



## Managing Organization Contact and Address Information

In this document, you will find information or step-by-step directions on the following topics:

<b>Update Medical Director</b>	<b>2</b>
Update person details (Phone, Email)	2
Select/add a person for this role	3
Add person	5
<b>Update Ordering Contact</b>	<b>8</b>
Update person details (Phone, Email)	8
Select/add a person for this role	9
Select a generic contact	11
Add person	14
No ordering contact	16
<b>Update Proctor Contacts</b>	<b>17</b>
Select/add a person for this role	17
Add person	19
Remove existing proctor	22
<b>Update Ship To Contact</b>	<b>23</b>
Update person details (Email, Phone)	23
Select/add a person for this role	25
Select a generic contact	27
Add person	29
<b>Update Ship To Address</b>	<b>32</b>
Select another address in my organization	32
Add address	34
<b>Update Bill To Customer</b>	<b>36</b>
Select another billing account	36
<b>Update Bill To Contact</b>	<b>37</b>
Update person details (Email, Phone)	37
Select/add a person for this role	40
Select a generic contact	44
Add person	47
<b>Update Bill To Address</b>	<b>51</b>
Select another address in my organization	51
Add address	54

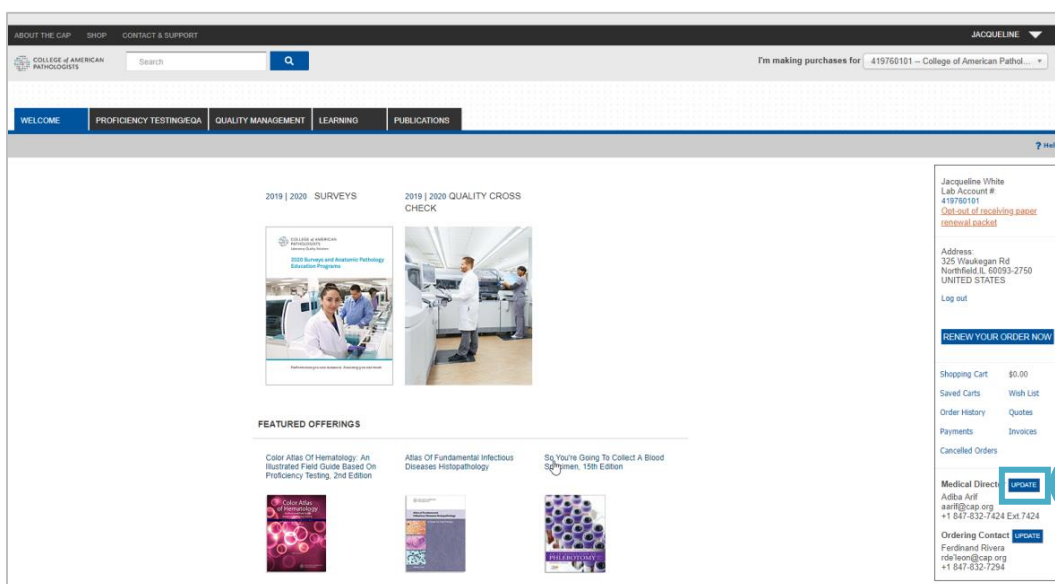


## Update Medical Director

**Important:** Review the drop down menu labeled **I'm making purchases for** to ensure you are making the purchase on behalf of the correct organization or party.

### Update person details (Email, Phone)

1. Click **Update** next to the current medical director.



2. Use the radio button to **Update person details (Email, Phone)**.

3. Edit **Email** (required) and/or **Phone**.

4. Click **Save and Submit**.

**Update Medical Director**

Account #: 419760111  
Current person in role: MR. Adiba Arif / 8301247  
aarif@cap.org  
+1 847-832-7424 Ext. 7424

☒ Update person details (Email, Phone)

Name: MR. Adiba Arif / 8301247  
\*Email: aarif@cap.org  
Phone: +1 847 832-7424 Ext: 7424

☐ Select/add a person for this role

**SAVE AND SUBMIT** **Cancel**

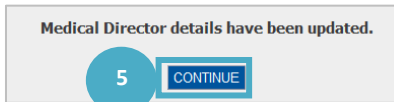
**TIP:** The phone's country code will default based on the physical address of the organization.

**TIP:** Click **Cancel** at any time and changes will not be saved.



# COLLEGE of AMERICAN PATHOLOGISTS

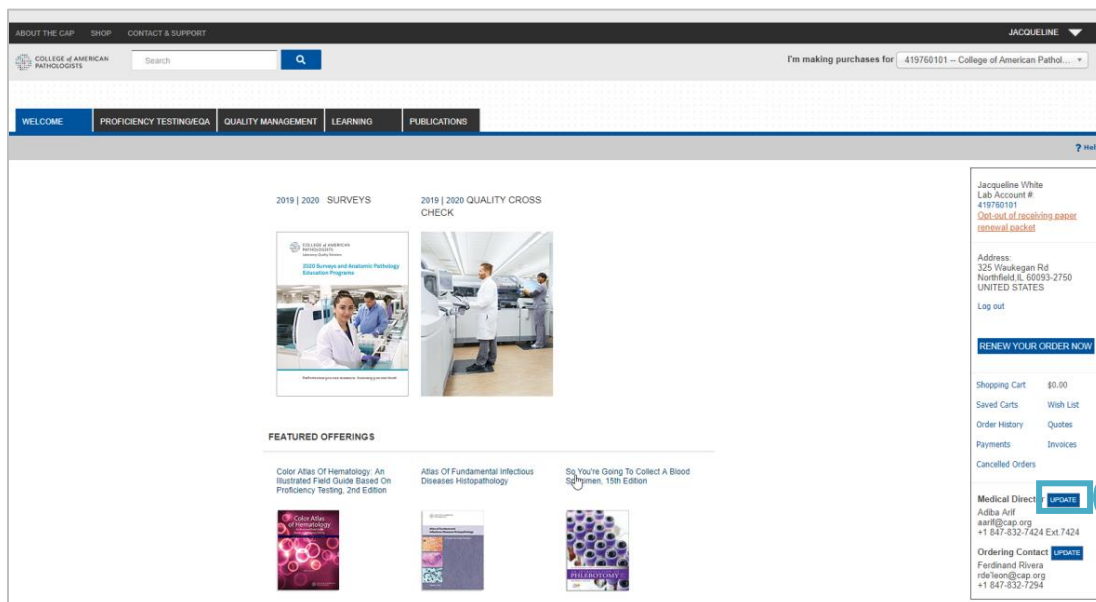
Once you **Save and Submit**, a confirmation message will be displayed.



5. Click **Continue**.

## Select/add a person for this role

1. Click **Update** next to the current medical director.





2. Verify the radio button is selected to **Select/add a person for this role**.
3. **Select** the radio button for the new medical director.

**Update Medical Director**

Account #: 419760111  
Current person in role: MR. Adiba Arif / 8301247  
aarif@cap.org  
+1 847-832-7424 Ext. 7424

☐ Update person details (Email, Phone)  
☒ **Select/add a person for this role**

Find:

1252 Personnel

Select	Name CAP Personal ID#	Email	Phone
<input type="radio"/>	Aaron Hamel, CT(ASCP)cm 8141272		+1 913-225-6024 Ext. 222
<input type="radio"/>	Aarti Rau 8132551	aarti@test.com	
<input checked="" type="radio"/>	Abdulmalik Al Sheikh, MD 7539069	llewin@cap.org	
<input type="radio"/>	Abhijit Rajkumar 8382754	arajikum@cap.org	+1 847-832-7000
<input type="radio"/>	Abhilash Dash		

[Add Person](#)

**SAVE AND SUBMIT** [Cancel](#)

**TIP:** All people who currently have a relationship with the organization will be listed.

**Important:** The selected medical director's current contact details are displayed and can be edited.

4. Enter required fields and any additional contact information.
5. Click **Save and Submit**.

**Update Medical Director** \*Required

Account #: 419760111  
Current person in role: MR. Adiba Arif / 8301247  
aarif@cap.org  
+1 847-832-7424 Ext. 7424

[<< Back](#)

Selected Person Details

**4**

Name: Abdulmalik Mohd Al Sheikh MD / 7539069  
\*Email:   
Phone: +1   Ext:

**5**

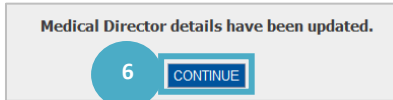
**SAVE AND SUBMIT** [Cancel](#)

**TIP:** See Update contact details for additional information.

**TIP:** Click **Cancel** at any time and changes will not be saved.



Once you **Save and Submit**, a confirmation message will be displayed.



6. Click **Continue**.

## Add person

1. Click **Update** next to the current medical director.

ABOUT THE CAP SHOP CONTACT & SUPPORT

COLLEGE of AMERICAN PATHOLOGISTS

Search

I'm making purchases for 419760101 — College of American Pathol...

WELCOME PROFICIENCY TESTING/EQA QUALITY MANAGEMENT LEARNING PUBLICATIONS

2019 | 2020 SURVEYS

2019 | 2020 QUALITY CROSS CHECK

2020 Surveys and Analytic Pathology Education Programs

2019 | 2020 QUALITY CROSS CHECK

FEATURED OFFERINGS

Color Atlas Of Hematology: An Illustrated Field Guide Based On Proficiency Testing, 2nd Edition

Atlas Of Fundamental Infectious Diseases Histopathology

So You're Going To Collect A Blood Specimen, 15th Edition

Jacqueline White  
Lab Account # 419760101  
[Opt-out of receiving paper renewal packet](#)

Address:  
325 Vaukegan Rd  
Northfield IL 60093-2750  
UNITED STATES

Log out

**RENEW YOUR ORDER NOW**

Shopping Cart \$0.00

Saved Carts Wish List

Order History Quotes

Payments Invoices

Cancelled Orders

Medical Director

Adiba Arif	<a href="#">UPDATE</a>
Ferdinand Rivera	<a href="#">UPDATE</a>

Ordering Contact

Ferdinand Rivera

rdrivera@cap.org

+1 847-832-7254



2. Verify the radio button is selected to [Select/add a person for this role](#).

3. Click the link to [Add Person](#).

Update Medical Director

Account #: 419760111  
Current person in role: MR. Adiba Arif / 8301247  
aarif@cap.org  
+1 847-832-7424 Ext. 7424

Update person details (Email, Phone)

2

Select/add a person for this role

Find:

1252 Personnel

Select	Name CAP Personal ID# ▼	Email	Phone
<input type="radio"/>	Aaron Hamel, CT(ASCP)cm 8141272		+1 913-225-6024 Ext. 222
<input type="radio"/>	Aarti Rau 8132551	arti'rau@test.com	
<input type="radio"/>	Abdulmalik Al Sheikh, MD 7539069	llewin@cap.org	
<input type="radio"/>	Abhijit Rajkumar 8382754	arajkum@cap.org	+1 847-832-7000
<input type="radio"/>	Abhilash Dash 8554444		

3

Add Person

SAVE AND SUBMIT

Cancel



4. Enter required fields and any additional contact information.
5. Click **Save and Submit**.

The screenshot shows the 'Update Medical Director' form. At the top, it displays 'Account #: 419760111' and 'Current person in role: MR. Adiba Arif / 8301247'. A red asterisk indicates required fields. A blue circle with the number '4' highlights the form fields. A blue circle with the number '5' highlights the 'SAVE AND SUBMIT' and 'Cancel' buttons. A blue circle with the number '6' highlights the 'CONTINUE' button in the confirmation message.

