

## Advance Care Planning & Goals of Care Designation Non AHS Staff - User Guide for Ordering Supplies

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Advance Care Planning & Goals of Care Designation supplies are ordered through DATAOnline.

### Are you a registered user with DATAOnline?

**If not:**

Email [chrclientservices@datacm.com](mailto:chrclientservices@datacm.com) to request the online set-up form for Non-AHS users. Note that **a valid credit card number will be required** however these items are free of charge.

### Placing an Order:

1. Once you have your account set up, go to <https://dol.datacm.com> to sign in
2. Enter your Username and Password
3. Under the title **Get Started** on the left side click **Create New Order**
4. In the Search box (green banner) type **ACP** and click **GO**
5. Locate the item and enter the total amount you would like to order in the **Quantity** field and click **Add to Order**

**NOTE:** The resources come in various package sizes; enter the number of packages you require, not the number of forms.

6. When all desired items have been selected click . For help navigating, select the Help button  on the DATAOnline website to view the online guide.

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Should you require assistance with the online ordering system or have questions about your order, contact AHS Help Desk at DATA Communications Management.

Edmonton and North Zone Users

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Central, Calgary and South Zone Users

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