

# 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.

### Sign Up Now!

CARE DELIVERED

**Email** Member will be sent an email confirmation to verify

Email

First Name

First Name

Last Name

Last Name

Date of Birth (D.O.B.)

mm/dd/yyyy

**Group Name** This will be the health plan sponsored Employer Name

Group Name

**Password** If you were using the self-service account prior to June 8th, you will need to create NEW login credentials - different than the previous portal

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Strong

100%

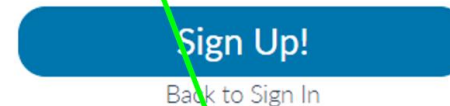
Reconfirm Password

Re-enter Password

I'm not a robot

reCAPTCHA Privacy - Terms

Could not find a current Rx 'n Go member that matches entered criteria. Please fill out this form and we will work on confirming eligibility as soon as possible!



## Pharmacy Profile Form

### Patient/Member Instructions

Thank you for choosing Rx 'n Go. Please complete and submit this form *if this is your first time using this service*. You, and each of your eligible dependents, must submit a separate form to Rx 'n Go before your first prescription filled.

### Submit the profile information:

1. Online at www.rxngo.com. Complete the online Pharmacy Profile Form and submit.
2. Complete and Fax this Form to 888.697.0646.
3. Mail to Rx 'n Go c/o GoGoMeds, 625 Alexandria Pike, Southgate, KY 41071

Talk to your physician about all of your current medications in order to avoid potential harmful interaction. If you have questions, contact Rx 'n Go at 888.697.9646.

### Patient Information

Employer Name: [Choose one]

Last Name (Employee or Dependent) First Name (Employee or Dependent) MI Email

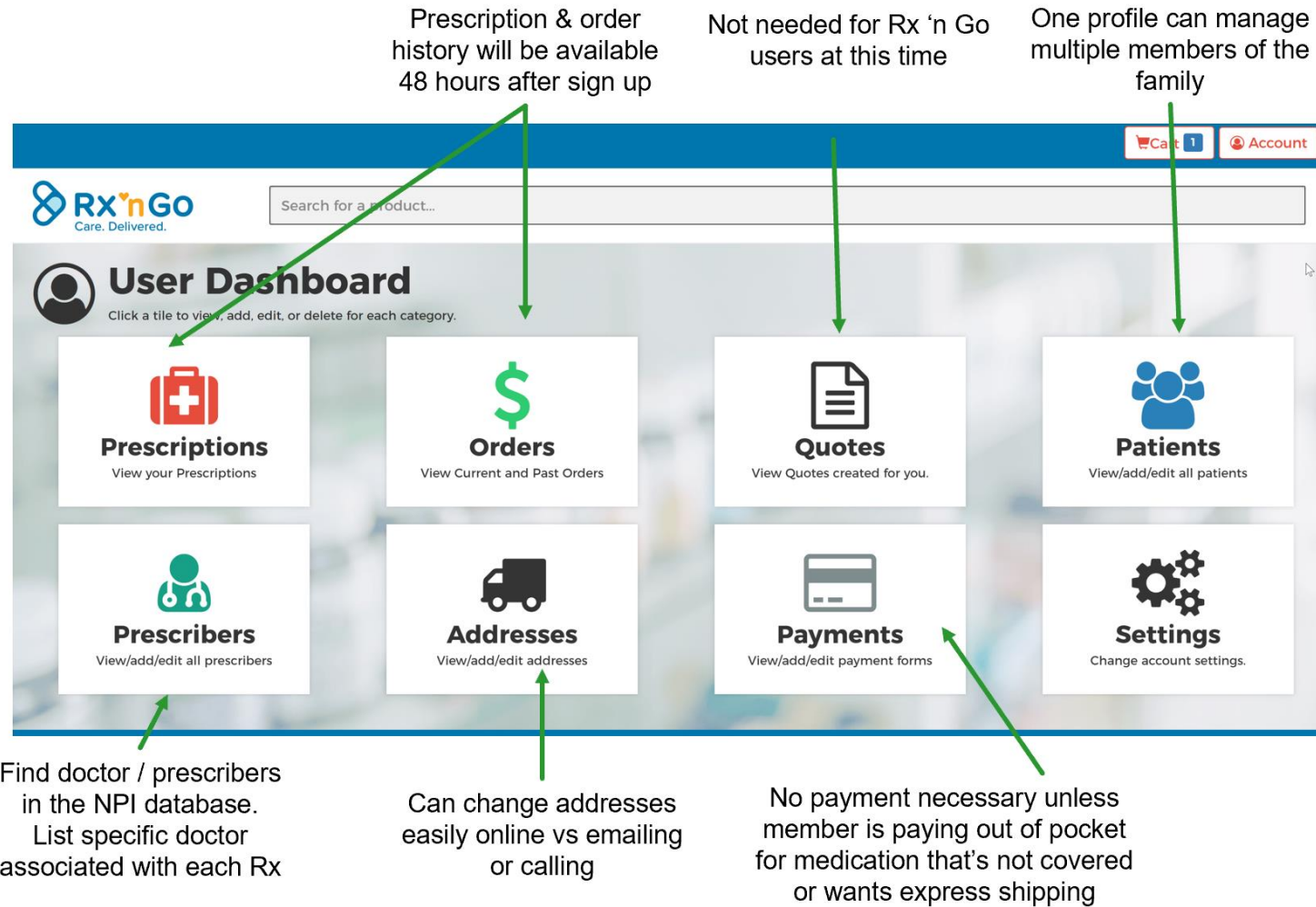
Shipping Address City State Zip Mobile Phone Number\*

