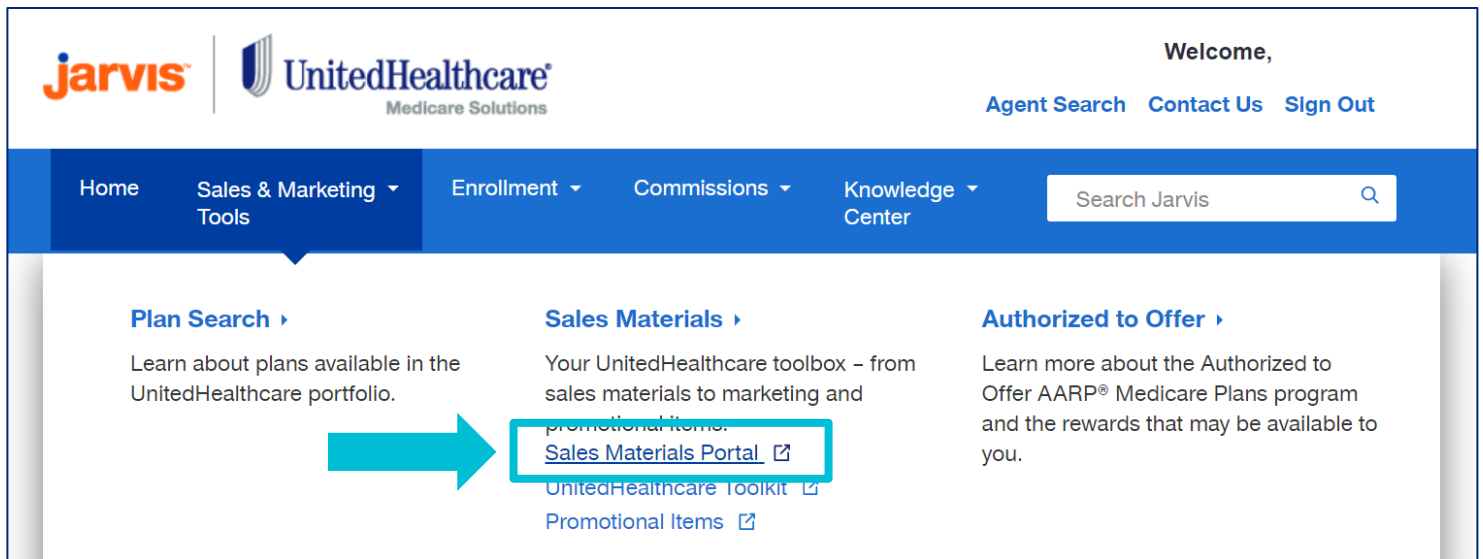


# Ordering AARP Medicare Supplement Enrollment Kits

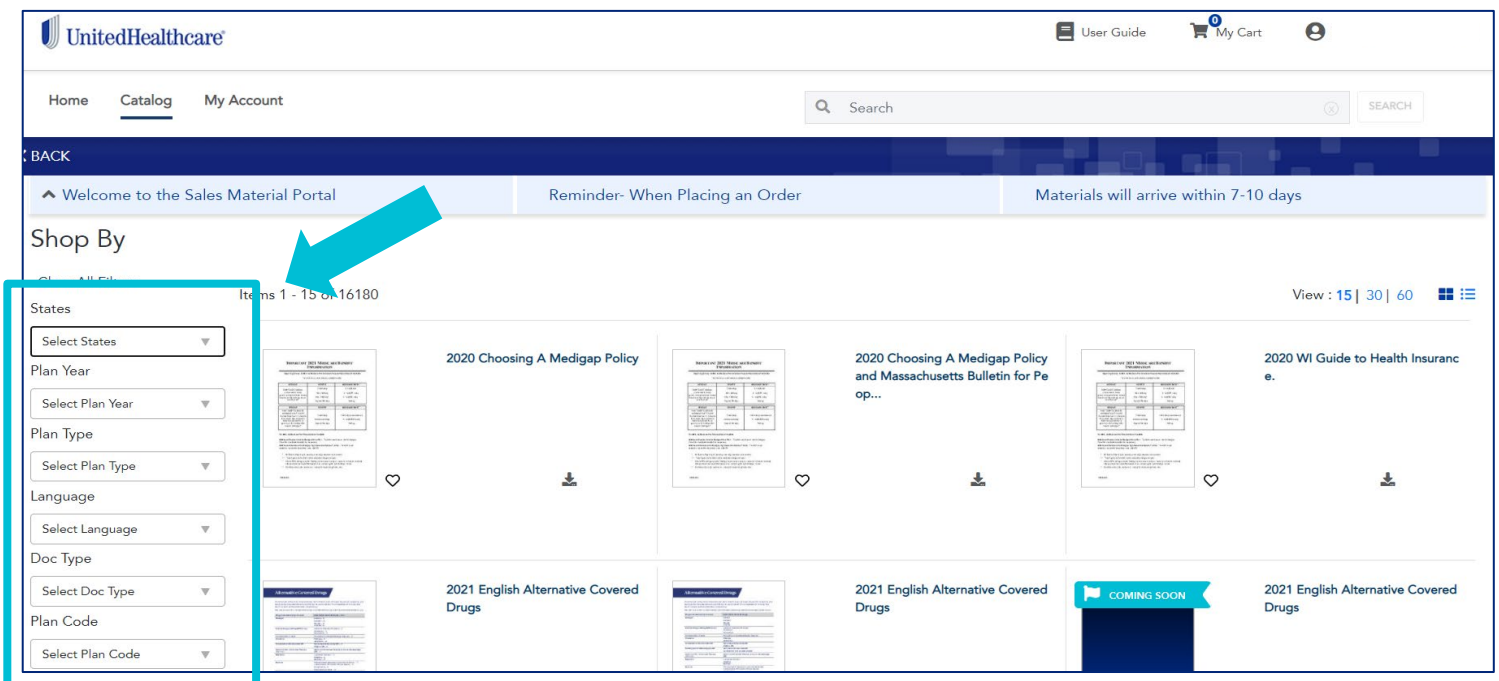
Please use this as a guide when ordering **state-specific** Enrollment Kits for AARP® Medicare Supplement Insurance Plans, from UnitedHealthcare®.

1. To access the Sales Material Portal, log on to Jarvis. Go to the Sales & Marketing Tools Tab > Sales Materials > Sales Material Portal.



2. You will be automatically redirected and logged in to the Sales Material Portal. Use the filters on the left to find the **state-specific** Enrollment Kit you are looking for. Be sure to select Doc Type as "Kit".

**Important:** Be sure to leave the State Counties field that appears after you select a state, unselected. If a county is selected, you will be unable to see any Medicare Supplement materials.



3. Once you have filtered to the **state-specific** Enrollment Kit, be sure to double check the description to ensure you are ordering for the appropriate plan effective dates. You can either download a PDF version or place an order for a printed quantity (*printed Enrollment Kits orderable in quantities of 5*).

