

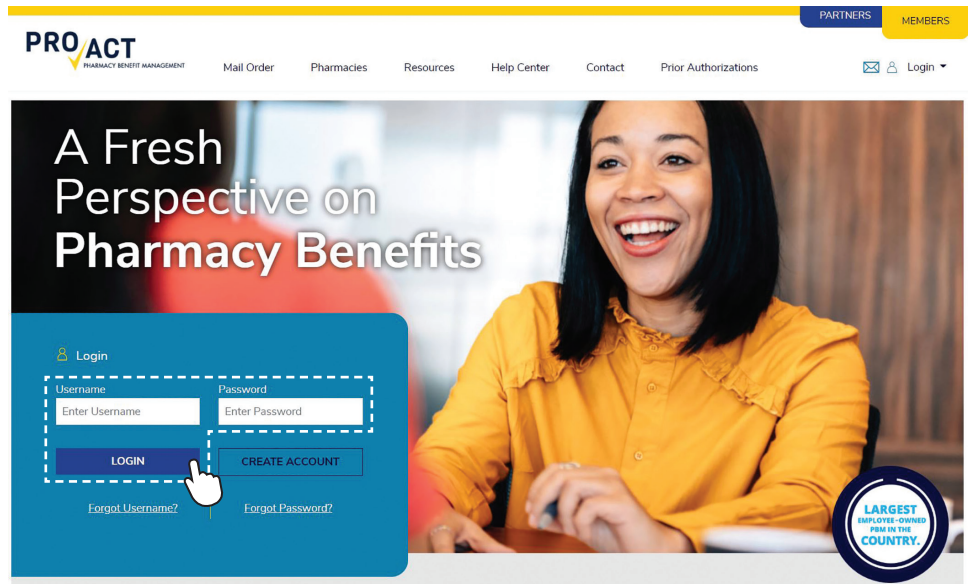
Step-by-Step Guide

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**.

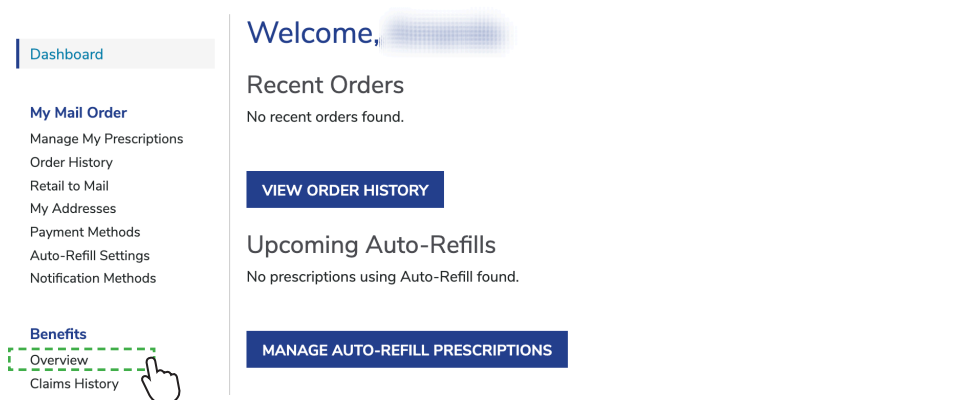


STEP 1: BENEFITS



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

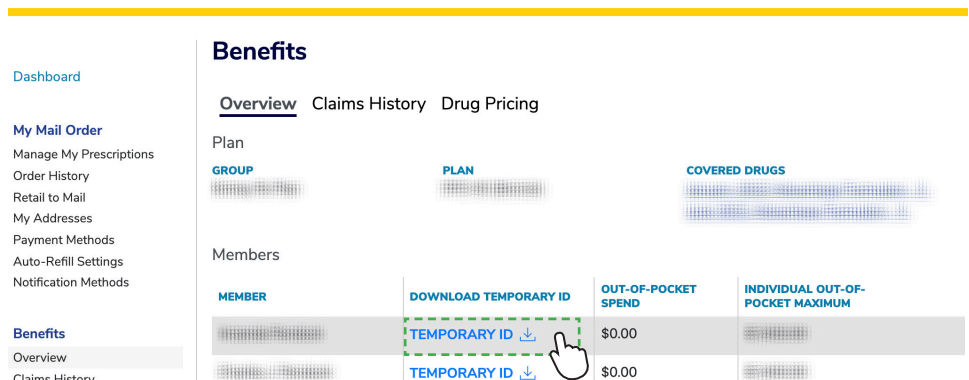
Then click on **OVERVIEW**.



STEP 2: OVERVIEW



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



STEP 3: DOWNLOAD



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

