

# How to Begin Using the Uniform Certification Application – DBE Applicant Portal

## DBE No Change Affidavit/ Continued Certification Process

**NOTE:** You will not be able to access the No Change Affidavit form until you have verified your information in Step 3.

### Step 1: Create an ITAP Account (approx. 5 min)

*If you already have an ITAP account: skip Step 1 and proceed to Step 2*

1. An ITAP Account is required for using the DBE Applicant Portal
2. To create your ITAP Account go to: <http://itap.indot.in.gov>
3. Click “[Enrolling Your Business](#)” and follow the instructions. (diagram 1)

The screenshot shows the ITAP Login page. On the left, there is a login form with fields for 'User Name' and 'Password', both with 'Forgot' links. A 'Login' button is at the bottom. To the right, a list of business processes served by the portal is provided, including ARRA reporting, design submittals, and project commitments. Below this, a section for 'ITAP Training Videos' lists links for enrolling a business, enrolling a user, logging in as a non-INDOT user, and retrieving forgotten credentials. At the bottom, there are links for new business and user enrollment, with the text 'Complete a business enrollment form' circled in red. A footer note mentions supported browsers (IE 7.0 and 8.0, Firefox 3.0+).

Diagram 1

- a. **NOTE:** When you selecting a business type you will **ONLY** choose **Contractor OR Consultant** from the drop down (diagram 2)

The screenshot shows the 'Business Registration - Business Information' form. It contains several input fields: 'Business Name', 'Business Type' (a dropdown menu with 'Consultant' selected and highlighted by a red arrow), 'Description' (a text area with 'Federal' and 'Municipalities' listed, also highlighted by a red arrow), 'Federal Tax Id', 'DUNS Number', 'What type of work does your company do?' (a text area), 'Main Business Address', 'Zip Code', and 'City'. A 'State' dropdown is also present. At the bottom, there is a 'Cancel' button and a 'Start' button. A small note at the bottom left states 'This entire background is a mandatory'.

Diagram 2

- b. **NOTE:** To find the Contractor options first select Vendor. An additional drop down box will appear, where the Contractor option is available. (diagram 3)

The screenshot shows the 'Business Registration - Business Information' form. The form has a left sidebar with labels for various fields: Business Name, Business Type, Description, Federal Tax Id, DUNS Number, What type of work does your company do?, Main Business Address, Zip Code, and City. The main area contains input fields and dropdown menus. The 'Business Type' dropdown is set to 'Vendor'. Below it, a second dropdown menu is visible with 'Contractor' selected and highlighted by a red arrow. At the bottom of the form, there are 'Cancel' and 'Start' buttons. A note at the bottom states: '\* This color background fields are mandatory'.

Diagram 3

4. If you want to enroll multiple users for your business account you will need to complete additional "[User Enrollment Forms](#)" as well
5. Once request complete, wait for approval email and receipt of your username and password. (**may take 1-2 business days**)

## Step 2: Request ITAP DBE Certification Portal Access (approx. 5 min)

1. Once your ITAP account has been initiated and approval email received, **Log In** using the User Name you were given and Password you created.
2. Once inside your ITAP Main Page (Home Screen), click the hyperlink at the bottom of the page that says "[Click here to request a new application](#)" (Diagram 4)

