



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.

Billing Info

Add Billing Group

Billing Groups

① Refresh Dental Refresh Dental, 1603 SW Regional Airport Blvd, Bentonville, AR 72712	
② Sleep Better Austin Sleep Better Austin, 4009 Banister Lane, Suite 370, Austin, TX 78704	