

## Step-by-Step Guide

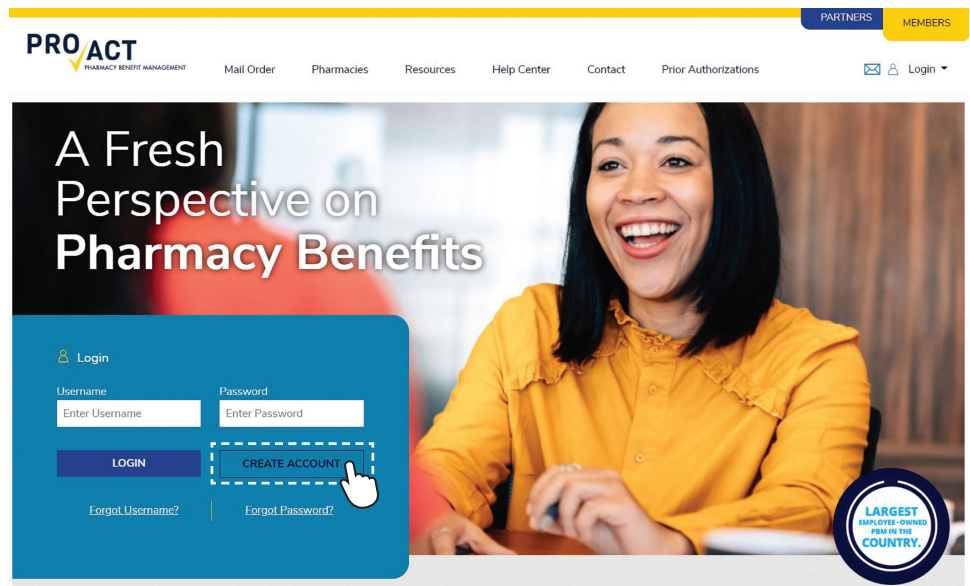
This guide provides basic instructions for creating an online account. Please note: We only allow one online account per family member over 18.

### ? Why register for an account?

Registering for an online member account allows ProAct members or 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](http://www.proactrx.com). Click on the **CREATE ACCOUNT** button in the large blue Login box.

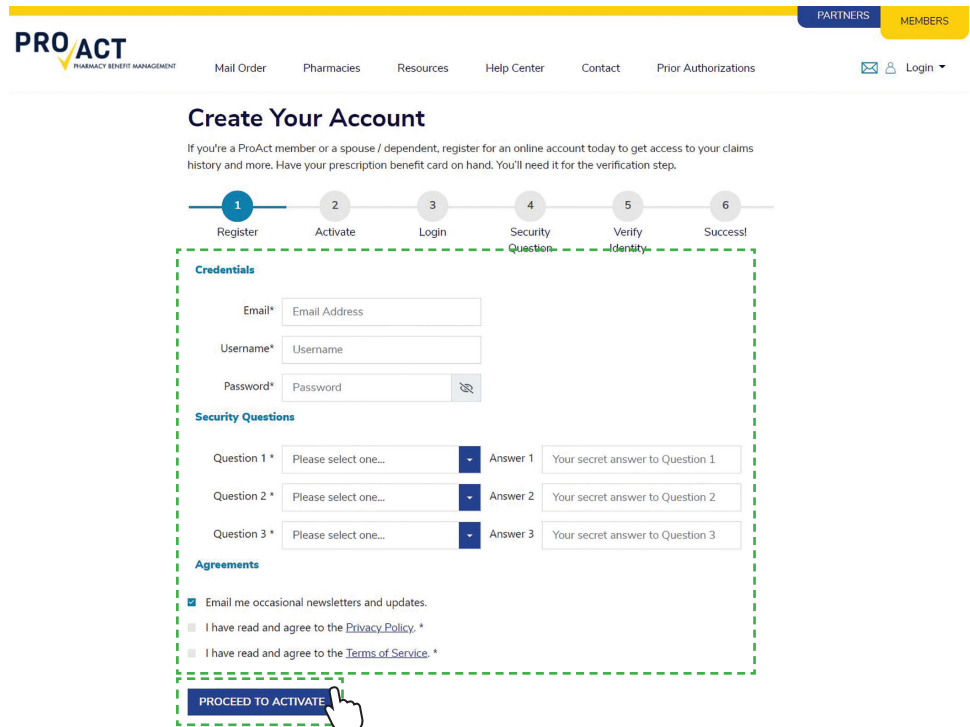


#### STEP 1: REGISTER | ● ● ● ● ● ● ● ●

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:

ProAct Account Activation > Inbox x

do-not-reply@proactrx.com  
to me

**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**.



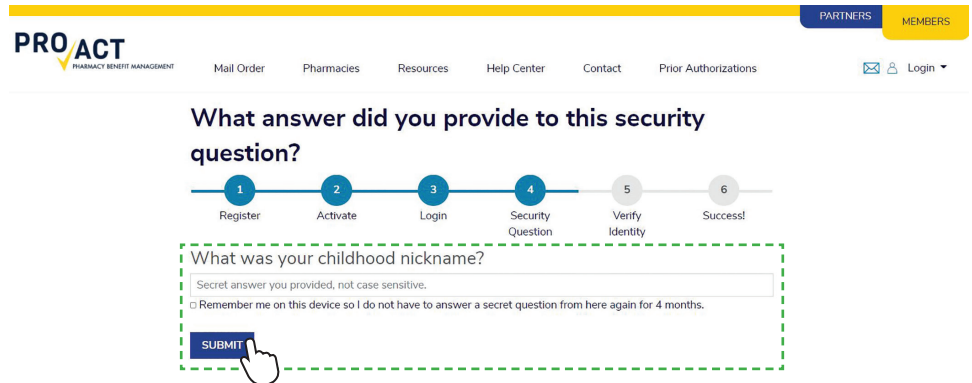
The password field is case sensitive.

**STEP 4: SECURITY** | ●●●●●●●●

Answer the security question.

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

Click **SUBMIT**.

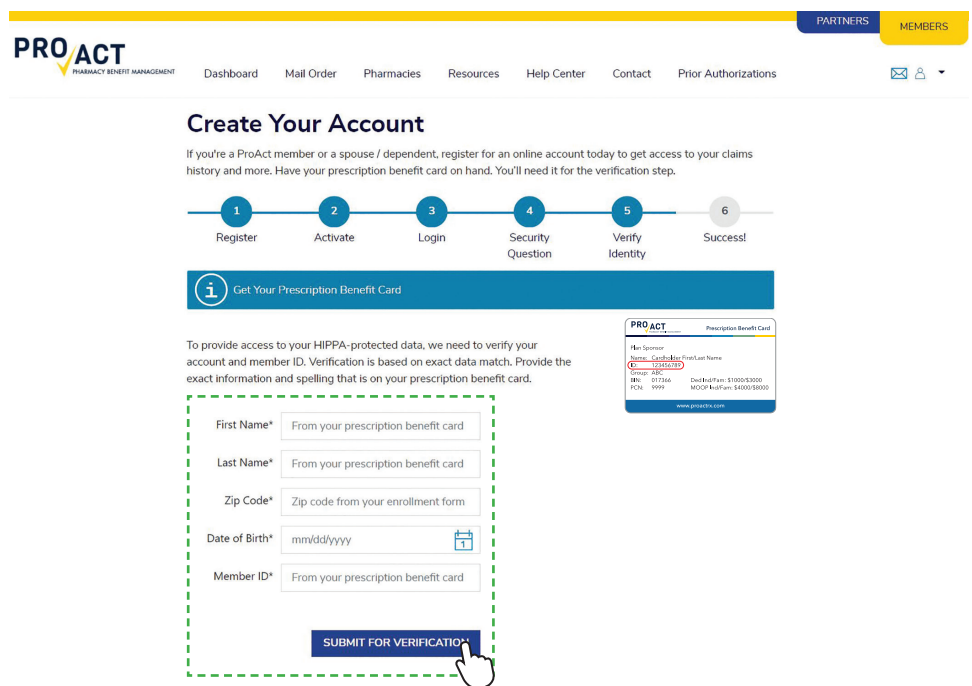


**STEP 5: VERIFY** | ●●●●●●●●

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

Click **SUBMIT FOR VERIFICATION**. The registration process is complete.

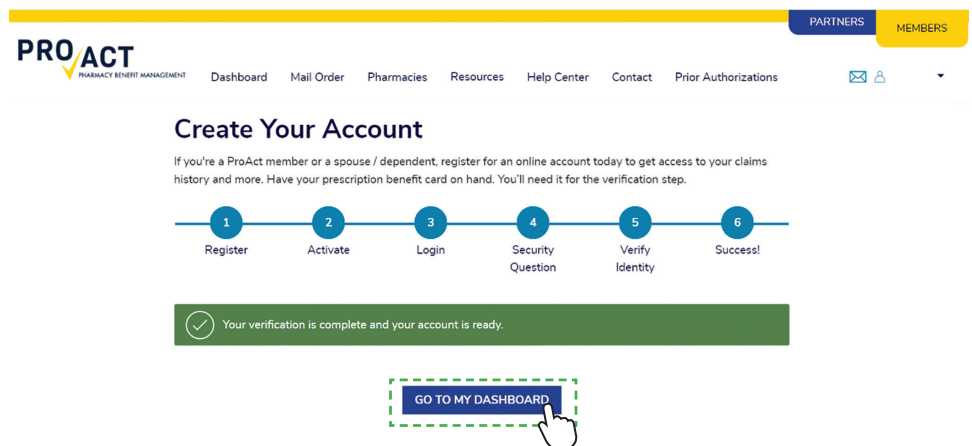
**i** Enter your Member ID exactly as it is shown on your benefit card.



**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