

## **Accessing your CAPF 101 Card On line:**

All members should access their CAPF 101 card and double check it to be sure the information is correct. If it is not, contact your unit ES Officer.

Here's how:

1. Go to <https://www.capnhq.gov/>
2. Enter your CAP id and password and click "Log on"
3. Click on "Personal CAPF 101" (left column)
4. The CAPF 101 card should appear.
5. Use the browser print function to print a copy of your CAPF 101 card

If the card shows as VOID, then you need to enter your personal information:

1. Click each of the boxes for Height, Weight, Eyes and Hair and select the appropriate amount/color
2. Click "Update 101 Card"
3. The VOID will be replaced by the details of your current qualifications.

If the card does not show your picture, you can upload a digital picture to the national web site by clicking "Upload CAP Picture"

If the card does not show a barcode (it may show a number instead), then you can down load the barcode software for your computer by following the instructions above the CAPF 101 card. These instructions will only work for computers running Microsoft Windows. If you do not have access to a Windows PC, then contact your ES officer and they will be able to print your card for you.