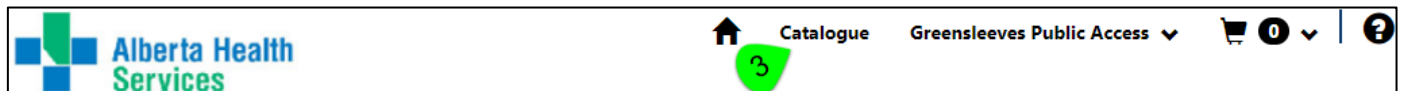



How to Order Your Green Sleeve

1. To order your Green Sleeve, go to the online order catalogue at dol.datacm.com.
2. In the Sign In area, enter “Greensleeves” as both the Username and the Password. (Be sure to use a capital “G.”) Then select the **Login** button.
3. Select **Catalogue** at the top right of the screen.



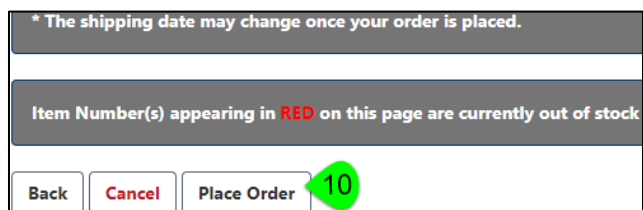
On some screens, such as on mobile devices, you may need to select the menu option  at the top right and then select **Catalogue**.

4. The Green Sleeves ordering item will appear. In the quantity box, enter the number you would like mailed to you (maximum of 2). If need more than 2 Green Sleeves, email conversationsmatter@ahs.ca.



5. Select **Add to Cart**.
6. A pop-up box will appear, select **OK**.
7. You will return to the same screen as steps 4 and 5.
8. Select **Checkout** on the upper right side of the page. On some screens, it may be underneath the ordering item.
9. Enter your mailing information in the boxes provided. All boxes with a red asterisk (*) need to be completed to submit your order.
 - **Ship To** is prefilled with “*PUBLIC”

10. When you've completed all the required boxes, select **Place Order** on the bottom of the page.



11. A summary of your order will appear. You can now close the window in your browser.

12. You will get a confirmation email that your request has been received.

13. Please allow 5 to 10 business days for your Green Sleeve(s) to arrive.

If you have any questions about your order, email conversationsmatter@ahs.ca.