



## How to Manage Your Addresses in “My Profile”

The CAP collects many types of profile information in order to accommodate your needs! There are several types of addresses you can include depending on your preference. This document will help you navigate through the address adding/editing process to ensure you receive our communications at your preferred address!

### Glossary of Addresses available in My Profile

- **Home Address** is the address at your place of residence.
- **Preferred Address** is the address at which you prefer to receive mail. If you only have one address listed, it will automatically be your preferred address. If you add multiple addresses, the first address you add will be your preferred address by default until you edit your preferred address to reflect your new preference.
- **Alternate Address** is an optional alternate address for the online CAP Member Directory and/or for committee work, which overrides your preferred address for each of those specific uses only.
- **My Business Affiliation Address** is the address at your affiliated organization. You do not need to provide an address for each affiliation.
- **Inspector Address** is the optional alternate address you would like to use for Inspector-specific communications.

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## Home Contact Details

Home Contact Details allows you to add email address, phone number, fax, and mailing or shipping address options for CAP use. You can edit your Home Contact Details on the **Personal Information** tab or at the bottom of the **Business/Professional** tab. Add all addresses you wish to use for CAP correspondence to these pages; you may then customize preferences on subsequent tabs.

**Important:** There are two paths to update your Home Contact Details. This information will update simultaneously from either location.

### Navigation:

1. Click **Personal Information** tab.
2. Click **Home Contact Details** page.

CAP Personal ID# PERSONAL INFORMATION 1 BUSINESS / PROFESSIONAL PREFERENCES INSPECTOR Print

Last Updated Date 09/10/14 4:59 PM Mark As Reviewed

Basic Information Home Contact Details

Home Contact Details 2 After adding / editing your information, please go to the Preferences tab if you want to change your preferred contact information.

CAP Council and Committees

Education

Skill Sets/Language Fluency

Recognition/Awards

Upload Resume/Curriculum Vitae

**Email** + Add Remove

Dr.Jonathan.Smith@palmettohealth.org

DrJonSmith@mindspring.com

**Address** + Add Edit Remove

111 Main St  
Columbia, SC 29201-4258, US

**Purpose** Home Mailing

622 1st St  
Columbia, SC 29201, US

**Purpose** Home Mailing  
Home Shipping

**Phone** + Add Preferred Remove

+1 803-555-1212

**Fax** + Add Remove

+1 803-555-5555

SAVE CANCEL

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## Navigation:

1. Click **Business/Professional** tab.
2. Click **My Business Affiliations** page.
3. Click **Home Contact Details** option.

The screenshot shows the CAP Personal ID# interface. At the top, there are tabs for PERSONAL INFORMATION, BUSINESS / PROFESSIONAL (highlighted with a red circle 1), PREFERENCES, and INSPECTOR. Below the tabs, there is a 'Last Updated Date' of 09/10/14 4:59 PM and a 'Mark As Reviewed' button. The main content area is divided into sections: License and Certifications, My Business Affiliations (highlighted with a red circle 2), and Home Contact Details (highlighted with a red circle 3). The Home Contact Details section contains fields for Email, Address, Phone, and Fax, each with an '+ Add' button and a 'Remove' button. The Phone field has a 'Preferred' star icon. The Address field has a 'Purpose' dropdown menu with options for 'Home Mailing' and 'Home Shipping'. At the bottom of the Home Contact Details section, there are 'SAVE' and 'CANCEL' buttons.

Section	Field	Definition
Home Contact Details	Email	<p>Add any contact information you would like to use for CAP communications. You may add multiple options and use dropdown menus on subsequent tabs to select your preferences.</p> <p><b>Important:</b> Only the options you add on this page will be available as options to select as preferences on subsequent tabs.</p> <ul style="list-style-type: none"> <li>• If you are a member of a committee or would like to select different contact information for your online Member Directory listing, you can set a specific preference on the Contact Preferences page of the Preferences tab.</li> <li>• If you are an inspector, you can select an alternate option for inspector-specific communications on the Inspector Contact Details page of the Inspector tab.</li> </ul>
	Address	
	Phone	
	Fax	

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## My Business Affiliations

My Business Affiliations allows you to add email address, phone number, fax, and mailing or shipping address options for each organization with which you are affiliated. You can edit My Business Affiliations Details using the pages listed on the left navigation under **My Business Affiliations** on the **Business/Professional** tab.

**Important:** You do not need to include contact information for each of your business affiliations.

### Navigation:

1. Click **Business/Professional** tab.
2. Click **My Business Affiliations** page.
3. Click any of the pages on the left navigation to view and/or edit information for the organization.

