



## **.Pharmacy Application – Contact Upload Instructions**

For all company contacts, the applicant shall provide name, address, and, if applicable, professional licensure information. These instructions support applicants completing any one of the following applications types: Advocacy and Consumer Education; Drug Information and Pharmacy Referral; and Pharmacy Association.

### **Steps to Complete and Upload Contact .csv File**

- 1. Download the Contact Upload Template (Contact .csv file)** by clicking on the link “Contact Upload Template.csv” and saving it to your computer.
  - a. You may rename the file or leave it as “Contact Upload Template.csv.”
  - b. You may not rename the file extension. It must remain .csv.
- 2. Complete the Contact .csv file.**
  - a. The Company\_Name field in the Contact .csv file must match the name of the company(ies) previously added on the Company Information pages of the application and match character for character.
  - b. If the Company\_Name field name does not match, you will receive an error message when you select “Verify File.”
  - c. The company contact must be the highest level administrator of the organization (eg, CEO, president).
  - d. Please provide the NABP e-Profile ID for this individual, if applicable.
  - e. Please provide professional licensure information for this individual, if applicable.
  - f. Address information should be the individual’s home address.
- 3. Select the completed Contact .csv file** by clicking the “Select File” button. This will begin the upload process.
  - a. You may only upload the Contact .csv template file as no other files are supported.
  - b. You will receive an error message if you attempt to upload anything other than the Contact .csv template file.
- 4. Verify the completed Contact .csv file** by selecting the “Verify File” button.
  - a. If the file properly references the Company\_Name field information, it will be verified and is ready for uploading.
  - b. If the file does not include matching Company\_Name field information (see instructions above), you will receive an error message.
- 5. Upload and save the completed Contact .csv file** by clicking the “Upload File” button.
  - a. You may review the file by clicking on the file name.
  - b. To continue with the application, click “Next.”

### **Additional Instructions**

- In the event that you have added more than one company, please include contact information for each company provided.
- To delete an uploaded file, select the “x” to the left of the file name.
- After uploading the file you may view it by clicking on the file name.