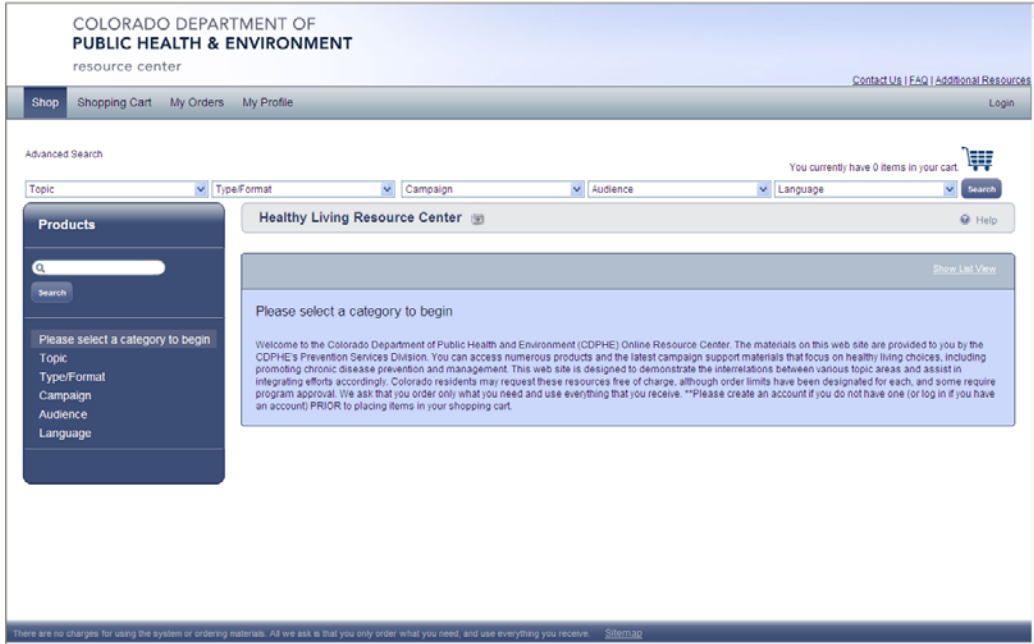
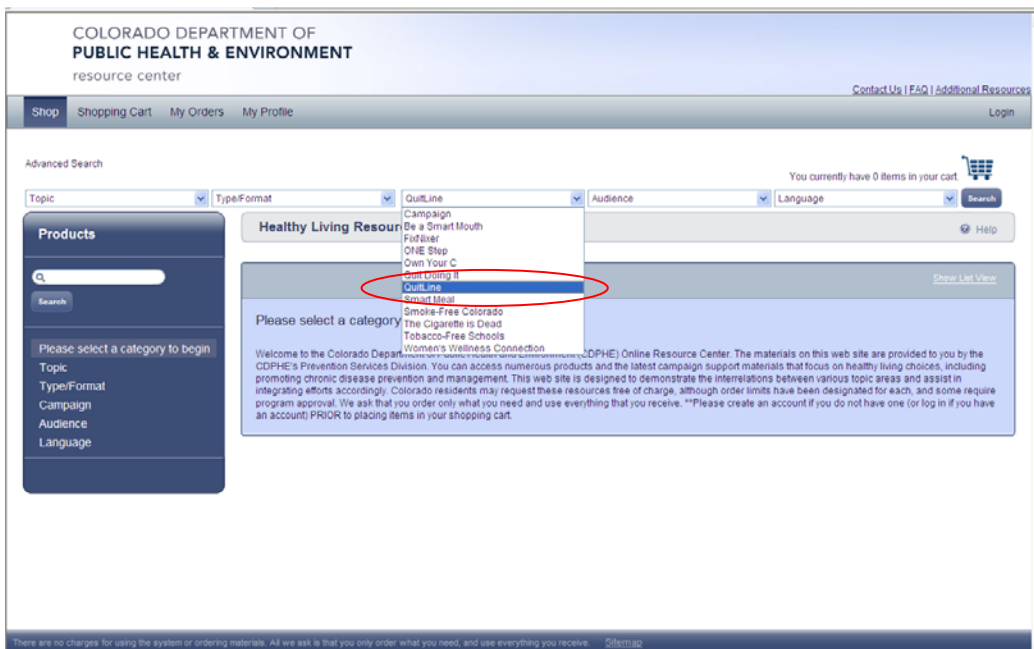


