

Get started with SBBCC's Partner-Portal

Features

- ⇒ Receive an invitation and accept or decline access when a bid set relevant to your business is posted.
- ⇒ Team notifications when changes are made to existing documents, or new documents are available.
- ⇒ Project-wide collaboration made easy with centralized advanced communication tools.
- ⇒ Centralized searchable document repository with security to ensure easy access to authorized users.



S.B. BALLARD
CONSTRUCTION
COMPANY



Some features of SBBCC's Partner-Portal are still under construction, and won't be available quite yet. If you're having trouble, please contact S.B. Ballard's IT Department.

Questions or Comments?

S.B. Ballard Construction Company
2828 Shippis Corner Rd
Virginia Beach, VA 23453

Email: ITHelpDesk@SBBallard.com

Phone: (757) 440-5555

Fax: (757) 451-2873

Visit us on the web:

www.sballard.com

Collaborate with SBBCC via the new Partner-Portal

SBBCC utilizes state-of-the-art technology based on the Microsoft SharePoint platform to keep you connected and up to date with the information your business needs.



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1. Register With SBBCC

First, to gain access to the Partner Portal, you will need to fill out the form at the address below with some basic information about yourself and the company you are affiliated with.

<https://register.sballard.com>

SB Ballard Partner Registration Portal

Register. Access critical project information & powerful collaboration tools!

First Name:

Last Name:

Reason for Request:

Please provide a brief explanation for your request (i.e. Job Number or work to be performed)

Office Phone Number:

Cell Phone Number:

Company:

Email:

Confirm Email:

Password:

Confirm Password:

Password must be at least 8 characters and cannot contain first or last name. It must include at least 1 upper case letter, 1 lower case letter, one numeric digit and 1 character other than 0-9 and A-Z.

You should receive an email confirmation from PartnerPortal@sballard.com titled "Thank You". You may need to check your Junk Mail folder for this e-mail and add to safe sender list. You cannot proceed to step 2, Company Pre-Qualification, until your request has been approved. Once approved, you'll receive an email to continue to step 2.

Register

2. Login and Prequalify

Next, you will need to login to the Partner Portal at the address below with the username that was emailed to you after registering, and the password you chose during.

<https://projects.sballard.com>

User Name:

Password:

Log In

Cancel

Then, follow the directions on the "Instructions Bar" as pictured below to Prequalify your company, or associate with an existing approved company.



When approval is complete, your account status on the instructions bar will change to "Qualified."

Account Status:
QUALIFIED

3. Access Content

Congratulations! You are now ready to access content on SBBCC's Partner Portal. Accessing content is done in one of two ways.

1. Accepting an Invitation

Gaining access to most Bid Sets and Projects is as simple as clicking "Accept" when you receive an invitation via email. When you accept an invitation, you are added to the user list for that item. You will receive notifications via email if anything in that item changes, or if a new document is added.

2. Requesting Access

If you do not have access to a Bid Set or Project, but need to see its contents, you can request access when clicking on the item.

ID	Title	Created By	Created	Files	
29	2013-023 Radford Academic Building	10#Tim Thaxton	2/4/2014 1:09:25 PM	2	<input type="button" value="Get Access"/>

When access is approved content is accessible.

Get Access

2013-023 Radford Academic Building
2013-023 Radford Academic Building

Related Project

[View All Properties](#)
[Edit Properties](#)

+ new document or drag files here

Find a file

✓	Name	Related Project	Description	Modified
✓	80Percent Specifications	...		February 4

