



How to Order Medicare Materials

PURPOSE: This job aid will show you how to order materials for PY2021.

<p>Click the Agent Order Link</p>	<p>The order system will open for 2021 material ordering July 17th for New Certs and Recertifications.</p> <p>https://printandfulfillment.adp.com/HumanaDelegatedAgents/Forms/UniversalLogin.aspx</p>
<p>Login</p> <p>Step 1</p> <p>Step 2</p> <p>Step 3</p>	<div style="text-align: center;"> <p>Agent Log-in ← If agent click Agent Log-in</p> <p>Agency Log-in ← If agency click Agency Log-in</p> </div> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p>Provide Agent Information</p> <p>SAN# <input type="text"/> * ← Enter SAN</p> <p>Last Name <input type="text"/> * ← Enter Last Name</p> <p style="text-align: center;">Submit ← Click Submit</p> </div> <div style="margin-top: 20px;"> <p>Humana Medicare Sales Product Order/Tracking Options</p> <p>Initial Sales Materials Request ← Select this button if this is your 1st time ordering the next campaign</p> <p>Reorder Sales Materials Request ← Select this button to reorder sales materials</p> <p>Medicare Supplement Only Request ← Select this button if you are only order Med Supp material</p> <p>Tracking your Sales Material(s) ← Select this button to track an existing sales material request</p> <p>Copy Sales Material order ← Select this button to copy an existing sales material order</p> <p>Add/edit profile ← Select this button to add or edit your profile</p> </div> <div style="font-size: small; margin-top: 10px;"> <p>Announcement Thank you for choosing to sell Humana products. Humana's portfolio of products allows you to deliver the right solution for your clients. To order Humana Medicare product sales materials, please select one of the log-on options. Production information and important dates regarding your sales materials/deliveries may also be found here.</p> </div>
<p>Choose your Plan Year</p>	<div style="text-align: center;"> <p>Choose your Plan Year</p> <p><input type="checkbox"/> 2019</p> <p><input type="checkbox"/> 2020 ← Select plan year</p> <p>Previous Next ← Click Next</p> </div>

Add Contact Information

Welcome Azent
Contact Information

Select an existing Business address, Residential address or add a new address

Please tell us where to send your sales material by selecting one of the address options below.

Business Address

Agent Name
Address
City, State Zip

Residence Address

Agent Name
Address
City, State Zip

New Address

Agent Name

Address 1
Address 2
City
State [FL] Zip

Note: An e-mail address is required to receive shipping and tracking updates.
The e-mail address Humana currently has on file is selected. To provide an updated e-mail address for shipping and tracking confirmation, select and enter the updated e-mail address below.

Email Address on File **ABC@vahoo.com** ← Validate existing e-mail address or provide an updated address

Updated Email Address

← Click Next

Choose your State and County

Choose your States

Please select the states and counties for which you plan to order sales material.

States:
 ← Select at least 1 State from drop down

Counties:
 ← Select at least 1 County from drop down

← Click Next

Choose your Materials - Plans

Choose your materials

Click [here](#) to view kit contents for 2017 and 2018 plan years. By selecting plans below, you are placing an order for these plan year contents only. Items not listed in the slide above must be ordered individually.
Please select the plans you are interested in selling. You can determine the quantity on the next page.

Select your plan materials

Select	2018 Plan Information
<input type="checkbox"/>	Humana Enhanced 55894-010-000 (PDF), PDF Alachua, Baker, Bay, Bradford, Brevard, Broward, Calhoun, Charlotte, Citrus, Clay, Collier, Columbia, DeSoto, Dixie, Duval, Escambia, Flagler, Franklin, Gadsden, Glades, Gulf, Hamilton, Hardee, Hendry, Hernando, Highlands, Hillsborough, Holmes, Indian River, Jackson, Jefferson, Lafayette, Lake, Lee, Leon, Levy, Liberty, Madison, Manatee, Marion, Martin, Miami-Dade, Monroe, Nassau, Okaloosa, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, Santa Rosa, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, Suwannee, Taylor, Union, Volusia, Wakulla, Walton, Washington
<input type="checkbox"/>	Humana Gold Plus H1036-215-000 (HMO), HMO Sarasota
<input type="checkbox"/>	Humana Gold Plus H1036-387-000 (HMO), HMO Sarasota
<input type="checkbox"/>	Humana Gold Plus H1036-389-000 (HMO), HMO Oceola, Orange, Seminole
<input type="checkbox"/>	Humana Gold Plus SNP-DE H1036-253-000 (HMO SNP), HMO Polk, Highlands, Hardee
<input type="checkbox"/>	HumanaChoice Florida H5216-000-000 (LPP0), LPP0 Palm Beach, Broward, Miami-Dade
<input type="checkbox"/>	HumanaChoice F5026-005-000 (RPP0), RPP0 Sumter, Manatee, Hardee, Putnam, Lake, Polk, Sarasota, Indian River, Bay, Brevard, Collier, Levy, Jackson, Lee, St. Johns, Nassau, Gadsden, Flagler, Citrus, Okeechobee, Suwannee, Calhoun, Baker, Orange, Santa Rosa, DeSoto, Bradford, Gulf, Wakulla, Clay, Columbia, Washington, Walton, Martin, Pasco, Gilchrist, Jefferson, Pinellas, Osceola, Miami-Dade, Hendry, Holmes, Palm Beach, Taylor, Hamilton, Franklin, Union, Marion, St. Lucie, Volusia, Hernando, Alachua, Monroe, Lafayette, Liberty, Highlands, Seminole, Okaloosa, Madison, Hillsborough, Dixie, Escambia, Duval, Charlotte, Glades, Leon, Broward
<input type="checkbox"/>	Humana Gold Choice H0145-081-000 (PFFS), PFFS Levy, Flagler, Highlands, Glades, Marion, Orange, Sarasota, Lee, St. Lucie, Putnam, Holmes, Santa Rosa, Escambia, Citrus, Pinellas, Seminole, Charlotte, Miami-Dade, Martin, Osceola, Calhoun, Broward, Indian River, Manatee, Collier, Hernando, Broward, Palm Beach, DeSoto, Hardee, Okeechobee, Polk, Pasco, Volusia, Sumter

New Plans
 Lead Plans

← Click Next

Choose your Quantity

Choose your quantity

2018 Plan Information		English	Spanish	Delete
State: FL				
Humana Enhanced 55884-010-000 (POP), PDP	Alachua Baker Bay Bradford Broward Calhoun Charlotte Citrus Clay Collier Columbia DeSoto Dixie Duval Escambia Flagler Franklin Gadsden Gilchrist Glades Gulf Hamilton Hardee Hendry Hernando Highlands Hillsborough Holmes Indian River Jackson Jefferson Lafayette Lake Lee Leon Levy Liberty Madison Manatee Marion Martin Miami-Dade Monroe Nassau Oklawaha Okeechobee Orange Osceola Palm Beach Pasco Pinellas Polk Putnam Santa Rosa Sarasota Seminole St. Johns St. Lucie Sumter Suwannee Taylor Union Volusia Wakulla Walton Washington	10	0	
Humana Gold Plus H126-215-000 (HMO), HMO	Sarasota	10	0	
Humana Gold Plus H126-267-000 (HMO), HMO	Sarasota	10	0	

New Plans
Last Plans

Previous Next

Click Next

Enter quantities

Choose your Materials - Individual items

NOTE: Individual items may be flyers, point of purchase brochures, additional applications, etc.

Choose your materials

Individual Items

2018 Item Description	English Forms	Spanish Forms	English	Spanish
BROCHURE - 2018 POP - POP Walmart, Individual Medicare	GNH020H_18	GNH020SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP PPO, Individual Medicare	GNH020H_18	GNH020SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP HMO, Individual Medicare	GNH020H_18	GNH020SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Vision, Individual Medicare	GNH020H_18	GNH020SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Dental PPO-High, Individual Medicare	GNH020H_18	GNH020SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Enhanced Dental PPO, Individual Medicare	GNH020H_18	GNH020SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Enhanced Dental HMO, Individual Medicare	GNH020H_18	GNH020SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Plus (Dental + Vision), Individual Medicare	GNH020H_18	GNH020SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Fitness, Individual Medicare	GNH020H_18	GNH020SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Platinum Dental, Individual Medicare	GNH020H_18	GNH020SP_18	<input type="checkbox"/>	<input type="checkbox"/>

Previous Next

Click Next

Enter quantities on individual items

Choose your Materials – Medicare Supplement Items

Choose your materials

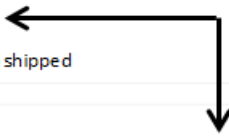
Medicare Supplement Items

Description	Product Name	English
Medicare Supplement Individual Vision FL Medicare Individual Supplement	FL V10 MedSup	0

