Turner

Subcontractor Navigation Guide

Rev 003 11/15/2024

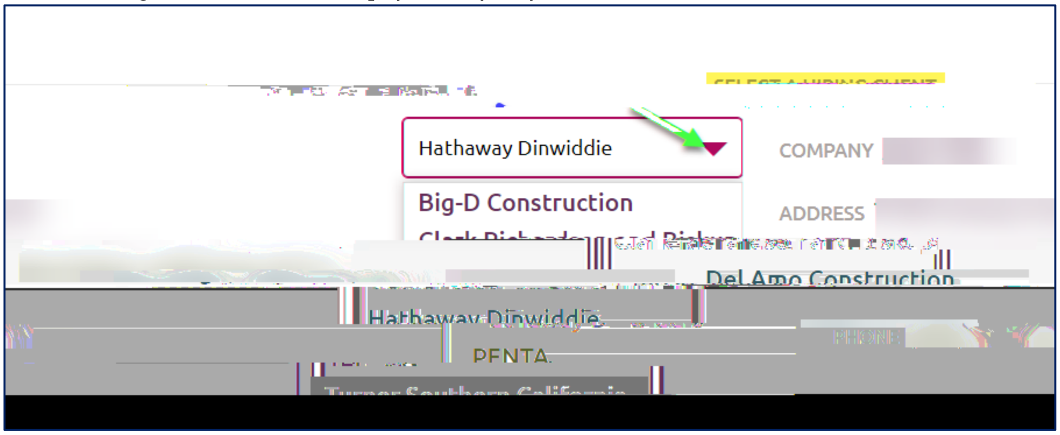
Contents

Introduction

These methods have minor differences, but both follow the same processing guidelines. See below for additional

Subcontractor Prequalification Account

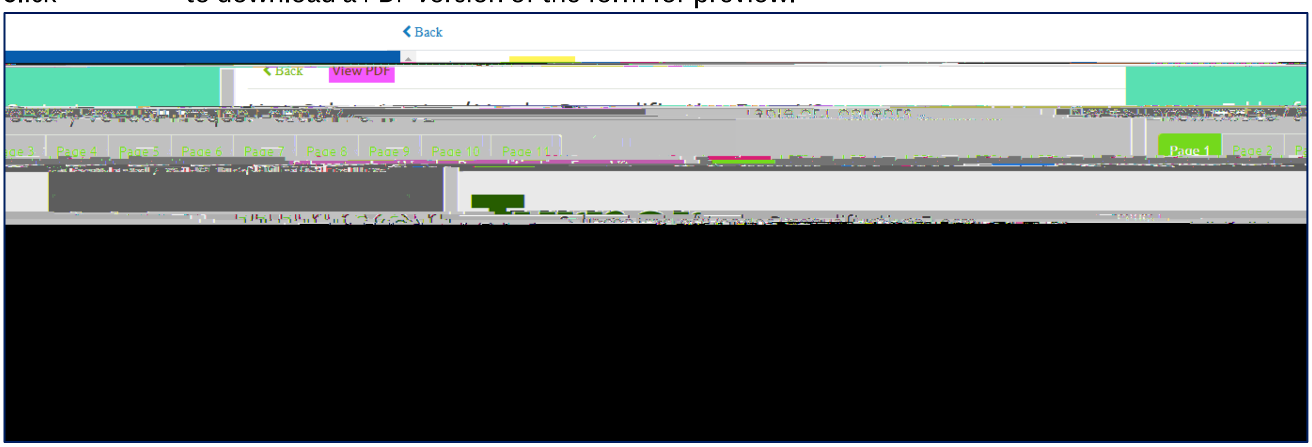
After completing the registration process, you will be redirected to your company's prequalification profile. If the company works with other general contractors who utilize Vertikal as their prequalification platform, use the dropdown arrow under “_ š} •• šZ š P v Œ o }všŒ š}Œ[• %Œ µ o](] š] to complete and submit the general contractor's specific prequalification form.



