

THE UPS STORE UNIFORM

supplied by  affinity

Uniform Website Tutorial



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Website Address:

Access Affinity's website for The UPS Store uniform program, by clicking on the hyperlink below:

<https://theupsstore.affinitymihub.com/>

Pre-Registration Action Required:

If you have not provided Affinity with your Center's UPS Shipping number, please submit that information here: <https://www.surveymonkey.com/r/B2RWS5M>

Once submitted, you will receive your account confirmation from Affinity within 1 - 2 business days.

Note: You will not be able to login until you receive this email.

Administrator or No Freight Accounts:

If you do not want to use your UPS Shipping Number or do not have one, please contact Customer Service with the following information:

Center #, Email Address, Address, City, State, Zip, Phone #

You will receive an email confirmation with your account information from Affinity within 1 – 2 business days.

Note: You will not be able to login until you receive this email.



Login Information:

Login: Your store email address (Case Sensitive)

Initial Password: Affinity2025! (Case sensitive. User will be prompted to change upon initial log in).

Click “Log In”.

A screenshot of a web page titled "CUSTOMER LOGIN". It features two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the fields is a "Log In" button, which is highlighted with a blue rectangular border. At the bottom of the form, there is a link that says "Forgot your password? Click to reset".

Password Reset:

To reset your password at any time, you can click on “Click to reset” or contact Affinity Customer Service by phone, chat, or email.

A screenshot of the same "CUSTOMER LOGIN" page. In this version, the "Log In" button is not highlighted. Instead, the "Click to reset" link at the bottom of the form is highlighted with a blue rectangular border.



Enter the email address associated to your account and click “Next Step”.

Change Your Password in Three Easy Steps

► Step 1: Enter the email address associated with your theupsstore.wjserver1310.com Account

Email Address

Next Step

Change Your Password in Three Easy Steps

Step 1: Enter the email address associated with your theupsstore.wjserver1310.com Account (done)

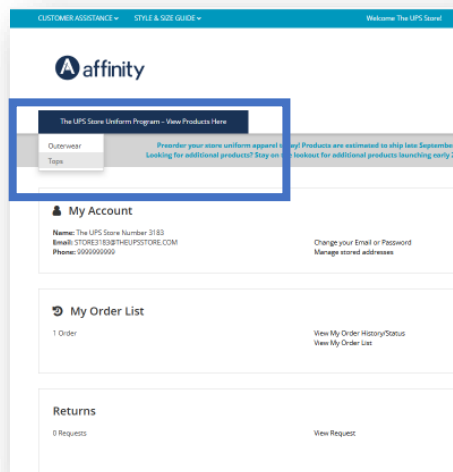
► Step 2: Check your email (including your Spam or Junk filter/s) and open the message from contactus@mi-hubus.com that contains the subject line “theupsstore.wjserver1310.com Password Assistance”. Click on the link indicated in the message to get to Step 3

We have sent an email to upsstore@test.com. When you receive the email please click on the link in the email.

Follow the instructions in the email to reset your password.

Place an Order:

Select a Uniform Program product category to begin the ordering process.





Select the product you want to view.

CUSTOMER ASSISTANCE ▾ STYLE & SIZE GUIDE ▾ Welcome The UPS Store! MY ACCOUNT LOGOUT

My Cart (1)

The UPS Store Uniform Program – View Products Here

Preorder your store uniform apparel today! Products are estimated to ship late September!
Looking for additional products? Stay on the lookout for additional products launching early 2026!

Home / Uniform Program / Outerwear

Showing 1-4 of 4 SORT BY Please Select ▾ Page Size 100 per page ▾


 Ladies' Smooth Fleece Jacket With The UPS Store Logo And Personalization Price: \$21.79	 Ladies' Smooth Fleece Jacket With The UPS Store Logo On Left Chest Price: \$19.29	 Men's Smooth Fleece Jacket With The UPS Store Logo And Personalization Price: \$21.79	 Men's Smooth Fleece Jacket With The UPS Store Logo On Left Chest Price: \$19.29
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Select the Color and Measurement (if varying options apply).

Add Personalization (if applicable).

Enter the quantity by size and select “Add To Cart”.

