Barton Malow

YOUR GUIDE TO GETTING PAID

WHAT IS TRADETAPP?

TradeTapp is an online software that allows subcontractors to submit prequalification applications. Prequalification for our K-12 projects is an internal Barton Malow process to become a vendor in our system in order to be able to provide you a purchase order and release payment.

WHAT IS TEXTURA?

Textura is an internet-based software solution that streamlines the construction invoicing and payment solution. Subcontractors can electronically sign and submit their pay applications, sworn statements, and all lien waivers. It also allows quicker payment disbursement via ACH to subcontractors.

HOW DO I GET PREQUALIFIED?

If you have not been invited to prequalify, **Click Here** to start your prequalification process.

Shortly after filling out your information through the link above, you should receive an invite to TradeTapp to start the process. Please check your junk/spam email folder.

Click Here should you need step-by step instructions to navigate through your prequalification process.

Please be sure to upload your insurance in TradeTapp, this is crucial in order for you to receive payment. **Click Here**.

Click Here for the insurance sample to provide to your insurance company so they can provide you with the correct insurance documents to upload.

For information on how to manage your TradeTapp account and other FAQs **Click Here**.

HOW DO I JOIN TEXTURA?

You will receive an invitation to join once your project is set up in Textura by Barton Malow's team. You will also receive an email letting you know when to create your schedule of values and when the draw period is open so you can submit your pay application. Please check your junk/spam email folder.

Click Here for step-by-step instructions on setting up your Textura account.

To learn more about Textura and useful information such as how much it costs, customer support, and managing documents, please **Click Here**.

Textura live support representatives are extremely helpful, please do not hesitate to reach out to them should you need assistance at 866-TEXTURA (866-839-8872).

HOW DO I GET PAID?

In order for your payment to be released upon Barton Malow's receipt of owner payment, there are a few things you need to make sure are in place:

- ☑ **Did you sign your contract and turn it in?**
- ☑ **Did you turn in your payment and performance bonds?**
- ☑ **Is your insurance up-to-date and submitted through TradeTapp?**
- ☑ **Have you submitted your invoice through Textura?**

WHOM DO I REACH OUT TO IF I HAVE MORE QUESTIONS?

Should you have further questions regarding any of the topics above, please reach out to your Project Accountant or anyone from the project team.