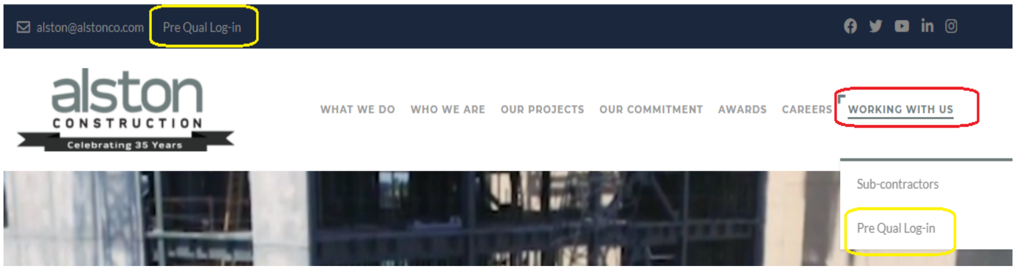
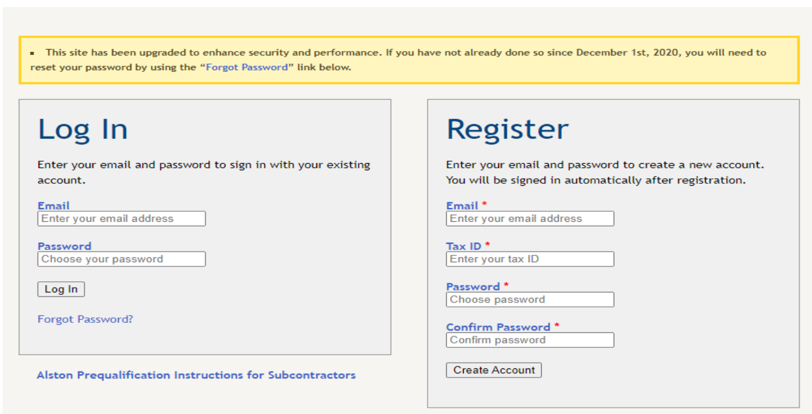
Alston Construction Prequalification Site Instructions

To get to the Prequalification site, go to https://alstonco.com/ and click on either of the “PreQual Log-in” links:

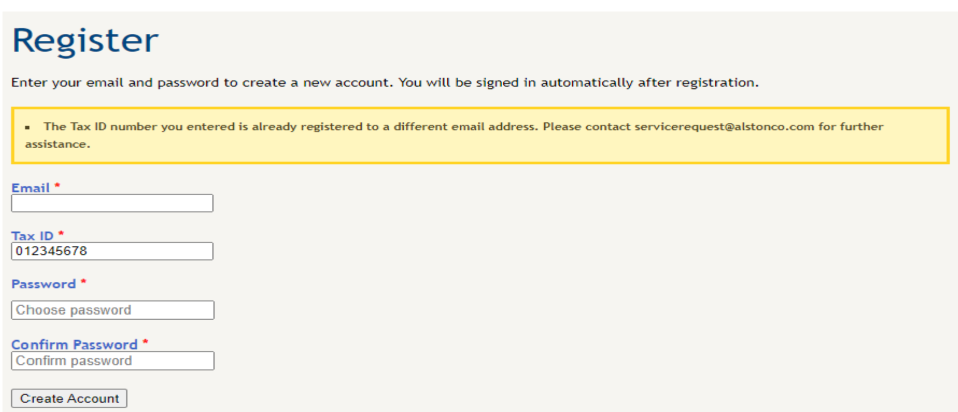


Registering/Logging In

If you are creating a new account, fill in the fields in the Register section.

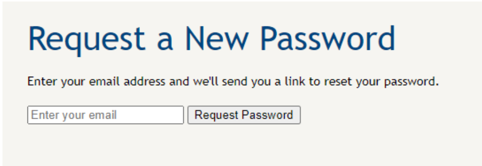


If you get the following message, that means your company has an existing account.



To get your company’s current login information or to change the login email, send the request to servicerequest@alstonco.com.

If you need to reset your password, click on the “Forgot Password?” link, enter the current login email into the form and click “Request Password”. Note: This will only work with the current login email.



Request a New Password

Enter your email address and we'll send you a link to reset your password.

