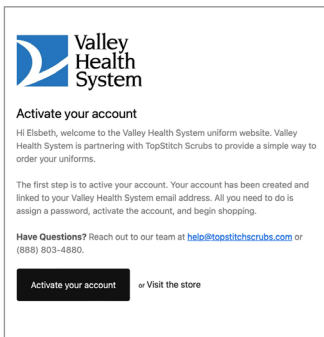


# How to order

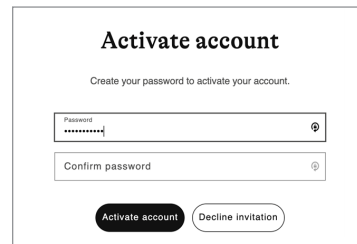
If you already have an account on valleyhealthuniforms.com proceed to Step 4.

## Activating your account on the Valley Health System:

**1** You will receive an email from [help@topstitchscrubs.com](mailto:help@topstitchscrubs.com). Select the **Activate your account** button on the email. Your account has been registered with your @valleyhealth.com email, so please use this when logging in.



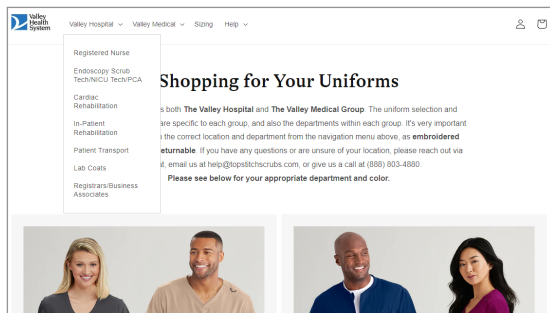
**2** After you select the activate account button, you will enter a password of your choosing and activate the account by selecting the black button.



**3** Once you've activated your account, you'll receive a welcome email confirming the account. In this email you'll see links to this how to order guide, frequently asked questions, and return process.

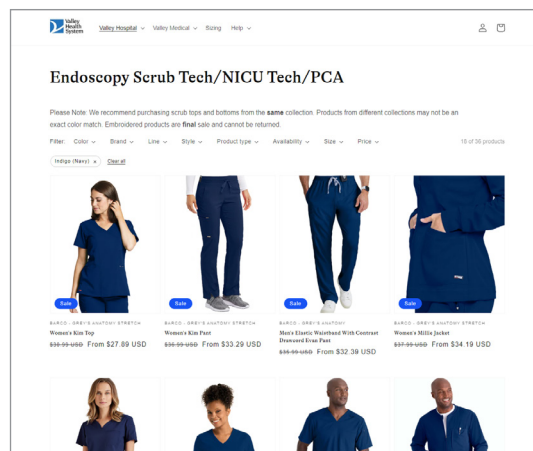
## Shopping and Navigating the Site:

**4** Once you're logged in, use the top menu to navigate to your organization (Valley Hospital or Valley Medical), then select your discipline from the dropdown

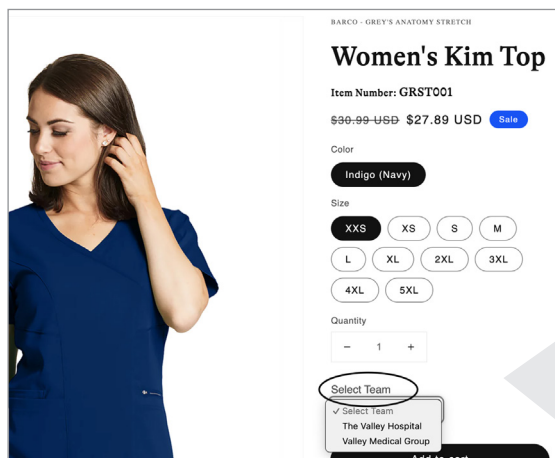


**5** Valley Health uses a color-by-discipline program to increase patient satisfaction. To see your product selection, please use the color by product type collections provided under your account. Within each collection, you can further filter the products by gender, color, size or brand.

**Please note: We recommend shopping by Brand and matching tops and pants from the same line. Colors from different brands (even from the same manufacturer) may have color shading that is noticeably different.**

