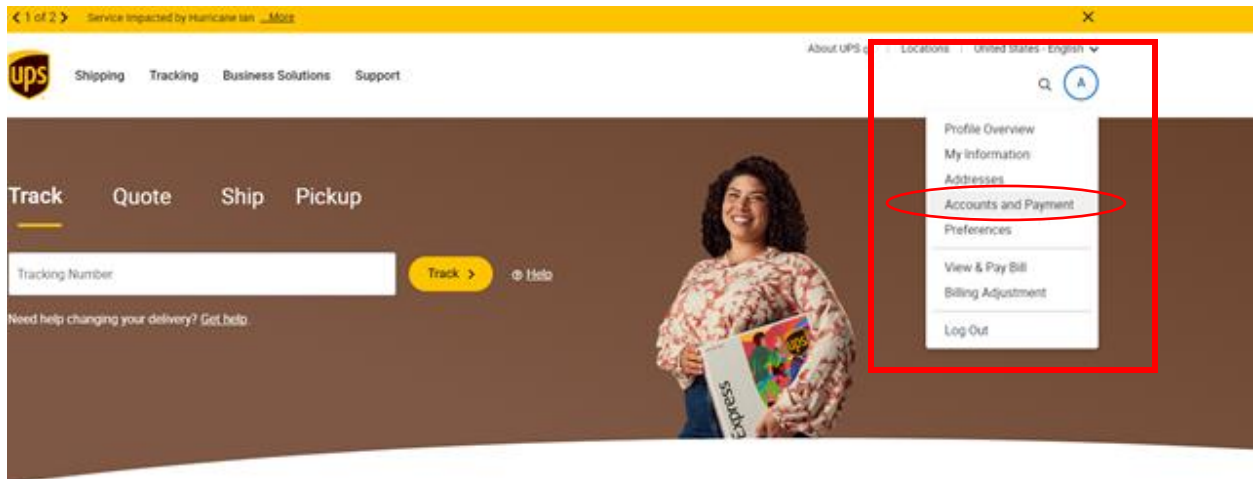


# Linking UPS Account to TAMUK Account

Go to the UPS website: [www.UPS.com](http://www.UPS.com)

Log into your account.

Under your profile icon, select “Accounts and Payment”



Save Up To 50%\*

Send more without spending more when you ship with promo

Under "Add a Payment Method," select "Add Existing Account" and click ADD.



\* Indicates required field

### My Accounts and Payment Methods

Edit your account settings, including weekly pickup options, dangerous goods preferences, in-store billing, authorized users, and paperless commercial invoicing.

Actions	NICKNAME	METHOD	NUMBER	Country or Territory
⋮				

Do you pay invoices in the UPS Billing Center? Don't forget to update payment cards in your wallet. [Go to Billing](#)



#### Add a Payment Method\*

Select One

- Select One
- Add New Account
- Add Existing Account**
- Add Payment Card
- Add PayPal

### My Discounts

NAME	DESCRIPTION	DATE ADDED	EXPIRATION	MANAGE
------	-------------	------------	------------	--------

You haven't added any discounts to your profile yet.

#### Add a Payment Method\*

Add Existing Account



Add >

For "Payment Account Type," select "Documents and Packages"

Enter the Account information as seen in the screenshot below.

Check off the box for "Make this my default payment method"

Click NEXT.



## Add an existing account to your profile.

We need to verify your information to make sure no one fraudulently uses your payment account.

*\* Indicates required field*

### Payment Account Type

Documents and Packages

Air Freight

### Account Number \*

427829



Enter: 427829

### Nickname \*

Texas A&M Univ-Kingsville



Enter: Texas A&M Univ-Kingsville

### Country \* (Not available in all countries)

United States



Select: United States

### Postal Code for Pickup Address \*

78363



Enter: 78363

Make this my default payment method.

Cancel

Next >

For Account Verification Method, select "PIN Verification"

Click NEXT



### Account Verification Method

Select a method to verify the account.

\* Indicates required field

Validation Method

[Help](#)

Invoice Data Verification

PIN Verification

[Back](#)

[Next](#)



### Account Verification Method

Enter the details below to continue.

\* Indicates required field

Account Number

PIN Availability

I already have a PIN

I need to request a PIN

Email Associated to the Account \*

Enter: `tamuk.purchasingdepartment@tamuk.edu`

`tamuk.purchasingdepartment@tamuk.edu`



[Back](#)

[Next](#) >

Once the email has been sent, contact Procurement to obtain the PIN that you will need for the next step. Please keep in mind that the PIN is only good for a limited time.