

# Prequalification Entry Script



enmrd

The purpose of this document is to list out the steps of entering a Prequalification record on City of Madison Licenses & Permits.

## Register an Account on Licenses & Permits

Note: This is a one time process. Your registration is good for both the Prequalification and the Affirmative Action Plan applications.

1. Using Internet Explorer, Edge, Firefox, Chrome (latest versions) browse to
  - a. <https://elam.cityofmadison.com/citizenaccess/>
2. Click on “Register for an Account”
3. Check the “I have read and accepted the above terms”
4. Click “Continue Registration”
5. Enter Login Information
  - a. User Name
  - b. Email Address
  - c. Password (minimum of 8 characters)
  - d. Type Password Again
  - e. Enter Security Question (make your own question up)
  - f. Answer (case sensitive)
6. Enter Contact Information
  - a. Click “Add New”
  - b. Select whether this is an Individual or Organization contact (We recommend Individual)
  - c. Be as complete as possible
    - i. Ensure you enter
      1. Name of Business
      2. City
      3. State
      4. Zip
    - ii. These fields aren’t required during registration but they are for the Affirmative Action Plan
7. Click Continue Registration
8. Success
9. You will receive an email with a link to Activate your account.
  - a. Follow the prompt in the email to activate your account
  - b. This email verifies that the email address is valid
  - c. Once activated go back to the City of Madison Licenses & Permits website to login

## Login to Licenses & Permits

1. Using Internet Explorer, Edge, Chrome, Firefox, Chrome (latest versions) browse to
  - a. <https://elam.cityofmadison.com/citizenaccess/>
2. Enter User Name or E-mail
3. Enter Password
4. Click Login
5. You will see “Logged in as: <your user name>” under the teal colored bar.

## Enter New Prequalification

1. Update/Renew existing Prequalification

Note :if you are renewing the prior license information will copy to this license information for review.

- a. From the Home screen
    - i. Select "Search for a License/Registration"
    - ii. Or select "License/Registration" tab
  - b. Locate the Prequalification license from the list
    - i. Select the Action from the Action column
2. Enter a new Prequalification
    - a. From the Home screen
      - i. Select "Apply for a License/Registration"
      - ii. Or select "License/Registration" tab
        1. Select "Apply for a License/Registration"
    - b. Select a License/Registration Type
      - i. Select "Engineering"

## Contact Information

1. Select or Add a Contractor (required)
  - a. Required fields a denoted with a red asterick
  - b. Selecting from Account will auto populate your account information
    - i. If auto-filled edit as needed

## Categories

1. Select the category or categories (A, B, or C)
  - a. You must select one but may select multiple
  - b. Additional information may be needed depending on category selected.
2. Click "Continue Application"

## Additional Sections

Depending on the Category or Categories selected sections may have items to complete. If certain selections are made in one section another section may have required fields. If an item states an attachment is needed that attachment will be required to upload before completion of the application.

Note: all applications require the Certificate Signature form to be attached.

## Attachments

1. Depending on selections attachments may be required
2. Attach all required documents
  - a. Required documents will be listed
3. Click “Continue Application”
  - a. Won’t continue without all required attachments

## Review

1. Review Application
2. Click “Continue Application”
  
3. Success
4. To print your application click “Print/View Summary”

## Resume a Saved Application

1. From the Home screen
  - a. Select “License/Registration” tab
  - b. Select “Resume Application” next to the desired application

## For Help

For registration, activation, password, or other account issues please email [elamsupport@cityofmadison.com](mailto:elamsupport@cityofmadison.com).

For help with Prequalification Questions (City Engineering), contact:

City of Madison Engineering Division  
210 Martin Luther King Jr Blvd, Rm 115  
Madison, WI 53703  
Ph 608-266-4751  
Fax 608-264-9275  
Email: [ContractorPrequalification@cityofmadison.com](mailto:ContractorPrequalification@cityofmadison.com)