



estore Ordering Instructions

Employee Spending Limit

Ordering is easy. Just follow these steps.

FREE shipping for orders over \$100.

STEP 1:

Open your web browser and type in:

https://companystore.unifirst.com

This will take you to the general "Login Page".

STEP 2:

Once you are on the "Login Page", enter the provided user name and password in the "Already Registered" box.

(Password is case sensitive.)

Username standard: riv-first 14 characters of first and last name.

Example: employee name is Johnathon Smithsonian, then username is riv-johnathonsmith.

Password: Password1

STEP 3:

Once logged into the homepage, you'll see your preloaded spending limit in the upper right hand corner of the screen. If you do not see a spending limit, contact your administrator.

STEP 4:

Begin shopping. For each style you select, you must select the color, size, quantity, and sleeve length, if applicable. The logo will automatically populate, depending on the garment color selection.

STEP 5:

For each item/size selected, you must add the item to your shopping cart. Repeat steps 3 and 4 by selecting CONTINUE SHOPPING, or you can CHECKOUT.

STEP 6:

Once you CHECKOUT, you will complete the "Ship To" page. Please include a phone number for additional support. If your company has locked your "Ship To" you'll skip this step.

STEP 7:

PAYMENT. The total of your order is deducted from your spending limit, if you go over that amount you'll be prompted for a credit card. Any unused balance will remain in your account for future purchases until the company determined expiration date.