

Introducing the BCLC e-Store from UniFirst!

We are pleased to introduce the new apparel e-Store available from UniFirst! The functionality of the site offers several benefits for BCLC associates, including but not limited to:

- Modern design and navigation,
- Product mouse-over zoom,
- One-screen product and logo selection,
- “Quick Look” ordering feature,
- User address management,
- Streamlined and sequential checkout process.

Please review the screen by screen instructions detailed below to ensure you are familiar with the transaction flow in your new company store.

If you have any questions pertaining to any orders you submit, you are encouraged to contact UniFirst’s Customer Service team at **1-800-263-4342 ext. 8827**.

Simply follow the easy steps detailed below and you’ll be fully functional on the new UniFirst e-Store... Happy shopping!



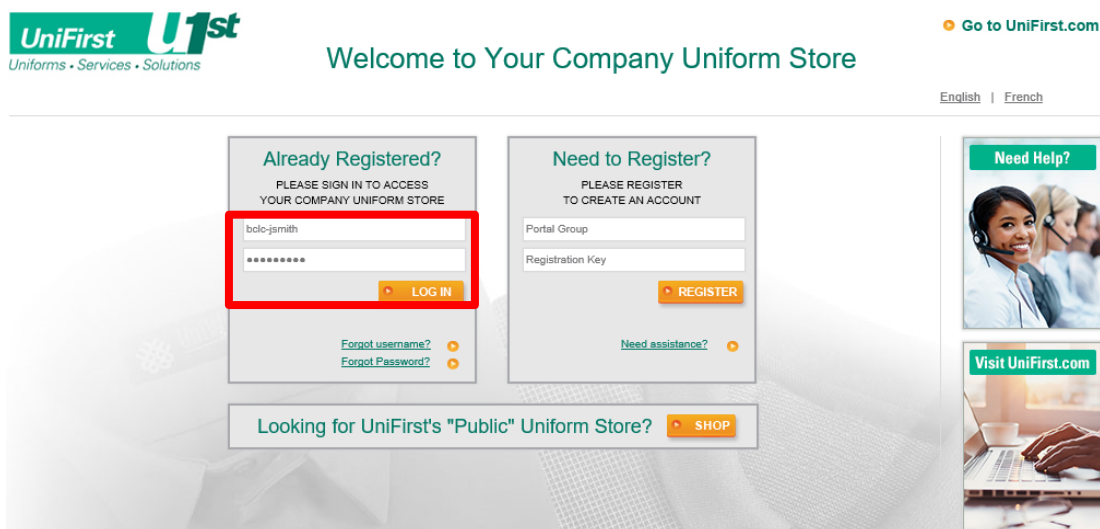
Step 1: Accessing the new site: Go to the following URL on your browser <https://companystore.unifirst.com>. Please bookmark this URL for future use. When completed successfully, proceed to Step 2.

Step 2: When prompted, on the “Already Registered” side, enter your username and password. Your username and password are pre-configured and will be provided to you by your management team. All usernames begin with the prefix **bclc-** and all passwords are initially set to **Password1**. Unless updated, your password will remain as **Password1** indefinitely. *For example...*

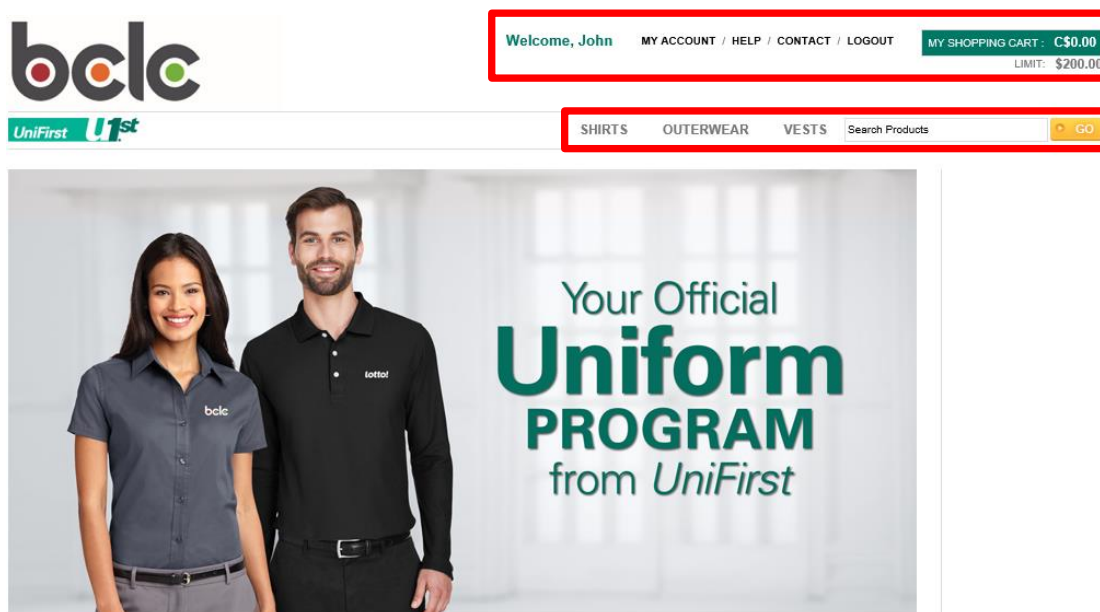
Username: bclc-jsmith
Password: Password1