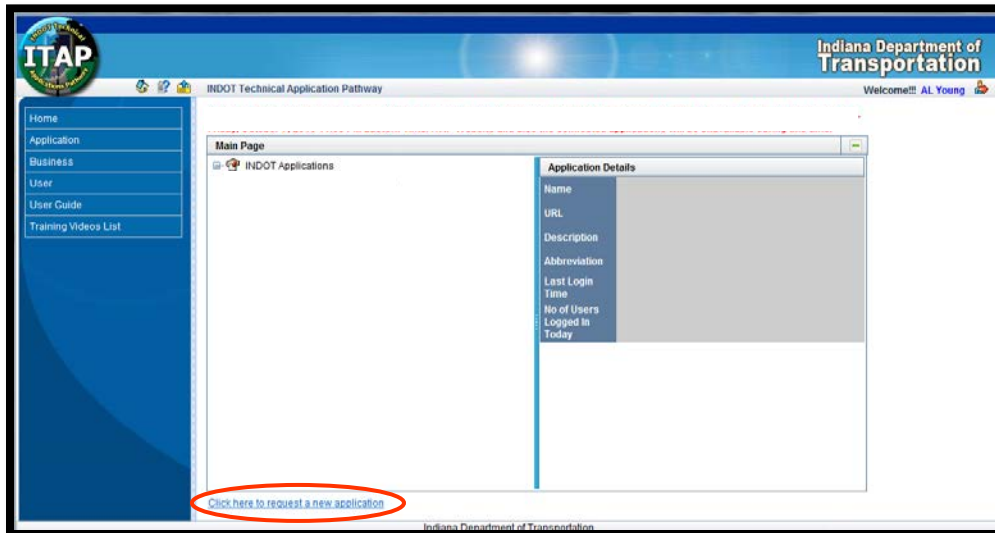


Diagram 4

3. This will take you to a new page with options of applications to choose from: you will **select “DBE and ACDBE Certification”**
4. Click Submit
5. Once submitted, the request will go to the DBE Certification Manager for approval.
6. Once approved you will receive email notification from [DBECertification@indot.in.gov](mailto:DBECertification@indot.in.gov) (*may take 1-2 business days*)

### Step 3: Verify Applicant/Company Information (approx. 30 min)

1. The purpose of this step is to verify the information contained in our records is accurate. This step will only need to be completed the first time you access the DBE and ACDBE Certification Applicant Portal.
2. Once notified of approval, you will then be able to proceed with updating your DBE information.
3. Log into ITAP <http://itap.indot.in.gov>
4. Select newly acquired “**DBE and ACDBE Certification**” link. (Diagram 5)

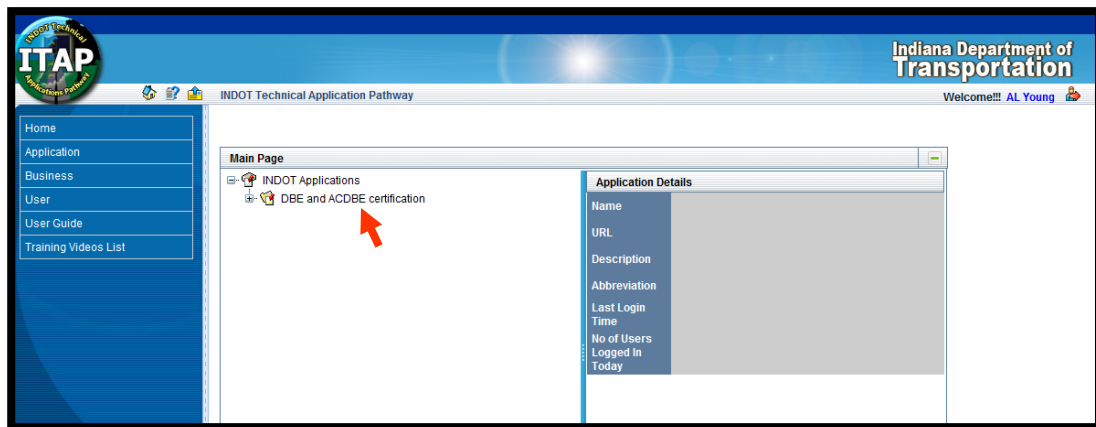


Diagram 5

5. Then click “**Click here to access application**”
6. The next screen is your applicant portal Home Screen: click the “My Application” button at the top right hand of the screen. (Diagram 6)