INSTRUCTIONS ON HOW TO ORDER QUITLINE CAMPAIGN MATERIALS FROM THE RESOURCE CENTER

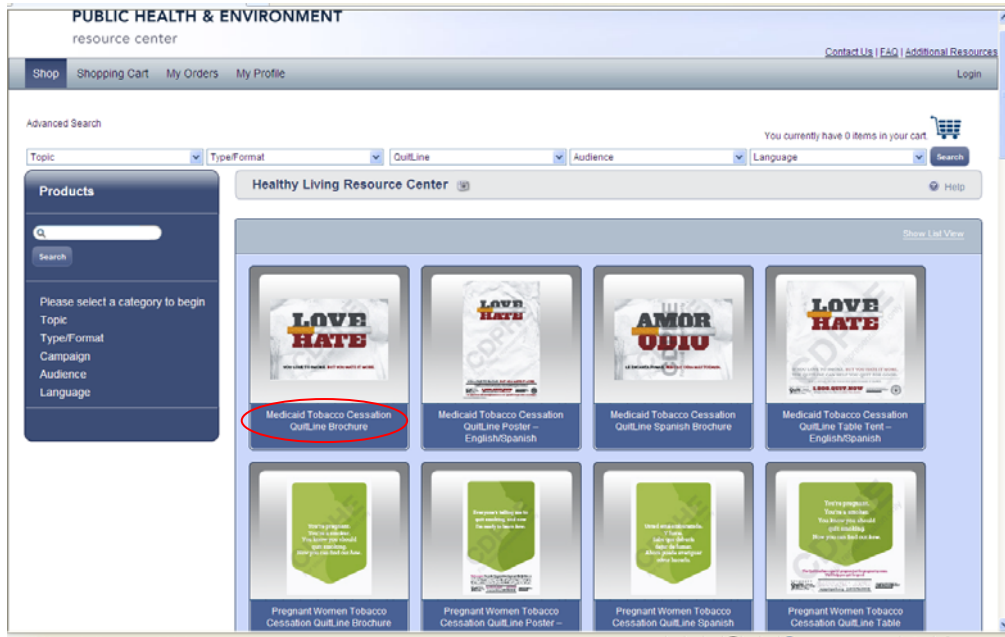
1. Log on to www.cohealthresources.org. You should see the page below.



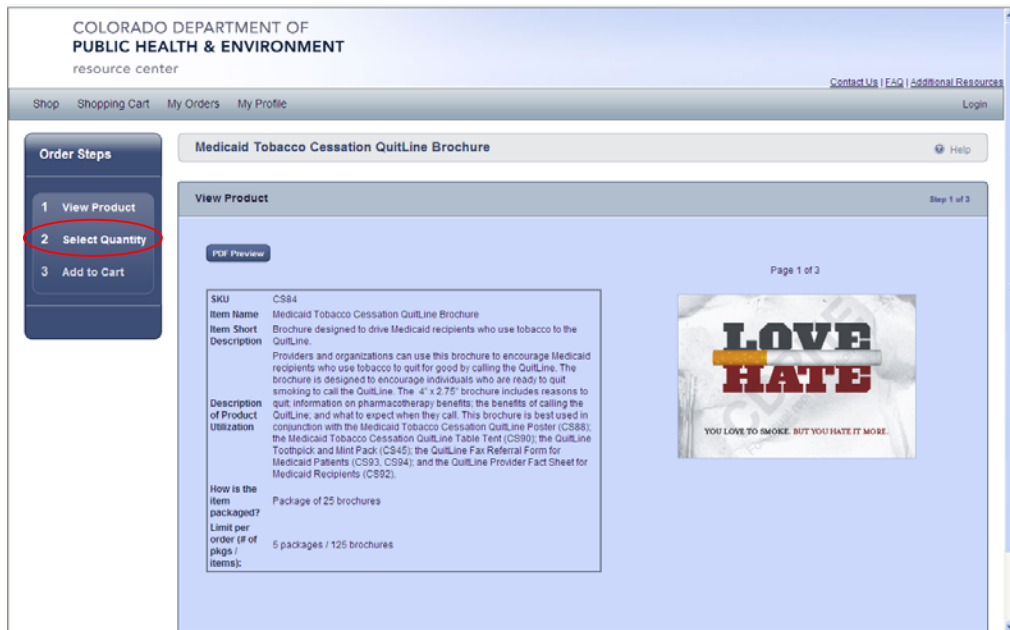
2. Find the Campaign drop down menu and click on the blue arrow to bring up the categories that can be selected. Select the word QuitLine.



