



## US-RX CARE MEMBER PORTAL QUICK START GUIDE

To register for the on-line member portal, you will need the cardholder ID on your benefits card. You will also need your **Rx Group Number**. If you cannot locate your Rx Group Number on your ID card, you can obtain it by calling Member Services at 877-200-5533.

*NOTE: Dependents over the age of 18 must register for their own accounts.*



### Instructions for registering in the US-Rx Care Member Portal

**Step 1** ► Visit <https://usrxcare.com/member>

**Step 2** ► Scroll down and click on Active Members Login.

Member Portal

Active Members Login

**Step 3** ► Click on Register at the top right of the screen:

 **Register**     **Login**

**Step 4**  Complete all fields. Click on  for a definition of fields.

## REGISTER

All fields except for the Prescription Number and Coverage Date are required. For more information about a particular field, click the  info button in the far right of the field.

### Rx Group ID

Enter the group ID/number that is shown on your Member card.

### Password

Enter the password you will use to access the account. Your password must be at least eight characters long and can consist of letters, numbers, or special characters like @#\$%^&\*. The password **MUST** contain at least one letter, one digit, and one special character.

First Name 	
Last Name 	
Member Id 	
Rx Group Id 	
Date of Birth 	
Email Address 	
Phone 	
User ID 	
A value is required.	
Password 	
A value is required.	
Verify Password 	

### Member ID

Enter the subscriber number that is shown on your Member card.

### User ID

Enter your own user ID that you will use to access the Member website. It can include letters and numbers and must be at least 8 characters long.

**Step 5**  Optional Fields are not required to register.

### Optional Fields

Prescription Number

Coverage Date


**Step 6**  Click **Register**

**Step 7** ► If you forgot your password, on the LOGIN screen, press Forgot Your Password?

A screenshot of a web-based login interface. At the top, there is a light blue input field labeled "Password". Below it is a dark blue "Login" button. Underneath the button, the text "Forgot Your Password?" is displayed in a dark blue font, enclosed in a thin horizontal line.

**Step 8** ► Enter your information under FORGOT PASSWORD and press Submit. A password will be sent to your email on file.

A screenshot of a "FORGOT PASSWORD" form. The instructions at the top state: "This form will allow you to reset the password on your account. Please enter the values in the fields below and click Submit. Your password will be reset and sent to the email address that you specified on your account." Below the instructions are four input fields: "First Name", "Last Name", "Date of Birth", and "User ID", each with a small "i" icon to its right. At the bottom is a dark blue "Submit" button.

**Step 9** ► If you forget your User ID, you can **register again** and use a different user ID. Make sure you write it down so you can remember it. You can use the same email address you used originally.

**Step 10** ► Once you have registered, you will be on the **Home Page**.

### Home Page

The portal will give you access to view your prescription history, price check medications, and find participating pharmacies.

## WELCOME

### FIND A NETWORK PHARMACY

- Participating in network pharmacies are easy to find by zip code search
- Find pharmacies likely to have the lowest cost for your medications at [www.usrxcare.com/member](http://www.usrxcare.com/member)

### LEARN ABOUT YOUR DRUGS

- Get information about particular drugs
- Access your prescription history for medications processed through US-Rx Care

### LOOK UP DRUG COSTS

- Use the price calculator to look up your cost for covered drugs