



## ONLINE DURING IN-PERSON UNIFORM SALE

Shop online at [FirstUniform.com](http://FirstUniform.com)

**Starts:** Friday Jan 20th at 9 a.m. **Ends:** Monday Jan 30th at 9 a.m.



**Payroll Deduction** or **Credit Card** payment options available

### To make purchases, follow these instructions:

- Step 1:** Go to [www.firstuniform.com](http://www.firstuniform.com)
- Step 2:** Begin Shopping
- Step 3:** Make selections and "Proceed to Checkout"
- Step 4:** Fill in home address for shipping.  
*Make sure to type NHGCM or Novant Health Greater Charlotte Market in the "Company" box.*  
*Please enter your EMPLOYEE ID# in the "Order Comments: Employee ID" Box*  
This information is needed to process the order correctly.
- Step 5:** Once your physical address, phone number and email addresses are complete, you will select from the Payment Methods below.

**For Credit Card** select payment method **CREDIT CARD** and then Follow the instructions on the website to complete your purchase

#### **FOR Payroll Deduction**

You must select [NHGCM PD](#) to use payroll deduction.  
**\*DO NOT** select "Payroll Deduction" from the drop-down menu as your payment option.

By selecting [NHGCM PD](#) - your order will be entered as one pay period automatically on the website. We will process the order using 4 pay periods when we enter them into our system.

- There is no postage charge for purchases over \$129.99
- *Reminder:* Payroll deduction is available for all eligible full-time and part-time Novant Health Greater Charlotte Market team members employed over 90 days.
- The payroll deduction limit is \$400.00

**Questions?**  
Call First Uniform's web support at 800-324-5890 ext. 1124

Any outstanding balance owed at the time of separation from Novant Health will be deducted from final paycheck. In addition, if there is any further balance due, employees will be billed.

**\*In-Person Uniform Sale is Jan 25th and 26th in the Hornet's Nest. Sponsored By: Novant Health Greater Charlotte Volunteer Council**