3. This page will appear and you can then “Shop” for the item/s you would like to order by clicking on the title of the item below the product photo.



4. After clicking on the item you wish to order, a page will appear that provides you with a description of the item. In the “Order Steps” box on the left side of the page, click on Step 2 – Select Quantity.



5. The Select Quantity page will appear and you can enter the quantity desired in the space provided, and then click on Step 3 – Add to Cart.

The screenshot shows the 'Select Quantity' page for the 'Medicaid Tobacco Cessation QuitLine Brochure'. The page is part of a three-step process, with 'Add to Cart' being the final step. A red circle highlights the 'Add to Cart' button in the 'Order Steps' sidebar. A red arrow points to the 'Quantity of Packages' input field, which contains the number '1'. The page includes a 'Special Instructions' field, a 'Need More?' checkbox, and 'Previous Step' and 'Next Step' buttons.

COLORADO DEPARTMENT OF
PUBLIC HEALTH & ENVIRONMENT
resource center

Shop Shopping Cart My Orders My Profile Login

Order Steps

- 1 View Product
- 2 Select Quantity
- 3 Add to Cart

Medicaid Tobacco Cessation QuitLine Brochure Help

Select Quantity Step 2 of 3

Special Instructions

Use this field to make any special requests for this product

Quantity of Packages: 1

Packaging: Package of 25 brochures

Maximum quantity is 5 packages / 125 brochures

Need More?

Previous Step Next Step

There are no charges for using the system or ordering materials. All we ask is that you only order what you need, and use everything you receive. [SiteMap](#)

6. On the page that opens, click on the button that reads “Add to Shopping Cart”.

The screenshot shows the 'Add to Cart' page for the 'Medicaid Tobacco Cessation QuitLine Brochure'. The page is part of a three-step process, with 'Add to Cart' being the final step. A red circle highlights the 'Add to Shopping Cart' button. The page displays product details: Description: Medicaid Tobacco Cessation QuitLine Brochure, Product: Medicaid Tobacco Cessation QuitLine Brochure, and ID: D-CDPHE-F979C54D. There is also a 'Quit Without Saving' button and a 'Previous Step' button.

