

HOW TO NAVIGATE THE BARTON MALOW PREQUALIFICATION SYSTEM

If you already have a [BuildingConnected](#) account and if you're requesting prequalification renewal you'll need to update the safety, financial, and insurance portion of the application. Your prior prequal responses are saved within the system and must be updated with your organizations most recent information.

If you're only being asked to update your insurance information please proceed to page three.

If you **do not** have an existing BuildingConnected Account, you must create a [new account](#).

Enter your email address and click "Create Account Using Autodesk ID".

The system will check if you are already signed into an Autodesk ID in your browser. If so, your BuildingConnected account will be created immediately. Click "Continue to BuildingConnected". If not, you will be prompted to create an account or sign in if you already have an account.



Join BuildingConnected with Autodesk ID

 Create Account Using Autodesk ID

[Already have an account?](#)

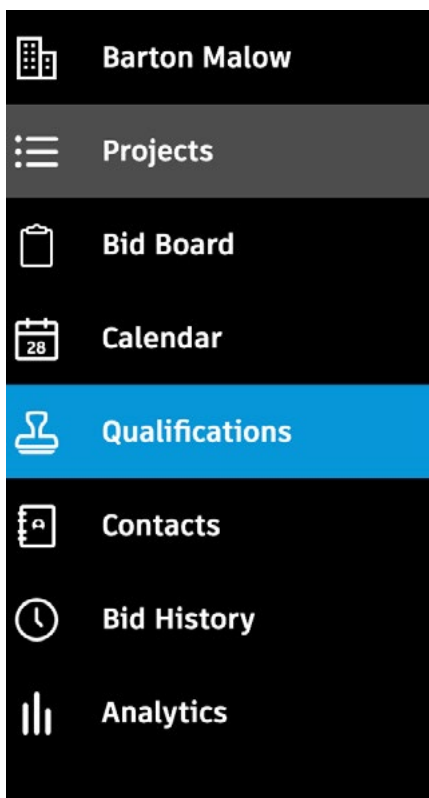
Once you create a new account, you'll need to verify your email address in order to access the "Qualifications" section. If you joined an existing company, you'll also need to have your employment verified in order to access the "Qualifications" section.

REQUIRED DOCUMENTS TO BEGIN

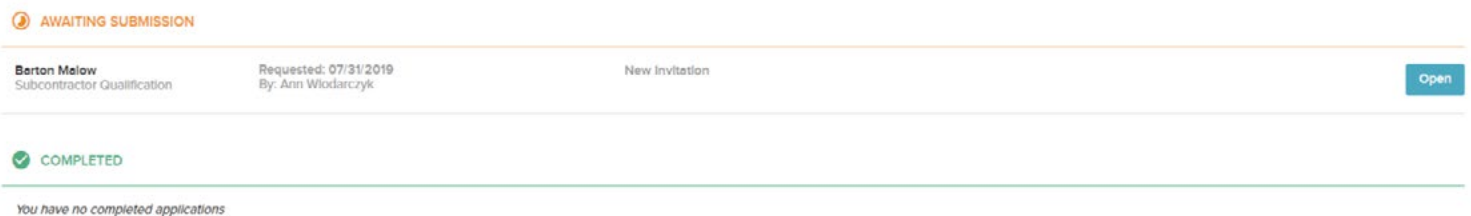
- W9 Form - the company name must exactly match our contract and your BuildingConnected profile
- Audited/reviewed financials from previous year
- OSHA 300/300 A Logs (past three years)
- EMR Letter (past three years)
- Safety Manual
- Letter from Bonding Company
- Current Insurance Certificates and additional insured forms CG2010 and CG2037

If there is a document required that is not applicable to your organization or that you wish to not provide; please upload a document explaining why the document is unavailable.

Once you have logged into BuildingConnected, click "Qualifications" in the left navigation menu.

