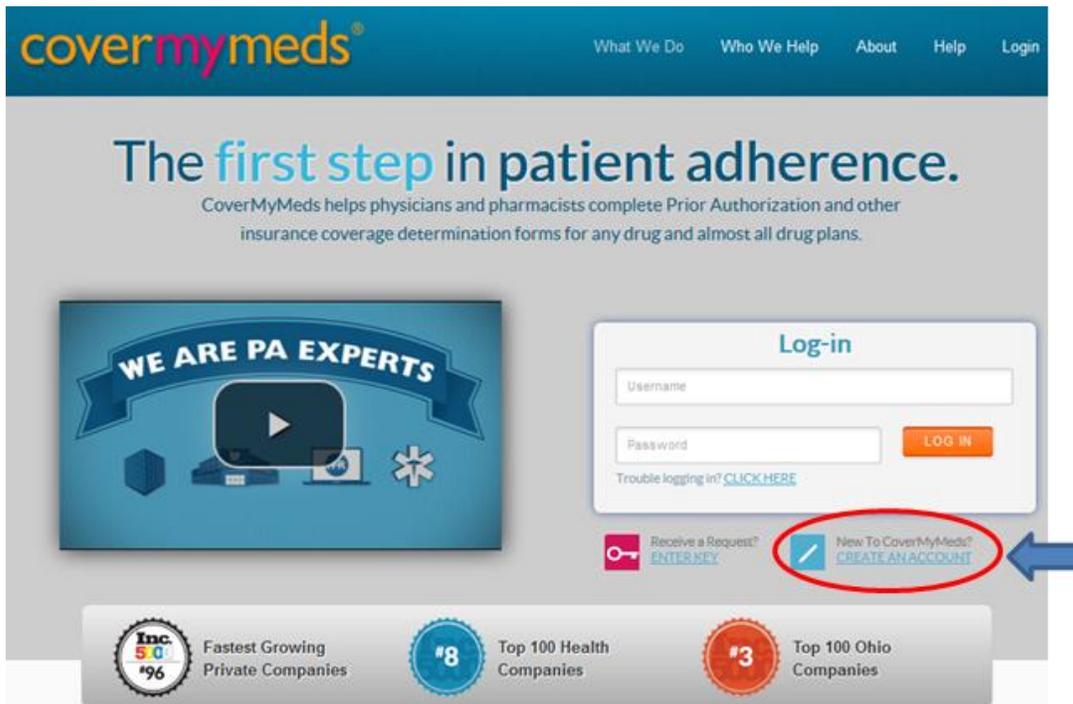


Create a new CoverMyMeds account

To register for a free CoverMyMeds account, providers will go to www.covermymeds.com and click the **Create an Account** button. Setting up an account only takes a few minutes.



On the sign up page, providers will enter their name, email, and a unique username and password, and then select their appropriate user type. The provider will click **Next** when the fields have been completed.

The image shows the 'Sign up' form on the CoverMyMeds website. The form has a blue header with the text 'Sign up'. Below the header, there are several input fields: 'Your Full Name', 'Email', 'Username', 'New Password', and 'Confirm Password'. To the right of the 'Your Full Name' field, there is a link that says 'What browsers do you support?'. To the right of the 'Email' field, there is a link that says 'What if I have multiple prescribers at my location?'. To the right of the 'Confirm Password' field, there is a link that says 'What makes a strong password?'. Below the input fields, there is a 'User Type' dropdown menu with the text 'We're a...' and a downward arrow. At the bottom of the form, there are two buttons: 'Next' and 'Cancel'. At the very bottom of the page, there is a link that says 'Already a user? Log in instead.'.

Complete basic demographic information on the following screen. When finished, click **Done**.

