Galls...Now Order Uniforms On-Line

All, on or around April 1st Bus Operations, in conjunction with Galls, will roll out an online uniform ordering system.

Highlights of the system:

- ✓ Order follow-up from start to finish
- ✓ Enter/edit shipping information, contact info, etc.
- ✓ Monitor available allowance
- ✓ Review past orders

To get going online:

Step1: Go to **njtransit.galls.com** and click on the new user link, where you will prompted to send an email to your Galls representative. In your email please include your Full Name, Garage Location, Employee ID#, and access code

Your access code is a 4-digit number, which will be the mm/yy of your birthday. For example, if your birthday is April 1, 1960, your temporary password is 0460. The access code requirement is to provide account security.

Step 2: Once your information is confirmed, Galls will send you a startup email. This email will include a Galls system temporary password, along with instructions.

Step 3: After you receive your temporary password, you can log on. Username will be your Employee ID#. Once online you will be prompted to create your permanent password where you can directly access the NJT Web Site – njtransit.galls.com

Note: All Other Order Methods Are Unchanged.

Galls Newark 1015 Broad Street Newark, NJ 07102 973 622 5700 Galls Pennington 1595 Reed Rd Suite 1 Pennington, NJ 08534 609 281 5594 Welcome to eQuip, the Galls online ordering system. You'll be able to purchase uniforms now through this online platform as well as use and track your allotment money. Below you'll find a link to the website as well as your login information.

Site: https://njtransit.galls.com/

Username will be your Employee Identification Number or EIN. Example: 12345 Temporary Password: **NJTHELP TO INSERT HERE**

Notice the password above is temporary, once entered you will be prompted to change your password and this must follow the password guidelines as per below in **RED**.

If you have an account with us please enter your user name and password	
below and we'll log you in!	
* User Name	
EIN	
* Password	The Wey Te Co
provided by NJTHELP email	The way to Go.
* New Password	Welcome to eQuip!
Confirm New Password	For NEW USERS, select NJTHELP email below to obtain password.
	Please be sure to provide:
PASSWORD RULES:	· Full Name
× A lowercase letter	· Garage Location
X A capital (uppercase) letter	· Employee ID#
X Anumber	
× A number × A special character	Access Code (MMYY)
 × A number × A special character × Minimum 8 characters 	Access Code (MMYY)
A number A special character Minimum 8 characters Confirm password	Access Code (MMYY)
× A number × A special character × Minimum 8 characters × Confirm password	Access Code (MMYY)
X A number X A special character Minimum 8 characters Confirm password	Access Code (MMYY)

If you're unable to log into your account, we recommend you try requesting your password, if that doesn't help, contact your support team at NJTHELP@GALLS.COM.

Once logged in, you're ready to order. You'll notice in the top right of the screen an allotment tracker which will tell you how much money you have available as well as what you've already spent and what's in your shopping cart; this is a live tracker. If you go over your allotment amount you can still purchase, but you will be prompted for a credit card upon checkout. Please note amount available depends on position or title.

				ALLOTMENT
ALLOTMENT	USED	IN CART	AVAILABLE	RENEWAL DATE
\$375.00	\$0.00	\$0.00	\$375.00	04/01/2021

In order to place orders, select the category to the left side.



Once you've selected a shirt for instance, you will notice your position-specific customizations are already added to the item, but there are options to add things like American Flag Patches or Years of Service. Once you're done, simply select the appropriate size and add to your cart.

MIRANSIT The Way is do	Ittern# SH3338 / MEN'S SHORT SLEEVE SHIRT Click Here for <u>SIZING CHART</u> \$26.00 COLOR WHT
	SM MD LG XL 2X 3X 4X 5X 6X Purchase In Bulk 1 • 1 • 1 • ADD SHIRT CONVERSION - ADD LONG TAIL FRONT/BACK (\$0.00) • • • • ADD AMERICAN FLAG PATCH RIGHT CHEST - ZX154 (\$1.00) • • • •
	ADD YEARS OF SERVICE RIGHT CHEST (\$0.00) ADD REV. FLAG PATCH RIGHT SLEEVE - UE022 (\$1.00)
	ADD YEARS OF SERVICE RIGHT SLEEVE (\$0.00) ADD AMERICAN FLAG PATCH LEFT SLEEVE - UE020 (\$1.00) ADD TO CART

You can view your shopping cart anytime by clicking on the shopping cart logo in the top right corner of the page.

				MY ACCOUNT	SIGN OUT	1)
ALLOTMENT	USED	IN CART	AVAILABLE	ALLOTMENT RENEWAL DATE		Q
\$375.00	\$0.00	\$26.00	\$349.00	04/01/2021		

Verify the items are correct and click PROCEED TO CHECKOUT.

SHOPPING CART **PROCEED TO CHECKOUT >>** Need Help? Email us any time. ORDER SUMMARY Items in Cart 1 Total Units 1 Merchandise Total \$26.00 ITEMS ITEM PRICE QTY TOTAL PRICE \$26.00 \$26.00 + 1 MEN'S SHORT SLEEVE SHIRT Item#: SH3338 WHT LG COLOR: WHITE SIZE: LARGE EDIT ITEM REMOVE

The last screen you'll go through is the SECURE CHECKOUT. As long as you have money in your allotment, it will not prompt you for anything and you can just complete the order. If you do not have allotment money left, you will be prompted for a credit card.

To ship to Home Address, select "Add New Shipping Address" below Shipping Address.

* Shipping Address:	
Select	•
Add New Shipping Address	

To ship to Garage Location, select address in drop list.

* Shipping Address:

Select	•
Select	
123 Your Home Address, JERSEY CITY NJ, 07310	
6000 ROUTE 42, WASHINGTON TWP GARAGE, TURNERSVILLE NJ, 080	12

If you want to pick up, simply select the check box beside SERVICE CENTER PICKUP and choose the Newark or Pennington store.

Service Center Pickup:	\checkmark	
* Pickup Location:		
Select		-
Select		
Newark Retail Store Pennington Retail		

PO number is locked in for you, but please note that if you have spent your allowance you will be required to put in a credit card to checkout. If using allowance money a credit card is NOT required.

Credit Card information not required when using allowance.

* Customer PO:	
200025478	

Lastly, you will need to enter your Employee ID# and your Garage location then continue to complete your checkout.

* EMPLOYEE ID #:

* GARAGE LOCATION: