

ShipHawk™

How do I create my first shipment?

Register and create your own shipment in under five minutes.

Getting started with ShipHawk is a breeze. Use this simple process to register and get started in minutes.

Registration

Step 1: Select your plan

1 Selected Plan

BASIC TRY IT FOR Free	<small>TWO MONTHS FREE WITH PREPAID ANNUAL CONTRACT</small> PLUS MONTHLY: \$99_{mo} ANNUAL: \$990_{yr}	PRO FILL OUT FORM TO Contact Us	ENTERPRISE FILL OUT FORM TO Contact Us
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

PROCEED TO PAYMENT ▶

Step 2: Complete some basic information

2 Create Your Account

* First Name <input type="text" value="First Name"/>	* Last Name <input type="text" value="Last Name"/>
* Company Name <input type="text" value="Company Name"/>	* Website <input type="text" value="Website"/>
* Email <input type="text" value="Email"/>	* Password <input type="text" value="Password"/> Show

* I agree to the [Terms of Service](#)

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Get Started




Now it's time to activate your carrier accounts. Don't worry, if you do not have your own carrier credentials yet, you can use ShipHawk's USPS tariff!

Step 1: Enter your FedEx and UPS account information if you have it

Carriers

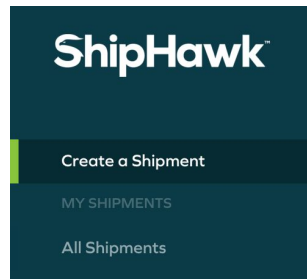
Create your first shipment by clicking "Create a Shipment" on the left!

 **ATTN:** You are currently using ShipHawk's USPS account. In order to book USPS shipments, you'll need to either add your own USPS account below or [add a payment method](#).

CARRIER		ACCOUNT
Parcel		
	FedEx	TEST MODE Remove
	UPS	TEST MODE Remove
	USPS	<input type="button" value="+ ADD YOUR ACCOUNT"/>
Other Carriers		
ShipHawk's LTL Carriers	Available on Plus	<input type="button" value="UPGRADE NOW"/>
Add your own LTL Carriers	Available on Pro	<input type="button" value="UPGRADE NOW"/>





Create a Shipment

Step 1: Click on *Create a Shipment* from the left side menu



Step 2: Simply enter the details of your shipment and click *continue*. You can even add multiple packages and reference numbers to help you keep track of your orders!

Enter Shipment Details

 Origin City or ZIP	 Commercial
 Destination City or ZIP	 Residential

Enter Item Details

ITEM 1								×
Qty	Item Type	L	W	H	in.	Weight	Unit	\$Value
1	Parcel(s)						lbs	

+ Add Another Item

Reference Numbers

Reference ID	Number
<input type="text"/>	<input type="text"/>
<input type="button" value="NEW REFERENCE"/>	

Continue

Step 3: Compare rates amongst the carriers and service levels, select the rate you want, include any add-ons needed (ex. Signature required), and click *continue*.







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Compare Rates

Select your rate below:

FILTER

Hard Rerate

CARRIER	TYPE	SERVICE	EST. DELIVERY DATE	RATE	
 USPS	Small Parcel	Priority Mail	02/23/2016	\$12.72	▼
 FedEx	Small Parcel	FedEx Ground Home De...	02/23/2016	\$14.45	▼
 FedEx	Small Parcel	FedEx Express Saver	02/25/2016	\$28.86	▲
Origin Add-ons				Shipping Add-ons	
<input type="checkbox"/> Future Day Pickup (+\$3.00)				Shipping \$24.61	
<input checked="" type="checkbox"/> Indirect Signature Required (+\$4.25)				Add-ons + \$4.25	
<input type="checkbox"/> Adult Signature Required (+\$5.25)				Total \$28.86	
<input type="checkbox"/> Direct Signature Required (+\$4.25)				Continue	
 FedEx	Small Parcel	FedEx 2 Day	02/24/2016	\$32.54	▼
 FedEx	Small Parcel	FedEx Priority Overnight	02/23/2016	\$37.78	▼
 USPS	Small Parcel	Priority Mail Express	02/23/2016	\$49.83	▼

Step 4: Verify the shipment addresses. To make things easy for you, we already include the City, State, and Zip from your quote!

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Verify Shipment Addresses

Origin Address

Lookup Address

Shipper Code _____

Name _____

Company Name _____

Email _____ Phone _____

Address Line 1 _____

Address Line 2 _____

City/State/Zip
Seattle, WA 98101

Commercial

Destination Address

Lookup Address

Shipper Code _____

Name _____

Company Name _____

Email _____ Phone _____

Address Line 1 _____

Address Line 2 _____

City/State/Zip
Ventura, CA 93004

Residential

Continue

Step 5: Review and book your shipment!

Purchase & Book Shipment

Shipment Information

Origin Address

SAMPLE SHIPPER NAME
1111 Third Avenue
Seattle, WA 98101
(commercial)
+1 (123) 456-7890
sample@sample.com

[Change](#)

Destination Address

SAMPLE CUSTOMER NAME
11033 Citrus Dr
Ventura, CA 93004
(residential)
+1 (123) 456-7890
sample@sample.com

[Change](#)

Pickup Info

Instructions: N/A

Delivery Info

Instructions: N/A

References

Customer Order #: SAMPLE-1234
Shipper's Order #: INVOICE123
Customer Ref #: CUSTOMER4321

\$28.86

FedEx
Est. Delivery Date: February 26th 2016

Shipping	\$24.61
+ Pickup	\$0.00
+ Packing	\$0.00
+ Add-ons	\$4.25
+ Insurance	\$0.00

TOTAL **\$28.86**

Book Shipment

Items (1)

Item 1

Quantity: 1
Dims: 3 x 3 x 3 in.
Weight: 80 lbs.
Value: \$0.00

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Step 6: Print labels and ship! Select *print labels* from the Actions Menu.

ORIGIN ID: HKAA (123) 456-7890 Shipper Line 1 Shipper Line 2 Shipper Street Address Line 1 Shipper Street Address Line 2 City, State or Province Code Postal Code Country Code SIGN: Shipper Line 1	SHIP DATE: 06JUN11 ACTWGT: 0.5 LB CAD: 7032838/WSXI2650 DIMS: 10x10x10 IN BILL SENDER NO EEI 30.36		
TO Recipient Line 1 Recipient Line 2 Recipient Street Address Line 1 Recipient Street Address Line 2 City, State or Province Code Postal Code Country Code (123) 456-7890 INV: VSVSDVYTYNVN PO:		TEMPORARY EXPORT OTHER JIHAJKDJKSJKCSJCSJ DEPT:	50FG16B12JF5F4
			J1120110420125
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