Rx ‘n Go Self-Service Portal Guide:

Sign-Up
Access the new Self-Service portal by going to rxngo.com > Register

Members will be able to sign-up using an active email, Name, DOB, and Group Name of the health-plan Employer they are eligible under. If the member is active in the eligibility system, they will receive a confirmation email. If not currently listed as active in the system, the member will be provided a link to the Pharmacy Profile Form with details and Rx ‘n Go will verify eligibility for the order.

**Note: All existing Rx ‘n Go members are not required to use the new member portal to continue using the Rx ‘n Go benefit.**
Dashboard

Prescription & order history will be available 48 hours after sign up.
Not needed for Rx 'n Go users at this time.
One profile can manage multiple members of the family.

User Dashboard
- **Prescriptions**
  - View your Prescriptions
- **Orders**
  - View Current and Past Orders
- **Quotes**
  - View Quotes created for you.
- **Patients**
  - View/add/edit all patients
- **Prescribers**
  - View/add/edit all prescribers
- **Addresses**
  - View/add/edit addresses
- **Payments**
  - View/add/edit payment forms
- **Settings**
  - Change account settings.

Find doctor / prescribers in the NPI database.
List specific doctor associated with each Rx.
Can change addresses easily online vs emailing or calling.
No payment necessary unless member is paying out of pocket for medication that's not covered or wants express shipping.
Adding a Medication & Checking Out

1) Search for medication in search bar and select that medication via the linked name

2) Select proper amount of tablets > click ‘Add to Cart’ and either continue searching and adding medications or choose ‘Proceed to Checkout’
3) Choose your Prescriber – you will have to add new ones if this is your first time using the portal.

4) After choosing the Prescriber, select how you want our pharmacy (GoGoMeds) to obtain the prescription. This includes GoGoMeds reaching out to your doctor, pharmacy, or you mailing in your prescription.

5) Select ‘Continue to Shipping’ to fill out shipping information and create the order. Once all of this information is setup, we will store it for future orders.