

# Uniform Voucher Program



As the official Uniform Voucher Program provider of Ford Louisville Assembly Plant, we've built a custom e-store around a wide selection of Made in the USA options and accessories for your program.

To get started, follow the Instructions on the reverse side.



Shop today at [CompanyStore.UniFirst.com](http://CompanyStore.UniFirst.com)



# Voucher Program Overview

Ford Louisville Assembly Plant

## THANK YOU FOR CHOOSING CORPORATE APPAREL DIRECT

We are pleased to announce the launch of the new "Ford Louisville Assembly" uniform program. The program is built around a \$300 spend allowance for each eligible employee. The spend allowance for each employee has already been loaded into the site. Upon login, you'll see a variety of garments from some of the most recognized Union Made and American Made suppliers in several categories.



## HOW IT WORKS

You'll need to reach the landing page [www.arrowuniform.com/fordlocal862](http://www.arrowuniform.com/fordlocal862). When you reach the landing page, you'll click on the link "Ford Louisville Assembly Uniform Program", and you'll be taken to the exclusive login for the Louisville Ford Employee Union Member of Local 862. Additional instructions are on the right side of the landing page.

## ADDITIONAL PURCHASES

If you want to make a personal purchase outside of your allowance, you have two options. Once you exceed your spend allowance, you can continue to purchase garments on a credit or debit card. You can also click on the "Employee Purchase Site" link and create an account specific for credit card purchases at any time to create an account and make purchases on your own.

## GETTING STARTED

Access <https://companystore.unifirst.com>. UniFirst has provided each eligible employee with a 9-digit numeric Global ID username (must use 0's) and password in the following format. Enter your pre-assigned username and password in the "Already Registered" box.

**Username Requirements:** LAP dash + 9-digit global ID (all lower case), use '0's' in the front of your # to get your 9-digit global ID.

**Password Requirements:** First Initial in First name (Upper Case) + First Initial Last name (Lower Case) + Last 4 digits of social security number:

Example: **Username:** LAP-000123456

**Password:** Sh1234

If you are having any trouble verifying your eligibility and or login information, please call Customer Care.

## HELP WITH LOG IN AND PASSWORD

If you need a new username and password, lost your username or password or want to change it, contact UniFirst Customer Care by email at [customercare@unifirst.com](mailto:customercare@unifirst.com) or phone at **844-667-9584**.

## ORDER PLACEMENT

Corporate Apparel Directs Ford Louisville Assembly Plant eStore currently contains several categories: hats, shirts, pants and more. Simply shop as you normally would, adding items in any quantity to your cart. You must select the item, the size and the embroidery feature then add the desired quantities to your shopping cart. When you are finished shopping, select "View Cart" from the menu on the left-hand side of the screen. As you enter your check out information the system will save your billing information for future order.

## SHIPPING AND RECEIVING

You have complete control of how the product is packaged upon shipment. It is preferred that you ship it directly to your home. You are not allowed to ship the product to your plant.

## EXPECTED DELIVERY

Please allow up to 6 weeks for delivery from order date. This will ensure your order ships complete. Your estimated shipping time will show up in the shopping cart, along with any back order information. Please keep in mind everything on this site is Made in USA. Due to the limited manufacturing capacity for those plants please understand we will work as quick as possible.



# Ordering Instructions

## Uniform Voucher Program

Ordering is easy. Just follow these steps.

### STEP 1:

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

### STEP 2:

Enter your pre-assigned username and password in the “Already Registered” box shown below. Your username will be LAP dash + your 9-digit global ID (all lower case), use ‘0’s’ in the front of your # to get your 9-digit global ID. Your password is your First Initial in First name (Upper Case) + First Initial Last name (Lower Case) + Last 4 digits of social security number:

**Username Requirements:** LAP dash + 9-digit global ID (all lower case), use ‘0’s’ in the front of your # to get your 9-digit global ID.

**Password:** First Initial in First name (Upper Case) + First Initial Last name (Lower Case) + Last 4 digits of social security number:

Example: **Username:** LAP-000123456

**Password:** Sh1234

### STEP 3:

Once logged into the homepage, you’ll see your username on the top of the page. Your username has been assigned to the appropriate “Bill to” account as determined by your company. All items shown on this site, were pre-determined by your management team.

### STEP 4:

Select a garment category at the top to begin shopping. For each one, select a size, color, and logo option, then enter a quantity. The logo will automatically populate, depending on the garment color selection.

### STEP 5:

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 6:

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 7:

Your order total will be invoiced to your assigned “Bill to” location. If the PO field is shown, you may be required to enter a PO if the company mandates, if not you can use the PO field to add additional information to the outside of the packing slip. If PO is optional you can also leave it blank. If you have concerns regarding you billing information please contact your account manager.

