

DBE/ACDBE No-Change Affidavit

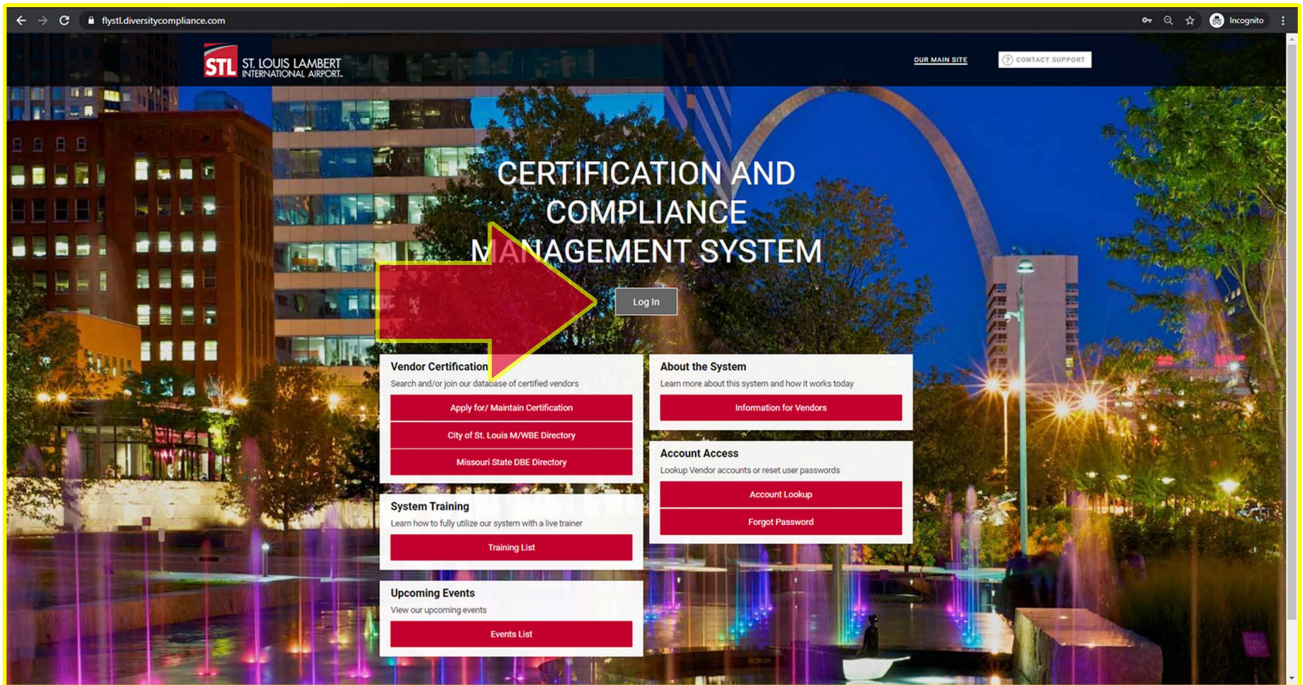
STEP BY STEP GUIDE

1

Login at <https://flystl.diversitycompliance.com>

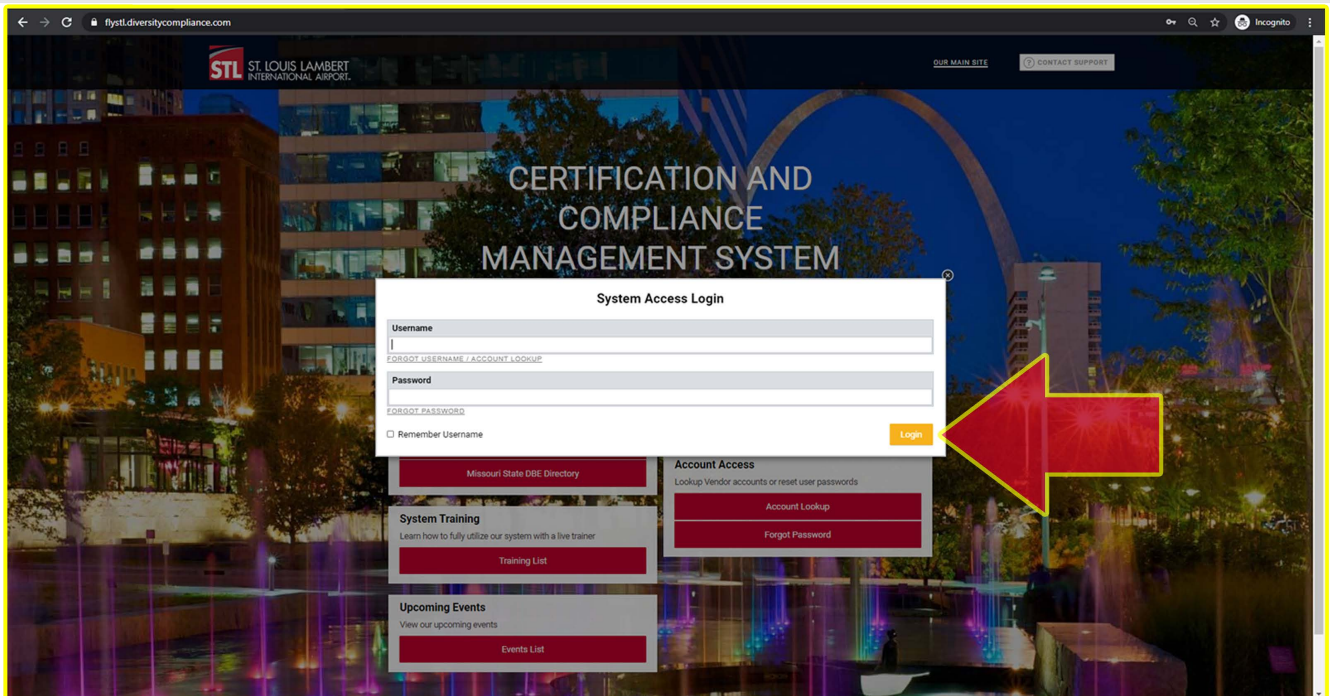
2

Click Log in



3

Input Username & Password. Then, Click Login



DBE/ACDBE No-Change Affidavit

STEP BY STEP GUIDE

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Click Maintain / Apply for Certification

