

New In-State DBE Application Quick Guide

Getting Started

1

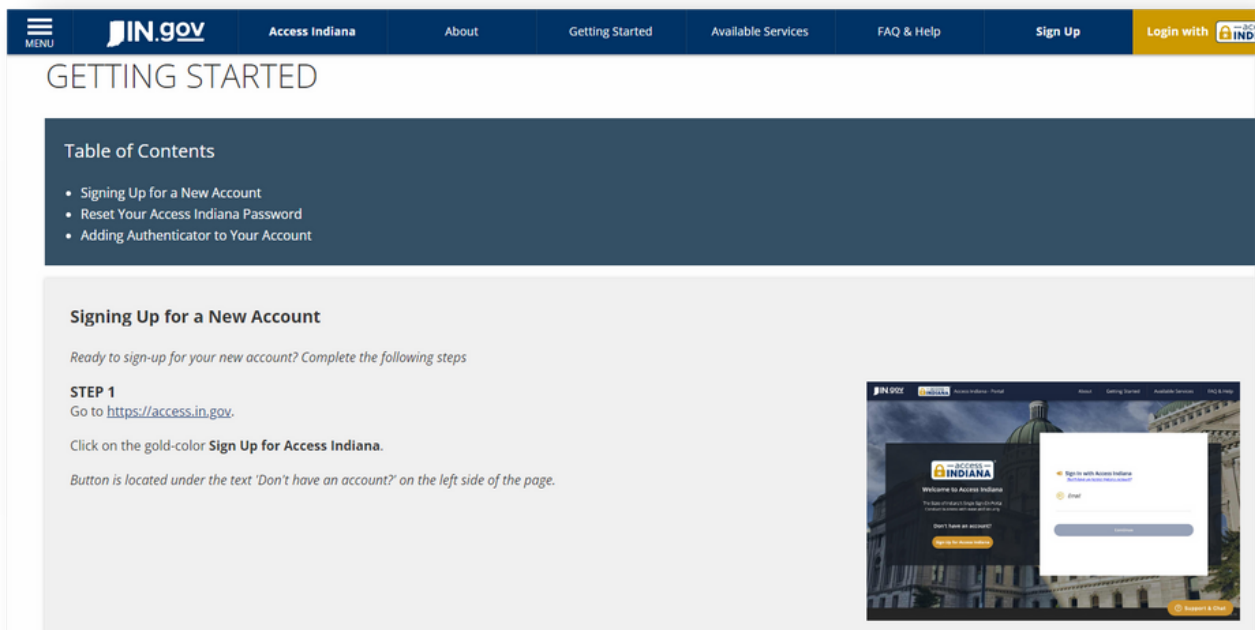
While not a requirement, we suggest you contact the Office of Equity Initiative Services for a Business Consultation before beginning the application process. This is a quick meeting to ensure your business does need DBE certification prior to you beginning the lengthy application process. To schedule a consult, please email BOIInquiry@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:

2

Create an Access Indiana Account

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>



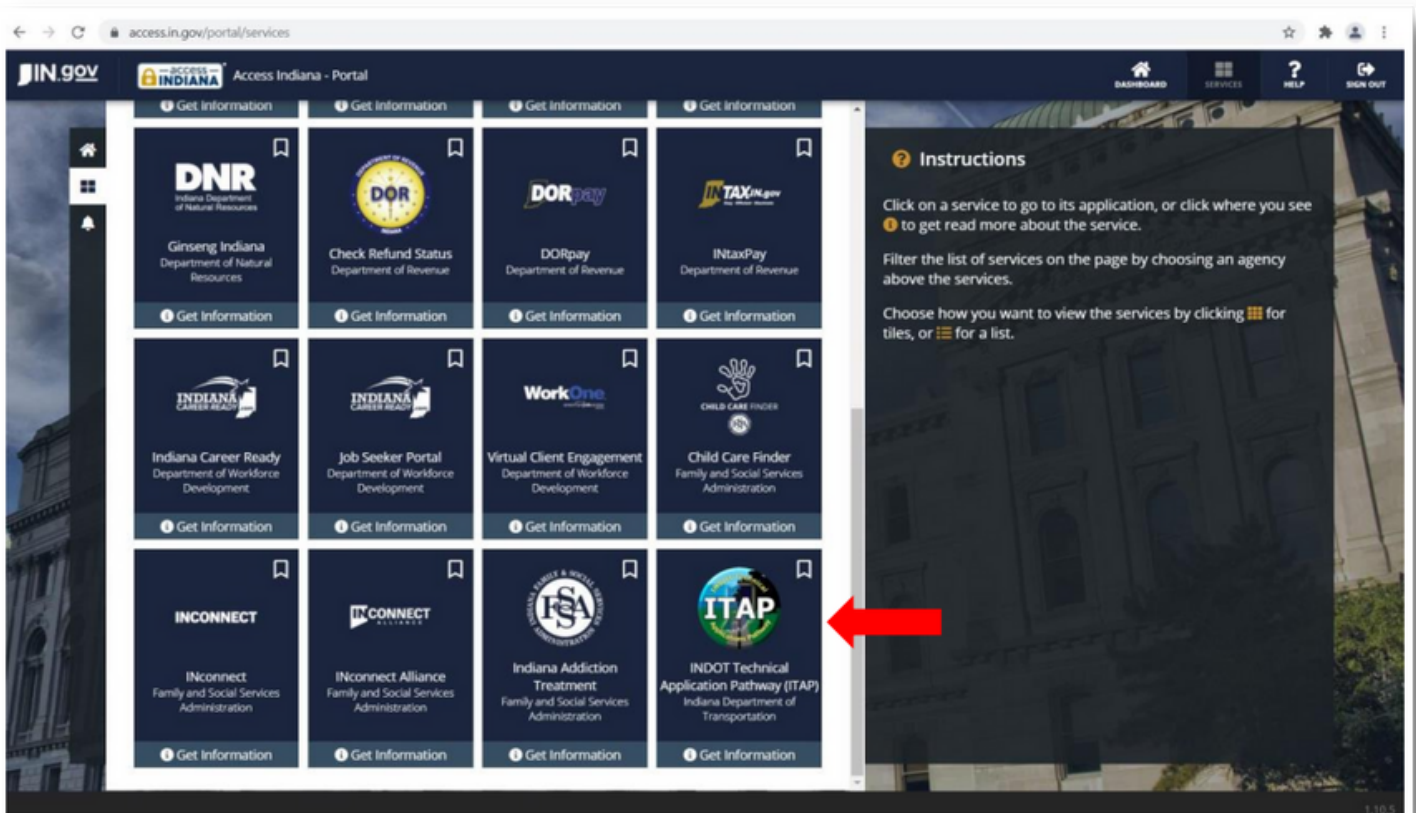
The screenshot shows the 'GETTING STARTED' page on the IN.gov website. The navigation bar at the top includes links for MENU, IN.gov, Access Indiana, About, Getting Started, Available Services, FAQ & Help, Sign Up, and Login with IND. The main heading is 'GETTING STARTED'. Below it is a 'Table of Contents' section with links to 'Signing Up for a New Account', 'Reset Your Access Indiana Password', and 'Adding Authenticator to Your Account'. The 'Signing Up for a New Account' section is highlighted and contains the following text: 'Ready to sign-up for your new account? Complete the following steps', 'STEP 1', 'Go to <https://access.in.gov>.', 'Click on the gold-color **Sign Up for Access Indiana**.', and 'Button is located under the text "Don't have an account?" on the left side of the page.' To the right of the text is a small image of the Access Indiana login/signup interface, showing a 'Sign Up for Access Indiana' button and a 'Don't have an account?' link.

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.

