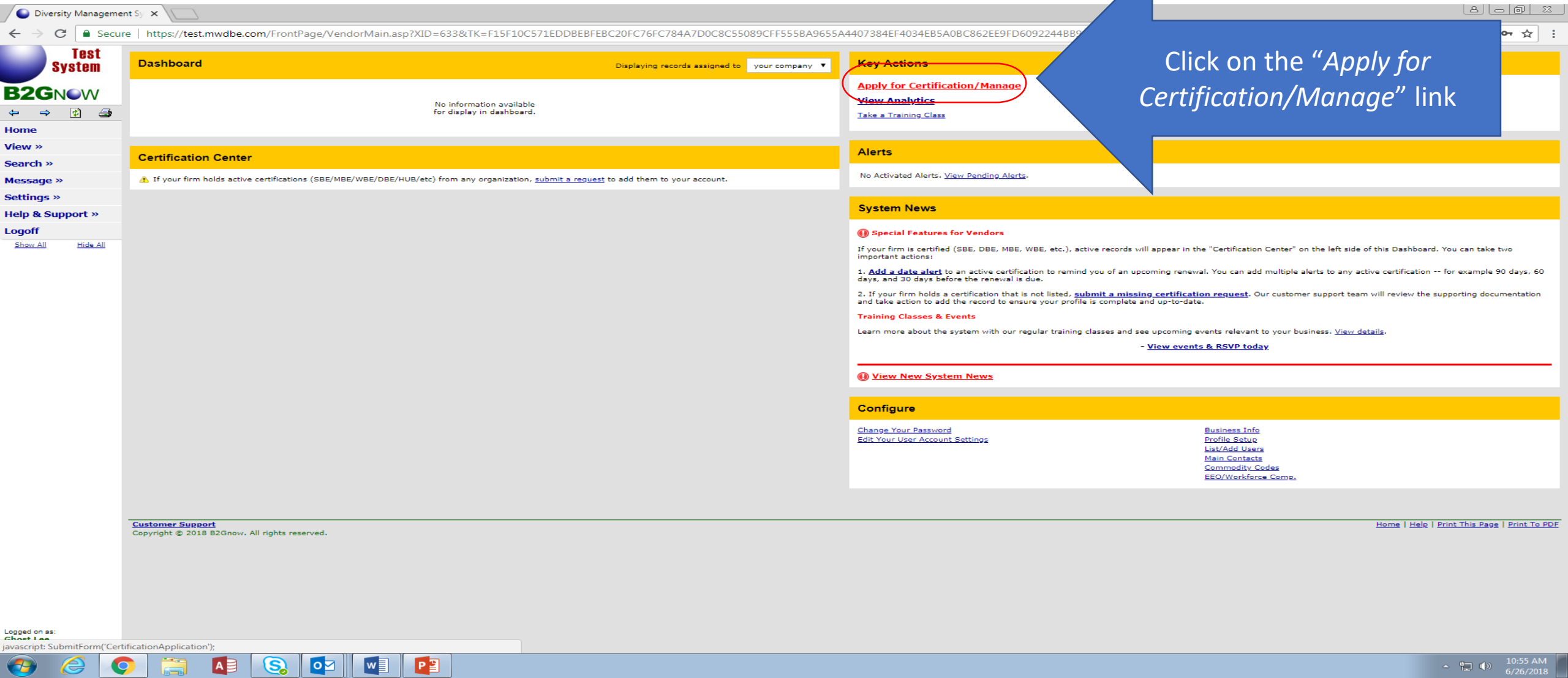
Directions to create an Interstate Application:

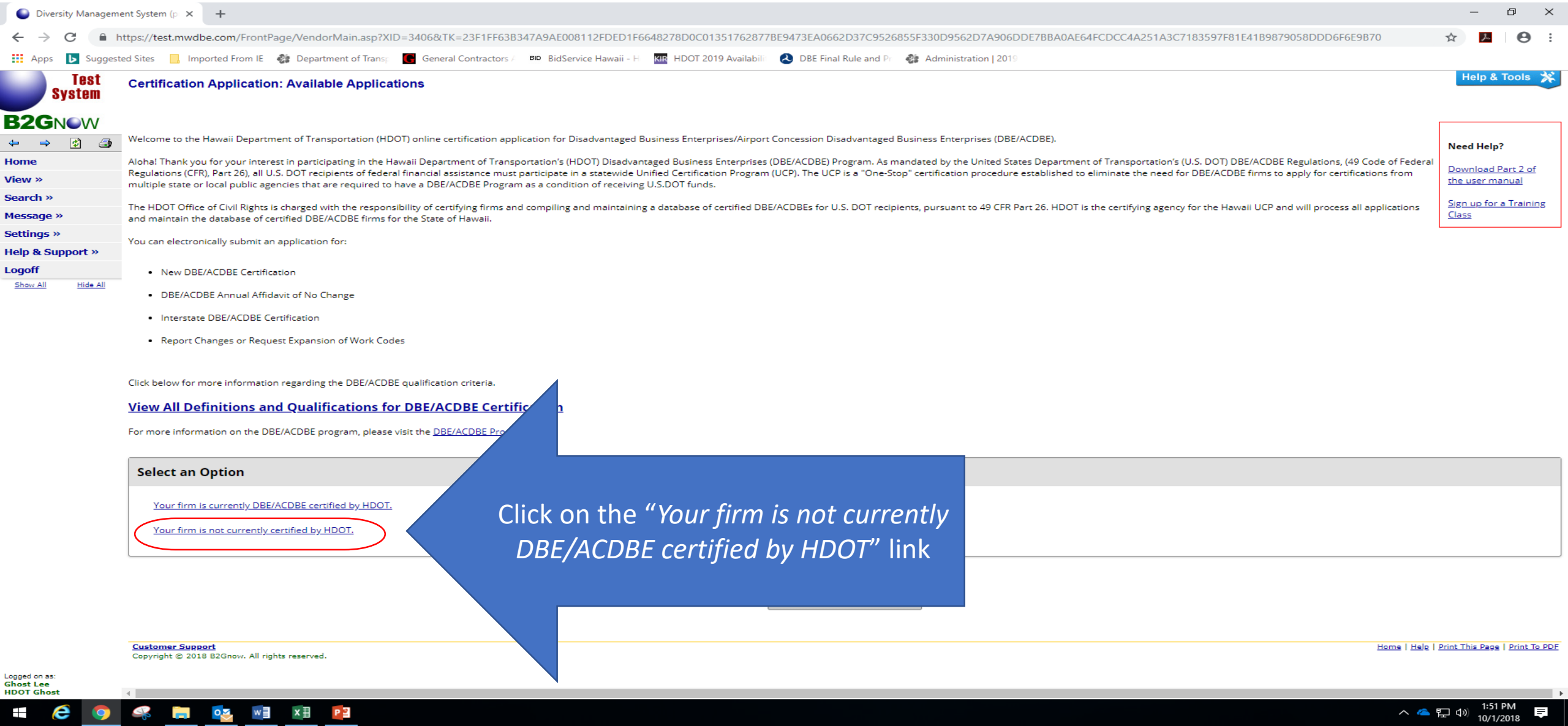
Step 1: Log into https://hdot.dbesystem.com

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*"

