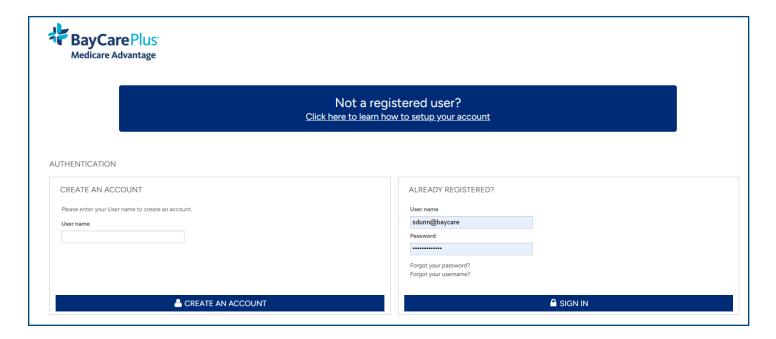
BayCarePlus Medicare Advantage Ordering Guide

You may reach the TSG customer service representative Monday - Friday from 9:00 am to 4:30 pm ET at 704.494.1758 or at BayCareCS@thesourcinggroup.com.

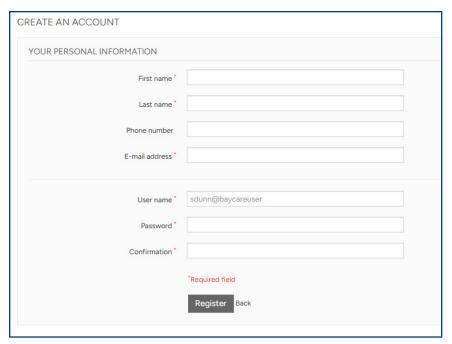
Create New User

Go to: Shop BayCarePlus Medicare Advantage

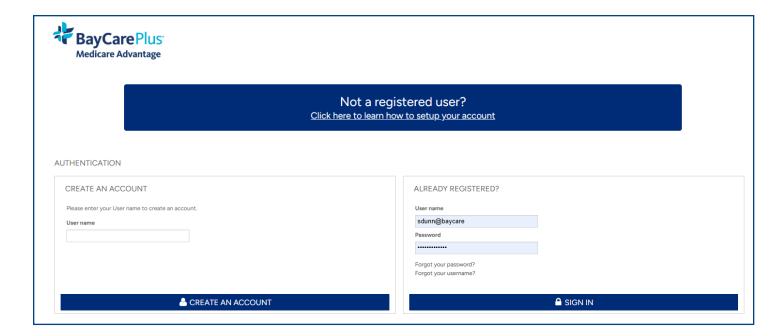


- Type in a new username that you would like to use
- The user name in the above image is an example only
- Click Create an Account





- Add your information
- · Name, Phone, Email Address, Choose your password
- · Click on Register

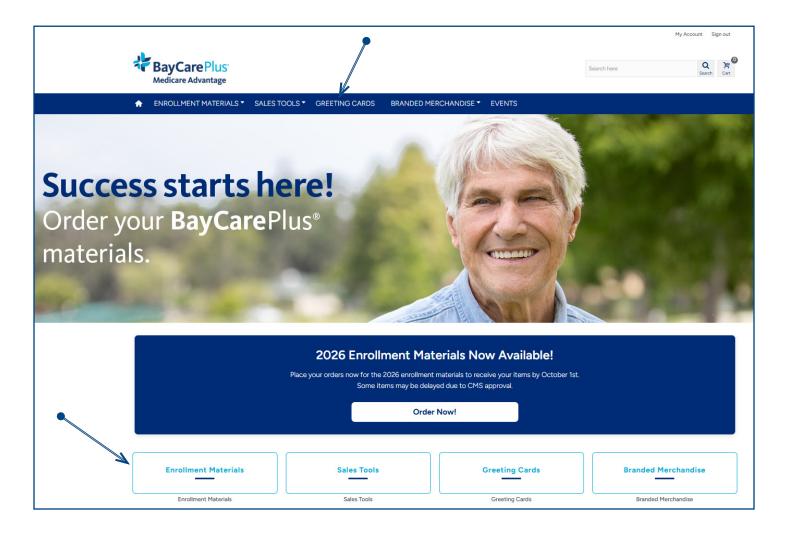


- In the Already Registered, type in your login and password
- Click on Sign In



Placing an Order

From the homepage, click on the catalog for the type of items you would like to order.





