



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

Contractor Registration Form (Job Aid)



This form should be submitted by any interested contractor wishing to join the Illinois Works Bid Credit Bid Credit Program. Once the form has been successfully submitted your ILW Bid Credit Account will be established, and you will be e-mailed your log-in credentials. These credentials will be used to log into your account anytime you wish to submit any information to the ILW Bid Credit Program. This includes the submittal of Bid Credit requests for Pre-Apprenticeship graduates, the request for Bid Credit Certificates to includes with bids and/or to make any updates to your company information such as contact information updates or changes and /or address updates and/or changes.

If at any time you have questions regarding the Bid Credit program, please e-mail CEO.BidCreditProgram.gov.

[Contractor Registration Form \(smartsheet.com\)](#)



Contractor Registration Form

Please complete this form in full to register for the Illinois Works Bid Credit Program. If approved, you will receive an email notification with your Bid Credit Account number and unique log in information. If updates are needed, you will receive an update request form. If you have any questions, please contact CEO.BidCreditProgram@illinois.gov.

Please note all fields on the form with the red asterisk are required for submittal.

Company Name *

Please enter full corporate name as registered with State of Illinois.

Primary Contact First Name *

Primary Contact Last Name *

Primary Contact Title *

Primary Email Address *

It is **highly recommended** that a **service account email address** be used to set up your account, eg. info@companyname.com.

Secondary Email Address

Primary Phone Number *

Secondary Phone Number

Federal Employer Identification Number (FEIN) *

Please input 9 digits only, omitting the dash.

Street Address *

Please enter business or corporate mailing address.

Company Name

Please enter full corporate name as registered with State of Illinois.

Primary Contact First Name, Primary Contact Last Name, Primary Contact Title	The person entered here will be your company's main contact for the Bid Credit Program. All correspondence from the Bid Credit Program will be send to this contact.
Primary Email Address	Please use a service account email address to set up your account, e.g. info@companyname.com as all communications regarding the Bid Credit Program will be sent to this address.
Secondary Email Address	
Primary Phone Number	Required
Secondary Phone Number	
Federal Employer Identification Number (FEIN)	Please input 9 digits only, omitting the dash.
Street Address, City, State, Zip Code	Please enter your business or corporate mailing address here. If your address is outside the State of Illinois, you will be prompted later to add the address of your Illinois branch or location. Please note the state must be the abbreviation not the full name.

Staff Hired in IL

If the corporate address entered is outside the State of Illinois, you will be asked if you currently have staff working within the State of Illinois. If the answer to this question is yes, you will be prompted to enter the address for your Illinois branch or location.

Street Address *

Please enter business or corporate mailing address.

City *

State (abbreviation) *

 X ▼

Zip Code *

Staff Hired in IL? *

Yes No

Illinois Street Address, City, State, Zip Code

If your business or corporate mailing address was outside the State of Illinois, and you answered “yes” to Staff Hired in IL then you will be prompted to enter the address information for your Illinois branch or location here.

Staff Hired in IL? *

Yes No

IL Street Address *

If the business or corporate mailing address entered above was outside the State of Illinois, please provide the address of your location within the State of Illinois.

IL City *

IL State *

IL Zip Code *

Construction Trade

Please select all that apply. If "Other" is selected an additional field will open for you to explain.

Construction Trade *

Please select all that apply.

Select or enter value

- Asbestos Abatement
- Electrical
- General
- Heating
- Plumbing
- Roadway
- Sprinkler
- Ventilation
- Other

Construction Trade *

Please select all that apply.

Other x

If other, please explain:

How many people do you currently employ.

Please enter your average full-time employees.

Is your company signatory to a union?

Yes/No, if yes please include ALL your Union Affiliations

Is your company signatory to a union? *

Yes No

Union Affiliations *

Please indicate if your business is any of the following –

Please select certified if you have been certified by the State of Illinois Commission on Equity and Inclusion (CEI) and hold an active certificate. If you choose Other, please enter the certification into the form.

Please select all that apply to your business: *

Please select certified if you have been certified by the State of Illinois Commission on Equity and Inclusion (CEI) and hold an active certificate.

