



Compounding the Joy of Living

Managing your organization and roster in APC's new member system

Here is that separate email we mentioned with information on how to update your organization details and manage your team roster. Follow these steps to log in as an Owner or Primary Contact for a PFM/503B and manage your roster.

Logging In

1. Log in to the member site: member.a4pc.org. If you haven't logged in before, go back and find the email we sent you on Monday, November 17 and follow those instructions first. Then come back here.
2. Problems or questions? Email us at info@a4pc.org.



Alliance for
Pharmacy
Compounding

Compounding the Joy of Living®

Login to your account



Enter your email and password below to
login.



Email



Password



Remember Me

Login

Forgot your password?



Click [here](#) to reset your password.

Don't have an account yet?

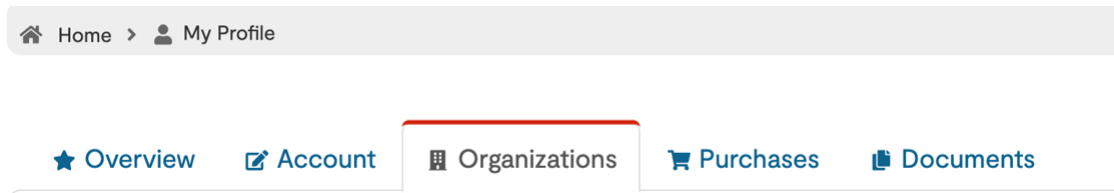
[Create an account.](#)

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Note: The color gradient may be different for you on your login screen. As long as the rest of the information is the same and our logo is at the top, you're in the right place.

Review and Update My Organization Profile Information

1. Once logged in, click on the **Organizations** tab along the top of the My Profile page.



2. On this tab, you will see all of the different relationships that are in place between you and your organization. If you have managing permissions for your organization, you will see a blue **Manage** button on the right-hand side of one or more of those relationships. Click this button to manage your organization's profile.

Relationship Start Date		Manage
		Manage

3. Once in your organization's profile, go to the **Account** tab. Please review and update the **Organization Info** section and the **Contact Info** section on this tab.

★ Overview

 Account

 Individuals

 Purchases

 Organization Info

 Contact Info

4. After reviewing and updating the Account tab, go to the **Purchases** tab. Click **Stored Payment Options** in the light blue ribbon on the left.

	Recent Orders
	Recent Invoices
	Recent Payments
	Memberships
	Advertising
	Events
	Exhibits
	Bundles
	Sponsorships
	Investments
	Credits
	Stored Payment Options
	Auto Payments

5. Review any stored payment options and update if necessary. You can also add new payment options by clicking the green **Add New Payment Option** button — there are options for both credit card and ACH.

Add New Payment Option +

Add Payment Option

Payment Type: *

☒ Credit Card

☐ ACH



Name on card: *

Card Number: *

CVV Number: *

Expiration Date: *

11

▼

2025

▼

Zip/Postal Code: *

Store securely in Authorize.Net ?

Save

Cancel

Add Payment Option

i Payment Type: *

☐ Credit Card

☒ ACH



i Account Type: *

☒ Checking

☐ Saving

i Name on account: *

i Routing Number: *

i Account Number: *

i Zip/Postal Code: *

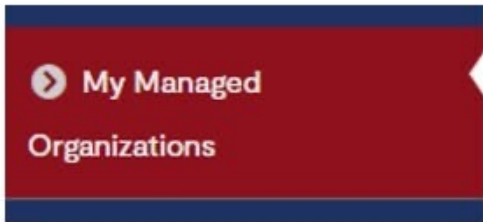
Store securely in Authorize.Net ?

Save

Cancel

Add Individuals to My Organization Roster

1. After you have reviewed and updated your organization's information, click on **My Managed Organizations** on the left side of the page.



2. If you have managing permissions for an organization, you will see your organization appear on this page, like it does in the example below.

My Managed Organizations

My Profile > My Managed Organizations

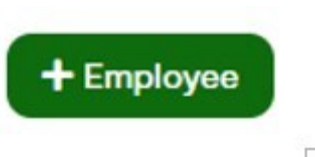
1

[1 to 1 out of 1 records]

Name	City	State/Province	Email	Roster
Corporate Patron Org	Miami	Florida		Roster

1

3. In order to add or remove individuals from your organization's roster, click on the blue **Roster** button.
4. On the Roster page, you will be able to add an individual to one of the existing relationship types. To add an Employee to your organization roster, click on the green **+ Employee** button.



5. The relationship types that are available are:
 1. Owner
 2. Primary Contact (formerly known as Rep)

3. Secondary Contact (formerly known as Rep Plus)
4. HR Contact
5. Accounting Contact
6. Marketing/Events Contact
7. Provider
8. Pharmacist*
9. Technician*
10. Supporter (anyone that is NOT a pharmacist or technician)*

Make sure that anyone entered as Owner, Primary Contact, Secondary Contact, HR Contact, Accounting Contact, or Marketing/Events Contact is **also listed as either Pharmacist, Technician, or Supporter.*

Remove Individuals from My Organization Roster

It is important to keep your roster up to date and to remove any individuals that no longer work for your organization. By not removing them, it could affect your renewal rates. They may also receive benefits from APC they should no longer have access to.

1. From the organization roster scroll to find the employee in question and click the red “Remove” button on the righthand side next to their name. This will end their “membership benefits” and mark them as no longer employed by the organization.

Actions	
	EditRemove

2. If you have a large list of employees, you can use the blue “Search for...” button in the appropriate section to find the individual you are looking for.

 Search for Add a Pharmacist



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