Men's Cotton Short Sleeve Polo With The UPS Store Logo And Personalization
Item # 300101-TUPSSNM-BLUE



Choose Product Color: BLUE

Choose Your Measurement: REGULAR

REGULAR TALL

Enter Your Quantity

Price: \$12.75

XS	S	M	L	XL	2XL	3XL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4XL	5XL	6XL				
<input type="text"/>	<input type="text"/>	<input type="text"/>				

Enter First Name Here

Description Specification Chat

Total Price: \$0.00

Add To Cart

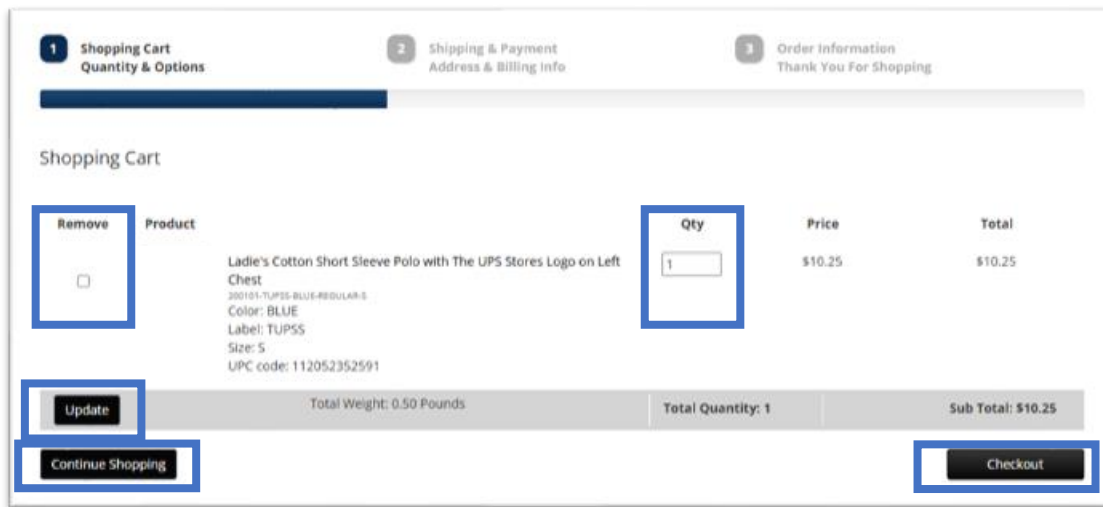
Elevate your everyday uniform with the exceptional softness and breathability of Pima cotton. This branded short sleeve polo offers all-day comfort with a refined, professional appearance. Featuring a classic collar and traditional fit, it allows for easy movement while maintaining a clean, polished look. Styled in The UPS Store Blue, it's the ideal blend of quality, comfort, and brand pride—perfect for representing your team in style.



Review cart and “Update” as appropriate. You can remove products or edit the quantity from this view.

Select “Continue Shopping” to add additional products to your order.

Once completed, select “Checkout” to complete your order.



Review/edit for final submission.

Select “Change” to modify the Shipping or Billing information.

Edit the “Shipping Method” as needed.

Note: All orders will utilize your UPS Freight account number on file, therefore all shipping methods will reflect \$0.00.

Enter the Credit Card information for payment.

If you have a Promotional Code you can add that to your ordering by entering the information into the Promo Code box and clicking “Apply Promo Code”. The order will be updated with the appropriate discount, if valid.

From this view, you can go back to the ordering process by clicking “Previous Step”.

To submit the order, click “Purchase”.



Select "View My Order History/Status"

My Order List
4 Orders [View My Order History/Status](#)

Returns
1 Request [View Request](#)

Enter search criteria or click on the order you are inquiring on:

My Account / Orders

Order History/Status

SEARCH

Order Date: Start Date: End Date: Status:

Order Number: External Order Number: Purchase Order Number:

Page Size: 10 per page Page 1 of 1

Show Unpaid Orders

Order Date	Order	P.O.#	Sub Status	Status	Total	Reorder	View Invoices	View Returns
Mar 24, 2022	1009223			Pending	\$0.00 1.0 Pcs	Reorder Items		
Mar 9, 2022	1009170			Shipped	\$0.00 2.0 Pcs	Reorder Items	View Invoices	View Returns
Mar 9, 2022	1009169			Shipped	\$0.00 2.0 Pcs	Reorder Items	View Invoices	View Returns
Mar 9, 2022	1009168			Shipped	\$0.00 1.0 Pcs	Reorder Items	View Invoices	View Returns



Order status will show, with updated processing status:

Order # :1009223 **Status : Pending** Date : 03/24/2022 08:24 AM

Billing Information Shipping Information

Line #	Product	Quantity	Price	Total
1	Mens Long Sleeve Silk Touch Performance Polo with AESC Logo-STEEL GREY <small>100% POLYESTER/REGULAR-F Color: STEEL GREY Label: AESC Size: S Category: KNIT SHIRTS</small>	1	1.0 Pts	1.0 Pts
Sub Total:				\$ 0.00
Total Points:				1.0 Pts
Shipping & Handling				\$ 0.00
Tax:				\$ 0.00
Grand Total:				\$ 0.00
Balance:				\$ 0.00

From this screen, you can select multiple action items: Reorder Items, View Invoices, View Returns.

