

How to do Business – United Healthcare

Agent Contracting:

Please contact igsmcontracts@igroupweb.com for information on contracting. This step requires the up line agent to make the request for a link to be sent.

Website: www.unitedhealthproducers.com allows you to:

- Manage Your Account
- View Product Information & Materials
- Access Service Forms
- View Commission Status
- Submit enrollment applications electronically

Sales Support

www.unitedhealthproducers.com or www.unitedhealthadvisors.com

New Business:

Call for status, underwriting, customer service and claims at 888-381-

8581 Fax app submission at 888-836-3985 or 888-202-4340

<p>Mailing Address:</p> <p>United Healthcare Insurance Company PO BOX 105331 Atlanta, GA 30348</p>	<p>Overnight Address:</p> <p>United Healthcare Insurance Company Enrollment Division 4868 GA Hwy 85 Suite 100 Forest Park, GA 30297</p>
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Web Upload: www.unitedhealthproducers.com

If you have any questions or need assistance with the submission process, please feel free to call the Agent Contact Center at 888-381-8581.

2019 Certification User Guide



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2019 Annual Certification Requirements

To solicit, present or sell any products in the UnitedHealthcare Medicare Solutions portfolio (may include plans branded UnitedHealthcare, AARP, Medica HealthCare Plans, or Preferred Care Partners), you must be **licensed** and **appointed** (if applicable) in the state in which the consumer resides and **certified** in the product(s) you are presenting to and/or enrolling the consumer. To become certified for the plan year, you must complete all the prerequisite tests and the individual product test(s) for the product(s) you wish to sell.

NOTE: While you may proceed directly to each test without completing the related module (except for AARP Course), it is strongly recommended that you review the module before attempting the test.



A summary of the steps to certify is as follows:

1

- Complete all **PREREQUISITE TESTS** by passing with a score of **85% or higher within 6 attempts**.
- Failing any prerequisite test will block access to any test and you will not be able to market or sell any UnitedHealthcare Medicare Solutions product for the plan year.
- Prerequisite tests must be taken in order:
 - 1) Medicare Basics*
 - 2) Ethics and Compliance
 - 3) AARP Course

2

- Complete the **PRODUCT TEST(S)** by passing with a score of **85% or higher within 6 attempts** or you will not be allowed to sell the applicable product for the plan year.
- Available product tests by type are:
 - AARP® Medicare Supplement Insurance Plans
 - Chronic Condition and Dual Special Needs Plans (CSNP/DSNP)
 - Institutional and Institutional-Equivalent Special Needs Plans (ISNP/IESNP)**
 - Senior Care Options**

* Medicare Basics includes credit for Medicare Advantage and Prescription Drug Plans.

** Available by invitation only

AHIP Certification for our EDC Partners

America's Health Insurance Plan (AHIP) Certification satisfies the requirement for the following UnitedHealthcare Medicare Solutions Certification Modules: Medicare Basics, Medicare Advantage Plans and Medicare Prescription Drug Plans. **If you choose to certify via AHIP, you need to transmit the 2019 AHIP Certification before any other 2019 modules have been started. Failure to do so will result in AHIP score rejection.** (See page 5 for instructions.)

Step 1: Complete all 3 Prerequisite Tests

Medicare Basics*

Ethics & Compliance

❖ AARP Course

An EDC Agent must choose whether to pursue America's Health Insurance Plans (AHIP) Certification **before** starting the 2019 Medicare Basics* Test. If an EDC Agent completes AHIP certification, they will get credit for Medicare Basics, which includes Medicare Advantage Plans and Medicare Prescription Drug Plans, upon completion of the other two prerequisites tests.

❖ **AARP**—for 2019, all agents must complete the full AARP course to meet the AARP portion of the certification requirement.

* Medicare Basics includes credit for Medicare Advantage and Prescription Drug Plans.

Step 2: Complete Product Test(s) and/or Module(s)

I want to sell:

I must complete this test:

Medicare Advantage (MA) Plans

UnitedHealthcare, AARP, Medica HealthCare Plans, Preferred Care Partners, and Erickson branded HMO, POS, PPO and PFFS plans

Completion of all 3 prerequisite tests provides certification for MA and PDP

AARP Medicare Supplement Plans

AARP Medicare Supplement Plans

Chronic Condition and Dual Special Needs Plans

UnitedHealthcare, Medica HealthCare Plans, Preferred Care Partners, and Erickson

Chronic Condition and Dual Special Needs Plans

AARP Prescription Drug Plans (PDP)

Completion of all 3 prerequisite tests provides certification for MA and PDP

Institutional and Institutional-Equivalent Special Needs Plans

UnitedHealthcare and Erickson

Institutional and Institutional-Equivalent Special Needs Plans
(invitation only)

Senior Care Options

UnitedHealthcare

Senior Care Options
(invitation only)

AHIP Certification Instructions (EDC Only)

This applies to EDC producers only and does not include Telesales and ICA producers.

