

Notice: eSubmit Option for DBE Supplemental Documentation Submission

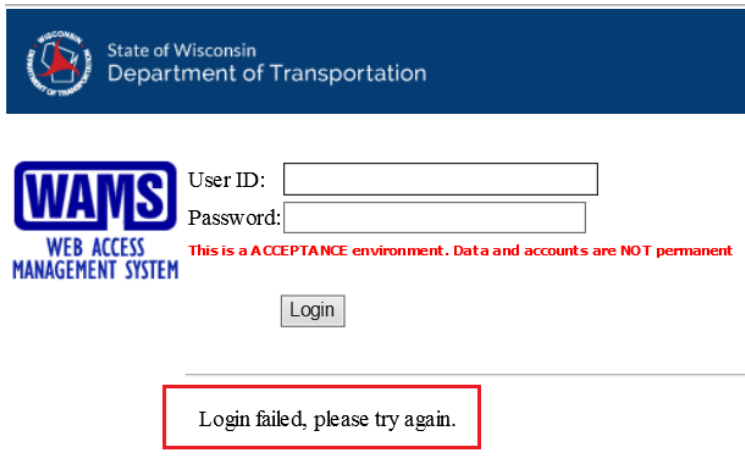
Attention bidders-

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.

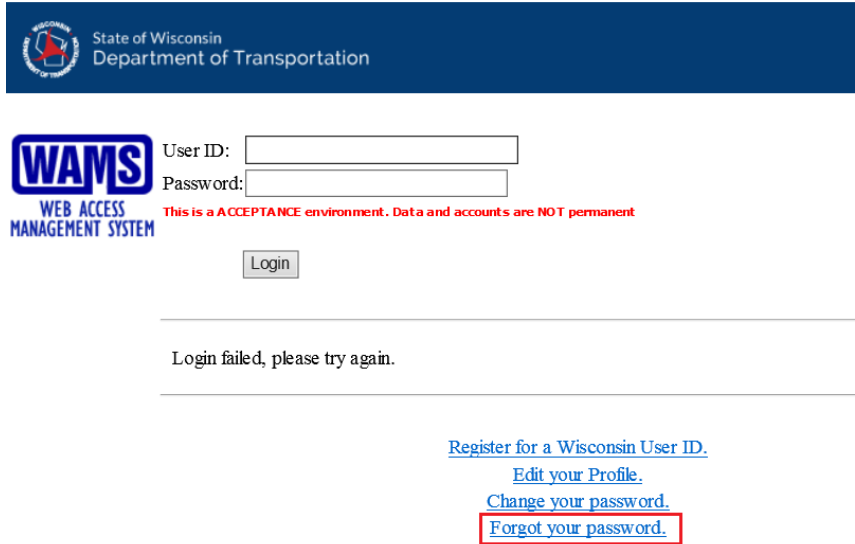
Follow these steps to use eSubmit:

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.



The screenshot shows the login interface for the WAMS (Web Access Management System) application. At the top, there is a blue header with the Wisconsin Department of Transportation logo and text. Below the header, the WAMS logo is displayed on the left. To the right of the logo are two input fields: 'User ID:' and 'Password:'. Below these fields is a red warning message: 'This is a ACCEPTANCE environment. Data and accounts are NOT permanent'. A 'Login' button is positioned below the warning. At the bottom of the form, a red-bordered box contains the error message: 'Login failed, please try again.'

- a. If you have a valid WAMS ID, then reset your password by clicking on “**Forgot your password**”



State of Wisconsin
Department of Transportation

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:
Password:

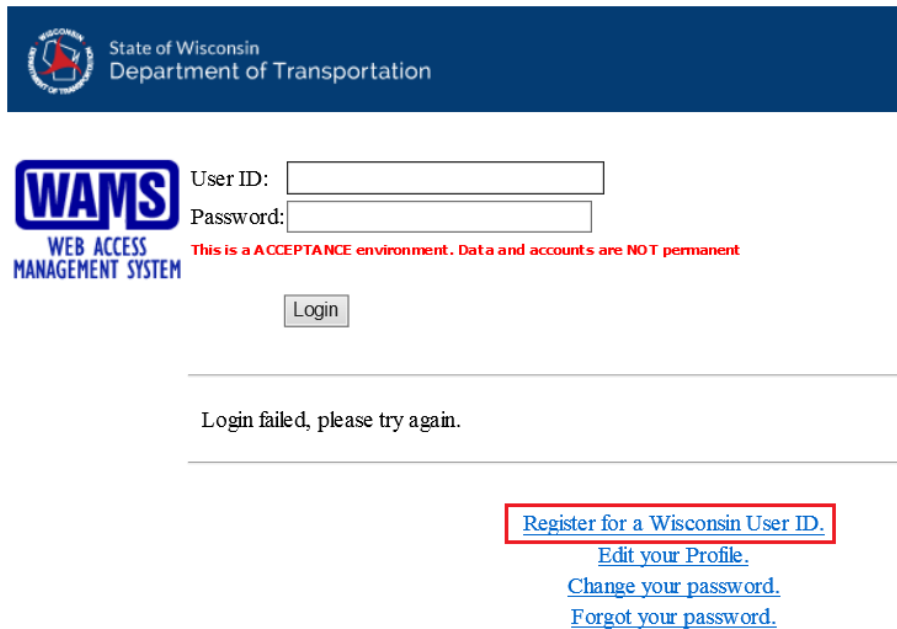
This is a **ACCEPTANCE** environment. Data and accounts are **NOT** permanent

Login

Login failed, please try again.

