

Turner Subcontractor Prequalification System Log-in Guide

Before proceeding with the online prequalification process contact the Procurement Department of the Turner business unit you are seeking to do business with to validate if your company may have a pre-existing prequalification number assigned to your company - be prepared to email a copy of an updated W9 Form (W-8BEN-E Form for an international company)

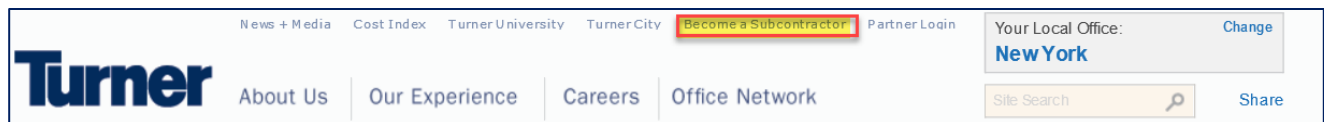
Providing your W9 Form will allow Turner to perform a validation process ensuring your data remains private to your company, in addition to preventing the possibility of duplicate prequalification record from being created if your company does exist in our prequalification system (duplicate of a prequalification record will be rejected therefore carefully follow instructions given).

DO NOT proceed until you have received further instructions from Turner's Procurement Department.

Below are instructions for a **NEW** company that has received validation to proceed from Turner's Procurement Department with no existing prequalification application on record.

Note: The Subcontractor Prequal system is currently only accessible using the **Internet Explorer** browser. Please make sure that you are using **Internet Explorer** to access the application.

1. Go to <http://www.turnerconstruction.com/> and click on "Become a Subcontractor."



2. Click on "Create User"

Get Paid Sooner With The Turner Accelerated Payment Program™

- **Known payment timing** – within five days (usually two to three days) of owner approval of the payment application
- **Get paid before Turner** – you get paid by Greensill before the owner pays Turner, eliminating risk of late payment
- **Improved cash flow** – receiving your payment early strengthens your balance sheet and frees up your debt capacity
- **Convenience** – simply check the box below and click on the Accept button below to enroll
- **Flexibility** – enrollment is voluntary and you may opt out at any time

Learn more about the Turner Accelerated Payment Program at: <http://www.turnerconstruction.com/turner-accelerated-payment-program>

If you have any questions about the Turner Accelerated Payment Program™, feel free to contact Textura at 866-839-8872.

- Email Help Desk
- Returning Users
- **Create User**
- Prequalification Navigation Guide

Turner Subcontractor Prequalification System Log-in Guide

3. Enter your Federal Employer Identification Number (FEIN) and legal company name (as it appears on your W9 Form). Upon completion of the requested information, click **"Submit."**

COMPANY LOOKUP

Please enter the information below to see if your company already exists in our system.

FEIN *

Non US companies should enter nine zeros for the FEIN

Company Name *

Please enter your Company Name exactly as it appears on your W-9


If your company has already been issued a Subcontractor Prequalification number please enter it below.

Subcontractor Prequalification #

If you receive the error message below, please confirm that the FEIN you entered is correct and 9 digits long. If it is correct, click Ok to the warning to proceed. If not, click on Cancel to correct it.

Message from webpage

Warning Message

 **WARNING** – You have not entered a valid FEIN. If you do not have one (i.e., non US company) then click OK to continue. Incorrect entry of your FEIN could result in duplicate records and require you to reenter your prequal data.

Click OK to continue or Cancel to go back to screen and enter number.

4. On the next screen, check the information showing for the Company Name and FEIN. Your company name and FEIN must match the information that was entered on the previous screen. If this is incorrect, please go back to the prior screen and correct the information before continuing. Complete the information on the following Create External User screen, check the **"Click here to accept Turner's Terms of Service"** box and click **"Submit."**

CREATE EXTERNAL USER

Please Enter the following information to create a user account to access the Subcontractor Prequalification application. All information is required.

Company Name FEIN

Subcontractor Prequalification #

Company Street Address *

Company City *

Company State *

Company Zip / Postal Code *

Country / Region *

Contact Email Address *

Confirm Email Address *

Contact First Name *

Contact Last Name *

Contact Work Phone *

[Click here to view Turner's Terms of Service](#)

☐ Click here to accept Turner's Terms of Service *

Turner Subcontractor Prequalification System Log-in Guide

- Once your external user information has been submitted, you will receive an email (example below) with your username and password.

****Please wait 15 minutes before you proceed to log into the prequalification system.**

Welcome to the Turner Network

You have been invited to collaborate with Turner Construction. Please follow the steps below to access the Turner Subcontractor Prequalification form and/or any projects you have been invited to by logging into the Turner Collaboration Portal.

