

UPS Customer Solutions

Add Shipper Account to UPS.com User Account

Invoice Method





Add Shipper Account to UPS.com User Account Invoice Method

Introduction

This document walks you through the steps to add shipper accounts to a **UPS.com** user account to link it to UPS[®] Customer Solutions applications and activate the account. This method is used if you have access to your invoices and are associating a relatively small number of shipper accounts. You will not need to share your password with anyone, including UPS personnel. Your account representative will need your username if helping to link shipper accounts.

NOTE: If there are any issues adding the shipper account to the UPS user account related to the email registered for the sign up, contact PSI Support at <u>psisupport@ups.com</u>.

Add Shipper Account Numbers

Follow the steps to Add Shipper Account Numbers to the **UPS.com** user account.

NOTE: Make sure to have the most recent invoice (use details from any one of the last three UPS invoices) for the shipper account.

- 1. Go to <u>UPS Home page</u> and log in to the **UPS.com** user account.
- On the home page, click **Profile icon** (1) at the top-right corner and select **Accounts and Payment** (2) from the listed options. The Accounts and Payment Options page appears.

Shipping Tracking Products & Services The UPS Store		1
Track Quote Ship Billing Tracking Number Need help changing your delivery? <u>Get Help</u>	Track > @ Help	My Profile Accounts and Payment View & Pay Bill My Choice® for Business Log Out

3. On the Accounts and Payment Options page, click the list under Add a Payment Method → select Add Existing Account.



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4. Click Add. Add an Existing Account page appears.

Accour	nts and Paym	nent Options	
<u> </u>			
K Back to Overview			
My Accounts ar	nd Payment Methods		
Edit your account settin	gs, including weekly pickup options, danger	ous goods preferences, in-store billing, au	thorized
Actions	NICKNAME	METHOD	
You haven't added a	ny payment methods to your profile yet.		ling
Do you pay invoices in Add a Payment Method	the UPS Billing Center? Don't forget to upda	rte payment cards in your wailet. Go to blin	
Do you pay invoices in Add a Payment Method Select One	the UPS Billing Center? Don't forget to upda	v	
Do you pay invoices in : Add a Payment Method Select One Select One Add Existing Account Add Existing Account Add Payment Card Add Payment Card	the UPS Billing Center? Don't forget to upda	v	

5. On the Add an Existing Account page, enter the shipper account details and click **Next**.

Payment Account Type	Documents and Packages Air Freight (to be covered in future documents)	
Account Number		
Nickname	Provide a friendly name that describes the shipper account	
Country		
Postal Code for Pickup Address		

The account Verification Method page appears.

Add an Existing Account	
We need to verify your information to make sure no one fraudulently uses your payment account.	
Payment Account Type	
 Documents and Packages 	
O Air Freight	
Account Number	
Nickname Georgia Outbound	
Country United States	
Postal Code for Pickup Address 30005	
Make this my default payment method.	
Back Next >	



Add Shipper Account to UPS.com User Account

- Invoice Method
- On the Account Verification Method page, select Invoice Data Verification method and click Next.
 Confirm Your Information page appears.

Account Verification Method
Select a method to verify the account. Help ③ Invoice Data Verification PIN Verification
Back Next >

7. On the Confirm Your Information page, start filling in details from the most recent invoice. Click **Save**.

Confirm Your Information
Please use one of your three most recent UPS invoices.
Valid invoices must have been generated within last 90 days for US Accounts or last 45 days for International Accounts.
Account Number
Country or Territory United States
Invoice Number
Invoice Date (MM/DD/YYYY)
Amount Due (Do not include currency symbols)
Control ID
< Back Save >

- 8. The UPS shipper account number is now successfully added to your **UPS.com** account.
- 9. If there is more than one UPS shipper account number, repeat from step 1 to start adding the next shipper number. Repeat this, until all the shipper numbers are added to your **UPS.com** account successfully.

NOTE: If you have trouble or experience issues while adding your shipper numbers, kindly reach out to *PSI Support at <u>psisupport@ups.com</u>* for further assistance.