**Update Medical Director** \*Required

Account #: 419760111  
Current person in role: MR. Adiba Arif / 8301247

[<< Back](#)

**TIP:** Click **Back** to access the previous page.

**Add Person**  
System will automatically retrieve user information if you enter CAP personal ID#. If you are not sure, enter all re

**CAP Personal ID#:**  [Find](#) [Reset](#)

(Or Enter Person Information)

**\*Title:**

**\*First Name:**

**Middle Name:**

**\*Last Name:**

**Suffix:**

**\*Email:**

**Phone:**    **Ext:**

**Credentials:**  [Find](#)

☐ AAS  
☐ ABFM  
☐ ABMGG  
☐ ACMG  
☐ ACP

**TIP:** If you know the **CAP Personal ID** for the new medical director, enter it in the **CAP Personal ID#** box and click **Find**. The new contact's detail information is displayed. Click **Reset** to remove CAP Personal ID#.

**SAVE AND SUBMIT** [Cancel](#)

**TIP:** Click **Cancel** at any time and changes will not be saved.

Once you **Save and Submit**, a confirmation message will be displayed.

Medical Director details have been updated.

**6** [CONTINUE](#)

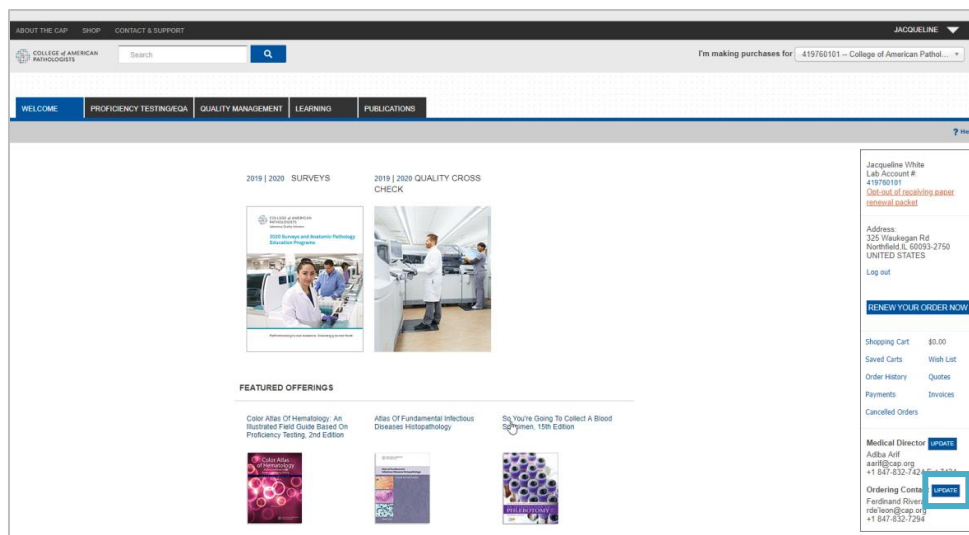
6. Click **Continue**.

## Update Ordering Contact

**Important:** Review the drop down menu labeled **I'm making purchases for** to ensure you are making the purchase on behalf of the correct organization or party.

### Update person details (Email, Phone)

1. Click **Update** next to the current ordering contact.



2. Use the radio button to **Update person details (Email, Phone)**.
3. Edit **email** (required) and/or **phone**.
4. Click **Save and Submit**.

Update Ordering

Account #: 419760101

Current person in role: MR. Ahmet T Okur / 1170947

okur1970@yahoo.com

+1 860-794-1752

Update person details (Email, Phone)

Name: MR. Ahmet T Okur / 1170947

\*Email: okur1970@yahoo.com

Phone: +1 860 794-1752 Ext:

Select/add a person for this role

No person in role

SAVE AND SUBMIT

Cancel

**TIP:** The phone's country code will default based on the physical address of the organization.

**TIP:** Click **Cancel** at any time and changes will not be saved.





# COLLEGE of AMERICAN PATHOLOGISTS

Once you **Save and Submit**, a confirmation message will be displayed.

Ordering Contact details have been updated.

5

CONTINUE

5. Click **Continue**.

## Select/add a person for this role

1. Click **Update** next to the current ordering contact.

The screenshot shows the College of American Pathologists website. The top navigation bar includes links for 'ABOUT THE CAP', 'SHOP', and 'CONTACT & SUPPORT'. The user is logged in as 'JACQUELINE'. The main content area features sections for '2019 | 2020 SURVEYS', '2019 | 2020 QUALITY CROSS CHECK', and 'FEATURED OFFERINGS'. On the right sidebar, the user's account information is displayed, including the address and a 'Log out' button. Below this, there is a 'RENEW YOUR ORDER NOW' button. The 'Ordering Contact' section is highlighted with a blue circle and the number 1, indicating the next step in the process.

Ordering Contact details have been updated.

5

CONTINUE

5. Click **Continue**.

Select/add a person for this role

1. Click **Update** next to the current ordering contact.



2. Verify the radio button is selected to **Select/add a person for this role**.

3. **Select** the radio button for the new ordering contact.

**Update Ordering**

Account #: 419760101  
Current person in role: MR. Ahmet T Okur / 1170947  
okur1970@yahoo.com  
+1 860-794-1752

☐ Update person details (Email, Phone)  
☒ **Select/add a person for this role**

Find:

1252 Personnel

Select	Name CAP Personal ID#	Email	Phone
<input type="radio"/>	Aaron Hamel, CT(ASCP)cm 8141272		+1 913-225-6024 Ext. 222
<input type="radio"/>	Aarti Rau 8132551	aarti@rau.com	
<input checked="" type="radio"/>	Abdulmalik Al Sheikh, MD 7539069	ilewin@cap.org	
<input type="radio"/>	Abhijit Rajkumar 8382754	arajkum@cap.org	+1 847-832-7000
<input type="radio"/>	Abhilash Dash		

Generic Contacts  
You may maintain up to 3 generic contacts for your organization.

Select	Attention To	Email	Phone #	Fax #
<input type="radio"/>		rdeleon@cap.org		
<input type="radio"/>				
<input type="radio"/>				

**TIP:** All people who currently have a relationship with the organization will be listed.

**Important:** The selected ordering contact's current contact details are displayed and can be edited.

4. Enter required fields and any additional contact information.

5. Click **Save and Submit**.

**Update Ordering**

Account #: 419760101  
Current person in role: MR. Ahmet T Okur / 1170947  
okur1970@yahoo.com  
+1 860-794-1752

[<< Back](#)

Selected Person Details

**4**

Name: Abdulmalik Mohd Al Sheikh MD / 7539069  
\*Email: ilewin@cap.org  
Phone: +1    Ext:

**5**

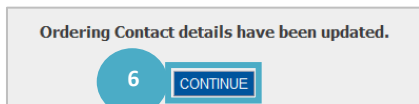
**SAVE AND SUBMIT** **Cancel**

**TIP:** See Update contact details for additional information.

**TIP:** Click **Cancel** at any time and changes will not be saved.



Once you **Save and Submit**, a confirmation message will be displayed.

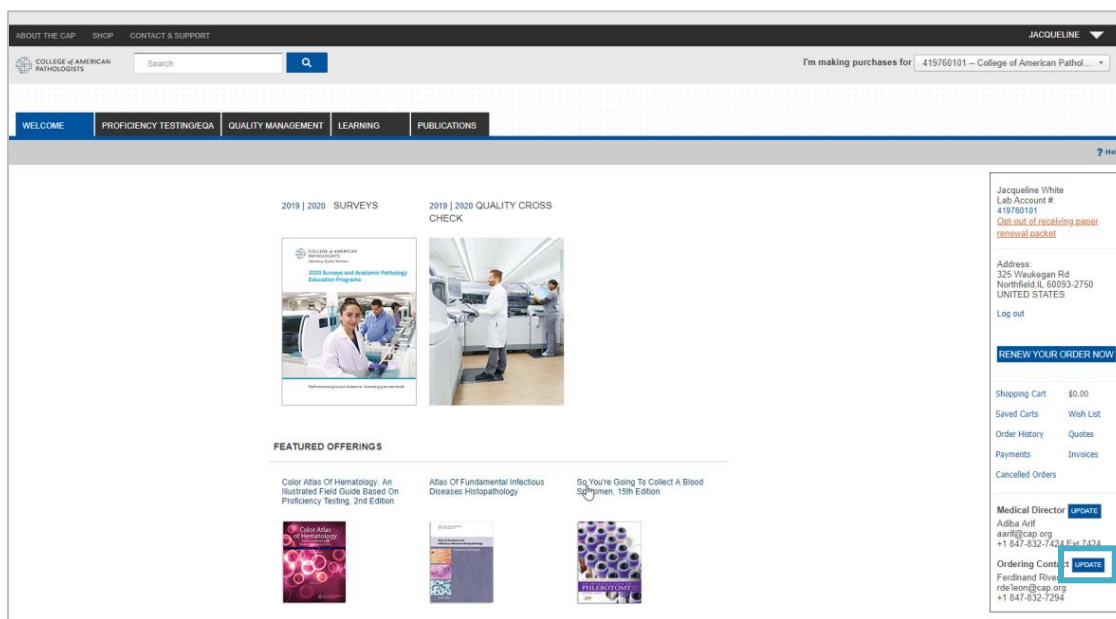


6. Click **Continue**.

## Select a Generic Contact

A generic contact is used when you want the attention to be directed to a department or role rather than a specific contact name.

1. Click **Update** next to the current ordering contact.





2. Verify the radio button is selected to **Select/add a person for this role**.

3. Use the radio button to **Select** a generic contact (existing or new).

### Update Ordering

Account #: 419760101  
Current person in role: MR. Ahmet T Okur / 1170947  
okur1970@yahoo.com  
+1 860-794-1752

☐ Update person details (Email, Phone)

**2** ☒ **Select/add a person for this role**

Find:

1252 Personnel

Select	C	Email	Phone
<input type="radio"/>	Aaron Hamel 8141272		+1 913-225-6024 Ext. 222
<input type="radio"/>	Aarti Rau 8132551	@test.com	
<input type="radio"/>	Abdulmalik Al Sheikh, MD 7539069	llewin@cap.org	
<input type="radio"/>	Abhijit Rajkumar 8382754	arajkum@cap.org	+1 847-832-7000
<input type="radio"/>	Abhilash Dash		

**TIP: The Generic Contacts section is listed under the organization contacts.**

#### Generic Contacts

You may maintain up to 3 generic contacts for your organization.

