

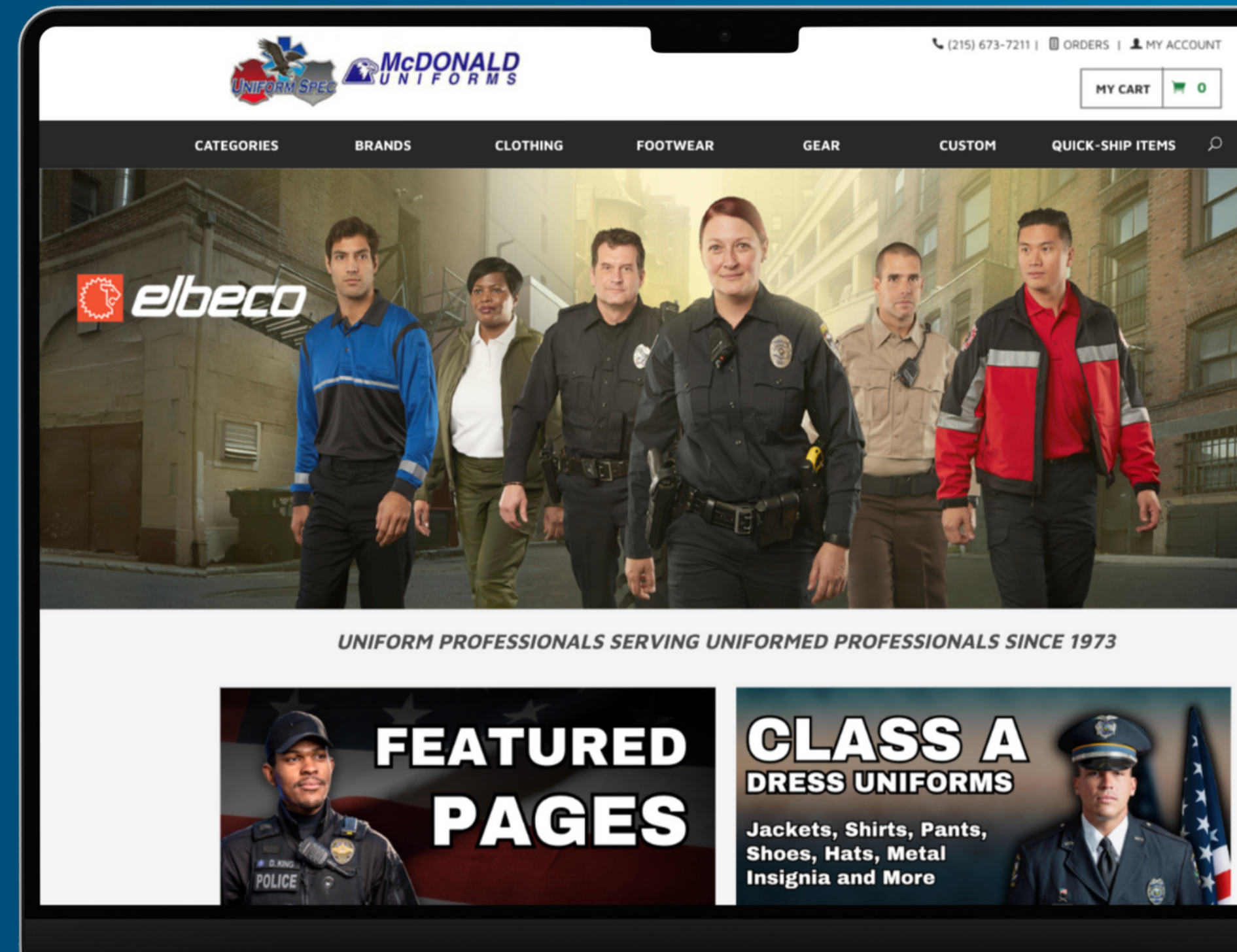
ONLINE AGENCY PORTAL GUIDE

INSTRUCTIONS FOR USERS TO ACCESS THEIR AGENCY'S ONLINE PORTAL



**IF YOU ANY QUESTIONS OR NEED ASSISTANCE,
PLEASE EMAIL**

SERVICE@MCDONALDUNIFORMS.COM



ACCOUNT SET UP



Following these steps once your agency has created an online portal for you to shop.