It is recommended that upon logging in the first time that you change your password and email address via [My Account](#) link on the Company Store Home page (see Step 3).

Step 3–The Company Store Home Page: Once a valid username and password is entered, you will enter the BCLC Company Store, and view the home page.



The Company Store home page has a variety of options to select from on various areas of the page, including:



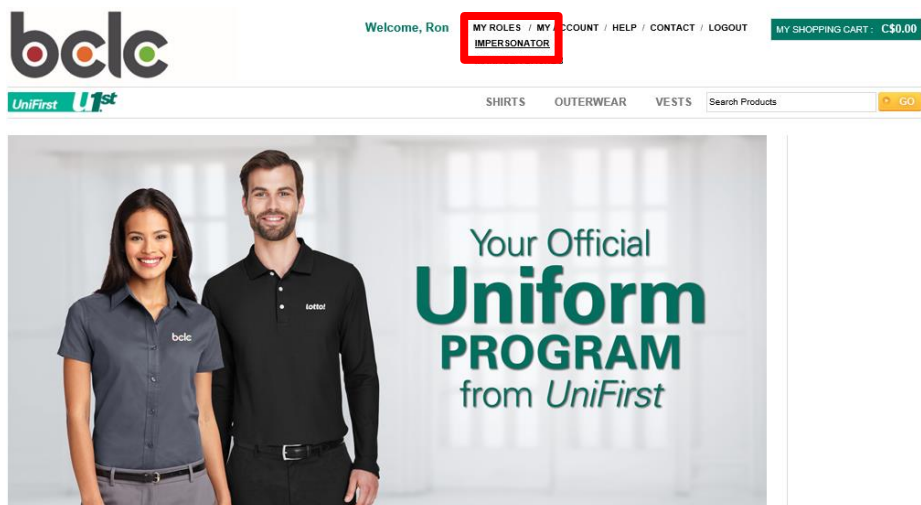
Top Navigation:

- **My Roles (if applicable):** valid/visible for Managers only,
 - *Manager Dashboard:* allows management personnel to register, edit, and delete/lock users.
- **My Account:** allows the users to view/edit their user profile as appropriate, including managing their addresses.
- **Help:** provides assistance in using the Company Store as well as basic apparel program help topics.
- **Contact:** listing of appropriate UniFirst contact information for your account.
- **Shopping Cart:** allows the user to enter their cart by clicking from any page in the Company Store.

Storefront Header:

- **Categories:** allows user to enter the storefront by selecting a category for which to shop. The categories remain on all storefront pages until checkout.

If you are setup to order on behalf of other registered employees, select “Impersonator” from the “My Roles” menu. *If not, simply click on a category to get started.*



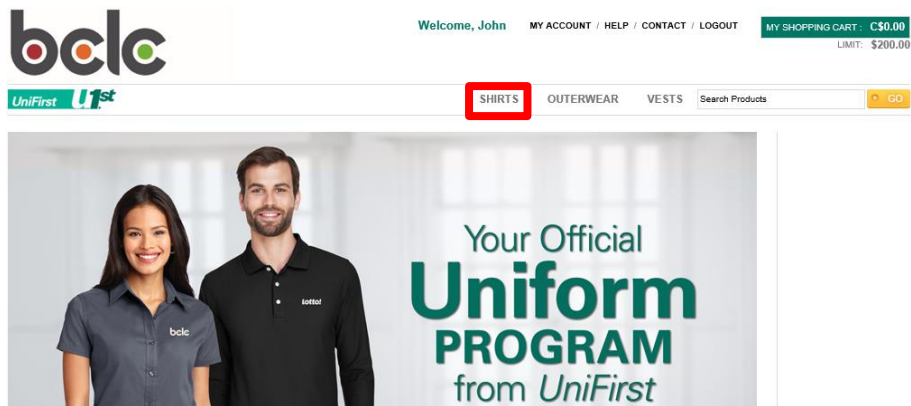
Select the department from the “Department ID” drop-down menu then click on “Submit”. Those registered to the selected department will be presented. Click on “Shop”.

