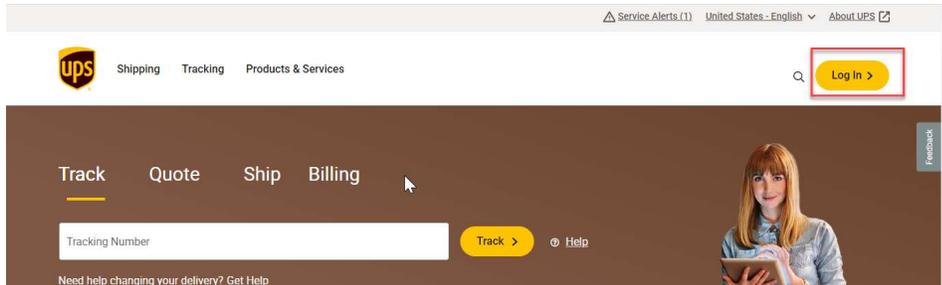


How to sign up for a new user ID on UPS.com

1. Access Ups.com in your web browser
2. Click the **Log In** button in the upper right corner of the screen.



3. Click on the **Sign Up** hyperlink, above the Email or Username field.

Log In

Don't have a profile? [Sign Up](#)

By continuing, I agree to the [UPS Technology Agreement](#).

[Continue >](#)

[Forgot Username/Password](#)

Or log in using one of these sites



1. Enter your First and Last name.
2. Enter your email address.
3. Select your Phone number Country Code
4. Enter your phone number.
5. Create a Username or User ID
 - Must be 1 - 16 characters long.
 - Must not contain - spaces, email addresses, special characters, URLs (.com, .net, .org, .in)
6. Create a Password
 - Must be 12 - 26 characters long.
 - Must include –
 - One lowercase letter
 - One upper case letter
 - One number
 - One special character (allowed special characters (! @#\$%*))
 - Cannot contain your first or last name, ups User ID or email address used to login.
7. First, read the UPS Technology Agreement. If you agree with the terms and conditions, **tap the box** next to the UPS Technology Agreement.
 - Some Countries have other options available such as the UPS Privacy Notice.
8. Click the **Sign up** button.

Sign Up

Already have a Profile? [Log In](#)

Country Code US +1	▼	Phone Number (optional)
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I agree to the UPS Technology Agreement and confirm I've been given enough time to read it and understand that it contains important terms about my use of UPS Technologies, like limiting UPS's liability and my agreement on how disputes between UPS and me will be handled. [View the UPS Technology Agreement](#)

Sign Up >

Or sign up using one of these sites.



Sign Up

Already have a Profile? [Log In](#)

Country Code FR +33	▼	Phone Number (optional)
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I confirm that I have read the UPS Privacy Notice and understand the information presented therein about how UPS processes my personal information.

[View the UPS Privacy Notice](#)

Send me offers, insights and industry news that can help to improve my shipping.

Yes, send me these emails. I know I can change this selection in my profile at any time.

No, thanks.

Sign Up >

9. A new screen will open and ask you to verify your email address.



Shipping Tracking Products & Services

Verify Your Email

Please enter the verification code that was sent to the email address below.

Email: [redacted]@ups.com [Edit](#)

Verify My Email >

Send a New Code >

Cancel >

10. You will receive an email from UPS (accountconfirm@ups.com) with subject line, UPS: [numbers] is Your Verification Code.

- Stay on the Verify Your Email page to enter the PIN number when it is received.
- It can take a few minutes to receive your email.

UPS: [666164] is Your Verification Code



11. On the **Verify Your Email** page and Enter the Verification code, click on the **Verify My Email** button.

- If no code received, please check your email's SPAM, JUNK or other folders. Still unable to locate it, please check your email address entered correctly.
- If your entered email address is incorrect or you want to change it to a new email address, please click on the **Edit** hyperlink beside your previous email details.

Verify Your Email

Please enter the verification code that was sent to the email address below.

Email: [Redacted] [Edit](#)

[Verify My Email >](#)

[Send a New Code >](#)

[Cancel >](#)

Smart Editor - (2023-09-08 20:04:26:smega)

- Please type your correct or add a new email address under Edit Email and click on the **Submit** button.

Edit Email

Please enter your email address. This will change your primary email for this profile.