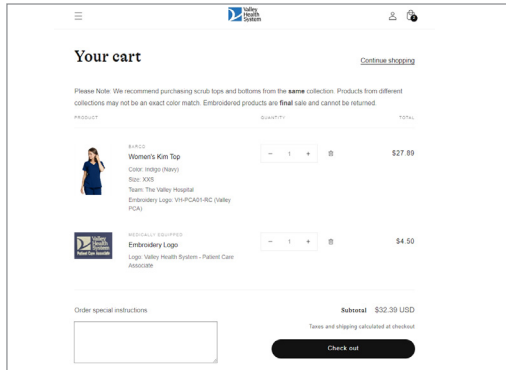


**6** Navigate to the products you would like to purchase and select the size and color along with the quantity.

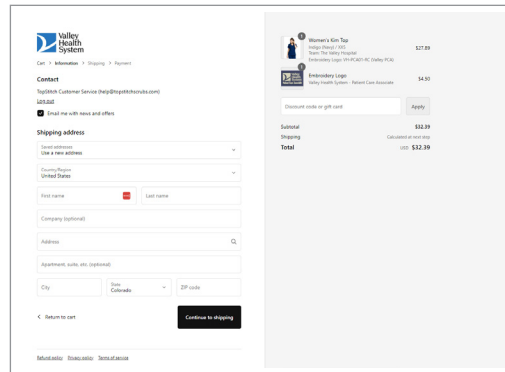


**Embroidery:** Products requiring embroidery have the *Select Team* dropdown on the Product page. Select the appropriate team (Valley Hospital or Valley Medical Group), then select the embroidery logo for your position.

**7** As you shop, your cart will display your items. Access it at any time from the shopping bag icon in the upper right. Select **Checkout** when you are ready to checkout.

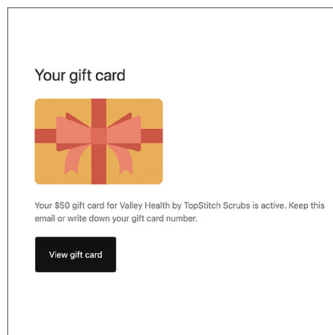


**8** The check out phase is where you will apply any gift card that Valley Health has provided. Enter your shipping address and select **Continue to shipping**.

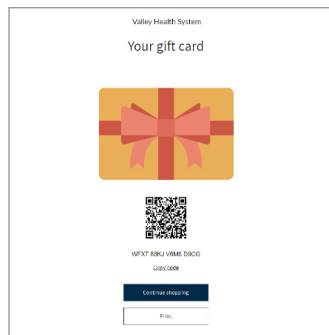


**Using a Gift Card:** If eligible for a uniform stipend, you should have received an email with a gift card. Select the View gift card button and you will be re-directed to the gift card code. From here you can save this email and simply copy and paste it into the gift card field upon check out.

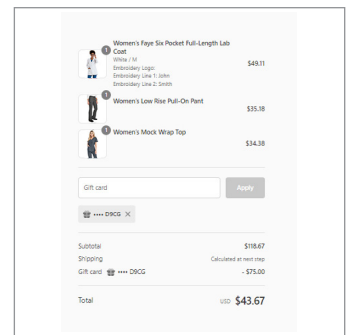
**Email View:**



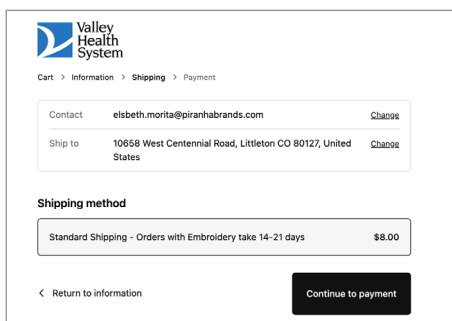
**View Gift Card View:**



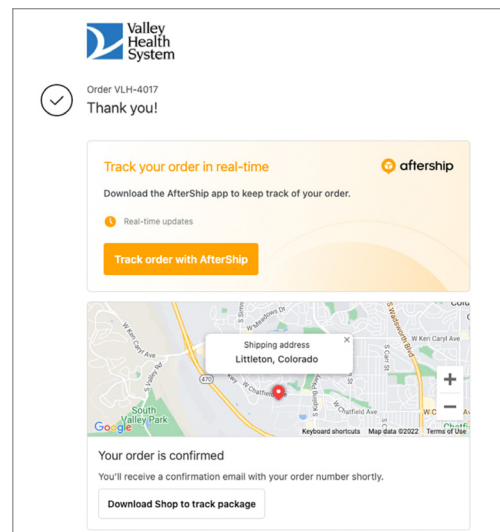
**Checkout with Gift Card:**



**9** The Shipping Method will default to Standard Shipping. Orders including embroidery may take 14 - 21 days. Select **Continue to payment**.



**10** If you have exceeded the stipend here, you can complete your order by entering a credit card number. Then enter your billing address and select **Pay Now**. After processing you'll receive an order confirmation message along with an email message.



**PLEASE ALLOW  
2-3 WEEKS TO  
FULFILL YOUR  
ORDER**

**NOTE**

If you have any issues ordering or have any questions, please reach out to [help@topstitchscrubs.com](mailto:help@topstitchscrubs.com), use the link on the webstore, or call (888) 803-4880.