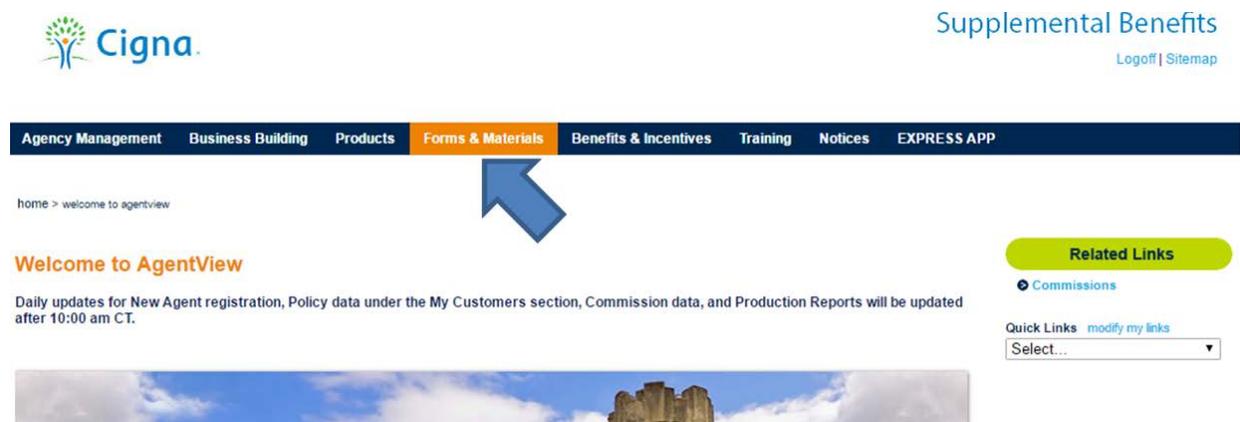


PLACING SUPPLY ORDERS THROUGH AGENTVIEW

Ordering supplies made easy

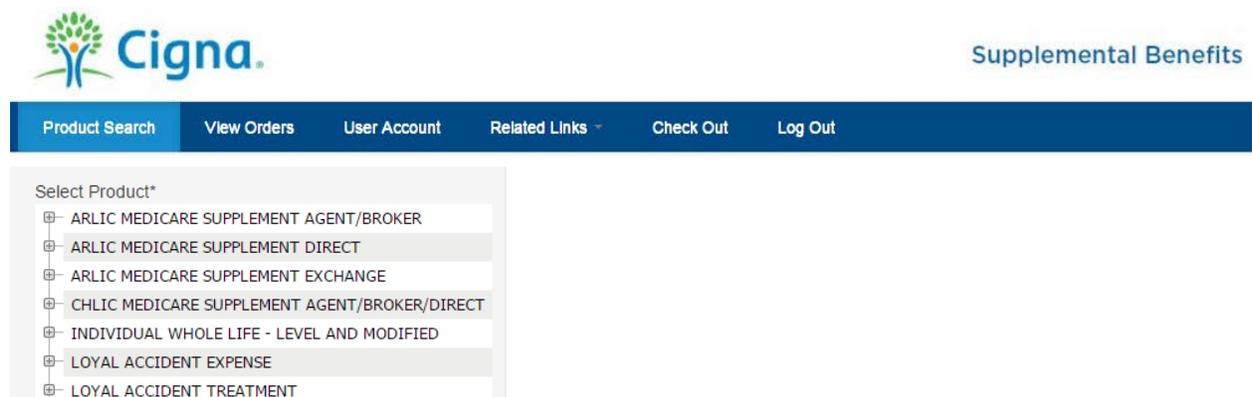
Ordering supplies is an easy process with our new cart system. Log in to AgentView (<https://agentviewcigna.com>) as normal. Under the “Forms and Materials” tab, you can access all forms, marketing materials and servicing forms together – no more having to search separate tabs.



You can also select the “Products” tab.



Once on the product page, to search for an item, click on the appropriate “+” next to the Product from the menu.



Once you expand the product, the menu will show the states where the product is available by displaying a “+” sign.



