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).

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.



SICN IN

Username:

Enter your username

Enter your password

Forgot Username? Password:

Forgot Password?

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 INF	ORMATION	
Enter New Deliver	To Address	
Same as Billing Info	rmation	
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		

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	ORDER SUMMARY	
Tax Exempt Order 🗆 0	Subtotal	\$33.99
Payment Method Allowance	✓ Tax	\$5.85
P.O. Number	Shipping & Handling	\$11.00
	Total	\$50.84
Balance:\$50.00 Expires:1/29/2021		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.