

## **T-MOBILE UNIFORM ACCESS** STORE MANAGERS **T** Mobile<sup>\*</sup>

Updated 2.4.22

When you get to the login page your first step will be to choose which organization you are apart of.

Click on the down arrow and choose between:

- Dealer
- COR
- Field Leader / Support
- T-Mobile Business Group

**NOTE:** Accounts for COR retail store employees and field leaders are automatically created in the system upon HR role entry.

Back to T-MobileUniforms.com Main Page	
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## Welcome, Please Sign In!

Returning Customer		
Organization:		$\frown$
Dealer		•
Email:		
Password:		
Remember me?		Forgot password?   Don't have an account? Register
	LOG IN	

VVelcome	, Please Sign In!
Returning Customer	
Please login with either your T-Mobile Employee ID (P#) without the pre as of 2021, CID#'s are transitioning to P#. If you are having trouble loggi use that number to access your account.	fix (Ex: 12345678). If you do not know this information, please check Workday. Note that ng in with your CID#, please check to see if you have been assigned a P# in Workday and
Organization:	
COR	*
Employee ID (P#)	
Remember me?	Forgot password?   Don't have an account? Register

If you choose COR, Field Leader / Support, or T-Mobile Business Group you will need to fill out your P# to fully login.

When entering your P# make sure to do so without the prefix (EX: 12345678). If you do not know this information, please check Workday. Note that as of 2021, CID#'s are transitioning to P#. If you are having trouble logging in with your CID# please check to see if you have been assigned a P# in Workday and use that number to access your account.

As a store manager, you can manager your roster by clicking on "Update Your Roster" – this will allow you to move employees into and out of your store as well as add new hires to your store immediately. You can also request new badges here.





## You will enter the employee P#, hit FIND.

Then fill out the "Create Request" form.

If you are just adding a new hire you do not need to fill out the Replace Badge dropdown.

If you are just needing a replacement badge then you will make sure to select the correct drop-down.

Once completed hit SUBMIT REQUEST

## **Create Request**

This employee's current information in the Magenta Uniforms system is displayed below. You can indicate a change in their current profile as follows: Change in "Position" or Job Title Transfer to a "New Store" Order a 'Replacement Badge' Any of the above changes will be processed automatically and changes will be reflected in Magenta Uniforms within 24 hours. Please note, these changes are not made permanent until after the official T-Mobile employee records are updated, which may take up to two weeks to process. You will receive an email confirmation once your request has been processed. Any data provided here will not update official T-Mobile HR records. Store Operations Support may correct the submitted request.

Employee P Number (This field is locked for editing) First Name (This field is locked for editing): Last Name (This field is locked for editing): Email (This field is locked for editing): Position Please Select Store Number (Start typing): Search Store Number No matching store number found Replace Badge: Please Select SUBMIT REQUEST

Once you submit the request, your update will be immediately viewable on your roster.

Clicking on "Employee Roster" on the top bar will display all of the employees assigned to your store and will allow you to set their size and style preferences as well as their badge preferences.

Once you hit SAVE at the bottom when you scroll back up to the top you will see a message that says: "Your preferences have been saved."

If you still want to doublecheck if it's saved you can refresh your page and make sure the information you filled out is still there.

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Please Select.		• •			
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After updating preferences, you will click on 'Checkout'

You can then go to 'My Cart' to review your order.

Here you will see everything being ordered and who it's being ordered for.

If everything looks good you will click on 'Proceed to Checkout'. On the checkout screen you will choose which store you would like it shipped to.

Then you will have one last review of your order before hitting 'confirm'.

Orders for your store will be billed to a purchase order you will not have to pay via credit card.





As a Store Manager, you can also order Maternity Tees and Masks for your employees.

Go to Products > Maternity Tees or Gear for Stores.

Anything ordered through this section will be billed to your store and shipped on T-Mobile's account.



As a Store Manager, you can also purchase uniforms for personal use under "Purchase More Uniforms".

Add the products you would like to order to your cart and check out by clicking on the top right corner "My Cart".

You will check out as normal however you will be paying via personal credit card.



**Returns/Exchanges:** 

Uniforms may be returned/exchanged within 45 days if they have never been washed or worn. Instructions are on the packing slip.

Please make sure to check out the bottom of the website for the FAQs, Contact Us and How-To Articles.

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	Welcome to T-Mobile Uniforms Please take a moment to read t more enjoyable. In the e				
	LOGIN	ALLOCATIONS	ORDER STATUS	RETURNS	
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Information	My Acc	ount			
FAQ					
How-To Articles					

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