Select	Attention To	Email	Phone #	Fax #
<input type="radio"/>		rdeleon@cap.org		
<input type="radio"/>				
<b>3</b> <input checked="" type="radio"/>				

[Add Person](#)

☐ No person in role

**SAVE AND SUBMIT** [Cancel](#)



4. Enter required fields and any additional contact information.

5. Click **Save and Submit**.

The screenshot shows a web form titled "Update Ordering". At the top, it displays account information: "Account #: 419760101", "Current person in role: MR. Ahmet T Okur / 1170947", "okur1970@yahoo.com", and "+1 860-794-1752". Below this is a "Selected Generic Contact Details" section. A blue circle with the number "4" points to the "Attention To:" dropdown menu. Another blue circle with the number "5" points to the "SAVE AND SUBMIT" button. An orange callout box with a "TIP" icon says: "TIP: See Update contact details for additional information." Another orange callout box with a "TIP" icon says: "TIP: Click **Cancel** at any time and changes will not be saved." The form also includes fields for "Email:", "Phone:" (with a country code dropdown set to "+1" and area code/number boxes), and "Ext:". A "Cancel" button is located next to the "SAVE AND SUBMIT" button.

**Important:** If your organization has an existing generic contact and you choose an existing generic contact, the existing contact details are displayed and cannot be edited.

Once you **Save and Submit**, a confirmation message will be displayed.

A confirmation message box with the text "Ordering Contact details have been updated." and a blue circle with the number "6" pointing to a "CONTINUE" button.

6. Click **Continue**.



## Add person

1. Click **Update** next to the current ordering contact.

The screenshot shows the College of American Pathologists website. In the top right corner, there is a user profile for 'JACQUELINE' with a dropdown menu. Below this, on the right side, is a contact list. The 'Medical Director' contact, 'Adia Auri', is highlighted with a blue circle and the number '1'. Next to the name is an 'UPDATE' button, also highlighted with a blue circle and the number '1'.

2. Verify the radio button is selected to **Select/add a person for this role.**

3. Click the link to **Add Person.**

The screenshot shows the 'Update Ordering' form. At the top, it displays account information: 'Account #: 419760101' and 'Current person in role: MR. Ahmet T. Okur / 1170947'. Below this, there are two radio buttons. The first radio button, labeled 'Select/add a person for this role', is selected and highlighted with a blue circle and the number '2'. The second radio button is labeled 'No person in role'. Below the selected radio button is a search bar with the text 'Find:'. Below the search bar is a table with 1252 personnel. The table has columns for 'Select', 'Name', 'Email', and 'Phone'. The first row is highlighted. Below the table is a section for 'Generic Contacts' with a table that has columns for 'Select', 'Attention To', 'Email', 'Phone #', and 'Fax #'. The first row is highlighted. At the bottom of the form, there is a blue button labeled 'Add Person' highlighted with a blue circle and the number '3', and a 'Cancel' button.

Select	Name	Email	Phone
<input type="radio"/>	Aaron Hemel, CT(ASCP)cm 8141272		+1 913-225-6024 Ext. 222
<input type="radio"/>	Aarti Rau 8132551	artirau@test.com	
<input type="radio"/>	Abdulmalik Al Sheikh, MD 7538069	llewin@cap.org	
<input type="radio"/>	Abhijit Rajkumar 8382754	arajkum@cap.org	+1 847-832-7000
<input type="radio"/>	Abhilesh Dash		

Select	Attention To	Email	Phone #	Fax #
<input type="radio"/>		rdeleon@cap.org		
<input type="radio"/>				
<input type="radio"/>				



4. Enter required fields and any additional contact information.

5. Click **Save and Submit**.

The screenshot shows the 'Update Ordering' form. At the top, it displays 'Account #: 419760101' and 'Current person in role: MR. Ahmet T Okur / 1170947'. A blue button labeled '<< Back' is highlighted with a blue box and a blue circle with the number 4. An orange callout bubble points to this button, stating: 'TIP: Click **Back** to access the previous page.' Below this is the 'Add Person' section, which includes a text input for 'CAP Personal ID#' and buttons for 'Find' and 'Reset'. An orange callout bubble points to the 'Find' button, stating: 'TIP: If you know the **CAP Personal ID** for the new ordering contact, enter it in the **CAP Personal ID#** box and click **Find**. The new contact's detail information is displayed. Click **Reset** to remove CAP Personal ID#.' The main form area is titled '(Or Enter Person Information)' and contains several required fields: '\*Title:', '\*First Name:', 'Middle Name:', '\*Last Name:', 'Suffix:', '\*Email:', 'Phone:', and 'Ext:'. A blue circle with the number 4 is next to the 'First Name' field. Below these fields is a 'Credentials:' section with a 'Find' button and a list of checkboxes for AAS, ABFM, ABMGG, ACMG, and ACP. At the bottom of the form, there are two buttons: 'SAVE AND SUBMIT' and 'Cancel'. A blue circle with the number 5 is next to the 'SAVE AND SUBMIT' button. An orange callout bubble points to the 'Cancel' button, stating: 'TIP: Click **Cancel** at any time and changes will not be saved.'

Once you **Save and Submit**, a confirmation message will be displayed.

A confirmation message box with the text 'Ordering Contact details have been updated.' and a blue button labeled 'CONTINUE'. A blue circle with the number 6 is next to the 'CONTINUE' button.

6. Click **Continue**.



## No Ordering Contact

1. Click **Update** next to the current ordering contact.

ABOUT THE CAP SHOP CONTACT & SUPPORT

JACQUELINE

I'm making purchases for 419760101 - College of American Pathologists

WELCOME PROFICIENCY TESTING & QA QUALITY MANAGEMENT LEARNING PUBLICATIONS

2019 | 2020 SURVEYS 2019 | 2020 QUALITY CROSS CHECK

2019 | 2020 SURVEYS

2019 | 2020 QUALITY CROSS CHECK

FEATURED OFFERINGS

Color Atlas Of Hematology: An Illustrated Field Guide Based On Proficiency Testing, 2nd Edition

Atlas Of Fundamental Infectious Diseases Histopathology

So You're Going To Collect A Blood Specimen, 15th Edition

Jacqueline White  
Lab Account # 419760101  
Out of stock of [renewal packet](#)  
[renewal packet](#)

Address:  
325 Waukegan Rd  
Northfield, IL 60093-2750  
UNITED STATES

Log out

**RENEW YOUR ORDER NOW**

Shopping Cart \$0.00  
Saved Carts Wish List  
Order History Quotes  
Payments Invoices  
Cancelled Orders

Medical Director **Update**  
Adiba Arif  
aarif@cap.org  
+1 847-832-7423 Ext 7424

Ordering Contact **Update**  
Ferdinand Rival  
rival@cap.org  
+1 847-832-7294

2. Select the radio button **No Ordering Contact**.

3. Click **Save and Submit**.

Update Ordering \*Required

Account #: 419760101  
Current person in role: MR. Ahmet T Okur / 1170947  
[okur1970@yahoo.com](mailto:okur1970@yahoo.com)  
+1 860-794-1752

☐ Update person details (Email, Phone)  
☐ Select/add a person for this role  
☒ No person in role

**SAVE AND SUBMIT** **Cancel**

**TIP: Click Cancel at any time and changes will not be saved.**

Once you **Save and Submit**, a confirmation message will be displayed.

Ordering Contact details have been updated.

**CONTINUE**

4. Click **Continue**.





## Update Proctor Contacts

**Important:** Review the drop down menu labeled **I'm making purchases for** to ensure you are making the purchase on behalf of the correct organization or party.

### Select/add a person for this role

1. Navigate to the **Shipping** page of the checkout process.
2. Click **Update/Add** next to the proctor contact(s).

ABOUT THE CAP SHOP CONTACT & SUPPORT JACQUELINE

COLLEGE of AMERICAN PATHOLOGISTS Search

I'm making purchases for 419760101 - College of American Pathol...

WELCOME PROFICIENCY TESTING/EGA QUALITY MANAGEMENT LEARNING PUBLICATIONS

1 SHIPPING BILLING ORDER REVIEW

CHECKOUT: SHIPPING INFORMATION

Required Fields

Ship To Shipping Details

Ship To Customer: College of American Pathologists

Ship To Contact: Ferdinand Rivera +1 847-832-7294 rdeleon@cap.org UPDATE

Ship To Address: 325 Waukegan Rd Northfield, IL 60093-2750 UNITED STATES UPDATE

Add PAP Session Dates

PAP Session Date 1: Select Date1 for PAP Session

PAP Session Date 2: Select Date2 for PAP Session

PAP Session Date 3: Select Date3 for PAP Session

PAP Proctor Contact: Ferdinand Rivera rdeleon@cap.org +1 847-832-7294 UPDATE/ADD REMOVE

Isaac Cato icato@cap.org

Kamilla Chmiel kchmiel@cap.org

TIP: See the Ordering help document for how to checkout.

TIP: The proctor contacts will only be visible when there is a PAP PT program in the shopping cart.



3. **Select** the radio button for the new proctor contact.

### Add Proctor

Account #: 419760101  
Current person in role: MR. Isaac Cato / 1054250  
[icato@cap.org](mailto:icato@cap.org)  
MISS Kamilla Chmiel / 1153961  
[kchmiel@cap.org](mailto:kchmiel@cap.org)  
MR. Ferdinand V Rivera / 1054737  
[rdeleon@cap.org](mailto:rdeleon@cap.org)  
+1 847-832-7294

**Select/add a person for this role**

Find:

1250 Personnel

Select	Name CAP Personal ID# ▾	Email	Phone	Fax
<input checked="" type="radio"/>	Aaron Hamel, CT(ASCP)cm 8141272		+1 913-225-6024 Ext. 222	
<input type="radio"/>	Aarti Rau 8132551	<a href="mailto:arti'rau@test.com">arti'rau@test.com</a>		
<input type="radio"/>	Abdulmalik Al Sheikh, MD 7539069	<a href="mailto:llewin@cap.org">llewin@cap.org</a>		
<input type="radio"/>	Abhijit Rajkumar 8382754	<a href="mailto:arajkum@cap.org">arajkum@cap.org</a>	+1 847-832-7000	
<input type="radio"/>	Abhilash Dash .....			

[Add Person](#)

**SAVE AND SUBMIT** [Cancel](#)

**TIP:** All people who currently have a relationship with the organization will be listed.



**Important:** The selected proctor contact's current contact details are displayed and can be edited.

4. Enter required fields and any additional contact information.
5. **Check the Box** to agree to the CAP Proficiency Testing Proctor terms.
6. Click **Save and Submit**.

**Add Proctor**

Account #: 419760101  
Current person in role: MR. Isaac Cato / 1054250  
icato@cap.org  
MISS Kamilla Chmiel / 1153961  
kchmiel@cap.org  
MR. Ferdinand V Rivera / 1054737  
rdleon@cap.org  
+1 847-832-7294

<< Back

**Selected Person Details**

Name: Aaron J Hamel CT(ASCP)jcm / 8141272  
\*Email:   
Phone: +1  913  225-6024 Ext: 222  
Fax: +1    Ext:

☐ I, the laboratory director or designee has certified the responsibilities of CAP Proficiency Testing Proctor.

