

UMass Amherst has transitioned to a new UPS Contract (MHEC: G10 Domestic and International Mail & Parcel Delivery Services). In order for UPST to transition your account, they require your current **CampusShip** ID number.

Instructions for locating your **UPS CampusShip** ID number are shown below:



STEP 1 - RETRIEVAL:

Option 1 – Retrieve the number from a past invoice:

- ▶ Click “Shipping”
- ▶ Click “View History”
- ▶ Select an Invoice and retrieve the number.

Option 2 - Create a dummy shipment

- ▶ Click “Shipping”
- ▶ Scroll down to Step ⑥ HOW WOULD YOU LIKE TO PAY?
- ▶ View the ID in the “Payment Method for Shipping Charges” drop-down menu.
- ▶ Click “Start Over” to cancel the entry.

 **HELP!** 

I DON'T HAVE A LOGIN!

Don't have a login but you need to get something out fast? **UMass Mail & Distribution Services** can help! We can not only ship the package for you, but we can also help filter out any potential shipping problems before they happen!

[Visit our website for more details.](#)

STEP 2 – INFORM UPST:

Email your CampusShip ID number to **UPST** at upst@umassp.edu.

NOTE:

Please be aware that **failure to inform UPST** (step 2, above) will result in a **60% increase** of your transaction rates.