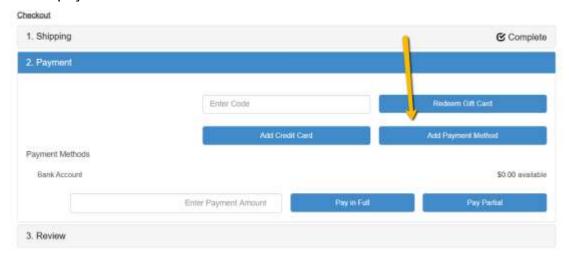


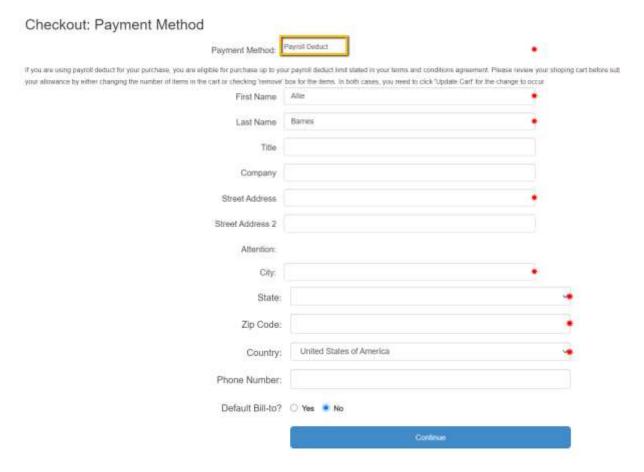
Your Health, Our Passion.

Front Office Uniform Ordering Instructions

- To order your uniform, visit https://www.shumskyideas.com/healthnet
- 2. Log in by entering your HealthNet employee i.d. number.
- 3. Click "request my password." A temporary password will be emailed to you.
- 4. Enter your temporary password.
- 5. Click on "My Account" in the upper right-hand corner of the page to manage your sign-in settings and create a new password.
- 6. Click on "Front Office" in the menu bar to view the front office uniform options.
- 7. At the bottom of the page under the "Resources" heading, click on "size chart." Read the sizing chart carefully. Items are made to order and may not be returned.
- 8. Choose your uniform items and add them to your cart.
- 9. Click "checkout" and add your home shipping address. Click "continue"
- 10. Select payment method. You may pay by payroll deduction, credit card, or both.
 - To pay by credit card: Select "Add Credit Card" and enter your credit card information.
 - **To pay by payroll deduction**: You may payroll deduct up to \$150 in purchases every 12 weeks, to be paid back in increments of \$25.
 - Select "add payment method"



The next screen will prompt you to enter your information.



- Fill in your information and select "Continue". You will be redirected to the checkout page, to review your order.
- 11. Submit your order and print out your order confirmation.
- 12. Fill out the attached payroll deduction form and email it to HR@indyhealthnet.org.
- 13. Your order will be shipped directly to your home within 2-3 weeks.

Need assistance with your order?

- Having trouble logging into the website?
- Have inquiries about your order?

Contact the Customer Care Team at **1.800.414.8946** or **programs@shumsky.com** between 8 a.m. to 5 p.m. Monday-Friday.

Questions about HealthNet's uniform program or professional image policy?

• Email info@indyhealthnet.org.