

**How to Order Medicare Materials**

**PURPOSE:** This job aid will show you how to order materials for PY2025.

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| **Click the Agent Order Link** | |  | | --- | |  | | The order system will open for 2025 material ordering July 12th for New Certs and Recertifications. Place order by 8/16 to receive materials by 9/30 | | <https://printandfulfillment.adp.com/HumanaDelegatedAgents/Forms/UniversalLogin.aspx> | |
| **Login**  **Step 1**  **Step 2**  **Step 3** |  |
| **Choose your Plan Year** | **Select plan year**  **Click Next**  2024  2025 |
| **Add Contact Information** |  |
| **Choose your State and County** |  |
| **Choose your Materials -** *Plans* | **Choose your plan**    **Click Next** |
| **Choose your Quantity** | **Click Next**  **Enter quantities:**  **Chinese and Korean boxes will only display if the plan is translated** |
| **Choose your Materials -***Individual items*  *NOTE: Individual items may be applications, etc.* |  |
| **Choose your Materials –** *Medicare Supplement Items* |  |
| **Review Order Summary** |  |
| **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. |
| **How to track you order** | [How to track an order job aid](http://apps.humana.com/marketing/documents.asp?file=3579810) |
| **How to copy and existing order** | [How to copy an order job aid](http://apps.humana.com/marketing/documents.asp?file=3579823) |
| **How to create a profile** | [How to create a profile job aid](http://apps.humana.com/marketing/documents.asp?file=3579836) |