

The customer portal allows access to submit data, review existing data and other tasks. The following directions details the initial setup and use of the customer portal.

## Initial Configuration

In order to use the customer portal, it is necessary to setup a password for your account. To accomplish this, follow these steps:

1. Open your web browser
2. Navigate to: <http://secure.proficiency.org/customers/?cID=1>
3. Enter your e-mail address on record and click on **Forgot Password**



## Sign In

### NAPT Customer Portal

4. The system will send you an automated e-mail that contains a link to reset your password. Enter your password twice. Click on **Change Password**. This is your new password.



## Set Password

5. Enter your username (e-mail address) and password and click **Sign In**.

## Using Customer Portal

### NAPT

The customer portal features tabbed navigation across the left side of the page.

#### Enter Test Results

Review Test Results

Documents

Technical Assistant

My Information

**Enter Test Results** – From this screen, select any outstanding tests that require test data to be submitted. Take care when entering your information. For each set-point required, enter the Measured Value and Uncertainty into the provided space. There is no need to enter unites of measurement.

Only numbers and a single decimal ( . ) is allowed in each box. Enter in the date the test was performed, who it was performed by and if the report should be sent to a particular person. There is an additional notes box at the bottom of the page.

#### Enter Test Results

Performed Date: <input type="text" value="Enter Date"/>	Date Entered: <input type="text" value="4/22/2014"/>	Performed By: <input type="text"/>	Send Report To: <input type="text"/>	
Set Point / Notes	Measured Value	Units	Uncertainty	Units
1) dB Loss @ 1 GHz	<input type="text"/>	dB	<input type="text"/>	dB
2) dB Loss @ 10 GHz	<input type="text"/>	dB	<input type="text"/>	dB

Enter the details about when the test information was performed and all of the test results. Once completed, click on **Save Arrow** in the upper right corner.

**Review Test Results** – From this screen, see past test information submitted for review. Test data provided will be displayed along with the reference value and uncertainty used during calculations and the IWO and SU values as well.

NOTE: The reference date displayed is the one used for the calculations of this report. Older tests may not match the final report sent to you. This is due to final reports using the current value as of the moment the report was run. Newer reports should always match.

**Documents** – Download documents for ILC/PT's that your organization has signed up for.

**Technical Assistant** – If you are a technical assistant, review basic information about a particular scheme and run basic analysis on participant data. For more assistance on running technical analysis, please contact [support@proficiency.org](mailto:support@proficiency.org).

**My Information** – Review information about the account you have logged in with.