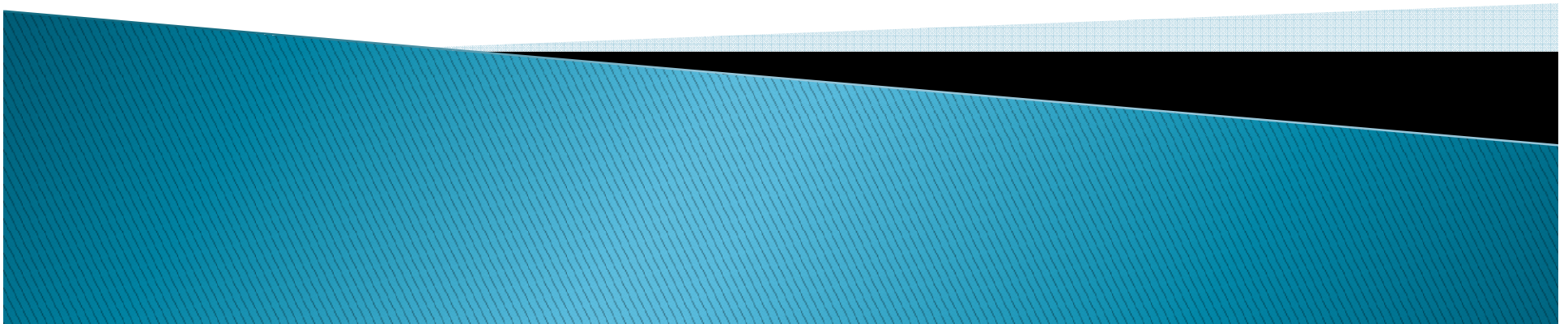


Payroll Partner Process

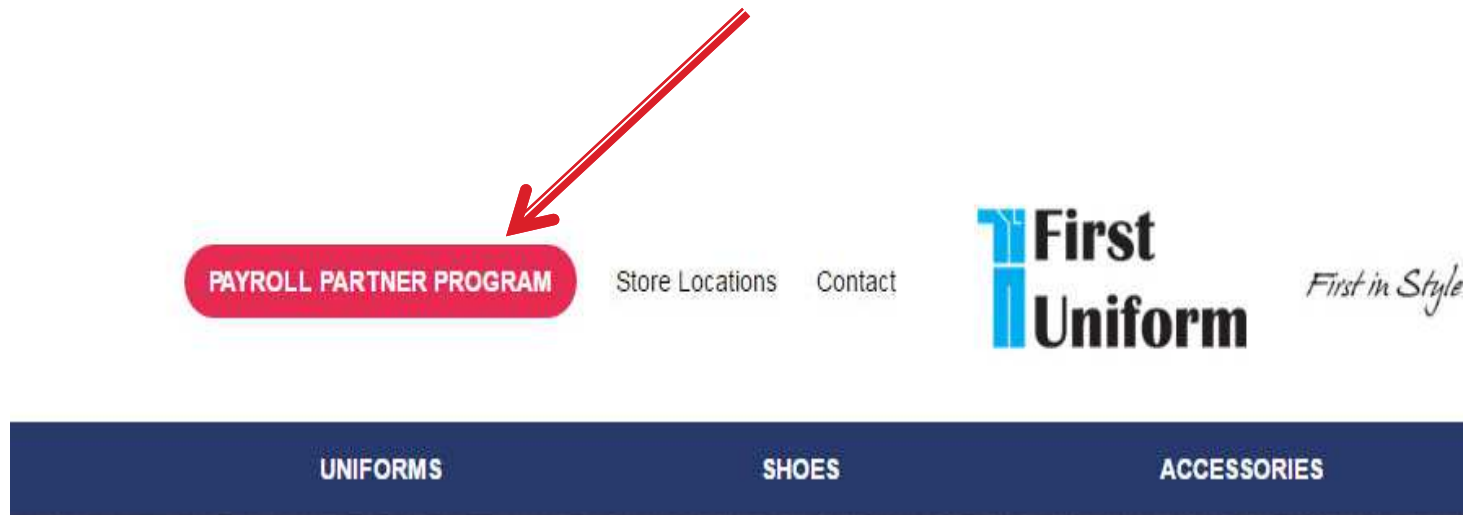
This is the updated process for setting up your payroll partner account on the all new FIRST UNIFORM website. It is necessary to create a new login and password for each customer in the Payroll Partners Program due to the new PCI Compliance laws to make your account more secure. Please read over the process and follow the directions. If you have any questions, please contact us at 704-366-5741.

