



## Member Portal User Guide

### Logging In

American Pharmacies has identified you as the “Authorized Representative” of your APRx Member account(s). As such, **the email address where you received THIS communication will be enabled for login when we launch the site on January 20, 2026.**

Visit [www.aprx.org](http://www.aprx.org) and click on **My Account**:



First-time users AND if needing to reset your password in the future, **click on Set / Reset your password**:

A screenshot of the login form on the American Pharmacies website. It includes fields for "Email Address" and "Password", a "Remember Me" checkbox, and a "Log In" button. At the bottom of the form, the link "Set / Reset your password" is circled in red, with a red circle containing the number "1" next to it.



Enter your enabled email address and click **Get New Password**:

Please enter your username or email address. You will receive an email message with instructions on how to reset your password.

**2**

Email Address

**Get New Password**

*If you see a login error here, please stop and contact us at [support@aprx.org](mailto:support@aprx.org).*

Check your email inbox for a confirmation link from **American Pharmacies**.

Click on the link and enter or generate password and save it.

Enter your new password below or generate one.

New password

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ).

**Generate Password**   **Save Password**

*Please allow up to 5 minutes for the updates you made to sync, before logging in.*



## Rebates Dashboard

Make selections by pharmacy(ies) and set a date range:

The screenshot shows the 'Your Pharmacies' section of the dashboard. It includes a sidebar with navigation options: Overview, Dashboard, User Management, Member Documents, and Logout. The main area has a filter bar with 'Pharmacy' selected, 'Start Date Range' and 'End Date Range' fields, and a 'Year-End Values' dropdown. Below this is a table with columns: DATE RANGE, Total Purchases, Total Rx Eligible, Brand Rx Eligible, Total Generics, PRxO Generics, GCR, and Total Rebate. The table currently shows 'No Records Yet'. There are buttons for 'Download as separate pdf files' and 'Print Selection'.

*\*Data prior to January 2023 available upon request.*

Key metrics are displayed right away in the **Dashboard** view.

View or print full value statements by selecting them and clicking **Print Selection**:

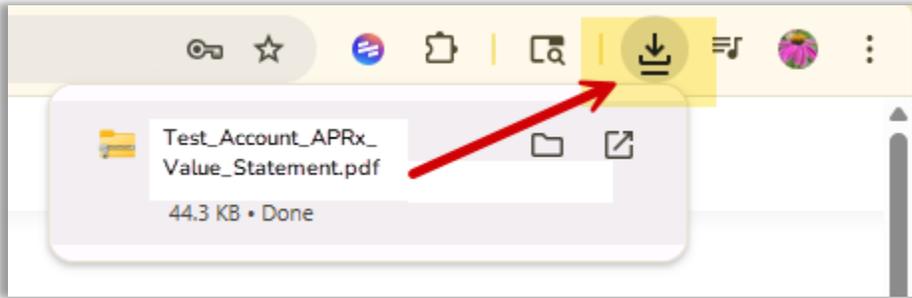
This screenshot shows the 'Your Pharmacies' section with filters set to 'Test Account', 'January 2023', and 'January 2026'. The table below shows a 'GRAND TOTAL' row with the following data:

	DATE RANGE	Total Purchases	Total Rx Eligible	Brand Rx Eligible	Total Generics	PRxO Generics	GCR	Total Rebate
<b>GRAND TOTAL:</b>	Jan 2023 - Jan 2026	\$25,000.00	\$15,550.00	\$12,000.00	\$6,500.00	\$5,800.00	65.00%	\$10,000.00

Below the table, the 'Print Selection' button is highlighted in blue. A red arrow points to the 'Print Selection' button. The table below the 'Print Selection' button shows a record for 'Test Account' with 'Jun 2025' selected, and the 'Total Rebate' column is checked.



Your selected statement(s) download and save to the **Downloads** folder:



Double click the folder / file name to open the statement(s):

Name	Type
Acct_981445454_APRx_Statement_June_2025 Test Account.pdf	Adobe Acrobat Document

**American Pharmacies**  
June 2025 Rebate Statement

<b>Account Name:</b> Test Account 1303 Coggin Ave Brownwood TX 76801	<b>Total Monthly Purchases</b> \$ 25,000.00 <b>Total Rx Purchases</b> \$ 16,750.00 <b>Brand Rx Purchases</b> \$ 12,000.00 <b>Generic Rx Purchases</b> \$ 6,500.00 <b>PRxO Generics</b> \$ 5,800.00 <b>Generic Contribution Rate</b> 65.00%
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APRx Account: 2000327  
Cencora Account: 981445454  
NCPDP: 5654545

Rebate Summary	Purchases	Rebate %	Amount
Brand Rx Rebate	\$12,000.00	45.00	\$6,200.00
PRxO Performance Rebate	\$5,000.00	13.00	\$650.00
PRxO Inj/UD Rebate	\$3,000.00	5.00	\$150.00
<b>Total Rx Rebate</b>	<b>\$15,550.00</b>	<b>75.00</b>	<b>\$9,000.00</b>
APRx EGP Rebate	\$100.00	5.00	\$600.00
SmartSource Purchases	\$7,000.00	1.00	\$1,500.00
PPSC Rebate Purchases	\$800.00	5.00	\$40.00
Misc Member Rebate/Generics Promotion*			\$200.00
PRxO Price Protection			\$100.00
PRxO Price Assurance			\$500.00
<b>Monthly Rebate Earned</b>			<b>\$10,000.00</b>
<b>Adjustments to Payment</b>			
Accelerated Rebate			\$-1,000.00
Deduction*			\$-500.00
PAC Contribution			\$-300.00
<b>TOTAL PAYMENT (Total Rebate - Adjustments)</b>			<b>\$8,200.00</b>

