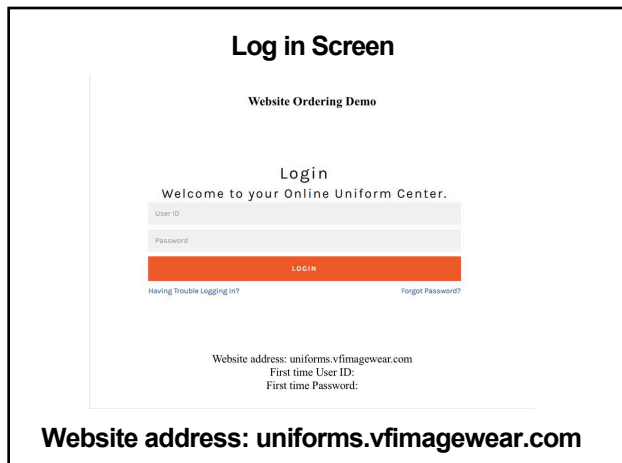


RTD Online Ordering Instructions

Call customer service @ 1-800-578-9023 for any assistance needed.
Hours of operation are 6 a.m. – 4 p.m. Mountain time.

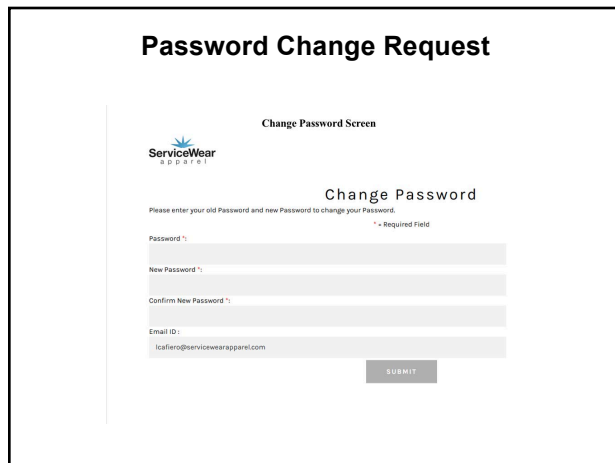
1.



Website address: uniforms.vfimagewear.com

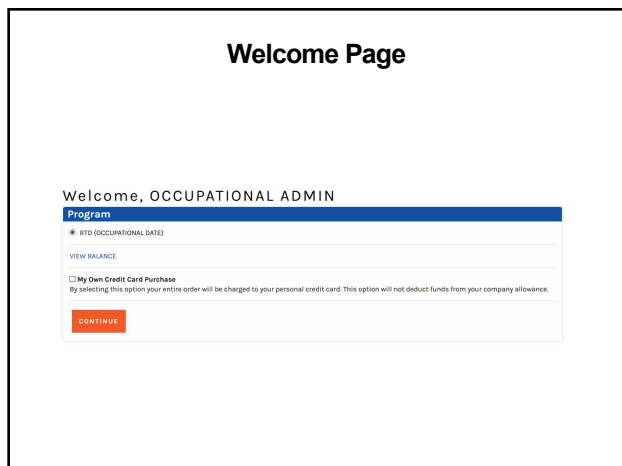
First time User ID:
RTD then (Employee Number)
Password: Same as User ID

2.



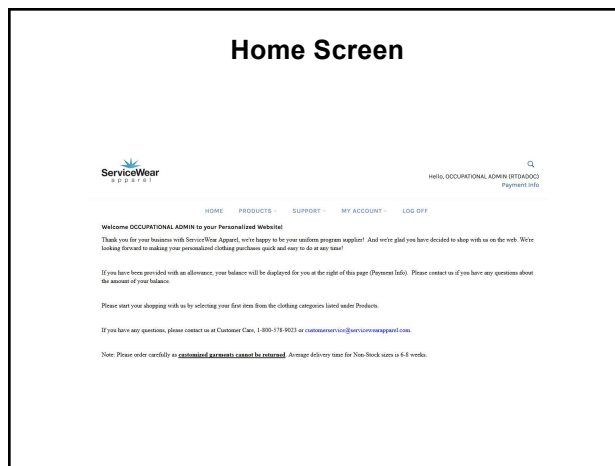
Create new password. Call customer service if you forget your new password:
1-800-578-9023

3.



