

Steps for Ordering on myPRINT.wa.gov

On your browser, type <http://myPRINT.wa.gov>. This will take you to the myPRINT website.



Enter your username and password (if you already have an account set-up).

NOTE: If this is your first time to use this website. You need to register. Point your cursor at "Click here to register" and follow set-up instructions.

Once you are logged-in type your form number (i.e., 14-001) on the search field and hit enter / GO.



Your form should appear on the screen (if it's available).

NOTE: If the stock is down to zero, it will inform you that it's not available. If the publication is not being stored at myPRINT; it will also inform you that it's not available. Please check the DSHS forms Intranet site at <http://one.dshs.wa.lcl/FS/Loss/Forms/Pages/Downloading.aspx> or the DSHS forms Internet site at <http://www.dshs.wa.gov/forms/eforms.shtml> to see if it's available for download.

If you cannot find your form, please contact Forms and Records Management Services at 360.664.6048 or email [Millie Brombacher](mailto:Millie.Brombacher).

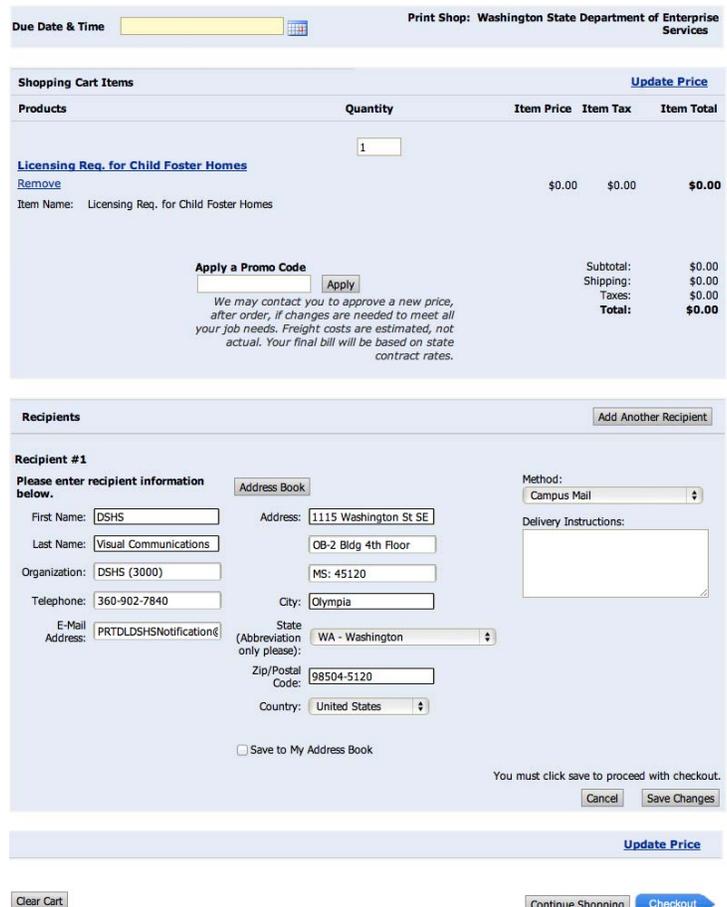


Click the "Add to Cart" button.

Fill out the shopping instructions. You will need the due / delivery date; quantity; delivery instructions (if you have any) and the recipient address. Department of Printing needs the actual street address (NO PO Boxes).

When you are done, click "Checkout".

You don't pay for the form. The program that owns the form takes care of that.



Click 'Next'.

The screenshot shows the myPRINT.wa.gov website during a checkout process. The header includes the logo and the text "Order, Print & Save". A navigation bar contains links for Home, Cart (1), My Account, Order Status, Print Centers, and Contact Us. A welcome message for "DSHS Visual Communications" is displayed with a Logout link. The checkout progress bar shows three steps: "Checkout" (1), "Payment" (2), and "Review". The "Payment" section is active, showing "Payment Method: Zero Payment" with a dropdown arrow. Below this, it says "Zero Payment" and "Thank You! No payment has to be made". At the bottom right of the payment section are "Cancel" and "Next >" buttons. The footer contains links for "English (United States) Sitemap" and "Terms & Conditions", the version number "v6.6.0.20177", and copyright information "© 2004-2013 Electronics For Imaging, Inc." along with the text "Powered by EFI Digital StoreFront".

Your order should go through. Department of Printing will issue an order number and you will get an email confirming your order.

If you have any questions with your order, you may contact Debbie Anderson at Department of Printing but she will need the order number from you. Debbie's phone number is 360.570.3064.