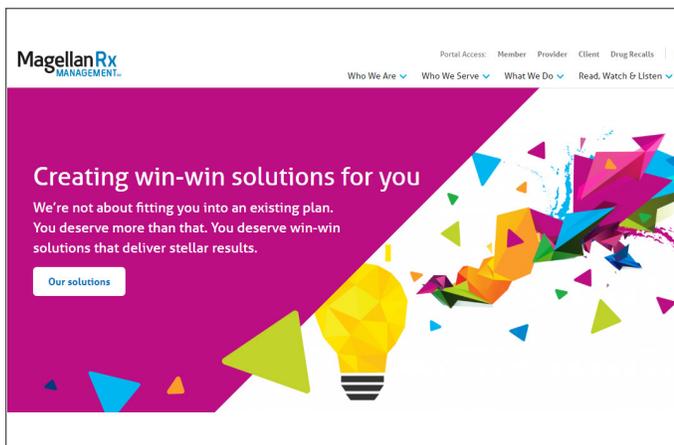


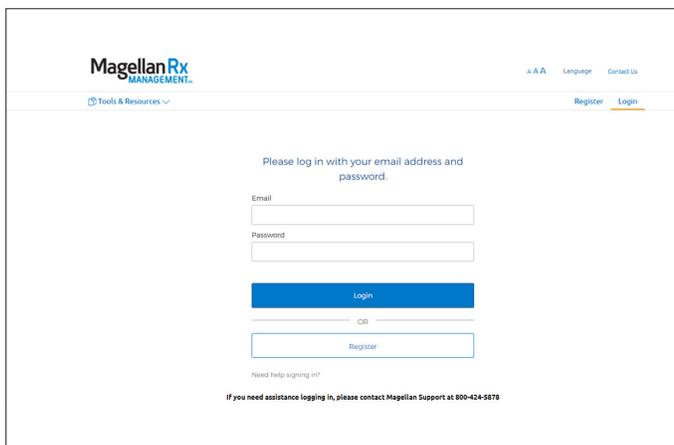
# Member Portal Guide

Our secure member portal makes it easy for you to order refills, view claims and more!



## STEP ONE

Visit [www.magellanrx.com](http://www.magellanrx.com) and select **Portal Access: Member** at the top of the page.

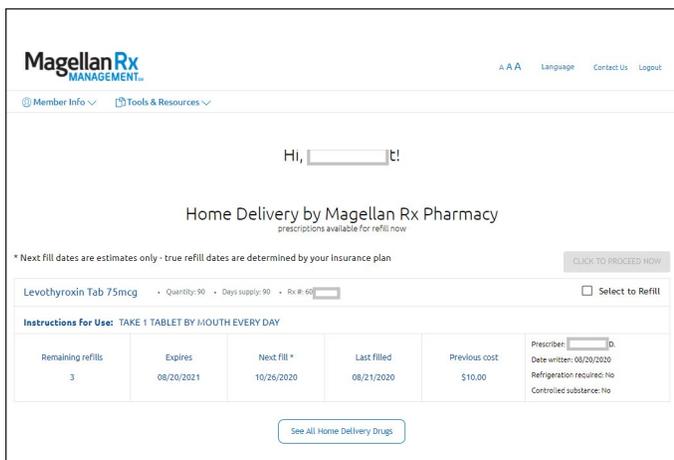


## STEP TWO

Log in. You will need to complete the one-time registration process the first time you log in.

To register, fill out the registration form. Click on the confirmation link sent to the email you registered with within 24 hours. You will need to re-register if you don't click on the link within 24 hours.

The link will take you to the member login page. This completes your registration.



## STEP THREE

Get to know your dashboard to:

- View recent home delivery claims
- Renew and refill home delivery prescriptions
- Access on-demand medication videos, and more!

## HOW TO REFILL A HOME DELIVERY PRESCRIPTION:

Home delivery through Magellan Rx Pharmacy may work well for you if you take drugs for long-term conditions. These conditions include arthritis, asthma, diabetes, high blood pressure and high cholesterol.

Hi, [Name]!

