

Notice: eSubmit Option for DBE Supplemental Documentation Submission

Attention bidders-

- ❖ All bidders are required to create an eSubmit account.
- ❖ It is recommended that bidders test accessibility monthly before each bid letting.
- ❖ Your eSubmit account is required for all documentation submittal(s) (Including signed Attachment A Forms, DBE Quotes, DT1202 and DT1202 Supplemental Materials).
- ❖ Bidders receive an immediate confirmation email that documents were successfully uploaded. The DBE Office receives the documents directly into the proposal folder.

As of the October 2022 letting, the DBE Office will no longer accept letting documents through the DBE Alert mailbox.

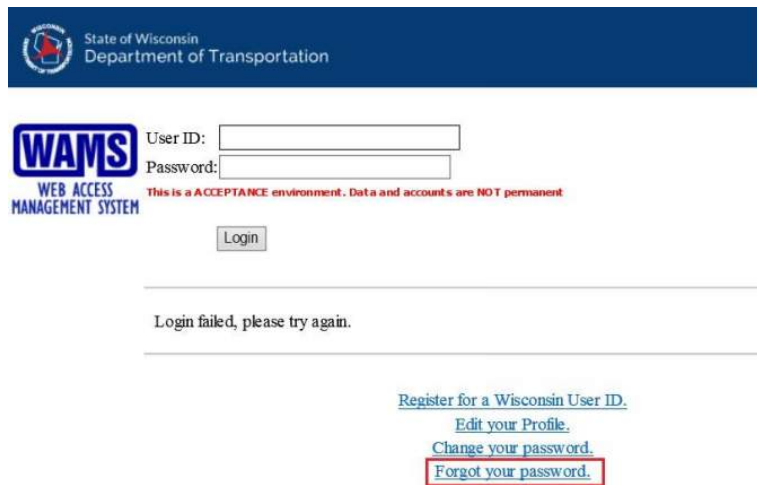
Follow these steps to use eSubmit:

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.



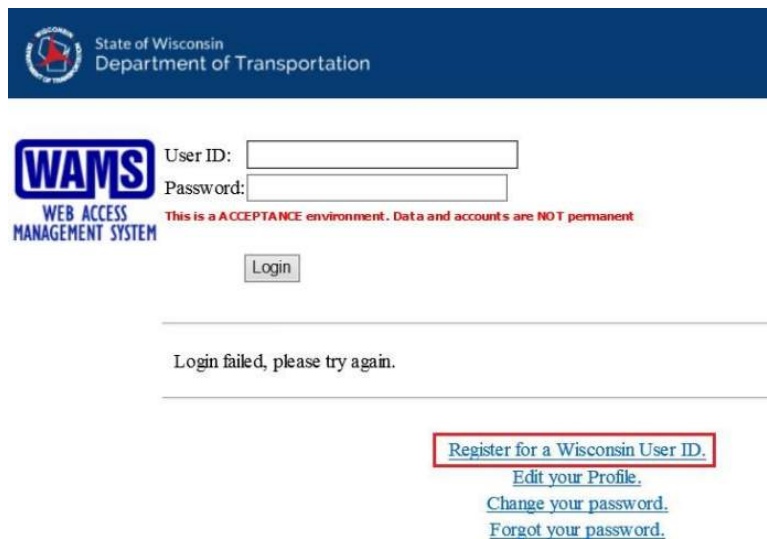
The screenshot shows the login interface for the WAMS (Web Access Management System) portal. At the top, there is a blue header with the State of Wisconsin Department of Transportation logo and name. Below this, the WAMS logo is displayed on the left. To the right of the logo are two input fields: 'User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

- 3a. If you have a valid WAMS ID, then reset your password by clicking on “**Forgot your password**”



The screenshot shows the WAMS (Web Access Management System) login page. At the top is the State of Wisconsin Department of Transportation logo. Below it is the WAMS logo and the text "WEB ACCESS MANAGEMENT SYSTEM". To the right of the logo are two input fields for "User ID:" and "Password:". Below these fields is a "Login" button. A red message states: "This is a ACCEPTANCE environment. Data and accounts are NOT permanent". Below the login button, a message reads "Login failed, please try again." At the bottom, there are four links: "Register for a Wisconsin User ID.", "Edit your Profile.", "Change your password.", and "Forgot your password.". The "Forgot your password." link is highlighted with a red rectangular box.


