

New Electronic DBE/ACDBE Process

The new portal for DBE/ACDBE Certification is up and running! One of the most important things to keep in mind as you go through this process is:

DON'T PANIC!

A quick reference guide is provided to assist you through each step. ([Link](#))

Helpful Tips for Existing DBEs:

- THIS IS NOT A NEW APPLICATION for existing DBEs! You are simply filling in gaps that occurred due to one of our databases being paper.
- You DO NOT have to upload any documents except when you complete the “No Change” portion of the process.
- Any errors will be listed in a purple box at the top of the page you are trying to submit. The listing will indicate the specific question and the error made.
- This is a four-step process with time breaks between each step. Be patient.
- You do not need to complete the process at a single sitting. Once you hit the “Next” button and correct any errors, your work will be saved up to that point.
- You do not need to wait until it is your month for the No Change process to verify and complete your application. In fact, your No Change tab will not become available until the month you are due.
- Once you successfully submit the application, DO NOT return to it to make changes until after you complete the No Change process. Trying to change the application prior to this will trigger an amendment request, meaning the system will not allow you to complete your No Change process until the amendment is resolved.
- We will be offering monthly help sessions and will have a cubicle available for anyone to schedule an individual appointment with us in our office.
- If you have a question, you may also email DBECertification@INDOT.in.gov with “Certified Applicant Question” in the subject line.
- Save your ITAP User ID and password in a secure place.

Do not hesitate to contact our office for further questions. We are here to help you through this new process.