Notice: eSubmit Option for DBE Supplemental Documentation Submission

Attention bidders-

We encourage all bidders to create, test monthly before each bid letting, and routinely use an eSubmit account to submit additional documentation (DT1202, DT1202 Supplemental Materials and any signed Attachments A forms). Bidders receive an immediate confirmation email that documents were successfully uploaded. The DBE Office receives the documents directly into the proposal folder.

The DBE office will continue to accept DBE documentation to supplement the DT1202 through the DBE Alert mailbox through the September 2022 letting. Beginning with the October 2022 letting, the DBE Office will no longer accept letting documents through the DBE Alert mailbox.

Follow these steps to use eSubmit:

1. Log into eSubmit using the URL – https://trust.dot.state.wi.us/ESubmit. You will be taken to the login page as below

2. Enter your WAMS credentials and hit “Login” button to confirm that your ID works. If you do not have a valid WAMS ID, then skip to step 3(b).
   a. After confirming your WAMS credentials are active, send a mail to the “DBE_Alert” mailbox with your WAMS ID to request access to the application “DBE Commitment Documents”

3. If you get the error message below “Login failed, please try again.” Then you either entered incorrect credentials or you do not have a valid WAMS ID.
a. If you have a valid WAMS ID, then reset your password by clicking on “Forgot your password”

b. Please click on the link “Register for a Wisconsin User ID” if you need to sign-up for WAMS (Wisconsin Access Management System)

4. Send an email to the “DBE_Alert” mailbox with your newly created WAMS ID to request access to the application “DBE Commitment Documents”
5. In the case that your WAMS ID / Password combination is correct and still you get the error message below, then you need to get access to the eSubmit application. Please send an email to the “DBE_Alert” mailbox stating your WAMS ID and admin will grant privileges to access the application.

![Access Denied](image)

**Access Denied**

**Error:** -1000

The needed authority, for you to run this application has not been granted. Contact the security administrator for this application to have this corrected.

Thank You:
The Department of Transportation

6. Once you log in to the application successfully, then you will be redirected to the eSubmit Home Page (refer below screen capture)

You can use either of the links highlighted to get to the DBE Commitment Documents page
7. Practice uploading documents prior to the next upcoming bid letting.

Please note:

- There is not a document file size limit with eSubmit
- A best practice is also to test eSubmit monthly to identify any issues that might be present within your company’s IT network before each bid letting

Enter/Select the mandatory information on the form before you submit.

* Required Field  → denotes mandatory fields must be either selected or entered for successful form submission.

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8. Once form is submitted, you will get the successful confirmation of the page as below –

9. Contact DBE Alert with any questions, indicating “eSubmit Use” in the subject line to DBE_Alert@dot.wi.gov