# How to order

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

#### Activating your account on the Valley Health System:



You will receive an email from <u>help@</u> <u>topstitchscrubs.com</u>. 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.

ע	System
Activa	e your account
Hi Elsbet	<ol> <li>welcome to the Valley Health System uniform website. Valley</li></ol>
Health Sy	stem is partnering with TopStitch Scrubs to provide a simple way
order you	ir uniforms.
The first	step is to active your account. Your account has been created and
linked to	your Valley Health System email address. All you need to do is
assign a	password, activate the account, and begin shopping.
Have Qu	astions? Reach out to our team at help@topstitchscrubs.com or
(888) 80	3-4880.

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

Create your password to activate your	account.
Password	6
Confirm password	Ģ

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:



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





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



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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.

Houlth Valley Hospital v V	talley Medical v Bizing Help v		2 0
Endoscopy Scr	ub Tech/NICU	Tech/PCA	
Please Note: We recommend purch exact color match. Embroidered pro	asing scrub tops and bottoms from the a ducts are <b>final</b> sale and cannot be return	ame collection. Products from different ned.	collections may not be an
Filter: Color v Brand v Lin Indigo (Navy) x <u>Clear all</u>	e - Style - Product type -	Availability - Size - Price -	18 of 36 products
BARCO - GREY'S ANATOMY STRETCH Women's Kim Top 530-93-USD From \$27.89 USD	BARCO - OREY'S AVATOMY STRETCH Women's Kim Past 636-59-USD From \$33.29 USD	BARCO - ORBY'S ANATOMY Men's Elastic Waletband With Contrast Drawoni Evan Past	84800 - 648Y 5 ANATONY STRETCH Women's Millie Jacket 837-95 USD From \$34.19 USD
A	3	Provide a service and a servic	

**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.



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.



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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.** 

Cart > Information > Ship	ping > Payment					Indigo (Navy) / 205 Team: The Valley Hospital Embroidery Logis VH-PCA05-0	SI IC Onliny PCR0	7.89
Contact					LE	Embroidery Logo Valley Health System - Patient	Care Associate	4.50
TopStitch Customer Service	(help@topstitchscruit	16-com)						
Logard	of allow				Discourt	t code or gift card	A01	ey :
· com of wer sens a					Subtotal		53	2.39
Shipping address					Shipping		Calculated at new	(ship)
Seved addresses Use a new address				÷	Total		USD \$33	.39
Country/Region United States								
Fistname	-	Last name						
Company (optional)								
Address				Q				
Apartment, suite, etc. (c)	60430							
City	State Colorado		ZP code					
< Return to cart			Continue to d	upping				

**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.



View Gift Card View:



### Checkout with Gift Card:

1	Cost White / M Embroidery Logo: Embroidery Line 1: John Embroidery Line 2: Smith	\$49.11
ľ	Women's Low Rise Pull-On Pant	\$35.18
t	Women's Mock Wrap Top	\$34.38
Gift card		Apply
···· D:	ka ×	
Subtotal		\$118.67
Subtotal Shipping Gift card g	g D9CG	\$118.67 Calculated at next step - \$75.00

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

Contact	elsbeth.morita@piranhabrands.com	Change
Ship to	10658 West Centennial Road, Littleton CO 80127, United States	Change
Shipping m	ethod	
Standard S	hipping - Orders with Embroidery take 14-21 days	\$8.00
< Return to i	information Continue to	payment
SE A		

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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 and order confirmation message along with an email message.

	Valley Health System
$\supset$	Order VLH-4017 Thank you!
	Track your order in real-time       Image: Constraint of the start of your order.         Download the AfterShip app to keep track of your order.         Image: Constraint of the start of your order.         Real-time updates         Track order with AfterShip
	Solo Solo Solo Solo Solo Solo Solo Solo
	Your order is confirmed You'll receive a confirmation email with your order number shortly. Download Shop to track package

NOTE

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