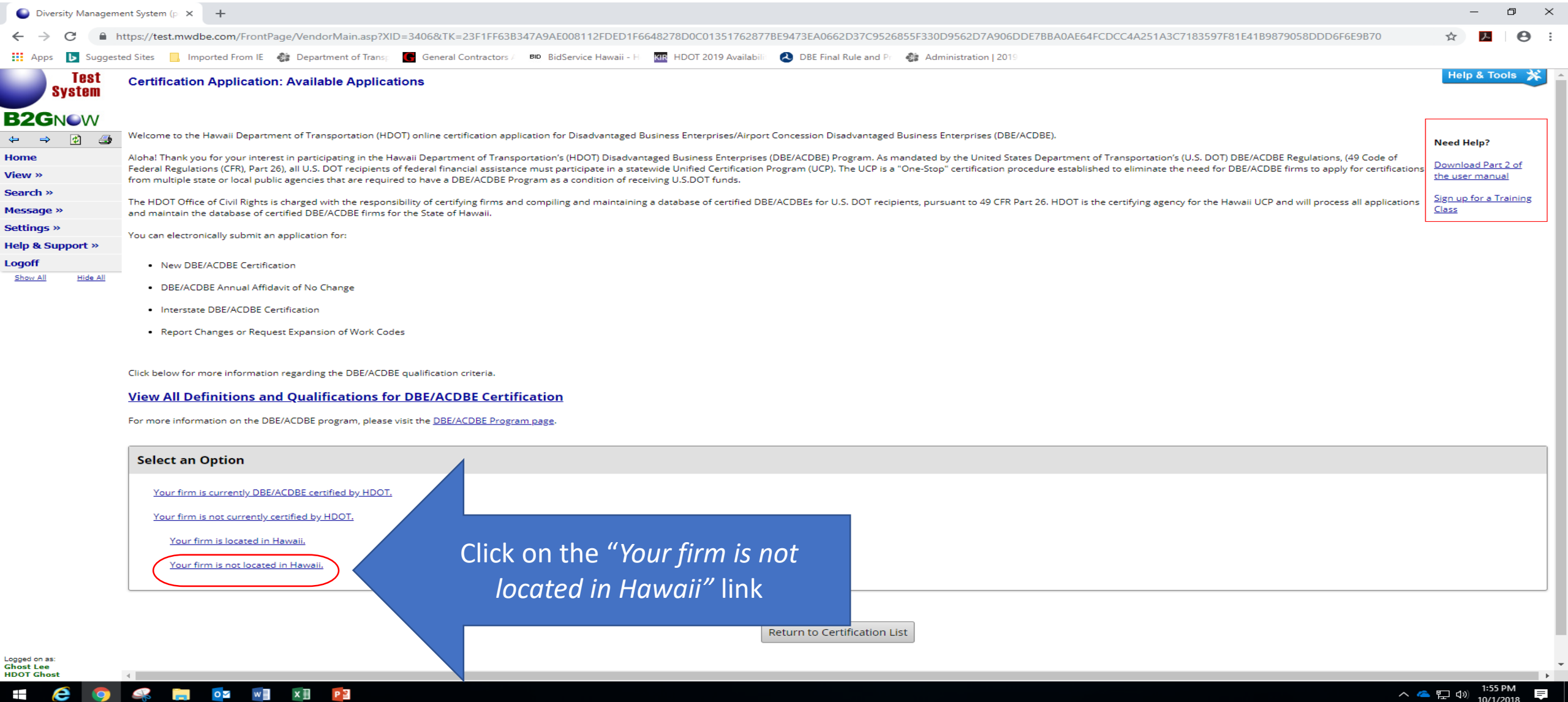


Click on the "*Apply for Certification/Manage*" link

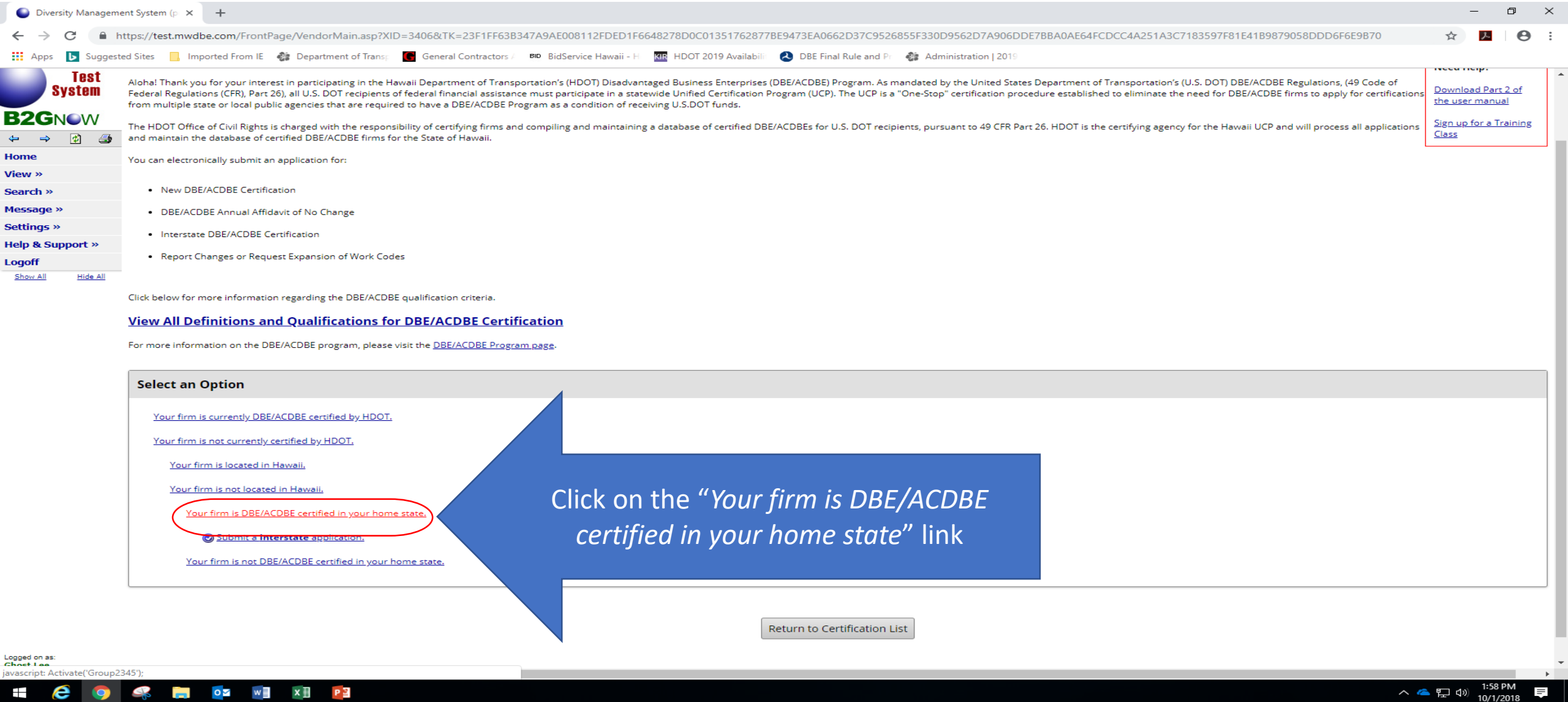
Step 3: Under “Select an Option” – click on the “*Your firm is not currently DBE/ACDBE certified by HDOT*” link



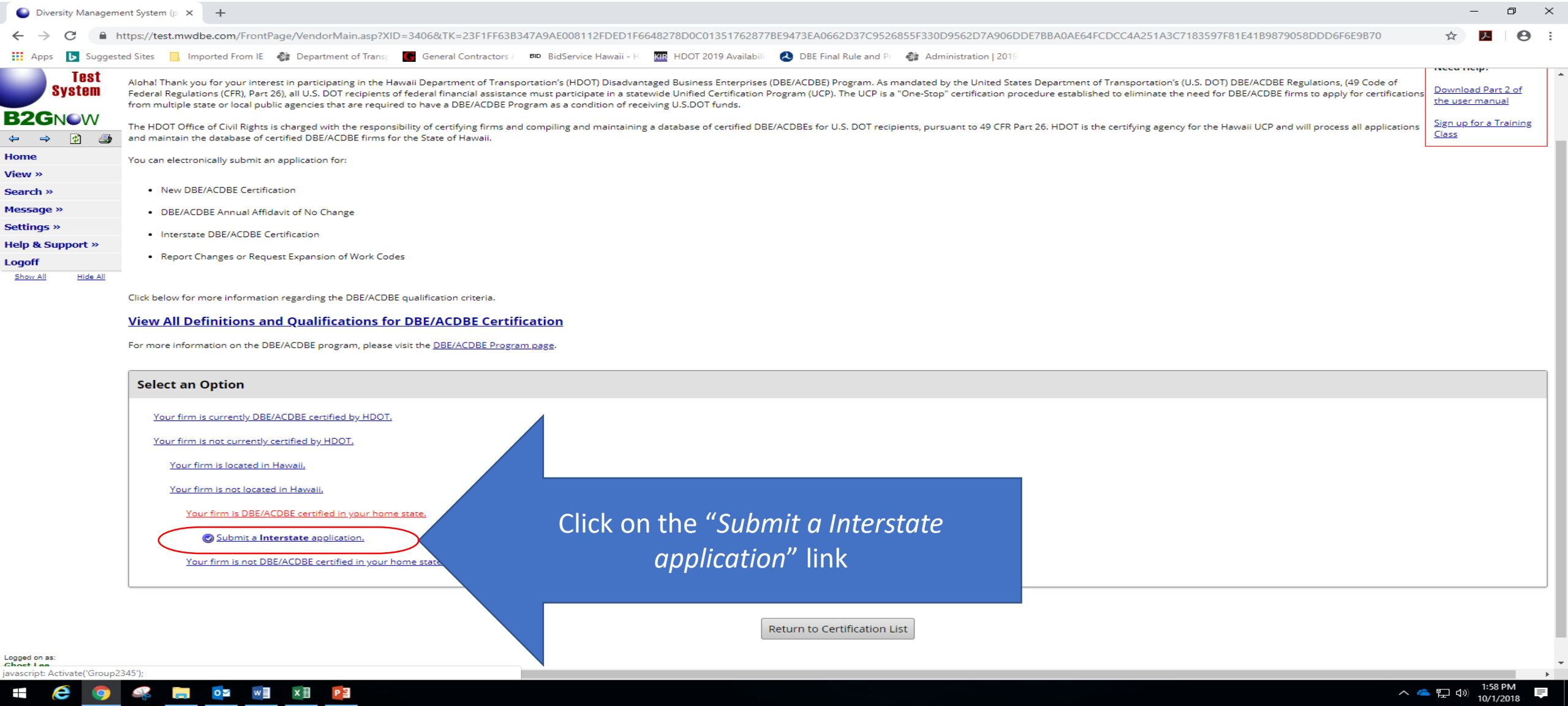
Step 4: Under “Select an Option” click on the “*Your firm is not located in Hawaii”* link



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

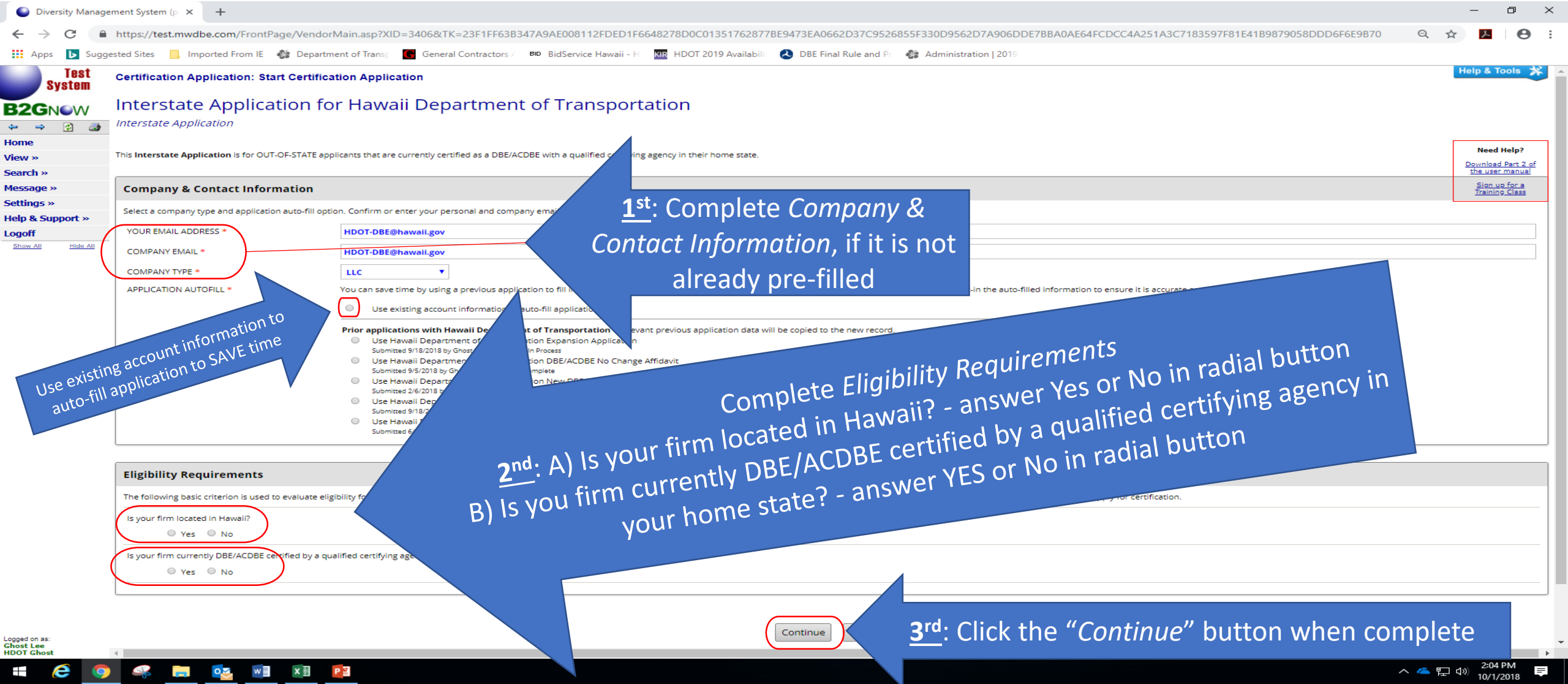


Step 5: Under “Select an Option” click on the “*Submit a Interstate application*” link



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 you 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

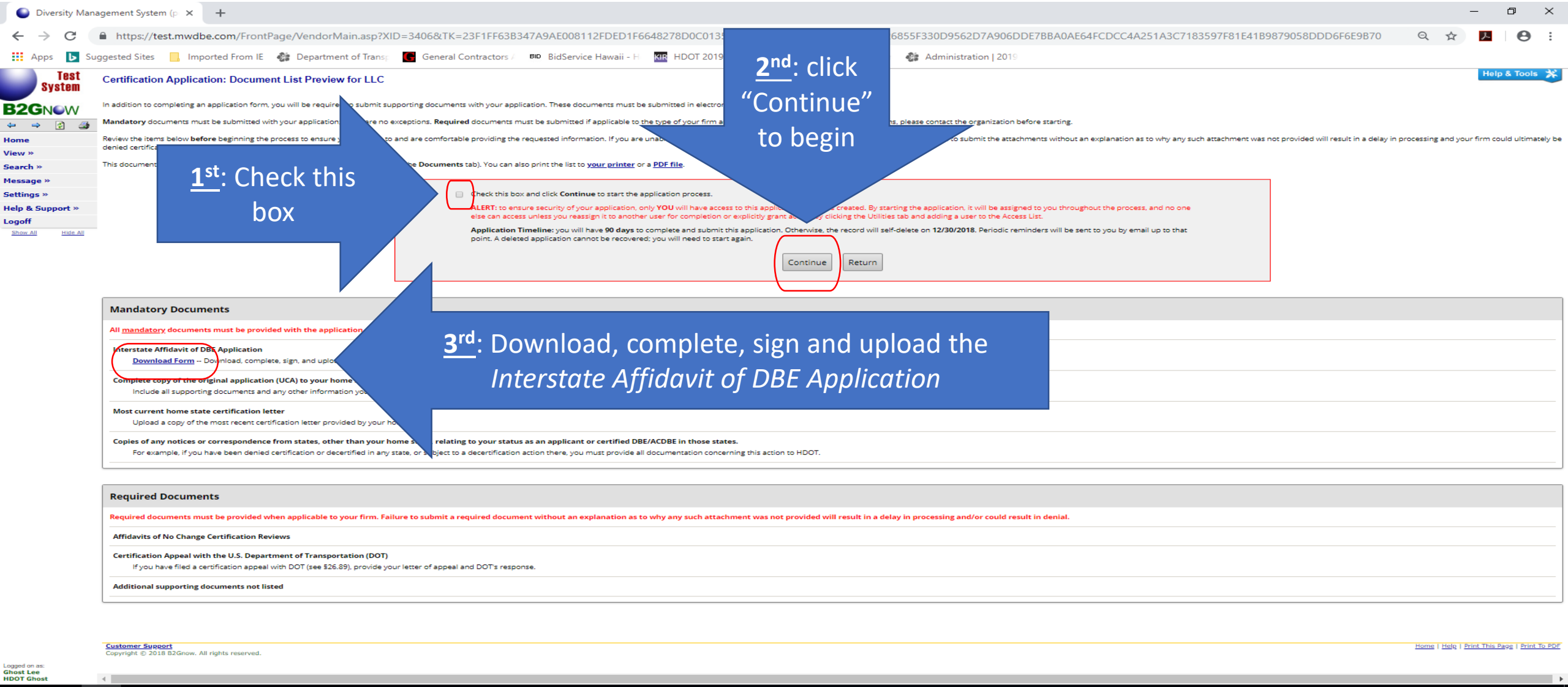
Use existing account information to auto-fill application to SAVE time

