

DBE/ACDBE DECLARATION OF ELIGIBILITY (DOE)

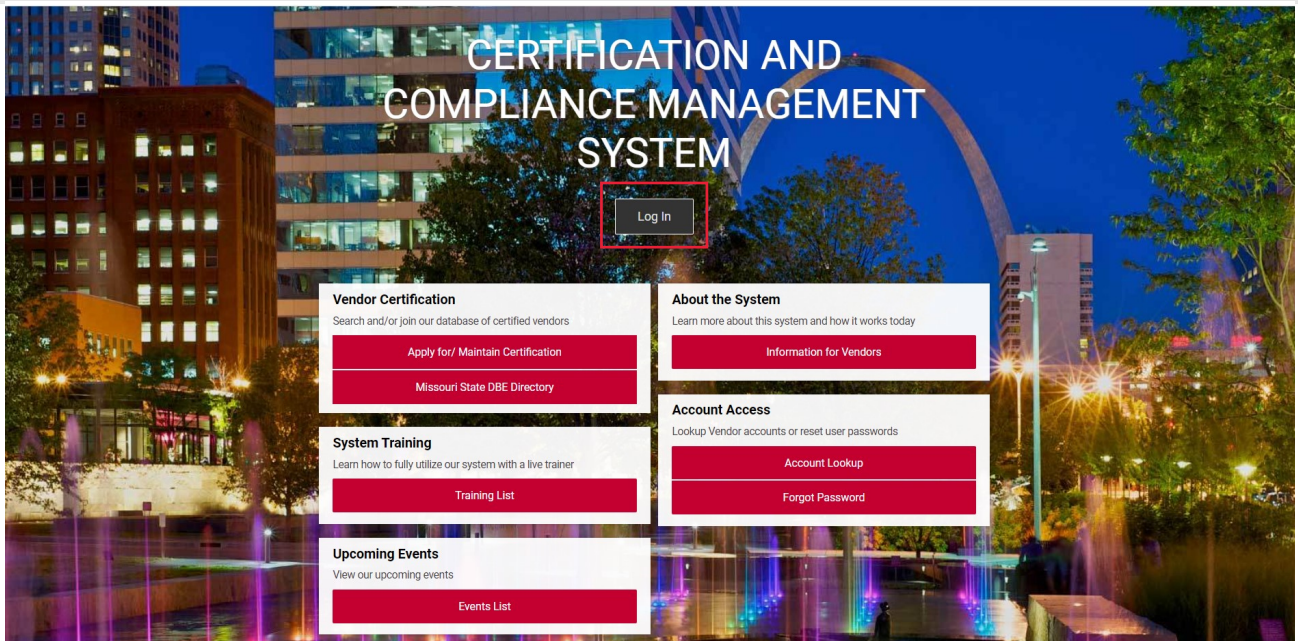
STEP BY STEP GUIDE

1

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

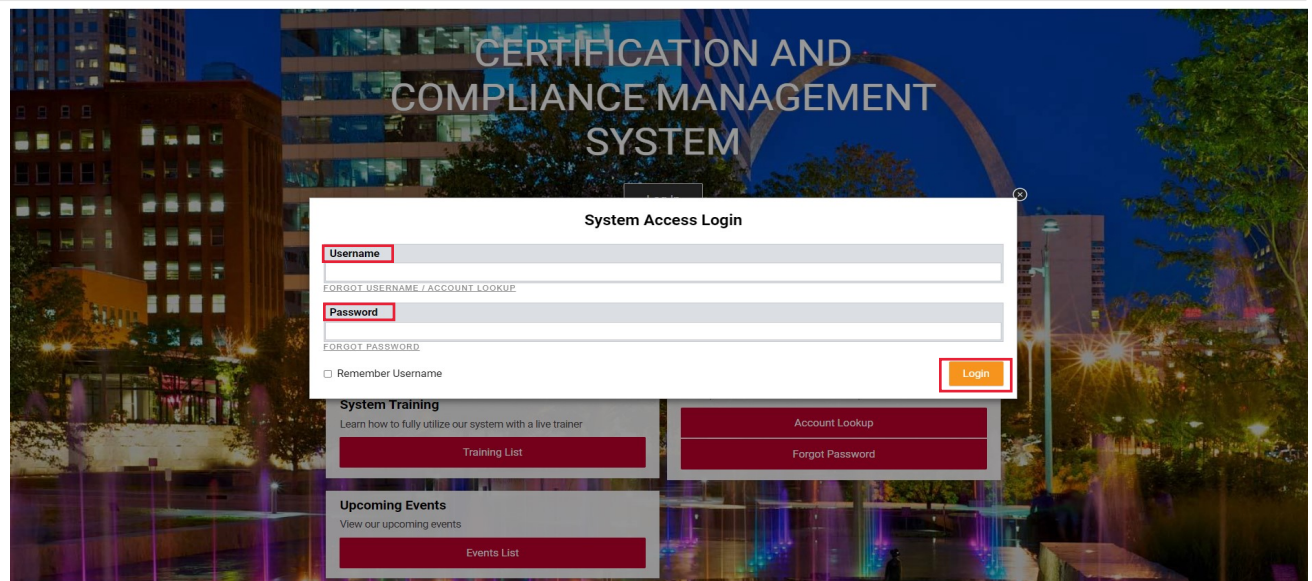
2

Click Log in



3

Input Username & Password. Then, Click Login



STEP BY STEP GUIDE

4

Click Maintain / Apply for Certification

Dashboard Displaying records assigned to your company ▼			
<u>Certifications</u>	Active	Pending	Renewing
Status	1	1	0

Certification Center

If your firm holds certifications not listed below, [submit a request](#) to add them to your account. You can also [add date alerts](#) to any active certification to remind you of an upcoming renewal.

<u>Active Certifications</u>	Type	Renewal
St. Louis Lambert International Airport	DBE	

Certification renewals and updates must be submitted to the certification agency with whom your renewal is due.
 For certification renewals and updates with St. Louis Lambert International Airport, you may [submit online](#).
 For other agencies, you will need to contact the certifying agency outside of this system for instructions. Remember to come back and update your tracking record!

Key Actions

[Maintain / Apply for Certification](#)

[Take a Training Class](#)

[Watch a Training Video](#)

Enhanced Account Security

Activate enhanced account security through multi-factor authentication.

[Activate](#)

Enhanced account security: **OFF**

Alerts

No Activated Alerts. [View Pending Alerts](#)

5

Click Your Firm is currently certified by STL Airport

Certification Application

Welcome to the St. Louis Lambert International Airport online application for Disadvantaged Business Enterprises (DBE) and Airport Concession Disadvantaged Business Enterprises (ACDBE).

