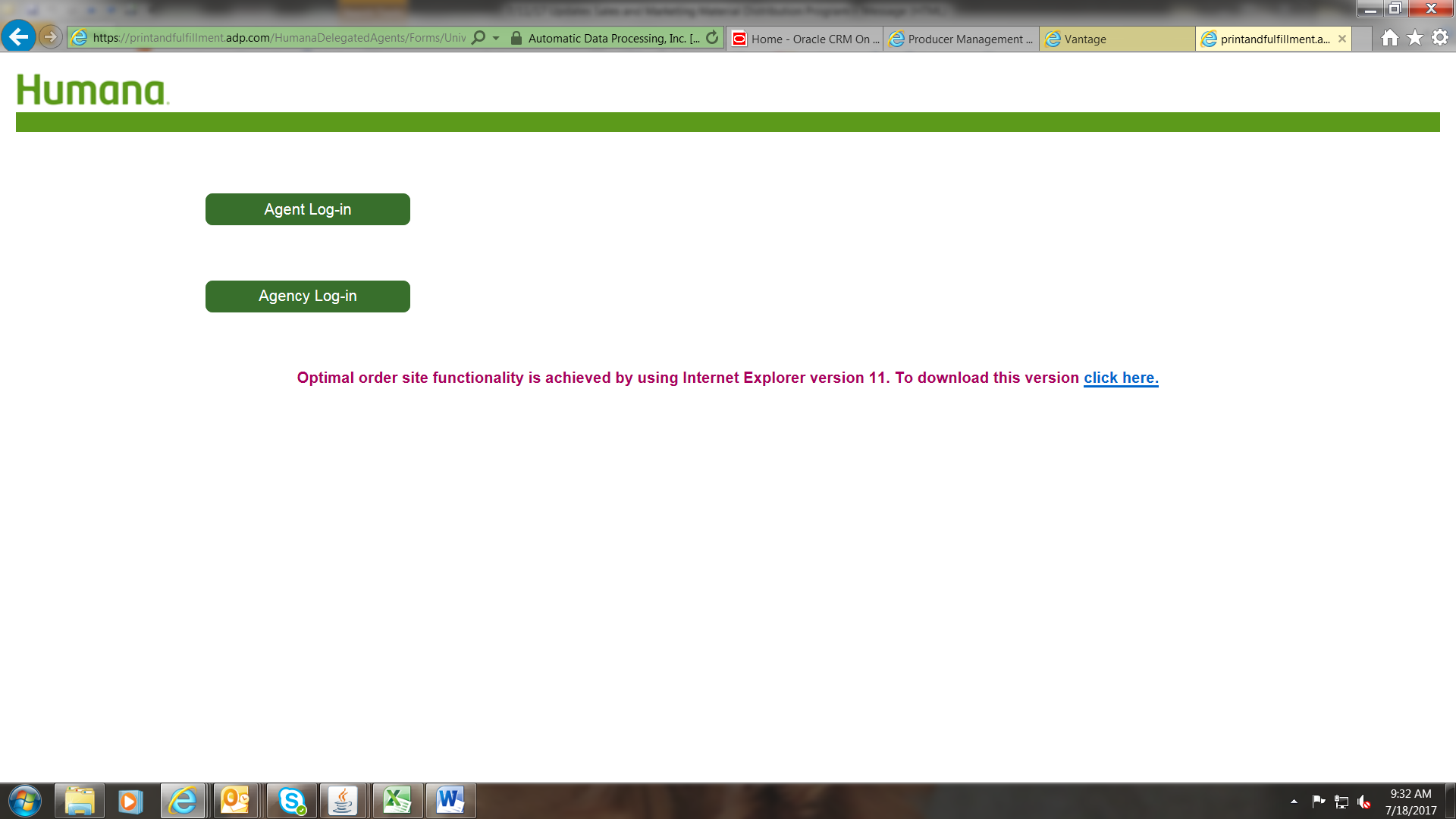


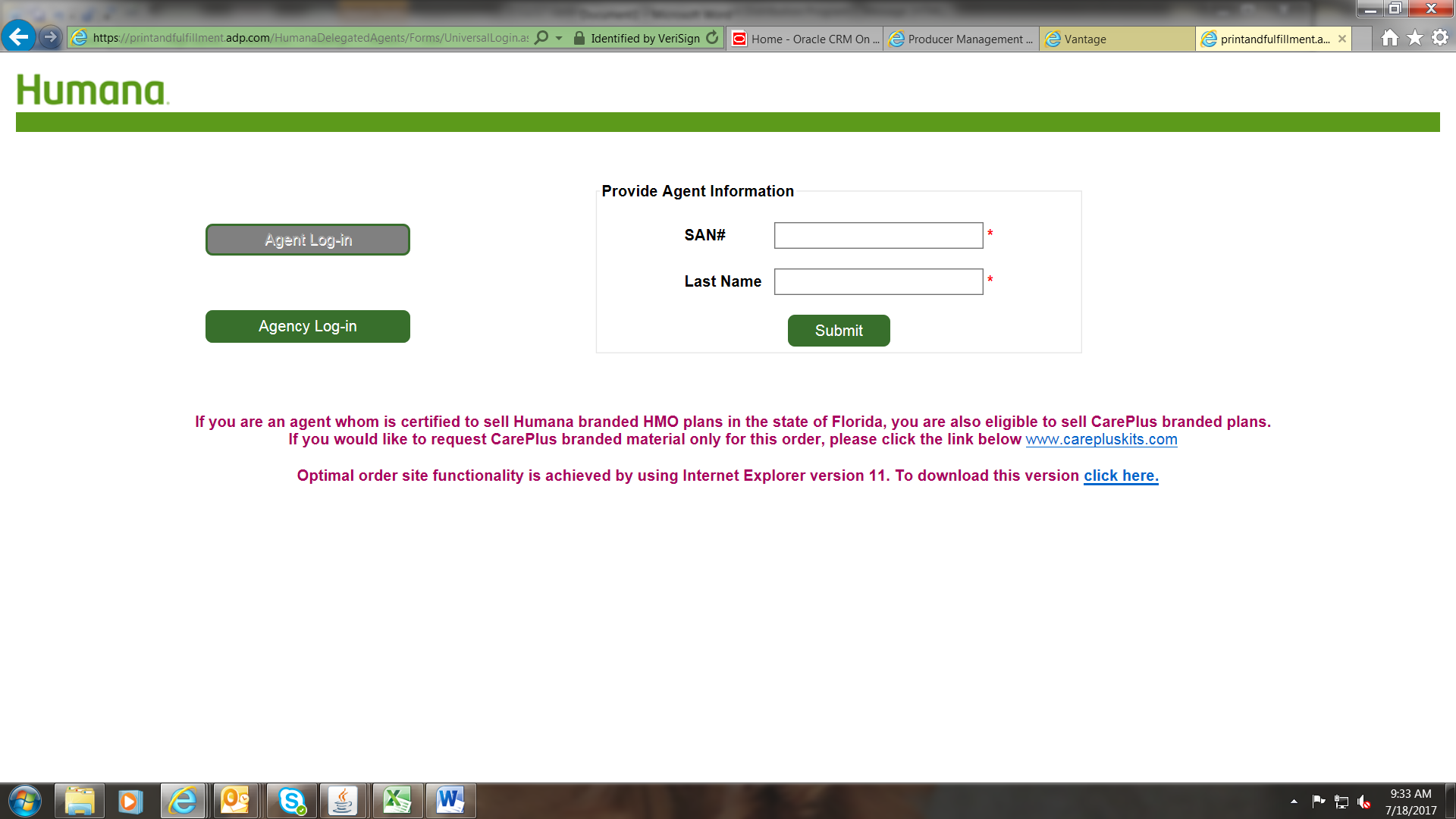
**Step 1**: Complete your 2018 Medicare Certification

**Step 2:** Access initial order through KMSI link at end of your 2018 Certification. *(If you close the certificaiton window prior to placing your initial order, wait 24 hours and then access the order site through the included link below.)* <https://printandfulfillment.adp.com/HumanaDelegatedAgents/Forms/UniversalLogin.aspx>

