## Ordering Arcora Foundation Materials

Arcora Foundation has a wide variety of printed oral health education materials to share. Follow these steps to access our online portal and order free print materials for your Washington state organization.

**Note:** If you ordered print materials from Arcora Foundation between 2017 and 2021, you likely have an account waiting for you. You should have received an activation email for this account in March 2022. If you did not receive an email or did not complete the activation process at that time, please email info@arcorafoundation.org. We will assist in setting up your account.

## **Access the Portal**

- Access the online portal by going to the <u>Educational Materials</u> page on the Arcora Foundation website.
- Click the "Order Printed Materials" button, which will take you to the portal login.





## **Log In or Create Account**

All users are required to have an account to order print materials from Arcora Foundation. This account will save your order history and shipping information to make routine ordering more efficient. If you only wish to view our library of materials, you can do so here: https://arcorafoundation.org/educational-materials/brochures/

- Log in to your account.
- If you do not have an account yet, choose "Sign up" and follow the process below.



- Complete the required fields in all 3 steps. These steps ask you to:
  - 1. Add or select your organization from the drop-down list.
  - 2. Choose your preferred service (Brochure Order).
  - 3. Add your contact information.

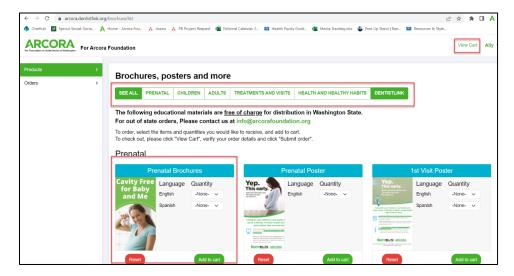


- Once complete, click the "Sign up" button at the bottom of the screen.
- You will then receive an activation email to complete the sign-up process. Follow the link in the email to confirm your account and log in. The email will come from <u>info@arcorafoundation.org</u>.



## **Order Materials**

- Use the top filter to find materials based on topic, or scroll to see all materials on one page.
- Under your desired material, use the drop-downs to choose quanities of each language.
- Click "Add to Cart."



- To review and submit your order, click "View Cart" in the upper right corner.
  - Your Order Contact Info will automatically populate.
  - o Add your Order Shipping Info.
  - o Click "Submit order." Your order will arrive within one month of your order.