\*2% OTC rebate

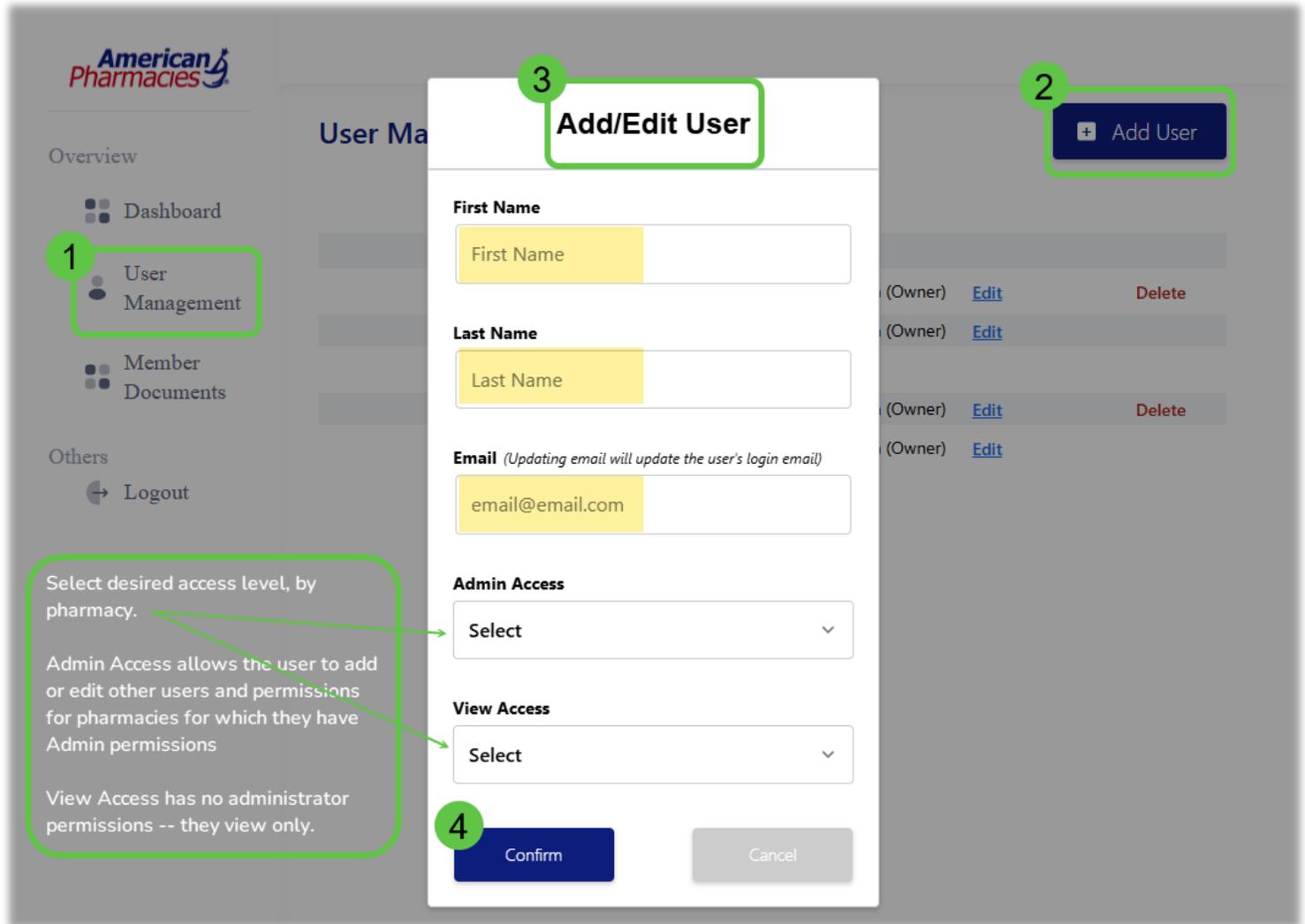
Your APRx Consultant:  
Your APRx Engagement Rep :

For tools & resources to help you manage your purchasing, go to <https://review.aprx.org/member-document/>

## User Management

During account onboarding, American Pharmacies assigns the role of **Admin (Owner)** to the pharmacy contact identifying as the “Authorized Representative” when executing Member agreements.

The Admin (Owner) can add, edit, or delete users with the tools found in **User Management**:



The screenshot displays the 'User Management' interface with a modal window for adding or editing a user. The interface includes a sidebar with navigation options: Dashboard, User Management (highlighted with a green box and number 1), Member Documents, and Logout. The modal window, titled 'Add/Edit User' (highlighted with a green box and number 3), contains the following fields:

- First Name**: Input field with placeholder 'First Name'.
- Last Name**: Input field with placeholder 'Last Name'.
- Email**: Input field with placeholder 'email@email.com' and a note: '(Updating email will update the user's login email)'. A green box with number 4 highlights this field.
- Admin Access**: Dropdown menu with 'Select' as the current selection.
- View Access**: Dropdown menu with 'Select' as the current selection.
- Buttons**: 'Confirm' (highlighted with a green box and number 4) and 'Cancel' buttons.

On the right side of the modal, there is a table of existing users with 'Add User' (highlighted with a green box and number 2), 'Edit', and 'Delete' actions. A text box on the left side of the modal provides instructions for selecting access levels:

Select desired access level, by pharmacy.

Admin Access allows the user to add or edit other users and permissions for pharmacies for which they have Admin permissions

View Access has no administrator permissions -- they view only.

Once a user is added, they will receive a system-generated email from American Pharmacies with a confirmation link to set up a password.