

How to Order Immunization Materials

Effective July 2, 2007



Department of Health Immunization Program CHILD Profile materials can now be ordered online. Simply follow the directions below for an easy, fast, and secure way to order immunization and CHILD Profile materials. **Faxed orders will not be accepted unless you do not have Internet access.**

If you have questions, please contact Lonnie Malone at 360-236-3529.

Si usted necesita la ayuda en español por favor llamar Nicole Avelar 360-236-3591.

Please allow 1–2 weeks for processing and delivery.

Ordering Online (the fastest and easiest ordering method)

1. Go to <https://fortress.wa.gov/prt/printwa/wsprt/default.asp>.
2. Follow the directions on the screen to set up a user name and password.
3. Once you get to the Store Lobby, choose Shop by Agency.
4. Select Department of Health from the list of options.
5. Next, click on Immunization Program CHILD Profile and select the material you want to order from the categories listed.
 - A picture of the material and a short description will display, including the item number and order limit, if applicable. If this is the material you are looking for, click on Add to Cart.
 - If you need to make any changes to quantity or wish to delete this item from your shopping cart, you may do that from this screen. **Any time you change the quantity, you must click on Update Cart. Otherwise, your order will default back to a quantity of 1.**
 - If you want to order more materials, click on Continue Shopping and follow the same directions as above.
 - If you are finished ordering, click on Check Out.
 - Fill out the shipping information and click on Total. (Shipping information is the address that you want the materials mailed to.)
 - Fill out your contact information and click on Continue. (Contact information is for the person ordering the materials, which may or may not be the same as the shipping information.) A purchase confirmation should appear on your screen.
 - Print the purchase confirmation for your records.

Ordering by E-mail

1. Send an e-mail to ImmuneMaterials@doh.wa.gov indicating:
 - The material(s) you want to order.
 - The quantity of each material.
 - Your name, address, and phone number.

2. You will receive an e-mail confirmation letting you know that your order has been processed.
Keep this confirmation for your records.

Ordering by Fax*

1. Call Lonnie Malone at the phone number listed above for a hard copy of the order form.
2. Fill out the information at the top of the form and indicate the quantity of each material you would like to order.
3. Fax the order form to Lonnie Malone at 1-866-630-2691 (toll-free) or 360-236-3590.
4. You will receive a faxed confirmation letting you know that your order has been processed, which will also indicate any items that are on backorder. Keep this confirmation for your records. If you have items on backorder, you do not need to re-submit your order. Those items will be processed as soon as they become available.

★ **Please note:** Faxed orders will not be accepted unless you do not have Internet access.