a large blue arrow points to it with the text: "Click on the 'Your firm is not currently DBE/ACDBE certified by HDOT' link".

At the bottom left, it says "Logged on as: Ghost Lee HDOT Ghost". At the bottom right, there is a footer with "Customer Support" and "Copyright © 2018 B2Gnow. All rights reserved." along with navigation links: Home | Help | Print This Page | Print To PDF. The system tray shows the time as 1:51 PM on 10/1/2018.

Step 4: Under “Select an Option” click on the “Your firm is not located in Hawaii” link

The screenshot shows a web browser window with the URL <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=3406&TK=23F1FF63B347A9AE008112FDED1F6648278D0C1351762877BE9473EA0662D37C9526855F330D9562D7A906DDE7BBA0AE64FCDCC4A251A3C7183597F81E41B9879058DDD6F6E9B70>. The page title is "Certification Application: Available Applications".

The page content includes:

- Logo for "Test System" and "B2G NOW".
- Navigation menu: Home, View >, Search >, Message >, Settings >, Help & Support >, Logoff.
- Section: "Certification Application: Available Applications".
- Text: "Welcome to the Hawaii Department of Transportation (HDOT) online certification application for Disadvantaged Business Enterprises/Airport Concession Disadvantaged Business Enterprises (DBE/ACDBE)."
- Text: "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."
- Text: "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."
- Text: "You can electronically submit an application for:"
- List of options:
 - New DBE/ACDBE Certification
 - DBE/ACDBE Annual Affidavit of No Change
 - Interstate DBE/ACDBE Certification
 - Report Changes or Request Expansion of Work Codes
- Text: "Click below for more information regarding the DBE/ACDBE qualification criteria."
- Text: "[View All Definitions and Qualifications for DBE/ACDBE Certification](#)"
- Text: "For more information on the DBE/ACDBE program, please visit the [DBE/ACDBE Program page](#)."
- Section: "Select an Option" with four links:
 - [Your firm is currently DBE/ACDBE certified by HDOT.](#)
 - [Your firm is not currently certified by HDOT.](#)
 - [Your firm is located in Hawaii.](#)
 - [Your firm is not located in Hawaii.](#) (This link is circled in red in the image.)
- Text: "Click on the 'Your firm is not located in Hawaii' link" (This text is inside a large blue arrow pointing to the circled link.)
- Text: "Return to Certification List" (This is a button located below the "Select an Option" section.)
- Text: "Need Help?" with links: [Download Part 2 of the user manual](#), [Sign up for a Training Class](#).
- Text: "Logged on as: Ghost Lee, HDOT Ghost" (This is in the bottom left corner of the browser window.)
- Text: "1:55 PM 10/1/2018" (This is in the bottom right corner of the browser window.)

Step 5: Under “Select an Option” click on the “Your firm is DBE/ACDBE certified in your home state” link

Diversity Management System (p x +)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=3406&TK=23F1FF63B347A9AE008112FDED1F6648278D0C01351762877BE9473EA0662D37C9526855F330D9562D7A906DDE7BBA0AE64FCDCC4A251A3C7183597F81E41B9879058DDD6F6E9B70

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Test System
B2G NOW

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.](#)

[Your firm is located in Hawaii.](#)

[Your firm is not located in Hawaii.](#)

[Your firm is DBE/ACDBE certified in your home state.](#)

[Submit a Interstate application.](#)

[Your firm is not DBE/ACDBE certified in your home state.](#)

Click on the “Your firm is DBE/ACDBE certified in your home state” link

[Return to Certification List](#)

Download Part 2 of the user manual
Sign up for a Training Class

Logged on as: **Chae Lee**
javascript: Activate("Group2345");

1:58 PM 10/1/2018

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

Diversity Management System (p x +)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=3406&TK=23F1FF63B347A9AE008112FDED1F6648278D0C01351762877BE9473EA0662D37C9526855F330D9562D7A906DDE7BBA0AE64FCDCC4A251A3C7183597F81E41B9879058DDD6F6E9B70

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Test System
B2GNOW

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

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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- DBE/ACDBE Annual Affidavit of No Change
- Interstate DBE/ACDBE Certification
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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.](#)