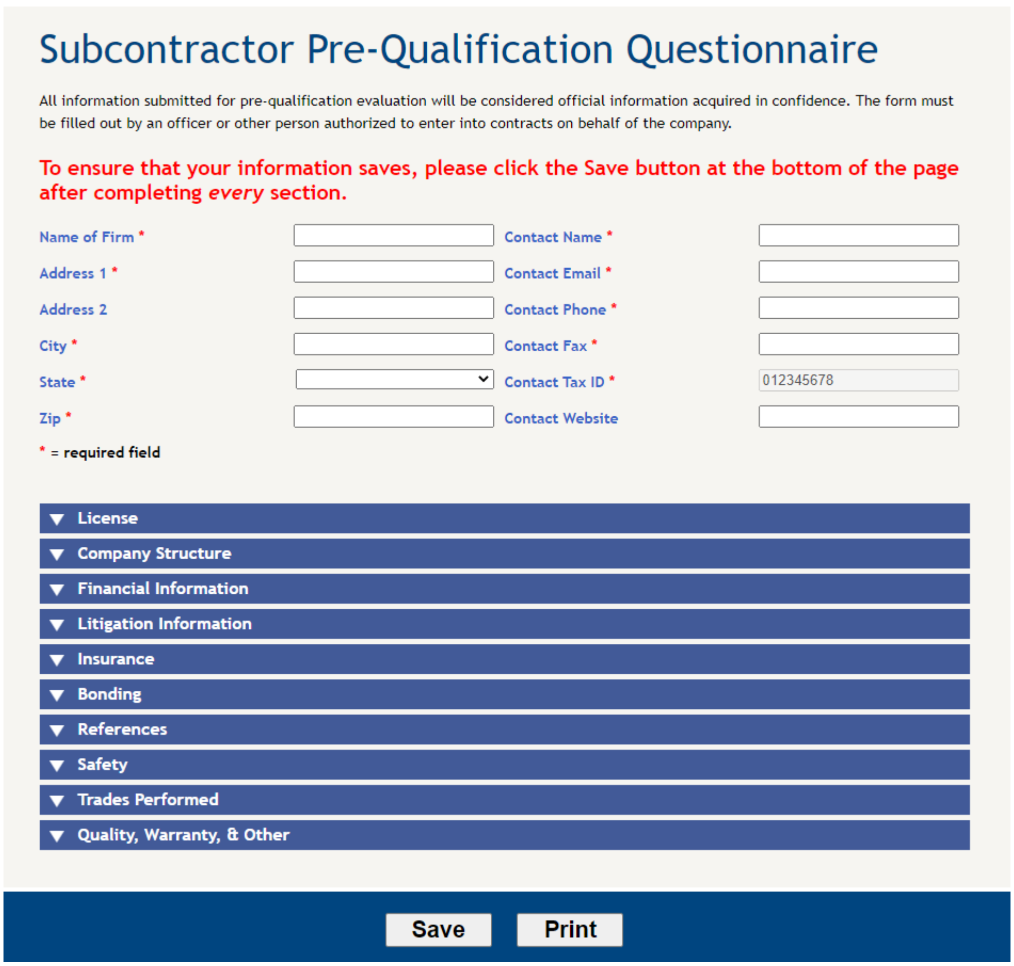
Enter your email | Request Password

This request will send an email to the current login email with a link in it to reset your password. If you do not receive the email, check to make sure the email entered was correct. Then check your SPAM filters. If you still haven't received it, contact servicerequest@alstonco.com.

Once you have a current login email and password, fill out the fields in the "Log In" section of the Log In form.

Entering your Information

The key to successfully completing the Prequalification form it to Save your data throughout the process.



Subcontractor Pre-Qualification Questionnaire

All information submitted for pre-qualification evaluation will be considered official information acquired in confidence. The form must be filled out by an officer or other person authorized to enter into contracts on behalf of the company.

To ensure that your information saves, please click the Save button at the bottom of the page after completing *every* section.