AHIP Certification is not required. If you elect to do this, you will receive a \$50 discount off of the first AHIP purchase. You must first enter the site by going through the www.uhcjarvis.com Knowledge Center to access the AHIP link found on the certification page, which takes you to the co-branded site. Please note that once you select the 2019 AHIP link you will be unable to access the 2019 Medicare Basis Test. Conversely, if you initially begin the 2019 Medicare Basics Test, you will be unable to access the 2019 AHIP link.

AHIP Certification satisfies the requirement for the following UnitedHealthcare Medicare Solutions Certification: 2019 Medicare Basics Test (including Medicare Advantage and Part D). If you choose the AHIP option, you will also be required to complete the following prerequisites: 2019 Ethics and Compliance and 2019 AARP Course. UnitedHealthcare will accept your AHIP certification and display any other required tests. As with other requirements, you have six attempts to pass the assessments at 90% (UHG only recognizes the first two purchases).

Note: If you choose to certify via AHIP, you need to complete the 2019 AHIP Certification before any other 2019 Certification tests. Failure to do so will result in AHIP score rejection.

To begin 2019 UnitedHealthcare Medicare & Retirement certification using AHIP, complete the following steps:

1. Log into *Jarvis* (www.uhcjarvis.com)
2. Click **Knowledge Center**
3. Click on **Certification** (Left-hand navigation menu)
4. Click **2019 AHIP (EDC Only)**
5. Select **OK** for the pop-up messages
6. Click **Launch**
7. Sign on with your AHIP username and password OR register if you are a new AHIP user
8. Select **Medicare Course Home**
9. Complete the assigned modules
 - Returning AHIP users will be assigned the recertification modules
 - New AHIP users will be assigned the full certification modules
10. Pass the test in 6 or fewer attempts with a score of 90% or higher
11. At the end of the test, go to the home page - Click **Transmit to United Healthcare**
12. Select **I Comply** when the Pledge of Compliance Screen appears
13. Once the "Congratulations" screen appears, return to the certification page

Next, you **must** pass the following tests:

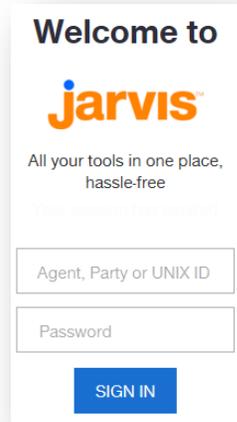
- 2019 Ethics and Compliance
- 2019 AARP® Course

REMINDER: For agents who choose to complete 2019 AHIP, either directly from the AHIP website or through another carrier, you are still required to follow the above directions in order to transmit your results to UnitedHealthcare and receive credit for the equivalents on your development plan. Again, this must be completed before access to any other 2019 tests. However, agents choosing to certify directly from the AHIP website or through another carrier will forfeit the UHC discount.

Logging In

Registered Users

- Go to www.uhcjarvis.com
- Enter your **Agent or Party ID** and password
- Click on **Sign-In**



Welcome to
jarvis[™]

All your tools in one place,
hassle-free

www.uhcjarvis.com

Agent, Party or UNIX ID

Password

SIGN IN

For log in or other assistance
with Jarvis, contact the
Producer Help Desk (PHD):

888-381-8581

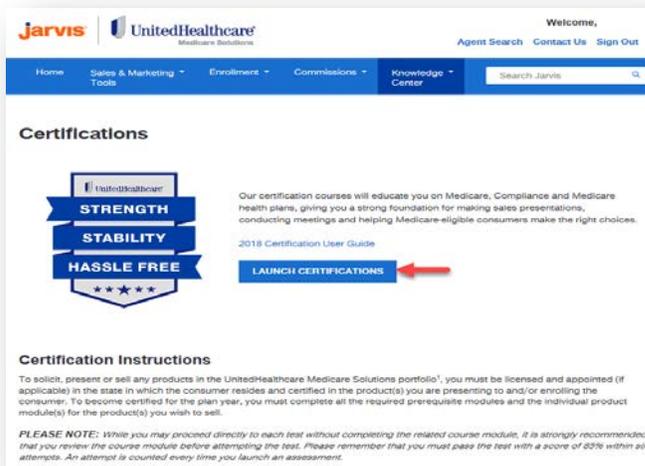
Monday – Friday
7 a.m. to 9 p.m. CT

Accessing Modules, Tests and Certificates

Once you are logged into *Jarvis*,
hover your mouse over the
Knowledge Center tab and click
on **Certifications**.



The Certifications home page will
appear. Click on **Launch
Certifications**.



Medicare Solutions Learning Center

Welcome Page

The opening page of the Learning Center is the Welcome Screen. This page provides details about the annual certification.

We are pleased that you have chosen to become certified to sell our products. Our certification courses will educate you on Medicare, Compliance and Medicare health plans, giving you a strong foundation for making sales presentations, conducting meetings and helping Medicare-eligible consumers make the right choices.

Thank you for your business and good luck with your 2018 Certification!

Technical Requirements

*Modules and tests are not compatible with mobile technology such as smart phones, iPads or tablets.