Thank you for your interest in participating in the St. Louis Lambert International Airport Disadvantaged Business Enterprises (DBE/ACDBE) program. Certification provides marketing exposure to prime contractors and government agencies through the MRCC'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.](#)

Need Help?

[User manual](#)

[Sign up for a Training Class](#)

DBE/ACDBE DECLARATION OF ELIGIBILITY (DOE)

STEP BY STEP GUIDE

6

Click [You would like to submit your Declaration of Eligibility](#)

Certification Application

Welcome to the St. Louis Lambert International Airport online application for Disadvantaged Business Enterprises (DBE) and Airport Concession Disadvantaged Business Enterprises (ACDBE).

Thank you for your interest in participating in the St. Louis Lambert International Airport Disadvantaged Business Enterprises (DBE/ACDBE) program. Certification provides marketing exposure to prime contractors and government agencies through the MRCC'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 your Declaration of Eligibility.](#)
You must complete the Declaration of Eligibility process for each certification designation (e.g. DBE, ACDBE).

[Return to Certification List](#)

Customer Support
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Jane Doe
HOLMES-SHERLOCK
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7

Click [Submit a Declaration of Eligibility form](#)

Certification Application

Welcome to the St. Louis Lambert International Airport online application for Disadvantaged Business Enterprises (DBE) and Airport Concession Disadvantaged Business Enterprises (ACDBE).

