1. Email Marlene Chavez at MarleneChavez@cabq.gov requesting access to ProCore
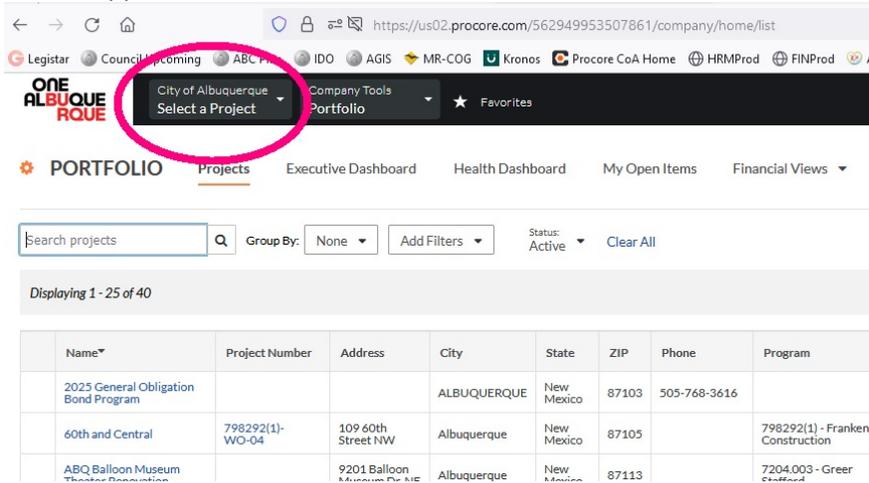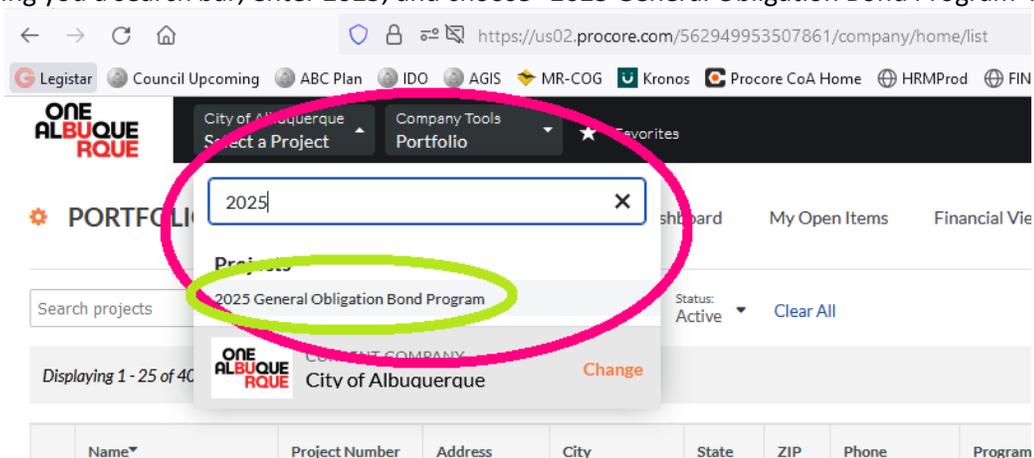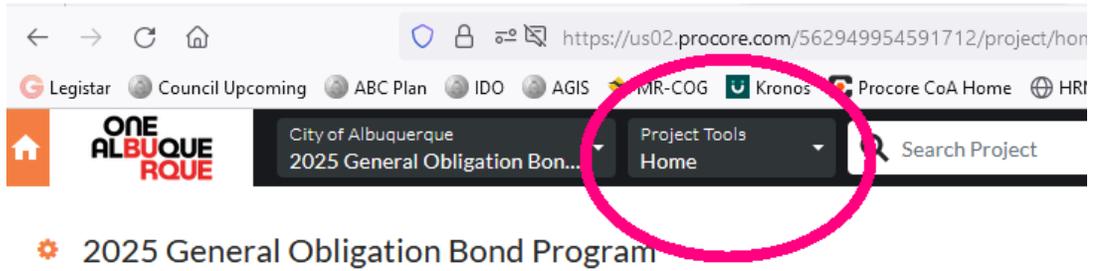
2. Follow the email link from ProCore to set up your password

