



Children & Youth with Special Health Care Needs

www.doh.wa.gov/cyshcn

Ordering CYSHCN Materials

Orders will be filled and shipped directly to you from the Washington State Department of Printing Fulfillment Center

Use the instructions below to order from the Washington State Department of Printing's My Fulfillment. Internet orders are shipped approximately 2-3 days after the order is placed.

Ordering Instructions

1. Go to the Department of Printing's website at myfulfillment.wa.gov.
2. You will be asked if you are new or if you have been here before. Click on the appropriate box.
 - If you are new, you will be asked to enter a username and password. (Use your email address as your login. This allows Department of Printing to easily find your password should you ever forget it.) If someone else is not using your login, it will immediately be accepted. Write down your login and password for future reference.
3. Steps to find the products:
 - On the left side select **"Fulfillment (By Agency)."**
 - Select **"Health (DOH)."**
 - Select **"CYSHCN Program."**
 - You are now at the CYSHCN materials, which are broken down into categories. Click on the category and then find the item you are wanting.
 - Once you find the item you are looking for, click on the item, input the quantity you wish to order, then click **"Add to Cart."**
 - Once you click on **"Add to Cart"** it will place your items in your shopping cart.
4. You can continue shopping and updating the cart until you have all of the items you wish to receive and then you will need to **"Check Out."**
5. Enter all your shipping information. (Please note-all items will be shipped to a physical address-no PO Boxes please). When entering your contact and ship to information, please note...
 - Enter your first name in the **"First Name"** field.
 - Your last name in the **"Last Name"** field.
 - Enter "CYSHCN Program" in the **"Organization"** field.
 - Please be sure to include your phone number with area code.
6. Click the "Continue" button and you should see a confirmation of your order.
7. Please print the confirmation page including the web order number for your records.

8. If there are any problems with your order or the ordering process, please contact us at cyshcn@doh.wa.gov or 1-360-236-3504. We will need your confirmation order number to track and assist you with your order.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.