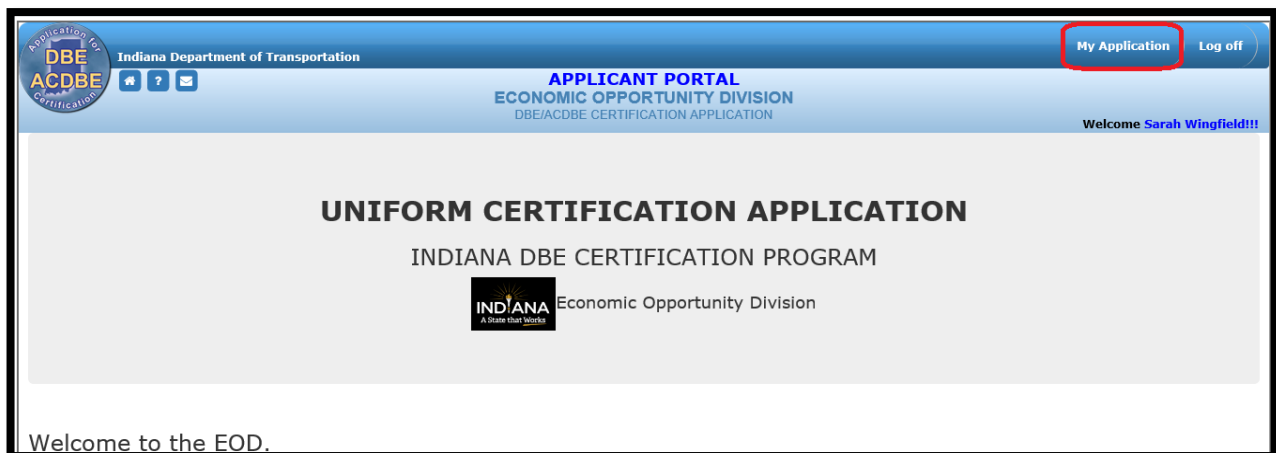





Diagram 6

7. You will then see your certification details in the DBE/ACDBE Applicant section below.
8. Click the Edit Application Icon  at the end of the row.
9. Review each tab of information to ensure it is completely filled out and is accurate.
  - a. **NOTE:** All Peach colored spaces and radial buttons (Yes/ No Questions) are required.
  - b. **NOTE:** You will need to supply information for all required spaces which don't auto populate.
  - c. **NOTE:** If you have a question about how to complete a section press the "Help"  button. It will provide a screen shot and instructions for the section you are in.
  - d. **NOTE:** If you receive an ERROR message after submitting a page, scroll to the page to see the error message and how to correct it.



**Diagram 7**

- e. **NOTE:** If you complete a page and don't have time to complete all seven sections, as long as you have no ERRORS and click  your data will be SAVED and will not need to be completed for that specific section again.
10. Once complete with the verification process, click Submit.
11. After clicking submit you will need to **wait for your No Change Affidavit to become available. (approx 1-2 days)**

#### **Step 4: No Change Affidavit (approx. 10 min)**

1. This step **replaces** the previous No Change Affidavit **paper form and notarization** process.
2. To access your No Change Affidavit, Log into your ITAP account <http://itap.indot.in.gov> and access your DBE Application Portal.

- At the top of the page you will see an “**Alert:**” message. Select the “**here**” link within the alert in order to access your No Change Affidavit. (Diagram 8)

Current Application(s):  
Firm Name: Susan Jones Highway Engineering Company

**Alert: Yearly No-Change Affidavit is due, Please click [here](#) to start filling out the form, OR if available click on EDIT button in NoChange Affidavit grid below.**

OK/ACCORD Application(s)


Application Status	Type	Certification Status	Actions
Approved	NEW APPLICATION	CERTIFIED	

1 - 1 of 1 items

Start Application

Indiana Department Of Transportation

Diagram 8

- Once redirected to the new page, complete the No Change Affidavit and upload  the required documentation. (Diagram 8)

NO CHANGE AFFIDAVIT - {49 CFR § 26.83(j)}

I swear (or affirm) that there have been no changes in the circumstances of [Susan Jones Highway Engineering Company](#) affecting its ability to meet the size, disadvantaged status, ownership or control requirements of 49CFR Part 26. There have been no material changes in the information provided with [Susan Jones Highway Engineering Company's](#) application for certification, except for any changes about which I have provided written notice to the Indiana Department of Transportation under §26.83(j).

[Susan Jones Highway Engineering Company](#) meets Small Business Administration (SBA) criteria for being a small business concern, and its average annual gross receipts do not exceed the maximum dollar limit, as defined by SBA rules (13 CFR 121.402), over the firm's previous three fiscal years. The Secretary of Transportation adjusts this amount for inflation from time to time, and will vary with the type of firm.

I certify that my personal net worth does not exceed \$1,320,000, and that I am economically disadvantaged because my ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business that are not socially and economically disadvantaged.

Report Gross receipts for the past calendar year: \$0.00

Report average number of employees employed by firm: 0 employees

Identify all current owners/partners of the firm and the percentage of ownership by each:


Personal Net Worth (PNW) = Each minority and female owner constituting the 51% must affirm the range of PNW:  
If you have indicated one or more owners have a personal net worth that exceeds \$750,000. Please upload the current year personal tax returns for those respective individuals.

Owner Name	Ethnicity	Gender	Percent Owned	Personal NetWorth Range	Affidavit Sign Date	Signed	Actions
Jason Jackson	CAUCASIAN OR WHITE	MALE	49.00%	LESS THAN \$500,000			
Susan Jones	BLACK OR AFRICAN AMERICAN	FEMALE	51.00%	LESS THAN \$500,000			

Diagram 8

- Click Submit.
- Once application is submitted and required documentation is uploaded, you are finished!!!

**Remember your No Change Affidavit is NOT complete and WILL NOT be processed until:**

- Electronic No Change Affidavit has been completed and submitted
- Required supporting documentation has been uploaded into “Upload/View Documents”  section of the Application Portal.