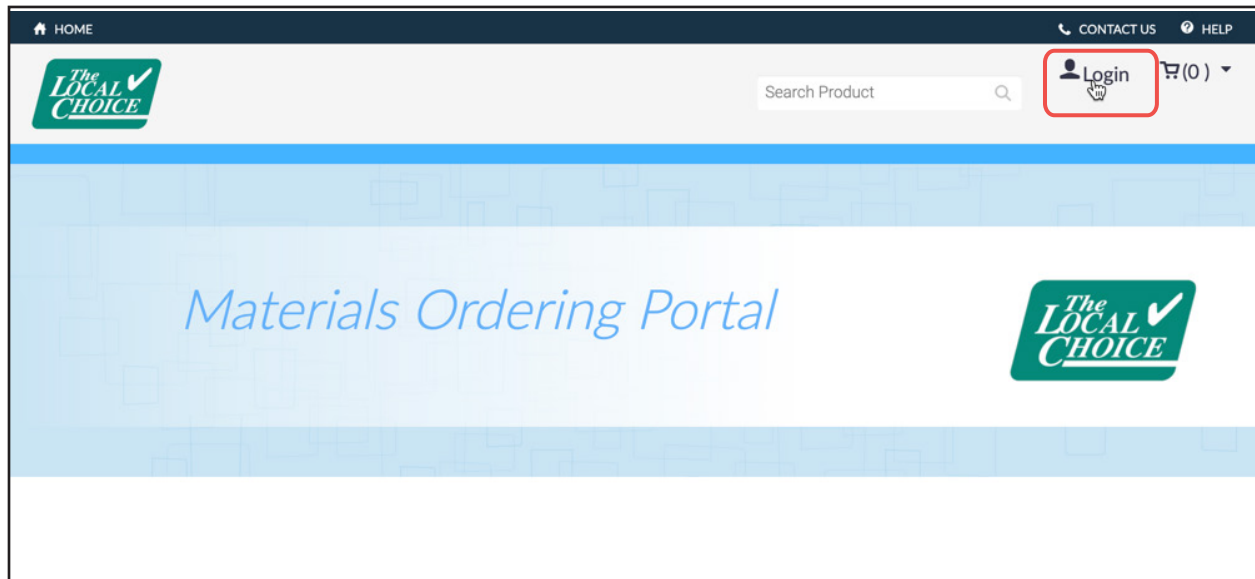
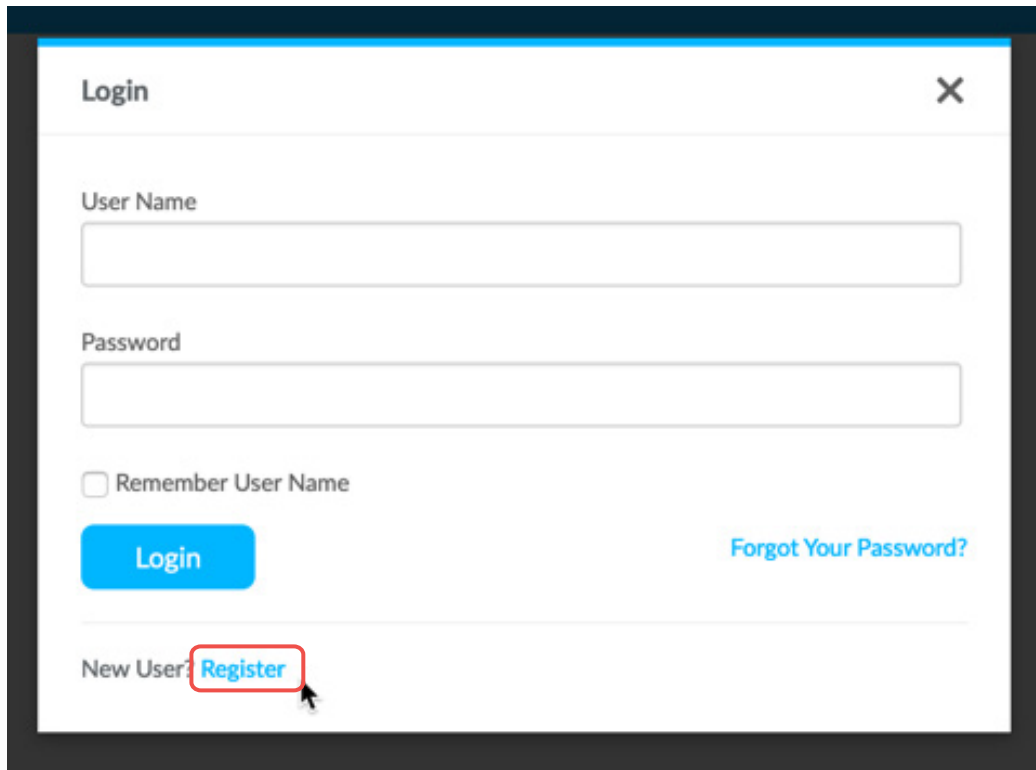


