Instructions: Logging into your account

- Log into the CRCC
 - Direct link: <u>https://okdot.gob2g.com/Default.asp?TN=okdot&XID=6039</u>. Enter in username and password to login.
 OR
 - Go to <u>www.ok.gov/odot</u> and select "Civil Right" under "Doing Business"



• On the Civil Rights page, click on the "DBE: Certified Directory Database" link in the "Related Topics" box.



• Log into your account with your username and password. If you do not know your username and password, click "Account Lookup".

| Dor | | a the off | Dicentary manager |
|--|---|---------------------------|---|
| | ghts Certifica mpliance Sys | | and |
| Certification Beautification COE/ACDOC Contribution Discretory Aparty for Contribution | About the System exercises internation for our stats white Concornation System Training Last interest to facts address our system with a low-measure | See upcom related into | Opportunities Instantiation Matzack and Exercis |
| The Contractor | a ha ann a d' chuige ann an An Ann an An Anna an An Lithean A | danam (+C same and) | |

• Enter your business name, tax id, or contact person so the system can pull your profile up. Click Search.

| | reminder by email and/or fax displayed below. If you do not see your busine Customer Support Include yo | ctory to find your account. You can then send yourself a username/password Enter search parameters below and click the Search button. Search results are ss listed in the search results, or the contact information is incorrect, please email our business' and personal contact information for account verification. We may formation for security purposes. | |
|--|--|--|--|
| | Search by Business Name or DBA | | |
| | Business Name/DBA | Tig: Try just a few letters of the film's name. | |
| | Search by Tax Identification | Number | |
| | Tax ID Number | Tig: Nust be B numbers; do not enter spaces or dashes. | |
| | Search by Contact Person | | |
| You can search by any <u>one</u> of these fields. | Contact Person | First Name: Tg: Use the first letter. Last Name: Ta: Try pat the first few letters. | |
| neius. | Search by Contact Informa | lion | |
| | Email Phone Number Fax Number | Tig: Try just pert of the event address | |
| | | | |
| | Search by Address | | |
| | Address | | |
| | City | | |
| | State | U.S. States/Provinces Canadian Provinces | |
| | | Search | |

• The system will locate you and the users that have been automatically set up in the system. Click "Username/Password Reminder" in order to obtain a temporary password, login and set up a new password. If you are not listed, you can gain access by clicking "Request New User".

| Account Lookup |) | |
|--|---|--|
| | | yourself a username/password reminder utton. Search results are displayed below. |
| | | formation is incorrect, please email for account verification. We may need to |
| Search Results | | |
| Business | Contact Person | |
| TESTCOMPANY. * Jane Doe E: janes/de@testcompany.com P: 405-555-1234 F: 405-555-6789 A: PO Box 777, OKC, OK * John Doe E: johndoe@testcompany.com P: 405-555-1235 F: 405-555-6789 A: PO Box 777,OKC, OK | | [Beauest New User] [Username/Password Reminder] [Change Info] [Username/Password Reminder] [Change Info] |
| Search by Business Name or DE | A | |
| Business Name/DBA | TEST COMPANY Tip: Try just a few letters of the firm's name. |] |
| Search by Tax Identification Nur | nber | |

 For questions regarding account profiles contact the Civil Rights Division's DBE Supportive Services Coordinator at 405-521-3186. For technical problems, contact customer support.

| DOT | 5 | C CHARLES AND CON |
|---|--|--|
| Civil Ri | ghts Certifica | tion and |
| | | |
| Co | mpliance Sys | tem |
| | () | |
| | Log In | |
| | THEY CONT | |
| | | |
| ertification | About the System | Outreach & Opportunities |
| earch at join our database of centified | Additional Information for our users | Saw upconving www.ts.and.program column communities |
| | Vendar Information | |
| DIE/ACOIIE Certification | | Clutreach and Deenty |
| | System Training | |
| Apply for Certification | Learn how to fully utilize our system with a live trainer | |
| | See Online Baining Times | 0 |
| | | |

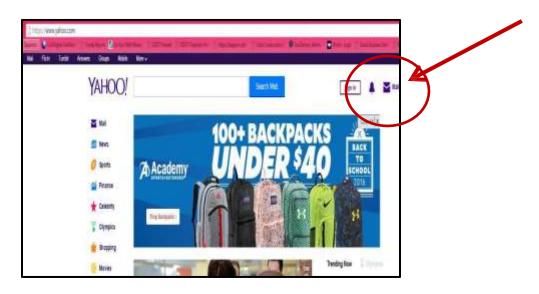
Instructions:

How to set up a free email account

• There are several email accounts available for free, just by signing up.

Yahoo! Account

- Log into <u>www.yahoo.com</u>
- Click on the "Mail" icon located near the top right corner



• Click on "Sign up"



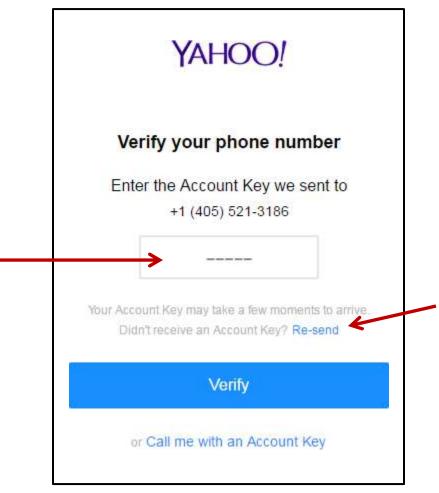
| S | ign up |
|--------------------------------------|------------------------|
| First name | Last name |
| Email address | @yahoo.com |
| l'd rather use my own en Password | tail address |
| +1 👻 Mobile p | hone number |
| Birth Month | 🕶 Day 👻 Year 👻 |
| Gender (optional) | |
| C | ontinue |
| Already have | an account? Sign in |
| Lagree to the Ya | ahoo Terms and Privacy |

• Enter all of your information in order to set up an account and then click on "Continue". Choose a password that you will remember.

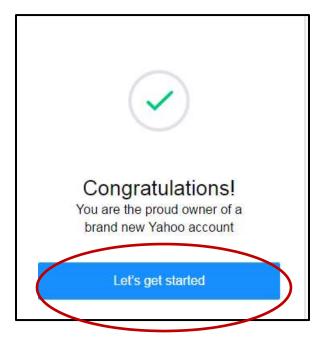
• Yahoo! will next ask to verify your phone number and send you an account key. Choose either "Text me an Account Key" or "Call me with an Account Key".

| | YAHOO! | |
|-----------|---|--|
| | Verify your phone number | |
| +1 | | |
| We v | vill send you an Account Key to verify you're the owner of this phone. Messaging and data rates may apply | |
| | Text me an Account Key | |
| \langle | Call me with an Account Key | |

• Enter the Account Key that Yahoo! Has provided. If you need to have the Account Key sent again, you can click on "Re-send". Click on "Verify".



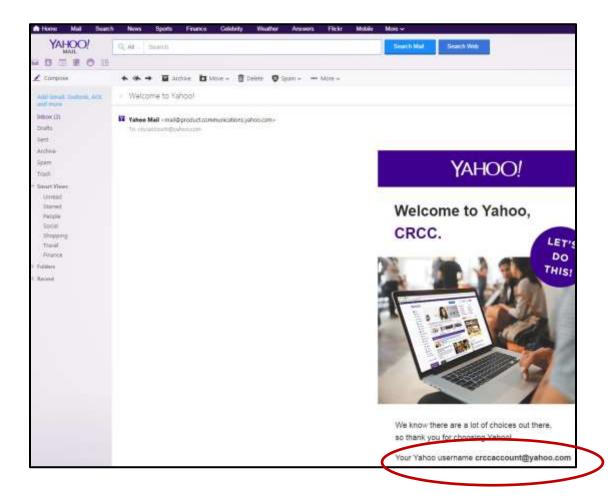
• You have now set up an email account! Click on "Let's get started".



• Yahoo! will give you options on importing your contacts from other accounts if you'd like. You can choose this option or skip this step in order to go into your account. Remember, you can always add your own contacts into your email account at any time.

| Welcom | e CRCC! |
|-------------------------|---|
| | u know. Import your address ssages to your contacts. |
| Facebook | Soogle |
| 0 Outlook.com (Hotmail) | Yahoo |

• You are now in your account. You should have received a welcome message from Yahoo with your email address listed below.



Instructions:

How to set up a free email account

• There are several email accounts available for free, just by signing up.

Gmail Account

- Log into <u>www.google.com</u>
- Click on "Gmail" located near the top right corner

| Gmail Inages 1 |
|----------------|
| |
| |

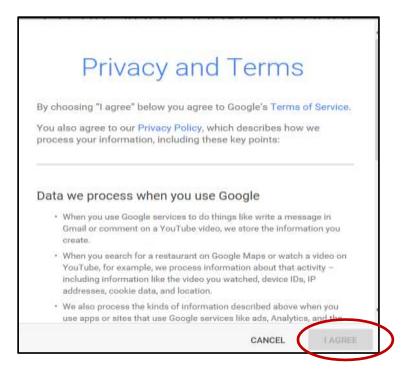
• Click on "Create An Account" located near the top right corner

| | FOR WORK | SIGN IN | CREATE AN ACCOUNT | 1 |
|--------------------|----------|---------|-----------------------|---|
| | | | and the second second | |
| Contractory of the | | | | |
| Sec. 19. | | | | |

• Enter all of your information in order to set up an account and then click on "next step". Choose a password that you will remember.

| | First Choose your username Create a password Confirm your password | Last | @gmail.com |
|---|--|------------|--------------------------------|
| | Create a password | | @gmail.com |
| | | | @gmail.com |
| | | | |
| | Confirm your password | | |
| | Confirm your password | | |
| | | | |
| | Birthday | | |
| | Month \$ | Day | Year |
| | Gender | | |
| | I am | | \$ |
| | Mobile phone | | |
| | - | | |
| check this box if you do t want to set Google as | Your current email addre | ess | |
| ur default homepage. | | | |
| | Default homepage | | |
| | Set Google as my de | | |
| | Your default homepage in page that appears when y | your brows | er is the first ur browser. |
| | Location | | |
| | United States | | \$ |

• Google's Privacy and Terms of service will pop up. After reading the terms, click on "I agree".



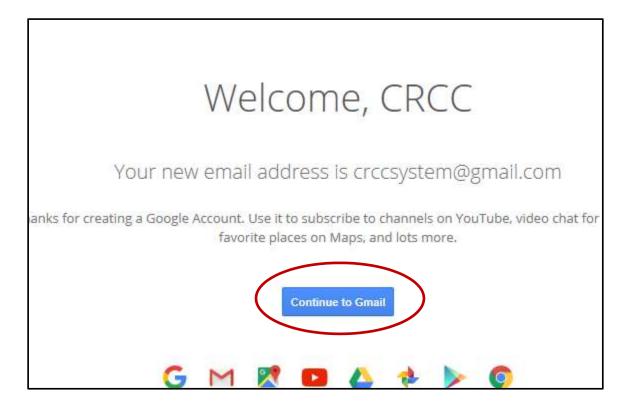
• Google will next ask to verify your phone number. Choose either "text message" or "Voice call" in order to receive the code for verification. Click on "Continue".

| Verify your account | |
|--|--|
| You're almost done! We just need to verify | y your account before you can start using it. |
| Phone number e | x: (201) 555-0123 |
| · (405) 521-3186 | Google will only use this number for account security. Standard text messaging rates may apply. |
| How should we send you codes? | |
| Text message (SMS) | |
| O Voice Call | |
| Continue | |
| Important: Google will never share your n | umber with other companies or use it for marketing purposes. |

• Enter the verification code that Google provided you. If you need to have the code sent again, you can click on "try again". Click "Continue".

| Verify your account | |
|---|--|
| Enter verification code | |
| Didn't get your code? Sometimes it can take up to 15 minutes. If it's been longer than that, try again, | |

• You have now set up an email account! Click on "Continue to Gmail".



• Gmail will give you the option to use one email address for all your messages such as personal, shopping, payments, and so forth. You can set this up at this time by clicking "next" or close this box by clicking on the "x" icon located in the top right corner.

| | | | ersonal messa | ges, shopping | . social. payme | ents, job h | unting | |
|--|------------|--|---|--|--|---|----------|--|
| | | | | | | | - | |
| | III OIGER. | spam and so | rt messages int | to their prope | r place, so you | ur inbox wi | ll never | |
| luttered again. | | | | | | | | |
| | | | | | | | - | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | Social 2 new | | Promotion | IS 2 new | | |
| Primary | Y | | Google+, You | | Google Offe | | + | |
| | | | 0009#131.91.2223 | (777) | 10000 F1000 F100 | | | |
| E State B | | | | | | | | |
| | Renedict H | lieger | You w | on't believe wh | o I found - I was | walking do | - | |
| | Renedict H | lieger | You w | on't believe wh | o I found - I was | i walking di | | |
| | lenedict I | lieger | You w | on't believe wh | o I found - I was | s walking do | m- | |
| | Senedict H | lieger | You w | on't believe wh | o I found - I was | s walking de | | |
| | Genedict H | lieger | You w | on't believe wh | o I found - I was | : walking di | | |
| Gorgle | lenedict H | lieger | You w | on't believe wh | e I found - I was | waking di | | |
| | | lieger | You w | | | Pus 🚯 | | |
| Gorgle | |) (0,) (Mar -) | You w | | ••• Ⅲ ••• | Pus 🚯 | | |
| Google Gras- coerce bides bides | (a- |) (0,) (Mar -) | An Porter Con | | ••• Ⅲ ••• | Pus 👔 | | |
| Google Gmai - | (a- | C New Many | Scott Constant | | •••• • π α π • • | Pue () 2 0- | | |
| Google Cmail - Course Bund Bund Bund Bund Bund Bund Bund Bund | (a- | Normania Strandica Singar Pitar Andrean Jamas, mir (2) | Scale (Marcola) Scale (Marcola) Vision Road (Scale Road) Scale (Scale Care Road) Scale (Scale Care Road) | Propositions Record Compositions Courts Compositions Courts | views III and t-titl of 15 | Pres () 2 0 - 3 101313 3 101513 4 101513 4 101513 | | |
| Google Crait - Corroll Burnd B | (a- | Neary Benefici May Plane Accesso James, me (2) James, Do | 22 Book Company Version Company Version Network Sound Gaves Mayor (Instance Sound Gaves Mayor (Instan | Paradore Con Constructions Const Constructions Const Const Constructions Const C | visus III de la companya de la compa | Pres 5 0 - 1 0 - | | |
| Google Grast- Coervoir Sen Mai Sen Mai Sen Mai Sen Mai Sen Mai Sen Mai Sen Mai Sen Mai | (a- | Normania Strandica Singar Pitar Andrean Jamas, mir (2) | 22 Boot Construction Operative Vehicles Network before all of Auro 1 and Network Book Gaine Name I and Society Society (Society Society Societ | Propositions Comp Propositions Comp Comp Control Control That Date 1, 2003 Sym- Yopen (Priod Vary - and galance and and the control and model Thanks and mark and the control and model Thanks an | views III and t-titl of 15 | Pres | | |

• You are now in your account. You should have received a welcome message from Gmail, which will contain tips.

| Google | | | | A م | | | |
|-----------------------------------|----------------------|-----------------------|--|-----------|--|--|--|
| Gmail - | □ · C More · | · | | | | | |
| COMPOSE | Primary | social | P | romotions | | | |
| Inbox (1) Starred Sent Mail | □ ☆ Andy from Google | CRCC, welcome to your | CRCC, welcome to your new Google Account - Hi CRCC, I'm so glad you deci | | | | |
| | | | | | | | |