In order to take any of the certification modules and/or test, please make sure your computer meets the following requirements:

- Make sure that you have a reliable internet connection; a wired connection is optimal
- Do not open more than one browser window at a time
- Turn off all pop-up blockers
- Depending on your browser choice, you may need to turn on compatibility view. Do this by clicking Tools, then selecting Compatibility View. Make sure "unitedhealthgroup.com" is added to the Compatibility View Settings popup box
- If using IE, confirm you are using Internet Explorer 8 or higher
- Screen resolution of 1024 x 768
- Acrobat Reader version 8 or higher
- Macromedia Flash Player 9 or higher

If you have trouble launching a module, contact the Producer Help Desk (PHD): 888-381-8581 (Monday-Friday, 7 a.m. – 8 p.m., CST).

Certification Instructions

To solicit, present or sell any products in the UnitedHealthcare Medicare Solutions portfolio¹, you must be licensed and appointed (if applicable) in the state in which the consumer resides and certified in the product(s) you are presenting to and/or enrolling the consumer. To become certified for the plan year, you must complete all the required prerequisite modules and the individual product module(s) for the product(s) you wish to sell.

PLEASE NOTE: While you may proceed directly to each test without completing the related course module, it is strongly recommended that you review the course module before attempting the test. Please remember that you must pass the test with a score of 85% within six attempts.

A summary of the steps to certify is as follows:

You must complete, in order, the following prerequisite tests (course modules are optional) and pass the corresponding assessment with a score of 85% or higher within six attempts.

- 2018 Medicare Basics (including Medicare Advantage and Prescription Drug Plans)
- 2018 Ethics and Compliance
- 2018 AARP Course

You must complete the product test(s) (course modules are optional) with a score of 85% or higher within six attempts, or you are not allowed to sell the applicable product for the applicable plan year. Available product modules by type are:

- 2018 AARP Medicare Supplement Plans
- 2018 Chronic Condition and Dual Special Needs Plans
- 2018 Institutional and Institutional-Equivalent Special Needs Plans (ISNP)²
- Senior Care Options²

Note: Failure to meet the minimum requirement of 85% within six attempts on a prerequisite test, you will not be allowed to sell **any** UnitedHealthcare Medicare Solutions products for the applicable plan year.

¹May include branded UnitedHealthcare, AARP, Care Improvement Plus, Medica HealthCare Plans, Preferred Care Partners, or Sierra.
²Available by invitation only

Navigation Panel

The Welcome Page provides several navigation choices, located on the left side of the screen.



Certification Modules/Tests

In the Navigation Panel, click on **Certifications** to view your modules and certifications by year.

- Each topic has two items listed: module and test. Review the module (optional) and then take the test (required).
- **Prerequisite** tests must be taken first and in order.
- **Product** tests should be completed after the prerequisite modules.
- The status and date completed are provided on this screen.
- Once you are certified to sell a product, you will see a **gold medallion** next to the date completed column.

2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
2019 AHIP (EDC Only)									
								Status	Date Completed
2019 AHIP (EDC Only)								—	
If you do NOT want to certify via AHIP, please proceed to the Prerequisites below. Agents choosing to certify via AHIP must click link above FIRST!									
2019 Prerequisites (including Medicare Advantage and Prescription Drug Plans)									
								Status	Date Completed
2019 Medicare Basics (including Medicare Advantage and Prescription Drug Plans)								—	
2019 Medicare Basics Test (including Medicare Advantage and Prescription Drug Plans)								—	
2019 Ethics and Compliance								—	
2019 Ethics and Compliance Test								—	
2019 AARP Course								—	
2019 AARP Medicare Supplement Plans Certification									
								Status	Date Completed
2019 AARP Medicare Supplement Plans								—	
2019 AARP Medicare Supplement Plans Test								—	
2019 Chronic Condition and Dual Special Needs Plans Certification									
								Status	Date Completed
2019 Chronic Condition and Dual Special Needs Plans (CSNP-DSNP)								—	
2019 Chronic Condition and Dual Special Needs Plans (CSNP-DSNP) Test								—	

Certification Tests – Telesales Only

Telesales agents should work with their instructor/leader to ensure completion of the correct courses.

TELESALES PRODUCERS ONLY - 2019 Telesales Fundamentals (PSA, PDP EE, Group, C&S)									
								Status	Date Completed
2019 Medicare Basics Assessment - TS								—	
2019 Ethics and Compliance Assessment - TS								—	
2019 AARP Course - TS								—	
TELESALES PRODUCERS ONLY - 2019 Medicare Advantage (PSA, Group)									
								Status	Date Completed
2019 Medicare Advantage Assessment - TS								—	
TELESALES PRODUCERS ONLY - 2019 Part D (PSA, PDP EE, Group, C&S)									
								Status	Date Completed
2019 Medicare Part D Assessment - TS								—	
TELESALES PRODUCERS ONLY - 2019 Special Needs Plans (PSA & Group Existing)									
								Status	Date Completed
2019 Chronic Condition and Dual Special Needs Plans Assessment - TS								—	
TELESALES PRODUCERS ONLY - 2019 AARP Medicare Supplement (Group)									
								Status	Date Completed
2019 AARP Medicare Supplement Plans Assessment - TS								—	
TELESALES PRODUCERS ONLY - 2019 Events Basics									
								Status	Date Completed
2019 Events Basics Assessment - TS								—	

Elective Modules/Tests

There are additional modules available for your further education and/or other requirements. They are listed in the [Electives](#) section.

