



UPS My Choice[®] for Business

How to Add Company Outbound Privileges



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UPS My Choice® for Business

How to Add Company Outbound Privileges

This user guide will demonstrate how to add an Outbound privilege to your company. Once the privilege is successfully added you will have the ability to assign the privilege to a user.

1. Start from your company's **UPS My Choice® for Business Administration** page.

Alerts (1) Locations United States - English T Search or Track

Quick Start Tracking Shipping Services Customer Support

Home > Profile > Preferences > UPS My Choice for business

UPS My Choice® for business

Back to Preferences View my Shipments

Administration

Company Information	+
Company Services	+
Users	+



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- From the **Administration** page, expand the **Company Service** accordion. Inside the Company Service table, in the **Outbound** row, select **View** under the **Actions** column. You will be navigated to view your shipping accounts.

The screenshot shows the UPS My Choice for Business Administration page. The breadcrumb trail is Home > Profile > Preferences > UPS My Choice® for business. The page title is UPS My Choice® for business. There is a 'Back to Preferences' link and a 'View my Shipments' link. The 'Administration' section is expanded to show 'Company Services'. The 'Company Services' table has columns for Services, Status, and Actions. The 'Outbound' row is highlighted, and the 'View' link in the Actions column is visible. Below this, there are sections for 'Other Services' (Claims and Returns) and 'Users'.

Home > Profile > Preferences > UPS My Choice® for business

UPS My Choice® for business

[Back to Preferences](#) [View my Shipments](#)

Administration

Company Information	+
Company Services	-

Company Name: *Your Company Name*

Services	Status	Actions
Visibility		
Outbound	Active	View
Inbound Receiving Addresses	Active	View

Other Services

Claims	Active	View
Returns	Active	View Returns Manager

Users	+
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3. The **View Outbound Accounts** page will display with any accounts currently associated with your company. In this example, the user already has one outbound account associated with their company. Click the **"Add Account"** button to add another outbound account to your company.

The screenshot displays the 'View Outbound Accounts' page in the UPS My Choice for Business interface. The page includes a navigation bar with the UPS logo, alerts, locations, language settings, and a search bar. Below the navigation bar, there are links for 'Quick Start', 'Tracking', 'Shipping', and 'Services', along with a 'Customer Support' button. The main content area shows a breadcrumb trail: Home > Profile > Preferences > UPS My Choice® for business > View Outbound. The title 'UPS My Choice® for business' is prominently displayed, followed by a 'Back to UPS My Choice® for business' link. The 'View Outbound Accounts' section contains a table with the following data:

UPS Account	Country	Status	Actions
123456 - Account Nickname	US	Active	Remove
654321 - Account Nickname	US	Active	Remove

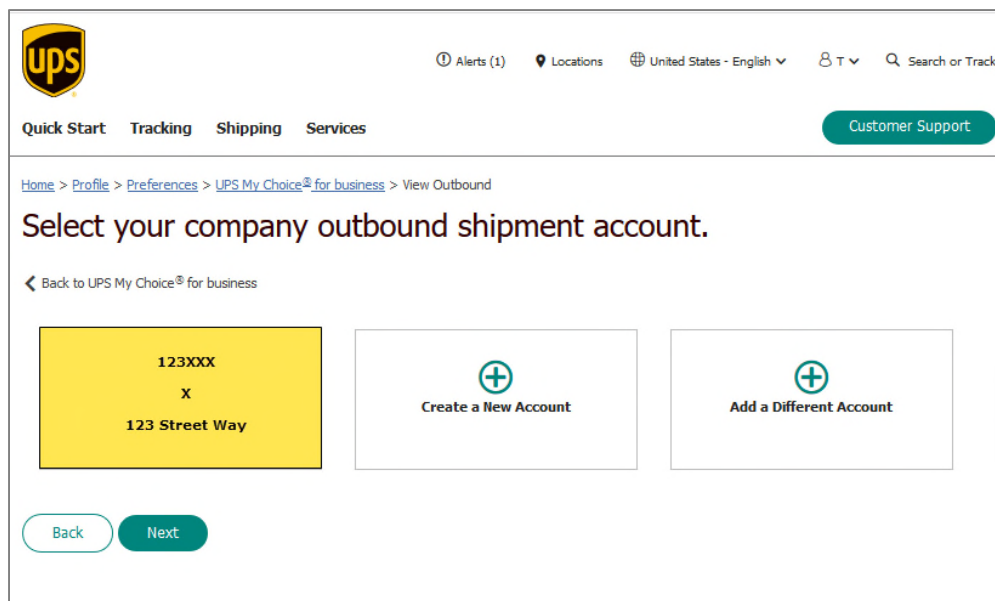
Below the table, there is a green 'Add Account' button.



