

Quick Tips

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Quick Tips

Logging Into the SBE Application

In order to submit a SBE application online you must login to the SBE website. This is necessary to ensure your information is kept confidential. In order to login you must first request access to the SBE application. On the SBE homepage within the 'Login' box, which appears on the top left of the screen, there is a link labeled 'here' which provides you detailed information on how to request access to the SBE application. Follow the instructions provided on that link for access to the application.



Starting an Application

After receiving access to the SBE application you will need to log in to apply. After logging in you will need to click on the 'Apply Now' link which resides in the center of the screen under 'Application Status' (it also appears on the left hand pane under 'Important Links').



This link will take you to the 'Apply Now' screen where you must answer three (3) questions before continuing.

The three (3) questions speak to the general eligibility requirements for SBEs. The questions are designed to assist firms who don't meet the basic requirements from spending unnecessary time in completing and submitting an application. The questions only serve to determine basic eligibility. An in-depth analysis and onsite review must be completed prior to becoming certified.

Navigating the Application

As you complete the next steps, you will be able to save your application and come back to it at any time. You must, however, complete an entire screen before you will be able to save and either log out or move to the next screen. If you log out at any point during the process, you will no longer see the **'Apply Now'** link when you log in again. Instead, the **'Application Status'** located in the center of the screen will now display **'Draft'** status. Click on **'Draft'** to resume your application.

SMALL BUSINESS ENTERPRISE (SBE)

Application Status

Draft

Your application (or affidavit) is in Draft status. All information is editable at this time. You may continue your application (or affidavit) in a single or multiple session(s). No action will be taken while your application (or affidavit) remains in DRAFT status.

This link will take you to the **'Resume Application'** screen where you can review all data entered to date and continue completing the application.

RESUME APPLICATION

[Overview](#) [General Information](#) [Ownership and Control](#) [Work Location](#) [Review](#)

[Document Checklist](#)

Application: 10954	Test Firm	IA Status: Draft	Status History
Name: Mr. John Smith	FEIN: 654987104	Other Phone:	
Home/Office Phone: 555-555-5555	Website: http://www.testfirm.com	Anniversary Date:	
Fax: 555-555-5556	Certification Number:		
Email: testfirm@mail.com			

Is your firm organized as a for-profit business? Yes

Is at least 51% of the ownership a U.S. citizen(s) or lawfully admitted permanent resident(s) of the U.S.? Yes

Are you certified as a Disadvantaged Business Enterprise (DBE) by the Pennsylvania Unified Certification Program (PAUCP)? No

Use the following links to resume your application process:

[General Information](#)

[Ownership And Control](#)

From here you can navigate the application in one of two (2) ways. First, you can click on the arrows located under the **'Resume Application'** header. You can only click on specific pages you have already completed or those that were saved. You can also navigate by clicking on the links provided under **'use the following links to resume your application process'**. Once again, links for pages will only appear if you have already completed or saved them. When in a particular screen you can navigate forward through the application by clicking the **'Save and Next'** button. You can also click on specific pages already completed by clicking on the appropriate arrow towards the top center of the screen.

Adding Owners, Officers, Directors/Members

You can add multiple people under each section simply by clicking the **'Add'** button in that section.

Ownership

Identify all individuals or holding companies with any ownership interest in your firm, providing the information required below (If more than two owners, attach separate sheets for additional owners).

Owners

First Name	Last Name	% Owned	Residence Status	Action
No results.				
Total Ownership Percentage: 0			US Citizenship/PR Status Percentage: "0"	
<div style="display: inline-block; border: 1px solid #4CAF50; background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 3px;">+ Add</div> ↖				

Control

Identify your firm's Officers and Board of Directors.

Officers

First name	Last name	Action
No results.		
<div style="display: inline-block; border: 1px solid #4CAF50; background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 3px;">+ Add</div> ↖		

Directors / Members

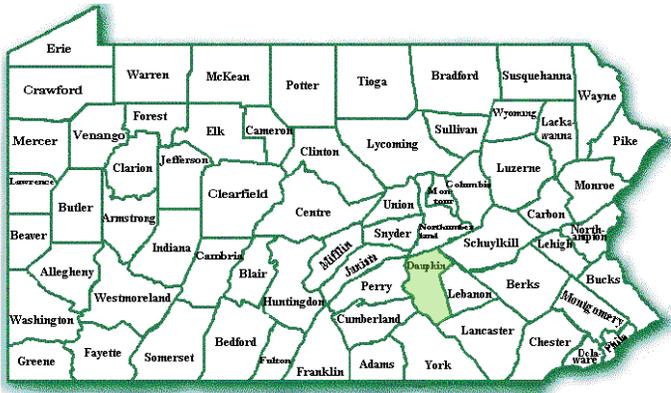
First Name	Last Name	Action
No results.		
<div style="display: inline-block; border: 1px solid #4CAF50; background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 3px;">+ Add</div> ↖		

After you complete the information and save, you will be directed back to the **'Ownership and Control'** screen where you can then click the **'Add'** button and repeat as many times as needed. Please note that if you selected **'Sole Proprietorship'** under **'Type of Firm'** on the **'General Information'** screen, you will only see **'Owners'** on the **'Ownership and Control'** screen.

