

# APhA State Administrator Online Access User Guide

Update Work Address on State Profile to ensure receipt of APhA resources as well as reimbursement checks.

1. From “My Account” select “Addresses” and the “Edit” from the “Main Address” box.

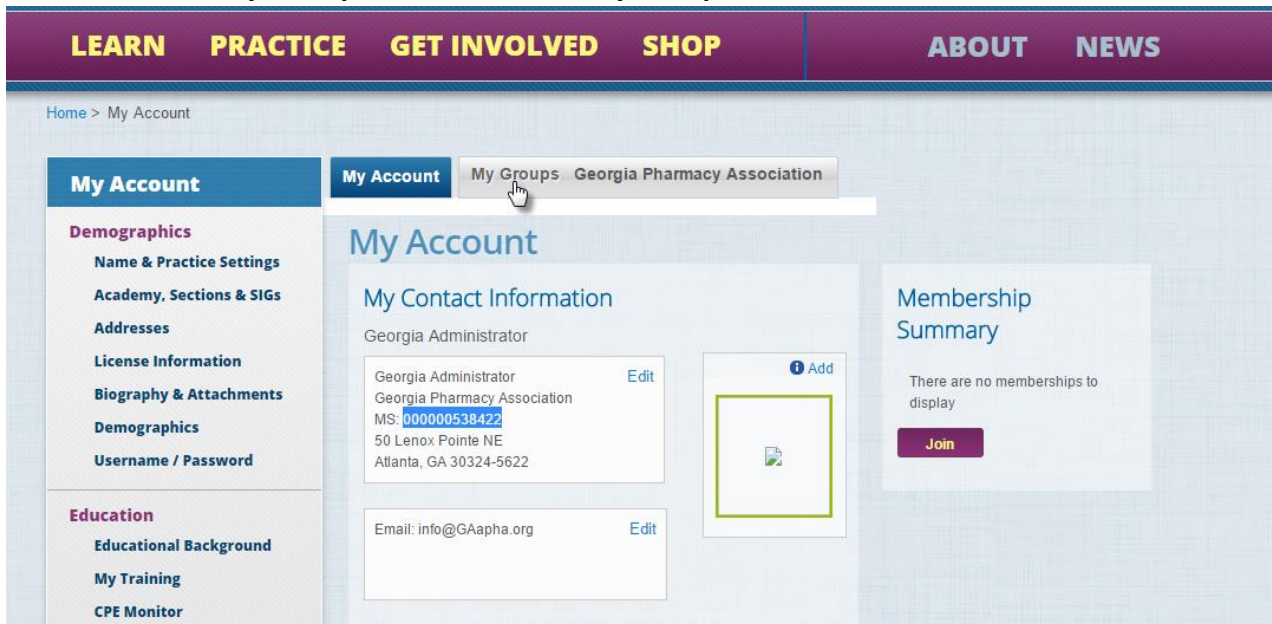
The screenshot shows the user interface for the APhA State Administrator Online Access. At the top, there is a navigation bar with tabs: LEARN, PRACTICE, GET INVOLVED, SHOP, ABOUT, and NEWS. Below this, a breadcrumb trail reads "Home > My Account > Addresses". On the left, a "My Account" sidebar lists various sections: Demographics, Name & Practice Settings, Academy Sections & SIGs, Addresses (circled in red), License Information, Biography & Attachments, and Demographics. The main content area is titled "Addresses" and features an "Add Address" link. Below this, a "Main Address" box displays the following information: Georgia Administrator, Georgia Pharmacy Association, MS: 000000538422, 50 Lenox Pointe NE, Atlanta, GA 30324-5622. An "Edit" button is located to the right of the address information.

