New In-State DBE Application Quick Guide
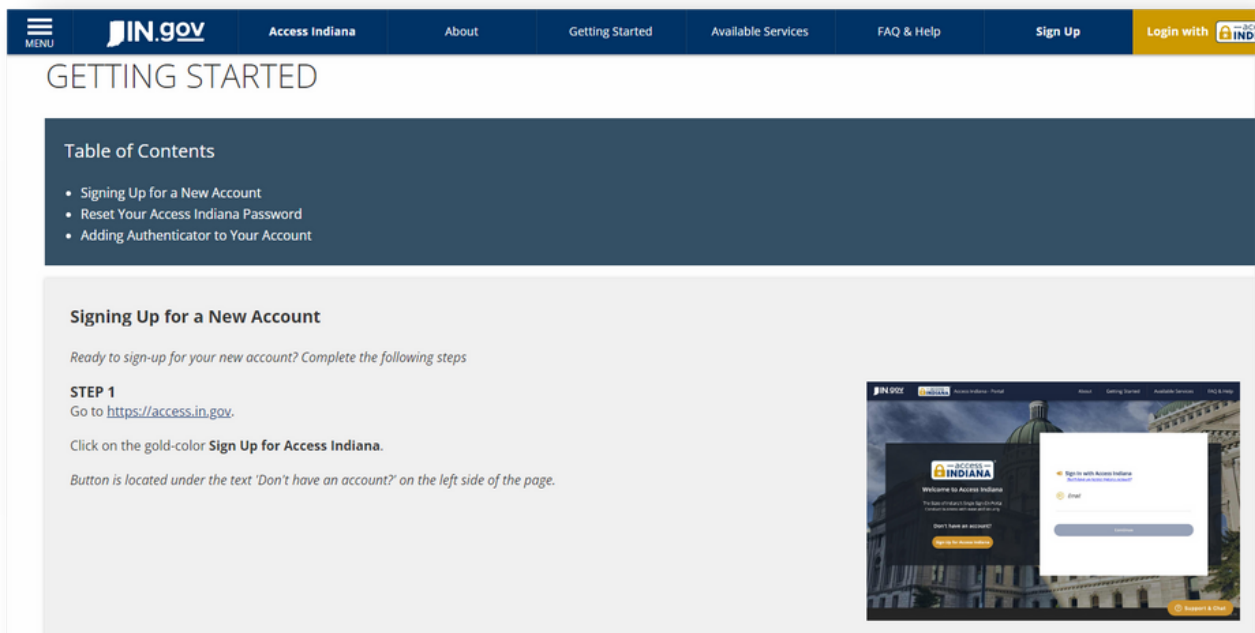
Getting Started

1

While not a requirement, we suggest you contact the Office of Equity Initiative Services for a Business Consultation before beginning the application process. This is a quick meeting to ensure your business does need DBE certification prior to you beginning the lengthy application process. To schedule a consult, please email **EISInquiry@indot.IN.gov** with the subject **"Business Consult"**. Please be sure to include your name, business name, and availability for the next 5 business days. If you decide to proceed with an application, follow these steps:

Create an Access Indiana Account

2

An Access Indiana Account will allow your business to handle all the necessary registrations and manage your applications with all Indiana state agencies. For a guide on setting up a new Access Indiana account or resetting an existing account password, please see: **https://www.in.gov/access/getting-started.html**

3

Register with INBiz

If your business is new, be certain you are appropriately registered with the Indiana Secretary of State and Indiana Department of Revenue. A step-by-step guide can be found at **https://inbiz.in.gov/start-business**

