



MEDEX Member Center Instructions for Faculty and Staff

To create an account on the MEDEX Member Center, please follow these instructions:

- 1) From our website www.medexassist.com click on *MEDEX Group* from the homepage. On the next page that appears, under *Member Login*, click on *Create an Account*.
- 2) Enter MEDEX ID 330331 and click *Next*.
- 3) Next, you should see a page that asks you to set up your username and password. Make sure you enter your email address as this is how you will access the Member Center going forward.
- 4) An e-mail will be sent to you with a link that will allow you to access the Member Center. Please click on this link to activate your account.
- 5) You will be directed to a page named *Activation Complete*.
- 6) Click *Login* and enter your user name and password.

You have now created an account and will have 24/7 access.

If you have any questions, please contact me at your convenience.

Maggie Cardano
Client Relations Manager
MEDEX Global Group
800 537 2029
410 453 6328 direct
410 308 7905 fax
MCardano@medexassist.com