2. Select Address Type “WORK” and enter Updated Address and “Save”.

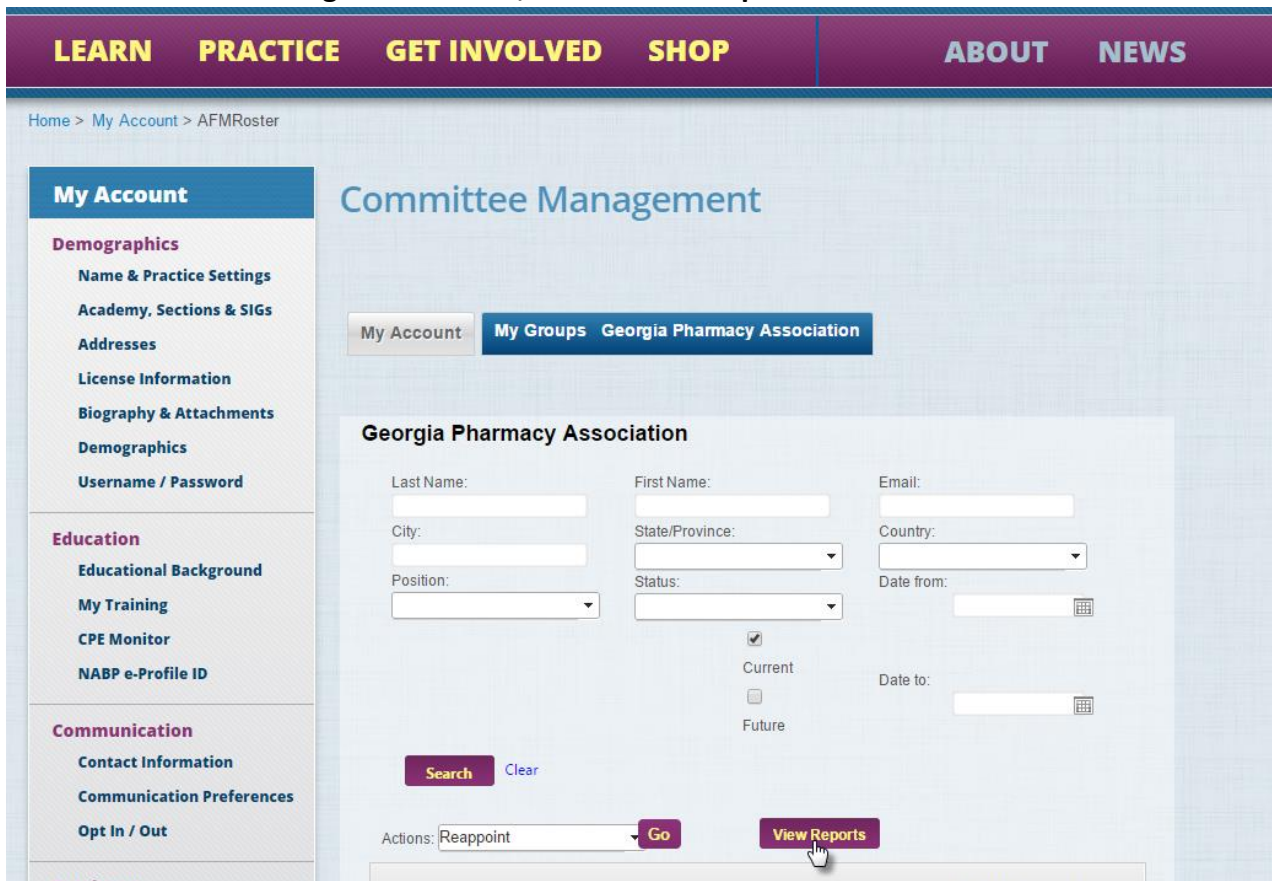
The screenshot shows the "Edit Address" form in the APhA State Administrator Online Access user interface. The navigation bar and breadcrumb trail are the same as in the previous screenshot. The "My Account" sidebar is visible on the left, with "Addresses" highlighted. The main content area is titled "Addresses" and features an "Edit Address" form. The form includes the following fields: Country (United States), Address Type (Work), Full Name (Georgia Administrator), Job Title (empty), Company Name (Georgia Pharmacy Association), Address Line 1 (50 Lenox Pointe NE), Address Line 2 (empty), Address Line 3 (empty), City (Atlanta), State (Georgia), and Zip Code (30324-5622). There are also checkboxes for "Include in Print Directory" and "Include in Web/Mobile Directory". At the bottom of the form, there are "Save" and "Cancel" buttons.

## Generating Membership Rosters/Reimbursement Reports

1. Click “My Account” at the top of the webpage. Copy all the numbers after “MS:”. You will need this number to access your reports. Then click “My Groups”.



2. In the Committee Management screen, select “View Reports”.



- Select the Group and then click the dropdown for Select Report to see all the reports that are available. Notice the chart on the webpage that provides a report description and the corresponding state report codes.

The screenshot shows the 'View Reports' page with the 'Select Report' dropdown menu open. The dropdown list includes the following report codes: MBR9003-OCT, MBR9016, MBR9003-NOV, MBR9017, MBR9018, MBR9019, MBR9020, MBR9003\_MAY, MBR9003-SEP, and MBR9003-DEC. Below the dropdown is a table titled 'State Report Description' with columns for 'State Report Description', 'Chapter Report Codes', and 'State Report Codes'.

