

How to Order UCare Materials

1. Log into your Broker Portal
2. In the tool bar select, "Tools and Resources"

Home Contacts Applications Commissions Members **Tools & Resources** Need Help

3. Scroll down to "Resources" and select, "Order UCare Materials"

Resources

[Search Tool](#)

[Prescription Drug Calculator](#)

[Order UCare Materials](#)

[Broker Portal - Overview](#)

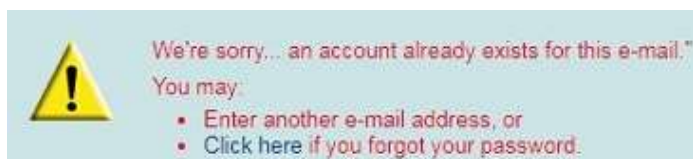
[Broker Portal - How to compare, select, and enroll Medicare plans online](#)

[Broker Portal FAQ](#)

[Social Security Administration](#)

[Medicare.gov](#)

4. Login to Print Center
 - a. If you have ordered materials online before, you've already have an account.
 - b. If you have not ordered materials online, you will need to create an account.
 - i. The Online Print Center Account is a separate account from your Broker Portal Account.
 - ii. You can use the same email address as the broker portal
 - a. If you get this error message:



- i. Try using a different email address.
- ii. Or try resetting your password.

- c. If you need to create a new account, click on, “Enter your contact information”



- d. Fill out the required information, and click on, “Create Account”



5. After you have created an account, you will be taken to your homepage.
- On the right hand side, there is a list of Marketing Materials
 - Select an item
 - Select, “More Details about This Item” for a more detailed description of product.
 - Select, “Place an Order” for materials you want.
 - Enter the quantity, and then click, “Add to Cart”

Questions About this Form?

Click here to send an e-mail and we'll respond as soon as possible!

To Order Online:

Desired Quantity:


PROVIDER DIRECTORIES MUST BE ORDERED SEPARATELY.

Add to Cart

6. Fill out Billing and Shipping information, and then click on, "Submit Order"

Online Print Center Web Cart You are logged in as **Curtis Kusslein**
(That's not me ... [Logout](#))

Status: Unsubmitted Order in Shopping Cart

[COMPLETE YOUR ORDER BELOW](#) [ADD TO YOUR ORDER](#) 

TOTAL: **N/A**

Complete Your Order...

Billing Info: **Shipping Info:**

Payment Options:
 Invoice

Please Provide Shipping Address Below.

Shipping Address:

Additional Comments or Instructions:

- Orders approved by 12:00 p.m. will be processed and shipped same day.
- Orders approved AFTER 12:00 p.m. will be processed and shipped next business day.
- All orders are shipped UPS Ground.
- Delivery is within 1 to 4 business days, depending on destination.

[Submit Your Order Now!](#)