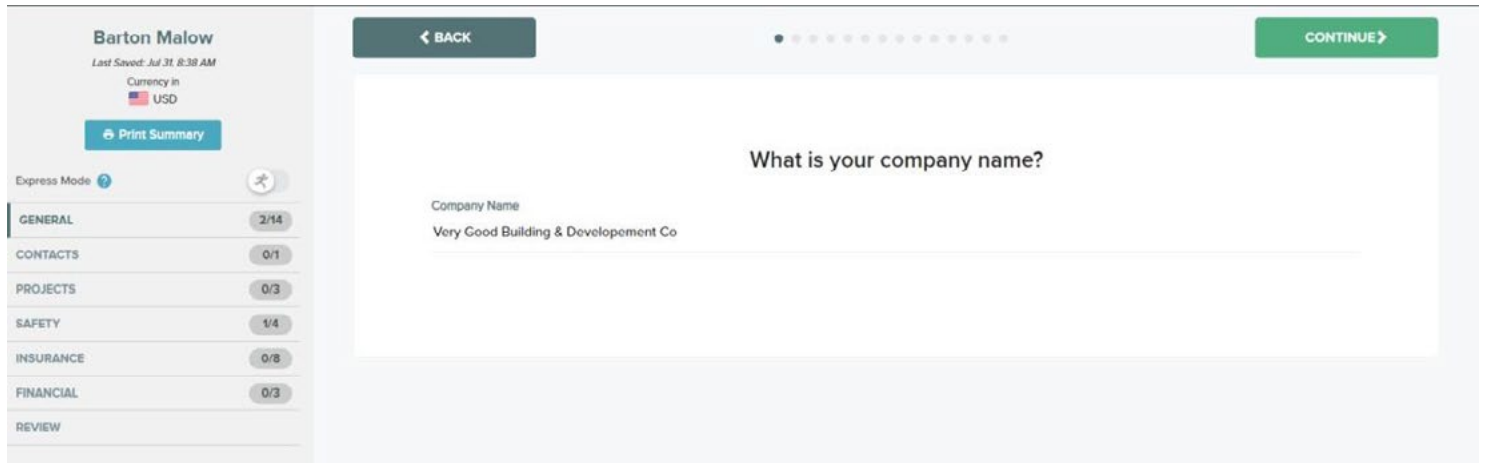


1. Open the invitation from Barton Malow.



2. Each section within the questionnaire will appear on the left-hand menu. If you have submitted a questionnaire before, BuildingConnected/TradeTapp will remember previously entered information.

Begin by entering your company name. (**Important:** You must type your company name **exactly** as it appears on your W9 form)



3. Click "Continue" in the upper-right corner to move on to the next questions. All questions must be answered.

4. When asked to enter your company contacts, whomever is identified as the prequal contact will become the default contact for all prequal communication and renewal. This may be edited in BuildingConnected from your organization authorized users. This cannot be edited by anyone at Barton Malow.

5. If you do not have any additional project reference documents, please upload a piece of paper with a note stating "No additional details."

6. Enter your company's EMR (Experience Modification Rate) for the last three years and the supporting letters.

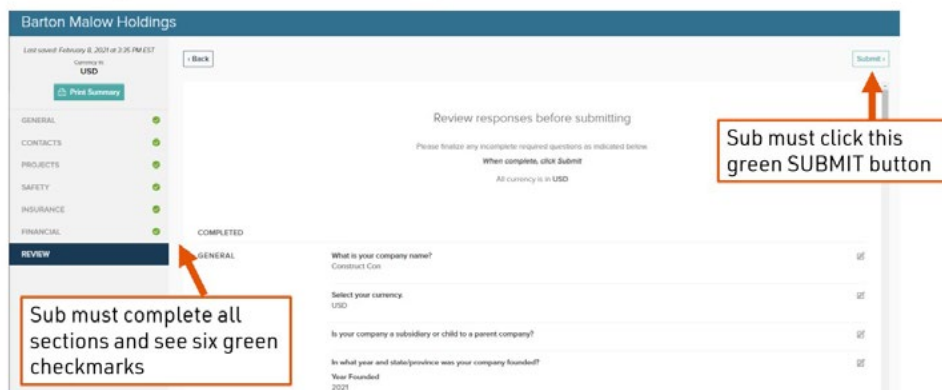
7. Upload your company's OSHA 300 logs and OSHA 300a forms for the last three years.

