

Ordering from DATAOnline

Instructions for Non-AHS Staff

Follow these instructions to order Compassionate Alberta tools and resources from DATAOnline.

Create an account

If you do not have an account with DATAOnline, you need to register for one. Non-AHS staff can email ahshelp@datacm.com to register. You'll need a valid credit card on file for future orders.

Place 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. Select **Catalogue**.
4. Search for **one** of the following using the magnifying glass icon:

Item Number	Description
CV-1132	Death Cafe Bookmark
CV-1133	PalliLearn Bookmark
CV-1134	MWA Bookmark
CV-1135	UPC Bookmark
CV-1136	Plan Ahead Bookmark
CV-1137	My Wishes Workbook
CV-1138	What Matters Most To You (ACP Brochure)

5. Locate the item you want and enter the total amount you would like to order in the Quantity field, then select **Add to Order**.

NOTE: The resources come in different package sizes. Enter the number of packages you need, not the number of items.

6. When you've entered everything you wish to order, select **Checkout**.
7. If you're asked, enter your credit card. Note: You will not be charged until you place an order.
8. Confirm or update the shipping location and select **Place Order**.
9. Review your **Summary of Order**.

You will receive a confirmation email after placing your order. Allow 5 to 10 business days for your order to arrive.

Get help or ask a question

For help using the ordering system, select the **Help** button to view the online guide. If you need further assistance or have questions about ordering, contact DATAOnline for your zone:

Edmonton and North Zone: ahsedmonton@datacm.com 780-577-8295

Central, Calgary, and South Zone: ahscalgary@datacm.com 403-207-6631