



Federal Aviation
Administration

Disadvantaged Business Enterprise (DBE) Program
DBE Office Online Reporting System
DOORS
49 CFR Parts 23 and 26
Recipient Users Guidance

Welcome to the DBE Office Online Reporting System (DOORS)!!

Tips and Information:

- All Users Accounts must have a valid email address.
- All New User Accounts must be approved by the FAA DBE Program Specialist.
- We recommend rebooting and/or clearing your internet cache before logging onto DOORS. To clear internet cache: Select Tools - Internet Options – Delete cookies – Delete Files – Clear History.
- A consultant may have one user account for several airport recipients.
- An airport recipient may have more than one representative who each have an individual user account.
- When adding data, *Asterisks denote required fields.
- Text-boxes that are shaded or darkened will total and calculate automatically.
- Session time-limit is one hour.
- Blank uniform forms and instructions are accessible at left menus.
- Basic instructions are included on all screens.
- After viewing report forms (PDF or HTML), click the back button to return to previous menu.
- If you have any questions or need further information, Click on “Contact Us” located at the bottom of the main logon screen.

Logon at: <https://www.faa.gov/secure/doors/Logon.aspx>

Enter your User ID (usually first initial of your name & last name – if you have two or three regions, the second region user ID is followed by the word “Alias” or numbers “01” or 02”). Next, enter your password.

If you forget your password Click: **Forgot Password**, enter your email address and Click: **Submit**. DOORS will email your password to you. If you haven't used DOORS for 90 days, DOORS will prompt you to reset your password. If you have trouble resetting your password, contact your regional FAA DBE Program Specialist.

Creating a New User Account.

If it's your first time using DOORS, you'll need to create a new user account. Log on to DOORS (URL on page 1). Select: Create New User Account. Enter your First Name and Last Name. Click: Set User ID (automatic user ID setup) Next, click either: Set Random Password or Create Password (to create your own password).

To create a special password, read the password rules then enter the password in the textbox. Next, Click: Test Password. If the password meets the rules, you will receive a confirmation **"The Password is OK"**. Select: Use this password. If the password does not meet the rules, you will receive a message **"The Password is not OK"**. Correct the password, Click: **Test Password** and if OK, Click: **Use this Password**. Next, enter your title, contact information and email address. Page down and Click on: Select Recipients. Next, Click on FAA and then Click: Submit. Select the States that the Airport Recipient is located in and Click: Submit. (If you need to select multiple states, hold down the Control Key while clicking on the states in the list-box). Next, select the recipient/s. **If the recipient name is missing, contact your FAA DBE Program Specialist (Click: contact us)**. When done, Click: Submit.

DOORS will take you back to the main page of your new account information. To finish, click on Submit or Submit and Send Email to User. If you choose send email to user (*recommended*), you will receive an email message confirming that your new user account has been entered and that it is pending approval by your Regional FAA Program Specialist. You will receive another email message when your account has been approved. Once approved, you may begin to use DOORS.

Accounts – Manage Accounts—My Account.

To make changes to your own User Account Select: My Account. Make the needed changes and Select: Save Changes. DOORS will provide a Confirmation Notice. To change your password, Click on either random password or create password.

Manage Accounts—Recipient Information Accounts.

An **Information Account** is different from a user account. The Recipient Information Account is for purposes of DOORS automation and contains specific information about the Grant Recipient such as name, address, phone number, e-mail address, etc. If you find your recipient is not listed, please contact your FAA DBE Program Manager. If you need to make changes to the Recipient's airport name, address, phone number, etc. Select: Recipient Information Account. Make the required changes and Select: Save Changes. **Note: You are not required to keep this information account updated.**

DBE Awards Participation — 49 CFR Part 26.

To Add DBE Awards, Select: DBE Awards and Add information. [If you do not have any DBE awards to report for the current year, simply select: “[Click here if you do not have DBE award accomplishments to report this FY](#)” (located at top of page)].

To add data, Click on the Airport Grant Recipient/s from the pull down menu that you are entering data for and Select: Submit. DOORS will take you to the add data screen. **Note: Text-boxes that are grayed or darkened will total and calculate automatically. *Asterisks denote required entries.**

Start at #2. Enter the AIP Grant Numbers associated with the data you are adding. Enter the Race-Conscious and Race-Neutral Goal that was submitted earlier in the FY. Refer to the forms’ instructions to complete text-boxes 8 through 14. The totals of items 8 and 9 must equal the totals of items 10 and 11. When you are done entering data, Select either: Show Totals (to see the data you entered filled in) or Submit.

Discrepancy - If there is information missing or incorrect, DOORS will provide a notice at the top of the screen in red letters. Correct the data and Click: Submit.

If your data was entered correctly, you will receive a confirmation page with an option to view, print or save your new record in Adobe or HTML format. **Click Back Button to return to the previous screen.**

Select a menu at left to go to a different menu or if done, Select: Logout.

To Edit Current Year DBE Awards.

