

Indiana DBE/ACDBE Electronic Application Guide

For assistance, email: DBECertification@indot.IN.gov

Or

Visit our website: www.in.gov/indot/2674.htm

Indiana DBE New Application Instructions

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 “Complete a business enrollment form” and follow the instructions. (Diagram 1)

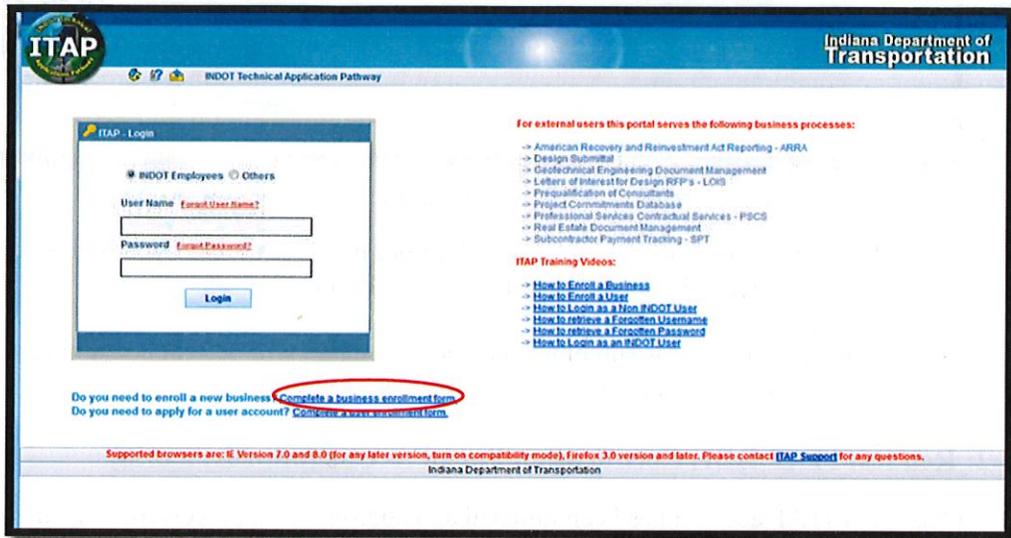


Diagram 1

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

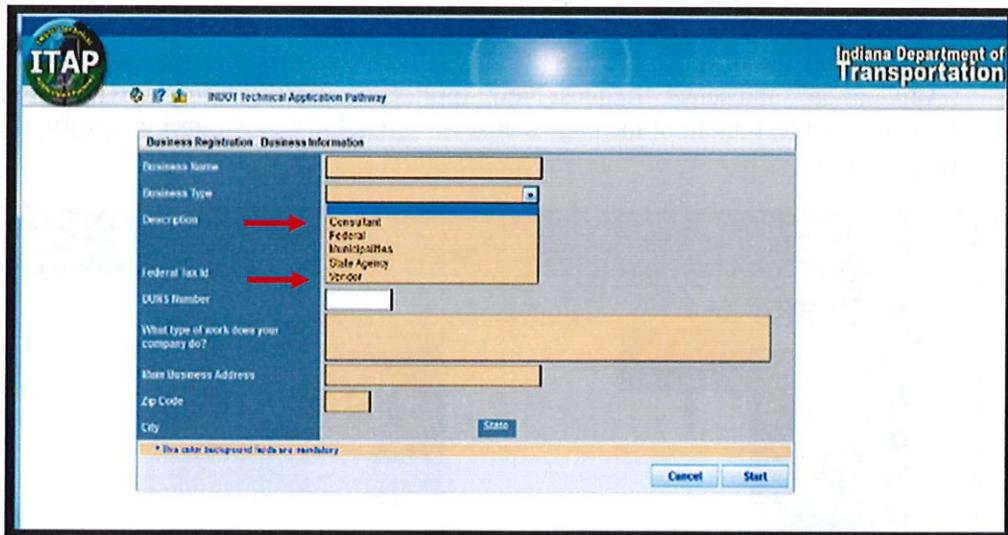


Diagram 2

- 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)

Business Registration - Business Information

Business Name:

Business Type: Vendor

Description: A contractor, subcontractor, or other vendor, such as a supplier, hauler, or fabricator.
 Contractor
 Other

Federal Tax ID:

DUNS Number:

What type of work does your company do?:

Main Business Address:

Zip Code:

City: State:

* This color background fields are mandatory

Cancel Start

Diagram 3

- c. If you want to enroll multiple users for your business account you will need to complete additional “User Enrollment Forms” as well.
- d. Once your request is submitted, an approval email will be sent containing your username and password. (1-3 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** provided and create a **Password**. Be sure to save your **Log In** and **Password** in a secure location as you will need it to access your application on an annual basis to complete the annual No Change process or to make future amendments to your business profile.

