



Application Instructions

Step 1: Email Contracts@bbtrails.org: Include your full name, email address and contract position you are applying for.

Step 2: BTCS Email: You will receive an email from BTCS Contracting Department which will include a list of required documents.

Step 3: Contract Logix Email: You will also receive a separate email from Contract Logix to activate your account. If you do not receive an email in your Inbox, please check your Spam Folder. You have 24 hours to activate your account from when you receive this email.

Contract Logix Account Activation Spam x

ContractLogix Administrator <no-reply@contractlogix.com>
to me ▾

Dear [REDACTED]

Your Contract Logix account has been created and is ready to be activated.

Your username is: [REDACTED]

To activate your account, click the button below or click [here](#).

Activate Account

Hint: Note your username which is also your email address

Click here to activate your account. You have 24 hours to activate your account from when you receive this email.

After activation, you can use the following URL to log in:
<https://my.contractlogix.com>.

The activation link will expire in 24 hours

Step 4: Password Creation: Enter your username (email address) and create your password and then hit “Set Password”

The screenshot shows the 'Set Password' page. On the left is a dark blue sidebar with the 'contractlogix' logo and a list of features: Easy to Use, Quick to Set-up, Intuitive to Learn, Secure Access, Guided Tour, Training Tutorials, and Customer Support. The main content area is white and titled 'Select a new password'. It contains three input fields: a username field with a person icon, a 'Password' field with a lock icon, and a 'Confirm password' field with a lock icon. Below these fields is a dark grey 'Set Password' button. An orange arrow points from the 'Confirm password' field to a text box on the right.

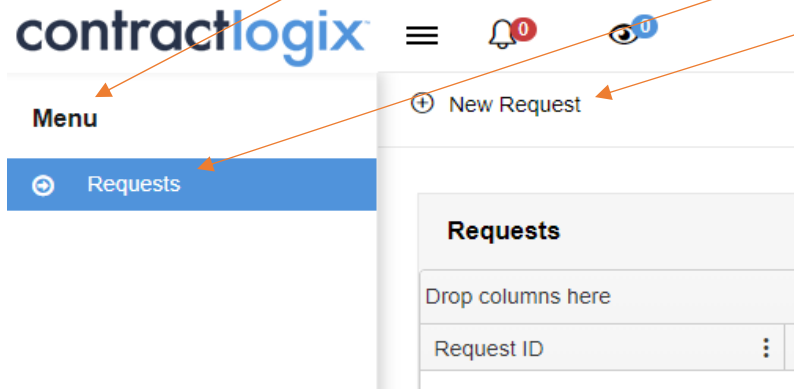
We recommend using the first letter of your first and last name along with the last four digits of your social security number to create your 6-digit password.

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

The screenshot shows the 'Log in' page. On the left is the same dark blue sidebar as in the previous screenshot. The main content area is white and titled 'Log in to your account'. It features a password input field with a lock icon and a masked password '.....'. Below the field is the text 'Please accept Privacy Policy and Terms first.' followed by two checked checkboxes: 'Privacy Policy' and 'Terms of Use'. At the bottom, there is a dark grey 'Log In' button and a link for 'Forgot password?'. Two orange arrows point from the 'Privacy Policy' and 'Terms of Use' checkboxes to a text box on the right.

You will need to accept Privacy Policy and Terms by checking both boxes.

Step 5: Application: Under Menu on the left hand side, click on Requests, then New Request.

A screenshot of the 'NEW REQUEST' form. The title bar is blue with the text 'NEW REQUEST' and a close button. Below the title bar is a section labeled 'New or Existing' with a dropdown menu currently showing 'New'. A blue 'Continue' button is located at the bottom right of the form.

New Request box should appear, select New and hit Continue.

A screenshot of the 'PLEASE CHOOSE THE REQUEST FORM TYPE' form. The title bar is blue with the text 'PLEASE CHOOSE THE REQUEST FORM TYPE' and a close button. Below the title bar is a section labeled 'Request Types' with a dropdown menu showing 'Select Request Type...' and two options: 'Professional Application' and 'General Application'. A blue bar highlights the 'Professional Application' option.

Select Professional or General Application, depending on the application type.

New Request Record
General Application

Request ID

Provider Surname *

New Request Record: This is where you complete your application.

