

Member Portal Guide

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

Magellan Rx		We for \sim	Partal Access: Who We Serve 🗸	Member Provider What We Do 🗸	Client Dr Read, Wate
	Download the mobile app Get real drine precipion updates, important medicato Magnitan for mobile app is available on the Apple App St Download –	in information and cost saving tools all in the pulse of your haved. The new and Gaugie Play Store.			
	Rx L	Prescription benefits pro- logio to tra Magnito Romano prot di a congli regione processi moleccione ad losso del review para faranza y deglito, col tod a planos	ortal manage your ivery service, cy.		



) Member Info 🗸 📋	Fools & Resources 🗸				
		Hi,	t!		
	Home	e Delivery by	Magellan Rx available for refill now	Pharmacy	
ext fill dates are estimat	es only - true refill date: cg • Quantity: 90 • D	are determined by you	r insurance plan		CLICK TO PROCEED NOV
nstructions for Use: TA	KE 1 TABLET BY MOUTH	EVERY DAY			
Remaining refills	Expires 08/20/2021	Next fill * 10/26/2020	Last filled 08/21/2020	Previous cost \$10.00	Prescriber: D. Dete written: 08/20/2020 Refrigeration required: No

STEP ONE

Visit **magellanrx.com** and select **Portal Access: Member** at the top of the page.

Scroll down to the **Prescription benefits portal** and click on the blue **Log in** button.

Or, go directly to magellanrx.com/member/login.

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:

- Access your ID card
- View recent claims
- Renew and refill home delivery prescriptions
- Access your formulary, 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.

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		Ні, 🗖	t!			
	Home	Delivery by	Magellan Rx	Pharmacy		
		prescriptions	available for refill now			
ext fill dates are estimat	es only - true refill dates	prescriptions are determined by you	available for refill now r insurance plan			ICK TO PROCEED NOW
ext fill dates are estimat	cg · Quantity: 50 · Da	prescriptions are determined by you hys supply: 90 • Rx #: 60	available for refill now r insurance plan		CL	ICK TO PROCEED NOW
ext fill dates are estimat evothyroxin Tab 75m istructions for Use: TA	es only - true refill dates cg • Quantity: 90 • Da iKE 1 TABLET BY MOUTH	prescriptions are determined by you tys supply: 90 • Rx #: 60	available for refill now		CL	ICK TO PROCEED NOW

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



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

(i) Member Info (ii) Tools &	Resources ~				
	Home Delivery by M	agellan Rx Pharmac	У		
	Your order is rea	dy for processing.			
	Please review and if there are	no changes, click Submit Ord	er.		
	Payment Method	Ship To			
	EDIT	EDIT			
	JOHN DOE	123 TEST ADDRESS			
	Expires on 4/2025				
	Authorized Spending Limit: 85.01				
our Refills DIT				Estima	ated Cos
Levothyroxin Tab 75mcg	Quantity: 90 • Days supply: 90 • Rx #: 60				\$10.00
Instructions for Use: TAKE 1 TA	ABLET BY MOUTH EVERY DAY				
	nal \$10.95			Total Cost:	\$29.95

5. Review your order details and click SUBMIT ORDER.

@ Member Into 🗸 🗍	Tools & Resources 🗸				
		Hi, 🗌	ť!		
	Home	e Delivery by	Magellan Rx	Pharmacy	
lext fill dates are estimat	es only - true refill date:	are determined by you	r insurance plan		CLICK TO PROCEED NO
lext fill dates are estimat Levothyroxin Tab 75m	es only - true refill date: cg • Quentity: 90 • D	are determined by you	ir insurance plan		CLICK TO PROCEED NO
Vext fill dates are estimat Levothyroxin Tab 75m Instructions for Use: TA	es only - true refill date: cg · Quantity: 50 · D IKE 1 TABLET BY MOUTH	are determined by you ays supply: 90 • Rx #: 60	r insurance plan		CLICK TO PROCEED NO

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

③ Member Info ∨ ⑤ Tools & Resources ∨	
Home	Delivery by Magellan Rx Pharmacy Billing Information
C 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.
	JOHN DOE
	VISA ************************************
+ ADD NEW CARD	Authorized Spending Limit: 85.01
	Preferred Card edit delete

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

rmacy • 👼 us about your order.
rmacy s about your order.
8 👝 . 👼 us about your order.
B 🖶 us about your order.
5
Estimated Cost
\$10.00

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



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

()) Member Info \checkmark	🖞 Tools & Resources 🗸						
	Home Delivery						
	Specialty Pharmacy	Hi, 🗌	t!				
	Glossary						
	Links	Delivery by	Magellan Rx	Pharmacy			
	Helper Utilities	prescriptions	prescriptions available for refil now				
' Next fill dates are e:	Medication Disposal	e determined by you	r insurance plan		CLICK TO PROC		
Levothyroxin Tab 7	Smcg • Quantity: 90 •	Days supply: 90 • Rx #: 60	-		Select	to Refil	
Instructions for Use	TAKE 1 TABLET BY MOUT	H EVERY DAY					
Remaining refills	Expires	Next fill * 10/26/2020	Last filled 08/21/2020	Previous cost \$10.00	Prescriber: D. Date written: 08/20/2020 Refrigeration required: No		

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

	Tools & Res	iources 🗸					
		Home Del	ivery by M	agellan Rx	Pharmacy		
		Prescriptio	ns generally arrive 7-14	I days after we receive	your order.		
wc MY ORDERS 🗸			Showing Home Deliv	ery for:			
te Range: LAST 90 DA	ers 🗎		Showing Home Deliv	ery for:		بل Dow	NLOAD ORDER HISTO
we MY ORDERS ↓ 2e Range: LAST 90 DA ORDER NO. ↓	ors	DRUG NAME(S)	Showing Home Deliv YOU PAID	ery for: T	SHIPPED	لط DOW TRACKING	NLOAD ORDER HISTO
w: MY ORDERS ✓ te Range: LAST 90 DA ORDER NO. ↓	ors 📛 Service date	DRUG NAME(S)	Showing Home Deliv YOU PAID	ery for: T	SHIPPED	لط DOW TRACKING	NLOAD ORDER HISTO

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

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@ Member Info \	D Tools & Res	ources 🧹						
		Home Deli	very by M	agellan Rx	Pharmac	у		
		Prescription	s generally arrive 7-14	days after we receive	e your order.			
iew: MY ORDERS 🗸			Showing Home Deliv	ary for:				
ate Range: LAST 90 DJ	ars 🚍						de pow	NLOAD ORDER HISTO
ORDER NO. 🗸	SERVICE DATE	DRUG NAME(S)	YOU PAID	STATUS	SHIPPED		TRACKING	
1	03/04/2021	LEVOTHYROXIN TAB 75MCG	\$0.00	Shipped	04/30/2021	94		MORE INFO V

	MANAGEMENT	fae				
() N	lember Info 🗸 🖄 To	ols & Resources 🗸				
		Hom	e Delivery by	Magellan R	Pharmacy	
	All Prescriptions	* Next fill dates a	re estimates only - true	e refill dates are detern	nined by your insuranc	e plan
	Refills			_		
	Alerts		NEW ROZ CLICK H	ERE 🛄 ACCOUNT E	ALANCE	
view	My Orders		Showing Home	Delivery for T		OLICK TO PROCEED NOW
Le	vothyroxin Tab 75mc	g · Quartity: 90 ·	Days supply: 90 • Rx #: 60	_		Select to Refill
Ins	tructions for Use: TAP	E 1 TABLET BY MOU	H EVERY DAY			
	Demaining refilts	Evolution	Next Fill X	Last filled	Previous cost	Prescriber: 0.
	3	08/20/2021	10/26/2020	08/21/2020	\$10.00	Refrigeration required No Controlled substance: No
Su	lfasalazin Tab 500mg	• Quantity: 540 •	Days supply: 90 •		No Refills	Remaining - Select to request New Rx
Ins	tructions for Use: TA)	E 3 TABLETS BY MOU	TH TWICE A DAY			
						Prescriber
	Pernaming refills	Dones	Next fill *	Last rilled	Previous cost	Date written: 6x
		04/28/2021	01/06/2020	04/30/2020	514.95	

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

(i) Member Info ∨	Tools & Res	iources 🗸				
		Home Deli	very by M	agellan Rx	Pharmacy	
		Prescription	s generally arrive 7-14	I days after we receive ;	our order.	
lew: MY ORDERS 🗸			Showing Home Deliv	ery for:		
Note Range: LAST 90 DAYS	—					DOWNLOAD ORDER HISTOR
ORDER NO. 🗸	SERVICE DATE	DRUG NAME(S)	YOU PAID		SHIPPED	TRACKING
56	03/04/2021	LEVOTHYROXIN TAB 75MCG	\$0.00	In Process		
LEVOTHYROXIN TAB 7 Quantity: 90	75MCG			Rx Number		Shipping BEST WAY, NEXT DAY, MEMBER COST

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.

