



# Member Portal

## Quick Start

### Guide

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## ACCESSING THE PORTAL

### REGISTRATION

1. Go to <https://mysmithrx.com>
2. Click on "Create an account"
3. Fill out the form with your account information.
  - a. All fields are required.
  - b. Name and DOB must match our records.
  - c. Member ID must be in the system to proceed.
  - d. Password must be a minimum of 8

**Smi+thRx**  
BETA

**Create your account**

For your account security, we'll need you to confirm a few pieces of account information before we create your account.

**First Name**  
As it appears on your member ID card

**Last Name**  
As it appears on your member ID card

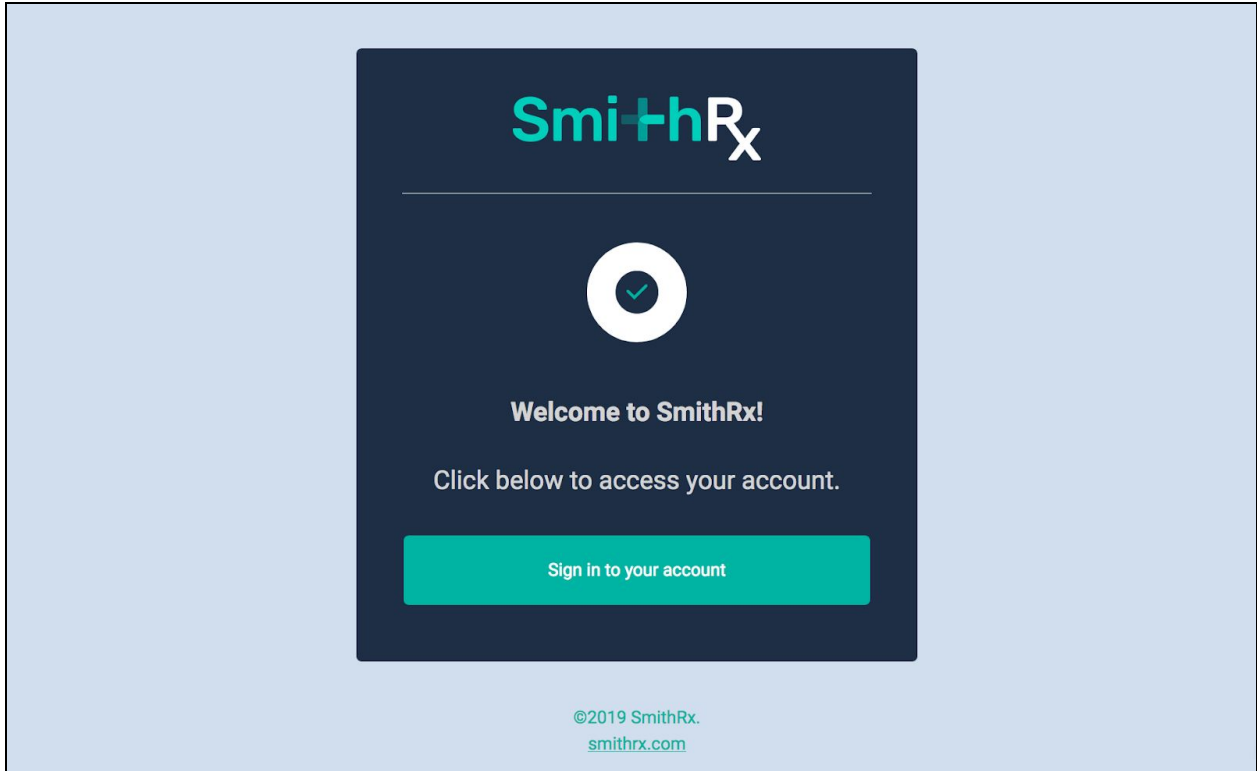
**Email**  
email@example.com

**Member ID Number**  
As it appears on your member ID card

**Date of Birth**  
mm / dd / yyyy

**Password (minimum 8 characters)**  
Enter your password

- e. Reach out to your employer if you experience any issues.
4. On completion, an email will be sent for confirmation. Check your inbox and you should see the screen below. Sign into your account automatically by clicking on the button.