The screenshot shows a form titled 'Impersonator (Shop for another employee)'. It contains the following fields: a drop-down menu with 'Lotto Uniform Program B' selected (highlighted with a red box), 'Last Name', 'First Name', and 'Username'. A red 'SUBMIT' button is at the bottom right.

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| Username | First Name | Last Name | User Actions |
|----------------|------------|-----------|--|
| bclc-amorrison | Anne | Morrison | shop order history |
| bclc-rgrover | Renu | Grover | shop order history |

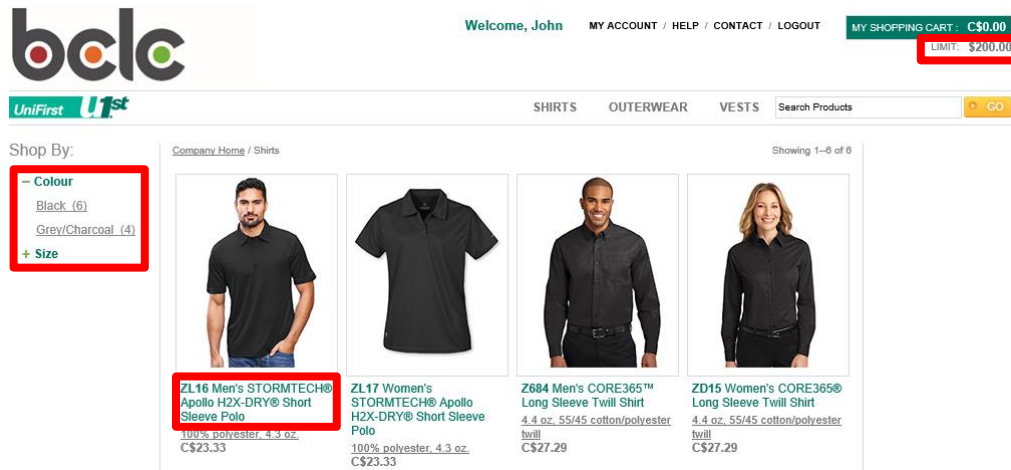
To begin the shopping session, click on a category.



Step 4: Once in the category, all products available in the category will be visible. There are facets on the left navigation (size/colour) that can be used to further screen the product (if applicable). Additionally, the employee's spending limit is listed on the right (if applicable). Product can be selected to add to cart in a number of ways:

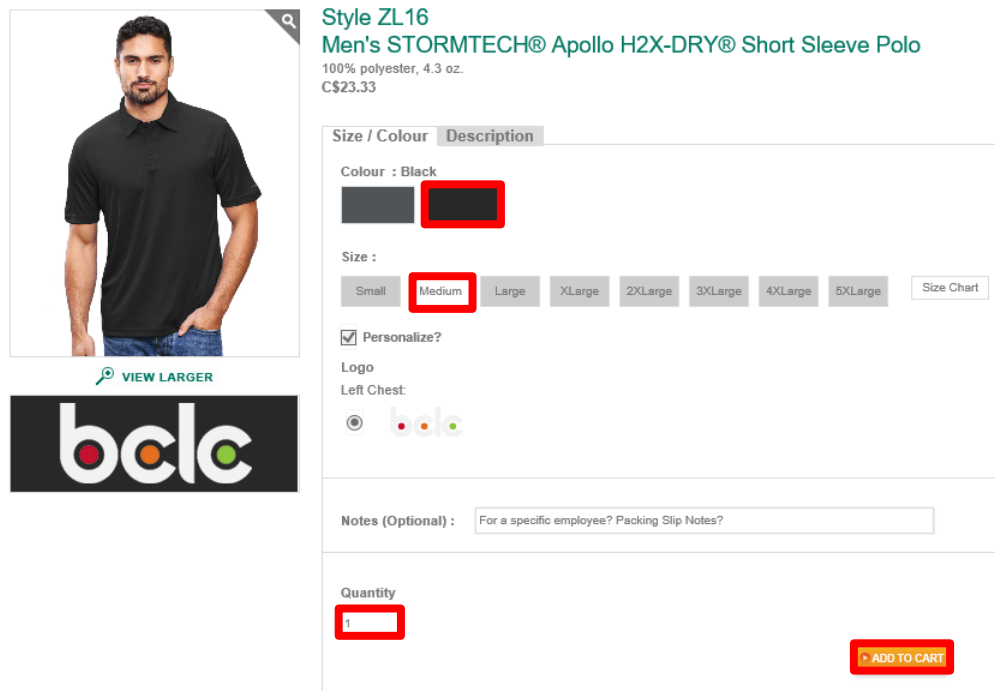
- **Quick Look:** this is a feature that allows for fast product selection, it's a condensed version of the product detail page and appears when you hover over the image,
- Click thumbnail image to proceed to full Product Detail page,
- Click product name to proceed to full Product Detail page.

For this training, please click the product name to access the full Product Detail page.



Step 5: In the Product Detail page, a more detailed product view is offered, including a larger photo, detailed description, size options, included embroidery, size chart and pricing. Thumbnails of all colours and sizes offered for the item are available for selection. A full description of the item is listed in the Description tab for additional details. The quantity ordered can be entered into the field provided.

The “Add to Cart” button will be grey/disabled if all required information associated with the product has not been completed. Once the button is orange in colour, it means all required information has been completed. To place an item in your shopping cart, simply select the colour, size, and quantity you would like and click “Add to Cart”.



Step 6: Once “Add to Cart” has been selected, you will observe a “mini-cart” visible under the “Shopping Cart” link on the top right of the screen detailing the last three (3) items that have been added to the cart (if applicable).

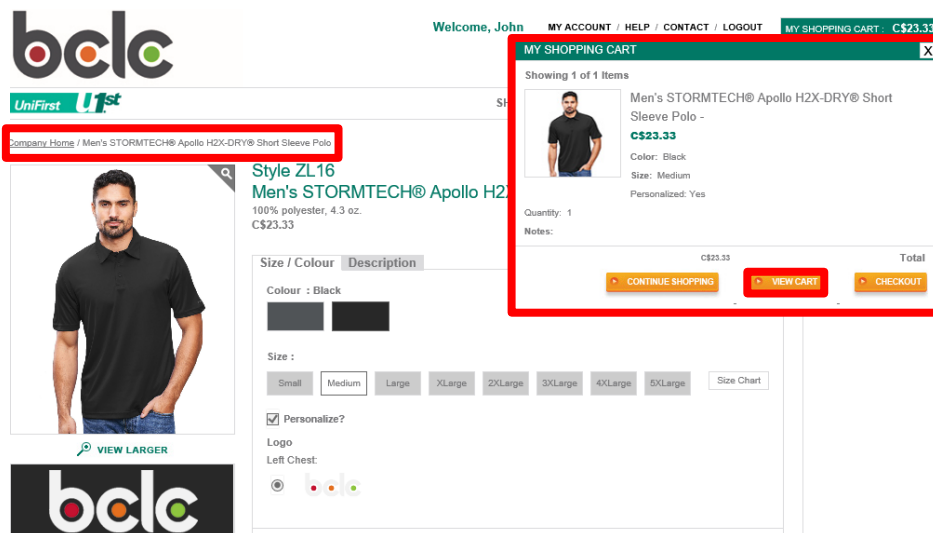
The mini-cart stays visible until you perform an action or hover over the mini-cart.

From the mini-cart, actions that can be taken are:

- **“Continue Shopping”** - which will minimize the cart and allow you to keep shopping,
- **“View Cart”** - shows all items in the shopping cart on a new page,
- **“Checkout”** - begins the checkout process.

The mini-cart is available for viewing on any screen by hovering over the “Shopping Cart” link on the top right of the screen.

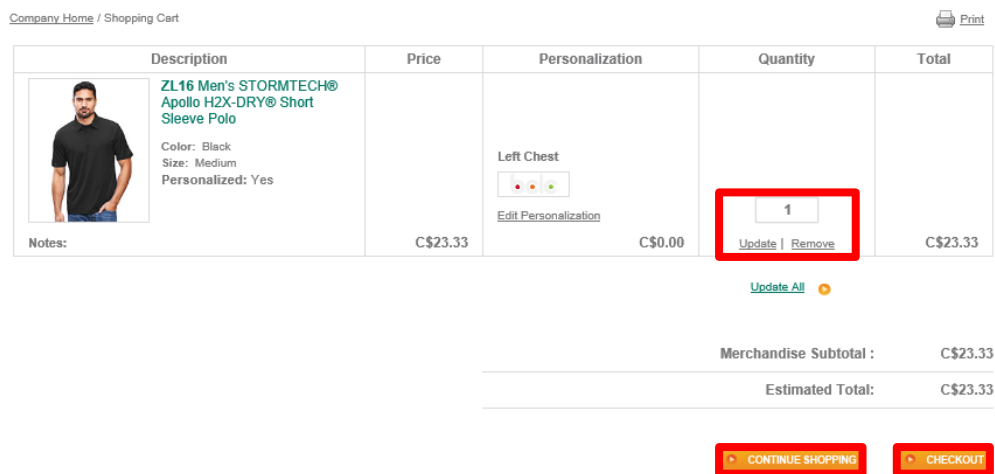
For the purposes of this training example, please click “View Cart”.



