Quick Start Guide – Shield on Demand

Logging in for the first time

Shield on Demand works via Single Sign On (SSO) using your Broker Connection account ID.

1. If you have not logged into Broker Connection prior to clicking on the Shield On Demand, you will get a pop up to enter your Broker Connection credentials.

2. You must log-in through the links on Broker Connection to access marketing materials:
   - IFP Broker Log-In
   - Medicare Broker Log-In

3. Enter your Broker Connection credentials

4. The Shield on Demand home screen will pop up with you logged in
Update “My Profile”

Click on the avatar on the top right corner and click My Profile to update profile attributes.

Shield on Demand Home Screen
**Profile Attributes**

Update your profile accordingly

<table>
<thead>
<tr>
<th>Profile Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Operating Hours</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Job Title</td>
</tr>
<tr>
<td>Street Address</td>
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<tr>
<td>City</td>
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<td>State</td>
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<td>Phone</td>
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<td>phoneTTY/text</td>
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<tr>
<td>Fax</td>
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<tr>
<td>Email</td>
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<tr>
<td>License</td>
</tr>
</tbody>
</table>

Pro Tip:
Complete your profile attributes to speed up customizations and pre-populate your info into your collateral.

When finished, click Apply Changes

Ready to Customize collateral? Click on the Home icon, top left corner of the screen
Shield on Demand Home Page

Search by typing keywords into the search bar

Filter your search by language, material type, and many more

Click the item or the pencil icon to start customizing a piece
Customize Marketing Material

Fill in custom info

1. Medicare Med Supp Comparison Flyer
   - Agent First Name*: John
   - Agent Last Name*: Smith
   - Agent License*: A12345678
   - Agent Phone*: (415) 835-8883
   - TTY Option: TTY
   - Operating Hours*: X a.m. to X p.m., Monday through Friday
   - Agent url/email*: john.smith@blueshieldca.com
   - Hablamos Español*: Yes

2. Click Preview
Preview Customized Marketing Material

Agent First Name
John

Agent Last Name
Smith

Agent License
A123456789

Agent Phone
(866) 455-6012

TTY Option
TTY: 711

Operating Hours
8 a.m. to 5 p.m., Monday through Friday

Agent url/email
www.personalURL.com, john.smith@broker.com

Hablamos Español*
Yes

1. Verify your customized info

2. Change page, zoom in/out

3. Click “Done”
Download Customized Marketing Material

1. Click “Download”, then your custom piece will render. Follow the on-screen prompts to save to your PC.

2. Return to customization

3. Return to catalog to select a new collateral
Serving Multiple Languages

Choose your language with the drop-down

If available: Select Brand-approved imagery

Spanish availability
Need more help?

Contact:
Producer.services@blueshieldca.com
800.559.5905