

UPS Account Set Up Process

- To create a new account or add an existing account to the contracted rates fill out the [attached form](#).
- Email the completed form to Flo Matteo @ fmatteo@ups.com
- To associate an existing account number to the contracted rates email your 6 digit UPS account to fmatteo@ups.com
- New accounts can take 5-7 business to be active. You will receive a system auto generated email with the account number and the effective date
- When you receive your new account you can register your account at www.ups.com and begin using your account on the effective date
- When your account is active the UPS Dedicated Support Team is here to assist you with any questions you may have

Email

M-F: 7:00 AM to 9:30 PM (ET)

S-S: Closed

enterprisesupport@ups.com

Phone

M-F: 7:00 AM to Midnight (ET)

Sat.: 7:30 AM to 6:00 PM (ET)

Sun.: Closed

800.877.1497

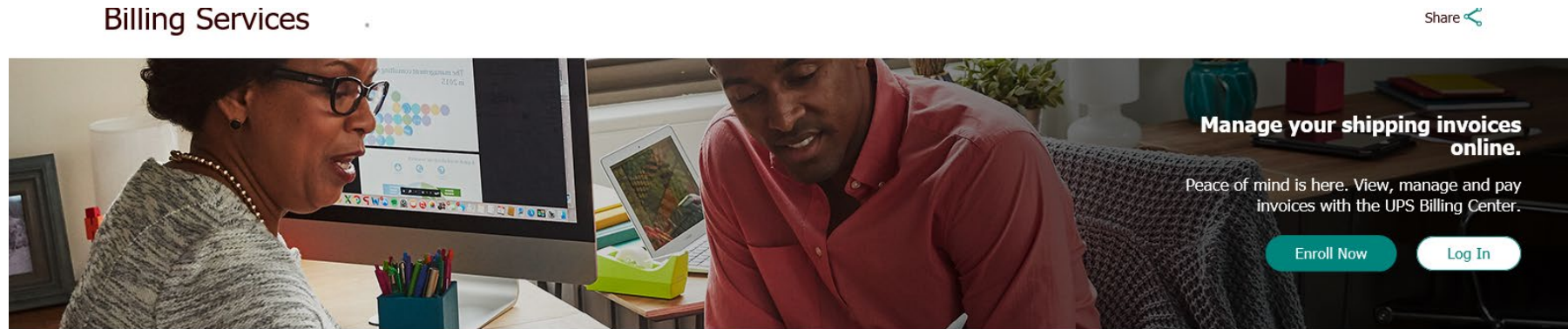
Say your account number:

(XXXXXX)



How to Enroll in UPS Billing Center

- After and not before you receive your first invoice you can enroll in UPS Billing center available at www.ups.com located under services.



- In order to enroll in Billing Center, You will be required to validate you are the owner of the account using the invoice date, Invoice number, amount and control ID available in the upper right corner of your UPS invoice.
- Once enrolled you can add your payment card, pull reports and manage your billing with UPS

UPS Billing Center technical support is available at 877-289-6418

