

##### **Maintenance Apparel Rollout**

##### *How to Order Apparel*

Maintenance uniform ordering time is here! The ICO store opens today, **Wednesday, September 8, 2021, and closes on Friday, September 24, 2021**. Don’t delay—teams that get their full order submitted by **Friday, September 17, 2021**, will receive a free Essex hat for each maintenance team member!

Community Managers are the only approved individuals to submit uniform orders. Orders should be placed once, as a single large order, including every maintenance associate’s selection

Please do not request funds using the associates’ email address. The property email address is to be used when ordering.

Maintenance associates are allotted $380 per person and should select their apparel options from the color scheme decided upon by their community (color scheme #1 or color scheme #2). This year only, maintenance associates may also select **one additional item** (*up to $45*)from the catalog as a special appreciation gift from Essex leadership. Order sheets are to be filled out by each maintenance associate and turned in to their Community Manager.

**ASSOCIATE INSTRUCTIONS:**

**STEP 1:** Review the Maintenance Apparel Catalog to see options available for pants, shirts, jackets, and hats.

**STEP 2:** Select your community’s color scheme and mark your selections on the appropriate order form. If you do not know, please ask your Community Manager which color scheme was selected.

**COLOR SCHEME # 1** (Navy Blue Shirts/Grey Pants)

**COLOR SCHEME # 2** (Grey Shirts/Navy Blue Pants)

For new associates, please follow the recommendation below that will properly outfit your new team member.

* (6) Shirts (Grey or Navy)
* (6) Pants (Grey or Navy)
* (1) 3-in-1 Jacket\* **or** 1 Light Jacket and 1 Vest

\*If you choose the 3-in-1 Jacket, you may not order a vest)

* (2) Hats (Grey or Navy)

Associates may replenish their attire as they see fit. As a reminder, only one of the approved color schemes may be selected.

**STEP 3:** Immediately submit your order form to your Community Manager, who will place one single order for the entire property.

Community Managers are responsible for ensuring their team members have ordered enough replenishment within their budgeted allocation.

**COMMUNITY MANAGER INSTRUCTIONS:**

**STEP 1:** Collect all order forms from each maintenance associate. Ensure each associate has the appropriate color scheme and clothing count.

**STEP 2:** Log into myicostore.com using the property email address. Do not use your personal career apparel account.

**TO ACCESS THE ONLINE ORDERING PORTAL:**

* Go to [myicostore.com](https://www.myicostore.com/Default.asp)
* Username is your property email address. Ex: stationparkgreen@essex.com
* If you do not have a password saved, your temporary password is '**changeme**’.
* Once the password has been changed, please use the new one for future orders.
* Store ID ‘**ESX2**’.
* Click ‘Go’.
* Please use coupon code "**essex**" to receive free shipping on orders of $250 and over.

**STEP 3:** The property account will have the funds loaded for the entire property. There will be $380 per maintenance associate.

**STEP 4:** Place one order for the entire maintenance team. Orders will be accepted beginning Wednesday, September 8, 2021. Your deadline is Friday, September 24, 2021. Each Community Manager is responsible for the timely submission of the uniform orders.

**STEP 5:** Keep the individual order forms. You will need them to distribute the uniforms upon delivery. Delivery is expected to take place after October 22, 2021.

**NEW HIRES:**

If an associate is hired after the annual order is placed, you may complete all of the same steps above. (Associate Instructions + Community Manager Instructions).

# **NEED ADDITIONAL ASSISTANCE?**

# For program guideline questions please contact us at E-apparel@essex.com



##### **Maintenance Apparel Rollout**

##### *Frequently Asked Questions*

**How do I purchase uniforms for a brand-new maintenance associate during the rollout?**

* Please complete the steps listed in the Maintenance Apparel Rollout.

**What is my login?**

* Username is your property email address. Ex: stationparkgreen@essex.com
* Your temporary password is '**changeme**’.
* Once the password has been changed, please use the new one for future orders.

**ICO login**
 **URL:** [myicostore.com](https://www.myicostore.com/Default.asp) **(Store ID is esx2, then click the GO button)**

**What can I order?**

* You may order a replenishment of uniforms as you see fit, as long as you stay within your community color scheme.

If this is your first time ordering a set of uniforms, please order the following recommendation:

* + (6) Shirts (Grey or Navy)
	+ (6) Pants (Grey or Navy)
	+ (1) 3-in-1 Jacket\* **or** 1 Light Jacket and 1 Vest

 \*If you choose the 3-in-1 Jacket, you may not order a vest)

* + (2) Hats (Grey or Navy)

**Am I allowed to purchase pants outside of ICO?**

* No, there are various options of styles and fit.

**Am I restricted to ordering the recommended amount of pants, shirts, jacket, etc.?**

* You must order within your budgeted allocation per associate. For new employees, please reference the recommended number of pieces per garment to order and adhere to color scheme guidelines.