

## INSTRUCTIONS FOR ON-LINE ORDERING THROUGH DES FULFILLMENT CENTER

1. Go to Internet and type <https://prtonline.myprintdesk.net/DSF/storefront.aspx>  
**OR** <http://myprint.wa.gov>
2. By clicking on either of these links, you should go directly to the home page. Click on ***"Click Here to Register!"***
3. You will create an account. Fill in all of the blanks that have an \* (asterisk) by them. Be sure to type in your **STREET ADDRESS** for shipping. (**No** materials will be delivered to a Post Office box) Be sure to include your agency e-mail address, your mail stop, and a telephone number.
4. Scroll down – type in your user name (**Log-In ID, including the "@dshs.wa.gov"**), create a password, and type in your "security answer."
5. Click ***"Continue."***
6. Click ***"Click Here to Register!"***
7. Click ***"Get Started."***
8. You will be taken to a page that says **"myFULFILLMENT.WA.GOV"**
9. See the ***"Search"*** box. Right below the box where it says ***"All"*** you will see a blank box.
10. Type ***"22-171"*** for the Non-Discrimination Policy brochure, (or the DSHS publication number of any of the other publications) and click the ***"Go"*** box.
11. You will see a link for the requested brochure pop up. Click the button that says, ***"Add to Cart."***
12. Click on the ***"Quantity"*** box and type in an amount.
13. Click on ***"Save Changes."***
14. Proceed to ***"Check Out."***
15. Click ***"Next."***
16. Follow the prompts until the order process is complete. There is no charge for these brochures.
17. **If you have problems, you may contact Tech Support at (360) 570-3065.**

### This process will be followed for:

- **DSHS 22-366 DVR Guide to Services;**
- **DSHS 22-602 Right to Work Folders;**
- **DSHS 22-657 A Guide to Life After High School;**
- **DSHS 22-827 Employ Your Abilities (Continued on Next Page)**

- **DSHS 22-171 *Non-Discrimination Policy* brochure**
- **DSHS 22-824 – *Your Rights as a DVR Customer***
- **DSHS 22-1255 *Community Partners - A Partner with Washington Communities***
- **DSHS 22-684 *For Employers – On the Job Training***
- **DSHS 22-1256 – *For Employers – Services for Your Business***