Click on the item that you would like to order.

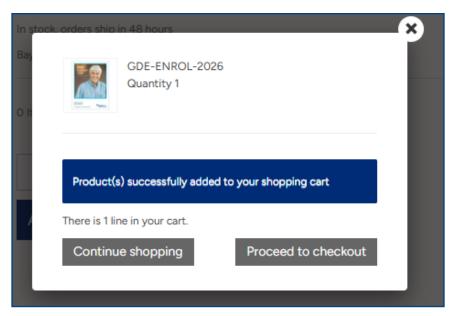


Select the quantity you would like to order and "Add to Cart"





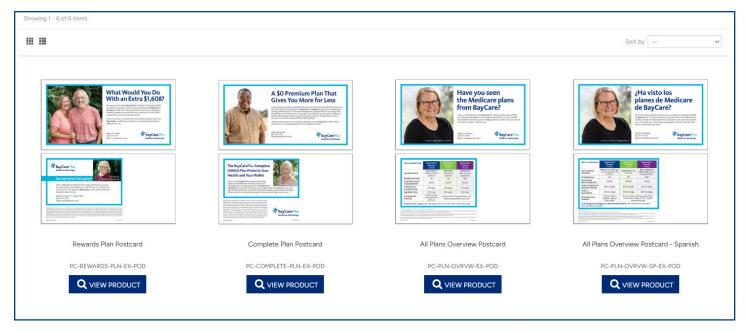
If you need to add more items to your chopping cart, click on "Continue Shopping". If you are ready to checkout, click on "Proceed to Checkout".



Customizing an Item

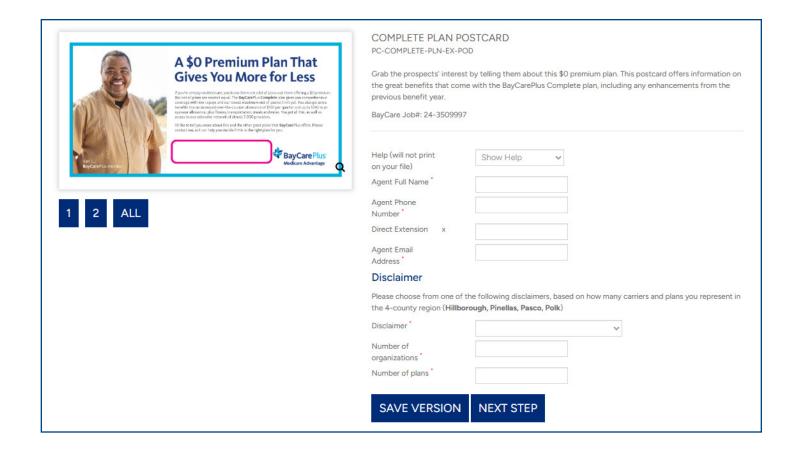
A customizable item allows you to personalize business cards, flyers, letters, and postcards. These items are available to buy in bulk and mail out at your convenience, or we will do the mailing for you.

Click on the item that you would like to order.





- Enter the required information for the item chosen.
- If this is a direct mail item, you will need to upload your mailing list. When selecting your quantity, please match the number of records on your mail list.
- Click on "Proof" to see a proof of the customized item. If you have any changes, make them by changing the information in the input fields, and review your proof again.
- Once proof is approved, select your quantity, and "Add to Cart"

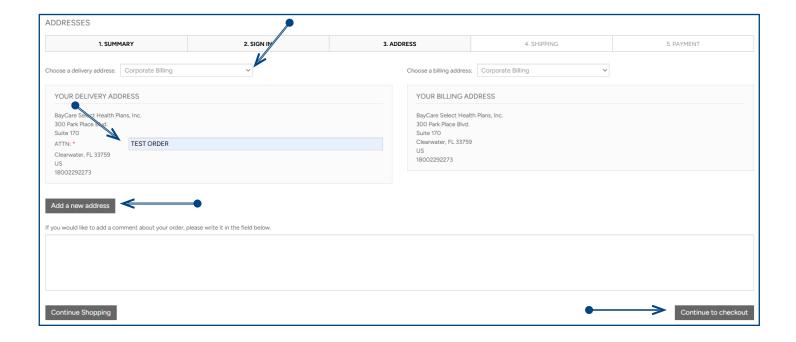




When you click on "Proceed to Checkout", you will be taken to your shopping cart summary. Here you will be able to review your shopping cart, make any changes to the quantities, or remove any items you no longer wish to order. Once you are satisfied, click on "Proceed to Checkout".