## Online Materials Ordering Guide

- Navigate your browser to: [tlcorders.com](https://tlcorders.com)
- Click the Login button in the upper right of the page



- If this is your first time to the portal, you will need to register a user account.
- Select "**Register**" under the login button.



The image shows a login form with a title bar labeled "Login" and a close button (X). Below the title bar are two input fields: "User Name" and "Password". Under the "Password" field is a checkbox labeled "Remember User Name". Below the checkbox is a blue "Login" button. To the right of the "Login" button is a blue link labeled "Forgot Your Password?". Below the "Login" button is a horizontal line. Below the line is the text "New User:" followed by a blue link labeled "Register". A mouse cursor is pointing at the "Register" link.

Login

User Name

Password

☐ Remember User Name

Login

Forgot Your Password?

New User: Register

- To register an account, you will need to enter your information. Fields marked with an \* are required.
- We recommend using your email address as your User Name.

CREATE AN ACCOUNT

Contact Information

\* First Name  
First

\* Last Name  
Lastname

\* Email  
name@email.com

Phone Number  
123-456-7890

\* Shipping Address (ORDERS CANNOT BE DELIVERED TO P.O. BOXES)  
1234 Address St.

Address Line 2  
Suite 1234

\* Zip/Postal Code  
12345

\* City  
City

\* State/Province/Region  
VA - Virginia

Account Information

\* User Name (USE EMAIL ADDRESS)  
name@email.com

\* Password  
\*\*\*\*\*

\* Re-enter Password  
\*\*\*\*\*

\* Secret Question  
Other

\* Your Own Security Phrase  
5x5

\* Security Answer  
25

\* Enter the code shown below  
VQRNV

By clicking the Submit button, you agree to [Terms and Conditions](#)

Submit Cancel

- After entering your information, select the "Submit" button.
- You will then receive an email confirming your account and will be directed to the ordering portal.

Select the materials you would like to order.

## Materials Ordering Portal

For questions about ordering and/or materials, contact Janet Browning at 804-354-3904 or janet.browning@anthem.com.  
To order provider directories, email Janet Browning with the quantity and the region needed.

ENROLLMENT PACKAGES

2025-26 BENEFIT  
SUMMARIES

2026-27 BENEFIT  
SUMMARIES

FLIERS/FORMS

### Enrollment Packages

- Select "**Order Now**" under the appropriate enrollment package.  
**Note:** the date of the enrollment package changes each plan year.



PRINTED 2025 ACTIVE OE  
PACKAGE  
**2025-26**

ORDER NOW

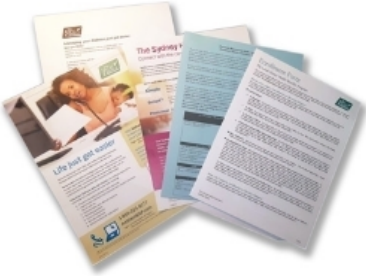


2025 MEDICARE OPEN  
ENROLLMENT PACKAGE  
**2025-2026**

ORDER NOW

- See the Packets Include section for the items that will be inserted in each package.
- The benefit summary(ies) you select with a "1" will also be included in each package.
- Select Add to Cart.

