



www.firstuniform.com

ONLINE WITH IN-PERSON UNIFORM SALE

Shop online at FirstUniform.com

Starts: Friday May 17th at 9 a.m. **Ends:** Tuesday May 28th at 9 a.m.

CLICK



ST241

LST241

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 "Newberry" or "NCMH" in the "Company" box.

Please enter your BADGE ID# in the "Order Comments: Employee ID" Box

This information is needed to process the order correctly. (Badge ID# is on the back of your badge.)

- 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 **NCMH PD** to use payroll deduction. ***DO NOT** select "Payroll Deduction" from the drop-down menu as your payment option.

By selecting **NCMH PD** - your order will be entered as one pay period automatically on the website. We will break it into 4 pay periods when we process it.

- There is no postage charge for purchases over \$129. All orders under \$129 will be adjusted to \$9.95 (or less) shipping charge when entered into the system
- *Reminder: Payroll deduction is available for All Eligible Newberry County Memorial Hospital employees. Eligibility will be verified by a provided list from the hospital. NCMH Employees who have not completed their 90 day probationary period "are not eligible" to participate.*

Maximum Payroll Amount = \$300

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

Reminder:

Upon separation from Newberry County Memorial Hospital any outstanding balance owed will be deducted from final paycheck. In addition, if there is any further balance due, employees will be billed.

In Person Uniform Sale is May 23rd from 7am until 4pm in the classroom Sponsored by: NCMH Volunteers