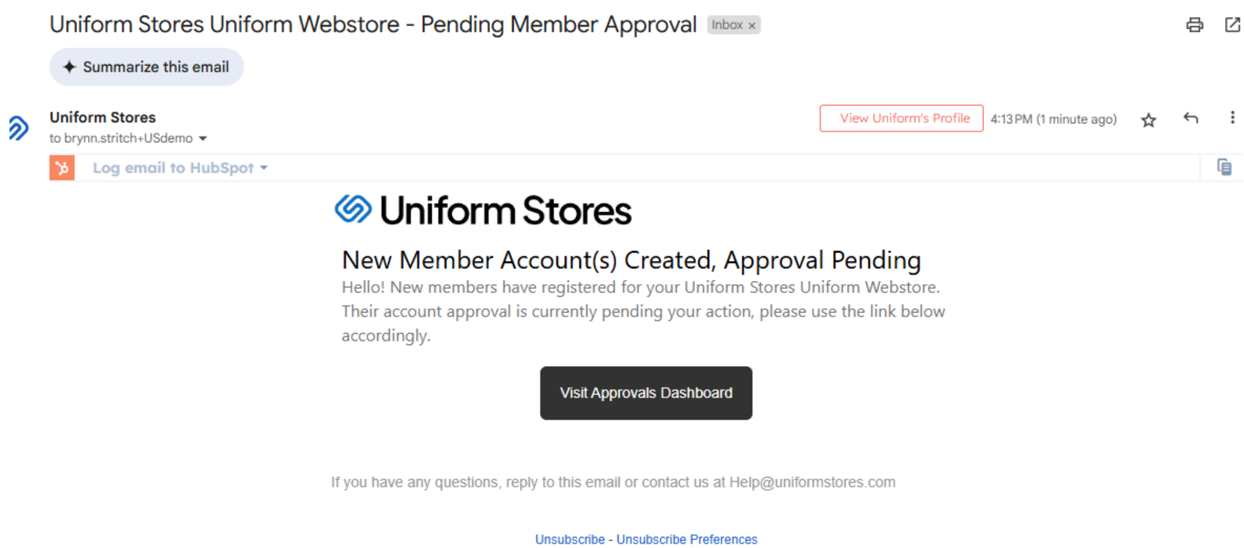
Uniform Stores

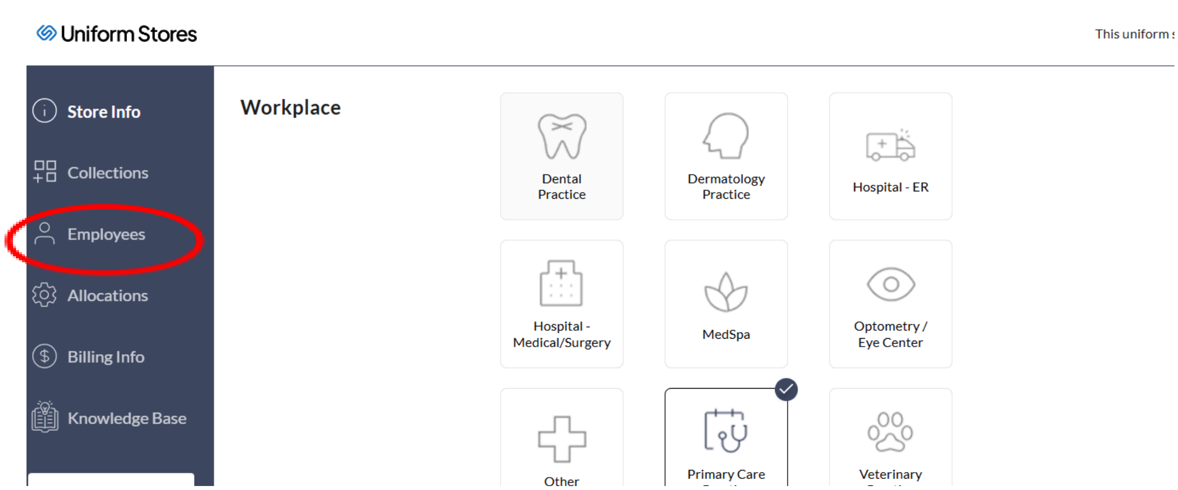
How to Approve Self-Registered Employees

When an employee self-registers an account on your Uniform Store, all users with admin access will receive a notification email like the one below letting them know there is a new account to approve.



Step 1: Log into your microsite admin portal by clicking through the in-email link or at https://admin.uniformstores.com. You can also go to your custom microsite URL (for example, companyname.uniformstores.com and select the **Microsite Admin** button at the bottom right.