Step 7: Clicking “View Cart” will bring you to the Shopping Cart page.

Once on the page, you can review all items that you have pending for purchase. You can also modify quantities if necessary, by entering a new quantity in the text field and clicking “Update”. You can also remove items by clicking “Remove”.

From the Shopping Cart page, you can click on “Continue Shopping” to shop for more items or click “Checkout” to commence the checkout process and place your order.



Step 8: The first part of the checkout process will prompt you to enter your shipping address. Once a shipping address is entered into the e-Store, the site will store that address for ease of future ordering.

If necessary, you can also return to the Shopping Cart by clicking “Update Cart” on the right side of the page. Additionally, in the right margin of the page, the Order Totals are displayed for your reference.

Once your address is entered, please click “Continue” to proceed.

Shipping Address

Ship to this Address

Work
UniFirst
John Smith
1234 Fake Street
Mississauga
ON, CA
L5L 2G2
[edit](#) | [remove](#)

Add Shipping Address

Address Name:

Company Name:

Customer name:

Address 1:

Address 2:

Address 3:

City:

Province: ON **Postal Code:**

Phone: **Ext.**

[Update Cart](#)

Order Totals

| | |
|---------------|-----------------|
| 1 item(s) | C\$23.33 |
| Shipping: | C\$12.00 |
| GST/HST Tax: | C\$4.60 |
| Total: | C\$39.92 |

Step 9: The next step in the checkout is supplying payment information. If your order is within your spending limit, simply click on “Continue”. If your order exceeds your spending limit, you will be prompted to remove items from your shopping cart, or the exceeded amount will be billed to your credit card.

Payment

23.33 will be deducted from your current purchasing limit of 200.00. Your available balance will be 176.67.

[Update Cart](#)

Step 10: Once the payment method has been confirmed, you will be taken to the final order review screen; this will detail the items purchased, order total, payment information and shipping information.

Upon reviewing your order, if there are any errors, you can click the “Update Cart” link to bring you back to the Shopping Cart, or click on any of the other checkout sequence tabs to go back to the appropriate checkout step.

If the order is correct, simply click “Place Order” and your order is now entered with UniFirst!

Note: Credit cards are not charged immediately after placing your order. Your credit card will be charged when your order has shipped.

The screenshot shows the UniFirst checkout review screen. At the top, there is a navigation bar with the UniFirst logo, a welcome message for John, and links for MY ACCOUNT, HELP, CONTACT, and LOGOUT. A shopping cart icon shows C\$23.33 with a limit of \$200.00. Below the navigation bar, there are tabs for SHIPPING ADDRESS, SHIP COMPLETE, PAYMENT, and REVIEW & CONFIRM. The REVIEW & CONFIRM section is active and contains four panels: Shipping Address, Order Summary, Order Details, and Payment Information. The Shipping Address panel shows the address and shipping cost. The Order Summary panel shows a breakdown of costs. The Order Details panel shows the item being purchased. The Payment Information panel shows the total order amount and the purchase limit balance. A 'PLACE ORDER' button is located at the bottom right of the review section.

| Order Summary | |
|------------------|-----------------|
| Subtotal: | C\$23.33 |
| Personalization: | 0.00 |
| Shipping: | C\$12.00 |
| GST/HST Tax: | C\$4.60 |
| Total | C\$39.92 |

| Payment Information | |
|--------------------------------------|-----------|
| Order Total: | C\$39.92 |
| Amount Deducted from Purchase Limit: | C\$23.33 |
| Purchase Limit Balance Remaining: | C\$176.67 |

SUCCESS!!! Upon placing your order, you will see the following screen indicating that your order has been placed successfully.

Order Confirmation

Order 609461 has been placed on 03/12/2019 in the amount of C\$39.92.

You may select [My Account](#) to review your [Order History](#).

Thank you for shopping with UniFirst.

[CONTINUE SHOPPING](#)

An order confirmation email will also be sent to the email address we have on file. Additionally, all order history can be accessed by clicking “My Account” and then clicking “Order History” from the top navigation.

If you have any questions after you place your order, simply call the UniFirst Customer Service Team at **1-800-263-4342 ext. 8827**

NOTES:

- If you forget your password at any time, simply go to the login screen and select “Forgot Password” and a new one will be emailed to you
- For any technical support or assistance, simply email Canada_sales@unifirst.com.