Printed 2025 Active OE Package



**2025-26**

The Local Choice enrollment packets for active employees and retirees not eligible for Medicare.

**Packets Include:**

- A10655 - TLC Enrollment Form
- A10164 - EAP Flyer
- A10658 - CHIP Notice

**1.) Enter total quantity of Enrollment Packages needed.**

Job Name: ANTH TLC KIT Enroll Pa

Quantity: 50

**2.) Enter "1" next to the plan or plans your group offers:**

**In this kit:**

✓ Complete	2024 Pre-Pack for Active Employees	Enter "1" or "0" 1
✗	A10793 - Key Advantage w Exp Benefits <b>A10793</b>	Enter "1" or "0" 0

Add to Cart

- This is a sample page after you have selected the benefit summaries you would like included in your package.

Printed 2025 Active OE Package

**Packets Include:**

- A10655 - TLC Enrollment Form
- A10164 - EAP Flyer
- A10658 - CHIP Notice
- A10723 - TLC Sydney App Flyer

**Customize by including your group's benefit plan(s) offered to your employees:**

- A10793 - Key Advantage with Expanded Benefits
- A10794 - Key Advantage 250
- A10795 - Key Advantage 500
- A10796 - Key Advantage 1000
- A10797 - HDHP Benefit Summary

✓ Complete	2024 Pre-Pack for Active Employees	Enter "1" or "0" 1
✗	A10793 - Key Advantage w Exp Benefits <b>A10793</b>	Enter "1" or "0" 0
✗ Complete	Key Advantage 250 Benefit Summary <b>A10794</b>	Enter "1" or "0" 1
✗	Key Advantage 500 Benefit Summary <b>A10795</b>	Enter "1" or "0" 0
✗	Key Advantage 1000 Benefit Summary <b>A10796</b>	Enter "1" or "0" 0
✗ Complete	TLC HDHP Benefit Summary 2025 <b>A10797</b>	Enter "1" or "0" 1

Add to Cart

- You will be directed to your shopping cart for checkout, or
- You can add additional materials to your order by selecting **"Continue Shopping"** in the lower left.

HOME
CONTACT US
HELP

Search Product
Janet Browning
(1)

CART

Products

Quantity

**ANTH TLC KIT Enroll Packages Active Employees**  
Item Name: Printed 2025 Active OE Package  
Turn Around Time : 10 Days  
Turnaround time does not indicate the shipping date

50

Save for later
Remove

CONTINUE SHOPPING
CLEAR CART
PROCEED TO CHECKOUT

- If ordering additional materials, enter the quantity needed and select **"Order Now"**.
- You will again be directed to your shopping cart.

