When you are ready to send out your next package via Fedex or UPS 360 Services, follow these steps to update the Company (Shipper) name pursuant to **Escrow Technical Memorandum 162-2014, Safety in Shipping Documents and Payments via FedEx and UPS**.
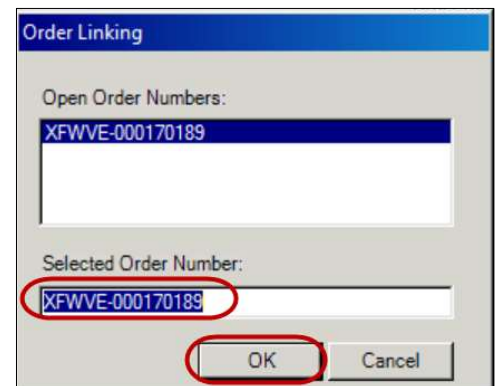
1. Log into **360** if not already logged in

Continue with **Step 2** for the appropriate Shipping Service (i.e., Fedex, UPS).
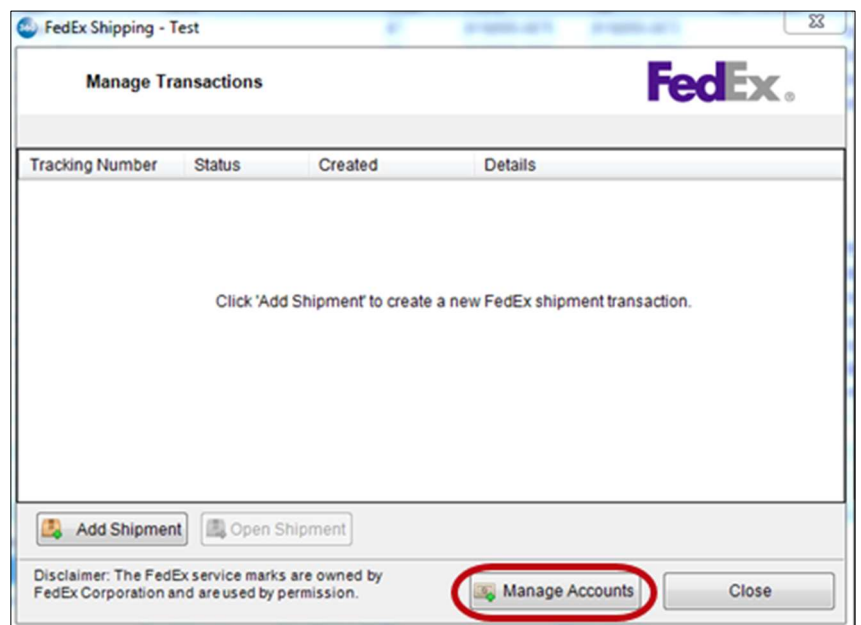
Updating Fedex

2. From the **Services** menu, double-click the **Fedex – Shipping** entry

3. If not already populated with the applicable Order number, in the **Selected Order Number** field, enter the Order number
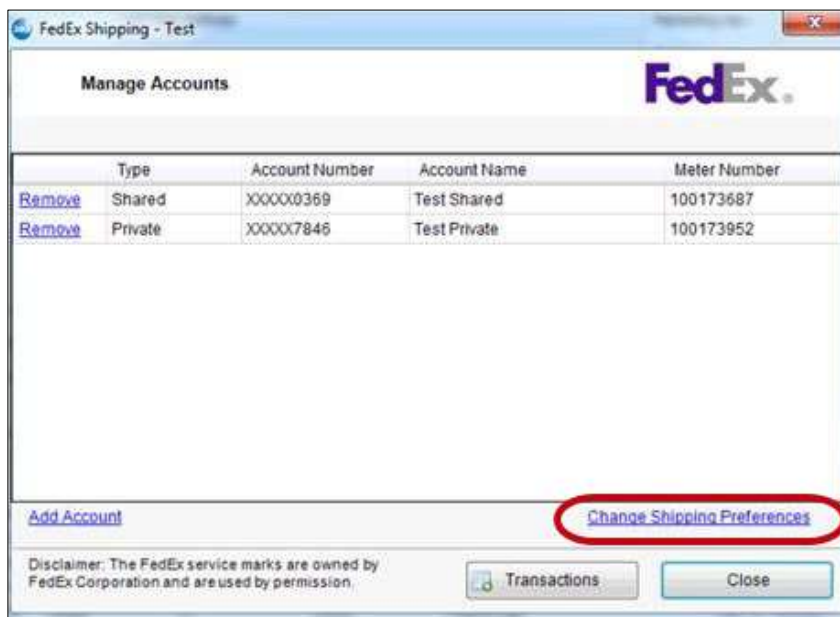
4. Click **OK**

5. From the **Manage Transactions** window, click the **Manage Accounts** button
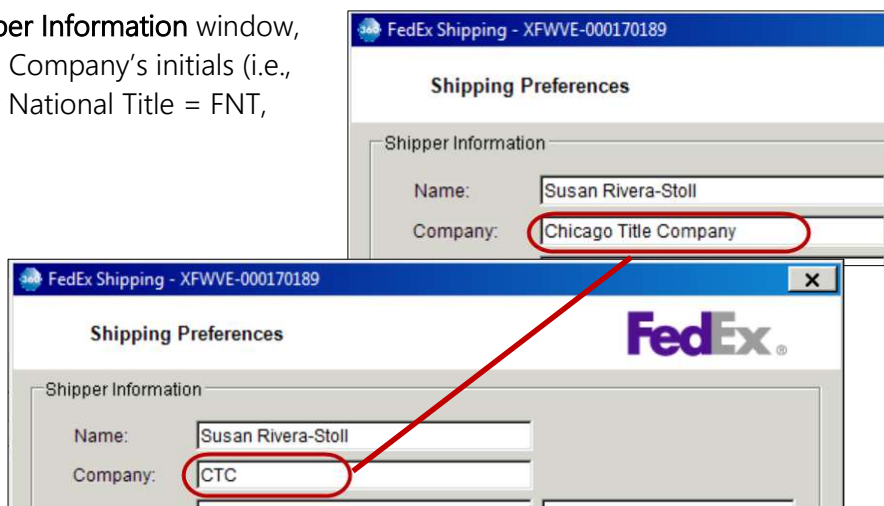
6. Click the **Change Shipping Preferences** link (bottom right)