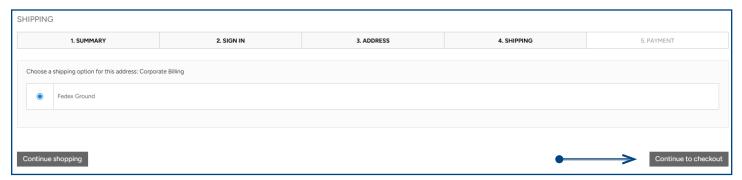


Select an address from the drop-down or "Add a New Address" if you do not see the one you need. Add an attention line. Add any order comments and click on "Continue to Checkout".

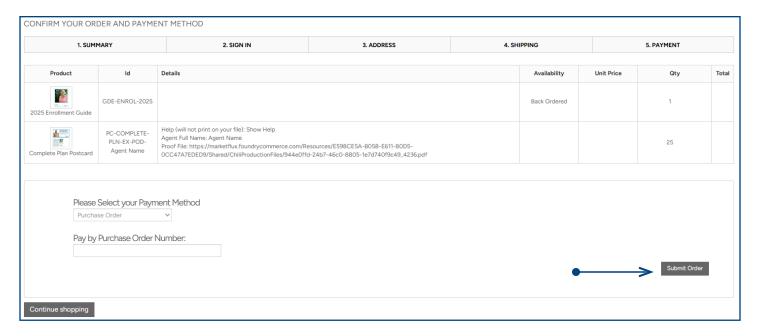




At this time, FedEx ground is the only shipping option available. If you need expedited shipping, please contact BayCareCS@thesourcinggroup.com. Click on "Continue to Checkout".



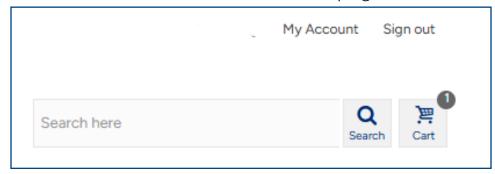
If your order looks correct, click on "Submit Order".

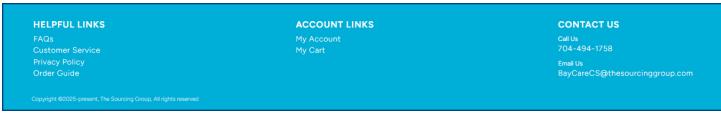




Additional Site Information

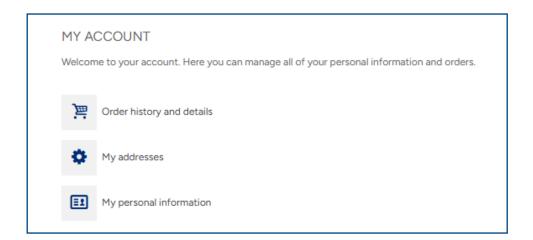
Additional information can be found in the header on the top right or in the footer.





My Account

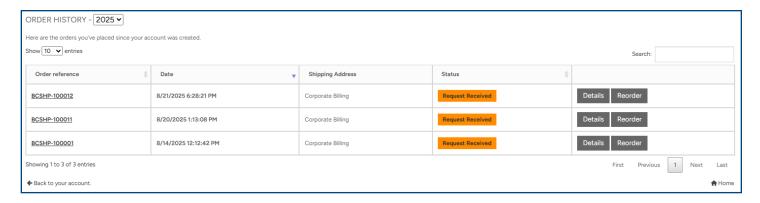
The "My Account" link is where you can see your order history and manage any additional addresses you have added.



