

UPS CampusShip – FIU Instructions for Defaulting Bill to Credit Card Information



Step 1: Login to UPS CampusShip with your provided user id and password
https://www.campusship.ups.com/login/fiu-campus?loc=en_US

Step 2: Click on Shipping Preferences from left-side tool bar



Step 3: Scroll down Shipping Preferences screen until you get to the Payment Method box

Step 4: Select Payment Card from the drop-down for Bill Shipping Charges to

Step 5: Enter your payment/credit card information and click Update from that screen.

NOTE: While in your Shipping Preferences, you can setup/select other shipping defaults such as service level option, packaging type, your ship from address, Quantum View email notifications, etc...

Step 6: **IMPORTANT!** When completed with setting your Shipping Preferences defaults, click the Update button found at the bottom right of the Preferences screen.

[Update](#)

Done! You can begin shipping from the CampusShip shipping window and your bill to preferences will be saved and not need to be selected/entered each time you ship.

Additional UPS CampusShip support and user guide information can be found at the Resources tab.

