Completing your No Change Affidavit

1. Log into ITAP [http://itap.indot.in.gov](http://itap.indot.in.gov)
2. Select “**DBE and ACDBE Certification**” link. (Diagram 1)

   ![Diagram 1](image1.png)

3. On the center right of the screen “**Click here to access application**” will appear. Select that link and you will be taken to your Home Screen.
4. Once there, select “**My Application**” in the upper right of the screen. (Diagram 2)

   ![Diagram 2](image2.png)
5. At the top of the page you will see an “Alert” message. Select the word “here” link within the Alert to access the No Change Affidavit. (Diagram 3)

6. Once redirected to the new page, complete the No Change Affidavit and upload the required documentation. (Diagram 4)

7. Click “Submit.”

8. Once application is submitted and required documentation is uploaded, you are finished.

Remember your No Change Affidavit is NOT complete and WILL NOT be processed until:

- The electronic “No Change Affidavit” has been completed and submitted.

- Required supporting documentation (i.e. you most recent business taxes or qualifying extension) has been uploaded into the “Upload/View Documents” section of the Application Portal.