My Account / Orders

Order History/Status

SEARCH

Order Date: Start Date: End Date: Status:

Order Number: External Order Number: Purchase Order Number:

Page Size: 10 per page Page: 1 of 1

Show Unpaid Orders

Order Date	Order #	P.O.#	Sub Status	Status	Total	Actions
Mar 24, 2022	1009223			Pending	\$0.00 1.0 Pts	Reorder Items
Mar 9, 2022	1009170			Shipped	\$0.00 1.0 Pts	Reorder Items View Invoices View Return
Mar 9, 2022	1009169			Shipped	\$0.00 1.0 Pts	Reorder Items View Invoices View Return
Mar 9, 2022	1009168			Shipped	\$0.00 1.0 Pts	Reorder Items View Invoices View Return

-----PROCESS COMPLETED-----



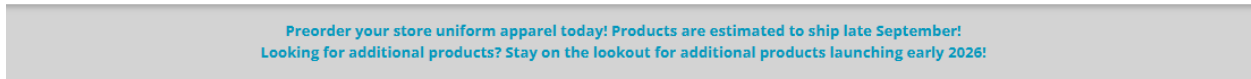
Account Changes:

To make various account changes such as add/delete addresses, set an address as primary, add multiple emails to your account, visit the “My Account” section of the website.

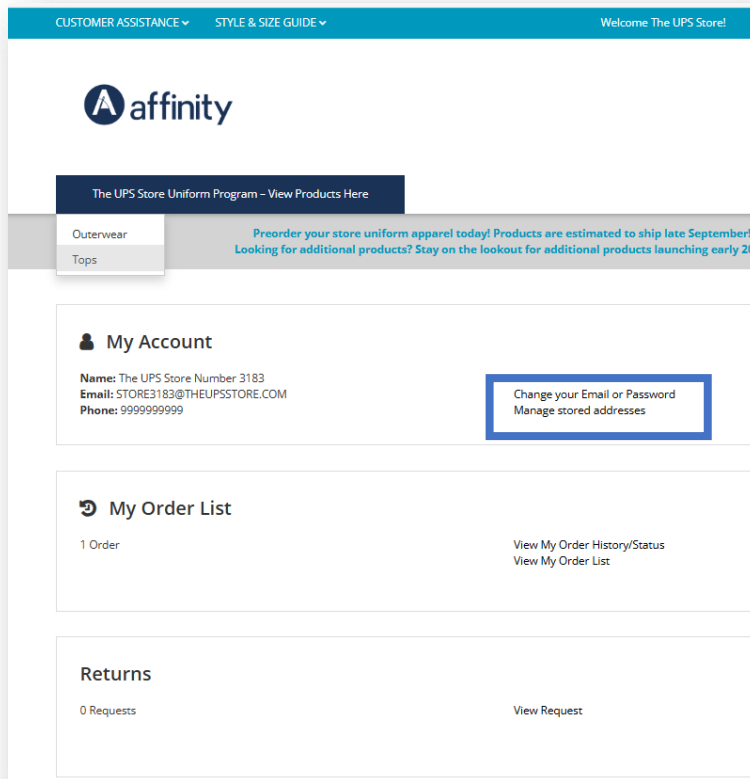


My Cart (1)

The UPS Store Uniform Program – View Products Here



Select the links “Change your Email or Password” or “Manage stored addresses” as needed.



Enter or update the information.



-----PROCESS COMPLETED-----

Returns Process:

Start a return online by selecting “My Account”



My Cart (1)

The UPS Store Uniform Program – View Products Here

Preorder your store uniform apparel today! Products are estimated to ship late September!
Looking for additional products? Stay on the lookout for additional products launching early 2026!

Locate the order in “Order History” that you are returning and click “View Invoices”.

My Account / Orders

Order History/Status

SEARCH

Order Date: Please Select Start Date: End Date: Status: Please Select

Order Number: External Order Number: Purchase Order Number:

Search Reset

Page Size: 10 per page Page 1 of 1

Show Unpaid Orders

Order Date	Order	P.O.#	Sub Status	Status	Total	Reorder	View Invoices	View Returns
Mar 24, 2022	1009223			Shipped	\$0.00 1.0 Pts	Reorder Items	View Invoices	
Mar 9, 2022	1009170			Shipped	\$0.00 2.0 Pts	Reorder Items	View Invoices	View Returns
Mar 9, 2022	1009169			Shipped	\$0.00 2.0 Pts	Reorder Items	View Invoices	View Returns
Mar 9, 2022	1009168			Shipped	\$0.00 1.0 Pts	Reorder Items	View Invoices	View Returns



Click on the "Invoice ID" number.

My Account / Orders / Order Details

Invoices

Search

Order Date: Today Week To Date Month To Date Year To Date

Start Date:

End Date:

Order ID:

Status:

Page Size: 10 per page Page: 1 of 1

Order Date	Invoice ID	Order ID	Order Status	Invoice PDF
Apr 7, 2022	22071321	438263	Shipped	Download

Click "Start Return"

Note regarding exchanges: At this time, we are unable to process exchanges. If you need a different size or item, you may place a new order via the online store. Once the return is received, credit will be processed.