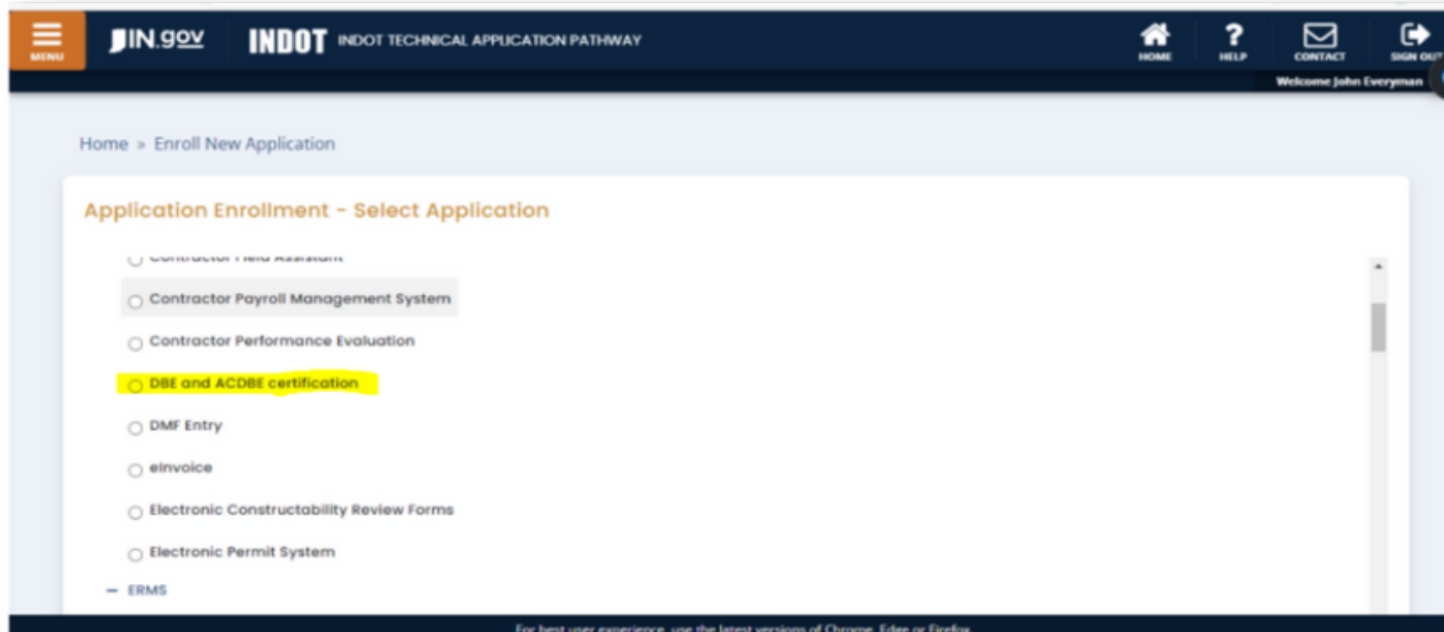


Select your Application

6

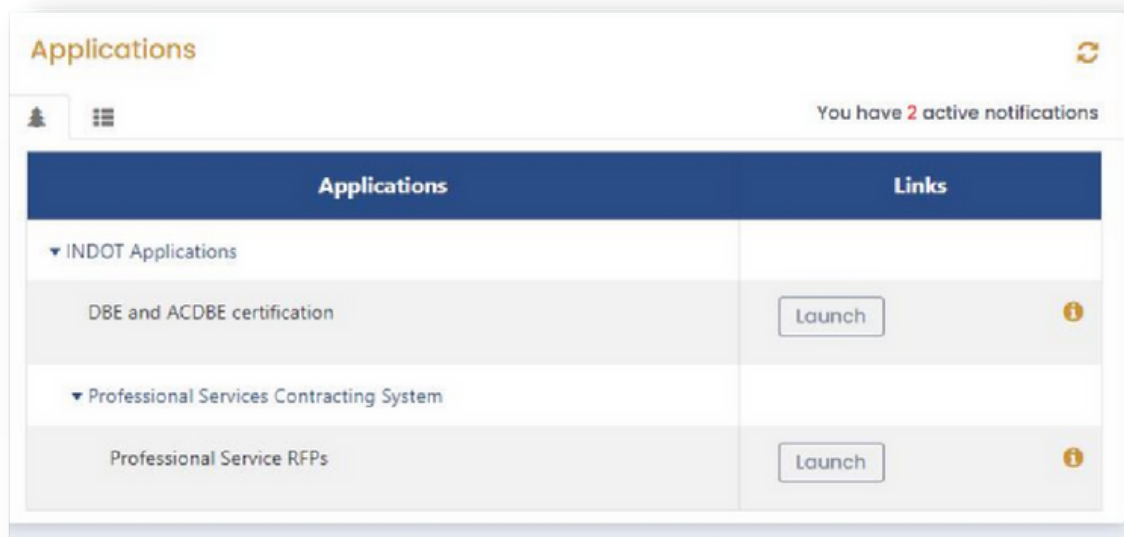
The drop down menu will provide a list of applications. If you know you will be utilizing more than one application in ITAP, you may select them at this time. Find **“DBE and ACDBE certification,”** select it and click **“Next”**. You will be taken to a page that will list your request(s). Scroll down 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

