

# UPS Batch Suite

Authorization Code Flow

2024



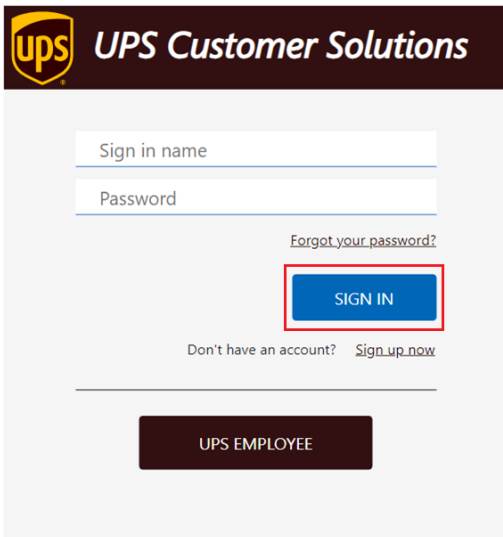
# Introduction

This document walks you through the steps on how to set up authorization code flow for **UPS Batch Suite** Solutions application. This process requires that the user is already registered in **UPS.com**.

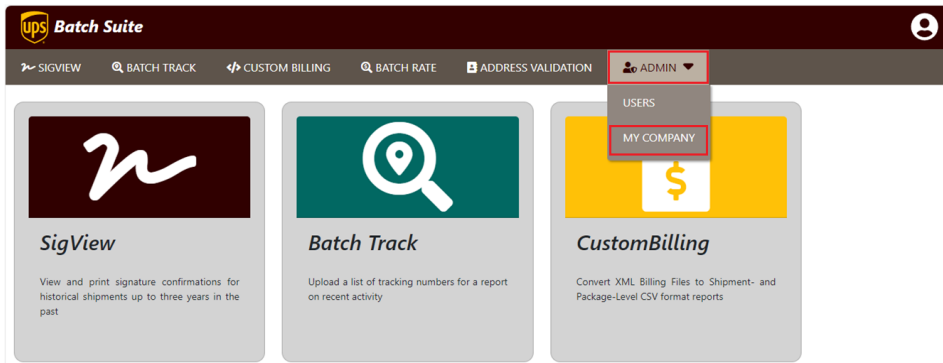
## *Authorize the application through UPS.com*

The user must authorize the application through **UPS.com** to generate an access token. Begin by logging into the application.

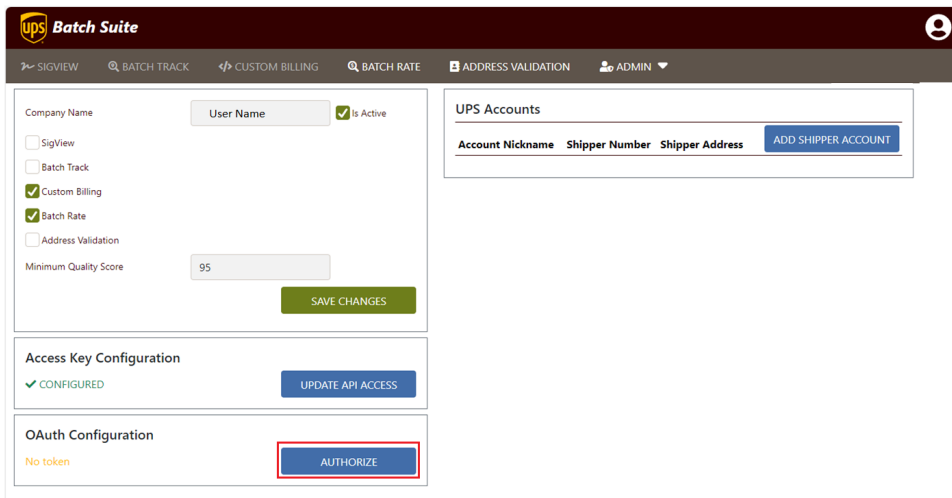
1. Log in to **UPS Batch Suite** using your **Sign In name** and **Password**.




2. The Batch Suite landing page displays. Click the **Admin** dropdown menu and select **My Company**.



3. This will display a company manager page, click **Authenticate** on the selected company.



 **Note:** The admin user will not be able to see unauthenticated companies.

4. Now you are getting redirected to UPS.com to grant permission and validate your credentials.
  - a. Enter a registered **Email** or **Username**.
  - b. Check the Confidentiality Agreement box

- c. Click **Continue**.

## Log In

Don't have a profile? [Sign up](#)

Email or Username



By continuing, I agree to the [UPS Technology Agreement](#) and authorize **[Customer Solutions - Application name]** to access data associated with my UPS.com username listed above, including UPS shipping account numbers, contact information, rates, and package tracking status.

**Continue** >

[Forgot Username/Password](#)



**Note:** Once the log in is complete, you authorize the user to use their information in the applications.

5. Enter your UPS.com password.

## Password

Welcome back, Username

Password

.....




**Log In** >

[Forgot Username/Password](#)



**Warning:** When using the Opt-In method, changing the password for the ups.com the user that opted in will invalidate any previous Opt-In. Consequently, company admins will need to opt-in again whenever the password is changed.

**Tip:** You should get a confirmation of the company authentication and a token expiration date.

 **Batch Suite**

[SIGVIEW](#) [BATCH TRACK](#) [CUSTOM BILLING](#) [BATCH RATE](#)

Company Name

SigView

POD Retention (Years)

Batch Track

Custom Billing

Batch Rate

Address Validation

Minimum Quality Score

[SAVE CHANGES](#)

### Access Key Configuration

CONFIGURED

[UPDATE API ACCESS](#)

### OAuth Configuration

Refresh expires: yyyy-mm-dd hh:mm:ss

[REMOVE AUTH](#)



**Tip:** If you require assistance, reach out to your Account Executive.