ENROLLMENT PACKAGES
2024-25 BENEFIT SUMMARIES
2025-26 BENEFIT SUMMARIES
BROCHURES/FORMS
ALL PRODUCTS TLC

**A10793 - KEY ADVANTAGE W EXP BENEFITS**  
4000 item(s) available  
**A10793**

Qty
ORDER NOW

**KEY ADVANTAGE 1000 BENEFIT SUMMARY**  
12000 item(s) available  
**A10796**

Qty
ORDER NOW

**KEY ADVANTAGE 250 BENEFIT SUMMARY**  
7500 item(s) available  
**A10794**

Qty
ORDER NOW

**KEY ADVANTAGE 500 BENEFIT SUMMARY**  
12000 item(s) available  
**A10795**

Qty
ORDER NOW

**TLC ADVANTAGE 65 2025**  
424 item(s) available  
**A10770**

Qty
ORDER NOW

**TLC ADVANTAGE 65 W/DENTAL/VISION 2025**  
1336 item(s) available  
**A10771**

Qty
ORDER NOW

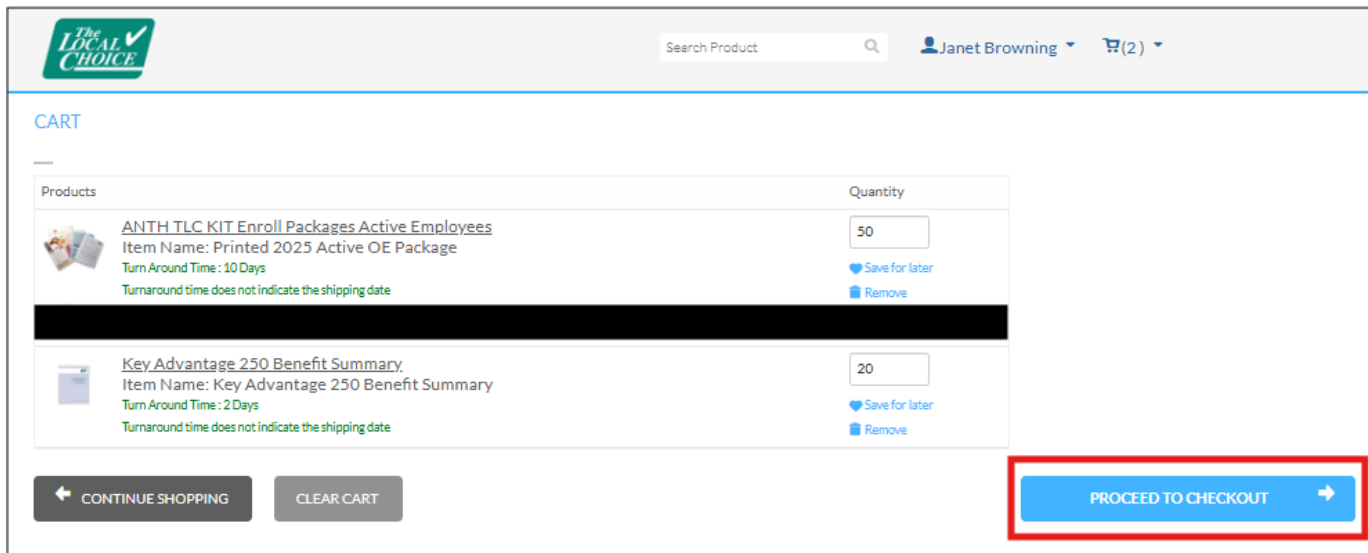
**TLC HDHP BENEFIT SUMMARY 2025**  
12000 item(s) available  
**A10797**