[Your firm is located in Hawaii.](#)

[Your firm is not located in Hawaii.](#)

[Your firm is DBE/ACDBE certified in your home state.](#)

[Submit a Interstate application.](#)

[Your firm is not DBE/ACDBE certified in your home state.](#)

[Return to Certification List](#)

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Sign up for a Training Class

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javascript: Activate("Group2345");

1:58 PM
10/1/2018

Interstate Application for Hawaii Department of Transportation

Step 6: Complete *Company & Contact Information*, if it is not already pre-filled

Step 6A: Complete *Eligibility Requirements* – Is your firm located in Hawaii? - answer Yes or No in radial button

Step 6A: Complete *Eligibility Requirements* – Is your firm currently DBE/ACDBE certified by a qualified certifying agency in your home state? – answer YES or No in radial button

Step 6B: Click the “Continue” button when complete

1st: Complete Company & Contact Information, if it is not already pre-filled

**2nd: A) Is your firm located in Hawaii? - answer Yes or No in radial button
B) Is your firm currently DBE/ACDBE certified by a qualified certifying agency in your home state? - answer YES or No in radial button**

3rd: Click the “Continue” button when complete

Use existing account information to auto-fill application to SAVE time

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2:04 PM 10/1/2018

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

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

Diversity Management System (p x)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=3406&TK=23F1FF63B347A9AE008112FDED1F6648278D0C0133...6855F330D9562D7A906DDE7BBA0AE64FCDC4A251A3C7183597F81E41B9879058DDD6F6E9B70

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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. There are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and are comfortable providing the requested information. If you are unable to submit the attachments without an explanation as to why, any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

Review the items below **before** beginning the process to ensure you are submitting the correct information. You can also print the list to [your printer](#) or a [PDF file](#).

This document is for your information only. 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 **12/30/2018**. Periodic reminders will be sent to you by email up to that point. A deleted application cannot be recovered; you will need to start again.

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

Mandatory Documents

All **mandatory** documents must be provided with the application.

Interstate Affidavit of DBE Application
[Download Form](#) -- Download, complete, sign, and upload.

Complete copy of the original application (UCA) to your home state.
Include all supporting documents and any other information you wish to include.

Most current home state certification letter
Upload a copy of the most recent certification letter provided by your home state.

Copies of any notices or correspondence from states, other than your home state, relating to your status as an applicant or certified DBE/ACDBE in those states.
For example, if you have been denied certification or decertified in any state, or are subject to a decertification action there, you must provide all documentation concerning this action to HDOT.

Required Documents

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

Affidavits of No Change Certification Reviews

Certification Appeal with the U.S. Department of Transportation (DOT)
If you have filed a certification appeal with DOT (see §26.89), provide your letter of appeal and DOT's response.

Additional supporting documents not listed

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2:25 PM
10/1/2018

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

The screenshot shows a web browser window with the URL <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=3406&TK=23F1FF63B347A9AE008112FDED1F6648278D0C01351762877BE9473EA0662D37C9526855F330D9562D7A906DDE7BBA0AE64FCDCC4A251A3C7183597F81E41B9879058DDD6F6E9B70>. The page title is "Certification Application: Main Summary".

Navigation tabs include: Main, Documents, Signature, Submit, Utilities, Cert List.

Application details: HDOT Ghost, Application Type: Interstate Application, Application Number: 6632582. Application status: **Incomplete**, Application started: 10/1/2018.

Progress: 0% complete.

Instructions: 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.

Contact Person: Ghost Lee. (Add user not found)

Application Information

Application Type	Interstate Application
Certifying Agency	Hawaii Department of Transportation
Business Name	HDOT Ghost
Current Status	Incomplete
Application Number	6632582
Date for Deletion	12/30/2018 (Extend)
Contact Person	Ghost Lee (Add user not found)

Sections and Documentation

Section 1: Certification Information	Process	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
Section 2: Contact Information	Process	Incomplete: 0 completed of 7 required; 0 completed of 4 optional
Document List	Process	Incomplete: 0 attached of 4 mandatory; 0 attached of 3 required

Signature and Submittal

Signature	Sign	
Submittal	Submit	

Delete Application

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

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Step 9: Complete each question in PINK and click "Save & Return to Application Summary" button – these questions are required

Diversity Management System (p x +)

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

Help & Tools

Certification Application: Section 1: Certification Information

HDOT Ghost
Application Type: Interstate
Application Number: 6632

Application status: **Incomplete**
Application started: 10/1/2018

0% complete

Please answer all questions that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application. Questions highlighted in yellow are optional; please complete them if you wish. Questions highlighted in grey are completed.
Click **Save Draft** frequently to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may be disabled if you have not answered prerequisite questions.

