How to Begin Using the Uniform Certification Application – DBE Portal

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Application Verification and Activation Process

NOTE: You will not be able to access the No Change Affidavit form or make amendments to your application until you have completed steps 1 and 2, and verified your information in Step 3.

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)

   a. NOTE: When you selecting a business type you choose ONLY Contractor OR Consultant from the drop down. (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)
4. If you want to enroll multiple users for your business account you will need to complete additional “User Enrollment Forms” as well.

5. Once your request is submitted, an approval email will be sent containing your username and temporary 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 new permanent Password. Be sure to save your Log In and Password in a secure location as you will need it to access your application on at least an annual basis.

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

2. Once inside the ITAP Main Page (Home Screen), either 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)
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: Verify Applicant/Company Information (approx. 30 min)

1. The purpose of this step is to verify the information contained in our records is accurate. This step will only need to be completed the first time you access the DBE and ACDBE Certification Applicant Portal.
2. Once notified of approval, you will then be able to proceed with updating your DBE information. You do NOT need to upload any documents, as all previously submitted documents are stored under the “View Documents” button in the first tab of your application.
3. Log into ITAP http://itap.indot.in.gov
4. Select newly acquired “DBE and ACDBE Certification” link. (Diagram 5)

![Diagram 5](image)

5. On the center right of the screen “Click here to access application” will appear. Select that link to your Home Screen.
6. Once there, select “My Application” in the upper right of the screen. (Diagram 6)

![Diagram 6](image)

7. You will then see the certification details in the DBE/ACDBE Applicant section below.
8. Click the Edit Application Icon at the end of the row. (Diagram 7)

9. Review each tab of information to ensure it is completely filled out and is accurate.
   a. **NOTE:** All Peach colored spaces and radial buttons (Yes/ No Questions) are required.
   b. **NOTE:** You will need to supply information for all required spaces which don’t auto populate.
   c. **NOTE:** 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.
   d. **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)

10. Once you complete the verification process, click Submit.

11. After submission your No Change Affidavit will become available. (1-2 business days)