



## IN PREPARATION TO REVIEW YOUR MEDICARE OPTIONS, HERE ARE YOUR NEXT STEPS!

KMI uses My Guided Medicare, a web-based quoting and enrollment tool, to help our clients review and choose Part D Drug Plans, Medicare Advantage Plans and Medicare Supplement Plans.

- **Log In or Create an Account in My Guided Medicare Shop & Enroll Tool**
  1. Go to [www.kristinmanwaring.com](http://www.kristinmanwaring.com) and click on the Medicare tab at the top of the page.
  2. On the Medicare page, scroll down to the middle of the page and click on “**2022 My Guided Medicare Shop & Enroll Tool**” button. If you don’t already have an account, please create an account by clicking “Login” on the top right of the page, and then click “Create Account”. If you have an account and have forgotten your password, the **2022 My Guided Medicare Shop & Enroll Tool** has a password reset.
    - If you are using a previously stored link to My Guided Medicare, you will want to make sure you save the new link for 2022 and remove the old one.
    - Please note that only one account can be associated with a single email address, so if your household requires another account, use a different email address for each account.
  3. Enter in your zip code for your residential address and click “View Plans”.
- **Enter Your Medications**
  1. To add your medications, click on “Add Preferences” in the lower left of the page.
    - Ignore the “Get Started” and “Health” choices on the left side of the page and go directly to “Prescriptions”.
  2. Type in your prescription and use the search prescriptions feature to look up each of your medications, and then select the correct dose, form, quantity, and frequency.
    - ***Be sure to click the “Continue” button to save your prescription drug list.***
- **Enter Your Pharmacy**
  1. To select your pharmacy preferences, click on “Pharmacy”, and use the plus and minus signs on the map to zoom in/out and then click “Search this Area” located on the map.
    - Please be aware that options may not show unless you use the zoom in/out feature.
  2. Locate your pharmacy on the list provided, and then click “Add Pharmacy”.
- **Review and Finalize**
  1. To view your Drug plan options, click “Continue” and then click the “Prescription Drug Plans” tab at the top. The available plans will be listed in order of total estimated annual cost.
  2. **As the last step, please call our office at (360) 385-4400 and let us know your information has been entered** into My Guided Medicare, so we can send you an electronic Scope of Appointment form.
    - This is an online document that will be e-mailed from [donotreply@drx.com](mailto:donotreply@drx.com). By completing this form, you allow us to legally discuss Medicare Part D and Medicare Advantage plans with you.

Feel free to call our office if you have any questions as you are completing this process, we are happy to help!

\*Be sure to refer to our website at [www.kristinmanwaring.com](http://www.kristinmanwaring.com) for the latest instructions on using My Guided Medicare.