Save Draft Save & Return to Application Summary Cancel

Section Status
Section 1: Certification Information Section Status **Incomplete**
- 2 incomplete out of 2 required

Section Questions

1.A. Is your firm currently certified as a DBE/ACDBE with another agency? * **Required**

HELP

No
 Yes

Certifying Agency	State	Next Renewal Date
<input type="text"/>	<input type="text"/>	<input type="text"/> (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/> (mm/dd/yyyy)

This is a "stretchy" table -- it will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from all fields in the line and [save page.](#) If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

Has your firm's state UCP conducted an on-site visit?
 Yes, on (mm/dd/yyyy) - State:

No

1.B. Prior/Other Applications and Privileges * **Required**

HELP

Has your firm (under any name) or any of its owners, Board of Directors, officers or management personnel, ever withdrawn an application for any contract, or been de-certified, or debarred or suspended or otherwise had bidding privileges denied or restricted by any state or local agency, or Federal entity? If yes, identify State and name of state, local, or Federal agency and explain the nature of the action.

State	Date of Action	Nature of Action
<input type="text"/>	<input type="text"/> (mm/dd/yyyy)	<input type="text"/>
<input type="text"/>	<input type="text"/> (mm/dd/yyyy)	<input type="text"/>

This is a "stretchy" table -- it will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from all fields in the line and [save page.](#) If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

Save Draft Save & Return to Application Summary Cancel

Logged on as: Ghost Lee HDOT Ghost

2:48 PM

Answer required question

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

When finished – click "Save & Return to Application Summary" button

Answer required question

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

Diversity Management System (p x +)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=3406&TK=23F1FF63B347A9AE008112FDDED1F6648278D0C01351762877BE9473EA0662D37C9526855F330D9562D7A906DDE7BBA0AE64FCDCC4A251A3C7183597F81E41B9879058DDD6F6E9B70

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Certification Application: Main Summary Help & Tools

Main Documents Signature Submit Utilities Cert List

HDOT Ghost
Application Type: Interstate Application
Application Number: 6632582

Application status: **Incomplete**
Application started: 10/1/2018

12% 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	Interstate Application
Certifying Agency	Hawaii Department of Transportation
Business Name	HDOT Ghost
Current Status	Incomplete
Application Number	6632582
Date for Deletion	12/30/2018 (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

Sections and Documentation

Section 1: Certification Information	<input checked="" type="checkbox"/> Process	Complete: 2 completed of 2 required; 0 completed of 0 optional (by Ghost Lee, 10/1/2018)
Section 2: Contact Information	<input type="checkbox"/> Process	Incomplete: 0 completed of 7 required; 0 completed of 4 optional
Document List	<input type="checkbox"/> Process	Incomplete: 0 attached of 4 mandatory; 0 attached of 3 required

Signature and Submittal

Signature	<input type="button" value="Sign"/>	
Submittal	<input type="button" value="Submit"/>	

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

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2:56 PM 10/1/2018

Step 11: Under Sections and Documentation – Section 2: Contact Information – answer the questions No or Yes (Yes requires response) and upload/attach supporting documents, as needed/applicable

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

Section Questions:

- 2.A. Contact Person and Title *
- 2.B. Legal Name of Firm *
- 2.C. DBA Name
- 2.D. Federal Tax ID *
- 2.E. Phone Number *
- 2.F. Other Phone Number
- 2.G. Fax Number
- 2.H. Email *
- 2.I. Website
- 2.J. Street/Physical Address of Firm *
- 2.K. Mailing Address of Firm *

Click on "Save & Return to Application Summary" once all required questions are answered

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

Diversity Management System (p x +)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=3406&TK=23F1FF63B347A9AE008112FDED1F6648278D0C01351762877BE9473EA0662D37C9526855F330D9562D7A906DDE7BBA0AE64FCDC4A251A3C7183597F81E41B9879058DDD6F6E9B70

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Certification Application: Main Summary

Help & Tools

Main Documents Signature Submit Utilities Cert List

HDOT Ghost
Application Type: Interstate Application
Application Number: 6632582

Application status: **Incomplete**
Application started: 10/1/2018

55% 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.