**SAVE AND SUBMIT** **Cancel**

**TIP: Click Cancel at any time and changes will not be saved.**

## Add person

1. Navigate to the Shipping page of the checkout process.
2. Click **Update/Add** next to the proctor contacts.

**TIP:** See the Ordering help document for how to checkout.

**1** **SHIPPING** BILLING ORDER REVIEW

**CHECKOUT: SHIPPING INFORMATION**

**Required Fields**

Step To: **College of American Pathologists**

Ship To Contact: Jacqueline White  
+1 847-832-7616  
jwhite@cap.org

Ship To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750  
UNITED STATES

**Add PAP Session Dates**

PAP Session Date 1:   
PAP Session Date 2:   
PAP Session Date 3:

PAP Proctor Contact: **2**  
Ferdinand Rivera  
rdleon@cap.org  
+1 847-832-7294  
Isaac Cato  
icato@cap.org  
Kamilla Chmiel  
kchmiel@cap.org

**TIP: The proctor contacts will only be visible when there is a PAP PT program in the shopping cart.**



3. Click the link to [Add Person](#).

**Add Proctor**

Account #: 419760101

Current person in role: MR. Isaac Cato / 1054250  
[icato@cap.org](mailto:icato@cap.org)  
MISS Kamilla Chmiel / 1153961  
[kchmiel@cap.org](mailto:kchmiel@cap.org)  
MR. Ferdinand V Rivera / 1054737  
[rdeleon@cap.org](mailto:rdeleon@cap.org)  
+1 847-832-7294

**Select/add a person for this role**

Find:

1260 Personnel

Select	Name CAP Personal ID# ▾	Email	Phone	Fax
<input type="radio"/>	Aaron Hamel, CT(ASCP)cm 8141272		+1 913-225-6024 Ext. 222	
<input type="radio"/>	Aarti Rau 8132551	<a href="mailto:arti'rau@test.com">arti'rau@test.com</a>		
<input type="radio"/>	Abdulmalik Al Sheikh, MD 7539069	<a href="mailto:llewin@cap.org">llewin@cap.org</a>		
<input type="radio"/>	Abhijit Rajkumar 8382754	<a href="mailto:arajkum@cap.org">arajkum@cap.org</a>	+1 847-832-7000	
<input type="radio"/>	Abhilash Dash			

3

[Add Person](#)

SAVE AND SUBMIT

[Cancel](#)



4. Enter required fields and any additional contact information.
5. **Check the Box** to agree to the CAP Proficiency Testing Proctor terms.
6. Click **Save and Submit**.

**Add Proctor** \*Required

Account #: 419760101  
Current person in role: MR. Isaac Cato / 1054250  
[icato@cap.org](mailto:icato@cap.org)  
MISS Kamilla Chmiel / 1153961  
[kchmiel@cap.org](mailto:kchmiel@cap.org)  
MR. Ferdinand V Rivera / 1054737  
[rdeleon@cap.org](mailto:rdeleon@cap.org)

[<< Back](#)

**TIP:** Click **Back** to access the previous page.

**TIP:** If you know the **CAP Personal ID** for the new proctor contact, enter it in the **CAP Personal ID#** box and click **Find**. The new contact's detail information is displayed. Click **Reset** to remove CAP Personal ID#.

System will automatically retrieve user information if you enter CAP personal ID#. If you are not sure, enter all required information.

**CAP Personal ID#:**  **Find** [Reset](#)

(Or Enter Person Information)

5

\*Title:

\*First Name:

Middle Name:

\*Last Name:

Suffix:

\*Email:

Phone:

+1

Ext:

Fax:

+1

Ext:

Credentials:

Find

☐ AAS

☐ ABFM

☐ ABMGG

☐ ACMG

☐ ACP

6 ☐ The laboratory director or designee has certified that the selected individual meet the criteria and is capable of performing the responsibilities of CAP Proficiency Testing Proctor.

7 **SAVE AND SUBMIT** [Cancel](#)

**TIP:** Click **Cancel** at any time and changes will not be saved.



## Remove Existing Proctor

1. Navigate to the Shipping page of the checkout process.
2. Click **Remove** next to the proctor contacts.

**TIP:** See the Ordering help document for how to checkout.

1

2

**TIP:** The proctor contacts will only be visible when there is a PAP PT program in the shopping cart.

3. **Select** the contact(s) you want to remove.
4. Click **Remove**.

3

4

5

**TIP:** If the laboratory is an active PAP PT customer, at least 1 proctor is required.

**TIP:** Click **Cancel** at any time and changes will not be saved.



## Update Ship to Contact

**Important:** Review the drop down menu labeled **I'm making purchases for** to ensure you are making the purchase on behalf of the correct organization or party.

### Update person details (Email, Phone)

1. Navigate to the Shipping page of the checkout process.
2. Click **Update** next to the current Ship to Contact.

ABOUT THE CAP SHOP CONTACT & SUPPORT JACQUELINE

COLLEGE of AMERICAN PATHOLOGISTS Search

I'm making purchases for 419760101 - College of American Pathol...

WELCOME PROFICIENCY TESTING & QA QUALITY MANAGEMENT LEARNING PUBLICATIONS

1 SHIPPING BILLING ORDER REVIEW

CHECKOUT: SHIPPING INFORMATION

Required Fields

Ship To Shipping Details

Ship to Customer: College of American Pathologists

Ship to Contact: Ferdinand Rivera  
+1 847-832-7294  
rfrleon@cap.org UPDATE 2

Ship to Address: 325 Waukegan Rd  
Northfield, IL 60093-2750  
UNITED STATES UPDATE

Add PAP Session Dates

PAP Session Date 1: Select Date1 for PAP Session

PAP Session Date 2: Select Date2 for PAP Session

PAP Session Date 3: Select Date3 for PAP Session

PAP Proctor Contact: Ferdinand Rivera  
rfrleon@cap.org  
+1 847-832-7294  
Isaac Cato  
icato@cap.org  
Kamilla Chmiel  
kchmiel@cap.org UPDATE/ADD REMOVE

TIP: See the Ordering help document for how to checkout.



3. Use the radio button to select **Update person details (Email, Phone)**.
4. Edit **email** (required) and/or **phone**.
5. Click **Save and Submit**.

The screenshot shows the 'Update Ship To' form. At the top, it displays account information: Account #: 419760101, Current person in role: MR. Ferdinand V Rivera / 1054737, and contact details: rdeleon@cap.org and +1 847-832-7294. A red asterisk indicates a required field. Below this, there are two radio buttons. The first radio button is selected and is circled with a blue '3'. It is labeled 'Update person details (Email, Phone)'. The second radio button is labeled 'Select/add a person for this role'. Below the first radio button, there is a form with three fields: 'Name' (MR. Ferdinand V Rivera / 1054737), 'Email' (rdeleon@cap.org), and 'Phone' (+1 847 832-7294). The 'Email' field is circled with a blue '4'. The 'Phone' field is split into three parts: a dropdown menu showing '+1', a text box with '847', and a text box with '832-7294'. Below the 'Phone' field, there is a text box for 'Ext:'. At the bottom of the form, there are two buttons: 'SAVE AND SUBMIT' and 'Cancel'. The 'SAVE AND SUBMIT' button is circled with a blue '5'. There are two orange callout boxes. The first one says 'TIP: The phone's country code will default based on the physical address of the organization.' The second one says 'TIP: Click Cancel at any time and changes will not be saved.'

Once you **Save and Submit**, a confirmation message will be displayed confirming the change for future shipments.

The screenshot shows a 'Warning' dialog box. It contains the following text: 'Your ship to contact will be updated. All future shipments for this account will be addressed to this contact except for those programs and services that are scheduled to ship within 30 days of the change.' Below this text, it says 'Click Continue if you wish to proceed, or Cancel to abort'. At the bottom of the dialog box, there are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is circled with a blue '6'.

6. Click **Continue**.





## Select/add a person for this role

1. Navigate to the Shipping page of the checkout process.
2. Click **Update** next to the current Ship to Contact.

ABOUT THE CAP SHOP CONTACT & SUPPORT JACQUELINE

COLLEGE of AMERICAN PATHOLOGISTS

WELCOME PROFICIENCY TESTING & QA QUALITY MANAGEMENT LEARNING PUBLICATIONS

CHECKOUT: SHIPPING INFORMATION

1 SHIPPING BILLING ORDER REVIEW

Required Fields

Ship To Shipping Details Shipping Cart Actions Save Cart

Ship To Customer: College of American Pathologists

Ship to Contact: Ferdinand Rivera +1 847-832-7294 rdeleon@cap.org

Ship To Address: 325 Waukegan Rd Northfield, IL 60093-2750 UNITED STATES

Update

Add PAP Session Dates

PAP Session Date 1: Select Date for PAP Session

PAP Session Date 2: Select Date for PAP Session

PAP Session Date 3: Select Date for PAP Session

PAP Proctor Contact: Ferdinand Rivera rdeleon@cap.org +1 847-832-7294 Isaac Cotto icotto@cap.org Karimla Chmiel kchmiel@cap.org

Update Remove

3. Verify the radio button is selected to **Select/add a person for this role**.
4. **Select** the radio button for the new Ship to Contact.

Update Ship To

Account #: 419760101

Current person in role: MR. Ferdinand V. Rivera / 1054737 rdeleon@cap.org +1 847-832-7294

Update person details (Email, Phone)

Select/add a person for this role

Find:

1252 Personnel

Select	Name CAP Personal ID#	Email	Phone
<input checked="" type="radio"/>	Aaron Hamel, CT(ASCP)jcm 8141272		+1 913-225-6024 Ext. 222
<input type="radio"/>	Aarti Rau 8132551	arti@rau@test.com	
<input type="radio"/>	Abdulmalik Al Sheikh, MD 7539069	llewin@cap.org	
<input type="radio"/>	Abhijit Rajkumar 8382754	arajkum@cap.org	+1 847-832-7000
<input type="radio"/>	Abhilesh Dash		

Generic Contacts

You may maintain up to 3 generic contacts for your organization.

Select	Attention To	Email	Phone #	Fax #
<input type="radio"/>		rdeleon@cap.org		
<input type="radio"/>				
<input type="radio"/>				

Add Person

SAVE AND SUBMIT Cancel



5. Enter required fields and any additional contact information.

6. Click **Save and Submit**.

The screenshot shows the 'Update Ship To' form. At the top, there is a header bar with a close button (X). Below the header, the form is titled 'Update Ship To'. On the right side of the header, there is a red asterisk and the word 'Required'. Below the title, there is a section for account information: 'Account #: 419760101', 'Current person in role: MR. Ferdinand V Rivera / 1054737', 'rdeleon@cap.org', and '+1 847-832-7294'. Below this, there is a link '<< Back'. The main section is titled 'Selected Person Details'. It contains a form with the following fields: 'Name: Aaron J Hamel CT(ASCP)cm / 8141272', '\*Email: [text input]', 'Phone: +1 [dropdown] 913 225-6024 Ext: 222'. There are two orange callout boxes: one on the right says 'TIP: See Update contact details for additional information.' and one at the bottom says 'TIP: Click Cancel at any time and changes will not be saved.' At the bottom left, there is a blue button 'SAVE AND SUBMIT' and a blue button 'Cancel'. A blue circle with the number '5' is next to the email field, and a blue circle with the number '6' is next to the 'SAVE AND SUBMIT' button.

