Instructions — How to Order your Green Sleeve

Placing an Order:

1. Click on the following link Green Sleeve Order, which will take you to the online order catalogue.(DOL 365)

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

   • Please ensure that you are using **Greensleeves** as both the username and the password.

3. Select the in the top right corner of your screen if it appears.

4. Click on "Catalogue" at the top of the screen.

5. The Greensleeves ordering item, 104487-CSAM will appear, fill in the quantity that you would like mailed to you (Maximum of 2). Please email conversationsmatter@ahs.ca to request additional Green Sleeves if required (**Note:** there is a maximum of 2 Green Sleeves per household).

6. Select **Add to Cart**

7. A message will appear that says the item you are ordering requires approval, click **"OK"**

8. The same screen will appear again, now click on the 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.

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

   a. Location Box: please fill in your city/town

   (**Note:** you can change your order quantity (up to 2) here but select update order if you change the quantity)

10. Once all of the required boxes are completed, click on the "Place Order" button, which is on the bottom of the page.

11. A confirmation of the placed order will appear under **My Orders,** with the tracking status indicated.

You will receive an automatic confirmation reply from DATAONLINE 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