

## YOU CAN NOW ORDER YOUR UNIFORM ONLINE

Associates now have the option to order their uniform online, if they know their size and correct uniform type.

PLEASE NOTE: Full-time IU Health associates earning less than \$33,146 annually are eligible for an annual \$60 uniform credit. Associates will be notified at the beginning of their order whether they qualify for the credit. Those who do qualify will receive a confirmation e-mail with this credit after their order is completed.

## **Instructions:**

- 1. Visit <u>lookofassurance.com</u>
- 2. Use the following information to access the website:
- User Name = IS + Employee ID # (i.e. IS12345)
- **Password** = Your first initial capitalized + last initial lowercase + Uniform + last 4 digits of your SSN (i.e. KhUniform1234)
- 3. Click on the correct logo: IU Health or Riley (This only applies to associates in Pediatrics/NICU/PICU.)
- 4. Click on Inpatient or Physician Offices and Outpatient Clinics
- 5. Click on your job title.
- 6. Choose your uniforms and add to cart.
- 7. You may select to pay for your order via credit card or payroll deduct.
- 8. PLEASE have uniform shipped to your home address.
- 10. Print out order confirmation
- 11. Your order will be shipped directly to your home within 7-10 business days. (\$5 flat shipping fee will be charged for all orders.)
- Please e-mail Kati Veit Haseley with any questions: kveithas@iuhealth.org