

Compass Step by Step

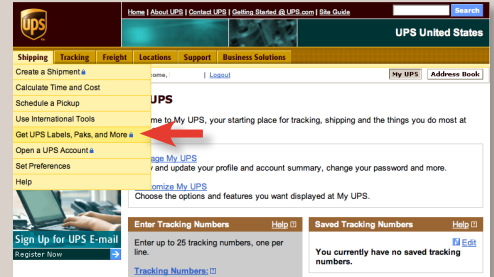


Make a Quick List: How to order your shipping supplies

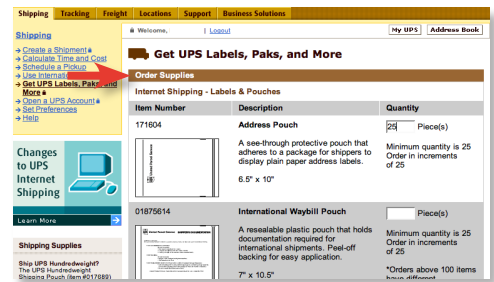
Quick List is an online tool designed to help you create a list of supplies you use most frequently. After you complete your first online order of supplies, you'll have an option to create your own Quick List.

Your Quick List, accessible once you have completed an online order for supplies, is easy, fast and helps you stay organized. Build your list in five easy steps.

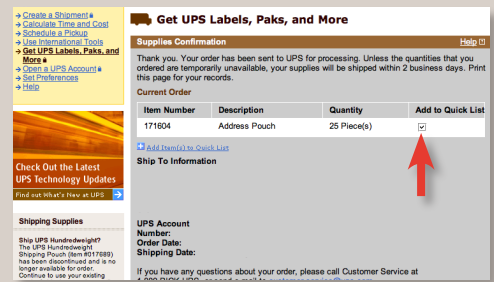
1 Log in to MyUPS.com. Under the Shipping tab, select UPS Labels, Paks, and More.



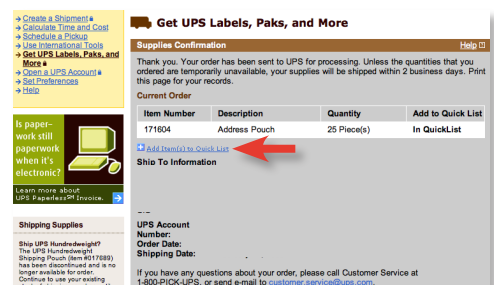
2 Follow the instructions for ordering supplies – for example, address pouches – and submitting your order.



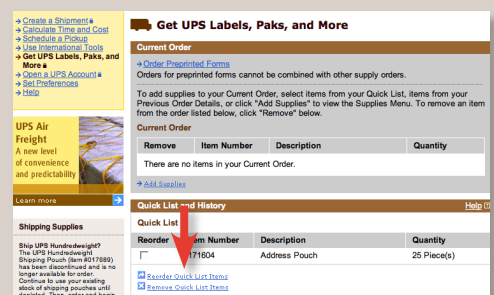
3 On the Supplies Confirmation page, check the items you want to add to your Quick List.



4 Select Add Item(s) to Quick List. You may add up to 20 items.



5 The next time you visit MyUPS.com, your Quick List will be visible. To reorder supplies from your Quick List, simply choose items, then select Reorder Quick List Items.



To schedule a pickup, track a shipment, order supplies and more, visit MyUPS.com