

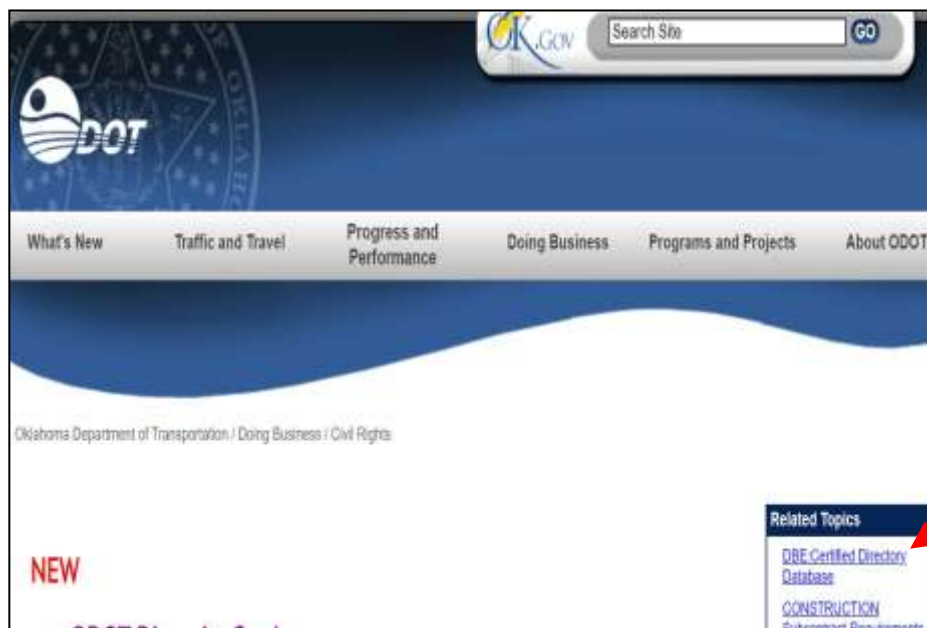
Instructions:

Logging into your account

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



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

You can search by any one of these fields.

The image shows the "Account Lookup" form. It includes instructions: "Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the Search button. Search results are displayed below." and "If you do not see your business listed in the search results, or the contact information is incorrect, please email [Customer Support](#). Include your business' and personal contact information for account verification. We may need to request additional information for security purposes." The form has five main search sections: "Search by Business Name or DBA" with a "Business Name/DBA" field and a tip "Tip: Try just a few letters of the firm's name."; "Search by Tax Identification Number" with a "Tax ID Number" field and a tip "Tip: Must be 9 numbers; do not enter spaces or dashes."; "Search by Contact Person" with "First Name" and "Last Name" fields and tips "Tip: Use the first letter." and "Tip: Try just the first few letters."; "Search by Contact Information" with "Email", "Phone Number", and "Fax Number" fields and a tip "Tip: Try just part of the email address."; and "Search by Address" with "Address", "City", and "State" fields, plus dropdowns for "U.S. States/Provinces" and "Canadian Provinces". A "Search" button is at the bottom.

- 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”.

- 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.

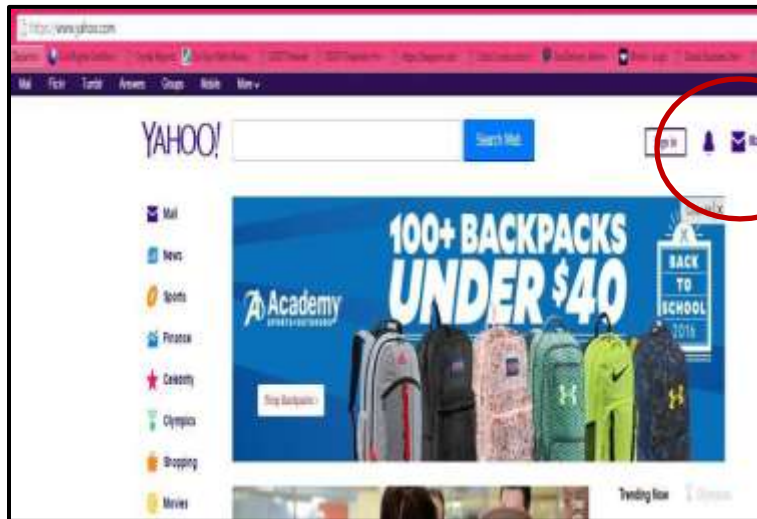
Instructions:

