UPS CampusShip

Using UPS CampusShip to Express Mail your Documents
Binghamton University ISSS Shipping Steps

1. Request Express Mail service by completing our web form.
   [http://www2.binghamton.edu/isss/essential-forms/exmail.html](http://www2.binghamton.edu/isss/essential-forms/exmail.html)

2. Allow 1 business day to receive two UPS emails, one with a User ID and one with a password.

3. This will give you access to a secure web site to initiate shipment and provide credit card information confidentially.
Sample Email Notifications

Welcome to UPS CampusShip®

Dear [Recipient],

Welcome to UPS CampusShip®. To access your new web-based shipping system, please visit [https://www.campusship.ups.com/login](https://www.campusship.ups.com/login).

To begin shipping, you will need to enter your User ID and Password.

Your User ID is:

*Please Note: A separate e-mail with your password will be sent to you. Upon initial login, you will be required to change your password. Your User ID and Password are case sensitive.*

You can download the UPS CampusShip User Quick Start Guide.


[https://www.campusship.ups.com/media.campusship](https://www.campusship.ups.com/media.campusship)

Learn more about UPS CampusShip.

UPS CampusShip Login

UPS CampusShip Quick Start Guide

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Welcome to UPS CampusShip®. To access your new web-based shipping system, please visit [https://www.campusship.ups.com/login](https://www.campusship.ups.com/login).

To begin shipping, you will need to enter your User ID and Password.

Your temporary Password is:

*Please Note: A separate e-mail with your User ID will be sent to you. Upon initial login, you will be required to change your password. Your User ID and Password are case sensitive.*

If you have any questions, please contact your Company Administrator.
Logon Screen

The first time you logon, enter the User Id and temporary password sent to you.
Accept Terms of Agreement

Scroll to the bottom of the page and click on ‘Accept’

**UPS Marks** means the word mark “UPS” as shown in various trademark registrations including but not limited to U.S. Trademark Registration No. 966,724, and the mark “UPS & Stylized Shield Device” as shown below and as shown in various trademark registrations, including but not limited to U.S. Trademark Registration Nos.: 2,867,996, 2,966,392, 2,973,108, 2,976,624, 3,160,058 and European Community Trademark Registration Nos.: 3,107,026, 3,107,291, and 3,106,978.

**UPS Materials** means collectively the UPS Technology, the UPS Databases, the Technical Documentation, the Information, the Software, the UPS Marks, and the UPS Systems.

**UPS Parties** means UPS, and its then current Affiliates, and their respective shareholders, officers, directors, employees, agents, partners, third party suppliers and third party licensors.


**UPS Systems** means the UPS computer and network systems accessed by the UPS Technology.

**UPS Technology** means those products identified on End User Rights Exhibit B.

**You** is defined in the third paragraph of this Agreement.
Change Your Password

You will be prompted to set your own password for your account.
Continue

Click on continue to start creating your shipment
Enter Your Shipping Address

All required fields are marked ✦

At “Where is this shipment going,” click on link for “Enter New address”

Return Address must be “Same As Ship From”

Email address is an optional field. You are urged to complete that section.
Select Additional Shipping Fields

2. For overseas shipping type “Documents”

3. Always choose “UPS Letter” and leave weight blank.

4. If shipping overseas, select “UPS Worldwide Saver”
   If shipping within the US, select from one of the “One or Two day mail” options.

5. Check “Send E-mail Notifications”
   Leave Reference #s blank.

Office of International Student and Scholar Services
Enter Payment Information

6. Select “Use Another Payment Card”. Then, select your Card Type and enter your credit card details.

7. You must use the Billing Address that matches your Credit Card.
Additional Shipping Options

Enter email address and check: Ship, Exception and Delivery so that you receive email notification of your shipment. Leave “Personal Email Message” blank.
You will see three shipping costs: Shipping Fee Subtotal, Total Charged and Negotiated Total. Your Credit Card will only be charged the “Negotiated Total”, which is the lowest cost offered.

When “Complete Shipment Ticket” appears, press “Print”. An internal only Shipping Ticket will open. Do Not Print. If internal Shipping Ticket does not open, check to see if pop-ups are blocked. If so, disable pop-up blocker and Click Print again. Then close the window.
Capture Shipping Ticket Number & Inform ISSSS for Shipment Completion

10.

In shipping menu (left panel), click on “Shipping Ticket history”

Copy/Paste Shipping Ticket ID (ex. 52665983520477898001) into email to be sent to intleexp@binghamton.edu for shipment to be completed and sent to you.