2019 EDC Electives		
	Status	Date Completed
2019 Events Basics	—	
2019 Events Basics Test	—	

Note: The Events Basics course and test are required for agents that want to conduct any type of event (Educational or Marketing/Sales) for the plan year prior to reporting the event to UnitedHealthcare.

Invitation Only Modules/Tests

On occasion, you may be required to take a module and test that is not available to everyone. If you are assigned a specific module and test, it will be listed in the [Invitation Only](#) section and must be completed.

Invitation-Only Online Courses		
	Status	Date Completed
Plan and Product Knowledge Issues v4	—	
Plan and Product Knowledge Issues Test v4	—	
Point-of-Sale and Post-Sales Issues v4	—	
Point-of-Sale and Post-Sales Issues Test v4	—	
Risks to Consumers and/or Organization v4	—	
Risks to Consumers and/or Organization Test v4	—	
Prohibited Activities v4	—	
Prohibited Activities Test v4	—	

Certificates

Upon successful completion of a test, a gold medallion will appear on your development plan indicating you are certified to sell the particular product.

Open the certificate as needed by clicking on the  icon. Each certificate includes the product name, agent name and party ID, and date of certification. To [print](#) a copy of the product certificate, follow the instructions below.



Printing

To **print** a copy of your certificate, click on the  icon.

2019 AARP Medicare Supplement Plans Certification			
	Status	Date Completed	
2019 AARP Medicare Supplement Plans		05/15/2018	
2019 AARP Medicare Supplement Plans Test		05/15/2018	

Note: Screen shots are for illustrative purposes only and are subject to change without notice.

Technical Requirements

Modules are not compatible with mobile technology such as smart phones, iPads or tablets.

In order to take any of the certification modules and/or tests, please make sure your computer meets the following requirements:

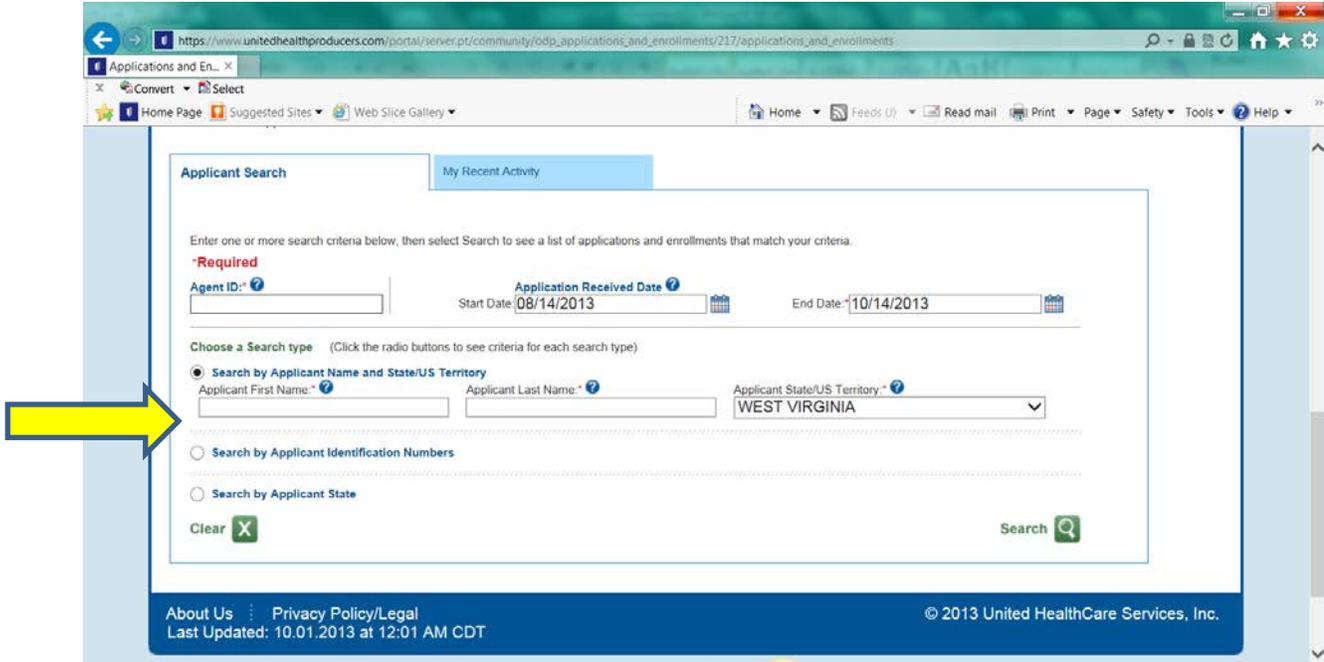
- Make sure that you have a reliable internet connection; a wired connection is optimal
- Do not open more than one browser window at a time
- Turn off all pop-up blockers
- Depending on your browser choice, you may need to turn on compatibility view. Do this by clicking Tools, then selecting Compatibility View. Make sure "unitedhealthgroup.com" is added to the Compatibility View Settings popup box
- If using IE, confirm you are using Internet Explorer 10 or higher
- Screen resolution of 1024 x 768
- Acrobat Reader version 6 or higher
- Macromedia Flash Player 9 or higher