To access the **Turner Collaboration Portal**, go to <http://www.turnerconstruction.com/> and click on Partner Login at the upper-right corner of the site.

News + Media

Cost Index

Turner University

Turner City

Become a Subcontractor

Partner Login

Turner

About Us

Our Experience

Careers

Office Network

Your Local Office:
New York

Change

Site Search

Share

Logging into the Turner Collaboration Portal:

Note: Kindly wait 15 minutes before attempting to log in to give the system time to complete the setup process. Logging in immediately may cause an error.

Your user name and password are as follows:

User Name: testuser
Password: Dv9DPp!

To login to the Turner Collaboration Portal, please enter your username and password, making sure to include all characters (inclusive of special characters such as *, -, \$, !, etc.)

Finally, make sure to choose **Private** and then click on **Logon**.

Turner

Welcome

for a secure connection please log in:

username (hide example)

Turner Employees:
username@tcco.com

Partner Users:
username

Turner Users - Log in using your Turner email address
Partner Users - Log in using the username you were provided

password

partner only - (reset your password?)
partner only - (reset your username?)

my computer/phone/access is (show explanation)

☐ public

☒ private

(show explanation)

next

15 Service Desk (866) 275-5335 M-F 8am - 7pm ET
Trouble Logging In?

- After the required time has passed, go back to <http://www.turnerconstruction.com>. This time click on “Partner Login.”

News + Media

Cost Index

Turner University

Turner City

Become a Subcontractor

Partner Login

Turner

About Us

Our Experience

Careers

Office Network

Your Local Office:
New York

Change

Site Search

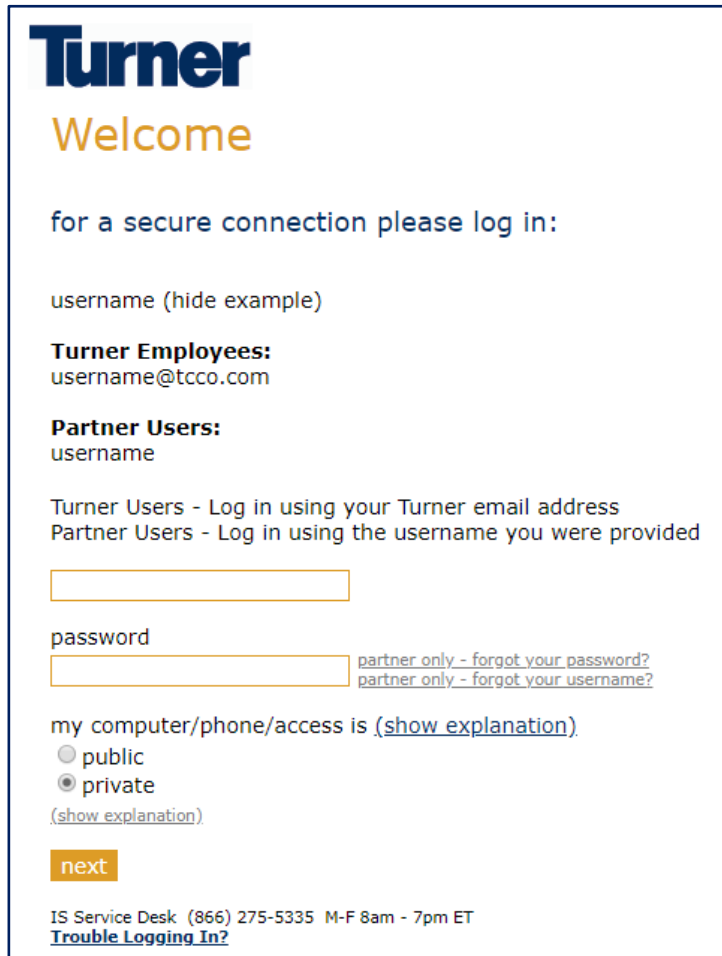
Share

Page 3 of 12

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Turner Subcontractor Prequalification System Log-in Guide