| State Report Description              | Chapter Report Codes | State Report Codes |
|---------------------------------------|----------------------|--------------------|
| Chapter Roster -- Active Members      | MBR9005              | n/a                |
| Dues Payments from 2/1/14 - 5/31/14   | MBR9001-MAY          | MBR9003-MAY        |
| Dues Payments from 6/1/14 - 8/31/14   | MBR9001-AUG          | MBR9003-AUG        |
| Dues Payments from 9/1/14 - 9/30/14   | MBR9001-SEP          | MBR9003-SEP        |
| Dues Payments from 10/1/14 - 10/31/14 | MBR9001-OCT          | MBR9003-OCT        |
| Dues Payments from 11/1/14 - 11/30/14 | MBR9001-NOV          | MBR9001-NOV        |
| Dues Payments from 12/1/14 - 12/31/14 | MBR9001-DEC          | MBR9003-DEC        |
| New Members 4/1/14 to present         | MBR9011              | MBR9016            |
| Non Renewed Expired 10/31/14          | MBR9012              | MBR9017            |
| Monthly Transaction Totals            | MBR9013              | MBR9018            |
| Monthly Dues Revenue Totals           | MBR9014              | MBR9019            |
| Annual Dues Reveue Totals             | MBR9025              | MBR9020            |

- Select View Report and it will open in new browser. Or View/Download, to export to your computer.

The screenshot shows the 'View Reports' page with 'MBR9003-OCT' selected in the 'Select Report' dropdown menu. The 'View Report' and 'View/Download Report in Excel' buttons are highlighted with mouse cursors. The 'State Report Description' table is visible below the buttons.

| State Report Description              | Chapter Report Codes | State Report Codes |
|---------------------------------------|----------------------|--------------------|
| Chapter Roster -- Active Members      | MBR9005              | n/a                |
| Dues Payments from 2/1/14 - 5/31/14   | MBR9001-MAY          | MBR9003-MAY        |
| Dues Payments from 6/1/14 - 8/31/14   | MBR9001-AUG          | MBR9003-AUG        |
| Dues Payments from 9/1/14 - 9/30/14   | MBR9001-SEP          | MBR9003-SEP        |
| Dues Payments from 10/1/14 - 10/31/14 | MBR9001-OCT          | MBR9003-OCT        |
| Dues Payments from 11/1/14 - 11/30/14 | MBR9001-NOV          | MBR9001-NOV        |
| Dues Payments from 12/1/14 - 12/31/14 | MBR9001-DEC          | MBR9003-DEC        |
| New Members 4/1/14 to present         | MBR9011              | MBR9016            |
| Non Renewed Expired 10/31/14          | MBR9012              | MBR9017            |
| Monthly Transaction Totals            | MBR9013              | MBR9018            |
| Monthly Dues Revenue Totals           | MBR9014              | MBR9019            |
| Annual Dues Reveue Totals             | MBR9025              | MBR9020            |

- Some reports may require your state association ID#. Use the ID# you copied from the MS: Address field. Include all leading zeros.

Enter prompt values.

State

000000512345

OK

- The report will open up in a new window browser. If nothing happens, then you have a pop-up blocker and must allow the popup to see the report.

