

UPS Online Billing Set Up

1. Select [UPS Billing Registration](#) to create a User ID.
 - a. Enter your full name, UConn e-mail, a User ID (we suggest using your UConn ID), and a password.
 - b. Read the Technology Agreement, select the “Agree” button, then select “Next”.

United States | Changing Languages | Contact UPS | The UPS Store Search

My UPS Shipping Tracking Freight Locations Support UPS Solutions

Register

Progress:

1 Login Settings > 2 Profile Address > 3 Registration Complete

What's Next?
My Profile

Create Login Settings

Please use the form below to create a User ID and password. Required fields are indicated with *.

User ID and Password

Full Name
Jonathan Husky *

E-mail:
Jonathan.Husky@uconn.edu *

Re-enter E-mail:
Jonathan.Husky@uconn.edu *

User ID
JHusky123 *

Password
***** *

Re-enter Password:
***** *

Technology Agreement *

UPS TECHNOLOGY AGREEMENT
Version UTA 07012017 (UPS.COM)

PLEASE CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS OF THIS UPS TECHNOLOGY AGREEMENT. BY INDICATING BELOW THAT YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT, YOU HAVE ENTERED INTO A LEGALLY BINDING AGREEMENT WITH UPS MARKET DRIVER, INC. ("UPS").

This Agreement comprises (1) these General Terms and Conditions (including its attached Exhibit A (Definitions - General Terms and Conditions) and Exhibit B (Country Specific Amendment to the General Terms and Conditions); (2) the End User Rights (including its attached Exhibit A (Definitions - End User Rights), Exhibit B (UPS Technology), and Exhibit C (Permitted Territory)) available at <https://www.ups.com

By selecting this box and the Next button, I agree to the UPS Technology Agreement above. View and download the [UPS Technology Agreement](#).

Cancel **Next »**

2. Enter your department's contact information and select "Submit".
 - a. Be sure to enter Company name as "University of Connecticut".

CONTACT INFORMATION

Name:
Jonathan Husky

E-mail:
Jonathan.Husky@uconn.edu

How will this registration/profile be used? *

Business
 Personal

Title:

Company Name:
University of Connecticut

Country:
United States ▼ *

Address Line 1:
 *

Address Line 2:

Apartment, suite, unit, building, floor, etc.
Address Line 3:

Department, c/o, etc.

City:
STORRS MANSFIELD *

State:
Connecticut ▼ *

ZIP Code:
06269 *

Telephone: * Ext.:

Use this language for e-mail:
English ▼ *

3. At this point, you have completed creating a User ID.
 - a. Do not select "Continue Now". Move to step 4.

Register

PROGRESS:

1 Login Settings > 2 Profile Address > 3 Registration Complete

WHAT'S NEXT?

UPS Billing Center

Registration Complete

Amanda, thank you for registering with My UPS.

My UPS User ID: **JHusky123**

My Profile Information:

Send me the following UPS email communications: New Product Announcements / Enhancements, Promotions and Offers, Newsletters, Service Updates / Regulatory Changes.

[Edit My Profile](#)

As a registered user on ups.com, you gain access to many new features that make shipping with UPS faster and more convenient.

You will be able to:

- Save details from previous visits for easy review
- Store your preferences for quick access
- Find everything you need to ship in one place

To proceed with your original request, select **Continue Now**.

[Continue Now](#)



4. You will receive an e-mail from UPS confirming your UPS Online Billing User ID registration.
 - a. E-mail Kimberly.Murphy@uconn.edu with your UPS ID for AP to grant access to your UPS account to view your invoices.

Hi Jonathan Husky,

Thank you for registering with UPS. We have processed your request for a UPS User ID:

- UPS User Registration ID JHusky123

To see your profile information or make any change, including communication preferences, go to the [My UPS Profile](#) information page on ups.com.

And if you ever forget your UPS User ID or Password visit the [Forgot User ID or Password](#) section on ups.com.

Thanks so much for shipping with UPS.

UPS User ID

File Message Insert Options Format Text R

Calibri (Box) 11 A⁺ A⁻ [List Icon] [List Icon] [List Icon]

Paste [Text Color] [Background Color] [Text Color] [Background Color]

Clipboard Basic Text

From jonathan.husky@uconn.edu

To **Murphy, Kimberly;**

Cc...

Subject UPS User ID

Hi Kimberly,

UPS User ID: JHusky1234

- Once access is granted by AP, you will receive a final e-mail confirming your Billing Center Access. Click on the "UPS Billing Center" link. Log in with your UPS User ID and Password. Once logged on, you will have access to UPS' Online Billing Center to view your invoices and make disputes if necessary.

