



Ordering electronic Medicare Supplies

Follow these instructions to send electronic Medicare kits to your clients.

1. Login to your agent portal at www.bcbsm.com. Click “login” in the individual box towards the bottom of the screen.
2. Click on “create prospect.” Either type in the client’s last name or click “create an account.”
 - If you are creating an account, you must complete all the prospecting information
 - If your client already exists, click on their name.
3. In the upper right-hand corner, you will see a drop-down box “Quote Medicare” click on the arrow and choose “Fulfillment Request.”
4. Select the “email” radio button.
5. Begin typing the name of the plans you would like an electronic kit for, for example 2022 BCNA... The plan names will begin to populate.
6. Enter the email address you would like the electronic kits sent to.

If you have questions, or need additional assistance, please contact Judy Wirth, at jwirth@bcbsm.com.