

# Pathologists Quality Registry

## Enrollment Portal

Quick Start Guide - Version 3.0



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## 1. INTRODUCTION

CAP enrollment portal is accessible only to those with a CAP Web Account. This quick reference guide provides a brief overview of the enrollment process for participating in the CAP registry. The enrollment portal provides a user-friendly interface to enroll practices and pathologists to the CAP registry and update information throughout the year.

## 2. USERS OF THE PORTAL

Two categories of users can access the portal - New Users and Returning Users.

### 2.1. New Users

New users are defined as the users who intend to enroll their practice with the CAP registry. The new users may or may not be CAP members, such as an office administrator. The enrollment process for new users involves:

- [Creating a CAP Web Account](#)
- [Enrolling using Enrollment Portal](#)
- [Signing the Business Associate Agreement \(BAA\), Data Warehousing, and Participation agreement electronically.](#)

### 2.2. Returning Users

The returning users are the users whose practice participated in the CAP Pathologist Quality Registry and in prior years can access the portal to re-enroll for the next year.

- Registered users can use the CAP Web Account to access the enrollment portal.  
The non-registered users/users in doubt about their Web Account, need to contact [registry.inquiries@cap.org](mailto:registry.inquiries@cap.org).

For Returning Users

- The [Enrollment Portal](#) prepopulates the previously filled practice information.

If required, they can edit or delete the displayed information.

- Practice Agreement is auto-renewed on receipt of payment for the current financial year - 2020..
- No-need to sign the agreement.
- Navigate to the [payment](#) step to make payment.

## 3. PRACTICE ENROLLMENT PROCESS

A practice is enrolled through the practice enrollment portal. The portal captures information about the practice being on-boarded, the pathologists associated with the said practice, practice locations and TIN.. The process uses the following five steps to capture the required information.

A successful login attempt generates a message stating the Quality Data Entry options available for MIPS reporting (Figure 1).

All practices who enroll in the CAP Pathologists Quality Registry between June 10, 2019 and Nov 9, 2019 will only be able to enter Quality data using the Web-based Data Entry Portal or the CSV Bulk Upload feature for PY2019 MIPS Reporting. CAP is no longer enrolling practices for system integration for PY2019 MIPS Reporting.

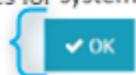


Figure 1: Message for Quality Data Entry

### Action Required:

- Click **OK** to continue.  
The Practice Enrollment Portal opens (Figure 2 & 3).

Practice Enrollment Portal

Year : 2020 ▼


Practice ID	Practice Name	Active	EDIT	DELETE

✓ Add New Practice

Figure 2: New User - Practice Enrollment Portal

Practice Enrollment Portal

Year : 2020 ▼

Practice ID	Practice Name	Active	EDIT	DELETE
111111	Demo Practice One	Yes		

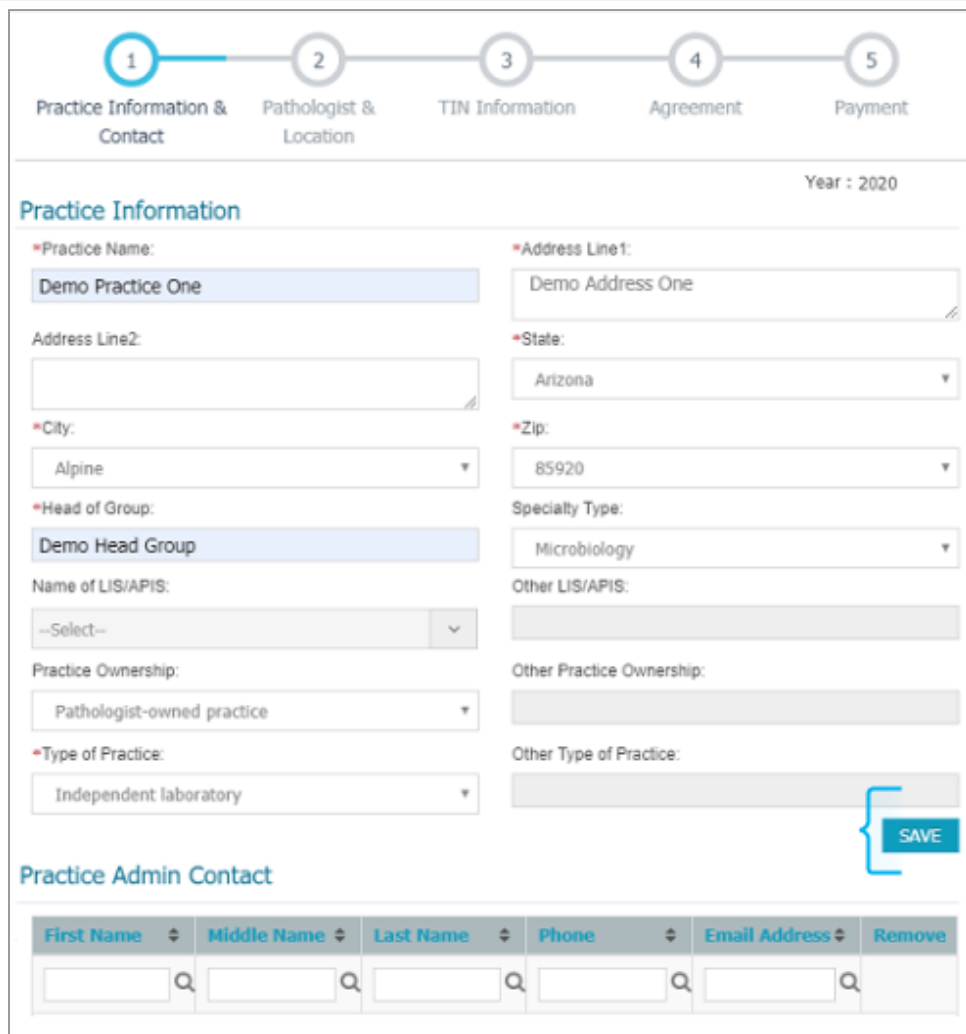
✓ Add New Practice

Figure 3: Returning User - Practice Enrollment Portal

Action Required	Key Points
<ul style="list-style-type: none"> <li>Select 2020 from the year drop-down to enroll practices for the current year (Figure 2).</li> <li>Click <b>Add New Practice</b> button to enroll a practice to CAP. The <b>Practice Information and Contact</b> page displays.</li> <li>Click the <b>Edit</b> icon to update the existing practice information (Figure 3).</li> <li>Click the Delete icon to remove an inactive practice(Figure 3).</li> </ul>	<ul style="list-style-type: none"> <li>For new users, the Practice Enrollment table will not have any records.</li> <li>The Practice Enrollment table allows to <ul style="list-style-type: none"> <li><b>Add or Edit</b> <ul style="list-style-type: none"> <li>Pathologist</li> <li>Location</li> <li>TIN</li> </ul> </li> <li><b>Process</b> <ul style="list-style-type: none"> <li>Agreement</li> <li>Pathologist's Payment</li> </ul> </li> </ul> </li> </ul>

## 3.1. Practice Information and Contact

This is the first step of the enrollment process. It captures demographic information related to the Practice as well as Practice Admin contact details.



Practice Information and Contact

Pathologist & Location

TIN Information

Agreement

Payment

Year : 2020

**Practice Information**

\*Practice Name: Demo Practice One

\*Address Line1: Demo Address One

Address Line2:

\*City: Alpine

\*State: Arizona

\*Zip: 85920

\*Head of Group: Demo Head Group

Specialty Type: Microbiology

Name of LIS/APIS: --Select--

Other LIS/APIS:

Practice Ownership: Pathologist-owned practice

Other Practice Ownership:

\*Type of Practice: Independent laboratory

Other Type of Practice:

**Practice Admin Contact**

First Name	Middle Name	Last Name	Phone	Email Address	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 4: Practice Information & Contact Page

### Key Points

- The page is divided into two sections: **Practice Information** and **Practice Admin Contact**.
- Once the practice information is saved, the Primary Admin Contact is added automatically and cannot be deleted.
- The individual enrolling the practice will be the Primary Admin Contact unless a different contact for this role is provided. The Primary Admin has special authority (see next section).
- The fields marked with red \* are mandatory fields.
- Based on the selection in fields - Specialty type, Practice Ownership and Type of Practice their corresponding fields are enabled/disabled.

### Action Required:

- Enter the required information (Figure 4).
- Click **SAVE**.  
A record gets added to the Practice Admin Contact table.



## 3.1.1. Practice Admin Contact

Practice Admin Contact

First Name	Middle Name	Last Name	Phone	Email Address	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Erer	Er	Er	1212121211	erer@gmail.com	
Fname		Lname	2525252525	fname@gmail.com	

Records 1 - 2 of 20

**ADD CONTACT**

Figure 5: Practice Admin Contact Table

Add Practice Admin Contact

\*First Name:  Middle Name:

\*Last Name:  \*Phone:

\*Email Address:

**SAVE** [CANCEL](#)

Figure 6: Add Practice Admin Contact Window

### Key Points

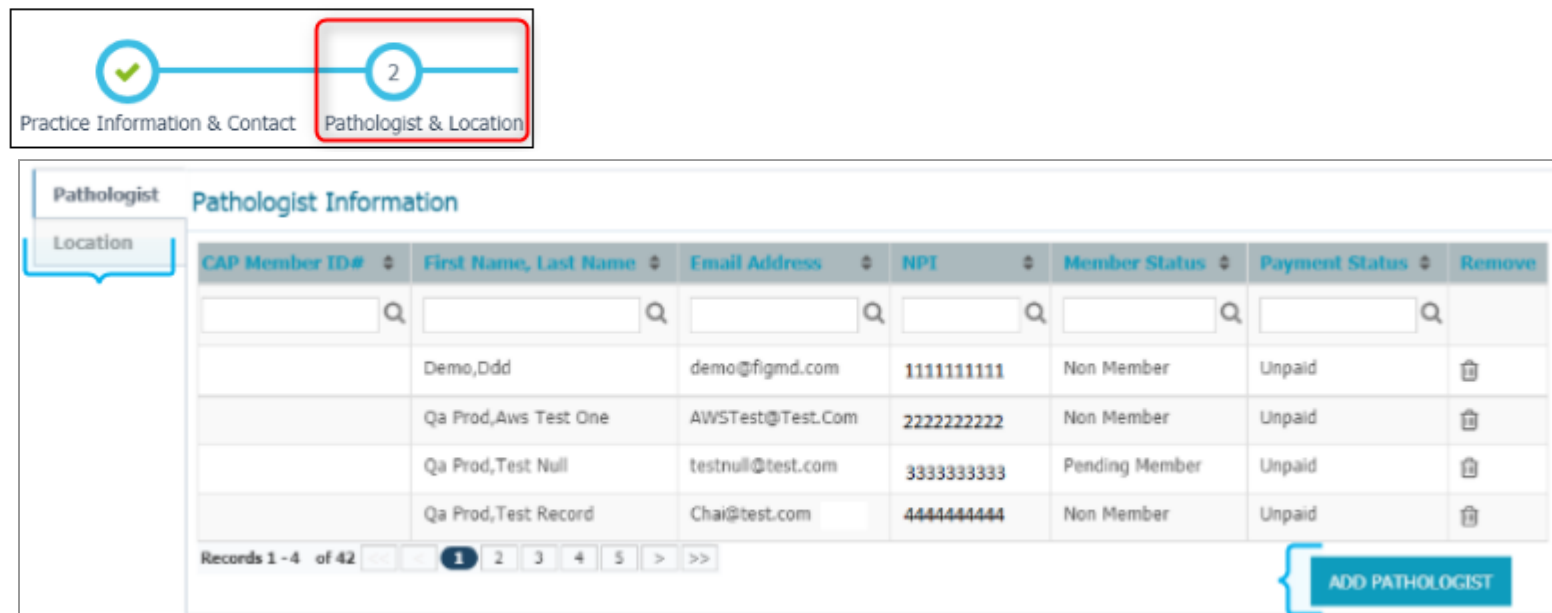
- Practice Admin has the authority to:
  - Add pathologists
  - Add locations
  - Add TIN to the practice
  - Sign the practice agreement
  - Process payment
- Click
  - The required Admin Contact record to update the existing details.
  - Delete icon to remove a record.
  - ADD CONTACT** button to add another Practice Admin Contact.
- A green check mark replaces the numbered step at the top of the screen on completion of adding practice information.

### Action Required:

- Click **ADD CONTACT** (Figure 5).  
Add Practice Admin Contact window is displayed
- Enter the required information in the mandatory fields and click **SAVE** (Figure 6).  
The created record is added to the Practice Admin Contact table.
- Click **NEXT** to navigate to the succeeding page..

## 3.2. Pathologist and Location

This is the 2nd step and captures information about the pathologist(s) and location of the practice. The Pathologist tab is enabled by default.



Practice Information & Contact | **Pathologist & Location**

**Pathologist** | Location

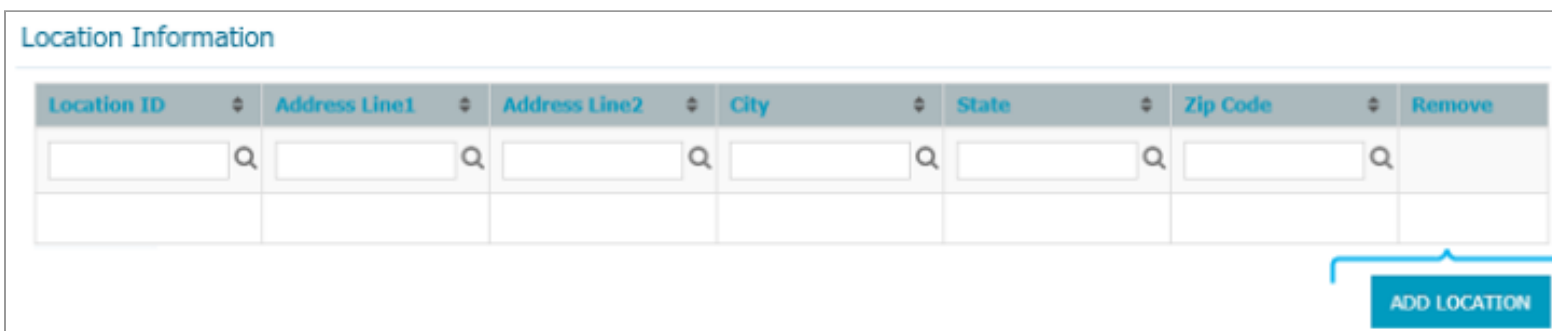
**Pathologist Information**

CAP Member ID#	First Name, Last Name	Email Address	NPI	Member Status	Payment Status	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Demo,Ddd	demo@figmd.com	111111111	Non Member	Unpaid	
	Qa Prod,Aws Test One	AWSTest@Test.Com	222222222	Non Member	Unpaid	
	Qa Prod,Test Null	testnull@test.com	333333333	Pending Member	Unpaid	
	Qa Prod,Test Record	Chai@test.com	444444444	Non Member	Unpaid	

