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”.

Click on the “Apply for Certification/Manage” link.
Step 3: Under “Select an Option” – click on the “Your firm is not currently DBE/ACDBE certified by HDOT” link.
Step 4: Under “Select an Option” click on the “Your firm is not located in Hawaii” link

Click on the “Your firm is not located in Hawaii” link
Step 5: Under “Select an Option” click on the “Your firm is DBE/ACDBE certified in your home state” link
Step 5: Under “Select an Option” click on the “Submit a Interstate application” link.
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

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

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

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

1. Check this box

2. Click “Continue” to begin

3. Download, complete, sign and upload the Interstate Affidavit of DBE Application
Step 8: Under Sections and Documentation – Section 1: Certification Information - Click “Process” button
Step 9: Complete each question in PINK and click “Save & Return to Application Summary” button – these questions are required.

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

Answer required question

When finished – click “Save & Return to Application Summary” button
Step 10: Under Sections and Documentation – Section 2: Contact Information - Click “Process” button
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
Step 14: Attaching your documents

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

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

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.
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.
Step 14: Signing your application

Click “Sign” to begin signature process
Step 14: Signing your application

1st: Type in your full, legal name and your title

2nd: Put a check mark in the box

3rd: Click "Sign Application" button
Step 15: Submitting your application

1st: Click radial box

2nd: Click “Submit Application”

3rd: Or view and print your application
   Or
   Edit your application
Step 15: Submitting your application

Click “View and Print Application For Your Records”
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?

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