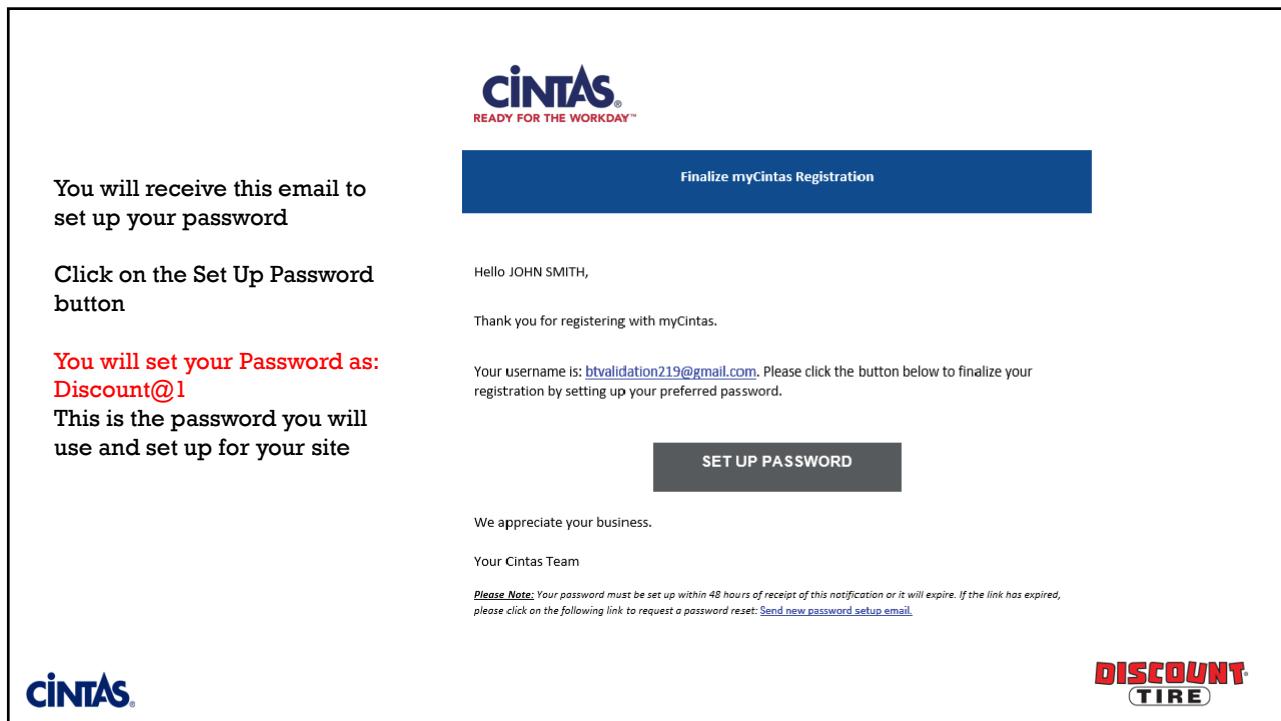




1



2

You can use this link to sign in to your MyCintas account: <https://account.cintas.com/online/login>

3

Once signed in your account will look similar to this. From here you can review your billing and send a message.

4

To Review Invoices

1. Select your account, only your store will be listed

2. Select the invoice you wish to view

To pull up an invoice and review Click here

3. Download Selected for multiple or click the Download PDF by the invoice

The screenshot shows the Cintas Billing portal. In the top left, there are three accounts listed with 'SELECT' buttons: 'AMERICAN LIGHTING AND SIGNAL' (2007234803), 'DISCOUNT TIRE' (0098574751), and 'DISCOUNT TIRE & CO' (201447789). Below this is a search bar and a dropdown for 'Billing ID #'. In the center, there's a 'Billing Accounts' section with a 'SELECT' button. To the right, there's a 'Billing' section with a 'View invoices, statements, credits' link. At the bottom, there's a 'Download Selected' button.

5

Reading your downloaded invoice

Local Customer Service

What was serviced – all items in your program will show here. The line total is the final line total after any adjustments were made at the delivery day

Freq – Frequency
01 – weekly
02 – every other week
04 – every four weeks
08 – every eight weeks

Qty and unit price shows number of units refilled

THIS IS PART OF A CONSOLIDATED BILL. PLEASE DO NOT PAY FROM THIS DOCUMENT.

