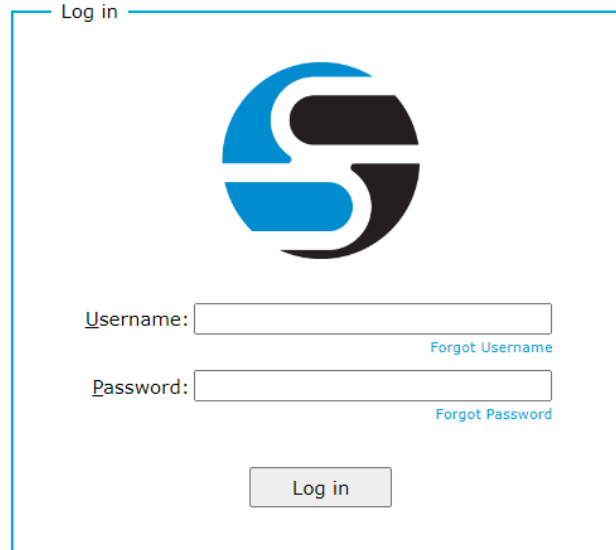


## Connecting to the VTrans DBE Annual Update (DBEAU) Online Portal

### Use your web browser to connect:

1. Open a web browser and go to <https://gs.vtrans.vermont.gov/Web/Account/Login.htm>.



2. Your username is businessname@dbeau and the password can be reset by clicking on the “Forgot Password” link.
3. Uploading your documents can be done one of two ways:
  - a. Locate your files on your computer and drag and drop them into the site; or
  - b. Click on the arrow up icon on your screen and a new window will open so you can choose the document you want to upload.
  - c. **You do not need to hit the “Send Files” icon, you are DONE!**



**\*\* FOR YOUR SECURITY AND PROTECTION PLEASE USE A BLACK PEN OR MARKER TO REMOVE ALL SOCIAL SECURITY NUMBERS AND ALL BANK ACCOUNT NUMBERS FROM ALL TAX RETURNS AND ANY OTHER DOCUMENTS BEFORE SUBMITTING \*\***

Questions? Please contact Sonya Boisvert, 802-279-1330 or email: [sonya.boisvert@vermont.gov](mailto:sonya.boisvert@vermont.gov)

Thank you!