

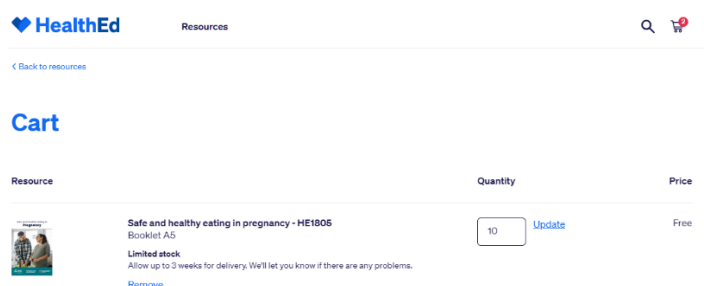
Te Tai Tokerau Ngā Tai Ora - RIC Ordering

Overview:

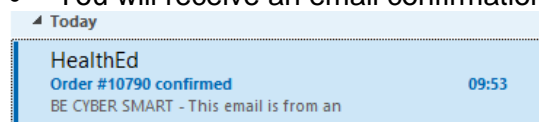
This Self Help Guide has been created to help support you with the ordering of Public Health Resources from the main ordering platform – Health Ed.

Steps:

- Enter site: <https://www.healthed.govt.nz>
- Browse within Topics & locate items <https://healthed.govt.nz/collections> OR use codes of the resources if you know them (quicker option)
- Choose item & Quantity required then: **Add to Cart**
- Choose, <Back to Resources in top left hand corner or add Resource Code in magnifying glass top right hand corner if you need to shop for more than one item:



- Once shopping completed, choose your location (dropdown box) – **Northern Region**
- Delivery Instructions (optional) Add a note if required to the order delivery requirements
- Press **Check Out** in bottom right hand corner
- Complete all checkout details with your Delivery Details & check items in cart (*go back using little bag icon in top right hand corner if you need to add anything further or edit*)
- Press Complete Order once happy with order & details added
- You will receive an email confirmation to the entered email address **



- Await delivery of your order, contact the email at the bottom of the email if there are any issues

Depending on quantities ordered you may receive a different worded message &/or a phone call from the Northern Region Team