()) Member Info 🗸	🖞 Tools & Resources 🗸				
	Home Delivery				
	Specialty Pharmacy	Hi, 🗌	t!		
	Glossary				
	Links	Delivery by	Magellan Rx	Pharmacy	
	Helper Utilities	prescriptions			
Next fill dates are e:	Medication Disposal	e determined by you	CLICK TO PROCEED NOW		
Levothyroxin Tab 7	5mcg • Quantity: 90 •	Days supply: 90 • Rx #: 60	-		Select to Refill
Instructions for Use	TAKE 1 TABLET BY MOUT	TH EVERY DAY			
Remaining refills	Expires 08/20/2021	Next fill * 10/26/2020	Last filled 08/21/2020	Previous cost \$10.00	Prescriber: D. Dete written: 08/20/2020 Refrigeration required: No Controlled substance: No

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



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

Magellan Rx	ب ب	
Activation Pending Your account access request for the MagellanRa Home mat account activation. If you require further assistance, please	if order pharmary has been submitted. Your account will require activation by our staff before you can access the sit exacts of an at the pharm comber listed on your delivery todest or clock here	n. Picese allow 24 hours for

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



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

M	Magellan Rx Pharmacy Patient Portal Please Note: An MRN number is needed to register on the pr The web portal has recently been upgraded and you may be prompted to change your password.	utal. Call 1-866-554-2673 for more information.			
	Instructions: To establish a Web Portal account, please fill out the fol > The pessword must have at least 1 number, 1 special is needed, but will be used only to communicate with yo you forget your password.	lowing information. All fields are required. Str />Str character, and at least 8 characters. An e-mail address u concerning your Web Portal account. For example, if			
	ACCOUNT INFORMATION: Patient				
	USERNAME:	PATIENT'S FIRST NAME:			
	PASSWORD:	PATIENT'S LAST			
	VERIFY PASSWORD:	PATIENT'S ZIP			
	E-MAIL ADDRESS:	PATIENT'S DATE OF			
	CONFIRM E-MAIL ADDRESS:	PATIENT'S CPR+			
		Locate your MRN number on your patient statement or delivery			
	All fields are required	ucket.			

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

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	Home Delivery						
	Specialty Pharmacy	Hi, 🗌	t!				
	Glossary						
Links		Delivery by	Magellan Rx	Pharmacy			
	Helper Utilities	prescriptions available for refill now					
* Next fill dates are e:	Medication Disposal	e determined by your insurance plan				CLICK TO PROCEED NOT	
Levothyroxin Tab	5mcg • Quantity: 90 •	Days supply: 90 • Rx #: 60			Ì	Select to	o Ref
Instructions for Use	TAKE 1 TABLET BY MOUT	H EVERY DAY					
Remaining refills	Expires	Next fill *	Last filled	Previous cost	Prescriber: Date written: 08	D. /20/2020	
3	08/20/2021	10/26/2020	08/21/2020	\$10.00	Refrigeration re-	ouired: No	

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.



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.

© Member Info ∨	🖞 Tools & Resources 🗸				
	Home Delivery				
	Specialty Pharmacy	Hi, 🗌	t!		
	Glossary				
	Links	Delivery by	Magellan Rx	Pharmacy	
	Helper Utilities	prescriptions			
Next fill dates are e:	Medication Disposal	e determined by you	CLICK TO PROCEED NOV		
Levothyroxin Tab 7	5mcg · Quantity: 90 ·	Days supply: 90 • Rx #: 60	-		Select to Refil
Instructions for Use	TAKE 1 TABLET BY MOUT	TH EVERY DAY			
Remaining refills	Expires 08/20/2021	Next fill * 10/26/2020	Last filled 08/21/2020	Previous cost \$10.00	Prescriber: D. Dete written: 08/20/2020 Refrigeration required: No Controlled substance: No

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



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

M	Mag Patie Please N The web you may	ellan I nt Portal ote: An MRN portal has rer be prompted	Rx Pharma number is needed to cently been upgraded to change your passw s: Delivery Ticl	acy register on the and rord.	portal. Call 1-866-554-267		
My Info						-	
My Deliveries Delivery Tickets		Ticket #	Shipped Date	Status	Shipping Method	Tracking Number	
Request Supplies	. *	18	01/19/2021	Delivered	FedEx	782	Confirm Receipt
My Account	+	18	01/19/2021	Delivered	FedEx	782	Confirm Receipt
My Messages		18	01/19/2021	Delivered	FedEx	782	Confirm Receipt
My Messages	*	18 [.] 18 [.]	01/19/2021 01/19/2021	Delivered Delivered	FedEx FedEx	<u>782</u> <u>782</u>	Confirm Receipt
My Messages	•	18 [.] 18 [.] 18 [.]	01/19/2021 01/19/2021 01/08/2021	Delivered Delivered Delivered	FedEx FedEx FedEx	782 782 782	Confirm Receipt Confirm Receipt Confirm Receipt
My Messages		18 18 18 18	01/19/2021 01/19/2021 01/08/2021 12/09/2020	Delivered Delivered Delivered Delivered	FedEx FedEx FedEx FedEx	782 782 782 781	Confirm Receipt Confirm Receipt Confirm Receipt Confirm Receipt
My Messages	•	18 [.] 18 [.] 18 [.] 18 [.] 18 [.]	01/19/2021 01/19/2021 01/08/2021 12/09/2020 12/09/2020	Delivered Delivered Delivered Delivered Delivered	FedEx FedEx FedEx FedEx FedEx	782 782 782 781 781	Confirm Receipt Confirm Receipt Confirm Receipt Confirm Receipt Confirm Receipt
My Messages	* * * *	18 [.] 18 [.] 18 [.] 18 [.] 18 [.] 18 [.]	01/19/2021 01/19/2021 01/08/2021 12/09/2020 12/09/2020 11/06/2020	Delivered Delivered Delivered Delivered Delivered	FedEx FedEx FedEx FedEx FedEx FedEx	782 782 782 781 781 398	Confirm Receipt Confirm Receipt Confirm Receipt Confirm Receipt Confirm Receipt Confirm Receipt



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

N/	Magellan Rx Pharmacy Patient Portal			
1 W 1	Please Note: An MRN number is needed to register on the portal. Call 1-866-554-2673 for more information. The web portal has recently been opgraded and you may be prompted to change your password.			
► Welcome	Welcome: Home			
My Info	Welcome to your Web Portal.			
 My Deliveries Delivery Tickets Request Supplies 	To review the information we have about you in our files, click on the menu options to the left.			
My Account				
My Messages				

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:

	-0	Indicates Required Field				
	Pharmacy Name :	Pharmacy Name				
	Address :	Address				
	City:	City				
	State :	Select				
	Zip Code 1 🗠	23060				
	Distance :	5	•			
enotes Preferred Pharmacy Pharmacy Name		Address	Phone	Distance .	Other Info	Default Pharmacy
	-	A STADLES MILL ROAD				
MARTINS PHARMACY	GLEP	ALLEN, VA 23060 Map	804-755-6207	0.46		My Pharmacy
MARTINS PHARMACY RITE AID PHARMACY 11245	1025 GLEP 950 RICH	I STAPLES MILL ROAD INOND, VA 23268 Map	804-755-6207 804-501-2275	0.46		Set Default
MARTINS PHARMACY RITE ALD PHARMACY 11245 CVS PHARMACY	1023 GLB 950 810- 91 810-	I ALLEN, VA 23060 Map I STAPLES MILL ROAD IMOND, VA 23228 Map 67 STAPLES MILL RD IMOND, VA 23228 Map	804-501-2275 804-672-6613	0.46		My Pharmacy Set Default Set Default
MARTINS PHARMACY RITE ALD PHARMACY 11245 CVS PHARMACY WALMART PHARMACY 10-1523	1023 CLE9 950 800- 810- 810- 810- 810- 810- 810- 810	ALLEN, VA 2060 Map I STAPLES MILL ROAD MOND, VA 23228 Map 67 STAPLES MILL RD MOND, VA 23228 Map MOND, VA 23228 Map MIST BROAD STREET RD FALLEN, VA 23060 Map	804-755-6297 804-501-2275 804-672-6613 804-360-9782	0.46		Set Default Set Default
MARTINS PHARMACY RITE AID PHARMACY 11245 CVS PHARMACY WALMART PHARMACY 10-1523 TARGET PHARMACY	1023 CLED 950 800- 810- 810- 810- 810- 810- 810- 810	ALLEN, VA 22660 Map I STAPLES MILL ROAD MONO, VA 22228 Map 67 STAPLES MILL RD MONO, VA 22228 Map MEST BROAD STREET RD NUEST BROAD STREET RD I STAPLES MILL RD 01 STAPLES MILL RD MONO, VA 22228 Map	804-755-6207 804-501-2275 804-672-6613 804-360-9782 804-672-5350	0.46 1.44 1.70 1.80 1.88		Set Default Set Default Set Default Set Default

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🛐 Tools & Resources 🗸		Register L		
Fc	ormulary and Clinical Doci	uments		
	Opioid Member Education			
PLAN INFORMATION	STANDARD FORMULARY	PRECISION FORMULARY		
View the Pharmacy Network List	View the Standard Drug Look Up	View the Precision Drug Look Up		
How to Safely Dispose of Sharps, Syringes, Needles,	View the Standard Specialty Drug List	View the Precision Exclusion List by Drug Class		
Lancets		View the Precision Specialty Drug List		
Limitations, copayments, and	need is a prior summary, not a complete description or benefit restrictions may apply. Benefits, formulary, pharmacy netwo	 For more information, contact the plan. rk, provider network, premium and/or co- 		
	payments/co-insurance may change year to year.			

Magellance

Login today at magellanrx.com.

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

Smart Pharmacy Locator

- Locate pharmacies in your area
- Set default pharmacy

Drug Lookup Tool

- View formulary drug lists
- Look up specific drug details
- Find out if there are any special requirements for your medications, like step therapy or prior authorization

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