Section	Field	Definition
My Business Affiliations	Work Status	You may select your work status and add a job title and department for each business affiliation. This information is not required.
	Job Title	
	Department	
	Email	Add any contact information you would like to use for each of the organizations with which you have an established business affiliation. You may add this information on each of your business affiliations; however, it is not necessary.
	Address	
	Phone	
	Fax	

**Note:** After you have added a new business affiliation, follow the process above to add an address.

**Important:** If you do not have a relationship with a listed organization, you can remove the affiliation. Removing the affiliated organization will delete the connected CAP Business Roles data.

### Navigation:

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1. Click **Business/Professional** tab.
2. Click the business affiliation you would like to remove.
3. Click **Remove Affiliation** link.

CAP Personal ID# PERSONAL INFORMATION BUSINESS / PROFESSIONAL ENCES INSPECTOR Print Help

Last Updated Date 09/10/14 4:59 PM Mark As Reviewed

License and Certifications My Business Affiliations + Add Affiliation

My Business Affiliations After adding/editing your information, please go to the Preferences tab if you want to change your preferred contact information.

Palmetto Health Richland, Main Laboratory Professional Pathology Services PC Main Laboratory CAP # 70301 CLIA # 4ZD06735 Remove Affiliation

Palmetto Health Richland, Ambulatory Care Center Laboratory

Professional Pathology Services

KershawHealth Medical Center, Palmetto Health Kershaw Laboratory

Professional Pathology Services PC, Main Laboratory

Palmetto Health Richland

Quest Diagnostics Clinical Laboratories Inc

Home Contact Details

Work Status  Consultant  Employee  Retired  Self Employed

Job Title Department

CAP Business Role Secondary Screener Remove  
LAP Accreditation Contact Remove  
Chief Executive Remove  
Ship To Remove  
Bill To Remove  
Director Remove  
LAP Director Remove  
PT Pathologist Remove

Email + Add Address + Add

Dr.Jonathan.Smith@palmettohealth.org Remove No information to display.

Phone + Add

Fax + Add

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4. Click **Save** to confirm you want to delete the affiliation.

**Delete Confirmation**

Do you want to delete the affiliation?

SAVE CANCEL



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## Contact Preferences

The contact preferences tab allows you to choose a specific address for correspondence. **Important:** To select an alternate email or phone number, first enter the information on the [Home Contact Details](#) or [My Business Affiliations](#) pages.

### Navigation:

1. Click [Preferences](#) tab.
2. Click [Contact Preferences](#) page.

Section	Field	Definition
Contact Preferences	Preferred Address	Click  and select the desired preferred address from the dropdown menu.
	Preferred Email Address	Click  and select the desired preferred option from the dropdown menu.
	Preferred Phone Number	
Alternate Contact Information for Specific Purposes	Committee	Click <a href="#">Select Specific Contact Preferences</a> link and select the desired values from the address, email, and phone dropdowns to indicate your preferences for committee communications and/or online Member Directory listing.
	Directory Listing	



## Communication Preferences

The Communication preferences tab allows you to customize which types of communications you want to receive from the CAP and where those communications are delivered.

**Important:** To select an alternate email or phone number, first enter the information on the [Home Contact Details](#) or [My Business Affiliations](#) pages.

### Navigation:

1. Click [Preferences](#) tab.
2. Click [Communication Preferences](#) page.


Section	Field	Definition
CAP Marketing Email		Click the check boxes to customize the information you would like to receive from CAP. Click  to expand the list to view additional details. You may opt out of any item in the list by clicking  to remove the check mark.
Lab Email Notifications	Institution/Organization	Lab email notifications are not editable at this time.
	CLIA Number	
	Lab Email	
	Notification Type	
	Start Date	
Marketing Email Preferences	Email Item	Click <b>+Add Marketing Email</b> to open the editable fields. You can select which email items you would like to have delivered to the email addresses you've previously provided from either the <b>Personal Information</b> tab or from the <b>Business/Professional</b> tab. Click <b>Remove</b> to delete your email preference.
	Alternate Email	
	Action	

## Inspector Contact Details

Inspector Address allows you to provide an address specifically for correspondence related to their role as Inspector.

### Navigate:

1. Click **Inspector** tab.
2. Click **Inspector Contact** details.

Section	Field	Definition
Inspector Contact Details	Mailing & Shipping Address	These noneditable fields list the current preferred mailing and shipping address, email, and phone number used for your inspector communications. Use <b>Alternate Contact Information for Inspector</b> below to make changes to your inspector-specific preferences.
	Email	
	Phone	
Alternate Contact Information for Inspector	Mailing Address	Click  and select the desired preferred address from the dropdown menu. <b>Note:</b> To select an alternate address, email, or phone number, the contact information must be available as an option on the <b>Home Contact Details</b> page on either the <b>Personal Information</b> tab or on the <b>Business/Professional</b> tab before you can select it from the dropdown menu. <b>Alternate Contact Information for Inspector</b> will override the information set in your preferences for Inspector communications only.
	Shipping Address	
	Email	
	Phone	