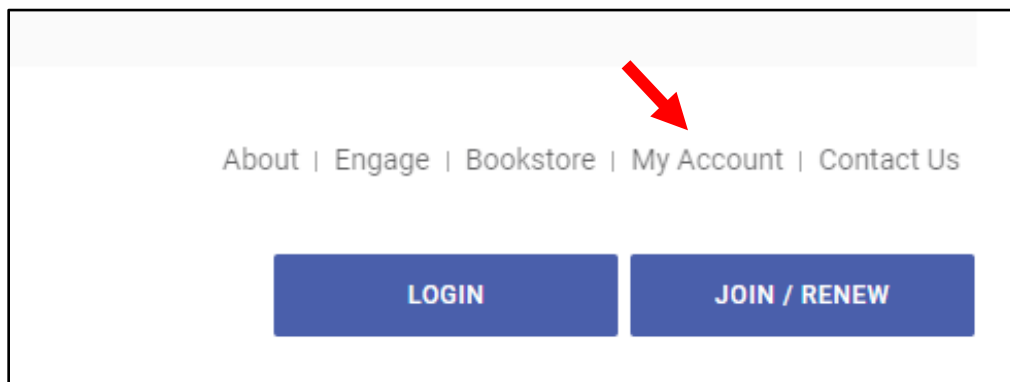


Chapter Upload Procedures

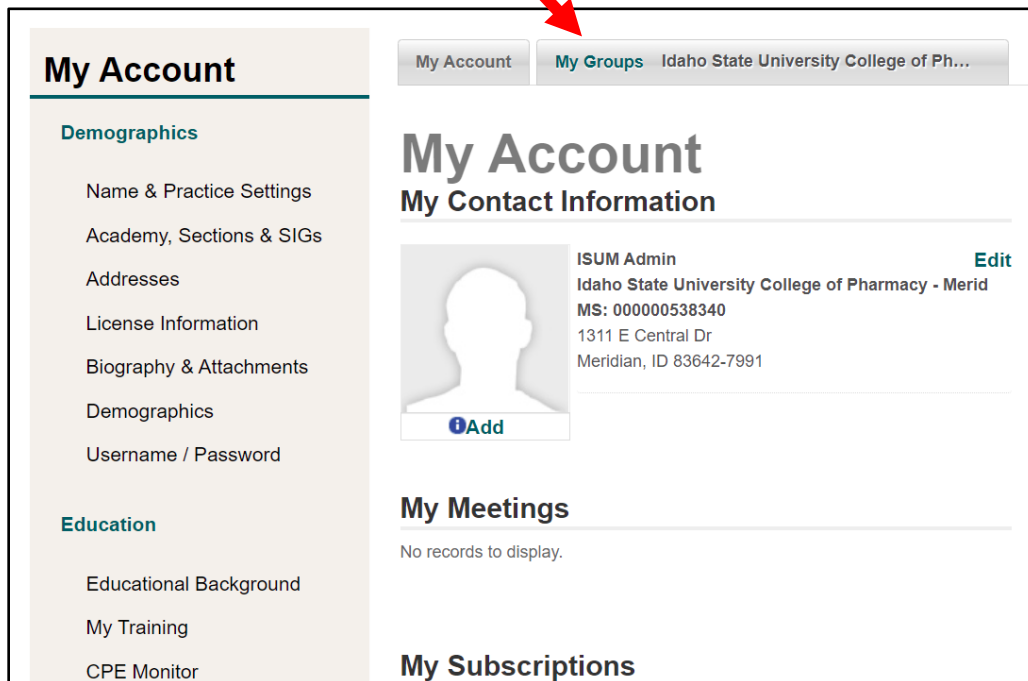
1. Visit pharmacist.com and select "LOGIN." Log in to your personal APhA account. If you experience any issue logging in, please contact Kelly Poe at kpoe@aphanet.org.



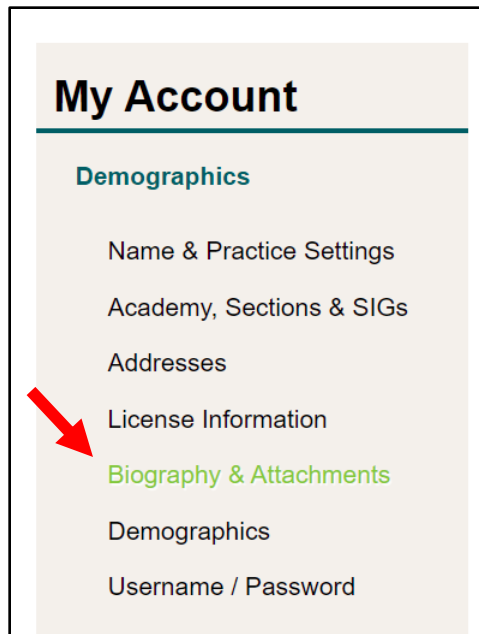
2. Select "My Account."
 - a. Note, although LOGIN still shows, you are logged in. There is no need to select "LOGIN" again.



