

### **Prequalify with PC Construction!**

PC is committed to providing our clients with highly skilled, qualified project teams, which includes our talented and dedicated trade partners.

Like many of our peers, PC has instituted a prequalification process to ensure we partner with subcontractors and suppliers who share our vision for high quality, safe, and successful construction projects. **We invite you to get started today!** 

Upon completion of PC's intake form, a link to enroll in Highwire will be emailed from the Highwire Assessments team. Prequalification typically takes about 60 minutes. Please note that while PC will cover all costs for your PC prequalification, additional costs will occur if you choose to connect with other general contractors through Highwire.

Outlined below is a list of documentation that will need to be provided.

### Company Profile

- Federal Tax ID (e.g. EIN)
- Contact information for key company employees
- Total gross annual revenue and employee headcount
- W-9 (PDF)
- Certificate(s) of Insurance (PDF)
- Disadvantaged business classifications and documentation, if applicable
- Five past projects demonstrating experience and capabilities
- Letters of good standing for any Union affiliations (PDF)

#### Safety Assessment

- OSHA 300A forms from the prior three years (PDF)
- OSHA 300 logs from the prior three years (PDF)
- Experience Modification Rating (EMR) letters from the prior three years (PDF)

#### Finance Assessment

- Prior three years of year-end financial statements (PDF)
- Supplier/subcontractor, and client references
- Banking and credit line(s) references, including bank contact and credit amount
- Any licensing complaints or litigation (PDF)
- Summary of quarterly work in progress and work not started
- Surety bond documentation, if applicable (PDF)

All information is kept strictly confidential and is used only for prequalification purposes.

Please contact Highwire's Assessment team if you have any concerns about the security of your application or need assistance with enrollment: <a href="mailto:assessments@Highwire.com">assessments@Highwire.com</a>.

Refer to <a href="mailto:this article">this article</a> for step-by-step instructions on the enrollment process.

### How does my company enroll with Highwire?

#### Introduction

Highwire's enrollment is designed to have you prequalified and onsite as quickly as possible. Please contact us <a href="here">here</a> if you would like to know if a profile may already exist for your company.

#### **How to Enroll**

- 1. You will receive the following email notification from Highwire:
- 2. Click the blue "Connect Now" button at the bottom of the email.



Good afternoon,

Ginette Reynolds has invited XYZ Company to connect with PC Construction on Highwire. To perform work for PC Construction, they require you to share a completed Highwire assessment by September 29, 2025.

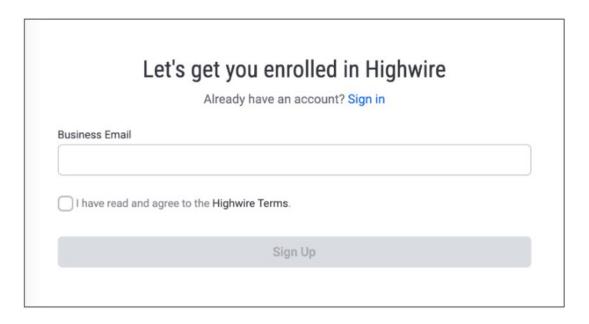
#### Message from Ginette:

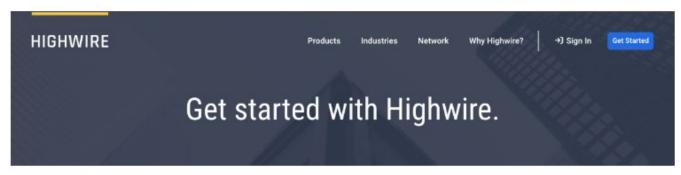
Thank you for your interest in PC Construction and we're looking forward to working with you. If you have any questions or concerns, please feel free to reach out to me.

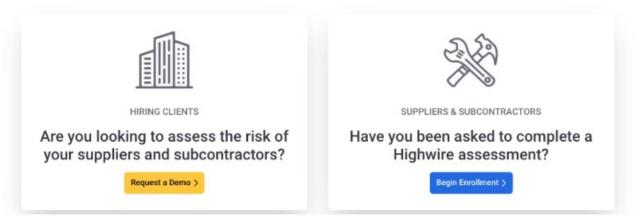
Ginette Reynolds
GReynolds@pcconstruction.com

**Connect Now** 

3. Then Create a login or sign in if you already have an account.





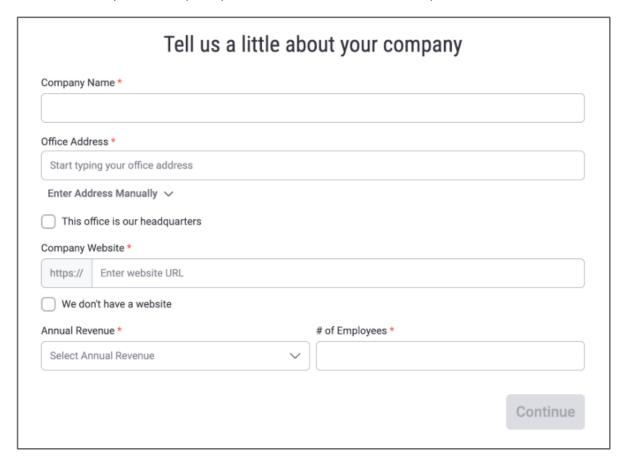


You will be prompted to enter your email address and agree to Highwire's <u>Terms and</u> <u>Conditions</u>. Once you click "Sign Up," an email verification code will be sent to your inbox.