Product Search View Orders User Account Related Links ▾ Check Out Log Out

Select Product*

- ▣ ARLIC MEDICARE SUPPLEMENT AGENT/BROKER
 - ⊕ AL
 - ⊕ AR
 - ⊕ AZ
 - ⊕ CO
 - ⊕ DE

Select the state by clicking on it. You do not need to click the “+” sign at this time.

Select Product*

- ▣ ARLIC MEDICARE SUPPLEMENT AGENT/BROKER
 - ⊕ AL
 - ⊕ AR
 - ⊕ AZ

Scroll down and then hit ‘Search’. Search Reset Or, reset your search using ‘Reset’.

After you hit the ‘Search’ button, the items that match your search will load.

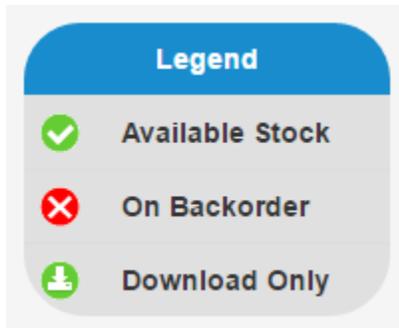
⏪ ⏩ 1 2 ⏪ ⏩
Page Size: 10 ▾
11 items in 2 pages

Form No.	Form Name	Qty
 AR-HHDS-OC-AA-AL_01-17	ARLIC Medicare Supplement Outline/Rates - AL Effective 1/1/2017	<input checked="" type="checkbox"/> <input type="text"/> Add
 ARLIC-1-0001-BRO-V2-GN	ARLIC Enhanced Medicare Supplement Brochure	<input checked="" type="checkbox"/> <input type="text"/> Add
 ARLIC-1-0008	CSB Agent Guide	<input type="checkbox"/> <input type="text"/> 
 ARLIC-1-0011-ARLIC_SS	ARLIC Medicare Supplement Height and Weight Build Chart	<input type="checkbox"/> <input type="text"/> 

All of the critical new business forms associated with the product in the state will be shown, including any customer brochures, rate sheets, and all other required forms. To view a PDF of the form, simply click on the PDF icon at the very left column.

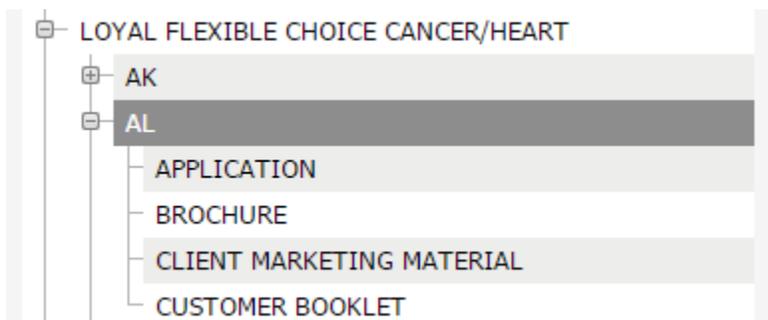
The symbol to the right of your item will be one of the following:

- Available stock (a box to add your order quantity will be shown)
- On Backorder (will be available when item is back in stock)
- Download Only (item is not available for order, but can be downloaded and printed locally)



To order any items identified as 'Available Stock' enter the quantity needed then click 'Add'.

If you wish to dig deeper to find other available material including servicing forms, recruiting material, agent training material, etc., simply click on the "+" sign next to the state. This will pull up the individual forms list where you can select just the items you wish to view.



You can also Quick Add material to your cart if you already know the item#

A screenshot of a "Quick Add" form. At the top are two orange buttons: "Search" and "Reset". Below them is the heading "Quick Add". There are two input fields: "Item#" and "Qty:". Below the input fields is a large orange "Add" button.

Just enter the item# and quantity, hit 'Add' to place the material in your cart.

If you know the form number or name you can quickly find items directly.

Form No.

Form Name

[Search](#) [Reset](#)

Each item added to order will add to the count displayed next to the 'Check Out' tab.



