



### How to Submit ACDBE goals

Please see the ACDBE goal setting tool on the following pages. It is not mandatory to use the tool but you might find it helpful.

1. Website: <https://faa.civilrightsconnect.com/FAA/login.asp>

2. Access the Goal from your Dashboard:

NOTE: If the Goal tab or goal period is not shown, please contact your FAA Compliance Specialist to add the goal period.

3. Go to ACDBE Part 23 Goals. Click **View** next to the Goal that you want to submit

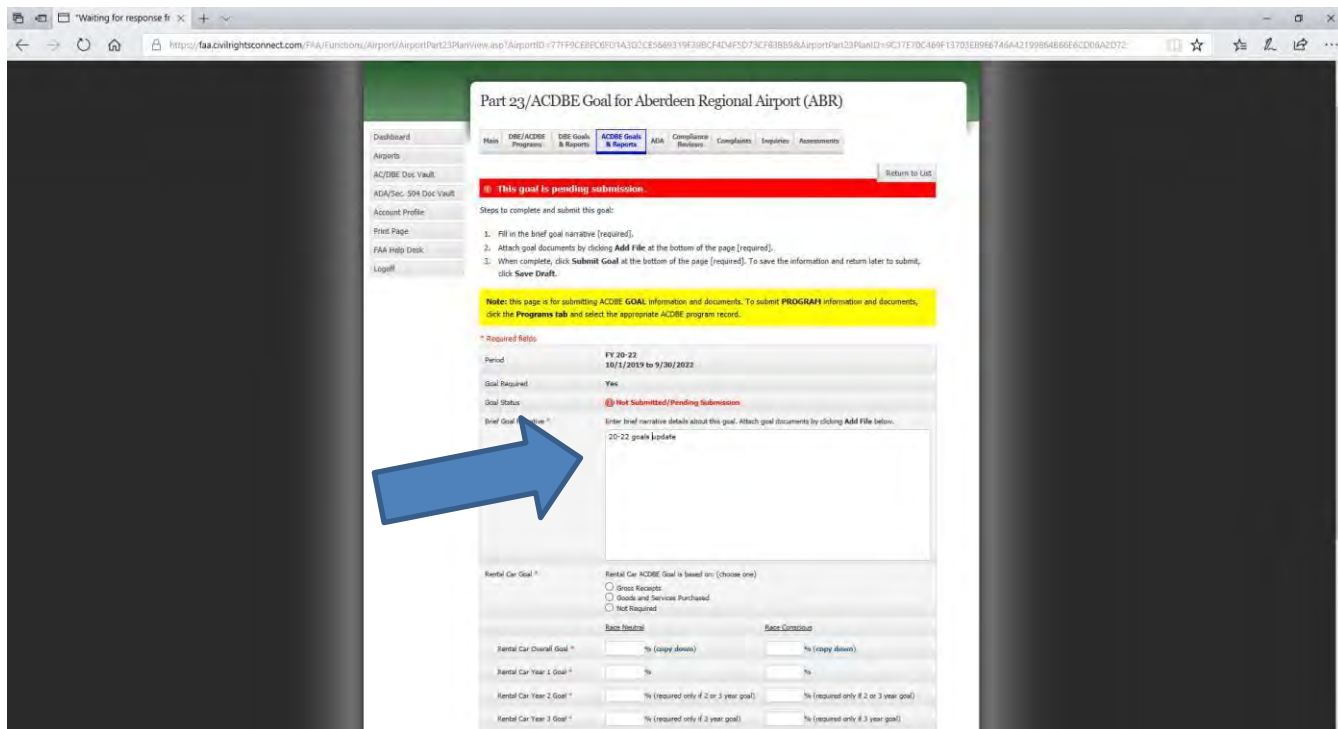
**OR,**

4. Click on Airports (left menu) – find the Airport and click View

5. Click on ACDBE Goals and Report at top menus

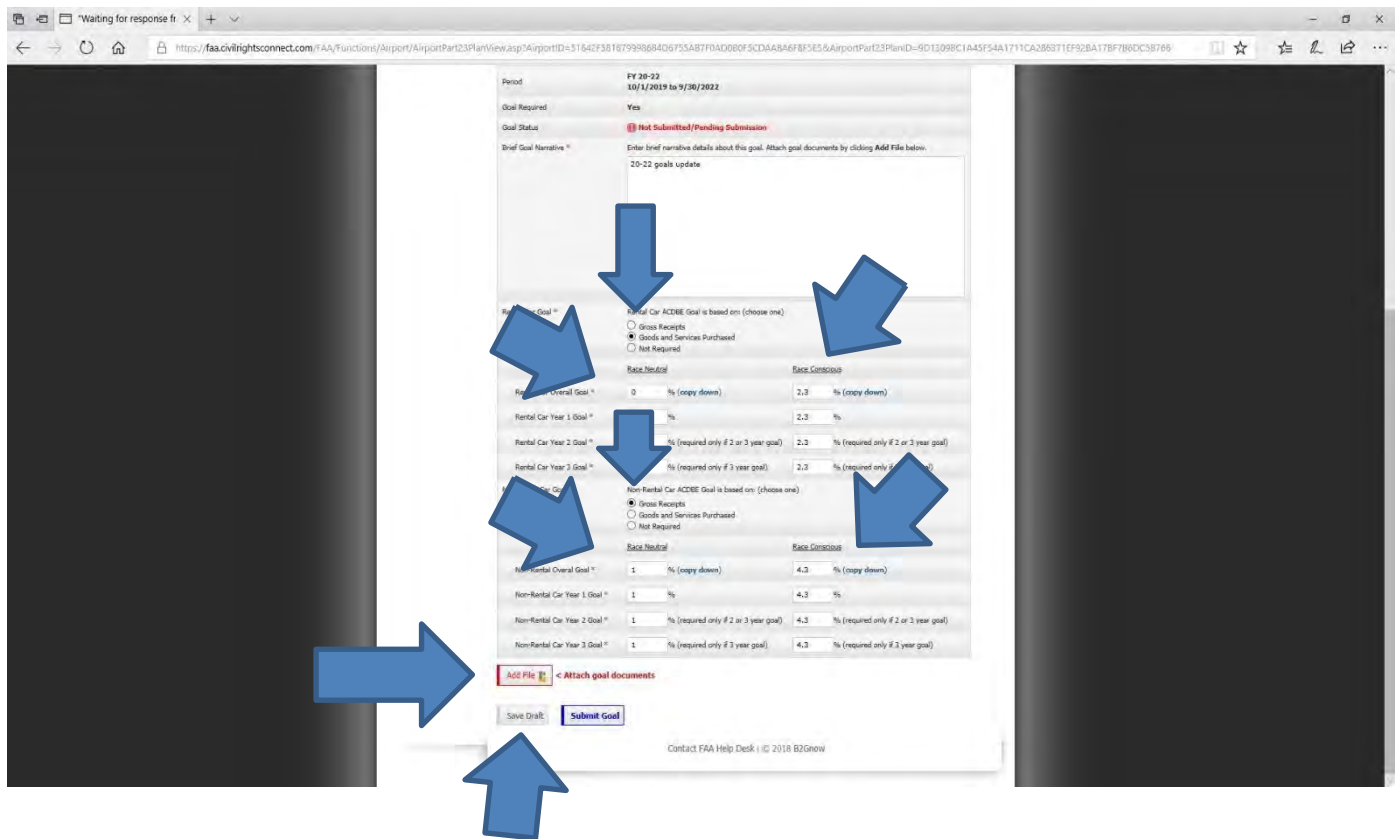
6. Click on Submit next to the FY goal that you need to submit

7. Enter Brief Goal Narrative \* (\* denotes required entry) (Narrative might be for example: 2020-2022 ACDBE Goals Update)





8. Select what the goal is based on or not required.
9. Enter ACDBE Car Rental and Non-Car Rental RN and RC goals). Click copy down if the goal is the same for all years or enter specific goals for each year of the three year period.
10. Click on Add File (must add the goal file or you will not be able to Submit.)
11. Click Browse, Select (Highlight) File, Click Open
12. Select File Type (drop down menu)
13. Entire a File Title (Updated 2019-2021 goals, for example)
14. Entire a File Description if needed (not a mandatory entry)
15. Click on Attach File ( you can add as many files as you need to)
16. Click on Save Draft if you are not ready to submit yet
17. When you are ready to submit, click on Submit Goal



15. The Goal/s are now pending approval by the FAA Compliance Specialist You will receive an email message indicated the status.

16. If you need to make changes, you can Withdraw the Goal prior to FAA approval.