

Unregistered Users Instructions to Mail Order Site

From aetnamedicare.com

- Click “Login” button
- Click “Register” button
- Follow Steps
 - Enter Personal Info including member ID
 - Validate Identity
 - Create User ID and password
 - Agree to terms and conditions
- Once User ID and Password have been created, use registered user instructions below

Registered Users Instructions to Mail Order Site

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- Click “Login” button
- Enter User ID and password
- Once on the homepage, Click “Pharmacy Coverage”
 - Select Mail Order Refills and Renewals
 - Please note, members must have a prescription on file to order refills
 - They can send in paper scripts with the MOD order form or have their ordering physician send it to us as they would any other pharmacy
 - Providers should select “CVS Caremark Mail Order Pharmacy” when sending prescriptions electronically
- Once on the CVS Caremark Mail Order page, retirees should enter and requested demographic and payment information
 - Electronic check
 - Credit or debit card
 - If copay is \$0, no payment form is required
 - Can select to keep payment for on file for future orders but this is not required
- Expedited shipping available for an additional fee, cannot expedite to PO Box.