THIS IS A “ONE TIME” PROCESS AND WE APPRECIATE YOUR PATIENCE.



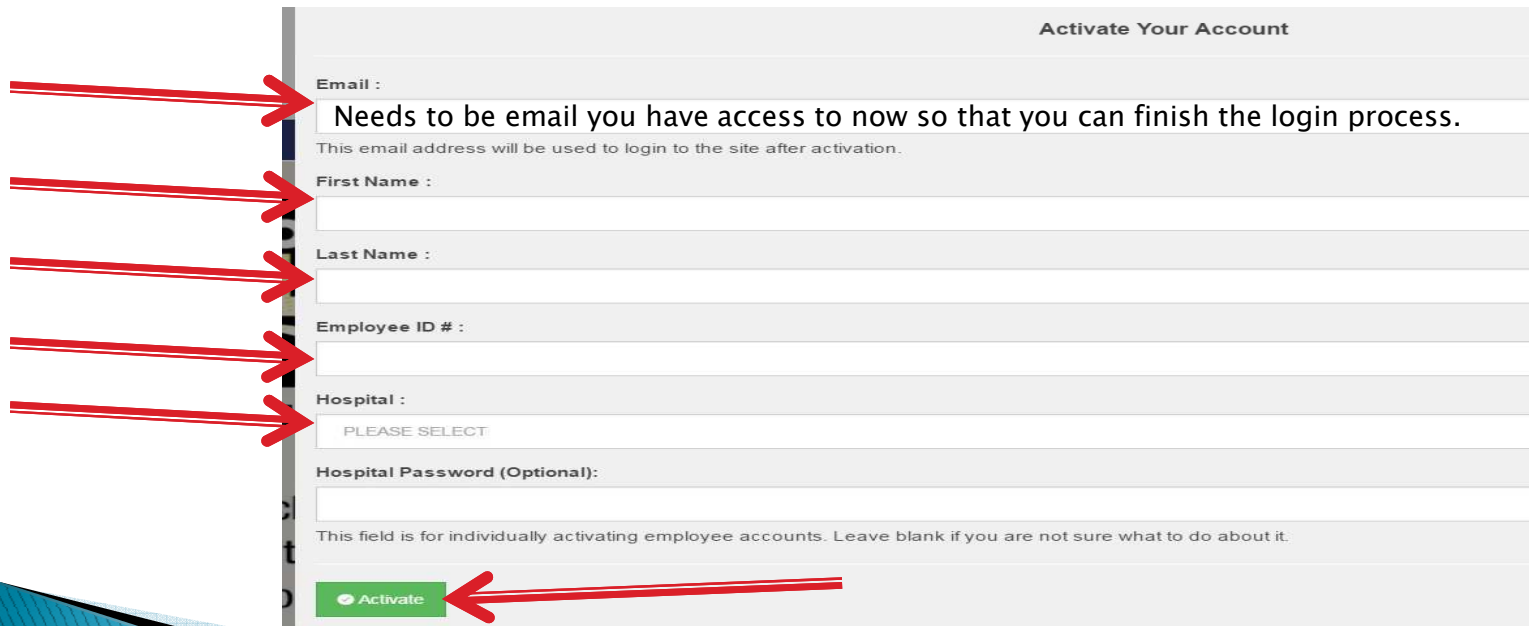
Payroll Partner Process

Go to www.firstuniform.com and click on the RED Payroll Partner Button in the top left corner.



