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*