Register for a UPS ShipExec Account

Overview: This job aid demonstrates how to register for UPS ShipExec, MSU's desktop shipping application with UPS.

1. Navigate to UPS ShipExec in a web browser.
2. Select the **Register User** link.

3. Complete the registration form.
   a. You must use your MSU email address, as this is how Mail Services will verify your status as an MSU employee.
   b. Enter the MSU registration key: **88a7a460-232a-4ebd-a52f-e34e111b7e67.**
   c. Click the blue **Register** button.

4. Mail Services will finalize the registration and notify users of approval via email.