

Instructions for Companies

If you have one or more employees or engage other contractors, then you need to register using the 'Company' option.

If you do not employ staff or engage other contractors and contract independently to your Client, you need to register using the 'Sole Trader' option (see PREQUAL Instructions for Sole Traders), even if you are a limited liability company.

Register

1. Log onto www.PREQUAL.co.nz.
2. Please read the FAQs document located at the right of the screen.
3. Click **Register** at the bottom right of the login box.
4. Select **Company**.
5. Fill in all the fields marked with *.
6. Click **Register**.

If you have missed any required fields and need to re-enter information you will need to enter your password again.

Payment

Once registered you will be taken to the **Registration Complete** page.

Please read the **terms and conditions** by clicking on the prequalification terms & conditions link.

1. Click the check box to confirm you have read and accept the terms and conditions.
2. Click **Proceed to payment**.
3. Click on **Make Payment**.
4. Enter credit card details and click **Continue**.

If you do not wish to pay for your application at this point you can leave the site and return later by using the account login and password you entered when registering.

If returning to your registered account to pay:

1. Click on **Start Prequalification**.
2. Click on **Make Payment**.
3. Enter credit card details and click **Continue**.

A receipt will automatically be emailed to you upon receipt of payment.



If you do not have access to a credit card, please email info@PREQUAL.co.nz with your company details and category and we will send you an invoice to allow bank deposit payment.

Complete Questionnaire

1. Click on **Start prequalification**.
2. The questionnaire is will automatically save your answers and you can answer the questions in any order you choose.
3. Use the left-hand list to navigate through your questionnaire by clicking on the question you want to go to.
4. When you have completed a question, it will show ✓ beside it.

Once your application is 100% complete, you can click **Submit Prequalification** to send your application to PREQUAL for assessment.

Resubmission

1. Once your application has undergone an initial assessment, you will receive and email notification that it has been returned to you for the opportunity to resubmit further evidence.
2. Log into your PREQUAL account and click on **View**.
3. The questions that are open for resubmission will have  beside them.
4. When you add new information the  will remain, so your Assessor knows which questions require reassessing.

Once you have added in all the new evidence you wish to, click on **Resubmit Application** to send your application back to PREQUAL for final assessment.