UNIFORM PROGRAM

Website: www.cvauniform.com

Step 1: **Log in by selecting EMPLOYEE LOGIN.**
USERNAME OR EMAIL: This is your CVA email address.
PASSWORD: The default password is cvauniform1.
(Password can be changed after logging in and selecting your name to get to your account settings.)

Step 2: **Add clothing to cart that you wish to purchase.**

STATUS	FULL TIME (Operations)	FULL TIME (Non-operations)	PART TIME (Operations)	PART TIME (Non-Operations)	SEASONAL
FULL YEAR (before March)	$250.00	$200.00	$150.00	$100.00	None
HALF YEAR (after March 1st)	$125.00	$100.00	$75.00	$50.00	None

Step 3: **When you are ready to checkout, go to your cart and select "checkout".**
Here are some things to remember:
1. *Your clothing allowance is preloaded.*
   You can find your allowance total at the top left hand corner of your screen.
2. *Your shipping address is also preloaded.*
   If this is incorrect, please contact Embroidery Connection before placing your order
   as your clothing will be shipped to the listed CVA address.
   Clothing cannot be shipped to a home address.
3. *Your billing address must be your personal address.*
   If you go over your allowance and use your personal credit card, the credit card company
   will not process the payment unless the billing address matches to what is on your credit card.
4. *You will have to pay sales tax.*
   Sales tax will not be calculated until the end, so please keep this in mind as your are
   trying to utilize your full allowance.
5. *Want free shipping?*
   Please use your full allowance to receive free shipping.

Step 4: **Place order.**
Once you have reviewed your cart, you must select "Place Order Now" for it to process.
Here are some additional things to keep in mind:
1. *You will receive a confirmation email after you place your order.*
   If you do not receive this confirmation email, it means your order was not processed.
2. *Please allow for up to 10 business days to receive your order.*
3. *Items can be returned, but you will be charged a 15% restocking fee.*
   To return an item, ship it back to Embroidery Connection and include a note about the return.

Questions? *Contact Kristin Petersen in Marketing at kristin.petersen@cvacoop.com*
or Embroidery Connection at 402.721.6686