Note: If you are registered as a Consultant in ITAP, **DO NOT** select the PSCS (Professional Services Contracting System) link.

2. Once inside your ITAP Main Page (Home Screen), You may click the box labeled “Application”, and select “Request New Application” from the drop down, **OR** click the hyperlink at the bottom of the page that says **“Click here to request a new application”** (Diagram 4)

ITAP Indiana Department of Transportation

Home Application Maintenance Requests Request New Application certification

Application Details

Name
URL
Description
Abbreviation
Last Login Time
No of Users Logged In Today

Click here to request a new application

Diagram 4

3. This will take you to a new page with options of applications to choose from.
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 (1-3 business days)

Step 3: The Application

1. Once notified of approval, you will then be able to proceed with your DBE application.
2. Log in to ITAP
3. Select the newly acquired “DBE and ACDBE Certification” link. (Diagram 5)

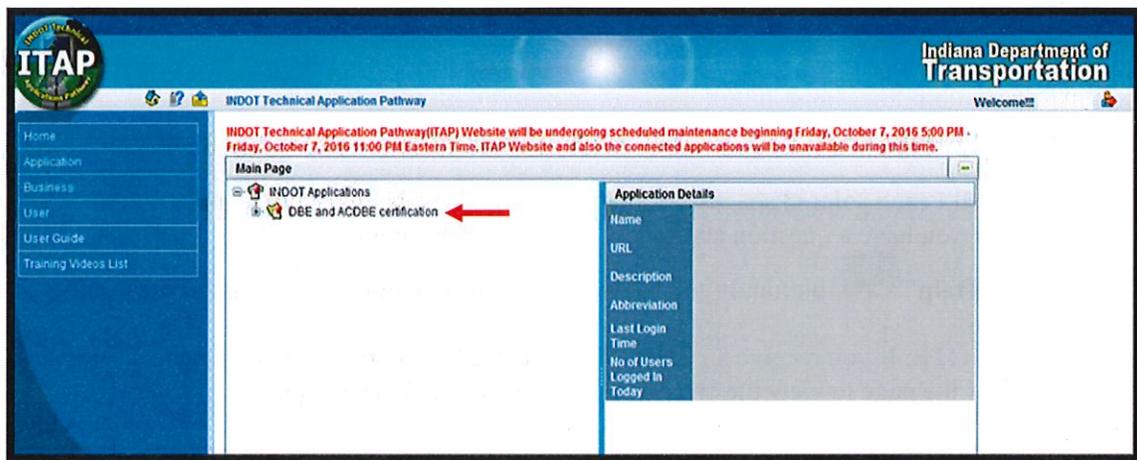


Diagram 5

4. On the center right of the screen “Click here to access application” will appear. Select that link to your Home Screen.
5. The next screen is your applicant portal Home Screen. Click the “My Application” button. (Diagram 6)



Diagram 6

6. This will take you to a new screen. At the top left is a list of helpful links. It may be helpful for you to review these links prior to beginning the application itself. **We suggest you review the Document Checklist and save the required documents to your desktop for easy access.**
7. When you are ready, select the “**Start Application**” button at the bottom left of your home screen. (Diagram 7)