My Account / Orders / Order Details / Sub Order

Invoice #: 60003167 Status: Shipped Date: 04/05/2022 02:12 PM

Billing Information

6380 ROGERDALE RD
Houston, TX 77081
Phone: 999-999-9999
Payment Method: Points

Shipping Information

6380 ROGERDALE RD
Houston, TX 77081
Commercial
Phone: 999-999-9999

Line #	Product	Quantity	Price	Total
1	Long Sleeve Micropique Sportwick Polo	2	\$24.95	\$49.90
2	Mens P/C Tactical Trousers	1	\$33.00	\$33.00
3	Mens P/C Tactical Trousers	1	\$33.00	\$33.00
4	Long Sleeve Micropique Sportwick Polo	1	\$24.95	\$24.95
5	Beanie Cap	2	\$6.75	\$13.50
Sub Total:				\$0.00
Tax:				\$0.00
Shipping & Handling:				\$0.00
Grand Total:				\$0.00
Balance:				\$0.00

Status	Date	Tracking Number	Comments
Shipped	Apr 5, 2022 2:12:42 PM	0	



Walk through the return steps by selecting the items you wish to return and choose a return reason and click "Continue Return".

Order Returns

Return Steps:

1. Complete the online return form
2. Print and enclose the form with your merchandise, pack securely, and use original packaging if possible
3. Ship your package to the address listed below and keep your tracking number for reference.

Ship Location:

Mi Hub
401 Salem Road
Jeffersonville IN US 47130

Order Details:

Order Number: [Redacted]

Order Date: 04/08/2023 01:02 AM

Shipping Status: Shipped

Shipping Address:

You must return at least one item in this order

Product	Color	Size	Qty	List Price	Discount Price	Total	Return Qty	Reason Code
CARD INSERT.	N/A	ONE	1	0.00	0	0.00	<input type="text" value="0"/>	Select Option <input type="button" value="v"/>
SHORT JACKET 2022 MULTITWEED-PETITE	MULTI TWEED	2	1	160.00	0	160.00	<input type="text" value="0"/>	Select Option <input type="button" value="v"/>
SILVER TISSUE,	N/A	ONE	2	0.00	0	0.00	<input type="text" value="0"/>	Select Option <input type="button" value="v"/>
STICKER MARY	N/A	ONE	1	0.00	0	0.00	<input type="text" value="0"/>	Select Option <input type="button" value="v"/>

[Return to Order List](#)

Submit your return and print your online return form. The return form must be included in your package.




Mi Hub
401 Salem Road
Jeffersonville IN US 47130

Return Form

Step 1

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Step 2

Employee ID: _____	Order No: _____	Return Date: _____
Item Number Returned	Color	Size

All returns for credit must be made within 90 days of receipt. Items that have been worn, laundered or dry cleaned will not be accepted for return.

Step 3 Enclose this form along with your merchandise. Pack securely and use original packaging if possible. Please retain a copy of this form and your tracking number for your records.



Mail your items back to Mi Hub. Please be sure to maintain copies of your return form and the return tracking number.

View the status of the return

My Account / Orders / Order Details

Returns

Search

Order Date: Today Week To Date Month To Date Year To Date

Start Date:

End Date:

Order Id:

Status:

Search

Page Size: 10 per page Page: 1 of 1

Order Date	RMA ID	Order ID	Order Status	Invoice PDF
Apr 12, 2022	7360239	1009195	Pending	Download

-----PROCESS COMPLETED-----

Administrators Only

Place an Order for Another Center:

From your Home Page, select "View Sub Account"

Sub Accounts

[View Sub Accounts](#)
view Orders List

Find the Center using the search criteria "Location Code" and select "Search".

Select "Login As Customer".

Note: This will open a new tab.



Process or view the Center's order or return, using the standard instructions.

My Account / SubAccounts

Sub Accounts

Page Size: 10 per page Page: 1 of 1 < >

First Name: Last Name: Location Code: Employee Number:

Email	Name	Orders	Order Total	Sub-Accounts
chneng@ Login As Customer Credit Available : 160.0 Exp Date :	Customer Name: Chenghao Peng		\$	0
cmadison@ Login As Customer Credit Available : 160.0 Exp Date :	Customer Name: Christopher Madison		\$	0

-----PROCESS COMPLETED-----

Need Additional Support?

Contact Affinity in the Following Ways!

Email us at contactus@mi-hubus.com

For a live Customer Service Representative, chat with us online or call us at (800) 543-9698, Monday – Thursday, 8:00 am to 6:00 pm EST / Friday 8:00 am to 2:30 pm EST.