Payroll Partner Process

This will give you a drop down window that you will need to fill out as completely as possible. You will need to have your email address, first and last name, employee ID# and then choose the hospital/facility from the drop down list provided. If you were given a specific password or username for your group, you will also need to enter it here as well. Not everyone will have a password for their facility. Once you have done this you will need to click on the activate button at the bottom. You will be taken to the next screen.



The screenshot shows a web form titled "Activate Your Account". It contains several input fields, each with a red arrow pointing to it from the left. The fields are: "Email :", "First Name :", "Last Name :", "Employee ID # :", "Hospital :", and "Hospital Password (Optional):". The "Hospital :" field is a dropdown menu with "PLEASE SELECT" as the current selection. Below the "Hospital Password (Optional):" field is a green "Activate" button, which is also pointed to by a red arrow from the right. The form includes instructional text for the email and password fields.

Activate Your Account

Email :
Needs to be email you have access to now so that you can finish the login process.
This email address will be used to login to the site after activation.

First Name :

Last Name :

Employee ID # :

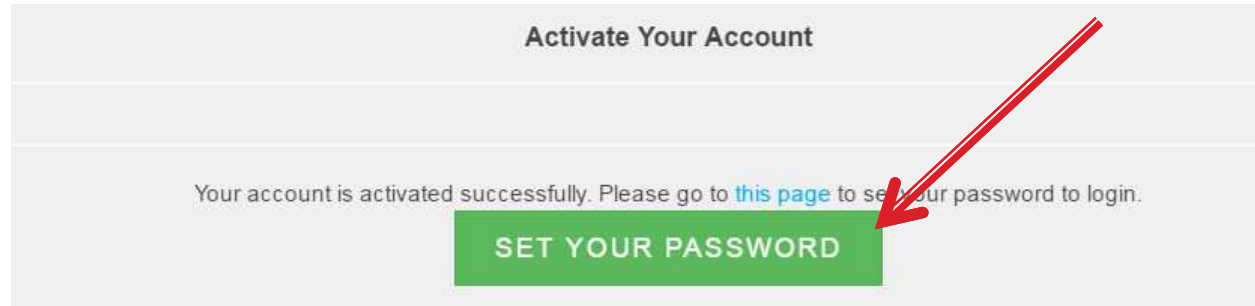
Hospital :
PLEASE SELECT

Hospital Password (Optional):
This field is for individually activating employee accounts. Leave blank if you are not sure what to do about it.

Activate

Payroll Partner Process

You will click **SET YOUR PASSWORD** and this will take you to the next screen



Activate Your Account

Your account is activated successfully. Please go to [this page](#) to set your password to login.

SET YOUR PASSWORD

You will enter the Email address you entered on the first screen and then click on the submit button.



Please enter the email address you use to sign in to your account.

Email: and we will e-mail your password to you.

NOTE: You must enter the same e-mail address that you used to register with us.

Submit

Payroll Partner Process

You will receive an email within the next 2 to 5 minutes that will have a link for you to click on so that you can set a password to your account. It is necessary to do all of this so that your information is kept confidential and secure. The email will come from `webmaster@firstuniform.com`.

Your password...

webmaster@firstuniform.com

Sent: Fri 10/14/2016 10:14 AM

To: bigrayt1@windstream.net

Hello,

We received a request to reset the password associated with this email address. If you made this request, please follow the instructions below.

If you did not request to have your password reset, you can safely ignore this email. We assure you that your customer account is safe.

Click the link below to reset your password:

http://zeprv.pqaee.servertrust.com/Login_sendpass.asp?guid=D3B75E46-8355-4D4A-A8EB-152837DE739F

If clicking the link doesn't work, you can copy and paste the link into your browser's address window. Once you have returned to

<http://zeprv.pqaee.servertrust.com/> we will give you instructions for resetting your password.

Best Regards,

www.firstuniform.com

IMPORTANT NOTE: For your security, the above link will only be valid for 24 hours.

