



## FREE FIRE SAFETY PAMPHLETS, CARDS, BOOKLETS AND TEACHING RESOURCES

Fire safety pamphlets, cards, booklets and teaching resources are available to the Alberta fire service from the Office of the Fire Commissioner, in support of public education programs. Follow the steps below to order from the catalogue.

### Registering

#### Fire Chiefs

1. Go to <https://dol.datacm.com/>

2. Enter your login ID: First Name space Last Name.

If you've forgotten your password, click the **Forgot Username or Password?** link and follow the prompts. The system will email you a new password within minutes. If you encounter any problems, email [SA.Distribution@gov.ab.ca](mailto:SA.Distribution@gov.ab.ca) or [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca)

#### New users

1. Send an email requesting access to [SA.Distribution@gov.ab.ca](mailto:SA.Distribution@gov.ab.ca)

### Accessing catalogues

1. Log onto the <https://dol.datacm.com/> site with your login ID and password.
2. Select the catalogue you wish to access, choose your items and add them to your shopping cart. Submit your order. You will get an email confirmation and an order-tracking number.

Orders are usually delivered within 4-5 business days. Rush orders will be processed the same day.

### Tips

Search for items by item number, item name or partial title. Order quantities according to the packaging in the Units column. When you reorder, you can use your previous online order-just change the quantity. Review your order before submitting it. "Restricted" items are for a specific user group. Service Alberta distribution coordinator must approve the order before shipping.

### Assistance

Consult the online User Manual above the Administration tab. You can also contact the SA distribution coordinator at [SA.Distribution@gov.ab.ca](mailto:SA.Distribution@gov.ab.ca) 780-644-1301 or email [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca)

(Revised October 2016)