Dear NILEA Member,

We are thrilled to announce that the NILEA dedicated online web store is now live and ready for use! This platform has been designed to simplify the process of ordering uniforms and enhance your overall shopping experience.

Below are the details you need to get started (it is recommended to save this link to your browser):

1. **Web Store Link**: [NILEA Web Store](https://www.uniformsdirectllc.com/northern_indiana_law_enforcemen)
2. **Password**: NILEA2024!

**Instructions for Setup**:

1. **Share this communication with the appropriate Staff Members at Your Department**:
	* **Forward this**: You can forward this to your staff.
	* **Internal Communication**: Alternatively, share the web link and password via your department’s internal communication channels.
2. **Access the Web Store (This is required every time)**:
	* Click on the provided link.
	* You will be prompted to enter the store password.
3. **Sign In or Sign Up**:
	* Once inside the web store, you’ll find a “Sign In” or “Sign Up” link in the top right corner.
	* Follow the instruction to creating an account. You can have as many logins as you would require for your department.
4. **Navigate to Required Uniform and/or Optional Uniform Tabs**
	* Select appropriate quantities per item
	* Pricing is inclusive of any screen-printing, if applicable
5. **Order Placement**:
	* Add items to your cart and follow the checkout prompts.
	* Select Purchase Order or Arrange Payment Later to bill the department. We will need your tax-exempt certificate if we do not already have it.
	* Note that certain checkout fields are required, while others are optional based on the items purchased.
6. **Recruit Purchases (Out of Pocket)**
* Should a recruit want to have more items, they can repeat the steps above & create their own login to pay via credit card.

All orders will have NILEA as the pick-up location, we will add department station address for drop off at a future date. For now, please select the NILEA pick up & we will coordinate a drop off.

We appreciate your trust in **Uniforms Direct LLC** and look forward to serving your department. As we continuously strive to improve the web store’s look, functionality, and accuracy, we value any feedback you provide.

Thank you for choosing Uniforms Direct LLC!

Best regards,

Uniforms Direct LLC