PRO ACT
PHARMACY BENEFIT MANAGEMENT

How to:

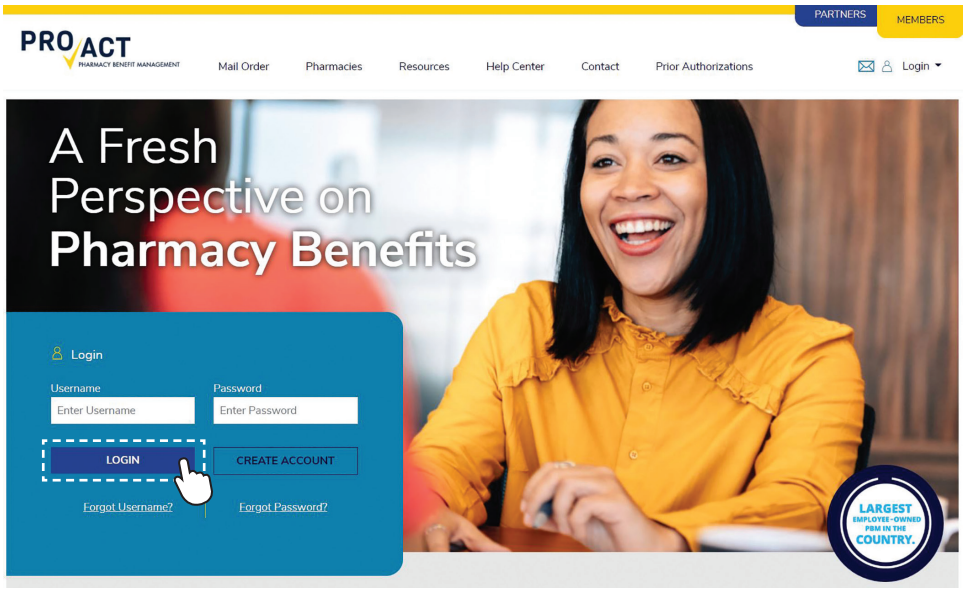
Make a Payment or Add a Payment Method

Step-by-Step Guide

If you receive a bill in the mail, a check or money order can be mailed to our Accounting Department at the address located on the billing statement. You may also call our Help Desk at **866-287-9885** to make a payment over the phone. Setting up a payment method for automatic refills is easy, just follow the steps below:

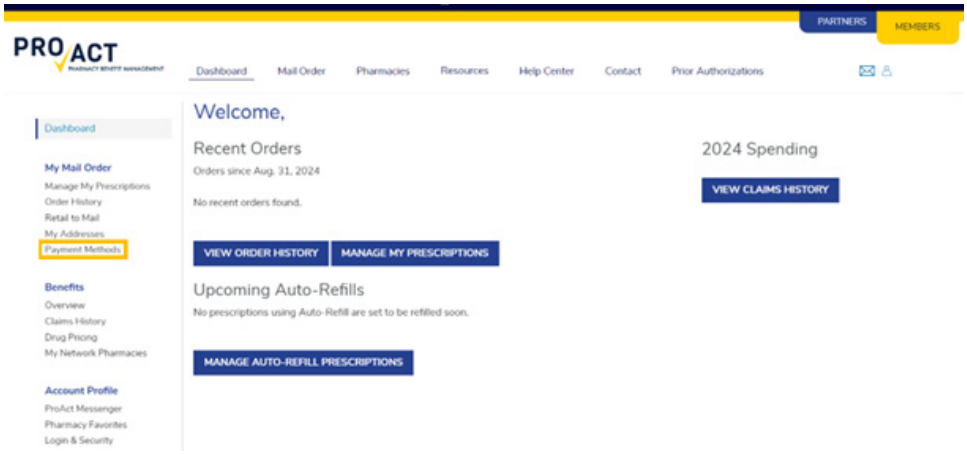
TO BEGIN THE PROCESS:

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



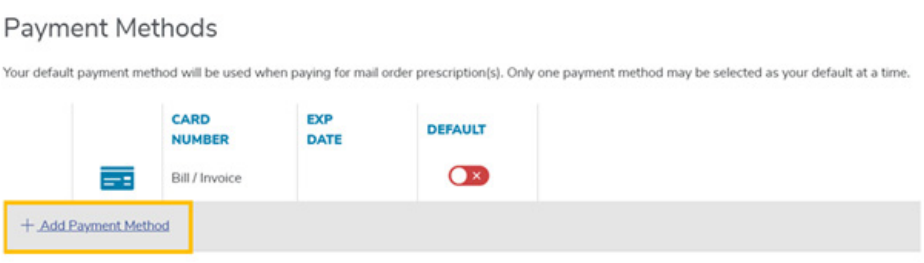
STEP 1: DASHBOARD

Once in your **DASHBOARD** go to **MY MAIL ORDER** and click on **PAYMENT METHODS**.



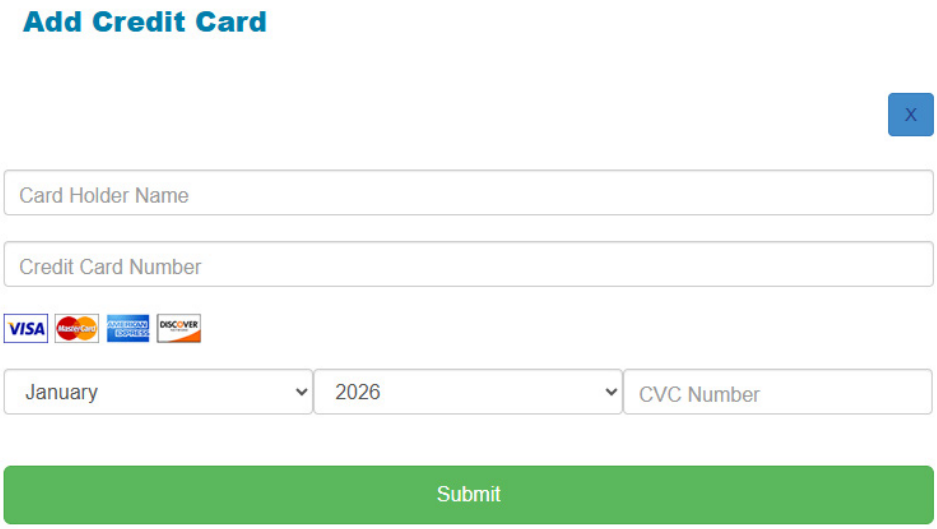
STEP 2: ADD PAYMENT METHOD

Once under **PAYMENT METHODS**, click on **ADD PAYMENT METHOD**. Here you will fill out the payment information form.



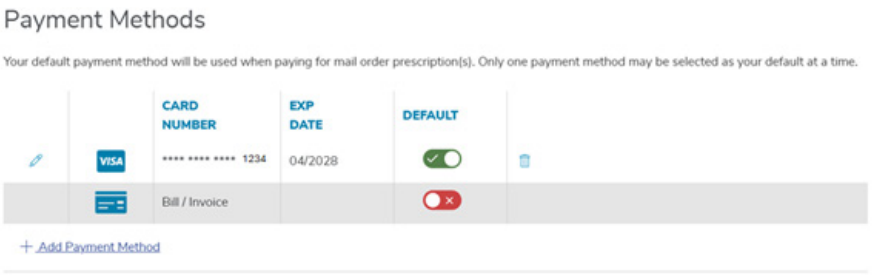
STEP 3: SUBMIT

Once your payment information is filled in, please review to make sure it is all correct, then click **SUBMIT**.



STEP 4: SUCCESS

Once you click **SUBMIT**, you will return to the **PAYMENT METHODS** screen where you will see your newly added card with the last 4 numbers visible.



Frequently Asked Questions:

What do I have to do if I need to update my expiration date?

Click on the pencil icon to edit your card information.

How do I add an additional card?

Click on the + *Add Payment Method* button and repeat the process outlined above.

How do I remove a card I no longer want on file?

Click on the trash can icon to deletea card from your profile.