



# How to: Create a Mail Order Profile

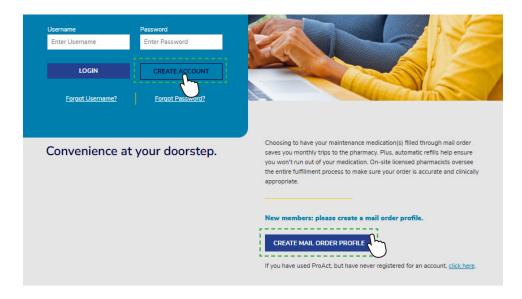
## Step-by-Step Guide

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 pbd.proactrx.com.

Scroll down and click on CREATE MAIL ORDER PROFILE.



#### STEP 1: ACCOUNT INFORMATION

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Scroll down to ACCOUNT INFORMATION.

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

Enter your Member ID and Group ID exactly as it is shown on your benefit card.

#### 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. 6 Account Address Contact Special Δdd Submit Information Information Information Instructions Dependents Account Information First Name \* Last Name \* Date of Birth \* mm/dd/yyyy Member ID \* Group ID 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**



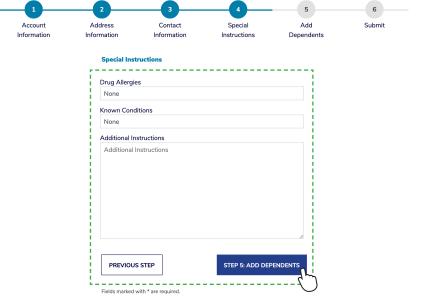
Provide at least one phone number and complete any other fields.
Continue by clicking the STEP 4:
SPECIAL INSTRUCTIONS button.



#### **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

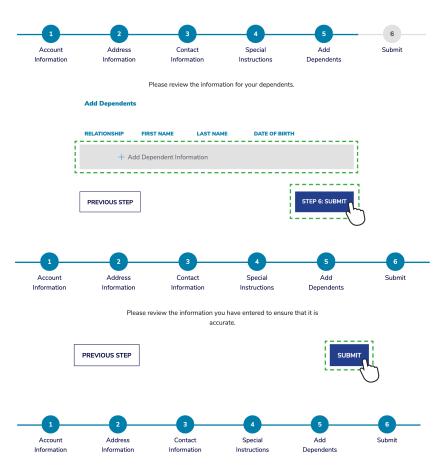
Review the information you have entered to ensure that it is accurate, then click the **SUBMIT** button.

### STEP 7: SUCCESS!

The enrollment process is complete! Your profile will be available in one business day.

After one business day, you may continue momentum by setting up an online account to manage your payment and prescriptions.

Go to **pbd.proactrx.com** and click on **CREATE ACCOUNT**.



Thank you for registering for a Mail Order Profile.

We will contact you if we have any questions