

To order print copies of CMS products in English, Spanish, Chinese, Korean, or Vietnamese at no cost to you and your organization, follow the instructions:

1. Create an account in the CMS Product Ordering System:

- a) Go to <http://productordering.cms.hhs.gov>.
- b) Select the words "Create an Account."
- c) Fill out the form with your contact and shipping information.
- d) In the field "Why I need access?", include the name and type of your organization (for example, ABC Partnership Group, an advocacy group of seniors with diabetes). Any organization or individual can create an account and order resources.
- e) CMS will process your request within 3 business days. Your account won't be accessible until your access is approved. You will receive an email notice of approval within 3 days. Once your request is approved, you can log in to order resources.

2. Place an order:

- a) Log in using the user name and password you selected.
- b) Find the resource you would like to order. Browse through the list of resources using the top navigation. There may be multiple pages of resources in a particular topic or language. You can search by product number for the Medicare Prescription Payment Plan postcard (Product #12212) and Medicare Prescription Payment Plan fact sheet (Product #12211).
- c) Select "Add to Cart." If the resource you would like to order is not available, select "Notify When Available."
- d) Select "Click here to edit."
- e) Modify the "Quantity" field to select the number of copies you would like to order.
- f) Select "Proceed to Checkout."
- g) Review your shipping information and select "Proceed to Checkout." You may also go back to order additional resources by selecting "Continue Shopping."
- h) Review your order and select "Place order" to order resources and ship them directly to you at no cost to your organization.