Your Information

Practice Address, City, State, and ZIP	Address <input type="text"/> City <input type="text"/> State <input type="text" value="Not set"/> ZIP <input type="text"/>
Practice Phone Number	<input type="text"/>
Practice Fax Number	<input type="text"/>
How many prior authorization forms will you process with this account per week?	<input type="text" value="Choose a range..."/>
What is your practice called? (e.g., Riverside Physicians)	<input type="text"/>
How did you hear about us?	<input type="text" value="Choose one..."/>
What is the prescriber's specialty?	<input type="text" value="Choose a specialty..."/>
Is your organization part of a health system?	<input type="radio"/> Yes <input type="radio"/> No

[Already a user? Log in instead.](#)

After setting up their account, providers will be prompted to read and accept the terms of service by checking the **I agree** box and then clicking the **Continue** button.

Accept Terms of Use

User Agreement

CoverMyMeds LLC Terms of Service and Provider Agreement

Use of covermymeds.com (this "website") and associated services, including the CoverMyMeds claims processing service, is governed by the terms and conditions below ("Terms of Service"). These Terms of Service constitute a legally binding agreement between you and CoverMyMeds, LLC ("CoverMyMeds").

You must be a licensed Health Care Provider, or an employee of a licensed Health Care Provider, and at least 18 years old to use covermymeds.com. By clicking the "I AGREE" button at the end of this page, you agree that you have read,

I Agree

[Click 'I Agree' to continue.](#)

Continue

Next will be the option to verify prescribers by entering their NPI number and following the instructions given. Offices may also verify their prescribers at a later time by clicking on the **Prescribers** link at the top of their screens.

To start a prior authorization, click **Start a Prior Authorization Request**.

Prescribers

Logged in as **John Smith** | [Your Preferences](#) | [Prescribers](#) | [Help](#) | [Tell A Colleague](#) | [Privacy & Terms](#) | [Log Out](#)

Prescribers

Thank you for adding your prescribers! Once they are verified, your office will have additional features that allow you to do electronic PAs for some plans and receive PAs started by pharmacies directly in your account. [Learn More.](#)

Find your prescribers

Find your prescribers

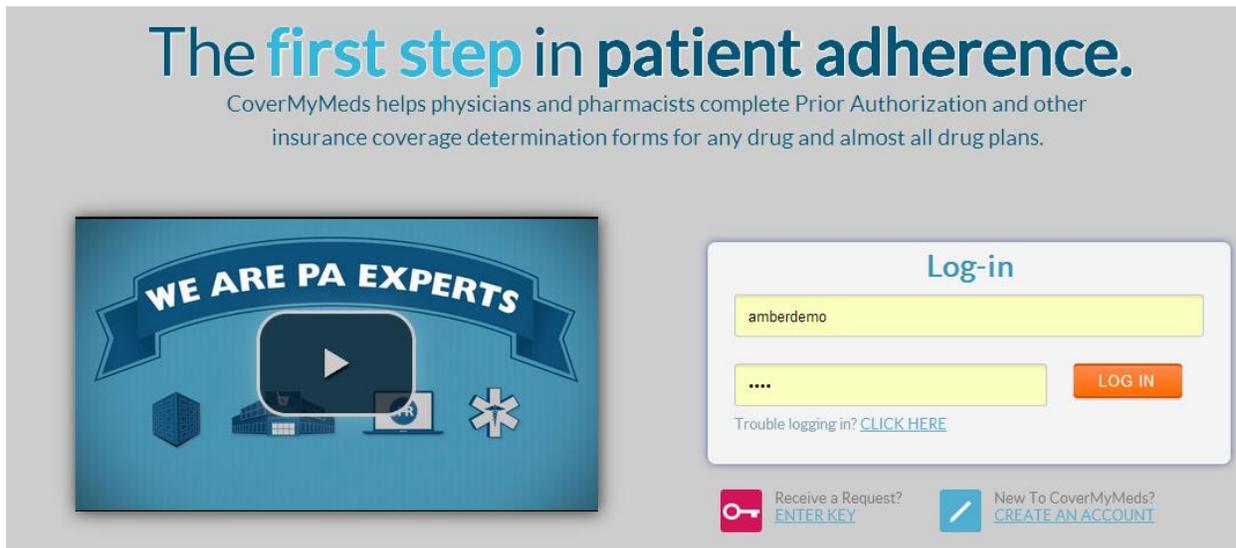
Type your prescriber's name or NPI number

Initiate Verification

Start a Prior Authorization Request

Log in as an existing CoverMyMeds user

If the provider has an existing account with CoverMyMeds, or for future sessions after sign up, they will enter their username and password and click **LOG IN**.



