## 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 Pharmacy Services members or spouses/dependents to access ProAct Pharmacy Services claims history and many other mail order tools.

TO BEGIN THE PROCESS:

Visit **pbd.proactrx.com**. Click on the **CREATE ACCOUNT** button in the large blue Login box.
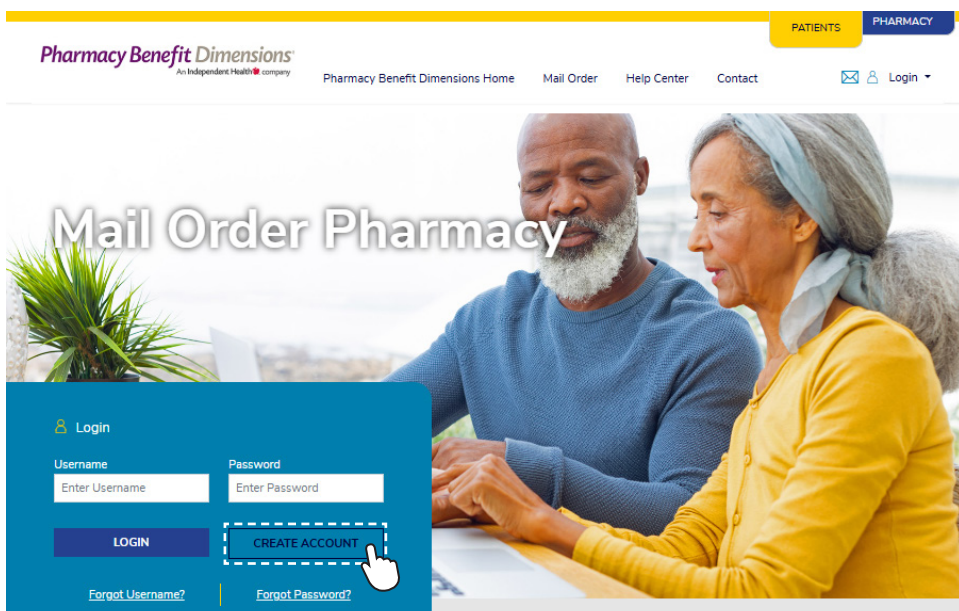
STEP 1: REGISTER

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.
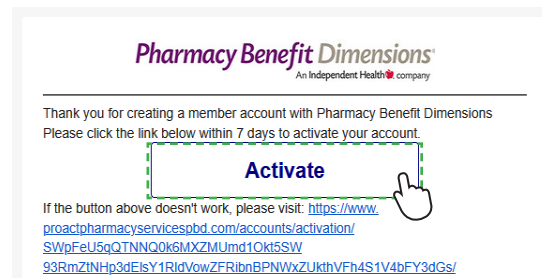
STEP 2: ACTIVATE

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 Pharmacy Services in your Inbox with the subject line "ProAct Pharmacy Services Account Activation". Open the message. Click the **Activate** button.

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The link will expire after 7 days.

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Create Your Account

Register for an online account today to get access to your mail order history, order details, and more.

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:

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

Activate

If the button above doesn't work, please visit: https://www. proactpharmacyservicespbd.com/accounts/activation/ SWpFeU5gQTNNQ0k6MXZMUmd1Okt5SW 93RmZtNHp3dEIsY1RldVowZFRibnBPNWxZUkthVFh4S1V4bFY3dGGs/
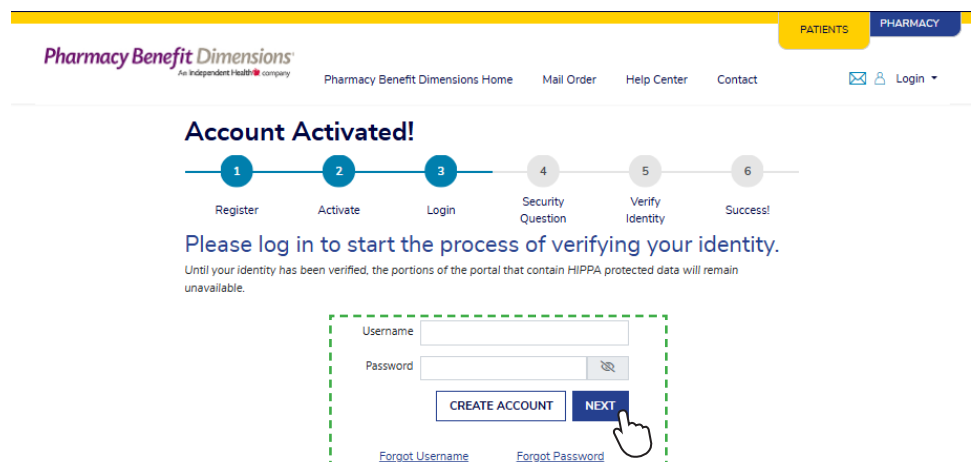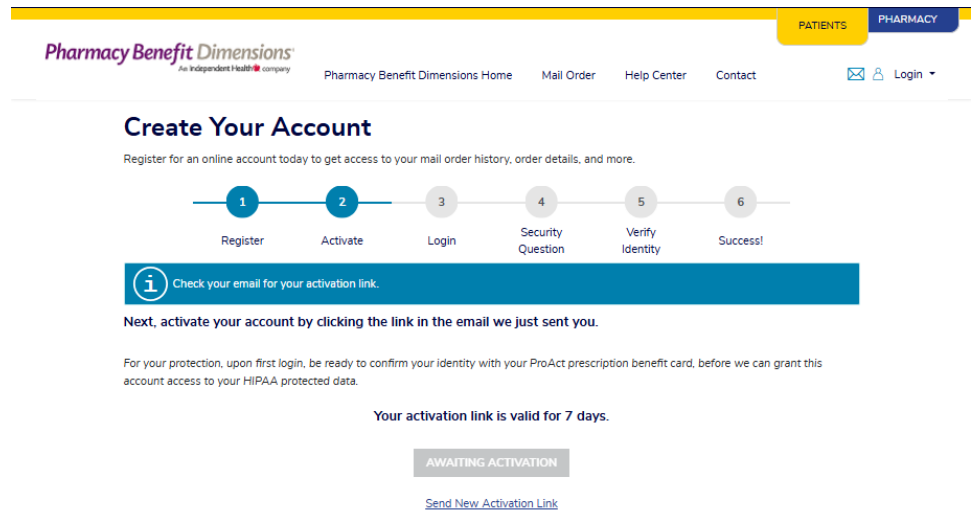
STEP 3: LOGIN

