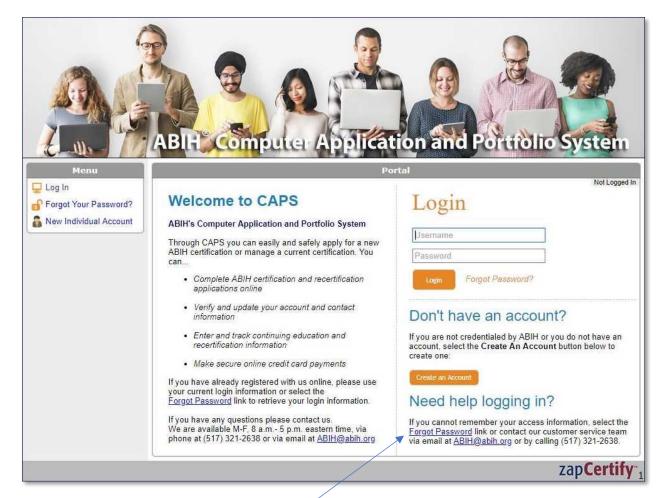
Directions for Logging in and Making Payments in the ABIH CAPS System (December 2018)

- 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:

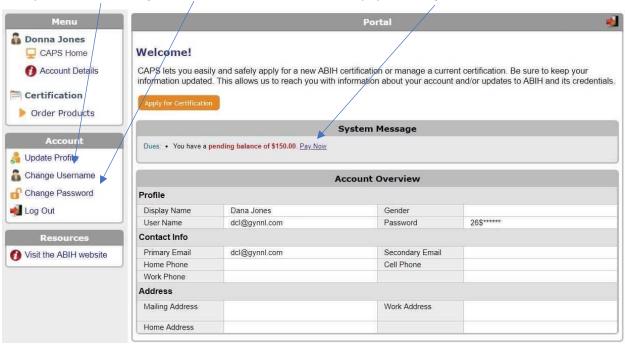
For example "Tomás"



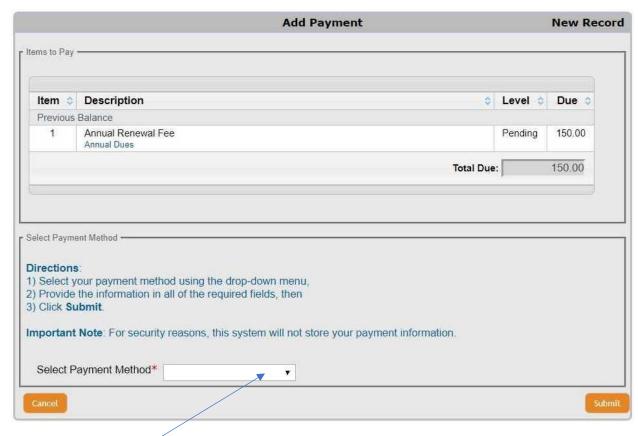
If you ever forget your password, click the Forgot Password link to create a new one.

• 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:

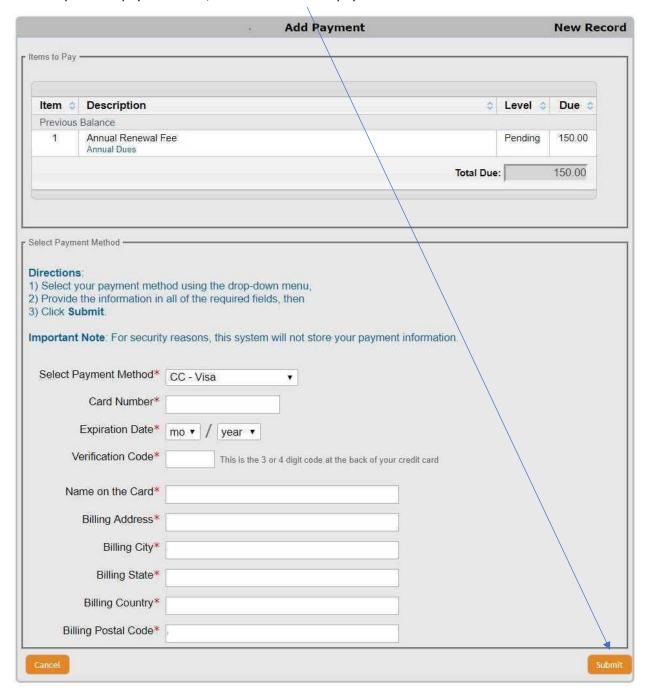


• The Payment page will show you the reason for the charge and the total amount due.

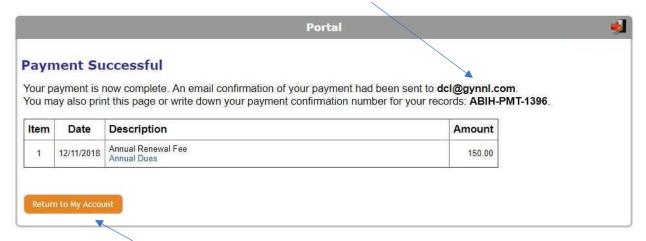


• Select your credit-card payment method using the drop-down menu at the bottom of the window to begin entering your payment information:

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



• 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:



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

