

# RGIS<sup>®</sup>



Introducing the New  
**RGIS EMPLOYEE  
RECOGNITION PROGRAM  
COMPANY MALL &  
APPROVED OUTERWEAR**

Please visit  
**[www.arrowuniform.com/rgis](http://www.arrowuniform.com/rgis)**  
or scan the QR code 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.*



**Website Address For:  
Employee Recognition Program  
Company Mall & Approved Outerwear  
[www.arrowuniform.com/rgis](http://www.arrowuniform.com/rgis)**



## **THANK YOU FOR CHOOSING ARROW UNIFORM**

We are pleased to announce the launch of the new RGIS Employee Recognition Program Company Mall & Approved Outerwear. The program is built around a voucher program for each eligible employee. Your Voucher amount has already been loaded into the site. You will have 90 days to use your voucher. Once you login you'll see the RGIS Mall and Approved Outerwear Options which you can select from.



## **GETTING STARTED - USERNAME & PASSWORD**

Arrow Uniform has provided each employee with a username and password in the following format. You can change your password upon logging in. If you have forgotten your password or would like to change it please click on the Forgot Password link and follow the instructions on the screen.

**Username:** firstname.lastname@rgisrecognition (**Example:** john.smith@rgisrecognition)

**Password:** Arrow Assigned 6 Digit ID (**Example:** 123456)

## **HOW IT WORKS**

You'll need to reach the landing page [www.arrowuniform.com/rgis](http://www.arrowuniform.com/rgis). When you reach the landing page, you'll click on the link Employee Recognition Program Company Mall & Approved Outerwear, and you'll be taken to the exclusive login page for the site.

## **ADDITIONAL PURCHASES**

If you want to make a purchase that exceeds your voucher amount, you can pay the additional cost at checkout with a credit card. If you want to make a personal purchase outside of your allowance, you can also click on the "Associate Uniform and Corporate Apparel Purchases" link from the main landing page ([www.arrowuniform.com/rgis](http://www.arrowuniform.com/rgis)) and create a personal account.

## **SHIPPING AND RECEIVING**

Orders will ship out via UPS. Actual costs will be determined during checkout. You will be able to enter your address during checkout. The address will automatically be securely saved under your login for future orders.

## **ACCOUNT MANAGEMENT**

If you lost your username or password or want to change it, contact Arrow Uniform's Customer Service Department by email at [customer.service@arrowuniform.com](mailto:customer.service@arrowuniform.com) or phone at 1-877-276-5432. If you have already logged in and want to change your password, there is a Change Password option on the left. You will need to enter your existing password, then your new password twice to make the change. You also have the ability to view your order history, track orders, and view shipments.

## **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.

**For questions or concerns, contact 1-888-332-7769 or [Arrow-CustService@unifirst.com](mailto:Arrow-CustService@unifirst.com)**