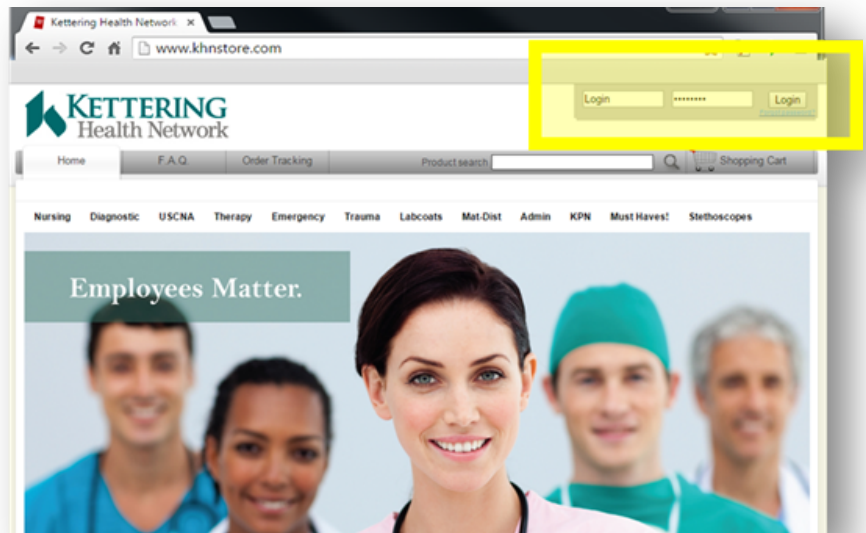


Payroll Deduction Ordering Information

- 1) Website Access: www.khnstore.com
- 2) Login to Your Account: (see yellow box to the right)
 - a) Login: Numeric 5 or 6-digit badge number (no k)
 - b) Password: birthdate (4 digits) + last 4 digits of Social Security Number (Example: 0913XXXX)
- 3) Place your Order: Proceed with selecting the items you wish to purchase.



- 4) Check Out:
 - a) Select "Checkout"
 - b) Select Payment Method: Payroll Deduct or Credit Card
 - i) Payroll Deduct:
 - (1) Full-Time Employees: Maximum of \$150.00* deducted per payroll cycle
 - (2) Part-Time Employees: Maximum of \$75.00* deducted per payroll cycle
 - (3) Resource: Must use Credit Card

*Maximum deduction amount is reset at the beginning of each payroll cycle with purchase amounts above limit requiring balance to be paid via credit card. (Example: If a Full-Time Employee purchases \$200.00 of merchandise at one time, up to \$150.00 may be payroll deducted with the balance requiring credit card payment.)

- ii.) Credit Card Payment: Input your information (processed through a secured server)
- c) Select "Submit"
- d) Once order is submitted, the payment process cannot be reversed.

Additional Questions? Contact KHN Uniform Coordinator: Kandi.burton@khnetwork.org