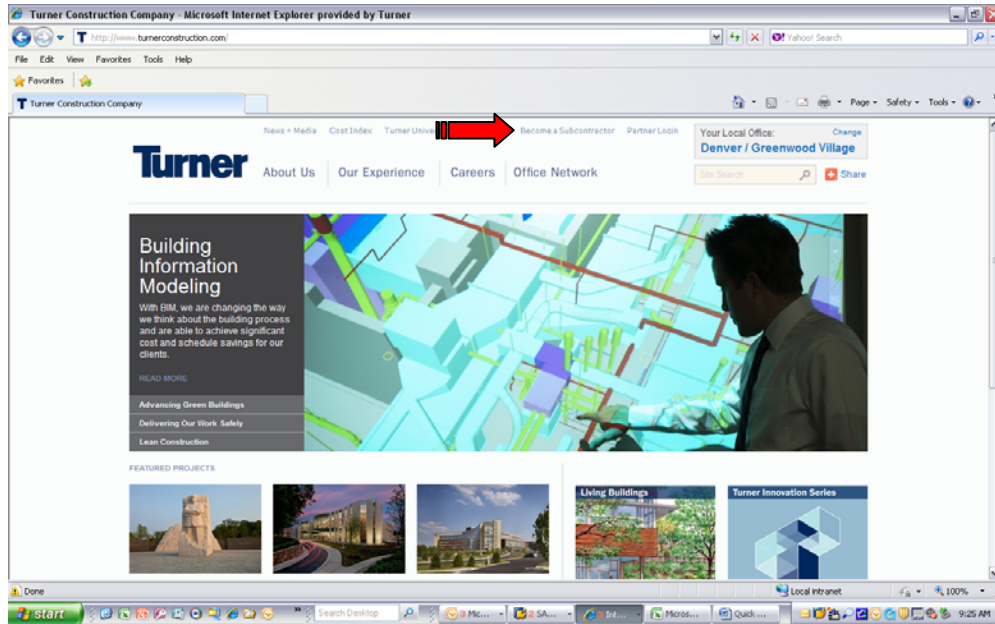
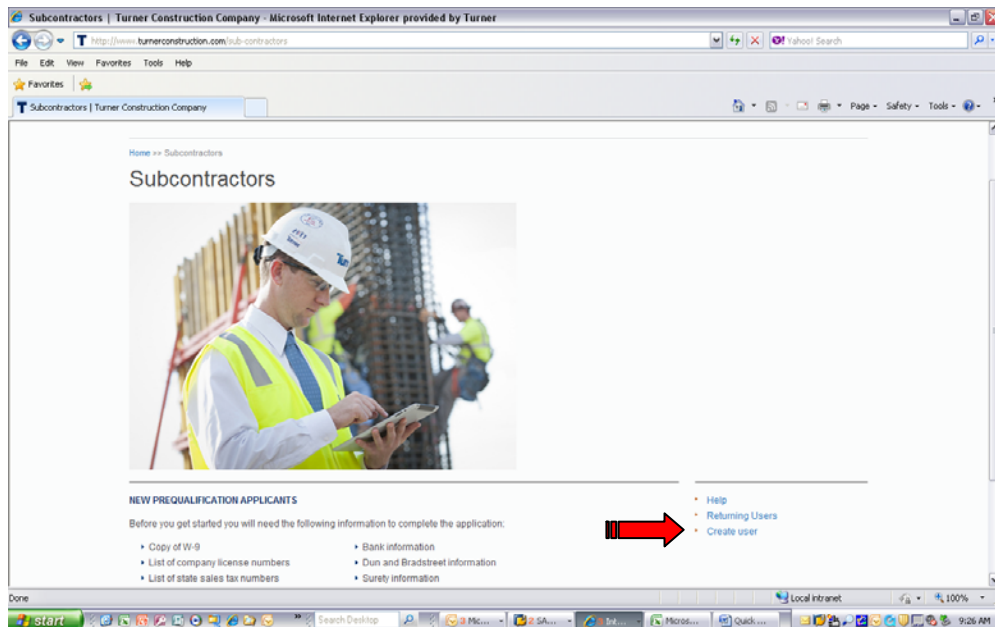


## Quick Guide for Logging into Turner Prequalification System

1. Log onto [www.turnerconstruction.com](http://www.turnerconstruction.com)
2. Click on link “Become a Subcontractor”



3. Click on link “Create User”



4. You must first confirm whether you have an existing sub prequal record in the Turner system. This will likely be the case if you are a current Turner subcontractor. This will avoid confusion and prevent duplicate records in the system for your company.