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

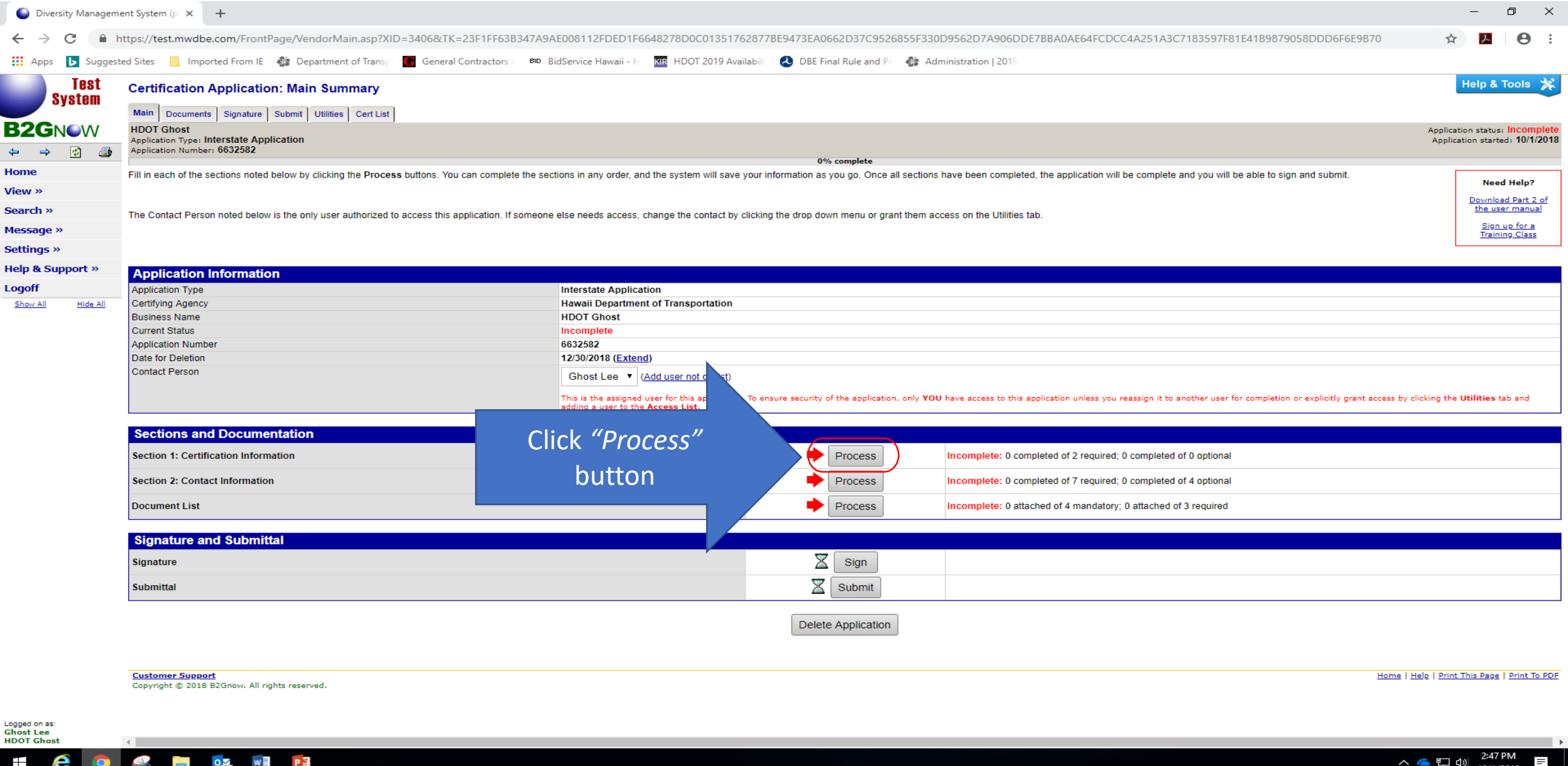
3rd: Click the "*Continue*" button when complete

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

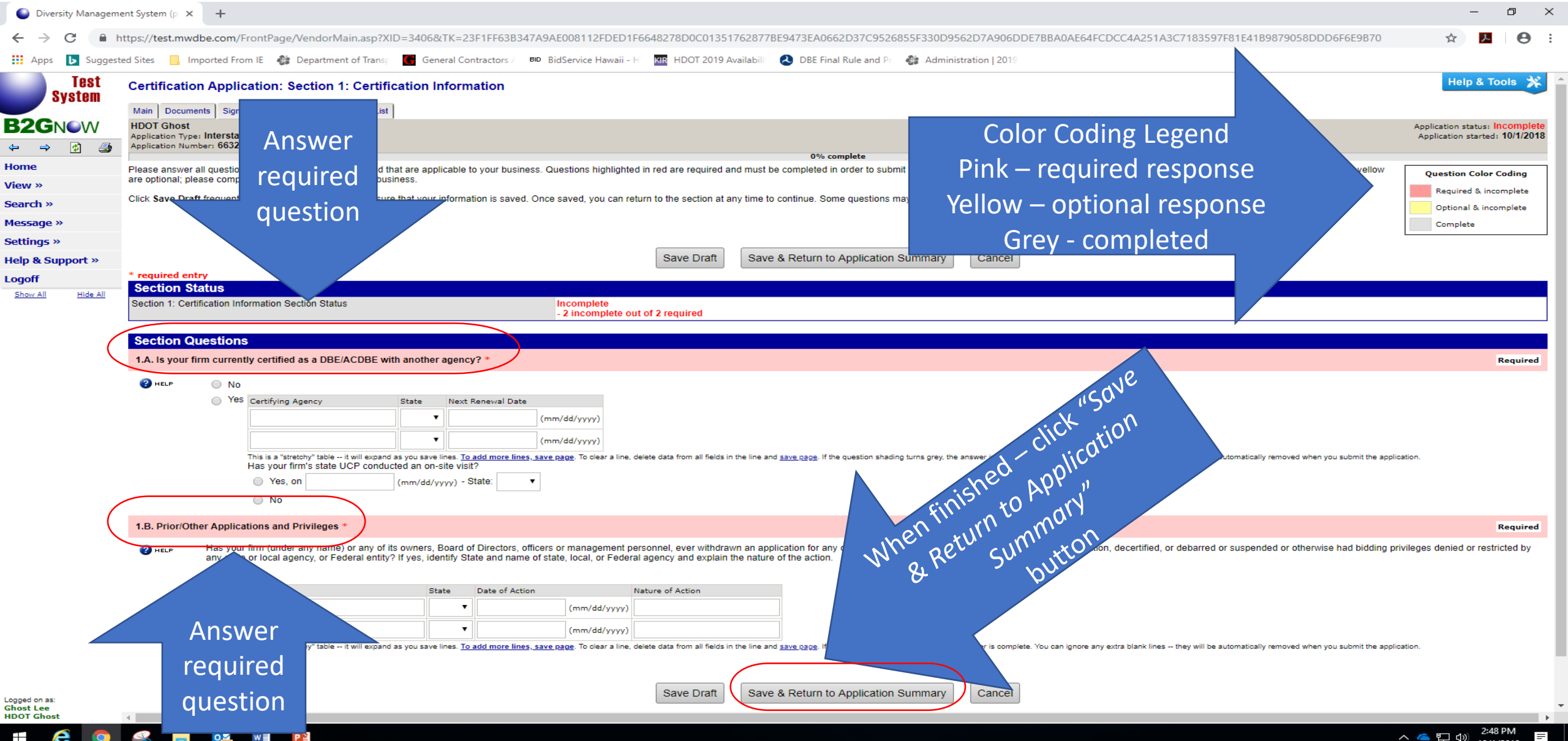
Step 7A: Click "*Continue*" to start the application process



