# *my*Cintas | Basics

Below are step-by-step instructions on how to perform various tasks in *my*Cintas.

Manage

ADDING AN EMPLOYEE

1. On the home page, click on **Manage**
2. Select the account you would like to review reporting for
3. At the top of the page click on the **Employee Uniforms** button
4. Click on the **Add Uniform Wearer** Button
5. Enter the new employee's information
6. Select the new employee's uniforms by either clicking the **Add Uniform** button to search all options available or clicking the **Copy from Existing Wearer** button. Be sure to select the sizes and quantities needed for each garment
7. Review the request for accuracy and then click **Submit Request**
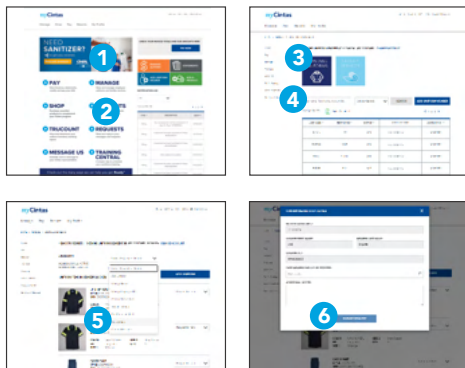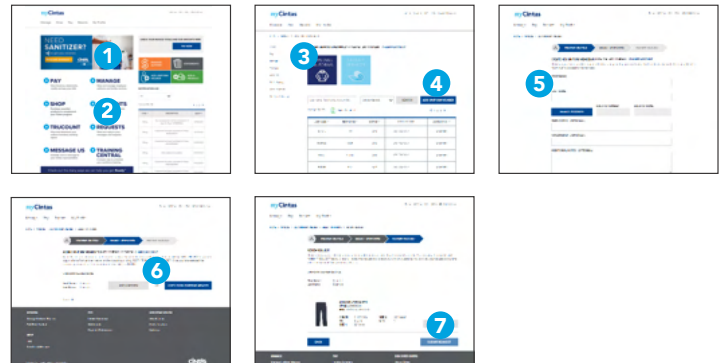
REMOVING AN EMPLOYEE

1. On the home page, click on **Manage**
2. Select the account you would like to review reporting for
3. At the top of the page click on the **Employee Uniforms** button
4. Enter the name of the employee you wish to remove in the search field and select the employee from the results
5. In the drop down menu by the employee's name, select **Stop Wearer**
6. Review the request for accuracy and then click **Submit Request**

VIEW TRUCOUNT REPORTING

1. On the home page, click on **TruCount**
2. Select the account you would like to review reporting for
3. From the list, click on the report you would like to view
4. View details of TruCount report
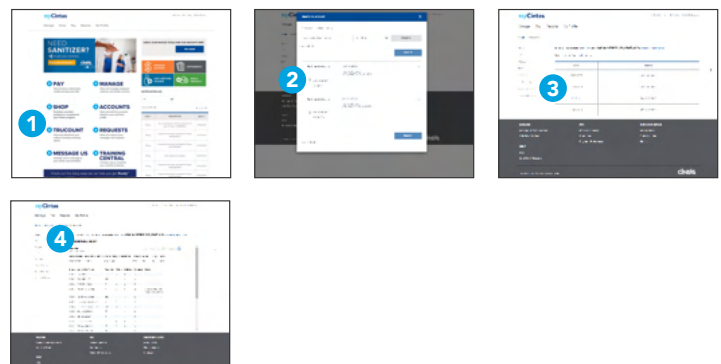
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Shop

TRACK ORDERS

1. On the home page, click on **Shop**
2. At the top right of the page click on **Order History**
3. Select the order you'd like to track
4. View the status for details about your order
5. If your order has shipped, click the **Tracking ID** number to visit FedEx's site to track your order

OR

1. Open your order confirmation **email**
2. Click on the **View Your Order** button
3. This will take you to the site to view the status for details about your order
4. If your order has shipped, click the **Tracking ID** number to visit FedEx's site to track your order

REORDERING FROM ORDER HISTORY

1. On the home page, click on **Shop**
2. At the top right of the page click on **Order History**
3. Select the Order Number you'd like to reorder
4. Click the **Reorder** button
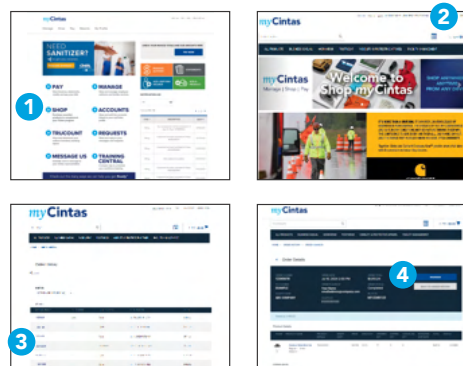
Pay

REVIEW INVOICES

1. On the home page, click on **Pay**
2. Click on the **Select** button for the account you would like to view invoices
3. From the list click **Download PDF** for the invoice you'd like downloaded to your computer
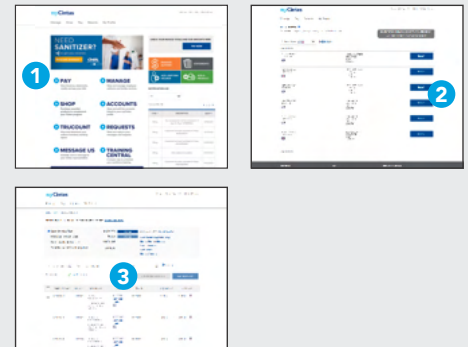
SETTING UP AUTOPAY

1. On the home page, click on **Pay**
2. Click on the **Set Up AutoPay** button
3. Select autopay frequency and payment method

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