

Pharmaceutical Compliance Forum

Member Website Guide

Welcome PCF Members!

We are pleased to provide our members with an updated PCF Member website.

Central to its new design is the ability to self-manage your member profile. Our goal is to deliver the most up-to-date directory listings, more features and information for members.

Password

To access the Member website, enter your Email Address as your UserID. Your initial password will be the letters of your Last Name only, in all lower case. Passwords cannot contain any special characters or spaces, so a last name of **Jones - O'Brien** would become a password of **jonesobrien**.

You can change your password whenever you choose by following the Change your personal "Password" link on the main page of the Member website. We suggest that you change your password the first time you access the new PCF Member website. To insure security, choose a password that is at least 6 characters in length. Your password can contain both upper case and lower case alphabetic characters and numbers. Your password cannot contain any special characters or spaces.

Lost Password Lookup

If you mistype or forget your password, your login attempt will fail and you will be returned to the Login screen to try again. Remember that your password cannot contain any special characters or spaces.

If succeeding attempts continue to fail, follow the "Lost Password?" link on the Login page. You will be asked to enter your email address currently listed in your PCF member profile. Your UserID and password will be immediately sent to you at that email address. If you do not receive an email reply within an hour, please contact us at info@pharmacomplianceforum.org. Your email message should indicate that you are a PCF member and cannot retrieve your login access information. It should also contain your name and Member Company name.

Member Profile

At any time you can change information listed in your member profile by following the Change your personal "Profile " link on the main page of the Member website.

Online Member Directory Listing

To maintain greater privacy you can choose not to be listed in the online Member Directory or change the information displayed in your online Member Directory listing. This can quickly be accomplished by changing your Personal Profile (*see Member Profile, above*). Just follow the Change your personal "Profile" link on the main page of the Member website.

PLEASE NOTE: If you change your email address, please make that change in your PCF profile using the *Change your personal* [Member Profile](#) link on the Member Website Main page. If you are unable to do so, please notify the Primary or Alternate contact for your company to change it for you. If you do not

have a valid email address registered with PCF, you will not be able to retrieve a lost password or receive valuable email correspondence from PCF.

Member Support

If you have difficulty with any of these new features and functions, please email your questions to info@pharmacomplianceforum.org.