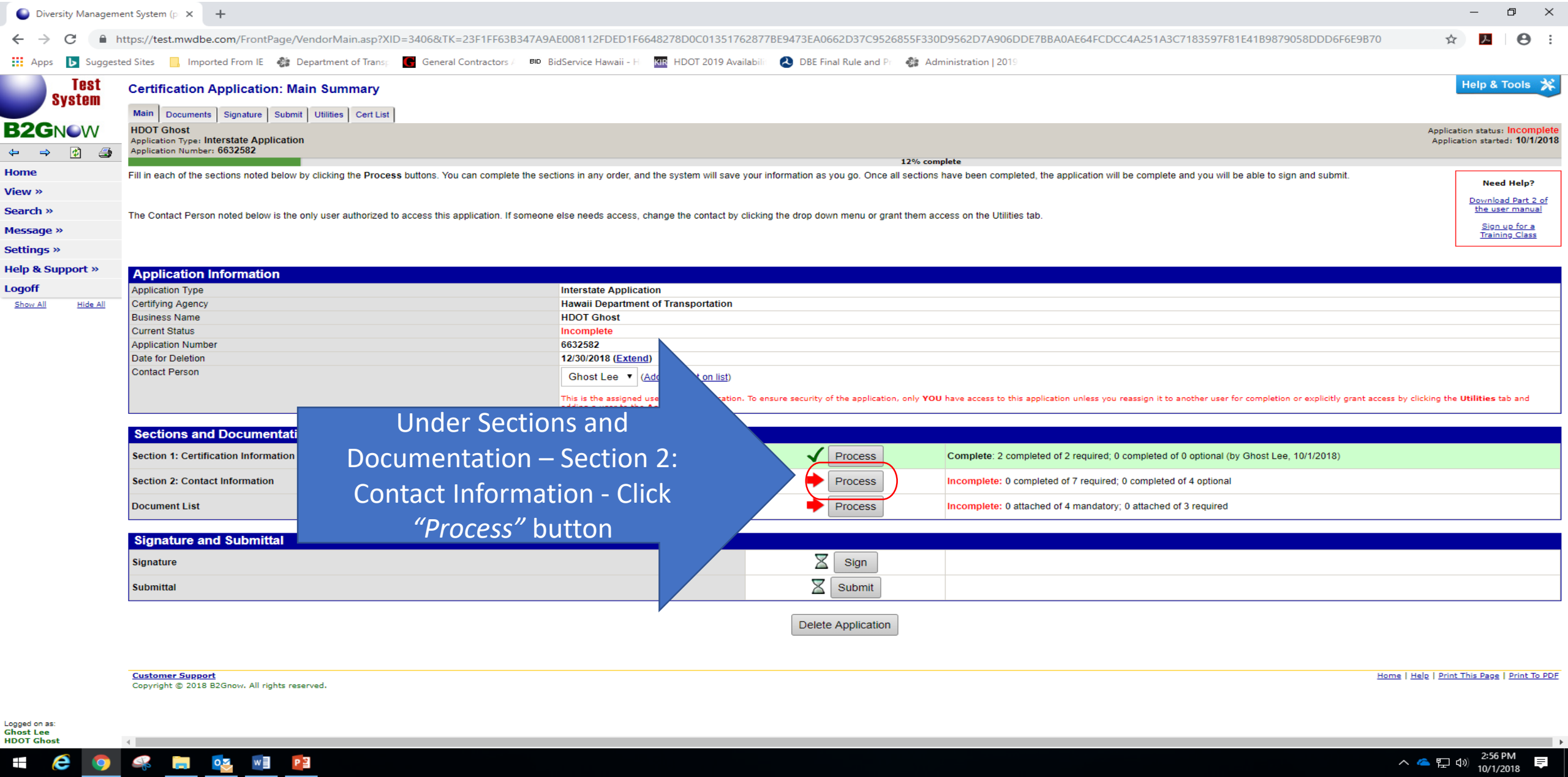
Step 8: Under Sections and Documentation – Section 1: Certification Information - Click "*Process*" button



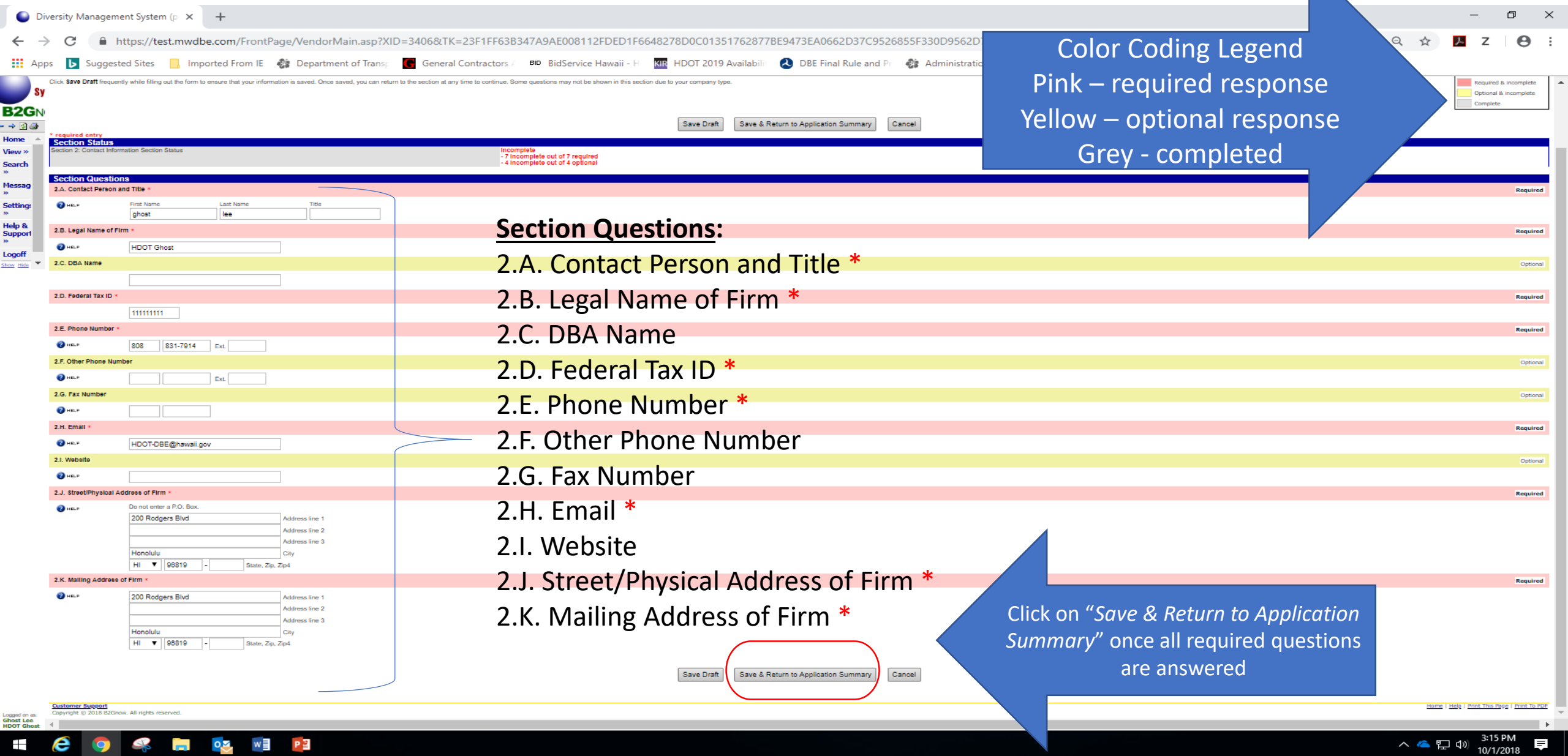
Step 9: Complete each question in PINK and click *"Save & Return to Application Summary"* button – these questions are required



