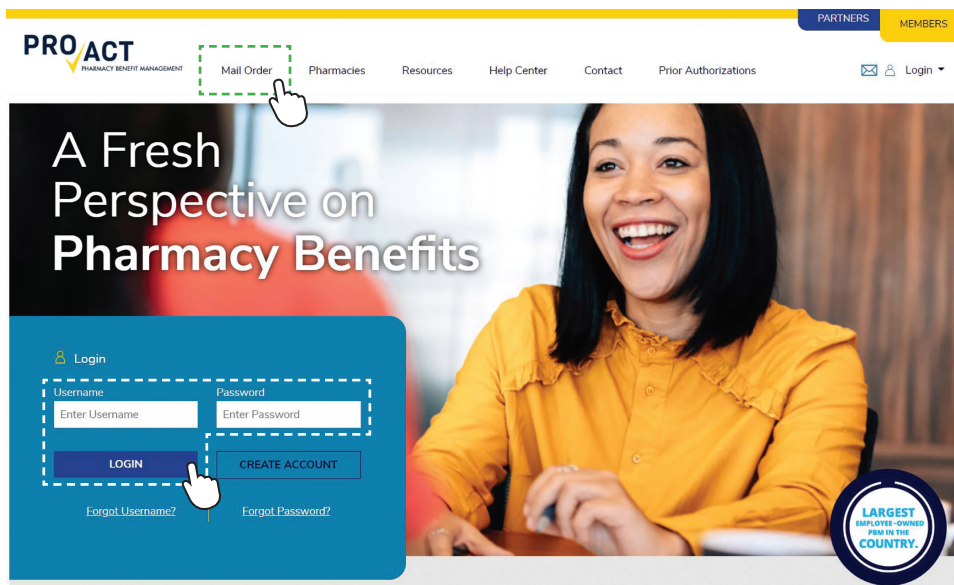


Step-by-Step Guide

If you receive a bill in the mail, a check or money order can be mailed to our Accounting Department at the address located on the billing statement. You may also call our Help Desk at 866-287-9885 to make a payment over the phone. Setting up a payment method for automatic refills is easy, just follow the steps below:

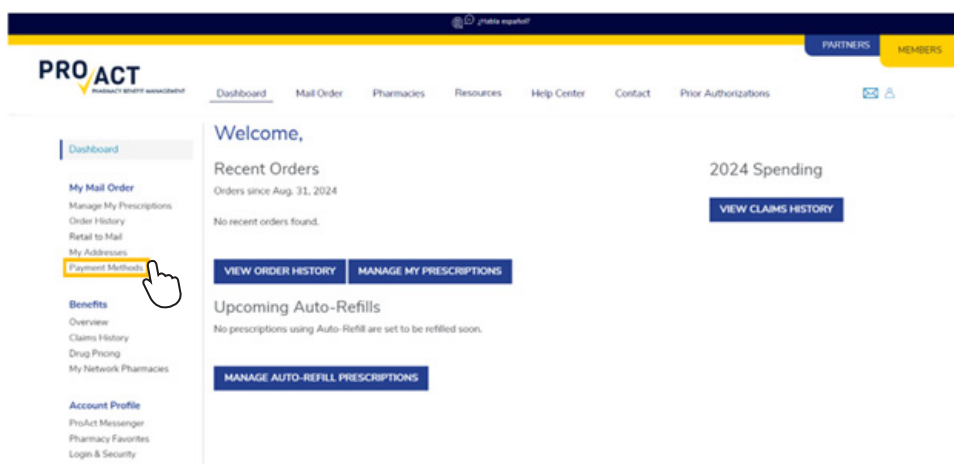
TO BEGIN THE PROCESS:

Visit www.proactrx.com and log into your account by entering your username and password in the large blue **LOGIN** box.



STEP 1: DASHBOARD

Once in your **DASHBOARD** go to **MY MAIL ORDER** and click on **PAYMENT METHODS**.



● ● ● ●
STEP 2: ADD PAYMENT METHOD

Once under **PAYMENT METHODS** click on **ADD PAYMENT METHOD**. Here you will fill out the payment information form.

Payment Methods

Your default payment method will be used when paying for mail order prescription(s). Only one payment method may be selected as your default at a time.

	CARD NUMBER	EXP DATE	DEFAULT
	Bill / Invoice		☐
+ Add Payment Method			

● ● ● ●
STEP 3: SUBMIT

Once your credit card information is filled in, please review to make sure it is all correct, then click **SUBMIT**.

Add Credit Card







● ● ● ●
STEP 4: RETURN

Once you click **SUBMIT**, you will return to the **PAYMENT METHODS** screen where you will see your newly added card with the last 4 numbers visible.

Payment Methods

Your default payment method will be used when paying for mail order prescription(s). Only one payment method may be selected as your default at a time.

	CARD NUMBER	EXP DATE	DEFAULT
 	**** * 1234	04/2028	☒
	Bill / Invoice		☐
+ Add Payment Method			

Frequently Asked Questions:

What do I have to do if I need to update my expiration date?

Click on the pencil icon to edit the card details.

What if I no longer need the card on file?

Click on the trash can icon to delete the card.

How do I add another card?

Click on **+ ADD PAYMENT METHOD** and repeat the steps above.