



# Ordering Forms and Publications

## New Streamlined Approach

**Ordering paper forms and publications from the Government of Alberta has never been easier. It's called one-stop shopping, and it's at your fingertips.**

Participating ministries include:

Children and Youth Services; Employment and Immigration; Health and Wellness; Justice and Attorney General; Municipal Affairs; Seniors and Community Supports; Service Alberta; Solicitor General and Public Security; Solicitor General and Public Security; Seniors and Community Supports.

## Registering - as easy as 1, 2, 3.

1. Go to the "Resource Room On-Line Forms & Publications Ordering" web page  
[https://secure5.datagroup.ca/acsc/request\\_ext.asp](https://secure5.datagroup.ca/acsc/request_ext.asp).
2. Provide your contact information, then "submit."
3. Within 48 hours, you will receive an e-mail containing your login ID, password, and the secure website address to access the electronic catalogues through the Data Document Manager (DDM).

*Note: You will only have to do this authorization once.*

## Accessing catalogues

You can now log onto the DDM site with your login ID and password.

Select the items you need by placing your cursor over the "catalogue" tab, selecting the appropriate catalogue, and adding as many items to your shopping cart as you like. After submitting an order, you'll receive an email confirming the order is being processed. You'll also receive a confirmation number that you can use to track your order.

Orders are usually delivered within 3-4 days. Rush orders will be processed the same day.

## Helpful tips

1. Order enough stock to meet your needs for 3-4 months.
2. You can save and continue to revise your order up to 15 days. This allows you to combine your needs, order less frequently, and reduce your shipping costs.
3. Search for catalogue items by item number, item name or keywords such as a partial form title.
4. Order quantities according to the packaging indicated in the "Units" column.
5. When re-ordering, a previous online order can be used - just change the quantity if needed.
6. Review your order before submitting it. Once submitted, it cannot be changed.
7. "Restricted" items are designed for a specific user group and must be approved by the SA Distribution Coordinator prior to shipping.

## Assistance - there when you need it

An online "User Manual" can be found above the "Administration" tab.

You can also contact the SA Distribution Coordinator at:

[SA.Distribution@gov.ab.ca](mailto:SA.Distribution@gov.ab.ca) or (780) 644 1301