

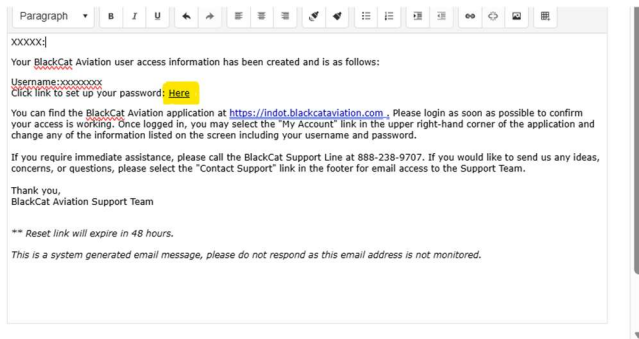


BlackCat®

AVIATION DATA MANAGEMENT SYSTEM

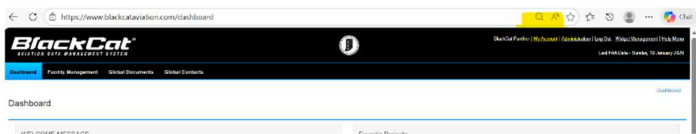
First Step – set up your password once the email from BlackCat has been sent.

This email will contain a link that you will click to set up your password for your user log in.



Second Step – Confirm your personal account information.

- 1) **Dashboard** – Upper right side of the Dashboard screen, click the **My Account** button
- 2) Confirm all personal information is correct, edit and save anything that is needed.



Third Step – Verify and Update Airport Contact Data

- 1) From the **Dashboard** click on **Facility Management** and then the **Contacts** tab
- 2) Scroll down the **Contacts** listing to review all contacts and their roles for your facility
- 3) Click on the **First Name** (highlighted) for each individual contact to **edit** or **assign roles**
- 4) Under **Facility** Associations select the role from the dropdown list you would like the individual to have. Click on the **Facility** they will be that role for and select the **Arrow** buttons to move that facility to the right side box. Click on **Update**
- 5) Make sure the **Sponsor – Reimbursement** role is correct since this is where payment approval will be sent

For further Assistance Contact BlackCat Support®: 888-238-9707 or support@blackcatsupport.com

Fourth Step – Review Project and Payment Data

- 1) From the **Dashboard** click on **Facility Management** and then the **Projects Tab**

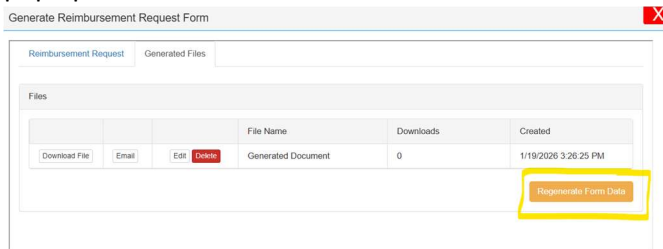
PLEASE NOTE YOUR EXISTING PROJECTS and PAYMENTS HAVE BEEN ENTERED INTO THE SYSTEM – YOU WILL NEED TO REVIEW YOUR EXISTING DATA and REACH OUT TO YOUR INDIANA AVIATION PROJECT MANAGER FOR ANY ISSUES.

Fifth Step – How to Submit an Invoice

- 1) Click on the **Project Title** – This will bring you to the Project Details page
- 2) Click on the **Pay Requests Tab**
- 3) Any existing Payments will be displayed.
- 4) To Add new- Click the **ADD NEW** button
- 5) Enter the payment details
 - a. Service to and From dates
 - b. All Eligible Cost this period
 - c. If it is a Final Payment or not
 - d. Which Contract you are invoicing against
 - e. Upload any backup documents you have
 - f. Enter Comments if needed
 - g. Select Save

Once you select Save the Status will change to **Pending**- You can leave and come back if needed.

- h. Next you will want to select the **Reimbursement Request** button
- i. The Pop up will display all of the data from the system that will pull to the generated invoice form
- j. If any changes are needed you can make those and select **Save**
- k. Once you are ready to generate the form, select the **Create PDF** button
- l. On the **Generated Files** Tab you will see the form that was just created for you. To Review select the **Download File** button
- m. If there is data in the system that is not correct and it is pulling to the form incorrectly you have the ability to edit that data within BlackCat in the appropriate locations and regenerate the form again. To regenerate the corrected data to pull to the form you will use the Orange **REGENERATE FORM DATA** button on the Generated Files Tab. This pulls a refresh of the data in the system to the invoice pop up screen.



- n. Once the invoice form is generated, you can then **Submit** the Invoice for DOT review.
- o. This part of the process is complete at this point and the invoice is under DOT review.
- p. Once the invoice is reviewed, you will get an email confirmation with a separate Docusign Link to sign the Invoice form.
- q. After the Invoice is Signed and completed by all parties, A completed copy will be sent via email and saved in the Project Documents Folders under Reimbursements.

For further Assistance Contact BlackCat Support*: 888-238-9707 or support@blackcatsupport.com

Pursuant to the provision and penalties of Indiana Code 5-11-10-1, I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.



1/19/2026

GRANTEE SIGNATURE

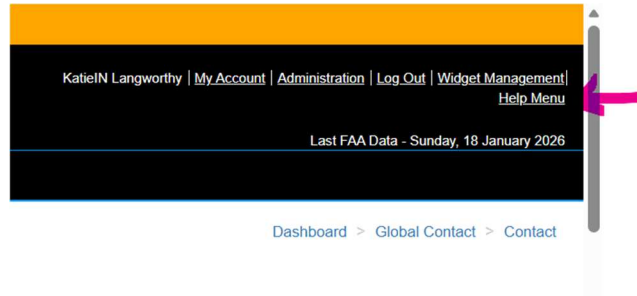
DATE

INDOT OFFICE OF AVIATION APPROVAL

DATE

Help Guides and BlackCat Support

- Located in the upper Right Corner are the Help Guides and Tutorials for additional guidance.



- Located in the bottom right corner there is a link and phone number for the Support Center

BlackCat Support: 888-238-9707 | Accessibility Info | Contact Support

Anything that is system related or if you need help with password reset please contact **BlackCat Support**

Anything that is Process related or specific to a Project you will reach out to your **Project Manager** at the State.

Travis Warren
TWarren@indot.in.gov

Michael Buening
MBuening@indot.in.gov

For further Assistance Contact BlackCat Support*: 888-238-9707 or support@blackcatsupport.com