



**Employee Spending Limit** 

Ordering is easy. Just follow these steps.

FREE shipping for orders over \$100.

#### STEP 1:

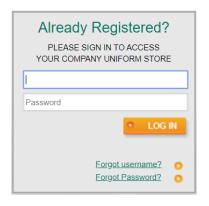
Open your web browser and type in:

# https://companystore.unifirst.com

This will take you to the general "Login Page".

#### STEP 2:

Once you are on the "Login Page", enter the provided user name and password in the "Already Registered" box. (Password is case sensitive.)



**Username standard:** riv-first 14 characters of first and last name.

Example: employee name is Johnathon

Smithsonian, then username is riv-johnathonsmith.

Password: Password1

# STEP 3:

Once logged into the homepage, you'll see your preloaded spending limit in the upper right hand corner of the screen.

If you do not see a spending limit, contact your administrator.



## STEP 4:

Begin shopping. For each style you select, you must select the color, size, quantity, and sleeve length, if applicable. The logo will automatically populate, depending on the garment color selection.

### STEP 5:

For each item/size selected, you must add the item to your shopping cart. Repeat steps 3 and 4 by selecting CONTINUE SHOPPING, or you can CHECKOUT.

## STEP 6:

Once you CHECKOUT, you will complete the "Ship To" page. Please include a phone number for additional support. If your company has locked your "Ship To" you'll skip this step.

# **STEP 7:**

PAYMENT. The total of your order is deducted from your spending limit, if you go over that amount you'll be prompted for a credit card. Any unused balance will remain in your account for future purchases until the company determined expiration date.