Home Delivery by Magellan Rx Pharmacy  
prescriptions available for refill now

\* Next fill dates are estimates only - true refill dates are determined by your insurance plan

CLICK TO PROCEED NOW

Levothyroxin Tab 75mcg • Quantity: 90 • Days supply: 90 • Rx #: 40 [ ]  Select to Refill

Instructions for Use: TAKE 1 TABLET BY MOUTH EVERY DAY

Remaining refills	Expires	Next fill *	Last filled	Previous cost	Prescriber [ ]
3	08/20/2021	10/26/2020	08/21/2020	\$10.00	Date written: 08/20/2020 Refrigeration required: No Controlled substance: No

See All Home Delivery Drugs

1. After a successful login to the secured member portal, you will see the **Dashboard** screen.

Hi, [Name]!

Home Delivery by Magellan Rx Pharmacy  
prescriptions available for refill now

\* Next fill dates are estimates only - true refill dates are determined by your insurance plan

CLICK TO PROCEED NOW

Levothyroxin Tab 75mcg • Quantity: 90 • Days supply: 90 • Rx #: 40 [ ]  Select to Refill

Instructions for Use: TAKE 1 TABLET BY MOUTH EVERY DAY

Remaining refills	Expires	Next fill *	Last filled	Previous cost	Prescriber [ ]
3	08/20/2021	10/26/2020	08/21/2020	\$10.00	Date written: 08/20/2020 Refrigeration required: No Controlled substance: No

See All Home Delivery Drugs

2. Choose the **Select to Refill** box next to each medicine you would like to refill, then choose the **CLICK TO PROCEED NOW** button.

Home Delivery by Magellan Rx Pharmacy  
Shipping information

GO BACK TO PRESCRIPTIONS

Would you like to expedite your shipment?

Rush Shipment for an additional

Most rush orders will be processed within 3-5 business days and then shipped with next business day delivery service. Rush orders will be sent Standard Overnight and must be delivered to a physical address. We are sorry, rush orders cannot be delivered to a PO Box.

Where would you like your shipment sent?  
Choose from a previously used shipping address or add a new shipping address.

+ ADD NEW SHIPPING ADDRESS

123 TEST ADDRESS  
OLEN ALLEN, VA 23060  
edit delete

CONTINUE TO BILLING

3. Select or enter your preferred **shipping address** and click **CONTINUE TO BILLING**. You also have the option to expedite your shipment, if needed.

Home Delivery by Magellan Rx Pharmacy  
Billing information

GO BACK TO SHIPPING ADDRESS

How would you like to pay for your prescriptions?  
Choose from a previously used credit card or add a new card.

+ ADD NEW CARD

JOHN DOE  
VISA \*\*\*\* \*1111  
Expires on 4/2025  
Authorized Spending Limit: \$5.01  
Preferred Card  
edit delete

REVIEW

4. Select or enter your **billing information** and click **REVIEW**.

Home Delivery by Magellan Rx Pharmacy

Your order is ready for processing.  
Please review and if there are no changes, click Submit Order.

Payment Method: JOHN DOE VISA \*\*\*\* \*1111 Expires on 4/2025 Authorized Spending Limit: \$5.01

Ship To: 123 TEST ADDRESS OLEN ALLEN, VA 23060

Your Refills

Levothyroxin Tab 75mcg • Quantity: 90 • Days supply: 90 • Rx #: 40 [ ] Estimated Cost: \$10.00

Instructions for Use: TAKE 1 TABLET BY MOUTH EVERY DAY

Rush Shipment for an additional \$19.95 Total Cost: \$29.95

SUBMIT ORDER CANCEL

5. Review your **order details** and click **SUBMIT ORDER**.

Home Delivery by Magellan Rx Pharmacy

Success!

Your order has been submitted. Your order number is 18 [ ]

You may wish to make a note of this in case you need to contact us about your order.

Payment Method: JOHN DOE VISA \*\*\*\* \*1111 Expires on 4/2025 Authorized Spending Limit: \$5.01

Ship To: 123 TEST ADDRESS OLEN ALLEN, VA 23060

Your Refills

Levothyroxin Tab 75mcg • Quantity: 90 • Days supply: 90 • Rx #: 40 [ ] Estimated Cost: \$10.00

