Activating your account on your uniform website:
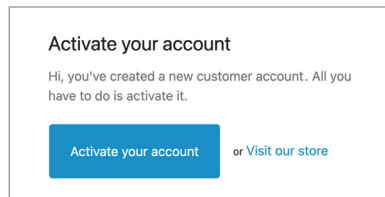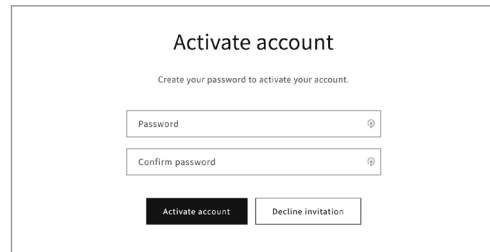
1 You will receive an email from help@topstitchscrubs.com. From here, select the "Activate your account" button. Your account has been registered with your **FirstNameLastName@companyname.com**, so please use this email when logging in.
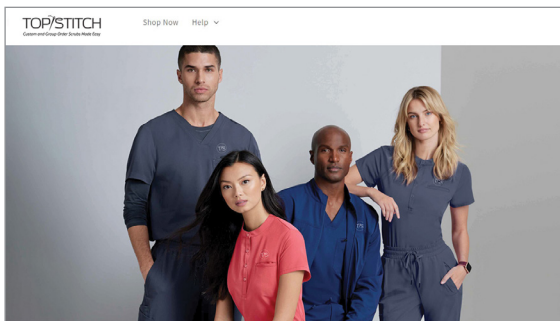

Activate your account

Hi, you've created a new customer account. All you have to do is activate it.

[Activate your account] or Visit our store

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

Activate account

Create your password to activate your account.

[Password]

[Confirm password]

[Activate account] [Decline invitation]

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.
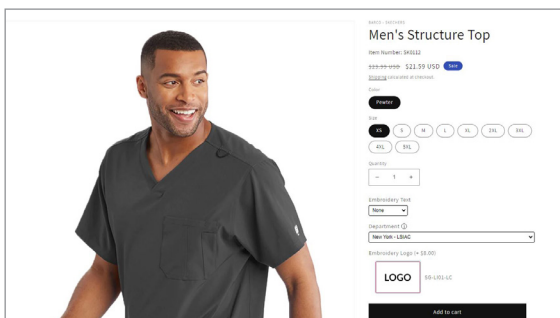
Shopping and navigating the site:

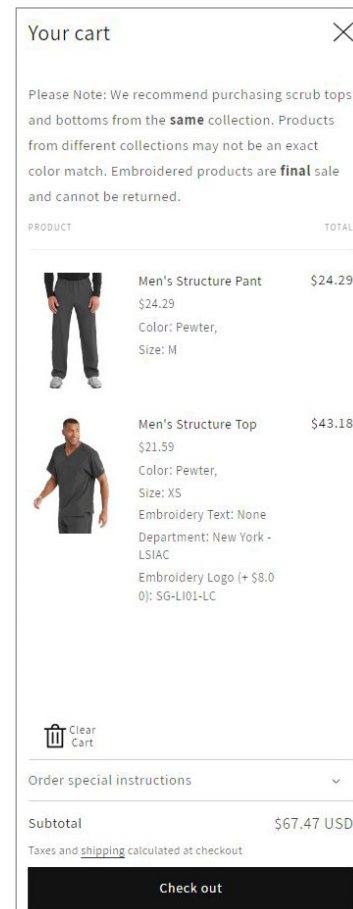**4** Once you've logged in simply select Shop Now to be taken to your uniform collection.

6 As you shop your cart will display your items. Access it at any time from the shopping bag icon in the upper right. When you are ready to checkout, select "Check out".

Your cart ✕

Please Note: We recommend purchasing scrub tops and bottoms from the **same** collection. Products from different collections may not be an exact color match. Embroidered products are **final** sale and cannot be returned.

PRODUCT	TOTAL
Men's Structure Pant $24.29 Color: Pewter, Size: M	$24.29
Men's Structure Top $21.59 Color: Pewter, Size: XS Embroidery Text: None Department: New York - LSIAC Embroidery Logo (+ $8.00): SG-LI01-LC	$43.18

🗑 Clear Cart

Order special instructions ⌄

Subtotal $67.47 USD

Taxes and shipping calculated at checkout

[Check out]

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

Men's Structure Top

Item Number: SK0112

$21.59 USD Sale

Shipping calculated at checkout.

Color: Pewter

Size: XS S M L XL 2XL 3XL 4XL 5XL

Quantity: − 1 +

Embroidery Text: None

Department: New York - LSIAC

Embroidery Logo (+ $8.00): LOGO SG-LI01-LC

[Add to cart]

Embroidery: If embroidery is required on all tops or jackets, please ensure your logo is correct when you select your products.

7 Enter your shipping address and select "Continue to shipping".

8 From shipping screen, select the shipping method.

9 Then select Continue to payment. If you have exceeded the allotment here, you can complete your order by entering a credit card number selecting from the payment options. 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**, use the link on the webstore, or call (888) 803-4880.