5. After verification, you will be prompted to enter your contact information and create a password.

## Important notes:

- Fields with a red asterisk \* are the required fields for entry.
- The Total Company Annual Revenue you report should equal the gross annual revenue your company earned in the previous year, not only the revenue from projects in progress or completed for the client(s) you've selected.
- 6. Once verified, you will be prompted to fill in information about your business.



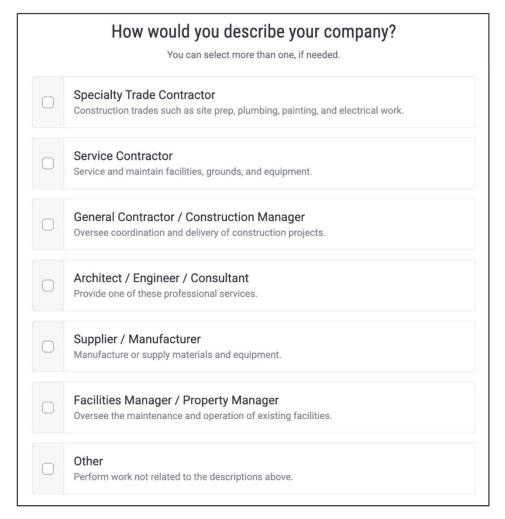
## Click "Continue" to proceed.

- If your company is already enrolled, you will be presented with the option to join that profile as a user.
- If your company is a new enrollment, select from the options below:

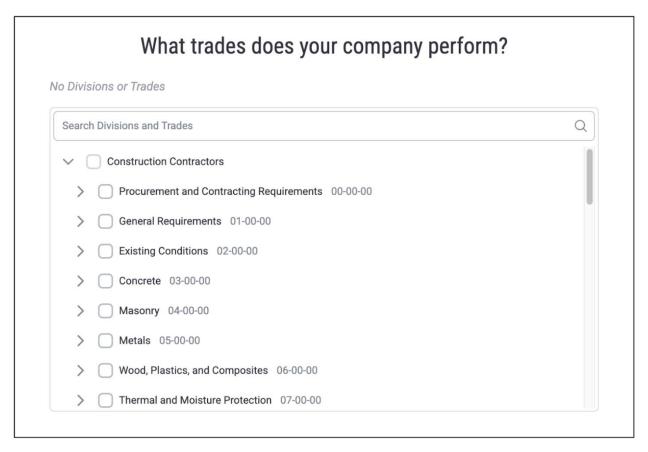
0	Complete a risk assessment for a client
	I need to complete a risk assessment and share it with a client.
	Build a free profile on the Highwire Network
	I want to find new clients by creating a profile on the Highwire Network.

Choose the first option if a client or general contractor has instructed you to enroll. If you are looking to explore potential client connections, but do not need to enroll yet, choose the second option to create a free profile on the Highwire Network.

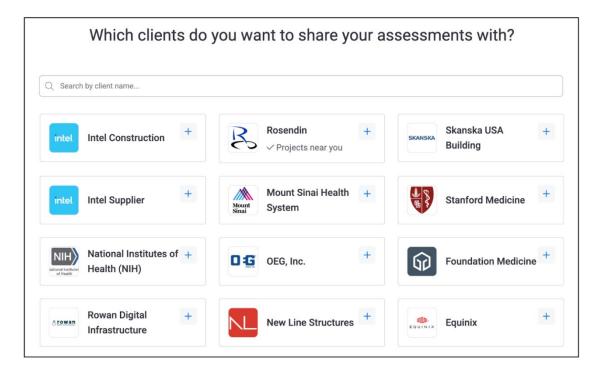
7. You will then be presented with a list of options describing the nature of your business. Please choose one or more categories from the list.



After making your selection, choose the specific trades that most closely align with the work you will be performing with your client(s).



8. Next, select the client(s) with whom you would like to share your assessment and connect. Clients with projects near you will be indicated.



Select any additional clients that you would like to connect to your profile for prequalification. Adding additional clients or general contractors could provide you with more bidding opportunities because your company name will appear on their list of eligible bidders.

Please note that selecting multiple clients may impact the pricing associated with your enrollment. PC will cover all costs for your PC prequalification, additional costs will occur if you choose to connect with other general contractors through Highwire.

More pricing information can be found here.

- 9. Click "Continue." The next screen will display the client(s) you have selected for your profile, as well as the final enrollment fee. Depending on your company's location, sales tax may apply.
- 10. Click "Checkout" to proceed to the payment page and enter your payment details. To obtain a copy of an invoice prior to payment, click the "View Invoice" button at right of the page by the summary.

By clicking "Subscribe," you agree to <u>Highwire's Terms and Conditions</u>. This includes automatic billing for your recurring subscription. You may cancel your subscription at any time; however, you will not be entitled to a refund upon cancellation pursuant to the terms and conditions above.

Highwire offers several currencies for payment. Depending on the country you have selected for your company's origin, you will see the option to pay in EUR, USD, or CHF.

### **Next Steps**

Once payment is complete, you will be prompted to enter important information regarding your company. You will find more helpful information about what is required to complete your profile in the articles below:

**Getting Started - U.S.A.** 

**Getting Started - International** 

Please explore our other articles within the <u>Highwire Help Center</u>, which will assist you with completing your new Highwire profile.