

A User Guide for ITAP & the Contractor's Prequalification Application

Effective January 1, 2019, the following documents must be transmitted electronically using the Contractor's Prequalification Application ("CPQ") in [ITAP](#):

- 1) Contractor's Statement of Experience and Financial Condition (new and renewal)
- 2) Requests for reconsideration under IC 8-23-10-5(a)
- 3) Requests for revised certificate under IC 8-23-10-5(b)

Getting Started in ITAP

To access the CPQ application, applicant firms and individual users must first enroll in ITAP.

Step One: Enroll an applicant company in ITAP by completing the [business registration form](#).

--> For further assistance enrolling a company in ITAP, watch the [Business Enrollment Training Video](#).

Step Two: Enroll each person who will use ITAP for the firm by completing the [user enrollment form](#).

--> For further assistance enrolling a user in ITAP, watch the [User Enrollment Training Video](#).

Request Access to the CPQ Application

After you enroll the firm and individual users in ITAP, you must request access to the CPQ application.

Step One: Log-in to [ITAP](#).

Step Two: Click "Applications" in the far left menu and select "Request New Application"

Step Three: Click on "Contractor's Prequalification Application" in the Application Enrollment box.

Step Four: Click "Available Roles" in the Application Details box that opens to the right

Step Five: Select "Prequalification Contractor"

Step Six: Click "submit".

Upload Documents using the CPQ Multiple File Upload Tool

The following documents must be submitted to INDOT using the CPQ Multiple File Upload Tool:

- 1) Contractor's Statement of Experience and Financial Condition (new and renewal)
- 2) Requests for reconsideration under IC 8-23-10-5(a)
- 3) Requests for revised certificate under IC 8-23-10-5(b)

Step One: Click the link for the CPQ application in the ITAP Main Page window.

Step Two: Click the link for "File Upload URL" located in the Application Detail box.

Step Three: Select "Contractor Prequalification Applications" for the Desired Document Type

Step Four: Select "Add Files", which will open a window showing the files stored on your computer.

Step Five: Select the files you wish to upload and click "Open" to place the documents in the queue.

Step Six: After you have selected all the files you wish to submit, click "Start Upload".

Step Seven: When the upload is complete, click on "Enter File Information", which will open a new window containing three required fields.

Step Eight: Enter the information in each of the three required fields:

- (a) Vendor ID: Enter the applicant firm's Employer Identification Number, including the dash between the second and third number;
- (b) Document Type: select Document Type that describes the files being uploaded;
- (c) Company Name: Enter the company's name exactly as it is stated on page 1 of the completed Statement. Please use all capital letters and no punctuation.

NOTE: you can change the document type assigned to each file in the queue after you select "Next" on this screen.

Step Nine: After you complete the three fields, select "Next", which will open a new window in which you can edit the information for each file uploaded in that queue.

Step Ten: When you finish editing the information for the first file, select "Next" to edit each successive file in the queue.

Step Eleven: When all files in the queue are assigned the correct information, including Document Type, click "Add Files to ERMS".

NOTE: a confirmation email will be sent to the ITAP user's email address with a summary of the files successfully uploaded to ERMS.