PRO/ACT PHARMACY BENEFIT MANAGEMENT

How to:

Create an Online Account

Step-by-Step Guide

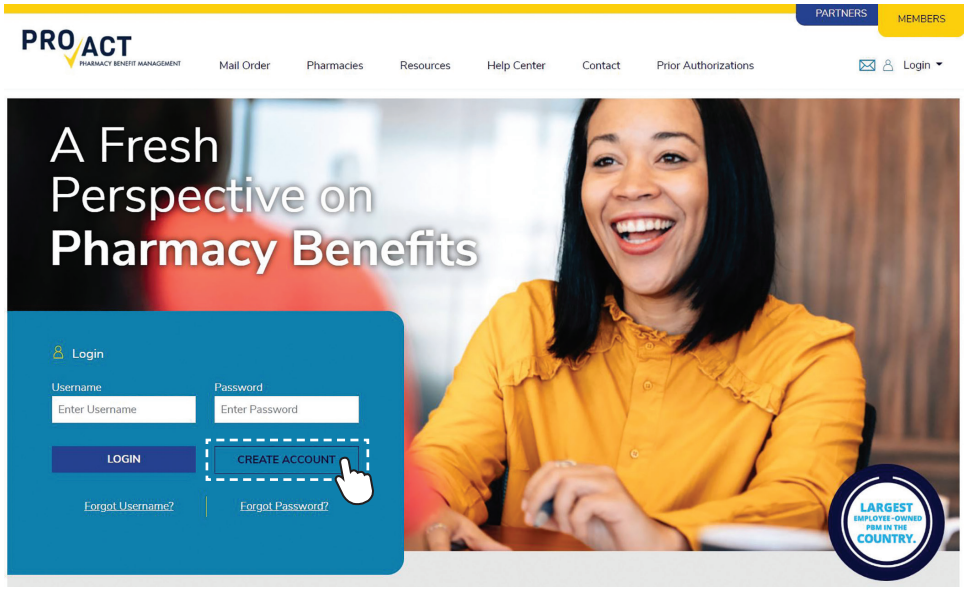
This guide provides basic instructions for creating an online account. Please note: We only allow one online account per family member over 18.

Why register for an account?

Registering for an online member account allows ProAct members and spouses/dependents to access claims history and many other tools to help manage their prescription drug benefit.

TO BEGIN THE PROCESS:

Visit **www.proactrx.com**. Click on the CREATE ACCOUNT button in the large blue LOGIN box.

