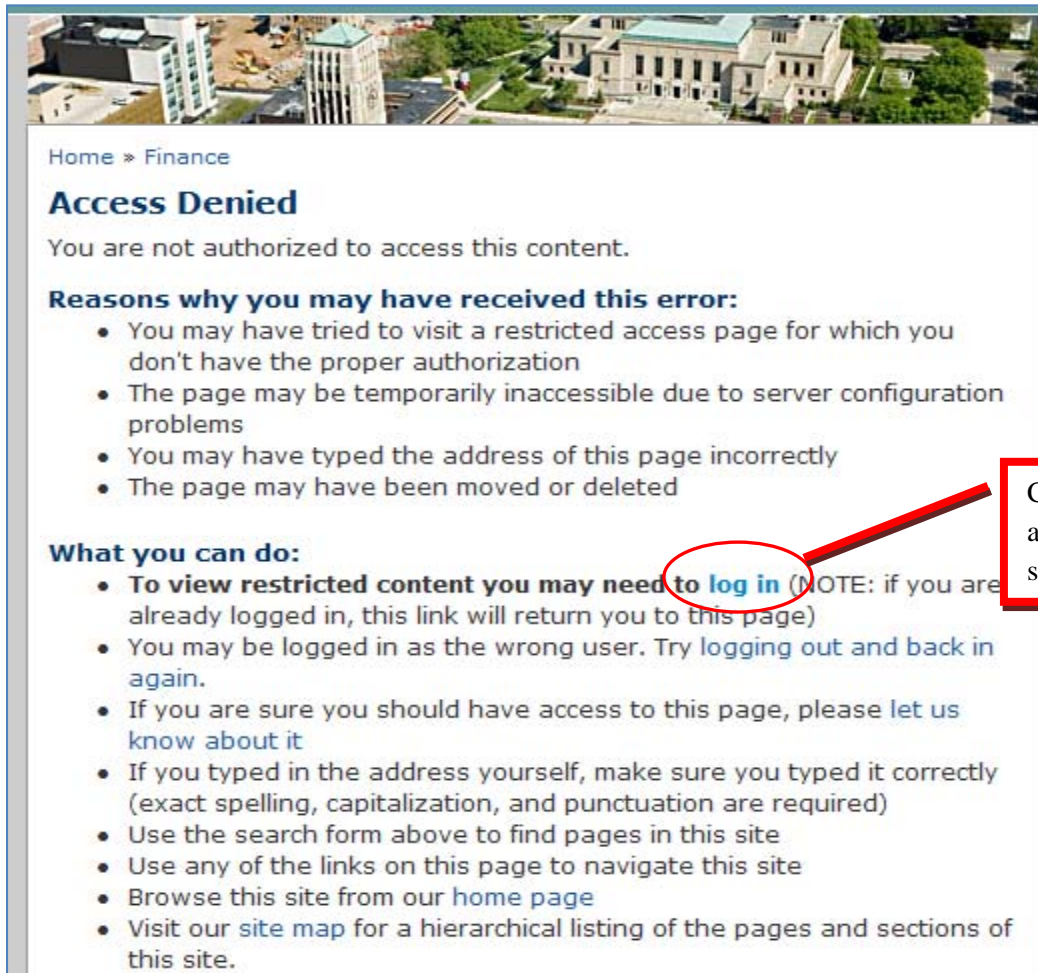


UPS Online Account Request Form

Accessing the Online Account Request Form

Access to the online form is restricted and requires authenticated login using your unquname and UMICH (Kerberos) password.

If the “Access Denied” page appears when you click the [online request form](#) link on the UPS page, select the *log in* link (see screenshot below). You will be redirected to the login screen to enter your unquname and UMICH password. If you need assistance, contact the Procurement Solutions Team at (734) 764-8212 option 1 or e-mail procurement.services@umich.edu.



Home » Finance

Access Denied

You are not authorized to access this content.

Reasons why you may have received this error:

- You may have tried to visit a restricted access page for which you don't have the proper authorization
- The page may be temporarily inaccessible due to server configuration problems
- You may have typed the address of this page incorrectly
- The page may have been moved or deleted

What you can do:

- To view restricted content you may need to **log in** (NOTE: if you are already logged in, this link will return you to this page)
- You may be logged in as the wrong user. Try [logging out and back in again](#).
- If you are sure you should have access to this page, please [let us know about it](#)
- If you typed in the address yourself, make sure you typed it correctly (exact spelling, capitalization, and punctuation are required)
- Use the search form above to find pages in this site
- Use any of the links on this page to navigate this site
- Browse this site from our [home page](#)
- Visit our [site map](#) for a hierarchical listing of the pages and sections of this site.

Click **log in** to access the login screen

Completing the Account Request Form

- Enter Your UPS Account Number when making changes to an existing account or requesting user IDs for an existing account. Leave this field blank if you are requesting a new UPS account.
- The default ShortCode is used for account level charges, such as pickup fees. You can assign ShortCodes to specific packages when creating shipments online, through CampusShip.
- Packages containing dry ice that are shipped via air are considered hazardous under DOT, FAA, and IATA regulations. Shippers must be trained and certified to ship hazardous materials. Contact [OSEH](#) if you have questions or need training.
- Enter the purpose of your request in the comments section and the unique names of any additional staff that need UPS CampusShip ID's. Each person should have his or her own CampusShip ID. Sharing login ID's is not recommended. If this field is left blank, only the "Contact Name" above will receive a CampusShip ID.
- Once a CampusShip ID is created, UPS will send the ID and a temporary password in two separate emails. Upon the first login, you will need to accept the user agreement and then you will be prompted to change your password.

The screenshot shows the University of Michigan Finance portal. The left sidebar contains a navigation menu with categories like Financial Analysis, Financial Operations, Human Resources, Internal Controls, Procurement Services, Tax, and Treasurer's Office. The main content area is titled "UPS Account Request Form" and contains various input fields. Red arrows from the list items point to the following fields: "UPS Account Number", "Default ShortCode", "Comments", and the "Submit" button. The right sidebar contains a search bar, quick links, news, and upcoming key dates.

UPS Account Request Form

Home > Procurement Services > Forms

UPS Account Number:
required if making changes to existing account

Department Name: *

Contact Name: *

Contact Email Address: *

Contact Phone Number: *

Default ShortCode: *

Street address: *

City: *

State: *

Zip Code: *

Office hours:

Estimated shipments per week:

Typical service level:

Do you need to Schedule a Weekly or Daily pickup at this location?:

Earliest pickup time:

Latest pickup time:

Do you anticipate shipping packages containing Dry Ice?:

Do you anticipate shipping packages containing DOT or IATA Regulated Substances, Biologics, Dangerous Goods or Hazardous Materials?:

If "Yes" (above), are you currently trained and certified to ship these substances?:

Comments:

Submit

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Note: "*" Indicates required fields