

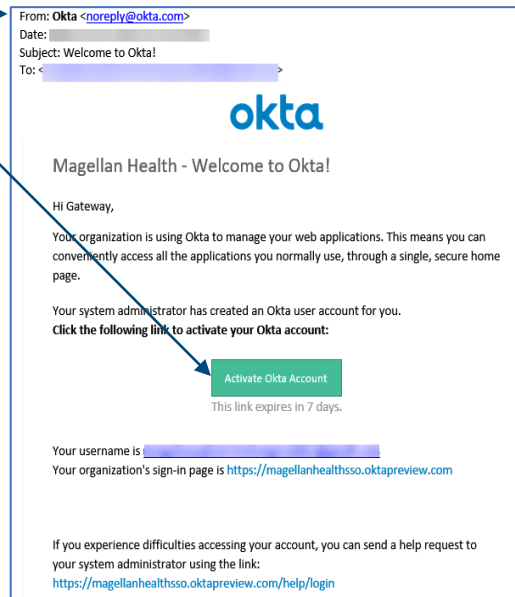
Quick Reference Guide

New Portal Login Process

Step One

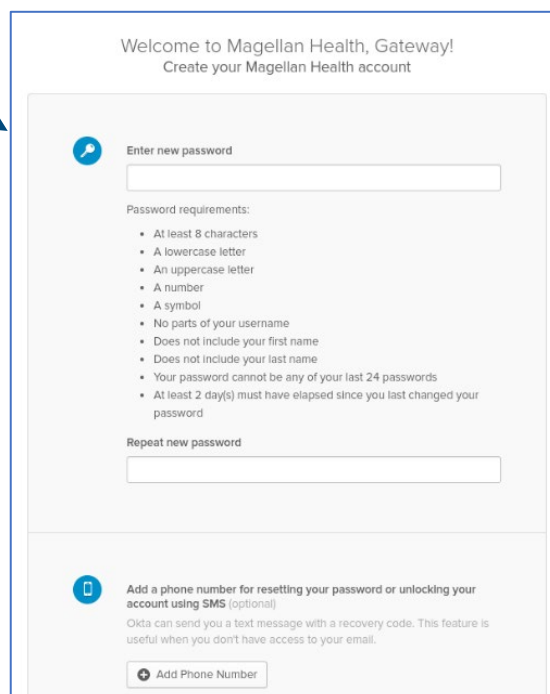
You will receive an email from sender “Okta <noreply@okta.com>”. It will contain a unique link for your account setup. Click on the green “**Activate Okta Account**” button within 7 days of receipt.

Note: Please do not use any other links in this email. Use only the “**Activate Okta Account**” link.



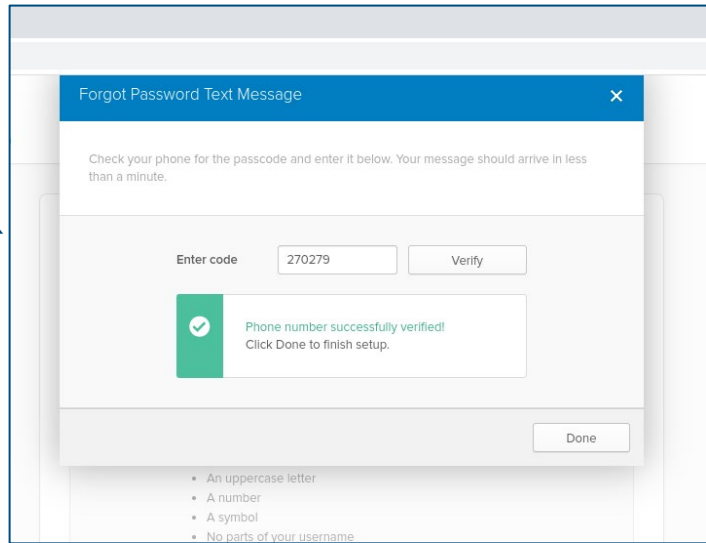
Step Two

You will be asked to create your account by entering a **new password** and adding a **phone number**. We recommend using your personal cellphone number as this phone number will be used for automated account verification calls.



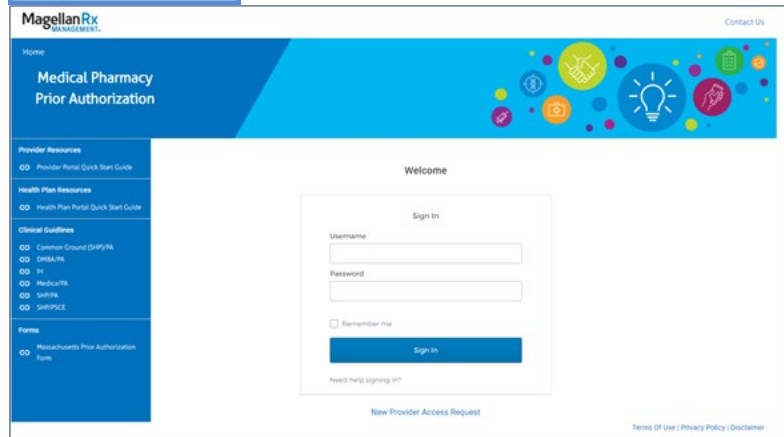
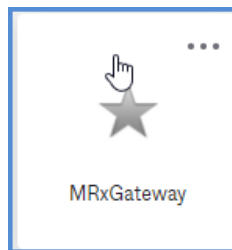
Step Three

Once you complete these steps, the system will verify your phone number with you by calling it and providing a code to you. Enter the code and click **Verify**. Then, click **Done**.



Step Four

Your account setup is complete! An OKTA tile for MRxGateway will appear. You may click on the tile or go to <https://www.mrxgateway.com/> to use your new login!



For questions, please email:

Providers: MRxPR@MagellanHealth.com

Health Plans: MRxHPInquiries@MagellanHealth.com