COLORADO DEPARTMENT OF
PUBLIC HEALTH & ENVIRONMENT
resource center

Shop Shopping Cart My Orders My Profile Login

Order Steps

- 1 View Product
- 2 Select Quantity
- 3 Add to Cart

Medicaid Tobacco Cessation QuitLine Brochure Help

Add to Cart Step 3 of 3

Description: Medicaid Tobacco Cessation QuitLine Brochure

Product: Medicaid Tobacco Cessation QuitLine Brochure

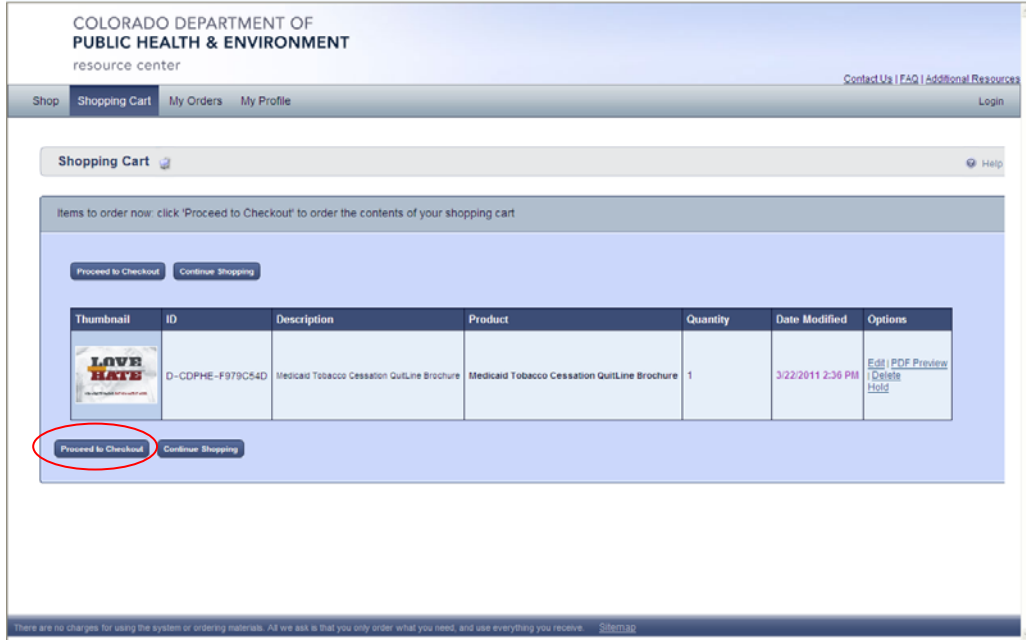
ID: D-CDPHE-F979C54D

Add to Shopping Cart Quit Without Saving

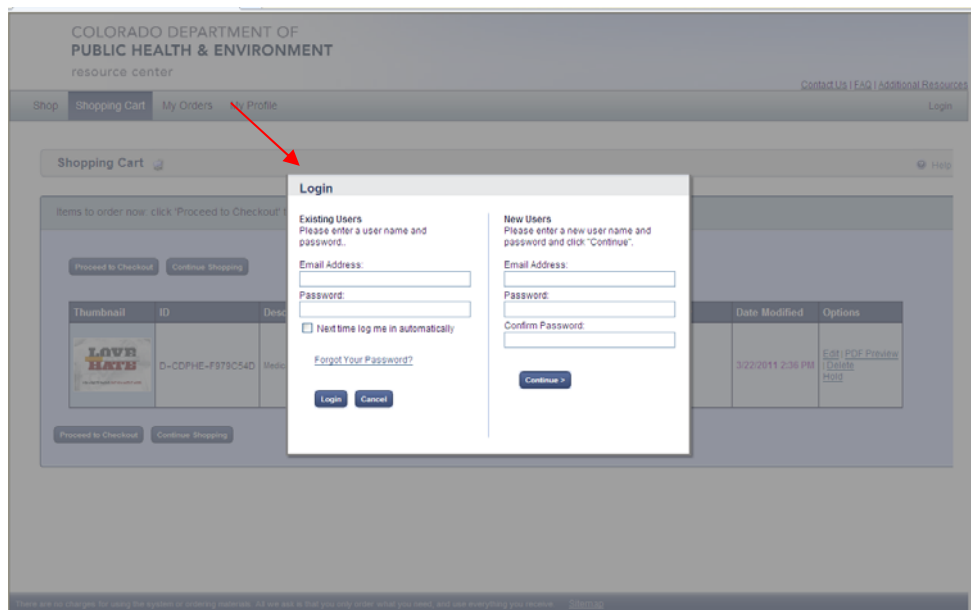
Previous Step

There are no charges for using the system or ordering materials. All we ask is that you only order what you need, and use everything you receive. [SiteMap](#)

