



www.firstuniform.com

ONLINE WITH IN-PERSON UNIFORM SALE

Shop online at FirstUniform.com

Starts: Friday Jan 6th at 9 a.m. **Ends:** Monday Jan 23rd 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
- Step 2:** Begin Shopping
- Step 3:** Make selections and "Proceed to Checkout"
- Step 4:** Fill in home address for shipping.

Make sure to type VCUH in the "Company" box.

Please enter your WorkDay 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 [VCUH PD1](#), [VCUD PD2](#), [VCUH PD3](#) or [VCUH PD4](#) to use payroll deduction.

***DO NOT** select "Payroll Deduction" from the drop-down menu as your payment option.

- By selecting [VCUH PD1](#) - 1 Pay Period
- By selecting [VCUH PD2](#) - 2 Pay Periods
- By selecting [VCUH PD3](#) - 3 Pay Periods
- By selecting [VCUH PD4](#) - 4 Pay Periods

- There is no postage charge for purchases over \$129.99
- **Reminder:** Remember that you must be signed up for Quickcharge to use payroll deduction for uniforms and shoe purchases.
- The payroll deduction limit is \$500.00
- If you have any questions about shopping online, please call toll-free to First Uniform's web support at 800-324-5890 ext. 1124

***In-Person Uniform Sale is Jan 19 - 20 in the Main Hospital First Floor Conference Rooms Proceeds to Benefit: VCUH Auxiliary**

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