Desired Work Location

Desired Work Locations

On the map or in the checklist, please click on all Counties where you would consider doing work.



Work Location :

<input checked="" type="checkbox"/> Dauphin	<input type="checkbox"/> Centre	<input type="checkbox"/> Fulton	<input type="checkbox"/> McKean	<input type="checkbox"/> Snyder
<input type="checkbox"/> Adams	<input type="checkbox"/> Chester	<input type="checkbox"/> Greene	<input type="checkbox"/> Mercer	<input type="checkbox"/> Somerset
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Clarion	<input type="checkbox"/> Huntingdon	<input type="checkbox"/> Mifflin	<input type="checkbox"/> Sullivan
<input type="checkbox"/> Armstrong	<input type="checkbox"/> Clearfield	<input type="checkbox"/> Indiana	<input type="checkbox"/> Monroe	<input type="checkbox"/> Susquehanna
<input type="checkbox"/> Beaver	<input type="checkbox"/> Clinton	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Tioga
<input type="checkbox"/> Bedford	<input type="checkbox"/> Columbia	<input type="checkbox"/> Juniata	<input type="checkbox"/> Montour	<input type="checkbox"/> Union
<input type="checkbox"/> Berks	<input type="checkbox"/> Crawford	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Northampton	<input type="checkbox"/> Venango
<input type="checkbox"/> Blair	<input type="checkbox"/> Cumberland	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Northumberland	<input type="checkbox"/> Warren
<input type="checkbox"/> Bradford	<input type="checkbox"/> Delaware	<input type="checkbox"/> Lawrence	<input type="checkbox"/> Perry	<input type="checkbox"/> Washington
<input type="checkbox"/> Bucks	<input type="checkbox"/> Elk	<input type="checkbox"/> Lebanon	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Wayne
<input type="checkbox"/> Butler	<input type="checkbox"/> Erie	<input type="checkbox"/> Lehigh	<input type="checkbox"/> Pike	<input type="checkbox"/> Westmoreland
<input type="checkbox"/> Cambria	<input type="checkbox"/> Fayette	<input type="checkbox"/> Luzerne	<input type="checkbox"/> Potter	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Cameron	<input type="checkbox"/> Forest	<input type="checkbox"/> Lycoming	<input type="checkbox"/> Schuylkill	<input type="checkbox"/> York
<input type="checkbox"/> Carbon	<input type="checkbox"/> Franklin			

On the **'Desired Work Location'** screen you can select individual counties by either clicking on them on the map or by clicking in the check box next to the name of the county on the list below the map.

Saving and Uploading the PDF Application and Supporting Documents

After entering information into the SBE application screens ('General Information', 'Ownership and Control', and 'Work Location') you will be taken to the 'Review' screen. At the bottom of this screen you will see a 'Download PDF' button. Click on this button to generate the PDF application. Please note that once you generate the PDF, your application will be changed to 'Locked' status and you will be unable to change the information in the SBE application screens.

Work locations successfully updated.

REVIEW

Overview > General Information > Ownership and Control > Work Location > **Review** > Document Checklist

Application: 10951 appl26sbe

Name: hong wang FEIN: 025
Home/Office Phone: 717-214-2297 Other Phone:
Fax: Website:
Email: hwang@pa.gov Anniversary Date:
Certification Number:

Review

Please review all information that was entered on the previous screens. If any information needs to be changed, use the Overview or Previous buttons to go to the appropriate information that has been entered return to this review page and at the bottom of this screen use the Download PDF button. The application will pre-populate the PDF with the additional information which needs to be completed in the PDF document. Once that is complete, please save the PDF and go to the next screen which provides a way to upload documentation.

Application Information

Business Legal Name: appl26sbe Federal ID:
Work Description: test Firm Type:
Full - Time Employees: 1 Part - Time Employee:
Phone Numbers: (Home/Office) 717-214-2297 Email:
Physical Address: 400 north street Website:
harrisburg, Dauphin, PA, 17111 Contact Person:
Mailing Address: 400 north street, Contact Title:
harrisburg, Dauphin, PA, 17111 Desired Work Locations:

Owners

FullName	% Owned	Residence Status
Hong Wang	100.00	U.S. Citizen

Please click the download button to download the data you entered in PDF form. You can fill the application with additional data. But in order for you to save the modified form version XI (Freely downloadable from Adobe.com) or Acrobat Reader Extensions. Otherwise you can print the application with your additional data and scan it and upload or mail.

