

START  
HERE

## Assign the Qualify License to the Right User\*

1. In the Apps menu, click Licenses.
2. Select Qualify.
3. Revoke the Qualify license from its holder.
4. Assign the license to the appropriate user.

## Add a Company Logo to Go on Your Statements of Qualifications\*

1. In the Apps menu, click Company Profiles.
2. Select your company.
3. Click Change Picture.

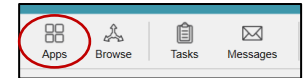
## Add an Image to Sign Your Documents\*\*

1. In the dropdown under your name, click Account Settings.
2. In the Signature tab, click Add Image.
3. Specify a PIN to verify your identity when you sign a document.

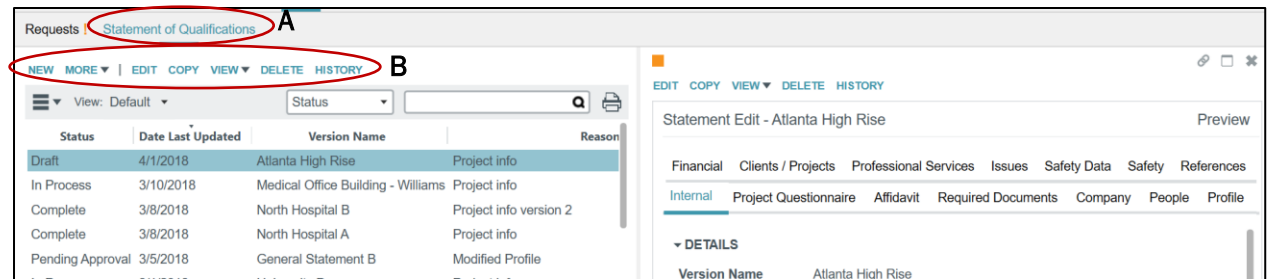
\* The Kahua administrator must complete these steps. By default, the Kahua administrator is the first person at a company to join Kahua.

\*\* You can create a signature image by scanning your signature and saving a screenshot of just the signature portion of the scan.

You are now ready to use Qualify, available from the **Apps** menu.



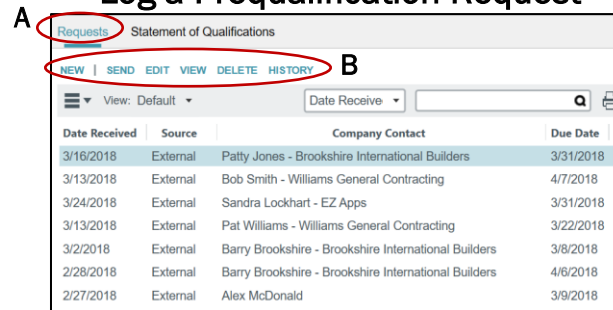
## Create a Statement of Qualifications



A: Manage your company's information from the **Statement of Qualifications** sub app.

B: Create a **New** Statement of Qualifications or **Edit, Copy, View** or **Delete** an existing one.

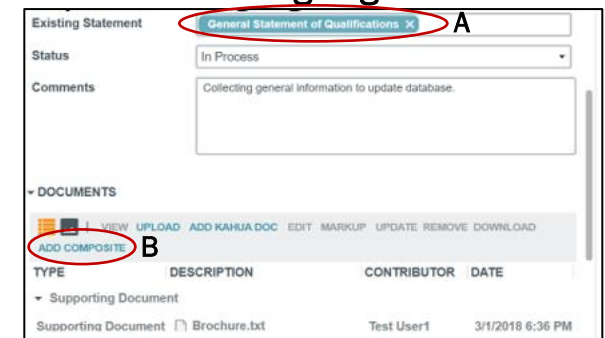
## Log a Prequalification Request



A: Manage your prequalification requests from the **Requests** sub app.

B: Create a **New** request or **Edit** or **Delete** an existing request from the top toolbar.

## Order Your Outgoing Documents



A: When editing a request, specify an **Existing Statement** to send with a status of Complete.

B: Customize the order of your supporting documents by clicking **Add Composite**.

## Respond to a Prequalification Request

After you save a request with an attached composite document, you are ready to **Send**.



For more detailed information on Qualify, please reference [Kahua Support](#).

