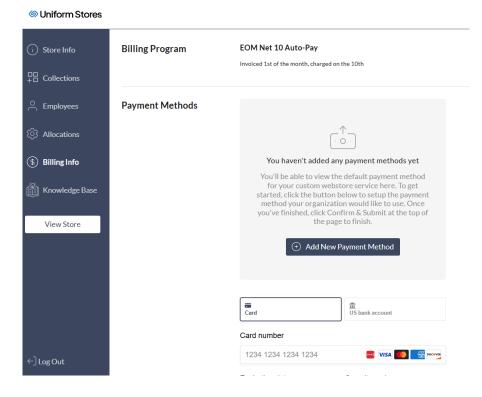


How to Add your Payment Method to your Uniform Store

- **Step 1:** Log into your microsite. Select the Microsite Admin button at the bottom right.
- **Step 2:** Navigate to the menu located at the left of your screen and select **Billing Info.**
- Step 3: Use the Add Payment Method and then select Credit Card or ACH from the options below. Once entered, the payment method will be validated and added.
 - **At the end of the month, the employee allocations will be charged to the form of payment you added. You will receive a single receipt and report of all associated orders to the billing contact listed on the site.



Step 4: If you have multiple billing groups, you will need to select the desired group to enter the billing information.