Once you **Save and Submit**, a confirmation message will be displayed noting it will be changed for all future shipments.

The screenshot shows a 'Warning' dialog box. The title is 'Warning'. The text inside says: 'Your ship to contact will be updated. All future shipments for this account will be addressed to this contact except for those programs and services that are scheduled to ship within 30 days of the change.' Below this, it says: 'Click Continue if you wish to proceed, or Cancel to abort'. At the bottom, there are two buttons: 'Continue' and 'Cancel'. A blue circle with the number '7' is next to the 'Continue' button.

7. Click **Continue**.



## Select a Generic Contact

A generic contact is used when you want the attention to be directed to a department or role rather than a specific contact name.

1. Navigate to the Shipping page of the checkout process.
2. Click **Update** next to the current Ship To contact.

**TIP:** See the Ordering help document for how to checkout.

**1** SHIPPING BILLING ORDER REVIEW

CHECKOUT: SHIPPING INFORMATION

Required Fields

Ship To

Shipping Details

Ship To Customer: College of American Pathologists

Ship To Contact: Ferdinand Rivera  
+1 847-832-7294  
rdeleon@cap.org

**2** UPDATE

Ship To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750  
UNITED STATES

UPDATE

Add PAP Session Dates

PAP Session Date 1: Select Date1 for PAP Session

PAP Session Date 2: Select Date2 for PAP Session

PAP Session Date 3: Select Date3 for PAP Session

PAP Proctor Contacts

Ferdinand Rivera  
rdeleon@cap.org  
+1 847-832-7294

Isaac Cato  
icato@cap.org

Kamilla Chmiel  
kchmiel@cap.org

UPDATE ADD REMOVE



3. Verify the radio button is selected to **Select/add a person for this role**.
4. Use the radio button to **Select** a generic contact (existing or new).

**Update Ship To**

Account #: 419760101  
Current person in role: MR. Ferdinand V Rivera / 1054737  
rdeleon@cap.org  
+1 847-832-7294

☐ Update person details (Email, Phone)  
☒ **Select/add a person for this role**

Find:

1252 Personnel

Select	Name CAP Personal ID#	Email	Phone
<input type="radio"/>	Aaron Hamel, CT(ASCP)cm 8141272		+1 913-225-6024 Ext. 222
<input type="radio"/>	Aarti Rau 8132551	arti@rau@test.com	
<input type="radio"/>	Abdulmalik Al Sheikh, MD 7539069	llewin@cap.org	
<input type="radio"/>	Abhijit Rajkumar 8362754	arajkum@cap.org	+1 847-832-7000
<input type="radio"/>	Abhilesh Dosh		

**Generic Contacts**  
You may maintain up to 3 generic contacts for your organization.

Select	Attention To	Email	Phone #	Fax #
<input type="radio"/>		rdeleon@cap.org		
<input type="radio"/>				
<input checked="" type="radio"/>				

[Add Person](#)

**SAVE AND SUBMIT** [Cancel](#)

**TIP:** The Generic Contacts section is listed under the organization contacts.

5. Enter required fields and any additional contact information.
6. Click **Save and Submit**.

**Update Ship To**

Account #: 419760101  
Current person in role: MR. Ferdinand V Rivera / 1054737  
rdeleon@cap.org  
+1 847-832-7294

[<< Back](#)

**Selected Generic Contact Details**

\*Attention To:

\*Email:

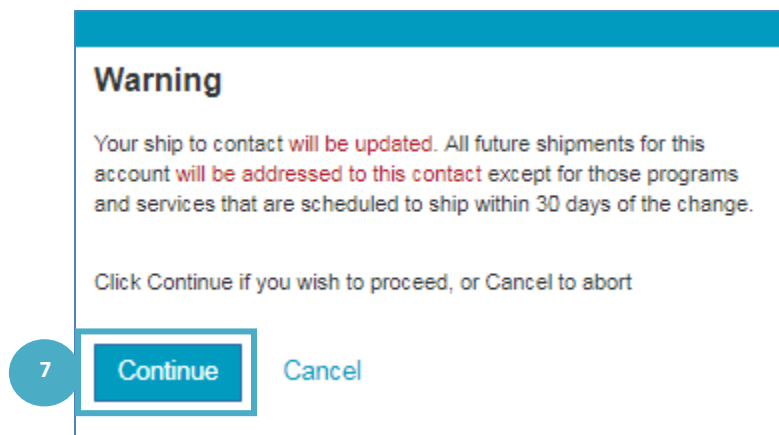
Phone: +1    Ext:

**SAVE AND SUBMIT** [Cancel](#)

**TIP:** See Update contact details for additional information.

**Important:** If your organization has an existing generic contact and you choose an existing generic contact, the existing contact details are displayed and cannot be edited.

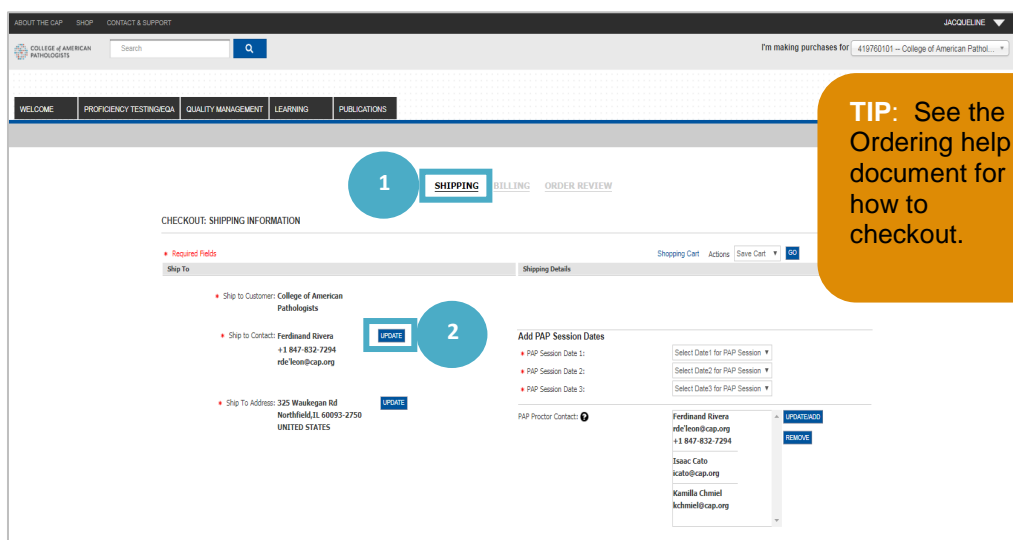
Once you **Save and Submit**, a confirmation message will be displayed noting it will be changed for all future shipments.



7. Click **Continue**.

## Add person

1. Navigate to the Shipping page of the checkout process.
2. Click **Update** next to the current Ship to Contact.





3. Verify the radio button is selected to [Select/add a person for this role](#).

4. Click the link to [Add Person](#).

### Update Ship To

Account #: 419760101  
Current person in role: MR. Ferdinand V Rivera / 1054737  
[rdeleon@cap.org](mailto:rdeleon@cap.org)  
+1 847-832-7294

☐ Update person details (Email, Phone)

**3** ☒ [Select/add a person for this role](#)

Find:

1252 Personnel

Select	Name CAP Personal ID# ▾	Email	Phone
<input type="radio"/>	Aaron Hamel, CT(ASCP)cm 8141272		+1 913-225-6024 Ext. 222
<input type="radio"/>	Aarti Rau 8132551	<a href="mailto:arti@rau.test.com">arti@rau.test.com</a>	
<input type="radio"/>	Abdulmalik Al Sheikh, MD 7539069	<a href="mailto:llewin@cap.org">llewin@cap.org</a>	
<input type="radio"/>	Abhijit Rajkumar 8382754	<a href="mailto:arajkum@cap.org">arajkum@cap.org</a>	+1 847-832-7000
<input type="radio"/>	Abhilash Dash		

Generic Contacts

You may maintain up to 3 generic contacts for your organization.

Select	Attention To	Email	Phone #	Fax #
<input type="radio"/>		<a href="mailto:rdeleon@cap.org">rdeleon@cap.org</a>		
<input type="radio"/>				
<input type="radio"/>				

**4** [Add Person](#)

[SAVE AND SUBMIT](#) [Cancel](#)



5. Enter required fields and any additional contact information.
6. Click **Save and Submit**.

The screenshot shows the 'Update Ship To' form. At the top, there is a 'Back' button. Below it, the 'Add Person' section contains a 'CAP Personal ID#' field with 'Find' and 'Reset' buttons. The main form area is titled '(Or Enter Person Information)' and contains several required fields: Title, First Name, Middle Name, Last Name, Suffix, Email, Phone, and Credentials. A blue circle with the number '5' is next to the form fields. At the bottom, there are 'SAVE AND SUBMIT' and 'Cancel' buttons. A blue circle with the number '6' is next to the 'SAVE AND SUBMIT' button. Two orange callout boxes provide tips: one about the 'Back' button and another about the 'CAP Personal ID#' field.

**TIP:** Click **Back** to access the previous page.

**TIP:** If you know the **CAP Personal ID** for the new ship to contact, enter it in the **CAP Personal ID#** box and click **Find**. The new contact's detail information is displayed. Click **Reset** to remove CAP Personal ID#.

**TIP:** Click **Cancel** at any time and changes will not be saved.

Once you **Save and Submit**, a confirmation message will be displayed noting it will be changed for all future shipments.

The warning dialog box has a title 'Warning' and a message: 'Your ship to contact will be updated. All future shipments for this account will be addressed to this contact except for those programs and services that are scheduled to ship within 30 days of the change.' Below the message, it says 'Click Continue if you wish to proceed, or Cancel to abort'. At the bottom, there are 'Continue' and 'Cancel' buttons. A blue circle with the number '7' is next to the 'Continue' button.

7. Click **Continue**.



## Update Ship to Address

**Important:** Review the drop down menu labeled **I'm making purchases for** to ensure you are making the purchase on behalf of the correct organization or party.

### Select another address in my organization

1. Navigate to the Shipping page of the checkout process.
2. Click **Update** next to the current Ship to Address.





3. **Select** the radio button for the new Ship to Address.

4. Click **Save and Submit**.

**Update Ship To Address**

Account #: 419760101  
Current Ship To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750

**Select another address in my organization**

Find:

15 Address(es)

Select	Address	City	State/Province	Postal Code	Country
<input checked="" type="radio"/>	1001 G St NW	Washington	DC	20001	United States
<input type="radio"/>	11 Big box test order	Big City	NA	123456	United Arab Emirates
<input type="radio"/>	12345 Anystreet	Northfield	IL	60093	United States
<input type="radio"/>	170 Sycamore Drive	Hawthorn Woods	IL	60047	United States
<input type="radio"/>	2345 Waukegan Rd	Northfield	IL	60093	United States

[Add Address](#)

**4**

**TIP:** All current organization addresses will be listed.

**TIP:** Click **Cancel** at any time and changes will not be saved.

Once you **Save and Submit**, a confirmation message will be displayed noting it will be changed for all future shipments.