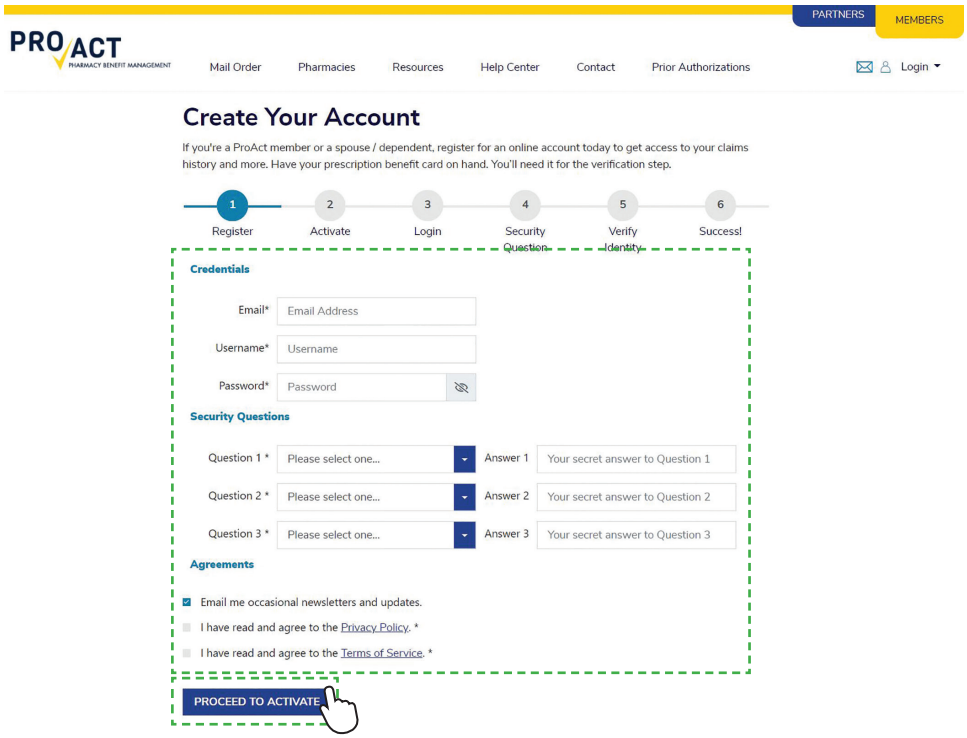


STEP 1: REGISTER

Complete each field.
Click PROCEED TO ACTIVATE.

Your password must be a minimum of 9 characters with at least one number and one uppercase letter.

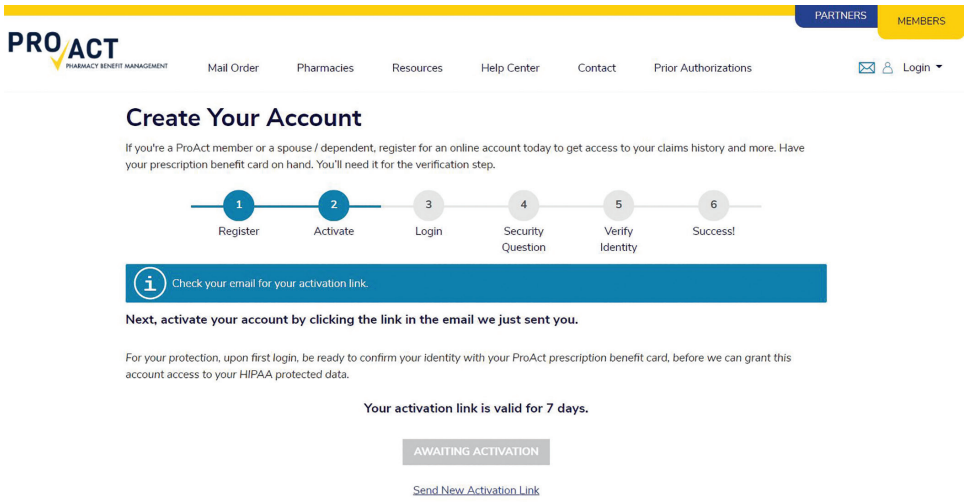
You are required to check the boxes to accept the Privacy Policy and Terms of Service. You may read the policy and terms by clicking on each of the hyperlinks.



