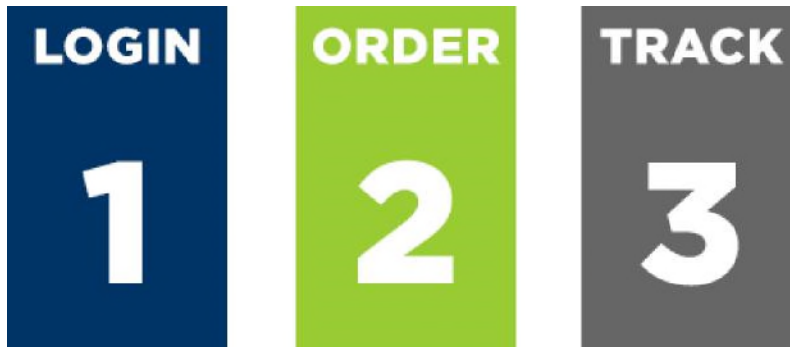


GETTING YOUR SUPPLIES IS AS EASY AS 1, 2, 3!

Please see below for detailed instructions.

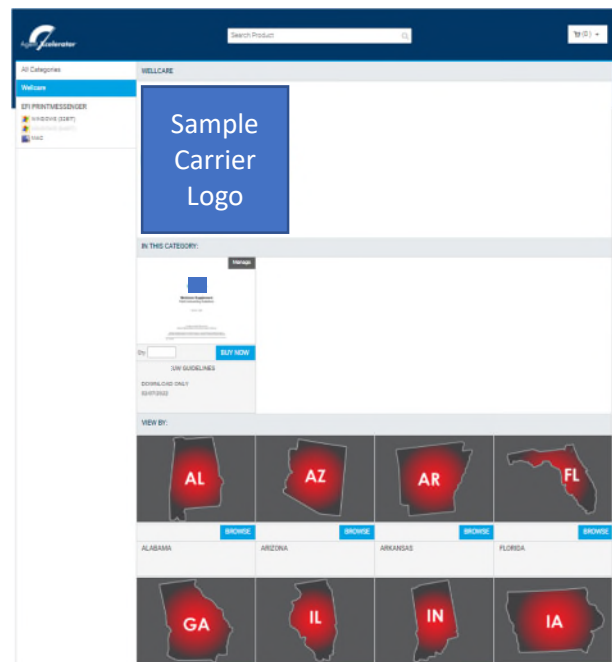
This document is for the Agent or Manager ordering supplies like AppPacks or OOC's. Agents are able to place orders for printed materials and/or download digital versions of selected files.

Please contact [Customer Care at 833-441-1564](tel:833-441-1564) if you have trouble accessing the DSF.

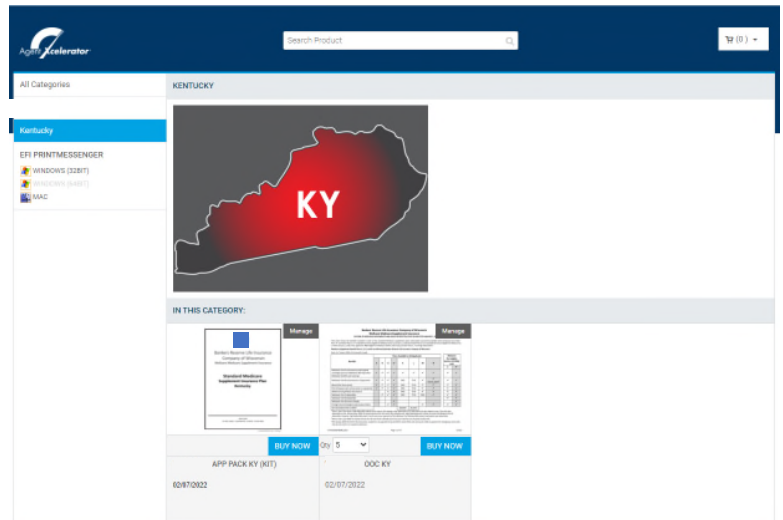


BROWSING THE SITE

Once logged in, the home page will be brought up. Click on 'Carrier / Browse' to access all of the available State materials located on DSF.

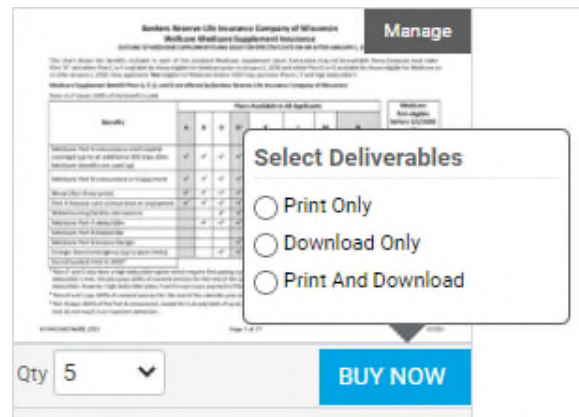


Select the state to browse, and view the list of available materials for the state. Simply enter the quantity to be ordered and click 'Buy Now'. A PDF preview is available by clicking on each item, prior to ordering. Note: Some items may not display the option to enter a quantity.

