

Step-by-Step Guide

ProAct Pharmacy Services will deliver maintenance prescriptions, up to a 90 day supply, directly to your door for the cost of your mail order pharmacy copay. After you establish a mail order profile, you can begin to request your prescriptions to be sent through the mail.

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, click on **MAIL ORDER**.



STEP 1: ACCOUNT INFORMATION



Scroll down to **ACCOUNT INFORMATION**.

Complete each field, then continue by clicking the **STEP 2: ADDRESS INFORMATION** button.

Establish a Mail Order Profile

Creating a mail order profile is easy! All you need to do is complete the form below, [print the form](#) or call 1-866-287-9885 to speak to a representative.

PRO TIP: Signing into your ProAct online portal account will auto-fill your account information below.

Insured family member fields marked with * are required.



Account Information

First Name *	M.I.	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth *	Gender *	
<input type="text"/>	<input type="text"/>	
Member ID *		
<input type="text"/>		
Group ID		
<input type="text"/>		

STEP 2: ADDRESS INFORMATION

Fields marked with * are required.

STEP 2: ADDRESS INFORMATION



Complete each field, then continue by clicking the **STEP 3: CONTACT INFORMATION** button.

STEP 3: CONTACT INFORMATION



Provide at least one phone number and complete any other fields. Continue by clicking the **STEP 4: SPECIAL INSTRUCTIONS** button.

STEP 4: SPECIAL INSTRUCTIONS

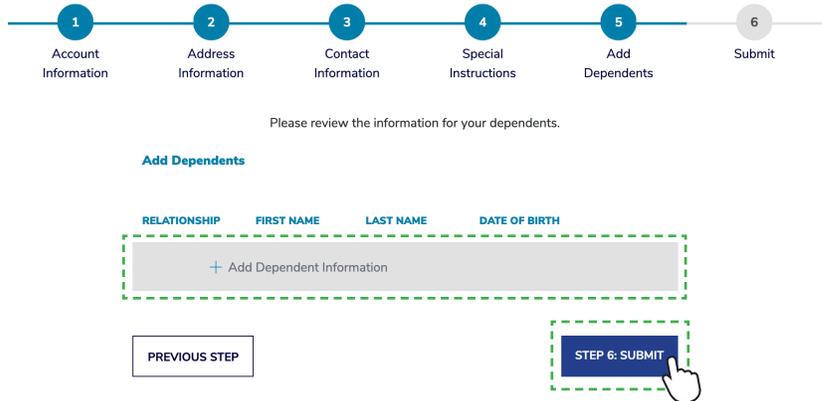


Complete each field, if necessary, then continue by clicking the **STEP 5: ADD DEPENDENTS** button.

STEP 5: ADD DEPENDENTS



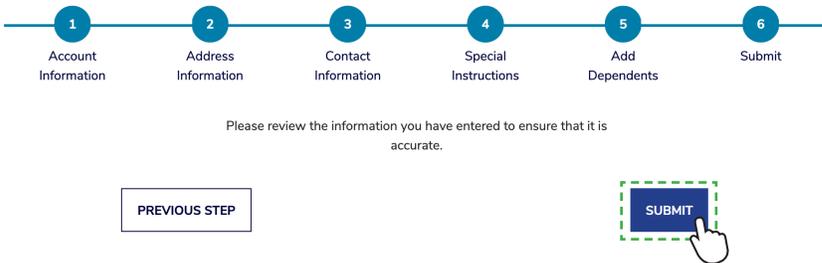
Add any dependents, if applicable, then continue by clicking the **STEP 6: SUBMIT** button.



STEP 6: SUBMIT



Review the information you have entered to ensure that it is accurate, then click the **SUBMIT** button.



STEP 7: SUCCESS!



The enrollment process is complete!

Keep up the momentum by transferring any eligible prescriptions to mail order. Go to **DASHBOARD** then click on **RETAIL TO MAIL** under **MY MAIL ORDER**.