Once you set your individual password and submit it back to the site you will be ready to log in with your email address and password within 5 minutes.

Reset your password

Protect your information with a Password

This will be your only First Uniform Inc. password.

Remember your **PASSWORD**. This **PASSWORD** will be used on your future purchases as well.

Enter a new password:

.....

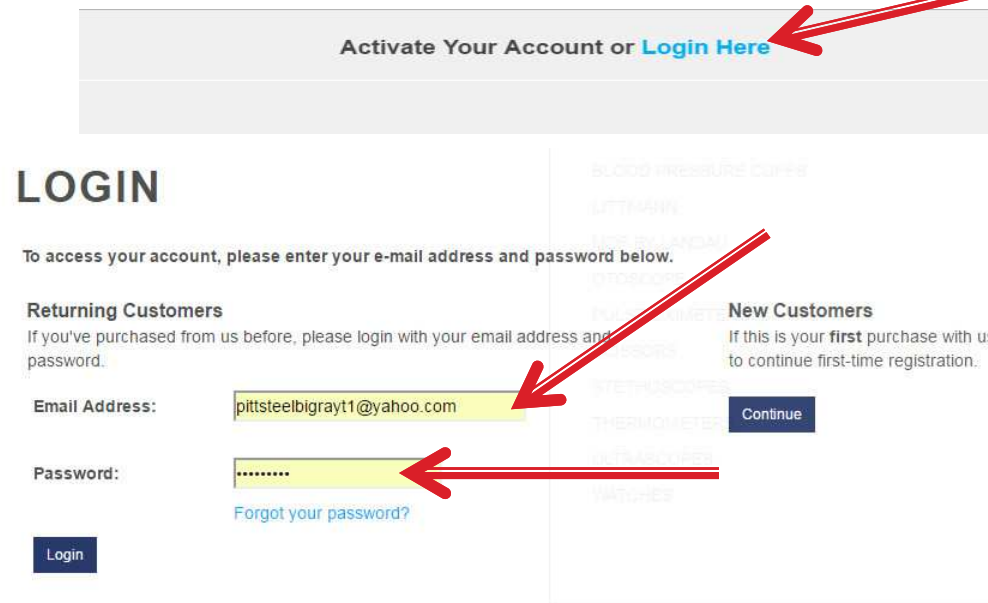
Type it again:

.....

Reset Password

Payroll Partner Process

You will then choose payroll partner again and this time click the [Login Here](#) at the top of the dropdown box. It will take you to your login screen where you can enter the email address and the individual password you created. Once you login here you will be able to shop the site. If you are one of the Specialty Accounts* you can choose the category at the top and click your account. You will need your special password or user name to access the category.



Activate Your Account or [Login Here](#)

LOGIN

To access your account, please enter your e-mail address and password below.

Returning Customers
If you've purchased from us before, please login with your email address and password.

Email Address:

Password:

[Forgot your password?](#)

[Login](#)

New Customers
If this is your **first** purchase with us, |
to continue first-time registration.

[Continue](#)

*Specialty Accounts see last page for details

Payroll Partner Process

Start shopping and adding items to your cart. After you finish adding your items you will need to do a little more to finish setup of your individual account. You will add your name, address and phone number to your account. You will then choose shipping options. Then you will continue onto the payment section. If you choose Payroll Deduction from the dropdown menu you will need to fill out all the blanks. Once completed make sure you check the box to authorize billing to your facility on your behalf. You will then click the submit button to complete your order. All the information you provided will be saved and the next time you shop with us you will just need to choose payroll partner at the top and choose login here. Your email and individual password is all that is required.