Step 2: Navigate to the menu located at the left of your screen and select **Employees.**



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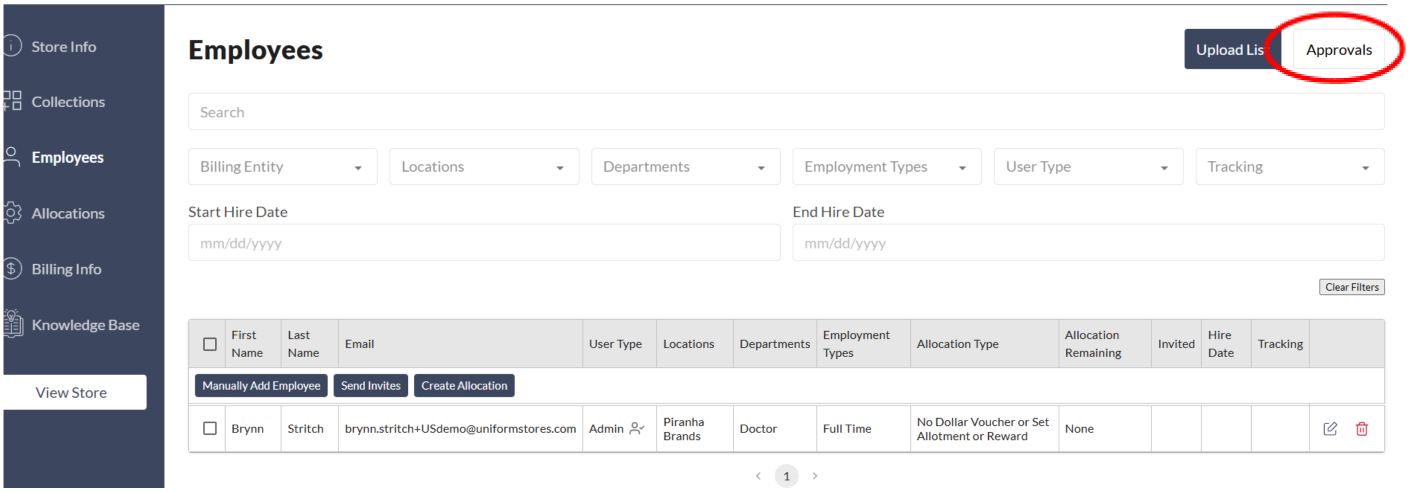
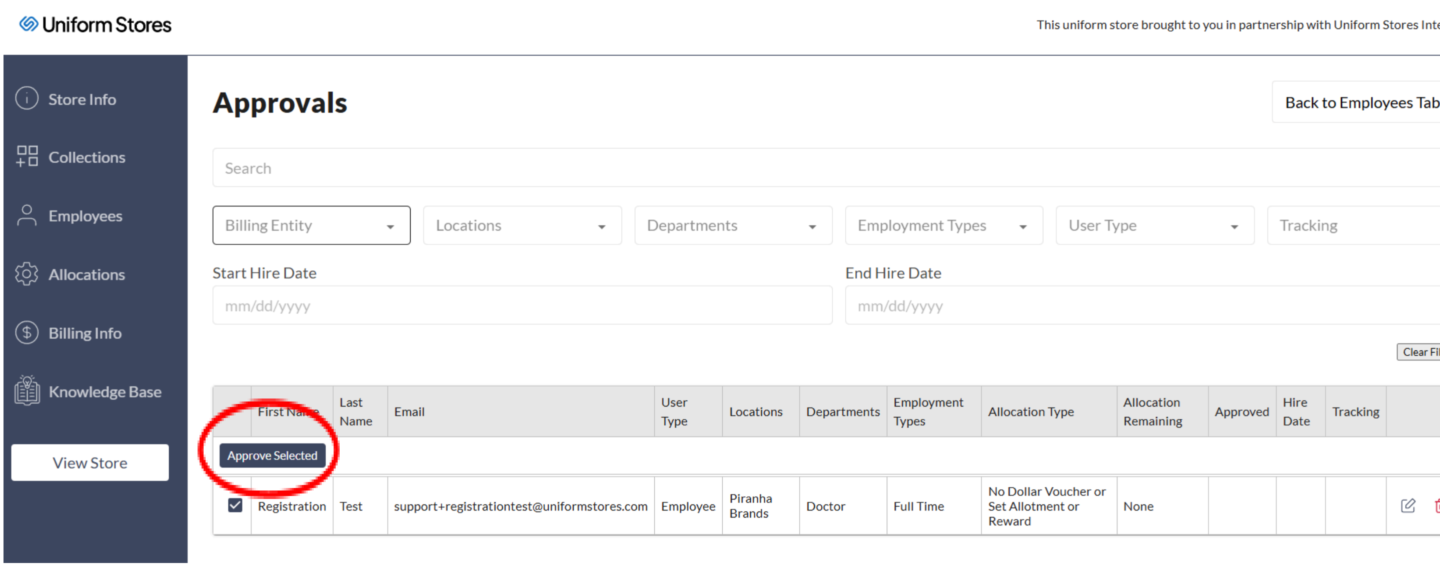
Step 3: Use the **Approvals** button at the top right of the page to navigate to the *Approvals Dashboard*



Step 4: After reviewing the newly registered account(s), click the checkbox to the left of the employee(s) that you want to approve and click the "Approve Selected" button

If you need to reject the account, you will click the red trash can icon to the right of the employee's information.



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If approved, the account will now appear within the employees page of the admin dashboard and that employee will now have access to shop and receive any allocations that they are eligible for.

Please note that if an employee is on the microsite after registering but before being approved by an administrator, they will see a banner reading “Your account is pending approval from your store administrator” and won’t be able to make any purchases until their account is approved.