The screenshot shows the B2GNow Test System Dashboard. The 'Key Actions' section on the right contains a link for 'Maintain / Apply for Certification', which is highlighted by a red arrow. The dashboard also features a 'Certification Applications' table, a 'Certification Center' section with a note about submitting requests, and a 'System News' section with various updates and links.

Certification Applications	Pending Submission	Pending Receipt	Pending Processing
Status	0	0	1

Certifications	Active	Pending	Renewing
Status	0	1	0

5

Click Your Firm is currently certified by STL Airport

The screenshot shows the 'Certification Application' page. Under the 'Qualifications for Certification' section, there is a 'Select an Option' area with two links: 'Your firm is NOT currently certified by STL Airport' and 'Your firm is currently certified by STL Airport'. A red arrow points to the second link. Below the links is a 'Return to Certification List' button.

DBE/ACDBE No-Change Affidavit

STEP BY STEP GUIDE

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Click [You would like to submit a No Change Affidavit](#)

The screenshot shows the 'Certification Application' page on the B2GNow website. The page title is 'Certification Application' and it includes a navigation menu on the left with options like Home, View, Search, Message, Settings, Help & Support, and Logoff. The main content area is titled 'Qualifications for Certification' and contains a 'Select an Option' section. This section lists five options: 'Your firm is NOT currently certified by STL Airport', 'Your firm is currently certified by STL Airport', 'You would like to report a change to your business structure, common law codes, phone number and address', 'You would like to submit a No Change Affidavit', and 'Your firm is currently DBE/ACDBE certified'. A large red arrow points to the 'You would like to submit a No Change Affidavit' link. Below the options is a 'Return to Certification List' button. The footer includes 'Customer Support' and 'Copyright © 2020 B2GNow. All rights reserved.' along with links for Home, Print This Page, Print To PDF, and Translate.

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Click [Your Firm is currently DBE/ACDBE certified](#)

The screenshot shows the 'Certification Application' page on the B2GNow website, similar to the previous one. The 'Select an Option' section now lists six options: 'Your firm is NOT currently certified by STL Airport', 'Your firm is currently certified by STL Airport', 'You would like to report a change to your business structure, common law codes, phone number and address', 'You would like to submit a No Change Affidavit', 'Your Firm is currently DBE/ACDBE certified', and 'Your firm is currently MWBE certified'. A large red arrow points to the 'Your Firm is currently DBE/ACDBE certified' link. Below the options is a 'Return to Certification List' button. The footer includes 'Customer Support' and 'Copyright © 2020 B2GNow. All rights reserved.' along with links for Home, Print This Page, Print To PDF, and Translate.

DBE/ACDBE No-Change Affidavit

STEP BY STEP GUIDE

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Click [Submit a DBE/ACDBE No Change Affidavit application](#)

Certification Application

Welcome to the St. Louis Lambert International Airport online application for Disadvantaged Business Enterprises (DBE), Airport Concession Disadvantaged Business Enterprises (ACDBE) and Minority/Women Business Enterprise (MWBE).

Thank you for your interest in participating in the St. Louis Lambert International Airport Disadvantaged Business Enterprises (DBE/ACDBE) or Minority and Women Business Enterprise (MWBE) Program. Certification provides marketing exposure to prime contractors and government agencies through the City of St. Louis' online Directory of Certified MWBE Businesses and the MIRC's statewide Federal DBE/ACDBE database.

Our policy ensures nondiscrimination on the basis of race, color, sex or national origin for the award and administration of all contracts and leases. Click the links below to view more information on our certification programs:

Qualifications for Certification

Select an Option

- [Your firm is NOT currently certified by STL Airport.](#)
- [Your firm is currently certified by STL Airport.](#)
- [You would like to report a change to your business structure, commodity codes, phone number and address.](#)
- [You would like to submit a No Change Affidavit.](#)
You must complete the No Change Affidavit process for each certification designation (e.g. DBE, ACDBE, MWBE).
- [Your firm is currently DBE/ACDBE certified.](#)
DBE/ACDBE certification must be maintained annually.
- [Submit a DBE/ACDBE No Change Affidavit application.](#)
- [Your firm is currently MWBE certified.](#)
MWBE certification renews annually.

[Return to Certification List](#)

Customer Support
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Select [Use existing account information to auto-fill application](#)

Certification Application: Start Certification Application

DBE/ACDBE No Change Affidavit for St. Louis Lambert International Airport
DBE/ACDBE No Change Affidavit

This application is for currently certified DBE/ACDBE firms submitting their Annual Affidavit of No Change.

You are about to complete the online application for the Annual Affidavit of No Change (AANC) under the St. Louis Lambert International Airport's Disadvantaged Business Enterprise program. Complete and submit this application if you are interested in maintaining your Disadvantaged Business Enterprise (DBE/ACDBE) certification. This application is required every year after your original new certification and a copy of your firm's current federal tax returns. Submit a New Application if you are not currently DBE/ACDBE certified.

