

# Aetna/Coventry MA/PDP/ MAPD

## How to Order Supplies

1. Website: [www.aetna.com](http://www.aetna.com)
  - A. Click Login/ Register (top right hand side of the page)
  - B. Enter log in and password (New users MUST register)
  - C. Click on Individual Medicare (top right hand side of the page)
  - D. Click on the Enrollment dropdown and select Order 2018 enrollment Kits
  - E. Enter your NPN number
  - F. Select 2018 Aetna or Coventry MA or PDP
  - G. Select market you are ordering for
  - H. Select what state you are ordering for
  - I. Click Find
  - J. Click what material type you want (left hand side of the page)
  - K. Click on the basket next to the plan material you want to add to your cart
  - L. Enter address where supplies should be shipped
  - M. Click on Validate (to verify address is valid)
  - N. Click next (bottom right hand corner)
  - O. Verify name, phone number and email address then click next
  - P. Customize your booklets (delete if you do not want your information automatically populated on the booklets) then click next.
  - Q. Review order summary then click submit order.
  
2. Phone: 1-888-247-1050 Option 5