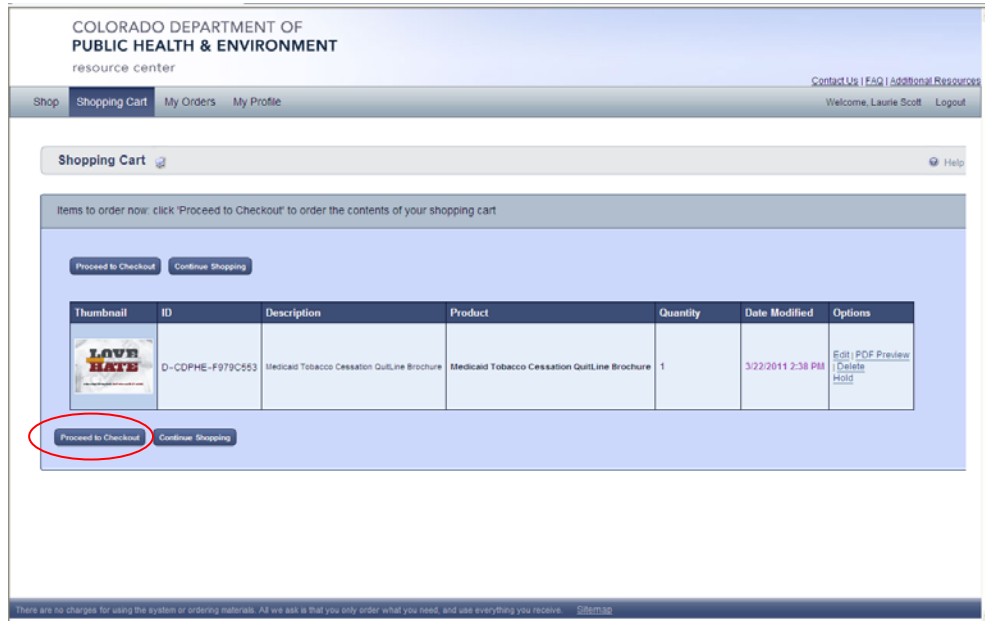
7. On this page, if you are done shopping click “Proceed to Checkout”. If you would like to select additional items click on “Continue Shopping” and you will return to the home page and can shop for more items.



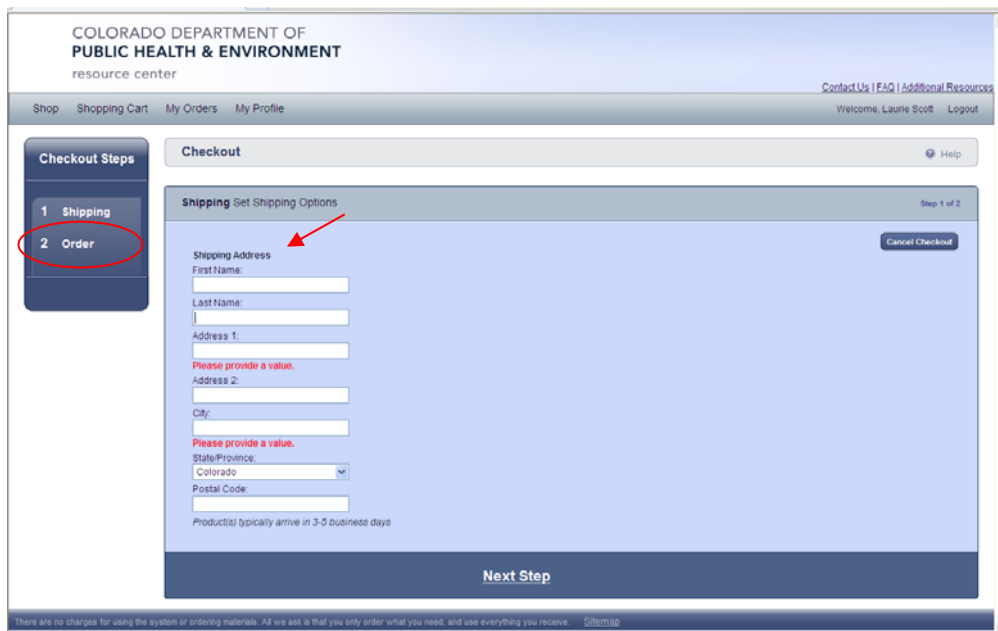
8. Once you click “Proceed to Checkout” you will be prompted to Login. If you are a new user, set up an account by completing the information required for New Users. Existing users can simply enter their email address and password.