Review the information below, complete the eligibility requirements and click **Continue**.

Select a company type and application autofill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

YOUR EMAIL ADDRESS *

COMPANY EMAIL *

COMPANY TYPE *

AUTOFILL *

Use existing account information to auto-fill application

Prior applications with St. Louis Lambert International Airport - Relevant previous application data will be copied to the new record.

- Use St. Louis Lambert International Airport Interstate Application Submitted 7/23/2020 by Joan Watson, Processing Complex
- Use St. Louis Lambert International Airport MWBE No Change Affidavit Submitted 1/31/2019 by Joan Watson, Received & In Process
- Use St. Louis Lambert International Airport DBE/ACDBE No Change Affidavit Submitted 6/20/2019 by Joan Watson, Received & In Process
- Use St. Louis Lambert International Airport DBE/ACDBE No Change Affidavit Submitted 2/15/2019 by Joan Watson, Processing Complex
- Use St. Louis Lambert International Airport New MWBE Application Submitted 9/19/2018 by Joan Watson, Received & In Process
- Use St. Louis Lambert International Airport Interstate Application Submitted 8/9/2018 by Joan Watson, Received & In Process
- Use St. Louis Lambert International Airport New MWBE Application Submitted 8/2/2018 by Joan Watson, Received & In Process
- Use St. Louis Lambert International Airport New MWBE Application Submitted 7/30/2018 by Joan Watson, Received & In Process
- Use St. Louis Lambert International Airport New DBE/ACDBE Application 2014 Submitted 7/30/2018 by Joan Watson, Processing Complex
- Use St. Louis Lambert International Airport New MWBE Application Submitted 7/18/2018 by Joan Watson, Processing Complex
- Use St. Louis Lambert International Airport New DBE/ACDBE Application 2014 Submitted 6/15/2018 by BDD, Received & In Process
- Use St. Louis Lambert International Airport DBE/ACDBE No Change Affidavit Submitted 6/15/2018 by BDD, Received & In Process
This application can be used only by BDD.
- Use St. Louis Lambert International Airport MWBE No Change Affidavit Submitted 6/15/2018 by BDD, Received & In Process

Logged on as: Thom Williams

DBE/ACDBE No-Change Affidavit

STEP BY STEP GUIDE

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Select *Is your firm currently DBE/ACDBE certified by St. Louis Airport?*
Click *Continue*

The screenshot shows the ST Louis Lambert International Airport website. On the left is a navigation menu with links for Home, Search, Messages, Settings, Help & Support, and Logout. The main content area displays a list of applications with columns for status and date. A red arrow points to the 'Continue' button at the bottom right of the application list. Below the list is an 'Eligibility Requirements' section with a question: 'Is your firm currently DBE/ACDBE certified by St. Louis Airport?' with radio buttons for 'Yes' and 'No'. Another red arrow points to the 'Continue' button below this section.

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Select *Check Box*
Click *Continue* to start the application process

The screenshot shows the 'Certification Application: Document List Preview for LLC' page. It includes a navigation menu on the left and a main content area with instructions and a list of mandatory documents. A red box highlights a checkbox with the text: 'Check this box and click Continue to start the application process.' Below this box is an 'ALERT' section and a 'Mandatory Documents' section. A red arrow points to the checkbox, and another red arrow points to the 'Continue' button below the alert.

DBE/ACDBE No-Change Affidavit

STEP BY STEP GUIDE

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SECTION 1: CERTIFICATION INFORMATION - BASIC INFORMATION

Click Fill In

Certification Application: Main Summary

STL ST LOUIS LAMBERT INTERNATIONAL AIRPORT

Type: DBE/ACDBE No Change Affidavit

Status: Incomplete Started: 7/27/2020

Fill in each of the sections noted below by clicking the **Fill In** buttons; edit a completed section by clicking **Edit**. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit. The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

DBE/ACDBE No Change Affidavit Information

TYPE	DBE/ACDBE No Change Affidavit
CERTIFYING AGENCY	St. Louis Lambert International Airport
BUSINESS NAME	
CURRENT STATUS	Incomplete
APPLICATION NUMBER	
DATE FOR DELETION	8/26/2020 (Extend)
CONTACT PERSON	Joan Watson (Add user not on list)

This is the assigned user for this DBE/ACDBE No Change Affidavit. To ensure security of the record, only YOU have access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Sections and Documentation

SECTION 1: GENERAL INFORMATION	Fill In	Incomplete: 0 completed of 6 required; 0 completed of 4 optional
SECTION 2: BUSINESS INFORMATION	Fill In	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
DOCUMENT LIST	Fill In	Incomplete: 0 attached of 2 mandatory; 0 attached of 0 required

Signature and Submittal

SIGNATURE [Sign]

SUBMITTAL [Submit]

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SECTION 1: CERTIFICATION INFORMATION - BASIC INFORMATION

Input Required Fields For Section Questions

Certification Application: Section 1: General Information

STL ST LOUIS LAMBERT INTERNATIONAL AIRPORT

Type: DBE/ACDBE No Change Affidavit

Status: Incomplete Started: 7/27/2020

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application. If a required field is not applicable to your firm mark it as N/A. Questions highlighted in yellow are optional; please complete all those that apply to your business.

Click **Save Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may not be shown in this section due to your company type.

