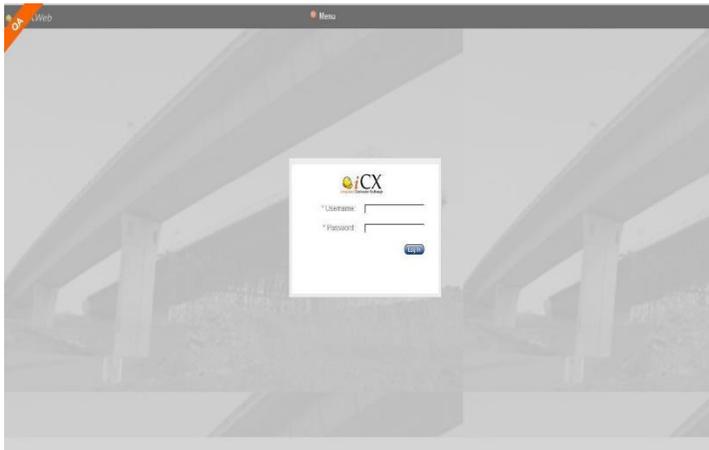
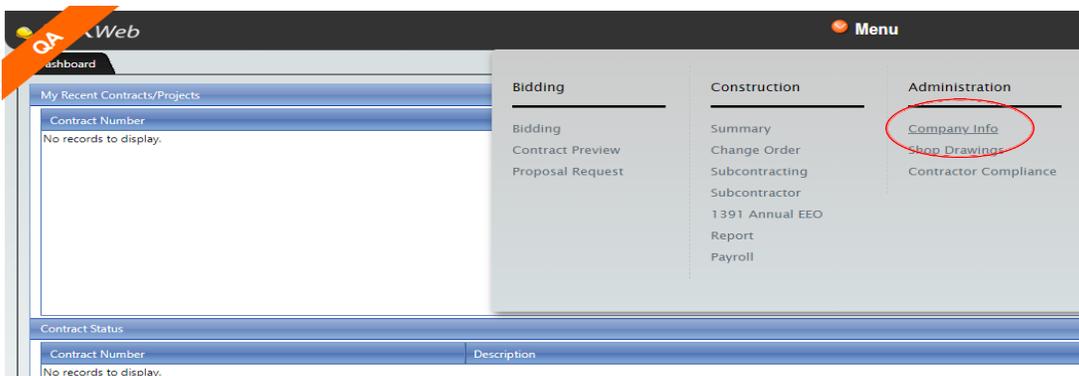


ICX Contractor Prequalification

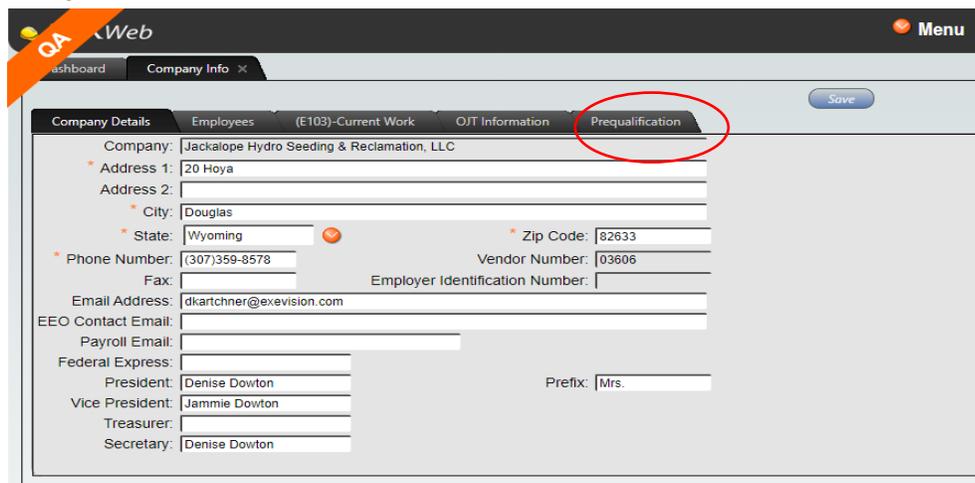
1. Log into your ICXweb account



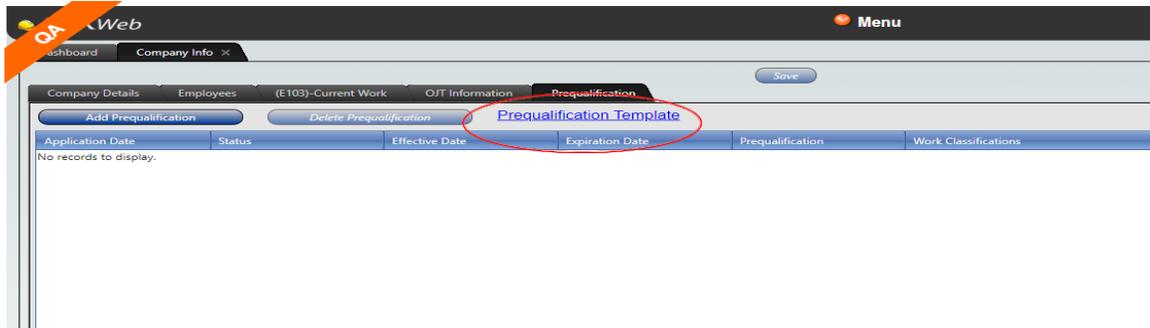
2. Once you have your company window open, use the Menu drop down and select "Company Info"



