

How to set up mail order delivery

1. Log into your member portal.
2. Select 'Benefits' and click on 'Find a Pharmacy'.
3. Select 'Mail Order Enrollment' in the banner on the top right of the screen.

After you have reached the Mail Order Enrollment Page, follow the steps below:

1. You may be presented with MedOne's Terms & Conditions and Notice of Privacy Practices. For each, if you agree, check the box next to 'I Agree' and submit.
2. Complete all required (*) fields listed on this page. When adding the Enrollee ID, only use the first 9 digits listed on your ID.
3. List all prescriptions you are requesting to receive via mail order. You will also need to provide the name of the prescriber and the prescriber's phone number.
4. Select the method in which you would your mail order prescriptions to be filled. You will have the choice of Automatic Refill or the Call-In Program.
5. Complete the allergy and health condition questionnaire.
6. List individuals you authorize MedOne to speak with regarding your medical information.
7. Enter your first and last name acknowledging accuracy and completion of information.
8. Click 'Next' at the lower right-hand side of the screen.

Questions? Reach out to your Coupe Health Valet: