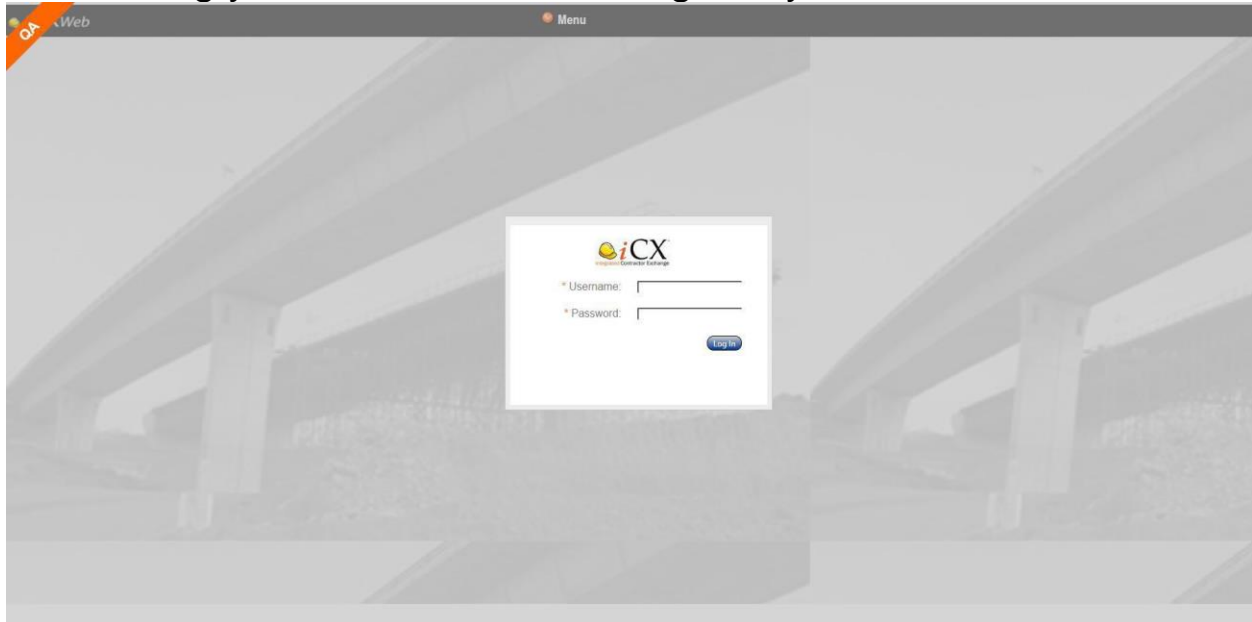
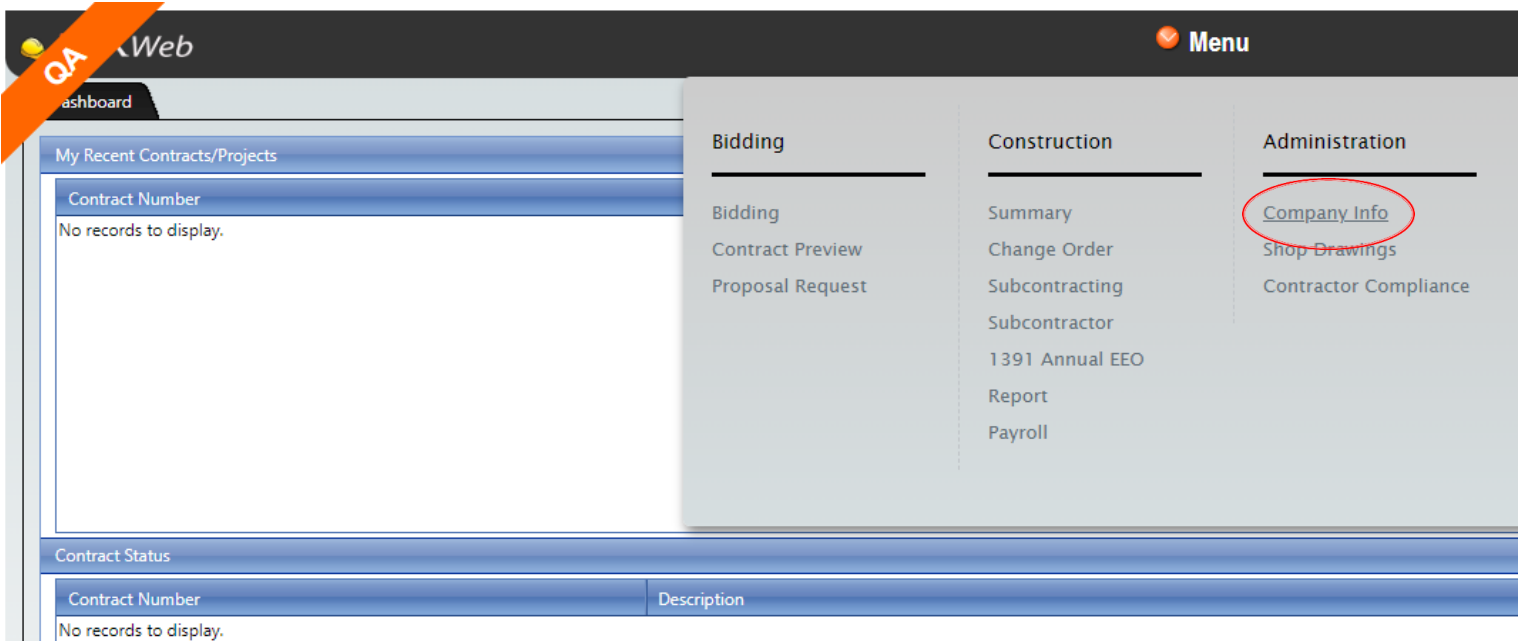