Note: Once you download the PDF you will not be allowed to make further changes to data previously entered. Downloading the PDF will also change the status of your application. If information previously entered is incorrect you are required to notify us. In order to do so, please click on the "Quick Tips" link above and refer to the "Application Changes in PDF" link.

[Download PDF](#)

Confirm

Once you download the PDF you will not be allowed to make further changes to data previously entered.

Do you want to proceed?

You will be redirected to the 'Download Application' screen. The application will prepopulate the PDF with the information that was entered and reviewed online in the SBE application screens. You are required to fill out additional information in the PDF application. Please note that prepopulated fields will not be editable on the PDF application.

Once the PDF application is complete, you will be required to save it to your computer. Please make sure you have downloaded the latest version of Adobe so that the information you entered into the PDF is not lost. After saving you will be required to upload the PDF into the SBE application document checklist. In order to do so, click on the 'Next' button which appears at the top of the 'Download Application' screen. You will receive a prompt asking if you saved a copy of the PDF. Click 'No' if you need to save the PDF. If you have, click on 'Yes' in order to continue.

Confirm

Did you save a copy of your PDF by clicking the 'Disk' icon?

You will be taken to the 'Document Checklist' screen.

DOCUMENT CHECKLIST

Application: 10951 appl265bc IA Status: Locked

Name: hong wang FEIN: 025852456
 Home/Office Phone: 717-214-2297 Other Phone:
 Fax: Website:
 Email: hwang@pa.gov Anniversary Date:
 Certification Number:

Certification Document Checklist

The following document types need to have documents uploaded. Please select each document type to upload a new document and also view any currently attached documents

- Required
- Conditionally required (optional based on your firm type and the information provided in application and attached documents)
- Documents Attached

Flags	Document Type	Description
🚩	Applications	The completed application downloaded from the 'Review' page.
🚩	Personal Tax Returns	Complete Federal Personal tax returns for the past three years for each owner claiming economic disadvantage.
🚩	Balance Sheets	Year-end balance sheets and income statements for the past three years (or life of firm, if less than three years); a new business must provide a turn-over
🚩	Resume	Work experience resumes (include places of ownership/employment with corresponding dates), for all owners and officers of your firm.
🚩	Contribution Statements	Documented proof of contributions used to acquire/start business for each owner (e.g., both sides of cancelled checks).
🚩	Real Estate	Descriptions and proof of ownership/signed lease agreements of all real estate used by your firm (including office/storage space and home offices, etc).
🚩	Bank Cards	Bank authorization and signatory cards.
🚩	Pay Roll Statements	Schedule of salaries (or other compensation or remuneration) paid to all officers, managers, owners, and/or directors of the firm.
🚩	Truck Insurance Agreements	Insurance agreements for each truck owned or operated by your firm. (Required if: Business Type is 'Trucking')
🚩	Truck Title and Registrations	Title(s) and registration certificate(s) for each truck owned or operated by your firm. (Required if: Business Type is 'Trucking')
🚩	Truck U.S. DOT Numbers	List of U.S. DOT numbers for each truck owned or operated by your firm. (Required if: Business Type is 'Trucking')
🚩	Supplier Products	List of product lines carried. (Required if: Business Type is 'Manufacturer' or 'Supplier')
🚩	Distribution Equipment	List of distribution equipment owned and/or leased. (Required if: Business Type is 'Manufacturer' or 'Supplier')
🚩	Fictitious Name Registrations	Registration of Fictitious Name (signed/approved by the state official).
🚩	Loans	Your firm's signed loan agreements, security agreements, and bonding forms. (Required if: Section J or K was completed).
🚩	Leased Equipment	List of equipment leased and signed lease agreements. (Required if: Section H was completed)
🚩	Owned Equipment	List of construction equipment and/or vehicles owned by the business and titles/proof of ownership. (Required if: Section I was completed)
🚩	Transfers Documents	Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past two years. (Required if: Section L was completed)
🚩	Licenses and Permits	All relevant licenses, license renewal forms, permits, and haul authority forms. (Required if: Section M was completed)
🚩	Certifications	Certifications, denials, and/or decertifications, if applicable. (Required if: Section B was completed)
🚩	Application Modifications/ Additional Information	Documents detailing any changes/additions since the PDF application was generated and downloaded to your computer. This section can also be used to inform information about your firm that is not covered under the other sections of the application but you feel is important to communicate.

ALL REQUIRED DOCS ARE NOT ATTACHED !!! PLEASE ATTACH THE DOCUMENTS.

The first document type on the certification 'Document Checklist' is 'Applications'. Click on 'Applications' and you will be redirected to the 'Document Management' page where you can upload the application.

Documents

UploadedFileName	UploadedFileTime	Actions
No results.		

