Managing Your BGC Public and Private Roster Information

Overview: The Public and Private CIH rosters are now live! We have made several improvements in CAPS to give you full control over your privacy and what is (or is not) displayed, so please read this document carefully. The public roster is available at [www.abih.org](http://www.abih.org); the private roster is available to CIHs in good standing through the Private Roster button in your CAPS profile.

Important: Step-by-step directions are provided on the following pages; however, here are some key points to remember:

- You must update your mailing address regularly for BGC to communicate with you about issues that impact your certification.
- You must give permission for any contact information to be shown on the Public or Private Rosters by setting your privacy attributes.
- If you want people to find you in a Consultant search, you must give permission through your privacy attributes.
- To share contact information in either the public or private rosters, you must put that information in your WORK ADDRESS and your PRIMARY EMAIL. Only fields containing text (not blank) will be shown, and you must give permission through your privacy attributes:
  - Company (in "Work Address")
  - Address (in "Work Address")
  - Phone (Use "Work Phone")
  - Email (Use "Primary Email")
- If you do not set your privacy attributes only your Name, Certification number, Status, Certification Date will be shown on the roster by default.
- Aside from confirming your certification status, **BGC will not share your information without your permission.**
Updating Your Profile and Setting Your Roster Preferences

1. Once you log into CAPS, click on the **Update Profile** link.

Clicking the **Update Profile** link displays the following window:

![Update Profile Window](image-url)
2. Click the Attributes tab to specify your privacy and communication preferences including whether you wish to display any contact information in the Public and Private Rosters. Please remember that the only contact information that can be displayed on a roster search must be entered in the Work Address section of your profile (see red arrow).
3. Click the **Address** tab to update mailing, work, and home addresses:

- **Mailing Address** is used for communicating with BGC staff, and (when your permission is given) sending mailings such as conference announcements that may be of interest to you for your work.
- **Work Address** is used as an alternate address for contacting you, if you cannot be reached through another address, and (when your permission is given) for displaying information in the Public and Private rosters.
- **Home Address** is used as an alternate address for contacting you, if you cannot be reached through another address.
4. Check the rosters to make sure that your changes are displaying as you intended. The public roster is available at [www.abih.org](http://www.abih.org). The private roster is available to CIHs in good standing through the Private Roster button in their CAPS profile as shown below:

**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.

[Private Roster]

**Account Overview**

**Profile**

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**Showing Contact (Work) Information in a Roster:**

If you set your privacy attributes to show contact information (from your work address), a roster search will be shown as below. Remember, only the fields that you populate with data will be displayed. So, if you don’t provide an email address for work, the “Email:” line will not be shown.

**Default Information in a Roster:**

If you DID NOT set your privacy attributes to show information in a roster, only your Name, Certification number, Status, and Certification date will be shown, by default.

**IMPORTANT REMINDER:**

Aside from confirming your certification status, BGC **will not share your information without your permission.**