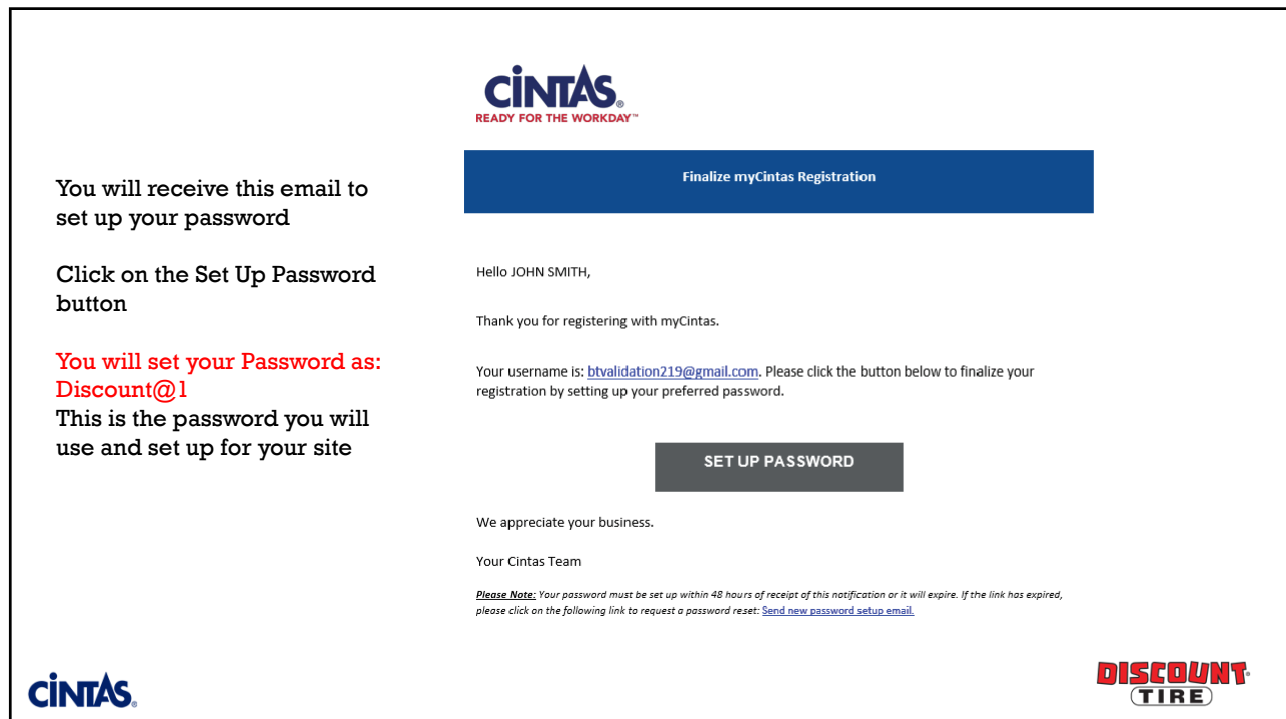




1



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.

To pull up an invoice and review Click here

To send a message to your local Cintas team Click here

4

To Review Invoices

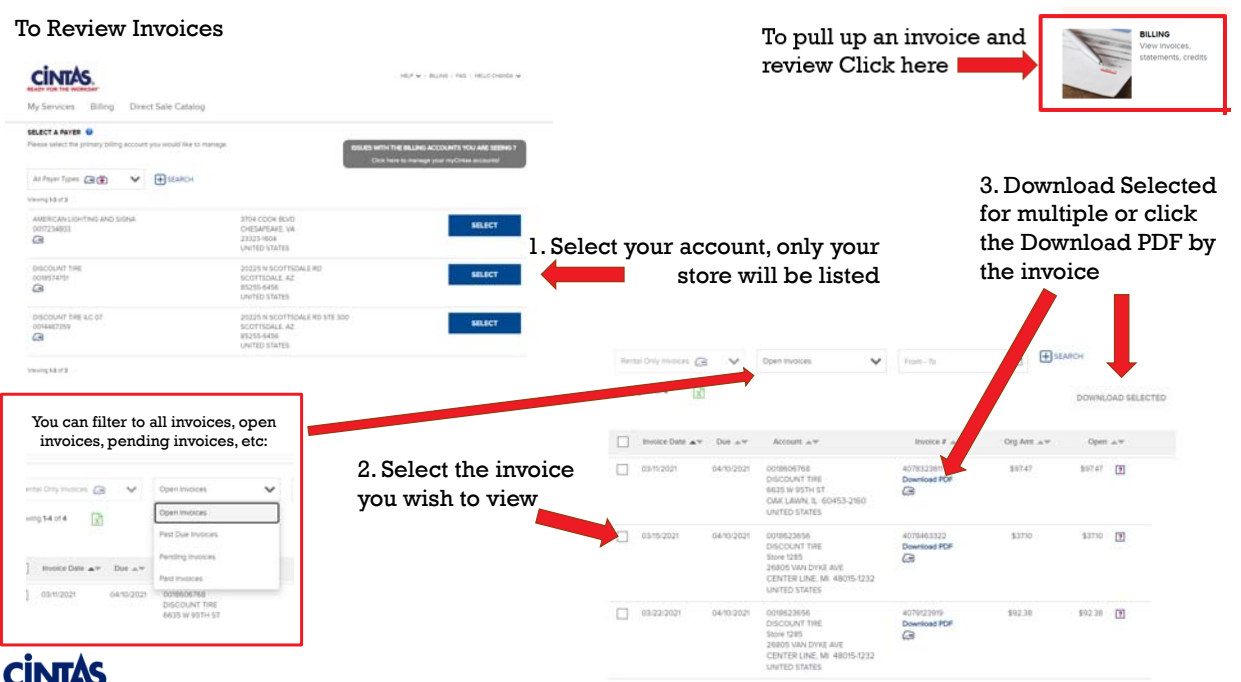
To pull up an invoice and review Click here → 

