

**ShipWorks®**

# User Guide

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## **Creating a New UPS Account in ShipWorks**

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# Creating a New UPS Account in ShipWorks

## Background

Do all your UPS shipping right from within ShipWorks. You can sign up for a UPS account from right within ShipWorks. ShipWorks provides users with the ability to select service options and print shipping labels without having to export data or cut-and-paste information into other applications.

ShipWorks also gives you the ability to ship using the UPS WorldShip application. Please see [this article](#) if you wish to connect UPS WorldShip to ShipWorks.

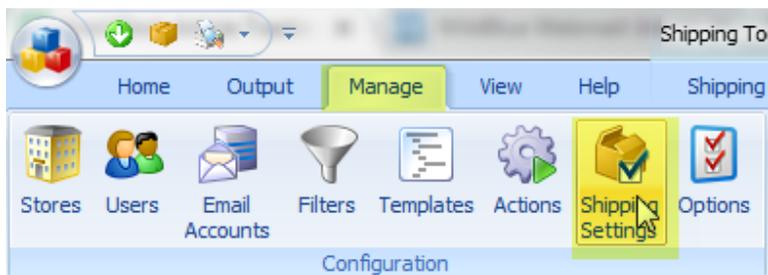
This article will guide you through the steps to create a new UPS account. If you are attempting to add an existing UPS account to ShipWorks, [please see this article](#).

## First Things First

This article assumes that you have ShipWorks installed and that you are logged into ShipWorks as a user with administrator rights.

## The Process

1. In ShipWorks, click on the **Manage** tab and then on the **Shipping Settings** button.

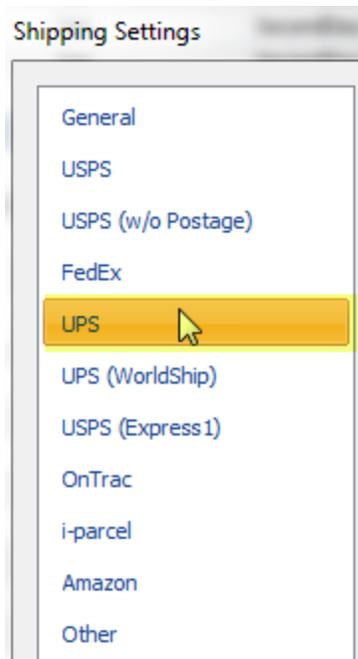


2. Verify that UPS is active in the **Active Providers** list by ensuring the checkbox is checked. Then, select **UPS** from the list of shipping providers on the **Shipping Settings** screen.

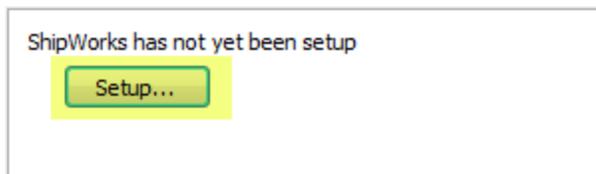
### Active Providers

The following providers will be available in the shipping window:

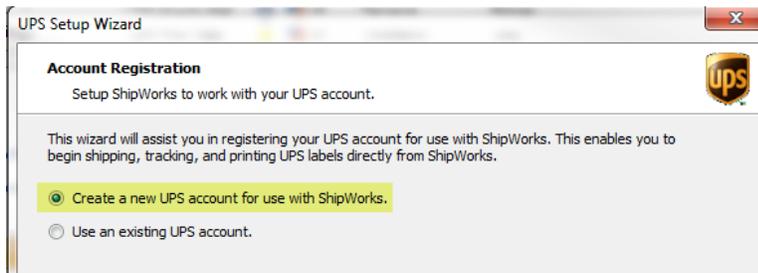
- USPS
- USPS (w/o Postage)
- USPS (Express1)
- FedEx
- UPS
- UPS (WorldShip)
- OnTrac
- i-parcel
- Other



