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 © 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.

**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.