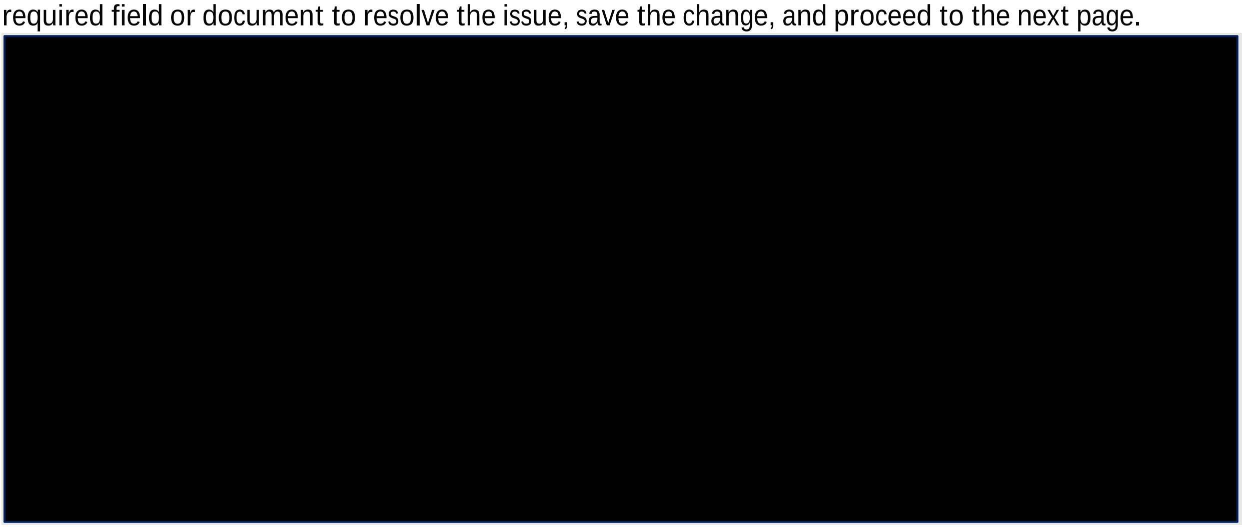
Complete the Prequalification Form

The system auto-saves your entries roughly every five minutes. However, the best practice is to click at the end of each page BEFORE proceeding further.

1. Click the button of the most recent form with the status " ."
2. Start entering data into the form.
3. At the bottom of the page, click and .
4. Click to download a PDF version of the form for preview.



5. When clicking the button, the page will freeze if a required field is blank. Scroll up to review the missed required field or document to resolve the issue, save the change, and proceed to the next page.

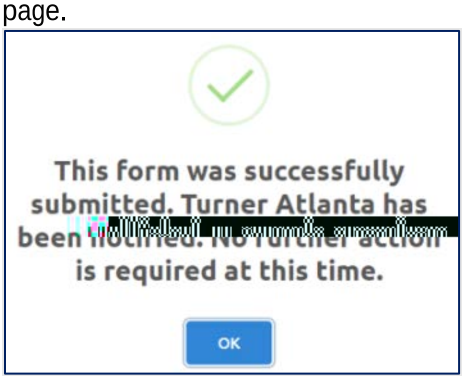


6. To upload a file, drag and drop files or click the button to select a file. The max file size is 100 MB.

7. After completing all the required fields and uploading documents where indicated, complete the section and click . Please ensure a company officer has reviewed and signed the form.

Once submitted, the form and uploaded files are locked from further edits or deletions. If additional modifications are needed, the hiring client(s) can unlock the form for you to edit and resubmit.

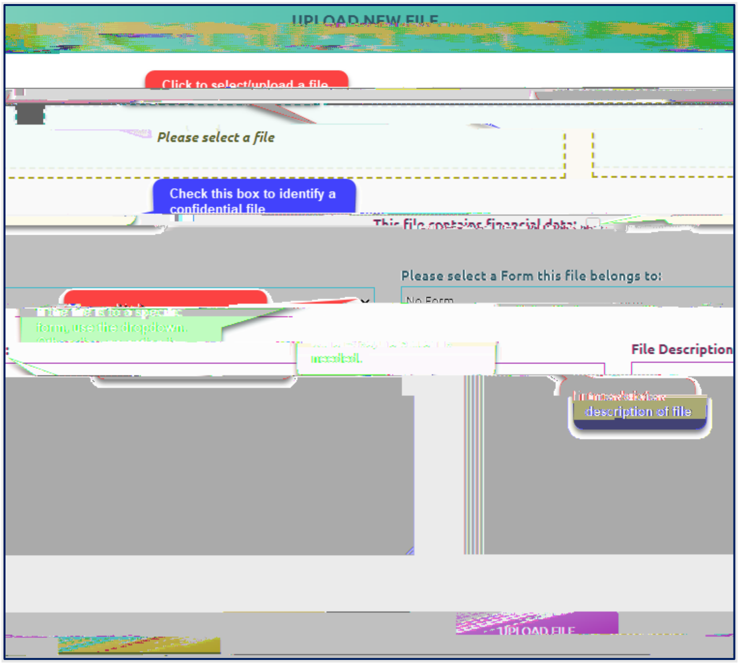
8. If the submission is successful, the message below will appear. Click OK to exit the form and return to the home page.



Upload / Download Files

After submitting a form, you can upload additional files if needed.

1. Go to the tab.
2. Click the button.
3. Select the new file for upload.
4. Check the box if this is a financial file (Financial Statement) to restrict viewing to limited users in the Vertikal system.
5. Select the form in the drop-down if the file belongs to a specific Prequalification Form.
6. Add a brief file description, such as the file name.
7. Click .

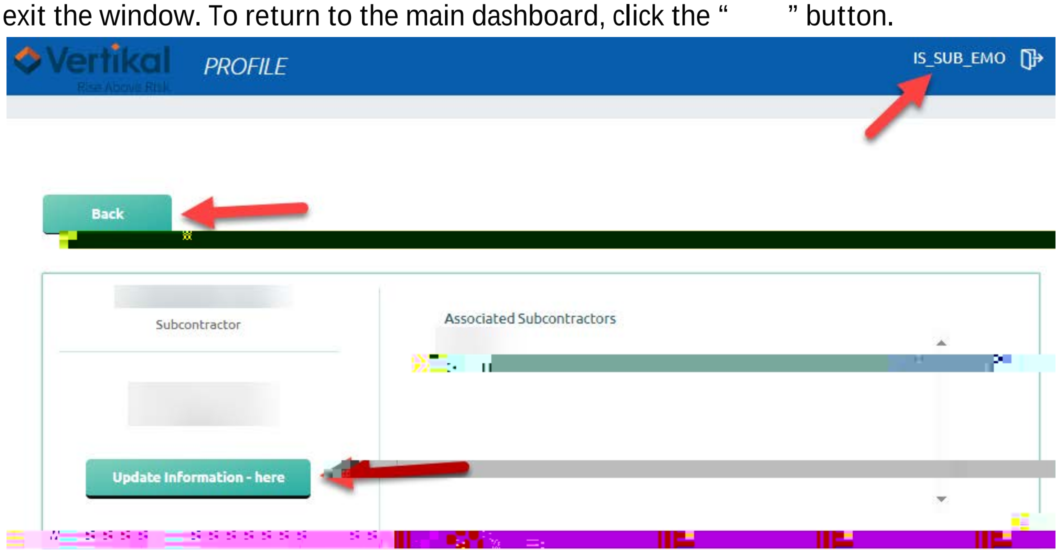


To view or download files, use the following steps below:

1. If you want to open one individual file, click
2. If you want to download multiple files at once, mark the files you wish to download and then click .

Change Your User Information

Click on your name to update your user profile information if necessary. Then click to save your changes and exit the window. To return to the main dashboard, click the " " button.



Prequalification