

UPS CampusShip™ User Tips

When you first log in:

- Bookmark your UPS CampusShip Web address. Also save the e-mail you received with your UPS CampusShip ID and Web address link.

When you ship:

- Request the UPS Quantum View™ Notify e-mail options you want: ship notification, exception notification, or delivery notification.
- For recipients whom you ship to frequently, select “add to address book” each time you ship to a new recipient. You’ll save time next time.
- Prepare international shipments with confidence. While most international letters don’t require special documentation to clear customs, packages do. If you have questions, you can visit “Global Advisor” under the Resources tab at UPS.com, or call 1-800-782-7892.
- For special pickup needs (such as extra-late or Saturday), request UPS On-Call PickupSM online through UPS CampusShip, or call 1-800-PICK-UPS.* Or drop off your shipment at a UPS drop box or The UPS Store.

***Your UPS CampusShip administrator may not authorize your use of all UPS service options.**



UPS CampusShip™
Makes Shipping Easy.
Overnight, Ground, International.

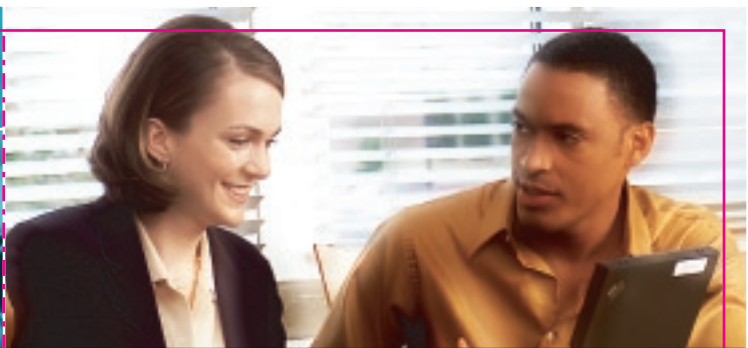


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UPS CampusShip™ is easy to use:

- Log in using your ID and password.
- Enter or select your recipient’s address.
- Enter UPS service option and, if applicable, package weight (not needed for letters).
- Enter (or Search then Select) Reference Number(s), if applicable.
- Select **Preview Shipment** to verify all shipping options.
- Select **Ship Now**.
- To Track your package, select **View History** or **Void Shipment**.



Shipping with CampusShip™

Count on UPS

UPS CampusShip™ delivers comprehensive shipping and tracking functionality right to your own desktop or laptop.

- Print shipping labels on your own printer.
- Track all your shipments.
- Store addresses in your personal address book, or use the corporate address book.
- Access the shipping history of all your packages.
- Send shipment notifications to your customers by e-mail.
- Receive e-mail notification of delivery.

Unsurpassed reliability when shipping Overnight, Ground or International—right from your desk. Know exactly when it will arrive with UPS.

For more information on UPS CampusShip, talk to your UPS CampusShip Administrator.

How to Register:

- Access UPS CampusShip by using the link you received via e-mail. **This e-mail also contains your ID.**
- To log in, enter your ID and the temporary password
- Select **Update** to create your permanent password.

How to ship your packages:

- Log in using your ID and password.
- Enter or select your recipient's address.
- Select UPS service and packaging option, then, if applicable, Enter package weight (not needed for letters).
- If you want to verify your shipping label information, select **Preview Shipment**.
- Select **Ship Now**. Your Shipping Label is sent to your printer.
- To Track your package, select **View History** or **Void Shipment**.

Use this account reminder card to access all the shipping capabilities of UPS CampusShip.

User ID:

Password:

CampusShip Web Address:

<http://www.campusship.ups.com/login/>



Example: <http://www.campusship.ups.com/login/yourcompany>

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