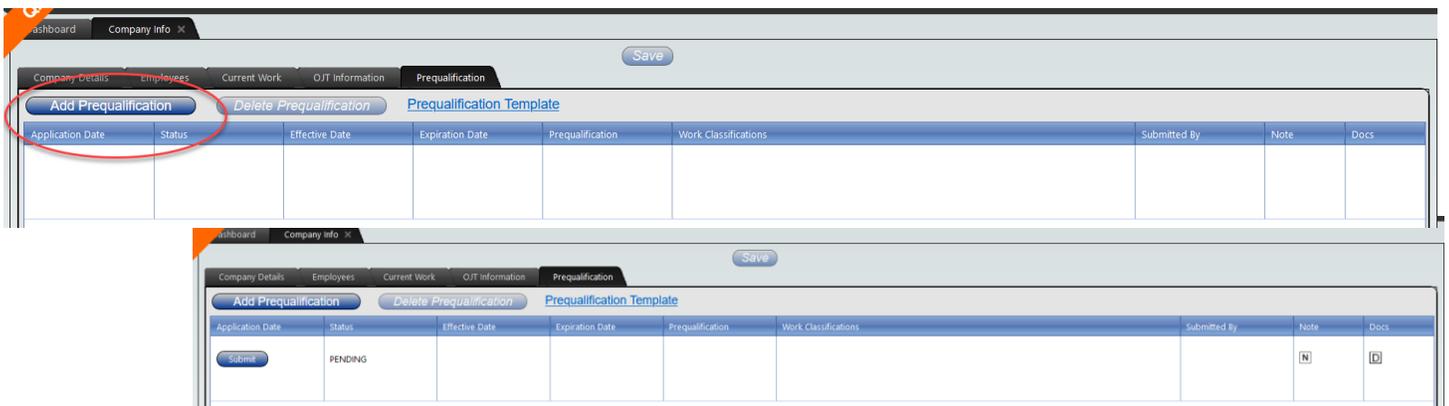
3. Once the company information opens then you will click on the "Prequalification Tab"



4. Click on “Prequalification Template”. The current PQ-2 form will appear as a pdf file. You will need to download and save the form as one of your own files so you can fill it out.



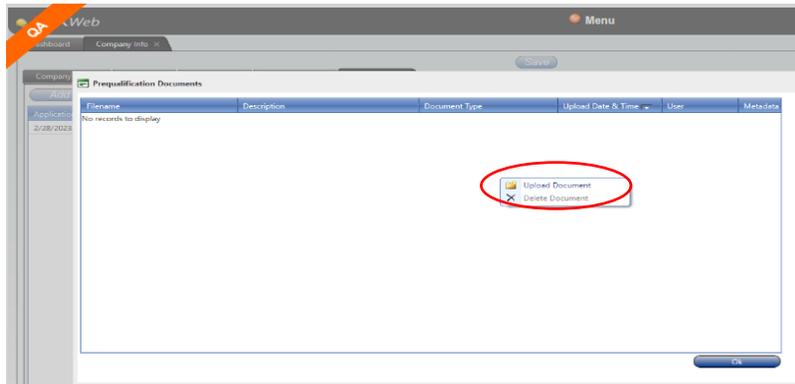
5. Once the prequalification form is completed and saved, you will need to re-open up the prequalification page.
6. Select “Add Prequalification” and a new application line will be displayed.



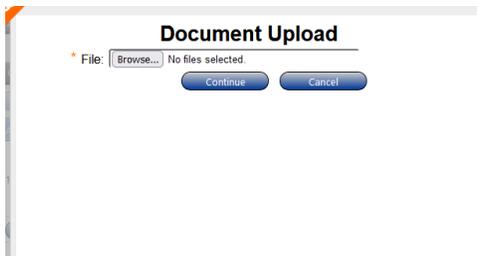
7. Select the documents box at the right end of the entry line.