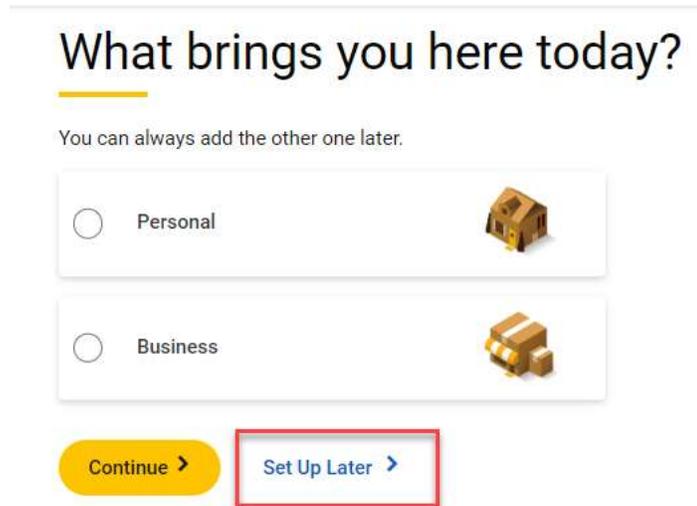
Email Address
[Redacted]@yahoo.com

[Back >](#)

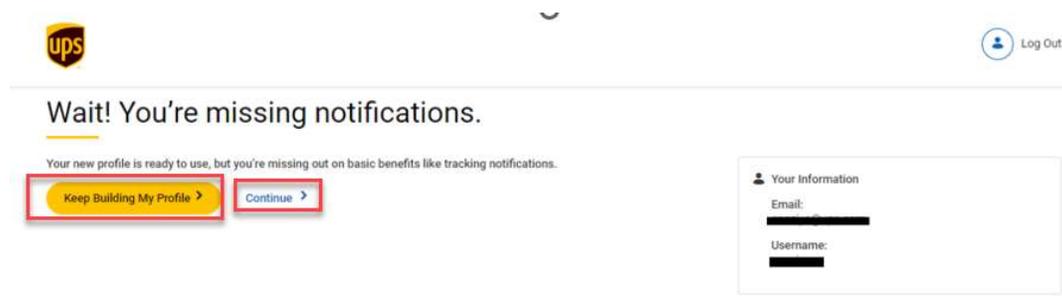
[Submit >](#)

12. A new screen will open asking for the details to enroll in the types of accounts provided by UPS, such as **Personal** or **Business**.

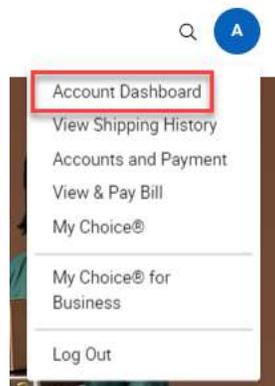
If you don't want to enroll in My Choice which is not normally used by API Shippers, click on the **Set Up Later** hyperlink beside the Continue button.



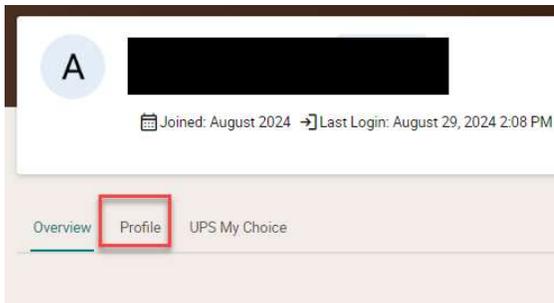
- A new screen will open, click on the **Continue** hyperlink; it will redirect you to your UPS home page.



13. You will need to complete your profile, click on the blue User icon on the upper right corner of the screen and select **Account Dashboard**.



14. On the Account Dashboard select **Profile**.



15. Scroll down to *Address* and click on Add Default Address.



16. Complete the fields that have an asterisk (*) and check the Tags for **My Address** and **Ship From**.

A screenshot of the 'Edit Address and Contacts' form. At the top left, there is a 'Home >' link. The main title is 'Edit Address and Contacts'. Below the title is a 'Back to Account Dashboard' link. A note says '* Indicates required field'. The form contains several fields: 'Country or Territory *' (a dropdown menu with 'United States' selected), 'Nickname' (a text input field), 'First and Last Name *' (a text input field), 'Contact Name (optional)' (a text input field), 'Street Address *' (three stacked text input fields), 'City *' (a text input field), 'State *' (a dropdown menu with 'Select One' selected), and 'ZIP Code *' (a text input field). On the right side, there is a 'Tags' section with four checkboxes: 'My Address' (checked), 'Ship From' (checked), 'Family' (unchecked), and 'Friends' (unchecked). Below the 'Business' checkbox is an 'Edit Tags' link.

- If the address entered is a residential address slide the toggle to **Yes**.
- Complete the remainder of the required fields and click on the **Save** button.

Is this a residential address? No

Email *

Phone*

Extension (optional)

Select One

Fax

Location ID

UPS Account Number Zip Code

Show the recipient billing option when I ship to this contact.

Select a reference number type to more easily track your shipments.

Reference Type 1

Reference Type 2

[Cancel](#)

You are all signed up!

The next step will be adding an existing account number or creating a new account.

Please view the appropriate document to assist you.