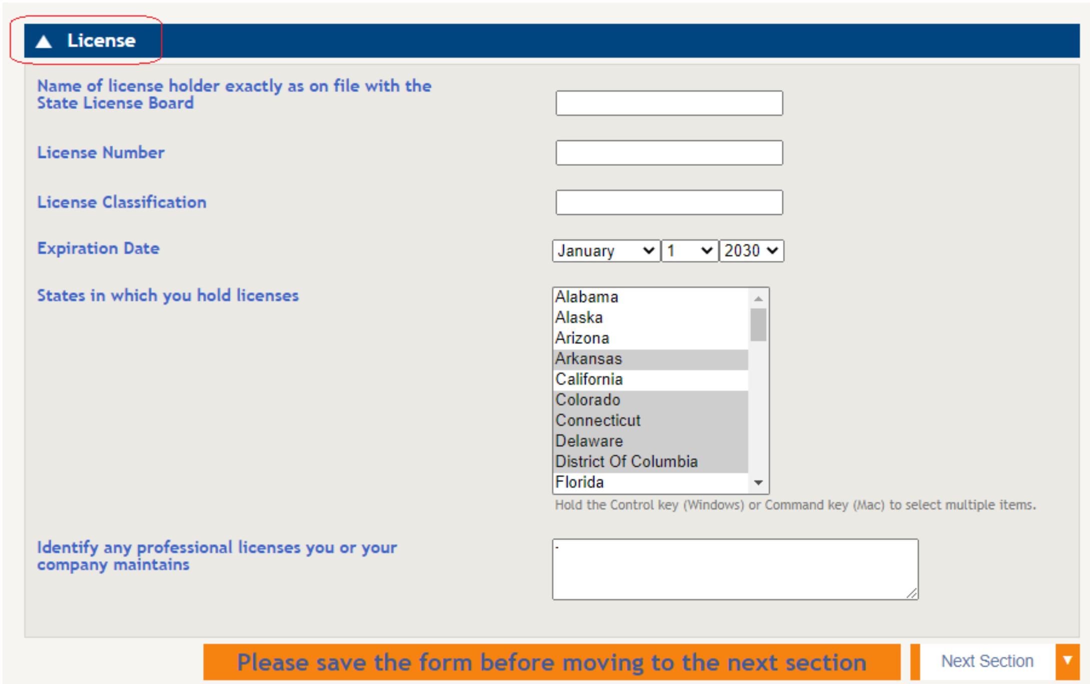
Name of Firm *		Contact Name *	
Address 1 *		Contact Email *	
Address 2		Contact Phone *	
City *		Contact Fax *	
State *		Contact Tax ID *	012345678
Zip *		Contact Website	

* = required field

- License
- Company Structure
- Financial Information
- Litigation Information
- Insurance
- Bonding
- References
- Safety
- Trades Performed
- Quality, Warranty, & Other

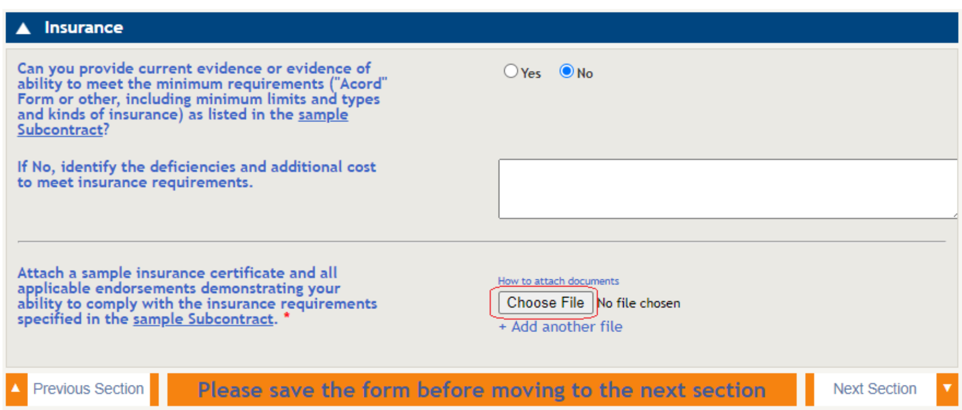
Save | Print

Start by filling out the top section of the form, click the Save button, and then proceed to each section by clicking on the Section Headers, making sure to hit the Save button after completing each section.

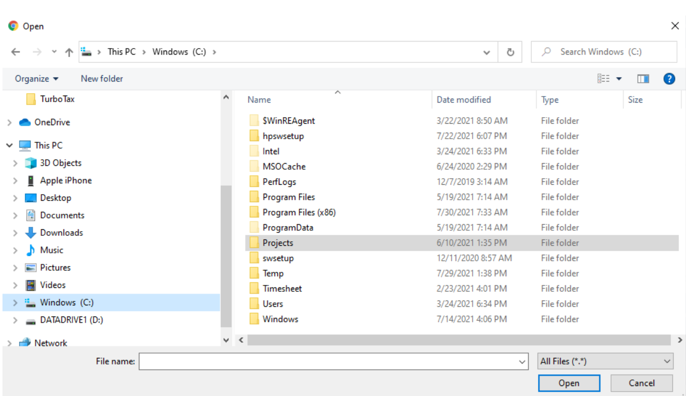


Attaching Files

There are numerous sections throughout the form that require you to attach related files. To attach a file, click the "Choose File" button.