Qty
ORDER NOW

**TLC MEDICARE COMP 2025**  
478 item(s) available  
**A10772**

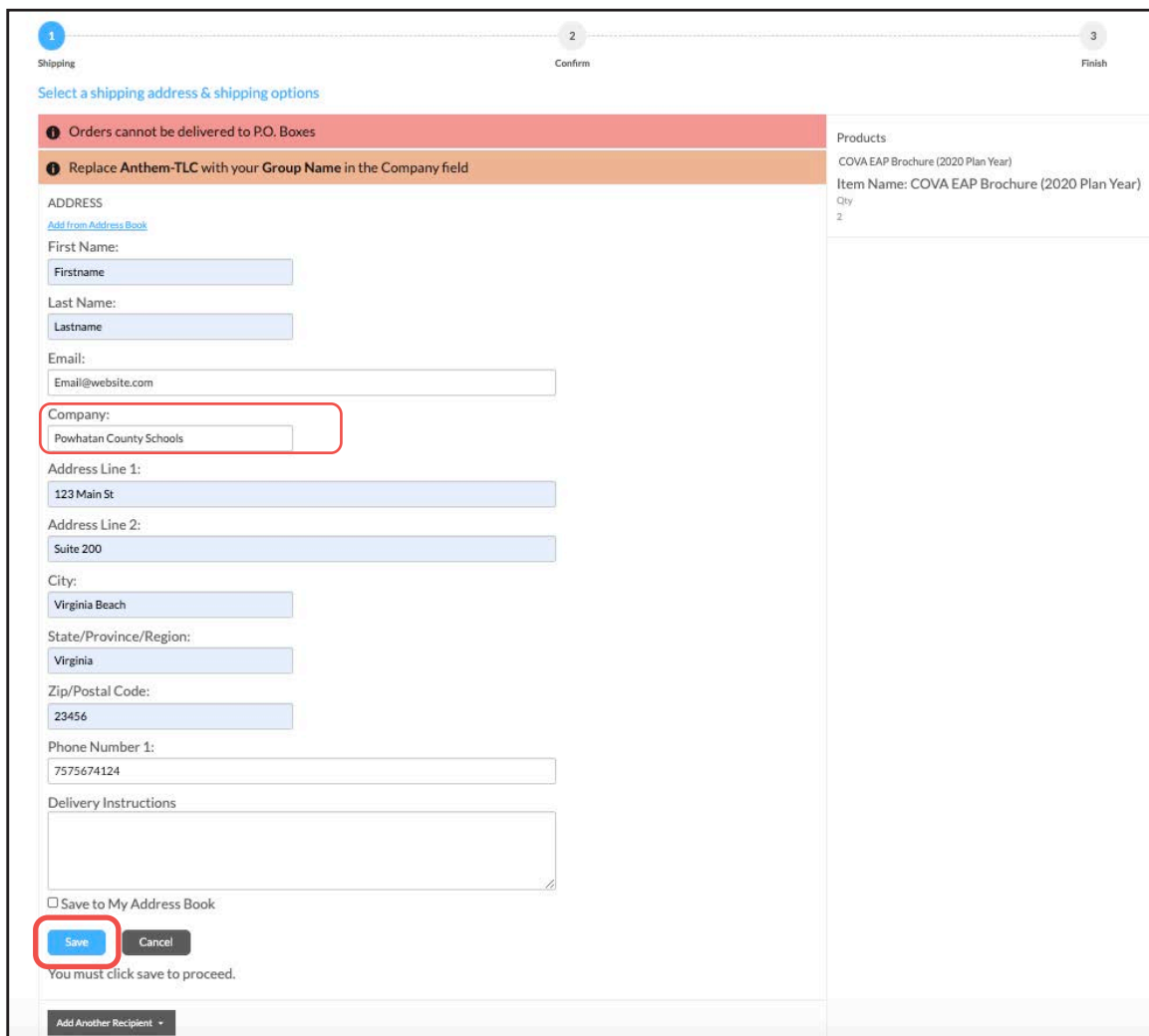
Qty
ORDER NOW

- When all the materials needed are in your cart, select **"Continue"** in the lower right.



The screenshot shows a shopping cart interface. At the top, there's a search bar and a user profile for Janet Browning. The cart header shows 'CART'. Below, two items are listed with their quantities and options to 'Save for later' or 'Remove'. The 'PROCEED TO CHECKOUT' button is highlighted with a red rectangle.

- Your shipping information will be populated into the form from your user account. Enter your group name in the **Company** field and select **"Save"** and then **"Continue"**. It is recommended that you save your main address with company name to your address book.
- If you need the items shipped to another address, complete the form, select **"Save"** and then **"Continue"**. You can save additional addresses in your address book for future orders.



The screenshot shows a shipping address form. The 'Company' field is highlighted with a red rectangle. The 'Save' button at the bottom is also highlighted with a red rectangle. The form includes fields for First Name, Last Name, Email, Company, Address Line 1, Address Line 2, City, State/Province/Region, Zip/Postal Code, Phone Number 1, and Delivery Instructions. There are also error messages at the top: 'Orders cannot be delivered to P.O. Boxes' and 'Replace Anthem-TLC with your Group Name in the Company field'.

- Confirm your shipping information then click **"Continue"**

1 Shipping 2 Confirm 3 Finish

Select a shipping address & shipping options

1 Orders cannot be delivered to P.O. Boxes

1 Replace Anthem-TLC with your Group Name in the Company field

ADDRESS

[Edit Address](#)

Firstname Lastname Email@website.com  
Powhatan County Schools  
123 Main St  
Suite 200  
Virginia Beach Virginia - 23456 7571231234

Add Another Recipient

CONTINUE SHOPPING

Products

COVA EAP Brochure (2020 Plan Year)
Item Name: COVA EAP Brochure (2020 Plan Year)
Qty
2

CONTINUE

- Confirm the items in your order, then click **"Place My Order"**.

