



myCintas

Navigation 101: the basics

Thank you for signing up for myCintas.
With myCintas you can view invoices and statements, pay online, submit requests and more! This document is a brief guide to help you get started using the site.

DASHBOARD

The dashboard shows the menu of options available upon logging in to *myCintas*. The two most frequently used options are Billing and Services.

If you need to get in touch with Cintas, you can send us a **message** via myCintas

Have a Question? Navigate to **FAQs** to find quick answers

Click on **Billing** to view invoices and pay your bills

Click on **Services** to manage your account

If you have multiple Cintas **accounts**, view and manage them here

Click **TruCount** to view and download your garment inventory reporting



Activity shows a summary of recent actions you have taken on myCintas.

Need help? Click here to **message us**.

BILLING PAGE

On the billing page, you'll be able to search for, view, download and pay your Cintas invoices. You can also set up autopay so your invoices are automatically paid each month.

The screenshot shows the Cintas Billing Page interface. At the top left is the Cintas logo with the tagline "READY FOR THE WORKDAY". The top right has navigation links: HELP, BILLING, FAQ, and HELLO SHAWN. Below the logo are links for My Services, Billing, and Direct Sale Catalog. The main content area is titled "VIEWING INVOICES FOR PAYER 000123456789 - ABC COMPANY". It features a summary of invoice totals: Open Invoice Total (\$680.64), Past Due Invoice Total (\$0.00), Credit Available for Use (\$0.00), and Total Balance If Credit (\$680.64). There are "PAY AMT" buttons for each total. To the right, there are options to "Set Up AutoPay" (with a note "Autopay is Off"), "View myCintas Payment History", "Manage Payment Methods", "View Statements", "View Credits", and "Manage Accounts". Below this is a search and filter section with "Rental Only Invoices", "Open Invoices", "From - To" date selection, and a "SEARCH" button. A "Viewing 1-2 of 2" indicator is present. Below the search section are "DOWNLOAD SELECTED" and "PAY SELECTED" buttons. At the bottom is a table of invoices with columns for Invoice Date, Due, Account, Invoice #, Org Amt, and Open. A callout points to the check box in the first row of the table.

Click here to have your invoices automatically paid each month

View your statements

Easily **manage and update** your payment methods

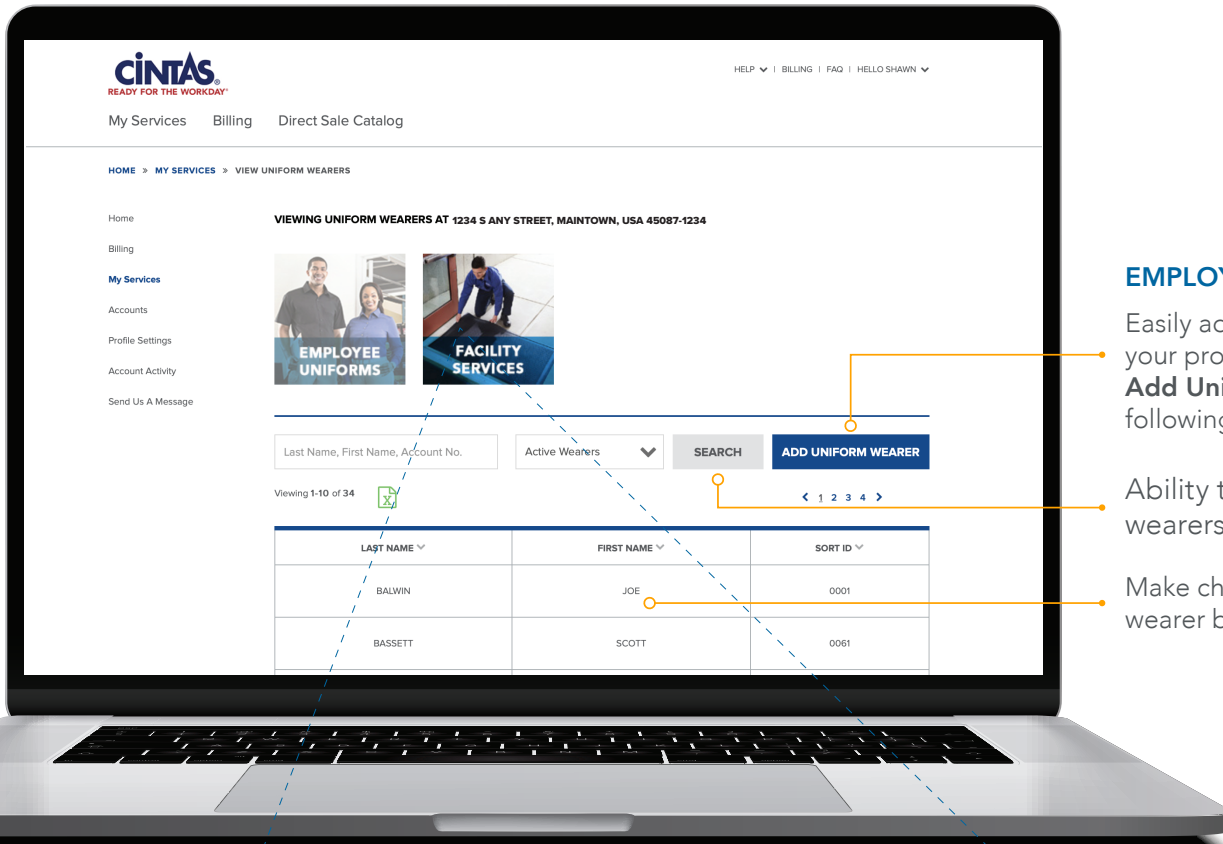
Ability to search for invoices in a range of dates using the **From-To** selection

