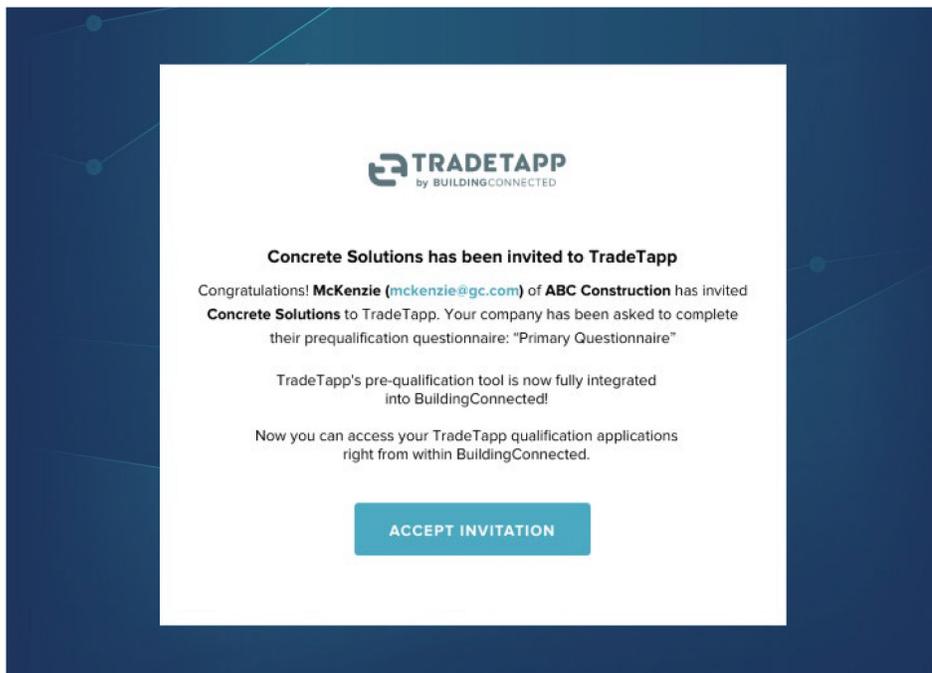# Welcome! Let's get started.

To help us evaluate your company's capacity and capital, we're using TradeTapp by BuildingConnected, to offer you a simple, secure, and user-friendly qualification experience.

1. Check your inbox

In the coming days you will receive an email to invite to qualify through TradeTapp within the BuildingConnected app, guiding you to the online questionnaire. Don't forget to check your Spam folder if you can't locate it in your Inbox.

To create a BuildingConnected account (or login if you are already a BuildingConnected user.)

No redundancies

The best part is you only have to submit your most up-to-date information once. Submit any application and automatically create a stored qualification to use for any GC in the network.
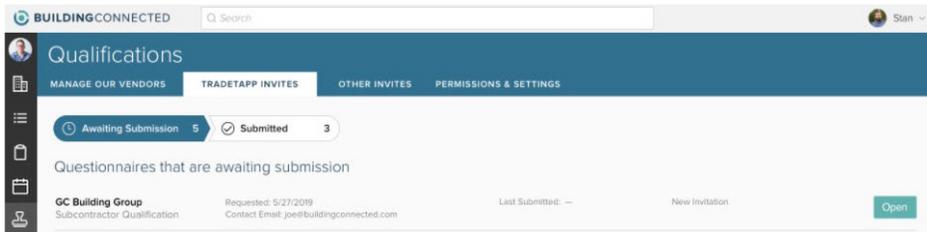
Confidential and secure

TradeTapp's secure platform safely protects the transmittal of your sensitive documents (such as financial statements) unlike email or fax. Access to sensitive data is permission controlled by your general contractor partners.
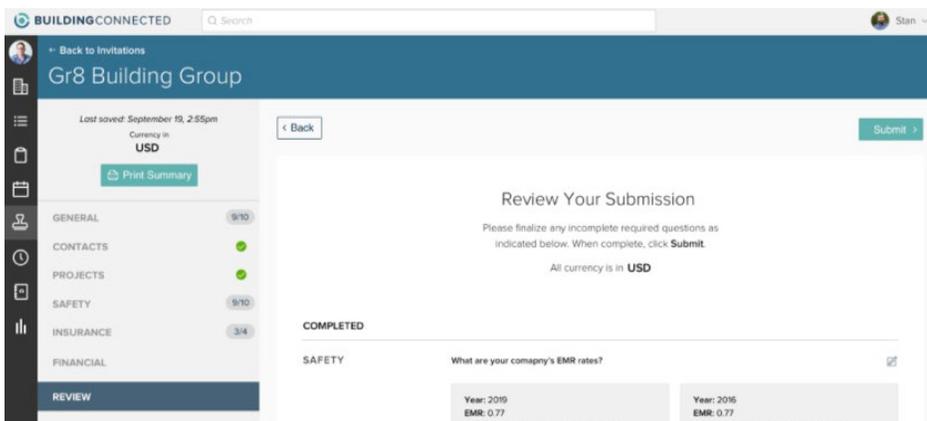
For additional questions about TradeTapp, their security, or any aspect of our prequalification process, please contact the BuildingConnected team at support@buildingconnected.com 2021. TradeTapp, by BuildingConnected. All Rights Reserved.

2. Locate your questionnaire

In your TradeTapp invites dashboard, click "Open" to begin. If you've already completed a form for another GC, all answers will automatically populate in the new questionnaire. Complete all subsequent required fields.

3. Submit!

Once you've completed all required questions. click "Submit".

4. Your application is complete

Upon submitting your questionnaire, it will be moved to the "Submitted" section of the dashboard.

Now what?

- **Stay qualified.** After your initial submission, future renewals can be completed quickly because updating information is easy and you won't have to start from scratch.

- **Faster qualification moving forward.** Now, other GCs using TradeTapp can easily invite you to qualify without asking you to start from scratch, helping you win more bids faster.

- **Need more time?** You can always return to your application as many times as you would like before submitting. Your answers will be automatically saved in the application.

Have questions?

Our support team is ready to assist you. Email us at support@tradetapp.com

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