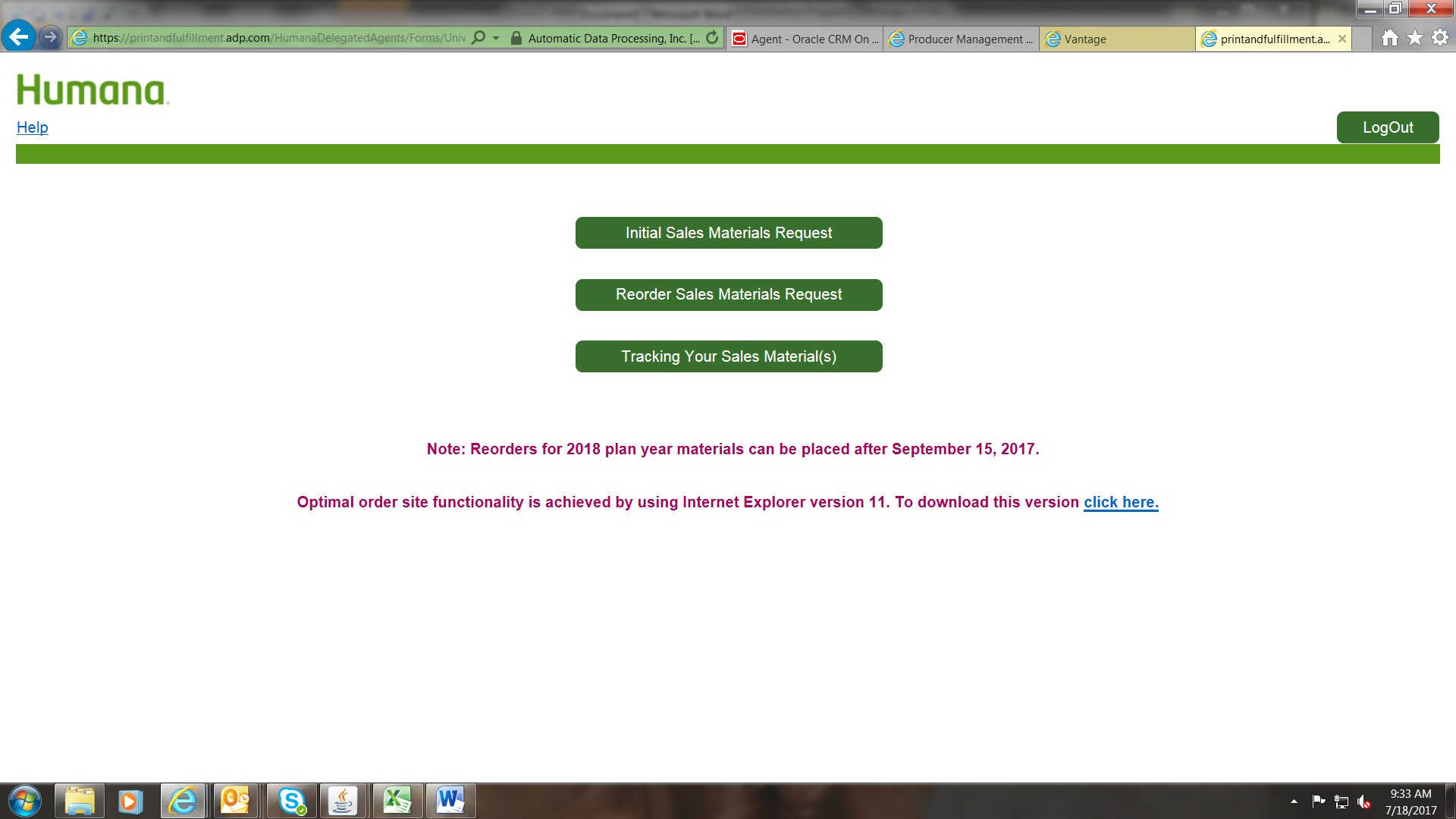
**Step 3:** Select User Type (Agent or Agency)