4

Log into ITAP

Once you have an Access Indiana account, go to **https://itap.indot.in.gov** to login to the INDOT Technical Assistance Pathway (ITAP) . If you have State business to manage, log into Access Indiana and select the appropriate tiles from the menu. **Note: If you have difficulties with Access Indiana, please contact (866) 960-3023 or https://www.in.gov/access/faqs-help.htm**
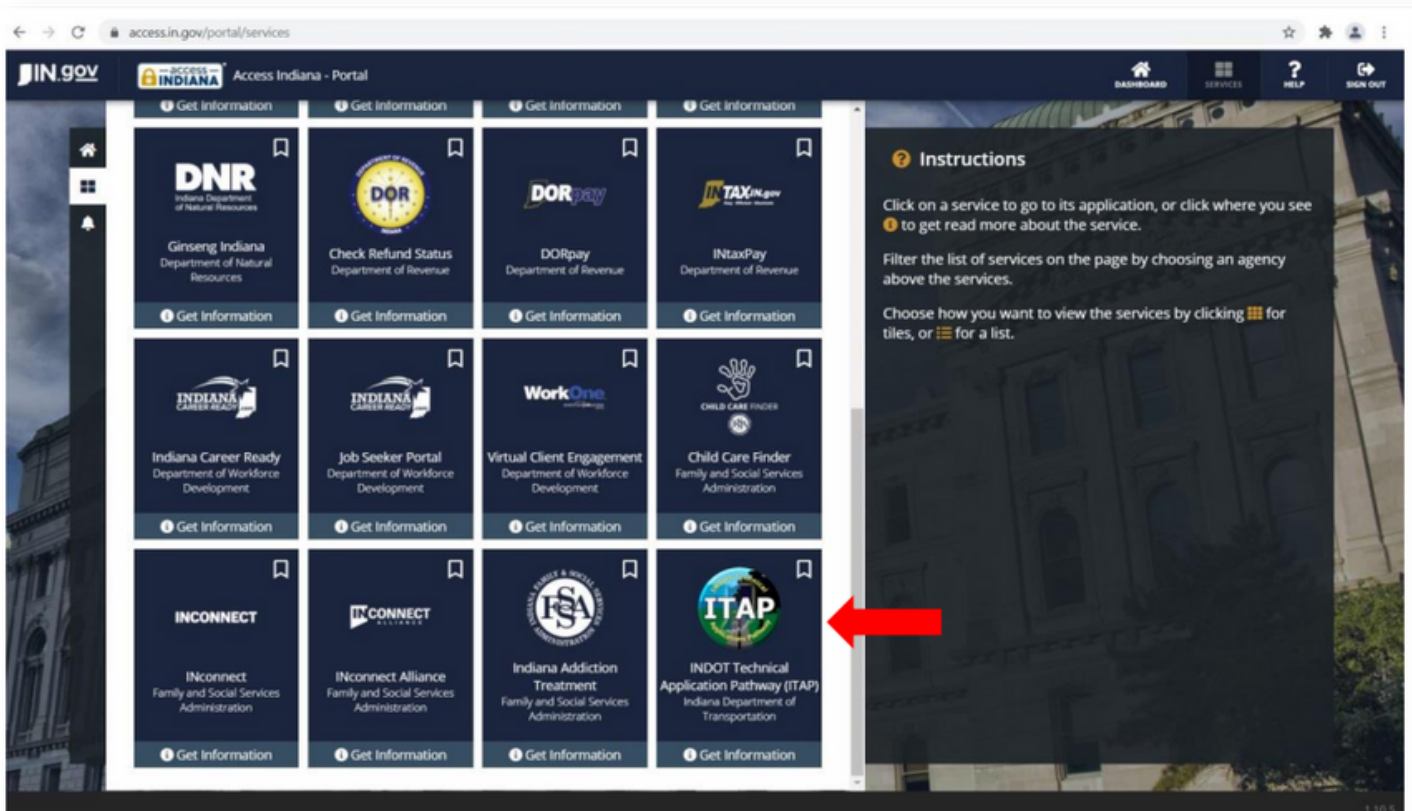
Enroll