How to set up a free email account

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

Yahoo! Account

- Log into www.yahoo.com
- Click on the “Mail” icon located near the top right corner



- Click on “Sign up”



Sign up

First name Last name

Email address @yahoo.com

[I'd rather use my own email address](#)

Password

+1 Mobile phone number

Birth Month Day Year

Gender (optional)

Continue

[Already have an account? Sign in](#)

[I agree to the Yahoo 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 (405) 521-3186

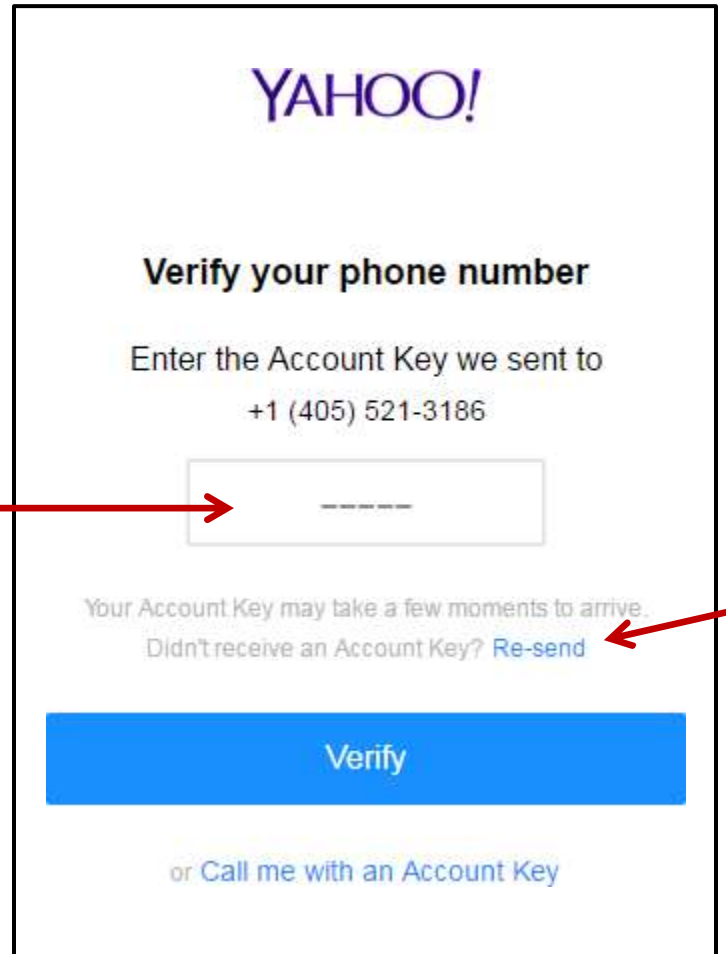
We will send you an Account Key to verify you're the owner of this phone.

