



## **New** Online Material Ordering.

### To order your enrollment packages, benefit summaries and forms:

- Go to the materials ordering portal at [tlcorders.com](http://tlcorders.com). Register a user account on the portal. If you already have a user account, enter your username and password then select “Login”.
- Select from one of the following tabs to order materials
  - Enrollment Packages
  - Benefit Summaries
  - Brochures/Forms
  - All Products TLC
- Enrollment Packages:
  1. Select “Order Now” under the appropriate enrollment package  
(Select from 2019 or 2020 Materials for Active and Early Retirees.)
  2. Enter the number of enrollment packages to order  
(all inserts except for the benefit summaries are automatically included)
  3. **Enter a “1” for only the benefit summaries you would like included in the package.** (One of each benefit summary selected will be included in each package.)
  4. Add to Cart, or to add additional materials to your order, select “Continue Shopping” in the lower left.
  5. Once you have ordered all of the materials, select “Continue”.
  6. Your shipping information will be populated into the form from your user account. If everything is correct, select “Save” and then “Continue”. If you need the items shipped to another address, complete the form, select “Save” and then “Continue”.
  7. Confirm the items in your order and “Place My Order”
  8. You will be directed to a confirmation screen of your order. You will also receive an email confirming your order that will include a link back to the order confirmation screen.
- Benefit Summaries (only if you need extra summaries in addition to your enrollment packages) and Forms
  1. Enter the quantity needed for each, select “Order Now” and follow steps 4 – 8 above.

For questions about materials ordered, call or email Janet Browning at [janet.browning@anthem.com](mailto:janet.browning@anthem.com) or (804) 354-3904.