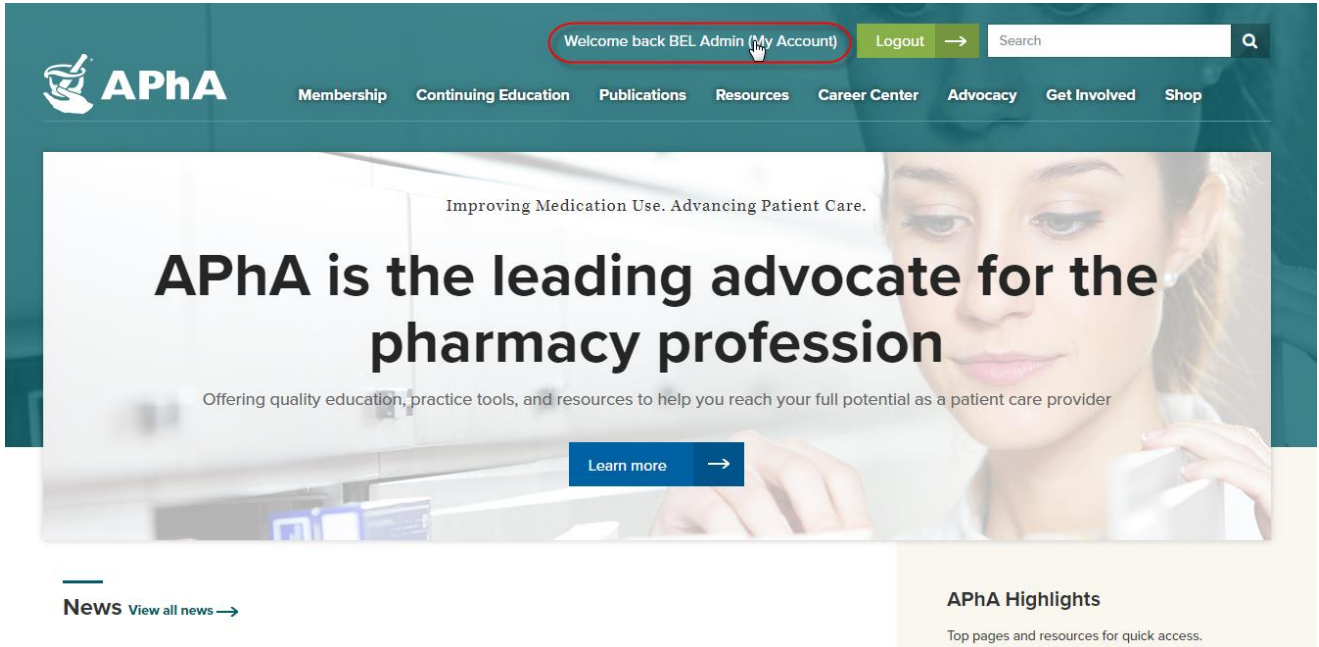
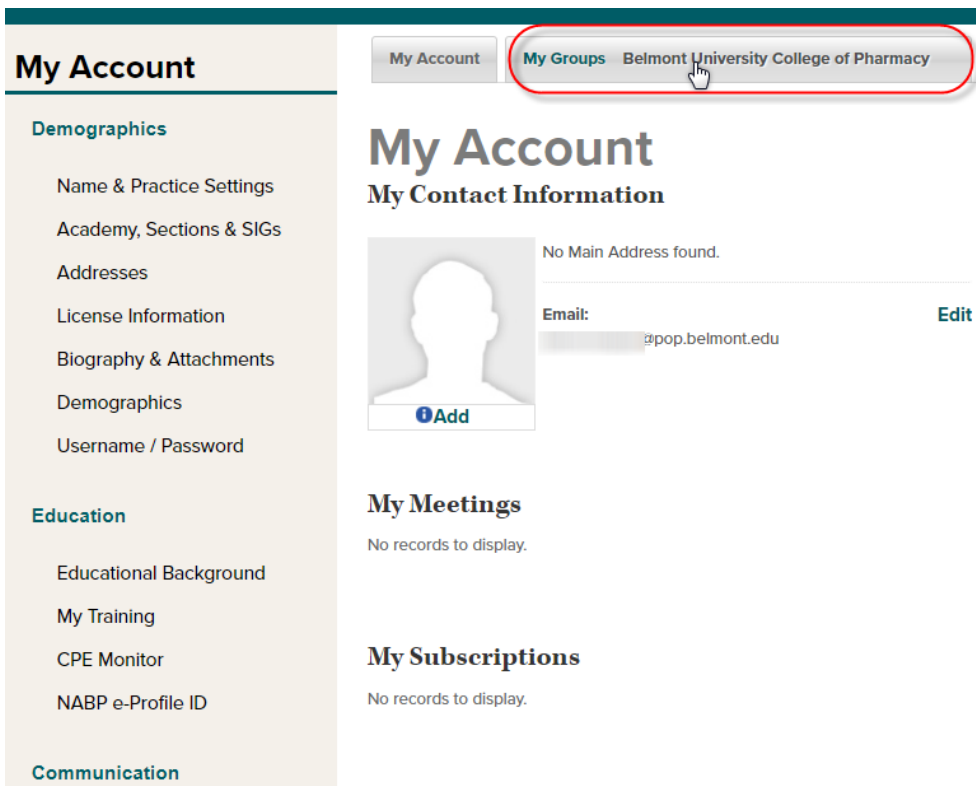


