.Pharmacy Application – Contact & License Information Upload Instructions

For all company contacts, the applicant shall provide name, address, and, if applicable, professional licensure information. These instructions support applicants completing the Pharmacy Automation Distributor application.

Steps to Complete and Upload Contact & License Information Upload .csv File

1. **Download the Contact & License Information Upload Template (Template .csv file)** by clicking on the link "Contact & License Information Upload Template.csv" and saving it to your computer
    a. You may rename the file or leave it as "Contact & License Information Upload Template.csv"
    b. You may not rename the file extension. It must remain .csv
2. **Complete the Template .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 license information may be one of the following:
        i. License issued by a governmental entity (eg, pharmacy board); or
        ii. Accreditation or certification issued by an industry-accepted, independent organization (eg, ISO certification)
    d. The company contact must be the highest level administrator of the organization (eg, CEO, President)
    e. Please provide the NABP eProfile ID for this individual, if applicable
    f. Please provide professional licensure information for this individual, if applicable
    g. Address information should be the individual's home address
3. **Select the completed Template .csv file** by clicking the "Select File" button. This will begin the upload process
    a. You may only upload the Template .csv file as no other files are supported
    b. You will receive an error message if you attempt to upload anything other than the Template .csv template file
4. **Verify the completed Template .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 Template .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.