Save Draft Save & Return to Summary Cancel

Section Status

SECTION 1: GENERAL INFORMATION SECTION STATUS

Incomplete
- 6 Incomplete out of 6 required
- 4 Incomplete out of 4 optional

Section Questions

1.A. Name of Business * Required

1.B. DBA Name Optional

1.C. Physical Address * Required

1.D. Mailing Address * Required

DBE/ACDBE No-Change Affidavit

STEP BY STEP GUIDE

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SECTION 1: CERTIFICATION INFORMATION - BASIC INFORMATION

Ensure The Counties Have Been Entered. These Fields Are Often Overlooked Once All Required Fields Are Completed Click Save & Return to Summary

The screenshot shows the B2GNow system interface for the certification application. The form is divided into several sections, each with a 'HELP' link. The sections are: 1.A.6. Email (Required), 1.A.7. Firm Websites (Optional), 1.A.8.a. Street address of firm (Required), 1.A.8.b. County/Parish of Street Address (Required), 1.A.9.a. Mailing address of firm (Required), and 1.A.9.b. County/Parish of Mailing Address (Required). The 'County/Parish' dropdown menus are highlighted with red arrows. At the bottom of the form, there are three buttons: 'Save Draft', 'Save & Return to Summary', and 'Cancel'. The 'Save & Return to Summary' button is highlighted with a red arrow.

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SECTION 2: BUSINESS INFORMATION

Click Fill In

The screenshot shows the 'Certification Application: Main Summary' page. The page header includes the STL logo and navigation tabs: Main, Documents, Signature, Submit, Utilities, Cert List. The application title is 'DBE/ACDBE No Change Affidavit' and the user is 'Joan Watson'. The status is 'Incomplete' and the start date is '7/27/2020'. A progress bar shows '65% complete'. The 'DBE/ACDBE No Change Affidavit Information' section displays the following details: TYPE: CERTIFYING AGENCY; St. Louis Lambert International Airport; BUSINESS NAME: [redacted]; CURRENT STATUS: Incomplete; APPLICATION NUMBER: 8/24/2020 (Extend); DATE FOR DELETION: [redacted]; CONTACT PERSON: Joan Watson (Add user not on list). Below this is the 'Sections and Documentation' section, which lists three sections: SECTION 1: GENERAL INFORMATION (6 completed of 6 required, 1 completed of 4 optional), SECTION 2: BUSINESS INFORMATION (0 completed of 1 required, 0 completed of 0 optional), and DOCUMENT LIST (0 attached of 2 mandatory, 0 attached of 0 required). A red arrow points to the 'Fill In' button for SECTION 2. At the bottom, there is a 'Signature and Submittal' section with 'SIGNATURE' and 'SUBMITTAL' fields, each with a 'Sign' or 'Submit' button. A 'Delete DBE/ACDBE No Change Affidavit' button is also present.

DBE/ACDBE No-Change Affidavit

STEP BY STEP GUIDE

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SECTION 2: BUSINESS INFORMATION

Select No & Click Save & Return to Summary

Certification Application: Section 2: Business Information

Main | Documents | Signature | Submit | Utilities | Cert List

Type: DBE/ACDBE No Change Affidavit

Status: Incomplete Started: 7/27/2020

63% complete

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application. If a required field is not applicable to your firm mark it as N/A. Questions highlighted in yellow are optional; please complete all those that apply to your business.

Click **Save Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may not be shown in this section due to your company type.

Save Draft Save & Return to Summary Cancel

* required entry

Section Status

SECTION 2: BUSINESS INFORMATION SECTION STATUS **Incomplete**
- 1 incomplete out of 1 required

Section Questions

2.2. Have there been any changes to your business ownership or control or any other material change to the information on file for your business in the last year? * **Required**

If yes, please explain the changes below.

No
 Yes

Save Draft Save & Return to Summary Cancel

Customer Support
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Home | Print This Page | Error To BDD | Translate

Logged on as:

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DOCUMENT LIST

Click Fill In

Certification Application: Main Summary

Main | Documents | Signature | Submit | Utilities | Cert List

Type: DBE/ACDBE No Change Affidavit

Status: Incomplete Started: 7/27/2020

70% complete

Fill in each of the sections noted below by clicking the **Fill In** buttons; edit a completed section by clicking **Edit**. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

DBE/ACDBE No Change Affidavit Information

TYPE: DBE/ACDBE No Change Affidavit
CERTIFYING AGENCY: St. Louis Lambert International Airport
BUSINESS NAME: [REDACTED]
CURRENT STATUS: **Incomplete**
APPLICATION NUMBER: [REDACTED]
DATE FOR DELETION: 8/26/2020 (Extend)
CONTACT PERSON: Joan Watson (Add user not on list)

Sections and Documentation

Section	Status	Details
SECTION 1: GENERAL INFORMATION	Complete	Complete: 6 completed of 6 required; 1 completed of 4 optional (By Joan Watson, 7/27/2020)
SECTION 2: BUSINESS INFORMATION	Complete	Complete: 1 completed of 1 required; 0 completed of 0 optional (By Joan Watson, 7/27/2020)
DOCUMENT LIST	Incomplete	Incomplete: 0 attached of 2 mandatory; 0 attached of 0 required

Signature and Submittal

SIGNATURE: [REDACTED] Sign

SUBMITTAL: [REDACTED] Submit

Delete DBE/ACDBE No Change Affidavit

Logged on as:

DBE/ACDBE No-Change Affidavit

STEP BY STEP GUIDE

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DOCUMENT LIST

Click Attach & Locate Your DBE/ACDBE No-Change Affidavit

Certification Application: Document List

Type: DBE/ACDBE No Change Affidavit
App #: [REDACTED] 26% complete

Status: Incomplete Started: 7/27/2020

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files - click here to show

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. St. Louis Lambert International Airport will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, St. Louis Lambert International Airport reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

Status

DOCUMENT LIST STATUS
DOCUMENT FORMAT

Incomplete: 0 attached of 2 mandatory; 0 attached of 0 required
Electronic documents only.
This document checklist is used to securely and confidentially attach electronic files to the application.

Refresh List Return

Mandatory Documents

All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your DBE/ACDBE No Change Affidavit and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach	Document	Download Form	Document Description	Status
Attach	DBE/ACDBE No Change Affidavit	Download	Download, sign, and notarize	NOT attached
Attach	Firm's Federal tax returns for the past year, with all schedules and attachments. Profit & Loss statement for past year if taxes are not available.			NOT attached

Refresh List Return

Customer Support
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DOCUMENT LIST

Click Choose Files

Certification Application: Document List

Type: DBE/ACDBE No Change Affidavit
App #: [REDACTED]

Status: Incomplete Started: 7/27/2020

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files - click here to show

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. St. Louis Lambert International Airport will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, St. Louis Lambert International Airport reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

Status

DOCUMENT LIST STATUS
DOCUMENT FORMAT

Incomplete: 0 attached of 2 mandatory; 0 attached of 0 required
Electronic documents only.
This document checklist is used to securely and confidentially attach electronic files to the application.

Refresh List Return

Mandatory Documents

All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your DBE/ACDBE No Change Affidavit and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach	Document	Download Form	Document Description	Status
Attach	DBE/ACDBE No Change Affidavit	Download	Download, sign, and notarize	NOT attached
Attach	Firm's Federal tax returns for the past year, with all schedules and attachments. Profit & Loss statement for past year if taxes are not available.			NOT attached

Refresh List Return

Customer Support
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Upload Files

DBE/ACDBE No Change Affidavit

Click Choose Files or drag files to Drop Files Here, edit details as needed, then click Upload File(s). The files will be uploaded to the system and associated with the document type. You can view the attached files after uploading once the page refreshes. Any files over 50 MB will be rejected.

