

## How to Complete an ECR Fillable Form

### *Viewing a form on the MoDOT website*

1. Locate the form you wish to view and click on the link.
2. Depending on your browser settings, your PDF reader should launch and the form should display within the browser window or in a new tab.
3. If you are prompted to open the file with an application, download a free PDF reader application such as [Adobe Acrobat Reader](#) or [Foxit Reader](#).

### *Filling out the form*

1. You can fill out the form online using the PDF reader within your browser window or you can download (or save) the form to your own computer. [See instructions below](#).
2. Open the form (if needed).
3. With your mouse, click in a form field to enter text. Form fields may be highlighted or shaded.
4. Required fields may be indicated by a different color (e.g. outlined in red).
  - a. Required form fields are Contract ID number, Project number, Route, County, MoDOT District, Dollar Value of DBE Work @ Bid, DBE Credit Amount (60%), Estimated Gallons or Tons for Commitment, Authorized check mark, DBE signature and date.
5. When you are ready to move to the next field, press the TAB key to accept the text you entered and go to the next field (or click in a new form field).
6. Click inside a check mark box to make a check mark. Click on the down arrow next to a multi-choice field to make a selection.
7. A PDF reader usually allows you to clear the form of input if you wish to start over again (look on the tool bar).

### *Submitting the form*

1. Fill out your form completely before submitting it.
2. Click on the Submit Form button to send the PDF form to our email address.
  - a. NOTE: This feature will only work if you have an email application installed on your computer. After you click on the button, your email application (such as Microsoft Outlook) will launch a new email message addressed to [db@modot.mo.gov](mailto:db@modot.mo.gov) with the attached filled-out PDF form.
3. You should receive a confirmation that your message was sent. You can also look in your Sent mail folder as well.
4. If the Submit Form button does not work, save the form to your own computer. Then either a) email it as an attachment to [db@modot.mo.gov](mailto:db@modot.mo.gov) or b) print it and mail to: Missouri Dept. of Transportation, External Civil Rights Division, 1617 Missouri Blvd., P.O. Box 270, Jefferson City, MO 65102.

### *Printing the form*

1. Fill out your form completely before printing it.
2. Make sure your cursor is not in an active form field.
3. Click on the Print button within your PDF reader tool bar (**not** your browser).
4. Before closing your browser window, make sure the printout looks complete.

### *Saving the form*

1. You can save the blank form to your own computer instead of filling it out online.
2. Within your PDF reader application, click on File – Save As. Choose a file destination on your PC and a unique file name.
3. Use the PDF reader application on your computer to open and fill out the saved **blank form**.
4. Your ability to save the **filled-out form** to your own computer will depend on the PDF reader application you are using. In most cases, the PDF reader saves the form data but not the entire form (this is normal). The form data combines with a blank form when it's opened with the reader application.