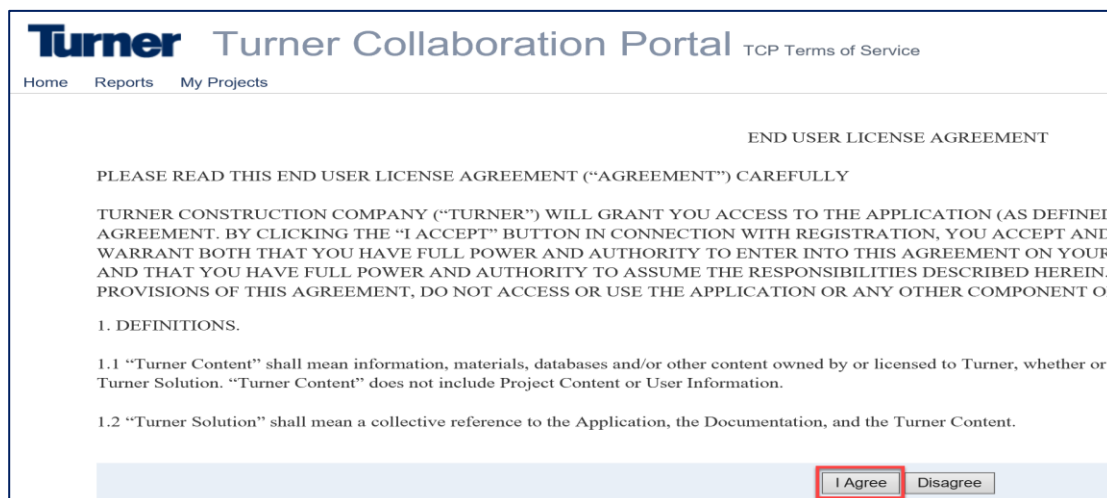
7. Enter the username provided from the welcome email, password, select **"PRIVATE"** and click **"NEXT"** to log in to the Turner Collaboration Portal:



The login screen features the Turner logo at the top left. Below it, the word "Welcome" is displayed in a large, orange font. A blue instruction line reads "for a secure connection please log in:". The username field is labeled "username (hide example)" and includes a dropdown menu with "Turner Employees: username@tcco.com" and "Partner Users: username". Below this, a note states "Turner Users - Log in using your Turner email address" and "Partner Users - Log in using the username you were provided". The password field is labeled "password" and includes links for "partner only - forgot your password?" and "partner only - forgot your username?". A section for "my computer/phone/access is" offers radio button options for "public" and "private" (selected), with a "(show explanation)" link. A blue "next" button is at the bottom left. Footer text includes "IS Service Desk (866) 275-5335 M-F 8am - 7pm ET" and a "Trouble Logging In?" link.

****Failure to check Private could result in loss of data when you begin the application.**

8. Accept the End User Licenses Agreement.



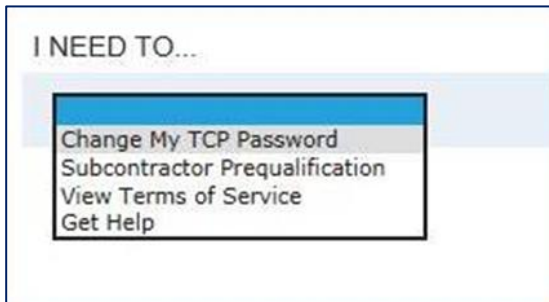
The screen displays the "Turner Collaboration Portal" header with a "TCP Terms of Service" link. Navigation links for "Home", "Reports", and "My Projects" are present. The main heading is "END USER LICENSE AGREEMENT". The text instructs users to "PLEASE READ THIS END USER LICENSE AGREEMENT ('AGREEMENT') CAREFULLY" and states that by clicking "I ACCEPT", they agree to the terms. It defines "Turner Content" and "Turner Solution". At the bottom, there are "I Agree" and "Disagree" buttons, with the "I Agree" button highlighted by a red box.

Turner Subcontractor Prequalification System Log-in Guide

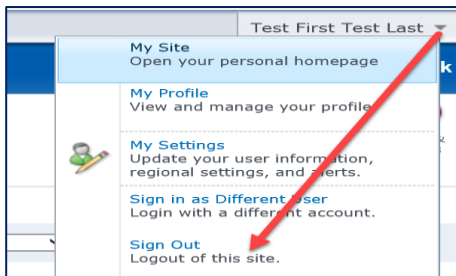
9. Right side under “**I NEED TO**” select the dropdown list for a list of functions you can perform:

- Change My TCP Password
- **Subcontractor Prequalification**
- View Terms of Services
- Get Help (more for project-related items)

Begin the application by selecting **Subcontractor Prequalification** from the “**I NEED TO**” dropdown, which will then redirect you to the Subcontractor Prequalification application itself.



Tip: Top right corner under your Profile Name provides you the ability to completely sign-out of Turner’s Collaborative Portal when you are ready to exit.



