

## Changing the Shipper Name in Fedex/UPS 360 Services

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

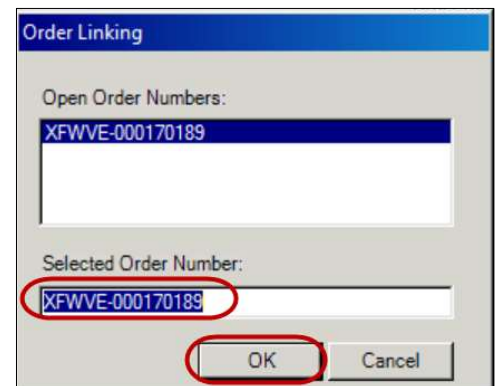
Continue with **Step 2** for the appropriate Shipping Service (i.e., Fedex, UPS).

### Updating Fedex

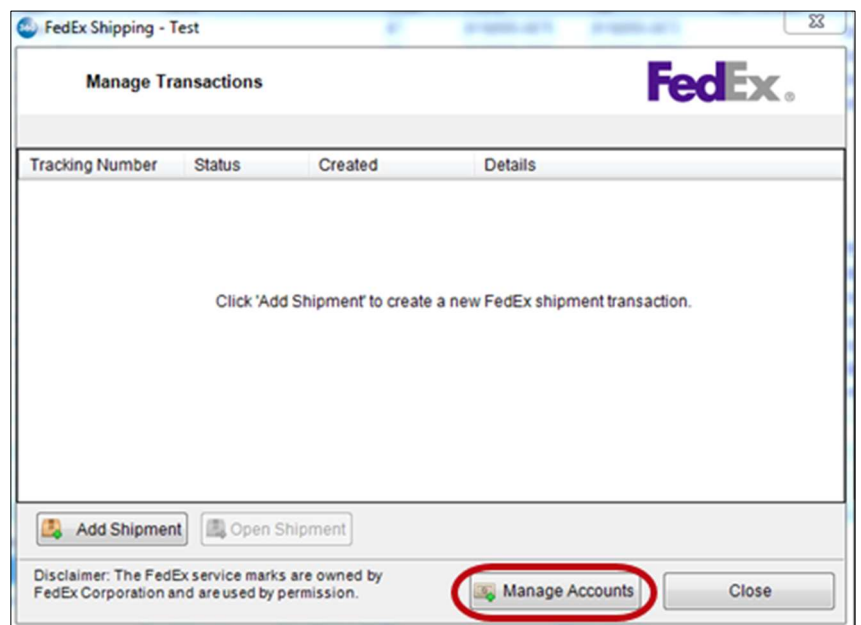
2. From the **Services** menu, double-click the **Fedex – Shipping** entry



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

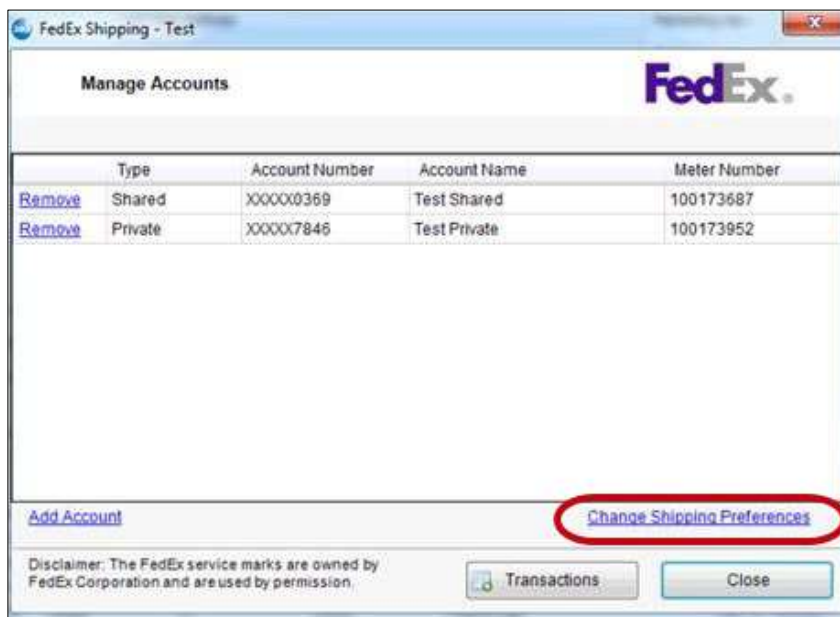


5. From the **Manage Transactions** window, click the **Manage Accounts** button



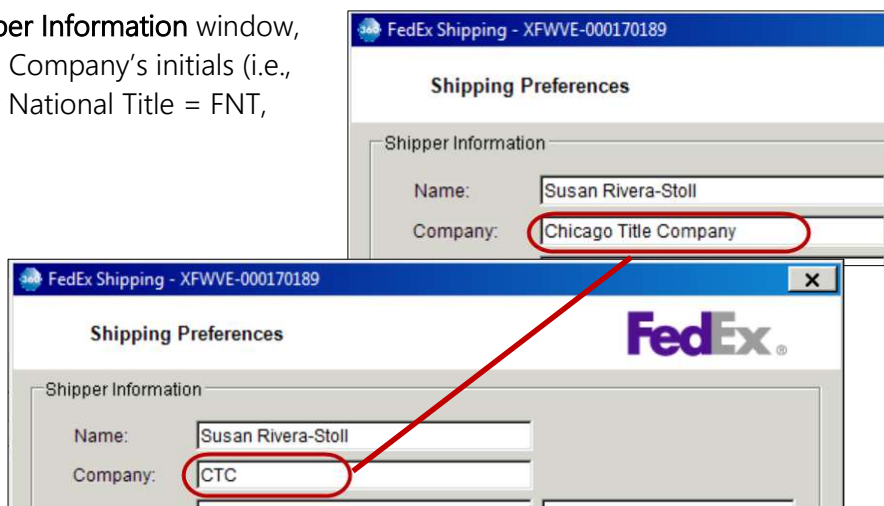
## Changing the Shipper Name in Fedex/UPS 360 Services

- Click the **Change Shipping Preferences** link (bottom right)



- 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.)
- Click the **Save** button
- Continue preparing the Shipping Label as normal

The new Company name is saved for future use.



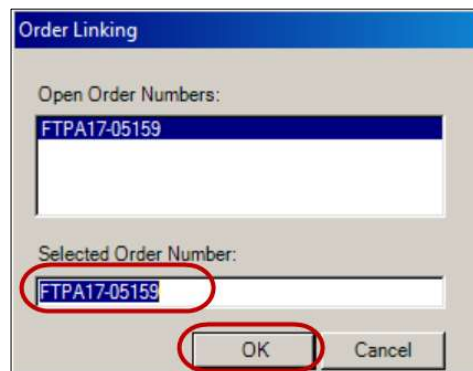
### Updating UPS

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



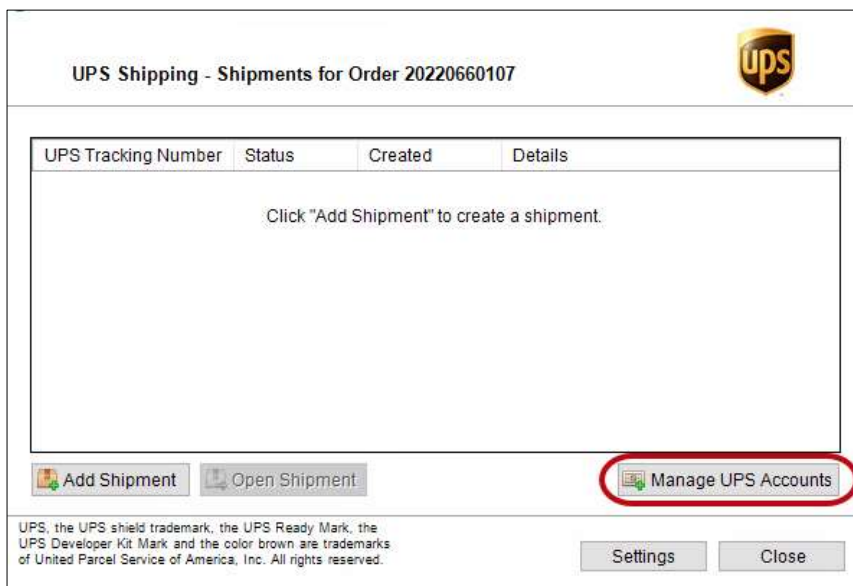
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3. If not already populated with the applicable Order number, in the **Selected Order Number** field, enter the Order number
4. Click **OK**