Document Type: Applications

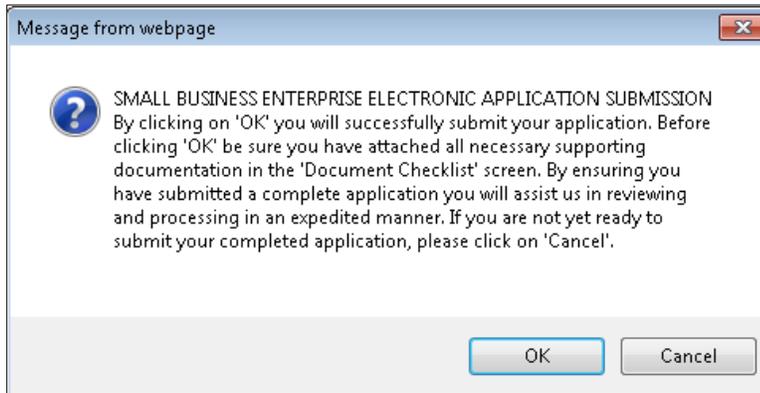
Document:

Supported File types: .pdf, .doc, .docx, .xls, .xlsx, .txt, .jpg, .jpeg
 Maximum File size: 10 MB
 Maximum FileName allowed: 50 Characters

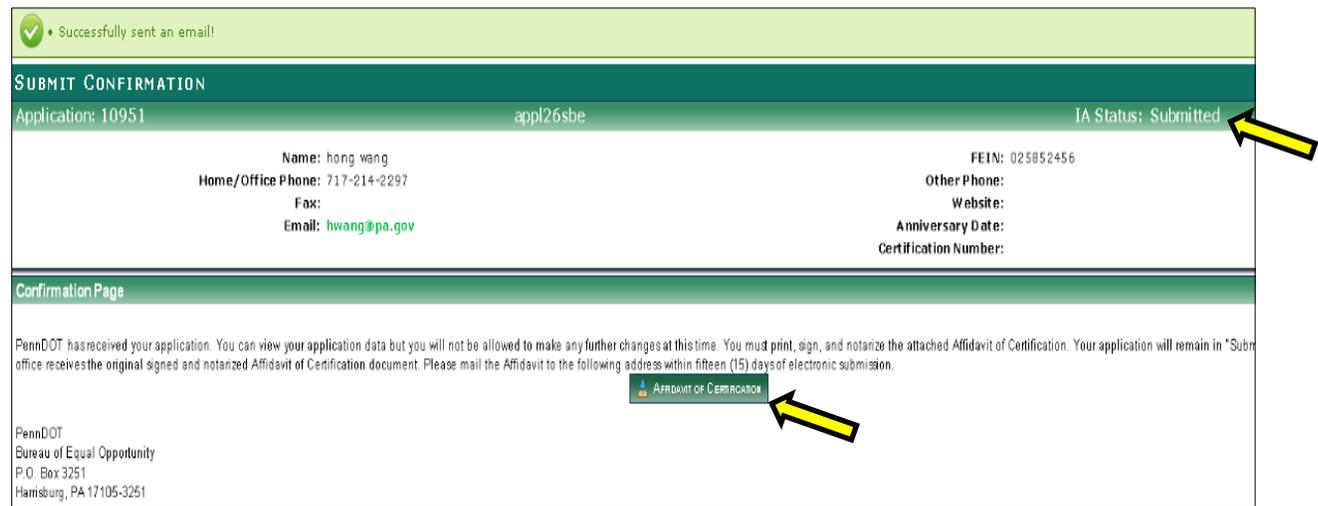
Click on the 'Browse' button and locate the application stored on your computer. Once the document is selected, click on the 'Upload' button. After a few moments the document will appear under 'UploadedFileName'. If attaching more than one document follow the same process. Once all documents are attached, click on the 'Back' button to return to the 'Document Checklist' screen.

You can then proceed in attaching all supporting documentation as needed. Required supporting documentation is indicated by a 'Yellow' flag 🚩. You must attach all required documents in order to successfully submit an application (The 'Submit' button becomes active). 'Blue' flags 🚩 indicate conditional documents that may or may not need to be provided depending on your firm. More information about conditional documents can be found in the 'Description' field next to the 'Document Type' field. Please review the information carefully so all conditional documents are included. If conditional documents are not included but are later deemed required, they will be requested at a later date. However, ensuring all documents are included will assist in expediting the review of your application.

After clicking the **'Submit'** button, you will see the pop up message.



When clicking **'OK'**, you will see the Submit Confirmation screen



After the application and all the documents have been uploaded and submitted, your **'Application Status'** will change to **'Submitted'**. You will need to download the Affidavit of Certification by clicking on the **'Affidavit of Certification'** button. This Affidavit needs to be completed, signed, notarized and mailed to our office within fifteen (15) days of application submission in order to continue the process. If our office does not receive your Affidavit within the time period, your application will be withdrawn. The process will end at this point and you will need to complete an entirely new application if you wish to be considered for SBE certification. You can mail the Affidavit to: PennDOT, Bureau of Equal Opportunity, P.O. Box 3251, Harrisburg, PA 17105-3251.