Instructions for Use: TAKE 1 TABLET BY MOUTH EVERY DAY

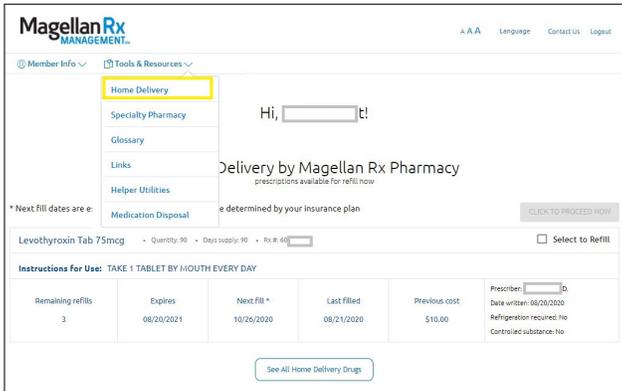
Rush Shipment for an additional \$19.95 Total Cost: \$29.95

GO BACK TO MY ORDERS

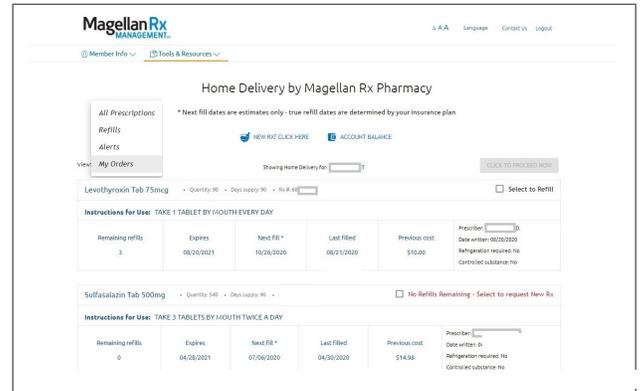
**Success!** Your order has been submitted. Please make a note of your order number.

## HOW TO TRACK YOUR HOME DELIVERY ORDERS:

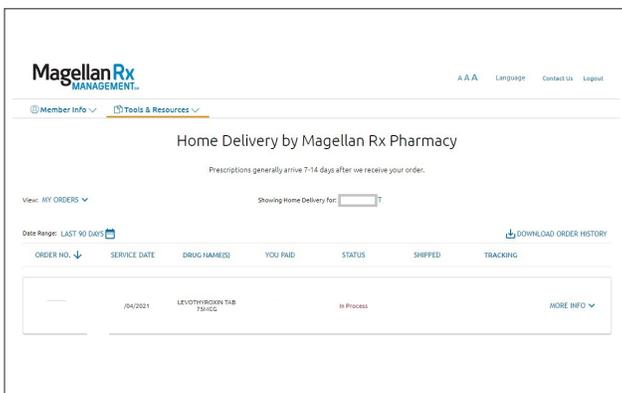
You can also track the status of your home delivery orders through your secure portal by following the steps below.



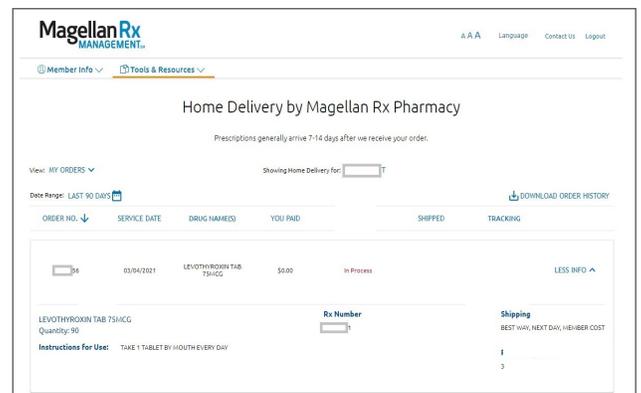
1. From the Dashboard, click on **Tools & Resources** and select Home Delivery.



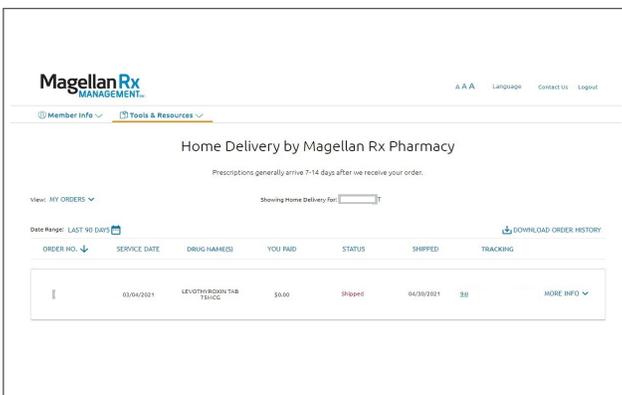
2. The view will default to All Prescriptions. To view your orders, select **My Orders** from the View drop-down menu.