Thank you for your interest in participating in the St. Louis Lambert International Airport Disadvantaged Business Enterprises (DBE/ACDBE) program. Certification provides marketing exposure to prime contractors and government agencies through the MRCC'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 your Declaration of Eligibility.](#)
You must complete the Declaration of Eligibility process for each certification designation (e.g. DBE, ACDBE).
- ☒ [Submit a Declaration of Eligibility form.](#)
DBE/ACDBE certification must be maintained annually.

[Return to Certification List](#)

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DBE/ACDBE DECLARATION OF ELIGIBILITY(DOE)

STEP BY STEP GUIDE

8

Select *This application is for (your company name)*
Select *Use existing account information to auto-fill application*
Click *Continue*

Company & Contact Information

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

BUSINESS NAME *

☒ This application is for [redacted]
☐ This application is for a different firm

YOUR EMAIL ADDRESS *

bddcompliance@flyst.com

COMPANY EMAIL *

bddcompliance@flyst.com

COMPANY TYPE *

Sole Proprietorship

AUTOFILL *

☒ Use existing account information to auto-fill application
You can save time by using a previous application to fill in the answers; note that you will need to access each section of the application to review and lock-in the auto-filled information to ensure it is accurate and correctly formatted. Select an option below:

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 Declaration of Eligibility Submission
Submitted 9/26/2024 by Jane Doe, Revised & In Progress

☐ Use St. Louis Lambert International Airport Declaration of Eligibility Submission
Submitted 9/26/2024 by Jane Doe, Revised & In Progress

☐ Use St. Louis Lambert International Airport New DBE/ACDBE Application
Submitted 9/26/2024 by Jane Doe, Processing Complete

9

Click *Download Form (Mandatory Documents section) print, fillout, sign, date & scan to your computer*
Select *Check Box*
Click *Continue to start the application submission process*

Certification Application: Document List Preview for Sole Proprietorship

In addition to completing a form, you will be required to submit supporting document.

Mandatory documents must be submitted; there are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the organization before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. 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 your firm could ultimately be denied certification.

NOTE: Some required documents may not be represented here in this document preview.

This document list will continue to be available after you start the form (click the **Documents** tab). You can also print the list to **your printer** or a **PDF file**.

☒ Check this box and click **Continue** to start the submission process.

ALERT: to ensure security of your Declaration of Eligibility Submission, only **YOU** will have access to this record once it is created. By starting the process, it will initially be assigned to you, and no one else can 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**.

Timeline: you will have **90 days** to complete and submit this Declaration of Eligibility Submission. Otherwise, the record will self-delete on **12/29/2024**. Periodic reminders will be sent to you by email up to that point. A deleted Declaration of Eligibility Submission cannot be recovered; you will need to start again.

Mandatory Documents

All **mandatory** documents must be provided with the Declaration of Eligibility Submission. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Signed Declaration of Eligibility (DOE) for qualifying owner(s)
[Download Form](#) - Provide for EAC+ OWNER upon whose disadvantaged status the firm relies for certification. Please download, complete, sign and upload.

Documentation of gross receipts for the most recently completed fiscal year, calculated on a cash basis
The following documents may generally be considered "safe harbors", provided that they include all reportable receipts, properly calculated, for the full reporting period: audited financial statements, a CPA's signed attestation of correctness and completeness, or all income-related portions of one or more (when there are affiliated) signed Federal income tax returns as filed.

10

SECTIONS AND DOCUMENTATION - SECTION 1 GENERAL INFORMATION

Click 1st Fill In Box

flystl.diversitycompliance.com/FrontPage/VendorMain.asp?XID=7109

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 form 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 form. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Declaration of Eligibility Submission Information

TYPE	Declaration of Eligibility Submission
CERTIFYING AGENCY	St. Louis Lambert International Airport
BUSINESS NAME	[REDACTED]
CURRENT STATUS	Incomplete
APPLICATION NUMBER	4697111
DATE FOR DELETION	12/29/2024 (Extend)
CONTACT PERSON	[REDACTED] (Add user not on list)

This is the assigned user for this Declaration of Eligibility Submission. 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 0 required; 0 completed of 15 optional
DOCUMENT LIST	Fill In	Incomplete: 0 attached of 2 mandatory; 0 attached of 0 required

Signature and Submittal

SIGNATURE	Sign
SUBMITTAL	Submit

11

SECTIONS AND DOCUMENTATION - SECTION 1 GENERAL INFORMATION

Verify all information.

