



Online Material Ordering.

To order enrollment packages, benefit summaries and forms:

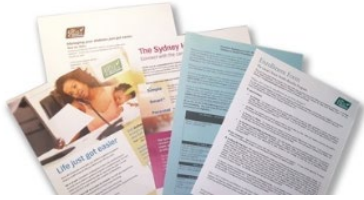
- Go to the materials ordering portal at tlcorders.com. Register a user account on the portal. If you already have a user account, enter your username and password then select “Login”.
- Select one of the following tabs to order materials
 - Enrollment Packages (see addendum for additional ordering instructions)
 - Benefit Summaries
 - Brochures/Forms
 - All Products TLC
- Enrollment Packages:
 1. Select “Order Now” under the appropriate Enrollment Packages tab.
 2. Enter the number of enrollment packages needed in the Quantity field.
 3. **Enter only a “1” next to the plan or plans your group offers.**
 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 “Proceed to Checkout”.
 6. Your shipping information will be populated into the form from your user account. **Enter your group name in the Company field**, select “Save” and then “Continue”. If you need the items shipped to another address, complete the form, select “Save” and then “Continue”.
 - Confirm your shipping information then select “Continue”.
 7. Confirm the items in your order and “Place My Order”
 8. You will:
 - be directed to a confirmation screen of your order.
 - receive an email confirming your order that will include a link back to the order confirmation screen.
 - receive a shipping confirmation email with tracking information on the date your order ships.
- Benefit Summaries*, Brochures/Forms or All Products TLC.
 - Enter the quantity needed for each, select “Order Now” and follow steps 4 – 8 above.

*If you need extra summaries in addition to your enrollment packages.

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

Addendum






Enrollment Packages for The Local Choice



1.) Enter total quantity of Enrollment Packages needed

Job Name
ANTH TLC KIT Enroll Pa

Quantity

| | | |
|--------------------------|---|--|
| <input type="checkbox"/> |  2023-24 Key Advantage w/Expanded Benefit A10633 | Enter "1" or "0" <input type="text" value="0"/> |
| <input type="checkbox"/> |  2023-24 KA 250 Benefits A10632 | Enter "1" or "0" <input type="text" value="0"/> |
| <input type="checkbox"/> |  2023-24 KA 500 Benefits A10631 | Enter "1" or "0" <input type="text" value="0"/> |
| <input type="checkbox"/> |  2023-24 KA 1000 Benefits A10630 | Enter "1" or "0" <input type="text" value="0"/> |
| <input type="checkbox"/> |  2023-24 TLC HDHP Benefit A10634 | Enter "1" or "0" <input type="text" value="0"/> |

One benefit summary of each plan selected will be included in each enrollment package. Enter **only** a "1" next to the benefit summaries to include.

* Company:

Anthem - TLC

Please update the Company field with your group name.
"Anthem-TLC" is the default until you update this field.

Once you save your address to your Address Book, your information will be saved for future orders unless you choose to send to another address.

Save to My Address Book