**Step 4:** Enter your San (Humana Agent Number) and Last name

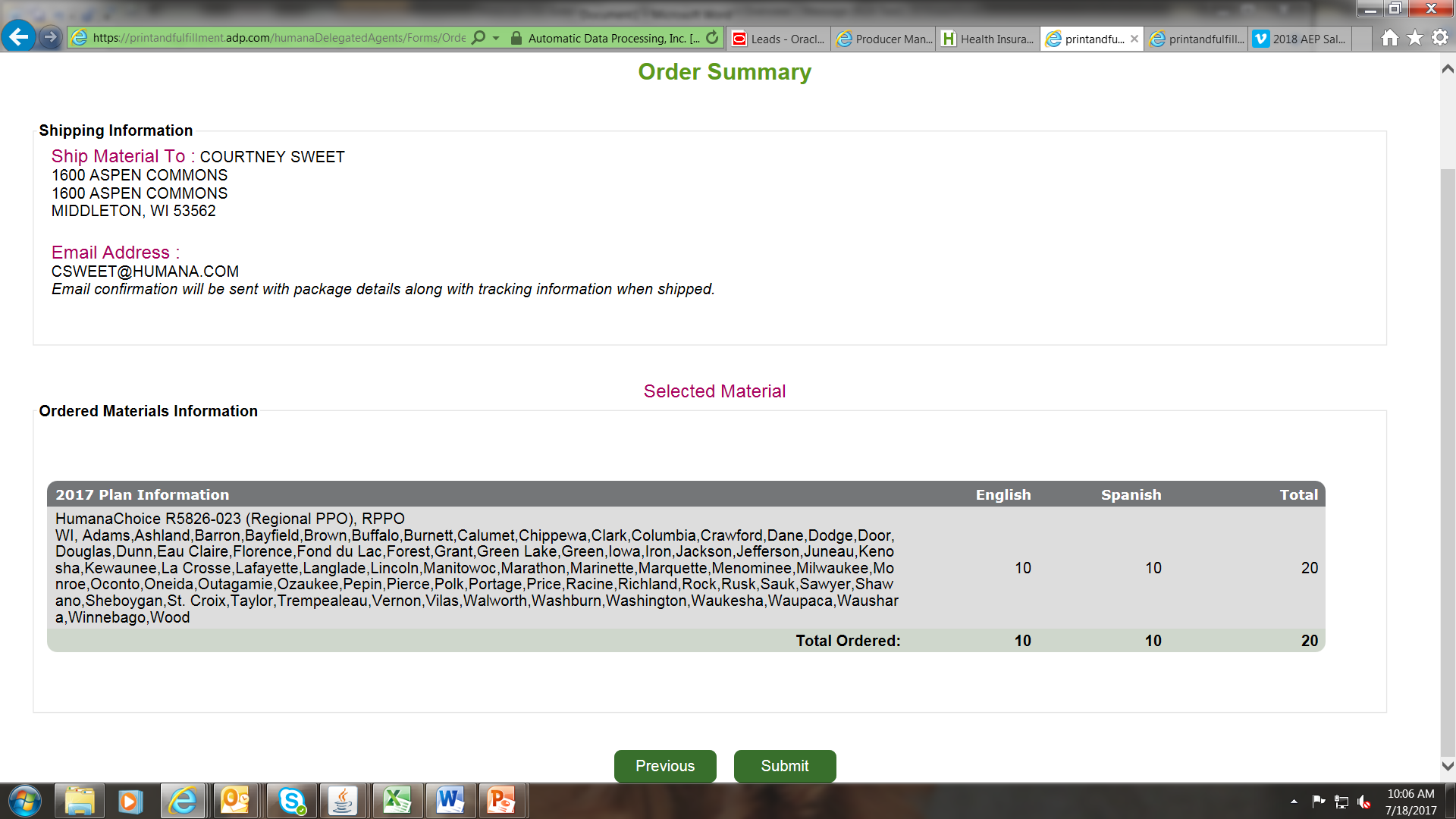


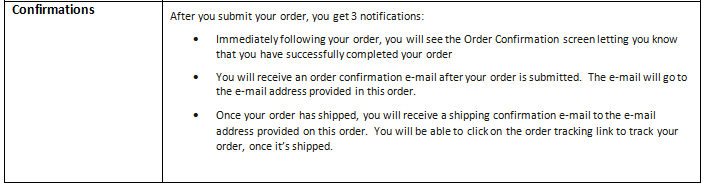
**Step 5:** Select your type of Order *(Initial 2018 Order only available after certification is completed, Reorders are available starting 9/15/17)*

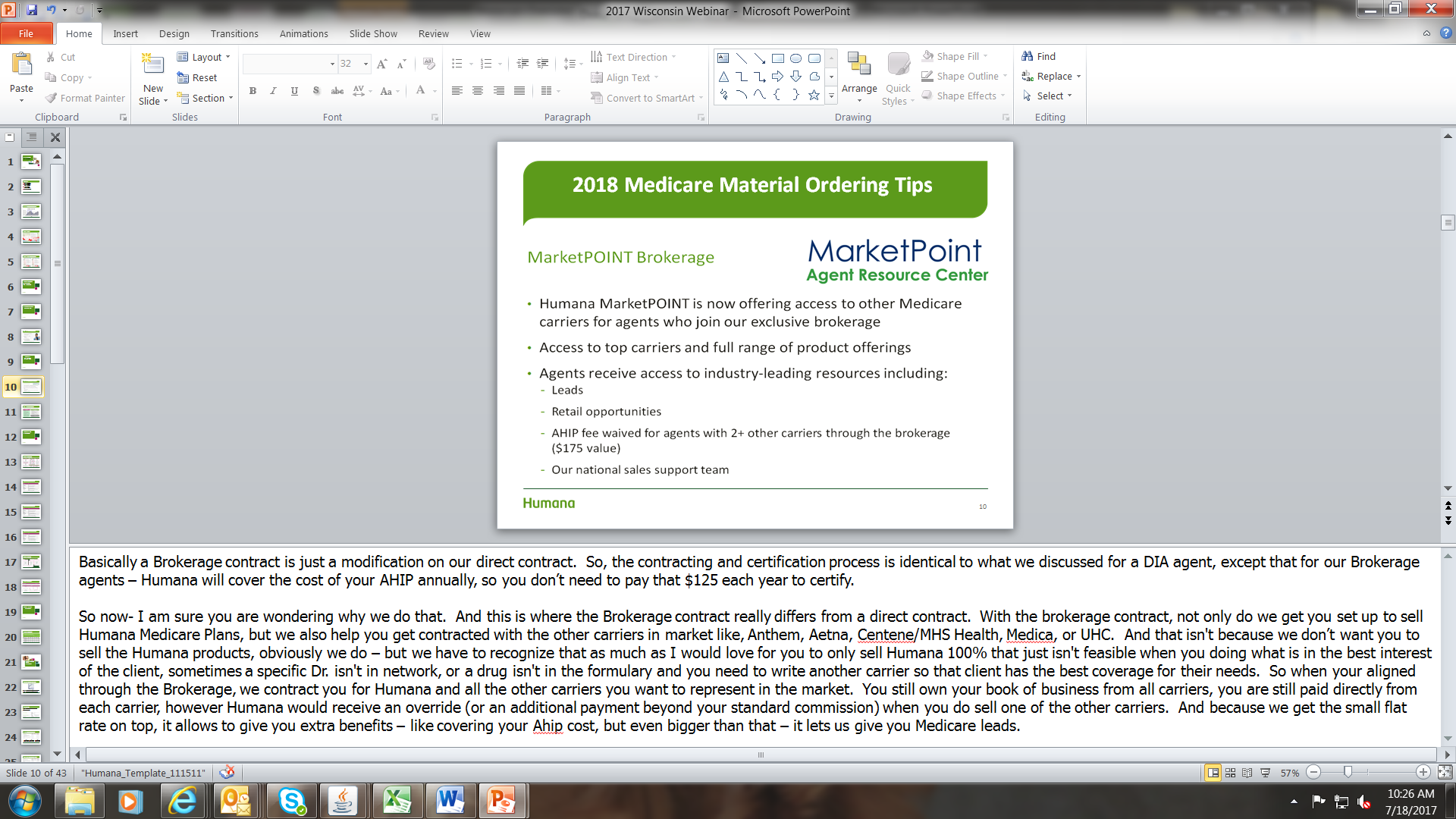


**Step 6:** Follow the Prompts to select your material orders

* Plan year
* Shipping Address
* State & County Selection
* Make Enrollment Book & Individual item selections

**Step 7:** Review and confirm your order. Select Submit button at bottom of screen to finalize and place the order. 





**Important Ordering Information**

* Initial orders placed before 8/25 will be delivered by 9/30
* 2018 Reorders are available starting 9/15 *-Online ordering is the preferred method – however agents can also call Agent Service Unit at 800.309.3163 after 9/15 for reorder assistance.*
* Reorders can be placed every 3 days and have a quantity max of 50 – *this is a frequency and quantity increase from 2017!*
* If you do not place your initial order immediately following your online certification, you can use the order link to place your order after 24 hours. [Material order link for agents](https://printandfulfillment.adp.com/HumanaDelegatedAgents/Forms/UniversalLogin.aspx)

**New for 2018**

**Bound Enrollment Book** - size 9 ½ x 11 ½ - Includes Benefits at a glance, Benefit Summary, Plan Rating, OTC Benefit Form, PHI Consent Form, Scope of Appointment, Receipt and the Application.

**Drug Guides** – Will receive 1 formulary for every 5 plan enrollment books ordered. (*Per CMS, drug guides are only required to be handed out at the point of sale if a member requests one. A drug guide is automatically sent with members post-enrollment materials.)*

**Over the Counter (OTC) Benefit** – Monthly and quarterly plans will be combined on one form.

**Application** – Included in each enrollment book and member copy has been removed. Receipt form has been added as client leave behind for each enrollment.

**Helpful Videos and Links** *(Press Ctrl and left click to follow links or copy and paste address into browser)*

[**Material Catalog video**](https://vimeo.com/224971931)

https://vimeo.com/224971931

[**How to order**](http://teams.humana.com/sites/itls/itu/video/Player.html?vl=vod&vn=_definst_/humana/MaterialsOrdering2018.mp4)

<http://teams.humana.com/sites/itls/itu/video/Player.html?vl=vod&vn=_definst_/humana/MaterialsOrdering2018.mp4>

[**Material order link for agents**](https://printandfulfillment.adp.com/HumanaDelegatedAgents/Forms/UniversalLogin.aspx)

<https://printandfulfillment.adp.com/HumanaDelegatedAgents/Forms/UniversalLogin.aspx>