



## WELCOME TO ONSHIP ELITE!

This account registration and training guide shows you and your users how to set up your account and begin processing shipments!

### Steps for OnShip Elite Registration

Account Registration Link: Using the following link, complete the registration template [app.onshipelite.com/register](http://app.onshipelite.com/register)

A screenshot of a web registration form titled "Register". The form is set against a light blue background with a faint "PRIORITY MAIL" watermark. At the top, it asks "Already have an account?" with a blue "Login" link below it. The form contains seven input fields: "Name", "Company", "Email", "Phone", "Password", and "Confirm Password". Each field is a white rounded rectangle with a thin grey border. At the bottom of the form is a prominent blue button with the word "Register" in white text.

**Register**

Already have an account?  
[Login](#)

Name

Company

Email

Phone

Password

Confirm Password

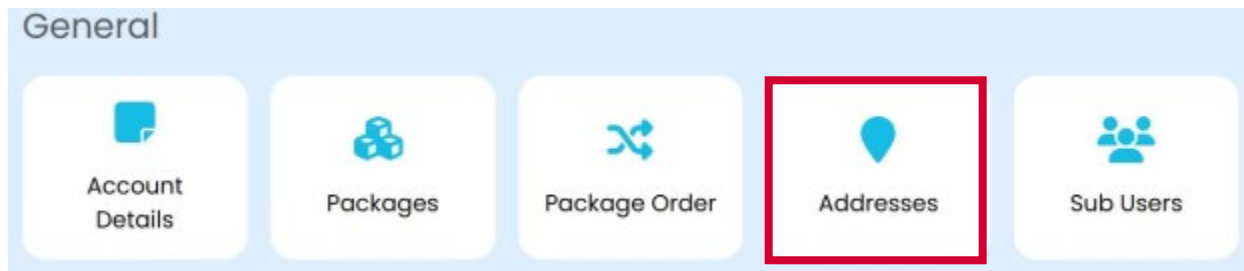
**Register**

## Steps for Setting Up Your OnShip Elite Shipping Account

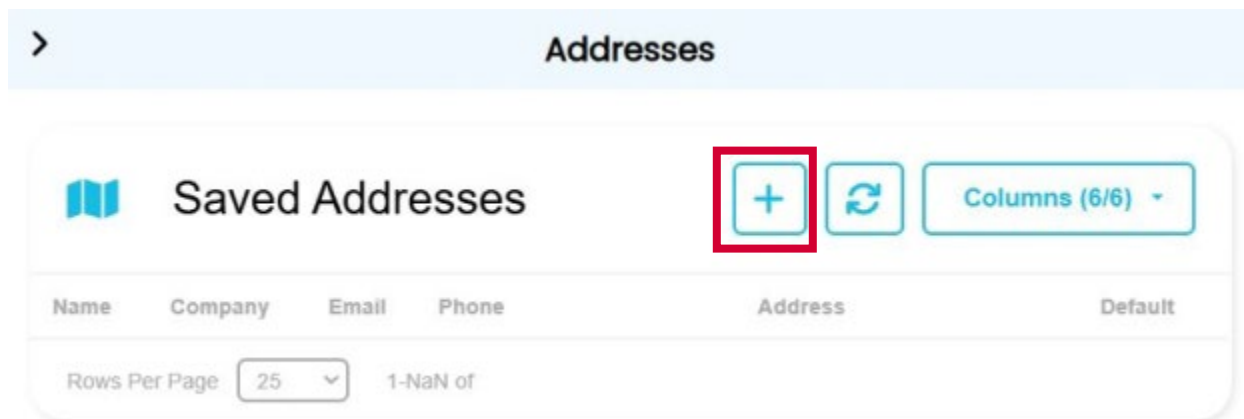
Log in to your new OnShip Elite account.



1. Click on the “Gear” icon in the top right of your screen.
2. Click on the “Addresses” block in the General Row.



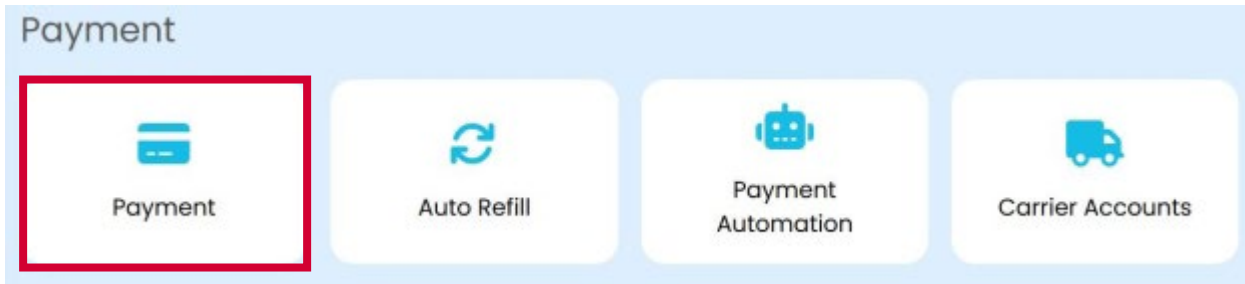
This is where you enter your SHIP FROM information. Press the “Plus” button to continue.



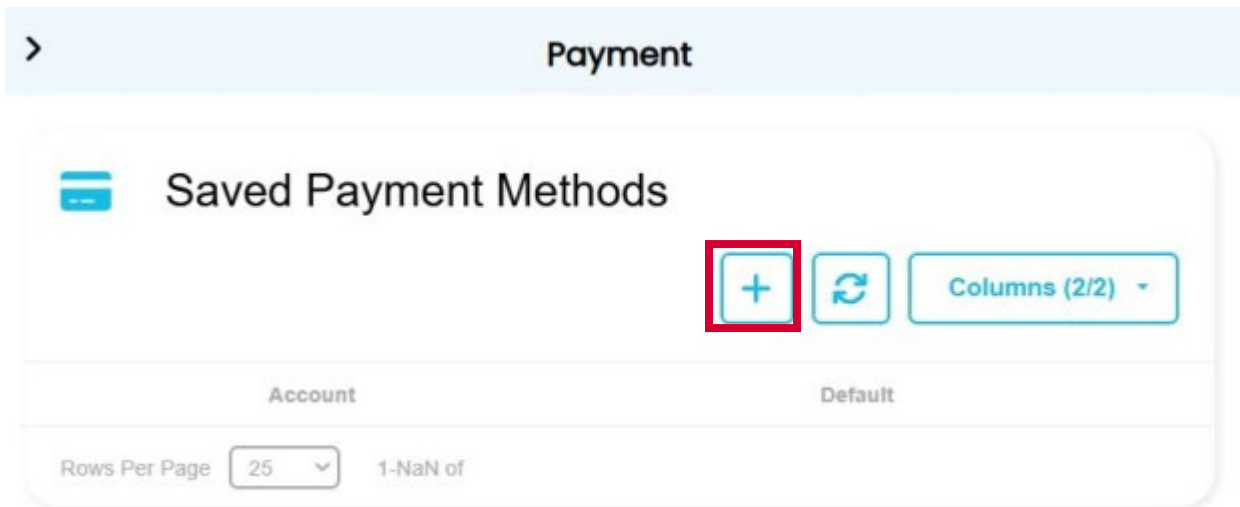
Enter in the SHIP FROM address details, once completed click “Add”. Repeat these steps for any additional ship from addresses that may be needed.



Next, you must enter your bank information to load your Digital Wallet. On the Payment level, select the "Payment" box.

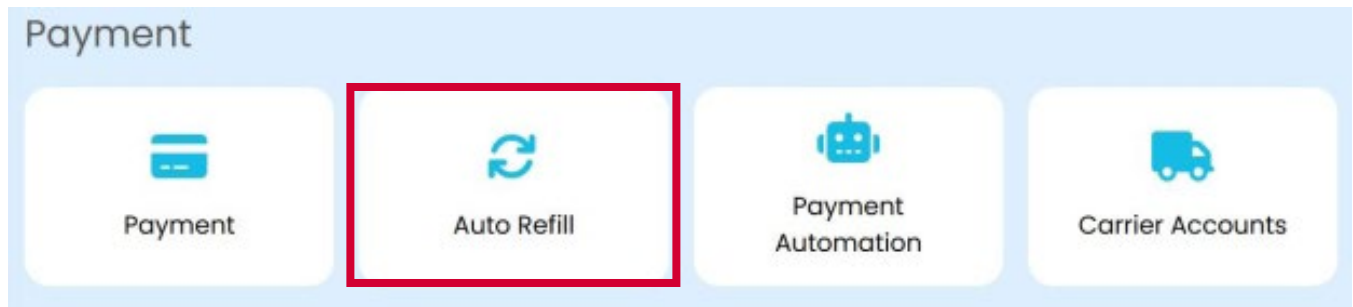


Select the "Plus" button to add your ACH payment info. Credit cards are optional...3.5% fee



The screenshot shows a form titled "Add Payment" with a right arrow. The form has the following fields: "Method Type" (dropdown menu with "ACH (Bank Account)" selected), "Type" (dropdown menu with "Business Checking" selected), "Account" (text input), "Account Confirm" (text input), "Routing" (text input), "Routing Confirm" (text input), "Name on Account" (text input), and "Zipcode" (text input). At the bottom is a blue "Add" button.

On the “Payment” level, select the “Auto Refill” button.



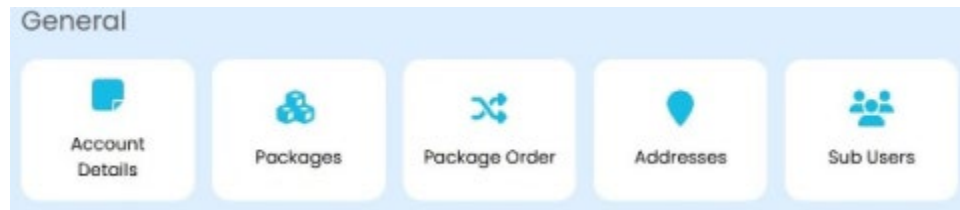
Click the “Auto Refill” button to select your fund replenishment levels. You should monitor your shipping to determine if you need to adjust your replenishment levels. The wallet funds will be available in 3-5 days. Remember to “save” your work.

You can manually enter your SHIP TO information when processing a shipment, or if you have an address book from a previous shipping system or another platform and can export it to a .csv file, you can quickly add those addresses to the OnShip Elite address book.

Integrating OnShip Elite to a public eComm platform, such as Amazon, Shopify, eBay, etc., is free and easy. However, integrating non-public (i.e., custom) order platforms may require an integration fee that will be quoted separately.



## General Menu



**Account Details** - This contains your OnShip Elite account ID and the name you used to set up your OnShip Elite account.

**Packages** - Do you use common-sized boxes? Name them and create the sizes here. Are some sizes specific weights? Add the weight to the size here.

**Package Order** - This is where you can rearrange the order of the lines as they appear in the shipping dropdown menu.

**Addresses** - This is where your SHIP FROM addresses are entered or deleted.

**Sub Users** - This is where you add or delete users within your company. The first user to register when setting up OnShip Elite is automatically the account administrator.

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## Payment Menu



**Payment** - This is where you set up your payment information to fund your digital wallet.

**Auto Refill** - This is where you set up your wallet's refill threshold. Your wallet may not recognize a threshold funding request for up to 5 days.

**Payment Automation** - When an order populates the screen and a scale (weight) reading is successful, the software auto-processes and generates a carrier label.

**Carrier Accounts** - This is where you can add your UPS and FedEx rates to compete with OnShip's discounted carrier rates. Add your UPS carrier account number and let OnShip Elite rate shop your rates against ours. Once the least-cost service is selected, OnShip will debit your digital wallet when OnShip rates are better, and you will be billed by your carrier, the way you always have, when your carrier rate discounts are better. Either way, it's a win-win for you and your customers!

**IMPORTANT NOTE:** When you add your UPS account to OnShip Elite, it will be available in one business day, and your FedEx account will be available in 3-5 business days.

## Watch Menu



**Branding** - This is where you enter your company name and upload your company logo to appear on packing slips and Advance Shipment Notification (ASN) emails.

**Sent** - turn this on to send Advance Ship Notice emails with tracking information. This notification is sent on every label transaction.

## Packing Slips Menu



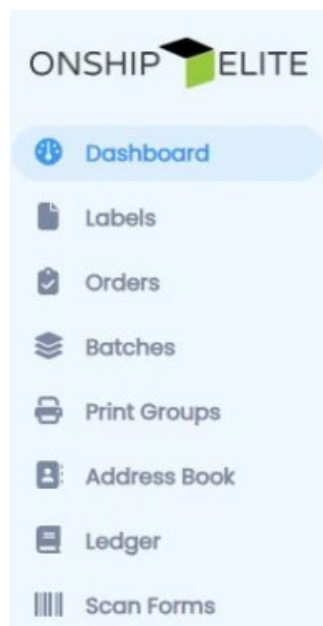
**Basic Info** - Enter the packing slip company name, email address, and website information

**Address** - Enter the address information you want to appear on the packing slip.

**Custom Message** - Add a custom message to the bottom of your packing slip after the listed products and before the address in the footer.

**Highlights** - Highlight key product names, quantities, and notes on the packing slip.

## Left Side Menu Items



**Dashboard** – Quickly see what shipments are in transit. You can choose a date range and view shipments that have been printed (or not printed).

**Labels** – Similar to the dashboard except you can see all the shipments in transit or delivered.

**Orders** – If you are connected to an e-commerce environment, your orders will drop into this page. It may also be used when connected to your ERP or WMS system. You can ship from this page.

**Batches** – You can select specific files for the batch process for shipping.

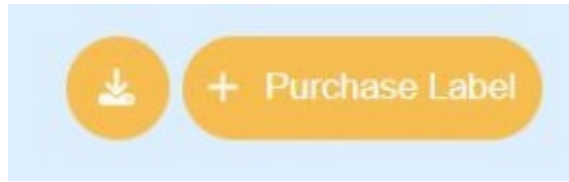
**Print Groups** – selected groups of data may be selected for printing.

**Address Book** – Import addresses from other applications via CSV.

**Ledger** – You will be able to see all of the transactions that have been processed out of your digital wallet funding account, including refunds

**Scan Forms** – Create scan forms for carriers.

## Shipping a Package



Go to “Labels” on the left menu. Click on the orange icon in the upper right, “+ Purchase Label.” Fill in the appropriate information, compare rates, and ship with your preferred carrier.

> **Purchase Label**

Reference (optional)

From Address

Select Address ▼

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**Client Details**

Client

-- New Client --

Name (name or company required)

Company (name or company required)

Email (optional)

Phone (optional)

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**Address Details**

Country

United States of America ▼

Street

Apartment / Suite

City

State

Select Option ▼

Zipcode

Save client & address details for future shipments

Questions? Please email us! [support@onshipgroup.com](mailto:support@onshipgroup.com)