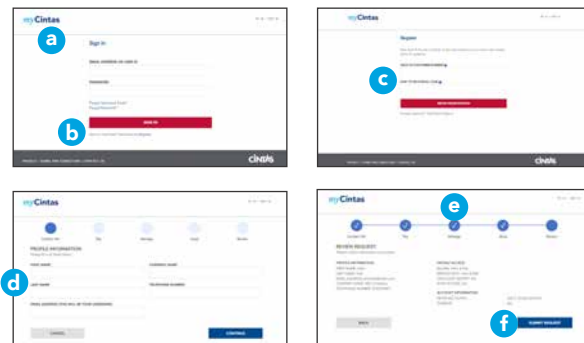# *my*Cintas | Access

Below are instructions to help you navigate and get into the *my*Cintas platform as a first-time or existing user.

WAYS TO REGISTER

1. SELF-REGISTRATION

a. Visit **cintas.com/myaccount**.

b. Click on the **New to *my*Cintas? Click here to Register** link.

c. Enter your **Sold to**, and **Ship To Zip Code**, found on your invoice, to begin registration.

d. Enter your contact details including the email address that will become your username.

e. Select your access level options for Pay, Manage, Shop and Training Central.

f. Once you review your information, click **Submit Request**.

2. REGISTERED BY CINTAS

a. A Cintas partner uses your email address and account information to register you for a *my*Cintas account.

COMPLETING YOUR REGISTRATION

1. To get started on *my*Cintas, you will receive an **email** from Cintas to complete your registration.

2. Click on the **Complete Registration** button in the email.

3. This will take you to **cintas.com/myaccount**, where you will be prompted to set up your password.

4. Once you set your password, you will receive a **confirmation email** with a video overview of *my*Cintas.

CAN'T FIND YOUR REGISTRATION EMAIL?

1. Go to **cintas.com/myaccount** and click the **Forgot Password?** link under the **Sign In** section.

2. Follow steps 3 through 5 of the **Forgot Password** instructions.

LOGGING IN

1. Visit **cintas.com/myaccount**.

2. Enter the **email** and **password** you used to register your account.

3. Click **Sign In**.

FORGOT YOUR PASSWORD?

1. Go to **cintas.com/myaccount**.

2. Click the **Forgot Password?** link under the **Sign In** section.

3. Enter your email and click **Submit**.

4. You will receive a **password reset email** within 2-3 minutes. Once you receive the email, click the **first link** that directs you to update your password. This link expires after 30 minutes.

5. Enter the password you would like to use moving forward and click **Submit**.

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