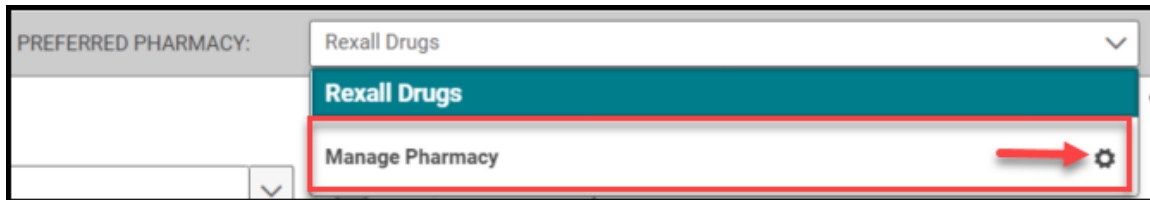




Adding a Preferred Pharmacy

1. In the **header bar** (top panel), in the **Preferred Pharmacy** drop-down, click the **Manage Pharmacy** 'pinwheel' symbol.



The **Manage Pharmacies** window appears.

Manage Pharmacies For Test, Criss Cross

Search Pharmacy

Search Pharmacy Add Custom Pharmacy

Pharmacy Name: City: State: Zip: Phone: Pharmacy Type: Retail Search

Search results will show here

Preferred Pharmacies

Pharmacy Name	Address	City	State	Zip	Phone	Type	Contracted
68542 CVS PHARMACY	1000 WASHINGTON STREET	BOSTON	MA	02108	(401) 770-7396 (401) 770-2197 (f)	Retail	Remove
CVS HEALTH #00028	2000 MENDON ROAD	CUMBERLAND	RI	02864	(401) 527-7680 (401) 770-7850 (f)	Retail	Remove
CVS HEALTH #68512	2 BVP	Palestine	TX	73301	(401) 770-6911 (401) 770-9234 (f)	Retail	Remove

Need Help? Close

2. In the **Pharmacy Name** field, begin typing the description name of the pharmacy location.
3. **Optional:** Enter any additional search modifiers as needed, such as, **City, State, Zip, Phone**.
4. To filter the search list by **Pharmacy Type**, select the option(s) from the drop-down.
5. When complete, click **Search**.
6. To add the pharmacy, click the **Add to Preferred** hyperlink.

The added location appears in the **Preferred Pharmacies** list at the bottom of the window.