

Washington State Department of Printing (DOP) – General Store

DOP distributes only DSHS publications whose publication number includes an (X). Examples of (X) publication numbers: DSHS 22-169(X) (2/01), DSHS 22-409(X) (Rev. 6/02).

Go to the Department of Printing web site at www.prt.wa.gov.

Choose "General Store."

When you get the General Store home page, you will be asked if you are new or if you have been here before. Select the appropriate box.

If you are new, you must complete the Registration Information and select a password. If someone else is not using your login, it will be immediately accepted. Write down your password for future use.

If you have used this service before, a login window will appear. Enter your user name and password.

Select "Shop by Agency."

Select the Department of Social and Health Services.

Select Health and Recovery Services Administration

Select the category type you are looking for.

Select the item you wish to purchase and place it in your shopping cart by clicking on the "Add to Cart" button.

Very important: You may change the quantity of an item you wish to order from the default number of one to the amount you desire to order. But, **you must click on the "update cart" button** located below your list of items in your card. If the button is not visible due to multiple items being in your cart, use the scroll buttons on the right to scroll down until it is visible. **If you do not click on the "update cart" button, the program will only see the default number of one and that will be all you receive.**

You may continue shopping and adding items to your cart or you may check out.

Enter all of your shipping information. Be sure the first time you use the cart you enter your primary shipping information. This will be Address 1 and the default information that will appear each time you check out. You may add other addresses by selecting "New Address" in the "Select Address" window and filling in the information. Write down what the new address number is and you can have it automatically filled in by choosing that address number. Then click the "Total" button.

Enter your contact information. If there is a problem delivering your order we need to be able to contact you. You will see your total charges if any apply to your order. Click the "Continue" button and you should see a confirmation of your order showing you the items ordered and their quantity. This page may be printed out for your records or for order inquiries.

If you have questions regarding your order, contact the Department of Printing at (360) 570-5555 to transfer to the Fulfillment Center.