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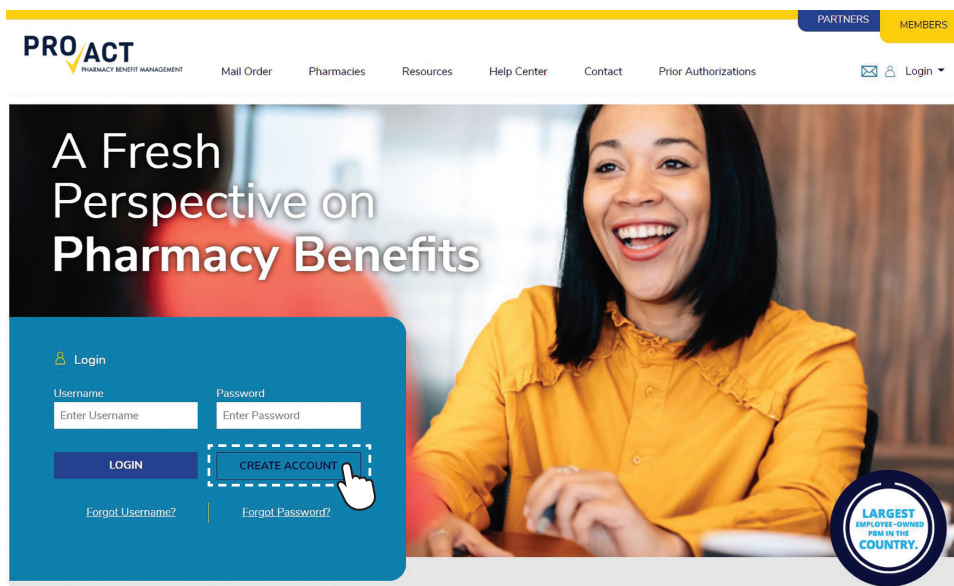
This guide provides basic instructions for creating an online account. Please note: We only allow one online account per family member over 18.

❓ 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**. 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.

Create Your Account

If you're a ProAct member or a spouse / dependent, register for an online account today to get access to your claims history and more. Have your prescription benefit card on hand. You'll need it for the verification step.

1 Register — 2 Activate — 3 Login — 4 Security Question — 5 Verify Identity — 6 Success!

ⓘ Check your email for your activation link.

Next, activate your account by clicking the link in the email we just sent you.

For your protection, upon first login, be ready to confirm your identity with your ProAct prescription benefit card, before we can grant this account access to your HIPAA protected data.

Your activation link is valid for 7 days.

AWAITING ACTIVATION

Send New Activation Link

Sample email:

ProAct Account Activation — Inbox ×

do-not-reply@proactrx.com
to me ▾

![PRO ACT PHARMACY BENEFIT MANAGEMENT]

Thank you for creating a member account with ProAct Rx Please click the link below within 7 days to activate your account.

Activate

If the button above doesn't work, please visit: http://secure.proactrx.com/accounts/activation/SWpRMk56WTNJZzoxbHl6NnY6LWJMcmNSeW0xaUtheVFZUi10WVhLZWlGWExn/

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.

Account Activated!

1 Register — 2 Activate — 3 Login — 4 Security Question — 5 Verify Identity — 6 Success!

Please log in to start the process of verifying your identity.

Until your identity has been verified, the portions of the portal that contain HIPPA protected data will remain unavailable.

Username [ ]
Password [ ] 👁

NEXT

Forgot Username

Forgot Password

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.

⚠ 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