**APHA-ASP-State Dues Detail Report**  
From: 10/01/2014 To: 10/31/2014

| Georgia State Membership (GA) |                              |           |             |                      |                    |                   |        |   |               |                                    |           |                |                   |                            |
|-------------------------------|------------------------------|-----------|-------------|----------------------|--------------------|-------------------|--------|---|---------------|------------------------------------|-----------|----------------|-------------------|----------------------------|
| ID                            | (000000538422)<br>First_Name | Last_Name | Order_No    | Transaction<br>_Date | Effective_<br>Date | Paid_Thru<br>Date | Amount | Institution_Name                                  | Grad_<br>Year | Address_1                          | Address_2 | City           | State Postal_Code | Primary_Email_Address      |
| 000000000000                  | Wynn                         | Wynn      | 10007762000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2010          | 1301 Oak Mountain Dr               |           | Atlanta        | GA 30350-0000     | wynn11@uga.edu             |
| 000000010001                  | Archibald                    | Archibald | 10007762000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2010          | 2880 Deer Creek Trail              |           | Stone Mountain | GA 30087-0000     | archibald@uga.edu          |
| 000000010002                  | Candice                      | Wheeler   | 10007761000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2017          | 3800 Wynshaw Dr                    |           | Montgomery     | AL 36117-0100     | wheeler1@uga.edu           |
| 000000000002                  | Tracy                        | Ali       | 10007760002 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | Philosophy College of Osteopathic Medicine School | 2010          | 1207 Marshall Dr                   |           | Lanhamville    | GA 30040-0000     | ali@uga.edu                |
| 000000000010                  | Ally                         | Archibald | 10007761000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2017          | 200 The Pines Dr SE                |           | Atlanta        | GA 30339-0000     | ally@uga.edu               |
| 000000010010                  | Christal                     | Archibald | 10007761000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2010          | 200 The Pines Dr                   |           | Atlanta        | GA 30339-0110     | christal@uga.edu           |
| 00000001100001                | Roberson                     | Archibald | 10007760002 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | Philosophy College of Osteopathic Medicine School | 2010          | 2000 Woodland Park C               |           | Lawrenceville  | GA 30046-0000     | roberson@uga.edu           |
| 00000001000000                | Scott                        | Archibald | 10007760002 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | Mercer University College of Pharmacy             | 2010          | 200 Wood Dr                        |           | Warner Robins  | GA 31086-0000     | scott.archibald@mercer.edu |
| 00000001001000                | Stephanie                    | Scott     | 10007760276 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2010          | 1000 South Lake Dr                 |           | Lawrenceville  | GA 30046-0000     | stephanie@uga.edu          |
| 00000001171100                | Shannon                      | Scott     | 10007761000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2010          | 800 Woodland Dr                    |           | Lawrenceville  | GA 30046-0000     | shannon.scott@uga.edu      |
| 00000001170000                | Matthew                      | Scott     | 10007760000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2010          | 1107 Weaver Ln NW                  |           | East Dublin    | GA 31027-0000     | matthew@uga.edu            |
| 000000010001100               | Casey                        | Stevenson | 10007760000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2010          | 10 Tatum Dr                        |           | Lawrenceville  | GA 31027-0000     | casey@uga.edu              |
| 00000000000000                | Audie                        | Stevenson | 10007760000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2010          | 2710 River Run Dr SE               |           | Atlanta        | GA 30339-0000     | audie.stevenson@mercer.edu |
| 00000001001000                | Marshall                     | Stevenson | 10007760000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2017          | 110 Park Ave                       |           | Lawrenceville  | GA 30046-0101     | marshall@uga.edu           |
| 00000000001100                | Matthew                      | Stevenson | 10007760000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | Mercer University College of Pharmacy             | 2017          | 101 Sunnyside Plac                 |           | Tucker         | GA 30084-0000     | matthew@mercer.edu         |
| 00000001170000                | John                         | Thayer    | 10007760000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2010          | 6100 Springs Tr                    |           | Atlanta        | GA 30320-0001     | john@uga.edu               |
| 00000001001000                | Angela                       | Thayer    | 10007760000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | Philosophy College of Osteopathic Medicine School | 2010          | 1000 Salford Dr                    |           | Lawrenceville  | GA 30046-0007     | angela@uga.edu             |
| 00000000000000                | Paul                         | Thayer    | 10007761171 | 10/02/2014           | 10/02/2014         | 10/31/2014        | 50.00  | Mercer University College of Pharmacy             | 2017          | 2001 Mercer University/2001 Ave SW |           | Warner Robins  | GA 30086-0110     | patrick.thayer@mercer.edu  |
| 00000000000000                | Julie                        | Thayer    | 10007760000 | 10/02/2014           | 10/02/2014         | 10/31/2014        | 50.00  | Mercer University College of Pharmacy             | 2017          | 2001 Ave SW                        |           | Warner Robins  | GA 30086-0110     | julie.thayer@mercer.edu    |
| 00000000000000                | Mignon                       | Coit      | 10007760000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2017          | 2001 Woodland Mills Dr             |           | Atlanta        | GA 30086-0020     | mignon@uga.edu             |
| 00000001000001                | Amanda                       | Coit      | 10007760000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | Mercer University College of Pharmacy             | 2010          | 2710 Bessie Dr                     |           | Atlanta        | GA 30046-0010     | amanda.coit@mercer.edu     |
| 00000000000000                | Marisa                       | Coit      | 10007760000 | 10/1/2014            | 10/1/2014          | 10/31/2014        | 50.00  | The University of Georgia College of Pharmacy     | 2017          | 800 E Street SE LNK 30             |           | Atlanta        | GA 30301-0007     | marisa@uga.edu             |
| 00000001000000                | Sherry                       | Coit      | 10007760000 | 10/07/2014           | 10/07/2014         | 10/31/2014        | 50.00  | Philosophy College of Osteopathic Medicine School | 2010          | 1000 Marshall Rd                   |           | Lawrenceville  | GA 30046-0000     | sherry@uga.edu             |
| 00000000000000                | Lydia                        | Coit      | 10007760000 | 10/07/2014           | 10/07/2014         | 10/31/2014        | 50.00  | Philosophy College of Osteopathic Medicine School | 2017          | 1000 Truss Dr                      |           | Lawrenceville  | GA 30046-0000     | lydia@uga.edu              |

- And to protect the data, change your password regularly, but please retain the Username.

**LEARN**
**PRACTICE**
**GET INVOLVED**
**SHOP**
**ABOUT**
**NEWS**

Home > My Account > Username / Password

**My Account**

**Demographics**

**Name & Practice Settings**

**Academy, Sections & SIGs**

**Addresses**

**License Information**

**Biography & Attachments**

**Demographics**

**Username / Password**

## Username / Password

Username: GAAlpha1 [Change Username](#)

Password: \*\*\*\*\* [Change Password](#)