



QUICK REFERENCE TO OBTAIN PHARMACY EXPLANATION OF PAYMENTS

- Log On to www.nexgenrx.com
- User Name **ADM# OR Provider #** _____
- Password _____
- Click on **Log In**
- Select deposit date (reports generated every other Fri of the month)
- **View Report**
- Click on Print Icon
- **PRINT OPTIONS**
- Select # of pages and follow instructions
- OK
- **If you are having a problem, you may want to check your Blocked Pop-ups.**
- Download File
- Click on Print Icon
- OK
- OPEN
- PRINT

Our last pay date was Friday _____

Always run your reports from the last FRI payday to the THURS before the next 2 wk period. In this case it will run from:

Friday _____ TO Thursday _____

For your convenience a Pay Schedule Calendar has been posted on the NexgenRx website homepage. Please see the “NEW” dates as per system updates as of April 8, 2011.

You have to run your report like this to view the correct deposit date for the 2 week pay period. **Please allow 2 -3 business days for the deposit to be credited to your account by your bank.**

Thank you and have a nice day.
