

5 April 2012

We have completed the upgrade of our membership system and we appreciate your patience during this transition. We are excited about the new benefits this system will provide our organization.

**If your membership expired during this period you can log into e-Services and complete your renewal at this time.** Also, all applications, promotions, and other membership-related actions sent in during the upgrade window will now be processed.

The applications below have been relocated to its new location. Any member that previously had access to these applications will automatically be granted permissions to its new location.

- Group Admin has been relocated to Membership System under the Group Admin tab.
- CAP Personnel Information has been renamed Personnel Information.
- Organization Contacts has been moved into the Membership System application under the Organization Maintenance tab.
- Membership (Duty Performance Promotions, Retirements, and Transfers) has been moved into the Membership System application with specific tabs for each action.

Again, we apologize for any inconvenience this may have caused and thank you for your patience and understanding. Please contact the CAP Helpdesk on eServices if you have questions. Thank You.

Sincerely,

Your NHQ team

Note for IE users:

If you are still receiving "Page Down for Maintenance" while trying to access certain applications on eServices. You will need to clear your internet cache by following these steps: (computer restart may be required).

1. From the Tools menu in the upper right, select Internet Options.
2. Under "Browsing history", click Delete...
3. To delete your cache, click Delete files...  
To delete your cookies, click Delete cookies...  
To delete your history, click Delete history...
4. Click Close, and then click OK to exit.