HOME CONTACT US HELP

The LOCAL CHOICE

TLC Orders

1 Shipping 2 Confirm 3 Finish

Confirm Your Order

Products

Item Name: 2020 Enrollment Package Active & Early Retirees
Qty
8
Item Name: Employee Assistance Program Brochure
Qty
5

CONTINUE SHOPPING

PLACE MY ORDER



- You will then receive an order confirmation with the option to print for future reference.
- You will also receive an email confirmation of your order.

The screenshot shows an online order confirmation page for 'The Local Choice'. At the top, there is a navigation bar with 'HOME', 'CONTACT US', and 'HELP' links. Below this is a progress bar with three steps: 'Shipping', 'Payment', and 'Finish'. The 'Payment' step is currently active, indicated by a blue circle with the number '3'. The main heading is 'Order Confirmation'.

Below the heading, it says 'Thank you for your order!'. The order details are displayed in a table-like format:

Order Number <b>14</b>	Status: <b>User approved</b> As of 1/10/2020 1:18:21 PM EST	Order Date: 1/10/2020 1:18:20 PM EST <b>Due Date: 1/24/2020 12:30:00 PM EST</b>	Products Item Name: 2020 Enrollment Package Active & Early Retirees Qty 4
---------------------------	---	--	--

Below the table, the order is placed by 'orders@tlcorders.com' from 'Anthem - TLC, VA - Virginia, United States'. The print shop is 'Worth Higgins & Associates', located at '8770 Park Central Drive, Richmond, VA - Virginia, 23227, United States'. The phone number is '804-264-2304'. The hours of operation are listed as 'Sun : Closed, Mon-Fri : 8:00 AM-4:30 PM, Sat : Closed'.

At the bottom, there is an 'ADDRESS' section with the following details: 'First Lastname, 1234 Address St., Suite 123, City, United States, VA - Virginia - 12345 (123) 456-7890, Anthem - TLC, orders@tlcorders.com'. At the very bottom, there are two buttons: 'CONTINUE SHOPPING' and 'PRINT'. The 'PRINT' button is highlighted with a red rectangle.

- The "**Due Date**" on the confirmation is the date the order will ship by.
- You will receive a shipping confirmation email with tracking information on the date your order ships.



# The Local Choice (TLC) Materials:

The following are instructions to download an electronic version of your Open Enrollment package(s) for your employees.


**For Active Open Enrollment Package**, select “Order Now” on the appropriate plan year for an *Active EO Package (Download only)* from the home page of the ordering portal.

ENROLLMENT PACKAGES

2025-26 BENEFIT SUMMARIES


2026-27 BENEFIT SUMMARIES

FLIERS/FORMS




PDF 2025 ACTIVE OE PACKAGE (DOWNLOAD ONLY)  
2025-26

ORDER NOW




PRINTED 2025 ACTIVE OE PACKAGE  
2025-26

ORDER NOW




PDF 2025 MEDICARE OE PACKAGE (DOWNLOAD ONLY)  
2025-26

ORDER NOW




PDF 2026 MEDICARE OE PACKAGE (DOWNLOAD ONLY)  
2026-27

ORDER NOW



PRINTED 2025 MEDICARE OE PACKAGE  
2025-26

ORDER NOW



PRINTED 2026 MEDICARE OE PACKAGE  
2026-27

ORDER NOW

- From the left panel, select “Yes” to add Benefit Summary(ies) to your package.

PDF 2025 Active OE Package (download only)

Job Details

Job Name

2025 Active Enrollment Package - DL

Quantity 1

Pages 91

Personalization

Would you like to add any Summaries to your product?

Yes

- Select the Benefit Summary(ies) to include in your package (you must click on the benefit summary to add to the package).

Personalization

Would you like to add any Summaries to your product?