Application Changes in 'Locked' Status

In order to make changes to your application in '**Locked**' status, you must clearly explain the change needed and place it on company letterhead. You must then scan and upload the change request via the '**Document Checklist**' screen which appears at the end of SBE application processing. On the '**Document Checklist**' screen you will need to scroll down until you see '**Application Modifications/Additional Information**'. Click on '**Application Modifications/Additional Information**' and you will be redirected to the '**Document Management**' screen. Attach the additional information using the same process you previously used to upload documents.

DOCUMENT MANAGEMENT

Overview > General Information > Ownership and Control > Work Location > Review > Document Checklist

Application: 10910 appl15sbe AA Status: Locked Status His

Name: Mr. Hong J Wang
Home/Office Phone: 800-192-8374 Extn:45
Fax: 717-331-9825
Email: hwang@pa.gov

FEIN: 858745866
Other Phone: 800-473-6198 Extn:48
Website: <http://www.appl15sbe.com>
Anniversary Date: 3/29/2015
Certification Number: 10667

Documents

UploadedFileName	UploadedFileTime	Actions
No results.		

Document Type: Application Modifications/Additional Information

Document: Browse...

Supported File types: .pdf, .doc, .docx, .xls, .xlsx, .txt, .jpg, .jpeg
Maximum File size: 10 MB
Maximum FileName allowed: 50 Characters

Determining Current Application Status

Once you have completed the first screen of the application, '**General Information**', and saved, you will be able to review your application's current status. The '**Application Status**' box appears on center of the screen. Your current application status along with a brief explanation including available actions is included. If you click on the current status within the '**Application Status**' box you will be taken to the '**Application Processing**' screen where you can review all information entered and documents attached to date.

The application will be down from 4.00 PM to 8.00PM for maintenance on May 5, 2014.

SMALL BUSINESS ENTERPRISE (SBE)

Application Status
Submitted

You have successfully submitted your application (or affidavit) to PennDOT. You can view your application (or affidavit) data, but you will not be allowed to view the original signed and notarized Affidavit of Certification document. Please mail the Affidavit to the address provided within fifteen (15) days of electronic submission to notify us via email. Please send the change/additional information on company letterhead to the email address provided in the contact information which

Search the Certified SBE Directory

Firm Name: Workin

Work Description:

Business Profile: NAICS C

Select multiple by holding the Ctrl key

Review Document Status History

Once you have completed the first screen of the application, '**General Information**', and saved, you will be able to review the history of your application including dates specific actions were completed. On all screens, except '**General Information**' you will notice a link on the top right hand portion of the screen labeled '**Status History**'. If you click on this link you will be redirected to the '**Application Events**' screen where you can view the dates and times you completed various sections of the application. You will also be able to see the dates and times your application moves through various statuses including '**Locked**' and '**Submitted**'. Click on the '**Back**' button in the center of the screen to be returned to the previous page.

APPLICATION EVENTS					
Application: 10951		apl26sbe		IA Status: Submitted	Status History
Name: hong wang Home/Office Phone: 717-214-2297 Fax: Email: hwang@pa.gov			FEIN: 025852456 Other Phone: Website: Anniversary Date: Certification Number:		
Events					
Date	Event	Type	Status	User	
4/2/2014 9:45 AM	Submitted	IA	Submitted	SBE Applicant 26/PennDOT BP-000402	
4/2/2014 9:39 AM	Document Uploaded	IA	Locked	SBE Applicant 26/PennDOT BP-000402	
4/2/2014 9:19 AM	Locked	IA	Locked	SBE Applicant 26/PennDOT BP-000402	
4/2/2014 9:05 AM	Work Location Complete	IA	Draft	SBE Applicant 26/PennDOT BP-000402	
4/2/2014 9:05 AM	Ownership and Control Complete	IA	Draft	SBE Applicant 26/PennDOT BP-000402	
4/2/2014 9:05 AM	General Information Complete	IA	Draft	SBE Applicant 26/PennDOT BP-000402	

Responding to Requests from PennDOT

During the review process, PennDOT may request additional information and/or documents. After receiving an email notification from PennDOT, you must log back into your SBE account in order to upload the requested information and/or documents. After logging in, you will see the '**Request For Information (Review)**' or '**(Inspection)**' under '**Application Status**' you will need to click this to begin the process to respond to the request.