Select: DBE Awards and Edit Information. Make the required changes. When done, Click Show Totals (to see your totals) or Save Changes. **Note: You may only edit your current year DBE Awards. For example, data for FY-2008 may only be entered and edited between June 1, 2008 and June 1, 2009. Edits to past years awards must be done by your FAA DBE Program Specialist (click on Contact Us).**

DBE Awards—Reports.

Past Awards—Individual. To view your Recipients DBE Awards for All Years on the Uniform Form.

Past Awards—Summary. To view specific Recipient’s DBE participation for All Years in spreadsheet format.

Certified DBE Contractors.

Select: DBE Contractors. To add contractors, Select: Add DBE Contractors. Enter All the DBE Contractor Information. Use “**Copy Information from Previous Page**” button if you have the same DBE contractor doing different types of work. When done with the first DBE contractor, Select: Add More, to continue to enter additional DBE Contractors. Select **NAICS codes** button to find the code for the type of work. DOORS

will open a new window with the NAICS website. If you need help maneuvering the NAICS site, Click on “Ask Dr. NAICS”. **Note: **NAICS codes are not a mandatory entry.**

When you are finished entering DBE Contractors, Select: Done.

If your information is entered correctly, you will receive a confirmation page with an option to view, print or save your new record in Adobe or HTML format.

To Edit or Delete DBE Contractors.

Click: DBE Contractors and Edit or Delete Current DBE Contractors

Select the Grant Recipient and Click Continue.

Select the DBE Contractor to edit and Click Continue. Make the required changes and Click Save Changes. To Delete, simply Click Delete button at bottom.

DBE Contractors—Reports.

Recipient—This FY on form. To view your recipient’s DBE firms for the current year on the contractor form, PDF or HTML format.

Recipient—by Selected FY. To view a spreadsheet list of your recipient’s DBE firms for a selected year.

Recipient—All Years. To view a spreadsheet list of your recipient’s DBE firms for all years.

State by FY. To view a selected U.S. State spreadsheet list of DBE firms for a selected year.

Specialty Services By State and FY. To view a listing of DBE firms selected by specialty service for a specific U.S. State and year.

ACDBE Participation—49 CFR Part 23.

To Add ACDBE Participation Select: ACDBE Participation and Add New Information.

[If you do not have any ACDBE data to report for the current year, simply select: [“Click here if you do not have ACDBE participation accomplishments to report this reporting period”](#) (located at top of page)]. To add data, Click on the Airport Grant Recipient/s from the pull down menu and Select: Submit. You’ll see the first page of the add

ACDBE Uniform Form screen. Some text-boxes are already completed for you. **Text-boxes that are grayed or darkened will total and calculate automatically from the main data you enter. *Asterisks denote required entries.** Refer to the form’s instructions to complete text-boxes. Access the instructions at top of page or at left menus. The Totals in items 6 and 8 must equal the totals in item 10. **When you are done entering data Select: Show Totals (to see the data you entered filled in) or Click: Submit.**

Discrepancy - If there is information missing or incorrect, DOORS will provide a notice at the top of the screen in red letters.

Page down; correct the data and Select: Submit. You will receive a confirmation page with an option to view, print or save your new record in Adobe or HTML format.

Use back button to return to previous page. Select a menu button at left of screen to go to a different menu or if done, logout.

To Edit ACDBE Participation.

Select: Edit Current Information. Make the required changes and then Click: Show Totals or Submit.

ACDBE Participation—Reports.

Past ACDBE Participation—Individual PDF HTML. To view your Recipient’s ACDBE summary totals, on the uniform forms (PDF or HTML)

Past ACDBE Participation—Summary. To view your recipient’s ACDBE participation for All Years entered in DOORS, in spreadsheet format.

ACDBE firms.

Select: ACDBEs

To Add ACDBEs, Select: Add Information

Enter all the ACDBE concessionaire’s information. ***Asterisks denote required entries.**

Select the State and Disadvantaged Group from the pull down menus.

Click: “Continue adding ACBE firms” button to continue to enter additional ACDBEs for the reporting period.

When you are finished entering ACDBE information, Click: Done

If your information is entered correctly, you will receive a confirmation page with an option to view, print or save your new record in Adobe or HTML format.

To Edit ACDBEs.

On the ACDBE Menu, Select: Edit or Delete Information.

Select Grant Recipient from the pull down menu and Select : Submit.

Select the ACDBE you are editing and Select: Submit. Make the required changes and Select: Save Changes.

ACDBE Firms—Reports.

Recipient—View Form. To view a specific recipient’s ACDBE’s on the ACDBE form in PDF or HTML format

Recipients—All Years. To view a spreadsheet listing of a specific recipient’s ACDBEs for all years.

Recipient—by FY. For a spreadsheet list of a specific recipient’s ACDBEs for a selected FY.

Concession Type—All years. – For a spreadsheet listing of U.S. ACDBEs by type of concession category.

National or State by FY. For a National or specific U.S. State spreadsheet listing of ACDBEs for a selected FY.