Yes

Select HDHP Benefit Summary

HDHP Benefit Summary

Select Key Advantage 350 Benefit Summary

None

Select Key Advantage 500 Benefit Summary

Key Advantage 500 Benefit Summary

Select Key Advantage 2000 Benefit Summary

None

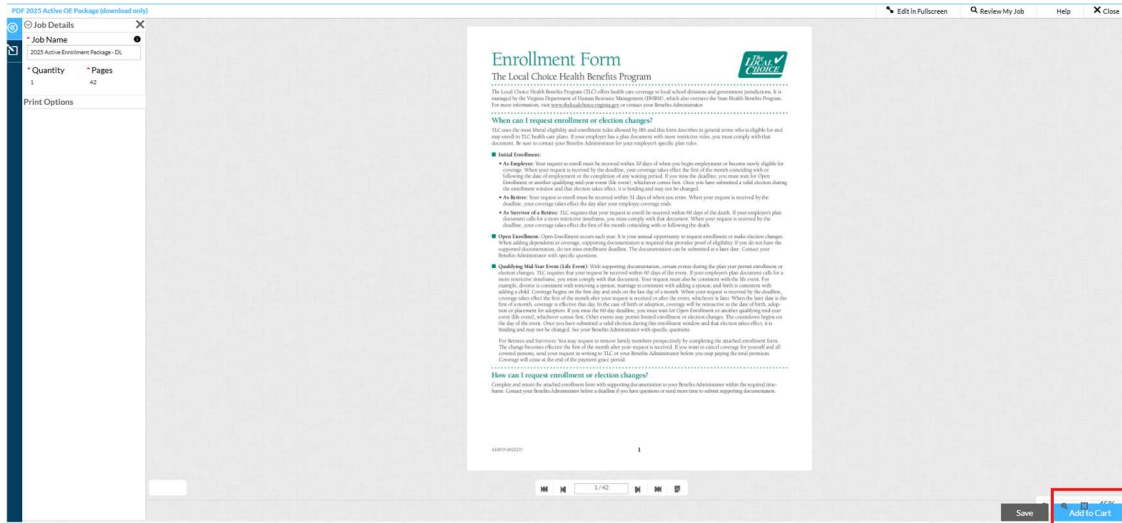
Select Key Advantage with Expanded Benefit Summary

None

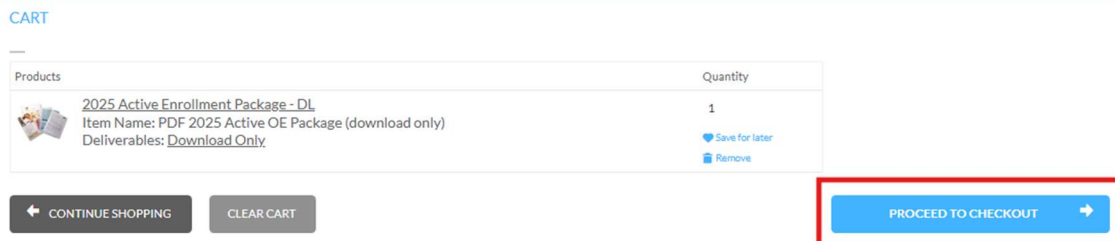
- Select “Preview” to confirm the contents of your file.