3. Go to login.procore.com and login using your cabq.gov email address and the password you entered on step 2.

4. Click select a project in the upper left:

5. This will bring you a search bar, enter 2025, and choose "2025 General Obligation Bond Program":
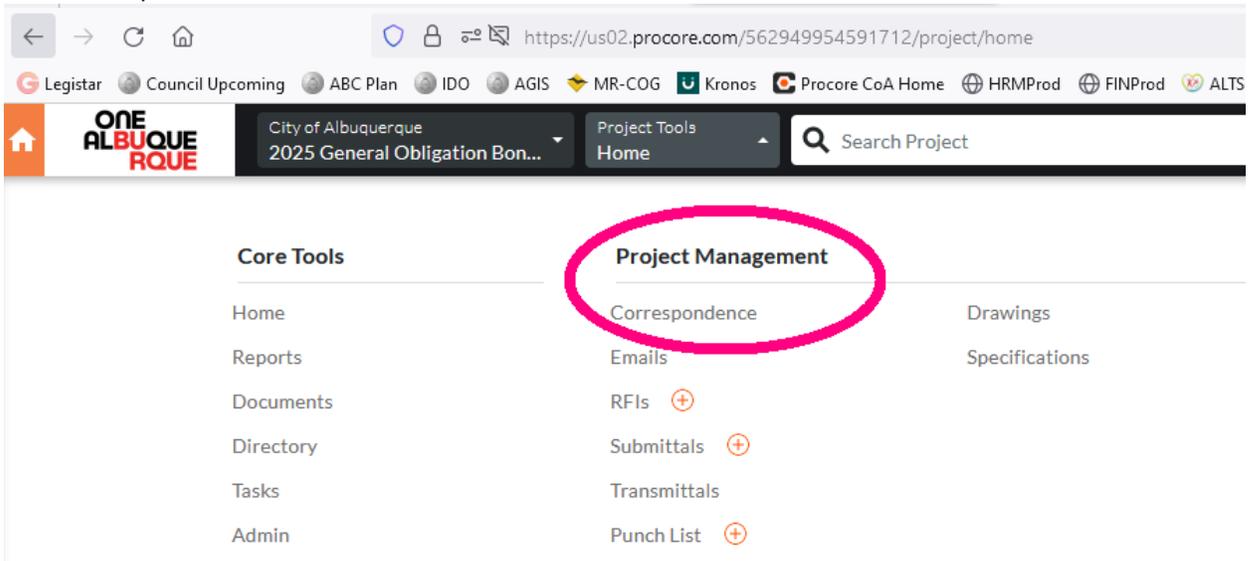

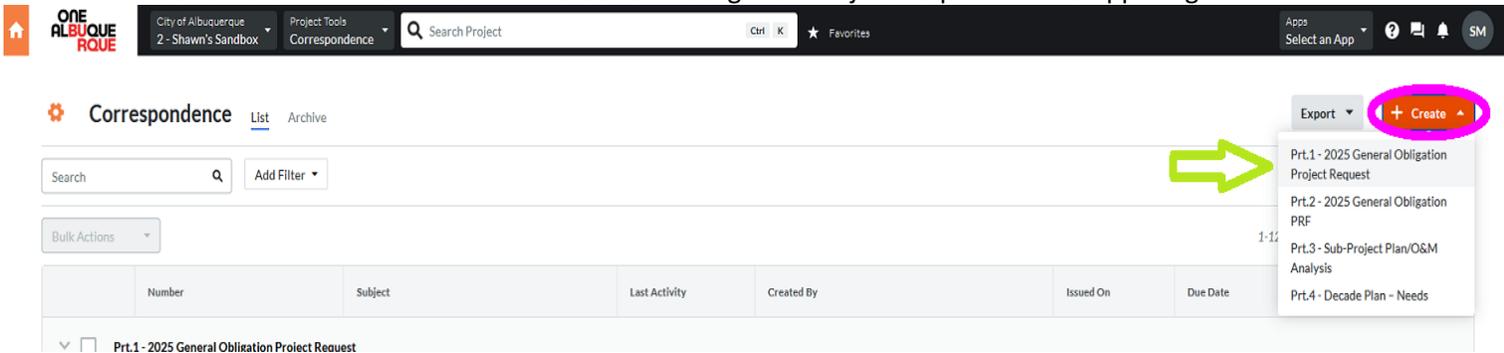6. Click "Project Tools" in the upper mid-left:

7. Choose "Correspondence":

8. Choose "Create" and then "Prt. 1 - 2025 General Obligation Project Request" in the upper right:

9. Fill in the appropriate information, be sure to click "Create and Issue" at the bottom right when finished:

10. Select "Create & Link" and Choose "Prt.2 - 2025 General Obligation PRF" in the upper right:

11. Repeat Step 8

IF this program needs a Sub Project form or impacts Operating or Maintenance costs, proceed to step 12. Otherwise, repeat Steps 6-11 for each additional request.

12. Repeat Step 10, except choose "Prt. 3 - Sub Project Plan/O&M Analysis" instead of "2025 General Obligation PRF pt. 2" from the "Create & Link" pulldown menu.