Select Documents to Attach *

Choose Files No file chosen

Drop Files Here

Upload File(s) Cancel

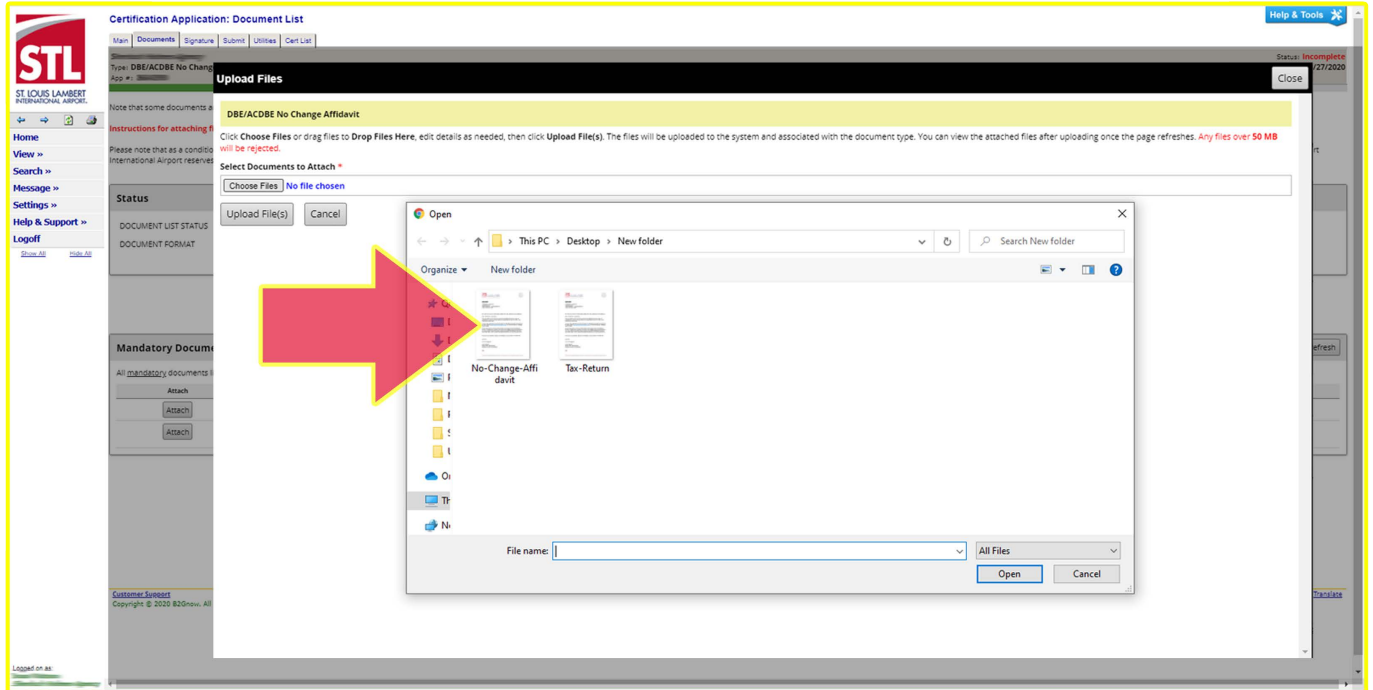
DBE/ACDBE No-Change Affidavit

STEP BY STEP GUIDE

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DOCUMENT LIST

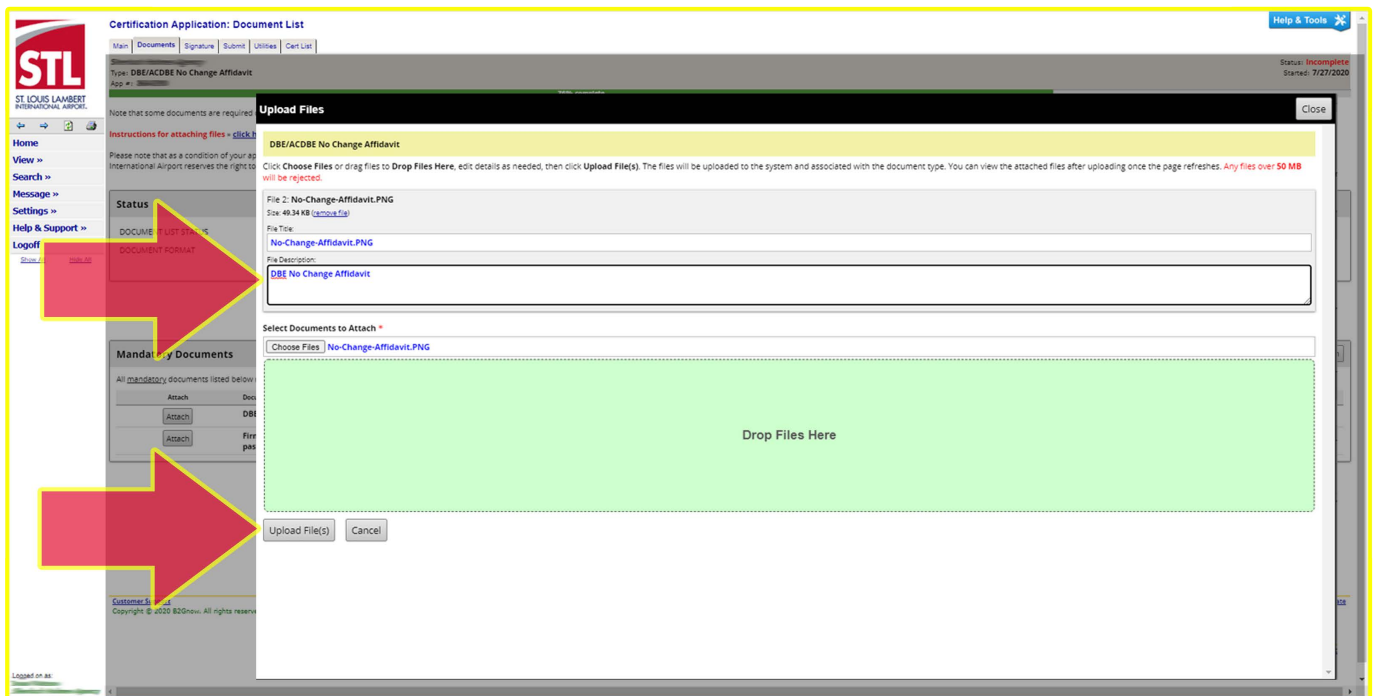
Locate & Double Click The File To Upload



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DOCUMENT LIST

Input A Brief Description Of Your Document & Click Upload File(s)



DBE/ACDBE No-Change Affidavit

STEP BY STEP GUIDE

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DOCUMENT LIST

Click Attach & Locate Your Signed Tax Returns & Upload

The screenshot shows the 'Certification Application: Document List' page. The status is 'Incomplete' and '87% complete'. A red arrow points to the 'Attach' button for the 'DBE/ACDBE No Change Affidavit' document. Below it, the 'Mandatory Documents' section lists two items: 'No-Change-Affidavit.PNG (PNG, 49.34 KB)' and 'Firm's Federal tax returns for the past year, with all schedules and attachments. Profit & Loss statement for past year if taxes are not available.' The second item has a 'NOT attached' status.

Attach	Document	Download Form	Document Description	Status
Attach	DBE/ACDBE No Change Affidavit No-Change-Affidavit.PNG (PNG, 49.34 KB) View File Download File Edit Info Delete File Additional File Info: DBE No Change Affidavit	Download	Download, sign, and notarize	Attached by Joan Watson on 7/27/2020
Attach	Firm's Federal tax returns for the past year, with all schedules and attachments. Profit & Loss statement for past year if taxes are not available.			NOT attached

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DOCUMENT LIST

Click Choose Files

The screenshot shows the 'Upload Files' dialog box. A red arrow points to the 'Choose Files' button. The dialog contains instructions: 'Click Choose Files or drag files to Drop Files Here, edit details as needed, then click Upload File(s). The files will be uploaded to the system and associated with the document type. You can view the attached files after uploading once the page refreshes. Any files over 50 MB will be rejected.' Below the instructions is a green dashed box labeled 'Drop Files Here' and an 'Upload File(s)' button.

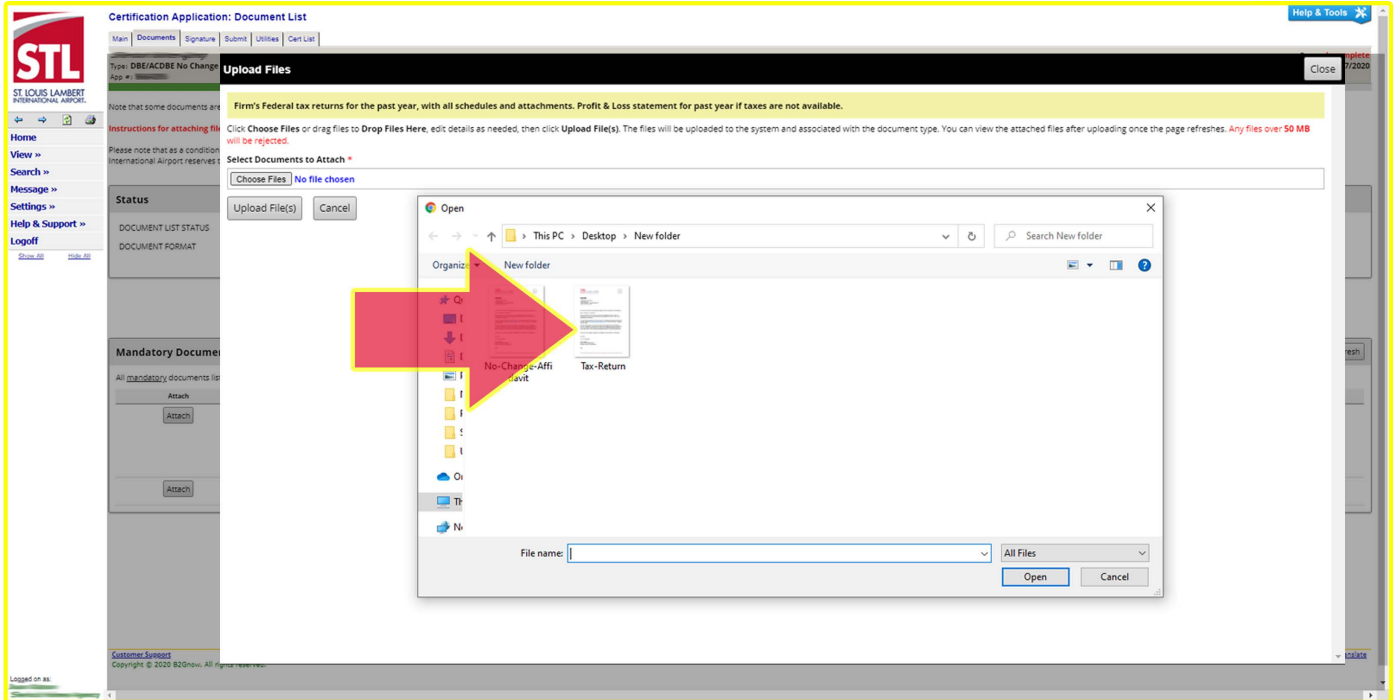
DBE/ACDBE No-Change Affidavit

STEP BY STEP GUIDE

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DOCUMENT LIST

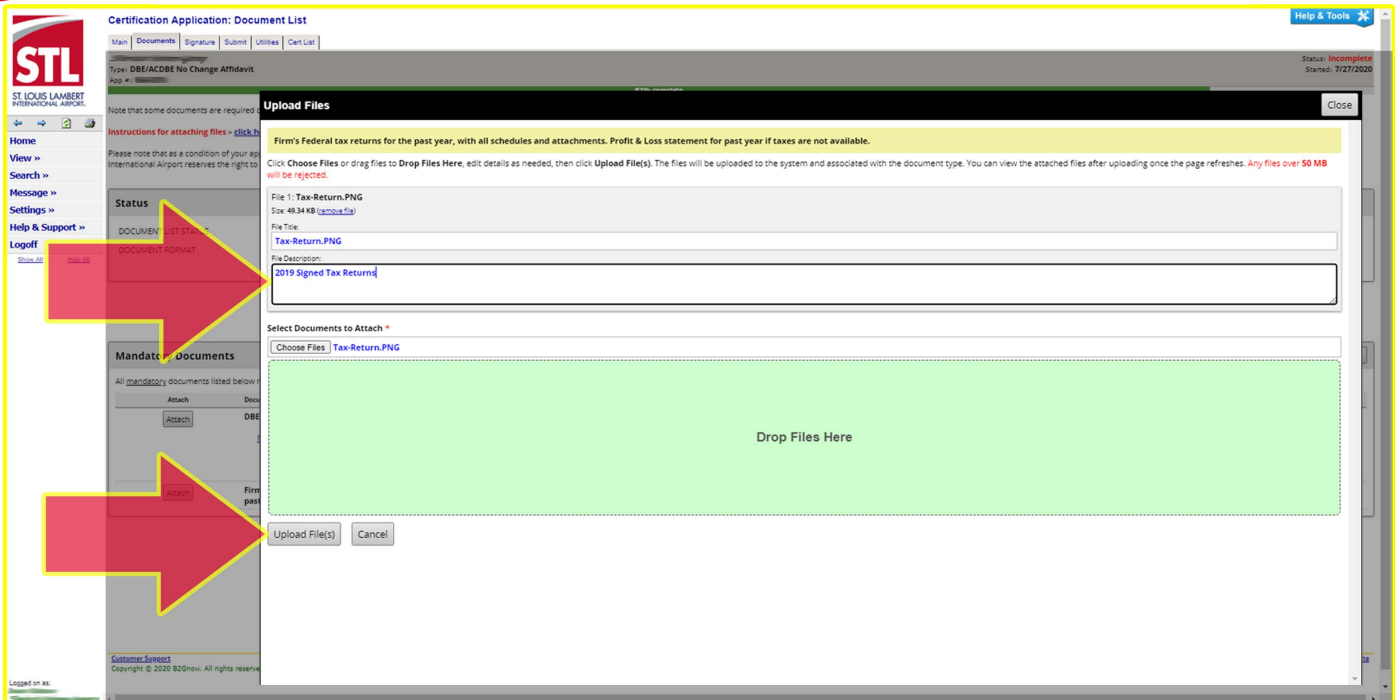
Locate & Double Click The File To Upload



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DOCUMENT LIST

Input A Brief Description Of Your Document & Click Upload File(s)



DBE/ACDBE No-Change Affidavit

STEP BY STEP GUIDE

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DOCUMENT LIST

Status Will Change From NOT attached to ATTACHED
Click Return When Both Documents Have Been Attached

Certification Application: Document List

Status: Complete, Pending Signature > Sign Application
Started: 7/27/2020

98% complete

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files - click here to show

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. St. Louis Lambert International Airport will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, St. Louis Lambert International Airport reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

Status

DOCUMENT LIST STATUS
DOCUMENT FORMAT

Complete: 2 attached of 2 mandatory; 0 attached of 0 required
Electronic documents only.
This document checklist is used to securely and confidentially attach electronic files to the application.