Messaging and data rates may apply

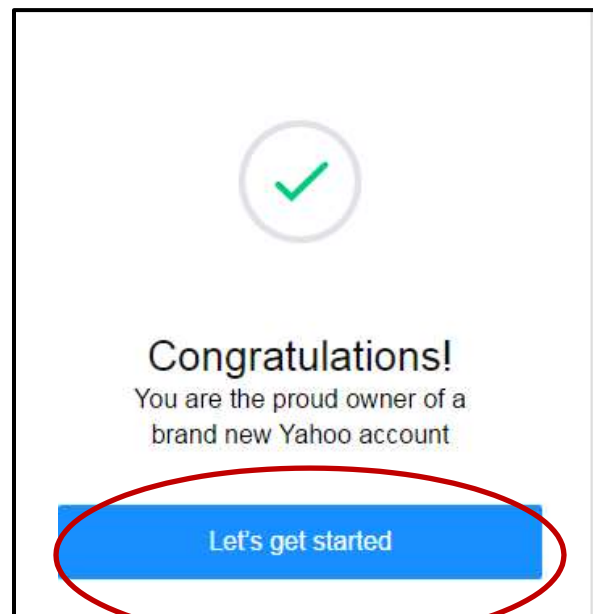
Text me an Account Key

[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”.



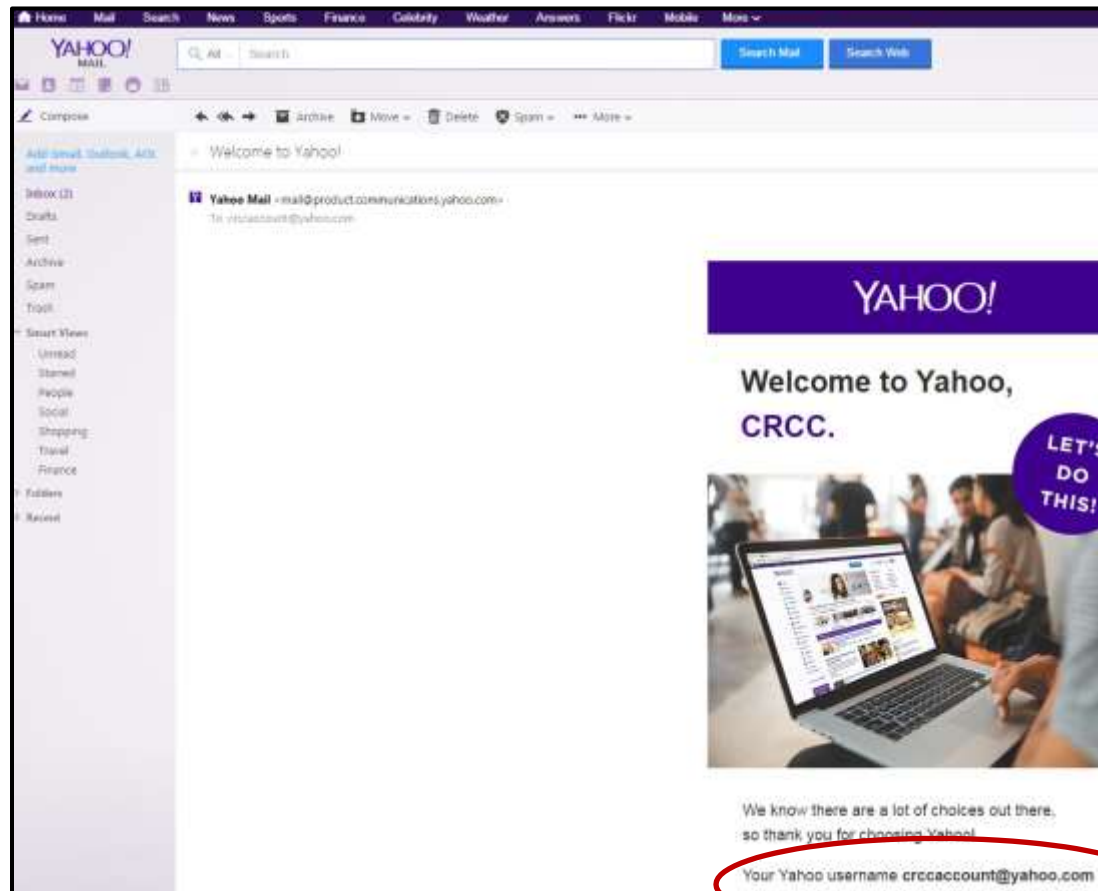
- You have now set up an email account! Click on “Let’s get started”.



