



Accredited Quality Contractor (AQC) – How to Submit

1. Visit abc.org/aqcapp

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 OPENWATER ACCOUNT**

Login with your email on the left side bar. Once you are logged in, hover over submit in the menu bar and click **Begin Here**.

Alternatively, you can click the **Begin Application** button, log in as prompted, and then begin your application.

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

- IF YOU DO NOT HAVE AN ACCOUNT**

If you do not already have an account, click the **Begin Application** button and create your login profile. Once completed, it will take you directly to the company information portion of the application.

4. Complete all required fields on the company information page.

Once into the portal, be sure to select the correct application type, either **Recertification** or **New Applicant**, depending on your prior year's status.

Application Type *

(select) ▼

(select)

New Applicant

Recertification

select category

*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




- 7. The page will refresh again and read: **Total Amount Due**, with the prompt to fill out your credit card information. Click **PROCESS** at the bottom of the page.

Total Amount Due: \$195.00

Pay by Credit Card

Billing Information
Enter your payment details below.

Cards Accepted



Credit Card *

First Name Last Name

Card Number

/


Expiration Month Year Security Code

Billing Address *

Street Address

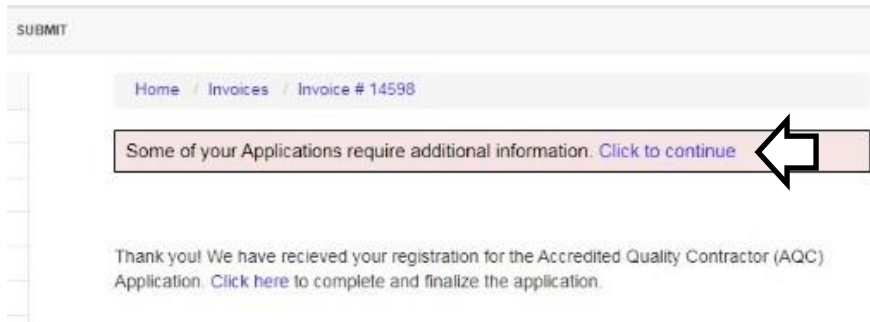
City State / Province / Region

Postal / Zip Code Country

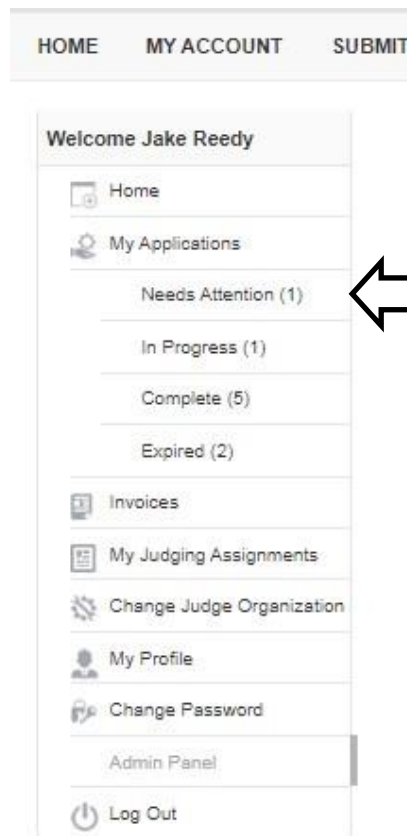


Avoid Duplicate Charges - Click Process Only Once

- 8. Your registration and payment have been submitted successfully. Select **Click to continue** to complete the submission forms.



Alternatively, you can find your application under My Applications > Needs Attention. Click on needs attention, and 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.



9. 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.



10. 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.



11. 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.