If you have trouble launching a module or test, contact the Producer Help Desk (PHD):

888-381-8581

(Monday – Friday, 7 a.m. to 9 p.m., CT)

5. Enter a “Search Type” – You can search by “Applicant Name and State”; “Applicant Identification Numbers” or pull up all enrollments in a given state by selecting “Search by Applicant State.”



This will pull up a list of your enrollments based on your search specifications. The search will show the following:

Applicant Name	D.O.B.	Medicare #	AARP Member #	State	App Rcvd	Eff Dt ?	Product	Status ?	Reason

Make sure you pay special attention to the following categories:

- **Effective Date** – Make sure this matches what was on the original enrollment
- **Product** – Make sure this matches the desired plan selection
- **Status** – You want to make sure everything shows as Enrolled:
 - Accepted (Enrollment Received and In Process)
 - Enrolled (Enrollment Processed; Member Enrolled)
 - Denied (Enrollment Denied)*

*If the enrollment was Denied, there will be a Reason Code in the last column (i.e. Duplicate Application)

You can also click on each name for additional information.

WHAT IS THE AGENT TOOLKIT?

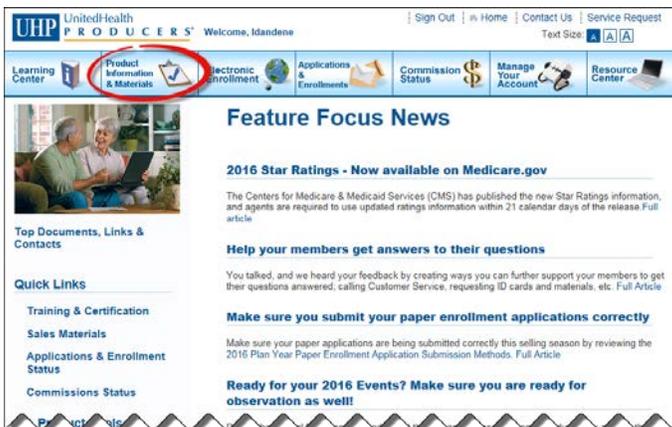
The UnitedHealthcare Agent Toolkit allows you to create customized marketing materials with targeted messages quickly and easily while ensuring compliance with regulatory, CMS and branding standards.

ACCESSING THE AGENT TOOLKIT

1. Type www.unitedhealthproducers.com in your internet browser if you are an EDC agent. If you are an ICA or ISR, type www.unitedhealthadvisors.com.
2. Enter your username and password in the lower right corner and click "GO".



3. Click on the "Product Information and Materials" tab.



4. You can access the Agent Toolkit by clicking the link on the left or the Agent Toolkit tab.



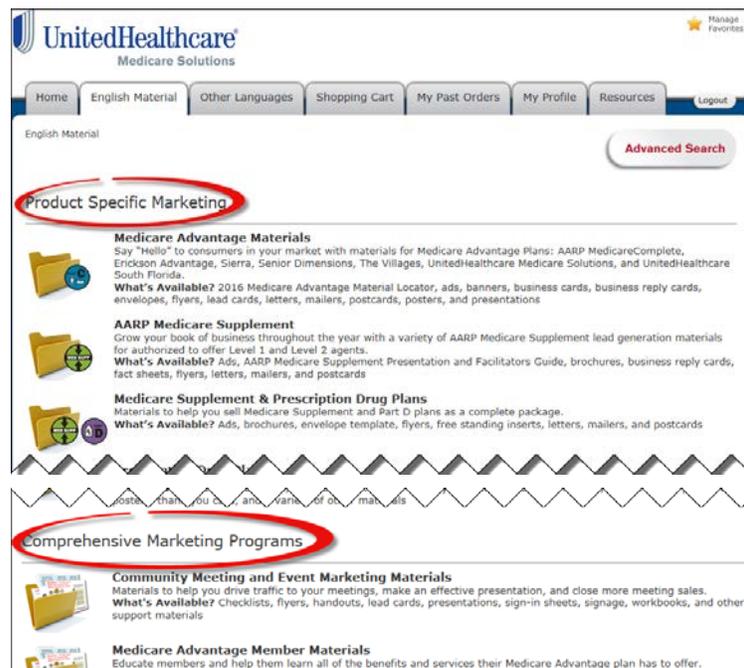
FINDING MATERIALS

Note: Materials are subject to location change through the year.

