

Set up your spouse and adult dependents with Express Scripts

Follow these steps to set up your account and accounts for your spouse and adult dependents (age 18 and over) so you can manage their prescription orders from your account.

- 1** First, the MESSA member must create his or her MESSA member account.
 1. MESSA member: Go to messa.org and log in or create your MESSA member account.
 2. Click on **“Rx Home Delivery”** and you’ll automatically be taken to the Express Scripts member portal. You (the member) do not need to create a separate Express Scripts account; you can get there easily after logging in to your member portal at messa.org and clicking on **“Rx Home Delivery.”**
 3. *Spouses and other adult dependents cannot create messa.org accounts. They will have to create their own Express Scripts accounts.*

- 2** Create separate Express Scripts accounts for your spouse and each adult dependent who wants you (the member) to be able to order and manage their prescriptions.
 1. Go to express-scripts.com.
 2. Click on **“Register Now.”**
 3. Complete the web form.
 4. Choose **“Member ID.”**
 5. In the **“I am the”** dropdown field, select one:
 - i. Spouse
 - i. Adult dependent
 - ii. Domestic partner
 6. Success! Your dependent’s account has been created.

- 3** Link family accounts to yours (the member). If your spouse and adult dependents want you to be able to view and manage their mail order prescriptions, they must complete these steps.
 1. Log in to your dependent’s account at express-scripts.com. Hover over **“Account”** in the top menu and select **“Personal Information.”**
 2. Scroll down to **“Viewing preferences/Manage family prescriptions.”**
 3. Click the **“Edit preferences”** button.
 4. Your dependent will be taken to their **“Update Your Viewing Preferences”** page.
 5. Under the **“Family members who may view you online”** heading, your name should appear.
 6. **Your spouse or adult dependent will need to check the box in front of your name and click submit.**
 - a. When you’ve successfully completed this process, Express Scripts will share your dependent’s prescription information in your account as well. This will allow you to view and manage your spouse’s or adult dependent’s prescription orders from your Express Scripts account.
 7. Follow these same steps for each adult dependent for whom you need to manage prescription orders for long-term maintenance medications.

Questions? Our member service representatives can help. Call 800.336.0013.