Section Questions

1.A. Legal name of firm Optional

[REDACTED]

1.B. DBA Name if different from above Optional

[REDACTED]

1.C.1. Business Address Optional

Actual Street - CANNOT BE A P.O. BOX

[REDACTED]	Address line 1
[REDACTED]	Address line 2
[REDACTED]	Address line 3
st louis	City
[REDACTED] - [REDACTED]	State, Zip, Zip4

1.C.2. DBE Firm County Optional

None selected [Save page](#) to refresh county list if state field has been changed.

12

SECTIONS AND DOCUMENTATION - SECTION 1 GENERAL INFORMATION (cont.)Click [Save and Return to Summary](#)

1.D.1. Mailing Address	Optional
<div>Address line 1 Address line 2 Address line 3 City State Zip Zip4</div>	
1.D.2. Mailing Address County	Optional
<div>None selected Save page to refresh county list if state field has been changed.</div>	
1.E. Business Phone Number	Optional
<div>Ext.</div>	
1.F. Business Fax Number	Optional
<div></div>	
1.G. Business Email Address	Optional
<div></div>	
1.H. Business Website	Optional
<div></div>	
1.I. Federal Tax Identification Number	Optional
<div></div>	
1.J.1. Submission Contact Person	Optional
<div>First Name Last Name Title</div>	
1.J.2. Contact Person Email Address	Optional
<div></div>	
1.J.3. Contact Person Phone Number	Optional
<div>Ext.</div>	
1.K. Describe the activities of the firm	Optional

Save Draft

Save & Return to Summary

Cancel

13

SECTIONS AND DOCUMENTATION - DOCUMENT LIST

Click 2nd Fill In Box

Fill in each of the sections noted below by clicking the **Fill In** button; 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 form 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 form. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Declaration of Eligibility Submission Information

TYPE	Declaration of Eligibility Submission
CERTIFYING AGENCY	St. Louis Lambert International Airport
BUSINESS NAME	[REDACTED]
CURRENT STATUS	Incomplete
APPLICATION NUMBER	4697111
DATE FOR DELETION	12/28/2024 (Unset)
CONTACT PERSON	[REDACTED] [edit user notes link]

This is the assigned user for this Declaration of Eligibility Submission. To ensure security of this 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	Edit	Complete: 0 completed of 0 required; 7 completed of 15 optional (by Jane Doe, 9/30/2024)
DOCUMENT LIST	Fill In	Incomplete: 0 attached of 2 mandatory; 0 attached of 0 required

Signature and Submittal

SIGNATURE	Sign
SUBMITTAL	Submit

14

SECTIONS AND DOCUMENTATION - DOCUMENT LIST (cont.)

Generated by Jane Doe, holmes-sherlock on 9/30/2024

Certification Application: Document List [Help & Tools](#)

Main Documents Signature Submit Utilities Cert List

Type: **Declaration of Eligibility Submission** Status: **Complete, Pending Signature > Sign Application**
App #: **4697111** Started: **9/30/2024**

Application is complete and pending signature > Sign Application

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](#)

Note: this Declaration of Eligibility Submission allows faxing of documents to the system. To use this option, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page. All copies of contracts, agreements, and other documents requiring a signature to be valid must be submitted in their signed form.

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided.

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

STEP BY STEP GUIDE

15

SECTIONS AND DOCUMENTATION - DOCUMENT LIST (cont.)

Click 1st Attach button

Furthermore, we reserve 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

Incomplete: 0 attached of 2 mandatory; 0 attached of 0 required

DOCUMENT FORMAT

Electronic documents only.

This document checklist is used to securely and confidentially attach electronic files to the application.

