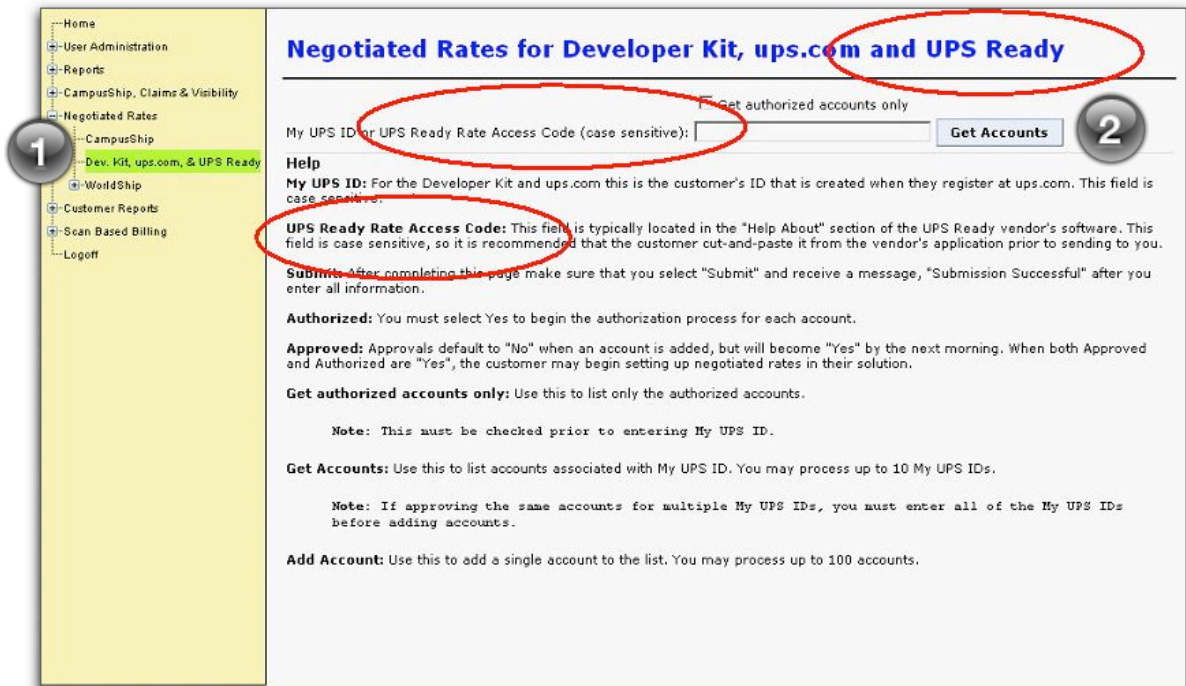


## STEP 1

Go to Registration Services web site. On the left navigation links, select "Negotiated Rates", then select "Dev.Kit. ups.com & UPS Ready"

## STEP 2:

On this page you will begin the authorization process, check the box for "Get authorized accounts only". Enter the UPS Rate Code provided by the NRGship customer in the My UPS ID field. Select the "Get Accounts" button. This will return the account associated with the ID.



**Negotiated Rates for Developer Kit, ups.com and UPS Ready**

Get authorized accounts only **2**

My UPS ID or UPS Ready Rate Access Code (case sensitive):

**Get Accounts**

**Help**

**My UPS ID:** For the Developer Kit and ups.com this is the customer's ID that is created when they register at ups.com. This field is case sensitive.

**UPS Ready Rate Access Code:** This field is typically located in the "Help About" section of the UPS Ready vendor's software. This field is case sensitive, so it is recommended that the customer cut-and-paste it from the vendor's application prior to sending to you.

**Submit:** After completing this page make sure that you select "Submit" and receive a message, "Submission Successful" after you enter all information.

**Authorized:** You must select Yes to begin the authorization process for each account.

**Approved:** Approvals default to "No" when an account is added, but will become "Yes" by the next morning. When both Approved and Authorized are "Yes", the customer may begin setting up negotiated rates in their solution.

**Get authorized accounts only:** Use this to list only the authorized accounts.

**Note:** This must be checked prior to entering My UPS ID.

**Get Accounts:** Use this to list accounts associated with My UPS ID. You may process up to 10 My UPS IDs.

**Note:** If approving the same accounts for multiple My UPS IDs, you must enter all of the My UPS IDs before adding accounts.

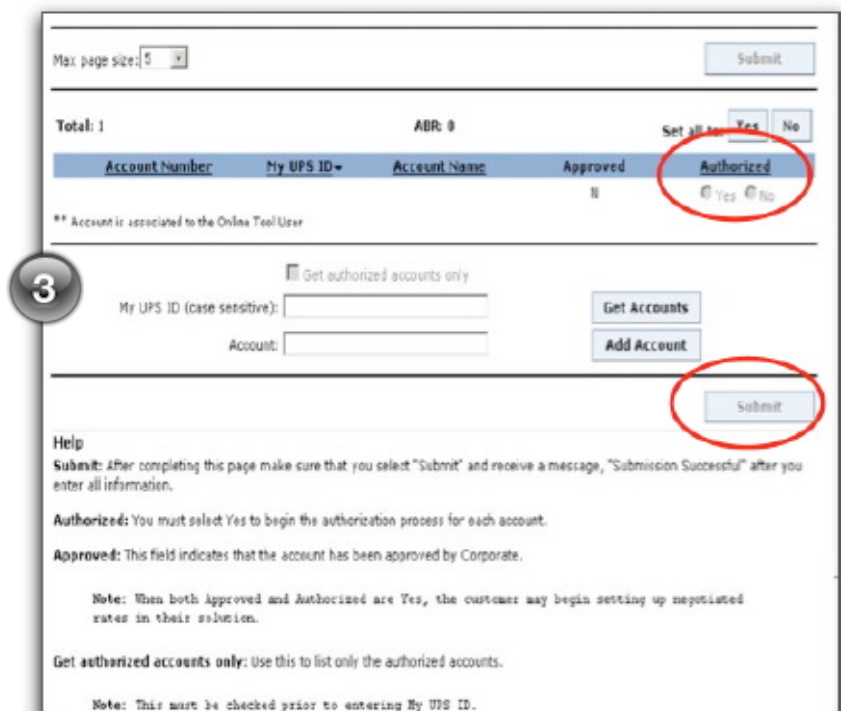
**Add Account:** Use this to add a single account to the list. You may process up to 100 accounts.

## STEP 3:

Select "Yes" under authorized and then select Submit.

After completing this page, make sure that you receive the message "Submission Successful".

Within a few days, the account should be approved by corporate and the Approved status will change from N to Y. At this time, the customer will be able to see their negotiated rates show up in NRGship.



Max page size: 5

Account Number	My UPS ID	Account Name	Approved	Authorized
			N	<input type="radio"/> Yes <input type="radio"/> No

\*\* Account is associated to the Online Tool User

Get authorized accounts only

My UPS ID (case sensitive):

Account:

**Help**

**Submit:** After completing this page make sure that you select "Submit" and receive a message, "Submission Successful" after you enter all information.

**Authorized:** You must select Yes to begin the authorization process for each account.

**Approved:** This field indicates that the account has been approved by Corporate.

**Note:** When both Approved and Authorized are Yes, the customer may begin setting up negotiated rates in their solution.

**Get authorized accounts only:** Use this to list only the authorized accounts.

**Note:** This must be checked prior to entering My UPS ID.