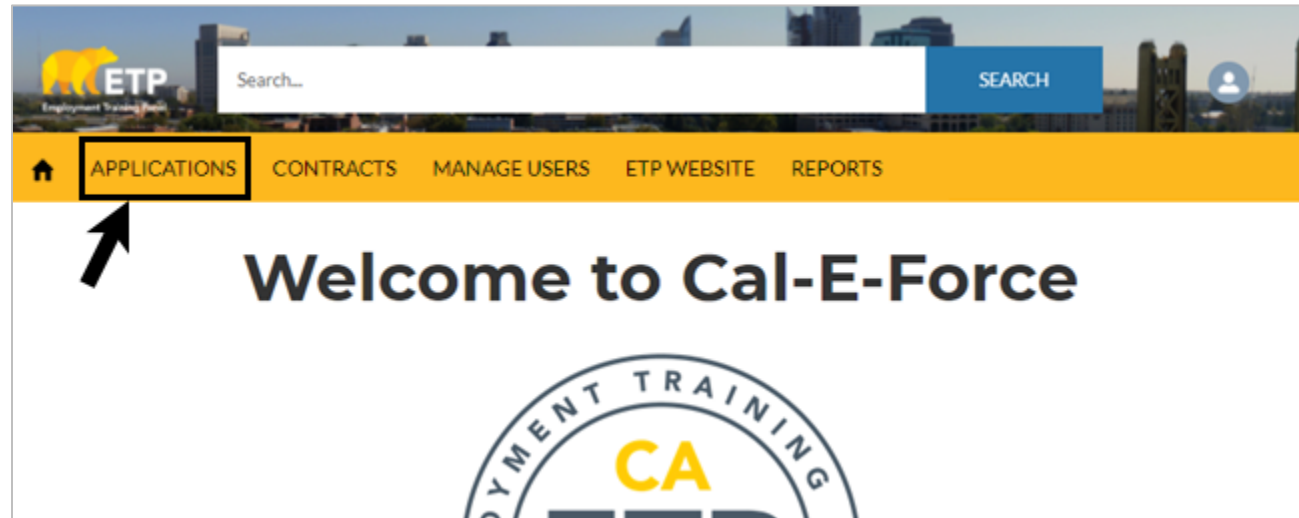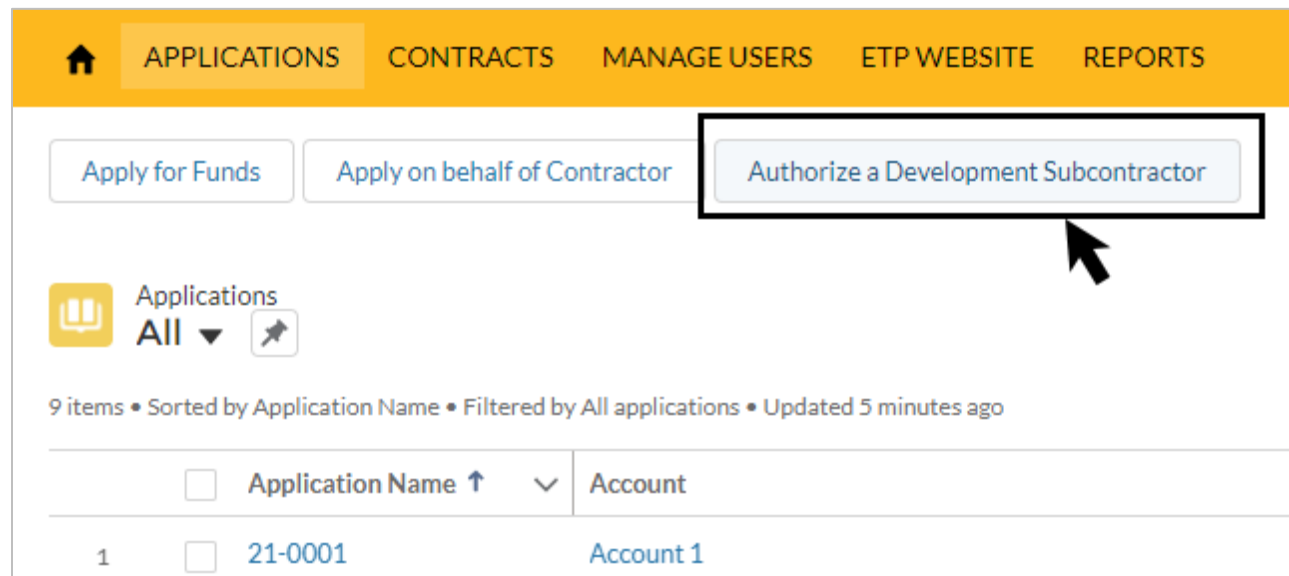# CAL-E-FORCE REFERENCE GUIDE: AUTHORIZING A DEVELOPMENT SUBCONTRACTOR

