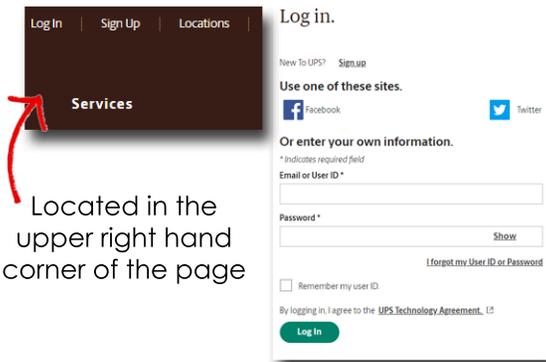


1. Go to [ups.com](http://ups.com)



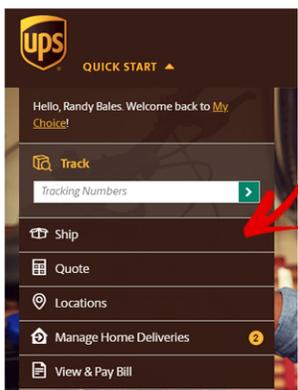
2. Click here to begin

3. Sign into your already existing account, or sign up for one



Located in the upper right hand corner of the page

4. From the Quick Start menu, click the "Ship" option



From the Quick Start menu, click the "Ship" option

5. Verify your address...

A screenshot of the 'Ship From' address verification form. The address is: Amanda Bales, 345 Monmouth Ave N, Monmouth, OR 97361. Below the address is a 'Choose an Account' dropdown menu with 'Select One' as the current selection. A red arrow points to the address field.

...and choose how to pay

6. Enter the recipient's address and contact information

A screenshot of the 'Where is your shipment going?' form. It includes fields for 'Country or Territory' (United States), 'Company or Name', 'Contact', 'Address' (Street, Apartment, etc., Department, etc.), 'ZIP Code', 'City', 'State', 'Email', and 'Telephone'. A red arrow points to the 'Country or Territory' dropdown menu.

7. Describe the package you're sending

A screenshot of the package description form. It includes fields for 'Packaging Type' (Customer Packaging), 'Weight' (lbs), 'Length' (in), 'Width' (in), 'Height' (in), and 'Declared Value' (USD). Annotations include: 'Box/pack type' pointing to the packaging type dropdown, 'Don't know the weight? Look on the back of this pamphlet!' pointing to the weight field, 'Round up to the nearest inch' pointing to the length, width, and height fields, and 'Enter any insurance amount you want to purchase' pointing to the declared value field.

8. Decide whether you would like to drop off your shipment at an authorized location or if you would like it picked up

*Please note: if you live in the Residence Halls, UPS will not pick up at your room. You must take your shipment to the RSC for pickup!*

A screenshot of the 'Would you like us to pick up your shipment?' form. It has two buttons: 'No, I'll drop it off.' and 'Yes, pick up my shipment.'. Below the buttons is a 'Dropoff Date' field with 'Today' selected. A red arrow points to the 'Dropoff Date' field.

Also, choose your ship day

9. Select the service you want to pay for (the more you spend the faster it will be delivered!)

A screenshot of the 'When would you like it delivered?' form. It shows delivery options for Tuesday, March 13. The options are: 'by 10:00 AM UPS Next Day Air Early \$74.13', 'by End of Day UPS 2nd Day Air A.M. \$36.69', 'by End of Day UPS 3 Day Select \$39.96', 'by 12:00 PM UPS Next Day Air \$42.10', 'by End of Day UPS 2nd Day Air \$24.68', 'by End of Day UPS Ground \$11.45', and 'by 4:30 PM UPS Next Day Air Saver \$59.54'.

10. ...and you're basically done! Just pay on the next screen, follow the prompts to print your postage label out and tape it to your shipment.

# EASY WEIGHT REFERENCES

<p><b>1 ounce</b> a single pen</p> 	<p><b>2 ounces</b> 12 sheets of printer paper</p> 
<p><b>7 ounces</b></p>  <p>a smartphone and case</p>	<p><b>12 ounces</b></p>  <p>a regular, empty coffee mug</p>
<p><b>1 pound</b></p>  <p>a pair of tennis shoes</p>	<p><b>5 pounds</b></p>  <p>a laptop (no more than 3 years old)</p>
<p><b>8 pounds</b></p>  <p>a gallon of milk</p>	<p><b>10 pounds</b></p>  <p>most gaming consoles</p>

## BENEFITS OF SHIPPING THROUGH UPS

- \*Excellent tracking system
- \*Fast shipping
- \*Guaranteed overnight options
- \*Multiple delivery options

## WHAT DO I DO WHEN MY SHIPMENT IS READY TO MAIL?

Once your shipment is ready to go, you have a couple options for getting it mailed:

- 1 Bring your parcel to **Mail Services** in ITC 111 by 12 noon Monday - Friday and it will be picked up by UPS during their daily rounds
- 2 If you live in the Residence Halls, you can take your outgoing parcel to the **Residential Service Center** front desk for their daily pickup
- 3 If your parcel is no bigger than a shoebox, you can put it in the UPS dropbox located in the plaza by Muchas Gracias, Rookie's and Papa Murphy's Pizza
- 4 You can take your parcel to an authorized UPS Access Point™ location:

*Town & Country Hardware    Postal Connections*  
 1555 Monmouth St            170 W Ellendale 103  
 Independence, OR 97351    Dallas, OR 97338

# How to ship a package through



Questions? Comments? Flattering observations about my hair? Here's my contact information:

**Amanda Bales, PICM**  
 (person in charge of mail)  
 503.838.8383  
 balesa@wou.edu  
 www.wou.edu/mail