**Warning**

Your ship to address **will be updated**. All future shipments for this account **will be addressed to this address** except for those programs and services that are scheduled to ship within 30 days of the change.

Click Continue if you wish to proceed, or Cancel to abort

**5**

5. Click **Continue**.



## Add address

1. Navigate to the Shipping page of the checkout process.
2. Click **Update** next to the current Ship to Address.

ABOUT THE CAP SHOP CONTACT & SUPPORT

COLLEGE of AMERICAN PATHOLOGISTS

Search

I'm making purchases for: 419760101 - College of American Pathol...

WELCOME PROFICIENCY TESTING/EDA QUALITY MANAGEMENT LEARNING PUBLICATIONS

1 **SHIPPING** BILLING ORDER REVIEW

CHECKOUT: SHIPPING INFORMATION

Required Fields

Ship To

Ship to Customer: College of American Pathologists

Ship to Contact: Ferdinand Rivera  
+1 847-832-7294  
rfr@cap.org

2 **UPDATE**

Ship To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750  
UNITED STATES

Shipping Details

Shopping Cart Actions Save Cart GO

Add PAP Session Dates

PAP Session Date 1: Select Date1 for PAP Session

PAP Session Date 2: Select Date2 for PAP Session

PAP Session Date 3: Select Date3 for PAP Session

PAP Proctor Contact: Ferdinand Rivera  
rfr@cap.org  
+1 847-832-7294

Isaac Cato  
icato@cap.org

Kamilla Chmiel  
kchmiel@cap.org

UPGRADE REMOVE

3. Click the link to **Add Address**.

Update Ship To Address

\*Required

Account #: 419760101

Current Ship To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750

Select another address in my organization

Find:

15 Address(es)

Select	Address	City	State/ Province	Postal Code	Country
<input type="radio"/>	1001 G St NW	Washington	DC	20001	United States
<input type="radio"/>	11 Big box test order	Big City	NA	123456	United Arab Emirates
<input type="radio"/>	12345 Anystreet	Northfield	IL	60093	United States
<input type="radio"/>	170 Sycamore Drive	Hawthorn Woods	IL	60047	United States
<input type="radio"/>	7345 Waukegan rd	Northfield	IL	60093	United States

3 **Add Address**

**SAVE AND SUBMIT** Cancel



4. Enter required fields and any additional address information.

5. Click **Save and Submit**.

The screenshot shows the 'Update Ship To Address' form. At the top, it displays 'Account #: 4197' and 'Current Ship To Address: 325 North'. A blue box highlights the '<< Back to all addresses' link. A blue circle with the number '4' points to the 'Add Address' section, which contains fields for Country (dropdown), Street Address (text), Apt/Suite/Room (text), Other 1 (text), Other 2 (text), City (text), State (dropdown), and Postal Code (text). A blue circle with the number '5' points to the 'SAVE AND SUBMIT' button. Two orange callout boxes provide tips: one about the back button and another about the country field defaulting to the organization's physical address. A third orange callout box points to the 'Cancel' button, stating that changes will not be saved if clicked.

**Update Ship To Address** \*Required

Account #: 4197  
Current Ship To Address: 325 North

[<< Back to all addresses](#)

**Add Address**

\*Country:

\*Street Address:   
(Cannot be a PO box)

Apt/Suite/Room:

Other 1:

Other 2:

\*City:

\*State:

\*Postal Code:

**SAVE AND SUBMIT** [Cancel](#)

**TIP:** Click **Back to all addresses** to access the previous page.

**TIP:** The country field will default to the country listed as the organization's physical address.

**TIP:** Click **Cancel** at any time and changes will not be saved.

Once you **Save and Submit**, a confirmation message will be displayed noting it will be changed for all future shipments.

The warning dialog box has a blue header with the word 'Warning'. The text inside states: 'Your ship to address will be updated. All future shipments for this account will be addressed to this address except for those programs and services that are scheduled to ship within 30 days of the change.' Below this, it says 'Click Continue if you wish to proceed, or Cancel to abort'. At the bottom, there are two buttons: 'Continue' and 'Cancel'. A blue circle with the number '6' points to the 'Continue' button.

**Warning**

Your ship to address will be updated. All future shipments for this account will be addressed to this address except for those programs and services that are scheduled to ship within 30 days of the change.

Click Continue if you wish to proceed, or Cancel to abort

**Continue** [Cancel](#)

6. Click **Continue**.



## Update Bill To Customer

**Important:** Review the drop down menu labeled **I'm making purchases for** to ensure you are making the purchase on behalf of the correct organization or party.

### Select another billing account

1. Navigate to the Billing page of the checkout process.
2. Use the dropdown list to select the new **Bill To Customer**.

**TIP:** You can only update the **Bill To Customer** to another billing account with an existing relationship to the organization.

ABOUT THE CAP SHOP CONTACT & SUPPORT JACQUELINE

I'm making purchases for 419760101 - College of American Pathol...

QUALITY MANAGEMENT LEARNING PUBLICATIONS

1 BILLING ORDER REVIEW

2

Required Fields

Bill To Customer: College of American Pathologists, 419760101

Bill To Contact: Jacqueline White  
+1 847-832-7916  
jwhite@cap.org

Bill To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750  
UNITED STATES

Payment

Credit Card

Add A New Card

Please enter the required information for your new credit card.

Card Holder Name:

Type: American Express

Number:

Expiration: 08 2019

Please ensure all credit card information is correct before continuing.

Wire Transfer

Purchase Order

Tax Information

Add Tax Exempt Certificate

File	Description	Category	Added Date	Remove
No attachments have been added.				

Shopping Cart Actions Print Quote GO BACK Step 2 of 3 NEXT



## Update Bill To Contact

**Important:** Review the drop down menu labeled **I'm making purchases for** to ensure you are making the purchase on behalf of the correct organization or party.

### Update person details (Phone, Email)

1. Navigate to the Billing page of the checkout process.
2. Click **Update** next to the current Bill To Contact.



3. Use the radio button to select **Update person details (Email, Phone)**.
4. Edit **email** (required) and **phone**.
5. Click **Save and Submit**.

The screenshot shows the 'Update Bill To' form. At the top, it displays account and contact information: Account #: 419760101, Current person in role: MISS Jacqueline White / 1282974, Email: jwhite@cap.org, and Phone: +1 847-832-7916. A red asterisk indicates a required field. Step 3 points to the radio button for 'Update person details (Email, Phone)'. Step 4 points to the email and phone input fields. Step 5 points to the 'SAVE AND SUBMIT' button. A tip box states: 'TIP: The phone and fax country code will default based on the physical address of the organization.' Another tip box states: 'TIP: Click **Cancel** at any time and changes will not be saved.'

Once you **Save and Submit**, a confirmation message will be displayed confirming the change is pending CAP's review.

The screenshot shows a 'Warning' dialog box. It contains the text: 'Your bill to contact will be updated pending CAP review. All future billing for this account will be addressed to this contact once this review is completed.' Below this, it says 'Click Continue if you wish to proceed, or Cancel to abort'. Step 6 points to the 'Continue' button.

6. Click **Continue**.



- The Billing page will display the current Bill To Contact and the Bill To Contact change pending CAP's review.

ABOUT THE CAP SHOP CONTACT & SUPPORT JACQUELINE

COLLEGE of AMERICAN PATHOLOGISTS Search I'm making purchases for 419760101 -- College of American Pathol...

WELCOME PROFICIENCY TESTING/GEA QUALITY MANAGEMENT LEARNING PUBLICATIONS ? Help

SHIPPING BILLING ORDER REVIEW

CHECKOUT: BILLING AND PAYMENT INFORMATION

Required Fields

Shopping Cart Actions Print Quote GO BACK Step 2 of 3 NEXT

Bill To

Bill To Customer: College of American Pathologists,419760101

Bill To Contact: Jacqueline White  
+1 847-832-7916  
jwhite@cap.org

Change pending CAP review:  
Jacqueline White  
+1 847-832-7916  
jwhite@captesting.org

Bill To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750  
UNITED STATES

Payment

Credit Card

Add A New Card

Please enter the required information for your new credit card.

Card Holder Name:

Type: American Express

Number:

Expiration: 08 2019

Please ensure all credit card information is correct before continuing.

Wire Transfer

Purchase Order

Tax Information

Add Tax Exempt Certificate

File	Description	Category	Added Date	Remove
No attachments have been added.				

Shopping Cart Actions Print Quote GO BACK Step 2 of 3 NEXT



## Select/add a person for this role

1. Navigate to the Billing page of the checkout process.
2. Click **Update** next to the current Bill To Contact.

ABOUT THE CAP SHOP CONTACT & SUPPORT JACQUELINE

COLLEGE of AMERICAN PATHOLOGISTS Search

I'm making purchases for 419760101 — College of American Pathol...

WELCOME PROFICIENCY TESTING/EQA QUALITY MANAGEMENT LEARNING PUBLICATIONS

1 BILLING ORDER REVIEW

CHECKOUT: BILLING AND PAYMENT INFORMATION

Required Fields

Bill To

Bill To Customer: College of American Pathologists,419760101

Bill To Contact: Jacqueline White  
+1 847-832-7916  
jwhite@cap.org UPDATE 2

Bill To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750  
UNITED STATES UPDATE

Payment

Credit Card

Add A New Card

Please enter the required information for your new credit card.

Card Holder Name:

Type: American Express

Number:

Expiration: 08 2019

Please ensure all credit card information is correct before continuing.

Wire Transfer

Purchase Order

Tax Information

Add Tax Exempt Certificate

File	Description	Category	Added Date	Remove
No attachments have been added.				

Shopping Cart Actions Print Quote GO BACK Step 2 of 3 NEXT

TIP: See the Ordering help document for how to checkout.





3. Verify the radio button is selected to **Select/add a person for this role**.

4. **Select** the radio button for the new Bill to Contact.

### Update Bill To

Account #: 419760101

Current person in role: Miss Jacqueline White / 1282974  
jwhite@cap.org  
+1 847-832-7916

**TIP:** All people who currently have a relationship with the organization will be listed.

☐ Update person details (Email, Phone)

**3** ☒ **Select/add a person for this role**

Find:

1385 Personnel

Select	Name CAP Personal ID# ▾	Email	Phone
<b>4</b> <input checked="" type="radio"/>	Robert Aaron 8137919		
<input type="radio"/>	Eumir Abada, CT 1150730		+1 973-223-4126
<input type="radio"/>	Iman Abdalla, CT(ASCP) 9382088	iman4444@live.com	+1 518-364-8203
<input type="radio"/>	Yasmin Abdelmagid 9011414		
<input type="radio"/>	Sumia Abdelrahman, CT	sumiah@gmail.com	+1 601-826-1133

#### Generic Contacts

You may maintain up to 3 generic contacts for your organization.