5

Once you have accessed the application, you will need to select **"Enroll New Application"** from the drop-down accessed through the orange **"MENU"** square in the upper left of the screen or from the **"Action Links"** card on the right of the screen.
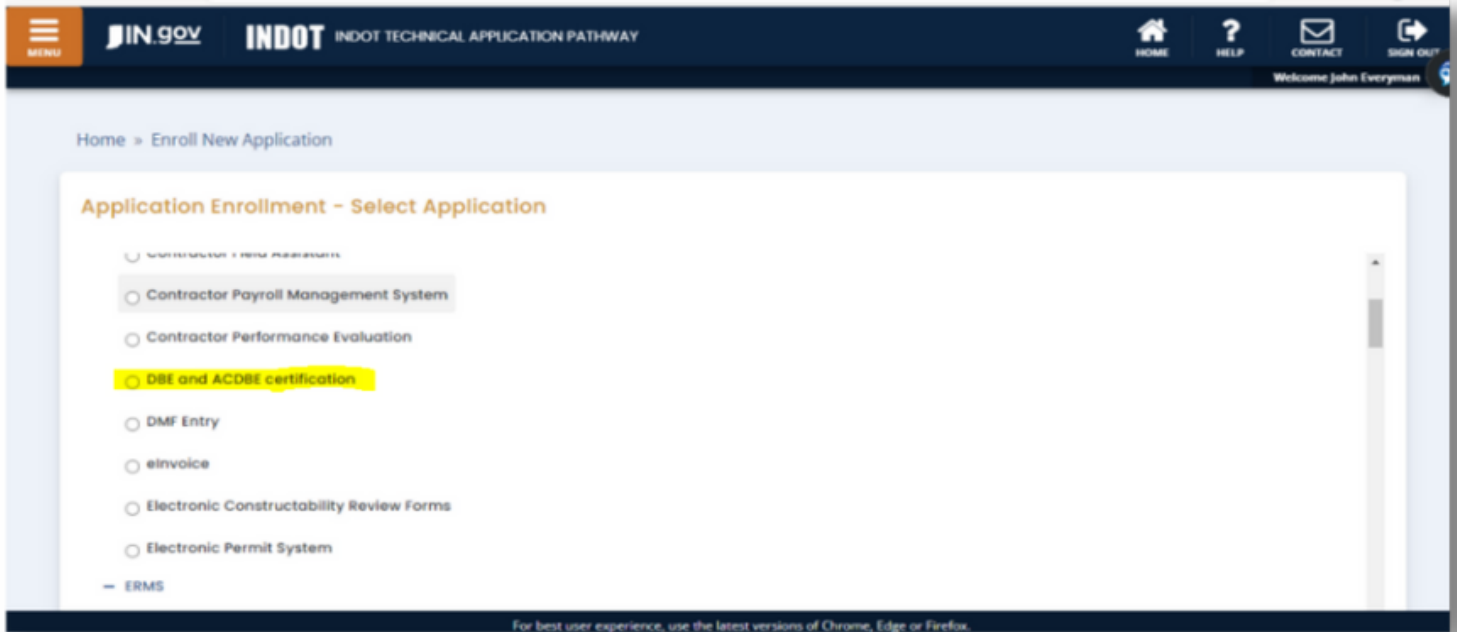

Select your Application

6

The drop down menu will provide a list of applications. If you know you will be utilizing more than one application in ITAP, you may select them at this time. Find **"DBE and ACDBE certification,"** select it and click **"Next"**. You will be taken to a page that will list your request(s). Scroll down and be sure to click the large blue **"Submit"** button in the lower right. Once submitted the Application Administrator for the application(s) selected will be notified and will approve or deny the request.

For the DBE/ACDBE application, you will be sent a short form you MUST complete before you will be granted access to the DBE/ACDBE portal. All parties will be kept aware of the status of the request via email or in the Notifications area of ITAP. (**Note – this portion of the application process may take 1 to 3 business days**)

7 Launch your application

Once you have received notification of your approval to access the application, log back in through Access Indiana and enter the ITAP application by going to **https://itap.indot.in.gov**. Once here, click on the **"Launch"** button.
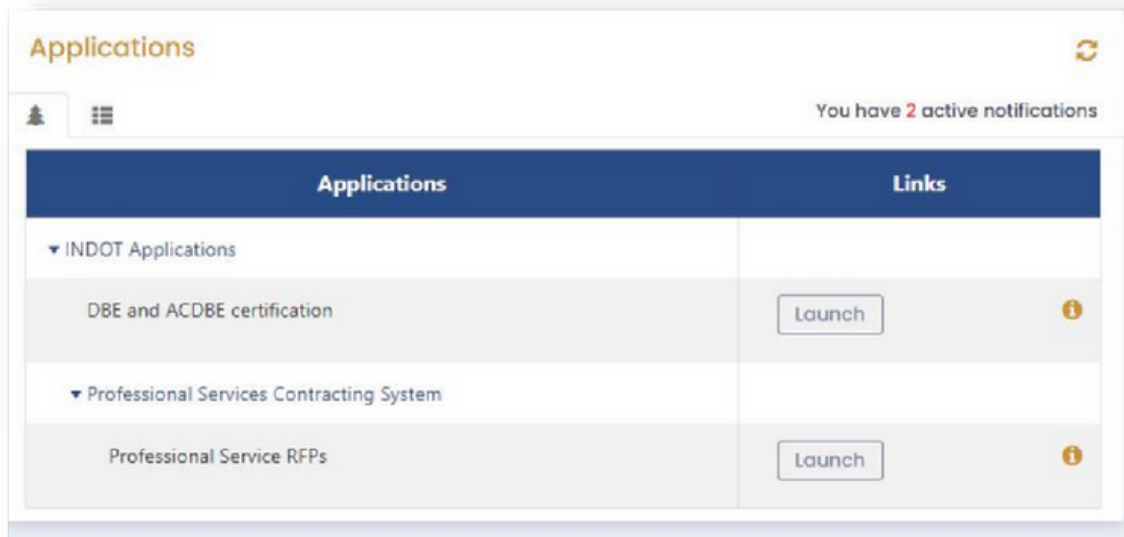
8 Start the Application!

