How to Use the WellDyneRx® Mail Order website

Login into www.MyVrx.com and click in the mail order box.

If this is your first time logging in you'll need to register first. Fill out the necessary fields and click
The Express Pay Set Up screen will pop up and you can set up your method of payment with a credit card. You can skip by clicking or complete the form and click.

The home screen will look like this.

If you’ve ordered before, you can see and order your medications. You can also see your most recent orders.

Click on one of the following links in order to learn about the available options.

HOME | MEMBER SERVICES | FORMS | HEALTHY LIVING | HELP
When you hover over the button will receive two options Profile and Family Settings.

On the Profile page you are able to change your personal profile including your Contact Info, Shipping Info and Credit Card Info. You can also change your Family Settings.

The tab lets you update your contact preference. Here you choose how you would like to be contacted.

If you choose text message you’ll need to choose your carrier.

The tab is where you can enter multiple addresses.

You will need to verify which address your order will ship to on checkout.
Click **Add New Address** to input your address used for shipping.

Make sure to mark the default billing and default shipping boxes.

Then **Save Address** to finalize.

The **Credit Card Info** tab is used for adding/updating your credit card.

Click on **Add New Card** if you are a new user and want to put a credit card on file.

You can add multiple cards, and choose one as the default card. The default card will auto populate first when you are ready to order.

Important: You must use the card in an online order before it will be saved/usable by WellDyne.
The Family Settings tab allows you to grant others access to your WellDyne account and view your mail order medications and order for you. You can also register other members on your plan into the WellDyne system.

Click on the Yes or No bullet in order to choose who you are granting access. You will also need to agree to the terms and conditions. Click on the link to view them.

In the Mail Order Registration tab you can register your family members. Click on the Register Now link.

This will pop-up a registration page where you can register a family member.
This is the **Member Services** Tab which will be the most used tab. You can view your prescriptions, place orders, view your past orders, request prescriptions from previous pharmacies to be transferred and finalize your order by checking out.

In the Member services tab the options are: [Mail Order Registration](#) | [Prescription List](#) | [Shipment History](#) | [Transfer List](#) | [Checkout](#)

This tab is only useful if you haven’t already registered. If you skipped registration previously you can register here. If you have registered it will show this screen.

When you click ok, if you haven’t added a credit card it will give you the option to add one with Express Pay.
This tab will be the most commonly used tab within the **MEMBER SERVICES** tab. You can see all prescriptions WellDyne has on file and their status.

The warning ⚠ and information ➔ symbols let you know the current status of the prescription when you hover your cursor over them.

Even if a prescription is expired, you can place the order and WellDyne will contact your physician for a new script.

If you have more than one prescription on file, the ➔ symbol will pop up. WellDyne will generally fill the order the same way it was previously filled, but you'll want to verify it is the medication strength and directions before checking out.
If you want to look at how your prescription was written by your doctor, click on the **details** link in the Prescriptions List.

This is will list the medication, strength and the directions the doctor wrote. This is an important step so you can verify you are getting the correct medication when it is ordered.

In order to place an order click **Add Selected Rx's** or go to the Prescription List and click the check mark for the medication you want to order and click **Add Selected Rx's** to send them to your cart.

Next to the medication it will have a **Checkout** link showing the medications you have added to your cart.

You can also click on **Checkout** under the **Members Services** tab or on the **Cart** in the top right corner of the screen which will take you to the **Checkout** screen.
The Shipment History tab allows you to view your previous orders. This screen will show the shipment ID which can be used for WellDyne reference, the date the order was placed, the date the order shipped and how many medication were on the order.

If you click on Details, you will be able to see where the order shipped, the prescription number, the medication names and your cost.

You can also print this screen by clicking Printable View.
The **Transfer List** tab lets you see medications which have been transferred from another pharmacy to WellDyne. Click Select then click **Add Selected Rx's**.

When you hover over the ⚠️ symbol it will let you know the current status of the prescription.

Click on **details** to see more information on the medication. You can see the original pharmacy, Rx# and directions.

If there are no transferred prescriptions you will see this screen.
The **CHECKOUT** screen is the section where you can review your order, your address they will be sent to, your method of payment, view your estimated Co-pay and finalize your order.

Once you've chosen all of your medications click **View Estimated Co-pay** to see a breakdown of cost for your order.

You should always double check your medications were prescribed correctly by looking at the **detail screen** before ordering.
The **Forms** tab will give you several WellDyne forms which are used for various purposes. You will need to be able to view PDF files on your computer. A link for a free download for Adobe Reader is located at the bottom of the screen if you are unable to view them.
The **HEALTHY LIVING** tab has many tips, news, links and health information.

---

### Health Links
- Clinical Trial Information
- Health Information Privacy and Protection Act (HIPPA)
- International Bibliographic Information on Dietary Supplements (IBIDS)
- National Institutes of Health
- Centers for Disease Control and Prevention
- Department of Health and Human Services

### Prescription Medicine Tips

1. Ask for generic drugs. Prescriptions written for generic medications may save you money. Ask your doctor to indicate on the prescription the generic name of your medication, when available.

2. Use the WellDyneRx Mail Service Program for long-term medications which may save you money, depending on your plan’s copay structure. We strongly encourage you to use WellDyneRx’s Mail Service Program for your long-term prescription needs. When using the Mail Service Program, you receive a long-term supply for each prescription.

3. For the Mail Service Program, ask your doctor to always write your maintenance prescriptions for the maximum mail order supply provided by your benefit.

4. WellDyneRx suggests that you check your prescription before leaving your physician’s office to make sure that:
   a. Doctor’s name is legible
   b. Doctor’s phone number and address are on the prescription
   c. Exact daily dosage is indicated
   d. Exact strength is indicated
   e. Exact quantity with number of refills is indicated
   f. Full first and last name of the patient is legible

5. Please visit the FDA’s consumer information page to read the current Food and Drug Administrations guidelines for proper disposal of expired or unused medications.
The HELP tab has a lot of information regarding how to use the mail service pharmacy, commonly asked questions and legal information. It also has a link to ask a Pharmacist a question directly regarding medications.