STEP 1

Go to uniformspec.com/customer-login.html

STEP 2

Click “Forgot your password? Click Here”

STEP 3

Enter the email address associated with your account and click “Submit” once.

- *NOTE: It may take a moment to refresh. Multiple clicks may result in duplicate reset emails.*

Customer Login

Welcome Back

To access your account, please enter your email address and password.

Email Address:

Password:

Log In

[Forgot your password? Click Here](#)

ACCOUNT SET UP



STEP 4

You'll receive an email with a link to resent your password. Click the link to create your new password, and your account will be activated.

- *NOTE: If you don't see it, check your spam folder*

STEP 5

Click the link to create your new password, and your account will be activated.



McDonald Uniforms Customer Service

Reset your password

Cc: McDonald Uniforms Customer Service

Click on the following link to reset your password.

<https://www.uniformspec.com/customer-password-reset>

Customer Password Reset

[Home](#) / [Customer Password Reset](#)

Change Password

New Password:

Confirm Password:

Submit

Once logged in, you'll be directed to the “Contract Selection” page.

Here, you can choose your Rank or Unit to start shopping.

Approved items will populate in the appropriate categories. All required customization, such as patches, will automatically be applied.

For items requiring additional details (e.g., chevrons, hashmarks), users can select these options during the size selection process.

Contract Selection

Allowance Balance: \$425.00

	Company / Department
☐	CORPORAL
☒	OFFICER
☐	SERGEANT
☐	Boots & Gear
☐	Normal shopping without a contract

Select

Customization for any given item is shown on the right hand side of the specific product page.

Any customization that is required to be applied to the specific item will be noted an automatically applied.

If there is any customization that is optional, a checkbox will be available for the individual to make the determination whether to add it or not.



Long Sleeve Wool Blend Supershirt, by Blauer

BLAUER
8436 | Our Item No. 203597

\$111.59

COLOR: (Select one) ▾

SIZE: (Select one) ▾

LENGTH: (Select one) ▾

Add Notes:

To add **OPTIONAL** Customization, please check the box below. If Customization is **REQUIRED**, it will be automatically added.

