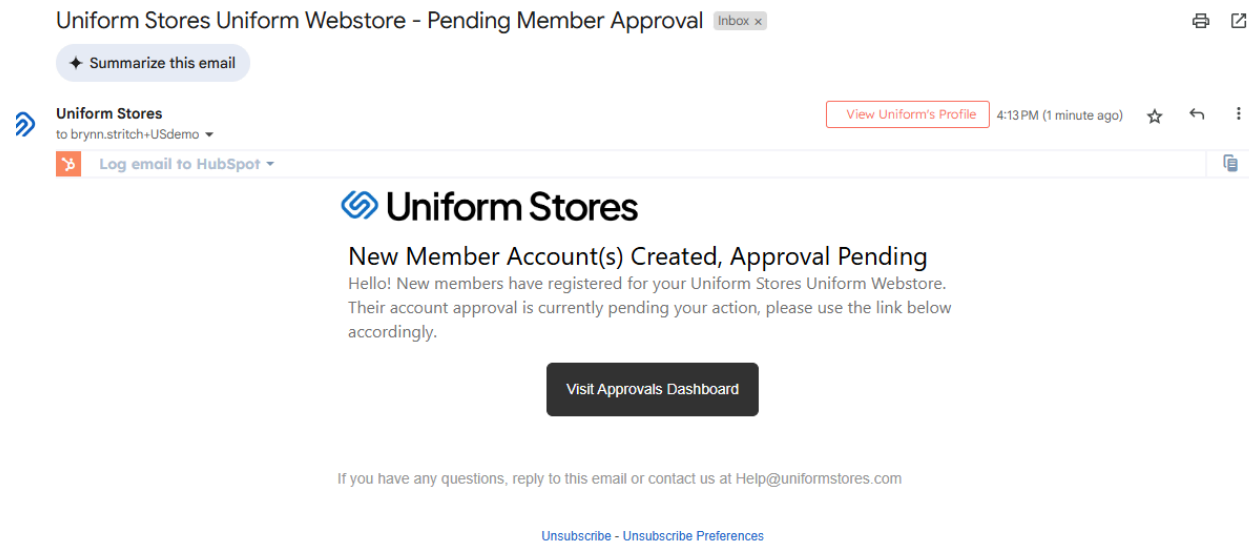




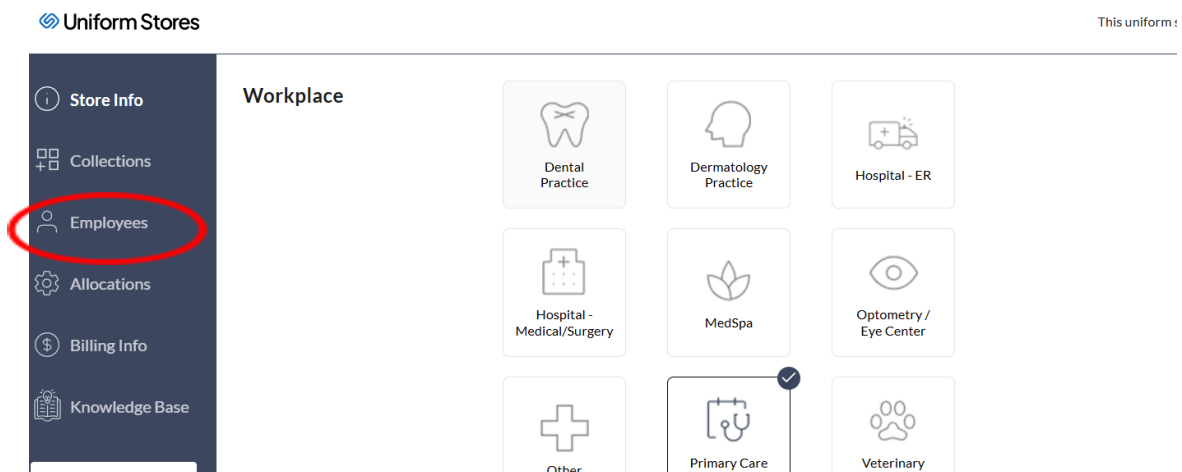
How to Approve Self-Registered Employees

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**.



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

The screenshot shows the 'Employees' dashboard. On the left is a sidebar with navigation links: Store Info, Collections, Employees, Allocations, Billing Info, and Knowledge Base. At the bottom of the sidebar is a 'View Store' button. The main content area is titled 'Employees'. At the top right of this area are two buttons: 'Upload Lis...' and 'Approvals', with the latter circled in red. Below these buttons is a search bar and several filter dropdowns: Billing Entity, Locations, Departments, Employment Types, User Type, and Tracking. There are also input fields for 'Start Hire Date' and 'End Hire Date'. A 'Clear Filters' button is located at the bottom right of the filter section. Below the filters is a table with columns: First Name, Last Name, Email, User Type, Locations, Departments, Employment Types, Allocation Type, Allocation Remaining, Invited, Hire Date, and Tracking. There are three buttons above the table: 'Manually Add Employee', 'Send Invites', and 'Create Allocation'. The table contains one row for an employee named Brynn Stritch. At the bottom of the table is a pagination control showing '< 1 >'. The 'Approvals' button is circled in red.

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.

The screenshot shows the 'Approvals' dashboard. On the left is a sidebar with navigation links: Store Info, Collections, Employees, Allocations, Billing Info, and Knowledge Base. At the bottom of the sidebar is a 'View Store' button. The main content area is titled 'Approvals'. At the top right of this area is a button labeled 'Back to Employees Tab'. Below this button is a search bar and several filter dropdowns: Billing Entity, Locations, Departments, Employment Types, User Type, and Tracking. There are also input fields for 'Start Hire Date' and 'End Hire Date'. A 'Clear Fil' button is located at the bottom right of the filter section. Below the filters is a table with columns: First Name, Last Name, Email, User Type, Locations, Departments, Employment Types, Allocation Type, Allocation Remaining, Approved, Hire Date, and Tracking. There are three buttons above the table: 'Approve Selected', 'Send Invites', and 'Create Allocation'. The table contains one row for an employee named Registration Test. The 'Approve Selected' button is circled in red.

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.

 Uniform Stores

[Shop Now](#)

[Help](#)  

Your account is pending approval from your store administrator

