



# How to Order Medicare Materials

**PURPOSE:** This job aid will show you how to order materials for PY2019.

<p><b>Click the Agent Order Link</b></p>	<p><a href="https://printandfulfillment.adp.com/HumanaDelegatedAgents/Forms/UniversalLogin.aspx">https://printandfulfillment.adp.com/HumanaDelegatedAgents/Forms/UniversalLogin.aspx</a></p> <p><i>NOTE: The order system will open for 2019 material ordering July 18<sup>th</sup> for New Certs and July 18<sup>th</sup> for Recerts</i></p> <p><i>Materials will begin to ship 9/15</i></p>
<p><b>Login</b></p> <p><b>Step 1</b></p> <p><b>Step 2</b></p> <p><b>Step 3</b></p>	<div style="text-align: center;"> <p><b>Agent Log-in</b> ← <b>If agent click Agent Log-in</b></p> <p><b>Agency Log-in</b> ← <b>If agency click Agency Log-in</b></p> </div> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p><b>Provide Agent Information</b></p> <p>SAN# <input type="text"/> * ← <b>Enter SAN</b></p> <p>Last Name <input type="text"/> * ← <b>Enter Last Name</b></p> <p style="text-align: center;"><b>Submit</b> ← <b>Click Submit</b></p> </div> <p><b>Humana Medicare Sales Product Order/Tracking Options</b></p> <div style="text-align: center;"> <p><b>Initial Sales Materials Request</b> ← <b>Select this button if this is your 1<sup>st</sup> time order 2019 material</b></p> <p><b>Reorder Sales Materials Request</b> ← <b>Select this button if you need to reorder sales material</b></p> <p><b>Tracking Your Sales Material(s)</b> ← <b>Select this button to track an order already placed</b></p> <p><b>Copy Sales Material Order</b> ← <b>Select this button to copy an existing order</b></p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><b>Announcement</b></p> <p><small>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.</small></p> </div>
<p><b>Choose your Plan Year</b></p>	<p style="text-align: center;"><b>Choose your Plan Year</b></p> <div style="text-align: center;"> <p><input type="checkbox"/> 2018 ← <b>Select plan year</b></p> <p><input type="checkbox"/> 2019</p> <p><b>Previous</b> <b>Next</b> ← <b>Click Next</b></p> </div>

**Add Contact Information**

Welcome Agent  
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  Residence Address  New Address

**Agent Name**  
**Address**  
**City, State Zip**

**Agent Name**  
**Address**  
**City, State Zip**

**Agent Name**  
Address 1  
Address 2  
City  
State AL 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

Previous Next ← **Click Next**

**Choose your Counties**

Choose your Counties

Please select the counties for which you plan to order sales material.  
Click the arrow to view/select specific counties or click the box to select all counties.

FL Click Here to Select All Counties ← **Select counties, click > to see list of counties**

Previous Next ← **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

State: FL

- Humana Enhanced 55804-010-000 (PDP), PDP  
Alachua Baker Bay Bradford Brevard Broward Calhoun Charlotte Citrus Clay Collier Columbia DeSoto 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
- Humana Gold Plus H1026-215-000 (HMO), HMO  
Sarasota
- Humana Gold Plus H1026-267-000 (HMO), HMO  
Sarasota
- Humana Gold Plus H1026-269-000 (HMO), HMO  
Osceola Orange Seminole
- Humana Gold Plus SNP-DE H1026-253-000 (HMO SNP), HMO  
Polk Highlands Hardee
- HumanaChoice Florida HC216-066-000 (LPPO), LPPO  
Palm Beach Broward Miami Dade
- HumanaChoice R5206-005-000 (RPPO), RPPO  
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 Marion St. Lucie Volusia Hernando Alachua Monroe Lafayette Liberty Highlands Seminole Okaloosa Madison Hillsborough Duval Escambia Duval Charlotte Glades Leon Broward
- Humana Gold Choice H0145-051-000 (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 Brevard Palm Beach DeSoto Hardee Okeechobee Polk Pasco Volusia Sumter

NEW LEAD New Plans  
Lead Plans

Previous Next ← **Click Next**

**Choose your Quantity**

Choose your quantity

2018 Plan Information

English Spanish Delete

State: FL

- Humana Enhanced 55804-010-000 (PDP), PDP  
Alachua Baker Bay Bradford Brevard Broward Calhoun Charlotte Citrus Clay Collier Columbia DeSoto Duval Escambia Flagler Franklin Gadsden Gilchrist Glades Gulf Hamilton Hardee Hendry Hernando Highlands Hillsborough Holmes Indian River Jackson Jefferson Pinellas Polk Putnam Santa Rosa Sarasota Seminole St. Johns St. Lucie Sumter Suwannee Taylor Union Volusia Wakulla Walton Washington
- Humana Gold Plus H1026-215-000 (HMO), HMO  
Sarasota
- Humana Gold Plus H1026-267-000 (HMO), HMO  
Sarasota

NEW LEAD New Plans  
Lead Plans

Previous Next ← **Click Next**

↑ ↑ **Enter quantities**

**Choose your Materials - Individual items**

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

Choose your materials  
Individual Items

2018 Item Description	English Forms	Spanish Forms	English	Spanish
BROCHURE - 2018 POP - POP Walmart, Individual Medicare	GNHH02HH_18	GNHH02SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP PPO, Individual Medicare	GNHH07HH_18	GNHH07SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP HMO, Individual Medicare	GNHH03HH_18	GNHH03SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Vision, Individual Medicare	GNHH02HH_18	GNHH02SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Dental PPO-High, Individual Medicare	GNHH02HH_18	GNHH02SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Enhanced Dental PPO, Individual Medicare	GNHH02HH_18	GNHH02SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Enhanced Dental HMO, Individual Medicare	GNHH02HH_18	GNHH02SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Plus (Dental + Vision), Individual Medicare	GNHH02HH_18	GNHH02SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Fitness, Individual Medicare	GNHH02HH_18	GNHH02SP_18	<input type="checkbox"/>	<input type="checkbox"/>
BROCHURE - 2018 POP OSB MyOption Platinum Dental, Individual Medicare	GNHH02HH_18	GNHH02SP_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
KIT-Medicare Supplement-Individual Version-FL-Medicare-Individual Supplement	FL W/O MedSup	0

Previous Next

Click Next

Enter quantity for Med Sup kits

**Review Order Summary**

Order Summary

**Shipping Information**

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

Review order summary

Selected Material

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 S5584-010-000 (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 Volusia Wakulla Walton Washington	10	0	10
<b>Total Ordered:</b>	<b>30</b>	<b>0</b>	<b>30</b>

2018 Individual Items	English	Spanish	Total
BROCHURE - 2018 POP - POP Walmart, Individual Medicare	10	0	10
<b>Total Ordered:</b>	<b>10</b>	<b>0</b>	<b>10</b>

Medicare Supplement Items	English	Total
KIT-Medicare Supplement-Individual Version-FL-Medicare-Individual Supplement	10	10
<b>Total Ordered:</b>	<b>10</b>	<b>10</b>

Click Previous to edit order Previous Submit Click Submit

**Confirmations**

After you submit your order, you get 3 notifications:

- 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.