



Application Instructions

Step 1: Account Creation: Create an account by clicking on the green button on the bottom right.

Company Name

 Remember me

Click Here to create account.

Hint: click on remember me in order to save your username and password

Step 2: Password Creation: Create your user name and password and then hit "Register"

Password *

Confirm Password *

We recommend using the first letter of your first and last name along with the last for digits of your social security number to create your 6-digit password and user name.

Hint: Make sure to keep your password in a safe place. You will need to use it to access your account.

Step 3: Application: Choose new request for and then click on the application listed for the position you are applying for.

Home

New Request

Draft Requests

Submitted Requests

Rejected Requests

Approved Requests

#	Request Template Name	Last Modified Date	Description
1	Professional Application	12/16/2016 2:52 PM	
2	General Application	12/16/2016 2:50 PM	

1 - 2 of 2 items

Create Draft

Click on new request, choose your application and then create your draft copy. This will be your working copy that you can save and complete as needed, until you are ready to submit.

Step 4: Navigation: Use the buttons at the bottom of the page to navigate through the process.

Save For Later

< Prior

Next >

Submit

Hint: You can Save and return at any time!

Step 5: Document upload: Upload your required documents to complete your application.

Document Description	Docu...	Requi...	Clicked to Upload
Drivers License	DL	Y	Upload Document...
Social Security Card	SSC	Y	Upload Document...

Hover the documents for a full description of what is required.

Hint: Documents can be uploaded from your computer as word documents, images or PDF's.

Step 6: Form Uploads: Necessary forms can be downloaded from the website, filled out and then uploaded to your application.

W-9	W-9	Y	Upload Document...
Direct Deposit	DD	Y	Upload Document...

2

There are two pages of document requests. Make sure to click on 2 at the bottom to get to the second page.

When you are done uploading documents hit submit

Save For Later < Prior Next > Submit

Step 7: Error Correction: Correct any errors listed.

Message from webpage

Failed to submit, please check the contract:
 Step [Document Upload] row [Auto Insurance] need upload document;
 Step [Document Upload] row [W-9] need upload document;
 Step [Document Upload] row [Direct Deposit] need upload document;

Make sure to correct every error listed on the webpage. If you need to go back to your application, you can use the prior page. If you need to get additional documents, then click on "save for later." All documents and information will remain in your account until you have submitted successfully.

Hint: Your account will expire after 30 days, so make sure you correct any errors and submit all documents before your account expires.

Step 7: Application Completion: Once your application has been submitted successfully. Please allow up to 5 business days (one week) for processing.

The contract request is submitted and waiting for approval. Thank you!

#	User	Action	Notes	Action Date
1	blight	Submitted		1/4/2017 2:54 PM

You will see a log of your submissions. If you successfully completed your application, you will see "submitted" in the Action column.

- Home
- New Request
- Draft Requests
- Submitted Requests **1**
- Rejected Requests
- Approved Requests

Hint: Want to know if your application has been approved? You can use the same link to check on your account. Just log back in and go to your home page. Your application status will be listed!

Step 8: Contracting: If you have been approved, you will be contacted by the Contract's Director via email with a contract for you to review and sign. If you are in agreement with our policies, you will sign and return the ENTIRE contract via email or Fax.

Step 9: Execution: Once we have your signed contract will need time to have the contract countersigned and processed. When this step has been completed, the Contracts Director will send you your Master contract along with your invoicing and service instructions. You will not be approved for services until this last step is complete.

The entire process could take up to 3 -4 weeks, sometimes even more...Want to speed up the process? Here's how:

- Make sure to provide accurate information on your application and check your email regularly.
- Double check your document expiration dates. Make sure they are the current.
- Make sure to fill out all of the forms completely and sign the ones requiring your signature. Incomplete documents will result in application rejection and you will need to resubmit your application.
- Accounts will expire after 30 days. Please make sure to complete the process before your account expires.

**Thank you for applying for Bluebonnet Trails Contracting Services.
We look forward to working with you!**