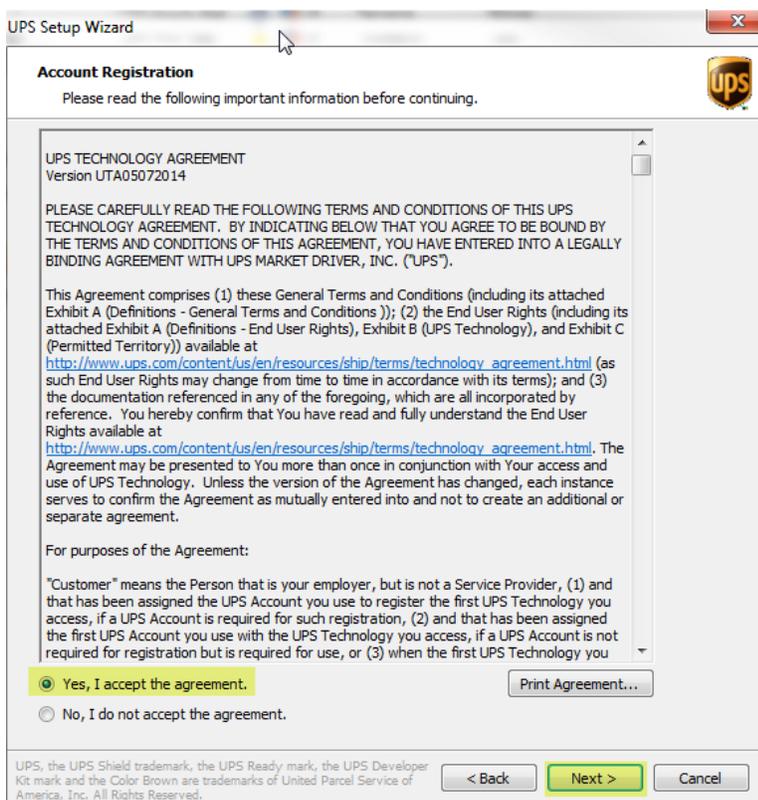
3. With **UPS** selected, click on the **Setup** button.



4. Select **Create a new UPS account for use with ShipWorks** on the **Account Registration** screen. Then, click **Next**.



5. Select that you accept the license agreement and then click **Next**.



6. Next, fill out the **Business Information** section. Then, click **Next**.

UPS Setup Wizard

**Account Registration**  
Tell us about your business

**Business Information**

Reason for Creating Account: Starting a new business

Industry: Retail And Consumer Goods

Number of Employees: 1

Approximately how many Ground, Air, or International shipments will you have in an average week?

Ground: 25

Air: 0

International: 0

Will you ship prescription pharmaceuticals directly to patients?

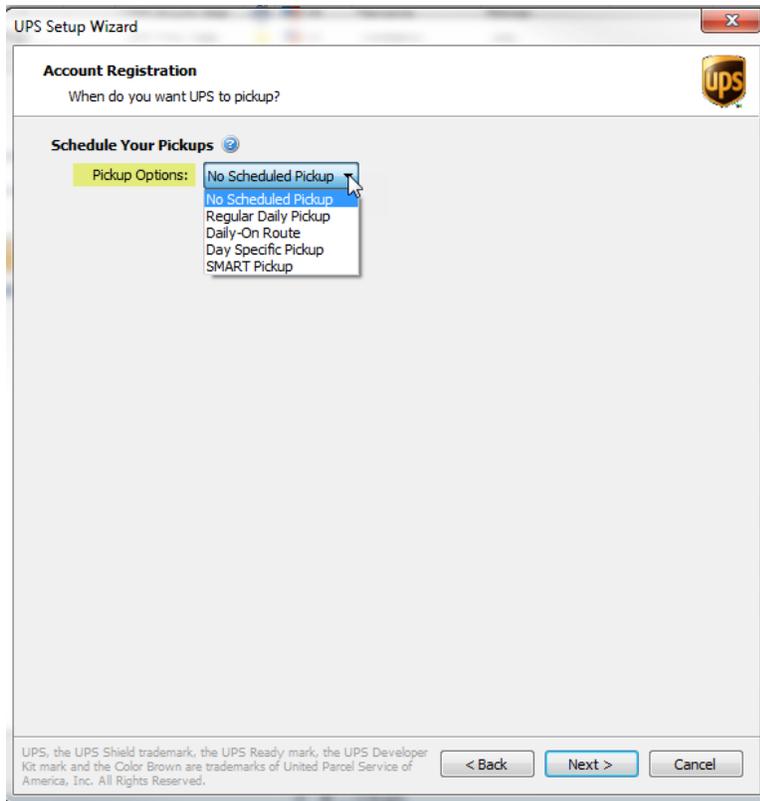
No  Yes

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< Back Next > Cancel

7. Select the correct option from the **Pickup Options** menu. Then, click **Next**.

**Note:** For more information on UPS Pickup options, please [see this UPS article](#).



8. Complete the **Billing Address** and **Contact Information** for your UPS account.  
Click **Next**.

UPS Setup Wizard

**Account Registration**  
What is your billing address?

**Billing Address**

**Name**

Full Name: ShpWorks Support  
Company: ShipWorks

**Address**

Street: 1 Memorial Drive  
Suite 2000  
City: St. Louis  
State \ Prov: Missouri  
Postal Code: 63102  
Country: United States