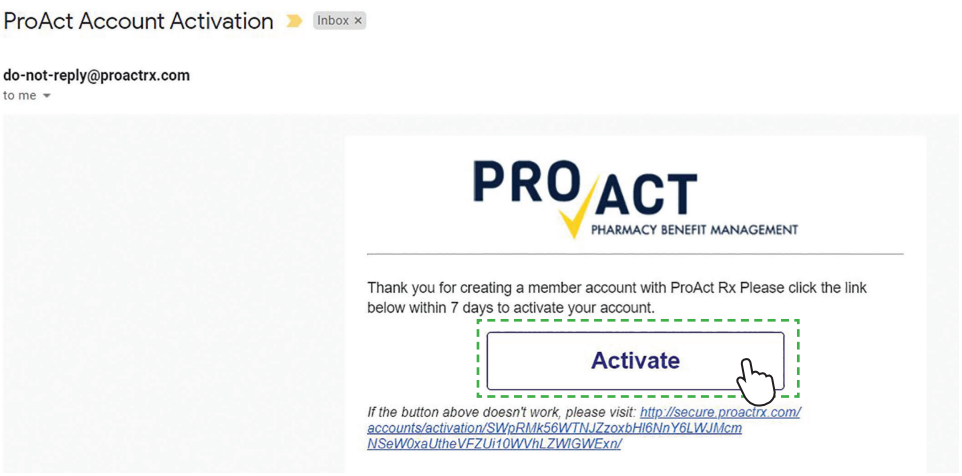
STEP 2: ACTIVATE

After you click **PROCEED TO ACTIVATE**, you will be prompted to check your email for an activation link. (The activation link will be emailed to the address you entered when completing the questionnaire back in STEP 1: REGISTER.) Sign in to your email account and locate the email sent by ProAct in your Inbox with the subject line "ProAct Account Activation". Open the message. Click the **ACTIVATE** button.

The link will expire after 7 days.



Sample email:

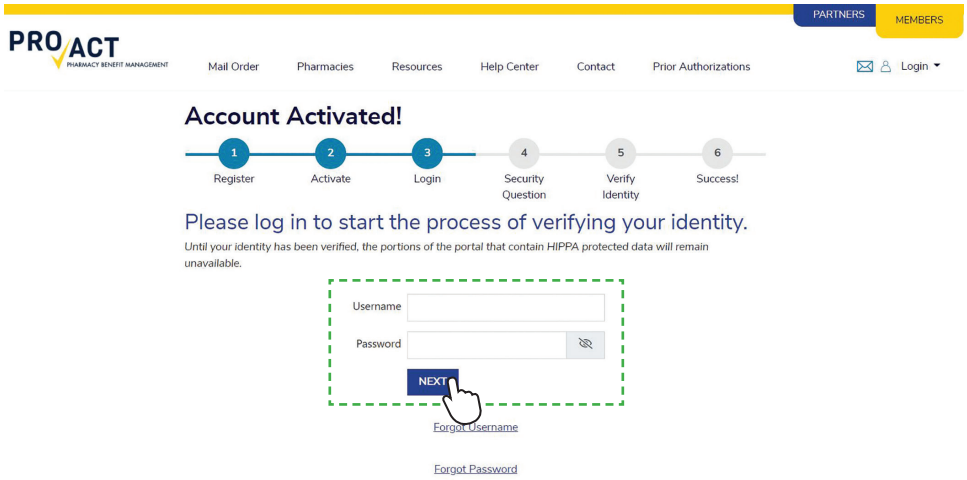


STEP 3: LOGIN

The link will bring you to a confirmation page. Continue by entering the username and password you created in STEP 1: REGISTER.

Click **NEXT**.

The password field is case sensitive.

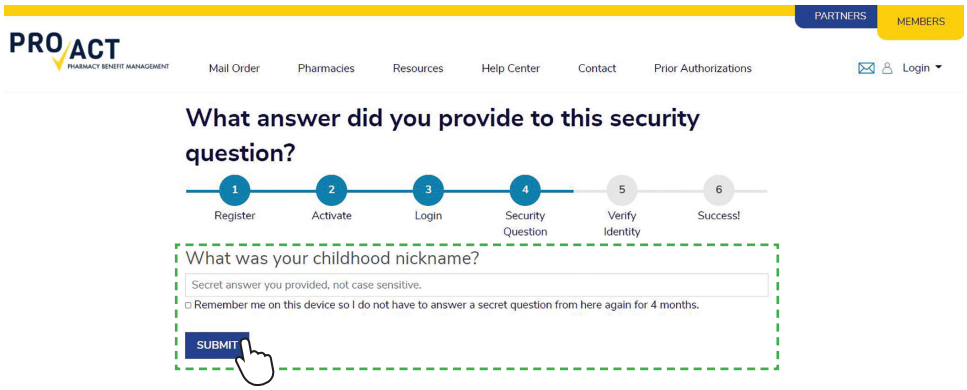


STEP 4: SECURITY

Answer the security question.

You may choose to check the box for ProAct to remember your device.

Click **SUBMIT**.