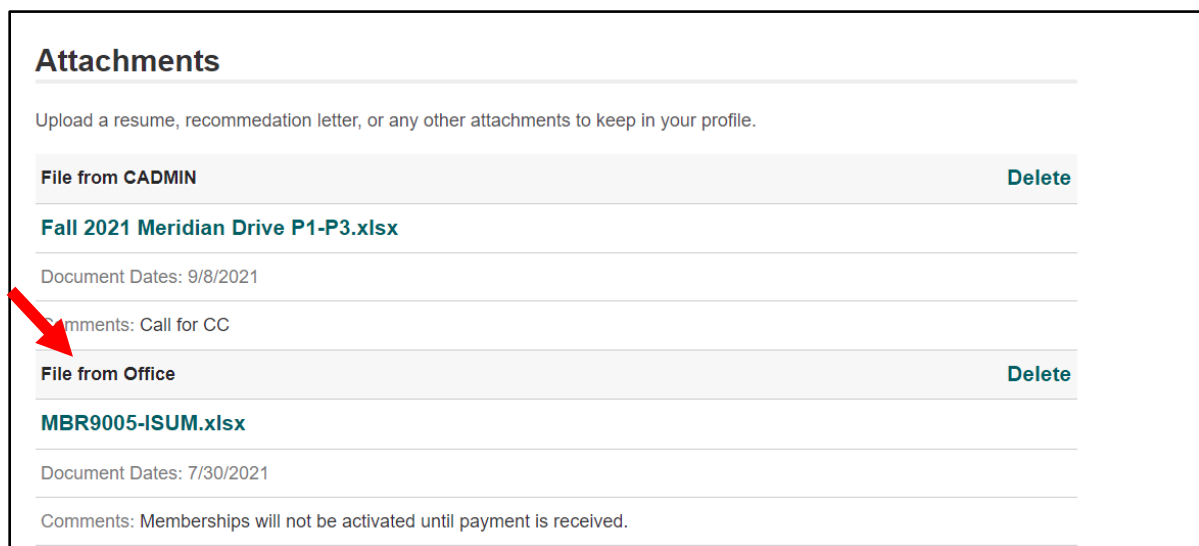
3. Select "My Groups."



4. Under the "My Account" area, select "Biography & Attachments."



5. Locate the attachment under the heading, "File from Office," named MBR9005-your chapter code. In this example, the file is named MBR9005-ISUM. Download this file.
Please do not change the format of the file provided, as our IT team will NOT accept any modified files.



6. Once downloaded, view the tab labeled "Renewing" first. Use columns B-D (Renewing, Dues_Amt, and Updates) to enter the details requested.

B	C	D
Renewing	Dues_Amt	Updates

- a. **Column B, Renewing:**

- i. Enter the letter Y for the students you wish to renew and will submit payment for.
 - ii. Do not enter the letter Y here if the student has already joined or renewed online.
 - b. **Column C, Dues_Amt:**
 - i. For renewing students who are graduating in 2023, enter the price of \$110.00. Exception: if a 2023 grad is only signing up for the 1-year transitioning membership, enter the price of \$39.00.
 - ii. For all other renewing students, enter the price of \$39.00.
 - c. **Column D, Updates:**
 - i. If an update to a student's address, email address, or graduation year needs to be made, enter the letter Y, and highlight in yellow the information that needs to be updated.
 1. For example, if only the email address needs to be updated, only highlight the email address in yellow and add the letter Y on that student's row within the column labeled "Updates" for that student.
7. Other Notes:
- a. We ask that students provide a secondary email address to be added to their member profile.
 - b. **SPHARM Exp column:**
 - i. This column is showing the date of the member's student membership cycle end date. It may be helpful to view this information, to ensure that a student has not already renewed. If they have a date of 10/31/2023 in this column, they do not need to pay again.
 - c. **NPRAC Exp column:**
 - i. This column is showing the date of the member's new practitioner membership cycle end date. If they have a date of 10/31/2022, 10/31/2023, or 10/31/2024 in this column, they do not need to pay again.
8. After completing the tab labeled "Renewing," select the tab labeled, "New." The "New" tab is blank aside from the header. This tab is used to enter new members. Please ensure all details requested, aside from "Personify_ID," are provided.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Personify_ID	Dues_Amt	Last_Name	MI	First_Name	Address_Type	Address_1	Address_2	City	State	Postal_Code	Email	Email_2	GradYear
2														
3														
4														
5														
6														
7														
8														
9														

9. Once both the "Renewing" and "New" tabs are completed, save the file, adding today's date to the end of the file name.
10. Back in the "Biography & Attachments" section of the "My Account" area on pharmacist.com, now select "Add New Attachment."

MBR9005-ISUM.xlsx
Document Dates: 7/30/2021
Comments: Memberships will not be activated until payment is received.
File from Office
Idaho State U Trends.pdf
Document Dates: 5/23/2019
Comments:
Add New Attachment

11. The following screen will appear:

Add Attachment

* Required

* Upload File:

Choose File

MBR9005-ISUM 03-22-2022.xlsx

* Document Type:

File from CADMIN

Comments:

Please call 123-456-5789 for payment.

Save

Cancel

- Upload File: Click Choose File to select the edited file.
 - Document Type: Use the drop down to select "File from CADMIN."
 - Comments: Enter a comment such as "Please call 123-456-5789 for payment," or "Email 123@456.com an invoice and payment options."
 - Ensure you select "Save."
12. After the file has been saved, email Kelly Poe at kpoe@aphanet.org to notify her your file has been uploaded. Kelly will review the file for accuracy and contact you for next steps. Please do not submit a check until Kelly has contacted you. Ensure you provide your contact information; otherwise, Kelly will contact the Chapter Advisor after reviewing the file.