

# Equal Opportunity Gateway User Guide



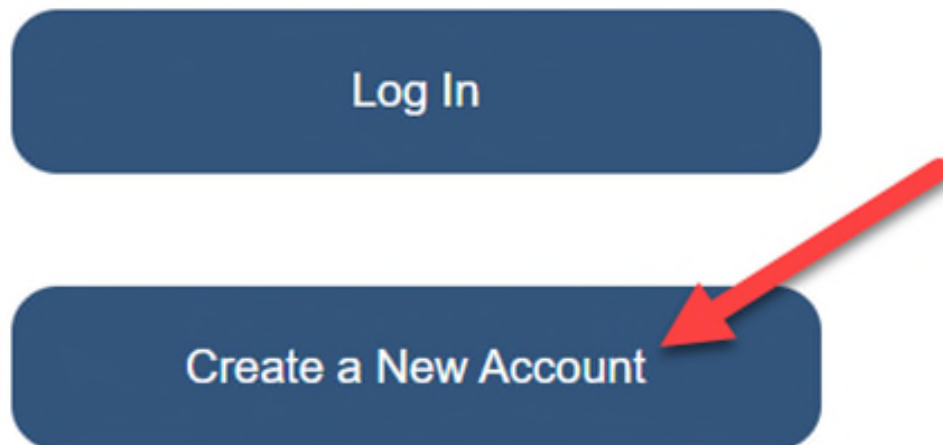
## Create an Internet Subscriber Account

- **Note if you have already created an Internet Subscriber Account (ISA) with the Department, you will be adding EOG access to your current profile by clicking on the radio button that reads “Assign Role” and select Equal Opportunity Gateway.**
- The first time you access the system you will be required to create an Internet Subscriber Account (ISA) <https://isa.fdot.gov> that will allow you to access the system. Click “create an account” and follow the instructions on the page.


### Welcome to the FDOT - Internet Subscriber Account's home page.

Internet Subscriber Accounts (ISA's) are used to access many of FDOT's external web applications. Anyone who is not an FDOT Employee or Staff Consultant is eligible to create and use an account if they need to access one or more applications that accept an ISA.

You only need one ISA to access multiple applications.



- Click “Email- Internet Subscriber.”
- You will receive an activation email. After you activate your account, enter your email address and password then select login.
- The system will send an email to [DBECert.Help@dot.state.fl.us](mailto:DBECert.Help@dot.state.fl.us) and they will be able to grant you access to the EOG system.



**Login for Email - Internet Subscriber**

**Email Address \*** ?

**Password \***

**Login**

[Change Password](#) [Forgot Password](#)

\* indicates required entry.

Don't have an account?

**Create an account**


Need to update your account?

**Update my account**

[Change Login Option](#)

➤ Next select option: **“I am a Vendor, and I want to apply for DBE status.”**

No Role in EOG - Equal Opportunity Gateway



**Florida Department of  
TRANSPORTATION**

Equal Opportunity Gateway

E-Updates | FL511 | Mobile | Site Map

[Home](#) [About FDOT](#) [Contact Us](#) [Offices](#) [Maps & Data](#) [Performance](#)

[Request Access](#)
[Public Reports](#)
[Help](#)

You have a valid ISA account but no role in the Equal Opportunity Gateway.  
To request access to the EOG system please select from the following options:

**I am a Vendor and I want to apply for DBE status.**

I am a UCP member and I need access to manage applications.

If you have questions Email [DBE.Cent.resp@dot.state.fl.us](mailto:DBE.Cent.resp@dot.state.fl.us)

[Contact Us](#) [Employment](#) [MyFlorida.com](#) [Performance](#) [Statement of Agency](#) [Web Policies & Notices](#)



© 1996 - 2016 Florida Department of Transportation

Florida Department of Transportation  
Innovation, Mobility and Economic Development

- Complete the access request form and submit with the following information.

**Username:** Your first and last name.

**Company Name:** Complete name of your company

**Federal Tax ID:** 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 email from your ISA account will be sent to Equal Opportunity certification staff to complete your access request. If you do not receive an email regarding the EOG access, please email [dbecert.help@dot.state.fl.us](mailto:dbecert.help@dot.state.fl.us)

**Access requests are completed during business hours:**  
**Monday-Friday 8-5 PM EST.**

- Once a staff member approves your access, close all web browsers, and return to <https://eog.fdot.gov> Login and start your application.

## Complete the Application

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

*The application will not allow you to move forward if the required field is left blank. You will receive notification of incomplete fields.*

**DBE Application**

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

**PDF Downloads:**

DECLARATION OF ELIGIBILITY
USDOT PNW Editable Form
DBE Instructions
Application
Required Additional Document Checklist

Certification Status	DBE Status
CERTIFIED	DBE

General Info
Majority Owner
Control
Financial Info

Save Edits
Submit For Review

**Section 1: Certification Information**

- A copy of the USDOT instructions for the application is available at the top of the page. Click “DBE Instructions” to view the PDF.
- The 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.

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

Download PDF Copy    DBE Instructions

Fed ID: 05205084

Business Name: [REDACTED]

Agency Assigned: FDOT

1 - 1 of 1 items

Documents

Return to Cert

+ Add New Document
Save Edits
Submit For Review
Return to Cert

Certification Info
General Info
Majority Owner
Control
Financial Info
Documents

**FLORIDA DEPARTMENT OF TRANSPORTATION**

If you have questions about how to use the application Email DBECert.Help@dot.state.fl.us  
For Technical Issues Contact Help Email Service Desk or call 1-888-955-4357#HELPy  
Web Policies and Notices Accessibility Statement Keyboard Support Reference for Accessibility Web Controls

- Select a name from the down drop window and add a 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.

**The Declaration of Eligibility (DOE), Personal Net Worth Statement (PNW), and Application are available on our [website](#).**

## Submit the Application

- When you have completed your 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, please click [here](#) for instructions on what is required to be submitted.**

## Questions

If you need help completing the Application, contact the Department’s supportive service provider, Construction Estimating Institute (CEI). CEI provides free assistance to firms who are seeking FDOT 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](mailto:dbecert.help@dot.state.fl.us).