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



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

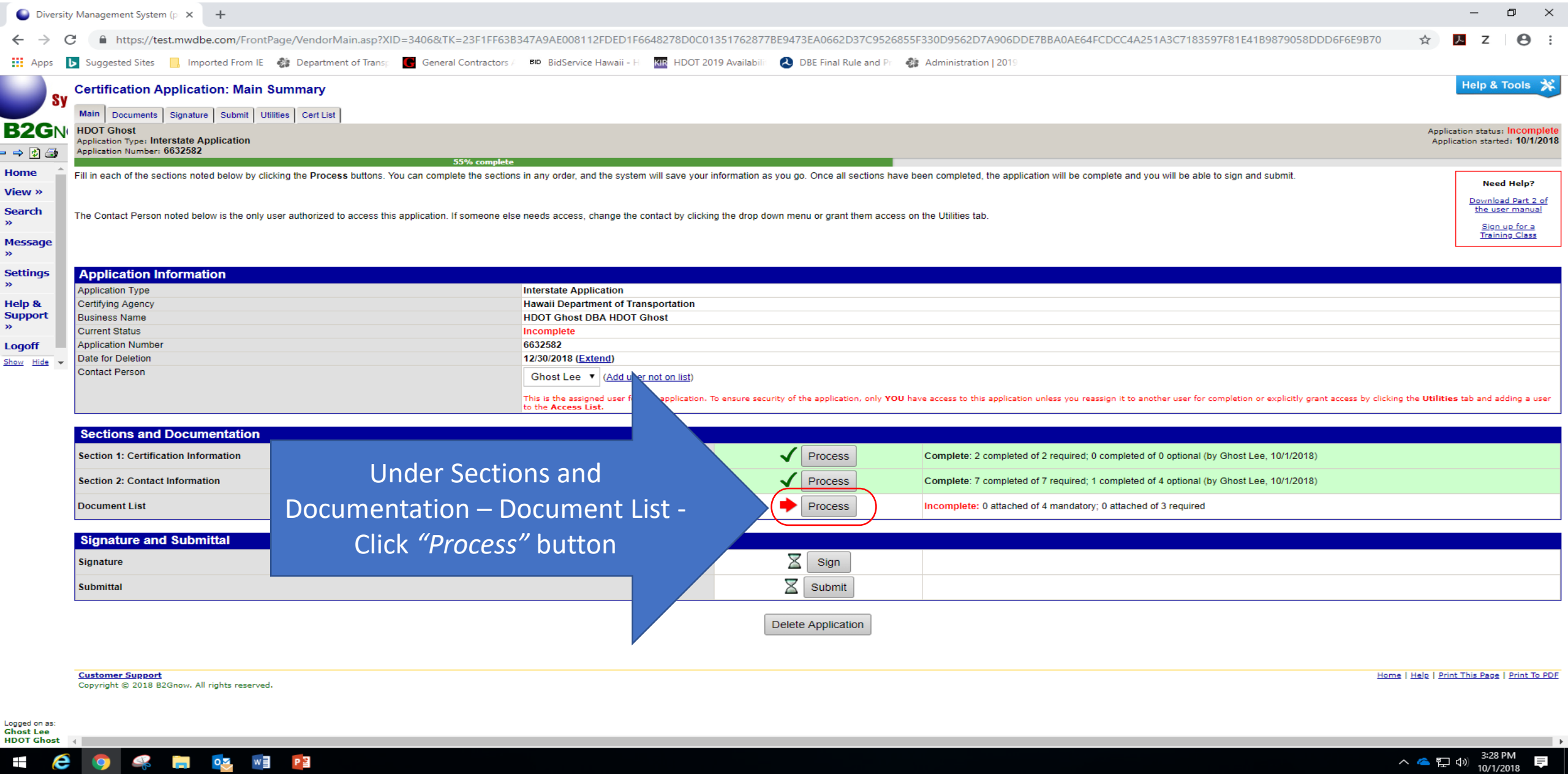
2.H. Email *

2.I. Website

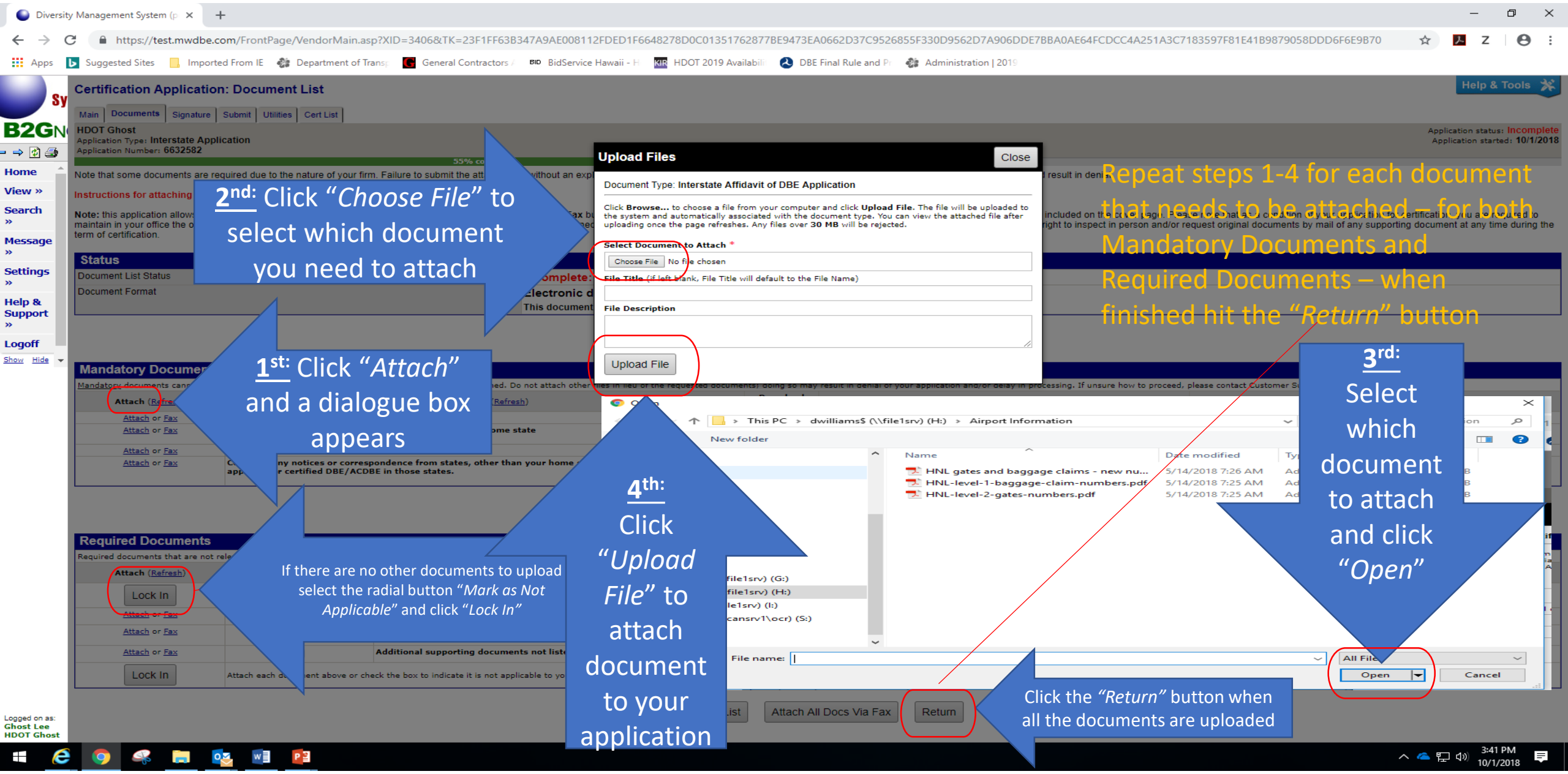
2.J. Street/Physical Address of Firm *

2.K. Mailing Address of Firm *

Step 12: Under Sections and Documentation – Document List - Click *"Process"* button