You will be taken to your home screen. From there, click either the **DBE Certification Application** on the left, or the **"person"** icon on the upper right. You will be taken to the beginning of your DBE/ACDBE Application and will need to select the **"Start Application"** button in the lower left.
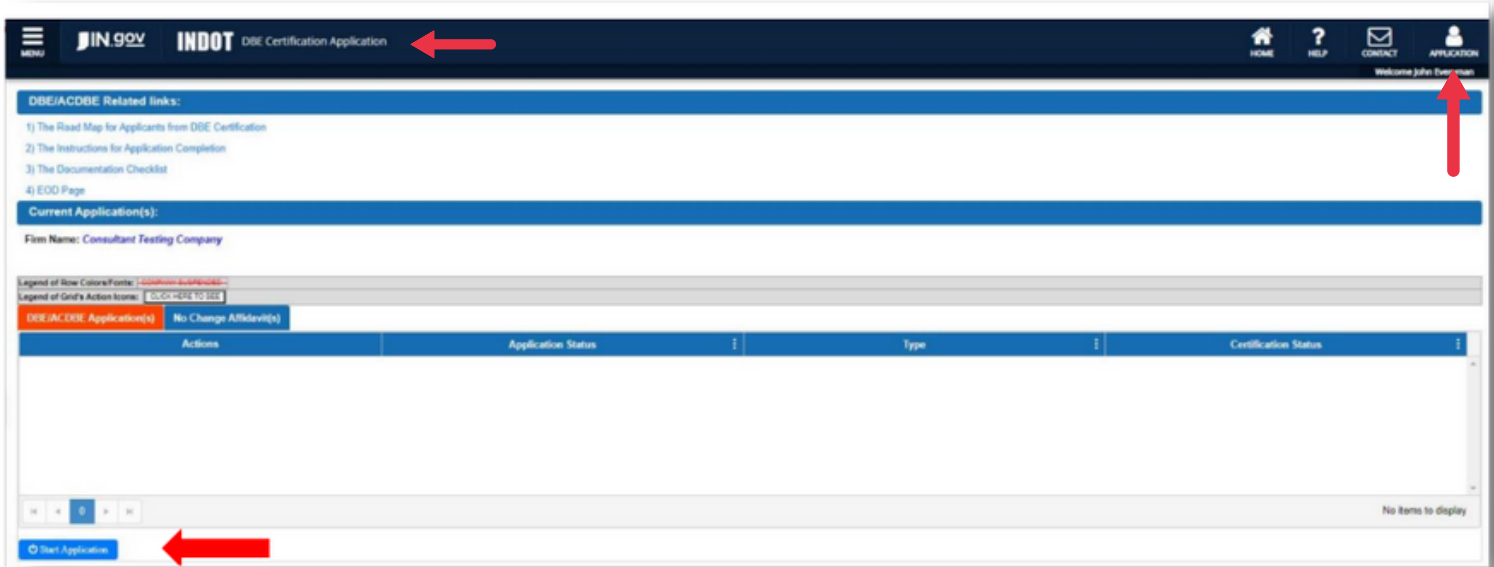
9 Disclose your In-state or Out-of-state Status

Once you select **"Start Application"** you will be taken to a screen that asks if you are certified in another state as a DBE. **If your business is located in another state, you will need to be DBE certified in your home state prior to applying in Indiana.** If you are DBE certified in your home state, select **"Yes."** You will be taken to a shorter application that asks basic contact and ownership information regarding your company. You will also need to provide a copy of your Certification letter from your home state and your last three years of business taxes. If your business is headquartered in Indiana, then select **"No"** and you will be taken to the in-state section application.

Helpful Hints

10

Once in the application, please keep in mind the following:

a. All Peach colored spaces and radial buttons (Yes/ No Questions) are required.

b. **You do not have to complete all seven sections at once.** When you click the **"Next"** button and the system allows you to move to the next section, **all previous work is saved.** You must resolve any errors, which will be listed in a pink box at the top of the section, before the system will allow you to proceed.

c. The system times out after 20 minutes of inactivity.

d. The application will not be completed till you e-sign it at the end of section 7 and click **"Submit"**.

e. Once submitted, your application will be assigned to a Certification Analyst who will review it and schedule an on-site visit for in-state companies, once the application is considered "in good order". This on-site visit will likely be virtual, through Microsoft Teams. If the analyst has any further questions, you will be contacted via email through ITAP. Per CFR, we have **60** days to complete out-of-state applications and **90** for in-state, once the application is considered "in good order."

f. Note: All applications are processed in the order received. There is **NO** expedited process. **Exceptions will not be made.**

Questions?

Email us at:
EISinquiry@indot.in.gov