1. Shown below is the Agent Toolkit home page. Start by clicking on either the English or Other Languages tab.

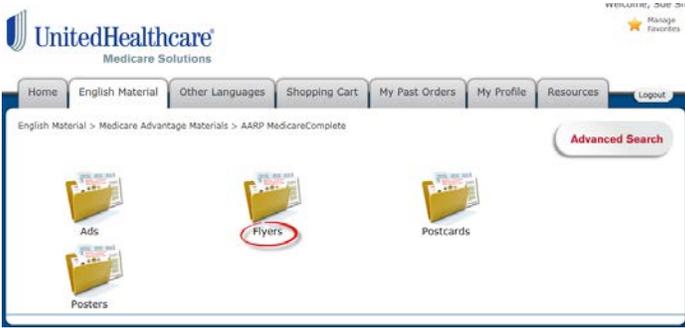


2. You will see that the materials are organized by categories. The ones you will focus on are: **Product Specific Marketing and Comprehensive Marketing Programs**.
 - a. In the Product Specific Marketing section, you will find the materials available by product.
 - b. In the Comprehensive Marketing Programs, you will find materials for community meetings, member materials, educational materials, retail materials and much more.

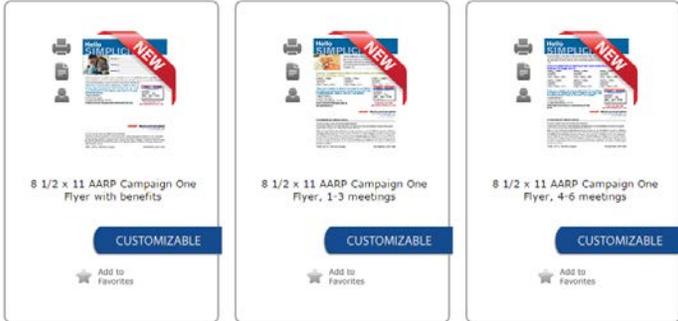


CREATING AND ORDERING MATERIALS

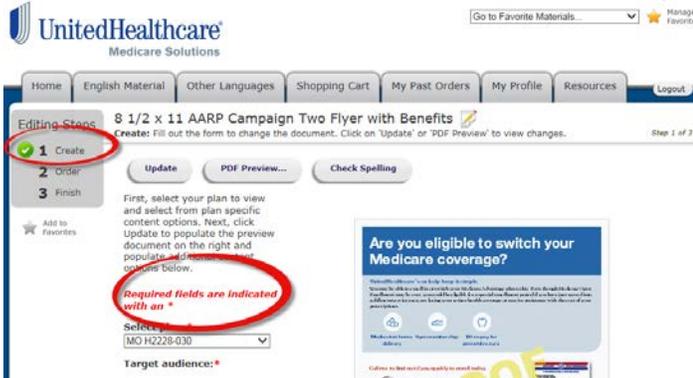
1. Click into a folder and you will find many options.



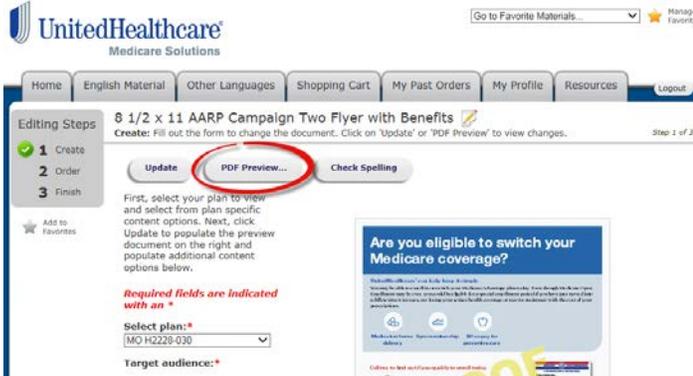
2. Select the material you want to order.



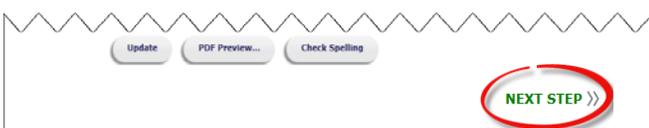
3. Once you select a material, you will be taken to an editing screen where you can customize the piece based on defined criteria.



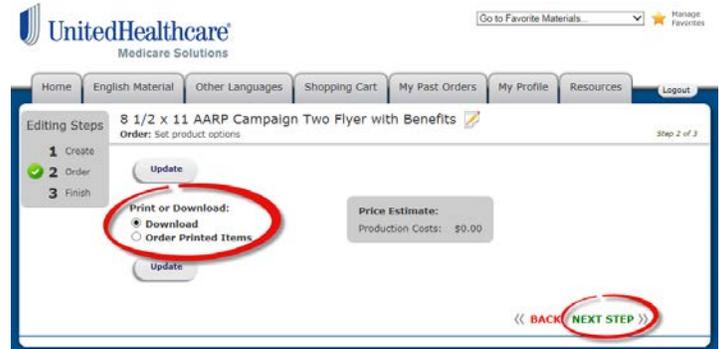
4. Click "PDF Preview" to see how it will look before you order.