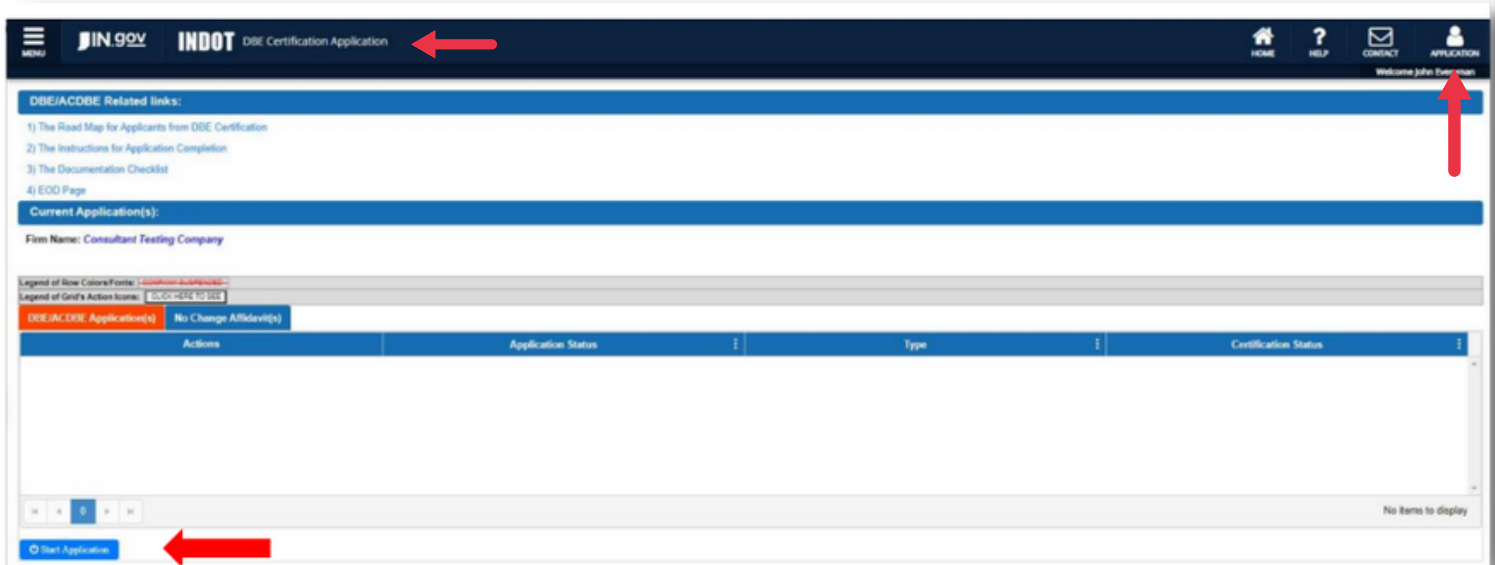
Once you have received notification of your approval to access the application, log back in through Access Indiana and enter the ITAP application by going to <https://itap.indot.in.gov>. Once here, click on the “Launch” button.



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.



Disclose your In-state or Out-of-state Status

9

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

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.**

10

Questions?

Email us at:

BOlinquiry@indot.in.gov