The image shows a screenshot of the CoverMyMeds website's login page. At the top, the headline reads "The first step in patient adherence." Below this, a sub-headline states: "CoverMyMeds helps physicians and pharmacists complete Prior Authorization and other insurance coverage determination forms for any drug and almost all drug plans." On the left side, there is a blue graphic with a banner that says "WE ARE PA EXPERTS" and icons for a play button, a building, a laptop, and a star. On the right side, there is a white "Log-in" form with a yellow input field containing the text "amberdemo", a second yellow input field with three dots, and an orange "LOG IN" button. Below the form, there is a link that says "Trouble logging in? [CLICK HERE](#)". At the bottom of the page, there are two buttons: a red key icon with the text "Receive a Request? [ENTER KEY](#)" and a blue pencil icon with the text "New To CoverMyMeds? [CREATE AN ACCOUNT](#)".

About CoverMyMeds groups

For many physician offices, the prior authorization (PA) process is a team effort. One way for offices and pharmacies to collaborate better on PAs is by working together in a group.

A group is a CoverMyMeds security best practice, which acts as a preferred alternative to sharing accounts and passwords. With a group, each member of your team will have their own CoverMyMeds account permitting the sharing of all your PA requests.

We highly recommend that providers and their teams reach out to the CoverMyMeds team to help set up a group and explain the full available functionalities and features! If providers would like to create a group, chat with us using the live chat box in the bottom right corner of the screen or give CoverMyMeds a call at 866-452-5017, and we would be more than happy to help!

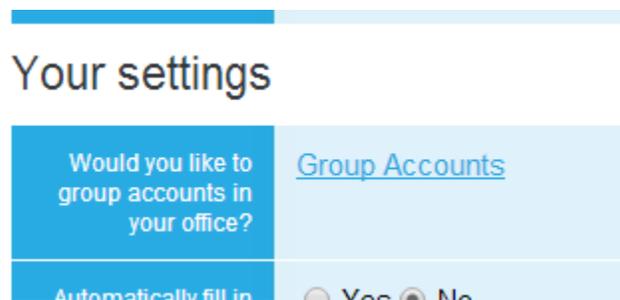
Once a provider group is created, it can be managed by the provider after logging into their account.

Manage your groups

To view current groups and add or remove group members, providers will click the **Your Preferences** link that appears at the top of the screen.



Scroll down to “Your Settings” and then click the **Group Accounts** link.



Under the “Manage Groups” page, providers will be able to invite coworkers to existing groups by clicking the **Invite Coworkers** button, create new groups by clicking **Create a New Group**, remove current users (if the logged in provider is the group administrator) by clicking the **Remove** link, and view existing groups and group members.

Manage Groups

Group Actions	Create a New Group Invite Coworkers		
John's Group	Name	Email	Remove
	John Smith	jsmith@email.com	<i>Group Owner</i>
	Jane Doe	jdoe@email.com	Remove
Sample group	Name	Email	Remove
	John Smith	jsmith@email.com	<i>Group Owner</i>

About verifying prescribers

Verifying providers in CoverMyMeds includes a number of benefits, including receiving PAs started by pharmacies directly in your account. For participating plans such as CVS Caremark, you will be able to start and submit electronic PAs.

