Associate Purchase User 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 provided below in the "Need to Register" box.

Portal Group = **Olliesemp**
Registration Key = **OLL072019**

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 "OLL- ".

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, and logo

STEP 8: You can select CONTINUE SHOPPING or you can CHECKOUT to complete your order.

STEP 9: Once you CHECKOUT, you will complete the "Ship To" page. 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.

If you have any questions after you place your order, simply call the UniFirst Customer Service Team at
844-667-9584 or email customercare@unifirst.com