ICX Contractor Prequalification

1. The first thing you will need to do is log into your ICXweb account



2. Once you have your company window open you will want to go to the Menu drop down and click on "Company Information"



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

The screenshot shows a web application interface for 'Company Info'. The 'Prequalification' tab is selected and circled in red. The form contains the following fields:

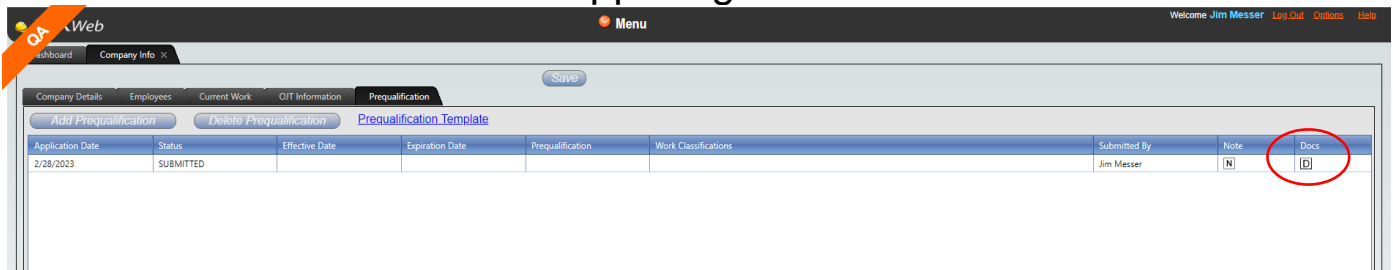
- Company: Jackalope Hydro Seeding & Reclamation, LLC
- * Address 1: 20 Hoya
- Address 2:
- * City: Douglas
- * State: Wyoming
- * Zip Code: 82633
- * Phone Number: (307)359-8578
- Vendor Number: 03606
- Fax:
- Employer Identification Number:
- Email Address: dkartchner@exevision.com
- EEO Contact Email:
- Payroll Email:
- Federal Express:
- President: Denise Dowton
- Vice President: Jammie Dowton
- Treasurer:
- Secretary: Denise Dowton
- Prefix: Mrs.

4. Click on the “Prequalification Template”. The new PQ-1 for will appear as a pdf file. You will need to download it into one of your own files so you can fill it out.

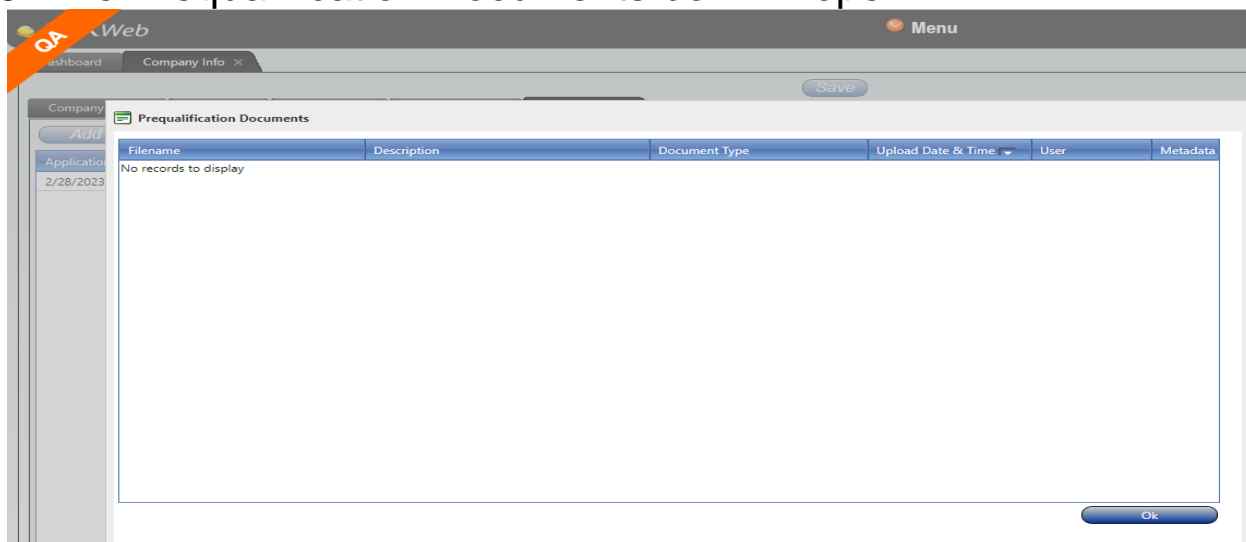
The screenshot shows the 'Prequalification' tab selected. Below the navigation tabs, there are three buttons: 'Add Prequalification', 'Delete Prequalification', and 'Prequalification Template'. The 'Prequalification Template' button is circled in red. Below the buttons is a table with the following columns:

Application Date	Status	Effective Date	Expiration Date	Prequalification	Work Classifications
No records to display.					

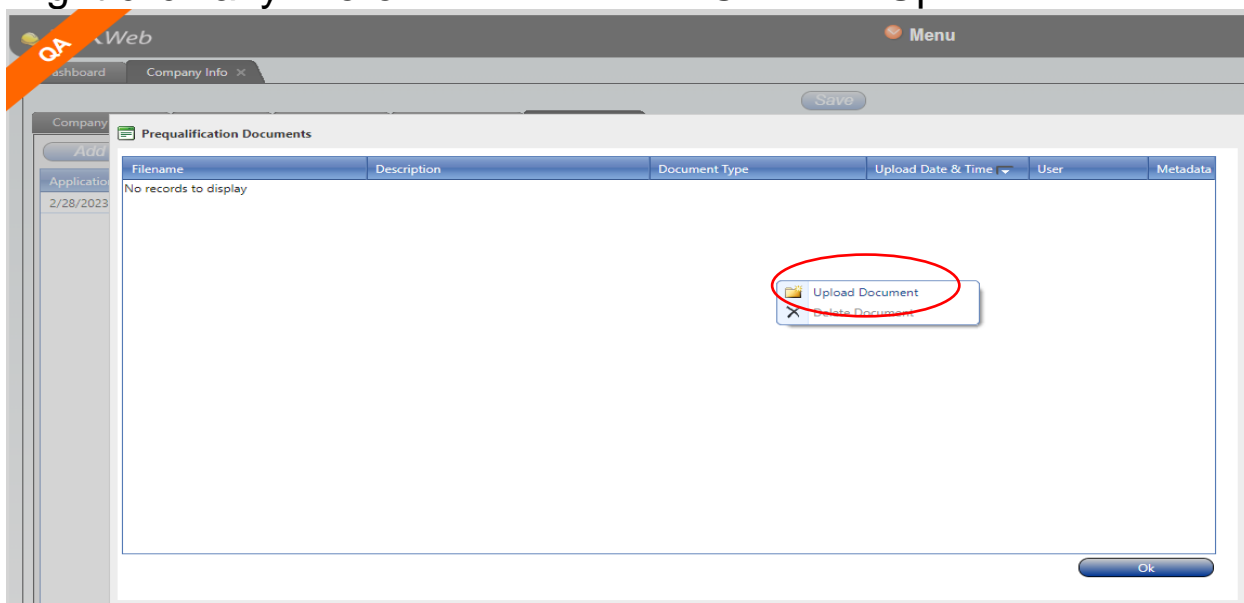
5. Once you have filled out the prequalification form and saved it, you will need to open up the prequalification page again and now you will click on the document button in the upper right hand corner.



