### **Marketing Portal User Guide**

We hope you enjoy our Marketing Portal's simple shopping experience which allows you to add various items to your cart such as our marketing materials, promotional assets, and so much more!

When an agent/broker completes Devoted Health's Certification process, they will receive a Ready to Sell (RTS) email communication which will trigger the provisioning to our Marketing Portal within 48 business hours.

### **Login Instructions**

If logging in for the first time, please visit our <u>Marketing Portal</u>. You will be brought to the main login screen.

### For Agents/Broker

<b>Devoted</b> Health
Username
Password
Password is required.
Forgot Password?
COS/ADMIN/PROVIDER LOGIN
Attention Agents and Brokers! Click below to login using your NPN and DOB. Attention Providers! Click below to register.
AGENT/BROKER NPN LOGIN & PROVIDER REGISTRATION
Marketing Portal by Southeastern

1. Select the gray box at the bottom that says "Agent/Broker NPN Login". This will open the Devoted Health welcome screen. Refer to the FOR BROKERS AND DEVOTED SALES AGENT section.



- 2. Enter your Agent NPN and Date of Birth (MM/DD/YYYY).
- 3. If this is the first time you are logging into the portal, enter the required fields: your email address, first and last name to update your account and Click To Continue. Please reference the image below for other information that can be added to your account.

AGENTS					
Enter your information.					
Email *					
First Name *					
Last Name *					
Address					
Address 2					
Address 3					
City					
State	Select a State 🔹				
ZIP Code					
Country *	United States •				
Phone					
	CLICK TO CONTINUE				

Once you have signed in, you will be directed to our homepage where you will be able to access all of the branded items we have available for use.

# FOR BROKERS AND DEVOTED SALES

## agent-support@devoted.com 1-877-764-9446 www.devoted.com/brokers



To pre-order your 2021 sales kits, you will need to choose the Enrollment Kits icon. This will open up a section that will have all of our markets grouped by state. Depending on the state selection made it will display the markets available in that state as seen in the images below.

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Once you select the market that you would like to order, you will see two options for the sales kits available. One of the changes made this year is to include all summary of benefit booklets of all plans

North Central FL

Palm Beach

Miami-Dade

Manatee

available in that market in every sales kit. You will see two options, one for English and one for Spanish. Make your selection by selecting the button Add to Cart.

🕷 / Enrollment Kits / 2021 Florid	<mark>da</mark> / Greater Tampa Bay - Polk	c		
Greater Tampa Bay	- Polk			
40mm	4 County			
Summary of Bendly www. www. bendly b	Summary of Benefits water	S	Sales Kit - 2021 Greater Tampa English \$0.00 ea.	Bay-Polk -
Sales Kit - 2021 Greater Tampa Bay-Polk - English \$0.00 ea.	Sales Kit - 2021 Greater Tampa Bay-Polk - Spanish \$0.00 ea.		Summary of Benefician	
Shipment Time Varies Add To Cart	Shipment Time Varies Add To Cart	Qt	y	1
		m ★ ●	🗮 Add To Cart	

Update your quantity of sales kits on the number field, once you have this you will add it to cart. This will update your cart to include your selection(s). Once you are done adding items to your cart and wish to place your order you will select your cart icon at the top right of your screen.



This will open your cart and you will be able to view all items and quantities added to your cart as well as any cost (if applicable) per item. You will have the capability to update any quantity items if needed.

< Continue Shop	ping x Clear Cart		Checkout >
	Item	Qty	Subtotal
	Sales Kit - 2021 Greater Jacksonville - English Sales Kit includes: 1 Summary of Benefits booklet for each plan available in the market, Medicare checklist, Enrollment Form, Dental Catalog, OTC Catalog, Getting Started with Devoted Booklet, and Magnet in a Zipper pouch. Available -288 Remove Save for Later ?	50	\$0.00 <b>\$0.00</b>
		SUBTOTAL	\$0.0
< Continue Shop	ping 🗙 Clear Cart		Checkout >

Once you are ready to proceed you will select the checkout button as seen in the image above. This will start your checkout process and will take you to the next page which will allow you to update your shipping address information and make any additional comments you may have in regards to the order.

A / Shopping Cart /	' Checkout			
	Shipping and Billing		Submit Order	Order Completed
	•			
Ship Address	Address Book 📕	Order Informati	on	REVIEW AND PLACE YOUR ORDER
Location	❷ Business O Residential	User	Select a User	
Attn/Contact *		Order Tag		Order Comments
Company Name	Devoted Health, Inc	Alternative Email		
Address Line 1 *	221 Crescent Street	Desired Ship Date *	9/15/2020	
Address Line 2	#202	Estimated Ship Date	9/15/2020	
Address Line 3		Additional Files		
City *	Waltham		Select Drop files	25
State *	Massachusetts 🔻		upload	
Country *	United States 💌			
ZIP Code *	02453			
Phone Number				

Fill out your shipping information and click "Review and Place Your Order". This will prompt you to the next screen which will let you review your address and all items being ordered.

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Shipping and Billing		Submit Order		Order Completed		
Shipping Address Change Devoted Health, Inc 221 Crescent St Ste 202 Waltham, Massachusetts 02453-3425					Shipping Options     UPS Ground Account Number ********X01F	\$0.00
Item	Est. Ship	Unit Price	Quantity	Subtotal	Signature Required	
Sales Kit - 2021 Greater Jacksonville - English	9/15/2020	\$0.00	50	\$0.00	Pricing Summary Subtotal	\$0.00
		Subtotal		\$0.00	TOTAL	\$0.00
					PLACE ORDER	

When the order is placed, you will receive an order confirmation email, and your order will be sent for approval. Once approved, the order will be released and tracking information will be sent once the order has shipped. If you have any issues or questions please contact us at 1-877-764-9446 or email us at agent-support@devoted.com.