

# HOW TO: ADD A UPS ACCOUNT TO Shopify



## OPEN SETTINGS

Click on the Settings wheel on the bottom left. Then click on Shipping and Delivery on the left menu. This will bring up all of your shipping settings in Shopify.

## ADD YOUR UPS ACCOUNT

Scroll down to the bottom to Carrier Accounts. If you don't have access to add a carrier account, you must request this feature via chat or calling Shopify. If you do have it, click Connect Account. Click UPS.

## 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 Shopify.

## CONFIRM YOUR ACCOUNT STATUS

Once you're back in Shopify, you'll be prompted to enter your UPS account number (you'll find it in your email). Click Submit.

## TRY TEST MODE

Shopify gives you access to a Test Mode to test new carrier accounts. Please keep in mind, it can take up to 24 hours for the UPS API to sync with Shopify.

## HAPPY SHIPPING

That's it! You're all set to start shipping with your new Mrs. Shippie UPS account. You'll see your account when fulfilling orders and the UPS account notes "Using Your Own Account". If you have any questions, please reach out to us at support@MrsShippie.com.