[Register for a Wisconsin User ID.](#)
[Edit your Profile.](#)
[Change your password.](#)
[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)



State of Wisconsin
Department of Transportation

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:
Password:

This is a **ACCEPTANCE** environment. Data and accounts are **NOT** permanent

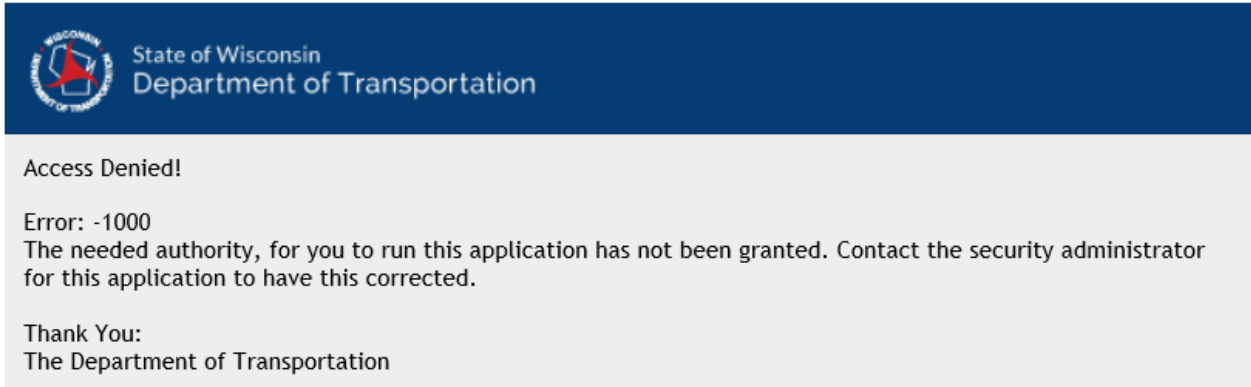
Login


Login failed, please try again.

[Register for a Wisconsin User ID.](#)
[Edit your Profile.](#)
[Change your password.](#)
[Forgot your password.](#)

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.



 State of Wisconsin
Department of Transportation

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



 State of Wisconsin
Department of Transportation

[ESubmit Home](#) | [Roadway Plans & Exhibits](#) | [Structure Plans & Exhibits](#) | [Consultant Notice of Interest \(NOI\)](#) | [Real Estate Documents](#) | [DBE Commitment Documents](#)

ELECTRONIC SUBMITTAL SYSTEM

[Roadway Plans and Exhibits](#)

[Structure Plans and Exhibits](#)

[Consultant Notice of Interest \(NOI\)](#)

[Real Estate Documents](#)

[DBE Commitment Documents](#)

Questions about content on their page:
Roadway Contact [David Domabyl](#) (608) 266-1020
Structure Contact [Kristin Revello](#) (608) 266-5090
NOI - Consultant Services Contact [Mitchell Patoka](#) (608) 266-1744
Real Estate Contact [Drew Koltke](#) (608) 267-9074
DBE Contact [DBE](#)
Last modified: January 28, 2021

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

The screenshot shows the 'Submit DBE Commitment Documents' form on the State of Wisconsin Department of Transportation website. The form includes the following fields and options:

- Let Date*** (current or future only): 2021 (dropdown), Mar (dropdown)
- Proposal ID*** (e.g. 20): [Text input field]
- Contractor Name***: [Text input field]
- Attachment A** (start name with AA and use any extension): [Browse... button]
- DT1202 Supplemental** (start name with DT1202 and use any extension): [Browse... button]
- Additional Attachments** (start name with ADDL and use any extension): [Browse... button]
- Additional Emails:** (separate multiple emails with commas): [Text input field]
- Submitter's Phone*** (e.g. xxx-xxx-xxxx): [Text input field]

* Required Field

Verify All Information Before Pressing The Submit Button.

Click The Submit Button Once. Wait. The Files May Take Several Minutes To Upload.

[Submit] [Reset]

Questions about the content of this page:
Contact [DBE](#)
Last modified: January 28, 2021

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.

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

ESubmit Home Roadway Plans & Exhibits Structure Plans & Exhibits Consultant Notice of Interest (NOI) Real Estate Documents DBE Commitment Documents	
stars:	*****
header:	eSubmit_03-2021
stars:	*****
letting_parm:	03-2021
contractor_name:	test
proposal_id:	11
stars:	*****
folder:	\\DotDtidN\N4Public\Bhc\consult_plans\DBE\03-2021\11
filenaming:	let date_proposal id_contractor_name_yyyyMMdd_HHmss.ext
Attachment A:	03-2021_11_test_AA_20210311_120936.docx
DT1202:	
Additional Attachment:	
stars:	*****
date:	Thursday, March 11, 2021
time:	0:09:36 PM, CST
name:	Komanduri Venkata
email:	venkata.komanduri@dot.wi.gov
phone:	111-111-1111

Questions about the content of this page:
Contact [DBE](#)
Last modified: January 28, 2021

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