Chapter Administrator Login Instructions

1. Login to your Chapter Administrator Account on Pharmacist.com, and click the “My Account” option



2. When redirected to your Chapter Administrator profile select “My Groups” next to your chapter’s name



- When on the "Committee Management" page select the "Reports" option to access your chapter reports listing

- Check the "Report Description" and Select the report of your choice from the drop down menu and select "View/Download Report in Excel"

Reports

* Select Group: Belmont University College

* Select Report:

Cancel
View Report
View/Download Report in Excel

Report Description	Chapter Report Codes	State Report Codes
Chapter Roster -- Active Members	MBR9005	MBR9003
Dues Reimbursement (Payments from January - May)	MBR9001-MAY	MBR9003-MAY
Dues Reimbursement (Payments from June - September)	MBR9001-SEP	MBR9003-SEP
Dues Reimbursement (Payments for October)	MBR9001-OCT	MBR9003-OCT
Dues Reimbursement (Payments for November)	MBR9001-NOV	MBR9003-NOV
Dues Reimbursement (Payments for December)	MBR9001-DEC	MBR9003-DEC
New Members (April to present)	MBR9011	MBR9016
Non Renewed/Expired Members (Current Expiration Year)	MBR9012	MBR9017
Monthly Transaction Totals	MBR9013	MBR9018
Monthly Dues Revenue Totals	MBR9014	MBR9019
Annual Dues Revenue Totals	MBR9025	MBR9020

***To generate state reports, first copy the entire "MS:" number (with leading 0s) found in the address section in "My Accounts". You will need to use this number in the State ID field when prompted.**

****If no report is generated (nothing happens), then you will need to disable pop-up blockers.**

*****If a report is generated, but there is nothing in the report and you know there should be a return of data, please contact LaToya Wilson at lwilson@aphanet.org**

Reports

* Select Group: Belmont University Colleg

* Select Report:

Cancel **View Report** **View**

- MBR9005
- MBR9003
- MBR9001-OCT
- MBR9011
- MBR9012
- MBR9013
- MBR9014
- MBR9015
- MBR9001-DEC
- MBR9001-NOV
- MBR9001-MAY
- MBR9001-SEP
- MBR9001-A

Report Description	Chapter	State
	Report Codes	Report Codes
Chapter Roster -- Active Members	MBR9005	MBR9003
Dues Reimbursement (Payments fr	MBR9001-MAY	MBR9003-MAY
Dues Reimbursement (Payments fr	MBR9001-SEP	MBR9003-SEP
Dues Reimbursement (Payments fr	MBR9001-OCT	MBR9003-OCT
Dues Reimbursement (Payments fr	MBR9001-NOV	MBR9003-NOV
Dues Reimbursement (Payments fr	MBR9001-DEC	MBR9003-DEC
New Members (April to present)	MBR9011	MBR9016
Non Renewed/Expired Members (Current Expiration Year)	MBR9012	MBR9017
Monthly Transaction Totals	MBR9013	MBR9018
Monthly Dues Revenue Totals	MBR9014	MBR9019
Annual Dues Revenue Totals	MBR9025	MBR9020

*To generate state reports, first copy the entire "MS" number (with leading 0s) found in the

