



DON'T ASSUME YOU'RE IMMUNE

Poster ordering instructions

Poster resources can be ordered for free from the Department of Health warehouse.

Set up an account

1. Open the internet and enter the address: <https://doh.getquickmail.com/>
2. Click the link 'register for password'.
3. When registering your details be sure to enter them correctly as they'll be used to generate the packing label.
4. Your password will be emailed to your nominated email address.

Logging in

5. Type in your email address you registered and the password you received.
6. Click the 'login' button.
7. It's advised that you modify your password via the 'account' button.
8. Click on the 'modify' button and re-key your new personal password.

Finding publications

9. Publications can be found via the resource category, title or item code. If you already know the resources you want to order simply type the item number or keyword in the search engine, for example 'Don't Assume, You're Immune poster' and click 'search'.

Place an order

10. Find the publication you want to order (e.g. Don't Assume, You're Immune - shingles poster).
11. In the 'order qty' box, enter the quantity you need and click the tick button to add to basket.
12. You'll then be notified that the publication is added to your basket.
13. When you've clicked on the checkout button your registered delivery address will appear. Check your quantities carefully.
14. Click the 'confirm' button and your order number will appear and an email will be sent to you.
15. Congratulations, you've now placed an order and it will be delivered via Australia Post.