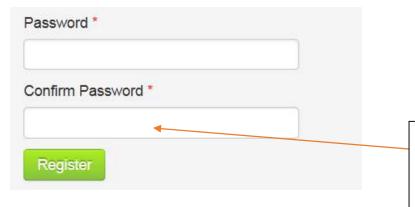


## **Application Instructions**

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



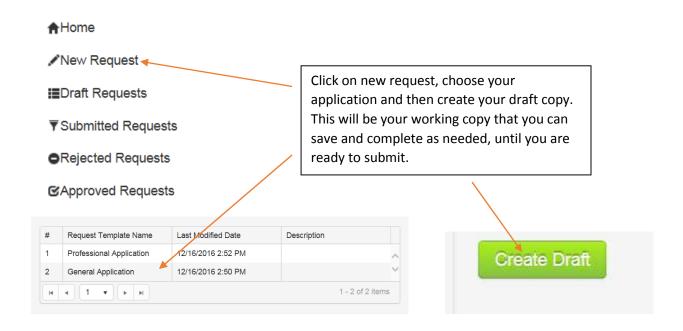
**Step 2: Password Creation:** Create your user name and password and then hit "Register"



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.



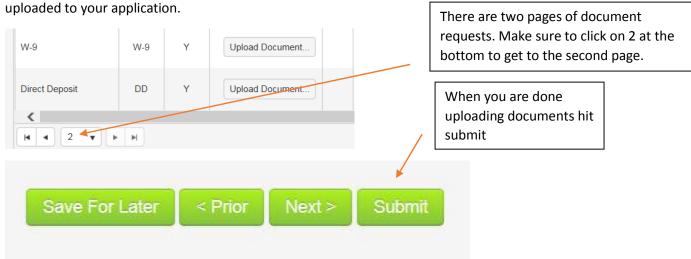
**Step 4:** Navigation: Use the buttons at the bottom of the page to navigate through the process.



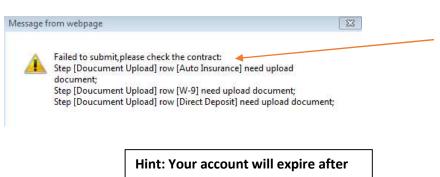
**Step 5:** Document upload: Upload your required documents to complete your application.



**Step 6:** Form Uploads: Necessary forms can be downloaded from the website, filled out and then



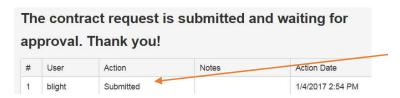
**Step 7:** Error Correction: Correct any errors listed.



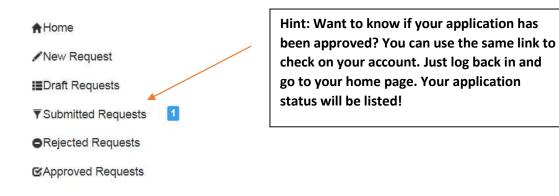
30 days, so make sure you correct any errors and submit all documents before your account expires.

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.

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



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



**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!