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.

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

From: Customer Notification
To: [Email Address]
Subject: Welcome to UPS CampusShip (User ID Enclosed)

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:

Administration Quick Start Guide:
[https://www.campusship.ups.com/media/en/CampusShip](https://www.campusship.ups.com/media/en/CampusShip)

From: Customer Notification
To: [Email Address]
Subject: Welcome to UPS CampusShip (Password Enclosed)

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 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.

Office of International Student and Scholar Services
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.: 2,867,990, 2,966,962, 2,973,108, 2,978,624, 3,160,058 and European Community Trademark Registration Nos.: 3,107,026, 3,107,291, and 3,106,978.

![UPS Logo]

**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](http://www.ups.com/content/us/en/resources/ship/terms/privacy.html).

**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

Create A Shipment

1. Where is this shipment going?
   - Address Book: Select One or enter a new address below
   - Enter New Address

2. Where is this shipment coming from?
   - Ship From Address:
     INTL STUDENT & SCHLR SVCS
     Test User
     4400 VESTAL PKWY
     Binghamton University
     BINGHAMTON NY 13902
   - Contact:
     Test User
   - Return Address: Same As Ship From

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

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.

Create A Shipment

Additional Shipping Options

Note: You are currently creating a shipping ticket.

You can send any of the following notifications to up to five recipients.

<table>
<thead>
<tr>
<th>E-mail</th>
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<th>Exception</th>
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Personal Email Message:

(Maximum 150 characters)

□ Notify me if there is a problem delivering any of these e-mails.
You will see three shipping costs; Shipping Fee Subtotal, Total Charged and Negotiated Total.

PLEASE NOTE: Initially, when the shipment is first placed, a hold will be put on your credit card for the “Total Charged”. But this amount will be adjusted after the shipment is complete and 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 intlexp@binghamton.edu for shipment to be completed and sent to you.