ENTERPRISE		SBE APPLICANT
 The application will be down from 9.00 AM to 12.00AM for maintenance on May 19, 2014.		
SMALL BUSINESS ENTERPRISE (SBE)		
Application Status		
Request For Information (Review)		
In order to complete the review of your application (or affidavit) we are in need of additional information. An email notification has been sent to the email address you previously provided with your application (or affidavit). That email contains a list of all required information. Please respond accordingly.		
Search the Certified SBE Directory		
Firm Name:	<input type="text"/>	Working <input type="text" value="Adams"/>

You will see the **'Application Processing'** screen with the expanded **'Document Checklist'** for you to upload additional documents as needed. At the bottom of the checklist click **'Respond'** when all information has been uploaded or **'Withdraw My Application'** if you do not want to continue with the application process.

Business Legal Name: appl3be
 Work Description: 12546
 Full-Time Employees: 3
 Phone Numbers: (Home/Office) 570-898-2771
 Physical Address: 353 Fountain Street,
 Harrisburg, Dauphin, PA, 17104
 Mailing Address: 353 Fountain Street,
 Harrisburg, Dauphin, PA, 17104

Federal ID: 237953337
 Firm Type: Limited Liability Company
 Part-Time Employees: 2
 Email: ttm@permDOT.gov
 Website: http://www.nowhereintherealid.com
 Contact Person: Mr. William Holla
 Contact Title: CEO
 Desired Work Locations: Adams, Berks, Chester, Clinton, Columbia, Crawford, C
 Berks, Franklin, Lancaster, Lebanon, Lehigh,
 Schuylkill, Stredar, York

Full Name	% Owned	Residence Status	Title
William Holla	100.00	U.S. Citizen	

Document Checklist

Certification Document Checklist

The following document type(s) have documents uploaded. Please select each document type to upload a new document and also view any currently attached documents.

Required
 Conditionally required optional business type and the information provided in application and attached documents
 Documents Attached

Flags	Document Type	Description
<input checked="" type="checkbox"/>	Applications	The completed annual affidavit downloaded from the Review page.
<input checked="" type="checkbox"/>	Personal Tax Returns	Complete Federal Personal tax returns for the past three years for each owner claiming economic disadvantage.
<input checked="" type="checkbox"/>	Balance Sheets	Year-end balance sheets and income statements for the past three years (or life of firm, if less than three years), new business must provide a current balance sheet.
<input type="checkbox"/>	Truck Insurance Agreements	Insurance agreements for each truck owned or operated by your firm. (Required if: Type of business is "Trucking")
<input type="checkbox"/>	Truck Title and Registrations	Title(s) and registration certificate(s) for each truck owned or operated by your firm. (Required if: Type of business is "Trucking")
<input type="checkbox"/>	Truck U.S. DOT Numbers	List of U.S. DOT numbers for each truck owned or operated by your firm. (Required if: Type of business is "Trucking")
<input type="checkbox"/>	Supplier/Products	List of product lines carried. (Required if: Type of business is "Manufacturer" or "Supplier")
<input type="checkbox"/>	Distribution Equipment	List of distribution equipment owned and/or leased. (Required if: Type of business is "Manufacturer" or "Supplier")
<input type="checkbox"/>	Resume	Work experience resumes (include places of ownership/employment with corresponding dates), for all owners and officers of your firm. (Required if: there are new owners and/or officers)
<input type="checkbox"/>	Contribution Statements	Documented proof of contributions used to acquire/start business for each owner (e.g., both sides of cancelled checks) (Required if: there are new owners)
<input type="checkbox"/>	Real Estates	Descriptions and proof of ownership/signed lease agreements of all real estate used by your firm (including office/storage space and home offices, etc.). (Required if: Physical Address has changed)
<input type="checkbox"/>	Organization/Formation Certificates	Official Certificates of Organization/Formation (signed/approved by the state official). (Required if: Type of Firm changed to LLC, LLP, Partnership, or Joint Venture and/or Business Legal Name has changed)
<input type="checkbox"/>	Agreements and Amendments	Operating or Partnership or Joint Venture Agreements and any amendments. (Required if: Type of Firm changed to LLC, LLP, Partnership, or Joint Venture)
<input type="checkbox"/>	Membership Certificates	Membership Certificates (front and back). (Required if: Type of Firm changed to LLC, LLP, Partnership, or Joint Venture)
<input type="checkbox"/>	Meeting Minutes	Minutes of all stockholders and board of directors meetings. (Required if: Type of Firm is Corporation)
<input type="checkbox"/>	Business Tax Returns	Complete Federal Business tax returns for the past three years (or life of firm, if less than three years).
<input type="checkbox"/>	Fictitious Name Registrations	Registration of Fictitious Name (signed/approved by the state official).
<input type="checkbox"/>	Loans	Your firm's signed loan agreements, security agreements, and bonding forms.
<input type="checkbox"/>	Lease Equipment	List of equipment leased and signed lease agreements.
<input type="checkbox"/>	Owned Equipment	List of construction equipment and/or vehicles owned by the business and titles/proof of ownership.
<input type="checkbox"/>	Transfers Documents	Documented proof of any transfers of assets to/on your firm and/or to/on any of its owners over the past two years.
<input type="checkbox"/>	Licenses and Permits	All relevant licenses, license renewal forms, permits, and haul authority forms.
<input type="checkbox"/>	Certifications	Certifications, denials, and/or decertifications, if applicable.
<input type="checkbox"/>	Application Modification/Additional Information	Documents detailing any changes/additions since the PDF (annual affidavit) was generated and downloaded to your computer. This section can also be used to attach additional information about your firm that is not covered under the other fields is important to communicate.