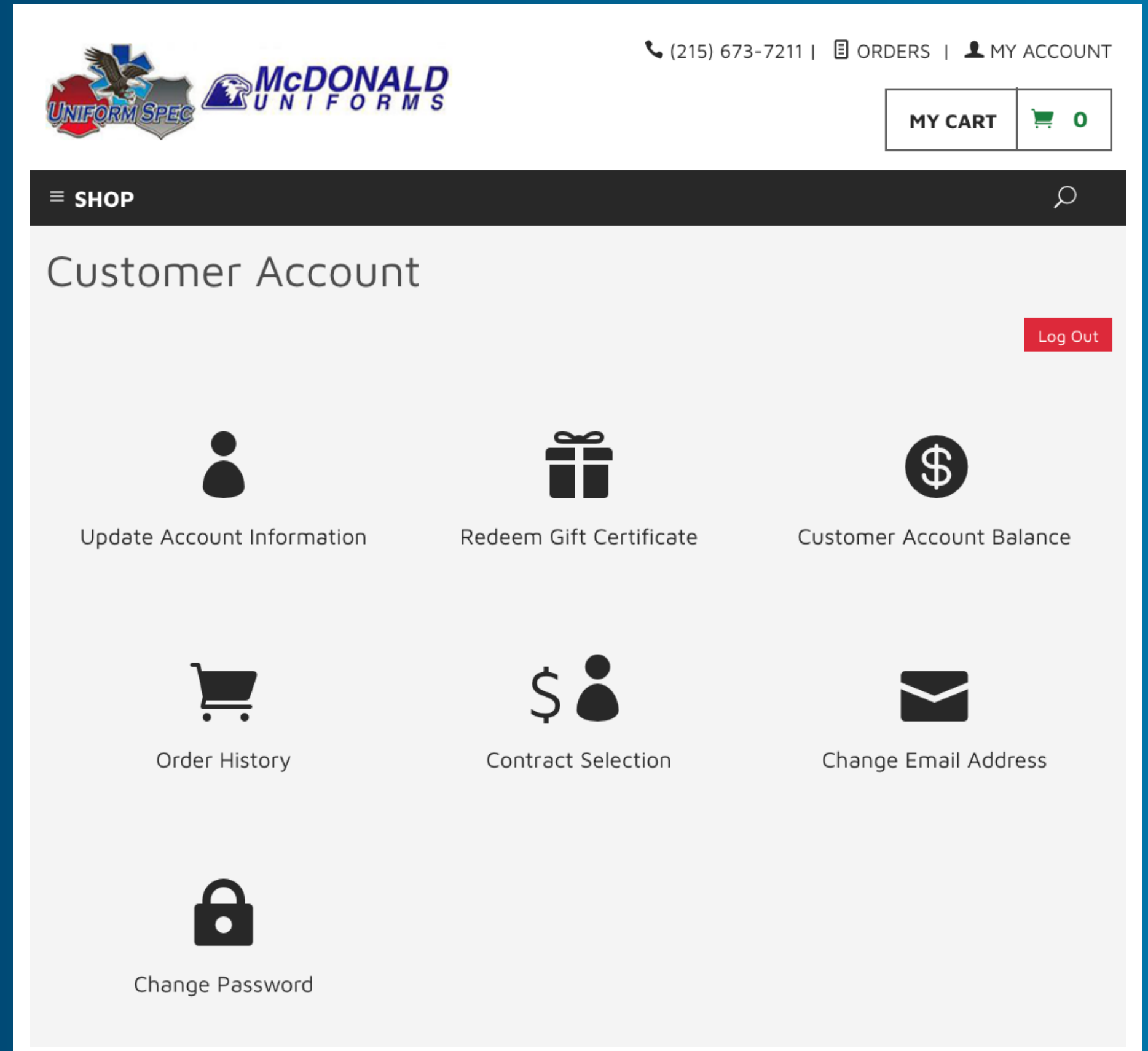
Customization		Qty	Price
(Required)	YOUR DEPARTMENT Sleeve Patch #X281240A (X281240A-NTPD)	2	\$0.00
(Required)	YOUR DEPARTMENT Silver Badge Patch #X281242A (X281242A-NTPD-SB)	1	\$0.00
(Required)	1/2" Silver - PD / 54 COLLAR Embroidery, PD Left - 54 Right (TXT_1/2-PD/54-SI)	1	\$10.23
(Required)	Name Tape - LAST NAME (NAMETAPE-LAST)	1	\$4.65
☐	YOUR DEPARTMENT SR.OFC Chevrons PAIR SENIOR-OFC #X281243A (X281243A-NTPDSRO)	1	\$0.00

