How to access the CAP Portal?

The CAP Portal is accessible via the VB Dashboard. This portal will enable VBs to directly enter their CAP, CAP evidence, and communicate with the VOO. VBs can log into their VB Dashboard, VB CAP Portal and see all CAPs associated with their VB, filtering by Approved, Not Approved, Open, Closed, etc.

Please use the instructions below to submit the CAP in the CAP Portal.

- SLCP Scheme Manager, go to your VB Dashboard's 'CAP Portal' section.
- Click 'Edit' on the line for the CAR that you will enter a CAP and in the form in the new window that opens, complete the fields with the guidance provided. Add comments in the 'VB Comments to VOO' field as needed.
- When ready to submit the CAP to the VOO, check the box 'CAP is Ready for VOO Review' and click Submit. The CAP is then locked so that no further edits can be made, and the VOO is notified. The VB will be notified by email when the VOO review comments and/or CAP Approval are ready. No further edits may be made to an Approved CAP.
- Once a CAP is approved by the VOO, the VB should submit their Evidence of Implementation in the CAP Portal when it is ready. Add comments in the 'VB Comments to VOO' field, check the box 'CAP is Ready for VOO Review', click Submit and the VOO is notified. The VB will be notified by email when VOO review comments and/or CAP Evidence Acceptance are ready.

If you have any questions, reach out to us via the SLCP Helpdesk.