



## ***Online Material Ordering.***

### **To order 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 (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 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 “Continue”.
  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\*, Forms or All Products TLC.
  - Enter the quantity needed for each, select “Order Now” and follow steps 4 – 8 above.


\*Only 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](mailto:janet.browning@anthem.com) or (804) 354-3904.

# Addendum

## Enrollment Packages for The Local Choice

2021 Enrollment Package Active Employees and Retirees not Eligible for Medicare













Job Name: ANTH TLC KIT 2021 En

Quantity:

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

The number of enrollment packages you enter **does not** match the number of benefit summaries you enter in the next section.

Enter a "1" **only next the benefit summaries you would like included in each package.** One benefit summary of each plan selected will be included in each enrollment envelope. Ignore the Opted Out section – this automatically changes when you enter a "1" and is a system requirement for fulfillment.

<input checked="" type="checkbox"/> Opted Out		Key Advantage with Expanded Benefits <b>A10506</b>	Only enter "1" or leave "0" <input type="text"/> 0 
<input checked="" type="checkbox"/> Opted Out		Key Advantage 250 <b>A10507</b>	Only enter "1" or leave "0" <input type="text"/> 0 
<input checked="" type="checkbox"/> Opted Out		Key Advantage 500 <b>A10508</b>	Only enter "1" or leave "0" <input type="text"/> 0 
<input checked="" type="checkbox"/> Opted Out		Key Advantage 1000 <b>A10509</b>	Only enter "1" or leave "0" <input type="text"/> 0 
<input checked="" type="checkbox"/> Opted Out		High Deductible Health Plan (HDHP) <b>A10510</b>	Only enter "1" or leave "0" <input type="text"/> 0 

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

\* Company:

Anthem - TLC

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