How to ship via
UPS CampusShip

2014
Section 1
- Select an Address from your Address Book or Click on Enter New Address

Section 2
- Verify the Ship From Address and contact information
Section 3

- Select the Number of Packages
- Select the Yes/No answer about the values
- Choose the Package Type
  - If using your own box or shipping Ground, choose Other Packaging
- If you would like UPS to insure your package, enter in the value

Section 4

- Select Service
- Check any additional services
Section 5

- Enter the funding number that you would like to be charged for this shipment in the Fund to be Charged field.

Section 6

- Use the drop down to select how you would like to pay for the shipment.
Section 7

- Select a Pickup Option
  - Smart PU: Driver will PU at your scheduled Pickup Time
  - UPS On-Call Pickup: You can state which time/day the driver picks up the package (Additional $6 charge)
  - Find a drop-off location: Find the nearest Drop Box and the box pickup time

- Click Next

- Review your Shipment Details

- Click on Ship Now
Print Shipping Documents

- Select if you would like the label AND the receipt to print or just the label. Check the appropriate box and click on Print.