**A) If you are a current subcontractor with Turner or have completed a sub prequal in the past:**

Contact your local Turner Office to see if you have an existing sub prequal ID. Confirm the following information: federal tax identification number (FEIN), Company Name and Prequalification Number. This information will need to match exactly what is entered currently in Turner's system. We do this complete validation of your information to insure your privacy of data.

Company Name - Your name may not match exactly what is on your W-9 in the current system. You'll be able to adjust this after you are in the system, but must enter the name as it currently exists in the Turner system (case sensitive).

Subcontractor Prequalification # - Your prequalification number is a 10 digit number. Example: 0000001234. If you receive a number of 1234 you must fill it with six zeros when entering (i.e., 0000001234). **You must enter all the zeros at the beginning to have it recognized.**

**B) If you are a new Turner subcontractor or have confirmed that no record exists in Turner's system:**

Enter your federal tax identification number (FEIN) and legal company name (as it appears on your W9). Leave the Subcontractor Prequalification # blank.

After entering your information, click Submit to proceed.

The screenshot shows a web browser window with the URL <https://publicapps.tcco.com/turn/createuser.aspx>. The page title is "Turner Account Management - Create User". The main heading is "COMPANY LOOKUP". Below the heading, there is a message: "Please enter the information below to see if your company already exists in our system." There are three input fields: "FEIN", "Company Name", and "Subcontractor Prequalification #". Red arrows point to each of these fields. The "FEIN" field has a note: "Non US companies should enter nine zeros for the FEIN". The "Company Name" field has a note: "Please enter your Company Name exactly as it appears on your W-9". Below the input fields are "Submit" and "Cancel" buttons. At the bottom of the page, there is a footer with contact information: "Create Service Desk Support Ticket | Technology Service Desk | 866-275-5335 | Hours: M-F 8am - 7pm EST" and "Copyright © 2012 The Turner Corporation. All Rights Reserved." The browser's taskbar at the bottom shows the Windows Start button, search bar, and several open applications.

5. Complete the information on the following screen and press "Submit". \*\*Make sure you click the checkbox to "accept Turner's Terms of Service."

Turner Account Management - Create User

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: [REDACTED]

Subcontractor Prequalification #: [REDACTED]

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 \*

Submit Cancel

6. Once submitted you will receive an email with your User name and Password, similar to the one below. \*\*Please wait 15 minutes as stated in the email before proceeding with Step 7.

FW: Automatic Email: Welcome to the Turner Network - Message (HTML)

From: reception [reception@globalfire.biz] Sent: Wed 4/11/2012 11:08 AM

To: Jones, Dayle G - (DEN)

Cc

Subject: FW: Automatic Email: Welcome to the Turner Network

From: NoReply@tcco.com [mailto:NoReply@tcco.com]

Sent: Tuesday, April 10, 2012 2:22 PM

To: AP

Subject: Automatic Email: Welcome to the Turner Network

Dear [REDACTED]

PLEASE WAIT 15 MINUTES BEFORE LOGGING INTO TURNER NETWORK!

Welcome to the Turner network. Your user information is below:

User Name [REDACTED]

Password: [REDACTED]