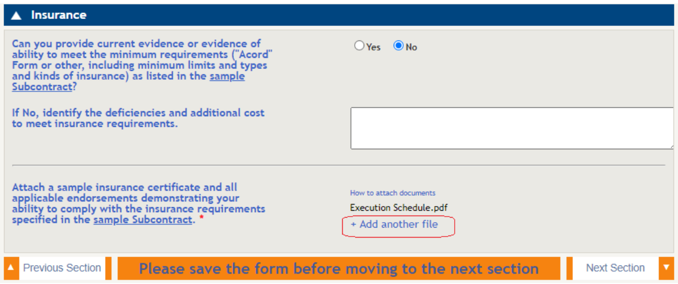


This will open the following form for you to map to the appropriate file.



Once you have the file selected, click "Open" to attach the file.

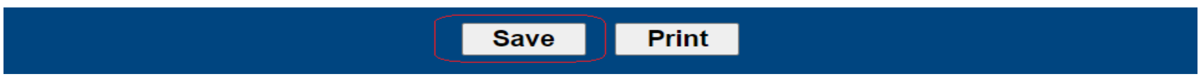
If you need to add another file, click the “Add another file” link and the Choose File button will reappear.



NOTE: If all you are doing is adding attachments, you will need to click the Save button.

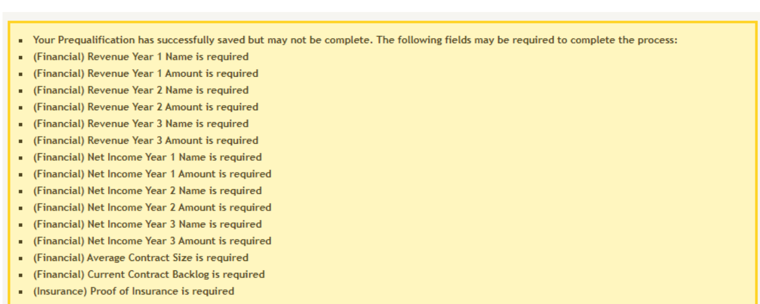
Saving your information

To save your information, simply click the Save button. You need to save your information anytime you make any changes to your account, whether it’s your first time entering your information or if your amending it or adding an attachment.

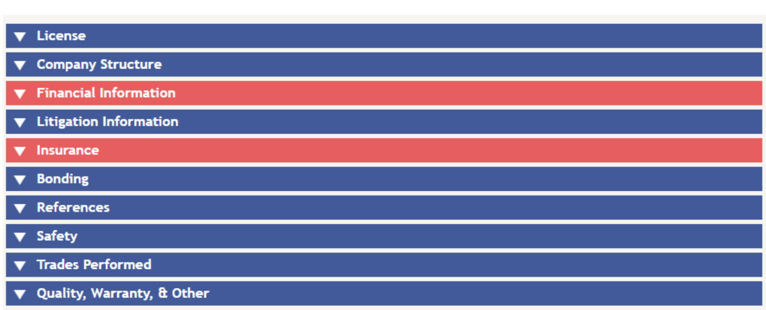


Once you hit the Save button, you will see this:

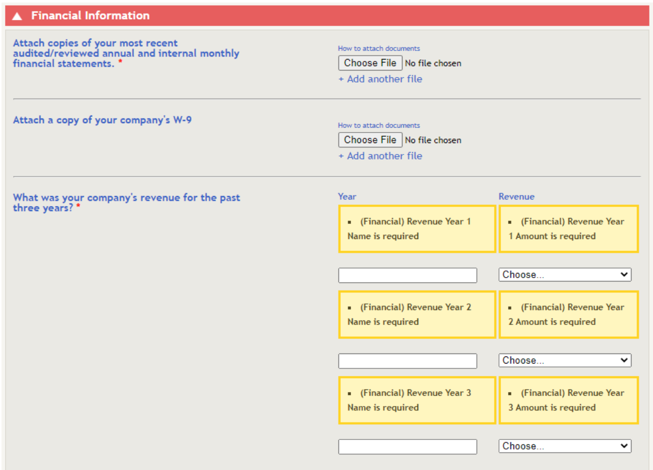
There are certain fields that Alston has designated as required fields. These are designated by a red asterisk (*). When saving the form, you will be notified as to which of the required fields have not yet been filled out. These fields being empty will not stop Alston from seeing your information but may delay the approval of the information.



Any section missing Required fields will be shown in Red



And those fields will be highlighted when the section is opened.



Once all the required fields are filled in and the form is saved, you will see this message: