

HOW TO: ADD A UPS ACCOUNT TO SHIPPO



OPEN SETTINGS

Click on the Settings wheel on the top right. Then click on Carriers on the left menu. Then click the green Connect Carrier Account button.

ADD YOUR UPS ACCOUNT

Click on UPS. Name your account Mrs. Shippie. Add your account number (found in your email). Then click the green Connect via UPS 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 successfully verify your account you will be forwarded back to Shippo.

CONFIRM YOUR ACCOUNT STATUS

Click on the tab that says Your Accounts. This will show you all of your custom accounts added to Shippo.

ENABLE ALL RATES

Click Edit next to your new Mrs. Shippie UPS account in Shippo. Click the button that says Enable Surepost rates. 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.