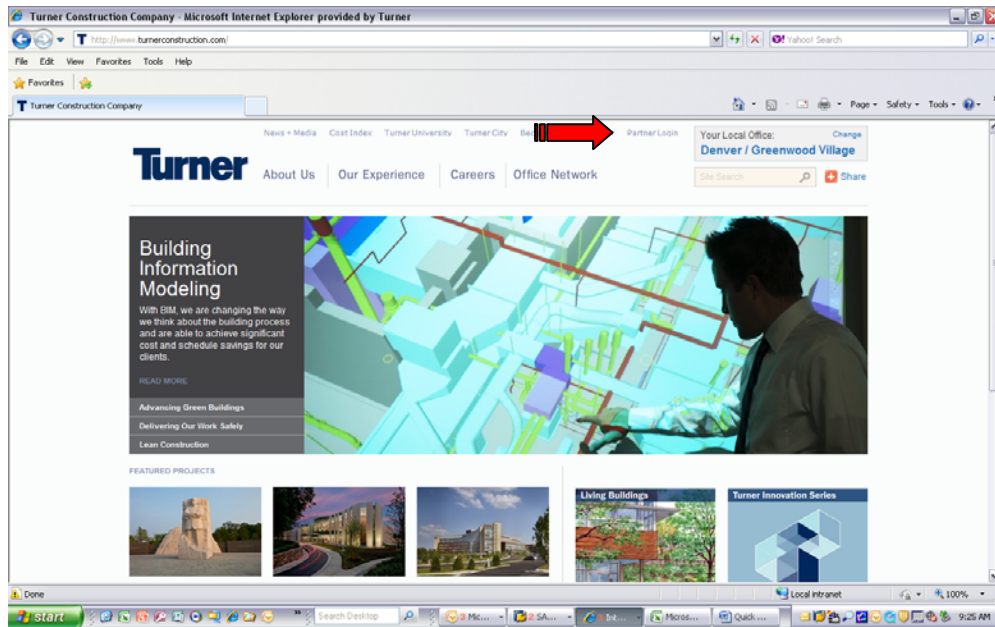
To access the Turner network: Go to [www.turnerconstruction.com](http://www.turnerconstruction.com) and click on the **Partner login link** in the upper right hand side of the screen. This will allow you to log into the Turner Collaboration Portal (TCP) where you may access the information or applications you need.

**Common Actions:**

- **Help Files:** If you are new, you may access the help files by clicking on the help link at the bottom of the TCP site.
- **Subcontractor Prequalification:** A link to the Subcontractor Prequalification application can be found under the "I Need To" drop down on the left hand side of the site.
- **Changing Passwords:** You may change your password once you log on to the TCP by selecting "Change My TCP Password" under "I Need To".
- **Access to Project Sites:** You will see a list of the Turner Project sites you've been given access to in the center of the site.
- **Technical Support:** Please contact Turner's Service Desk at 866-275-5335 or by emailing [servicedesk@tcco.com](mailto:servicedesk@tcco.com)

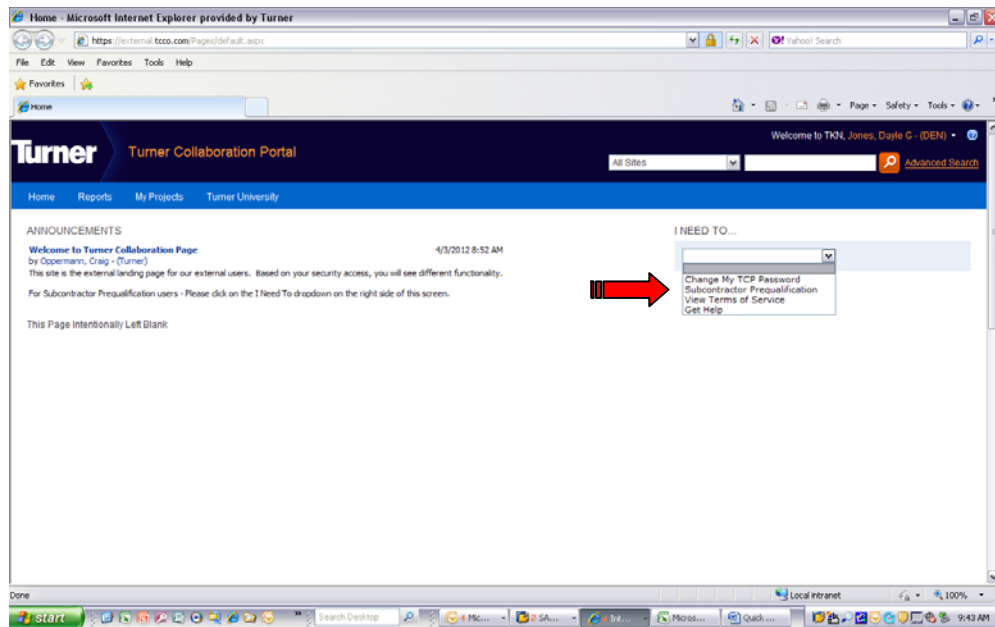
Thank you,  
Turner Construction Company

7. Return to [www.turnerconstruction.com](http://www.turnerconstruction.com) and click on the link for Partner Login.



8. Enter your Username and Password.  
Make sure you have Partner User checked.

9. You will be redirected to the Turner Collaborative Portal. On the right side of the screen, select from the drop down box under “I Need To...” the “Subcontractor Prequalification” link.



10. You will be redirected to your Prequalification page.