UPS Customer Solutions

Add Shipper Account to UPS.com User Account

Invoice Method

Introduction

This document walks you through the steps to add shipper accounts to a **UPS.com** user account to link it to UPS® Customer Solutions applications and activate the account. This method is used if you have access to your invoices and are associating a relatively small number of shipper accounts. You will not need to share your password with anyone, including UPS personnel. Your account representative will need your username if helping to link shipper accounts.

> **NOTE:** *If there are any issues adding the shipper account to the UPS user account related to the email registered for the sign up, contact PSI Support at psisupport@ups.com.*

Add Shipper Account Numbers

Follow the steps to Add Shipper Account Numbers to the **UPS.com** user account.

> **NOTE:** *Make sure to have the most recent invoice (use details from any one of the last three UPS invoices) for the shipper account.*

1. Go to UPS Home page and log in to the **UPS.com** user account.

2. On the home page, click **Profile icon** (1) at the top-right corner and select **Accounts and Payment** (2) from the listed options. The Accounts and Payment Options page appears.
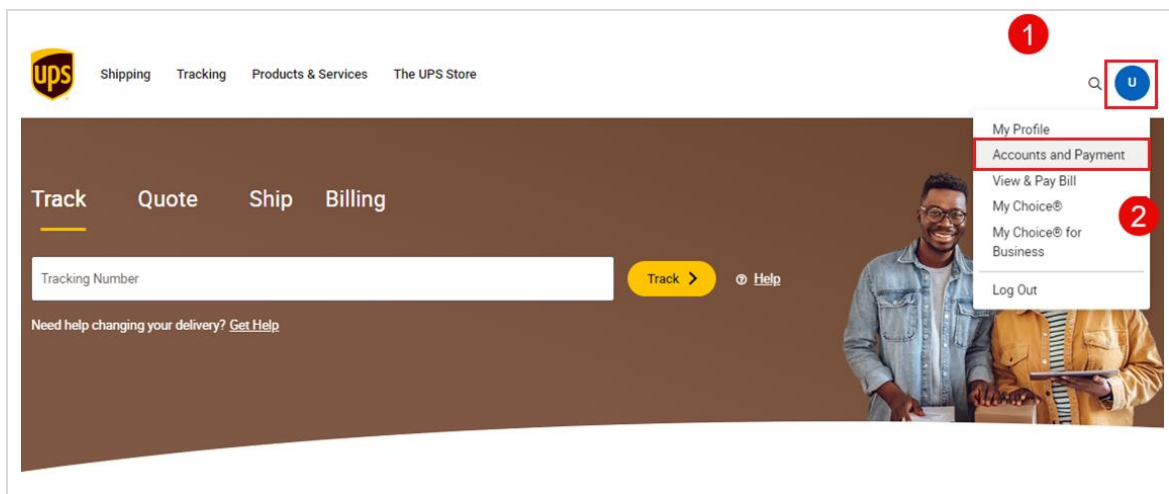
3. On the Accounts and Payment Options page, click the list under **Add a Payment Method** → select **Add Existing Account.**

