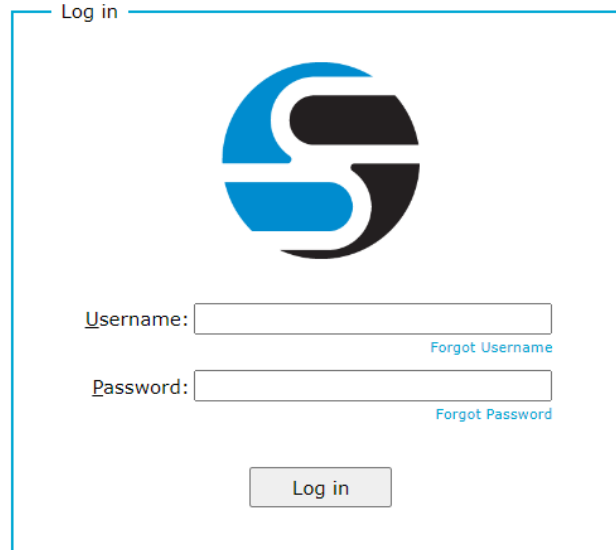


Connecting to the VTrans DBE Annual Update (DBEAU) Online Portal

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 should be your businessname@dbeau as listed in our [DBE Directory](#). 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 **upload arrow** icon on your screen and a new window will open so you can choose the document you want to upload.
 - c. **PLEASE DO NOT HIT THE “SEND FILES” ICON, YOU ARE DONE! IF YOU DO YOU WILL RECEIVE AN ERROR MESSAGE.**



**** 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

Thank you!