Product Search View Orders User Account Related Links **Check Out (5)** Log Out

When you are ready, proceed to the 'Check Out' tab and review your order.



Verify Cart

No Image	Form No.: AR-HHDS-OC-AA-AL_01-17 Form Name: ARLIC Medicare Supplement Outline/Rates - AL Effective 1/1/2017	Qty Ordered: 15	Update Delete
No Image	Form No.: ARLIC-1-0001-BRO-V2-GN Form Name: ARLIC Enhanced Medicare Supplement Brochure	Qty Ordered: 15	Update Delete
No Image	Form No.: LOYAL-9-0029-BRO-V2-AL Form Name: Loyal Flexible Choice Cancer/Heart Brochure - AL	Qty Ordered: 5	Update Delete
No Image	Form No.: LY-LSCH-AB-AL Form Name: Loyal Flexible Choice App Booklet - AL	Qty Ordered: 5	Update Delete
No Image	Form No.: LY-LSCH-CB-AL Form Name: Loyal Flexible Choice Customer Booklet - AL	Qty Ordered: 5	Update Delete

[Return to Catalog](#) [Continue](#)

If you wish to update or delete any items, you can do so, or you can 'Return to Catalog' via the button at the bottom. Once all looks good, select the 'Continue' button to proceed.

You will be directed to verify your address information or add an address if one has not previously been entered. You can add, edit, select or delete your address. Be sure to enter your email address so that we can send the tracking information to you.



* To receive order confirmation and shipping notification with tracking information, a valid e-mail address must be provided. Shipping Addresses are displayed in groups of three. One can Select/Edit/Delete the selected address, or Add a new Address. The selected address will be verified when clicking on Continue.

[Add New Shipping Address](#)

✓

test
Mr. Test
123 test
testing, TX 78701 USA
testing@test.com

[Edit](#) [Delete](#) [Select](#)

You can have as many shipping addresses saved as you need. This is great for associates ordering material for multiple agents or locations. Once you select the address desired, click 'Continue'.

Next, verify your shipping option.

Shipping Options

Ship Partial?

Yes No

Use Third Party Shipping Account

Yes No

Ship Method

UPS Ground ▼

Signature required at time of delivery?

Yes No

Please note: The default shipping method will be standard UPS Ground (USPS Mail for PO Boxes). If any other expedited shipping method is selected, the shipment will require the agent to enter their own FedEx/UPS account information for third party billing to your account. The screen will automatically display the required third party account fields to be completed.

Hit 'Continue' to proceed to the order verification screen and finalize your order.

The final step is to verify all of the information before the order is placed. Here you can add any emails you wish to receive tracking info and special instructions for the order.

* To receive order confirmation and shipping notification with tracking information, a valid e-mail address must be provided.

* One or more email addresses can be added by adding a semi-colon (;) in between the email addresses, causing emails to deliver to both emails when order is placed and shipped.

Email

testing@test.com

Special Instructions/Comments

Special Instructions/Comments:

Place Order

Once all looks good, hit 'Place Order' and your order will be processed.

Other Features

You can search your orders in the 'View Orders' tab as well as track any existing supply orders.



Product Search	View Orders	User Account	Related Links	Check Out (5)	Log Out
Order #	<input type="text"/>	Filter Start Date	<input type="text"/>		
Form No.	<input type="text"/>	Filter End Date	<input type="text"/>		
Form Name	<input type="text"/>	Customer/User ID	<input type="text"/>		
Status	<input type="text"/>				
Customer Name	<input type="text"/>				
<input type="button" value="Search"/>	<input type="button" value="Reset"/>				
<hr/>					
<input type="button" value="⏪"/>	<input type="button" value="⏩"/>	Page Size: <input type="text" value="10"/>			
Order #	Status	Bill To	Order Date		
<input type="button" value="⏪"/>	<input type="button" value="⏩"/>	Page Size: <input type="text" value="10"/>			

You can also update your account settings, in the 'User Account' tab. This includes updates to your name, password, shipping addresses, etc.