- 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.



- 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

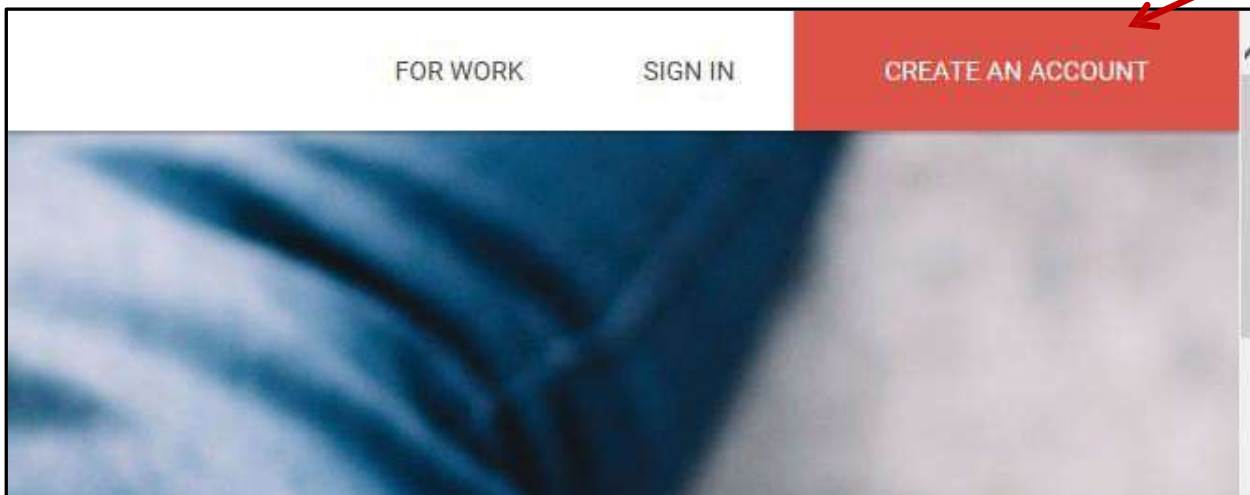
- There are several email accounts available for free, just by signing up.

Gmail Account

- Log into www.google.com
- Click on “Gmail” located near the top right corner



- Click on “Create An Account” located near the top right corner



- 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.

Name

First Last

Choose your username

@gmail.com

Create a password

Confirm your password

Birthday

Month Day Year

Gender

I am...

Mobile phone

Your current email address

Default homepage

Set Google as my default homepage.

Your default homepage in your browser is the first page that appears when you open your browser.

Location

United States

Next step

Uncheck this box if you do not want to set Google as your default homepage.

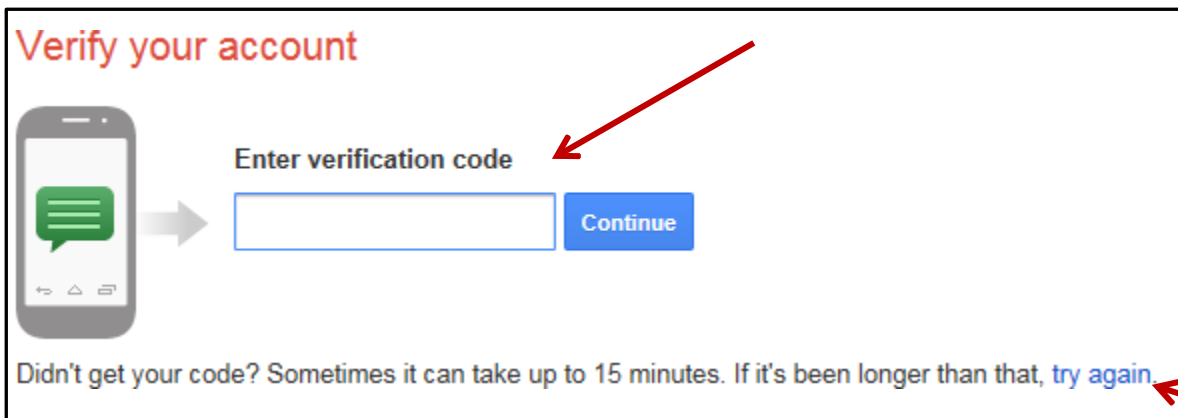
- Google's Privacy and Terms of service will pop up. After reading the terms, click on "I agree".

