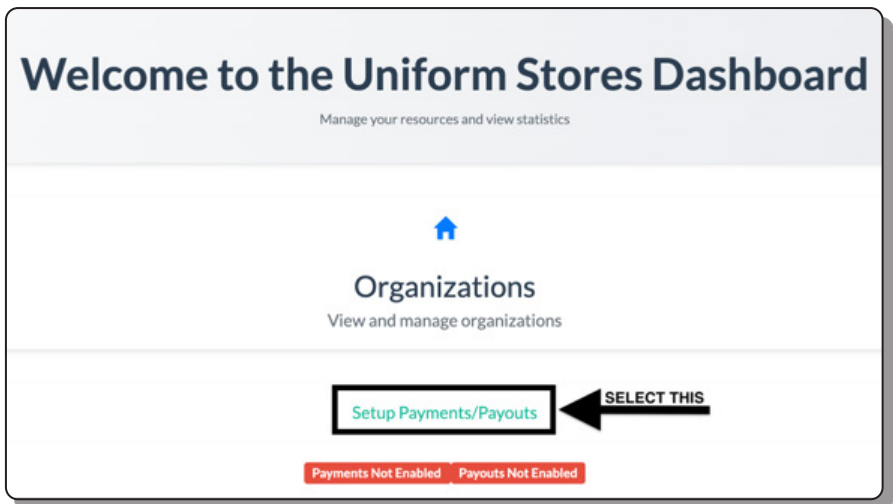


This process must be completed by an authorized representative of your organization. Please review the Required Information list below before beginning the setup process.

1 Check your inbox for the welcome email from Uniform Stores with the subject Login Link, or go to <https://partner.uniformstores.com> to access the login page for the Uniform Stores Partner Portal.

2 Upon logging in, you will see the red box indicating **Payments Not Enabled/ Payouts Not Enabled.** Select the green **Setup Payments/Payouts** link to access the credit card onboarding flow to create your Uniform Stores Stripe account and connect it to your bank account.



3 Complete the onboarding flow by following the prompts.

Helpful Tips

- **Already have a Stripe account?** Use your existing Stripe login credentials (email and password). Stripe supports managing multiple accounts under a single login. During the Uniform Stores Stripe setup process, select **Create a new account** under *Select an account*.
- After adding your bank account, click **Done**, then scroll to the bottom of the **Select an account for payouts** page and click **Continue** to complete the setup process.
- On the **Public Details** page, we recommend including **"Uniform Store"** in the **Statement Descriptor** field. This helps customers recognize charges on their credit card statements and can reduce confusion and potential charge disputes. [View support article](#) with suggestions that meet Stripe requirements.
- **Tax Calculation:** When prompted, **do not opt in to Stripe Tax**. Uniform Stores uses **Avalara** for sales tax calculation. Sales tax is automatically calculated by Avalara during checkout, and Stripe Tax is not used for Uniform Stores transactions.

- 4 Final Step:** When you reach the **Review and Submit** screen, carefully review all entered information. Once confirmed, click **Agree and Submit** to complete creating your Stripe account and connecting it to your bank.

Required Information to Create Your Stripe Account and Connect to Your Bank

Business Details

- Legal business name
- Employer Identification Number (or Social Security Number)
- Business Address
- Business Phone
- Industry (select *Clothing and Accessories*)
- Business website (use your website)
- Product description (we recommend *"My business sells uniforms and apparel. Customers are charged at checkout."*)

Business Representative Details

- Legal name
- Email address
- Job title
- Date of birth
- Home address
- Phone number
- Last 4 digits of Social Security number (or Individual Taxpayer Identification number)

Note: Stripe may require the business representative to provide additional verification documents, including a government-issued photo ID, to complete the account verification process. Requirements vary based on the business and Stripe's verification needs.

Bank Information

- Bank Name
- Account Number