

INSTRUCTIONS: **SHIIP SUPPLIES ONLINE ORDER FORM**

1. Go to the SHIIP website, www.therightcalliowa.gov
2. Click on “Volunteers and Sponsors.”
3. Enter the “User Name” and “Password”
4. Under “Shiptools” and “SHIIP Business Cards” you will see “SHIIP Supplies Order Form.” Click on this.

SHIIP Supplies Ordering System

[View Cart Contents](#)

Category	Description (click for photo or sample)	Specify Quantity	Add Item to Cart
Fact Sheets	Checklist for New Medicare Beneficiaries (February 2011)	<input type="text" value="0"/>	Add
Fact Sheets	Getting Ready to Retire: Health Insurance Issues (February 2011)	<input type="text" value="25"/>	Add 25
Fact Sheets	Medicare and Other Insurance for People with Disabilities (February 2011)	<input type="text" value="0"/>	Add
Fact Sheets	Medicare Prescription Drug Coverage- Part D (February 2011)	<input type="text" value="0"/>	Add
Fact Sheets	2011 Medicare Part D Prescription Drug Plans (November 2010)	<input type="text" value="0"/>	Add
Fact Sheets	My Health, My Medicare, Medicare Preventive Benefits 2011 (February 2011)	<input type="text" value="0"/>	Add
Fact Sheets	Welcome to Medicare-Physical Exam (February 2011)	<input type="text" value="0"/>	Add
Fact Sheets	Medicare Savings Programs (January 2011)	<input type="text" value="0"/>	Add
Fact Sheets	COBRA-continuation of Employer Group Health Insurance (January 2010)	<input type="text" value="0"/>	Add
Fact Sheets	Protecting Your Spouse When You Go to	<input type="text" value="0"/>	Add

5. The form is organized by categories, e.g. Fact Sheets, Promotions, Displays, etc. If you click on the Name/Description of the item you will see a picture of what you are ordering.
6. In the “Specify Quantity” column, type in the box following the item you wish to order, the quantity you need.
7. Click on “Add” in the “Add Item to Cart” column. When you bring your cursor over the word “Add” the number of items you ordered will appear, e.g. “Add 25.”



SHIP Supplies Ordering System

25 of item # 30 have been added to your cart.

Item #	Description	Quantity	Remove Item From Cart
30	Getting Ready to Retire: Health Insurance Issues (February 2011)	25	Remove All of This Item

Return to Supply List  9

Checkout  13

Empty Entire Cart  12

8. You can only add one item at a time to your Cart. When you click on “Add” you will be taken to a list of items you have added to your cart.
9. If you want to add more items to your Cart or just view the supply list, click on the “Return to Supply List” icon and you will be taken back to the supplies list and you can add your next item (Steps 6 & 7 above).
10. Continue this process (Steps 6, 7, 8, 9) until you have added all of the items you wish to order.
11. If you want to remove one item from your Cart, click on “Remove All of This Item.”
12. If you want to clear your entire cart and start over, click on “Empty Entire Cart.”
13. Once you have added all items you wish to order to your cart, click on “Checkout.”

SHIIP Supplies Ordering System

Checkout

Item #	Description	Quantity
8	Table top - Preventive Benefits (tri-fold, 30x36)	10

Requested by:

First Name* Last Name* Email Address* Telephone*

Delivery Method*

 Mail Out Pick Up

Mail to: (you need not complete this section if choosing the Pick Up delivery method)

First Name* Last Name* Address Line 1* Address Line 2 City*, State*, ZIP* IA Date Needed* County*

Supplies will be used for: (please check all that apply)

 Presentation Exhibit Counseling

Comments (max. 250 characters)

15

*Required fields

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- Enter all of the information requested. Items with an "*" are required fields. If you are going to pick up your supplies at the SHIIP office in Des Moines you will not need to complete the "Mail to" section. If you click on "Submit" and do not complete the required fields you will get a message telling you which fields need to be completed.
- Comments or explanations you need to share can be entered in the Comments box.
- Once you complete the form and click on "Submit", your order will be sent to the SHIIP office.

17. If you need to change your order (change the quantity or drop an item) after you have submitted it, you will need to e-mail us the change. Send it to shiip@iid.iowa.gov. If you want to order additional items, start at Step 1 and submit another order form.

Important Note

Some of the items on the order list are updated when new information comes available. The date following an item name indicates the date the item was updated. Patty has put the date on all fact sheets and guides. If you have items which do not have the date shown on the order list (i.e. an older version), please recycle those items and order the updated version. **DO NOT distribute outdated materials.**