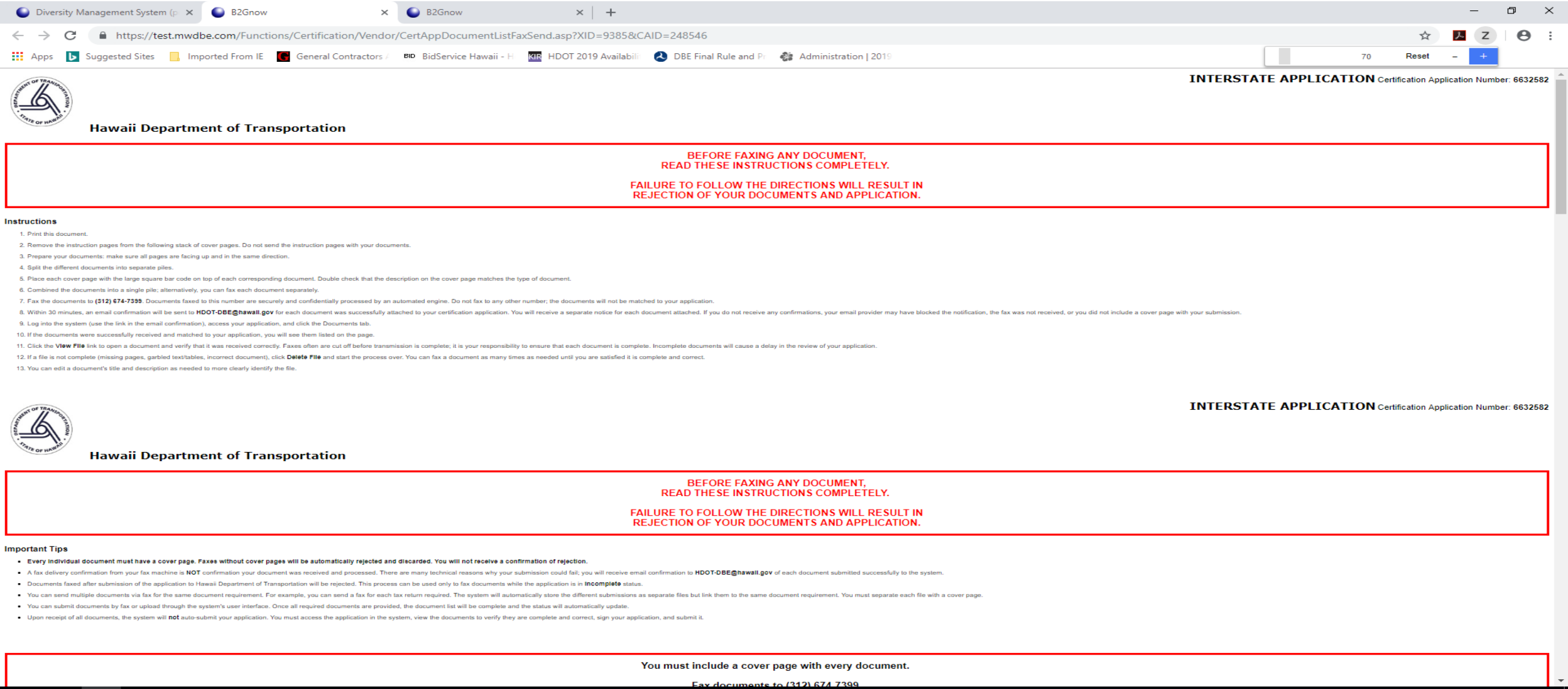
Step 14: Attaching your documents



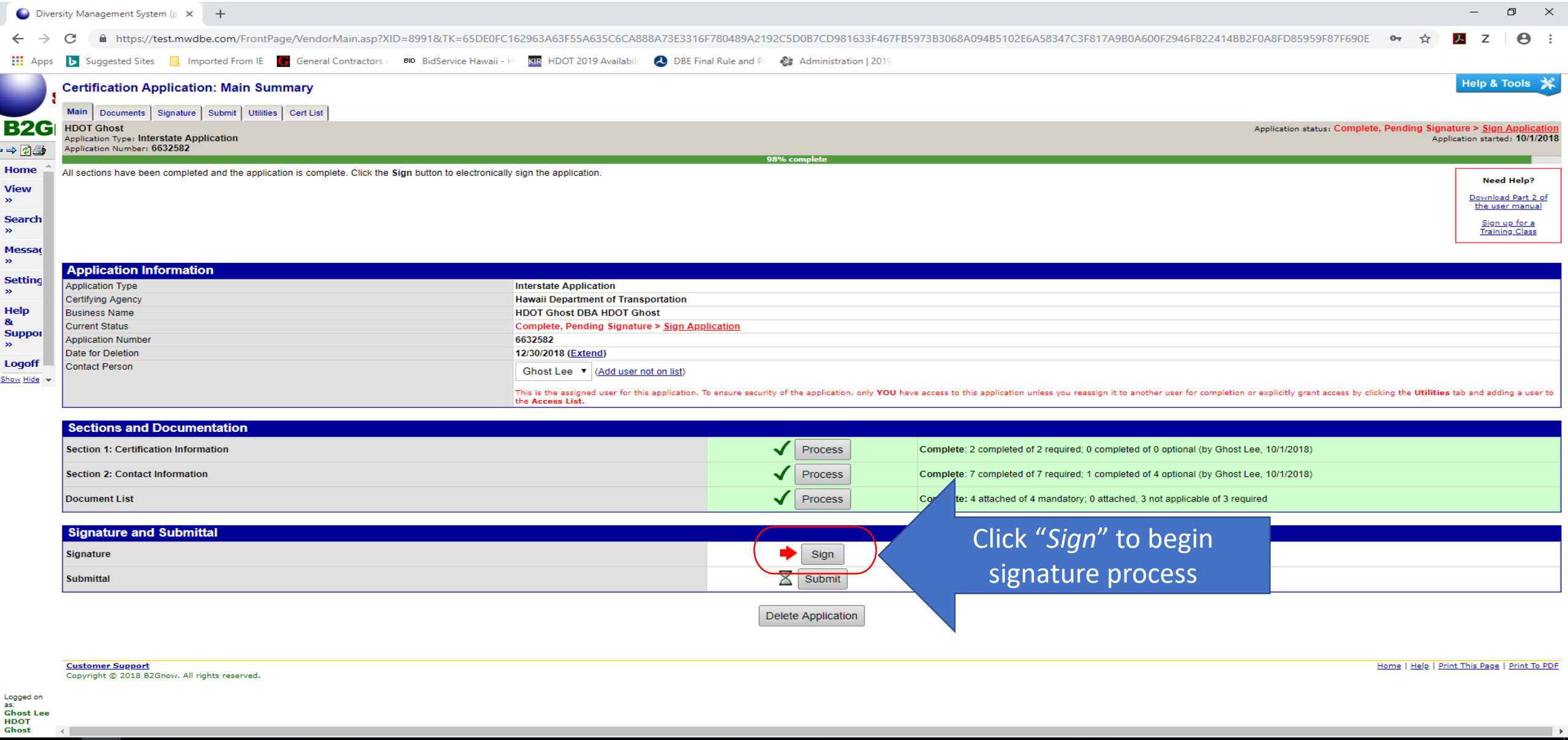
Step 14: Faxing your documents

You may fax your documents instead of attaching them

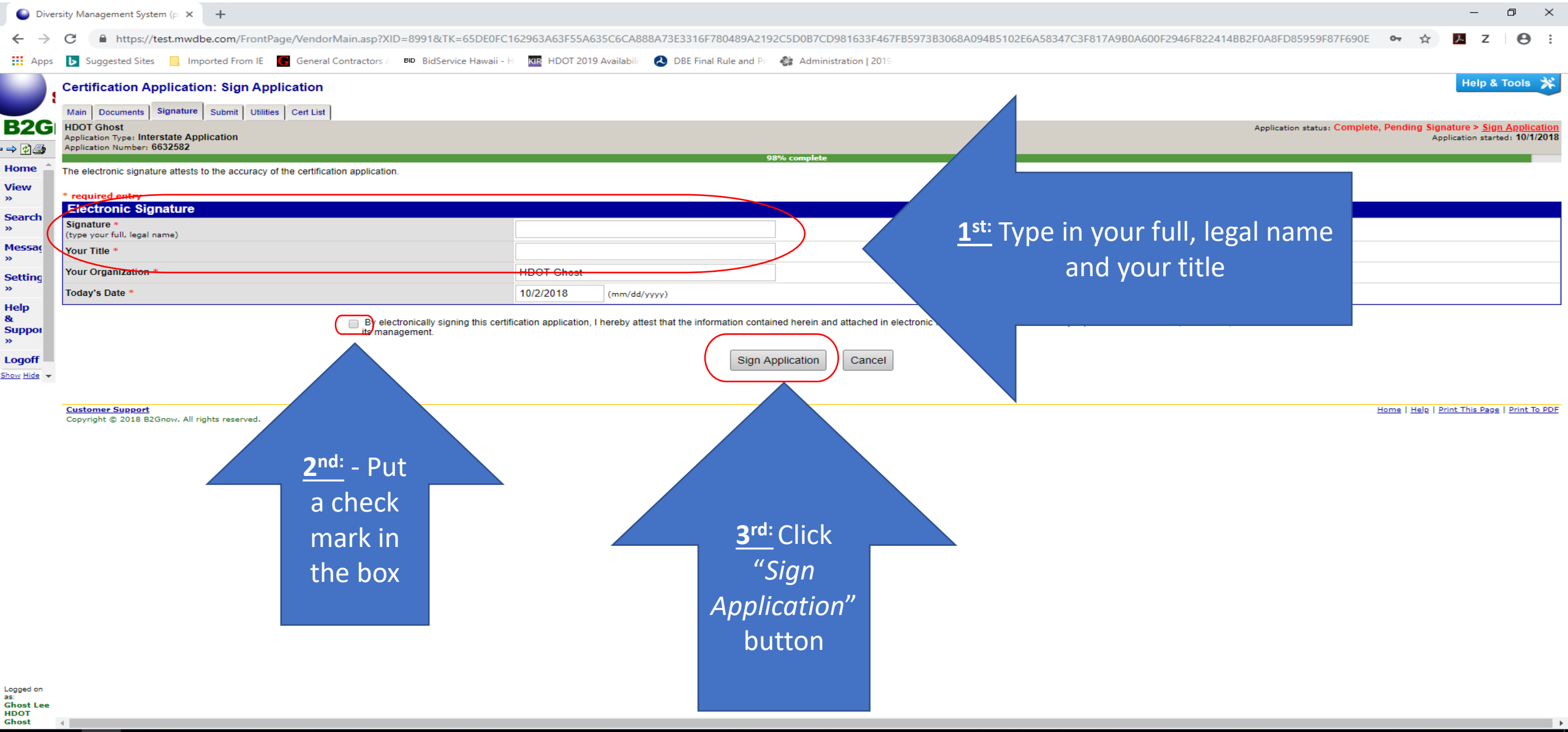
To fax your documents click on the “fax” link and follow the directions below