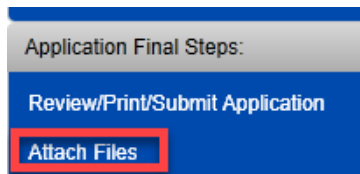
10. Begin completing the application process.

A screenshot of the Subcontractor Prequalification application form. The form has a header with tabs: 'Company', 'Safety', 'Trades', 'Vital Statistics', 'Legal', 'Bonding', and 'Insurance'. The 'Company' tab is selected. A green callout box points to the tabs, stating 'Each tab contains sections within that must be completed'. The 'Prequal Number: 0000071747' is displayed in the top right corner. A red callout box points to the prequal number, stating 'This is now your pre-assigned prequal number'. The form is divided into two main sections: 'Fill the following sections:' and 'Company Information'. The 'Fill the following sections:' section has a list of sections with checkboxes: 'Company Information', 'Addresses', 'Company Contacts', 'MWBE Reporting', and 'MWBE Participation'. The 'Company Information' section has fields for 'Legal Name of Company:', 'Legal Parent Company: (per your W-9 or country equivalent)', and 'US Federal Employee ID Number:'. The 'US Federal Employee ID Number' field has the value '00-0000000' entered.

Turner Subcontractor Prequalification System Log-in Guide

Important Information/Useful tips to expedite the process:

1. Before beginning the online application, download a blank copy of the application by clicking on **Export to PDF Document** to preview, research, and expedite data for entry.
 - ❖ Information entered on the application itself must be based upon your **headquarters** office - **not** a local office.
2. Gather applicable backup documentation for upload.
3. When you are ready, carefully follow the login instructions that were emailed to you to access the application, and begin data entry of the online application.
4. Save frequently, as you go through each tab, and each section.
5. When you are ready to upload/finalize/submit the application, follow these **Application Final Steps** (left-hand side):
 - a. Click on **Attach Files**, and upload all applicable documentation;



- b. Proceed to click on **Review/Print/Submit Application**. On the gray toolbar, click on **Certification**.

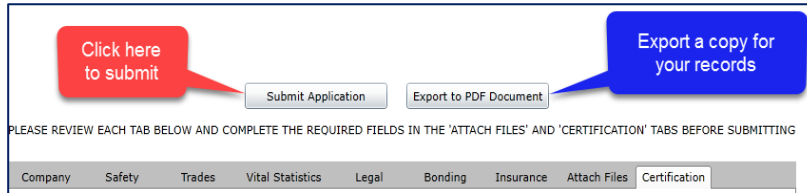


- c. Enter the name of the person completing the application, date, title, and save.

A screenshot of the 'Certification' form. At the top is a header with the text 'Certification'. Below the header is a paragraph of text: 'We hereby certify that we have answered all of the above questions in a truthful, accurate and complete manner to assure that our answers are not in any respect false or misleading either by expressing ourselves in a misleading or ambiguous manner or omitting information and we also certify that all attachments submitted by us in connection with this prequalification are true, accurate and full copies of the original documents that are in our possession. We recognize that Turner will be relying on the truthfulness and accuracy of our responses to this questionnaire and of the contents of the attachments hereto in deciding whether to permit us to bid as well as in any awards of work that may be made to our Company.' Below this paragraph is a line of text: 'This prequalification has been reviewed by the following officer of our company prior to submittal.' Below this line are two rows of input fields. The first row has 'Officer:' followed by a text box and 'Date:' followed by a date picker. The second row has 'Title:' followed by a text box. A red callout bubble points to the date picker with the text: 'This date represents the "date" of your application'. At the bottom right is a 'Save' button.

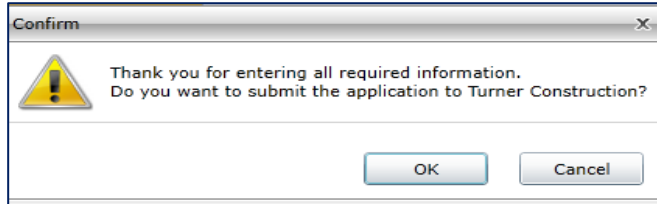
Turner Subcontractor Prequalification System Log-in Guide

- d. Above the gray toolbar, click on **Submit Application**.

