



## Online Ordering Instructions for: Ford Kansas City Assembly Plant



# HOW TO ORDER USING YOUR VOUCHER

- STEP 1:** Go to the world wide web, open the most recent version of your web browser such as Chrome, Safari, Firefox or Internet Explorer and type in **[www.arrowuniform.com/fordlocal249](http://www.arrowuniform.com/fordlocal249)**
- STEP 2:** On the "Landing Page" click the top of the two links, which will take you to the voucher login page, titled "Ford Kansas City Assembly Uniform Voucher Program".
- STEP 3:** Once your on on the "Login Page", you'll need to enter your "Global ID" including zeros @ fordkansascity as your LOGIN. There are 9 digits in your Global ID. example, 000123456@ fordkansascity. Your password is your last four digits of your SS#.
- STEP 4:** Once you login you'll see the homepage, you can click on the category you want to shop.
- STEP 5:** After selecting a category you'll need to select a Style
- STEP 6:** After you select a style you need to select a color and size, then click on one of the embroidery options for the garment. All shirts will come with the left chest logo, most garments will be embroderiod, t-shirts gets screened.
- STEP 7:** Add to cart. Once you put the item in your cart you can repeat steps 4 to 7 by continue shopping, or you can checkout.
- STEP 8:** Once you check out, you'll have to complete the "Ship To" Information. You can ship the product directly to your home, please make sure you include a phone number and email you can be reached at.
- STEP 9:** Payment. You'll only need a credit card if you exceed your allowance, if you stay under your allowance you won't be prompted.



**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Ship-toAddress:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_





**Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

[illegible]

*If your order exceeds beyond the voucher amount, Arrow Uniform will contact you for a credit card prior to processing the order, or you can include your credit card information below.*

<b>Credit Card: (Circle One)</b>	   		
<b>Name on Card:</b>			
<b>Card Number:</b>			
<b>Expiration Date:</b>		<b>3-Digit CWW Code:</b>	

## QUESTIONS OR COMMENTS?

**Call Customer Service at:**  
1-888-33-ARROW

**Or Email us at:**  
Arrow-CustService@unifirst.com



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