Select	Attention To	Email	Phone #	Fax #
<input type="radio"/>		rdeleon@cap.org		
<input type="radio"/>				
<input type="radio"/>				

[Add Person](#)

**SAVE AND SUBMIT** [Cancel](#)



5. Enter required fields and any additional contact information.

6. Click **Save and Submit**.

**Update Bill To** \*Required

Account #: 419760101  
Current person in role: Miss Jacqueline White / 1282974  
jwhite@cap.org  
+1 847-832-7916

[<< Back](#)

**Selected Person Details**

**Name:** Robert Aaron / 8137919

**Email:**

**Phone:**  +1   **Ext:**

**SAVE AND SUBMIT** [Cancel](#)

**TIP:** See Update contact details for additional information.

**TIP:** Click **Cancel** at any time and changes will not be saved.

Once you **Save and Submit**, a confirmation message will be displayed confirming the change is pending CAP's review.

**Warning**

Your bill to contact **will be updated pending CAP review**. All future billing for this account **will be addressed to this contact once this review is completed**.

Click Continue if you wish to proceed, or Cancel to abort

**Continue** [Cancel](#)

7. Click **Continue**.



8. The Billing page will display the current Bill To Contact and the Bill To Contact change pending CAP's review.

ABOUT THE CAP SHOP CONTACT & SUPPORT JACQUELINE

COLLEGE of AMERICAN PATHOLOGISTS Search I'm making purchases for 419760101 - College of American Pathol...

WELCOME PROFICIENCY TESTING QA QUALITY MANAGEMENT LEARNING PUBLICATIONS

SHIPPING BILLING ORDER REVIEW

CHECKOUT: BILLING AND PAYMENT INFORMATION

Required Fields

Bill To

Bill To Customer: College of American Pathologists, 419760101

Bill To Contact: Jacqueline White  
+1 847-832-7916  
jwhite@cap.org

Change pending CAP review:  
Robert Aaron  
+1 847-832-7000  
raaron@captesting.org

Bill To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750  
UNITED STATES

Payment

Credit Card

Add A New Card

Please enter the required information for your new credit card.

Card Holder Name:

Type: American Express

Number:

Expiration: 08 2019

Please ensure all credit card information is correct before continuing.

Wire Transfer

Purchase Order

Tax Information

Add Tax Exempt Certificate

File	Description	Category	Added Date	Remove
No attachments have been added.				

Shopping Cart Actions Print Quote GO BACK Step 2 of 3 NEXT



## Select a Generic Contact

A generic contact is used when you want the attention to be directed to a department or role rather than a specific contact name.

1. Navigate to the Billing page of the checkout process.
2. Click **Update** next to the current Bill To Contact.

ABOUT THE CAP SHOP CONTACT & SUPPORT JACQUELINE

COLLEGE of AMERICAN PATHOLOGISTS Search I'm making purchases for 419760101 - College of American Pathol...

WELCOME PROFICIENCY TESTING/EQA QUALITY MANAGEMENT LEARNING PUBLICATIONS Help

1 BILLING ORDER REVIEW

CHECKOUT: BILLING AND PAYMENT INFORMATION

Required Fields

Shopping Cart Actions Print Quote GO BACK Step 2 of 3 NEXT

Bill To

Bill To Customer: College of American Pathologists, 419760101

Bill To Contact: Jacqueline White  
+1 847-832-7916  
jwhite@cap.org UPDATE 2

Bill To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750  
UNITED STATES UPDATE

Payment

Credit Card Add A New Card

Please enter the required information for your new credit card.

Card Holder Name:

Type: American Express

Number:

Expiration: 08 2019

Please ensure all credit card information is correct before continuing.

Wire Transfer

Purchase Order

Tax Information Add Tax Exempt Certificate

File	Description	Category	Added Date	Remove
No attachments have been added.				

Shopping Cart Actions Print Quote GO BACK Step 2 of 3 NEXT



3. Verify the radio button is selected to **Select/add a person for this role**.

4. Use the radio button to **Select** a Generic Contact (existing or new).

**Update Bill To**

Account #: 419760101  
Current person in role: Miss Jacqueline White / 1282974  
jwhite@cap.org  
+1 847-832-7916

☐ Update person details (Email, Phone)  
☒ **Select/add a person for this role**

Find:

1385 Personnel

Select	Name CAP Personal ID#	Email	Phone
<input type="radio"/>	Robert Aaron 8137919		
<input type="radio"/>	Eumir Abada, CT 1150730		+1 973-223-4126
<input type="radio"/>	Iman Abdalla, CT(ASCP) 9382088	iman4444@live.com	
<input type="radio"/>	Yasmin Abdelmagid 9011414		
<input type="radio"/>	Sumia Abdelrahman, CT	sumiah@gmail.com	

**Generic Contacts**  
You may maintain up to 3 generic contacts for your organization.

Select	Attention To	Email	Phone #	Fax #
<input type="radio"/>		rdeleon@cap.org		
<input type="radio"/>				
<input type="radio"/>				

[Add Person](#)

**SAVE AND SUBMIT** [Cancel](#)

5. Enter required fields and any additional contact information.

6. Click **Save and Submit**.

**Update Bill To**

Account #: 419760101  
Current person in role: MISS Jacqueline White / 1282974  
jwhite@cap.org  
+1 847-832-7916

[<< Back](#)

**Selected Generic Contact Details**

\*Attention To:

\*Email:

Phone: +1    Ext:

**SAVE AND SUBMIT** [Cancel](#)

Once you **Save and Submit**, a confirmation message will be displayed confirming the change is pending CAP's review.

### Warning

Your bill to contact **will be updated pending CAP review. All future billing for this account will be addressed to this contact once this review is completed.**

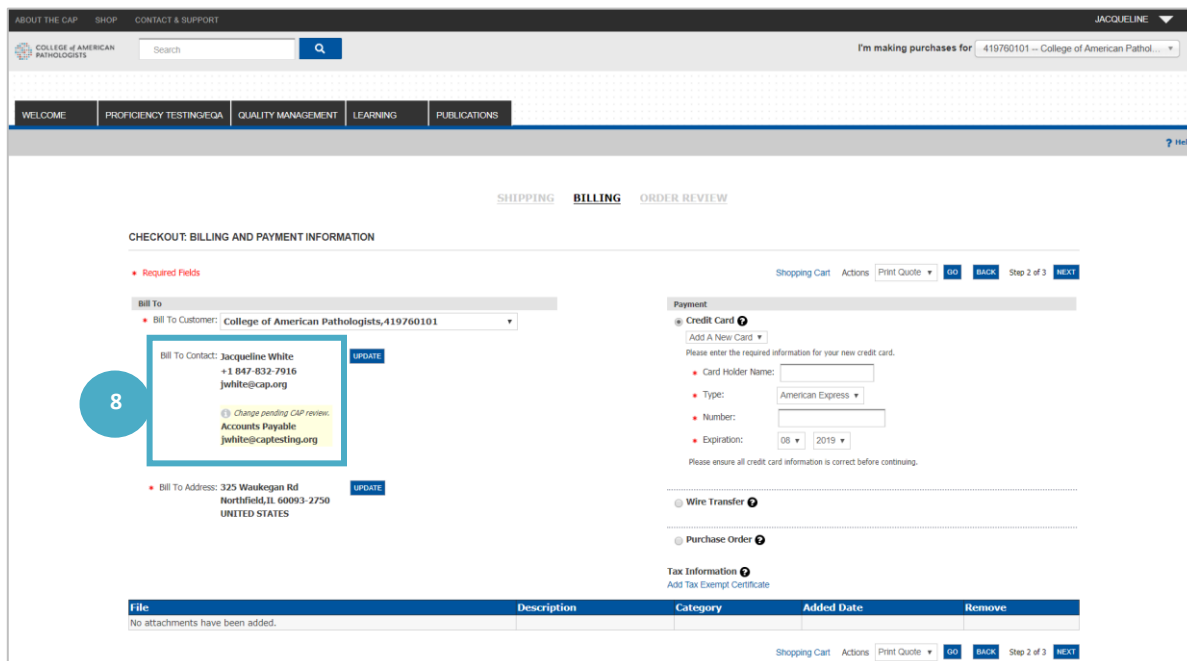
Click Continue if you wish to proceed, or Cancel to abort

Continue

Cancel

7. Click **Continue**.

8. The Billing page will display the current Bill To Contact and the Bill To Contact change pending CAP's review.



ABOUT THE CAP SHOP CONTACT & SUPPORT

COLLEGE of AMERICAN PATHOLOGISTS

Search

I'm making purchases for 419760101 - College of American Pathol...

WELCOME PROFICIENCY TESTINGQA QUALITY MANAGEMENT LEARNING PUBLICATIONS

SHIPPING BILLING ORDER REVIEW

CHECKOUT: BILLING AND PAYMENT INFORMATION

Required Fields

Bill To

Bill To Customer: College of American Pathologists,419760101

Bill To Contact: Jacqueline White  
+1 847-832-7916  
jwhite@cap.org

Change pending CAP review.  
Accounts Payable  
jwhite@cap.testing.org

Bill To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750  
UNITED STATES

Payment

Credit Card

Add A New Card

Please enter the required information for your new credit card.

Card Holder Name:

Type: American Express

Number:

Expiration: 08 2019

Please ensure all credit card information is correct before continuing.

Wire Transfer

Purchase Order

Tax Information

Add Tax Exempt Certificate

File	Description	Category	Added Date	Remove
No attachments have been added.				

Shopping Cart Actions Print Quote GO BACK Step 2 of 3 NEXT



## Add person

1. Navigate to the Billing page of the checkout process.
2. Click **Update** next to the current Bill To Contact.

The screenshot shows the 'BILLING' page of the checkout process. A blue circle with the number '1' highlights the 'BILLING' tab in the top navigation bar. Another blue circle with the number '2' highlights the 'UPDATE' button next to the 'Bill To Contact' information.

**Checkout: BILLING AND PAYMENT INFORMATION**

**Required Fields**

**Bill To**

Bill To Customer: College of American Pathologists, 419760101

Bill To Contact: Jacqueline White  
+1 847-832-7916  
jwhite@cap.org

Bill To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750  
UNITED STATES

**Payment**

**Credit Card**

Add A New Card

Please enter the required information for your new credit card.

Card Holder Name:

Type: American Express

Number:

Expiration: 08 2019

Please ensure all credit card information is correct before continuing.

**Wire Transfer**

**Purchase Order**

**Tax Information**

Add Tax Exempt Certificate

File	Description	Category	Added Date	Remove
No attachments have been added.				

Shopping Cart Actions Print Quote GO BACK Step 2 of 3 NEXT



3. Verify the radio button is selected to **Select /add a person for this role**.
4. Click the link to **Add Person**.

### Update Bill To

Account #: 419760101  
Current person in role: Miss Jacqueline White / 1282974  
jwhite@cap.org  
+1 847-832-7916

☐ Update person details (Email, Phone)

☒ **Select/add a person for this role**

Find:

1365 Personnel

Select	Name CAP Personal ID# ▾	Email	Phone
<input type="radio"/>	Diane Averbukh 1054226		
<input type="radio"/>	Shanti Ayyadurai 8462106		
<input type="radio"/>	Deborah Babcock, CT(ASCP) 1074730	mbabwv@suddenlink.net	304-673-9240
<input checked="" type="radio"/>	Ruzica Babic 1054229	rbabic@cap.org	
<input type="radio"/>	Gireesh Shaji Babu		

Generic Contacts

You may maintain up to 3 generic contacts for your organization.