Records 1 - 4 of 42 | 1 | 2 | 3 | 4 | 5 | > | >>

**ADD PATHOLOGIST**

Figure 7: Pathologist and Location Page

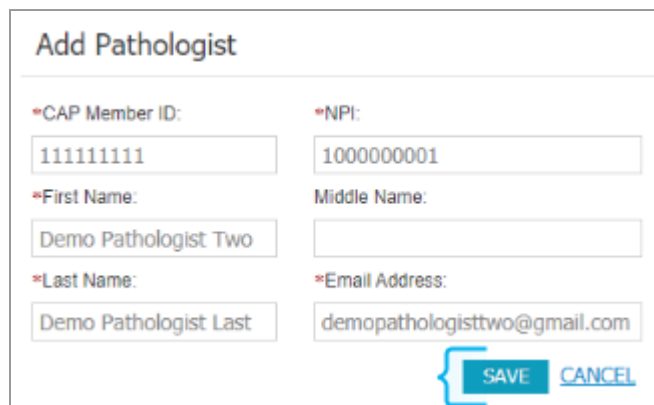


**Location Information**

Location ID	Address Line1	Address Line2	City	State	Zip Code	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**ADD LOCATION**

Figure 7A: Location Page



**Add Pathologist**

\*CAP Member ID: 111111111

\*NPI: 1000000001

\*First Name: Demo Pathologist Two

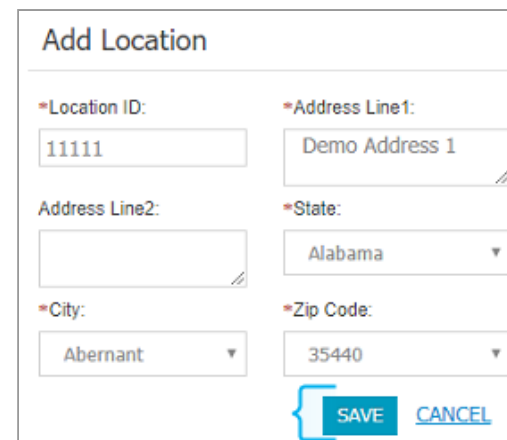
Middle Name:

\*Last Name: Demo Pathologist Last

\*Email Address: demopathologisttwo@gmail.com

**SAVE** **CANCEL**

Figure 8: Add Pathologist Window



**Add Location**

\*Location ID: 11111

\*Address Line1: Demo Address 1

Address Line2:

\*State: Alabama

\*City: Abernant

\*Zip Code: 35440

**SAVE** **CANCEL**

Figure 8A: Add Location Window

## Action Required

### Pathologist

1. Click **ADD PATHOLOGIST** (Figure 7).  
The Add Pathologist window opens.
2. Enter the required information in the mandatory fields (Figure 8). If an error stating there is an issue with the name is encountered, contact [registry.inquiries@cap.org](mailto:registry.inquiries@cap.org). The CAP may need to modify the Member record before that pathologist can be enrolled.
3. Click **SAVE**.  
The new pathologist record is added to the Pathologist Information table.
4. Click **NEXT** to navigate to the succeeding step.

### Location:

1. Select Location tab (Figure 7).  
Location table displays.
2. Click **ADD LOCATION** (Figure 7A).

## Key Points

- The Pathologist Information table displays list of existing pathologists who are currently part of the pathology Practice/Group.
- Click the required pathologist's record to update the existing information
- Use Delete icon to delete the pathologist's information.
- The **Member Status** column displays the current College of American Pathologists membership status of a pathologist. A pathologist can be a CAP member or a non-member.
- Practices define the Location ID.

- The Add Location window opens.
3. Enter the mandatory details (Figure **8A**).
  4. Click **SAVE**.  
The created location is added to the location table.

## 3.3. TIN Information

The 3rd step is capturing Tax Identification Number (TIN) of the Practice.

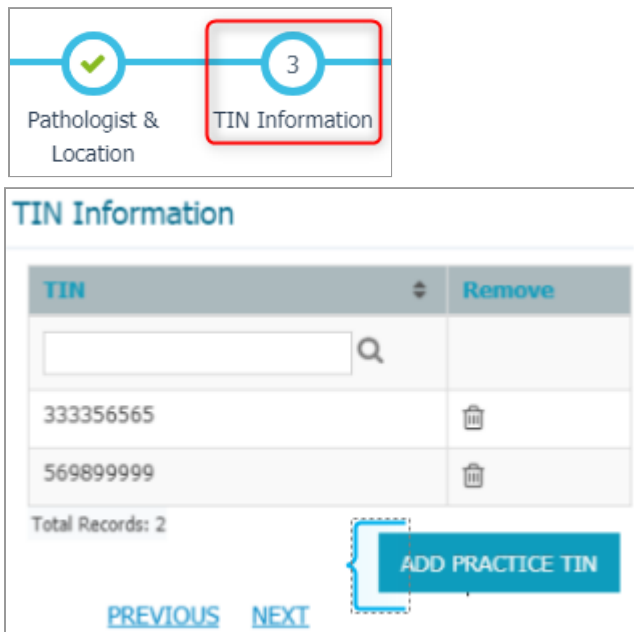


Figure 9: TIN Information Page



Figure 10: Add Practice TIN Window

### Key Points

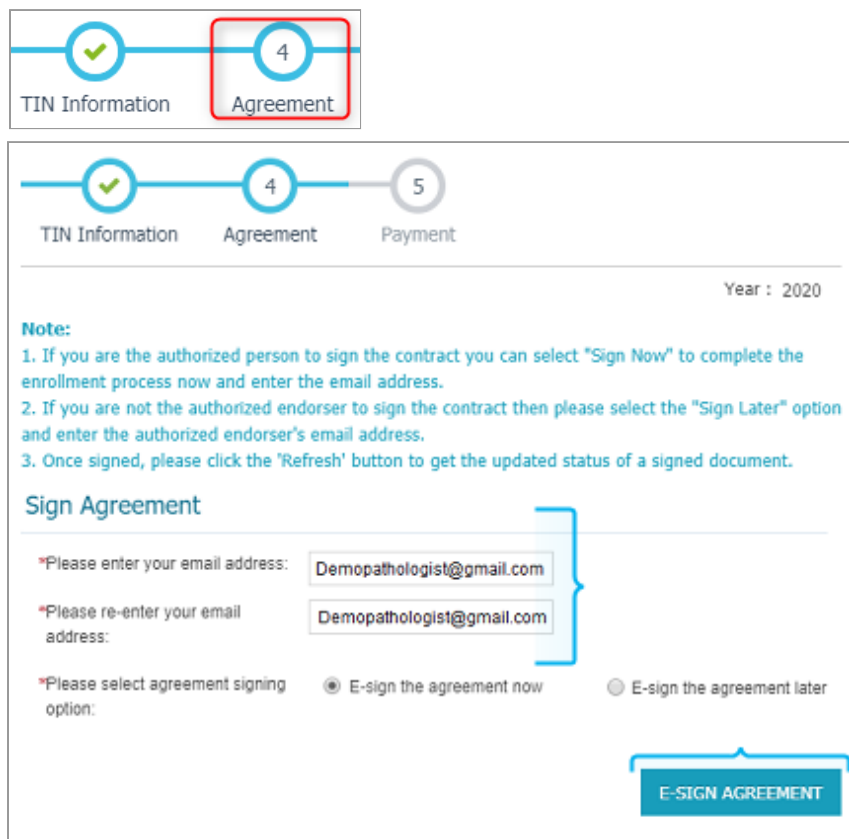
- Click the required TIN to update the existing details
- Click **Delete** icon to delete the existing TIN record.
- A Practice can have only one TIN associated with it. To add another TIN, you need to add a new practice.

