








Instructions - How to Order Your Green Sleeve

Placing an Order:

1. **Click** on this link [Green Sleeve Ordering](#) which will take you to the order catalogue that is housed on the Alberta Health Services (AHS): Resources, Community, Seniors, Addiction & Mental Health web page.
2. **Enter** 'Greensleeves' for both the Username and Password then **click** on the  button.
3. **Click** on  Create New Order, 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 (maximum of 4).
5. **Click** on the green  Add to Order dot.
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 on the right hand side of the page. You do not have to re-enter the number of Green Sleeves you've ordered.
8. You will now see the number of Green Sleeves you have requested which can be changed at this point, if needed. If you make a change to the number ordered, **click** on the word "Update" to ensure the new quantity is saved.
9. If you have no changes to the quantity, **click** on the green  button.
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. Please note: you do not have to complete the "Ship To" and "Location Name" boxes.
11. Once all of the required boxes are filled, **click** on the green  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  button to complete your order.

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