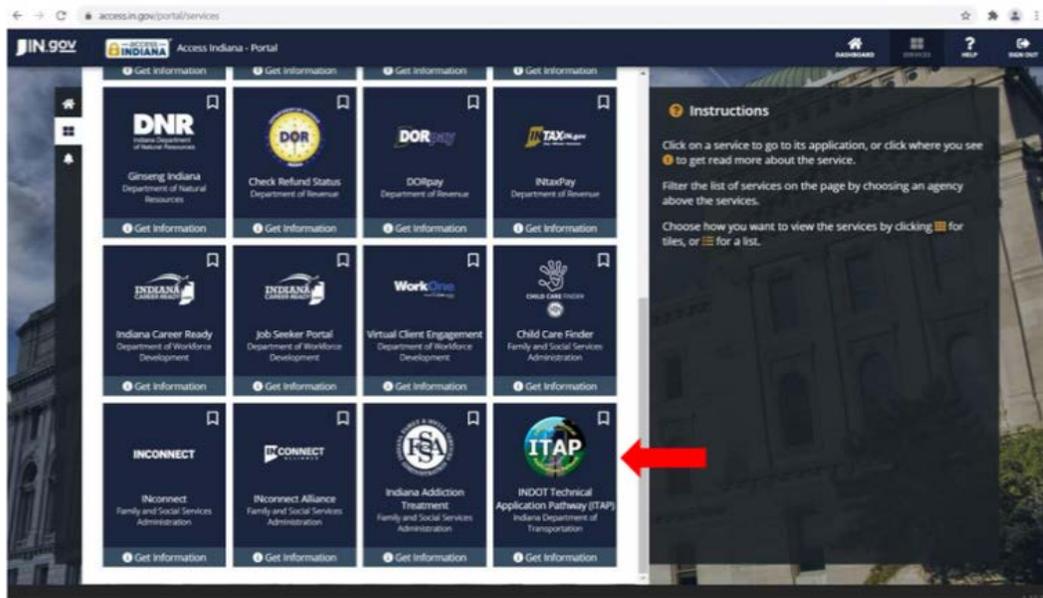


DBE Re-Evaluation Quick Guide

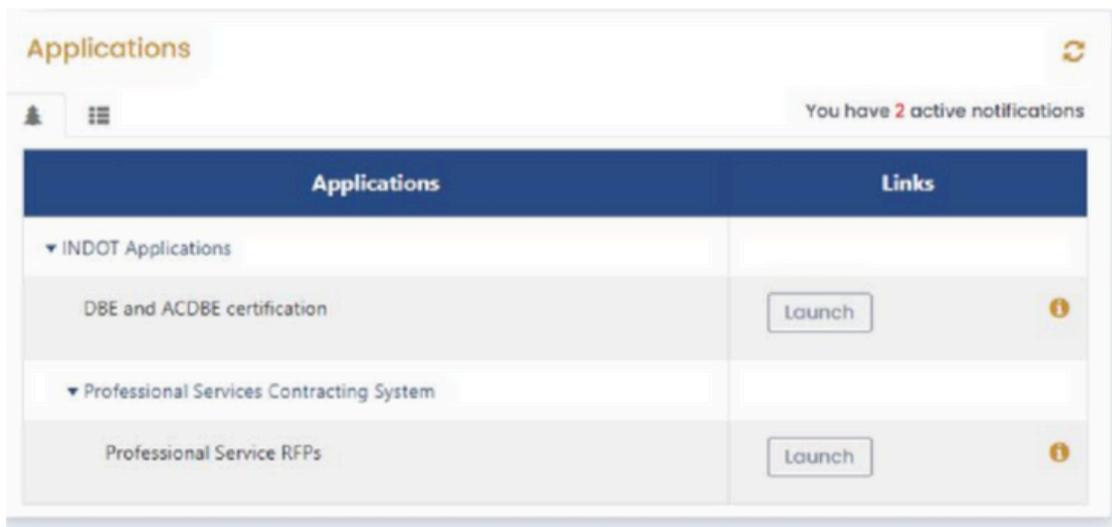
1 Log into ITAP

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>**



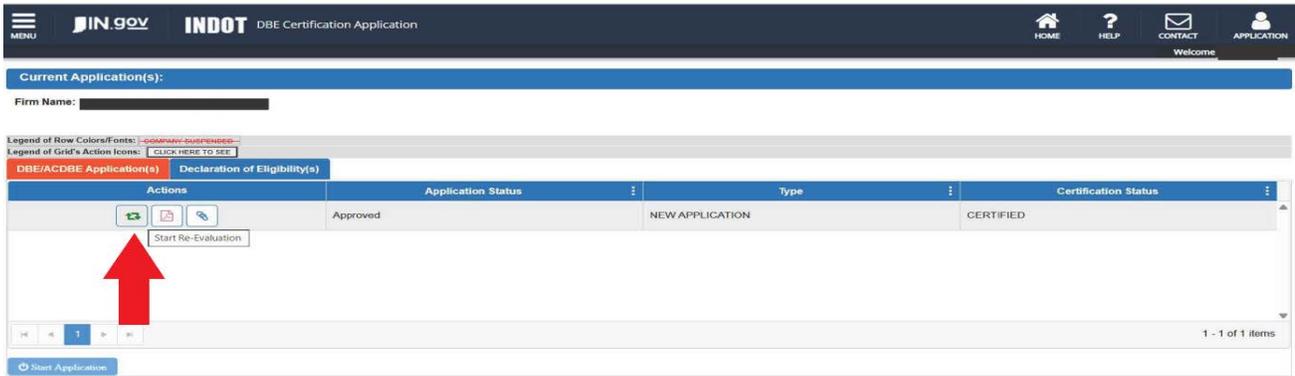
2 Create an Access Indiana Account

Once you have logged in to ITAP, go to **“DBE and ACDBE certification”** and click on the **“Launch”** button.



3 Start the Re-Evaluation!

You will be taken to your home screen. From there, click on the “**person**” icon in the upper right corner. You will be taken to the “**Current Application(s)**” page. Under “**Actions,**” you will select the “**green arrows**” icon to “**Start Re-Evaluation.**”

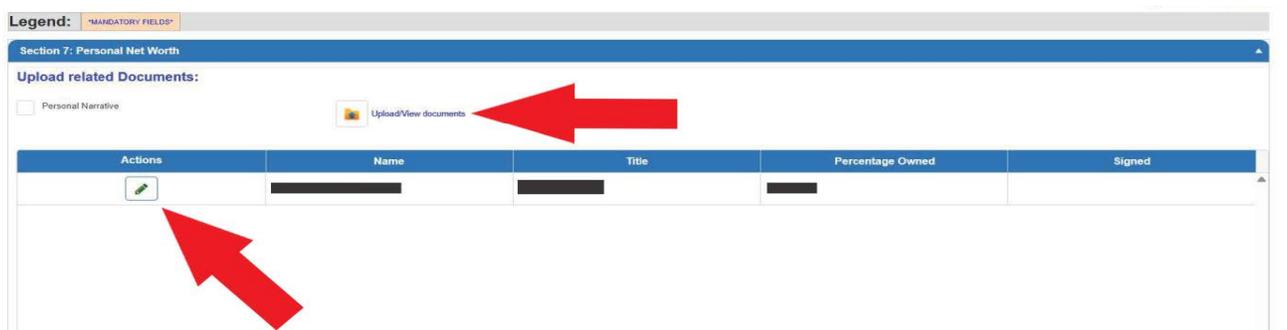


Please note, once you begin the process, the “green arrows” Re-Evaluation icon will be replaced by a “green pencil” Edit icon, and your application type will now say Re-Evaluation.



Upload your Personal Narrative and complete your Personal Net Worth statement

4 Once you have started Re-Evaluation, you will be taken straight to Step 7 of the application. This is where you will upload your Personal Narrative and complete the Personal Net Worth (PNW) statement. A PNW must be complete for **each** owner.



5

Helpful Hints

Once in the re-evaluation, please keep the following in mind:

1. All Peach colored spaces and radial buttons (Yes/No Questions) are required.
2. The system times out after 20 minutes of inactivity.
3. The re-evaluation will not be complete till you have uploaded your Personal Narrative, completed the PNW for all owners, e-sign, and click **“Submit.”**
4. Re-evaluation needs to be completed on a computer and **cannot be completed on a smartphone.**
5. Interstate DBEs must complete re-evaluation with their JOC before they can complete re-evaluation with INDOT.
6. Personal Narratives should focus on your **personal** experiences. They can **only** mention race or gender if a **description of why you were discriminated against is mentioned in the Personal Narrative.** Your Personal Narrative should include as many **specific** instances of Economic Hardship, Systemic Barriers, and/or Denied Opportunities as possible.
7. Note: All re-evaluations will be processed in the order received. There is **NO** expedited process. **Exceptions will not be made.**

Questions?

Email us at:
BOinquiry@indot.in.gov

