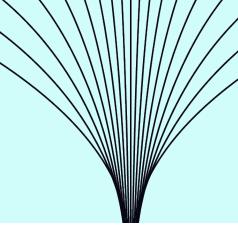
How to set up mail order delivery



- 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:

