Gateway Supply Instructions
Agent Services Division

- Log into to CRM https://gateway.cavulus.com/index.cfm?event=security.

- Go to the middle menu where it says "Marketing Materials." There will be a dropdown. Click on "Shopping Cart."

- Next, create a New Customer Account by clicking on "Create an Account" in the middle of the page highlighted in RED.

- Fill in your name, email, create a password, and confirm.

- Move your mouse over "Enrollment Kits" and drop down will appear.

- Select the kit type.

- Next, a new screen appears with the enrollment kits by state. Be sure to select and correct state.

- Select the quantity, then "Add to Cart."

- Confirm the kit information and select "Go to Checkout."

- Enter in the shipping address information.

- Verify the order information is correct, then select "Place Order."