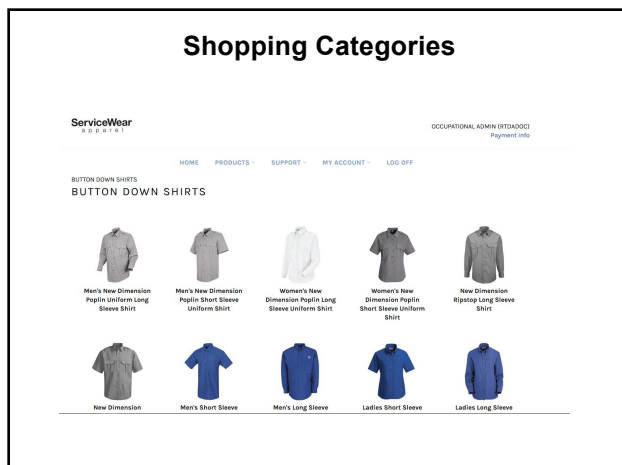
Click on continue to start the purchase.

4.



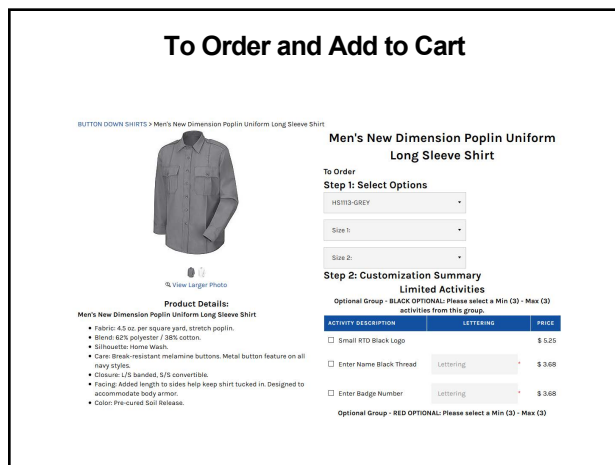
Click on Products to see garment selections.

5.



Click on garments you would like to order.

6.



Step 1: Select your size options.
Step 2: Enter you Quantity, click on add to cart. If optional customization is offered, please ensure you choose that selection. Customization cost does come out of the allowance

View of Shopping Cart

ITEM #	DESCRIPTION	QTY	UNIT PRICE	CUSTOMIZATION/ITEM CHARGES	TOTAL PRICE	EDIT	DELETE
H2125	Men's Navy Blue Slim-Fit Long Sleeve Available Date: 07/30/2017 Available Location: 100 Check another location	1	\$430	\$15 View	\$445	✓	✗
H2126	Men's Navy Dimension Plus Ripstop Cargo Available Date: 07/30/2017 Available Location: 100	1	\$604	\$0 View	\$604	✓	✗
J2026	Men's Navy Softshell Jacket - J2026 Available Date: Unable to provide availability data	1	\$130	\$15 View	\$145	✓	✗

Order Subtotal (Before Taxes and Shipping): \$1093

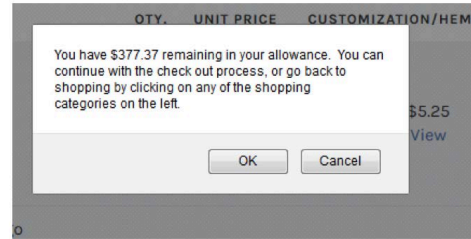
Description will provide the following information:
Garment, Color, Size, Is the garment in stock, An available date and location.

Res Price: If you have customization; a total price will show in this field.

You can edit and delete if you forget something or made a mistake on size.

You can save the order to finish at a later time or date.

What is My Remaining Balance



It's important to watch the "Remaining Allowance" balance. This function will advise you the remaining allowance.

Check Out Time

RTD Work address is set as the default. If you choose to ship to the home address, then you'll need to click on the drop down box and input your home shipping address.

Payment Screen

	CONTRACT PRICE	YOUR CREDIT CARD PAYMENT	TOTAL
Merchandise	\$ 150.63	\$ 0.00	\$ 150.63
Freight	\$ 0.00	\$ 0.00	\$ 0.00
Sales Tax	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$ 150.63	\$ 0.00	\$ 150.63

WARNING: Clicking on the submit button more than once will create duplicate orders. Please click one time and wait while your order is loaded into our system.

NOTE: If you are using a Firefox browser, after submitting your order, please press the "Continue" button below the Security Warning message to go to the Order Confirmation page.

Final Screen

Final Screen is the Confirmation Screen:
You should receive an order number and an e-mail if you provided your e-mail address.