

Guide to ordering publications through Fulfillment



Guide to ordering publications through Fulfillment

This guide will help you navigate the online publications ordering process. If you have issues with the directions or have questions, contact the SHIBA Secretary Senior at 360-725-7073 or via shiba@oic.wa.gov.

Step 1 - On My SHIBA at www.insurance.wa.gov/volunteers-only/, click on the “Order SHIBA publications” link.

Then click on the link “Order SHIBA publications through Dept. of Enterprise Services” (We also call Fulfillment):

<https://prtonline.myprintdesk.net/DSF/SmartStore.aspx?6xni2of2cF1OAY5jHVvUrUsqozrCjF3xgL/DdBBf+Sre9e470j4aMR+LcLIWmKS#!/Storefront>

In the upper-left hand corner, choose the link: “Fulfillment (By Agency)”



Step 2 - On this screen, click on the SHIBA logo:

The screenshot shows the myPrint website interface. At the top, there is a navigation bar with "myPrint" and "Fulfillment (BY AGENCY)". Below this, there is a "VIEW BY:" section with a grid of agency logos. A red arrow points to the SHIBA logo, which is the "OFFICE of the INSURANCE COMMISSION WASHINGTON". Other logos in the grid include SBCTC, CRIMINAL JUSTICE TRAINING, EARLY LEARNING (DEL), DEPARTMENT OF ECOLOGY, EMERGENCY MGMT (ML), EMPLOYMENT SECURITY (ESD), FINANCIAL INSTITUTIONS (FI), HEALTH (DH), LIQUOR & CANNABIS BOARD, NATURAL RESOURCES (DNR), NATURAL RESOURCES (DEVELOP...), PARKS - DISCOVERY PAGE, PUBLIC USE BOATING PROGRAM, PARKS AND RECREATION, PUBLIC DISCLOSURE COMMISSION, PUGET SOUND CLEAN AIR AGENCY, REVENUE (REV), SHIBA (DC), SOCIAL & HEALTH DIVS (SDHS), STATE LIBRARY (SL), WASHINGTON STATE PATROL, WASHINGTON STATE DEPARTMENT OF FIRE & LIFEGUARD SERVICES, WASHINGTON TRAFFIC SAFETY COMMISSION, and WSDOT.

Step 3 - Now you can search for the publication by category:

The screenshot shows the myPrint website interface for the SHIBA (DIC) category. The top navigation bar includes "All Categories" and "Fulfillment (By Agency)" with "SHIBA (DIC)" selected. The main header features the SHIBA logo and "OFFICE of the INSURANCE COMMISSIONER WASHINGTON STATE". Below the header is a "VIEW BY:" section. The main content area is a grid of 11 category tiles, each with a representative image, a title, and a "BROWSE" button. The categories are: Disability (hand holding a red pill), Healthcare (blue banner with "Healthcare"), Long Term Care (word cloud), Managed Health (Caduceus symbol), Medicare (wings and document), Medicare Supplements and Med... (elderly couple), Medicare/Medicaid Fraud and... (handcuffs and "MEDICARE FRAUD" text), Prescription Drugs (yellow pill bottles), Information (silhouette with "i"), and Training (green arrow with "TRAINING DEVELOPMENT").

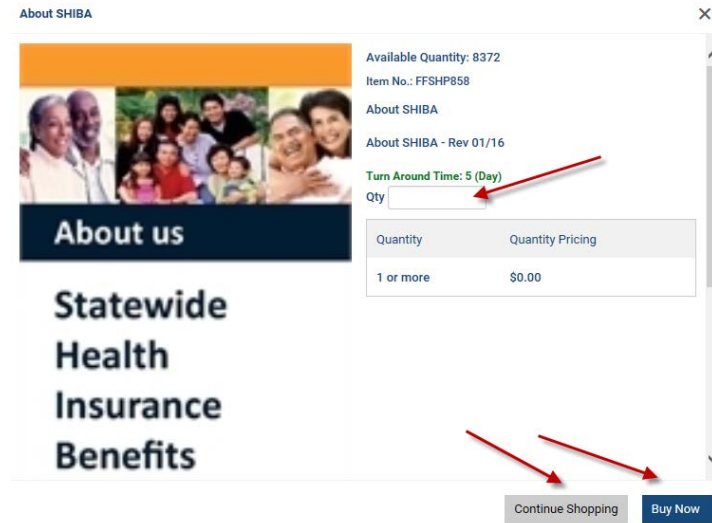
Category	Image Description	Text	Action
DISABILITY	Hand holding a red pill	DISABILITY	BROWSE
INDIVIDUAL COVERAGE	Blue banner with "Healthcare"	INDIVIDUAL COVERAGE	BROWSE
LONG TERM CARE	Word cloud	LONG TERM CARE	BROWSE
MANAGING HEALTH CARE	Caduceus symbol	MANAGING HEALTH CARE	BROWSE
MEDICARE	Wings and document	MEDICARE	BROWSE
MEDICARE SUPPLEMENTS AND MEDICATIONS	Elderly couple	MEDICARE SUPPLEMENTS AND ME...	BROWSE
MEDICARE/MEDICAID FRAUD AND ABUSE	Handcuffs and "MEDICARE FRAUD" text	MEDICARE/MEDICAID FRAUD AND...	BROWSE
PRESCRIPTION DRUGS	Yellow pill bottles	PRESCRIPTION DRUGS	BROWSE
SHIBA GENERAL INFORMATION	Silhouette with "i"	SHIBA GENERAL INFORMATION	BROWSE
TRAINING	Green arrow with "TRAINING DEVELOPMENT"	TRAINING	BROWSE