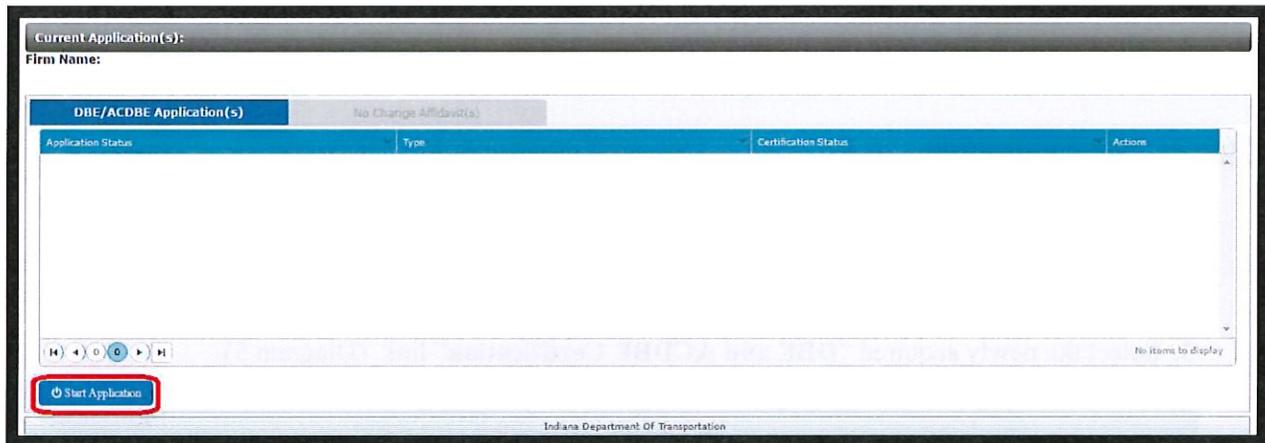


Diagram 7

8. Once in the application, please keep in mind the following:
 - a. All Peach colored spaces and radial buttons (Yes/ No Questions) are required.
 - b. 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.
 - c. NOTE: If you receive an **ERROR** message after submission of a page, scroll to the top of the page to view the error message and correct it. (Diagram 8)

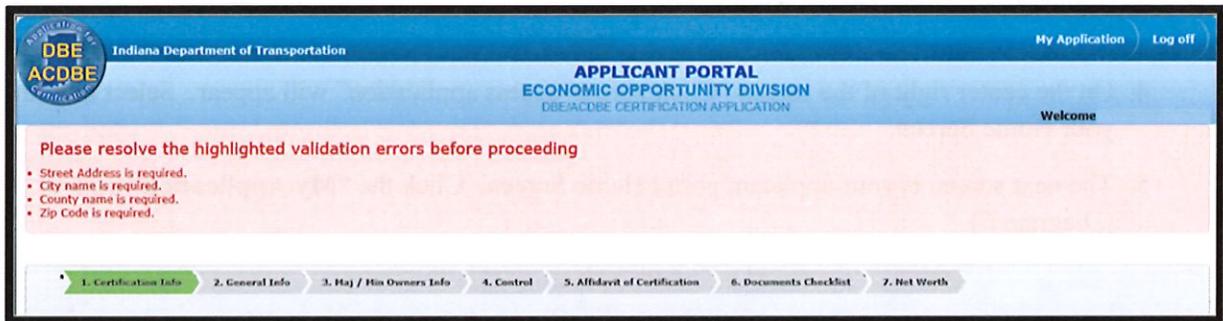


Diagram 8

9. If the information requested does not apply to your company, you may simply type “**Not Applicable**” in the box. If it is for a document upload, you may upload a sheet of paper with “**Not Applicable**” on it.
10. If you don’t have time to complete all 7 sections in a single sitting, click  and your data will be SAVED and will not need to be completed for that specific section again. However, you must correct any errors for the save to work correctly. **Note:** The system times out after 20 minutes of inactivity.
11. Once you reach the electronic signature page in section 7, you will be able to submit your application.

Step 4: Application processing

1. Your application will be assigned to a Certification Specialist for review and processing. They will request any further information which may be needed, and schedule a site visit (for in-state applicants only).
2. Once completed, the Certification Specialist will present your application to the Certification Committee.
3. If the Certification Committee agrees to certify your business, you will be informed via email.
4. If your application is denied, you will receive information regarding the denial and your appeal rights.
5. The federal regulations allow for 90 days for in-state and 60 days for out-of-state processing for new applications. The clock begins once **all** documentation and a **completed** application are received by the certification staff. Barring unforeseen circumstances, our office *usually* completes applications in 20 to 30 days once they are in good order.