## LOGIN

1. Go to <https://mysmithrx.com>
2. Enter the email you registered with, then click 'Next,' then proceed to enter your password.

A white rectangular form with rounded corners. At the top is the SmithRx logo with "BETA" written below it. Below the logo is the text "Log in to SmithRx". Underneath is a text input field labeled "Email". Below the input field are two options: "Create an account" in teal text and a grey button labeled "NEXT".

3. If you've forgotten your password, you'll have the option to reset it.

## BASIC NAVIGATION

There are 5 sections to the member portal:

- **Home** is your landing page with quick links to information you may need.
- **Profile** is where you can access your benefits information.
- **Prescriptions** is where you can see your RX transactions.
- **Documents** is where you can access forms relating to your plan.
- **Contact Us** contain all the support channels to connect with us.

The screenshot shows the SmithRx member portal interface. At the top is a dark blue navigation bar with the SmithRx logo on the left and a user profile icon on the right. The navigation bar contains five menu items: Home (selected), Profile, Prescriptions, Documents, and Contact Us. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'Welcome to SmithRx!' and includes a welcome message and a 'Get started' section with five numbered links: 1. Prescriptions, 2. Understanding Your Benefits, 3. Your Formulary, 4. Documents, and 5. Contact Us. The right column is titled 'Support' and includes a message from the support staff, contact information for the SmithRx Help Line (844) 454-5201, and contact information for Mail Order and Specialty Fulfillment by Magellan (800) 424-5894. It also provides an email address (help@smithrx.com) and a 'Resources' section with links to various forms and lookups.

To log out, click on your name in the lower left hand corner to see the option. If you choose not to log out during your session, for security purposes, we automatically terminate your session after 15 minutes of inactivity.

## RESOURCES

Find helpful information and quick links, including the **Pharmacy Lookup** to search in-network pharmacy locations. Search by pharmacy name, city, state, and/or zip code for a list of available pharmacies and contact information.

**Smi+Rx** BETA (QA ENV) Home Profile Prescriptions Documents Contact Us

### Pharmacy Lookup

Pharmacy Name  **SEARCH**

City  State  **RESET**

Zip Code

Rows: 1 - 200 of 1667 View: 200

NPI Number	NABP Number	Pharmacy Name	Address	Phone Number
1649302803	0550601	THE MEDICINE CHEST	1300 N FRESNO ST, STE 200B, FRESNO CA 93703-3840	(559) 237-4171
1003846858	0526371	ADVENTIST HEALTH LODI MEMORIAL PHARMACY WEST	2415 W VINE ST ST 104-B, 104B, LODI CA 95242	(209) 333-3009
1841759511	5668794	CVS PHARMACY #10495	399 GEARY ST, SAN FRANCISCO CA 94102-1801	(401) 765-1500
1346705175	5668453	EXPRESS PHARMACY	1111 E WASHINGTON AVE, SUITE C, ESCONDIDO CA 92025-2226	(760) 755-7880
1730645664	5668441	HONEY PHARMACY	7002 MOODY ST STE 106, LA PALMA CA 90623-1181	(562) 403-2332
1861965410	5668251	FAMILIA FARMACIA	1757 CROWS LANDING RD, MODESTO CA 95358-5608	(209) 537-4455
1669936183	5668198	NEW LEAF PHARMACY 2	2303 S UNION AVE UNIT E8, BAKERSFIELD CA 93307-4159	(661) 885-7611

## BENEFIT INFORMATION

On the Profile screen, you can view your account information. You can also see the list of plan members associated with the account. You also have the ability to print your benefit card.

**Smi+Rx** BETA Home Profile Prescriptions Documents Contact Us

### Profile

**Account**

Hi, Thomas Smith! **PRINT CARD**

Member ID: 11223344

RxBIN: 019025

RxPCN: 8001002

RxGroup: 0000

**Support**

SmithRx Support Staff are here for you.

SmithRx Help Line  
(844) 454-5201

Mail Order Fulfilled by Magellan  
(800) 424-5894

Specialty Fulfilled by Magellan  
(800) 424-5894

Or you can send us an email and a SmithRx representative will respond within one business day.

