How to Order Resources
on the CMS Product Ordering Website

Below are instructions for partners on how to set up an account and order CMS products for free on the Product Ordering Website.

Create an account

1. Go to Productordering.cms.hhs.gov.

2. Select "**Request an Account.**"

3. Complete all the required form fields. Make sure your phone number is entered correctly. In the field for "**Why do you need access?**" include the name and type of your organization (for example, ABC Partnership Group, an advocacy group for people with diabetes)

   NOTE: Any organization can create an account and order resources.

CMS will process your request for an account, and you'll get an approval email within 3 business days. Once your request is approved, you can log in to order resources.
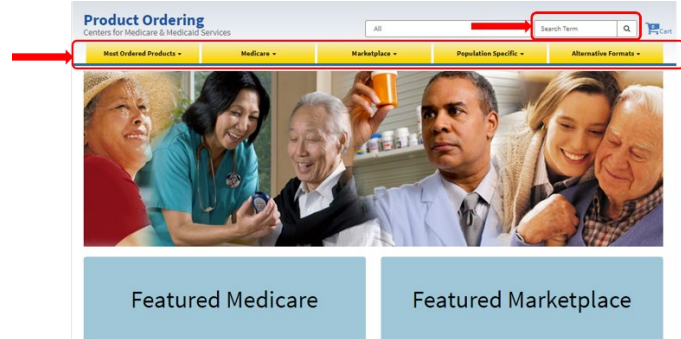
Place an Order

1. Log into your account with the username and password you created.

   NOTE: The first time you log in, you'll be required to set up a 2-step verification that will be used to confirm your identity for future logins.
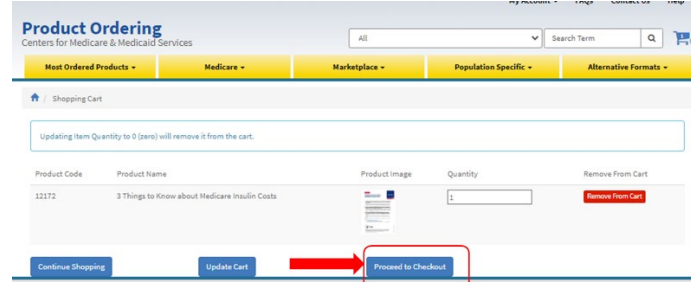

2. Search by title, product number, or browse through the resources using the top menu.

3. Enter the quantity you want to order for this resource, then select "**Add to Cart.**" If the resource isn't available, select "**Notify When Available.**"
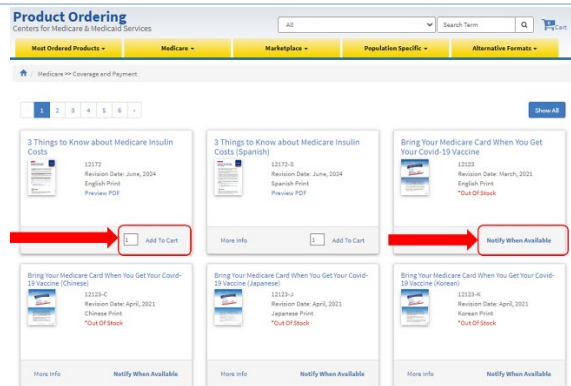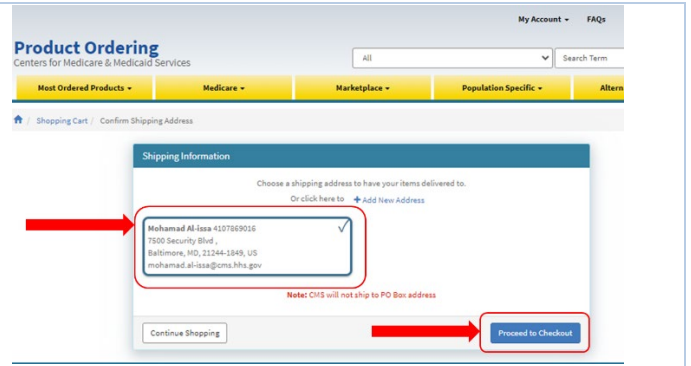


4. Select "**Proceed to Checkout.**"

5. Select the box that displays your shipping information. Once the green check mark appears, select "**Proceed to Checkout.**" Or you can go back to order additional products by selecting "**Continue Shopping.**" **NOTE**: CMS won't ship to PO Boxes.	
6. Review your order and select "**Place Order.**" When your order is placed, you will get a confirmation page with an **order number**. If you don't get an order number, you'll need to repeat steps 5 and 6.	
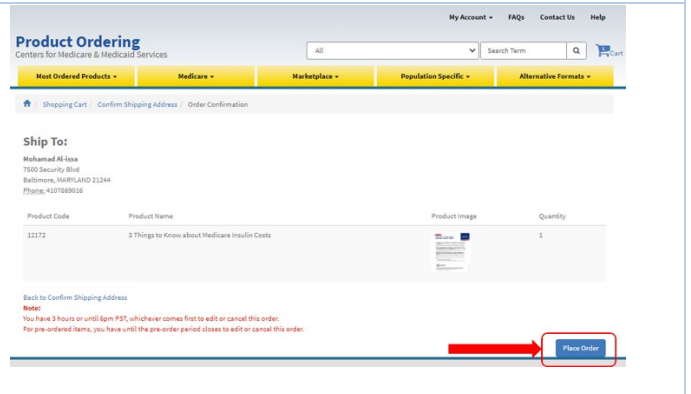
NOTE: Allow up to 4 weeks for processing and shipping.