Refresh List

Attach All Docs Via Fax

Return

Mandatory Documents

Refresh

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 Declaration of Eligibility Submission and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach	Document	Download Form	Document Description	Status
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Signed Declaration of Eligibility (DOE) for qualifying owner(s)	Download	Provide for EACH OWNER upon whose disadvantaged status the firm relies for certification. Please download, complete, sign, and upload.	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Documentation of gross receipts for the most recently completed fiscal year, calculated on a cash basis		The following documents may generally be considered "safe harbors", provided that they include all reportable receipts, properly calculated, for the full reporting period: audited financial statements, a CPA's signed attestation of correctness and completeness, or all income-related portions of one or more (when there are affiliates) signed Federal income tax returns as filed.	NOT attached

16

SECTIONS AND DOCUMENTATION - DOCUMENT LIST (cont.)

Click Choose Files (Locate DOE on your computer)

Upload Files

Close

Signed Declaration of Eligibility (DOE) for qualifying owner(s)

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 100 MB will be rejected.**

Select Documents to Attach *

 No file chosen

Drop Files Here

17

SECTIONS AND DOCUMENTATION LIST - DOCUMENT LIST (cont.)Click Upload file(s)

Upload Files

Close

Signed Declaration of Eligibility (DOE) for qualifying owner(s)

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 100 MB will be rejected.**

Select Documents to Attach *

Choose Files No file chosen

Drop Files Here

Upload File(s) Cancel

18

SECTIONS AND DOCUMENTATION LIST - DOCUMENT LIST (cont.)

Confirm DOE is attached

Click 2nd Attach button

Status

DOCUMENT LIST STATUS

DOCUMENT FORMAT

Incomplete: 1 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 Attach All Docs Via Fax Return

