

Directions for Logging in and Making Payments in the ABIH CAPS System (December 2018)

- Go to www.ABIH.org/CAPS.
- The first time you log in to CAPS, use your record number from your “My Account” login preceded by “IND-“ Be sure to include the hyphen (minus sign):

For Example, “IND-1234”

- Your first-time, temporary password is your last name. If you have accented letters in your name, try including them if you experience difficulties:

For example “Tomás”

The screenshot shows the ABIH CAPS System login page. At the top, there is a banner image of a diverse group of people using various devices (laptops, tablets, smartphones). Below the banner, the text reads "ABIH Computer Application and Portfolio System". The page is divided into a "Menu" section on the left and a "Portal" section on the right. The "Menu" section contains three items: "Log In", "Forgot Your Password?", and "New Individual Account". The "Portal" section is titled "Welcome to CAPS" and contains the following text: "ABIH's Computer Application and Portfolio System. Through CAPS you can easily and safely apply for a new ABIH certification or manage a current certification. You can...". Below this text are four bullet points: "Complete ABIH certification and recertification applications online", "Verify and update your account and contact information", "Enter and track continuing education and recertification information", and "Make secure online credit card payments". Below the bullet points is a paragraph: "If you have already registered with us online, please use your current login information or select the [Forgot Password](#) link to retrieve your login information." Below this paragraph is another paragraph: "If you have any questions please contact us. We are available M-F, 8 a.m. - 5 p.m. eastern time, via phone at (517) 321-2638 or via email at ABIH@abih.org". To the right of the "Welcome to CAPS" section is the "Login" section, which contains a "Username" input field, a "Password" input field, a "Login" button, and a "Forgot Password?" link. Below the "Login" section is a "Don't have an account?" section with a "Create an Account" button. Below that is a "Need help logging in?" section with a "Forgot Password" link and a paragraph: "If you cannot remember your access information, select the [Forgot Password](#) link or contact our customer service team via email at ABIH@abih.org or by calling (517) 321-2638." The "Forgot Password" link in the "Need help logging in?" section is highlighted with a blue arrow. The page footer contains the "zapCertify" logo.

- If you ever forget your password, click the **Forgot Password** link to create a new one.

- Your Welcome Screen will let you change your **user name** or **password**.
- If you have any payments due and are ready to pay, click **Pay Now**:

- The Payment page will show you the reason for the charge and the total amount due.

- Select your credit-card payment method using the drop-down menu at the bottom of the window to begin entering your payment information:

- Complete the payment form, then click **Submit** to pay:

Add Payment New Record

Items to Pay

Item	Description	Level	Due
Previous Balance			
1	Annual Renewal Fee Annual Dues	Pending	150.00
Total Due:			150.00

Select Payment Method

Directions:
1) Select your payment method using the drop-down menu,
2) Provide the information in all of the required fields, then
3) Click **Submit**.

Important Note: For security reasons, this system will not store your payment information.

Select Payment Method*

Card Number*

Expiration Date* /

Verification Code* This is the 3 or 4 digit code at the back of your credit card

Name on the Card*

Billing Address*

Billing City*

Billing State*

Billing Country*

Billing Postal Code*

- You will see the “Payment Successful” message after your payment has been submitted, and the system will automatically send a receipt to your email address on file:

Portal

Payment Successful

Your payment is now complete. An email confirmation of your payment had been sent to **dcl@gynnl.com**. You may also print this page or write down your payment confirmation number for your records: **ABIH-PMT-1396**.

Item	Date	Description	Amount
1	12/11/2018	Annual Renewal Fee Annual Dues	150.00

[Return to My Account](#)

- Click **Return to My Account** to return to your Welcome Screen.
- You’ll see that the “Payment Due” System Message has gone:

Portal

Welcome!

CAPS lets you easily and safely apply for a new ABIH certification or manage a current certification. Be sure to keep your information updated. This allows us to reach you with information about your account and/or updates to ABIH and its credentials.

[Apply for Certification](#)

Account Overview

Profile			
Display Name	Dana Jones	Gender	
User Name	dcl@gynnl.com	Password	265*****
Contact Info			
Primary Email	dcl@gynnl.com	Secondary Email	
Home Phone		Cell Phone	
Work Phone			
Address			
Mailing Address		Work Address	
Home Address			