

PAYROLL PARTNER ACCOUNT SETUP ON NEW FIRST UNIFORM WEBSITE

IF THIS IS YOUR FIRST TIME VISITING OUR NEW WEBSITE 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 completely: EMAIL ADDRESS, FIRST NAME, LAST NAME, EMPLOYEE ID # (if your # starts with a 0 do not include the zero – it will not find you) CHOOSE YOUR HOSPITAL/OFFICE FROM THE LIST, PASSWORD IS OPTIONAL. Then press the **GREEN activate** button on the bottom left of the drop down window. (Hospital/Office password is Optional unless a password was provided to you and then you must use it to complete the setup of your account)
- 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. All orders are sent to your home!
- 10 To access your account going forward all you will need to do is choose payroll partners and click the blue **login here** letters at the top of that drop down window.
- 11 If you need help, click the help button on the bottom left side and fill out the form or call 704-366-6349 and we will be glad to help you.