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1 INTRODUCTION
This Quick Reference Guide provides a brief overview of the enrollment process for participating in the CAP's registry. The enrollment process provides a user-friendly interface to enroll Pathologists to the CAP registry.

2 LOG IN
To get access to the application, get in touch with your Client Account Manager.

2.1 Existing Users
1. Enter the credentials you have received while registering with the CAP Registry.

2.2 New Users
If you do not have an account with the CAP,
1. Click on the Create an Account button.
   - You will be directed to the Create a Web Account page.

A successful login displays the Practice Enrollment Portal homepage.

3 NEED HELP?
- To reset a forgotten password, click on the RESET YOUR USER ID AND PASSWORD link.
- To receive User ID and temporary password, click on the EMAIL YOUR USER ID AND TEMPORARY Password link.

3.1 Contact Us
The CAP extends technical support to its members via the CAP Help Desk team.
Technical Support Email: registriesupport@cap.org

For more information or to submit comments or questions, click on the CONTACT US link on the login page.

This displays contact information about:
- Locations and corresponding contact details
- Hours of operation
- System requirements
4 PRACTICE ENROLLMENT PORTAL

A successful login process opens up the Practice Enrollment Portal. This portal will assist in adding multiple practices under the same practice admin.

The Practice Enrollment Portal dashboard enables you to:
- Add a new practice.
- Edit details of an existing practice.
- Delete a practice which is not signed or is inactive.

Add New Practice
- The Add New Practice button navigates you to the first step of the CAP enrollment Portal - Practice Information & Contact.
- Multiple practices can be added under a single practice admin with the help of this button.

5 CAP ENROLLMENT PORTAL

The CAP enrollment portal, comprises of five steps:-
5.1 Practice Information and Contact

This is the default step of the application. It captures
- Demographic information related to the Practice
- Practice administration contact details.

All the fields in this tab are auto-populated except, Practice Type.

5.1.1 Practice Admin Contact

A Practice Admin is an individual who has the authority to add pathologists, locations, and TIN to the Practice.

- To add a new Practice Admin Contact, click on the Add Contact button.
- You can update/delete an existing Admin Contact by using the icons provided.

Note:
- A green check mark replaces the step number when the step is completed.
- Previous/Next- Navigates you to the previous or next step of the CAP Enrollment Portal.

5.2 Pathologist and Location

This is the 2nd step and captures information corresponding to the Pathologist and Location in the two displayed tabs.

Pathologist: Existing Pathologists who are currently part of the pathology Practice/Group are displayed here.

- To add a new Pathologist, click on the Add Pathologist button.
- You can update/delete an existing Pathologist using the icons provided.
**Location:** This refers to the locations where the Pathologists perform their services.
- To add a new Location, click on the **Add Location** button.
- You can update/delete an existing Location using the icons provided

### 5.3 TIN Information
This is the 3rd step and captures the TIN - Tax Identification Number of the Practice.
- To add a new TIN, click on the **Add Practice TIN** button.
- You can update/delete an existing TIN(s) using the icons provided

**Note:** TIN must be nine numeric digits with no dashes.

### 5.4 Agreement
This step enables the Practice to enter into an agreement with the Registry electronically.

Two e-signing options are provided for electronically signing the agreement:
1. **E-sign the agreement(s) NOW**—allows you to sign an agreement through the portal itself.
2. **E-sign the agreement(s) LATER**—allows you to sign an agreement later via a link sent to the registered email address.

**Note:**
- Please be sure to enter a valid email address where all the agreement-related correspondence will be sent.
- **Previous/Next** Navigates you to the previous or next step of the **CAP enrollment Portal**.
5.5 Payment

Through this step, the Practice Administrator can pay the subscription fees of all the Pathologists within the Practice.

It displays two links near the top of the screen:
1. Pending Payment Details (top left)
2. Previous Payment History (top right)

### 5.5.1 Pending Payment Details

The **Pending Payment Details** field lists all the Pathologists with pending subscription fees:
- Subscription Fees ($) : FIGmd subscription fees
- Membership Dues ($) : CAP membership dues (for members)
- If the pathologist is not a member of the CAP, a **Join Now** button displays in the Member Status column

**Note:**
- By joining the CAP at time of registry enrollment, the Pathologist will be assessed the lower member rate. It is always more cost effective to join the CAP, pay the dues, and pay the member rate.
- The subscription fee is $299 for a CAP member and $799 for a non-member.
- **Add Another Practice** - Multiple practices can be added without having to log out of the CAP enrollment Portal with the help of this button.

To process your payment, use the credit card option.

#### 5.5.1.1 Credit Card

1. Select the **Credit card** radio button.
   - The **CAP Payment** gateway (managed by Stripe) is opened.
2. Enter all the mandatory details i.e. your **Email Id, Card number, Validity Date** and the **CVC** to complete the payment process.
   - If you wish to save your Card details for future, check the provided **Remember me** box.
3. Click on the **Pay** button to process the transaction.

The blue Pay button changes to Green with a checkmark indicating a successful payment transaction.
On successfully processing the payment, a success message displays on the screen.

Once the payment procedure is completed, the payment status can be viewed in the Pathologist Information table from the Pathologist & Location step.

On successful processing of the payment, an email is received at the registered email address with instructions to download the receipt PDF.

5.5.2 Previous Payment History

This option will display the previous payment details of the pathologist in a tabular form.

<table>
<thead>
<tr>
<th>Transaction #</th>
<th>Amount Paid</th>
<th>Transaction Date</th>
<th>Number of Pathologists</th>
<th>Payment Status</th>
<th>Payment Mode</th>
<th>Download Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>555555555555</td>
<td>299.00</td>
<td>08-14-2017</td>
<td>1</td>
<td>Processed</td>
<td>Online Check Payment</td>
<td><img src="download_icon.png" alt="Download" /></td>
</tr>
<tr>
<td>999999999999</td>
<td>799.00</td>
<td>08-14-2017</td>
<td>1</td>
<td>Processed</td>
<td>Credit Card</td>
<td><img src="download_icon.png" alt="Download" /></td>
</tr>
</tbody>
</table>

Click on the **download** icon to download the payment receipt PDF.

5.5.2.1 Sample Receipt PDF