4. Click **Add.** Add an Existing Account page appears.
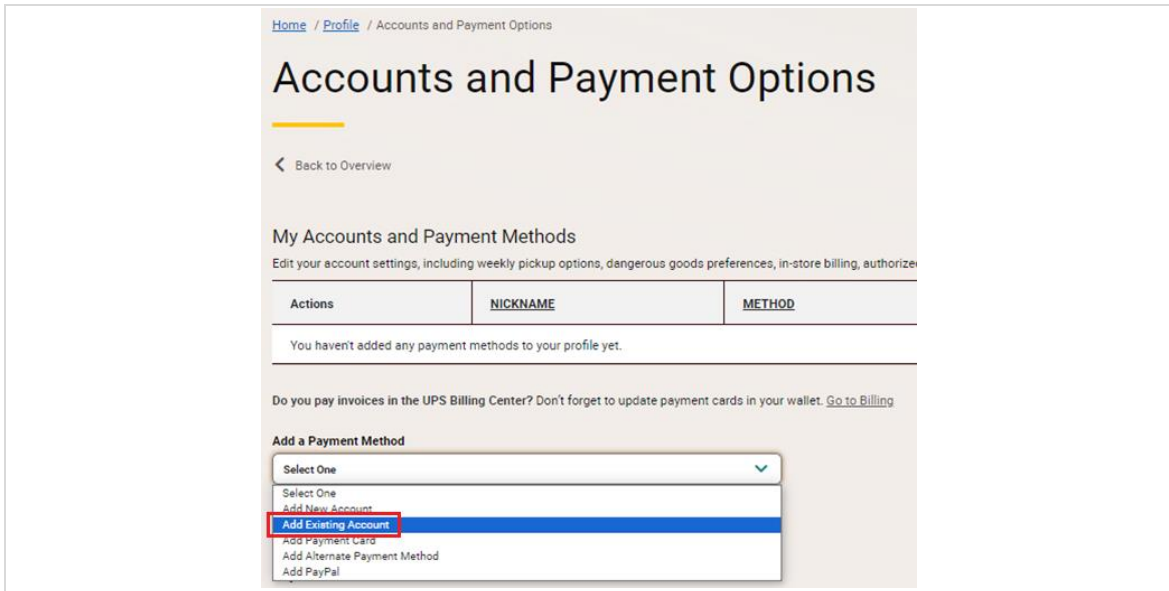
5. On the Add an Existing Account page, enter the shipper account details and click **Next.**
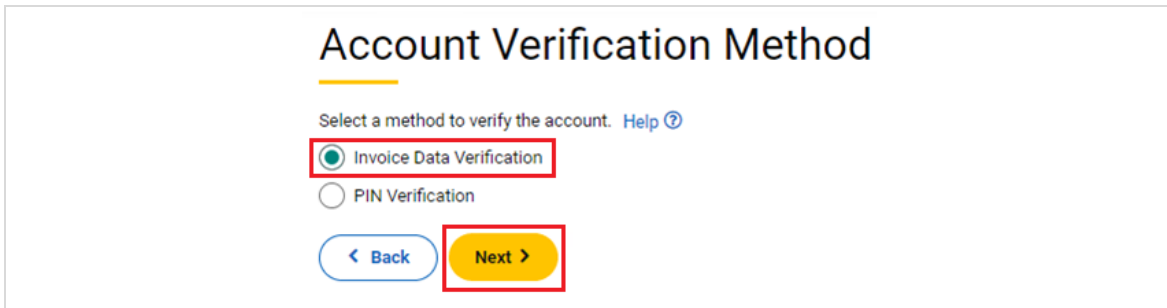
Payment Account Type	Documents and Packages Air Freight *(to be covered in future documents)*
Account Number	
Nickname	*Provide a friendly name that describes the shipper account*
Country	
Postal Code for Pickup Address	

