Accredited Quality Contractor (AQC) – How to Submit

1. Visit https://abc-aqc.secure-platform.com:443/a (*NOTE: **INTERNET EXPLORER** HAS COMPATIBILITY ISSUES - PLEASE USE **GOOGLE CHROME** OR **MOZILLA FIREFOX** TO AVOID SUBMISSION COMPLICATIONS*)

2. Read all instructions on the program page.

3. **IF YOU HAVE AN ACCOUNT**
   Login with your email on the left-hand side. Once you are logged in, hover over **SUBMIT** at the top and select **New Applicant** if you are applying to the AQC program for the first time or **Recertification** if you are recertifying for 2017.

   *Note if you have used this platform to submit a national EIC project, you will have the same login information.

IF YOU DO NOT HAVE AN ACCOUNT

If you do not already have an account, hover over **SUBMIT** at the top and select **New Applicant** if you are applying to the AQC program for the first time or **Recertification** if you are recertifying for 2017. Once you create your login, it will take you directly to the company information portion of the application/form.

Login or Create an Account
2017 Accredited Quality Contractor (New Applicant)

Login
Email Address *

Password *   lost password?

remember me

Login

Create a New Account
Email Address *

First Name *

Last Name *

Company Name *

Create a Password *

Retype Password *

Back   Register

4. Complete all required fields on the company information page.
   *Select your primary ABC chapter and the appropriate STEP level. If you are an AQC member through multiple chapters, select **Yes** when asked if you want to add another branch. Select **No** if you are only an AQC member through one ABC chapter.

List additional ABC chapters through which your company is currently a member and would like to be listed as an AQC member branch. There is a $75 fee for each additional branch office listing. If you need to add additional branches, please email AQC@abc.org.

Primary ABC Chapter *

Select

Primary Chapter STEP Level *

Select

Do you want to add another branch? ($75)

Yes
No

5. Once this page is complete, select **Add to Cart** at the bottom right corner of the page

Primary ABC Chapter *

Select ▾

Primary Chapter STEP Level *

Select ▾

Do you want to add another branch? ($75)
○ Yes
○ No

⬇

Save   Add to Cart

6. You will be taken to the **Review and Checkout** page. At the bottom of the page, select **Checkout**. Please disregard the discount code field.

Review and Checkout

Title	Category	Cost	Details	#	Action
Test	General	$195.00	AQC Recertification Fee	12940	Remove | Make Changes

Total: $195.00

Discount Code [   ]   Apply

Make Another Submission   Print All Applications   Checkout   ⬅

7. The page will refresh again and read: **Total Amount Due**, with the prompt to select your payment option: **Pay by Check** or **Pay by Credit Card.** Select your payment method and click **PROCESS** at the bottom of the page.

Total Amount Due: $195
○ **Pay by Check**
○ **Pay by Credit Card**

Back

8. Your registration and payment have been submitted successfully. Select **Click here** to complete and finalize the full recertification form or new application, depending on your current status.

9. You will be redirected to a page that says **Needs Attention** at the top. Select **Open** on the right side. This will take you to the full application/recertification form.

Needs Attention

Program	#	Category	Title	Action
2017 Accredited Quality Con...	12940	General	Test	Open

Showing 1 to 1 of 1 entries

⬆

10. Complete the full application/form. At the bottom each section, select **Save and Next** as you go. Your work will then be saved if you need to return at a later time. You do not need to complete the application all in one sitting.

| Prev | Save and Next |

11. On the **Application Verification** page, verify that all of the information submitted is accurate and provide contact information. Click **Save and Finalize** at the bottom when the form is complete. *Please note you will not be able to return to the application once your application is finalized.

Recertification Verification *

☐ I verify the information provided in this application is accurate.
☐ I understand that Associated Builders and Contractors is authorized to request additional information to assist its efforts in authenticating this application.
☐ I understand ABC reserves the right to audit this application.
☐ I understand ABC National will contact the local ABC chapter in order to ascertain information about my company, our AQC eligibility and our ABC membership.
☐ I understand ABC National has ownership of the materials provided and has the permission of this company to refer its name to construction buyers and other construction users.

Company Name *

Provide the full company name

[   ]

Contact *

Person completing the form. (This is the person who will be contacted by ABC with any questions and will be provided recertification materials if approved).

[   ]

Email *

Email address of person completing the form

[   ]

Phone Number *

Phone number of person completing the form

[   ]

Company Principal *

Name and Title of Company Principal

[   ]

Company Principal Verification *

☐ The company principal stated above has authorized the submission of this recertification.

| Prev | Save | Save and Finalize |

12. You have now completed the application process! ABC National Staff will be in touch as your application is reviewed. If you have any questions during the process, email AQC@abc.org.