



Ordering Instructions

Credit Card Purchases

Account Creation and Set Up

STEP 1:

Go to <https://companystore.unifirst.com>

STEP 2:

Enter the Portal Group and Registration Key, as shown below, in the Need to Register box. (Note: password is case sensitive.)

Portal Group: SingerEquipment

Registration Key: SIN022023

STEP 3:

Complete the Account Registration form then click the Register button.

Password Requirements:

- Must contain six or more characters.
- Must contain one or more numbers.
- First character must be an upper-case letter.
- No special characters can be used (i.e., @! #\$.).

STEP 4:

Once you have successfully registered, you will be immediately redirected to the site to begin placing orders. You will also receive an email confirmation with a link that you can use in the future to access the company store.

Logging in and Ordering

STEP 5:

Input your selected username and password in the Already Registered box. Please enter "SIN-" prior to your created username. If the username created in STEP 3 was "BobSmith", then your login is "SIN-BobSmith".

STEP 6:

Select a garment category at the top to begin shopping. If you are placing a large order for multiple employees and would like the order separated by employee, input the individual employee's name in the notes field and then add it to the shopping cart.

This feature bundles and bags the items for each employee by name.

STEP 7:

For each garment, select a size, color, and logo option, then enter a quantity.

STEP 8:

Once you checkout, complete the Ship To page. Previously used addresses are stored in the address book. Please include a phone number for updates.

STEP 9:

Then you will be prompted to pay by credit card. If you don't already have a stored payment method, you'll be prompted to add credit card. Enter the credit card information which will be stored for future use. To complete the order, select Place Order. Once the order is complete, you will receive a confirmation number.