Instructions for Completing a New Application

1. Once you are logged in select 'Start New Application' and please verify that the contact information listed is current. ***IF YOU ARE CURRENTLY CERTIFIED DBE IN THE STATE OF WI, PLEASE CONTACT OUR OFFICE AT: 608.267.9550 BEFORE PROCEEDING. YOU MAY BE ELIGIBLE FOR A STREAMLINED APPLICATION PROCESS***.
2. Use the "Edit" buttons to change any information that is incorrect.
3. Begin the application process by completing each tab listed in blue on the left side of the page (these are the sections of the application):
    a. **Certification Tab** - Choose the certification type you are applying for by clicking the arrow on the box to the right of "Add new certification type". Highlight the type of certification(s) you want and click the "add" button.
    b. **Business Information Tab** – Click "Edit" tab at the bottom of the page to input the requested information for each section on this page. When you are done with all sections click 'save'.
    c. **Codes Tab** – Enter at least ONE code in each category of codes, NIGP and NAICS. Click the link provided next to each type of code to choose the code or codes that you would like added. Once code(s) have been entered for both NIGP and NAICS, move to the next section of the application.
    d. **Customers Tab** – List 3 customers of the business. Click 'Add new record', enter the required the information, and click 'insert' to save the information and have it displayed. Repeat this step until 3 customers appear in this section.
    e. **Accounts/Services Tab** - You must list at least the bank information for the business. Click 'Add new record', enter the required the information, and click 'insert' to save the information and have it displayed. Repeat this step for accounting and legal services information if necessary.
    f. **Ownership/Management Tab –** Under the 'Owners' section of this tab, click 'add new record' to add the names of each owner(s) and amount of ownership. Click 'insert' at the end of each entry to save the information and have it displayed. Under the 'Management' section of this tab, click 'add new record' to add the names of key decision makers in the company. Once the name has been added, choose roles from the list provided to assign to that person. **Multiple roles can be assigned to one name.** Once the role(s) have been assigned to a person, click 'insert' to save the information and have it displayed. ***All roles (except Union Negotiation) must be assigned in order to complete this section*.** Under the 'Directors' section of this tab, click 'add new record' to add the names of any directors of the business (if applicable). Click 'insert' at the end of each entry to save the information and have it displayed.
    g. **Other Certifications Tab** – To indicate other certifications that the business holds, click 'Add new record', enter the required information, and click 'insert' to save the information and have it displayed. Repeat this step as necessary.
    h. **Other Information Tab** – Click 'edit' to enter the number of employees. Click 'save' to save the information and have it displayed. Next, click the 'edit' button at the bottom of this page to answer the remaining questions. When done, click 'save' to save the information and have it displayed.
    i. **Verify/Submit Tab** – Click the "Verify/Submit Application" link below the certification type you are working on. This brings up the 'Validation Summary' screen. This screen tells you if there any sections of the application that are incomplete. ***Please return to any sections indicated on this page that are missing information and complete the section.*** Once all sections of the application are complete, click "Submit Certification" at the bottom of the validation summary page. This will take you to the "Certification Affidavit", where you should read the information and click "Accept".
    j. **Upload Documents Tab** – Click on this tab to view a complete "Document Checklist" of the documentation required to go along with the application. Use the 'select' button to choose the files you want to upload, and use the 'upload documents' button to submit the chosen files.
4. **This will complete the submission of your New Application.**