

# How to: Download A Temporary ID Card

# Step-by-Step Guide

There are many reasons you may need to download a temporary ID card – you may be a new employee with active benefits but have yet to receive your card in the mail, you have lost your card and are waiting on a replacement, or you accidentally left your card at home – in any case, this guide will make getting a temporary ID card easy!

### TO BEGIN THE PROCESS:

Visit www.proactrx.com and log into your account by entering your username and password in the large blue LOGIN box.

Once logged in, you'll be in your **DASHBOARD**.



### **STEP 1: BENEFITS**

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Scroll over to the **BENEFITS** on the left hand side menu.

Then click on OVERVIEW.

# Dashboard

### My Mail Order Manage My Prescriptions Order History Retail to Mail My Addresses Payment Methods Auto-Refill Settings Notification Methods



Recent Orders No recent orders found.

### VIEW ORDER HISTORY

Upcoming Auto-Refills No prescriptions using Auto-Refill found.

Welcome,

MANAGE AUTO-REFILL PRESCRIPTIONS

### **STEP 2: OVERVIEW**

Click on the **TEMPORARY ID** link for the desired member in the **DOWNLOAD TEMPORARY ID** column.

### Dashboard

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## Benefits

#### My Mail Order Manage My Prescriptions Order History Retail to Mail

My Addresses Payment Methods Auto-Refill Settings Notification Methods

#### Benefits Overview Claims History

Overview	Claims History	Drug Pricing		
Plan				
GROUP		PLAN	COVERED DRUGS	
MEMBER	DOV	VNLOAD TEMPORARY ID	OUT-OF-POCKET SPEND	INDIVIDUAL OUT-OF- POCKET MAXIMUM
	10 C		\$0.00	(SERVICION)
		APORARY ID 坐	\$0.00	1000977888888888

QUESTIONS? The ProAct Help Desk is available to serve you 24 hours a day, 7 days a week.

Our knowledgeable customer service representatives can assist you with account creation and much more. Call 877-635-9545



### STEP 3: DOWNLOAD

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A PDF of the temporary ID card has been downloaded to your computer.

	Prescription Benefit Card	Caring people are never m any time of day. We've a	ore than a phone call away, always here when you need us.
Name: ID: Group: BIN: Ded Ind/	Fam		24/7/365 Member Services: 1–877–635–9545 proactrx.com
PCN: MOOP In	nd/Fam:	PROACT PHARMACY SERVICES	Mail Order Pharmacy: 1–866–287–9885 proactpharmacyservices.com
www.pr	oactrx.com		