- 3b. Please click on the link “**Register for a Wisconsin User ID**” if you need to sign-up for WAMS (Wisconsin Access Management System)



This screenshot is identical to the one above, showing the WAMS login page. However, in this version, the "Register for a Wisconsin User ID." link at the bottom is highlighted with a red rectangular box, while the other links are not.

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](#) | [DBE Commitment Documents](#) | [Design-Build Proposal](#)

ELECTRONIC SUBMITTAL SYSTEM

[Roadway Plans and Exhibits](#)

[Structure Plans and Exhibits](#)

[DBE Commitment Documents](#)

[Design-Build Proposal](#)

Questions about content on their page:
Roadway Contact [David Domabyl](#) (608) 266-1020
Structure Contact [Kristin Revelle](#) (608) 266-5090
DBE Contact [DBE](#)
Design Build Contact [ACS](#)
Last modified: September 26, 2023


7. Practice uploading documents prior to the next upcoming bid letting.

Please note:

- The document file size limit with eSubmit is 150 MB.
- The combined size of all the documents per upload cannot exceed 150 MB.
- Any combined file size upload over 150 MB will not upload in the eSubmit app.

Best practice upload tips:

- Reduce the file size of all pdfs before uploading to eSubmit
- Consider uploading documents in a compressed zip file which reduces the file size
- 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.



State of Wisconsin
Department of Transportation

ESubmit Home | Roadway Plans & Exhibits | Structure Plans & Exhibits | DBE Commitment Documents | Design-Build Proposal

Submit DBE Commitment Documents

Let Date*
(current or future only)

2024▼ Dec▼

Proposal ID*
(e.g., 20)

Contractor Name*

Attachment A
(start name with AA and use any extension)

Choose File No file chosen

DT1202 Supplemental
(start name with DT1202 and use any extension)

Choose File No file chosen

Additional Attachments
(start name with ADDL and use any extension)

Choose File No file chosen

Additional Emails:
(separate multiple emails with commas)

Submitter's Phone*
(e.g., xxx-xxx-xxxx)

* 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](#)
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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.



State of Wisconsin
Department of Transportation

ESubmit Home | Roadway Plans & Exhibits | Structure Plans & Exhibits | DBE Commitment Documents | Design-Build Proposal

Submit DBE Commitment Documents

Let Date*
(current or future only)

2024▼ Dec▼

Proposal ID*
(e.g., 20)

99

Contractor Name*

Test

Attachment A
(start name with AA and use any extension)

Choose File AA eSubmit...eq_099.xlsx

DT1202 Supplemental
(start name with DT1202 and use any extension)

Choose File DT1202 Tes...ng_099.docx

Additional Attachments
(start name with ADDL and use any extension)

Choose File ADDL Testing_099.xlsx

Additional Emails:
(separate multiple emails with commas)

i@ecoma.orourke@dot.wi.gov

Submitter's Phone*
(e.g., xxx-xxx-xxxx)

1111111111

* 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

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



State of Wisconsin
Department of Transportation

[ESubmit Home](#) | [Roadway Plans & Exhibits](#) | [Structure Plans & Exhibits](#) | [DBE Commitment Documents](#) | [Design-Build Proposal](#)

stars:	*****
header:	eSubmit_12-2024
stars:	*****
letting_parm:	12-2024
contractor_name:	Test
proposal_id:	99
stars:	*****
BOX upload URL:	https://wisdot.app.box.com/folder/297917223638
filenaming:	let date_proposal id_contractor_name_yyyyMMdd_HHmms.ext
Attachment A:	Test_AA_eSubmit_req_099_20241211_113418.xlsx
DT1202:	Test_DT1202_Testing_099_20241211_113422.docx
Additional Attachment:	Test_ADDL_Testing_099_20241211_113425.xlsx
stars:	*****
date:	Wednesday, December 11, 2024
time:	11:34:28 AM, CST
name:	O'Rorke ljeoma
email:	ljeoma.ororke@dot.wi.gov
phone:	111111111

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