

SilverScript Supply Room Instructions

SilverScript automatically places an initial order of 10 enrollment kits upon completion of the annual certification curriculum. You do not have to request anything for your first order.

Additional Supply Orders:

Go to <http://www.silverscriptagentportal.com/>

Log In

Select Plan Year and “CLICK HERE” to continue.

For immediate download:

- On the left hand side of the screen click “>Supply Room”
- Select “Click Here” to access Supply Room.
- Select the state.

For Re-Order/Shipment:

- On the left hand side of the screen click “>Enrollment Kit Reorder”.
- Verify shipping address (cannot ship to PO boxes)
- Insert quantity in multiples of 10 (Maximum of 100)
- Click “Submit Order”

When you place an order in the Enrollment Kit Reorder section of the Agent Portal for kits, and when that order has been processed, a tracking number will be made available to you in your order history. Please use this tracking number on the UPS website for current status on your order.