



All States Materials Group® Ordering Instructions

Employee Spending Limit

Ordering is easy. Just follow these steps.

STEP 1:

Go to <https://companystore.unifirst.com>

STEP 2:

Enter the username and password, as shown below, in the Already Registered box. (Note: password is case sensitive.)

Username Instructions:

- ASMG – Followed by your employee ID.
 - Example – Jonathon Smithsonian
ID: 123456
Login = **ASMG-123456**

Password:

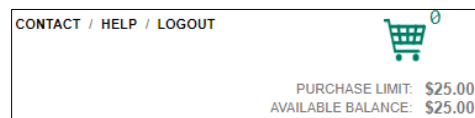
- Your password has been set to: **Password1**
Upon login, you can change your password.

Email:

- We have preloaded your email address with the email address provided by your employer. If you do not have a company email, we used a generic email. Please click on **MY ACCOUNT, MY ACCOUNT DETAILS** and verify or update your email before you place any orders.

STEP 3:

Once logged into the homepage, you will see your preloaded spending limit in the upper right-hand corner of the screen. If you do not see a spending limit, contact your administrator.



STEP 4:

Begin shopping. For each style you select, you must select the color, size, quantity, and sleeve length, if applicable. The logo will automatically populate, depending on the garment color selection.

STEP 5:

Once you checkout, complete the Ship To page. Previously used addresses are stored in the address book. Please include a phone number for updates. If your company has locked your Ship To, you will skip this step.

STEP 6:

The total of your order is deducted from your spending limit, if you go over that amount, you will be prompted for a credit card. Any unused balance will remain in your account for **future purchases until the company determined expiration date**