

ACCOUNT SETUP ON FIRST UNIFORM WEBSITE

FOR: **UNC HEALTH WAYNE**

IF THIS IS YOUR FIRST TIME VISITING OUR NEW WEBSITE YOU WILL NEED TO FOLLOW THESE INSTRUCTIONS IN ORDER TO SETUP A SECURE 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 and use your new 7 digit Employee ID. Make sure to choose **UNC Health Wayne** on the Hospital/Office dropdown (Leave the Hospital/Office password blank) then click the **GREEN activate** button on the bottom left of the drop-down window.
- 4 Click on the green **SET YOUR PASSWORD** button on this screen
- 5 Type your email address you used in the first 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.
- 10 To access your account going forward all you will need to do is go to the front page of www.firstuniform.com and navigate to the PARTNER ACCOUNTS section on the right-hand side and choose UNC Health Wayne.
- 11 If you have any problems setting up your account, please contact us via email at bigrayt1@firstuniform.com or via phone at 704-366-6349. We will be glad to help get your account setup. There is also a help tab on the front page of the website that will email us directly.