



UniFirst E-Store Ordering Instructions

Employee Credit Card Purchase

Ordering is easy. Just follow these steps.

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 Portal Group and Registration Key provide below in the "Need to Register" box." **(Password is case sensitive.)**

Portal Group = Nisource

Registration Key = NIS01082019

STEP 3:

Fill out the Account Registration form by completing all required information including creating your own user name and password, then click the "Register" button.

STEP 4:

Once you have registered successfully you will receive an email confirmation. You can select the link provided in the email to bring you back to the company store.

STEP 5:

You will then input your selected user name and password in the "Already Registered" box. The user name you created will automatically begin with the prefix "NIS-".

STEP 6:

Once logged into the homepage, select a garment category at the top and begin shopping. If you are placing a large order for multiple employees and would like the order separated by employee, input the individual employee name in the notes field and then add it to the shopping cart. This feature will bundle the items for each employee by name.

Notes (Optional) :

Jane Smith

STEP 7:

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 8:

Once you CHECKOUT, you will complete the "Ship To" page. Previously used addresses are stored in the address book. Please include a phone number for additional support.

STEP 9:

As you proceed through the check out process you will be prompted to pay by credit card. If you don't have a stored payment method, you'll be prompted to "add credit card". Enter the credit card information for future use. Continue to "Place Order" to complete the order and receive your confirmation number.

For questions please contact Customer Care

Phone: 844-667-9584 | Email: customercare@unifirst.com

UniFirst
Apparel Direct