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Need Help?
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[Sign up for a Training Class](#)

Application Information	
Application Type	Interstate Application
Certifying Agency	Hawaii Department of Transportation
Business Name	HDOT Ghost DBA HDOT Ghost
Current Status	Incomplete
Application Number	6632582
Date for Deletion	12/30/2018 (Extend)
Contact Person	Ghost Lee (Add user not on list)

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

Sections and Documentation	
Section 1: Certification Information	✓ Process Complete: 2 completed of 2 required; 0 completed of 0 optional (by Ghost Lee, 10/1/2018)
Section 2: Contact Information	✓ Process Complete: 7 completed of 7 required; 1 completed of 4 optional (by Ghost Lee, 10/1/2018)
Document List	➔ Process Incomplete: 0 attached of 4 mandatory; 0 attached of 3 required

Signature and Submittal	
Signature	⌚ Sign
Submittal	⌚ Submit

Delete Application

Under Sections and Documentation – Document List - Click “Process” button

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HDOT Ghost

3:28 PM
10/1/2018

Step 14: Attaching your documents

The screenshot shows a web browser window displaying a 'Certification Application: Document List' page. The page includes a navigation menu, application details (HDOT Ghost, Application Number: 6632582), and sections for 'Mandatory Documents' and 'Required Documents'. A modal 'Upload Files' dialog is open, showing a file selection process. A Windows File Explorer window is also visible, showing a folder named 'Airport Information' with three PDF files. Red circles highlight specific UI elements: the 'Attach' button in the 'Mandatory Documents' section, the 'Choose File' button in the 'Upload Files' dialog, the 'Upload File' button in the 'Upload Files' dialog, the 'Return' button at the bottom of the page, the 'Open' button in the File Explorer, and the 'Lock In' button in the 'Required Documents' section. Blue callout boxes provide step-by-step instructions for each highlighted element.

1st: Click "Attach" and a dialogue box appears

2nd: Click "Choose File" to select which document you need to attach

3rd: Select which document to attach and click "Open"

4th: Click "Upload File" to attach document to your application

Repeat steps 1-4 for each document that needs to be attached – for both Mandatory Documents and Required Documents – when finished hit the "Return" button

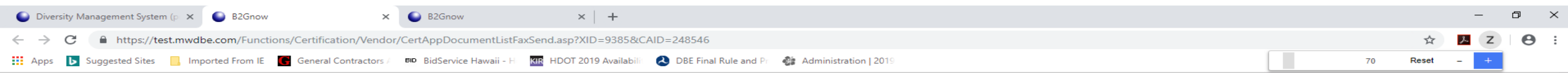
Click the "Return" button when all the documents are uploaded

If there are no other documents to upload select the radial button "Mark as Not Applicable" and click "Lock In"

Step 14: Faxing your documents

You may fax your documents instead of attaching them

To fax your documents click on the “fax” link and follow the directions below



Hawaii Department of Transportation

INTERSTATE APPLICATION Certification Application Number: 6632582

**BEFORE FAXING ANY DOCUMENT,
READ THESE INSTRUCTIONS COMPLETELY.
FAILURE TO FOLLOW THE DIRECTIONS WILL RESULT IN
REJECTION OF YOUR DOCUMENTS AND APPLICATION.**