Checkout

Billing Information

First Name*: Ray

Last Name*: Shroom

Company*: HEC

Address*: 1245 Enderbury Drive

City*: Indian Trail

Country*: United States

State*: North Carolina

Zip / Postal Code*: 28079

Phone Number*: 7042133124

Shipping Information

☒ Ship to my Billing Address

Type Of Address*: ☒ Residential ☐ Business

Economy 5 \$14.95

Payment

Payment Method*: Payroll Deduction

Facility name: Horizon Eye Care

Employee Id (Optional): 12345

Location (Optional): front desk

Department*:

Work Phone Number*:

Available Deductions:	Min	Max	Allowance
	\$0.00	\$500.00	1

Number of Deductions*: 1

☒ I agree that I authorize payroll deduction by "Horizon Eye Care" for the total balance due for this order, per the payments shown above. If my employment terminates, any resulting unpaid balance will be deducted from last paycheck and any remaining balance will be expected to be paid by check or credit card directly to First Uniform, Inc.

Payroll Partner Process

Your Order		Edit
ITEM	QTY	TOTAL
Cherokee 24703 - Jr. Fit V-Neck Top	4	\$84.96
Subtotal:		\$84.96
Shipping & Handling:		\$14.95
Tax:		\$6.16
		\$106.07

Apply a Gift Certificate

ORDER COMMENTS: (OPTIONAL)

PLACE ORDER

Once you click place your order you will go to the following screen. At this point your order is complete and you should receive and email confirmation with your order # and all the order details. If you have any further questions or comments please contact us via email or phone at the following:

customerservice@firstuniform.com

704-366-5741

We thank you for your business!

Thank you for placing your order. Your order number is 23.



We have sent you a copy of your receipt via e-mail. You may also [click here to view / print a copy of your receipt.](#)

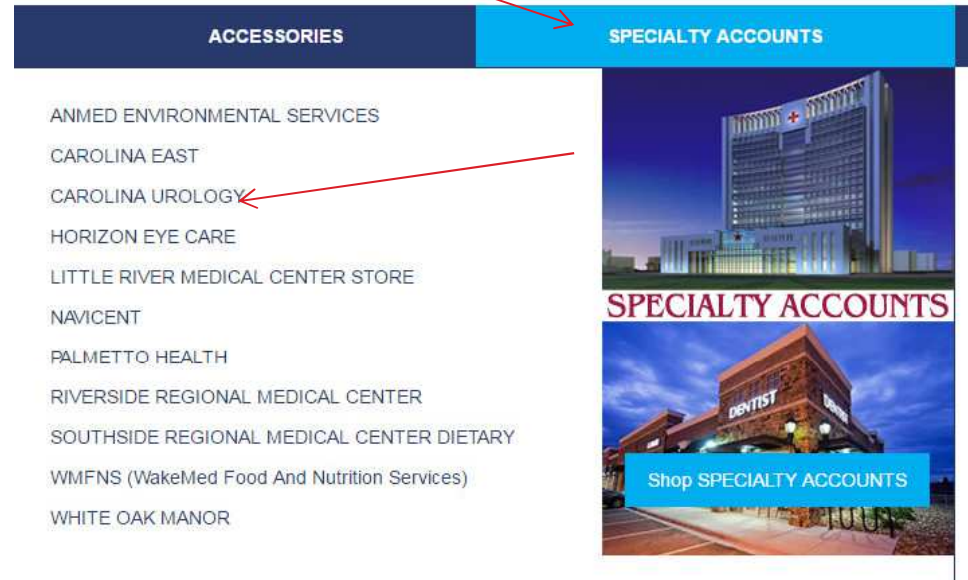


As soon as your order ships, we will notify you via e-mail. You can also track your packages, review your orders, print invoices, and more, from your "My Account" page at any time.

Thanks for choosing us! We appreciate your business!

Payroll Partner Process

If you are a specialty account you were given a password or username. You will need to choose the account listed under specialty accounts and a drop down menu will appear and you can then type in your password for this account. You will then have access to all the items for that group.

A screenshot of a password entry dialog box. The dialog box has a title bar and a main area. The main area contains the text 'Enter the password for that category.' followed by a text input field labeled 'Password'. Below the input field, there are two buttons: 'CANCEL' and 'OK'. A red arrow points from the 'CAROLINA UROLOGY' account in the previous screenshot to the 'Password' input field in this dialog box.