The screenshot shows a dialog box titled "Privacy and Terms" in blue. Below the title, it states: "By choosing 'I agree' below you agree to Google's [Terms of Service](#). You also agree to our [Privacy Policy](#), which describes how we process your information, including these key points:" followed by a horizontal line. Underneath, the section "Data we process when you use Google" lists three bullet points: 1) "When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create." 2) "When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location." 3) "We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the...". At the bottom, there are two buttons: "CANCEL" and "I AGREE". The "I AGREE" button is circled in red.

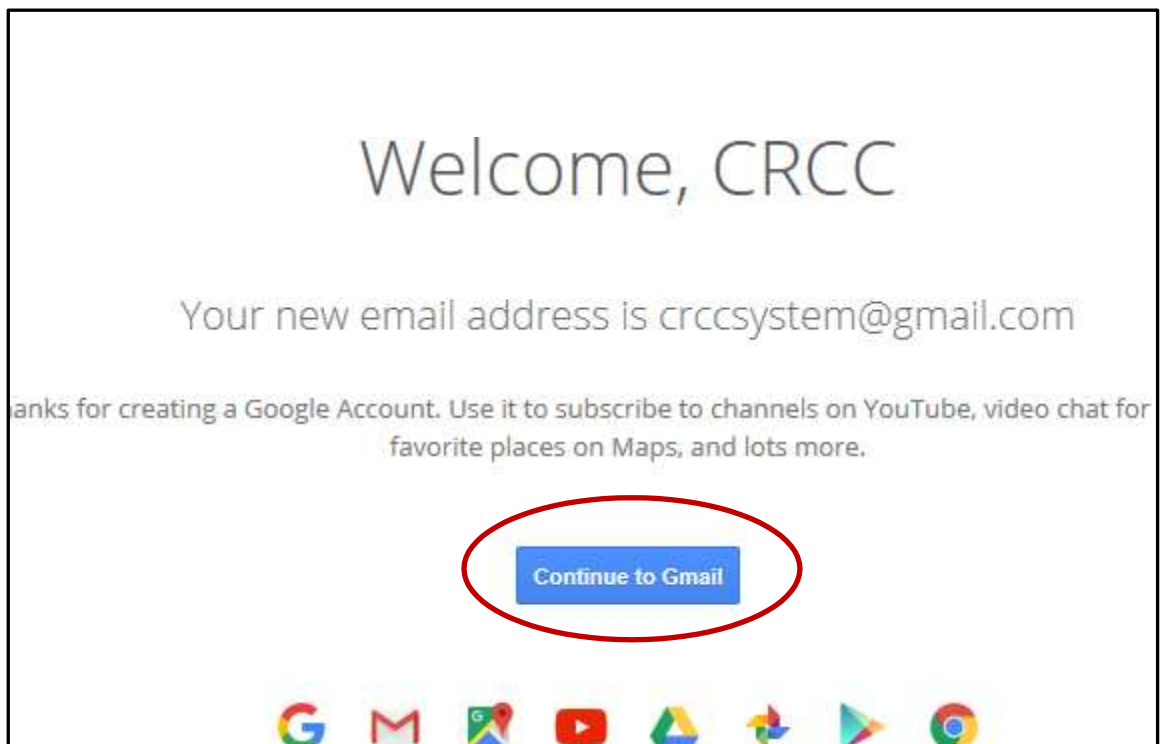
- Google will next ask to verify your phone number. Choose either "text message" or "Voice call" in order to receive the code for verification. Click on "Continue".