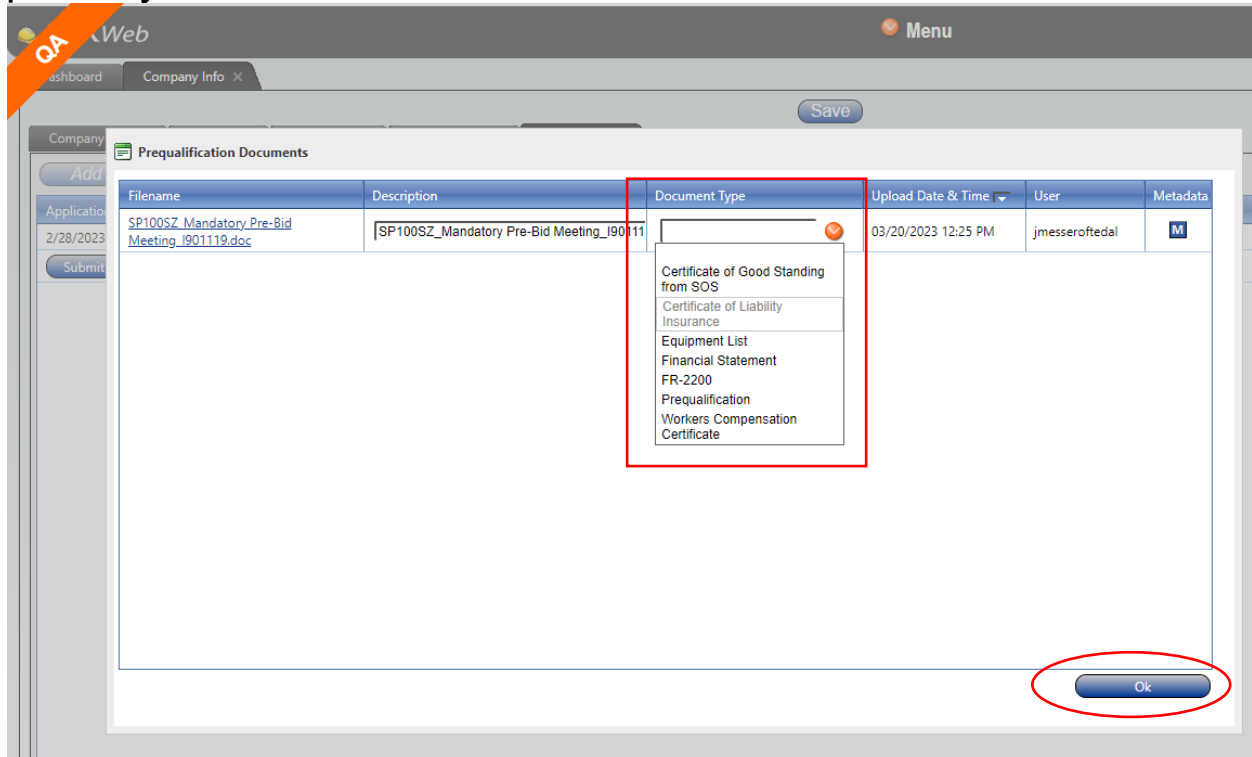
6. The Prequalification Documents box will open.



