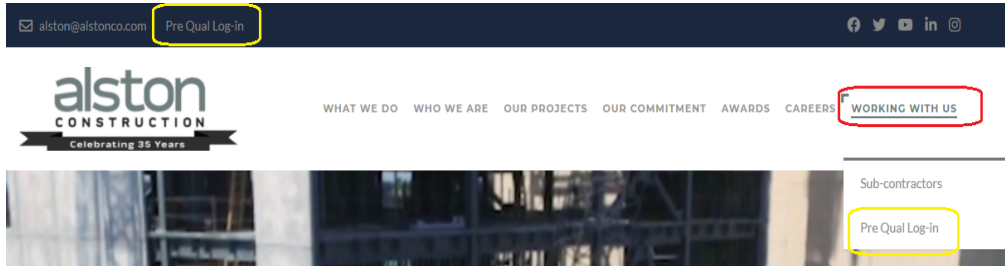


Alston Construction Prequalification Site Instructions

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.

A screenshot of the Alston Construction Prequalification site registration and login forms. At the top, there is a yellow warning box with the text: "This site has been upgraded to enhance security and performance. If you have not already done so since December 1st, 2020, you will need to reset your password by using the 'Forgot Password' link below." Below the warning box, there are two main sections: "Log In" and "Register". The "Log In" section has fields for "Email" (with the placeholder "Enter your email address") and "Password" (with the placeholder "Choose your password"), a "Log In" button, and a "Forgot Password?" link. The "Register" section has fields for "Email" (with the placeholder "Enter your email address"), "Tax ID" (with the placeholder "Enter your tax ID"), "Password" (with the placeholder "Choose password"), and "Confirm Password" (with the placeholder "Confirm password"), and a "Create Account" button. At the bottom of the "Log In" section, there is a link: "Alston Prequalification Instructions for Subcontractors".

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

A screenshot of the Alston Construction Prequalification site registration form. At the top, there is a yellow warning box with the text: "The Tax ID number you entered is already registered to a different email address. Please contact servicerequest@alstonco.com for further assistance." Below the warning box, there are four fields: "Email" (with a red asterisk), "Tax ID" (with a red asterisk and the value "012345678"), "Password" (with a red asterisk and the placeholder "Choose password"), and "Confirm Password" (with a red asterisk and the placeholder "Confirm password"). At the bottom, there is a "Create Account" button.

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.

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 is 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 *	<input type="text"/>	Contact Name *	<input type="text"/>
Address 1 *	<input type="text"/>	Contact Email *	<input type="text"/>
Address 2	<input type="text"/>	Contact Phone *	<input type="text"/>
City *	<input type="text"/>	Contact Fax *	<input type="text"/>
State *	<input type="text"/>	Contact Tax ID *	<input type="text" value="012345678"/>
Zip *	<input type="text"/>	Contact Website	<input type="text"/>

* = required field

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

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.

▲ License

Name of license holder exactly as on file with the State License Board

License Number

License Classification

Expiration Date January 1 2030

States in which you hold licenses

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District Of Columbia
- Florida

Hold the Control key (Windows) or Command key (Mac) to select multiple items.

Identify any professional licenses you or your company maintains

Please save the form before moving to the next section | Next 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.

▲ Insurance

Can you provide current evidence or evidence of ability to meet the minimum requirements (“Acord” Form or other, including minimum limits and types and kinds of insurance) as listed in the [sample Subcontract?](#) Yes No

If No, identify the deficiencies and additional cost to meet insurance requirements.

Attach a sample insurance certificate and all applicable endorsements demonstrating your ability to comply with the insurance requirements specified in the [sample Subcontract](#).

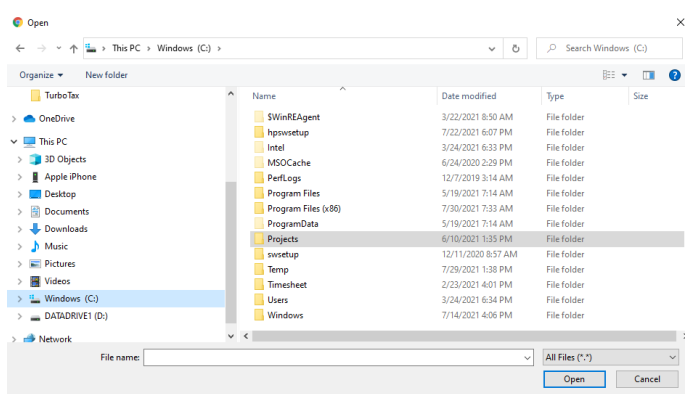
[How to attach documents](#)

Choose File No file chosen

+ Add another file

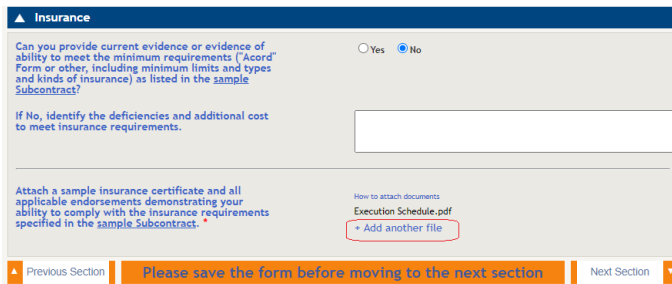
Previous Section | Please save the form before moving to the next section | Next Section

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.

- Your Prequalification has successfully saved but may not be complete. The following fields may be required to complete the process:
- (Financial) Revenue Year 1 Name is required
- (Financial) Revenue Year 1 Amount is required
- (Financial) Revenue Year 2 Name is required
- (Financial) Revenue Year 2 Amount is required
- (Financial) Revenue Year 3 Name is required
- (Financial) Revenue Year 3 Amount is required
- (Financial) Net Income Year 1 Name is required
- (Financial) Net Income Year 1 Amount is required
- (Financial) Net Income Year 2 Name is required
- (Financial) Net Income Year 2 Amount is required
- (Financial) Net Income Year 3 Name is required
- (Financial) Net Income Year 3 Amount is required
- (Financial) Average Contract Size is required
- (Financial) Current Contract Backlog is required
- (Insurance) Proof of Insurance is required

Any section missing Required fields will be shown in Red



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

Financial Information

Attach copies of your most recent audited/reviewed annual and internal monthly financial statements. *

How to attach documents
Choose File | No file chosen
→ Add another file

Attach a copy of your company's W-9

How to attach documents
Choose File | No file chosen
→ Add another file

What was your company's revenue for the past three years? *

Year	Revenue
<ul style="list-style-type: none">(Financial) Revenue Year 1 Name is required <input type="text"/>	<ul style="list-style-type: none">(Financial) Revenue Year 1 Amount is required <input type="text"/>
<ul style="list-style-type: none">(Financial) Revenue Year 2 Name is required <input type="text"/>	<ul style="list-style-type: none">(Financial) Revenue Year 2 Amount is required <input type="text"/>
<ul style="list-style-type: none">(Financial) Revenue Year 3 Name is required <input type="text"/>	<ul style="list-style-type: none">(Financial) Revenue Year 3 Amount is required <input type="text"/>

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

■ Form successfully saved.