



Wisconsin Institute
for Healthy Aging | 1414 MacArthur Road, Suite B
Madison, WI 53714

Ordering Manuals and Training Materials from WIHA Store

Order must be submitted 1 month (30 days) or greater to receive in time

1. 1 week after completion of your training, you will receive a unique login and password to your email from DoNotReply_NotificationOnly@dcopy.net
2. Go to <https://wiha.dcopy.net>
3. Login with the credentials sent to your email (NOT the username & password you use to login to the WIHA website).
4. Select the program.
5. Select the products and quantities (facilitator manual, training packet for in-person or virtual, participant manual or materials for in-person or virtual. Items will vary by program).
 - a. If you're ordering for a **Stepping On** facilitator training, you'll need: facilitator manual, exercise manual, and training packet (either in-person or virtual).
 - b. *NOTE: Everything on the WIHA store is available on our website for download (except for the facilitator manuals – only available to master trainers to purchase for upcoming facilitator trainings). The products available on the WIHA store are already put together/bound/sequenced correctly and are designed to make your life in preparing for a workshop or training easier.*
6. Select the "Ship To"
 - a. You may select to have all manuals shipped to **one location** for either in-person or virtual trainings. For virtual, you would then be responsible for shipping from the one location to the individual trainees (order at least 6 weeks in advanced if you choose this option).
 - b. You may select to have all items shipped to **individual addresses** (great for a virtual training where you can have items shipped directly to the trainee). This type of shipment is \$20.
7. Click "add to cart" and then move to your "shopping cart"
8. Complete the order.
 - a. Note that payment is credit card only.