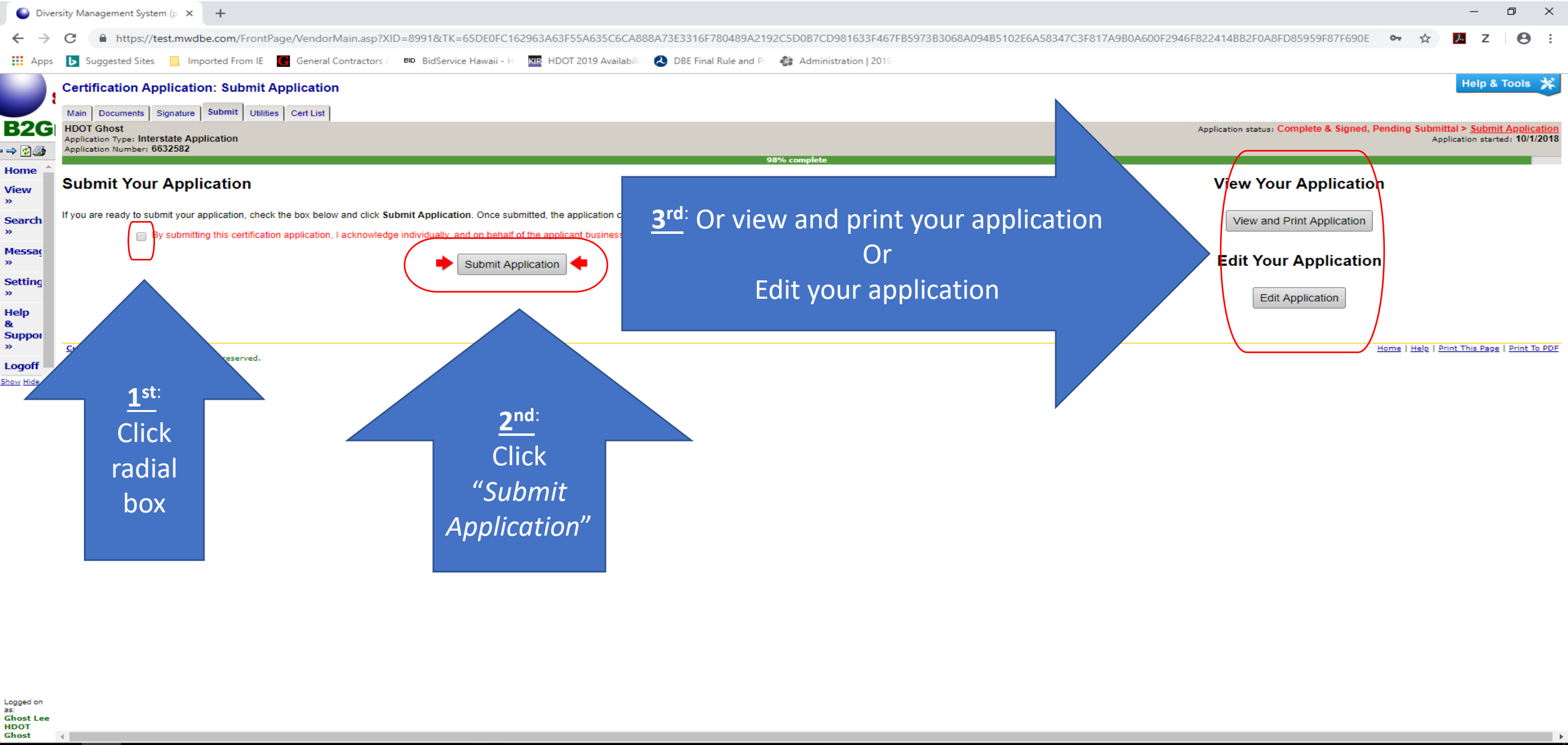
Step 14: Signing your application



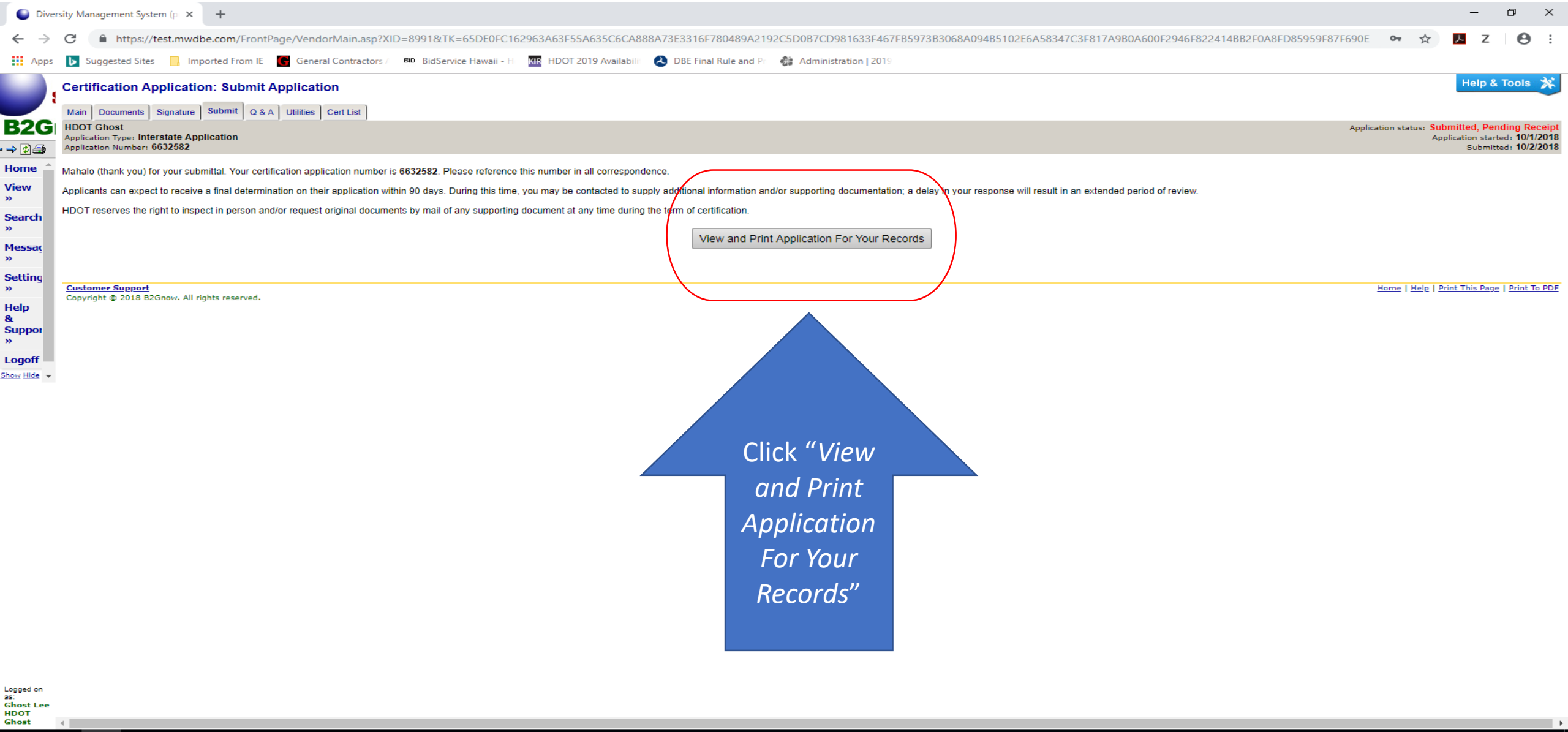
Step 14: Signing your application



Step 15: Submitting 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?

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