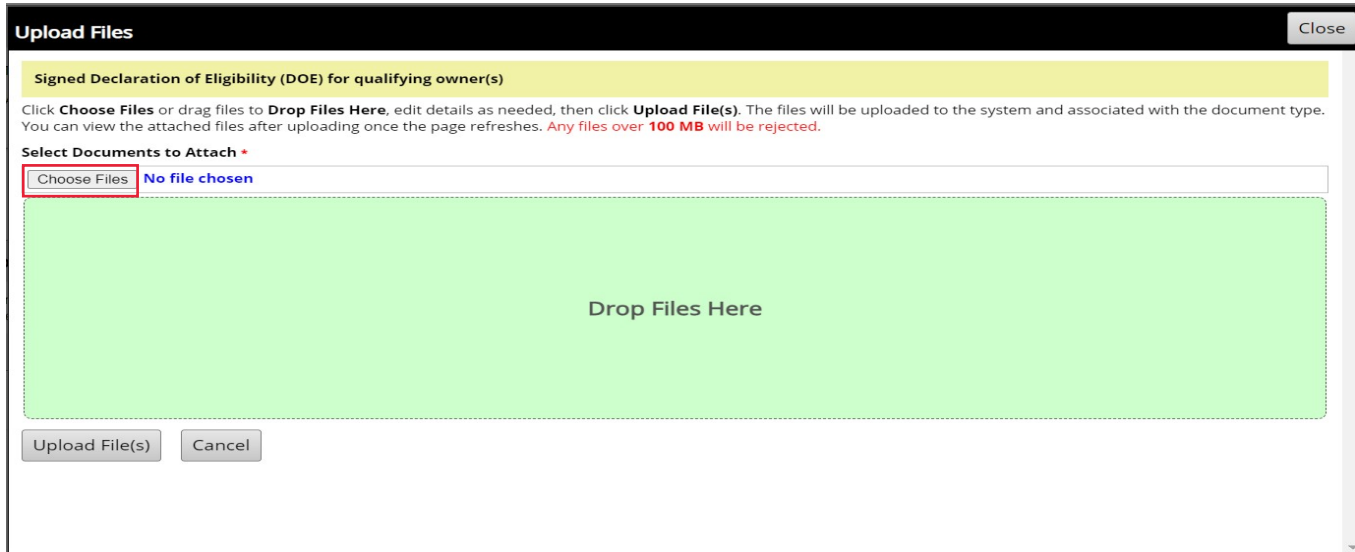
Mandatory Documents

Refresh

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 Declaration of Eligibility Submission and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach	Document	Download Form	Document Description	Status
Attach or Fax	Signed Declaration of Eligibility (DOE) for qualifying owner(s)	Download	Provide for EACH OWNER upon whose disadvantaged status the firm relies for certification. Please download, complete, sign, and upload.	Attached by [redacted] 10/15/2024
Attach or Fax	Documentation of gross receipts for the most recently completed fiscal year, calculated on a cash basis		The following documents may generally be considered "safe harbors", provided that they include all reportable receipts, properly calculated, for the full reporting period: audited financial statements, a CPA's signed attestation of correctness and completeness, or all income-related portions of one or more (when there are affiliates) signed Federal income tax returns as filed.	NOT attached

19

SECTIONS AND DOCUMENTATION LIST - DOCUMENT LIST (cont.)Click Choose Files (locate tax returns on your computer)

Upload Files Close

Signed Declaration of Eligibility (DOE) for qualifying owner(s)

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 100 MB will be rejected.**

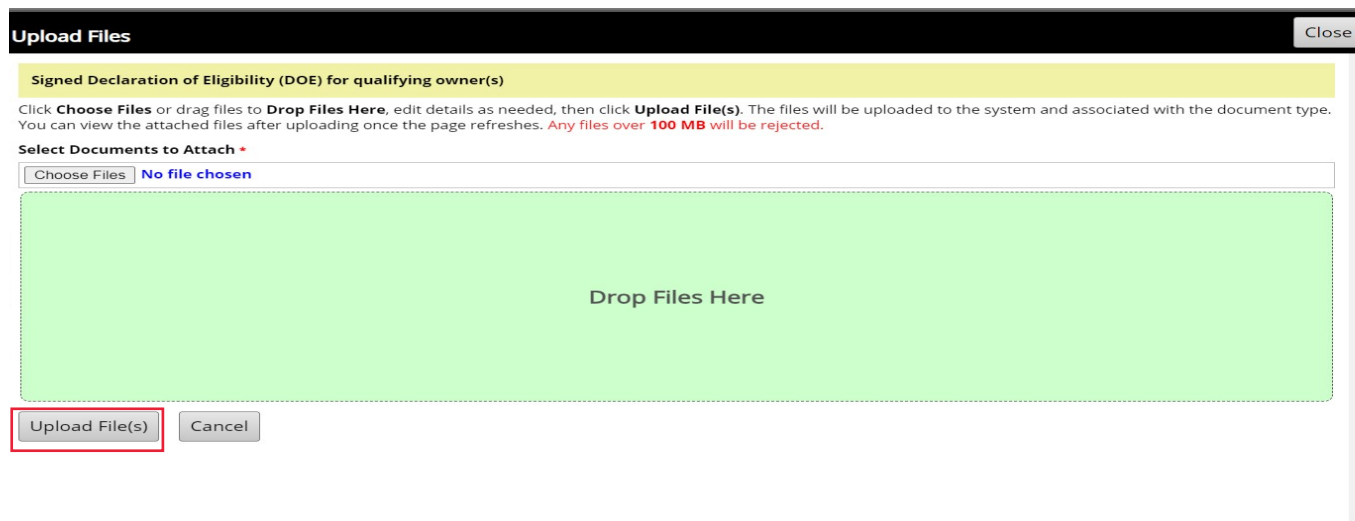
Select Documents to Attach *

Choose Files No file chosen

Drop Files Here

Upload File(s) Cancel

20

SECTIONS AND DOCUMENTATION LIST - DOCUMENT LIST (cont.)Click Upload File (s)

Upload Files Close

Signed Declaration of Eligibility (DOE) for qualifying owner(s)

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 100 MB will be rejected.**

Select Documents to Attach *

Choose Files No file chosen

Drop Files Here

Upload File(s) Cancel

STEP BY STEP GUIDE

21





SECTIONS AND DOCUMENTATION LIST - DOCUMENT LIST (cont.)

