

Equal Opportunity Gateway User Guide



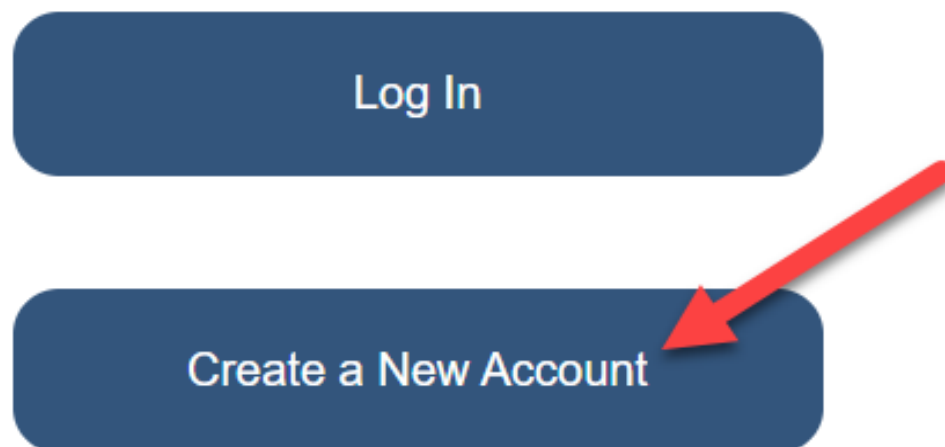
Create an Internet Subscriber Account

- **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.

Login for Email - Internet Subscriber



Email Address * ?
Email Address

Password *
[Redacted]

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

No Role in EOG - Equal Opportunity Gateway



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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@dot.fl.gov

Contact Us Employment MyFlorida.com Performance Statement of Agency Web Policies & Notices



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- 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)

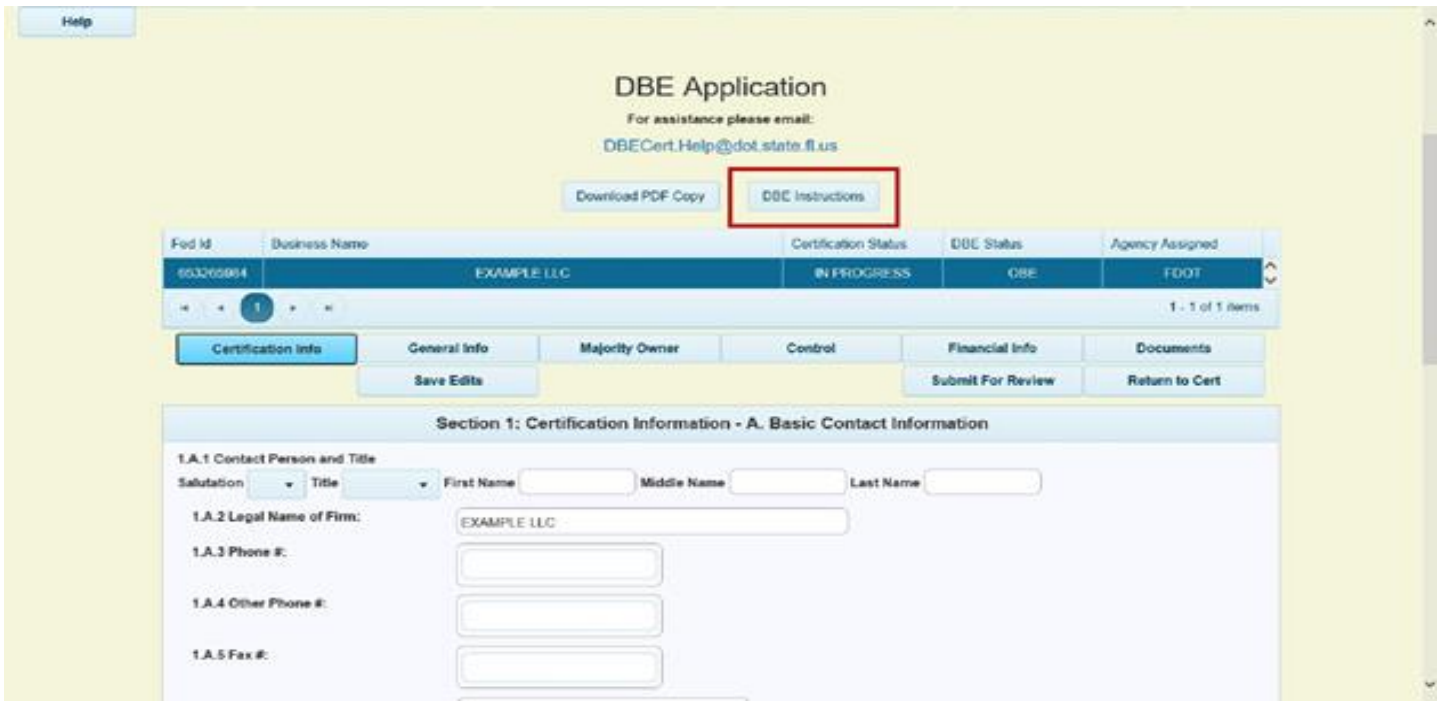
After you submit the access request, an email from your ISA account will be sent to Equal Opportunity DBE certification staff to complete your access request. If you do not receive an email regarding the EOG access, please email dbecert.help@dot.state.fl.us or you can contact the DBE certification staff at (850) 414-4747 for assistance. **Access requests can only be completed during business hours Monday-Friday 8-5 PM EST.**