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

2. Select the invoice you wish to view

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

You can filter to all invoices, open invoices, pending invoices, etc:



CINTAS

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

Signature from service day

DISCOUNT TIRE

INVOICE

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

BILL TO: C/O CONSOLIDATED BILLING
DISCOUNT TIRE
20225 N SCOTTSDALE RD
SCOTTSDALE, AZ 85255-6436


INVOICE # 4078323611
INVOICE DATE 03/11/2021
SERVICE TICKET # 4078323611
STORE # 1702
CUSTOMER REF # FOR REFERENCE ONLY - DO NOT PAY

SOLD TO # 18606768
PAYER # 18574751
PAYMENT TERMS NET 30
SORT # 00210001238
CINTAS ROUTE 61 / DAY 4 / STOP 036

EMP/LOCK#	MATERIAL	DESCRIPTION	FREQ	EXCH	QTY	UNIT PRICE	LINE TOTAL	TAX
X27045	SIG AUTO SOAP DSP ALU-		02	F	5	0.000	0.00	N
X27047	SIG AUTO SOAP CVR RED-		02	F	5	0.000	0.00	N
X27050	SIG AUTO SOAP CVR BLK-		02	F	3	0.000	0.00	N
X27180	DESKTOP HAND SANITIZER STAND-		02	F	1	0.000	0.00	N
X5536	SIG DISP DRIP TRAY-		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
X3560	SIG AB SOAP SVC		02	F	3	9.150	27.45	Y
X3561	SIG AB SOAP RFL-		02	F	3	0.000	0.00	N
		SUBTOTAL					83.20	
		SERVICE CHARGE					5.95	N
		SUBTOTAL					89.15	
		SALES TAX					8.32	
		TOTAL USD					97.47	

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

Cintas has disposable gloves, hand sanitizer and cleaning chemicals available now! Ask your service rep for details.

Signature: 

6

SEND US A MESSAGE
Send a new message to Cintas.

To send a message to the local Cintas team

My Services Billing Direct Sale Catalog

HOME > SEND US A MESSAGE

Home
Billing
Accounts
Profile Settings
Account Activity
Send Us A Message

BACK > SEND US A MESSAGE
Please fill out the information requested in the fields below. Once you have submitted your request, you can view it at any time within the Account Activity section of the site.

MESSAGE CATEGORY*
Add a Product

SUBJECT* (MAX 255 CHARACTERS)

DETAILS* (MAX 2000 CHARACTERS)

ATTACHMENT
ADD ATTACHMENT

SUBMIT MESSAGE

Submit your request

MESSAGE CATEGORY*
Add a Product
Change Current Product or Service
Billing Question
Product or Service Issue
General Inquiry
Request New Technical Issue

• Billing Question – request information on charges/quantities from your invoice
• Product or Service Issue – height of dispensers; dispensers off the wall, etc
• General Inquiry – can be used for any request

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

Choose the reason for your message

CINTAS

DISCOUNT TIRE

7

FORGOTTEN PASSWORDS

If you forget 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

New to myCintas? Click here to Register.

CINTAS

DISCOUNT TIRE

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

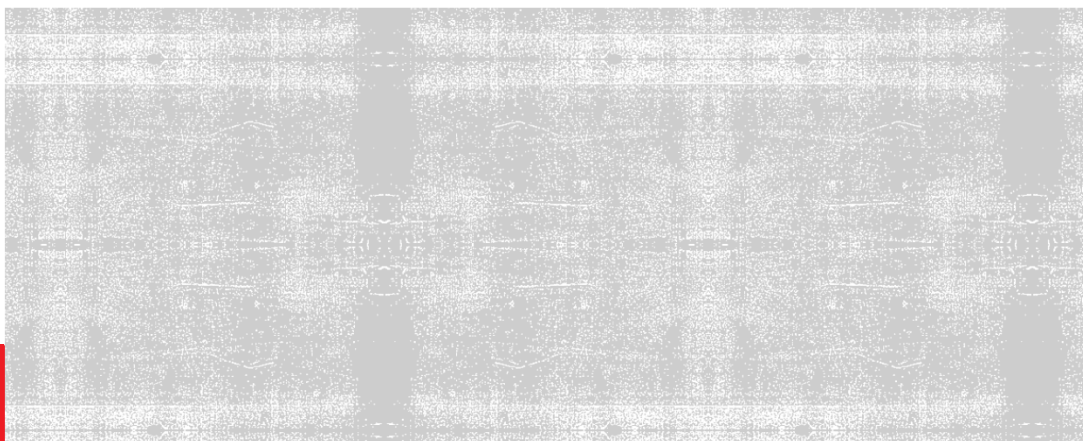
8

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



9



10