Pay your selected invoices

Use the check boxes to **select** the invoices you'd like to download or pay. You can select multiple invoices at once

ACCOUNT MANAGEMENT / SERVICE PAGE

View the services on your account at the My Services page.

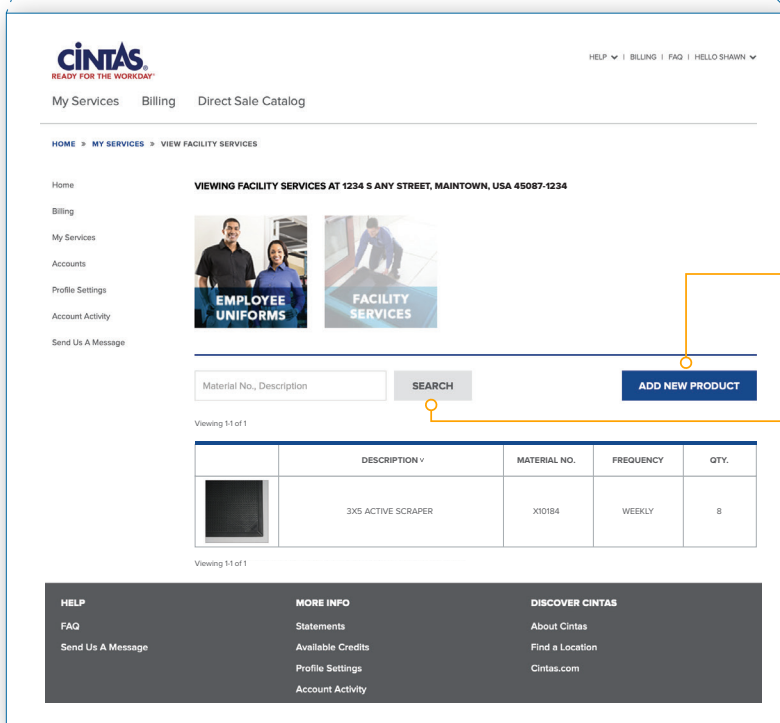


EMPLOYEE UNIFORMS

Easily add new wearers to your program by clicking **Add Uniform Wearer** and following the prompts

