PRO/ACT PHARMACY BENEFIT MANAGEMENT

How to:

Enroll in Mail Order

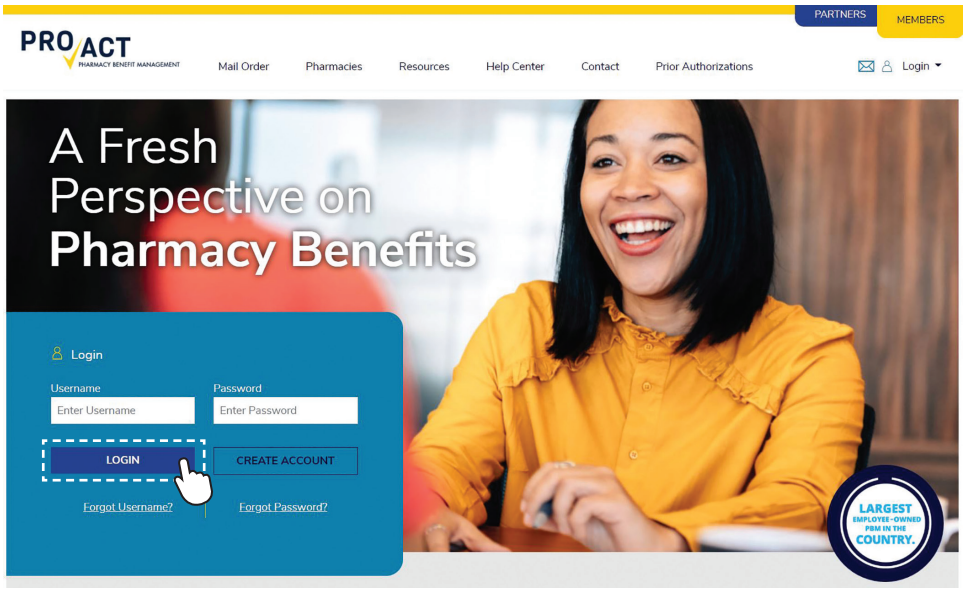
Step-by-Step Guide

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**. Click on the CREATE ACCOUNT button in the large blue LOGIN box.

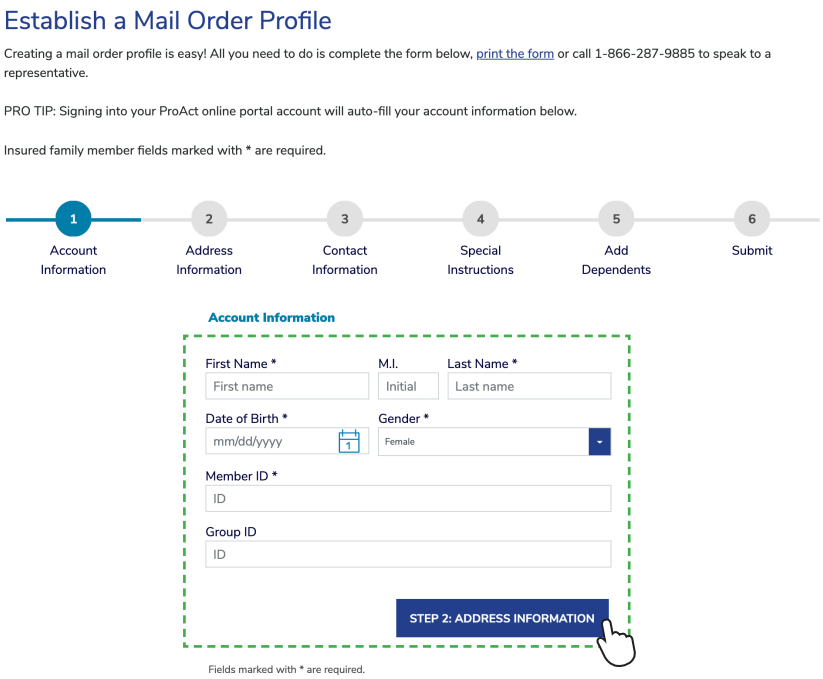
Once logged in, click on MAIL ORDER.



STEP 1: ACCOUNT INFORMATION

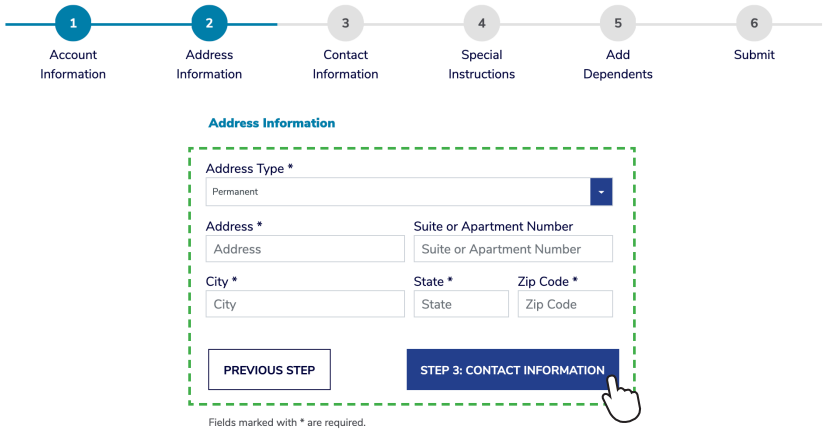
Scroll down to ACCOUNT INFORMATION.