### Action Required:

1. Click **ADD PRACTICE TIN** (Figure 9). The Add Practice TIN displays. Reference practice's Form 1500 to confirm correct TIN is entered.
2. Enter 9 digit TIN and click **SAVE** (Figure 10). The created TIN record is added to the TIN Information table.
3. Click **NEXT** to navigate to the succeeding page.

## 3.4. Agreement

This step enables a new practice to sign an agreement with the registry electronically.



Year : 2020

**Note:**

1. If you are the authorized person to sign the contract you can select "Sign Now" to complete the enrollment process now and enter the email address.
2. If you are not the authorized endorser to sign the contract then please select the "Sign Later" option and enter the authorized endorser's email address.
3. Once signed, please click the "Refresh" button to get the updated status of a signed document.

**Sign Agreement**

\*Please enter your email address:

\*Please re-enter your email address:

\*Please select agreement signing option: ☒ E-sign the agreement now ☐ E-sign the agreement later

**E-SIGN AGREEMENT**

Figure 11: Agreement Page

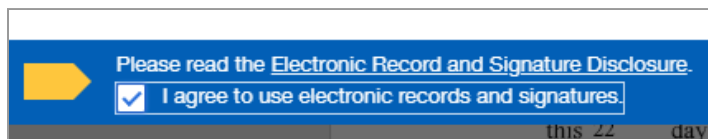
### Key Points

- Signing Option:
  - E-sign now - Allows signing through the enrollment portal
    - Select this option if you are the authorized signatory to sign the agreement.
  - E-sign Later - Allows signing the agreement later via a link sent to the registered email address.
    - Select this option if you are NOT the authorized signatory or would like to sign the agreement later.
- After the agreement is signed its status changes to 'Signed'.
- Use download icon to download the signed agreement.
- **IMPORTANT:** Any deviation from the online agreement signing process (such as signing a paper agreement) will significantly delay enrollment. In some cases, up to a month or more.

### Action Required:

1. Enter a valid email address (Figure 11).
2. Select the e-signing option [Sign Now](#) or [Sign Later](#).
3. Click **E-SIGN AGREEMENT**. Agreement in PDF opens.

## 3.4.1. Sign Now



Please read the [Electronic Record and Signature Disclosure](#).

☒ I agree to use electronic records and signatures.

this 22 day

Figure 12: Checkbox to Initiate E-Signature

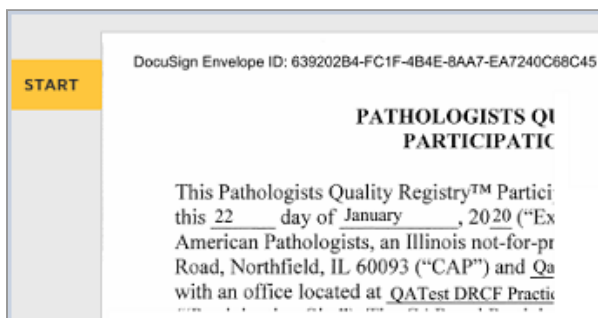
1. Select the checkbox to give your consent for electronically signing the agreement (Figure 12). This enables the CONTINUE button located to the top right corner of the screen.



**CONTINUE** **OTHER ACTIONS ▼**

Figure 13: Continue Button in the Agreement

2. Click **CONTINUE** (Figure 13). You are forwarded to the START button.



**START**

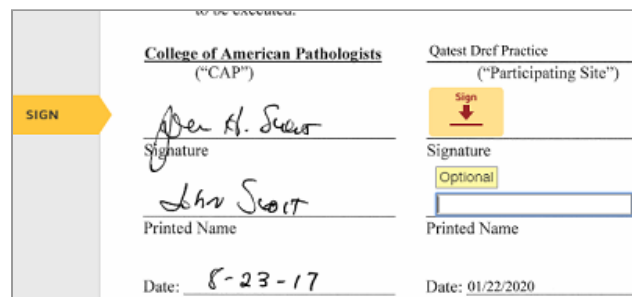
DocuSign Envelope ID: 639202B4-FC1F-4B4E-8AA7-EA7240C68C45

**PATHOLOGISTS QI PARTICIPATION AGREEMENT**

This Pathologists Quality Registry™ Participation Agreement is made this 22 day of January, 2020 ("Effective Date") between the College of American Pathologists, an Illinois not-for-profit corporation ("CAP") and Qatest DRCF Practice, an Illinois not-for-profit corporation ("Qatest DRCF Practice") with an office located at Qatest DRCF Practice, 1000 Northfield Road, Northfield, IL 60093 ("Qatest DRCF Practice").

Figure 14: Start Button in the Agreement

3. Click **START** (Figure 14). You are forwarded to the signature field.



**SIGN**

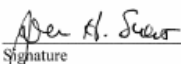
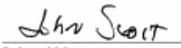

College of American Pathologists ("CAP")	Qatest DRCF Practice ("Participating Site")
	
Signature	Signature
	
Printed Name	Printed Name
Date: 8-23-17	Date: 01/22/2020

Figure 15: SIGN Button in the Agreement

4. Click **SIGN** (Figure 15). Adopt Your Signature window opens.

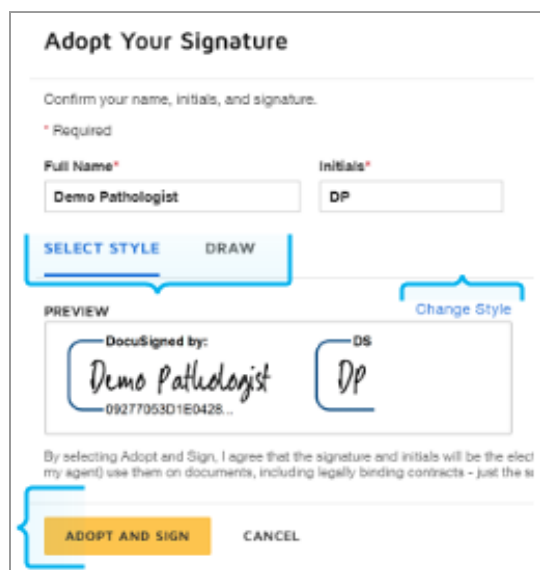


Figure 16: Adopt Your Signature Window



Figure 17: Finish Button in the Agreement




Figure 17A: Success Message Post Signing the Agreement

- Click **SELECT STYLE** to adopt one of the predefined signature styles or (Figure 16)  
Click **Change Style** to select another signature style  
or  
Click **DRAW** to electronically draw your signature.
- Select the desired signature style or draw the signature.
- Click **ADOPT AND SIGN**.  
The adopted signature is displayed in the signature field.

- Click **FINISH** (Figure 17).  
A success message is displayed with a button to download the signed agreement.
- A thank you message is displayed upon successful completion  
Click **FINISH** to close the window.