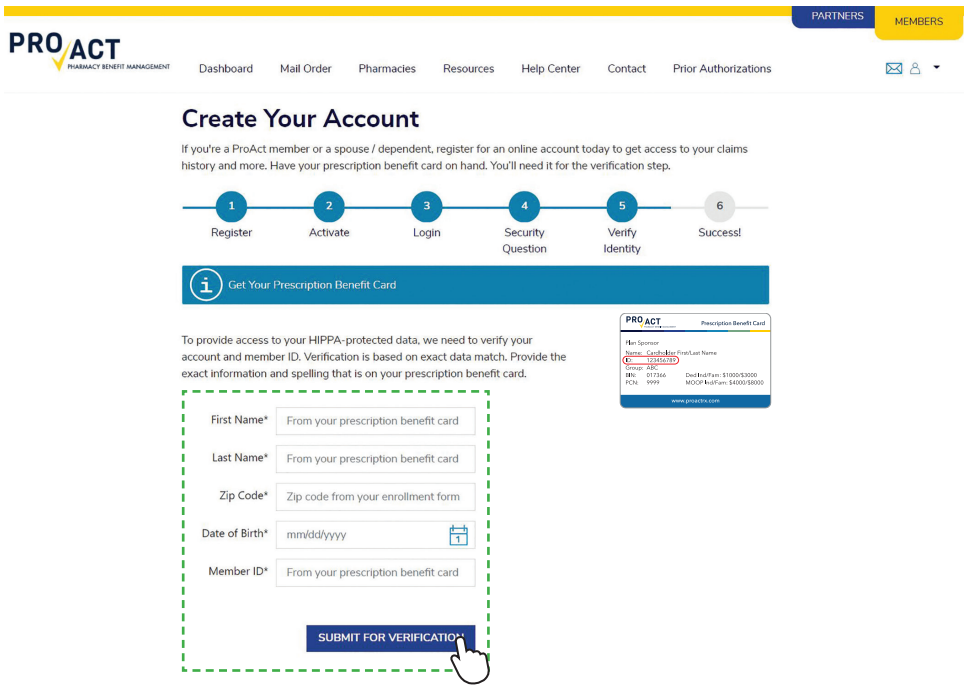


STEP 5: VERIFY

To verify your identity and gain access to your protected data, you must complete the fields.

Enter your Member ID exactly as it is shown on your benefit card, **omitting the first three letters**.

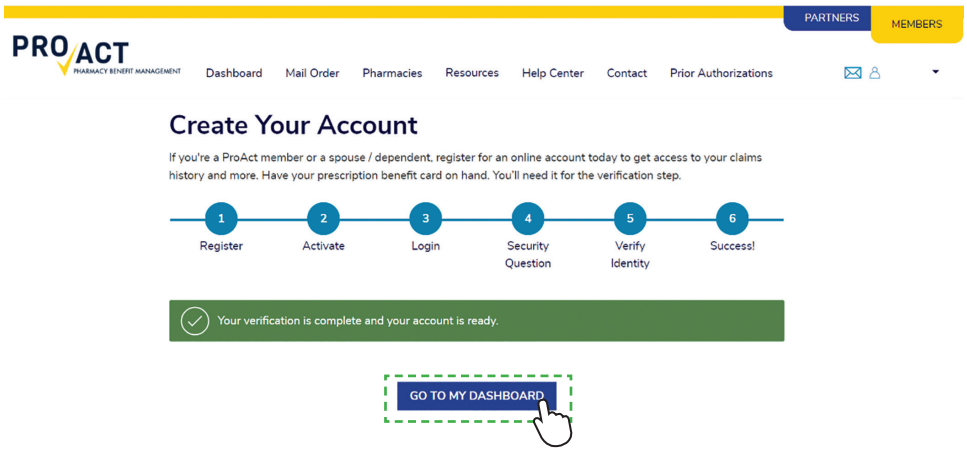
Click **SUBMIT FOR VERIFICATION**.



STEP 6: SUCCESS

The registration process is complete!

Keep up the momentum by clicking **GO TO MY DASHBOARD** to view your benefits, enroll in mail order, use the drug pricing tool, and so much more.



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