Previous Next

Click Next

Enter quantity for Med Sup kits

<p>Review Order Summary</p>	<p style="text-align: right; color: green;">Order Summary</p> <p>Shipping Information</p> <p>Ship Material To: Agent Name Address City, State Zip Email Address: ABC@yahoo.com Email confirmation will be sent with package details along with tracking information when shipped</p> <p style="text-align: right; color: red;">Review order summary</p>  <p style="text-align: center; color: red;">Selected Material</p> <p>Ordered Materials Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">2018 Plan Information</th> <th style="text-align: center;">English</th> <th style="text-align: center;">Spanish</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Humana Gold Plus H1036-215-000 (HMO), HMO FL, Sarasota</td> <td style="text-align: center;">10</td> <td style="text-align: center;">0</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Humana Gold Plus H1036-267-000 (HMO), HMO FL, Sarasota</td> <td style="text-align: center;">10</td> <td style="text-align: center;">0</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Humana Enhanced S5804-410-000 (PDP), PDP FL, Alachua, Baker, Bay, Bradford, Brevard, Broward, Calhoun, Charlotte, Citrus, Clay, Collier, Columbia, DeSoto, Dixie, Duval, Escambia, Flagler, Franklin, Gadsden, Gilchrist, Glades, Gulf, Hamilton, Hardee, Hendry, Hernando, Highlands, Hillsborough, Holmes, Indian River, Jackson, Jefferson, Lafayette, Lake, Lee, Leon, Levy, Liberty, Madison, Manatee, Marion, Martin, Miami-Dade, Monroe, Nassau, Okaloosa, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, Santa Rosa, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, Suwannee, Taylor, Union, Volusia, Wakulla, Walton, Washington</td> <td style="text-align: center;">10</td> <td style="text-align: center;">0</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: right;">Total Ordered:</td> <td style="text-align: center;">30</td> <td style="text-align: center;">0</td> <td style="text-align: center;">30</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">2018 Individual Items</th> <th style="text-align: center;">English</th> <th style="text-align: center;">Spanish</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>BROCHURE - 2018 PDP - POP Walmart, Individual Medicare</td> <td style="text-align: center;">10</td> <td style="text-align: center;">0</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: right;">Total Ordered:</td> <td style="text-align: center;">10</td> <td style="text-align: center;">0</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Medicare Supplement Items</th> <th style="text-align: center;">English</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>KIT-Medicare Supplement-Individual Version-FL-Medicare-Individual Supplement</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: right;">Total Ordered:</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> <p style="text-align: center; color: red;">Click Previous to edit order → <input type="button" value="Previous"/> <input type="button" value="Submit"/> ← Click Submit</p>	2018 Plan Information	English	Spanish	Total	Humana Gold Plus H1036-215-000 (HMO), HMO FL, Sarasota	10	0	10	Humana Gold Plus H1036-267-000 (HMO), HMO FL, Sarasota	10	0	10	Humana Enhanced S5804-410-000 (PDP), PDP FL, Alachua, Baker, Bay, Bradford, Brevard, Broward, Calhoun, Charlotte, Citrus, Clay, Collier, Columbia, DeSoto, Dixie, Duval, Escambia, Flagler, Franklin, Gadsden, Gilchrist, Glades, Gulf, Hamilton, Hardee, Hendry, Hernando, Highlands, Hillsborough, Holmes, Indian River, Jackson, Jefferson, Lafayette, Lake, Lee, Leon, Levy, Liberty, Madison, Manatee, Marion, Martin, Miami-Dade, Monroe, Nassau, Okaloosa, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, Santa Rosa, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, Suwannee, Taylor, Union, Volusia, Wakulla, Walton, Washington	10	0	10	Total Ordered:	30	0	30	2018 Individual Items	English	Spanish	Total	BROCHURE - 2018 PDP - POP Walmart, Individual Medicare	10	0	10	Total Ordered:	10	0	10	Medicare Supplement Items	English	Total	KIT-Medicare Supplement-Individual Version-FL-Medicare-Individual Supplement	10	10	Total Ordered:	10	10
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<p>Confirmations</p>	<p>After you submit your order, you get 3 notifications:</p> <ul style="list-style-type: none"> • Immediately following your order, you will see the Order Confirmation screen letting you know that you have successfully completed your order • You will receive an order confirmation e-mail after your order is submitted. The e-mail will go to the e-mail address provided in this order. • Once your order has shipped, you will receive a shipping confirmation e-mail to the e-mail address provided on this order. You will be able to click on the order tracking link to track your order, once it's shipped. 																																									
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