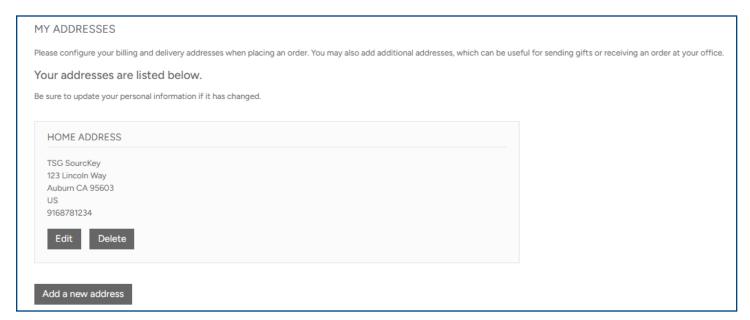


In order history you will:

- Be able to see the status of your order.
- See tracking information.
- See details of the order.
- Quickly reorder, by add all items from the order to your shopping cart.

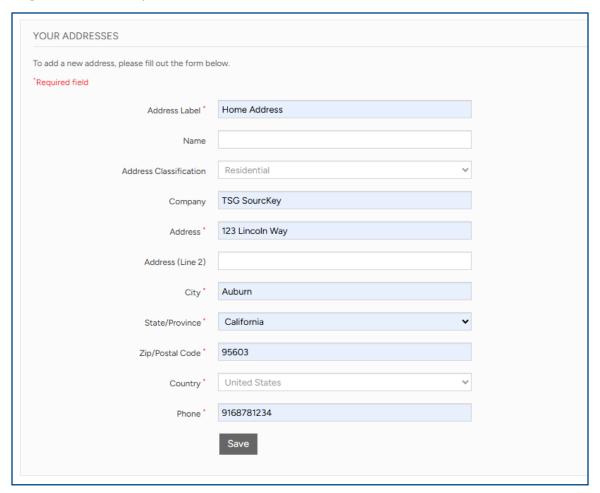


Manage your addresses by editing, deleting, or adding new.





Add new addresses as you need them. The "Address Label" is what you will see in the drop-down menu during the checkout process.



Privacy Policy

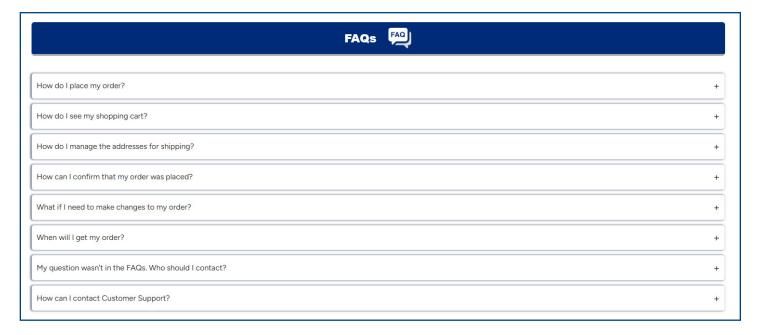
Here you will find The Sourcing Group's privacy policy.

PRIVACY POLICY NOTICE Effective: June 30, 2023 This document applies to all of The Sourcing Group ("TSG") and its wholly owned subsidiaries D/B/A CarpeDiem Inc., Amplifii, SI Solutions, Greg Hough, and Brand Alliance. We place a high priority on maintaining the privacy and confidentiality of our customer's personal information. In order to provide our services to you, we may collect, use and transfer personal information. This notice intends to help you understand our commitment to protecting this information at all times. We are providing this information to describe the data that we may process, and the situations where we may disclose that information to another party. Any questions or comments may be addressed to any member of our senior leadership team at 646-572-7520. As part of our commitment, TSG will only disclose information to third parties directly involved in fulfillment activities for purposes of completing the transaction. We will only collect the minimum required information and will not disclose any of such to third parties for any purpose. The identities of authorized third parties will vary depending upon the material being ordered or manufactured but will be limited to authorized branded apparel manufacturers and printers as certified by TSG to deliver to the locations within the US and the EU.



Frequently Asked Questions - FAQs

If you do not find an answer here contact BayCareCS@thesourcinggroup.com.



Customer Service