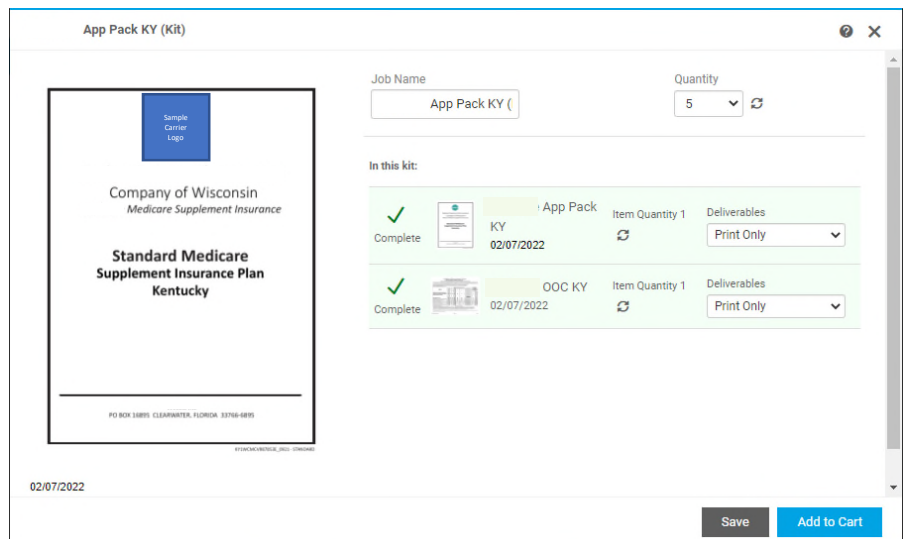


Clicking on the 'Buy Now' button brings up the Select Deliverables window. Selecting the desired 'deliverable type' will place the product in the shopping cart.

NOTE: When Selecting a download option, a link to download the document will be provided after completing the 'check-out' process.



Some items may not display the option to enter a quantity. These items are kits containing two or more items. Clicking on the 'Buy Now' button brings up a list of the items within the kit. Enter the Quantity to be ordered, as well as the 'Deliverable type' and click 'Add to Cart'.



IMPORTANT REMINDER

If there is a problem with any materials, please contact Customer Care at 833-441-1564, before placing the order, so that the issue may be addressed accordingly.

SHOPPING CART

Once all items have been selected, click on the little *'shopping cart'* icon in the top navigation bar, and click *'Proceed to Checkout'*.

Confirm all of the information in the required fields under *'Recipients'*. This information will pre-populate based on user profile. Please verify accuracy and make changes as necessary. Ensure the shipping address and email address are correct for proper receipt of the tracking information and materials.

Once all required information has been verified and any corrections made, click the *'Save'* button at the bottom. Review the order for accuracy and click the *'Proceed to Payment'* button.

This will bring up a page requesting the NPN or Agent number, which is used to internally track the order.

SHIPMENT 1

Please select a shipment type.
UPS

ADDRESS
[Add from Address Book](#)

First Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

Country:
United States

State/Province/Region:
FL - Florida

Zip/Postal Code:

Phone Number 1:

Company:
Amerlife

Email:
noreply@noreply.com

Delivery Instructions

Save to My Address Book

You must click save to proceed with checkout.

ORDER CONFIRMATION

The order confirmation page displays a summary of the materials ordered. A Download Link is available to download those items where the 'Download Deliverable' was selected.

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order # 14449	Status: User approved As of 2/1/2022 12:14:33 PM EST	Order Date: 2/1/2022 12:14:30 PM EST
Order placed by: Rob Starace rstarace@amerilife.com NSGA 6206 Benjamin Rd Suite 300 Florida FL - Florida 33634 United States 813-784-8198	Print Shop Ricoh Fulfillment Center PrintRequests@amerilife.com United States Hours Of Operation Sun : Closed Mon-Fri : 8:00 AM-4:30 PM Sat : Closed	Products OOO KY Item Name: OOO KY OOO-KY-121521-PRINT.pdf(20 Pages) Unlimited Downloads Download Qty 5
SHIPMENT 1 UPS		

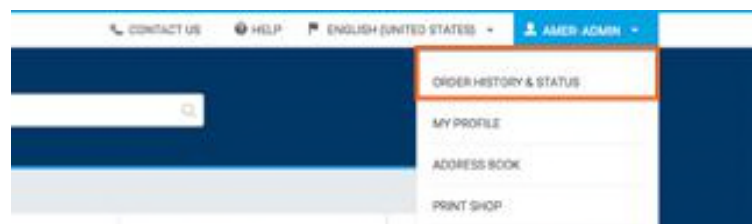
TRACK IT

Once the order has been placed, an email will be sent to the email address provided during checkout. If a confirmation email is not received, the order has not been submitted.

A total of three emails will be received for each order; one when the order is submitted; one when the order goes into fulfillment; and a final email including a UPS tracking number, once the order has been shipped.

Click on the UPS tracking number in final email to see the status of the supply order.

Check the status of the order at any time by logging in and clicking the 'Order Status' link in the upper right corner of the screen.



Standard turnaround time is one week. A notification will be provided if the due date will not be met. For items needed sooner than the system allows, please contact Customer Care at 833-441-1564, and we'll do our best to accommodate the request.

Any questions or concerns can continue to be directed to
Customer Care at 833-441-1564

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