



Ordering Instructions

Employee Credit Card Purchase

Ordering is easy. Just follow these steps.

STEP 1:

Go to <https://companystore.unifirst.com>

STEP 2:

Enter the Portal Group and Registration Key, as shown below, in the Need to Register box. (Note: password is case sensitive.)

A screenshot of a web form titled "Need to Register?". Below the title, it says "PLEASE REGISTER TO CREATE AN ACCOUNT". There are two input fields: "Portal Group" and "Registration Key". Below these fields is an orange button with a right-pointing arrow and the word "REGISTER". At the bottom, there is a link that says "Need assistance?" with a right-pointing arrow.

Portal Group: DearbornTruckPlant

Registration Key: DTPE062020

STEP 3:

Complete the Account Registration form then click the Register button.

Password Requirements:

- Must contain eight or more characters
- Must contain one or more numbers
- First character must be an upper-case letter

STEP 4:

Once you have successfully registered, you will receive an email confirmation with a link that will bring you to the company store.

STEP 5:

Input your selected user name and password in the Already Registered box. Your user name will automatically begin with the prefix "DTPE-".

STEP 6:

Select a garment category at the top to 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 bundles and bags the items for each employee by name.

Notes (Optional) :

For a specific employee? Packing Slip Notes?

STEP 7:

For each garment, select a size, color, and logo option, then enter a quantity.

STEP 8:

Once you checkout, complete the Ship To page. Previously used addresses are stored in the address book. Please include a phone number for updates.

STEP 9:

Then you will be prompted to pay by credit card. If you don't already have a stored payment method, you'll be prompted to add credit card. Enter the credit card information which will be stored for future use. To complete the order, select Place Order. Once the order is complete, you'll receive a confirmation number.