

**Benefits Department** 

8095 Innovation Park Dr. Fairfax, VA 22031

## Registering on the Capital Rx website

1. Go to: <u>https://app.cap-rx.com/register</u> and enter the required information – first name, last name, DOB and SSN. Click on 'Validate.'

	CREATE NEW ACCOUNT
	1. Validate Member Information
First Name*	Last Name*
Date of Birth*	
I want to use my:	Social Security Number Member ID
Social Security Num	iber*
	VALIDATE →



2. Next you will be prompted to enter your preferred email address and create a password. The password must be 15 characters long and a combination of upper case, lower case, numbers, and special characters. Click on 'Create Account.'

CREATE NEV	N ACCOUNT
2. Enter Email	and Password
Create a password that is at least 8 characters l uppercase letter, ar	long and contains a number, special character, nd lowercase letter.
Email*	
his field is required.	
Password*	SHOW
assword should be at least 15 characters long and contain a nu o leading or trailing whitespace.	imber, special character, uppercase letter, lowercase letter, and
Confirm Password*	SHOW
_	
l agree to receive emails from	Capital Rx regarding my account
CREATE A	CCOUNT →



3. You will receive a confirmation code at the email address you registered to confirm your account. Enter the confirmation code and click 'Confirm.'

	🔇 Capital Rx
	CREATE NEW ACCOUNT
	<b>3. Confirm Email</b> Please enter the confirmation code that was e-mailed to you. Confirmation Code
13	CONFIRM
	Didn't receive the email? <u>Resend code.</u>
X	
	Already have an account? Sign in here.



4. Once your account is confirmed, you will be prompted to login using your email address and password.

	🔇 Capital Rx
	MEMBER SIGN IN
	Email Address*
	NEXT
	Forgot password?
5	Don't have an account? Register Now.