

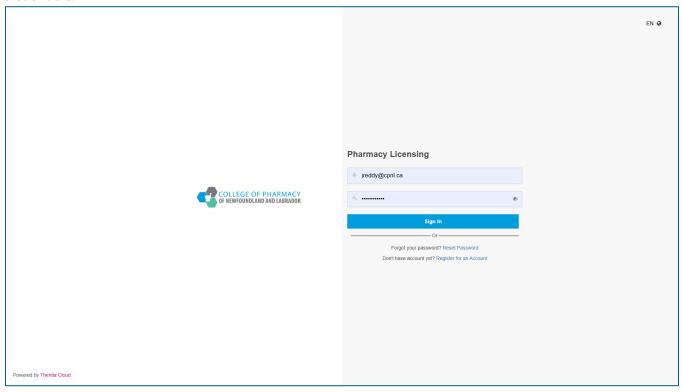
PHARMACY PORTAL USER GUIDE

Adding/Updating Staff Listing

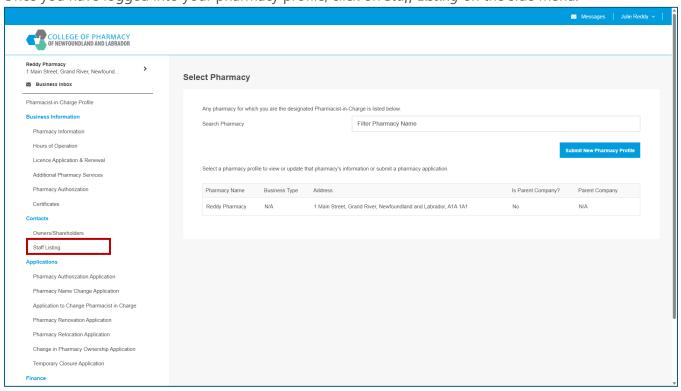
October 22, 2025

1. Log into the CPNL Pharmacy Portal.

Note: Only the current Pharmacist-in-Charge (PIC) has access to the pharmacy profile through the Pharmacy Portal. Login credentials are the same as those of the current PIC's Registrant Portal login credentials.

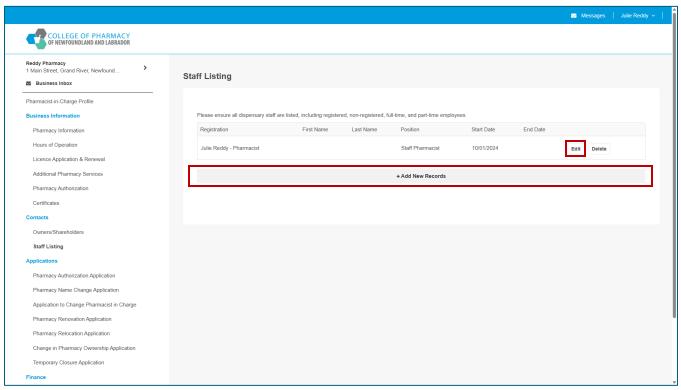


2. Once you have logged into your pharmacy profile, click on Staff Listing on the side menu.

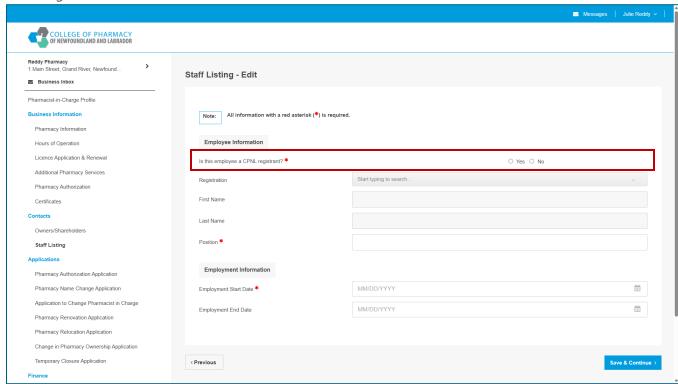


3. To edit a staff member, click the *Edit* button next to the appropriate record. To add a new staff member, click the + *Add New Records* link.

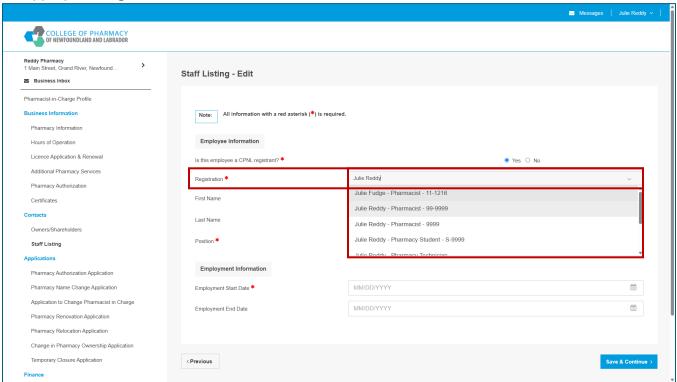
Note: If a staff member no longer works with the pharmacy, add an Employment End Date to the record.



