How to Order UCare Materials

1. Log into your Broker Portal
2. In the tool bar select, “Tools and Resources”

3. Scroll down to “Resources” and select, “Order UCare Materials”

4. Login to Print Center
   a. If you have ordered materials online before, you’ve already have an account.
   b. If you have not ordered materials online, you will need to create an account.
      i. The Online Print Center Account is a separate account from your Broker Portal Account.
      ii. You can use the same email address as the broker portal
         a. If you get this error message:
            i. Try using a different email address.
            ii. Or try resetting your password.
c. If you need to create a new account, click on, “Enter your contact information”

![Login to your Online Print Center](image)

Your E-Mail Address: 
Your Password: 

Go

Forgot your password? Click here...

d. Fill out the required information, and click on, “Create Account”

![Login to your Online Print Center](image)

Your Contact Information: (Items marked with * are required)
* First Name: 
* Last Name: 
* E-mail Address: 
* Create Password: 
Address: 
City: 
State: 
Zip: 
Phone: 

Create Account

5. After you have created an account, you will be taken to your homepage.
   a. On the right hand side, there is a list of Marketing Materials
   b. Select an item
   c. Select, “More Details about This Item” for a more detailed description of product.
   d. Select, “Place an Order” for materials you want.
   e. Enter the quantity, and then click, “Add to Cart”
6. Fill out Billing and Shipping information, and then click on, “Submit Order”