**Contact Information**

Email: support@shipworks.com  
Phone: 800-952-7784

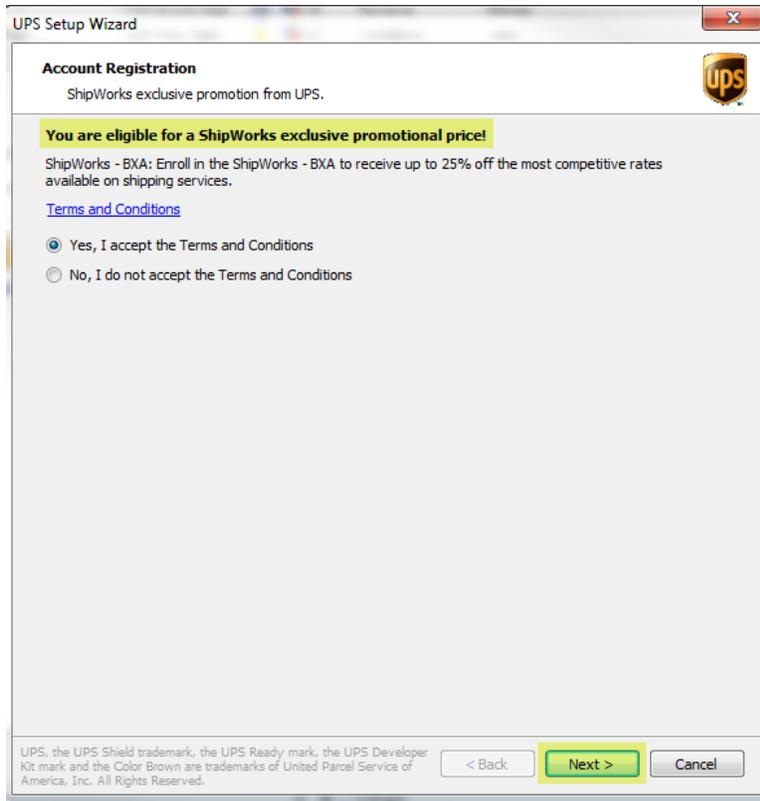
This address is also my pickup address

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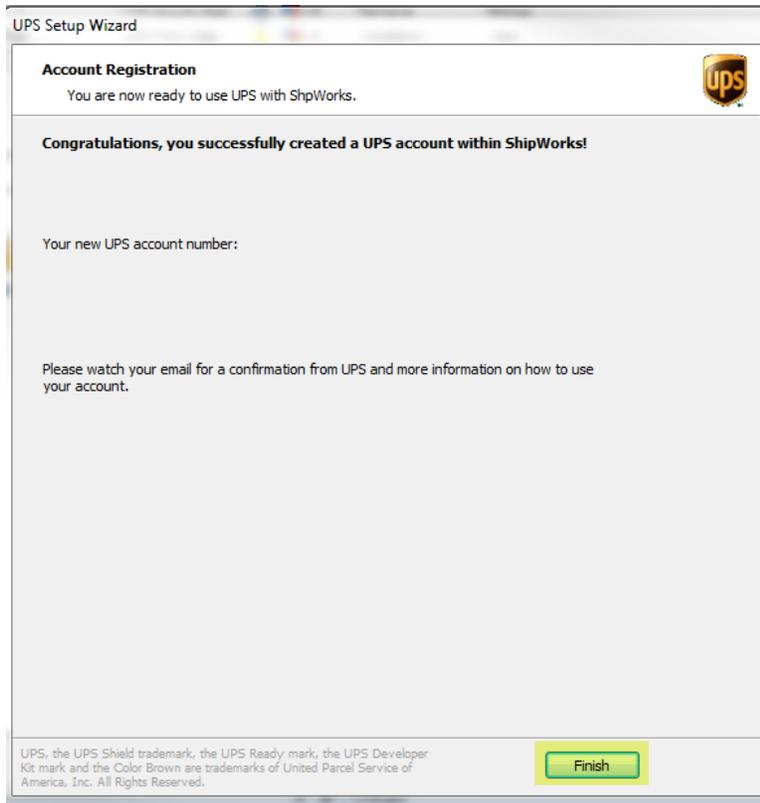
< Back   Next >   Cancel

9. As a ShipWorks customer, you are eligible for the UPS Discounts Program as long as you do not already have a customized shipping agreement with UPS. For more information about the program, [please visit this page](#).

Next, select that you accept the Terms and Conditions and click **Next**.



10. Congratulations. You have successfully created your UPS account. Click **Finish**.



11. To continue with setting up your new UPS account with ShipWorks, [please see this article](#).

## Still Need Help?

Please feel free to [reach out to one of our awesome Customer Care representatives in St. Louis](#). We are happy to assist you.