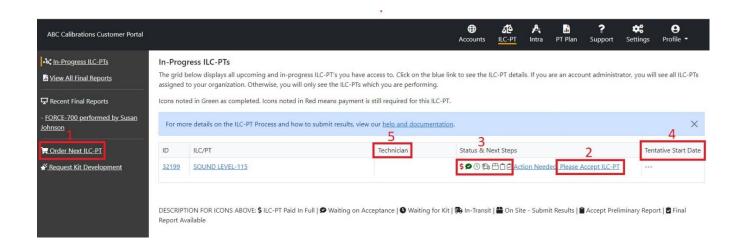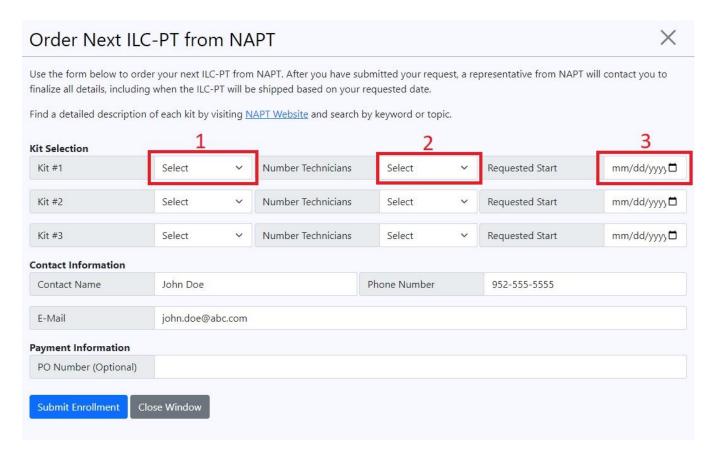**Try Out the All New NAPT Customer Portal**

The new layout and design of the NAPT Customer Portal makes managing your Proficiency Testing program streamlined and seamless. Now you have complete information on the status of all your PTs in one place, and you can fill out required information, accept preliminary reports, and more, without sending emails and filling out paperwork.

Starting with the main page, everything about the Customer Portal has been improved. When you login, you will see this:

From this page, you can 1) Order your next ILC-PT. The link on the left will take you to the form for ordering a PT. Once NAPT has received your registration, you will see the ILC/PT appear on this page and you can 2) Accept the ILC-PT after reviewing the Instruction and Data Reporting Sheets. The Status of each PT is displayed, including 3) whether the PT has been paid for or not. The dollar sign turns from red to green once payment is made. Shortly after you've accepted the PT, you will see a Tentative Start Date 4) on the portal. You can also select which technician will be performing the PT 5) and can change this information at any time before submitting data. The icons in the Status bar 3) are described at the bottom of the webpage, and when you need to act, the link in blue 2) to the right of the icons will prompt you to take action.

The best way to sign up for an ILC-PT, is through the Customer Portal. When you click the link on the left 1), you will see this:

From this screen, you can select the kit 1), select the number of technicians 2), and even select your preferred start date 3). NAPT will make every effort to provide the PT as close to your requested date as possible; however, some high demand kits may be scheduled out several months. You can also sign up for an Intra from the main page by clicking on the Intra link at the top of the page.

When a PT is on its way to your lab, the status on the portal will change from Waiting for Kit to In-Transit. Once you've received your PT, you can change the Status of the PT from In-Transit to Onsite, and then submit receiving information through the Customer Portal. The Status bar will provide a link to submit this information. All of the documents associated with the PT will be available to you on the Portal. When you've completed the PT and are ready to submit data, the Portal allows you to submit data just as it has in the past. The Portal will also prompt you for shipping information, which can also be entered through the portal. And when your preliminary report is ready, you will still receive an email letting you know it's available on the Portal. But now, after reviewing your preliminary report, you can accept it through the Portal and receive your final report immediately (assuming you have shipped the PT to the next participant).

A history of past ILC reports is accessible from a link on the left side of the main page. And the newest feature of the portal is the ability to link your ILC/PTs to your PT plan, but that's a whole other story.

From enrollment to accessing final results, everything is at your fingertips. For additional help on how to use the Customer Portal, visit *here*.