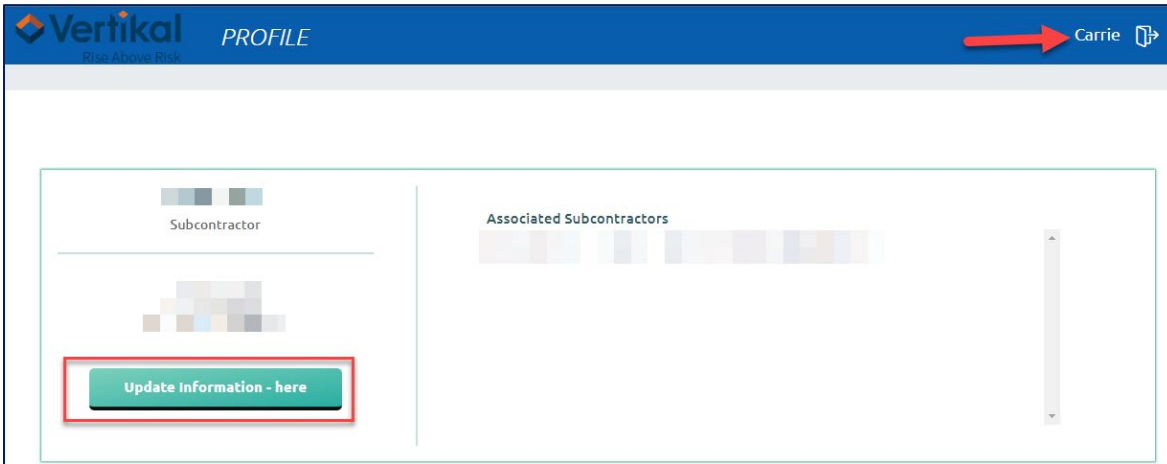
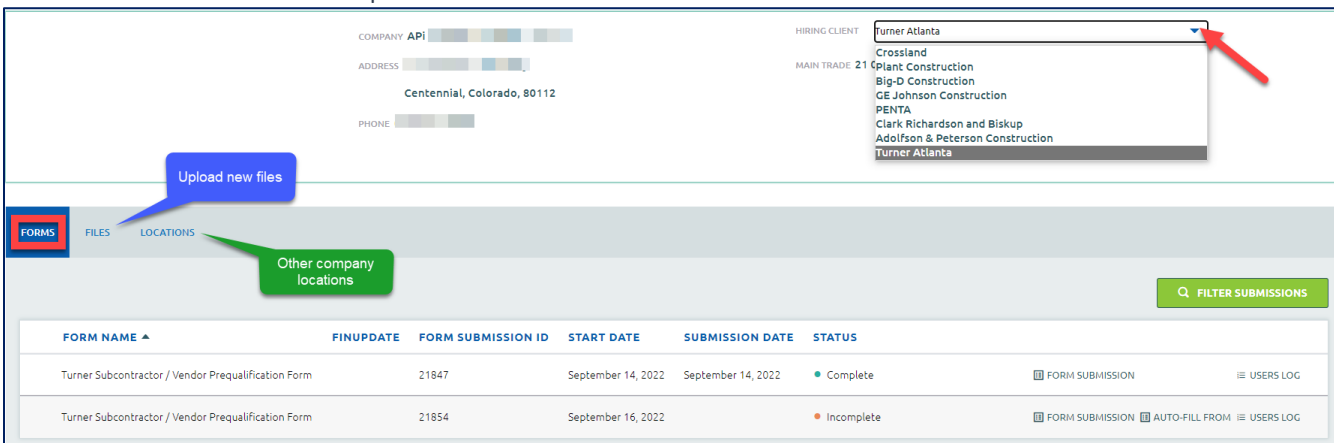


Below we have highlighted the essential functions of Vertikal's Prequalification Platform. For more detailed instructions on the navigation of Vertikal's platform and completion of the Prequalification form, please [click here review the Vertikal Navigation guide](#).

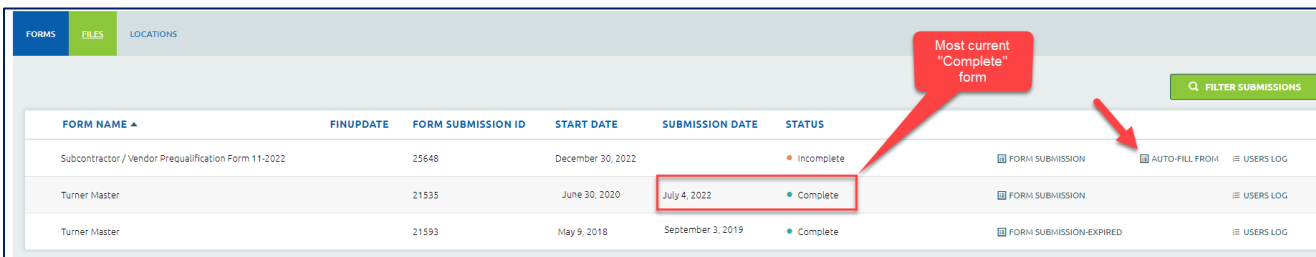
Click on your name to update your profile.



Utilize the **Hiring Client** dropdown arrow to switch between, view, and renew existing prequalification forms with other general contractors that utilizes Vertikal's platform.



Time for renewal? If available, click on the **AUTO-FILL FROM** feature to copy over some information from the current **"Complete"** status form.



CRITICAL: If you are not ready to complete the renewal form, the company name and tax id must be entered at the bare minimum, and click the SAVE button. Failure to enter/save new information clears the auto-filled fields. If the auto-filled areas are cleared when you log back in, you can either perform the auto-fill form process again or complete the prequal from scratch.

*** END ***