

NEW

# SUPPLY ORDERING ONLINE



## Order your marketing materials via a shopping cart process!

Through our Medicare Online Agent Order website, access and order kits, directories, formularies and agent presentations by adding them to your shopping cart and checking out.

Supplies will be printed, packed and on their way free of charge (maximum allowed quantity of 100). Please call THP to make arrangements for additional quantities.

Login with your email address and password. Your password should have been emailed to you. If you did not receive the email, please contact Broker Relations at [brokerrelations@healthplan.org](mailto:brokerrelations@healthplan.org).



You can login in at any time to review your order and tracking information. Simply select "Orders" to see status. Clicking on the actual order will bring up "Order Details." The "Deliveries" tab allows you to select the order and view the Delivery Note PDF with tracking information.

- Log in at [thehealthplan.mp-b.com](http://thehealthplan.mp-b.com)
- Click on "Store" to see items available to you.
- Filter your specific product by selecting the correct group from the "Group" dropdown.
- Click on a "Kit" to see the description of the contents or an individual item to see more information.
- Place the "Quantity" amount in the box provided and click "Add" to place in the shopping basket.
- Click the shopping cart icon to view the items added to your basket. Click "Checkout" when you are ready to place your order.
- Select "+ Add address" from the dropdown for delivery details and place your company name, the address of where you want your supplies delivered and your name.
- Select a "Required by" date of at least two weeks.
- Place your first initial and last name and date (MM/DD/YYYY) of order as the "Order-no." (EXAMPLE: TDOE04122017)

For questions, problems, or to request additional materials, please contact Broker Relations at [brokerrelations@healthplan.org](mailto:brokerrelations@healthplan.org). You can also call Minerva Salewsky, Broker Relations Coordinator, at 1.330.834.2289 or Tracie Soptelean, Broker Relations Manager, at 1.330.834.2294 for additional questions.