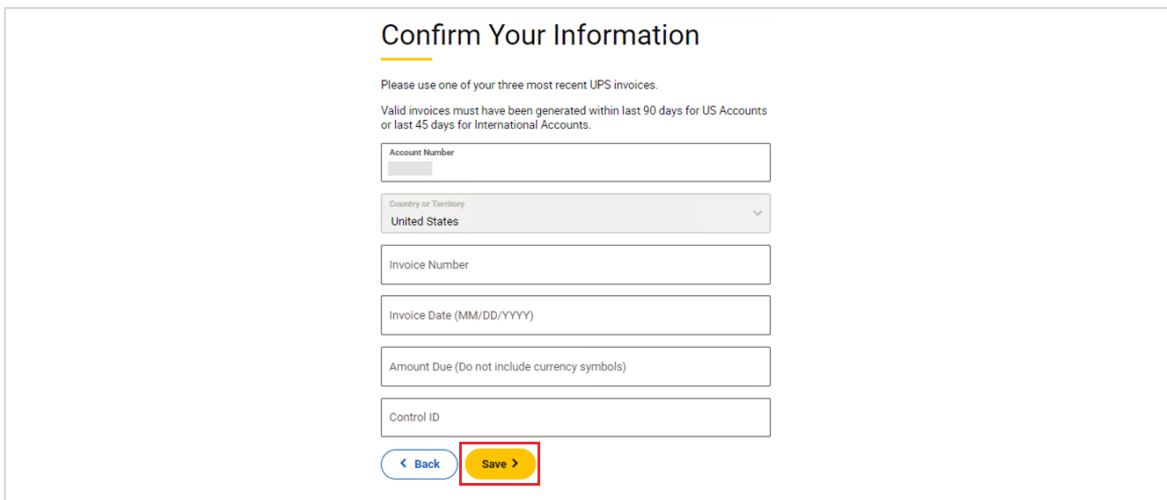The account Verification Method page appears.
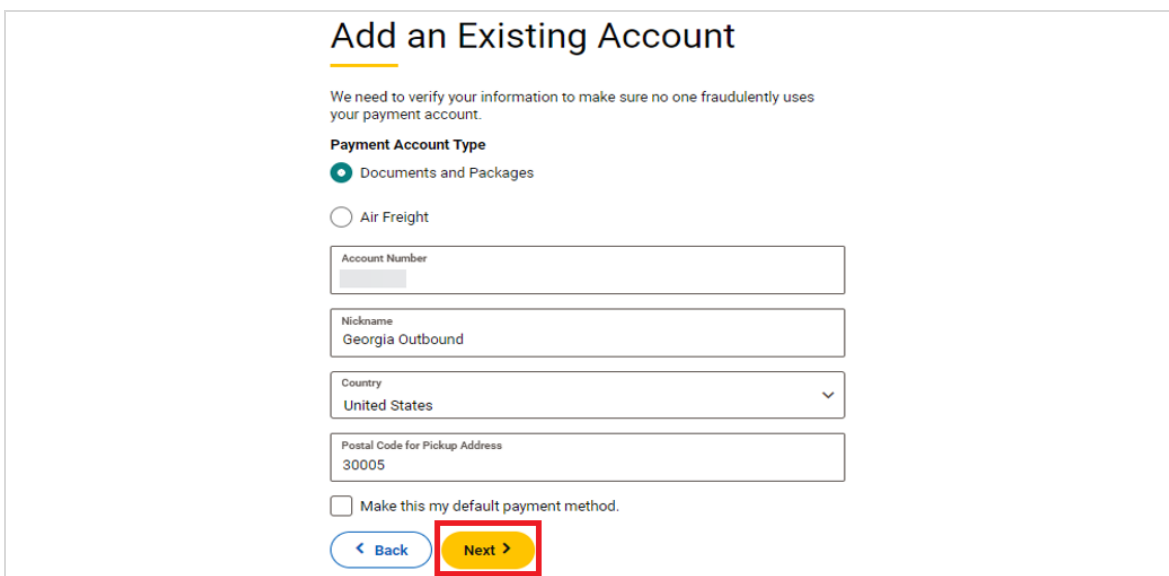
6. On the Account Verification Method page, select **Invoice Data Verification** method and click **Next**. Confirm Your Information page appears.

Account Verification Method

Select a method to verify the account. Help ⓘ

◉ Invoice Data Verification
○ PIN Verification

[< Back] [Next >]

7. On the Confirm Your Information page, start filling in details from the most recent invoice. Click **Save**.

Confirm Your Information

Please use one of your three most recent UPS invoices.

Valid invoices must have been generated within last 90 days for US Accounts or last 45 days for International Accounts.

Account Number
[   ]

Country or Territory
United States   ∨

Invoice Number
[   ]

Invoice Date (MM/DD/YYYY)
[   ]

Amount Due (Do not include currency symbols)
[   ]

Control ID
[   ]

[< Back] [Save >]

8. The UPS shipper account number is now successfully added to your **UPS.com** account.

9. If there is more than one UPS shipper account number, repeat from step 1 to start adding the next shipper number. Repeat this, until all the shipper numbers are added to your **UPS.com** account successfully.

NOTE: *If you have trouble or experience issues while adding your shipper numbers, kindly reach out to PSI Support at psisupport@ups.com for further assistance.*