

How to Order ODJFS Forms and Publications

Visit ODJFS Forms Central, search for a form and click the "order" button. It will take you to the ordering system. You will need a customer ID to order.

JFS Forms Central Ordering System Login

Customer Id:

Email Address:

[Forgot your ID?](#) [Request New Customer ID](#)

[Customer Login - Help](#)

[Forgot My Customer ID - Help](#)

Contact the Warehouse

Warehouse_Forms_Orders@jfs.ohio.gov

New Customer:

If you are a first time user you will need to click the "Request New Customer ID" link and complete the required fields, to obtain a customer Id number. **(See image below)**

JFS Forms Central Ordering System Login

New Customer Request

All fields are required!

Customer Info

Customer Name:

Contact Info

First Name:

Last Name:

Phone Number: - -

Email Address:

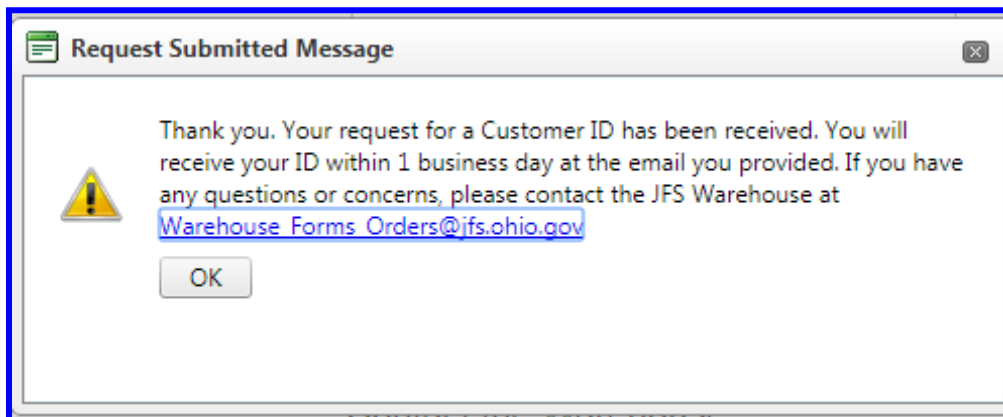
Location Info

Address Line 1:

Address Line 2:

City: State: Zip Code:

Once you have completed the required fields and click the send request button, you will receive the following notice. *(See image below)*



Forgot your ID number:

If you are a current customer and have forgotten your ID number, you can obtain it by clicking on the Forgot your ID link? From here, you will have different options to select from the drop down as your search criteria. *(See image below)*

Please select a criteria to search by:

Company Name

Company Name

Contact Name

Email Address

Phone Number

Street Address

Go Login

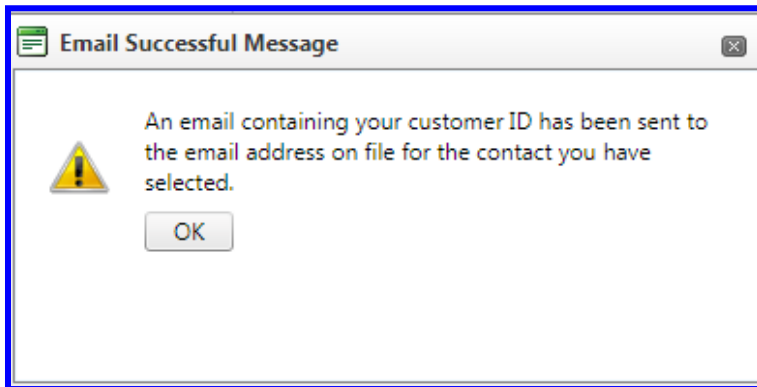
Return to Forms Central

When selecting an option the screen information will change per the selections you choose. When you locate your office or name from the grid click on the name to highlight, and then select Email My ID. *(See image below)*

Please select your contact information from the table below

Name	Contact First Name	Contact Last Name
ABC 123 COMPANY	LISA	MCFARLAND
ABC ACADEMY OF FREMONT, LLC	Lucinda	Cole
ABC AND EARLY L.C.	JENNIFER	
ABC BUSINESS SERVICES	CHRISTINA	
ABC CHILD CARE	SARAH	
ABC COMPANY	ME	YOU
ABC DAYCARE	PEGGY	
ABC DENTAL	LYNN	

Once you have requested your Customer ID be sent to your email address on file, the pop up notice will appear. By selecting OK, you will clear the notice, and return to the log in screen. *(See image below)*



Open your email account to receive your Customer ID information from Warehouse Forms Orders. The return email will provide the following information. *(See image below)*

Notice:

You are registered as a customer in our system.

Customer ID is "XXXXX"

Your e-mail is EMAILADDRESS@JFS.OHIO.GOV

You will receive a denial email for your recent request to ensure you are not registered multiple times.

You must go online to order using your customer ID XXXXX and your e-mail address. Once you have accessed our system, you can also make changes to your personal information such as a change in address.

To complete your order please go to <http://jfs.ohio.gov/form01299>

If you have any questions, please contact
warehouse_forms_orders@jfs.ohio.gov

JFS Forms Central Ordering

Ordering Process:

Once you have entered the JFS Forms Central Ordering System, the top portion of the screen will show your Customer ID number, Customer Name, Link to view your Order History and buttons to Cancel Order & Return to Forms Central and Preview & Submit Your Order *(See image below)*.

JFS Forms Central Ordering System
[View My Order History](#)
Customer Information
Customer ID: 8706 Customer Name: 1234 TEST

Order History:

To view your past orders, click on the View my Order History link. Once the new window opens you will need to select the Beginning and Ending Date range to view your order history *(See image below)*.

Order History for 1234 TEST
[Return To Order Screen](#)
Please select a date range to view your orders
Begin Date: End Date:

Order ID	Contact Name	Date Ordered	Status	Tracking #'s	Shipping Location
No records to display.					

Shipping Information:

The second portion of the screen will show your shipping information. Here you can add additional address or edit current information listed. To start your order process, select the location the forms need to be shipped to *(See image below)*.

Shipping Information - (Please select the location the forms need to be shipped to.)

Contact First Name	Contact Last Name	Phone Number	Email	Address Line 1	Address Line 2	City	State	Zip Code	Update Address
TEST	TEST	1231231234	TEST@TEST.COM	TEST		1234	OH	43219	Edit
TEST	TEST123	1231231233	TEST@TEST.COM	TEST		1234	OH	43219	Edit

To edit your current shipping information, click on the Edit link listed under the Update Address field. From here a new screen will open allowing you to change the Contact and Location information listed. Once information has been changed click the Update Contact button to save your changes.

To cancel the changes and return the screen to the original status click the Cancel button. *(See image below).*

Shipping Information - (Please select the location the forms need to be shipped to.)

Add Additional Addresses

Contact First Name	Contact Last Name	Phone Number	Email	Address Line 1	Address Line 2	City	State	Zip Code	Update Address
TEST	TEST	1231231234	TEST@TEST.COM	TEST		1234	OH	43219	Edit

* Indicates a required field.

Contact Info

First Name: *

Last Name: *

Phone Number: * - * - *

Email Address: *

Location Info

Address Line 1: *

Address Line 2:

City: * State: * Zip Code: *

Order Information:

Click in the field under the Form Requested and enter the JFS form number you wish to order.

You can also click on the drop down arrow to view the JFS forms listing to scroll through until you find the form you need. Once you locate that form click on the form title to request that item. Then click in the field under Quantity and enter the amount need.

NOTE: Some forms have pre-determined amounts set under the quantity amount to request. You cannot alter these amounts and you must select form this range provided. To save the request, you must select Save. To add additional items to your order click on the Add Additional Item within the Form Requested field *(See image below).*

If the desired order is less than the minimum order quantity you will need to print from Forms Central. ALL QUANTITIES ARE PER PIECE.

Order Information

Form Requested	Quantity		
Select a form Select an Item	Select a quantity Select a quantity	Select a Form Select a Form	Save Cancel
No records to display.			
			Add Additional Items to Order

[View My Order History](#)

NOTE: If the desired order is less than the minimum order quantity you will need to print from Forms Central. Once you have entered all the items for your order, you have the option to cancel this order & return to Forms Central, by clicking the Cancel Order & return to Forms Central. *(See image below)*

[View My Order History](#)

Previewing Your Order:

You can Preview your request prior to Submitting Your Order, by clicking on the Preview & Submit Your Order button. To submit your order, you must select Submit Order. *(See image below)*

The screenshot shows the 'Order Preview' page. At the top, it displays the Customer ID: 8706, Email Address: TEST@TEST.COM, and Ship To: TEST TEST, 1234, OH 43219. Below this is a table with two columns: 'Form Title' and 'Quantity'. The table lists two items: 'JFS 01299 - Incident/Injury Report for Child Care Centers/Type A Homes/Type B Providers' with a quantity of 10, and 'JFS 07038 - Acknowledgment of Paternity Affidavit' with a quantity of 100. At the bottom of the page, there are three buttons: 'Return', 'Cancel Order', and 'Submit Order'. The URL at the bottom of the browser window is 'PreviewOrder.aspx?CU=8706&CO=9357&LO=9355&LOC='.

Form Title	Quantity
JFS 01299 - Incident/Injury Report for Child Care Centers/Type A Homes/Type B Providers	10
JFS 07038 - Acknowledgment of Paternity Affidavit	100

NOTE: Returning to Forms Central will log you out of the ordering system and clear your current request.

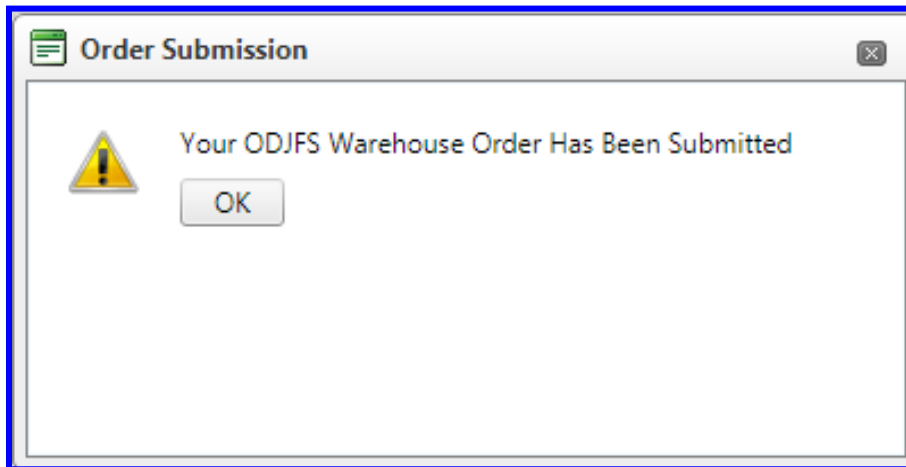
Email Notifications

Submitted Order:

When your order has been submitted successfully, you will receive a pop-up notification indicating you will be returned to Forms Central. *(See image below)*

The screenshot shows a pop-up notification window with a close button (X) in the top right corner. The text inside the window reads: 'ifmsorders.jfs.ohio.gov says: Your order will be submitted as it appears and you will be returned to Forms Central. Are you sure you want to submit your order?'. At the bottom of the window, there are two buttons: 'OK' and 'Cancel'.

Once you select OK, you will receive an additional pop-up that your order has been submitted and you will be returned to Forms Central. *(See image below)*



You will receive an automated email response from IFMS, stating; (subject line)
Notice: Your JFS Form Order Has Been Shipped

Your order was shipped on 01/22/2013 via UPS and should arrive in 5 to 7 business days.

If you would like to track your order, use the following tracking number(s):

1Z4914700377186146

If you have any questions or concerns regarding your order, please contact the ODJFS Warehouse at Warehouse_Form_Orders@jfs.ohio.gov.

Thank you
JFS Warehouse Services;
[Warehouse Form Orders@jfs.ohio.gov](mailto:Warehouse_Form_Orders@jfs.ohio.gov).

Order Has Been Shipped:

Once the JFS Warehouse has processed your request the following email will be automatically sent to you.

(subject line) **Notice:** Your JFS Form Order Has Been Shipped

Your order was shipped on (Date) via UPS and should arrive in 5 to 7 business days. If you would like to track your order, use the following tracking number(s):

UPS Tracking number: (example 123456789987654321).

If you have any questions or concerns regarding your order, please contact the ODJFS Warehouse at

Warehouse_Form_Orders@jfs.ohio.gov.

Thank you

JFS Warehouse Services

CONTACT US INFORMATION

If you have any questions regarding this process you may contact us at:

JFS Warehouse

Email: Warehouse_Form_Orders@jfs.ohio.gov