

HOW TO: ADD A UPS ACCOUNT TO ShipStation



OPEN SETTINGS

Click on the Settings wheel on the top right. Then click on Shipping on the left menu. Click on Carriers. Click Your Accounts. Then click the green Add Carrier button.

ADD YOUR UPS ACCOUNT

Find the UPS logo and click on UPS. Name your account Mrs. Shippie. Add your account number (found in your email), zip code and country (US). Then click the green Connect button.

VERIFY UPS ACCOUNT ACCESS

You will be automatically forwarded to the UPS website. Enter the User ID & Password found in your email. Once you login to your account you will be forwarded back to ShipStation.

CONFIRM YOUR ACCOUNT STATUS

Click on the tab that says Your Carrier Accounts. This will show you all of your custom accounts added to ShipStation. Click the 3 dots next to your new Mrs. Shippie UPS account. Click Carrier Settings.

ENABLE ALL RATES

Make sure the checkbox for Enable Negotiated Rates is checked. Make sure Enable Rates for Additional Services is checked. Surepost is the same service as UPS Ground Saver.

HAPPY SHIPPING

That's it! You're all set to start shipping with your new Mrs. Shippie UPS account. If you have any questions, please reach out to us at support@MrsShippie.com.

