

# How to Manage My Account

### **Updating Payment Information**

You can add or update the credit card information on file for your personal account or for any of your laboratory's/organization's accounts without making a transaction.

1. Click Payments.

ABOUT THE CAP SHOP CONTACT & SUPPORT						JELINE 🤝
COLLEGE & AMERICAN Search	٩			I'm making purchases for 419760101 -	College of American	Pathol *
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2. Select one of the edit options.

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	THE CAP ENSURES THAT ALL CREDIT CARD INFORMATION IS CLICK UPDATE TO MANAGE YOUR CREDIT CARD ACCOUNT IN Select at A THEORY B		C	ADD CREDIT CARD	Jacqueline White Personal Account #: Log out	
	Select Credit Card Information		Primary	Delete	Shopping Cart \$0.00	
2	<ul> <li>Visa, XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</li></ul>		~	8	Saved Carts Wish List Order History Quotes	
	<ul> <li>Visa, XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</li></ul>			Û	Addresses Payments	

Edit Option		Action				
A. UPDATE		Click the radio button of the credit card you want to change, and click Update. You can change the expiration date and statement address for the card.				
В.	MAKE PRIMARY	Click the radio button of the credit card you want to use as your default credit card, and click Make Primary. A check mark will appear in the primary column to indicate your preference. Your primary card will be your default option during checkout.				
C.	ADD CREDIT CARD	Click Add Credit Card information to make this payment option available for future use.				



# Manage Personal Addresses through My Profile

Personal addresses, phone, fax, and email can be modified through My Profile. Any edits made to your home's contact details will be available immediately. Click <u>here</u> for more detailed information about managing your addresses.

#### **Before Checkout**

Click Addresses in the welcome box on any page to be directed to My Profile to manage your addresses.

Jacqueline Whi Personal Accou Log out	
Shopping Cart	\$0.00
Saved Carts	Wish List
Order History	Quotes
Addresses	Payments

#### **During Checkout**

During a transaction for a personal account while on the Shipping page of the Checkout process, use the drop down list to select another address or click Create/Update Address to edit address. Upon clicking Create/Update Address, you will be directed to the Personal tab in My Profile to make any updates.

	<u>SHIPPING</u>	BILLING ORDER	REVIEW						
CHECKOUT: SHIPP	CHECKOUT: SHIPPING INFORMATION								
* Required Fields		Shopping Cart	Actions	Save Cart V GO	Step 1 of 3	NEXT			
Organization Name:	College of American Pathologists								
* Ship To Address:	325 Waukegan Rd, Northfield, IL, 60093-2750, UNITED STATES 🔻 CR	EATE / UPDATE ADDRESS							
* Shipping Method:	Parcel-Ground •								
Special Instructions:	Phone No:847-832-7916								
		Shopping Cart	Actions	Save Cart 🔻 GO	Step 1 of 3	NEXT			



During a transaction for a personal account while on the Billing page of the Checkout process, use the drop down list to select another address or click **Create/Update Address** to edit address. Upon clicking **Create/Update Address**, you will be directed to the Personal tab in My Profile to make any updates.

	SHIPPING	BILLING ORDER REV	IEW					
CHECKOUT: BILLING AND PAYMENT INFORMATION								
* Req	uired Fields	Shopping Cart	Actions	Save Cart 🔻 GO	BACK	Step 2 of 3	NEXT	
	Organization Name: College of American Pathologists							
	Bill To Address: 325 Waukegan Rd, Northfield, IL, 60093-2750, UNITED STATES	CREATE / UPDATE ADDRESS	]					
	Credit Card: test, MASTERCARD, XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX							
		Shopping Cart	Actions	Save Cart 🔻 GO	BACK	Step 2 of 3	NEXT	