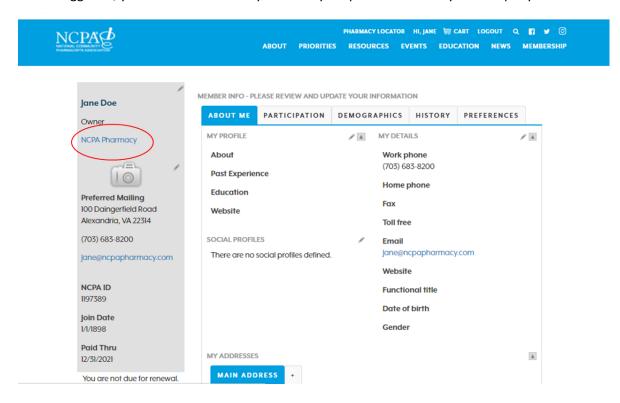
Instructions on how to add staff to your pharmacy membership:

Your pharmacy membership includes up to four individuals who can receive NCPA member benefits! Only the owners of pharmacies are listed as "administrators" and can add, modify, or delete individuals from their NCPA membership. If you would like to list one of your staff members as a company administrator, please contact NCPA at 703.683.6200.

Visit <u>www.ncpa.org</u> and login. If you do not know your username or password, you can contact NCPA at 703.683.8200, or click on the Live Chat M-F, 7am – 4pm Eastern.

Once logged in, you will be immediately taken to your profile. Click on your company's name:



Now click on the Company Roster tab, then click Add New Contact