7. Right click anywhere inside the box. Click on "Upload Document".

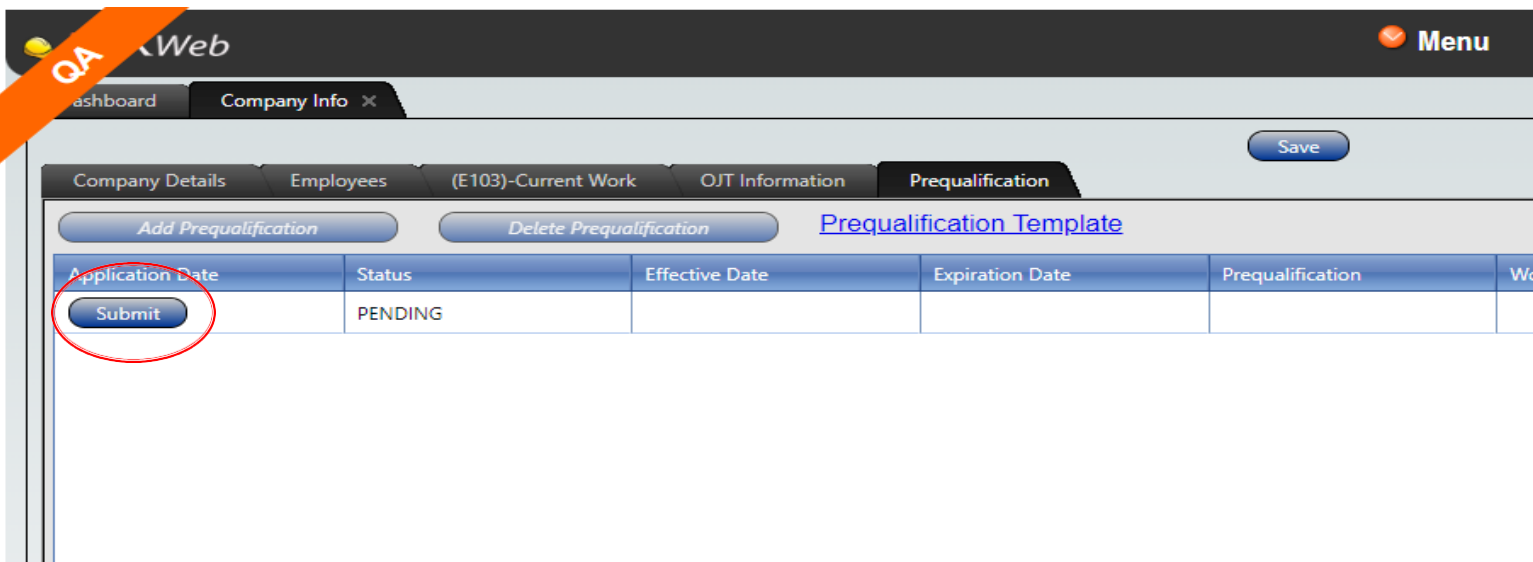


8. After clicking on the “Upload Document” the Browser Box will open. Click on the “Choose File” and go to the file you have all of your company prequalification information in and then click on “Continue”. Now your file(s) have been uploaded and you will need to choose which “Document Type” they are.



9. Once you have uploaded all of the documents and chosen which type they are you will need to click on the “OK” Button

10. After you have uploaded all of the required documents, click on the “Submit” button.



- “Certification of Good Standing” from the state your company is registered in if your company does not reside in Wyoming
- Either proof of “Workers’ Compensation” from Wyoming if you are registered in Wyoming.
- Current Financial Statement
- **DO NOT** attach an equipment list. Please use the work sheet in the PQ-2

Once submitted, an email will be sent to dot-construction@wyo.gov notifying our office that a prequalification has been sent for review.

Status will be “Pending” until the prequalification has been reviewed. 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 your email is your approval letter with your notification. If for some reason your prequalification was disapproved you will receive a notice with the reasons why it was disapproved. In this case you will have to start a new prequalification (See step 1). Remember to upload all of the documents that are required.

The notification will be sent back to the person who submitted the prequalification or, 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.