**Program: Submitting Conflicts**

* Log onto the CAPTE Portal
* On the “Upcoming On-Site Visits” tile
* Click on the visit date you need (There should only be 1 date on the tile, or 2 dates if your program has an expansion



* Click “Edit Conflicts” - it may take a minute to produce the list of onsite reviewers



* Once the list of onsite reviewers appears, check the boxes next to onsite reviewers *who are in conflict with the program*
* When finished, click on the empty gray box next to Finalize Conflicts and then click Finalize Conflicts.



* You can either log off or go back to the home page on the portal
* **NOTE: The “Add Conflicts” button is only used if you want to add a conflict and then come back later to complete your conflict list.**