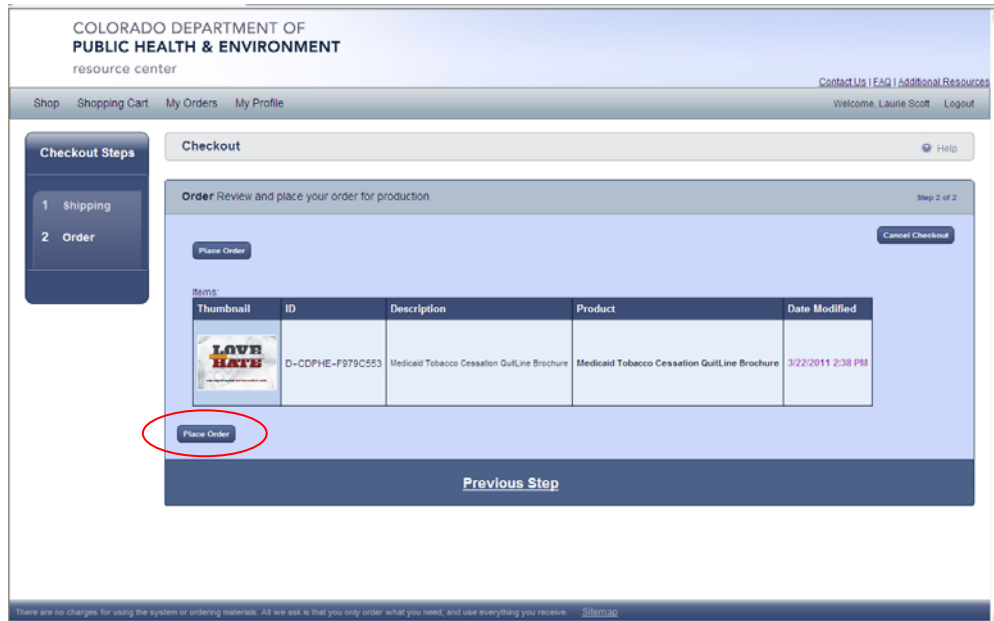
9. Once you are logged in, you will be taken back to the screen that asks if you would like to “Proceed to Checkout” or “Continue Shopping”. If you select “Proceed to Checkout” this time you will be taken to a page to complete your Shipping Information.



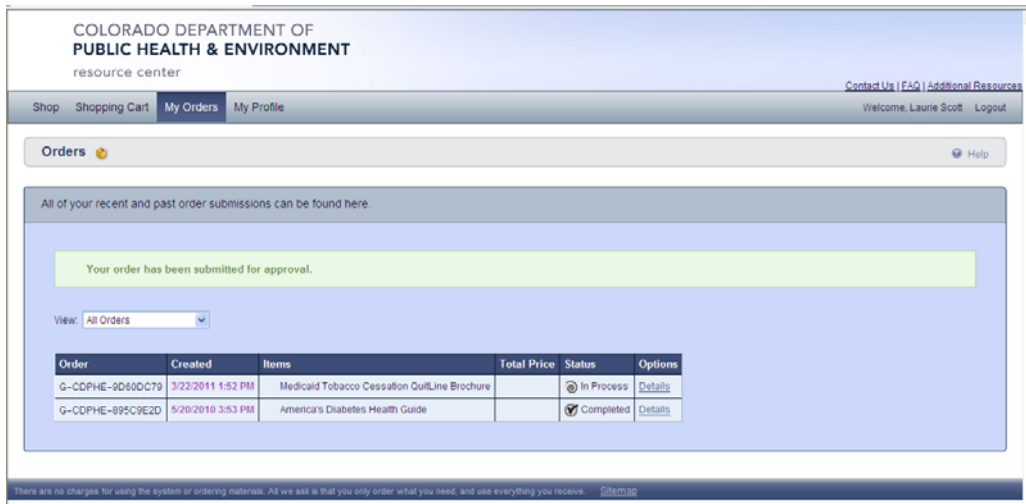
10. Complete the information on this page to indicate where you would like to have the items shipped. After doing so, on the left side under “Checkout Steps,” select Step 2 – Order.



11. A screen appears that allows you to review and confirm your order. If everything appears correct, click on the blue button that states “Place Order”.



12. For the final step, you will see a screen confirming that your order has been placed. Once your request is approved, you will also receive an email confirming your order and information on estimated shipping time.



Thank you for placing an order for QuitLine materials through the Colorado Department of Public Health and Environment’s Resource Center!