



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 our My Guided Medicare Shop & Enroll Tool**
 1. Go to 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 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.
- **Enter Your Preferences - Prescription Medications and Pharmacy**
 1. To add your prescription 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”.
 - To avoid issues when adding information to your My Guided Medicare account, please do not click on the link to Medicare.gov site.
 2. In the window in the center of the page, type in your prescription medication and use the “Search prescriptions” feature to look up each of your medications, and then select the correct dose, form, quantity, and frequency and click “Add”.
 - ***Be sure to click the blue “Continue” button below 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. At this point, please pause the process and do not self-enroll, unless you are confident in your plan choice.
 2. **As the last step, please log out and log back in to confirm your information and then call our office at (360) 385-4400 to let us know your information has been saved in our My Guided Medicare tool**, so we can send you an electronic **Scope of Appointment (SOA)** form.
 - This SOA form is a DocuSign Form that will be e-mailed from do.not.reply@drx.com.
 - This is a required form that gives us legal permission to discuss Medicare Part D and/or Medicare Advantage plans with you as needed.

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