The 'Order Linking' dialog box has a title bar with the text 'Order Linking'. It contains two text input fields. The first field is labeled 'Open Order Numbers:' and contains the text 'FTP17-05159'. The second field is labeled 'Selected Order Number:' and also contains the text 'FTP17-05159'. Both the 'Selected Order Number' field and the 'OK' button are circled in red. The 'Cancel' button is also visible.

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



The 'UPS Shipping - Shipments for Order 20220660107' window features the UPS logo in the top right corner. Below the title bar is a table with columns: 'UPS Tracking Number', 'Status', 'Created', and 'Details'. The table body contains the text 'Click "Add Shipment" to create a shipment.' At the bottom of the window, there are three buttons: 'Add Shipment', 'Open Shipment', and 'Manage UPS Accounts'. The 'Manage UPS Accounts' button is circled in red. Below the buttons is a small disclaimer text: 'UPS, the UPS shield trademark, the UPS Ready Mark, the UPS Developer Kit Mark and the color brown are trademarks of United Parcel Service of America, Inc. All rights reserved.' At the bottom right are 'Settings' and 'Close' buttons.

6. Click the **UPS Registration** tab
7. Click **Renew Registration** button



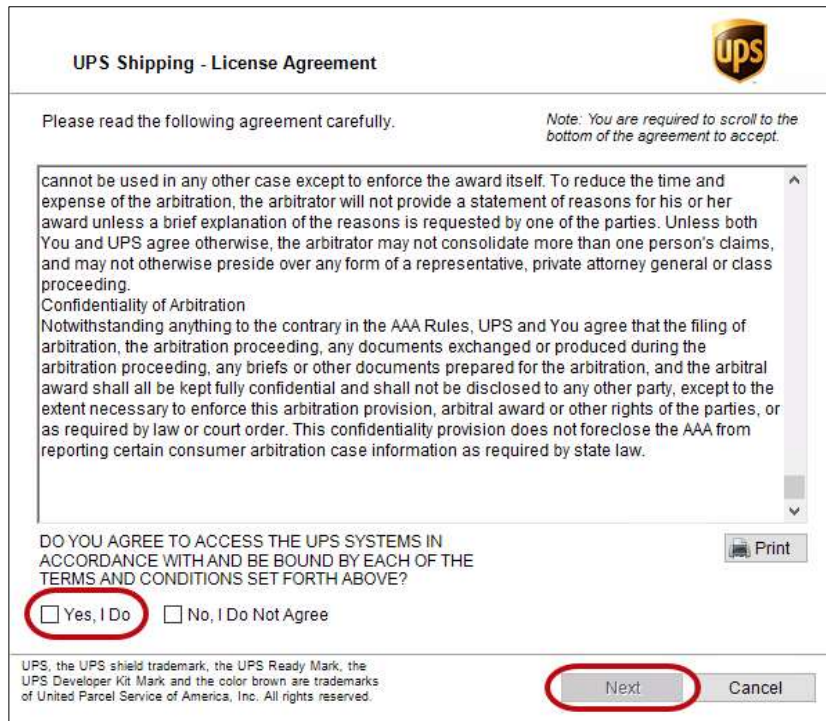
The 'Manage UPS Accounts' window has a title bar with the text 'Manage UPS Accounts' and a close button. It contains three tabs: 'Add UPS Account', 'Current UPS Accounts', and 'UPS Registration'. The 'UPS Registration' tab is selected and circled in red. Below the tabs is a section titled 'Registration Renewal' with the following text: 'If you have received an error stating "Invalid Access License for the tool please re-license" or similar, or if you have not used the UPS shipping product for a period longer than 7 months, your registration may have expired. If your registration has expired then you will need to re-register.' Below this text is a line of text: 'Click "Renew Registration" to close this window and begin the registration process.' At the bottom is a button labeled 'Renew Registration', which is circled in red.