Step 4 - The page will open with a listing and picture of all the publications in that category. Click on the publication you would like to order:

The screenshot displays the myPrint website interface for Medicare publications. At the top right is the myPrint logo with the tagline "Innovative Print & Mail Solutions". On the left, a navigation menu lists "All Categories", "Fulfillment (By Agency)", "SHBA (DIC)", and "Medicare", with "Medicare" selected. The main content area features a large header image with a caduceus and the word "MEDICARE". Below this, a section titled "IN THIS CATEGORY:" contains a grid of publication thumbnails. Each thumbnail includes a small image, a title, a brief description, and a "BUY NOW" button. The publications listed include:

- 10 STANDARDIZED MEDICARE SUPPLEMENT PLAN
- 2017 MEDICARE HOSPITAL INSURANCE A/B
- APPROVED MEDIGAP PLANS (3/16)
- BE AWARE! DON'T BE A VICTIM OF MED - SPA
- GET HELP PAYING FOR MEDICARE POSTER
- GET HELP PAYING FOR MEDICARE BROCHURE
- GET HELP PAYING FOR MEDICARE CARD
- MEDICARE AND YOU 2017
- MEDICARE PLAN COMPARISON FORM
- MEDICARE PRESCRIPTION DRUG COVERAGE
- MEDICARE PREVENTIVE BENEFITS BROCHURE
- NEED HELP WITH MEDICARE OPTIONS CUBE PAD
- PART D CUBE
- PART D STAND-ALONE PRESCRIPTION DRUG PLANS
- PAYING FOR PRESCRIPTION DRUGS
- WELCOME TO MEDICARE CLASS EVALUATION FOR
- WHAT TO BRING TO COUNSELING

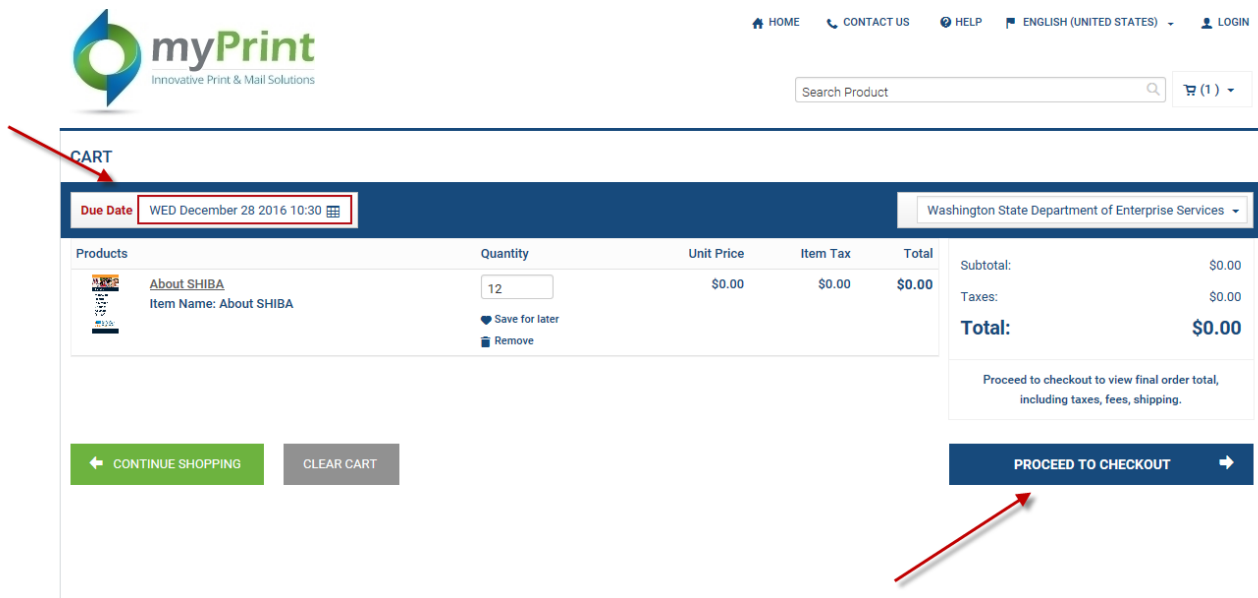
Step 5 – Your computer screen will show a picture of the publication and a place for you to fill in the quantity you want to order. Then either hit the “Continue Shopping” or “Buy Now” buttons:



If you continue shopping, follow steps 3-5.

