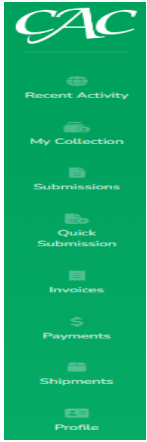




Create Submissions in 7 Easy Steps

Your Portal Categories



Things to Know...

1. Items will be created in Redbook order.
2. Declared values deemed by CACG are populated; member can update with a unique value.
3. For raw coin multiple quantities, declared value is per item.
4. Grading Submissions – CACG Virginia Beach, VA
5. Sticking Submissions – CACG Bedminster, NJ

1. On the left drop-down menu, Click on **"Quick Submissions."** Under **Catalog Entry**, Scan or Start Typing....
Example 1805 \$2.50

Catalog Entry

* Item ?

Choose, Scan, or Enter item

1805 |

1805 \$2.50 | \$2.50 Draped Bust Gold

1805 \$5 | \$5 Draped Bust Gold

2. Select Grading Service, enter Cert #, & Grade (no cert # or grade if raw coin), then **Save + Add More**

Slab Details

Grading Service ?

Cert # ?

Grade ?

Choose grading service

Choose grade

Save + Add More

3. After all Items are added, click on View Items, review for accuracy.



4. Build Submission **or** to go back to +Add More Items.

Build Submission **+ Add More Items**



Create Submissions in 7 Easy Steps

5. Items appear and require updates as to additional information such as Add Ons, Special Instructions, Holder details, etc. For coins in holder(s) select Crossover or drop down to **Stickering or Resticker**. Review and add Declared Value. Make sure under **Shipping**, select **Return Shipping Method**. When finished select **Review details**

Submit Items

Selected Items

1 Item Name 1856 Slanted 5 1c RD (Proof) | Braided Hair Large Cents (Proof) Service Type Grading Declared Value \$ 1000

+ Add-ons + Holder Details + Special Instructions + Pedigrees + Quantity

2 Item Name 1835 \$2.50 | \$2.50 Classic Head Gold Service Type Crossover Declared Value \$ 54000

+ Add-ons + Holder Details + Special Instructions + Pedigrees

Shipping

Return Shipping Method CAC Shipping

Cancel Review Details

6. The CAC Portal is **SMART**! It separates your items by tier and service type. This is your chance to make changes by clicking **BACK** or **Create Submission(s)**.

Submit Items

Review Details

1 Grading Upgrade TIER Standard ITEMS 1 FEES \$70.00

2 Stickering Upgrade TIER Verification Walkthrough ITEMS 1 FEES \$255.00

Total Estimate

SUBMISSIONS 2

ITEMS 2

FEES \$325.00

The Gold and Economy - Morgan & Peace tiers are not specifically listed in the portal. If you create a submission of coins that all qualify for those tiers, the portal will estimate the fees appropriately, but if any one coin does not qualify, normal Standard or Economy prices will apply.

Creating submissions indicates acceptance of our [terms and conditions](#).

Cancel Back Create Submission(s)

7. After clicking **Create Submissions** the submission(s) have been created as pending! Click on the **printer icon** and a new window will open as a PDF. A **submission code** will be assigned so you can print a copy to send with your items. The submission(s) will remain pending until it reaches CAC and has been checked in.

CAC Grading Pending Submissions

Show 10 entries

Created	Submission Code	Service Type	Tier	# Items	Service Fee	Addon Fee	S & H Fee	Legacy Discount	Total Estimate	Actions
2024-03-07		Grading	Standard	1	\$35.00		\$35		\$70.00	
2024-03-07		Stickering	Verification Walkthrough	1	\$150.00		\$105		\$255.00	

Showing 1 to 2 of 2 entries

Previous 1 Next

CAC Grading Pending Submissions

Show 10 entries

Created	Submission Code	Service Type	Tier	# Items	Service Fee	Addon Fee	S & H Fee	Legacy Discount	Total Estimate	Actions
2024-03-07	201000010620	Grading	Standard	1	\$35.00		\$35		\$70.00	
2024-03-07	801000010621	Stickering	Verification Walkthrough	1	\$150.00		\$105		\$255.00	

Showing 1 to 2 of 2 entries

Previous 1 Next

Congratulations! You have successfully completed a submission.