- Minority-Owned Business (Certified)
- Minority-Owned Business (Non-certified)
- Women-Owned Business (Certified)
- Women-Owned Business (Non-certified)
- Veteran-Owned Business (Certified)
- Veteran-Owned Business (Non-certified)
- Other
- None

If other, please explain:

Consent

Must check box to acknowledge.

By submitting this form, I give my consent for my Company information to be published on the Illinois Works webpage. The Illinois Works will publish monthly a Bid Credit Registry listing all participating contractors/subcontractors, their contact information, address, construction trade, company size and company certifications. This information will help both contractors and subcontractors find other contractors and subcontractors to partner with for future projects. *

Please check the box below to acknowledge

Certification

Must check box to acknowledge.

By submitting this form, I certify to the best of my knowledge and belief that the form is true, complete, and accurate and that any false, fictitious, or fraudulent information or the omission of any material fact could result in the immediate deactivation of my Bid Credit Account. I understand that submission of false, fictitious, or fraudulent information could cause Illinois Works to bar me from participating in the Bid Credit program and may suspend me from bidding on or participating in any public works project. *

Please check the box below to acknowledge

<p>Send me a copy of my responses</p>	<p>Check this box and enter the email address you wish the copy to be sent to.</p> <p><input checked="" type="checkbox"/> Send me a copy of my responses</p> <p>Email address</p> <input type="text"/> <p>Submit</p>
<p>Once the required information has been entered and the form has been submitted you will receive an automatic message acknowledging the receipt of submission.</p>	<p>Form Submission Notification:</p> <p>We have received your request for an Illinois Works Bid Credit Account. Please watch the primary email address for additional information.</p>
<p>Once your request has been reviewed you will receive a message indicating if your account has been approved, declined, or needs additional information for processing. Please watch the primary email address you entered for your Bid Credit Program account for this notification.</p>	

APPROVED

If your submission is approved you will receive an email notification to the primary email address entered congratulating you, a copy of this email notification is on the right, it will include your Bid Credit Program Account number and unique log in credentials. Please keep this account number and log in information available as it will be used to access your Bid Credit Bank, submit Bid Credit requests and request Bid Credit Certificates. Once your account number has been assigned you are eligible to being submitting requests for Bid Credits.

Dear {{First Name}},

Congratulations your Bid Credit Account has been approved and your account number is {{Account #}}.

Please keep this account number as you will need it to request both Bid Credits and Bid Credit Certificates.

You can access your account dashboard at the following link:

<https://app.smartsheet.com/dashboards/6pG4xJxv76qcmJ996HwVRmP8h97m85Fr8GfGPVh1>

If you have any questions, please contact CEO.BidCreditProgram@illinois.gov.

Thank you,
Illinois Works

NEED MORE INFORMATION

If your submission needs additional information for approval, you will receive an email notification to the primary email address entered, a copy of this email notification is on the right, it will include the information that needs to be corrected and the link to open the request. Once the information has been updated the form can be resubmitted for approval.

Dear {{First Name}},

Thank you for your interest in the Illinois Works Bid Credit Program.

Unfortunately, your request for an Illinois Works Bid Credit Account needs more information. Please click the blue "Open Request" button below and correct the following {{Decline Reason}}. Once you have made all corrections, then click "Submit Update".

If you have any questions, please contact CEO.BidCreditProgram@illinois.gov.

Thank you,
Illinois Works

DECLINED

If your submission is declined, you will receive an email notification to the primary email address entered, a copy of this email notification is below, it will include the declined reason. If you still wish to join the Bid Credit Program, please resubmit the registration form for reconsideration.

Dear {{First Name}},

Thank you for your interest in the Illinois Works Bid Credit Program. Unfortunately, your request for an Illinois Works Bid Credit Account has been declined for the following reason:

If you still wish to join the Bid Credit Program, please resubmit the registration form for reconsideration.

If you have any questions, please contact CEO.BidCreditProgram@illinois.gov.

Thank you,
Illinois Works