State Association Administrator Login Instructions

1. Login into your State Association Administrator Record on Phramacist.com

As of February 5, 2014, all usernames and passwords were reset due to the Association Management System (AMS) conversion.
• Existing Users were sent an email with their new usernames (email address on file). Setup your password now by clicking the Forgot Password link below.
If you have an account, please sign in now. If you are a new user, please create an online account by registering below.
If you DID NOT receive the email communication please contact APHA at info center@aphanet.org or call 1-800-227-2742 ext. 2 for assistance.
If you are a new user, please create an online account by registering below.

<table>
<thead>
<tr>
<th>Existing User</th>
<th>New User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username:</td>
<td>Please create an online account.</td>
</tr>
<tr>
<td>Password:</td>
<td>Contact Us for further assistance.</td>
</tr>
<tr>
<td></td>
<td>If you would like to become a member of APHA, you must first create an online account. Once your account is created you will be able to add APHA membership.</td>
</tr>
<tr>
<td>Forgot Username?</td>
<td>Forgot Password?</td>
</tr>
</tbody>
</table>

Sign In

2. Click the “My Account” option

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3. When redirected to your State Association Administrator profile click on “My Groups” next to your Association’s name (Note: Copy your Record ID Number, you will need this number to run your reports)

4. When on the “Committee Management” page select the “Reports” option to access all of your Association’s reports
5. Select the report of your choice from the drop down menu and click “View Reports”

6. A new window will open in your browser where you will have to enter your State Association’s record number and select “OK” (Note: Be sure that your pop-up blocker is turned off)
7. The report should generate in the open window in your browser