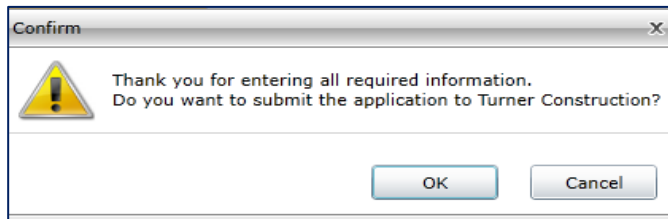


A screenshot of the application submission interface. At the top, there are two buttons: 'Submit Application' and 'Export to PDF Document'. A red callout bubble points to the 'Submit Application' button with the text 'Click here to submit'. A blue callout bubble points to the 'Export to PDF Document' button with the text 'Export a copy for your records'. Below these buttons is a text prompt: 'PLEASE REVIEW EACH TAB BELOW AND COMPLETE THE REQUIRED FIELDS IN THE 'ATTACH FILES' AND 'CERTIFICATION' TABS BEFORE SUBMITTING'. At the bottom is a gray toolbar with tabs for 'Company', 'Safety', 'Trades', 'Vital Statistics', 'Legal', 'Bonding', 'Insurance', 'Attach Files', and 'Certification'.

- e. You will receive two messages similar to the ones shown below, click Ok for each.

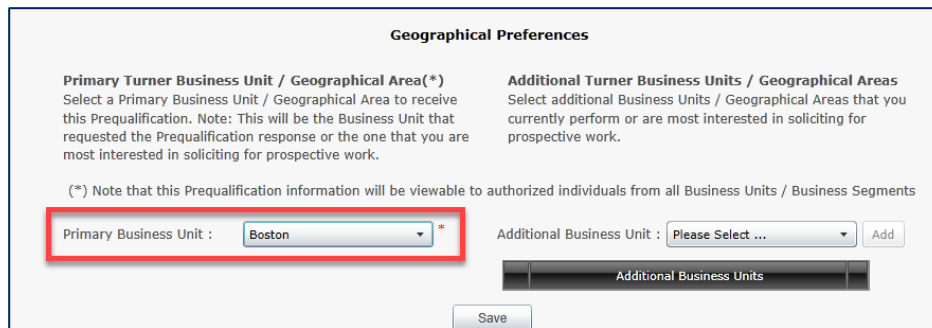


A screenshot of a 'Confirm' dialog box. It features a yellow warning triangle icon on the left. The text inside reads: 'Thank you for entering all required information. Do you want to submit the application to Turner Construction?'. At the bottom right are two buttons: 'OK' and 'Cancel'.



A second screenshot of the same 'Confirm' dialog box, identical to the one above, showing the confirmation message and 'OK'/'Cancel' buttons.

Once an application is submitted, a system-generated email will be sent directly to the Turner Procurement Department of the business unit you had selected as the **Primary Business Unit** in the Geographical Preferences section for review and consideration of approval to be added to their business unit bidders list.



A screenshot of the 'Geographical Preferences' form. It has two main sections. The left section is titled 'Primary Turner Business Unit / Geographical Area(*)' and contains instructions: 'Select a Primary Business Unit / Geographical Area to receive this Prequalification. Note: This will be the Business Unit that requested the Prequalification response or the one that you are most interested in soliciting for prospective work.' Below this is a dropdown menu for 'Primary Business Unit' with 'Boston' selected; this dropdown is highlighted with a red rectangle. The right section is titled 'Additional Turner Business Units / Geographical Areas' and contains instructions: 'Select additional Business Units / Geographical Areas that you currently perform or are most interested in soliciting for prospective work.' Below this is a dropdown menu for 'Additional Business Unit' with 'Please Select ...' selected, followed by an 'Add' button. At the bottom of the form is a 'Save' button.

Although the application is sent to that primary business unit's Procurement Manager if you had selected additional business units to do business with, it is the discretion of each business unit's Procurement Manager to approve your application to be added to their own approved bidders list - one business unit's approval does not guarantee the approval for another.

Recommendation to reach-out to other Turner business units not selected as the primary with notification of application submission giving them the opportunity to also review your application.

Note:

- ✓ The prequalification application itself is valid for two years from the Certification date, and in combination with Turner's Procurement Manager's internal approval date.
- ✓ Information such as i.e. EMR verification, Financial Statements, OSHA logs, etc. are required to be updated yearly

Turner Subcontractor Prequalification System Log-in Guide

Subcontractor Prequalification Troubleshooting Guide

Below are some of the most common issues our external partners encounter when trying to access the Prequalification online, as well as some steps you can try to resolve these issues.

I'm not sure if we already have a Prequalification with Turner or if we have a login account

If you are not sure if your company already has an existing Prequalification application or if you already have a login account to access your prequal, please contact your local Turner Procurement department for assistance. If you are not sure which office is your local office, please go to www.turnerconstruction.com and click on Office Network to see our list of offices.