ONLINE ORDERING



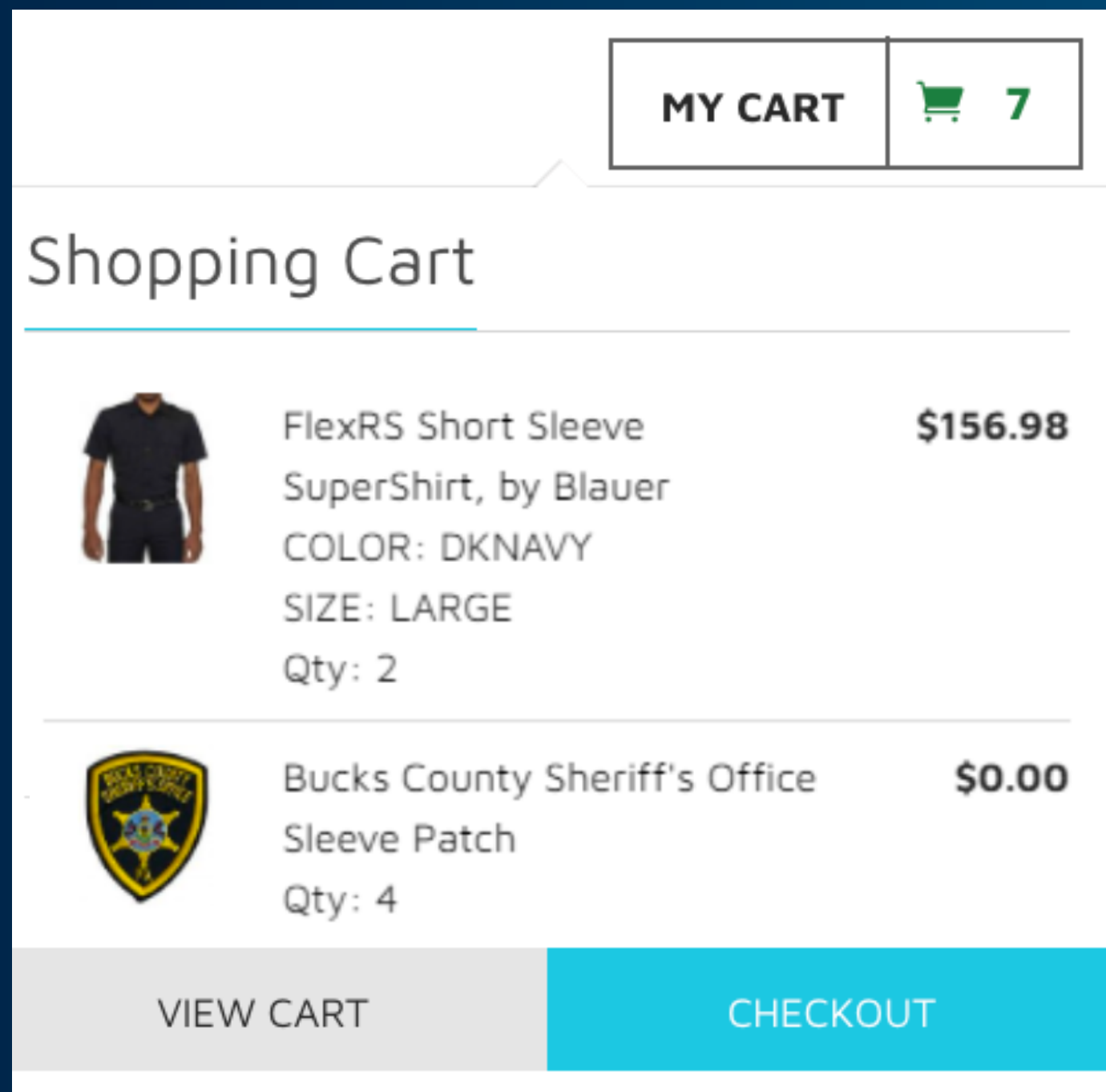
If you'd like to switch to a different Rank or Unit, click “MY ACCOUNT” in the top right hand corner.

Then click “CONTRACT SELECTION.” This will allow you to select which rank or unit you will be placing the order under.



ADDING NOTES

To add notes to your order, click “MY CART.” Then click “VIEW CART.”



A textbox will be available under each item. Type in any special instructions and click “SAVE NOTES.”



Among the most common notes used are:

- Noting who the item is for (if ordering for others)
- Instructing McDonald Uniforms to use the **SIZE ON FILE** for the individual when processing the order
 - *ONLY USE if McDonald Uniforms has measured you and you are unaware of your specific size*

CHECKING OUT



After you fill out customer Shipping and Billing information, you will be prompted to Select a Payment Method.

If the order is being billed to the department, select “P.O.”

If you do not have a PO# (Purchase Order), please type in “ALLOWANCE.”

NOTE: If you are ordering for someone else, please enter the name of the individual who the order is for.

REDEEM YOUR COUPONS AND GIFT CERTIFICATES

Coupon:

Redeem

Gift Certificate:

Apply

SHIPPING OPTIONS

☒ UPS GROUND

\$12.00

☐ Pick Up In Store

\$0.00

PLEASE SELECT YOUR PAYMENT METHOD

P. O.

AMERICAN EXPRESS

DISCOVER

MasterCard

VISA

CONTINUE

PAYMENT METHOD: PURCHASE ORDER

Purchase order number:

CONTINUE

PLEASE NOTE

If you are paying with a personal credit (rather than billing to the department), be sure to update the “BILLING ADDRESS.”

If the billing address does not match the address on the credit card being used, the transaction will be declined.

Declined transactions may result in pending transactions, which will appear on your statement BUT will be refunded in accordance with your bank.

