



UPS My Choice[®] for Business

How to Add Users to the Company



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How to Add Users to the Company

This user guide will demonstrate how to add a user to your company. There are two ways to add users - a) Invite a User or b) Create User Credentials. In this guide we will walk through the most common method of inviting a user.

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

UPS My Choice® for business

Administration

- Company Information +
- Company Services +
- Users +

2. Expand the “Users” accordion.

Users

Search Search By Search

[Show Optional Search Criteria](#)

Users

Select a user to continue, or modify your search criteria to search again.

Name	User ID	Actions
User 1 - Name	User 1 - UPS ID	Remove User
User 2 - Name	User 2 - UPS ID	Remove User
User 3 - Name	User 3 - UPS ID	

[Create User](#) [Invite User](#)



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3. Click "Invite User". Enter the User ID and the email of the user that you wish to invite, then select Send Invitation.

The screenshot shows a modal dialog box titled "Invite User to Join Company" with a close button (X) in the top right corner. The dialog contains the following fields and buttons:

- Company Name**: Your Company Name
- Company Nickname**: Company ID
- User ID ***:
- Email ***:
- Buttons**: "Send Invitation" (green) and "Cancel" (blue)

In the background, the "Users" management page is visible, featuring a table with the following data:

Name	User ID	Actions
User 1 - Name	User 1 - UPS ID	Remove User
User 2 - Name	User 2 - UPS ID	Remove User
User 3 - Name	User 3 - UPS ID	

At the bottom of the page, there are "Create User" and "Invite User" buttons.

4. The invitation will be sent to the invitee's email address.

The screenshot shows a modal dialog box titled "We've saved your changes" with a close button (X) in the top right corner. The dialog contains a single "Close" button (green).

In the background, the "Users" management page is visible, showing a search bar and a table with the following data:

Search: Search By:

[Show Optional Search Criteria](#)

Users

Select a user to continue, or modify your search criteria to search again.

Name	User ID	Actions
User 1 - Name	User 1 - UPS ID	Remove User
User 2 - Name	User 2 - UPS ID	

At the bottom of the page, there are "Create User" and "Invite User" buttons.



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- The invitee should receive an invitation email shortly. Once received, the invitee will need to click **Accept Invitation**. The invitee will be directed to the invitation home page.

UPS My Choice <mcinfo@ups.com> 4:21 PM

T Has Sent You an Invite

Retention Policy Default 1 Year Delete (1 year) Expires 7/9/2021

If there are problems with how this message is displayed, click here to view it in a web browser.

eARCHIVE

UPS My Choice®

You have been invited to join Company-A

You have been invited to join Company-A as a company user on UPS.com. T has requested to add your User ID (User ID 4) to their company. By joining as a company user, you will have access to additional service offerings.

[Accept Invitation](#)

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Please do not reply directly to this email. UPS will not receive any reply message.

[Update Your UPS My Choice for Business Alert Preferences](#)

[Review the UPS Privacy Notice](#)

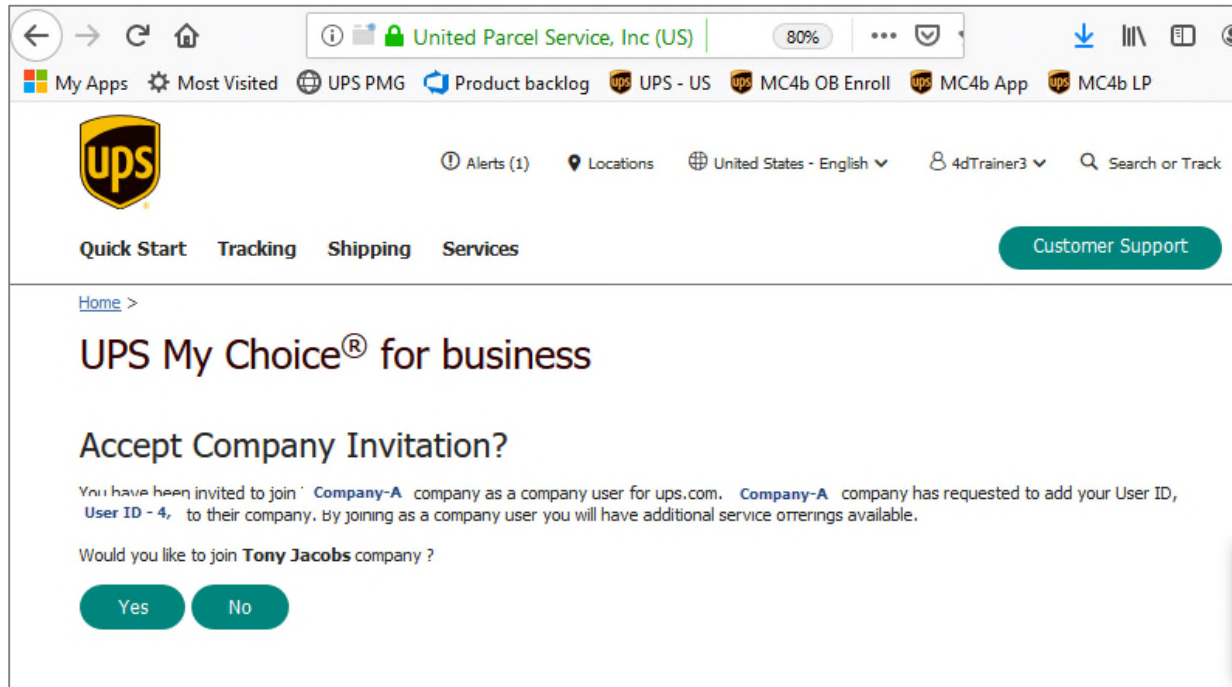
[Review the UPS My Choice for Business Service Terms](#)

