## **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"

Web			<b>Wenu</b>
ashboard Com	pany Info 🗙		
			Save
Company Details	Employees (E103)-Cur	rent Work OJT Information Prequalification	
Company:	Jackalope Hydro Seeding & R	teclamation, LLC	
* Address 1:	20 Hoya		
Address 2:			
* City:	Douglas		
* State:	Wyoming 🔮	* Zip Code: 82633	
* Phone Number:	(307)359-8578	Vendor Number: 03606	
Fax:		Employer Identification Number:	
Email Address:	dkartchner@exevision.com		
EEO Contact Email:			
Payroll Email:			
Federal Express:			
President:	Denise Dowton	Prefix: Mrs.	
Vice President:	Jammie Dowton		
Treasurer:			
Secretary:	Denise Dowton		

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.

ashboard Company Info X												
Company Details Employees Current Work OJT Information Prequalification												
Add Prequalification Delete Prequalification Template												
Application Date Status	Effectiv	ve Date Exp	piration Date	Prequalification	Work Classifications		Submit	tted By No	te D	ocs		
ashboard Company Info X												
Company Details Employees Current Work O/T Information Prequalification												
Add Prequalification Delete Prequalification Prequalification Template												
	Application Date	Status	Effective Date	Expiration Date	Prequalification	Work Classifications		Submitted By	Note	Docs		
	Submit	PENDING							N	D		

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

as	hboard Company	Info ×									
	Save										
Co	ompany Details Em	nployees	Current Work	OJT Information	Prequalification						
	Add Prequalification Delete Prequalification Prequalification Template								]		
Ap	plication Date	Status		Effective Date	Expiration Date	Prequalification	Work Classifications	Submitted By	Note	Docs	
	Submit	PENDING							N (		

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.



 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 <u>ALL</u> 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.