A development subcontractor must be authorized prior to submitting an application on behalf of a contractor

1. At the top of the landing page, select the **Applications** button on the menu bar	
2. Select the **Authorize a Development Subcontractor** button on the button bar	

REGISTERING A NEW DEVELOPMENT SUBCONTRACTOR WITH ETP

3. If the Development Subcontractor is new to ETP and Cal-E-Force, select the checkbox next to **"I know that my Development Subcontractor is not already registered"** and select the **Next** button

   Note: Click here if authorizing an existing Development Subcontractor

Authorized Development Subcontractor

☐ I know that my Development Subcontractor is not already registered.

Search the Cal-E-Force system for your Development Subcontractor.

* Enter a portion of your Development Subcontractor's Company Name and hit next to find them.

[   ]

Next

4. To register a new Development Subcontractor, fill out the **Add a New Development Subcontractor** form. All required fields are marked with a red asterisk. Select the **Next** button when finished

☑ I can't find my Development Subcontractor using the search function.

Add a New Development Subcontractor

* Development Contact Name

[   ]

* Company Name

[   ]

* Email

[you@example.com   ]

Address

Street

[   ]

City / State/Province

[   ] [   ]

Zip/Postal Code / Country

[   ] [   ]

Previous   Next

5. You will be taken to a confirmation page stating that your Development Subcontractor has been submitted for authorization	**Authorized Development Subcontractor** Your authorization has been submitted. Finish

AUTHORIZING AN EXISTING DEVELOPMENT SUBCONTRACTOR

6. If the Development Subcontractor has worked with ETP and Cal-E-Force in the past, enter a portion of their Company Name in the text field provided, select the **Next** button	**Authorized Development Subcontractor**
	
	☐ I know that my Development Subcontractor is not already registered.
	
	Search the Cal-E-Force system for your Development Subcontractor.
	
	*Enter a portion of your Development Subcontractor's Company Name and hit next to find them.
	
	`Account`
	
	`Next`

7. Select the Development Subcontractor from the drop down list *Note:* If you cannot find your Development Subcontractor using the search function, select the checkbox and Return to [Step 4](#)	**Authorized Development Subcontractor** *Select your Development Subcontractor from the Search results below. `--None--` --None-- Account 1 Account Sub ☐ I can't find my Development Subcontractor using the search function. `Previous` `Next`

8. Enter in the information required for the main point of contact at the Development Subcontractor (Contact Name and Email). Select the **Next** button when finished	**Authorized Development Subcontractor** *Select your Development Subcontractor from the Search results below. Account 1 ☐ I can't find my Development Subcontractor using the search function. Who is your main point of contact at the Development Subcontractor you have selected? *Contact Name [ ] *Email you@example.com Previous Next
9. You will be taken to a confirmation page stating that your Development Subcontractor has been submitted for authorization	**Authorized Development Subcontractor** Your authorization has been submitted. Finish