Signing Option	Created On	Email Address	Status	Signed On	Sign Now	Sign Later	Download
E-Sign Through Mail	01/01/2020	demopathologist@gmail.com	Signed	01/01/2020	Not Applicable	Not Applicable	

REFRESH



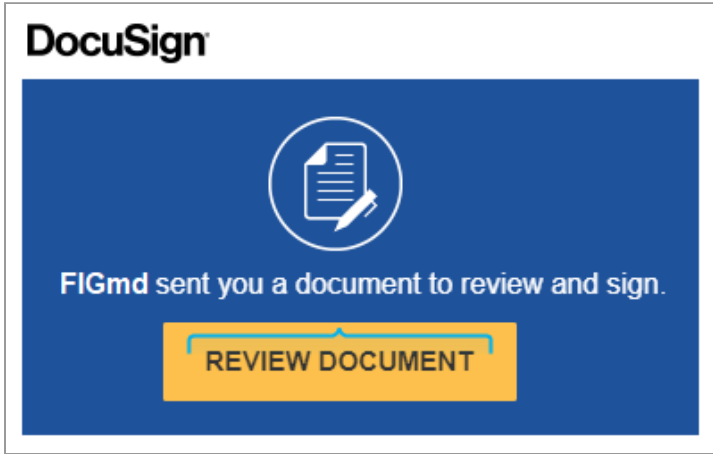
*Figure 18: Refresh Button on Agreement Page*

10. Click **REFRESH** to update the agreement table.

The status of the agreement will change to Signed (Figure 18).

**Note:** Practice must click on **Refresh** in order to move to the next milestone

## 3.4.2. Sign Later


 <p><i>Figure 19: Message to Visit Email Inbox</i></p>	<p>A message requesting you to check the inbox of your email address displays after you select the sign later option.</p> <ol style="list-style-type: none"> <li>1. Click <b>OK</b> (Figure 19).</li> </ol>
 <p><i>Figure 20: Subject Line for Agreement</i></p>	<ol style="list-style-type: none"> <li>2. Check your inbox for an email with subject line “CAP Pathologists Quality Registry Agreement” (Figure 20).</li> </ol>
 <p><i>Figure 21: Link to Access Agreement</i></p>	<ol style="list-style-type: none"> <li>3. Click <b>REVIEW DOCUMENT</b> (Figure 21). The agreement opens in PDF.</li> </ol>
	<ol style="list-style-type: none"> <li>4. Follow steps <b>1 to 10</b> mentioned in <a href="#">Sign Now</a> to sign the agreement.</li> </ol>

## 3.5. Payment


This is the last step in the enrollment process. In this step the practice administrator can process payments for all of the pathologists within the practice (Figure 22).

The dashboard displays two elements:

- Pending Payment Details (top left)
- Previous Payment History (top right)



Agreement



Payment

### Pending Payment Details

Pathologist Name	Subscription Type	Subscription Fees (\$)	Membership Dues (\$)	Member Status
Demo Pathologist	Member	299.00	0.00	CAP Member
Qa_prod,Pathologist_two	Non Member	299.00	0.00	
Testamy,Testdunn	Non Member	799.00	0.00	
Tom,Test	Non Member	799.00	0.00	

Year : 2019

### Previous Payment History

**Payment Options:**

☐ Credit Card
 ☐ Online Check Payment/ ACH

*Figure 22: Payment Page*

## 3.5.1. Pending Payment Details

The Pending Payment Details Table lists Pathologists and their subscription (enrollment) fees and their CAP membership status (Figure 23).

Year : 2020

Pending Payment Details
Previous Payment History

Pathologist Name	Subscription Type	Subscription Fees (\$)	Membership Dues (\$)	Member Status
Demo Pathologist	Member	299.00	0.00	CAP Member
Qa_prod,Pathologist_two	Non Member	299.00	0.00	
Testamy,Testdunn	Non Member	799.00	0.00	
Tom,Test	Non Member	799.00	0.00	

**Payment Options:**

☒ Credit Card
 ☐ Online Check Payment/ ACH

Figure 23: Pending Payment Details Page

### Key Points

- Subscription Fees (\$): is CAP Pathologists Quality Registry enrollment fees
- Membership Status : is CAP membership status at the time of enrollment. Status CAP Member, Pending Member or Non-member will display.
- CAP members have lower enrollment fees.
  - For CAP members: \$ 299
  - For non-CAP members: \$ 799
- If pathologists would like to renew their CAP Membership or join the CAP, DO NOT PROCEED FURTHER in the enrollment portal. Contact the CAP Membership Team at [Membership@cap.org](mailto:Membership@cap.org) for assistance in renewing or joining the CAP.
- For Returning Practices, the table displays List of Pathologists (newly and previously added) with pending payments for the current enrollment year.

## 3.5.1.1. Payment Option

The Practice Admin can make payment using either of the two payment options - credit card and electronic check payment/ACH.

- **IMPORTANT:** Any deviation from the online payment process of paying by credit card or electronic check payment/ACH (such as paying by paper check) will significantly delay enrollment. In some cases, up to a month or more.

### 3.5.1.1.1. Card Payment

Credit cards enable you to fulfill the pending payment instantaneously.

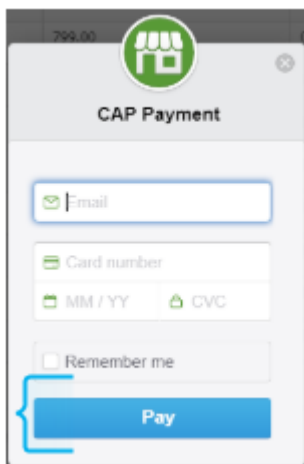


Figure 24: Card Payment Window

#### Key Points

- Upon successful payment processing, a success message is displayed on the screen.
- Upon completion of payment, the payment status is updated in the Pathologist Information table present in the **Pathologist & Location** page.
- Upon successful processing of the payment, an email is sent to the Pathologist/Practice Admin at the registered email address with instructions to download the receipt PDF (Figure 25, 26).

#### Action Required:

1. Select the **Credit Card** radio button (Figure 23).  
The **CAP Payment** gateway opens.

- Enter all the mandatory details i.e. your **Email ID, Card Number, Expiration Date** and the **CVC code** to complete the payment process (Figure 24).

Select **Remember Me** checkbox to save your card details for future reference.

- Click on the **Pay** button to process the transaction.

The blue **Pay** button changes to green with a check mark indicating a successful payment transaction




Thank you for your participation in the College of American Pathologists (CAP) Pathologists Quality Registry and for showing your commitment to excellence in patient care. We appreciate your continued engagement to advance and advocate for the practice of pathology, bringing pathologists to the forefront of health care.

Your payment has been successfully processed. Below is your receipt information for Qa\_demo\_practice\_cc\_active001, Practice ID: 581994

Receipt Number :	ch_1E6YsIGQta6OuZI8XT9ryijo
Transaction Date :	02-22-2019
Amount Paid :	\$ 3,608.75
Number of Pathologist(s) :	5
Payment Mode :	Credit Card
Payment Status :	Processed

Figure 25: Receipt of the Payment


**COLLEGE of AMERICAN  
PATHOLOGISTS**  
 Pathologists Quality Registry

**College of American Pathologists—Pathologists Quality Registry Enrollment Receipt**

Thank you for enrolling in CAP's Pathologists Quality Registry and for showing your commitment to excellence in patient care. We appreciate your continued engagement to advance and advocate for the practice of pathology, bringing pathologists to the forefront of health care.

