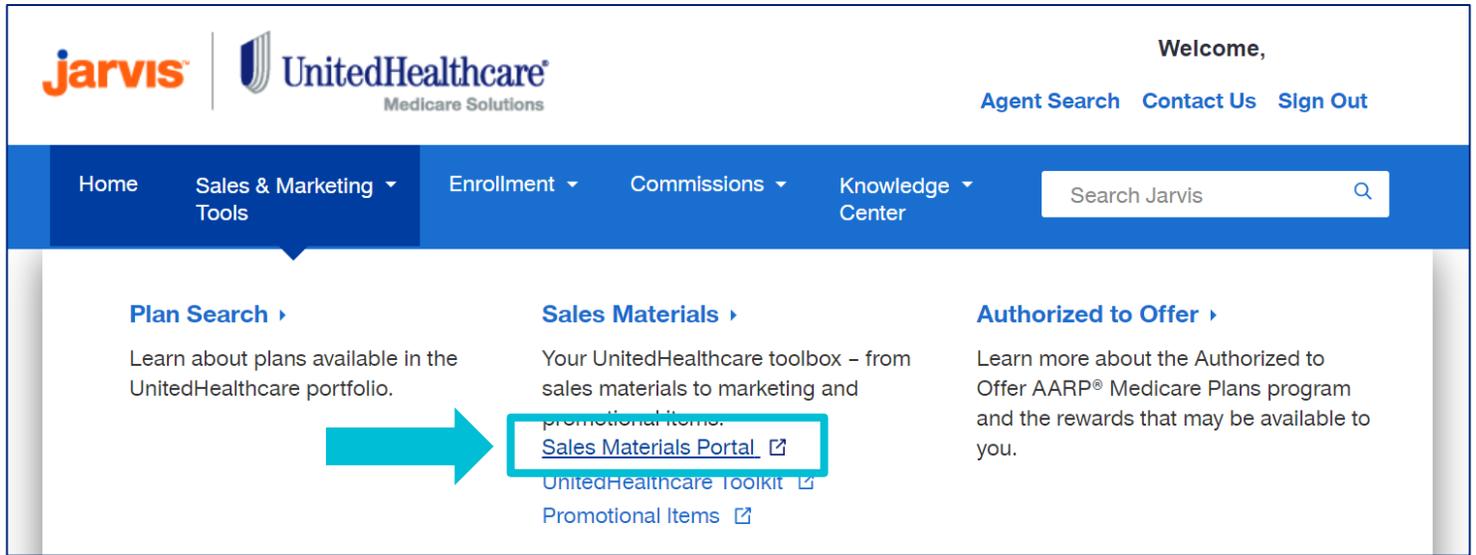


Ordering AARP Medicare Supplement Enrollment Kits

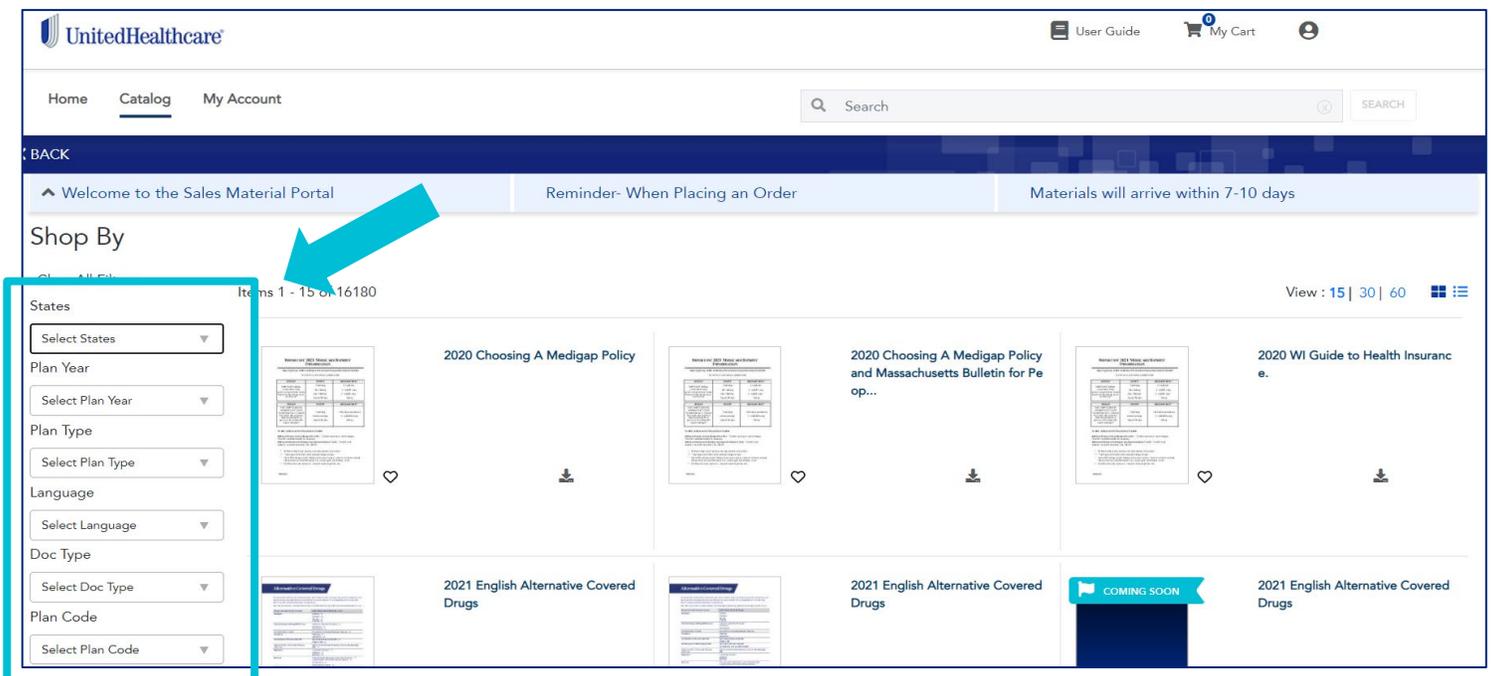
Please use this as a guide when ordering **state-specific** Enrollment Kits for AARP® Medicare Supplement Insurance Plans, from UnitedHealthcare®.

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. At the top, there are navigation links for 'Home', 'Catalog', and 'My Account', along with a search bar and a 'User Guide' link. Below the navigation, there are banners for '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 filters on the left include 'States' (set to Alaska), 'Plan Year' (2021 - Med Supp), and 'Plan Type' (2021 - Med Supp). The highlighted card is 'Alaska Enrollment Kit - 2021 Effective Dates including 2021 Rates', which has a quantity of 0 and an 'ADD TO CART' button. A red arrow points from the top right of the grid towards this 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.

This screenshot shows the top portion of the UnitedHealthcare Sales Material Portal. The 'User Guide' link is highlighted with a red box in the upper right corner. A red arrow points from the text above to this link. The interface includes the UnitedHealthcare logo, navigation links for 'Home', 'Catalog', and 'My Account', a search bar, and a 'User Guide' link. Below the navigation, there are banners for 'Welcome to the Sales Material Portal', 'Reminder- When Placing an Order', and 'Materials will arrive within 7-10 days'.

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