3. To **view details** on a specific order, select MORE INFO.



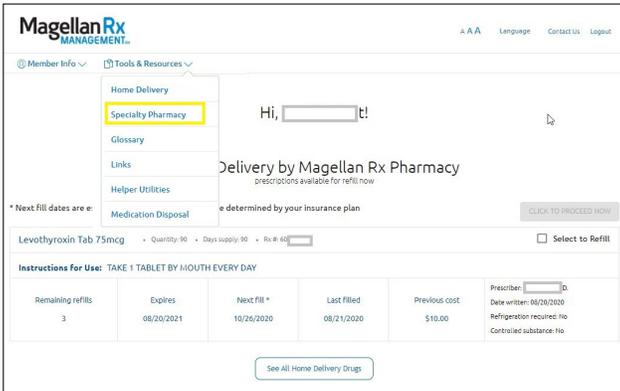
4. Here, you can review drug name, dosage, shipping information and more.



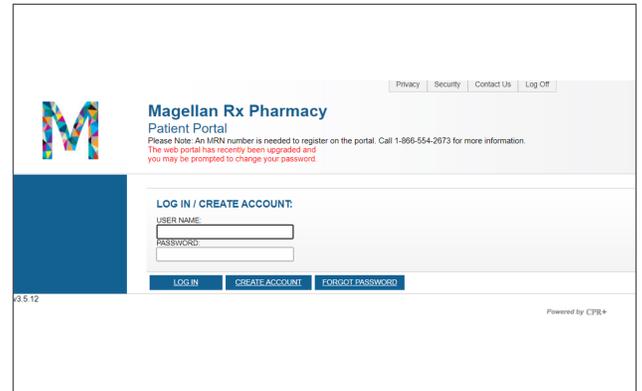
5. Once your order has been shipped, the status will change to Shipped and the tracking number will be available. To get up-to-date information on the **tracking status** of your order, click on the TRACKING link to be taken to the appropriate carrier site.

## HOW TO ACCESS YOUR SPECIALTY PHARMACY INFORMATION:

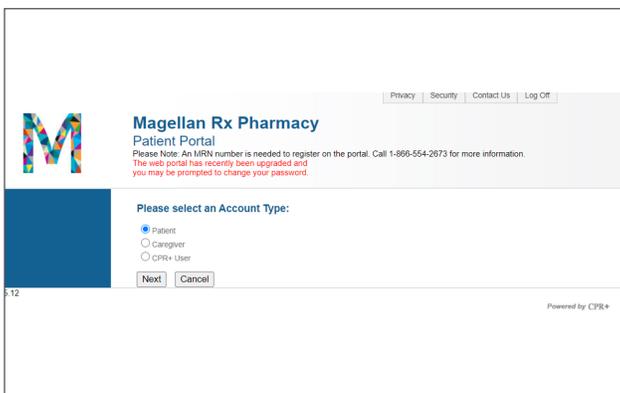
You will need to register if you receive a specialty drug through Magellan Rx Pharmacy. This will help you get the medicine you need and the personalized support and care to help manage your condition.



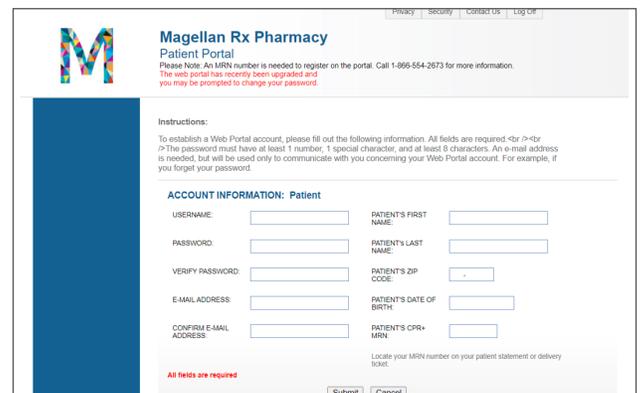
1. From the Dashboard, click on **Tools & Resources** and select Specialty Pharmacy.