Instructions

1. Print this document.
2. Remove the instruction pages from the following stack of cover pages. Do not send the instruction pages with your documents.
3. Prepare your documents: make sure all pages are facing up and in the same direction.
4. Split the different documents into separate piles.
5. Place each cover page with the large square bar code on top of each corresponding document. Double check that the description on the cover page matches the type of document.
6. Combined the documents into a single pile; alternatively, you can fax each document separately.
7. Fax the documents to **(312) 674-7399**. Documents faxed to this number are securely and confidentially processed by an automated engine. Do not fax to any other number; the documents will not be matched to your application.
8. Within 30 minutes, an email confirmation will be sent to **HDOT-DBE@hawaii.gov** for each document was successfully attached to your certification application. You will receive a separate notice for each document attached. If you do not receive any confirmations, your email provider may have blocked the notification, the fax was not received, or you did not include a cover page with your submission.
9. Log into the system (use the link in the email confirmation), access your application, and click the Documents tab.
10. If the documents were successfully received and matched to your application, you will see them listed on the page.
11. Click the **View File** link to open a document and verify that it was received correctly. Faxes often are cut off before transmission is complete; it is your responsibility to ensure that each document is complete. Incomplete documents will cause a delay in the review of your application.
12. If a file is not complete (missing pages, garbled text/tables, incorrect document), click **Delete File** and start the process over. You can fax a document as many times as needed until you are satisfied it is complete and correct.
13. You can edit a document's title and description as needed to more clearly identify the file.

INTERSTATE APPLICATION Certification Application Number: 6632582



Hawaii Department of Transportation

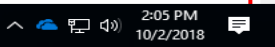
**BEFORE FAXING ANY DOCUMENT,
READ THESE INSTRUCTIONS COMPLETELY.
FAILURE TO FOLLOW THE DIRECTIONS WILL RESULT IN
REJECTION OF YOUR DOCUMENTS AND APPLICATION.**

Important Tips

- Every individual document must have a cover page. Faxes without cover pages will be automatically rejected and discarded. You will not receive a confirmation of rejection.
- A fax delivery confirmation from your fax machine is **NOT** confirmation your document was received and processed. There are many technical reasons why your submission could fail; you will receive email confirmation to **HDOT-DBE@hawaii.gov** of each document submitted successfully to the system.
- Documents faxed after submission of the application to Hawaii Department of Transportation will be rejected. This process can be used only to fax documents while the application is in **Incomplete** status.
- You can send multiple documents via fax for the same document requirement. For example, you can send a fax for each tax return required. The system will automatically store the different submissions as separate files but link them to the same document requirement. You must separate each file with a cover page.
- You can submit documents by fax or upload through the system's user interface. Once all required documents are provided, the document list will be complete and the status will automatically update.
- Upon receipt of all documents, the system will **not** auto-submit your application. You must access the application in the system, view the documents to verify they are complete and correct, sign your application, and submit it.

You must include a cover page with every document.

Fax documents to (312) 674-7399



Step 14: Signing your application

Diversity Management System (p x +)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=8991&TK=65DE0FC162963A63F55A635C6CA888A73E3316F780489A2192C5D0B7CD981633F467FB5973B3068A094B5102E6A58347C3F817A9B0A600F2946F8224148B2F0A8FD85959F87F690E

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Certification Application: Main Summary

Help & Tools

Main Documents Signature Submit Utilities Cert List

B2G HDOT Ghost Application Type: Interstate Application Application Number: 6632582 Application status: **Complete, Pending Signature > Sign Application** Application started: 10/1/2018

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	Interstate Application
Certifying Agency	Hawaii Department of Transportation
Business Name	HDOT Ghost DBA HDOT Ghost
Current Status	Complete, Pending Signature > Sign Application
Application Number	6632582
Date for Deletion	12/30/2018 (Extend)
Contact Person	Ghost Lee (Add user not on list)

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

Sections and Documentation

Section 1: Certification Information	✓ Process	Complete: 2 completed of 2 required; 0 completed of 0 optional (by Ghost Lee, 10/1/2018)
Section 2: Contact Information	✓ Process	Complete: 7 completed of 7 required; 1 completed of 4 optional (by Ghost Lee, 10/1/2018)
Document List	✓ Process	Complete: 4 attached of 4 mandatory; 0 attached, 3 not applicable of 3 required

Signature and Submittal

Signature	
Submittal	

[Delete Application](#)

Click "Sign" to begin signature process

Customer Support
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Home | Help | Print This Page | Print To PDF

