

How to Accept a SCORE Connection Request?

If you are an Administrative User for your company's SCORE Qualification Profile, and have received an email indicating that a general contractor has requested access to your Profile, accepting that request is easy, and can be done in 3 easy steps:

Step #1: Click on the "Go to SCORE" hyperlink in the New Connection Request email, or open your internet browser and navigate to <https://scoresystem.com>. Complete the requested credentials, and log-in to your SCORE Profile.

Click below to review the pending request and connect with **LOCKTON COMPANIES, LLC.**

[Go to Score](#)

Step #2: In the Profile Navigation bar on the left side of your screen (dark blue vertical bar), click on the "Information Sharing" section, to manage all connections within the SCORE System. The resulting page will show all Active Connections. (Hint: if you have a pending request, the orange box will contain the number of requests remaining)



Step #3: Click on the "Pending" tab at the top of the Active Connections window, to show all Connection Requests that still require your attention.



Step #4: To the far-right of the request you want to respond to, click the pencil-icon to open that request. This opens a dialogue pop-up. In this pop-up, you can elect one of the following:

Accept—this accepts the request as presented, and is the typical response

Accept & Request Additional Access—selected if you want to accept the request, but also request access to the general contractor's profile in response.

Decline—this declines the request, and notifies the general contractor