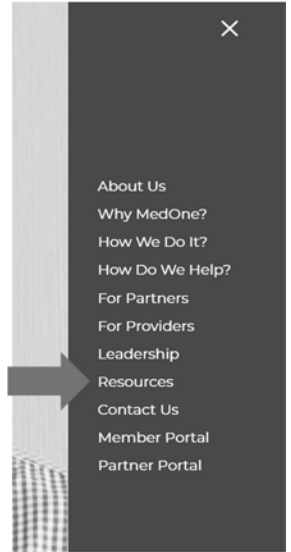


## How to Enroll Online for MedOne

### Mail-Order Service

1. Go to [www.medone-rx.com](http://www.medone-rx.com)
2. On the right-hand side, click on the **Menu** tab and select the section titled **Resources**
3. Select the **Mail-Order Online Enrollment** option
4. Read through terms and conditions, then click "I Agree" and submit
5. Read through the notice of privacy practices, then click "I Agree" and submit
6. Enter your personal information in the Patient Information section (name, address, phone number). The information on your pharmacy ID card will also be needed to complete this section (See Sample Company ID Card)
7. **Prescriptions:** List the medication, last filled date (if available), day supply, prescriber name and phone number
8. Select whether you would like automatic refills, or to call in when medication is needed
9. Please note any known allergies or medical conditions
10. **Release of Medical Information:** Only complete if you authorize MedOne to speak to anyone regarding your medical information
11. **Electronic Signature:** Type your name at the bottom of the screen to acknowledge the information submitted to be correct
12. Enter payment information—you will need to use either a debit card or credit card



Once this has all been completed, **please contact your prescriber** and inform them to send your prescriptions to MedOne Pharmacy Services. Thank you for choosing MedOne Mail-Order Service!



# MedOne Member Portal

- Convenient
- Reliable

## Easy Online Access to Your Prescription Profile

### How to register for the MedOne Member Portal

1. Go to [medone-rx.com](http://medone-rx.com)
2. On the right-hand side, click **Member Portal**
3. At the bottom of the page, click "Register here to access your account"
4. Enter the information requested (group number and member ID can be found on your pharmacy ID card) then click "Register"
5. You will then be prompted to open the confirmation email and follow the link provided
6. Enter your log-in credentials and proceed to your account

### What can be accessed through the main MedOne Website?

1. Preferred Product Listing
2. Specialty Product Listing
3. MedOne Mail Order Enrollment
4. Frequently Asked Questions
5. Direct Member Reimbursement Form
6. MedOne Member Services and Pharmacy Contact Information
7. Enroll in the **MedOne Mail-Order Program**

### What can be accessed within the MedOne Member Portal?

1. View Claims Detail / Rx History
2. Look up **in-network pharmacies** in the area
3. Run **sample pricing** for potential medications
4. Gather ID card **processing information**
5. Review Out of Pocket Maximum
6. Access Drug Information Directory