Your payment has been successfully processed for the year 2019.  
Payment validity period from 01/01/2019 to 12/31/2019.

Receipt Number :	ch_1E6YsIGQta6OuZI8XT9ryijo
Payment Received Date :	02-22-2019
Amount Paid :	3,608.75
Number of Pathologist(s) :	5
Practice Name :	Qa_demo_practice_cc_active001
Payment Mode :	Credit Card
Payment Status :	Processed

**Payment Details:**

Sr. No	Pathologist Name	CAP Member ID	CAP Membership Status	Subscription Fees	Membership Dues	Total Fee
1	Qa Demo,Test Six		Non Member	799.00	0.00	799.00
2	Qa Demo,Test Nine		Non Member	799.00	0.00	799.00
3	Qa Demo,Testeight		Non Member	799.00	0.00	799.00
4	Patricia.Tsang	700195	Non Member	799.00	0.00	799.00
5	Qa Demo,Qa Seven		Pending Member	299.00	113.75	412.75
<b>Total Payment Received: \$3608.75</b>						

Please save this receipt for future reference.

Regards,  
 College of American Pathologists, Pathologists Quality Registry Support Team  
 1-800-323-4040 Option 3  
[registry.support@cap.org](mailto:registry.support@cap.org)

Figure 26: PDF of Payment Receipt

## 3.5.1.1.2. Online Check Payment/ACH

Online check payments are processed in 2-3 working days.

**Online Payment Information :**

\*Account Number:

\*Routing Number:

\*Bank Name:

\*Email:

Amount: \$29,513.00

Waived Amount: \$0.00

[PROCESS PAYMENT](#) [CANCEL](#)

\*Account Holder Name:

[PREVIOUS](#) [BACK TO PRACTICE ENROLLMENT PORTAL](#)

Figure 27: Online Check Payment Window

### Key Points

- The practice admin is emailed the status of payment processing:
  - An email is sent to the practice admin on initiating the payment processing(Figure 28).
  - A second email containing the payment receipt is sent to the user within 7 days to confirm the payment completion (Figure 29).

### Action Required:

1. Select **Online Check Payment/ACH** (Figure 23).  
Online Payment Information window opens.
2. Enter details in the mandatory fields (Figure 27).  
The amount due is displayed at the bottom.
3. Click **PROCESS PAYMENT** to initiate the payment process.
4. Click **BACK TO PRACTICE ENROLLMENT PORTAL** to navigate to the Practice Enrollment Portal.

Thank you for your participation in the College of American Pathologists (CAP) Pathologists Quality Registry and for showing your commitment to excellence in patient care. We appreciate your continued engagement to advance and advocate for the practice of pathology, bringing pathologists to the forefront of health care.

Thank you for your payment. It has been submitted successfully.  
Below is your transaction information:

Transaction Number :	60114367971
Transaction Date :	12-28-2018
Amount Paid :	\$ 1,852.00
Number Of Pathologist(s) :	3
Payment Mode :	ONLINE CHECK PAYMENT
Payment Status :	Waiting for Ack from Bank

*Figure 28: E-mail For ACH (Waiting for Acknowledgement from the bank)*

Thank you for your participation in the College of American Pathologists (CAP) Pathologists Quality Registry and for showing your commitment to excellence in patient care. We appreciate your continued engagement to advance and advocate for the practice of pathology, bringing pathologists to the forefront of health care.

Thank you for your payment. It has been submitted successfully.  
Below is your transaction information:

Transaction Number :	60116875970
Transaction Date :	02-20-2019
Amount Paid :	\$ 1098.00
Number Of Pathologist(s) :	2
Payment Mode :	ONLINE CHECK PAYMENT
Payment Status :	Processed



*Figure 29: E-mail For ACH (Payment Processed)*



## 3.5.2. Previous Payment History


This option displays the previous payment details of the practice in a table.

Previous Payment Transactions:

Transaction #	Amount Paid	Transaction Date	Number of Pathologists	Payment Status	Payment Mode	Download Receipt
5555555555	299.00	08-14-2017	1	Processed	Online Check Payment	
9999999999	799.00	08-14-2017	1	Processed	Credit Card	

Total Records: 2

Figure 30: Previous Payment History Table


**COLLEGE of AMERICAN  
PATHOLOGISTS**  
 Advocacy  
 Pathologists Quality Registry

**College Of American Pathologists Pathologists Quality Registry Enrollment Receipt**

Thank you for enrolling in CAP's Pathologists Quality Registry and for showing your commitment to excellence in patient care. We appreciate your continued engagement to advance and advocate for the practice of pathology, bringing pathologists to the forefront of health care.

Your payment has been successfully processed.

Receipt Number :	ch_1B6ycbFhtvYOWGKUJXXLT8do
Received Date :	09-28-2017
Amount Paid :	\$799.00
Number of Pathologist(s) :	1
Practice Name :	Testpract
Payment Mode :	Credit Card
Payment Status :	Processed

**Payment Details:**

Sr No	Pathologist Name	CAP Member ID	CAP Membership Status	Subscription Fees	Membership Dues	Total Fee
1	Provider, Test		Non Member	799.00	0.00	799.00

**Total Payment Received: \$799.00**

Please save this receipt for future reference.

Regards,  
The Pathologists Quality Registry Support Team  
1-800-323-4040 Option 3  
registry.support@cap.org




Figure 31: Payment Receipt

### Key Points

- Upon successful payment processing, the payment status of the pathologists changes from Unpaid to Paid.
- The corresponding practice becomes active.

### Action Required:

1. Click the **Previous Payment History** (Figure 23).
2. Make payment.
3. Upon completion of payment, click the **download** icon to download the payment receipt PDF (Figure 30).

## 4. LOGIN FUNCTIONS

This section covers processes that are common to both new and returning users. The common functions include:

- Creating a CAP web account
- Enrolling a Practice
- Updating Contact Information

### 4.1. Create An Account

This option enables new users to create a CAP Web Account. The account creation involves entering in information at three key steps: Login Details, Personal Details, Contact Details. The last step displays a success or failure message based on the result.

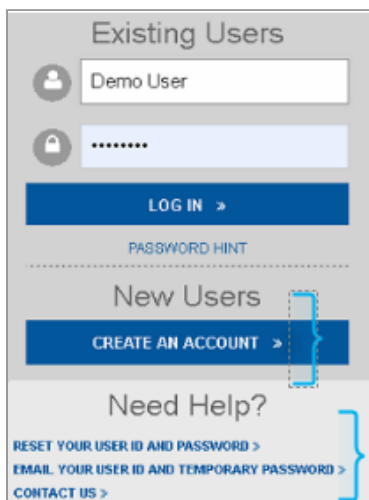


Figure 32: Login Window

#### Key Points

A CAP Web Account is needed to:

- Access the Practice Enrollment Portal
- Access the Practice Dashboard in the Registry. Depending on the role of user, rights within the Registry may be limited.
- If a user suspects they have a CAP account from a previous practice/organization, do not create a new account. Email [contactcenter@cap.org](mailto:contactcenter@cap.org) for assistance in retrieving/updating user account information.


#### Action Required:

1. Click **CREATE AN ACCOUNT** on the login page (Figure 32).  
**CREATE A WEB ACCOUNT** page opens.

## 4.1.1. Login Details

The Login Details step enables you to create login credentials to access the portal.