Actions

[Respond \(8\)](#) [Withdraw My Application](#)

Withdrawing an Application

The application will be down from 4:00 PM to 8:00PM for maintenance on May 5, 2014.

SMALL BUSINESS ENTERPRISE (SBE)

Application Status

Submitted

You have successfully submitted your application (or affidavit) to PermDOT. You can view your application (or affidavit) if affidavit will be in "Submitted" status until our office receives the original signed and notarized Affidavit of Certified electronic submission. If you determine that information submitted is incorrect or you need to provide additional information, you must contact our office. You may also contact our office by email at permDOT@permDOT.gov. You may also contact our office by phone at 717-781-1234. If you determine that information submitted is incorrect or you need to provide additional information, you must contact our office by email at the contact information which can be accessed by clicking the "Contact Us" link.

Search the Certified SBE Directory

Firm Name: Work Co

Work Description:

Business:

After you have submitted your SBE application, you may decide to withdraw it for some reason. You will log into your SBE account and click the **'Submitted'** link under **'Application Status'**.

The system displays the **'Application Information'** screen. Simply click **'Withdraw My Application'** button. The application status will reset and the **'Apply Now'** link will appear again.

% Owned	Residence Status
100.00	U.S. Citizen

Actions

✖ WITHDRAW MY APPLICATION

↓ AFFIDAVIT OF CERTIFICATION



Starting an Annual Affidavit

After logging into your SBE account, if the SBE is 60 days within its anniversary date, you will see **'Start Annual Affidavit'** button.

SMALL BUSINESS ENTERPRISE (SBE)

Application Status
Approved
Your application is keyed in by PennDOT on behalf of you.

▶ START ANNUAL AFFIDAVIT



You need to renew your application yearly to requalify being an SBE. Please click the button above to go through the process of annual affidavit.

Search the Certified SBE Directory

Firm Name:
Not case sensitive and use an asterisk as a wildcard

Work Description:
Not case sensitive and use an asterisk as a wildcard

Business Profile:
Select multiple by holding the Ctrl key

Working County:
Select multiple by holding the Ctrl key

NAICS Code (s):
Separate codes with a comma

CLEAR

SEARCH

After clicking the button, you will see a screen with two questions and arrows, starting with **'Overview' → 'General Information' → 'Ownership and Control' → 'Work Location' → 'Review' → Document Checklist'**.

ANNUAL AFFIDAVIT STARTS HERE.

Overview
General Information
Ownership and Control
Work Location
Review
Document Checklist

Application: 10621 **Perfect Cut**

Please provide the following information and start the renewal process

"Is the average of your firm's annual gross receipts for the three previous years less than \$22.41 million?"

Yes No

"Is the individual Personal Net Worth of each majority owner less than \$1.32 million?"

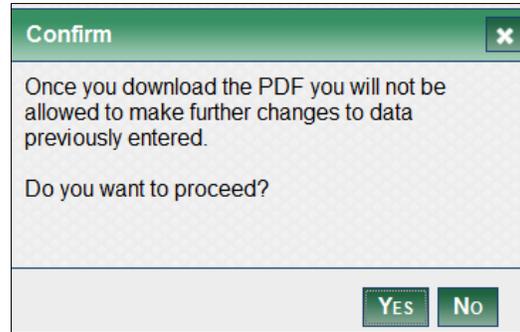
Yes No

▶ SAVE & NEXT

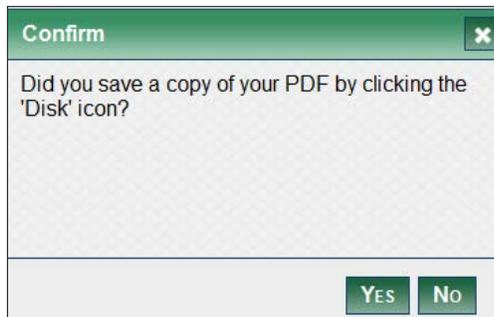


Once the questions are answered, click **'Save and Next'** and continue through the remaining screens. The firm's previous information will be prepopulated on these screens. Review and update information accordingly. Once the information has been reviewed and updated, you will be directed to the **'Review'** screen.

On this Review tab, you will need to click the **'Download PDF'** button. A popup message will appear. By clicking **'Yes'**, the system displays an Annual Affidavit PDF, prepopulated with the data entered online and you will not be able to make changes to the prepopulated information . Complete the affidavit in its entirety either electronically or on paper (print-out copy).



