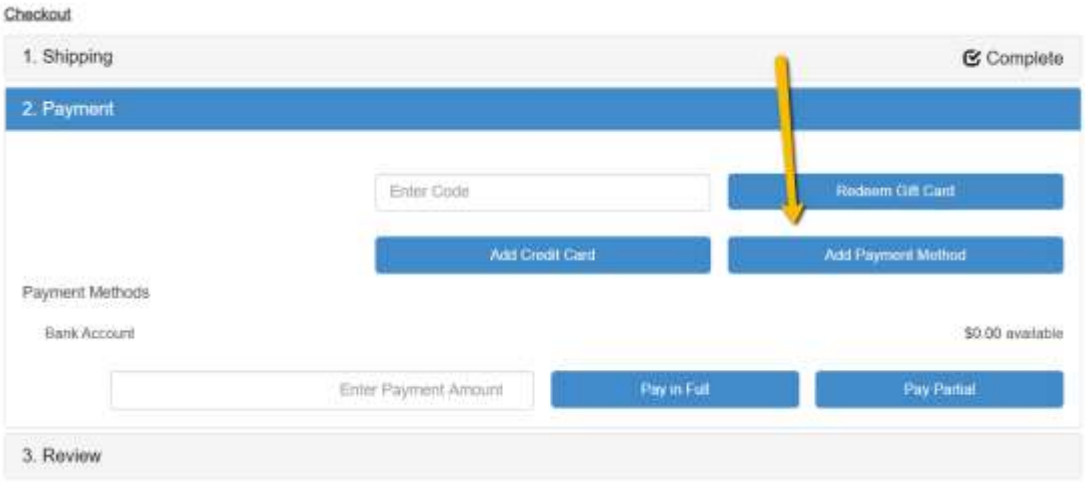
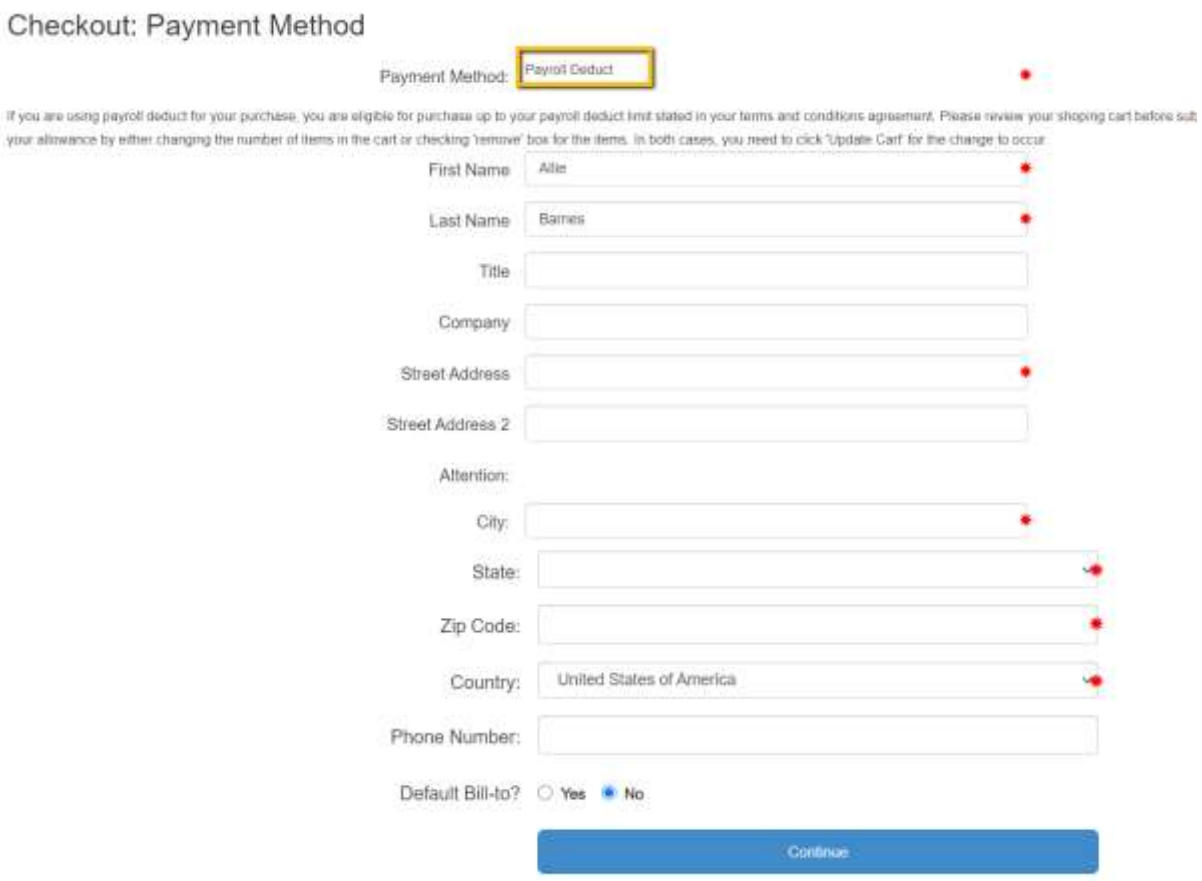
Your Health. Our Passion.

Back Office Uniform Ordering Instructions

1. 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 “Back Office” in the menu bar to view the back 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 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.