Hint: Required boxes will have a red asterisk *

 Save ← → Submit

Hint: You can Save and return at any time!

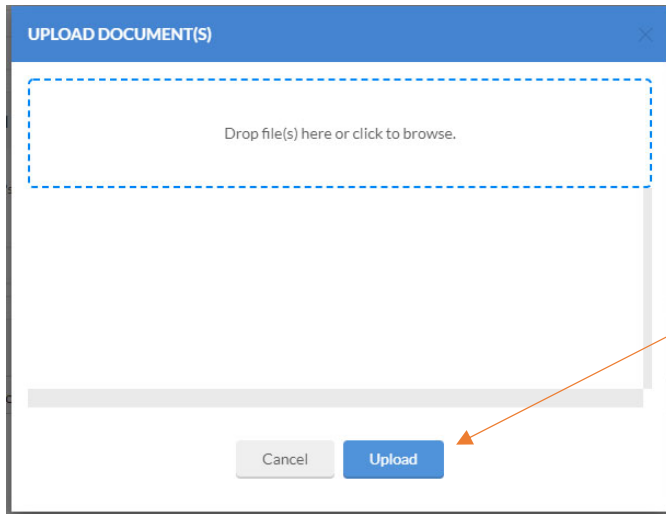
Step 6: Document upload: Upload your required documents to complete your application.

Documents					<input type="checkbox"/> Wrap lines	Columns
<input type="checkbox"/>	Document ID	Icon	Parent Record Type	Parent Record	File Type	
No Data Available						
No data						+ Add

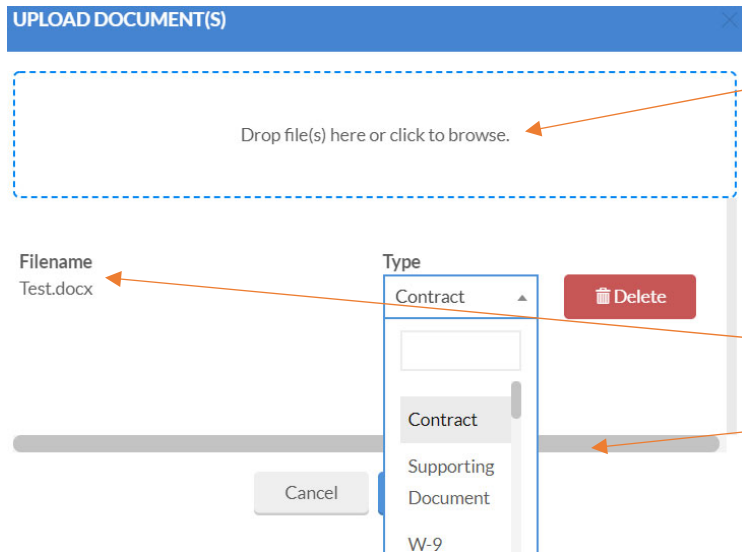
In the field box titled Documents, click the +Add button

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

Step 7: Form Uploads: Required forms can be downloaded from the website, filled out and then uploaded to your application.



Click the Upload button



Drag your document here or click to browse files.

Once your document is uploaded, it will appear at the bottom of box under Filename. Then you can select the Type of document. Click Upload once documents are all uploaded.

Documents						<input type="checkbox"/> Wrap lines	Columns
<input type="checkbox"/>	Document ID	Icon	Parent Record Type	Parent Record	File Type		
<input type="checkbox"/>	9279		Request	General Application	.docx		

Once documents are uploaded, they will all display in Documents field box.

Requests				
Drop columns here				
Request ID	Request Type	External Organization	Request Stage	Request Status
10	General Application		Request	Pending

While you are completing your application, the Request Status will show Pending.

Hint: Your account will expire after 14 days, so make sure you correct any errors and submit all documents before your account expires.

Step 8: Application Completion: Click Submit at the top to complete your application. Please allow up to 5 business days (one week) for processing.

Save → Submit

This record has been submitted.

Hint: You will receive a pop up stating your record has been submitted.

Requests				
Drop columns here				
Request ID	Request Type	External Organization	Request Stage	Request Status
10	General Application		Request	Submitted

Once your application has been successfully submitted, the Request Status will change from Pending to Submitted.

Step 9: 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.

Step 10: Execution: Once we have your signed contract, we 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 the 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 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 14 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!