Logged on as: Ghost Lee HDOT Ghost

2:09 PM 10/2/2018

Step 14: Signing your application

The screenshot shows a web browser window with the URL <https://test.mwdbe.com/FrontPage/ VendorMain.asp?XID=8991&TK=65DE0FC162963A63F55A635C6CA888A73E3316F780489A2192C5D0B7CD981633F467FB5973B3068A094B5102E6A58347C3F817A9B0A600F2946F8224148B2F0A8FD85959F87F690E>. The page title is "Certification Application: Sign Application". The user is logged in as "HDOT Ghost" with application number "6632582". The application status is "Complete, Pending Signature".

The "Electronic Signature" section contains the following fields:

- Signature * (type your full, legal name)
- Your Title *
- Your Organization * (pre-filled with "HDOT Ghost")
- Today's Date * (pre-filled with "10/2/2018")

Below the signature fields is a checkbox with the text: "By electronically signing this certification application, I hereby attest that the information contained herein and attached in electronic form is true and correct to the best of my knowledge and belief, and that I am authorized to sign on behalf of my organization." The checkbox is currently unchecked.

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

Three blue callout boxes with arrows provide instructions:

- 1st:** Type in your full, legal name and your title (points to the Signature and Your Title fields).
- 2nd:** - Put a check mark in the box (points to the checkbox).
- 3rd:** Click "Sign Application" button (points to the "Sign Application" button).

Footer information includes "Customer Support" and "Copyright © 2018 B2Gnow. All rights reserved." The user is logged on as "Ghost Lee HDOT Ghost". The system clock shows 2:11 PM on 10/2/2018.

Step 15: Submitting your application

The screenshot shows a web browser window with the URL <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=8991&TK=65DE0FC162963A63F55A635C6CA888A73E3316F780489A2192C5D0B7CD981633F467FB5973B3068A094B5102E6A58347C3F817A9B0A600F2946F822414BB2F0A8FD85959F87F690E>. The page title is "Certification Application: Submit Application". The user is logged in as "Ghost Lee" for "HDOT Ghost". The application type is "Interstate Application" with number "6632582". The status is "Complete & Signed, Pending Submittal" and the application started on "10/1/2018".

The page content includes a "Submit Your Application" section with a radio button and a "Submit Application" button. A large blue arrow points from the "Submit Application" button to the "View Your Application" and "Edit Your Application" buttons. A second blue arrow points from the "Submit Application" button to the "Submit Application" button itself. A third blue arrow points from the "Submit Application" button to the "View Your Application" and "Edit Your Application" buttons.

Callouts and instructions:

- 1st:** Click radial box (pointing to the radio button)
- 2nd:** Click "Submit Application" (pointing to the "Submit Application" button)
- 3rd:** Or view and print your application Or Edit your application (pointing to the "View and Print Application" and "Edit Application" buttons)

Buttons on the page:

- Submit Application
- View and Print Application
- Edit Application

Page status: Application status: Complete & Signed, Pending Submittal > Submit Application. Application started: 10/1/2018. Progress: 98% complete.

Step 15: Submitting your application

Diversity Management System (p x +)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=8991&TK=65DE0FC162963A63F55A635C6CA888A73E3316F780489A2192C5D0B7CD981633F467FB5973B3068A094B5102E6A58347C3F817A9B0A600F2946F8224148B2F0A8FD85959F87F690E

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Certification Application: Submit Application

Help & Tools

Main Documents Signature **Submit** Q & A Utilities Cert List

HDOT Ghost
Application Type: Interstate Application
Application Number: 6632582

Application status: **Submitted, Pending Receipt**
Application started: 10/1/2018
Submitted: 10/2/2018

Mahalo (thank you) for your submittal. Your certification application number is **6632582**. 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](#)

[Customer Support](#)
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Logged on as: **Ghost Lee**
HDOT
Ghost

2:21 PM
10/2/2018

Now you have completed your firm's Interstate Application

Next step is for HDOT OCR to review your firm's Interstate
Application

Questions, Comments, Input, Suggestions, Corrections?

Hawaii Department of Transportation
Office of Civil Rights
hdot-dbe@hawaii.gov