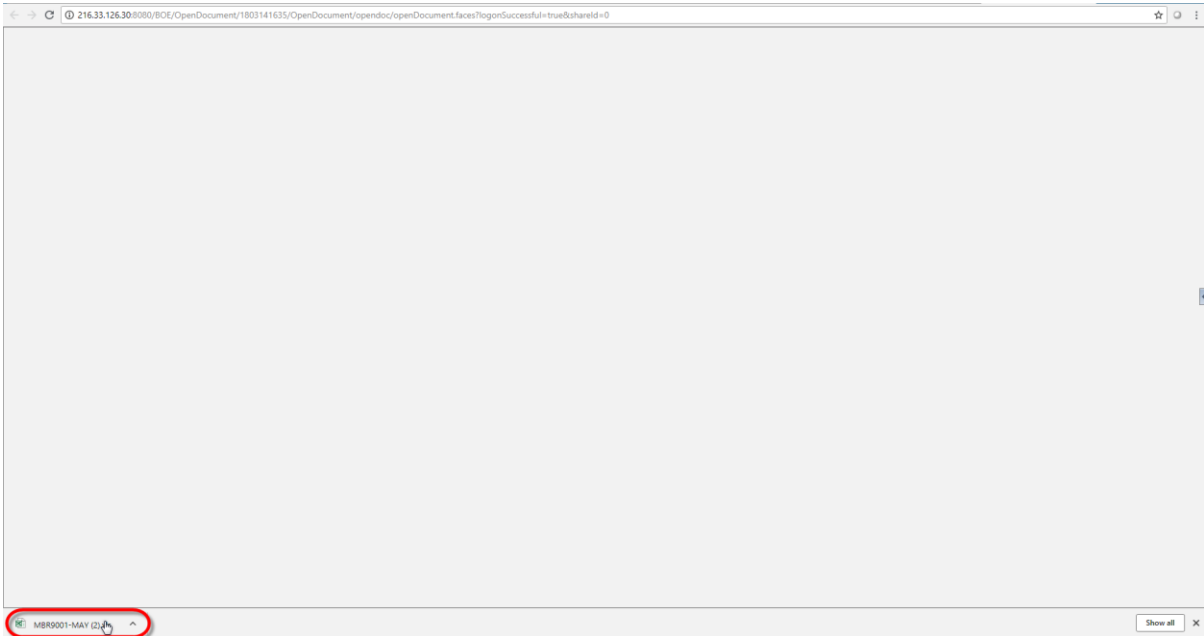
Reports

* Select Group: Belmont University Colleg

* Select Report: MBR9001-MAY

Cancel **View Report** **View/Download Report in Excel**

- The report should open in a new window in your browser (Be sure that your pop-up blocker is turned off)



APhA-ASP-Chapter Dues Detail Report
From: 01/01/2018 To: 05/31/2018

Belmont University School of Pharmacy
(BEL)

APhA_ID	First Name	Last Name	Order No	Transaction Date	Effective Date	Paid Thru Date	Amount	Institution Name	Grad Year	Address 1	Address 2	City	State	Postal Code	Primary Email Address
00000	Adebisi		100142535	04/23/2018	04/23/2018	10/31/2018	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37228-1633	
00000	Jonathan		100138243	04/23/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37203-1119	
00000	Leo		100138103	04/23/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37212-5630	
00000	Nate		100138495	04/18/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37205-4616	
00000	Anna		100141065	05/13/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2021			Nashville	TN	37205	
00000	Ryan		100138103	04/22/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Prospect	TN	38477-6601	
00000	Juliana		100139201	04/16/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Franklin	TN	37064	
00000	Markesha		100138296	04/27/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37212-4918	
00000	Jessica		100138364	04/23/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37204-2475	
00000	Alexis		100137927	04/20/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37215	
00000	Ashleigh		100142246	04/19/2018	04/19/2018	10/31/2018	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37209-4860	
00000	Ethan		100142250	04/19/2018	04/19/2018	10/31/2018	\$75.00	Belmont University College of Pharmacy	2019			Edmonton	KY	42129-7839	
00000	William		100125067	01/18/2018	11/01/2017	10/31/2018	\$69.00	Belmont University College of Pharmacy	2020			Brentwood	TN	37027-4937	
00000	Adam		100138495	04/19/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Evans	GA	30809-6903	
00000	Bayar		100138480	04/18/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37212-4206	
00000	Cailin		100142540	04/23/2018	04/23/2018	10/31/2018	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37210	
00000	David		100144988	05/04/2018	05/04/2018	10/31/2018	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37215-4427	
00000	Megan		100138104	04/20/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Auburn	AL	36830	
00000	Kevin		100138519	04/23/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37209-4845	
00000	Ryan		100142088	04/11/2018	04/11/2018	10/31/2018	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37212	
00000	Lucy		100138519	04/22/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37204-3327	
00000	Morgan		100137828	04/11/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37203-1214	
00000	Larissa		100138103	04/11/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Cane Ridge	TN	37013	
00000	Lareine		100138104	04/16/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Nashville	TN	37212	
00000	Camry		100138104	04/11/2018	11/01/2018	10/31/2020	\$75.00	Belmont University College of Pharmacy	2019			Smithville	TN	37166	
00000	Tracy		100142221	04/18/2018	04/18/2018	10/31/2018	\$75.00	Belmont University College of Pharmacy	2019			Brentwood	TN	37027	