



Member Portal User Guide

As the “Authorized Representative” of an American Pharmacies Member account(s) we provide you with access to an online Member portal, **where we publish your monthly and other periodic rebate / value statements**, as well as other Members-only information.

Logging In

Visit 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. The form contains two input fields: "Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" and a blue "Log In" button. At the bottom of the form, there is a link labeled "Set / Reset your password" which is circled in red. A red circle with the number "1" is placed next to this link.



Enter your enabled email address and click **Get New Password**. The enabled email address is the one you provided on your account onboarding paperwork and is on your copy of the completed paperwork.

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

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Email Address

Get New Password

If you see a login error here, please stop and contact us at 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



Allow up to 5 minutes for the updates you made to sync before attempting login or you may encounter an error message indicating your account still does not exist.

Rebates Dashboard

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

PHARMACY 1

START MONTH 2

END MONTH 3

Select pharmacies

February 2026

May 2026

TOTAL PURCHASES TOTAL RX ELIGIBLE BRAND RX ELIGIBLE TOTAL GENERICS PRXO GENERICS GCR TOTAL REBATE

No Records Yet

*Rebate data prior to January 2023 is available upon request.

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

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

Select all rebates in the date range:

Or pick specific one(s):

PHARMACY NAME ACCOUNT CITY ACCOUNT NUMBER

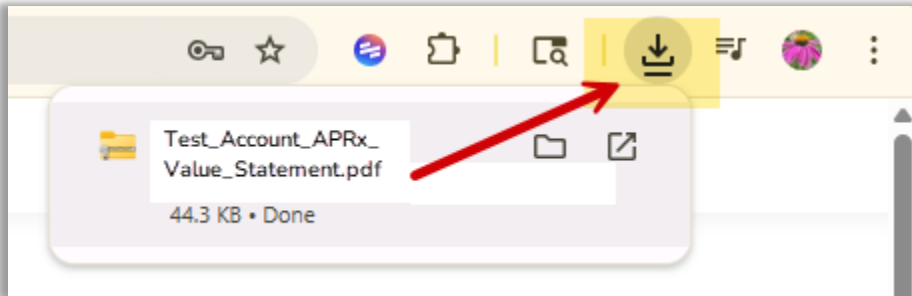
Sample Pharmacy Name Anywhere 123456789

Print Selection

MONTH / YEAR	TOTAL PURCHASES	TOTAL RX ELIGIBLE	BRAND RX ELIGIBLE	TOTAL GENERICS	PRXO GENERICS	GCR	TOTAL REBATE	
Jan 2023	\$252,702.09	\$247,930.63	\$221,519.73	\$26,652.86	\$25,492.72	10.27%	\$12,786.82	☐
Feb 2023	\$271,131.96	\$265,778.91	\$219,883.16	\$46,706.18	\$44,384.42	16.65%	\$21,038.69	☐
Mar 2023	\$351,224.39	\$342,609.65	\$293,365.91	\$50,245.28	\$46,977.26	13.67%	\$21,441.54	☐
Apr 2023	\$293,919.81	\$284,382.61	\$237,264.81	\$48,152.60	\$46,202.81	16.19%	\$20,897.56	☐



Your selected files 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



June 2025 Rebate Statement

Account Name:
Test Account
1303 Coggin Ave
Brownwood TX 76801

Total Monthly Purchases \$ 25,000.00
Total Rx Purchases \$ 16,750.00
Brand Rx Purchases \$ 12,000.00
Generic Rx Purchases \$ 6,500.00
PRxO Generics \$ 5,800.00
Generic Contribution Rate 65.00%

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
Total Rx Rebate	\$15,550.00	75.00	\$9,000.00
APRx EGP Rebate	\$100.00	5.00	\$800.00
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
Monthly Rebate Earned			\$10,000.00
Adjustments to Payment			
Accelerated Rebate			\$-1,000.00
Deduction*			\$-500.00
PAC Contribution			\$-300.00
TOTAL PAYMENT (Total Rebate - Adjustments)			\$8,200.00

*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**:

A screenshot of the American Pharmacies User Management interface. The interface has a dark blue header with the American Pharmacies logo and navigation links: Dashboard, User Management (highlighted with a yellow box and a yellow circle with the number 1), and Member Documents. A red Sign Out button is in the top right. Below the header, the main content area is titled 'User Management' and 'Invite team members'. A modal window titled 'Add/Edit User' is open in the center. This modal has four numbered callouts: 1 points to the 'Add/Edit User' title, 2 points to the 'Add user' button, 3 points to the 'First Name' input field, and 4 points to the 'Confirm' button. The modal contains input fields for First Name, Last Name, and Email (with a note: 'Updating email will update the user's login email'). It also has dropdown menus for 'ADMIN ACCESS' and 'VIEW ACCESS'. A red text box explains: 'Admin Access allows the user to add or edit other users and permissions for the assigned pharmacies.' and 'View Access allows the user to view only -- no administrative permissions.' At the bottom of the modal are 'Confirm' and 'Cancel' buttons. In the background, a list of users is visible, including one named 'Dottie Rice' with a 'Delete' button next to it.

Once the user is added, they will receive a system-generated email from American Pharmacies with a confirmation link to set up a password, as described at the beginning of this document.