[help@smithrx.com](mailto:help@smithrx.com)

# RX HISTORY

On the Prescriptions screen, you can view all the transactions on file for your account. It will include the medication details, physician, and other details surrounding the claim. The list will be ordered with the most recent transactions on top.

**Smi+Rx** BETA (QA ENV) Home Profile Prescriptions Documents Contact Us

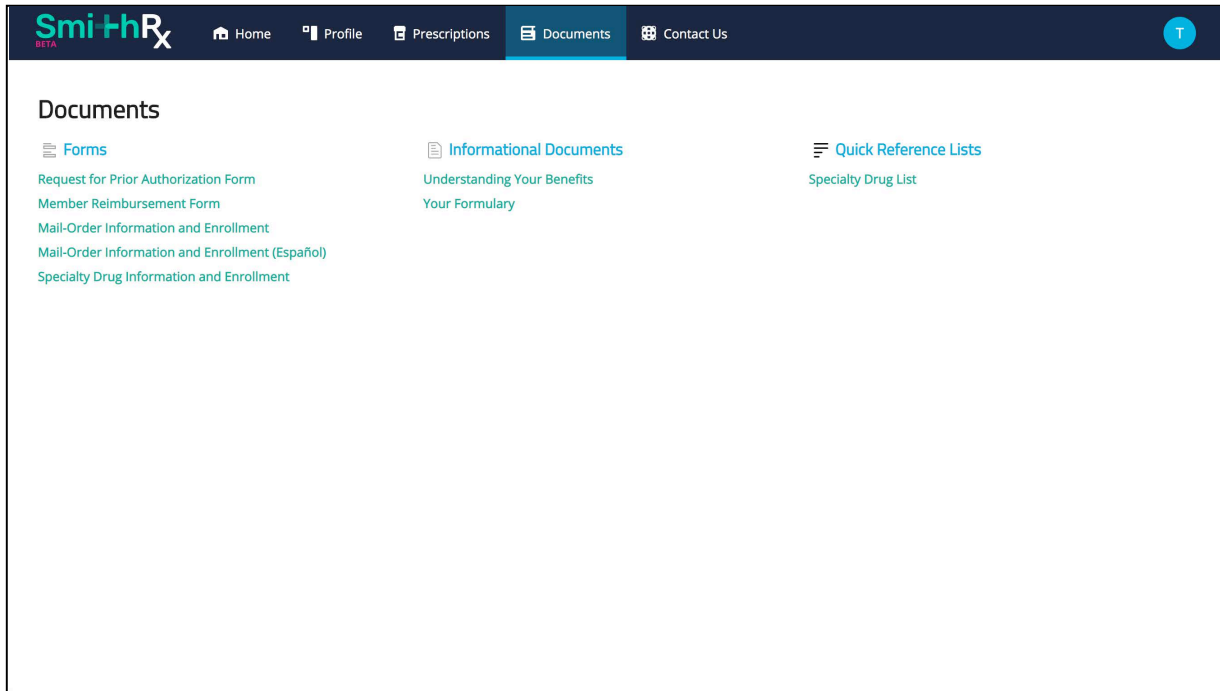
## Prescriptions

History

- Rx #437: ROPINIROLE HCL 3 MG (-30 Quantity / 0 Days)** REVERSAL  
Claimed on 2019-11-06
- Rx #439: MIRTAZAPINE 15 MG (30 Quantity / 30 Days)** PAID  
Claimed on 2019-09-25  
NDC#: 16714-0707-01 Prescribed by: John Doe Pharmacy name: YOUR LOCAL PHARMACY #100  
Copay: \$5.00 Prescribed to: Thomas Smith Pharmacy phone: 415-555-1212  
Prescription date: 2019-02-11
- Rx #437: ROPINIROLE HCL 3 MG (30 Quantity / 30 Days)** PAID  
Claimed on 2019-09-16

## DOCUMENTS

On the Documents screen, you can view and download any type of document or form corresponding to your plan. It houses formularies and drug lists so you can ensure you have the proper coverage.



## SUPPORT

Your care is top priority for us. If you experience any issues with your account, reach out to us directly with the channel you're most comfortable with.

