



## Pogue Construction & ProQual Program Information Details & Steps

As part of the Pogue Construction subcontracting process, subcontractors will be asked to submit their qualification information and documents listed below. ProQual by Pantera has been contracted by Pogue Construction to help facilitate this annual process and will provide you with a secure portal for your qualification document submissions.

### PROCESS STEPS:

- 1. Initial Communication from Pogue Construction.** You will receive an email from [enroll@pogueconstruction.com](mailto:enroll@pogueconstruction.com). This communication contains information regarding this process and a personalized secure registration link for you to begin.
- 2. Login or Create Account.** If you currently have an account with ProQual for another client, you may log in using your existing account to complete the specific portion for Pogue Construction. If not, you will need to create a user name and password.
- 3. Payment.** After completing your online qualification form, you will then click "**View Requested Criteria**". You will be prompted to submit your credit card payment of \$110 for your annual registration with Pogue Construction. Once submitted, you will receive an email payment confirmation receipt from ProQual.
- 4. Document Submissions.** After payment, you will be directed to upload the documentation requested by Pogue Construction. All items listed as "Waiting", "Incomplete" or "Expired" require your attention. Items requested include:
  - **Certificate of Insurance & Endorsement documents reflecting Pogue Construction Requirements**
  - **W9, Signed and Dated**
  - **Minority/Disadvantage Certifications, if applicable to your firm**
  - **Trade Licenses, if applicable to your firm**
  - **Consolidated Financial Statements (semi-annual update requested)**

ProQual will follow up with you to ensure a quick turnaround time. You will receive phone call and email reminders to submit "Waiting", "Incomplete" or "Expired" items. Your prompt response is appreciated.

Any concerns regarding participation in this program should be directed to Bryan Woods with Pogue Construction at 972.529.9401 or via email to [bwoods@pogueconstruction.com](mailto:bwoods@pogueconstruction.com).



### About ProQual by Pantera & Help Information

If you need any assistance with this process, please feel to contact ProQual at 214.347.7240 x 2 for Customer Service, or via email to [help@proqualverified.com](mailto:help@proqualverified.com). Additional information on ProQual can be found at [proqualverified.com](http://proqualverified.com).