

Checklist and Instructions for Box Submission

1. Preparing Your Documents

New contractors will need to submit the following:

- Resume
- Questionnaire
- Financial Statements (if needed) see [Questionnaire Guidance](#)
- Attachments (if needed)

Requalifying existing contractors will need to submit the following:

- Questionnaire
- Financial Statements (if needed) see Questionnaire Guidance
- Attachments (if needed)

Name your pdf files as follows


- Resume(s): name of company resume.pdf
- Questionnaire: name of company questionnaire.pdf
- Financial Statements: name of company fs.pdf
- Attachments: name of company attach.pdf

Example: ABC Company Inc, a new contractor, would submit 4 pdf files named as follows:

- abc company inc resume.pdf
- abc company inc questionnaire.pdf
- abc company inc fs.pdf
- abc company inc attach.pdf


2. Submitting your packet

Go to the Box link: <https://txdot.app.box.com/f/55bdf19c01b54f009a9a8ce77c092372>



TxDOT PreQualification Submission

Upload files *

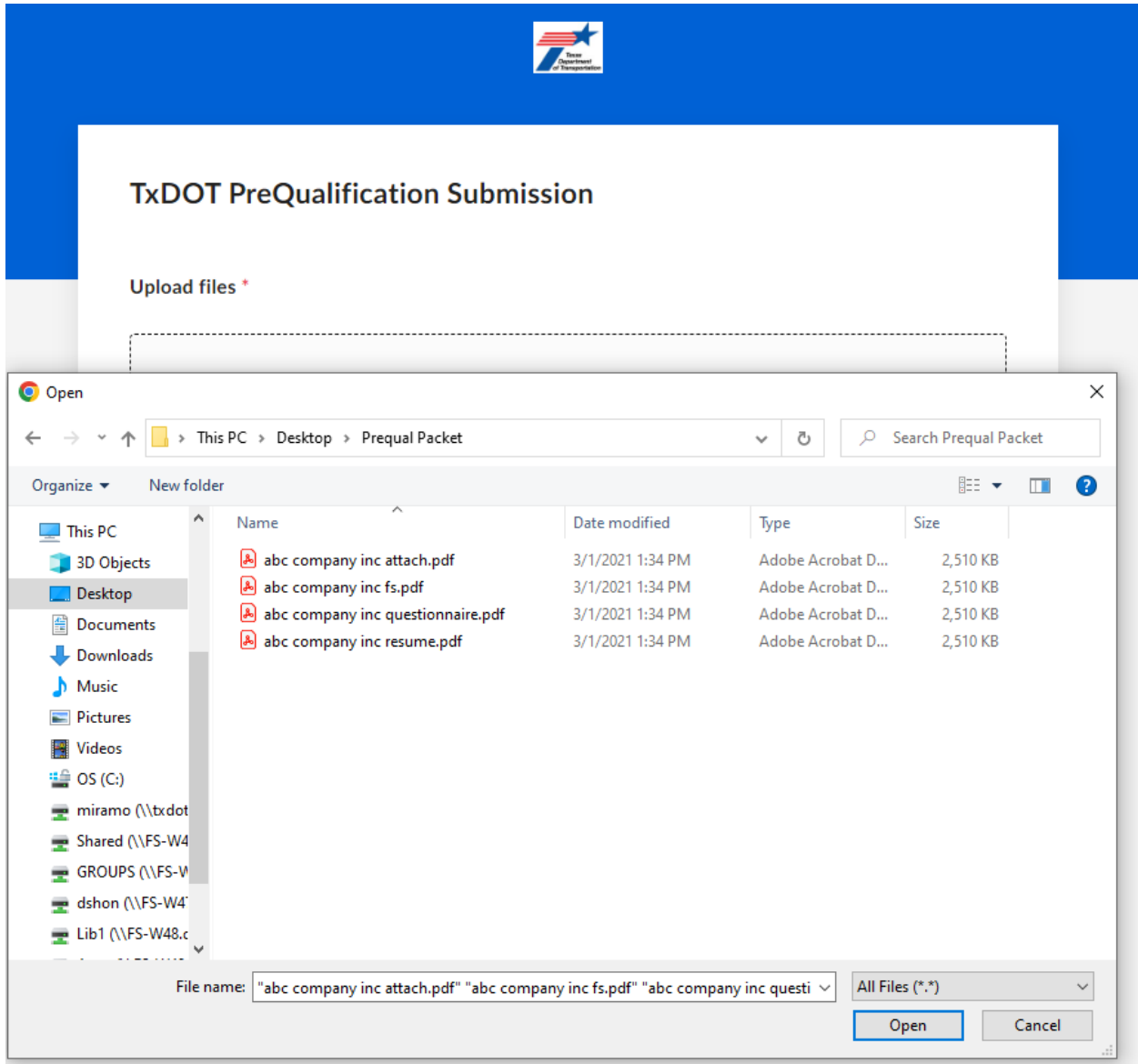


Drag and drop files

Select Files

Submit

You can either drag and drop the files in the space indicated on the web page OR click on the Select Files and find and select the pdfs on your computer then click on Open.



When all files are ready to be submitted, click on the Submit button on the bottom right.



TxDOT PreQualification Submission

Upload files *

 abc company inc resume.pdf	2.5 MB	×
 abc company inc questionnaire.pdf	2.5 MB	×
 abc company inc fs.pdf	2.5 MB	×
 abc company inc attach.pdf	2.5 MB	×

[Add another file](#)

Submit

Once you submit your documents, you will see the following message indicating that you have successfully submitted your packet. You will not get an email confirmation.

Success! Your files have been submitted.



SUBMIT DOCUMENTS ONLY ONCE. If you submit via this method, do NOT also submit by email to cst_prequalification@txdot.gov OR via mail/courier. Repeated submissions may cause delays.

It may take up to 10 calendar days for a review/response. If you do not hear from us after a week, please email cst_prequalification@txdot.gov to check on your status.