



Equal Opportunity Gateway User Guide



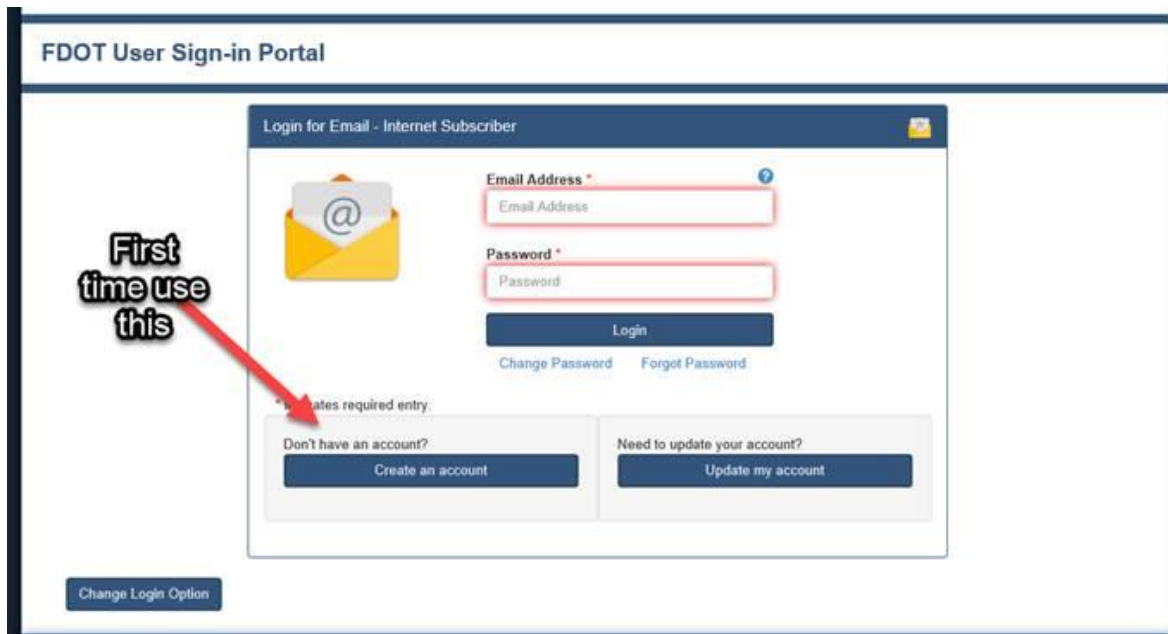
Florida Department of
TRANSPORTATION

Create an Internet Subscriber Account

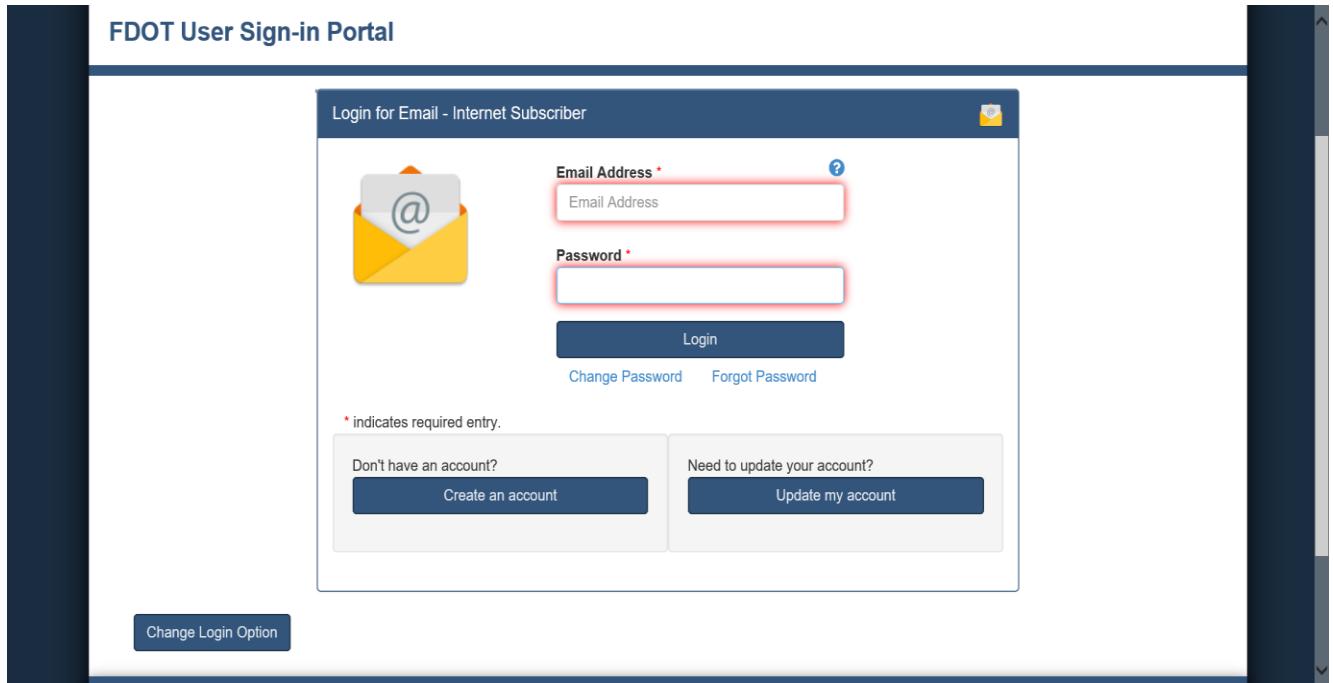
- To submit your DBE application online visit FDOT's Equal Opportunity Gateway (EOG) at <https://eog.fdot.gov/>
- Click "Email- Internet Subscriber."



- The first time you access the system you will be required to create an Internet Subscriber Account (ISA) that will allow you to access the system. Click "create an account" and follow the instructions on the page.



- You will receive an activation email. After you activate your account, close all web browsers and return to <https://eog.fdot.gov/>. Enter your email address and password then select login.



- Next choose option “I am a Vendor and I want to apply for DBE status.”



- Complete the access request form and submit it. Provide the following information in your access request.

Username: Your first and last name.

Company Name: Complete name of your company

FedID: Employer Identification number

Contact Phone: Your phone number

Contact Email: Your email (the email used to create your ISA account)

After you submit the access request, an Equal Opportunity Office staff member will contact you by phone as soon as possible to complete your access request. **Access requests can only be completed during business hours Monday-Friday 8-5 PM EST.**

- You will receive an access approval email after speaking with an Equal Opportunity Office staff member. Once you receive the approval email, close all web browsers and return to <https://eog.fdot.gov/>. Login and start your DBE application.

Complete the DBE Application

- The online DBE application is a fillable form. Once you complete a tab, save your work and select the next tab. Scroll down to view the entire form for each tab.

The DBE application will not allow you to move on if a required field is left blank. You will receive notification of incomplete fields.

Help

DBE Application

For assistance please email:
DBECert.Help@dot.state.fl.us

[Download PDF Copy](#) [DBE Instructions](#)

Fed Id	Business Name	Certification Status	DBE Status	Agency Assigned
653265984	EXAMPLE LLC	IN PROGRESS	OBE	FDOT

1 - 1 of 1 items

[Certification Info](#) [General Info](#) [Majority Owner](#) [Control](#) [Financial Info](#) [Documents](#)

[Save Edits](#) [Submit For Review](#) [Return to Cert](#)