Date of Birth Patient's Gender

\*For pharmacy to communicate claims status & information via text messaging

**\*\*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



The screenshot shows the RX'nGO User Dashboard with the following sections and annotations:

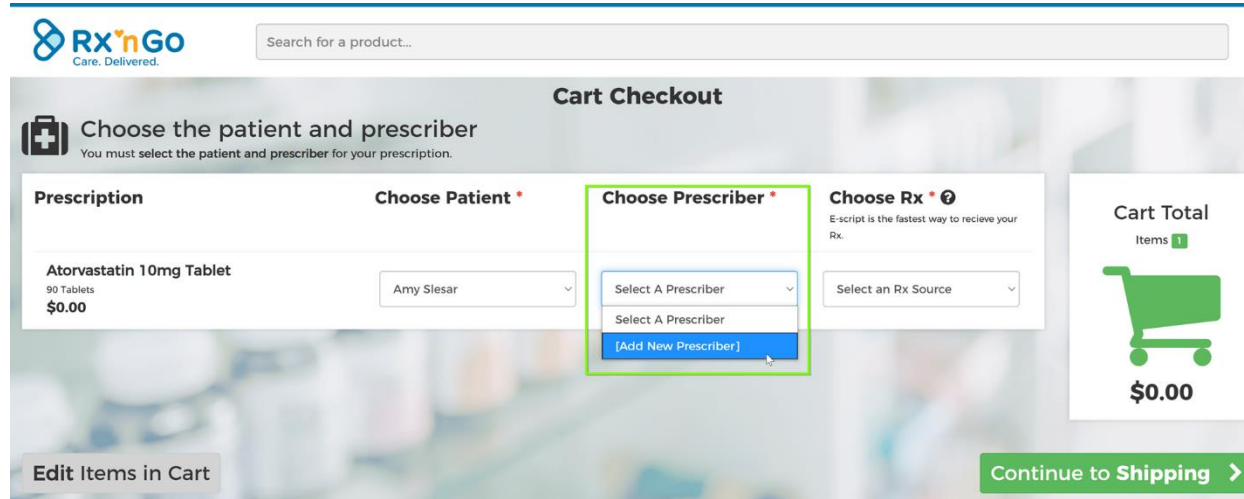
- Prescriptions:** View your Prescriptions. Annotation: Prescription & order history will be available 48 hours after sign up.
- Orders:** View Current and Past Orders. Annotation: Not needed for Rx 'n Go users at this time.
- Quotes:** View Quotes created for you. Annotation: One profile can manage multiple members of the family.
- Patients:** View/add/edit all patients.
- Prescribers:** View/add/edit all prescribers. Annotation: Find doctor / prescribers in the NPI database. List specific doctor associated with each Rx.
- Addresses:** View/add/edit addresses. Annotation: Can change addresses easily online vs emailing or calling.
- Payments:** View/add/edit payment forms. Annotation: No payment necessary unless member is paying out of pocket for medication that's not covered or wants express shipping.
- Settings:** Change account settings.

## Adding a Medication & Checking Out

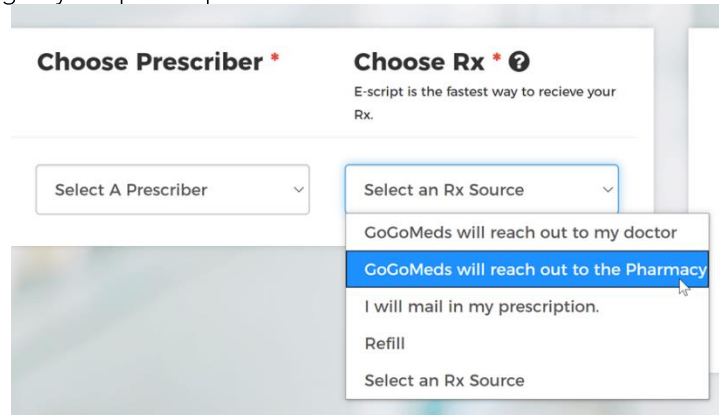
- 1) Search for medication in search bar and select that medication via the linked name

- 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.