The link will bring you to a confirmation page. Continue by entering the username and password you created in Step 1: Register.

Click **NEXT**.

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The password field is case sensitive.

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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 [   ] 👁

CREATE ACCOUNT   NEXT

Forgot Username   Forgot Password

STEP 4: SECURITY

Answer the security question.

You may choose to check the box for ProAct Pharmacy Services 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 FINISH VERIFICATION. The registration process is complete.

⚠️

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

STEP 6: SUCCESS

Your online account has been activated.

Click GO TO MY DASHBOARD.

STEP 7: AUTHENTICATION

Once in your Dashboard, you'll be prompted to enable Two-Factor Authentication.
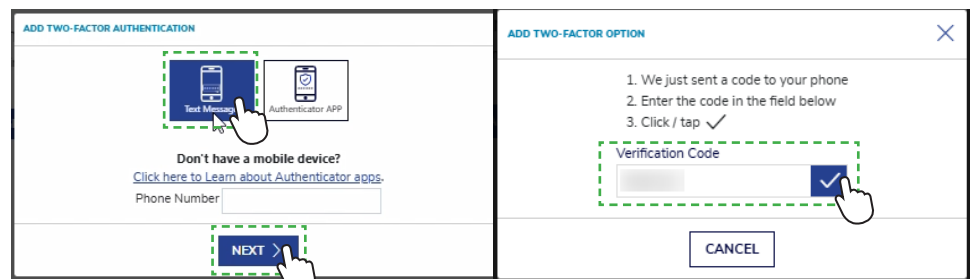
Click **NEXT**.
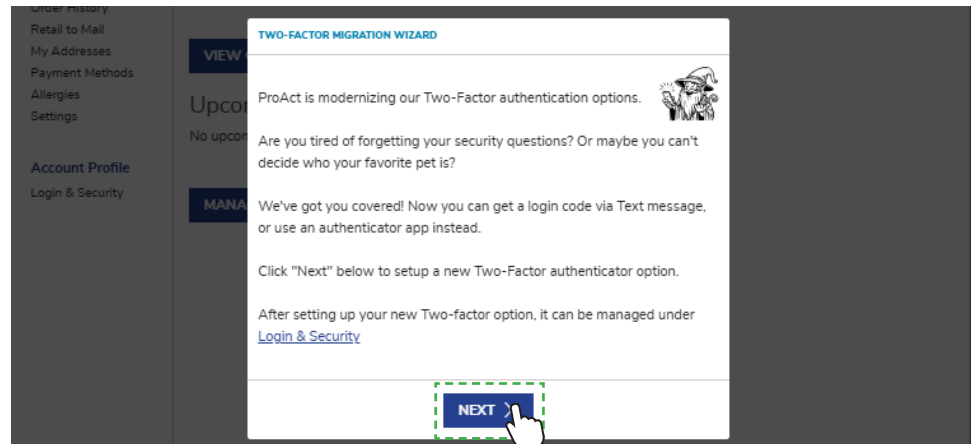
STEP 8: TWO-FACTOR VERIFICATION

Select Text Message as your Two-Factor option.

Click **NEXT**.

A code will be sent to your phone via text. Enter the code and click the check mark button.

STEP 9: WELCOME

Your Dashboard is now ready!

Manage your prescriptions, payment methods, addresses, and more.