Product Search View Orders **User Account** Related Links ▾

User Information

First Name:

Middle Init:

Last Name:

Username:

Status:

Update Password Password Reminder

Select Address to View/Edit

The 'Export Results' button in the upper right of the screen will create a CSV file (Excel spreadsheet compatible) with the items you have displayed. This can be useful if a long list of forms and links are needed.

Supplemental Benefits

quest Check Out Log Out

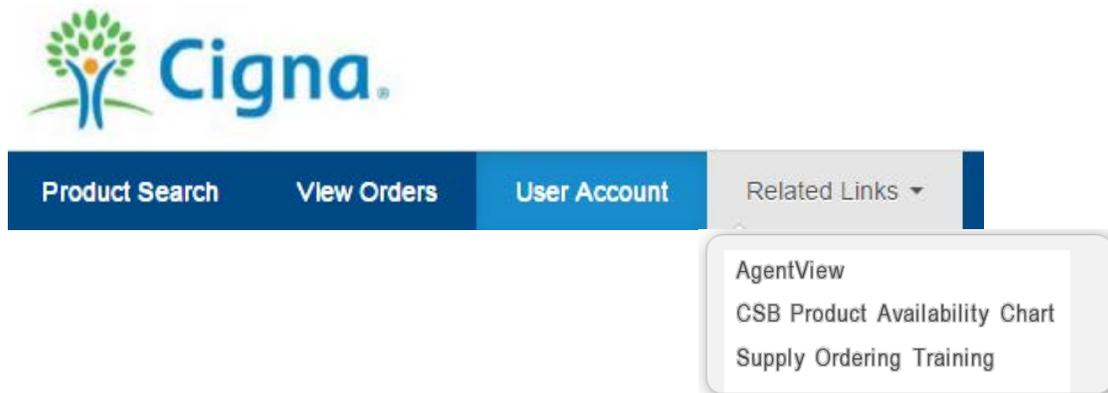
The spreadsheet will contain the form link, form number and the form name.

Form Link	Form No.	Form Name
http://agentviewcigna.com/GASBAgent/Cache/Forms/AR-HHDS-OC-AA-AL_11-17.pdf	AR-HHDS-OC-AA-AL_11-17	ARLIC Medicare Supplement Outline/Rates - AL 11/17
https://agentviewcigna.com/GASBAgent/Cache/Forms/ARLIC-1-0001-BRO-V2-GN.pdf	ARLIC-1-0001-BRO-V2-GN	ARLIC Enh AZ DE IA IN LA
http://agentviewcigna.com/GASBAgent/Cache/Forms/ARLIC-1-0008.pdf	ARLIC-1-0008	CSB Agent Guide v.5
http://agentviewcigna.com/GASBAgent/Cache/Forms/ARLIC-1-0011-%20ARLIC%20SS.pdf	ARLIC-1-0011- ARLIC_SS	Medicare Supplement Height and Weight Build Chart
https://agentviewcigna.com/GASBAgent/Cache/Forms/ARLIC-1-0021-A.pdf	ARLIC-1-0021-A	Medicare Supplement Value Add Brochure

Frequently Asked Questions

How do I return to the other AgentView pages?

You can access the link to take you out of the product ordering pages and back to AgentView via the 'Related Links' tab. Here you will also find other helpful links for reference.



Who do I contact with questions or problems?

If you have any questions regarding your order or with the ordering process, email uconnect.cigna@1touchpoint.com. We will respond to all e-mails within 1 – 2 hours during normal business hours Mon-Friday, 8 AM – 5 PM CST.

If you have any questions regarding our products, materials, or you are having trouble accessing the product pages from AgentView, call our Agent Resource Center at 877.454.0923.

What if I have an assistant that sends in supply orders for me, but does not have access to AgentView?

If you have someone you would like to order supplies on your behalf, but does not have access to AgentView, simply complete the [Authorized Supply User Form](#) and return to us. This will give your designated representative access to the Product Pages for ordering supplies only, **and not any other access to AgentView**.

If you want to give full access to AgentView to someone on your behalf, you will need to complete the [AgentView Associated User Form](#).

Together, all the way.®



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