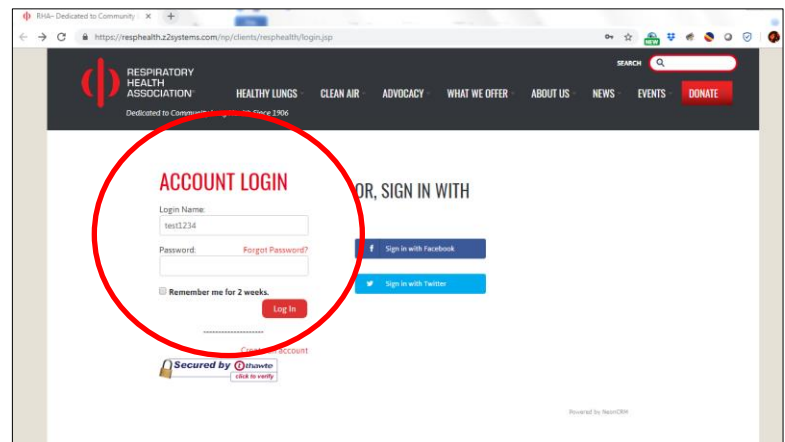


Courage to Quit® Program Materials Order Guide

The following is a guide to ordering Courage to Quit® program materials through RHA's online system. Purchases can be made online using a **credit card**. If you need to submit a Purchase Order or pay by check, please contact Avanathi Chatrathi at achatrathi@resphealth.org or 312-229-6186.

1. Go to Respiratory Health Association's (RHA) online store by visiting:
<https://resphealth.z2systems.com/np/clients/resphealth/login.jsp>

2. Sign in using the username and password you created when you registered for the Courage to Quit® Leader Training. If you do not have a username and password or you have forgotten your username, please contact Avanathi for access. If you have only forgotten your password, click "Forgot Password" and a recovery link will be emailed to you.



3. Once you log in, you will be directed to RHA's online system homepage. To access CTQ information, including how to purchasing books, choose "Courage to Quit Leader Information" from the dropdown box on the upper right hand corner of the page.

Welcome Test Test (Account# 180453)

What would you like to do?

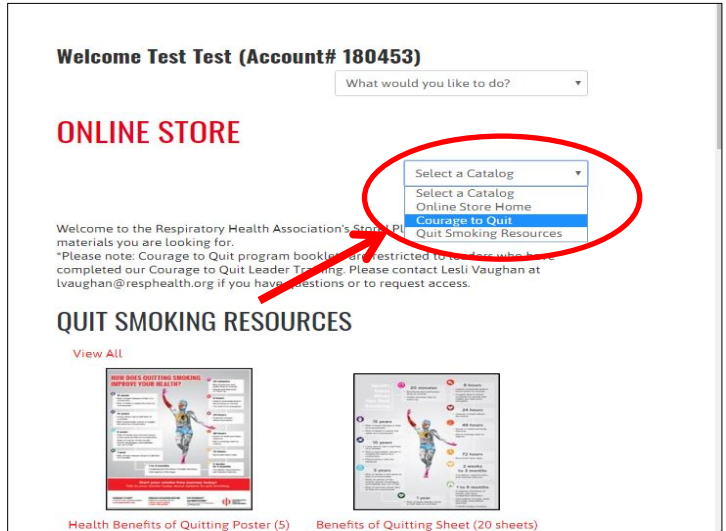
Welcome to Respiratory Health Association's supporter portal. This is where you can access and update your contact information and review your transaction history via the dropdown menu to the right of the screen.

If you are one of our Courage to Quit® Leaders, you will also have access to helpful information and tools for your Courage to Quit® program. If you believe you should have access to this information, but do not see the option in the dropdown menu to the right of the screen, please contact Lesli Vaughan at lvaughan@resphealth.org or (312) 628-0208.

4. You will then be directed to the Courage to Quit® Leader Information page. On this page, you will find information about communication and branding guidelines, an end of program completion certificate for participants, a link to purchase program booklets, and a survey to update RHA on your Courage to Quit® sessions. To order program booklets, click on the “Order Courage to Quit Materials” link at the top of the page.

5. This link will direct you to the main page of RHA’s online store where you can order Quit Smoking Resources and Courage to Quit® program booklets. To order Courage to Quit® program booklets, you must select “Courage to Quit” from the drop down menu in the upper right hand corner of the page.

You will then click on the type(s) of book(s) that you would like, enter the amount you wish to order, and add this purchase to your cart.



7. At check out, you will be prompted to confirm shipping information. In addition, you will be required to indicate whether you plan to pick up your purchase from RHA’s offices (1440 W Washington Blvd. Chicago, IL 60607) or have the materials shipped to you. Shipping costs are calculated according to the chart below and will be added to the cost of materials.

Cost of Order	Cost of Shipping
\$0-\$22	\$3
\$22.01-\$150	\$10
\$150.01-\$450	\$15
\$450+	\$20

PLEASE NOTE: After placing an order, you will receive an email confirmation with order details, which also includes a survey link for details regarding your upcoming Courage to Quit® program. You MUST complete this form before receiving your book order. This automated email will be sent to you from Lesli Vaughan. If you do not receive this email, please check your spam mailbox.