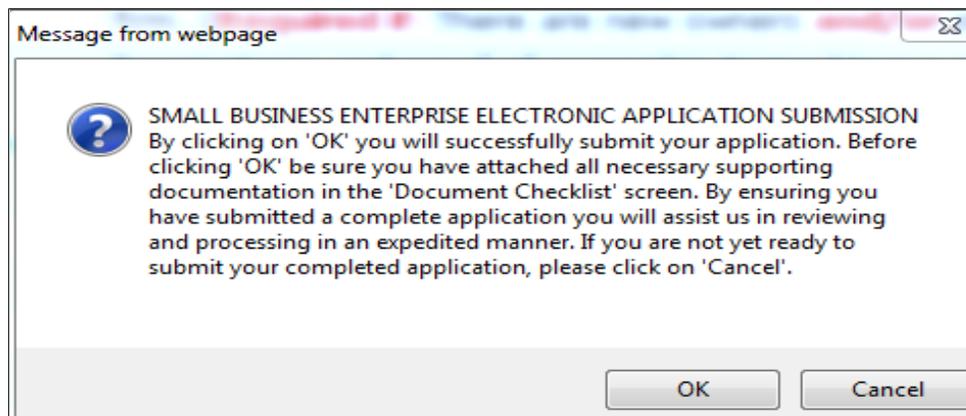
Upon clicking the **'Next'** button, the system will display a reminder "Did you save a copy of your PDF by clicking the 'Disk' icon?"



Click **'No'** if you need to save the PDF. Click **'Yes'** to go to the **'Document Checklist'** screen.

Upload all applicable documents. The **'Submit'** button will be available when all "required" documents (those with a yellow flag) have been uploaded. (Please refer to No.6 'Saving and Uploading the PDF Application and Supporting Documents for detailed instructions)

After clicking **'Submit'**, you will see the following message:



After clicking **'OK'**, you will see the **'Submit Confirmation'** page. Click the **'Affidavit of Certification'** button to print the affidavit. The application status is changed to **'Submitted'**. The affidavit must be signed, notarized, and mailed to the address provided on the form within 15 days. Once PennDOT receives the signed and notarized affidavit, the review process of the application will commence. Applicants will be notified via automated emails as the application progresses through the various review stages.

Starting a Notice of Change (NOC)

After logging in, the system displays the following links for any approved SBE without an Annual Affidavit in process or due within 60 days.

By clicking '**Change Contact Information**', the system displays the '**General Information Page**'. You can update mailing address, contact person, email address, phone/fax number, and number of employees.



By clicking '**Change Work Location**', you can update the desired working counties.

By clicking '**Notice of Change Affidavit**', the system displays the '**Document Checklist**' screen as following:

Document Checklist Screen

Certification Document Checklist

[DOWNLOAD NOC FORM](#)

Click the above link to download the PDF Form to be filled out and submitted for your notice of change.

! - Required
! - Conditionally required/optional based on your firm type and the information provided in application and attached documents
✓ - Document(s) Attached

Flags	Document Type	Description
!	Application Modifications/Additional Information	Documents detailing any changes/additions since the PDF application was generated and downloaded to your computer. This section can also be used to attach additional information about your firm that is not covered in the other sections of the application but you feel is important to communicate.
REQUIRED NOC DOCS ARE NOT ATTACHED !!! PLEASE ATTACH THE DOCUMENTS.		
Submit		
Please note that all fields in the Certification Document Checklist below are read only . Please attach all documents in support of your Notice of Change in the Application Modifications/Additional Information above.		
Flags	Document Type	Description
! ✓	Applications	The completed annual affidavit downloaded from the 'Review' page.
! ✓	Personal Tax Returns	Complete Federal Personal tax returns for the past three years for each owner claiming economic disadvantage.
! ✓	Balance Sheets	Year-end balance sheets and income statements for the past three years (or life of firm, if less than three years); a new business must attach a current balance sheet.
!	Business Tax Returns	Complete Federal Business tax returns for the past three years (or life of firm, if less than three years).

You must click '**Download NOC Form**', complete, sign, and notarize. By clicking the '**Applications Modifications/Additional Information**' link, you will be able to upload all applicable documentation in support of the Notice of Change. If you are unable to upload supporting documentation, it should be mailed with the signed and notarized 'Notice of Change Affidavit' to the address provided on the form. Please note that you will not be able to use the "submit" button until at least one document has been uploaded.

Discontinuing Participation from the Program

If you wish to be removed from the SBE program, you must submit written notice to PennDOT's Bureau of Equal Opportunity via email at penndotsbe@pa.gov or mail to:

Bureau of Equal Opportunity
 P.O. Box 3251
 Harrisburg, PA 17120-3251

Should you have any questions concerning discontinuing your participation you can call the Bureau @ 717-787-5891 or 800-468-4201.