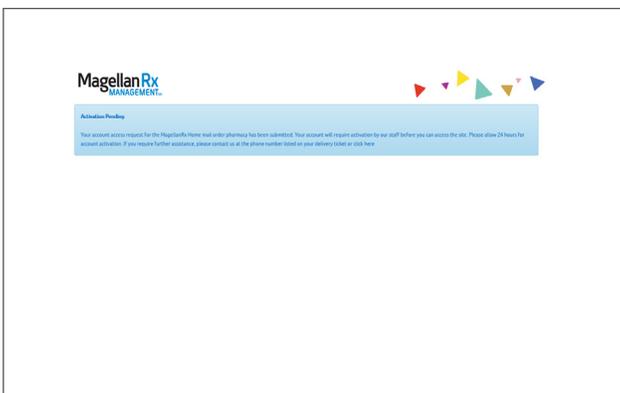
2. If this is your **first time** accessing the specialty pharmacy portal, select CREATE ACCOUNT.



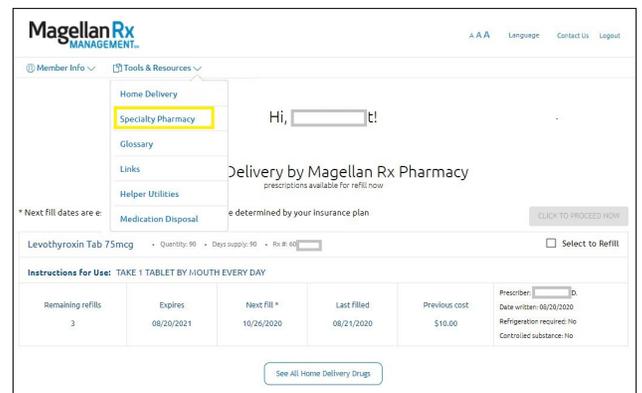
3. You will need to complete a **separate, one-time registration**. Select the Patient Account Type and click Next.



4. You will be asked for your **Member Record Number (MRN)**. To obtain your MRN, please call 866.554.2673.



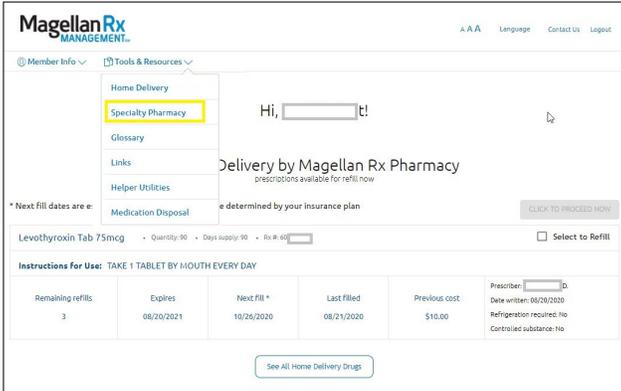
5. There is a manual **activation period** of 24 hours. You will receive an email once your activation is complete.



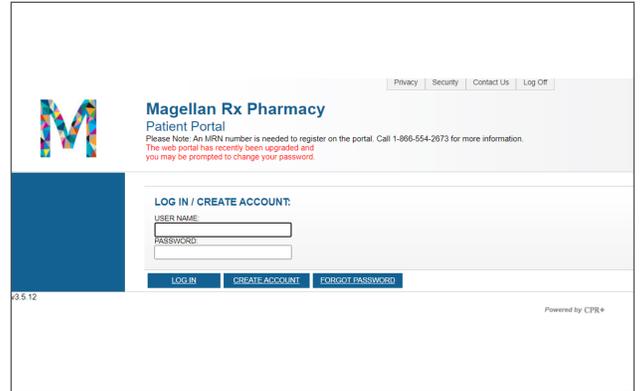
6. Once activation is complete, follow steps 1-2 from page 1 of this guide and select Specialty Pharmacy under Tools & Resources to log in to your specialty pharmacy portal.

## HOW TO TRACK YOUR SPECIALTY PHARMACY ORDERS:

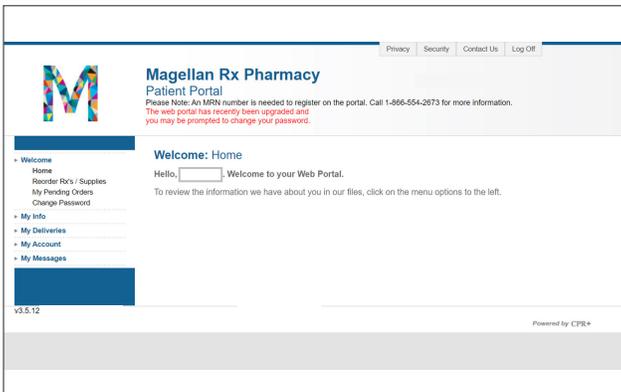
You can also track the status of your specialty pharmacy orders by following the steps below. Be sure to log in to your secure member portal first, following steps 1-2 on page 1 of this guide.