Ability to **search** for all wearers in your program

Make changes to an existing wearer by clicking on their **name**



FACILITY SERVICES

Ability to **add new product** to your account

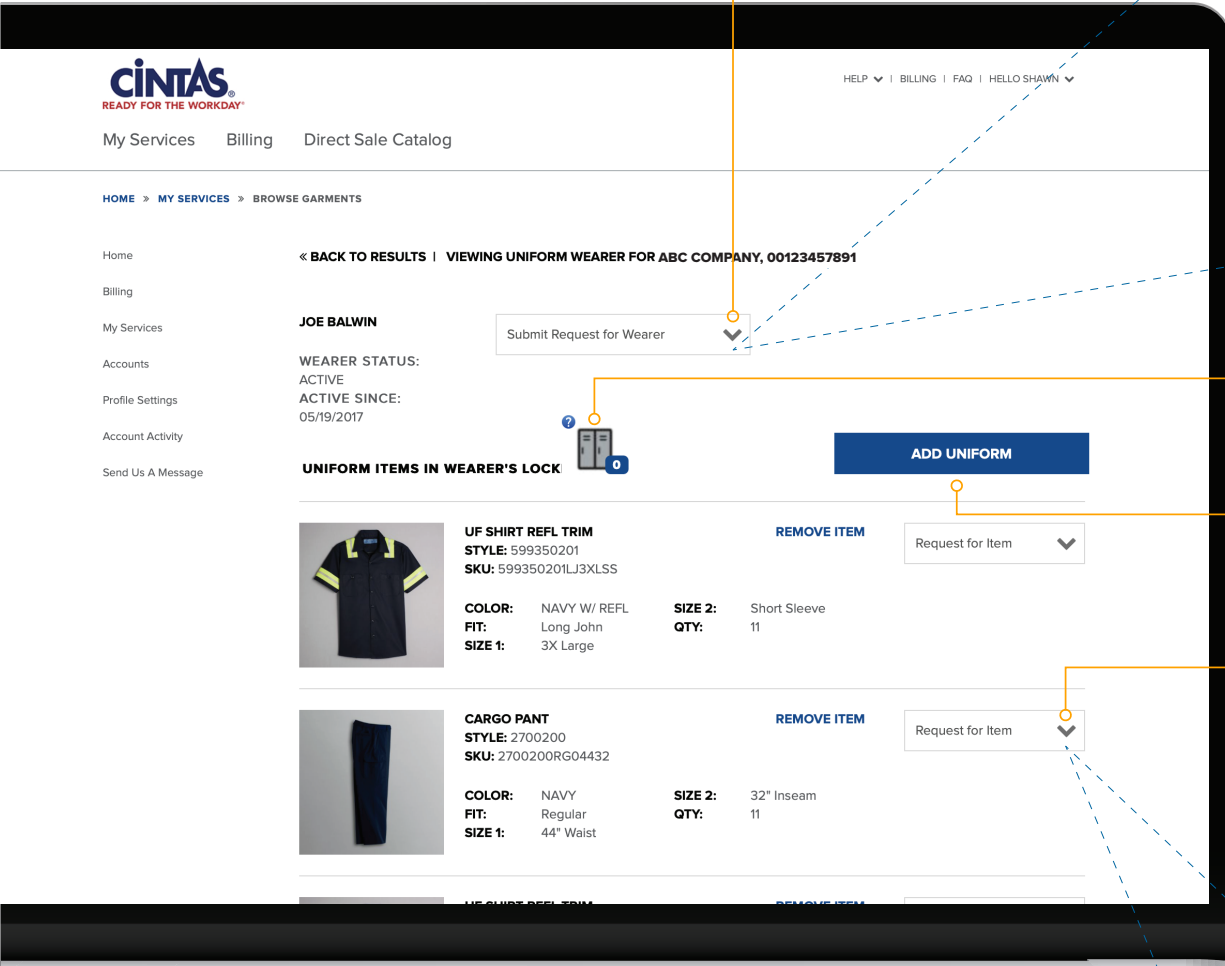
Easily **search** for existing products in your program

HOMEPAGE FOR EMPLOYEE

When you select an employee, you can manage their uniforms individually.

Make changes for your employee by clicking on **Submit Request for Wearer** and following the prompts

- Submit Request for Wearer
- Submit Request for Wearer
- Change Name
- Change Employee ID
- Change Department
- Transfer Wearer
- Put Wearer on Hold
- Stop Wearer
- General Message



Easily **view** all of your open requests before submitting

Add additional garments for your employee on the **Add Uniform** button

Easily make changes to existing uniforms by clicking **Request for Item**

- Request for Item
- Request for Item
- Change
- Repair
- Replace
- Stop
- General Message