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

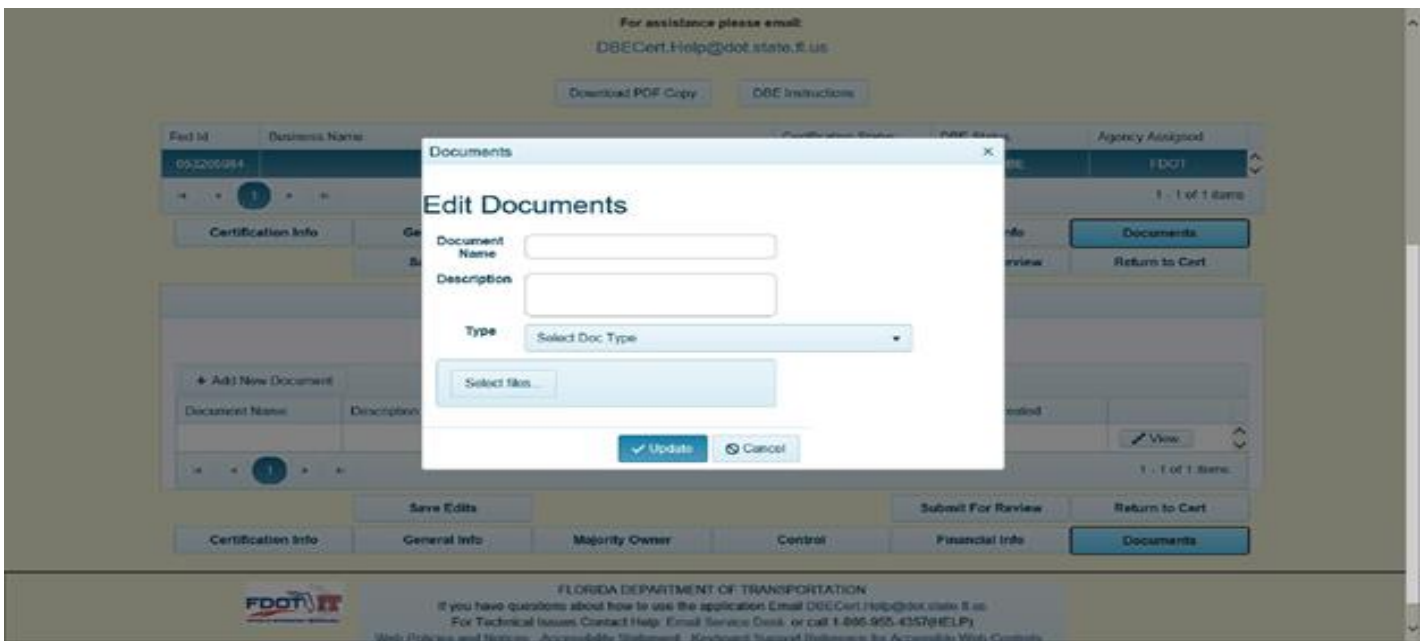
Complete the DBE Application

- 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.



- 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.



- Choose 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.

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.