

Summary

This card explains the basic steps for registering for an ePharmacy account, editing the account, adding a prescription record for a child, and refilling a prescription.

Registration

To use the online pharmacy services, you must first create a confidential account.

1. Select the ePharmacy Registration link.
2. In the *Patient Registration Information* section, enter the required patient information shown next to each asterisk (*).
3. In the *Prescription Information – Optional* section, enter a recent **Rx Number** and your **Birthdate**. This gives you access to Advanced ePharmacy services including your personal prescription profile and *Whenever Wherever* refill services.
4. Select **Submit Registration**.
5. On the *ePharmacy Registration Verification and Certification* window, verify the Patient Registration Information is correct.
6. Select the **I certify...** checkbox verifying the information is correct.
7. Read the *Agreement to Rx.com Terms of Use* section and select **I ACCEPT**.
8. Select **Submit Registration**.
You have just completed registration for an Rx.com ePharmacy account.
9. Select **Continue** to log in to your ePharmacy account.

Activate Your Advanced ePharmacy Services

When you submit your Rx Number and Birthdate in the *Prescription Information – Options* section while registering, the system automatically sends a PIN (personal information number) to your email address. You must activate the advanced services before you can use them. This is a one-time procedure.

1. Log in to your account.
2. Enter the PIN from the email in the **Received your Pin?** field.
3. Select **Submit**.

Edit Your ePharmacy Account

1. Log in to your account.
2. On the My Account window, select **Edit this Account** under your name and contact information.
3. In the **Current Password** field, enter your password.
4. Make any necessary changes to your account.
5. Select **Save Changes**.

Note: These changes are not made at your local pharmacy. Contact them directly to change your information on file there.

Add a Prescription Record for a Child

To add a prescription record for a child, do the following:

1. Log in to your account.
2. On the My Account window, select **Edit this Account** under your name and contact information.
3. In the *Access Children's Prescription Records* section at the bottom of the window, select **Click here to create a Prescription Record...**
4. In the *Minor Registration Information* section, enter the required child information shown next to each asterisk (*).
5. In the *Prescription Information* section, enter the child's recent **Rx Number** and **Birthdate**.
6. Select **Submit Registration**.
7. On the *ePharmacy Registration Verification and Certification* window, verify the Patient and Prescription Information is correct.
8. Select the **I certify...** checkbox verifying the information is correct.
9. Read the *Agreement to Rx.com Terms of Use* section and select **I ACCEPT**.
10. Select **Submit Registration**.

Note: The child's profile remains linked to the adult's profile until the child reaches age 18.

Refill a Prescription

1. Log in to your account.
2. In the *My Prescription History* section, select the checkbox next to the prescription you want to refill.
3. Select **Refill Checked Prescription(s)**.
4. On the Prescription Refill Request window, verify your contact Phone Number. Enter another one, if needed.
5. Select how you want to receive your prescription from the drop-down list.
6. Select **Submit Prescription Request**.
7. At the *Prescription Refill Request* window, confirm the processing time and select **Submit My Order**.
A summary of your prescription order is shown.