

## Q1. Which web browser should I use?

A. Firefox (ESR version) and Internet Explorer (IE11) fully supports the Self Service Applicant portal.

Use the recommended web browsers for optimal portal performance.

## Q2. How do I login?

A. Once you receive an Annual Prequalification Renewal request, click on the link within the email to access the portal. Next, enter your Tax ID (include dash) as the user ID and enter the case sensitive password as it appears in the email.

## Q3. Can I log back into the portal with the same password?

A. Yes. If you received an auto-generated Annual Prequalification Renewal request, use the same password provided within the email. Continue to use the password until the application has been submitted.

New applicants will visit Clune's website (<https://www.clunegc.com/subcontractor-qualification/>) to access the portal. Enter the firm's Tax ID number (include dash) as the User ID and enter the password you created in the Password field box.

Once you click on the Submit button on Page 7, a password reset is required to access the portal again.

## Q4. What should I do if the password does not work?

A. Make sure than you are entering the case sensitive password exactly as it appears in the email. Do not use the copy and paste feature in this field. If you do, an extra space in the field may keep you from gaining access to your record. Contact [prequal@clunegc.com](mailto:prequal@clunegc.com) if you need further assistance.

## Q5. How do I know what I have to fill out?

A. The questionnaire contains Required Fields that are marked with a Blue Triangle. However, you should answer all questions in the questionnaire.

Federal Tax ID:  00-000000

### Q6. Can I enter some of the questionnaire information and come back to it later?

A. You can save the information entered after completing the first page. Complete the required fields on the page in order to Save Draft.

**Save Draft** | Previous | Page 2 of 7 | Next

### Q7. How do I go to the next page? Can I go back to the previous page?

A. You can navigate through the application pages by clicking the Previous or Next links at the top of the page.

**Save Draft** | Previous | Page 2 of 7 | Next

### Q8. How do I enter bid contacts for each of our branch offices?

A. On page 1 of the application, go to the Branch Office section and click Add Row to enter branch offices and bid contacts.

### Q9. How do I enter the Certifying Agency Name? Do I need to upload my MBE and WBE certificates?

A. Enter certifying agency names on Page 2. Type the name of the agency in the field box and enter. You can select the agency name from the drop-down list. If the agency name does not exist, a dialog box will appear to add a new agency name to the list. Click OK. Upload active business enterprise certificate(s) on Page 6.

<p><b>Certifying Agency Names:</b></p> <div style="border: 1px solid black; padding: 2px;"> <input type="text"/> </div> <div style="text-align: right; font-size: small;"> <a href="#">Remove Row</a>  <a href="#">Add Row</a> </div>	<p style="font-size: x-small;">'The Agency Name' does not exist. Would you like to add it?</p> <div style="text-align: right; padding: 5px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div>
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### Q10. Can I enter multiple trade codes?

A. Click on the Add Row text to enter multiple trade codes.

Is your firm signatory to any unions?  Yes  No

<p><b>Trade Information:</b></p> <div style="border: 1px solid black; padding: 2px;"> <input type="text" value="014523 - Deputy Inspections"/> </div> <div style="text-align: right; font-size: small;"> <a href="#">Remove Row</a>  <a href="#">Add Row</a> </div>
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### Q11. I cannot find my trade code. How do I add it to the list?

A. Send an email to [prequal@clunegc.com](mailto:prequal@clunegc.com) to add unlisted trade codes.

### Q12. What does it mean if the text is RED, do I need to do something?

A. The red text indicates a hyperlink. The hyperlinks will open Clune documents such as insurance, subcontract general requirements – Exhibit G and safety exhibits. Review the information to ensure that your firm is compliant with Clune’s requirements.

### Q13. Can I add personal references to the reference section?

A. No. Do not add personal references. Enter references from General Contractors that your firm have worked with.

### Q14. Where is Exhibit G located?

A. You can review and download Exhibit G from the Annual Prequalification Renewal email request and Page 6 – Line 1.

### Q15. How do I upload the company’s Financial Statements?

A. Go to the Attachments box on Page 6 and click on Add Row. Use the Browse button to locate the file on your computer and upload the financial statements. Check the Financial Attachment box and click Add Row to upload the next attachment.

Attachments
Description: <input type="text"/> <span style="float: right;">             2 File: <input type="button" value="Browse..."/> No file selected.             <span style="margin-left: 20px;">1 <input type="button" value="Add Row"/></span> <span style="margin-left: 20px;">3 Financial Attachment: <input type="checkbox"/> <input type="button" value="Remove Row"/></span> </span>

### Q16. Do I need to add a description for the files?

A. Yes. Add a description of the file – (e.g. McGregor Construction Bank Letter) in the Description field box. The uploaded file should also have a name similar to the description.

Attachments
Description: <input type="text"/> <span style="float: right;">             File: <input type="button" value="Browse..."/> No file selected.             <span style="margin-left: 20px;"><input type="button" value="Add Row"/></span> </span>

### Q17. How do I add a Remittance Address?

A. Navigate to the top of Page 6 and enter the remittance address if it is different from the address on the W9.

Additional Information	
Clune Office Location: Chicago	What Office are you working with?
<input type="checkbox"/> Remit Address if Different than Main Address	
Remit to Address: <input type="text"/>	Remit to Address 2: <input type="text"/>
Remit to City: <input type="text"/>	Remit to State: <input type="text"/>
Remit to Zip: <input type="text"/>	

### Q18. Can I print a summary of the application?

- A. Yes. Go to Page 7 to review the data entered. Scroll down to the bottom of the page and click the Print button. The summary page does not include the attachment files added to the application.

Please note that after you hit Submit you should receive a confirmation page. If you do not, please contact the Prequal team directly at [prequal@clunegc.com](mailto:prequal@clunegc.com).



### Q19. How do I know if I submitted the application?

- A. A confirmation page will appear after you click the Submit button.

Please note that after you hit Submit you should receive a confirmation page. If you do not, please contact the Prequal team directly at [prequal@clunegc.com](mailto:prequal@clunegc.com).



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### **Subcontract Qualification Questionnaire Submitted**

We will review your Prequalification request and will contact you if any further information is required.  
If you have any questions please contact the Prequalification Department at [prequal@clunegc.com](mailto:prequal@clunegc.com).

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### Q20. Will I receive something if approved?

- A. Yes. You will receive an email confirmation stating that your firm is an Approved Subcontractor.