

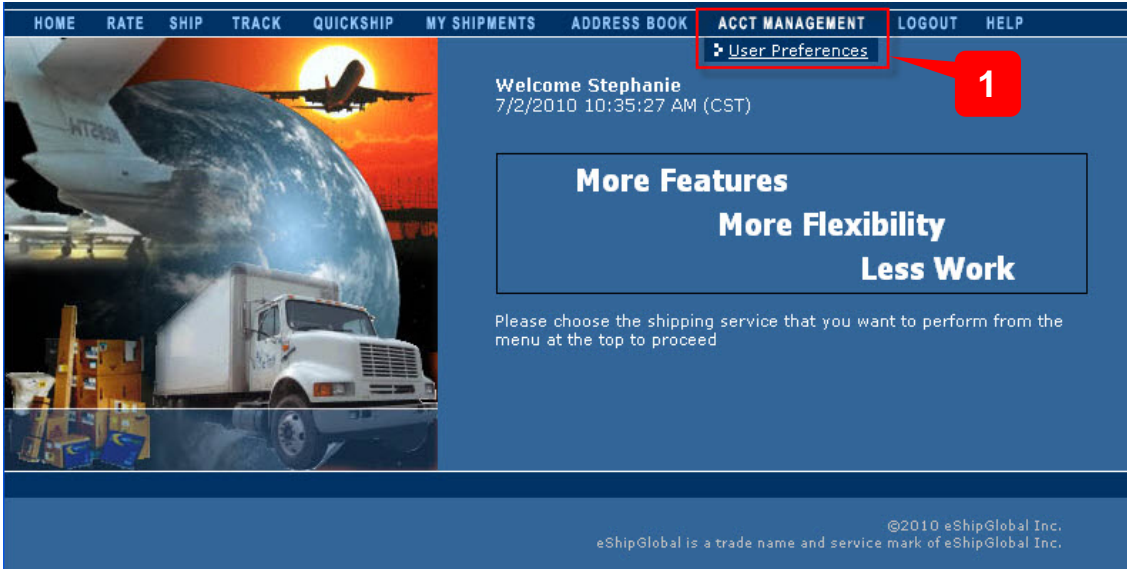
Express Shipping Maintaining End-User Preferences

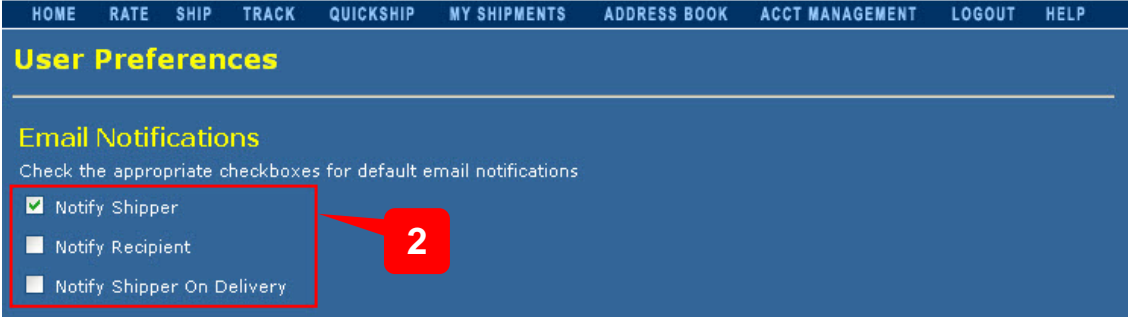
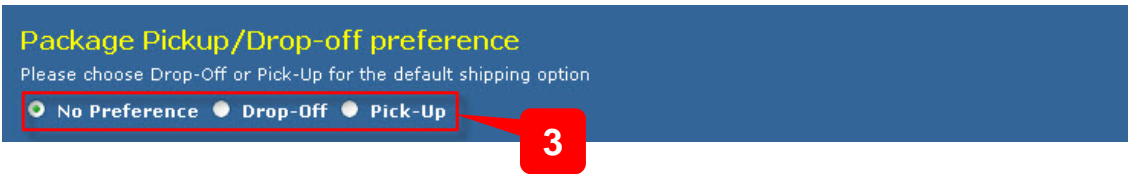
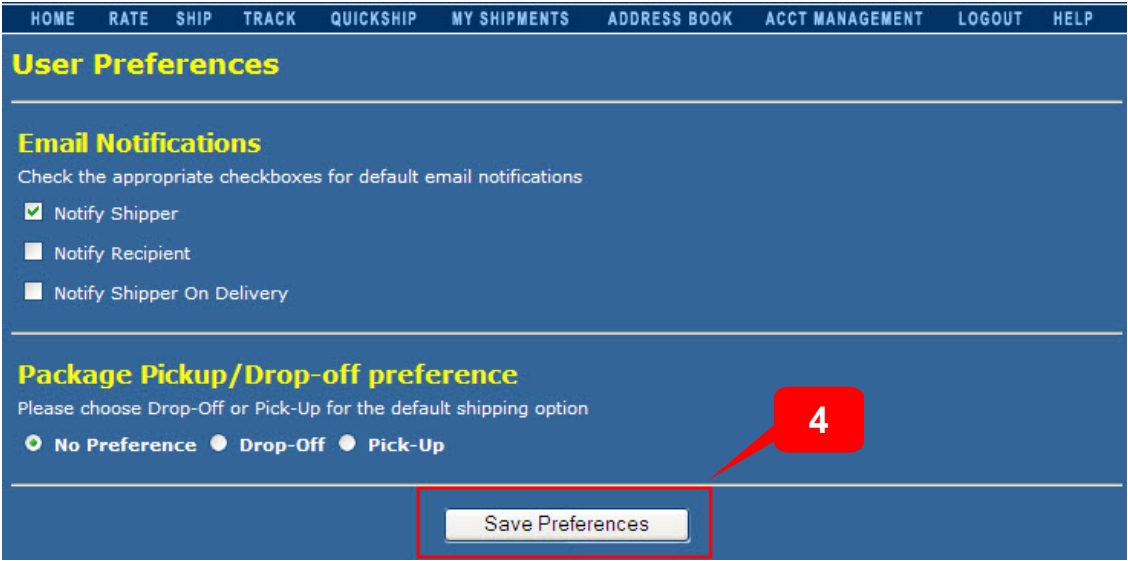

Overview

- The **Account Management** functionality will help you easily maintain shipping preferences in the eShipGlobal system.

Key Points:

- Default settings for email notifications and package pick-up or drop-off preferences can easily be changed.
- Although these selected options will automatically appear by default for each shipment that you create, preferences can be changed for each individual package.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

<p>IMPORTANT</p>	<p>Please refer to the Express Shipping Login and Logout Instructions if you are new to the eShipGlobal system.</p> <p>If you have general questions about Express Shipping at Yale University or would like to access other training guides, please refer to the Express Shipping web site (<i>coming soon</i>).</p>
<p>1 Click on Acct Management from the navigation menu located at the top of the eShipGlobal window. Then select User Preferences.</p>	

<p>2 Click to select Email Notifications you would like to send or receive.</p>	 <p>HOME RATE SHIP TRACK QUICKSHIP MY SHIPMENTS ADDRESS BOOK ACCT MANAGEMENT LOGOUT HELP</p> <h3>User Preferences</h3> <h4>Email Notifications</h4> <p>Check the appropriate checkboxes for default email notifications</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Notify Shipper<input type="checkbox"/> Notify Recipient<input type="checkbox"/> Notify Shipper On Delivery
<p>3 Click one of the radio buttons to select your Package Pickup/Drop-off Preferences.</p>	 <h3>Package Pickup/Drop-off preference</h3> <p>Please choose Drop-Off or Pick-Up for the default shipping option</p> <p><input checked="" type="radio"/> No Preference <input type="radio"/> Drop-Off <input type="radio"/> Pick-Up</p>
<p>4 Click on Save Preferences.</p>	 <p>HOME RATE SHIP TRACK QUICKSHIP MY SHIPMENTS ADDRESS BOOK ACCT MANAGEMENT LOGOUT HELP</p> <h3>User Preferences</h3> <h4>Email Notifications</h4> <p>Check the appropriate checkboxes for default email notifications</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Notify Shipper<input type="checkbox"/> Notify Recipient<input type="checkbox"/> Notify Shipper On Delivery <h4>Package Pickup/Drop-off preference</h4> <p>Please choose Drop-Off or Pick-Up for the default shipping option</p> <p><input checked="" type="radio"/> No Preference <input type="radio"/> Drop-Off <input type="radio"/> Pick-Up</p> <p>Save Preferences</p>
<p>5 Perform other actions in the eShipGlobal system or Logout.</p>	<p>All options on the navigation menu are available from the Rate window.</p>  <p>HOME RATE SHIP TRACK QUICKSHIP MY SHIPMENTS ADDRESS BOOK ACCT MANAGEMENT LOGOUT</p> <p>Click Logout to exit the system.</p>