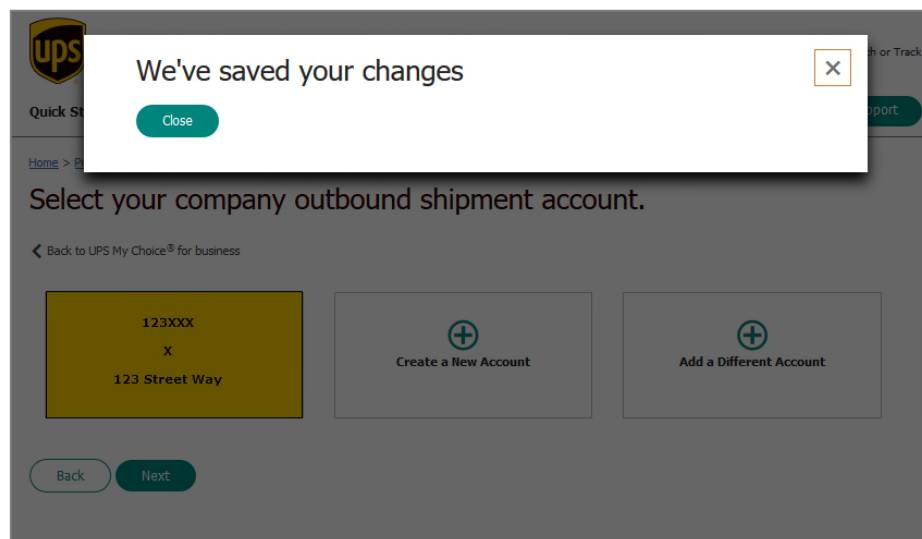
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4. Depending on the user, one or more of the following options will display
 - a. Select an existing account number already associated with your login to UPS.com
 - b. Create a new shipping account and have that automatically added to your company
 - c. Add an account number not associated to your login to UPS.com

In this example, the admin is selecting an existing account and will click "Next".



5. A pop-up will appear to confirm the account was added.





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6. The table will now be updated with the existing account. At this point, the account is simply added to the company. As admin you must now enable users in your company with the specific account, which will enable them to see packages shipped with the account within the Tracking Dashboard.

The screenshot shows the UPS My Choice for Business interface. At the top, there is a navigation bar with the UPS logo, Alerts (1), Locations, United States - English, a user profile icon, and a Search or Track button. Below the navigation bar, there are links for Quick Start, Tracking, Shipping, and Services, along with a Customer Support button. The main content area displays the breadcrumb path: Home > Profile > Preferences > UPS My Choice® for business > View Outbound. The title is "UPS My Choice® for business" with a back link to "Back to UPS My Choice® for business". Under the heading "View Outbound Accounts", there is a table with the following data:

UPS Account ▾	Country	Status	Actions
123456 - Account Nickname	US	Active	Remove
654321 - Account Nickname	US	Active	Remove
123XXX - Account Nickname	US	Active	Remove

Below the table, there is an "Add Account" button.



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- You can apply a nickname to appear in the Tracking Dashboard to make it easier for your users to identify shipments. Simply click on the account number. A pop will appear. Enter the nickname.

Update Nickname

Enter a new nickname for the selected account, and select Update to continue.

Account Nickname *

West Division Distr. ✓

[Update](#) [Cancel](#)

View Outbound Accounts

UPS Account	Country	Status	Actions
123456 - Account Nickname	US	Active	Remove
654321 - Account Nickname	US	Active	Remove
123XXX - Account Nickname	US	Active	Remove

[Add Account](#)

- Once updated the nickname will be appended to the account number. In the Tracking Dashboard only the nickname will appear.

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Home > Profile > Preferences > UPS My Choice® for business > View Outbound

View Outbound Accounts

UPS Account	Country	Status	Actions
123456 - Account Nickname	US	Active	Remove
654321 - Account Nickname	US	Active	Remove
123XXX - West Division Distr	US	Active	Remove

[Add Account](#)



Wrap-up

The Outbound privileges have been added to the company.

In this example an existing account associated with admin's UPS.com profile was selected and added to the company. If the admin had selected - *Create a New Account* - she would be taken to the UPS create an account process. At the conclusion the account would be added. She could have also selected - Add an Account. This is used when the admin needs to add an account not currently associated with her UPS.com profile. This option will require the admin to obtain permission from the account owner.

What's Next

You are now ready to add users and enable them outbound privileges.

Review **How to Invite a User to the Company**. After you have successfully added the users, move on to **How to Provide or Modify User Privileges** guide. Once your users are enabled with a one more outbound privileges they will be able to see information within the Tracking Dashboard.