- Add to Cart

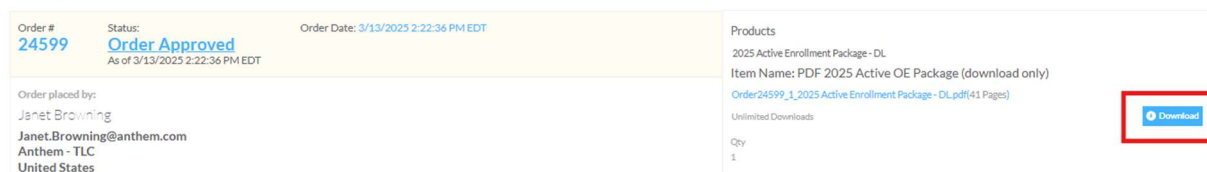


- Proceed to Checkout

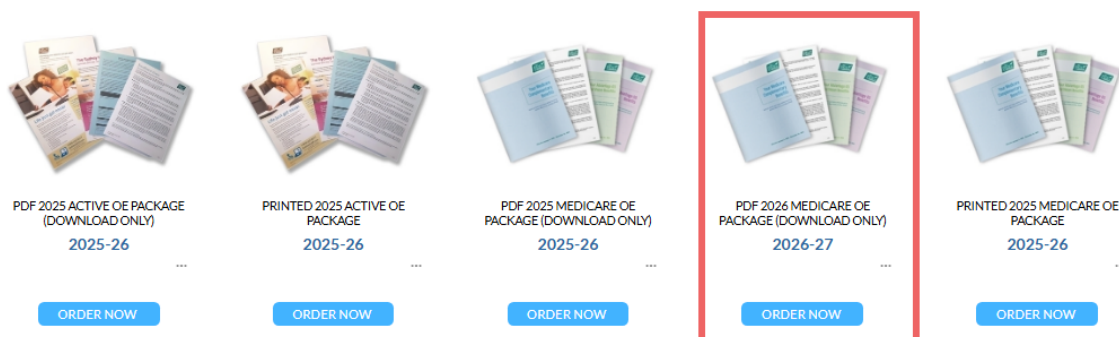


- “Download” your file from the order confirmation page. You can download as many times as needed. You will also receive an email notification with a link your order.

Thank you for your order!



**For Medicare Open Enrollment Package**, select “Order Now” on the appropriate plan year *for a Medicare EO Package (Download only)* from the home page of the ordering portal.



- From the left panel, select “Yes” to add Benefit Summary(ies) to your package.

PDF 2025 Medicare OE Package (download only)

Job Details

Job Name  
2025 Medicare Enrollment Package - DL

Quantity 1 Pages 31

Personalization

Would you like to add any Summaries to your product?  
Yes

- Select the Benefit Summary(ies) to include in your package (you must click on the benefit summary to add to the package).

Personalization

Would you like to add any Summaries to your product?  
Yes

Select Your Advantage 65 Benefits (A10770)

TLC Advantage 65 Benefit Summary (A10770)

Select TLC Advantage 65DV Benefit Summary (A10771)

None

Select Medicare Complementary Benefit Summary (A10772)

None

- Select “Preview” to confirm the contents of your file.

PDF 2025 Medicare OE Package (download only)

Job Details

Job Name  
2025 Medicare Enrollment Package - DL

Preview

## • Add to Cart

The screenshot shows a product page for a PDF 2025 Medicare OE Package (download only). The main content area displays a preview of the 'Enrollment Form' for 'The Local Choice Health Benefits Program'. The sidebar on the left contains a 'Job Details' section with a 'Job Name' field, a 'Quantity' field set to 1, and a 'Pages' field set to 15. Below this is a 'Print Options' section. At the bottom right of the page, there are 'Save' and 'Add to Cart' buttons. The 'Add to Cart' button is highlighted with a red box.

## • Proceed to Checkout

### CART

The screenshot shows a shopping cart with one item: '2025 Medicare Enrollment Package - DL'. The item name is 'PDF 2025 Medicare OE Package (download only)' and the deliverables are 'Download Only'. The quantity is 1. Below the item list are buttons for 'CONTINUE SHOPPING', 'CLEAR CART', and 'PROCEED TO CHECKOUT'. The 'PROCEED TO CHECKOUT' button is highlighted with a red box.

- “Download” your file from the order confirmation page. You can download as many times as needed. You will also receive an email notification with a link to your order.

Thank you for your order!

The screenshot shows an order confirmation page. On the left, it displays the order number '24593', the status 'Order Approved', and the order date '3/13/2025 11:31:05 AM EDT'. It also shows the order placed by 'Janet Browning' at 'Anthem - TLC, United States'. On the right, it lists the products: '2025 Medicare Enrollment Package - DL' and 'PDF 2025 Medicare OE Package (download only)'. Below the product list, there is a 'Download' button highlighted with a red box.