### CREATE A WEB ACCOUNT


 Note, your account is unique to you. In the event you change contact information (i.e., employers, mailing address) update such changes under [My Profile](#). You may [Reset User ID and Password](#) (or) [Email User ID and Temporary Password](#) at any time if you are having login issues.

●

●

●

●

Login Details
 Personal Details
 Contact Details
 Success

**\* Required Fields**

#### 1. Login Details

\* **User ID:**

\* **Password:**

\* **Confirm Password:**

\* **Password Hint:**

\* **Email Address:**

\* **3 Security Questions:** (Select and answer three security questions)

1.

First foreign country visited ▼

2.

First pet's name ▼

3.

City of birth ▼




Figure 33: Login Details Window

### Key Points

#### First Step-Login Details

- Enter/select the following:
  - User ID and Password
  - Ensure that credentials fulfil the required criteria
  - Security questions from the drop-down.

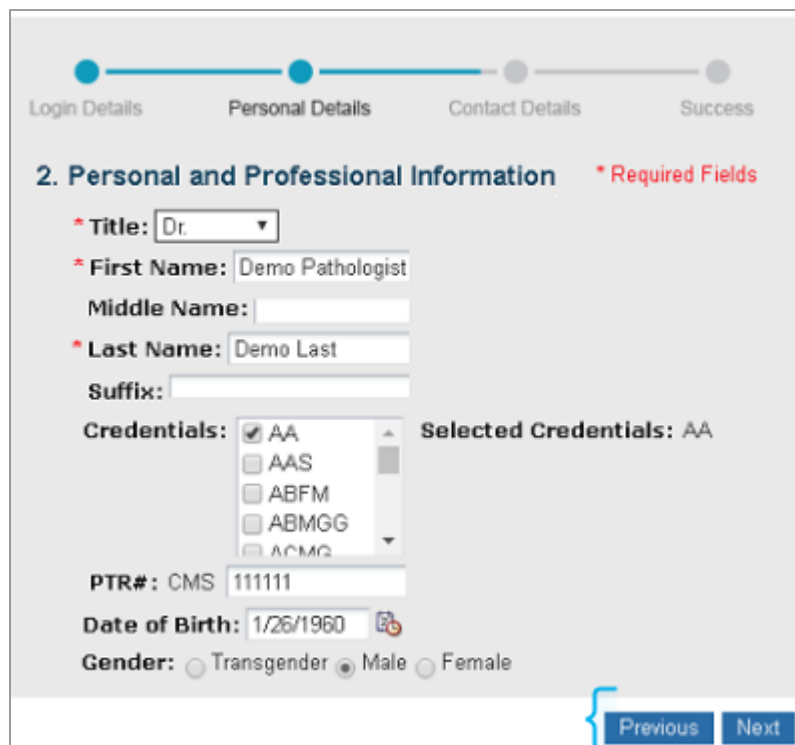
If you need any help with creating your CAP web account, contact the CAP Contact Center at 800-323-4040, or via email at [contactcenter@cap.org](mailto:contactcenter@cap.org).

#### Action Required:

1. Enter required data in the given fields to create login credentials (Figure 33).
2. Click **Next**.  
Personal Details page opens.

## 4.1.2. Personal Details

This step captures your personal information.



Login Details   Personal Details   Contact Details   Success

**2. Personal and Professional Information** \* Required Fields

\* Title:

\* First Name:

Middle Name:


\* Last Name:

Suffix:

Credentials: ☒ AA ☐ AAS ☐ ABFM ☐ ABMGG ☐ ACMG

Selected Credentials: AA

PTR#: CMS

Date of Birth:  

Gender: ☐ Transgender ☒ Male ☐ Female

[Previous](#) [Next](#)

Figure 34: Personal Details Window

### Key Points

- Use drop-down to select your title and credentials.
- PTR # : is the PAP Proficiency Testing (PT) assigned registration number for examinees who tested in the past.
- Use calendar to select the date of birth.
- The steps are accessible in sequential order.

### Action Required

3. Enter the required information (Figure 34).
4. Click **Next** to move to the following step and **Previous** to navigate to the prior step.

## 4.1.3. Contact Details

This step captures details required to reach you.

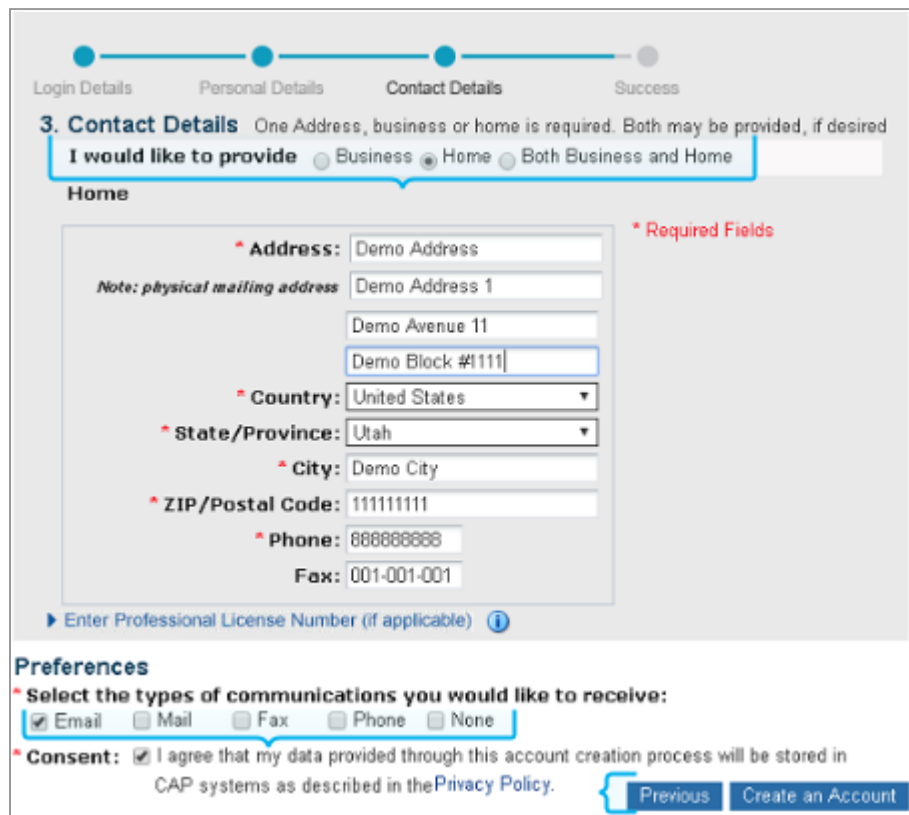


Figure 35: Contact Details Window

- Click **Previous** to move to the prior step.

