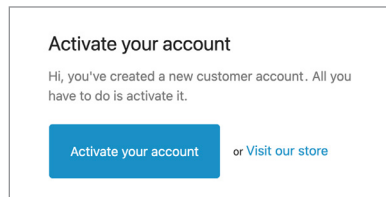


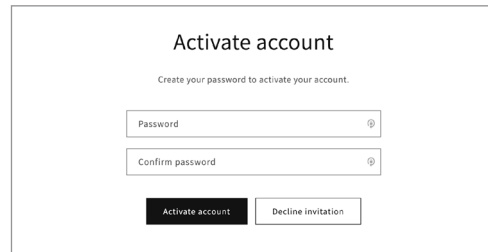
How to order

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.



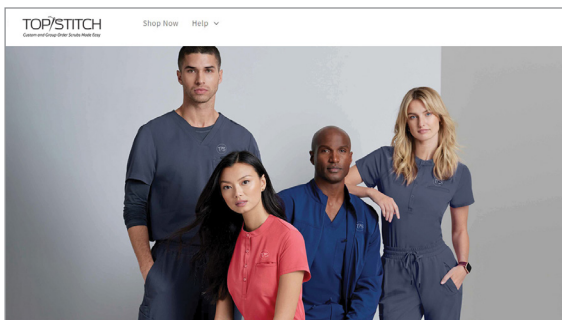
2 After selecting the activate account button, you will enter a password of your choosing and activate the account by selecting the black button.



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.

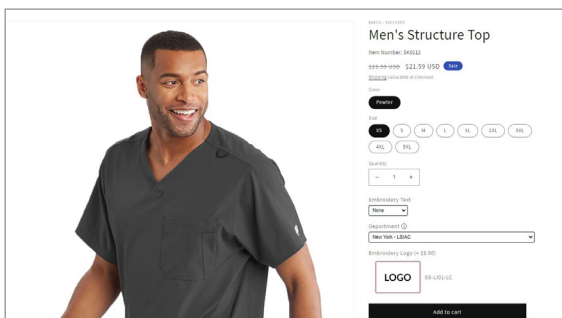
Shopping and navigating the site:

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



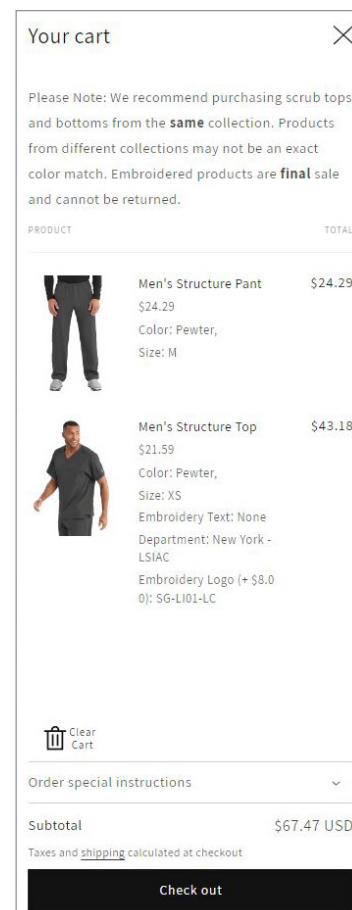
5 Navigate to the products you would like to purchase and select the size and color along with the quantity.

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.



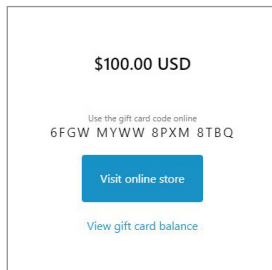
Embroidery: If embroidery is required on all tops, jackets or lab coats, please ensure your logo is correct when you select your products.

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”.

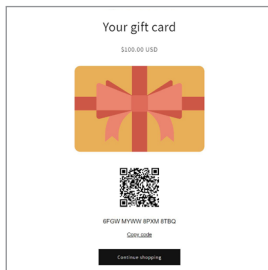


Using a Gift Card: You should have received an email with a gift card, representing your uniform stipend. Select the View Gift Card button and you will be re-directed to the gift card code. From here you can save this email and then simply copy the code and paste it into the gift card field upon check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

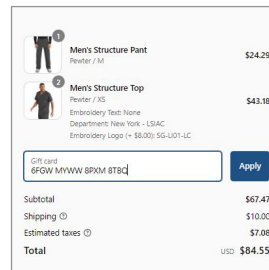
Email View:



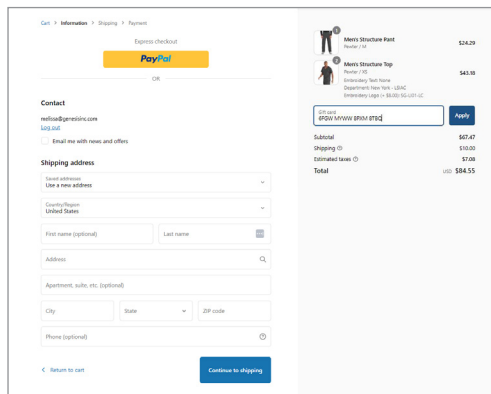
View Gift Card View:



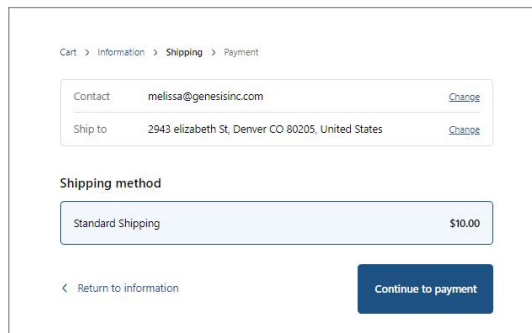
Checkout with Gift Card:



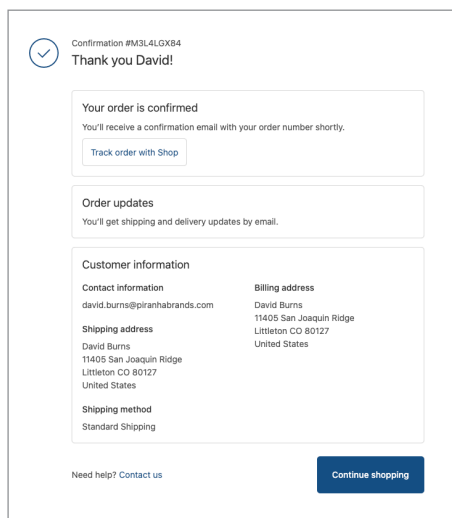
7 Enter your shipping address and select “Continue to shipping”.



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 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.