

Ordering from DATAOnline: Instructions for Non-AHS Staff

Follow these instructions to order Advance Care Planning and Goals of Care Designation forms and supplies 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, but you won't be charged for your order.

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 **ACP** (advance care planning) using the magnifying glass icon.
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 forms.

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.
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 more help 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