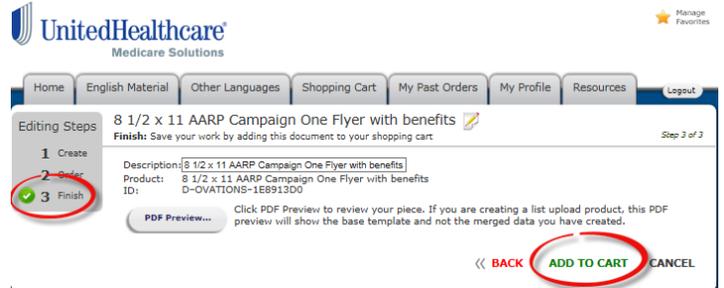
5. Click "Next Step" to continue.



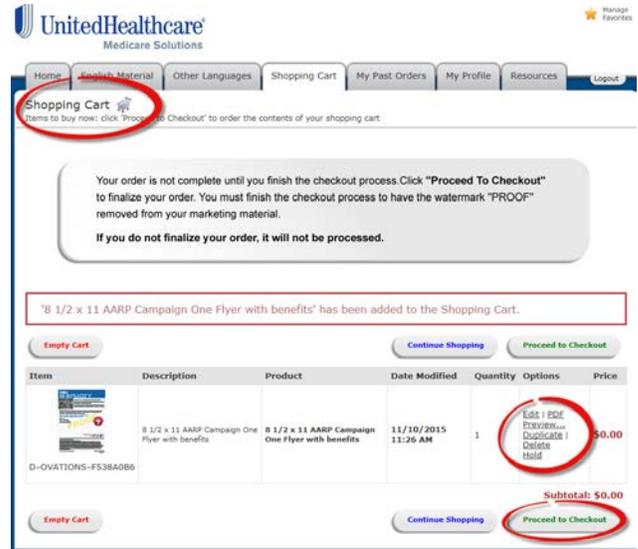
6. There are two options for receiving materials, Download or Order Printed Items. Select **Download** if you want a PDF to print on your own computer. Select **Order Printed Items** if you want your order professionally printed and shipped. There may be a charge for this option. Then, click **NEXT STEP**.



7. Click **ADD TO CART**



8. When in the Shopping Cart tab, you have the option to edit your order, do another PDF preview or you can click **Proceed to Checkout**.



9. Click **Place Order**



ORDERING MATERIALS PRINTED FOR YOU

1. Select **Order Printed Items** if you want your order professionally printed and shipped. Select the quantity from the drop down box. It will list if there is a cost to have them printed. Shipping is extra. Click **NEXT STEP**.

(Note: There is never a cost if you select download.)

UnitedHealthcare Medicare Solutions

8 1/2 x 11 AARP Campaign Two Flyer with Benefits

Order: Set product options

Editing Steps: 1 Create, 2 Order, 3 Finish

Print or Download: Download, **Order Printed Item**

Quantity: 100

Price Estimate: Production Costs: \$22.00

BACK **NEXT STEP**

2. Click **ADD TO CART**

UnitedHealthcare Medicare Solutions

8 1/2 x 11 AARP Campaign One Flyer with benefits

Finish: Save your work by adding this document to your shopping cart.

Description: 8 1/2 x 11 AARP Campaign One Flyer with benefits

Product: 8 1/2 x 11 AARP Campaign One Flyer with benefits

ID: D-OVATIONS-F538A0B6

PDF Preview... Click PDF Preview to review your piece. If you are creating a list upload product, this PDF preview will show the base template and not the merged data you have created.

BACK **ADD TO CART** CANCEL

3. You will see the product and price in your shopping cart. Click **Proceed to Checkout**.

UnitedHealthcare Medicare Solutions

Shopping Cart

Items to buy now: click 'Proceed to Checkout' to order the contents of your shopping cart

Your order is not complete until you finish the checkout process. Click "Proceed To Checkout" to finalize your order. You must finish the checkout process to have the watermark "PROOF" removed from your marketing material.

If you do not finalize your order, it will not be processed.

Empty Cart Continue Shopping Proceed to Checkout

Item	Description	Product	Date Modified	Quantity	Options	Price
D-OVATIONS-97E51552	8 1/2 x 11 AARP Campaign One Flyer with benefits	8 1/2 x 11 AARP Campaign One Flyer with benefits	11/10/2015 11:47 AM	100	Edit PDF Preview... Duplicate Delete Hold	\$22.00
D-OVATIONS-528F2C17	8 1/2 x 11 AARP Campaign One Flyer with benefits	8 1/2 x 11 AARP Campaign One Flyer with benefits	11/10/2015 1:31 PM	1	Edit PDF Preview... Duplicate Delete Hold	\$0.00

Subtotal: \$22.00

Empty Cart Continue Shopping **Proceed to Checkout**

4. Confirm your shipping information. If the address is incorrect, you need to change it on the profile tab. Check the "I have verified" box and then click **NEXT STEP**.

UnitedHealthcare Medicare Solutions

Home English Material Other Languages Shopping Cart My Past Orders My Profile Resources Logout

Checkout Steps: 1 Shipping, 2 Payment, 3 Order

Checkout Shipping: Set Shipping Options

Ship To: Sue Smith

Sue Smith
9800 Health Care Lane
Millers Falls, MI 55343

Notice: We cannot ship to Post Office Boxes. Please make sure you choose a business or residential address above.