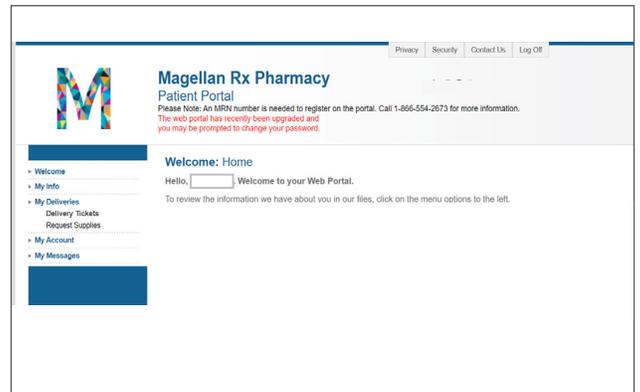
1. From the Dashboard, click on **Tools & Resources** and select Specialty Pharmacy.



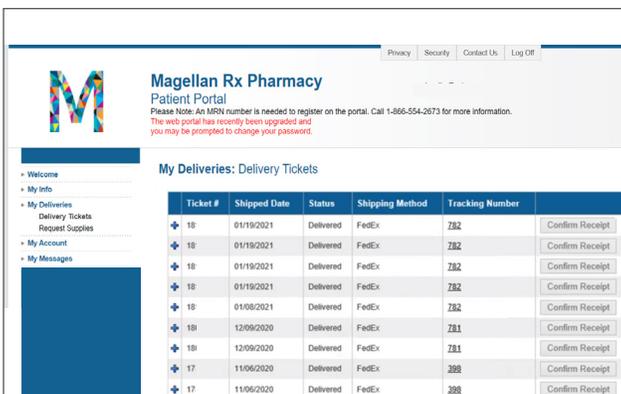
2. **Log in** using the information you submitted when completing your separate specialty pharmacy registration.



3. Once logged in, get to know your dashboard by selecting different options from the menu on the left side of the page.



4. To view your order history, select **My Deliveries** then **Delivery Tickets** from the menu.



5. To get up-to-date information on the tracking status of your order, click on the **Tracking Number** link to be taken to the appropriate carrier site.

## ADDITIONAL RESOURCES:

Pharmacy Name	Address	Phone	Distance	Other Info	Default Pharmacy
MARTINS PHARMACY	10250 STAPLES HILL ROAD GLEN ALLEN, VA 23060	804-755-4207	0.46		
RITE AID PHARMACY 11245	9101 STAPLES HILL ROAD RICHMOND, VA 23228	804-501-2275	1.44		<a href="#">Go Default</a>
CVS PHARMACY	9167 STAPLES HILL RD RICHMOND, VA 23228	804-672-6613	1.70		<a href="#">Go Default</a>
WAL-MART PHARMACY 10-1523	11400 WEST BROAD STREET RD GLEN ALLEN, VA 23060	804-360-0792	1.80		<a href="#">Go Default</a>
TARGET PHARMACY	9001 STAPLES HILL RD, RICHMOND, VA 23228	804-672-3350	1.88		<a href="#">Go Default</a>
KROGER PHARMACY #519	9000 STAPLES HILL RD HENRICO, VA 23228	804-977-9515	1.93	Drive Thru	<a href="#">Go Default</a>

### Smart Pharmacy Locator

- Locate pharmacies in your area
- Set default pharmacy



### Medication Videos

We offer more than 500 medication videos through our member portal. These videos provide:

- Traditional and specialty medication details
- Disease education
- Side effect awareness

MagellanRx  
Price a Drug  
You can select up to 5 pharmacies for pricing.

### Price a Drug

- Auto-complete feature assists in searching for a drug
- Ability to select from previously filled drug and see dosage and strength options based on the drug selected
- Comparative drug pricing for up to three retail pharmacies
- Drug pricing messages in clear, understandable language

[Login today at magellanrx.com.](https://magellanrx.com)

If you have any questions about your prescription benefits, please call us at 1.800.424.0472.