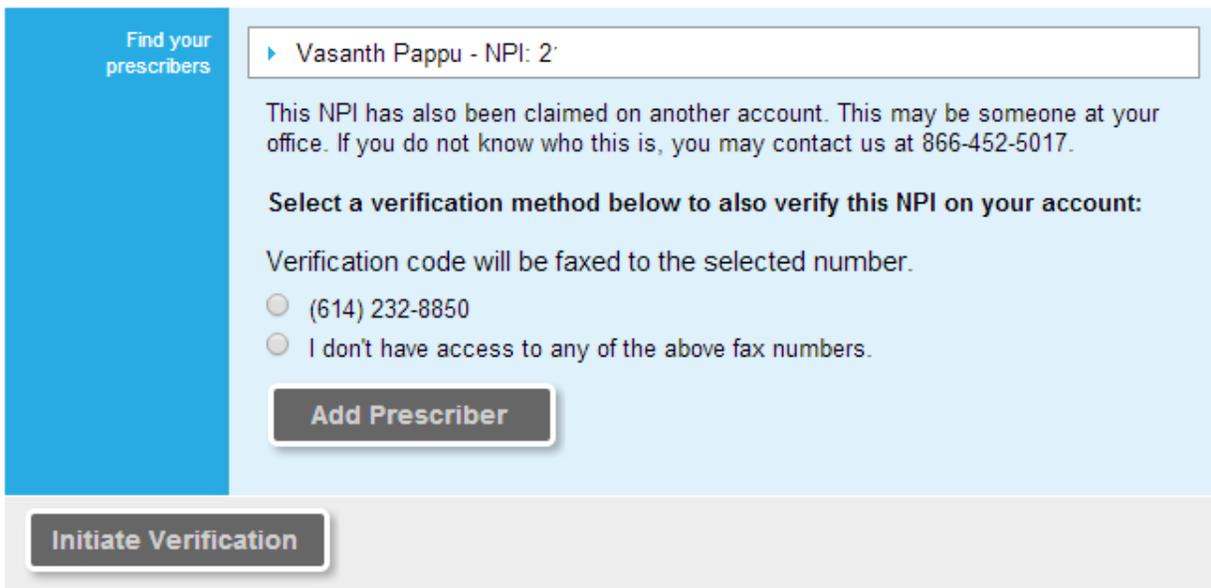
Verify your prescribers

Go to the **Prescribers** link at the top of any page.



Type in the prescriber's name or NPI # in the **Find your prescribers** box. Then, select your prescriber from the drop down list.

Find your prescribers

A screenshot of the 'Find your prescribers' search interface. On the left is a blue vertical sidebar with the text 'Find your prescribers'. The main area is light blue and contains a search input field with the text 'Vasanth Pappu - NPI: 2'. Below the input field is a message: 'This NPI has also been claimed on another account. This may be someone at your office. If you do not know who this is, you may contact us at 866-452-5017.' Below this message is the instruction: 'Select a verification method below to also verify this NPI on your account:'. Underneath are two radio button options: '(614) 232-8850' and 'I don't have access to any of the above fax numbers.' At the bottom of the main area is a grey button labeled 'Add Prescriber'. Below the main area is a grey bar with a button labeled 'Initiate Verification'.

Choose a fax number and click the **Add Prescriber** button.

If you do not have access to any of the fax numbers shown, select the “I don’t have access to any of the above fax numbers” option, enter your phone number in case we need to contact you, and we will manually verify them, usually within a day or two.

If the phone number you enter is a main office line, please add specific instructions to get a hold of you in the Notes, such as an extension.

Note: We pull fax numbers from the NPI Registry. To update the fax number, visit <https://npiregistry.cms.hhs.gov>

Repeat the search and fax number selection for all of your prescribers.

Once done, click **Initiate Verification**. CoverMyMeds will fax an alphanumeric code to the fax number(s) chosen, usually within a few minutes.

If you chose the "I don't have access..." option, you will not receive a code; we will verify the prescriber for you, and send you an e-mail notification when complete.

Once you have received the verification code (via the fax we send to your office), click Enter Code next to your prescriber'(s) name. Type in the code on the fax, and your prescriber will be instantly verified!

If you do not receive the verification fax, click **Resend** and another copy will be faxed to you.