Employee Registration and Purchasing Guide

What is the Benefit Management System? (BenMan)

The Grainger Benefit Management System is your company’s selected method for purchasing safety footwear. This system connects directly to Grainger.com to make it fast and easy for you to shop for and purchase footwear under your company’s program.

The following information will help you to register and understand how to shop and make purchases. *When you are logged into BenMan you are only able to purchase footwear on Grainger.com.*

How To Register

To register, CLICK on this link to go to your BENEFITS MANAGEMENT SERVICE Page.

https://www.grainger.com/benefits/registration/USCPHYSICALPLANTLACA

1. On the Benefits Management Service page (below) fill out all of the required fields:
   - First Name
   - Last Name *(Note: Last names were not loaded with additional info, Jr., Sr., etc.)*
   - Employee ID #

2. Click CONTINUE to go to the next step (see next page).

![Employee Registration and Purchasing Guide](https://www.grainger.com/benefits/registration/USCPHYSICALPLANTLACA)
The Registration screen will appear, as shown below.

3. Complete the required fields, then Click to Agree to Terms, and then click REGISTER.
4. The confirmation screen will appear (last below). Click on MY BENEFITS. Now you can login using the User ID and Password you just created. That’s it, you are ready to shop.

**IMPORTANT:** You only need to register one time!

You will need the User ID and Password you created above to login and purchase in the future.
How to Shop and Purchase

The My Benefits Page, directly below, is your landing page. From here you can shop by clicking SHOP NOW, or see your past purchases, or place a RE-order, by clicking VIEW ORDER HISTORY.

1.) To begin shopping click SHOP NOW. This will bring up your MY PRODUCTS PAGE.

2.) On the Your Products Page use the drop down arrow of Your Products and select Safety.
3.) You will see an icon box for Safety Toe Work Boots and Shoes. If your employer allows for the purchase of insoles and/or accessories you will see an option for these here as well. Select the icon box for Safety Toe Work Boots and Shoes to begin shopping for shoes. You will be able filter the selections down on the next page.
3.) Use the menu features on the left hand side of the screen to filter the selections. Select a style, size and width, and any additional features as needed. Once the selection has been filtered the styles that align with those features will appear in a list to the right of the filter menus.

Use these and other filters, below, to find the footwear features you need.
Benefit Management System
Footwear Program

4.) You can sort the selection by Top Sellers, Brand and Price using the drop down menu in the Sort by box at the top of the list.

Steel-Toe Work Boots and Shoes

707 results found that include 15,240 products

Find a large selection of safety-toe work boots and shoes at Grainger for hiking, athletics, military or heavy-duty work. Choose from a selection of leather work boots that are waterproof and provide oil and slip resistance or military style work boots that offer antibacterial liners. Shop Grainger for the right pair of safety-toe work boots and shoes you need to get the job done.

5.) Once you’ve chosen the style you like you can click on the description of the shoe to select it.
6.) After selecting the shoes a box will pop up on the left hand side of the screen. In this box select the size needed using the drop down menu and then click Add.

7.) After adding the shoes to your cart you can click on Continue Shopping to add additional items such as insoles or accessories or click View Cart to complete the checkout process.
8.) click PROCEED TO CHECKOUT. On the SUBMIT ORDER screen you will see the Subsidy amount paid by your company (as applicable) and the amount you owe. If your company requires a P.O. number you can use the drop down menu in the P.O. field to chose the correct P.O. number or, if there is no drop down menu you can enter the P.O. number into that field. Then Click SUBMIT ORDER and your purchase is complete.
Final Steps

9.) After placing an order you can view or print your order, shipping and subsidy details.

10.) If applicable you will also see the amount owed after Subsidy as “Payroll Deduction”, OR be prompted to enter credit card information for the balance due.

11.) As a final step be sure to click to LOG OFF. under “Hello”, at very top right of the screen.

12.) You will receive a confirmation email on your order.

IMPORTANT: To make a future purchase go to www.grainger.com. Click the “Sign In” link at the top right of the page. Sign in using the User ID and Password you created earlier.

For issues or questions please contact a service representative at 844-820-6290 or BMSgrainger@grainger.com.