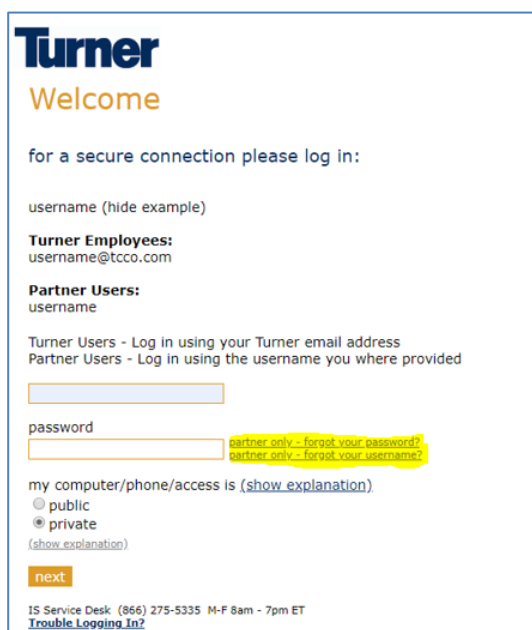
What if we do not know our username and/or password

If you are not sure of what your username and/or password is, you can use the links to the right of the Password field on the login screen to request that information.

If you do not know your username, you can use the “partner only - forgot username” link to the right of the password field on the login screen to request their username. You will need to enter the email address associated with your login account and submit the request. You will receive an email shortly after submitting with your username.

Once you have your username, you can then follow the same steps to use the “partner only - forgot password” link, this time entering your username and email address. A new password will be emailed to you. You can then login using your username and password.

Note: The password emailed to the user is not a temporary password, this will be their password for the next 90 days unless they decide to change the password themselves.

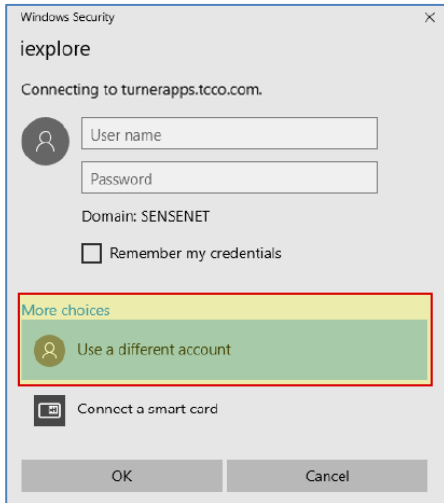


The screenshot shows the Turner Prequalification System login interface. At the top is the Turner logo and a 'Welcome' message. Below this, it prompts the user to log in for a secure connection. There are two main login paths: 'Turner Employees' (username@tcco.com) and 'Partner Users' (username). A text box for the username is provided. Below the username field is a password field. To the right of the password field are two links: 'partner only - forgot your password?' and 'partner only - forgot your username?'. Below the password field is a section for 'my computer/phone/access is' with radio buttons for 'public' and 'private' (selected). A '(show explanation)' link is next to the 'private' option. At the bottom left is a 'next' button. At the bottom right is a link for 'Trouble Logging In?'. The footer contains the IT Service Desk contact information: (866) 275-5335, M-F 8am - 7pm ET.

Turner Subcontractor Prequalification System Log-in Guide

We are being asked to log in a second time when trying to access the Prequal form

You may see the following login prompt after logging in successfully and trying to access the prequal form.



This is a known issue due to the security settings on both the Turner side and your company's side. Please click on More choices/User a different account on this log in prompt. Enter your username with "**EXT**" at the beginning, then your current password. For example, if your username is **jsmith**, enter "**EXT\jsmith**" and then your current password. This should log you in successfully.

Information saved in our Prequal is missing

In most cases, this means that you did **NOT** choose "**Private**" when logging in to the system. As noted in the "Welcome To Turner" email that you were sent when you created your login account, you will need to make sure that Private is selected on the log in screen when logging in or risk the possible loss of data. This data is not recoverable because it was never saved, even though you may have clicked on the Save button.

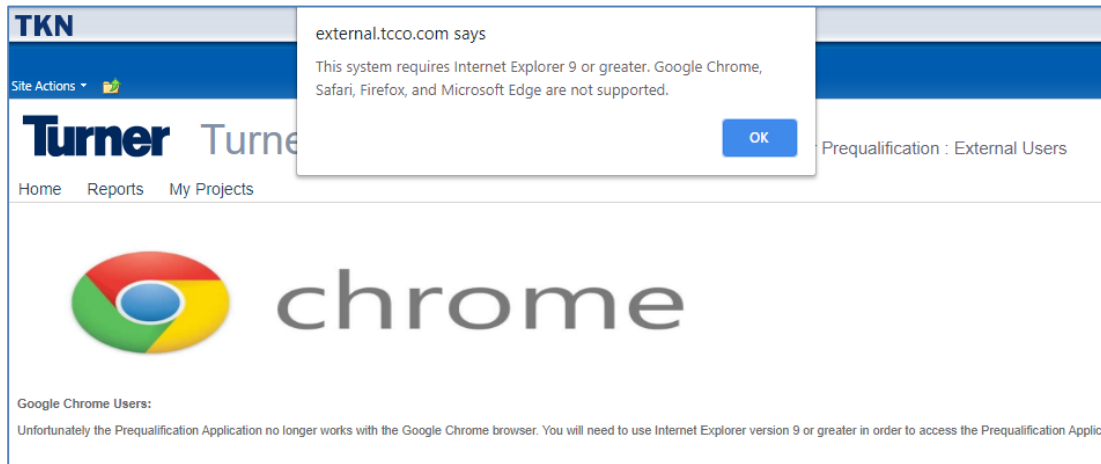
To login to the Turner Collaboration Portal, please enter your username and password, making sure to include all characters (inclusive of special characters such as *, :, \$, !, etc.)

Finally, make sure to choose **Private** and then click on **Logon**.

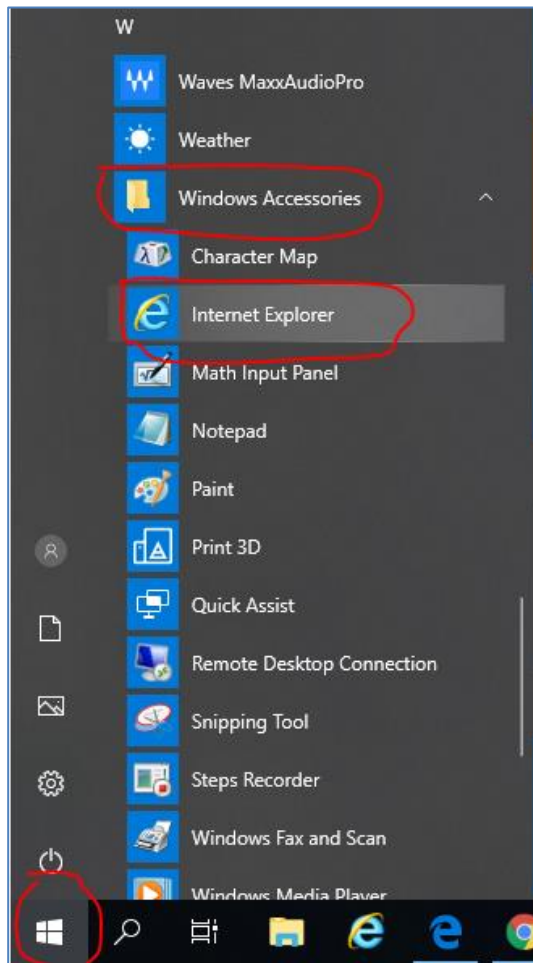
Note: Leaving this option set to Public will cause your computer to time out of the system after 15 minutes, resulting in possible loss of data. Public is selected by default so you will need to make sure that you are checking the Private computer each time you are logging in to the system. Only leave this selected to Public if you are using a computer that you or your company does not control, such as a publicly available computer at a library.

Turner Subcontractor Prequalification System Log-in Guide

We are seeing a message that we need to use Internet Explorer to access the Prequal



The Turner Prequal system is only compatible with Internet Explorer. Any user on a Windows PC will have Internet Explorer already installed. You can find Internet Explorer on their system by clicking on the Start button at the bottom left, scrolling down to Windows Accessories and selecting Internet Explorer.



Turner Subcontractor Prequalification System Log-in Guide

If you are on other operating systems (Apple/Mac or Linux/Unix) you will not be able to access the prequal form as Internet Explorer is not compatible with those operating systems. You will need to either find a Windows PC to use or you will need to contact your local Turner Procurement department for an alternative solution.

We receive a message that we need to install Silverlight

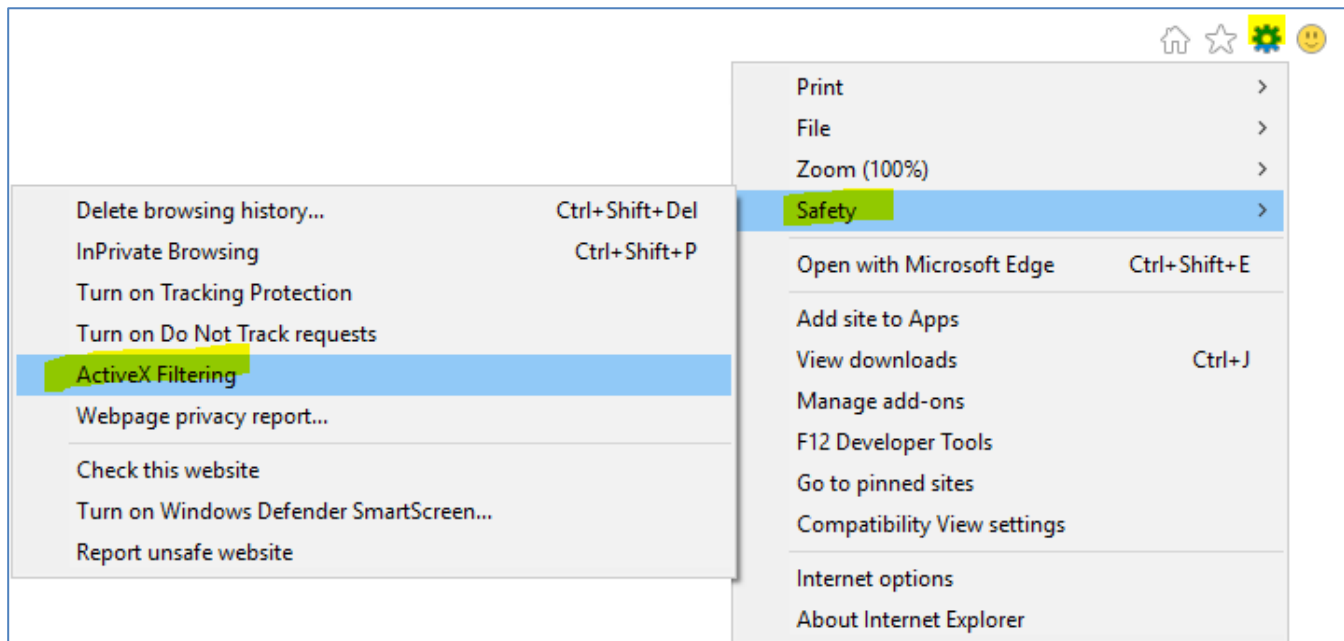
Silverlight is a Microsoft browser plug-in, such as Java, Flash, etc. that is required to view the Prequalification form. If you are receiving this prompt, please click on the link below to install the Microsoft Silverlight plug-in.

<https://downloads.digitaltrends.com/microsoft-silverlight/windows/post-download>

After installing, you may need to refresh their browser window to see the Prequal content.

We receive a message to install Silverlight even after it has already been installed or see a blank white page when the Prequal loads

Please check that the Silverlight application can load correctly by disabling ActiveX filtering in your Internet Explorer browser. Click on the Tools icon, then Safety and make sure that there is not a check next to ActiveX Filtering. If there is a check there, please click on ActiveX Filtering to remove the check, close Internet Explorer, and then try again.



Turner Subcontractor Prequalification System Log-in Guide

We are getting an error that a duplicate record exists when entering their FEIN or getting a blank prequal even though there is an existing prequal for their company.



This error means that you have been logged in to a new/different prequal than the one that already exists in our system for your company. Please **STOP** immediately and logout of the system completely so that you do not begin filling out a new prequal for their company that we will be unable to use. Please contact the Turner Service Desk at servicedesk@tcco.com or 866-275-5335 and provide the username they you are logging in with and your company's FEIN. The Service Desk will link your login account to the correct prequal for your company so that the next time you log in you will see your company's existing prequal instead of a brand new Prequal form.

We are getting an error when updating their prequal that our prequal is "locked by SITRION"



This happens occasionally when the system is running updates or if Turner is running reports on prequals. During this time, all records are temporarily locked out of changes until the updates/reports have completed. Please close completely out of the system and wait at least 15 minutes. You should then be able to log back in to the system and continue updating your prequal.

We are getting a yellow triangle when trying to upload files to the Prequal form

In most cases, this means that the file you are trying to upload is too large. Files cannot be any larger than 2 MB per file. If the file you are trying to upload is larger than 2 MB then you will need to split the file in multiple files and upload the parts individually. If you are still unable to upload a file smaller than 2 MB, please close out of the system completely, wait at least 20 minutes and log back in, making sure to choose Private when you log back in.