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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**



**UPS Shipping - License Agreement**

Please read the following agreement carefully. *Note: You are required to scroll to the bottom of the agreement to accept.*

cannot be used in any other case except to enforce the award itself. To reduce the time and expense of the arbitration, the arbitrator will not provide a statement of reasons for his or her award unless a brief explanation of the reasons is requested by one of the parties. Unless both You and UPS agree otherwise, the arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative, private attorney general or class proceeding.

**Confidentiality of Arbitration**  
Notwithstanding anything to the contrary in the AAA Rules, UPS and You agree that the filing of arbitration, the arbitration proceeding, any documents exchanged or produced during the arbitration proceeding, any briefs or other documents prepared for the arbitration, and the arbitral award shall all be kept fully confidential and shall not be disclosed to any other party, except to the extent necessary to enforce this arbitration provision, arbitral award or other rights of the parties, or as required by law or court order. This confidentiality provision does not foreclose the AAA from reporting certain consumer arbitration case information as required by state law.

DO YOU AGREE TO ACCESS THE UPS SYSTEMS IN ACCORDANCE WITH AND BE BOUND BY EACH OF THE TERMS AND CONDITIONS SET FORTH ABOVE?

☐ Yes, I Do ☐ No, I Do Not Agree

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**Next** Cancel

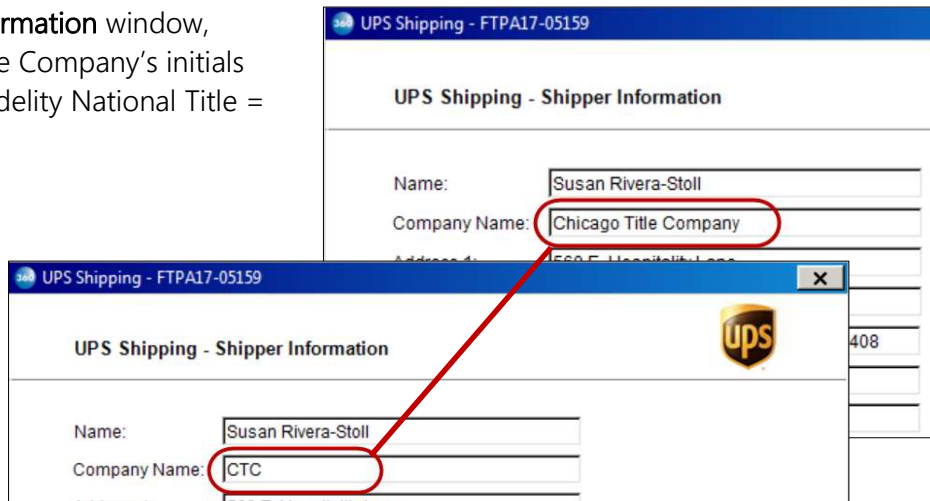
10. From the **UPS Shipping – Shipper Information** window, overwrite the **Company Name** with the Company's initials (i.e., Chicago Title Company = CTC, Fidelity National Title = FNT, etc.)

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.



**UPS Shipping - FTPA17-05159**

**UPS Shipping - Shipper Information**

Name: Susan Rivera-Stoll

Company Name: Chicago Title Company

Address: 1560 E. University Lane

City: Chicago

State: IL

Zip: 60605

Phone: 408

**UPS Shipping - Shipper Information**

Name: Susan Rivera-Stoll

Company Name: CTC

Address: 1560 E. University Lane

City: Chicago

State: IL

Zip: 60605

Phone: 408