Section 1: Certification Information - A. Basic Contact Information

1.A.1 Contact Person and Title

Salutation Title First Name Middle Name Last Name

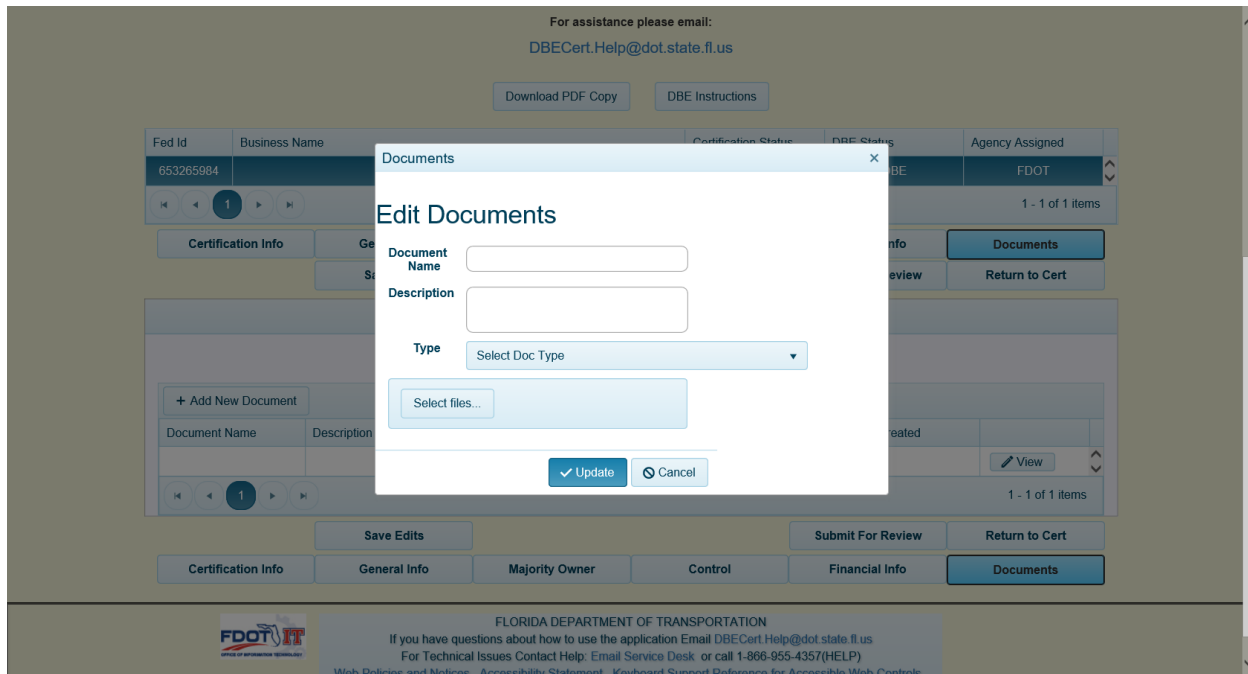
1.A.2 Legal Name of Firm:

1.A.3 Phone #:

1.A.4 Other Phone #:

1.A.5 Fax #:

- A copy of the USDOT instructions for the DBE application is available at the top of the page. Click “DBE Instructions” to view the PDF.
- **The DBE application requires supporting documents.** Upload the supporting documents in the “Documents” tab. Select “+Add New Document” and use the edit documents box to submit your documents.



- Provide a document name and description for your document. Use the “type” drop down box to select the supporting document type that identifies your document upload.
- Each supporting document must be uploaded separately.

A complete DBE application contains an Affidavit of Certification and all the required supporting documents on the application checklist.

The Affidavit of Certification, Personal Net Worth Statement, and application checklist are available on our [website](#).

If you are certified as a DBE in another state and wish to apply in Florida, you must also include the Interstate Certification Affidavit.

Submit the DBE Application

- When you have completed your DBE application and uploaded your supporting documents select “submit for review.”

If any required fields are missing in the application, a notification will appear prompting you to complete the required fields.

- DBE applications are processed in the order they are received.

For in-state applications, the regulation requires the Department to make a certification decision within 90 days of receiving from the applicant firm all information required.

For out of state applications, the regulation requires the Department to make a certification decision within 60 days of receiving from the applicant firm all information required.

Questions

If you need help filling out the DBE Application, contact the Department’s supportive service provider, Construction Estimating Institute (CEI). CEI provides free assistance to firms who are seeking FDOT DBE Certification. Visit CEI’s website at <https://www.fdotdbesupportservices.com/> or call 866-378-6653.

If you have any technical questions about the Equal Opportunity Gateway website please contact the EOG Help Desk at dbecert.help@dot.state.fl.us.