Refresh List Return

Mandatory Documents

All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your DBE/ACDBE No Change Affidavit and/or delay in processing. If you have any questions, please contact Customer Support.

Attach	Document	Download Form	Document Description	Status
Attach	DBE/ACDBE No Change Affidavit No-Change-Affidavit.Pkg (PNG, 49.34 KB) View File Download File Edit Info Delete File Additional File Info: DBE No Change Affidavit	Download	Download, sign, and notarize	Attached by Joan Watson on 7/27/2020
Attach	Firm's Federal tax returns for the past year, with all schedules and attachments. Profit & Loss statement for past year if taxes are not available. Tax Return.Pkg (PNG, 49.34 KB) View File Download File Edit Info Delete File Additional File Info: 2019 Signed Tax Returns			Attached by Joan Watson on 7/27/2020

Refresh List Return

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SIGNATURE AND SUBMITTAL

Click Sign

Certification Application: Main Summary

Status: Complete, Pending Signature > Sign Application
Started: 7/27/2020

98% complete

All sections have been completed and the application is complete. Click the Sign button to electronically sign the application.

DBE/ACDBE No Change Affidavit Information

TYPE: DBE/ACDBE No Change Affidavit
CERTIFYING AGENCY: St. Louis Lambert International Airport
BUSINESS NAME: [REDACTED]
CURRENT STATUS: Complete, Pending Signature > Sign Application
APPLICATION NUMBER: [REDACTED]
DATE FOR DELETION: 8/24/2030 (Extend)
CONTACT PERSON: Joan Watson (Add user not on list)

This is the assigned user for this DBE/ACDBE No Change Affidavit. To ensure security of the record, only YOU have access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Sections and Documentation

SECTION	STATUS	COMPLETION
SECTION 1: GENERAL INFORMATION	✓ Edit	Complete: 6 completed of 6 required; 1 completed of 4 optional (By Joan Watson, 7/27/2020)
SECTION 2: BUSINESS INFORMATION	✓ Edit	Complete: 1 completed of 1 required; 0 completed of 0 optional (By Joan Watson, 7/27/2020)
DOCUMENT LIST	✓ Edit	Complete: 2 attached of 2 mandatory; 0 attached of 0 required

Signature and Submittal

SIGNATURE: Sign Pending
SUBMITTAL: Submit

Delete DBE/ACDBE No Change Affidavit

DBE/ACDBE No-Change Affidavit

STEP BY STEP GUIDE

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SIGNATURE & SUBMITTAL

Input Electronic Signature, Your Title, Your Organization, Today's Date
Select Check Box
Click Sign DBE/ACDBE No Change Affidavit

The screenshot shows a web browser window with the title 'Certification Application: Sign DBE/ACDBE No Change Affidavit'. The page has a navigation menu on the left with 'Home' selected. The main content area is titled 'Electronic Signature' and contains the following fields: 'SIGNATURE *', 'YOUR TITLE *', 'YOUR ORGANIZATION *', and 'TODAY'S DATE *'. A checkbox is checked, and the text next to it reads: 'By electronically signing this application, I hereby attest that the information contained herein and attached in electronic format is accurate and correctly represents the business, its owners, and its management.' Below the fields is a 'Sign DBE/ACDBE No Change Affidavit' button and a 'Cancel' button. A large red arrow points to the 'Sign DBE/ACDBE No Change Affidavit' button.

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SIGNATURE AND SUBMITTAL

Select Check Box
Click Submit DBE/ACDBE No Change Affidavit

The screenshot shows a web browser window with the title 'Certification Application: Submit DBE/ACDBE No Change Affidavit'. The page has a navigation menu on the left with 'Home' selected. The main content area is titled 'Submit Your DBE/ACDBE No Change Affidavit' and contains the following text: 'If you are ready to submit your application, check the box below and click Submit Application. Once submitted, the application cannot be edited.' Below this text is a checkbox that is checked, and the text next to it reads: 'By submitting this certification application, I acknowledge individually, and on behalf of the applicant business, the policies, rules, and requirements of the program.' Below the checkbox is a 'Submit DBE/ACDBE No Change Affidavit' button. To the right of the main content area are two buttons: 'View and Print DBE/ACDBE No Change Affidavit' and 'Edit DBE/ACDBE No Change Affidavit'. A large red arrow points to the 'Submit DBE/ACDBE No Change Affidavit' button.

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YOU'RE FINISHED!

The screenshot displays a web page titled "Certification Application: Submit DBE/ACDBE No Change Affidavit". The page features a navigation menu with links for "Main", "Documents", "Signature", "Submit", "Q & A", "Utilities", and "Cert List". The main content area includes a confirmation message: "Thank you for your submittal. Your certification application number is [redacted]. Please reference this number in all correspondence. Applicants can expect to receive a final determination on their application within 90 days. During this time, you may be contacted to supply additional information and/or supporting documentation, a delay in your response will result in an extended period of review. St. Louis Lambert International Airport reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification." A button labeled "View and Print DBE/ACDBE No Change Affidavit For Your Records" is visible. The page footer contains the text "Customer Support Copyright © 2020 B2Show. All rights reserved." and a "Logged on as:" indicator.