The screenshot shows a dialog box titled "Verify your account" in red. Below the title, it says: "You're almost done! We just need to [verify your account](#) before you can start using it." The "Phone number" section shows a dropdown menu with the US flag and a text input field containing "(405) 521-3186". To the right, it says "ex: (201) 555-0123". A callout box contains two bullet points: "Google will only use this number for account security." and "Standard text messaging rates may apply." Below this, the question "How should we send you codes?" is followed by two radio button options: "Text message (SMS)" and "Voice Call". Both radio buttons are circled in red. A blue "Continue" button is at the bottom. At the very bottom, a note states: "Important: Google will never share your number with other companies or use it for marketing purposes."

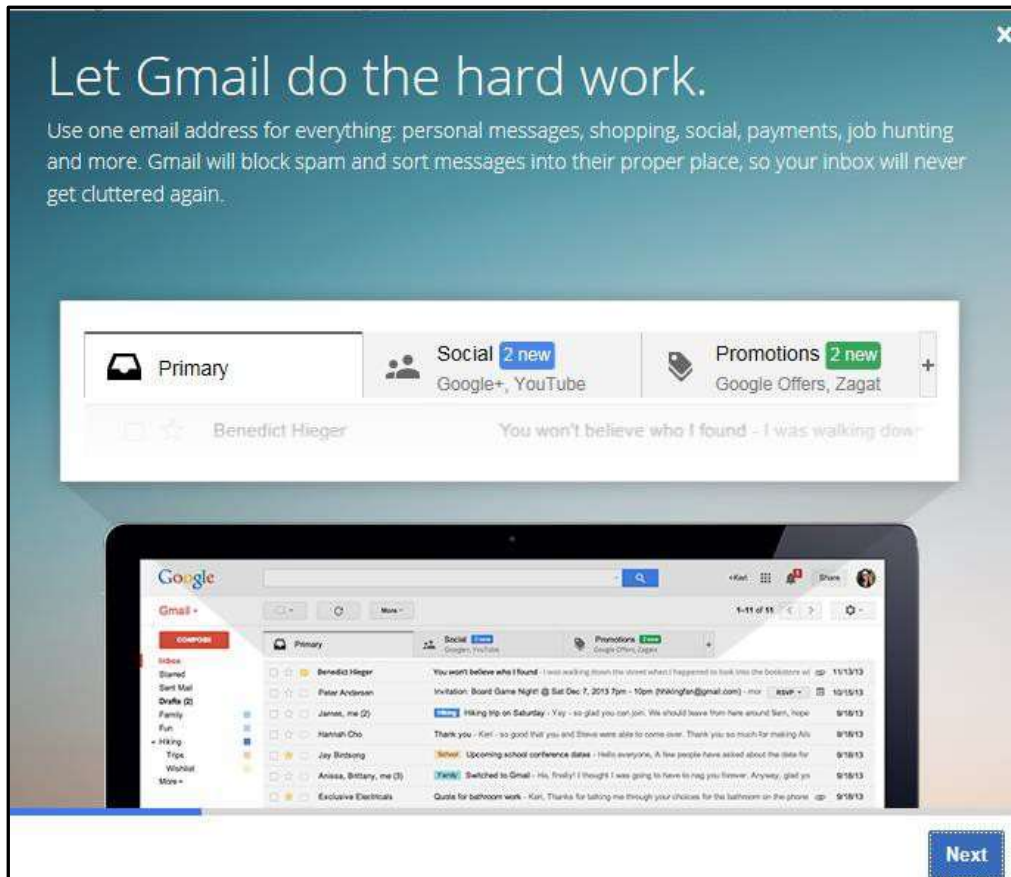
- Enter the verification code that Google provided you. If you need to have the code sent again, you can click on “try again”. Click “Continue”.



- 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.



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