The screenshot shows the UnitedHealthcare Sales Material Portal interface. The top navigation bar includes 'Home', 'Catalog', and 'My Account'. A search bar is located on the right. Below the navigation bar, there are three tabs: 'Welcome to the Sales Material Portal', 'Reminder- When Placing an Order', and 'Materials will arrive within 7-10 days'. The main content area is titled 'Shop By' and displays a grid of product cards. The 'Alaska Enrollment Kit - 2021 Effective Dates including 2021 Rates' card is highlighted with a red box, and its 'ADD TO CART' button is also highlighted. A red arrow points from the 'ADD TO CART' button of the 'Alaska AARP Medicare Supplement Plan Change Enrollment Kit' card to the 'Alaska Enrollment Kit' card.

For more detailed information on placing a print order, please view the **User Guide** in the upper-right-hand-corner of the Sales Material Portal.

The screenshot shows the UnitedHealthcare Sales Material Portal interface. The top navigation bar includes 'Home', 'Catalog', and 'My Account'. A search bar is located on the right. Below the navigation bar, there are three tabs: 'Welcome to the Sales Material Portal', 'Reminder- When Placing an Order', and 'Materials will arrive within 7-10 days'. The 'User Guide' link is highlighted with a red box, and a red arrow points from the text above to the 'User Guide' link.

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