



UCI Health

New Hire Uniform Guide

DesignCollective®
BY CINTAS®



Welcome to the team

As one of the leading healthcare organizations in California, we are banding together as a collective team to provide the patient experience, brand recognition and teamwork through our uniform design. Having branded uniforms is part of being proud of who we are and working in the same direction, UCI Health proud!

Here is how to purchase your new uniforms:

1. Once you have been hired, a *myCintas* account will be set up for you within 1-2 days.
2. Look for an email from Design Collective by Cintas containing your link to login to your *myCintas* storefront.
3. If you do not receive an email with instructions within this 1-2 day timeframe after your hire date, please contact Design Collective by Cintas at **800.864.3676** or **customerservice@cintas.com**.
4. Once you have signed in to your storefront, you will see the uniform associated with your position in the menu drop-down.
5. Start shopping for your first pair of UC Irvine uniforms.
6. Each item in your cart will be deducted from your predetermined unit allotment amount. Your remaining balance can be seen by clicking the blue “i” icon at the top right of your screen.
7. Once you have decided on the items you would like, you may review your cart, start the checkout process, and then click “Submit Order” to finalize your order.

We're proud to offer collections from these industry-leading brands:



How to Order Guide

1. Employees will sign in by entering in their 8 digit employee numbers, preceded by “**UCI**” as their user ID (example: UCI87654321). For the first login, leave the password field blank and click “Sign-In.” You will be prompted to create a new password, and then sign in again. ***NOTE: A profile has already been set up and registered for you - do not click on “Register.”***
2. Once you are logged in, hover the mouse over “Shop UC Irvine Health” in the upper left corner. Here you will see all garments available to you for your job function color. You may shop through your program and decide what you would like to purchase.

Sign In

EMAIL ADDRESS OR EMPLOYEE ID (ALLOTMENT CUSTOMERS ONLY)

UCI87654321

PASSWORD

[Forgot Password?](#)

SIGN IN

If you're new to ordering garments for your location, click on Register.

REGISTER

Reset Password

ENTER A NEW PASSWORD

Your password must be between 8-16 alphanumeric characters, and cannot include spaces, your name or email address.

NEW PASSWORD

New Password

CONFIRM PASSWORD

Confirm Password

SAVE CHANGES

Sign In

Your password has been changed. Please log in to access your account.

EMAIL ADDRESS OR EMPLOYEE ID (ALLOTMENT CUSTOMERS ONLY)

UCI87654321

PASSWORD

Enter password

[Forgot Password?](#)

SIGN IN

If you're new to ordering garments for your location, click on Register.

REGISTER

3. When you click on an item, you will see the details for the garment and the sizes available, which you will need to select before adding to your bag.

UCI Health

HELP ▾ | ORDER HISTORY | REPORTS |

➔ Shop UC Irvine Health New Arrivals More Info

4. If you have any questions or need help with logging in, placing orders, or returning items, please contact us at CustomerService@cintas.com. Our Customer Service team is standing by for support at 800.864.3676.

How to Return Guide

Returns made easy

Perhaps it wasn't that just-right fit, or it didn't quite turn out to be what you expected. Whatever your reason for needing to make a return, we're here to make it easy.

Return Policy

Washed, worn or modified garments, including logo application are non-returnable. Returned garments over 60 days are subject to a restocking fee:

Days	Restocking Fee
61-75	10%
76-90	15%
91-180	25%
181-365	75%
366+	100%



Print shipping labels

- 1 Log on to *myCintas* and go to **Order History** to select the order number.
- 2 Choose the items you'd like to return and enter quantity being returned.
- 3 Select **Reason for Return**
- 4 Enter the number of boxes you need for your return to create the appropriate number of packing slips. \$8 shipping fee per prepaid label.



Box garments

Box up the garments to be returned and attach shipping labels to your packages.



Send the boxes

Send to Design Collective via our selected shipping carrier. Once the return is received and processed, your allotment quantities will be refilled automatically.



Questions?

If you need assistance at any time, reach out to Customer Service at **800.864.3676** or **CustomerService@cintas.com**. We appreciate your business.

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