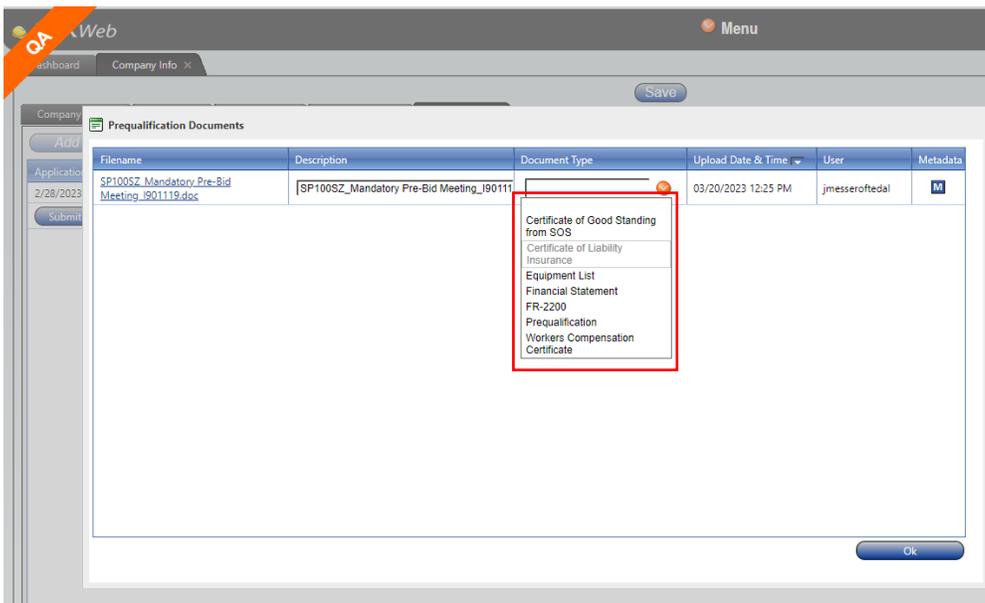
8. The Prequalification Documents window will open. Right click anywhere inside the window. Click on “Upload Document”.



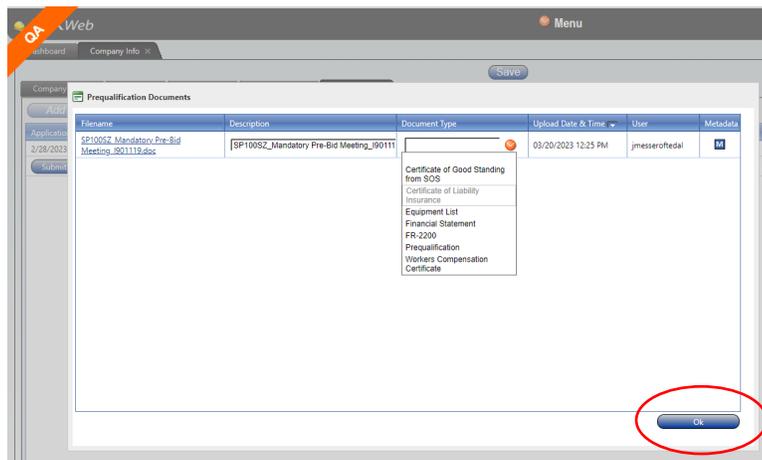
9. After clicking on the “Upload Document” the Browser Box will open. Upload your completed prequalification form and required additional documents and select “Continue”.



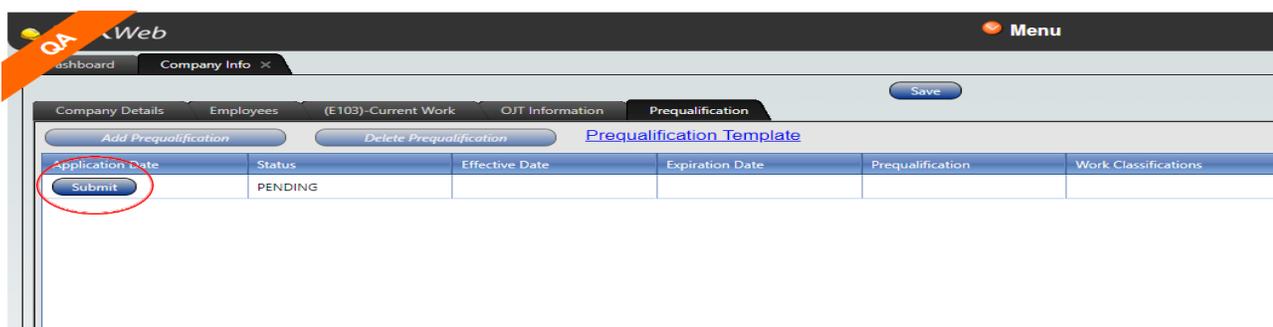
10. Select a “Document Type” for each file uploaded.



11. When all required file(s) have been uploaded (See instructions on PQ-2 for additional documentation that are required.) Once all required documents have been uploaded, select “OK”.



12. After all documents are uploaded select “Submit” to send your request for prequalification to WYDOT.



Once submitted an automated email will be sent to you as confirmation of submittal.

The “Status” will show as “Pending” until the prequalification has been reviewed by WYDOT. Your status will change after we have either “Approved” or “Disapproved” your prequalification. You will be notified by email and your status will indicate which action has taken place.

If your prequalification has been approved the email is your official approval letter which will include all approval details.

If your prequalification was disapproved your email will note the reasons why it was disapproved. To resubmit, you will need to add a new

prequalification (See step 1). Remember to re-upload ALL of the documents that are required with the resubmittal.

Email notifications will be sent back to the person who submitted the prequalification and the main company email which is listed in your company detail tab.

It is the responsibility of each company to maintain their email address in the company detail tab.