If you're done with shopping for publications, hit the “Buy Now” button.

Step 6 – On this screen for your cart, you'll need to choose the due date of when you'd like to receive your order in the upper left-hand corner of the screen. Then hit the “Proceed to checkout” button.



Step 7 - If you haven't yet set up an account, you will need to register as a new user by clicking on the link as shown below. If you already have an account, you'll need to fill in your username and password and then click on the "Login" button:

Login X

User Name

Password

Remember User Name

Login [Forgot Your Password?](#)

[New User? Register](#)

Step 8 - For some reason the system brings up the same screen as in step 6, so you'll need to go back in and enter the due date you want to receive your publications and hit the "Proceed to checkout" button again:

myPrint
Innovative Print & Mail Solutions

HOME CONTACT US HELP ENGLISH (UNITED STATES) LOGIN

Search Product (1)

CART

Due Date WED December 28 2016 10:30 Washington State Department of Enterprise Services

Products	Quantity	Unit Price	Item Tax	Total
About SHIBA Item Name: About SHIBA	12	\$0.00	\$0.00	\$0.00

Subtotal: \$0.00
Taxes: \$0.00
Total: \$0.00

Proceed to checkout to view final order total, including taxes, fees, shipping.

[CONTINUE SHOPPING](#) [CLEAR CART](#) **PROCEED TO CHECKOUT**

Step 9 - On this screen you will need to fill out the mailing address where you want Fulfillment to send your publications to. You will need to save at the bottom of the page before you "Proceed to payment:"



1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

SHIPMENT 1
Please select a shipment type.
Fulfillment Courtesy Shipping

ADDRESS
[Add from Address Book](#)
[Mail Stop Lookup \(Opens in a new window\)](#)

* First Name:

* Last Name:

* Address Line 1:

:

Address Line 3:

* City:

Country:
United States

* State/Province/Region:

* Zip/Postal Code:

* Phone Number 1:

Company:

* Email:

Delivery Instructions

Save to My Address Book

Save Cancel

You must click **save** to proceed with checkout.

Add Another Recipient

CONTINUE SHOPPING PROCEED TO PAYMENT

Products
About SHIBA

Qty	Unit Price	Tax	Total
12	\$0.00	\$0.00	\$0.00

Subtotal: \$0.00
Shipping: \$0.00
Taxes: \$0.00
Total: \$0.00

Step 10 - On this screen, which is for verifying payment, all SHIBA materials are free. So just click on the “Place my order” button to proceed:

myPrint
Innovative Print & Mail Solutions

Shipping 2 Payment

How would you like to pay?

PAYMENT METHOD
Please select a payment type.

Zero Payment

ZERO PAYMENT

Thank You!
No payment has to be made

Products

About SHIBA

Qty	Unit Price	Item Name: Ab
12	\$0.00	

Subtotal: \$0.00
Shipping: \$0.00
Taxes: \$0.00
Total: \$0.00

← CONTINUE SHOPPING **PLACE MY ORDER** →

Step 11 - This is your order confirmation. You can either print this screen or you will also get an email confirmation:



Shipping
Payment
3

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number 96238	Status: User approved <small>As of 12/21/2016 10:59:02 AM PST</small>	Order Date: 12/21/2016 10:59:02 AM PST Due Date: 12/28/2016 10:30:00 AM PST	
Order placed by: Donna Wells donnaw@oic.wa.gov Insurance Commissioner, Office of the PO BOX 40256 5000 Capital Blvd. Olympia WA - Washington 98504-0256 United States 360-725-7238		Washington State Department of Enterprise Services printing@des.wa.gov 7580 New Market ST SW Tumwater WA - Washington 98501 United States (360) 664-4343 Hours Of Operation Sun : Closed Mon-Fri : 8:00 AM-5:00 PM Sat : Closed	

SHIPMENT 1
Fulfillment Courtesy Shipping

ADDRESS
Donna Wells
PO BOX 40256
Olympia
United States
WA - Washington - 98504-0225 360-725-7238 donnaw@oic.wa.gov

Products
About SHIBA

Qty	Unit Price	Total
12	\$0.00	\$0.00

Item Name: About SHIBA

Payment Method:
Zero Payment

Subtotal	\$0.00
Shipping	\$0.00
Taxes	\$0.00
Total	\$0.00