[For Questions, Visit Our Help and Support Center](#)

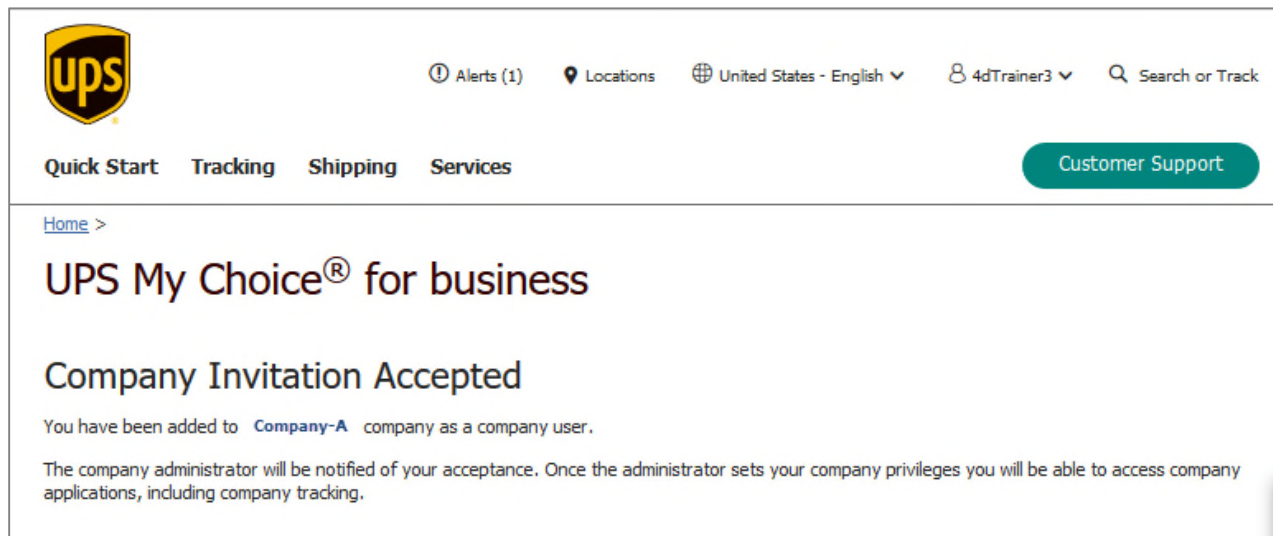


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6. The invitee should select **Yes** to accept the invitation.



7. When the invitee has accepted the invitation, they are added to the company.



8. After invitee acceptance, the admin will be able to see the invitee's name and User ID, on the Administration page.



Wrap-up

You have just completed adding users to your company by inviting users who already have UPS.com login credentials. This is typically the quickest way to add users. The second method involves creating UPS.com login credentials that you will later provide to employees of your company. The users provided the credentials can be of your choosing and can also be tied to a company email address assigned to the employee.

What's Next

You are ready for the final step of providing your users with specific visibility privileges. This is done by assigning an account or inbound receiving address to a user. Refer to the following guides to complete the final step - **How to Provide or Modify User Privileges.**