7. From the **Shipping Preferences – Shipper Information** window, overwrite the **Company** name with the Company's initials (i.e., Chicago Title Company = CTC, Fidelity National Title = FNT, etc.)

8. Click the **Save** button

9. Continue preparing the Shipping Label as normal

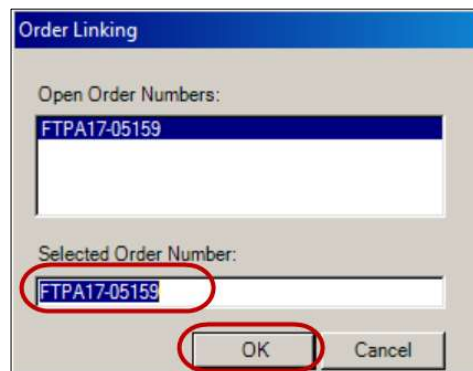The new Company name is saved for future use.

Updating UPS
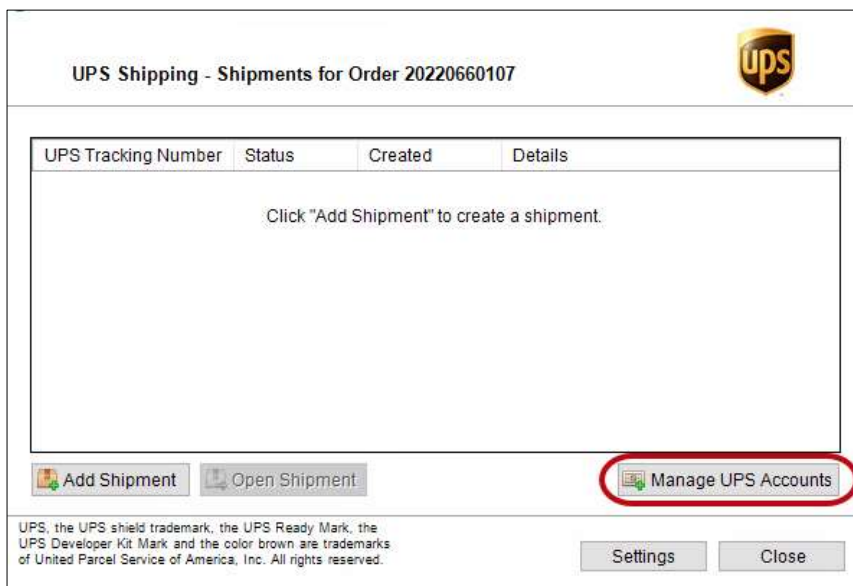
2. From the **Services** menu, double-click the **UPS – Shipping** entry

3. If not already populated with the applicable Order number, in the **Selected Order Number** field, enter the Order number

4. Click **OK**

5. From the **UPS Shipping – Shipments for Order [#########]** window, click the **Manage UPS Accounts** button

6. Click the **UPS Registration** tab

7. Click **Renew Registration** button

8. Check the **Yes, I Do** check box

   NOTE: The check box does not become active until the agreement is reviewed by scrolling to the bottom.
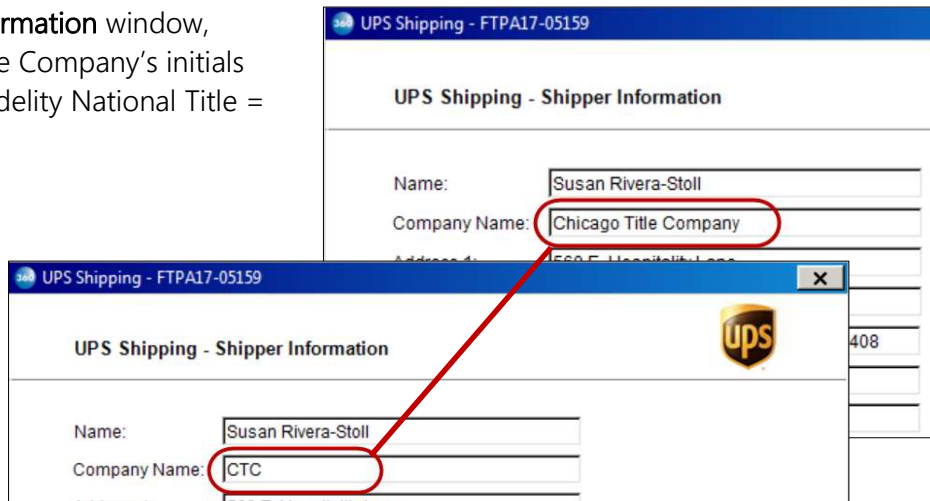
9. Click **Next**

10. From the **UPS Shipping – Shipper Information** window, overwrite the **Company Name** with the Company's initials (i.e., Chicago Title Company = CTC, Fidelity National Title = FNT, etc.)

11. Click the **Next** button

12. When prompted, click **Continue**

13. Continue preparing the Shipping Label as normal

The new Company Name is saved for future use.