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



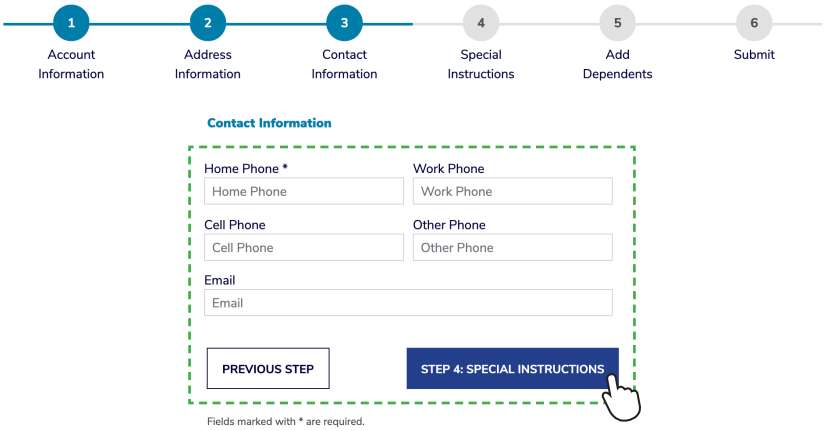
STEP 2: ADDRESS INFORMATION

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



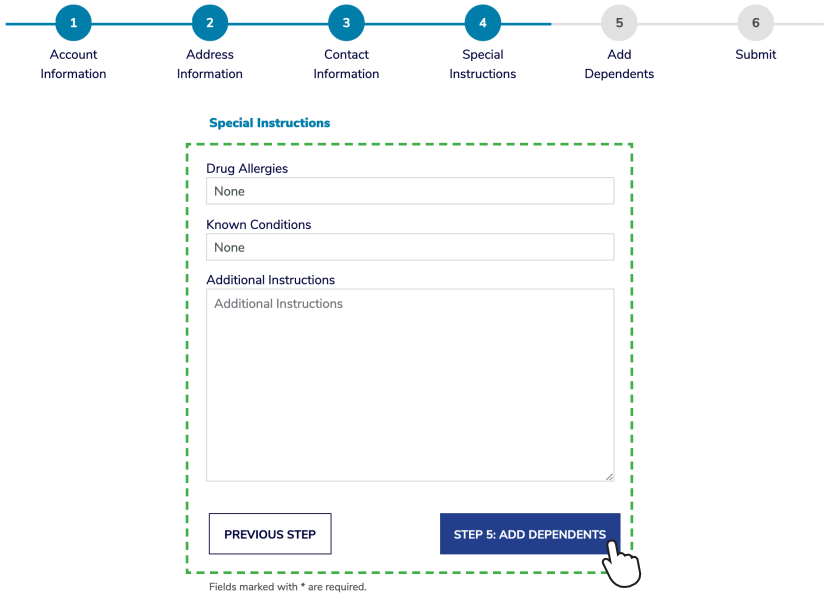
STEP 3: CONTACT INFORMATION

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



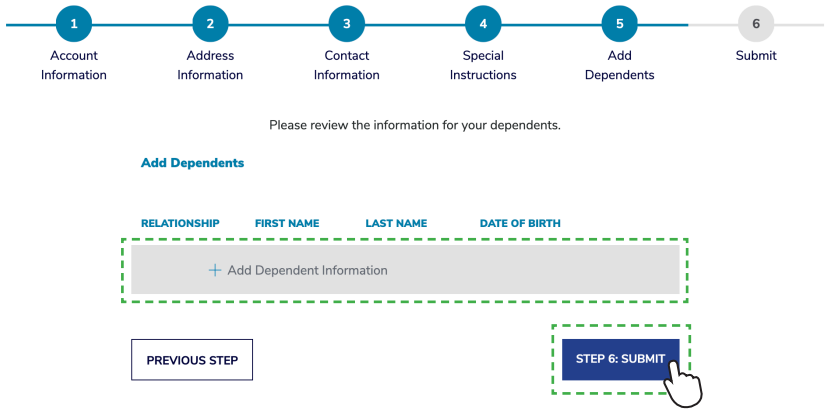
STEP 4: SPECIAL INSTRUCTIONS

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



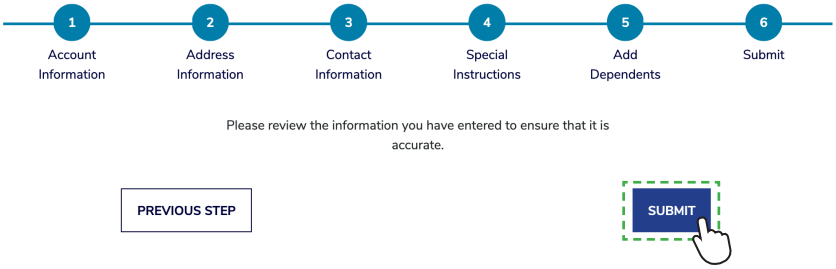
STEP 5: ADD DEPENDENTS

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**.

