

RGIS



RGIS®

Introducing the New RGIS APPROVED IN-EVENT APPAREL & COMPANY MALL

Please visit www.arrowuniform.com/rgis then scroll to the bottom of the page and click the "Enter Site" button to start shopping!

Most orders ship in 10-14 business days.

For questions or concerns, contact (888) 332-7769 or customer.service@arrowuniform.com

RGIS

# Website Address For: Approved In-Event Apparel & Company Mall www.arrowuniform.com/rgis



# **GETTING STARTED - CREATING AN ACCOUNT**

To create your account you may visit the site by clicking on the link provided above. When you arrive at the Arrow Uniform/RGIS Home page, **www.arrowuniform.com/rgis**, simply click on "Enter Site". This will take you to **www.rgis.arrowuniform.com** where you can then hit the "Create Account" button.



In the future, you can also login with your previously created username and password. Please note that all log in and passwords are case sensitive.

As an associate, you may purchase uniforms using Visa, Mastercard, American Express, or Discover Cards.

#### **PASSWORDS**

In the future, if you have forgotten your password, simply use the "forgot my password" feature or call Arrow Customer Service. You may also change your password in the "My Account" area by selecting "Change Password".

#### **PLACING AN ORDER**

To place an order, you may use the "In-Event Approved Apparel" category or the "Corporate Mall" category to find the item by sub-category, then by position or garment style. When you find the item you are interested in viewing select the item, color, size, quantity and click ADD TO CART. At this point you will be directed to the shopping cart to check out or you may click "CONTINUE SHOPPING" to select additional items. You can also place an order through Arrow Customer Service below via e-mail or phone.

# **COMPLETE YOUR ORDER**

This feature gives you the ability to view all order history, track orders by order date, view shipments and change your password.

# **ACCOUNT MANAGEMENT**

In the future, if you have forgotten your password, simply use the "forgot my password" feature or call Arrow Customer Service. You may also change your password in the "My Account" area by selecting "Change Password".

# CANCELLATIONS/RETURNS/EXCHANGES

Embellished products with your company logo cannot be returned except for delivery error or defective merchandise reasons only. Cancellations prior to order fulfillment can be made by contacting Arrow Uniform Customer Service. This information is located in the "Contact Us" section located in the bottom right corner of your screen.