CINTAS Signature from service day 

DISCOUNT TIRE

The invoice details include:

SHIP TO: DISCOUNT TIRE
6635 W 95TH ST
OAK LAWN, IL 60453-2160

BILL TO: C/O CONSOLIDATED BILLING
2022 N SCOTTSDALE RD
SCOTTSDALE, AZ 85255-6496

INVOICE #: 4078323611
INVOICE DATE: 03/12/2021
SERVICE TICKET #: 4078323611
STORE #: 1702
CUSTOMER REF #: FOR REFERENCE ONLY -
POLY TO #: 16606768
PAYER #: 18574751
PAYMENT TERMS: NET 30
SORT #: 00210001238
CINTAS ROUTE: 61 / DAY 4 / STOP 036

DESCRIPTION **FREQ** **EXCH** **QTY** **UNIT PRICE** **LINE TOTAL** **TAX**

X27045	SIG AUTOSOAP DSP ALU-	02	F	5	0.000	0.00	N
X27047	SIG AUTOSOAP CYR RED-	02	F	5	0.000	0.00	N
X27050	SIG AUTOSOAP CYR BLK-	02	F	5	0.000	0.00	N
X27180	DESKTOP HAND SANITIZER STAND-	02	F	1	0.000	0.00	N
X5536	SIG DISP DRIP KIT	02	F	5	0.000	0.00	N
X8071	SIG SANT ALC FM RFL-	02	F	5	0.000	0.00	N
X8072	SIG SANT SVC	02	F	5	11.150	55.75	Y
X9560	SIG AB SOAP SVC	02	F	3	9.150	27.45	Y
X9561	SIG AB SOAP RFL-	02	F	3	0.000	0.00	N
					SUBTOTAL	83.20	
					SERVICE CHARGE	5.65	N
					SUBTOTAL	89.15	
					SALES TAX	8.32	
					TOTAL USD	97.47	

6

To send a message to the local Cintas team

Choose the reason for your message

You will only see your account listed to select when you click Select Account

Provide the details of your request

If you have pictures, invoice, etc you would like to include you can add them here

Submit your request

7

FORGOTTEN PASSWORDS

If you forgot your password – you can change it on the sign in page

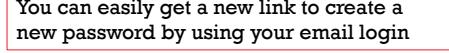
Sign In

EMAIL
hansenc@cintas.com

PASSWORD

Forgot Username Email?
Forgot Password? 

SIGN IN

You can easily get a new link to create a new password by using your email login 

New to myCintas? Click here to Register.

CINTAS **DISCOUNT** **TIRE**

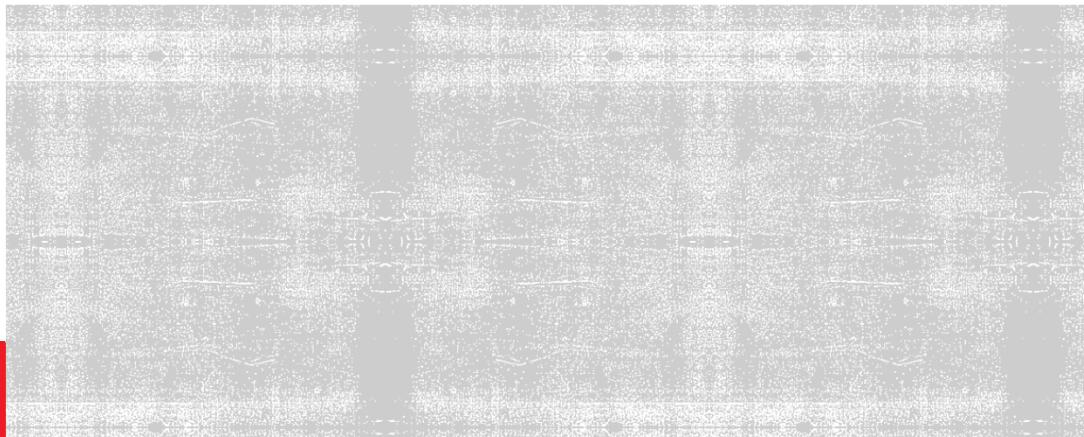
8

WHO DO I CALL FOR FURTHER ASSISTANCE?

1. There is a link to send a message for IT assistance – it is under Send Us A Message (see page 7)
2. Your local Cintas customer service – this number is located on the top of the invoice to the right
3. Chanda Hansen – your national account manager – hansenc@cintas.com; 937-361-8959



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