Instructions - How to Order Your Green Sleeve

Placing an Order:

1. Click on the following link Green Sleeve Ordering, which will take you to the online order catalogue.

2. Enter “Greensleeves” as both the Username and Password (must be capitalized) and then click on the “Login” button.

3. Click on the “Create New Order” button which is found on the left hand side of your screen in the middle of the page.

4. Enter the number of Green Sleeves you would like mailed to you in the box marked quantity (up to 2 Green Sleeves). Please email conversationsmatter@ahs.ca to request additional Green Sleeves if required (note: there is a maximum of 4 Green Sleeves per household).

5. Click on the green button that says “Add to Order”.

6. A message will appear that says the item you are ordering requires approval, click “OK”

7. The same screen will appear again, now click on the green button that says “Checkout” on the right hand side of the page. You do not need to re-enter the number of Green Sleeves you have ordered.

8. You will now see the number of Green Sleeves you have requested, which can be changed on this screen if needed. If you make a change to the number of Green Sleeves, make sure you press the “update” button to ensure the new quantity is saved.

9. If you have no changes to the quantity, click on the green “Step 2” button to continue.

10. Enter your mailing information in the boxes provided. All boxes with a red asterisk need to be completed in order to submit your order.

11. Once all of the required boxes are filled, click on the green “Place Order” button which is on the right hand side of the page.

12. You will now see your order confirmation and order number for future reference. Click on the green “Done” button to complete your order.

You will receive an automatic confirmation reply from Datagroup that lets you know that they have received your request. Please allows 5-10 business days for your Green Sleeve(s) to arrive. If you have any questions regarding your order, please e-mail conversationsmatter@ahs.ca