

Using Your Allowance Account Guide

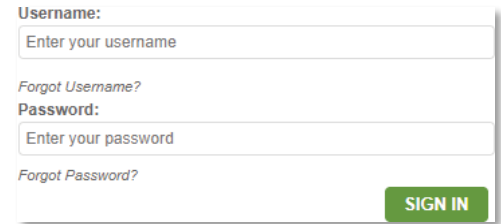
v.1-2021

This guide will guide you through signing into your account and using your allowance towards your uniform purchase.

Step 1: Signing In

To access your user account, select the **Sign In** link on the home page. On the next page (see right), enter your **username** and **password**.

After you sign into your user account, you will see your name and allowance information in the upper right-hand side of your screen (see below for example).



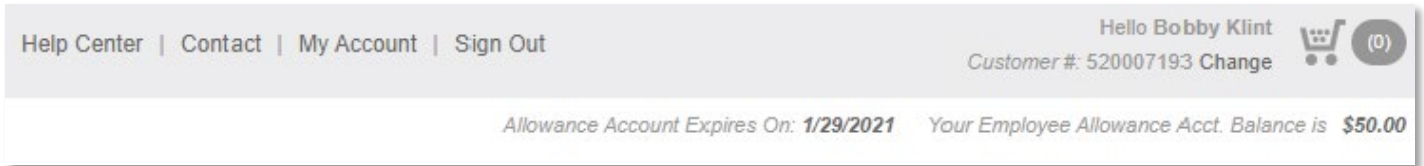
Username:
Enter your username

Forgot Username?


Password:
Enter your password

Forgot Password?

SIGN IN



Help Center | Contact | My Account | Sign Out

Hello Bobby Klint 
Customer #: 520007193 Change

Allowance Account Expires On: **1/29/2021** Your Employee Allowance Acct. Balance is **\$50.00**

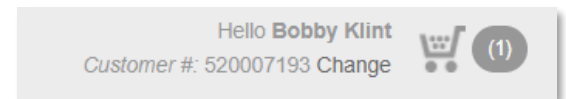
Your allowance information includes the balance of your allowance account which can be used towards your purchase.


Step 2: Selecting Your Uniform

You can search for the style number you are looking to purchase by going to the appropriate category or (if applicable) searching for the style number in the search box in the upper left-hand side of the screen.

After you have selected the **colour** and **size** of the garment you intend to purchase (if applicable) you will see a preview of the customization option(s) available for your garment. Select **ADD TO CART** when you are finished with your selection.

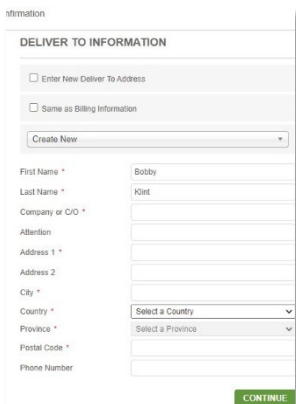
When you are ready to proceed with your purchase, select the **Cart** (see right) icon in the upper right-hand side of the screen to review your purchase and check-out.



Hello Bobby Klint 
Customer #: 520007193 Change

Step 3: Applying Your Allowance Balance to Your Purchase

To apply your allowance to your purchase, review your order on the Shopping Cart screen and select **CHECKOUT**.



DELIVER TO INFORMATION

Enter New Deliver To Address

Same as Billing Information

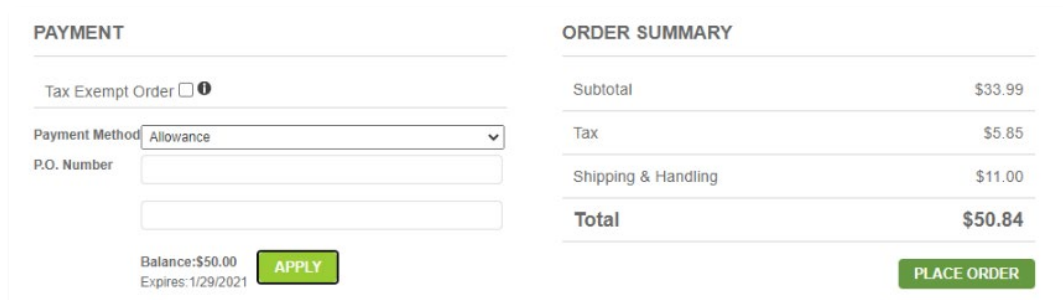
Create New

First Name * Bobby
Last Name * Klint
Company or C/O *
Attention
Address 1 *
Address 2
City *
Country * Select a Country
Province * Select a Province
Postal Code *
Phone Number

CONTINUE

On the **Checkout: Billing & Shipping** page, enter the appropriate shipping information to the customizable fields in the **DELIVER TO INFORMATION** section (see left).

To complete your purchase on the **Checkout: Payment page**, select the **SHIPPING METHOD** and **PAYMENT METHOD**. Here is where you will be able to apply your allowance balance towards your purchase by selecting **Allowance** in the **PAYMENT METHOD** drop-down (see below).



PAYMENT

Tax Exempt Order

Payment Method: Allowance

P.O. Number

Balance: \$50.00 Expires: 1/29/2021 **APPLY**

ORDER SUMMARY

Subtotal	\$33.99
Tax	\$5.85
Shipping & Handling	\$11.00
Total	\$50.84

PLACE ORDER

Once you reach your **Order Confirmation** page and receive your Order Confirmation email, you have successfully used your balance towards your purchase and your allowance balance will reflect the new amount you have available to you.