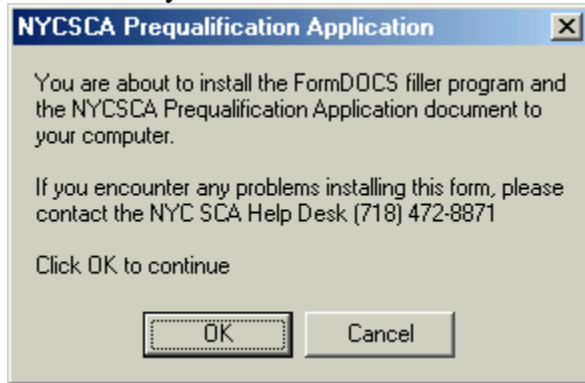


Prequalification Application Frequently Asked Questions

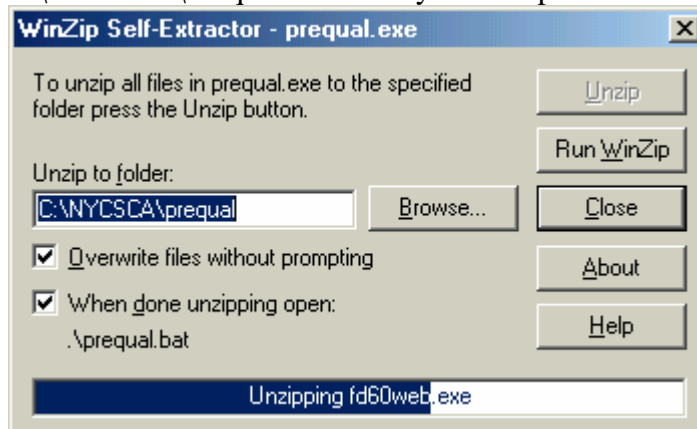
Q) How do I install the Prequalification Application after I download it from the NYC SCA website?

A) Double click the file you just downloaded to your computer (For example, if you downloaded the Prequalification Application, prequal.exe, to your “My Documents” folder, open up your “My Documents” folder and double click prequal.exe). This will begin the installation procedure. Refer to the following screenshots to guide you through the installation.

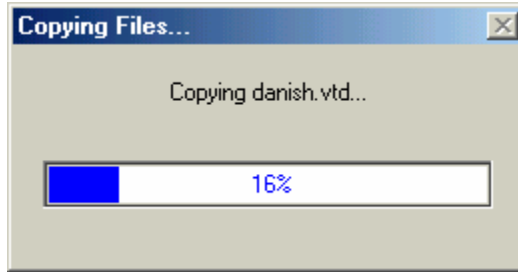
- 1) You are about to install the FormDOCS filler in addition to the Prequal Application to your computer. If you require assistance, please call the NYC SCA Help Desk at (718) 472-8871 for problems relating to the installation of the form (See below). When you click OK to continue, the subsequent steps are done automatically without the need for intervention.



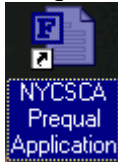
- a. The following screen will be seen while the form is extracted to the C:\NYCSCA\Prequal folder on your computer.



- b. The FormDOCS filler will begin installing and you will see a screen similar to the one below while the files are being copied to your computer.



- c. An icon will automatically be created on your desktop to the Prequalification Application (C:\NYCSCA\Prequal\prequal.fdt).



- 2) Once the installation is complete, the form will automatically open so that the user can begin entering their information. If the form does not open automatically the first time, you can access the form by double clicking on the **NYCSCA Prequal Application** icon on your desktop and the form will open.

Q) How do I save my changes so I can complete it at a later time?

A) The form requires that at least the first page of the form (the General Information section) is completely filled out before the form can be saved. If you forgot to fill out any one of these fields, a message similar to the one below will be displayed indicating you did not fill out a required field.



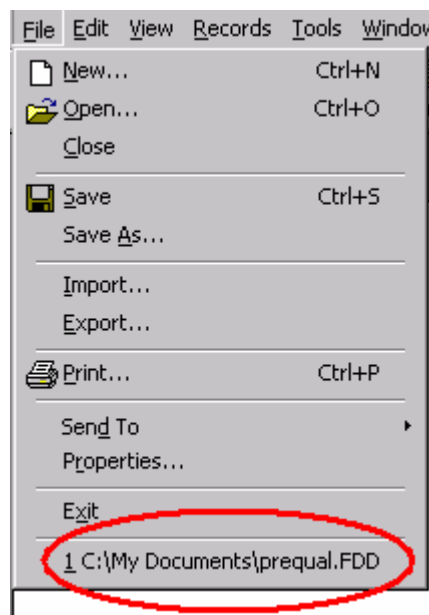
You will now be prompted for the name of the file to save it as. The default is prequal.FDD (The .FDD at the end of the file name indicates that this is a FormDOCS document). You can leave it as it is or enter a name of your own just make sure you keep the .FDD file extension at the end. Once you are satisfied with the name you want to call this file, click on the **Save** button. (See image below).



Q) How do I open the application I previously saved?

A) If you haven't already noticed, when you double click the NYCSCA Prequalification Application icon on your desktop, it will open up an empty Prequalification Application. This is because the icon opens up a Prequalification Application Template and not your saved document. There are two ways to open up a previously saved form.

- 1) If you already have a form open (i.e. by double clicking on the NYCSCA Prequalification Application icon on the desktop), you can click on the File menu on the upper left hand corner and at the bottom of the drop down menu you will see the location and filename of your saved file (See circled item in the figure below). If you click on that option, your previously saved form will open.



- 2) If you don't have the Prequal Application or the FormDOCS filler program open, you can either double click the NYCSCA Prequalification Application icon on your desktop and then follow the steps above or if you know the where you saved your file, you can open up that folder and double click the file to open (see figure below).

