



EMPLOYEE PURCHASE PROGRAM INSTRUCTIONS

(Credit Card Only)

STEP 1: Open your preferred internet browser such as Chrome, Safari, Firefox or Internet Explorer and type in: <https://companystore.unifirst.com> This will take you to the "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.

Portal Group = TCEnergy

Registration Key = TCE07072019

STEP 3: Fill out the Account Registration form by completing all required information including creating your own username 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 **"TCE-"**.

Example: If you put JohnSmith in the username field on the account registration form your username will be auto adusted to: Sube-JohnSmith

STEP 6: Once logged into the homepage, select a garment category at the top and begin shopping.

STEP 7: For each style you select you must select the color, size, and quantity. The predetermined logo will automatically populate based color of the garment selected.

STEP 8: steps 6 to 7 by selecting CONTINUE SHOPPING or you can CHECKOUT to complete your order.

STEP 9: 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 10: As you proceed through the check out process you will be prompted to enter your credit card information. **Once you enter your credit card, you'll select "Place Order" to complete the order and receive your confirmation number.**