Select	Attention To	Email	Phone #	Fax #
<input type="radio"/>		rdeleon@cap.org		
<input type="radio"/>				
<input type="radio"/>				

**4** [Add Person](#)

**SAVE AND SUBMIT** [Cancel](#)





5. Enter required fields and any additional contact information.

6. Click **Save and Submit**.

The screenshot shows the 'Update Bill To' form. At the top, there is a 'Back' button. Below it, a 'CAP Personal ID#' field with 'Find' and 'Reset' buttons. A large section for personal information includes fields for Title, First Name, Middle Name, Last Name, Suffix, Email, and Phone. Below this is a 'Credentials' section with a 'Find' button and a list of checkboxes for AAS, ABFM, ABMGG, ACMG, and ACP. At the bottom, there are 'SAVE AND SUBMIT' and 'Cancel' buttons. Annotations include: a tip to click 'Back' to access the previous page; a tip to click 'Find' if you know the CAP Personal ID# and 'Reset' to remove it; a tip to click 'Cancel' at any time and changes will not be saved; and a large number '5' next to the personal information fields.

**TIP:** Click **Back** to access the previous page.

**TIP:** If you know the **CAP Personal ID** for the new bill to contact, enter it in the **CAP Personal ID#** box and click **Find**. The new contact's detail information is displayed. Click **Reset** to remove CAP Personal ID#.

**TIP:** Click **Cancel** at any time and changes will not be saved.

Once you **Save and Submit**, a confirmation message will be displayed confirming the change is pending CAP's review.

The screenshot shows a 'Warning' dialog box. It contains the text: 'Your bill to contact will be updated pending CAP review. All future billing for this account will be addressed to this contact once this review is completed.' Below this, it says 'Click Continue if you wish to proceed, or Cancel to abort'. There are 'Continue' and 'Cancel' buttons. A large number '7' is next to the 'Continue' button.

**Warning**

Your bill to contact will be updated pending CAP review. All future billing for this account will be addressed to this contact once this review is completed.

Click Continue if you wish to proceed, or Cancel to abort

7. Click **Continue**.



8. The Billing page will display the current Bill To Contact and Bill To Contact change pending CAP's review.

ABOUT THE CAP SHOP CONTACT & SUPPORT JACQUELINE

COLLEGE of AMERICAN PATHOLOGISTS Search I'm making purchases for 419760101 - College of American Pathol...

WELCOME PROFICIENCY TESTINGQA QUALITY MANAGEMENT LEARNING PUBLICATIONS Help

SHIPPING BILLING ORDER REVIEW

CHECKOUT: BILLING AND PAYMENT INFORMATION

Required Fields

Bill To

Bill To Customer: College of American Pathologists,419760101

Bill To Contact: Jacqueline White  
+1 847-832-7916  
jwhite@cap.org

Change pending CAP review.  
Robert Aaron  
+1 847-832-7000  
raaron@captesting.org

Bill To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750  
UNITED STATES

Payment

Credit Card

Add A New Card

Please enter the required information for your new credit card.

Card Holder Name:

Type: American Express

Number:

Expiration: 08 2019

Please ensure all credit card information is correct before continuing.

Wire Transfer

Purchase Order

Tax Information

Add Tax Exempt Certificate

File	Description	Category	Added Date	Remove
No attachments have been added.				

Shopping Cart Actions Print Quote GO BACK Step 2 of 3 NEXT



## Update Bill To Address

**Important:** Review the drop down menu labeled **I'm making purchases for** to ensure you are making the purchase on behalf of the correct organization or party.

### Select another address in my organization

1. Navigate to the Billing page of the checkout process.
2. Click **Update** next to the current Bill To Address.



3. **Select** the radio button for the new Bill To Address.
4. Click **Save and Submit**.

Update Bill To Address

Account #: 419760101  
Current Bill To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750

TIP: All current organization addresses will be listed.

Select another address in my organization  
Find:

15 Address(es)

Select	Address	City	State/Province	Postal Code	Country
<input checked="" type="radio"/>	1001 G St NW	Washington	DC	20001	United States
<input type="radio"/>	11 Big box test order	Big City	NA	123456	United Arab Emirates
<input type="radio"/>	12345 Anystreet	Northfield	IL	60093	United States
<input type="radio"/>	170 Sycamore Drive	Hawthorn Woods	IL	60047	United States
<input type="radio"/>	2345 Wherever rd	Northfield	IL	60093	United States

Add Address

4

SAVE AND SUBMIT

Cancel

TIP: Click Cancel at any time and changes will not be saved.

Once you **Save and Submit**, a confirmation message will be displayed confirming the change is pending CAP's review.

Warning

Your bill to address will be updated pending CAP review. All future billing for this account will be addressed to this address once this review is completed.

Click Continue if you wish to proceed, or Cancel to abort

5

Continue

Cancel

5. Click **Continue**.



6. The Billing page will display the current Bill To Address and Bill To Address change pending CAP's review.

ABOUT THE CAP SHOP CONTACT & SUPPORT JACQUELINE

COLLEGE of AMERICAN PATHOLOGISTS Search I'm making purchases for 419760101 - College of American Pathol...

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SHIPPING BILLING ORDER REVIEW

CHECKOUT: BILLING AND PAYMENT INFORMATION

Required Fields

Bill To

Bill To Customer: College of American Pathologists,419760101

Bill To Contact: Jacqueline White  
+1 847-832-7916  
jwhite@cap.org

Bill To Address: 325 Waukegan Rd  
Northfield,IL 60093-2750  
UNITED STATES

Change pending CAP review.  
1001 G St NW  
Washington, DC 20001  
US

Payment

Credit Card

Add A New Card

Please enter the required information for your new credit card.

Card Holder Name:

Type: American Express

Number:

Expiration: 08 2019

Please ensure all credit card information is correct before continuing.

Wire Transfer

Purchase Order

Tax Information

Add Tax Exempt Certificate

File	Description	Category	Added Date	Remove
No attachments have been added.				

Shopping Cart Actions Print Quote GO BACK Step 2 of 3 NEXT



## Add address

1. Navigate to the Billing page of the checkout process.
2. Click **Update** next to the current Bill To Address.

ABOUT THE CAP SHOP CONTACT & SUPPORT JACQUELINE

COLLEGE of AMERICAN PATHOLOGISTS Search I'm making purchases for 419760101 — College of American Pathol...

WELCOME PROFICIENCY TESTING/EQA QUALITY MANAGEMENT LEARNING PUBLICATIONS ? Help

1 BILLING ORDER REVIEW

CHECKOUT: BILLING AND PAYMENT INFORMATION

Required Fields

Bill To

Bill To Customer: College of American Pathologists,419760101

Bill To Contact: Jacqueline White +1 847-832-7916 jwhite@cap.org UPDATE

Bill To Address: 325 Waukegan Rd Northfield, IL 60093-2750 UNITED STATES UPDATE 2

Payment

Credit Card Add A New Card

Please enter the required information for your new credit card.

Card Holder Name:

Type: American Express

Number:

Expiration: 08 2019

Please ensure all credit card information is correct before continuing.

Wire Transfer

Purchase Order

Tax Information Add Tax Exempt Certificate

File	Description	Category	Added Date	Remove
No attachments have been added.				

Shopping Cart Actions Print Quote GO BACK Step 2 of 3 NEXT



3. Click the link to [Add Address](#).

Update Bill To Address \*Required

Account #: 419760101

Current Bill To Address: 325 Waukegan Rd  
Northfield, IL 60093-2750

Select another address in my organization

Find:

15 Address(es)

Select	Address ▾	City	State/ Province	Postal Code	Country
<input type="radio"/>	1001 G St NW	Washington	DC	20001	United States
<input type="radio"/>	11 Big box test order	Big City	NA	123456	United Arab Emirates
<input type="radio"/>	12345 Anystreet	Northfield	IL	60093	United States
<input type="radio"/>	170 Sycamore Drive	Hawthorn Woods	IL	60047	United States
<input type="radio"/>	2345 Wherever rd	Northfield	IL	60093	United States

3

Add Address

SAVE AND SUBMIT

Cancel



4. Enter required fields and any additional address information.

5. Click **Save and Submit**.

The screenshot shows the 'Update Bill To Address' form. At the top, it displays 'Account #: 4' and 'Current Bill To Address: 3'. A blue box highlights the '<< Back to all addresses' link. A blue circle with the number '4' points to the 'Add Address' section, which contains fields for Country (dropdown, default 'United States'), Street Address/PO Box, Apt/Suite/Room, Other 1, Other 2, City, State (dropdown), and Postal Code. A blue circle with the number '5' points to the 'SAVE AND SUBMIT' button. A blue circle with the number '6' points to the 'Continue' button in the confirmation dialog. Two orange callout boxes provide tips: one about the back button and another about the default country field. A red asterisk indicates required fields.

**TIP:** Click **Back to all addresses** to access the previous page.

**TIP:** The country field will default to the country listed as the organization's physical address.

**TIP:** Click **Cancel** at any time and changes will not be saved.

Once you **Save and Submit**, a confirmation message will be displayed confirming the change is pending CAP's review.

The screenshot shows a 'Warning' dialog box. The text inside reads: 'Your bill to address will be updated pending CAP review. All future billing for this account will be addressed to this address once this review is completed. Click Continue if you wish to proceed, or Cancel to abort'. At the bottom, there are 'Continue' and 'Cancel' buttons. A blue circle with the number '6' points to the 'Continue' button.

6. Click **Continue**.





7. The Billing page will display the current Bill To Address and Bill To Address change pending CAP's review.

ABOUT THE CAP SHOP CONTACT & SUPPORT JACQUELINE

COLLEGE of AMERICAN PATHOLOGISTS Search I'm making purchases for 419760101 - College of American Pathol...

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SHIPPING BILLING ORDER REVIEW

CHECKOUT: BILLING AND PAYMENT INFORMATION

Required Fields

Bill To

Bill To Customer: College of American Pathologists,419760101

Bill To Contact: Jacqueline White  
+1 847-832-7916  
jwhite@cap.org

Bill To Address: 325 Waukegan Rd  
Northfield,IL 60093-2750  
UNITED STATES

Change pending CAP review:  
1001 G St NW  
Washington, DC 20001  
US

Payment

Credit Card

Add A New Card

Please enter the required information for your new credit card.

Card Holder Name:

Type: American Express

Number:

Expiration: 08 2019

Please ensure all credit card information is correct before continuing.

Wire Transfer

Purchase Order

Tax Information

Add Tax Exempt Certificate

File	Description	Category	Added Date	Remove
No attachments have been added.				

Shopping Cart Actions Print Quote GO BACK Step 2 of 3 NEXT