

## 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 [www.ncpa.org](http://www.ncpa.org) 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:

The screenshot shows the NCPA member profile page for Jane Doe. The page is titled "MEMBER INFO - PLEASE REVIEW AND UPDATE YOUR INFORMATION". The navigation bar at the top includes the NCPA logo, "PHARMACY LOCATOR", "HI, JANE", "CART", "LOGOUT", and social media icons. The main navigation menu includes "ABOUT", "PRIORITIES", "RESOURCES", "EVENTS", "EDUCATION", "NEWS", and "MEMBERSHIP".

The profile page is divided into two main sections. On the left is a vertical sidebar with the following information:

- Jane Doe** (Owner)
- NCPA Pharmacy** (circled in red)
- Preferred Mailing: 100 Daingerfield Road, Alexandria, VA 22314
- Phone: (703) 683-8200
- Email: [jane@ncpapharmacy.com](mailto:jane@ncpapharmacy.com)
- NCPA ID: 1197389
- Join Date: 1/1/1898
- Paid Thru: 12/31/2021
- Bottom note: You are not due for renewal.


On the right is the "MEMBER INFO" section with tabs for "ABOUT ME", "PARTICIPATION", "DEMOGRAPHICS", "HISTORY", and "PREFERENCES". The "ABOUT ME" tab is active, showing two columns of information:

- MY PROFILE** (with edit icon):
  - About
  - Past Experience
  - Education
  - Website
- MY DETAILS** (with edit icon):
  - Work phone: (703) 683-8200
  - Home phone
  - Fax
  - Toll free
  - Email: [jane@ncpapharmacy.com](mailto:jane@ncpapharmacy.com)
  - Website
  - Functional title
  - Date of birth
  - Gender

At the bottom of the "ABOUT ME" section, there is a "SOCIAL PROFILES" section with the text "There are no social profiles defined." and a "MY ADDRESSES" section with a "MAIN ADDRESS" button and a plus sign.

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

**NCPA Pharmacy**



**Main Address**  
100 Daingerfield Road  
Alexandria, VA 22314  
(703) 683-8200  
[info@ncpa.org](mailto:info@ncpa.org)

**NCPA ID Number**  
1197388

**Join date**  
1/1/1898

**Paid thru date**  
12/31/2021

### Key Contacts

<a href="#">Jane Doe</a>
<a href="#">John Doe</a>

### Locations and Branches

There are no records.	<a href="#">Add new location</a>
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### Company Contacts

<a href="#">Jane Doe</a>	Owner	<a href="#">REQUEST REMOVAL</a>	<a href="#">Add new contact</a>
<a href="#">John Doe</a>		<a href="#">REQUEST REMOVAL</a>	

### Key Contacts

<a href="#">Jane Doe</a>
<a href="#">John Doe</a>