

## How to set-up a Costco pharmacy account and order COVID-19 tests

### Set up a Costco pharmacy account

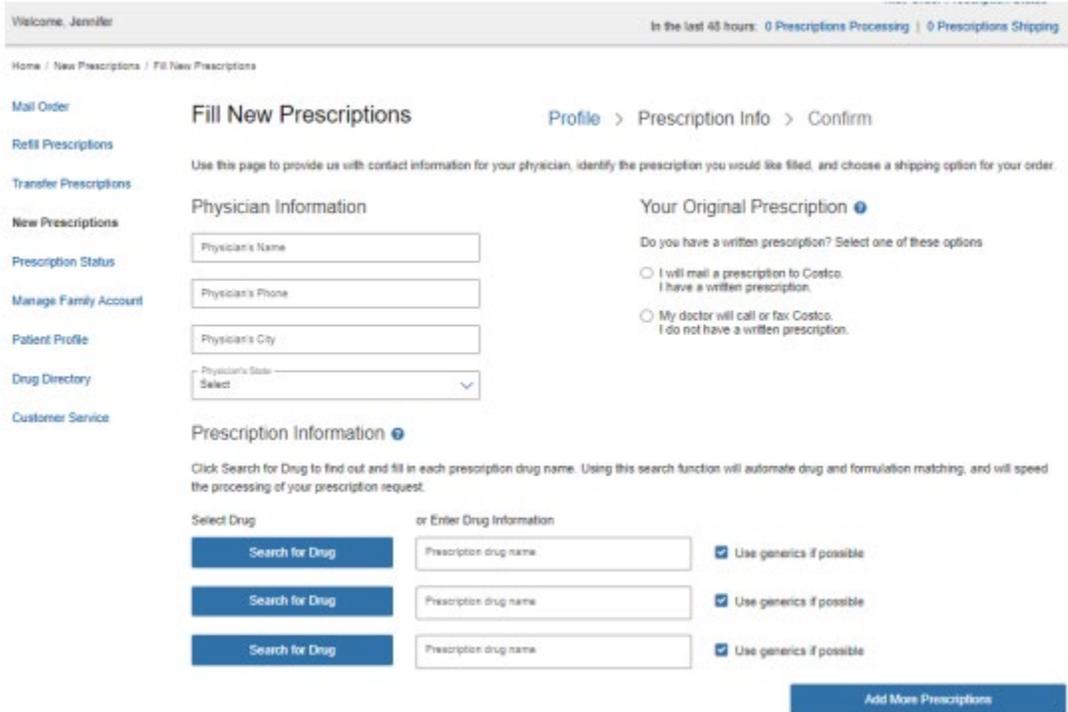
1. Visit the [Costco pharmacy website](#)
2. Sign in or register for a new account
3. Select "Mail Order"



4. Select "Complete Patient Profile"
5. Complete "Account and Patient Info"
6. "Insurance" tab:
  - "Would you like us to bill a prescription insurance plan", select Yes
  - "Select Plan Name", Navitus Health Solutions (Uniform Medical Plan)
  - Input your Member ID (including the W)
  - RxGroup Number: PEBB members use 10008217, SEBB members use 10016720
  - Policyholder name: Enter Subscriber name
  - Relationship to cardholder: Enter your relationship to the subscriber
  - Policyholder Date of Birth: Enter Subscriber's birthdate
  - Insurance Phone: 1 (888) 361-1611
7. "Payment method"
  - Skip the payment method
8. "Address" tab:
  - Enter Shipping address
  - Enter Billing address
9. "Privacy" tab
  - Approve disclosure
10. Save changes

## How to order COVID-19 tests

1. Select “New Prescriptions” from the left-hand menu



The screenshot shows the 'Fill New Prescriptions' page. At the top, it says 'Welcome, Jennifer' and 'In the last 48 hours: 0 Prescriptions Processing | 0 Prescriptions Shipping'. The breadcrumb trail is 'Home / New Prescriptions / Fill New Prescriptions'. On the left is a navigation menu with 'New Prescriptions' selected. The main content area is titled 'Fill New Prescriptions' and includes a breadcrumb trail 'Profile > Prescription Info > Confirm'. Below the title is a sub-header: 'Use this page to provide us with contact information for your physician, identify the prescription you would like filled, and choose a shipping option for your order.' The form is divided into two columns. The left column is 'Physician Information' with fields for 'Physician's Name', 'Physician's Phone', 'Physician's City', and 'Physician's State' (a dropdown menu). The right column is 'Your Original Prescription' with the question 'Do you have a written prescription? Select one of these options' and three radio button options: 'I will mail a prescription to Costco. I have a written prescription.', 'My doctor will call or fax Costco. I do not have a written prescription.', and 'I do not have a written prescription.' Below these is a 'Prescription Information' section with a search tip and three rows of 'Select Drug' (a 'Search for Drug' button) and 'or Enter Drug Information' (a 'Prescription drug name' field). Each row has a checked 'Use generics if possible' checkbox. At the bottom right is an 'Add More Prescriptions' button.

2. Complete the Physician information as follows:

- Physician's name: Costco Test
- Physician's phone: 800-111-1111
- Physician's city: Seattle
- Physician's state: WA
- Your original prescription: Select “My doctor will call or fax Costco. I do not have a written prescription”

3. Enter drug information into the Prescription drug name field:

- Prescription drug name: Enter COVID tests
- Shipping option: Select standard shipping
- Click “Next”

4. Confirm prescription request

For further assistance ordering test kits, UMP members can call Costco Mail Order Customer Service at 1-800-607-6861.