

## Instructions for using Express Scripts:

1. Log in to your BCBSM Portal at [www.bcbsm.com/](http://www.bcbsm.com/)

The screenshot shows the Blue Cross Blue Shield Blue Care Network of Michigan website. The top navigation bar includes 'HOME', 'EMPLOYERS', 'AGENTS', and 'PROVIDERS'. A secondary navigation bar contains 'Find Plans', 'Health Insurance 101', 'For Members', 'About Us', and 'Help'. A 'LOGIN' button is visible in the top right corner. A large modal window is open, titled 'Log in as a:', with options for 'Member', 'Employer', 'Provider', and 'Agent'. The 'Member' option is selected. The login form includes fields for 'Username' and 'Password', a 'LOGIN' button, and links for 'Forgot your username or password?' and 'Get login help'. Below the login form, there is a link: 'Not Registered? Get access to your online account. Register Now'. The background of the website features a banner with the text 'New beginnings mean new health care options' and 'See if you qualify'. There are also promotional tiles for 'Get a Quote', 'Find a Doctor', 'Pay My Bill', 'Planning your summer vacation?', 'Register to see your claims with an online account', and 'ER vs. Urgent Care Know where you should go'.

2. Click on the 'My Coverage' and 'Prescription Drugs' menu option.

The screenshot shows the Blue Cross Blue Shield Blue Care Network of Michigan website after logging in. The top navigation bar includes 'Account Settings', 'Messages', and 'Log Out'. A secondary navigation bar contains 'Home', 'My Coverage', 'Claims', 'Doctors & Hospitals', 'Health & Wellness', and 'Forms'. The 'My Coverage' menu is expanded, showing options for 'Medical', 'Prescription Drugs', and 'Spending Accounts'. The 'Prescription Drugs' option is selected. The main content area displays 'What's Covered' information, including a link to 'Download your benefits' and a list of services covered by the plan: Preventive Services, Emergency room and urgent care services, Diagnostic and radiation services, and Other services covered by your plan. There are also promotional tiles for 'You can compare health care costs', 'Get drug prices', and 'Shop for Deals'. The Blue Cross Blue Shield and Blue365 logos are visible at the bottom.

3. Under the section 'Where to go for care' select 'Mail Order'

The screenshot shows a web portal for Prescription Drugs. On the left is a navigation menu with 'Medical' as the main category, and sub-items: 'Overview & Balances', 'Visit Summary', 'What's Covered', 'Plan Documents', '> Prescription Drugs' (highlighted), and 'Spending Accounts'. The main content area is titled 'Prescription Drugs' and includes a blue header with a printer icon and 'Print' text, and a 'My ID Cards' icon. Below the header, it displays 'Group Name: Western Michigan Health Insurance Pool' and 'Group Number: 000071565'. The 'Enrollee' field is redacted with a blue box, and 'Enrollee' is listed as '2 Family'. The main content area has a dotted line separator and contains several links: 'What's covered - prescription benefits', 'Price a drug and view additional benefit requirements', 'Research a drug', and 'Prescription drug history'. To the right of these links are two help sections: 'Need More Help?' and 'Need Pharmacy/Prescription Help?'. At the bottom, there is a 'Where to go for care' section with links for 'Find a Pharmacy', 'Mail order', and 'Mail order specialty drugs'. A disclaimer is visible at the very bottom of the page.

4. Your currently prescribed medications will display on your portal with prices for mail order option. You may select medications you wish to have moved to mail order status and submit when you have completed selecting medications.

5. If you prefer to submit your mail order by paper request, the form can be found here: [O:\HR-Public\WMHIP\](#)