Address Type: Commercial, Residential

I have verified my shipping address

Cancel Checkout

Please specify shipping options so that a price estimate can be calculated.

NEXT STEP

5. Enter payment information. Total price is shown on this page.

UnitedHealthcare Medicare Solutions

Home English Material Other Languages Shopping Cart My Past Orders My Profile Resources Logout

Checkout Steps: 1 Shipping, 2 Payment, 3 Order

Checkout Payment: Set Payment Options

View/Enter Discounts Cancel Checkout

Billing Address

First Name: Sue

Last Name: Smith

Address 1: 9800 Health Care Lane

Address 2:

City: Millers Falls

State/Province: Michigan

Postal Code: 55343

Payment Information

Method of Payment: Credit Card

Kind of Card: American Express

Price Estimate: Subtotal: \$22.00, Shipping: \$7.50, Handling: \$2.20, Tax: \$0.00, **Total Price: \$31.70**

6. Click on **Place Order**

Place Order

VIEWING ORDERS

1. Click on **My Past Orders** tab to view your order or to download your PDF by clicking on the hyperlink

UnitedHealthcare Medicare Solutions

Home English Material Other Languages Shopping Cart **My Past Orders** My Profile Resources Logout

My Past Orders

All of your recent and past order submissions can be found here. Click on "Details" next to your order to access the file download links.

View: All Orders

Order	Created	Items	Total Price	Status	Options
G-OVATIONS-98E9DBE	11/30/2015 11:19 AM	8 1/2 x 11 AARP Campaign One Flyer with benefits 8 1/2 x 11 AARP Campaign Two Flyer with Benefits	\$0.00	In Process	Details

DOWNLOADING YOUR MATERIALS

1. Select **Download** if you want to print the item. Not all materials are available for download. Then click **NEXT STEP**.

(Remember: There is never a cost when you select download.)

2. Click **ADD TO CART**

UnitedHealthcare Medicare Solutions

Home English Material Other Languages Shopping Cart My Past Orders My Profile Resources Logout

Editing Steps: 1 Create, 2 Order, 3 Finish

1/2 x 11 AARP Campaign One Flyer with benefits

Finish: Save your work by adding this document to your shopping cart

Description: 1/2 x 11 AARP Campaign One Flyer with benefits
Product: 1/2 x 11 AARP Campaign One Flyer with benefits
ID: D-OVATIONS-F538A086

PDF Preview... Click PDF Preview to review your piece. If you are creating a list upload product, this PDF preview will show the base template and not the merged data you have created.

BACK ADD TO CART CANCEL

3. You will see the product in your shopping cart. The quantity will be 1 and the price will be \$0.00. Click **Proceed to Checkout**.

UnitedHealthcare Medicare Solutions

Home English Material Other Languages Shopping Cart My Past Orders My Profile Resources Logout

Shopping Cart

Items to buy now: click 'Proceed to Checkout' to order the contents of your shopping cart

Your order is not complete until you finish the checkout process. Click "Proceed To Checkout" to finalize your order. You must finish the checkout process to have the watermark "PROOF" removed from your marketing material.

If you do not finalize your order, it will not be processed.

Empty Cart Continue Shopping Proceed to Checkout

Item	Description	Product	Date Modified	Quantity	Options	Price
D-OVATIONS-A94550EB	1/2 x 11 AARP Campaign Two Flyer with Benefits	1/2 x 11 AARP Campaign Two Flyer with Benefits	3/28/2016 4:03 PM	1	Edit PDF Preview... Duplicate Delete Hold	\$0.00

Subtotal: \$0.00

Empty Cart Continue Shopping Proceed to Checkout

4. The checkout screen will appear. Click, **PLACE ORDER**.

UnitedHealthcare Medicare Solutions

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Checkout Steps: 1 Order

Checkout Order: Review and place your order for production

Please note: Toolkit charges will be identified on your credit card statement as coming from BrandSpring Solutions -- who manages the toolkit and transactions.

Place Order Cancel Checkout

Item	Description	Product	Date Modified	Quantity	Price
D-OVATIONS-F538A086	1/2 x 11 AARP Campaign One Flyer with benefits	1/2 x 11 AARP Campaign One Flyer with benefits	11/10/2015 11:26 AM	1	\$0.00

Subtotal \$0.00
Shipping \$0.00
Total Price \$0.00

Place Order

5. You will be taken to the **My Past Orders** tab where you can download your PDF immediately by clicking on the hyperlink. Even though the status says "In process" the item is completed and ready for use. The material will now have the "Proof" watermark removed from it.

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My Past Orders

All of your recent and past order submissions can be found here. Click on "Details" next to your order to access the file download links.

View: All Orders

Order	Created	Items	Total Price	Status	Options
G-OVATIONS-9BE9DB8E	11/30/2015 11:19 AM	1/2 x 11 AARP Campaign One Flyer with benefits 1/2 x 11 AARP Campaign Two Flyer with Benefits	\$0.00	In Process	Details

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