



Welcome!

Included in this document are instructions on how to set up your account and start shipping. There are also descriptions of other features to help enhance your experience.

If you have any questions, please email support@shippinghaus.com.

LET'S MAKE SHIP HAPPEN!



Steps for Setting up your Shipping Haus shipping account

1. Click on the "Gear" icon on the top right.
2. Under "Payment" in the 3rd row, go to "Payment".
3. Click on the "+" icon and add your banking information. This will add money to your "wallet" so you can purchase labels.
4. Depending on your shipping volume, you can click on "Auto Refill" to adjust how much money is added to your wallet once a threshold is met. It is defaulted to \$50 threshold and \$100 refill. Toggle the Auto Refill on to make it easier, and you can choose the Threshold and Refill amounts.
5. If you want to use a credit card, know there is a 3.0% convenience fee to utilize this option.
6. If there is someone who needs access to process shipments but does not need full access to the account, click on Sub Users under "General" and add their email.
7. Under "General" add your Ship From address under the "Ship From Addresses" icon. You can add multiple addresses here if you have multiple addresses.
8. If you have carrier accounts you want to add so you can compare rates, click on "Carrier Accounts" under "Payment". Once there, click on the "+" icon. For UPS rates to load, you will have to go to your account on UPS.com and authorize Eliteworks to have access to your rates. This is an important step! Once completed, UPS will load instantly. FDX can take up to 3 days.
9. You are now ready to ship!
10. Go to "Labels" in the left navigation. Click on the orange "+ Purchase Label" icon in the upper right side. Fill in the appropriate information, compare rates & transit times and purchase the label! Print, place on package, and off it goes.

Left Menu Items

Dashboard: Quickly see what labels are in transit. You can choose a date range as well as those that have been printed or not.

Labels: Similar to Dashboard except you can see all shipments--in transit or delivered.

Orders: If you are connected to an ecommerce environment, you will see your orders drop in here. You can then process them.

Batches: If you do batch shipping, this is an easy way to process multiple shipments that are the same size and weight but going to different addresses.

Address Book: If you have several addresses you commonly ship to, you can upload them here.

Ledger: You will be able to see all transactions that came out of your funding account, including refunds.

Key "Gear Icon" (upper right) Menu Items

Packages: Do you have commonly used box sizes? Name and add here.

Packing Slips: Customize your company's information to be included in the shipment. Click on each icon to learn more. You will be able to print the packing slip at the same time you print the label.

Feel free to look around and explore. This document does not address each individual situation.

If you have any questions, feel free to email us at support@shippinghaus.com

Welcome aboard!