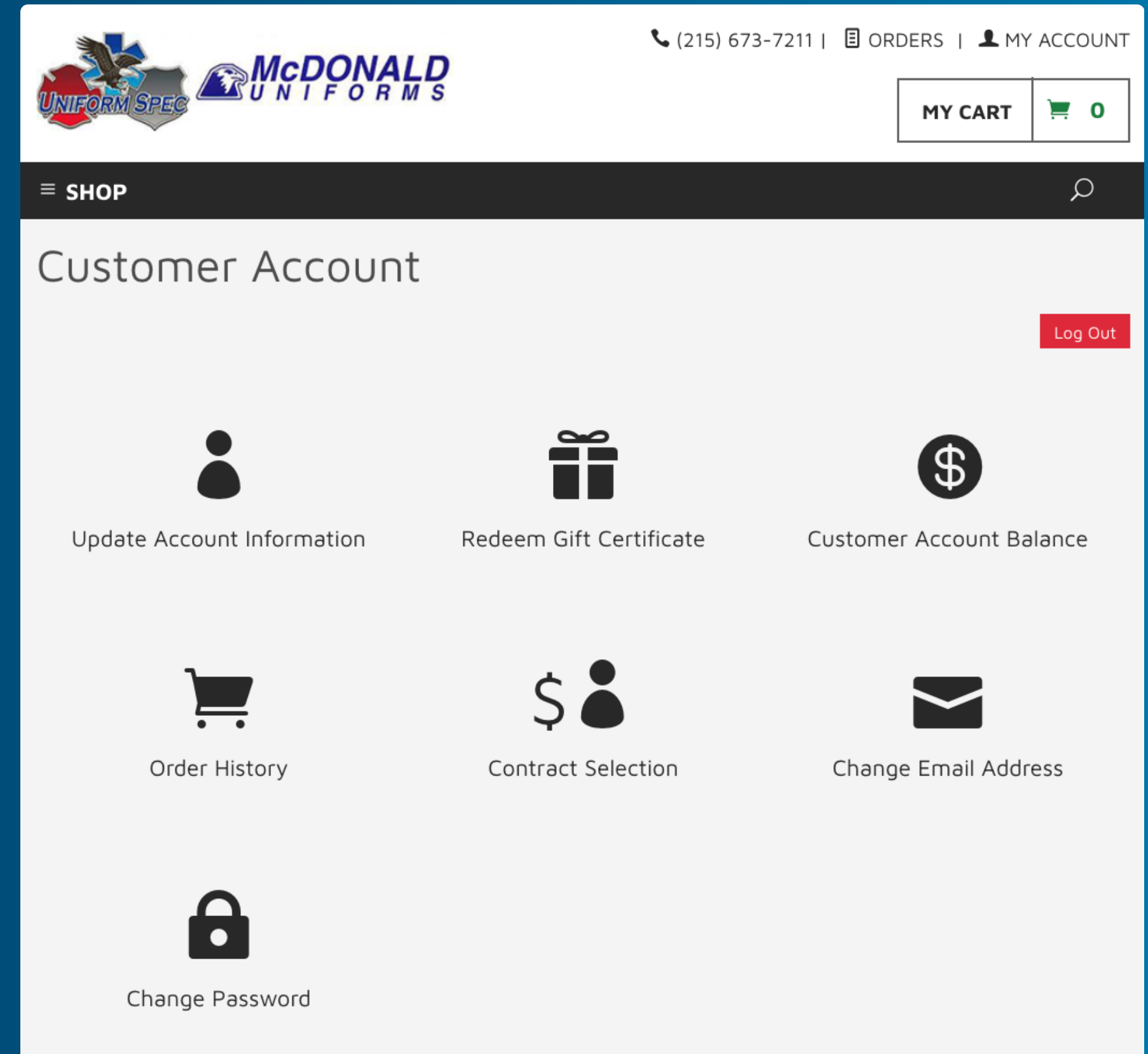


MY ACCOUNT



By clicking “MY ACCOUNT” in the top right hand corner, you are able to view and have access to various tools and resources.

- Order History (see next page for viewing order history)
- Contract Selection, which allows for you to choose which Rank or Unit you’d like to use to place an order; and
- Customer Account Balance, which will show you the remaining balance of your allowance, if applicable.





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UNIFORMS**

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