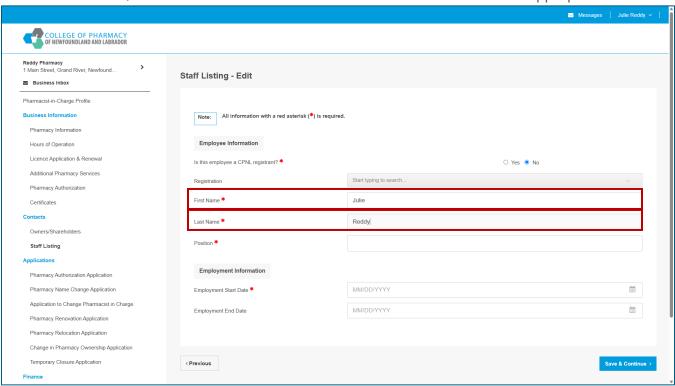
4. Indicate if the staff member is registered with CPNL by selecting *Yes* or *No* for the *Is the employee a CPNL registrant?* field.



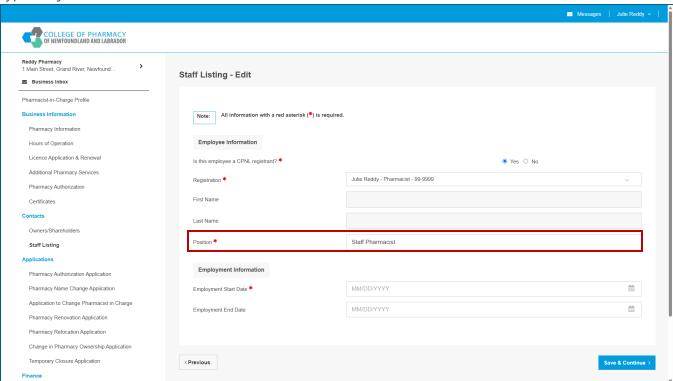
a. If *Yes* is selected, type the registrant's name into the *Registration* search field and select the appropriate registrant.



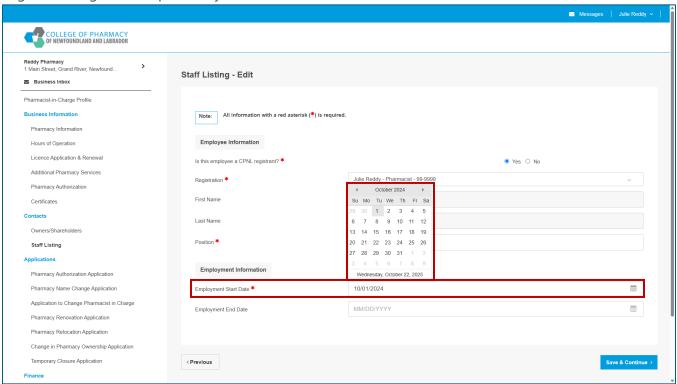
b. If No is selected, indicate the staff member's First Name and Last Name in the appropriate fields.



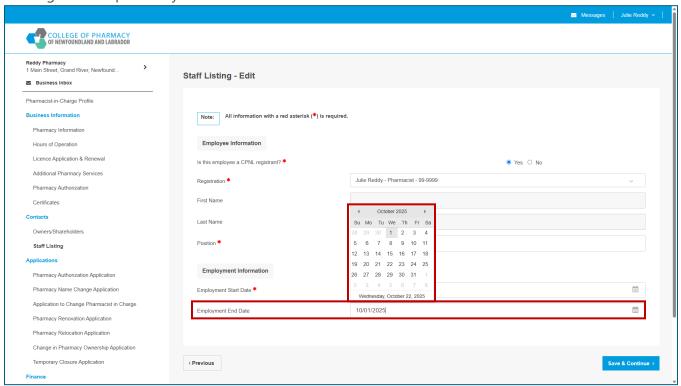
5. Type the job title into the *Position* field.



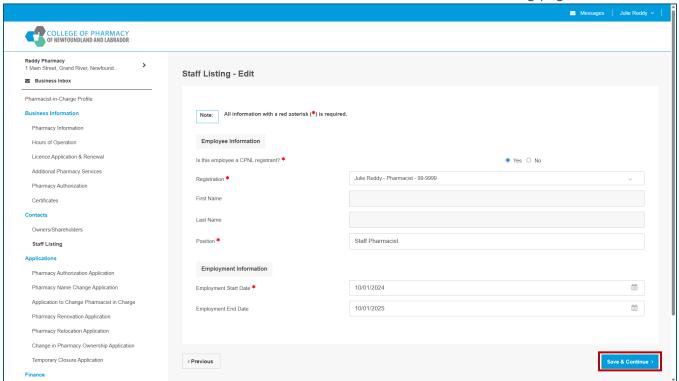
6. Click the calendar icon in the Employment Start Date field and select the date the staff member began working with the pharmacy.



7. If updating the record of a staff member who has now ended their employment with the pharmacy, click the calendar icon in the *Employment End Date* field and select the date the staff member stopped working with the pharmacy.



8. Click the Save & Continue button to save the records and return to the Staff Listing page.



9. The new staff member's record will now appear in the Staff Listing table.

