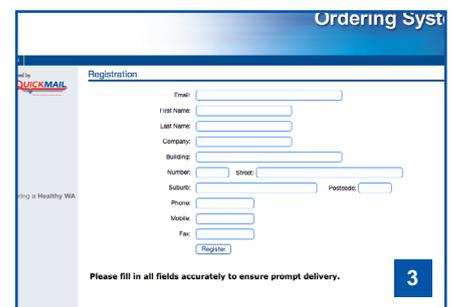
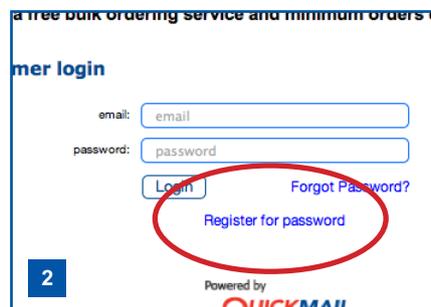




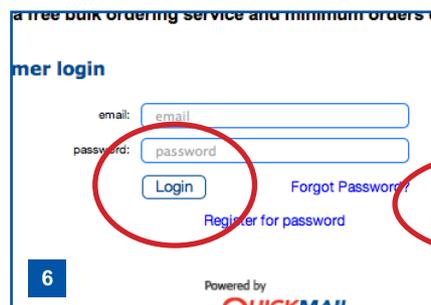
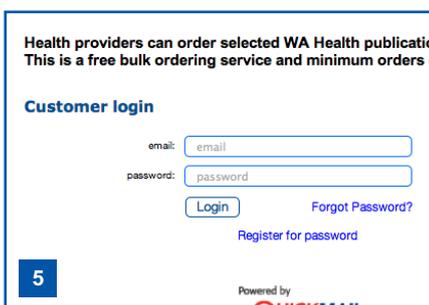
Getting started

1. Open the internet and type the address: **www.health.wa.gov.au/ordering**
2. Click the link 'Register for password'.
3. Register your details. Be sure enter correctly as this is used to generate the packing label.
4. Your password will be emailed to your nominated email address.



Logging in

5. Type in your email address which you registered and your password you received.
6. Click 'Login' button.
7. It's advised you modify your password to what you would like via the 'Account' button.
8. Click on the 'Modify' button and re-key your new personal password.



Finding publications

9. Publications can be found via the resource category, title and item code. The search function can also use keywords such as 'Child' as in the title 'Child Development'. If you already know the resources you want to order simply type the item number in the search engine, for example '003002' or '3002' and click 'Search'.

How to place an order

- Find the publication you want to order, for example we order the 'Child Development 0-3 Months', the item number is '3002'.
- Type quantity you require in the 'Order Qty' box and click the tick button to add to cart.
- You'll then be asked if you wish to proceed with ordering or proceed to checkout.
- When clicked on the checkout function your registered delivery address will appear.
- Click the 'Confirm' button and your order number will appear at the top of the screen.
- Congratulations you have now placed your first order and will be delivered within 10 days.

