

FOR PAYROLL PARTNER ACCOUNT SETUP ON FIRST UNIFORM WEBSITE FOR LEXINGTON MEDICAL CENTER

YOU WILL NEED TO FOLLOW THESE INSTRUCTIONS IN ORDER TO SETUP A SECURE PAYROLL ELIGIBLE ACCOUNT

- 1 Go to www.firstuniform.com
- 2 Choose the **RED PAYROLL PARTNER PROGRAM** button on top left
- 3 Fill out the drop down form with your Email, First and Last Name, Employee ID#, choose LMC from the Hospital/Office drop down list and then click the Green Activate button at the bottom. (No Password is needed in the bottom section)
- 4 Click on the green **SET YOUR PASSWORD** button on this screen
- 5 Type your email address you used in the drop down window then click the **SUBMIT** button
- 6 You should see a message stating that an email has been sent to your email address that will instruct you how to set your password. Stop here for now and check your email. Once you receive the email follow those instructions on setting the password. Once you have finished with the password close that tab. You will be back on the tab that will say **return to login** page. Click on **return to login page** to continue the process.
- 7 You will need to enter your email and password in the boxes below login returning customers and then click the **dark blue login** button below.
- 8 You should see a My Account Page with your name and **BEGIN SHOPPING** in big blue letters. This means your account has been created successfully. You can click on the Begin Shopping letters and start your order.
- 9 At checkout you will need to provide your home address for shipping. Please choose payroll as your payment method and fill in all the blanks and check the box at the bottom.
- 10 There is a designated page under the partner accounts tab as well. Choose Lexington MC and Use the password **LMC** in the dropdown window to access this page. You can also use this page going forward to login to your account. Just click the **LOGIN HERE** at the bottom of this page.
- 11 If you have any problems or issues logging in, please contact us via email, phone or on our help tab on the website. Below you will see all my contact information.

Email – bigrayt1@firstuniform.com

phone – 704-366-6349 is my direct phone number