8. Click the blue links to download Barton Malow's Subcontractor Terms and Conditions and Barton Malow's Safety Manual. Click "Yes" that you acknowledge these documents will be included with our bid documents.

9. Required insurance includes **General Liability**, **Workers' Compensation**, and **Automobile Liability** when entering insurance coverage information.

- If you're on a project that requires professional liability and pollution liability please add them here as well.
- If your carrier is not listed please select the "Other/Not Listed" from the drop down menu.
- You must manually enter your policy expiration date, matching your written policy.

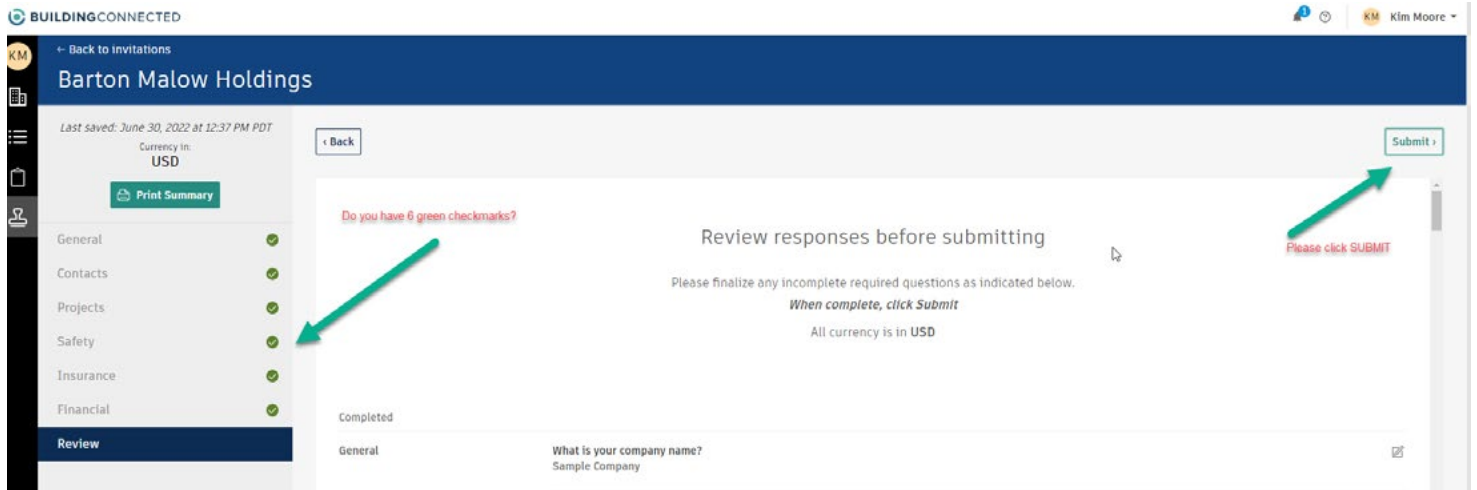
Once you have finished,
you will see **six** green checkmarks.



10. When uploading your insurance certificate, please refer to our [Terms and Conditions](#) for required insurance coverage. (**Important:** If you perform any demolition or remediation work, you will also be required to carry Pollution insurance)

11. When uploading your additional insured endorsements, the Additional Insured forms we will accept are the **CG2010 1185** or **CG2010 1001** coupled with **CG2037 1001** form versions **only**. The additional insured must be "**Blanket per written contract.**"

12. Review and complete all sections to earn six green checkmarks. Then click the "Submit" button in the upper-right corner. (**Important:** If you do not have the six green checkmarks, and you do not click "Submit", your questionnaire will not be sent to us)



BuildingConnected/TradeTapp will now show that your application has been submitted.

When you click on the sidebar "Qualifications" then click "TradeTapp Invites" you will now see that your application has been submitted.