Confirm Both files are attached
Click [Return](#)

[Refresh List](#)
[Attach All Docs Via Fax](#)
[Return](#)

Mandatory Documents Refresh

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 Declaration of Eligibility Submission and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach	Document	Download Form	Document Description	Status
Attach or Fax	Signed Declaration of Eligibility (DOE) for qualifying owner(s) 	Download	Provide for EACH OWNER upon whose disadvantaged status the firm relies for certification. Please download, complete, sign, and upload.	Attached by  10/16/2024
View File Download File Edit Info Delete File				
Attach or Fax	Documentation of gross receipts for the most recently completed fiscal year, calculated on a cash basis 		The following documents may generally be considered "safe harbors", provided that they include all reportable receipts, properly calculated, for the full reporting period: audited financial statements, a CPA's signed attestation of correctness and completeness, or all income-related portions of one or more (when there are affiliates) signed Federal income tax returns as filed.	Attached by  10/16/2024
View File Download File Edit Info Delete File				



[Refresh List](#)
[Attach All Docs Via Fax](#)
[Return](#)

22

SIGNATURE AND SUBMITTAL



Click [Sign](#)

Declaration of Eligibility Submission Information



TYPE	Declaration of Eligibility Submission
CERTIFYING AGENCY	St. Louis Lambert International Airport
BUSINESS NAME	
CURRENT STATUS	Complete, Pending Signature > Sign Application
APPLICATION NUMBER	6034571
DATE FOR DELETION	1/14/2025 (Extend)
CONTACT PERSON	 (Add user not on list)

This is the assigned user for this Declaration of Eligibility Submission. 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	 Edit	Complete: 0 completed of 0 required; 7 completed of 15 optional (by Jane Doe, 10/16/2024)
DOCUMENT LIST	 Edit	Complete: 2 attached of 2 mandatory; 0 attached of 0 required

Signature and Submittal

SIGNATURE	 Sign	Pending
SUBMITTAL	 Submit	

23

SIGNATURE & SUBMITTALInput Electronic Signature, Your Title, Your Organization, Today's DateSelect Check BoxClick Sign Declaration of Eligibility Submission

Certification Application: Sign Declaration of Eligibility Submission [Help & Tools](#)

Main Documents **Signature** Submit Utilities Cert List

Type: Declaration of Eligibility Submission App #: 6034571 Status: **Complete, Pending Signature** > [Sign Application](#) Started: 10/16/2024

Application is complete and pending signature

The electronic signature attests to the accuracy of the certification form.

* required entry

Electronic Signature

SIGNATURE * Type your full, legal name as your signature

YOUR TITLE *

YOUR ORGANIZATION *

TODAY'S DATE * 10/16/2024

☒ By electronically signing this certification form, 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.

[Sign Declaration of Eligibility Submission](#) [Cancel](#)

24

SIGNATURE AND SUBMITTALSelect Check BoxClick Submit Declaration of Eligibility Submission

Certification Application: Submit Declaration of Eligibility Submission [Help & Tools](#)

Main Documents Signature **Submit** Utilities Cert List

Type: Declaration of Eligibility Submission App #: 6034571 Status: **Complete & Signed, Pending Submission** > [Submit Application](#) Started: 10/16/2024

Application is signed and pending submission > [Submit Application](#)

Submit Your Declaration of Eligibility Submission

If you are ready to submit your form, check the box below and click **Submit**. Once submitted, the form cannot be edited.

☒ By submitting this certification form, I acknowledge individually, and on behalf of the certified business, the policies, rules, and requirements of the program.

[Submit Declaration of Eligibility Submission](#)

View Your Declaration of Eligibility Submission

[View and Print Declaration of Eligibility Submission](#)

Edit Your Declaration of Eligibility Submission

[Edit Declaration of Eligibility Submission](#)

25

YOU'RE FINISHED!

Certification Application: Submit Declaration of Eligibility Submission

[Main](#) [Documents](#) [Signature](#) [Submit](#) [Q & A](#) [Utilities](#) [Cert List](#)

holmes-sherlock

Type: Declaration of Eligibility Submission

App #: 2466460

Thank you for your submittal. Your certification application number is **2466460**. 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.

[View and Print Declaration of Eligibility Submission For Your Records](#)

[Customer Support](#)

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