### Action Required:

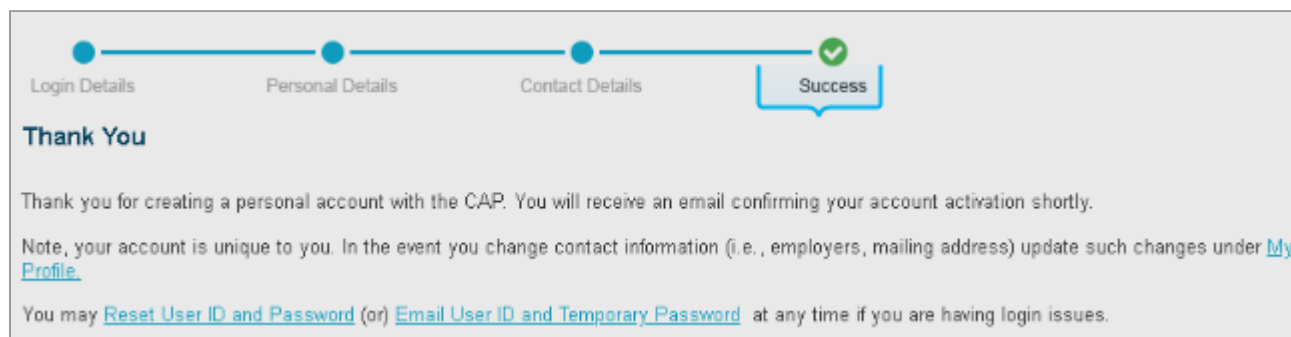
To receive communications about the Registry,

5. Select the desired option using the radio button (Figure 35).

6. Select checkbox for the preferred communication mode
7. Click the checkbox to consent to storing your personal information in the Registry.
8. Click **Create an Account**.

## 4.1.4. Success

This is the last step displaying a success message on creating a CAP Web Account (Figure 36).



*Figure 36: Success Message*

**NOTE:** If you receive an email stating your account activation will be delayed several days, there may be an issue with your account (suspected duplicate, or other issue), please contact the **CAP Contact Center 800-323-4040**, or via email at [contactcenter@cap.org](mailto:contactcenter@cap.org).

### Key Points

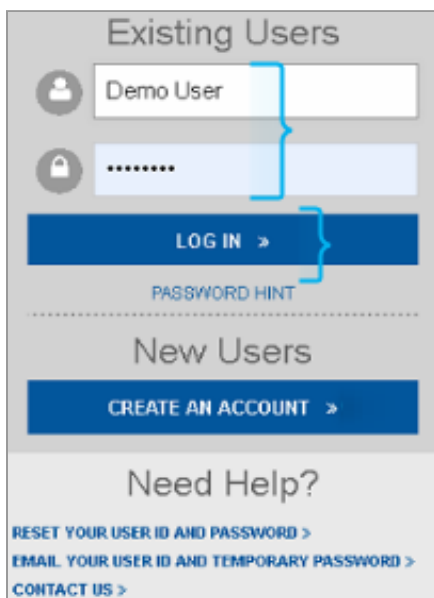
- This step displays a green checkmark upon successful creation of an account.
- Registry gets back to the Practice Admin indicating that the account is active.
- Click **Reset User ID and Password** or **Email User ID and Temporary Password** if you have any login issues.
- Click **My Profile** link to update your contact information.

## 4.2. Portal Access

Enrollment portal is accessible to new and returning users only after successful login.

### 4.2.1. Login

The login window is a gateway to the Practice Enrollment Portal. It captures your login credentials to verify the authenticity.

The screenshot shows a login interface with three main sections. The top section, 'Existing Users', contains a text input field with 'Demo User', a password input field with seven dots, and a blue 'LOG IN >' button. A blue bracket groups the username, password, and login button. Below this is a 'PASSWORD HINT' section with a dotted line. The middle section, 'New Users', features a blue 'CREATE AN ACCOUNT >' button. The bottom section, 'Need Help?', includes three links: 'RESET YOUR USER ID AND PASSWORD >', 'EMAIL YOUR USER ID AND TEMPORARY PASSWORD >', and 'CONTACT US >'.

Existing Users

Demo User

.....

LOG IN >

PASSWORD HINT

.....

New Users

CREATE AN ACCOUNT >

Need Help?

RESET YOUR USER ID AND PASSWORD >

EMAIL YOUR USER ID AND TEMPORARY PASSWORD >

CONTACT US >

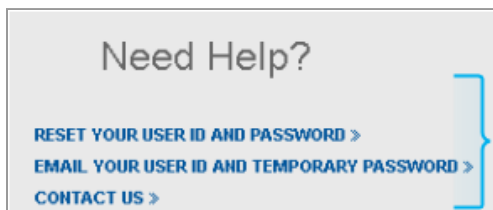
*Figure 37: Login Window*

#### Action Required:

1. Enter User name and password (Figure 37).
2. Click **LOG IN**.  
Successful login displays [Practice Enrollment Portal](#).

## 4.2.2. Reset User ID and Password

The functionality enables you to reset your login credentials.



*Figure 38: Need Help Window*



*Figure 39: Reset ID and Password Window*

### Key Points

- The security questions you had chosen while creating the credentials are displayed here.
- Enter an email where you would prefer to receive the link to recreate login credentials.

### Action Required:

1. Click **RESET YOUR USER ID AND PASSWORD** (Figure 38).
2. Answer the security questions (Figure 39).  
Reset Your User ID and Password window opens.
3. Enter your last name and a valid email address.  
A link to reset your login credentials will be sent to your email address.
4. Click **Submit**.



5. Click the link to reset your login credentials.
6. Enter User ID and Password
7. Click **OK**.

## 4.2.3. Receive Temporary Password

This functionality will generate a temporary password to access the portal if you are not able to login using the current password.

Email Your User ID and Temporary Password

\* Required Fields

To have a temporary password emailed to you, enter your last name and email address and click "Submit", we will send you an email containing our User ID and temporary password. You can then log in.

\* Last name:

\* Email address:

*Figure 40: Reset Temporary Password*

### Key Points

Receive a temporary password, if you have forgotten the password.

### Action Required:

1. Click **EMAIL YOUR USER ID AND TEMPORARY PASSWORD** link (Figure 38).  
Email Your User ID and Temporary Password window opens.
2. Enter your last name and a valid email address (Figure 39).
3. Click **Submit**.
4. Check the inbox for the temporary password.

## 5. ACRONYMS AND ABBREVIATIONS

<b>MIPS</b>	Merit Based Incentive Payment System
<b>NPI</b>	National Provider Identifier
<b>TIN</b>	Tax Identification Number
<b>ACH</b>	Automated Clearing House

## 6. CONTACT US

For more information or to submit comments or questions, click on the [CONTACT US](#) link on the login page (Figure 37).

This displays contact information about (Figure 38):

- Locations and corresponding contact details
- Hours of operation
- System requirements

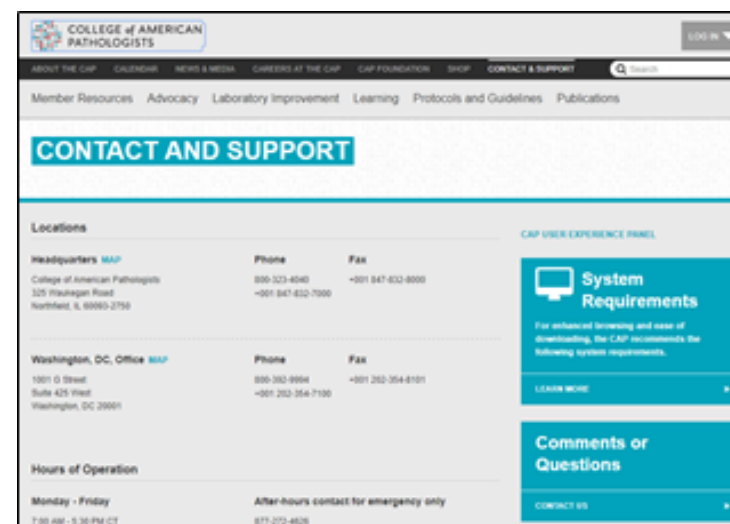


Figure 41: Contact and Support