

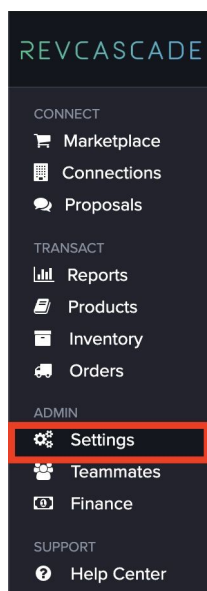


# How to add your own Shipping Account Number

**(Recommended:** Reach out to your Retailer to confirm Shipping Account Information - Do they require to use an account provided by their team or is a personal account approved)

**Step 1:** Login to Account via URL <https://console.revcascade.com/>

**Step 2:** Click the **Settings** button on the left-hand side of the screen



**Step 3:** Click the **Logistics** button at the top of the screen

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## Logistics Settings





## Step 4: Under the *Shipping Accounts* section - Click **Add Shipping Account**

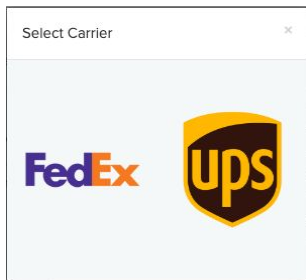
**Shipping Accounts**

If you'd like to use your own shipping account to generate labels for orders and returns, please add it to RevCascade. After the account has been added, you must authorize specific methods for use with each connection.

You have not added any shipping accounts yet.

[Add Shipping Account](#)

## Step 5: Select Carrier Information




## Step 6: Add the following

1. Shipping Account Nickname
2. Shipping Account Number
3. Postal Code - Ship From Location Postal Code
4. Shipping Methods - Shipping Types Approved for Orders (Ground, 2nd Day, Next Day, ect)

**Shipping Account Details**

Please enter the details for this shipping account. After you create the shipping account, you may authorize connections to use the account to fulfill orders (via 3rd party billing).



**Shipping Account Nickname \***

  
**Shipping Account Number**  
**Country**  
**Postal Code\***



## Step 7: Click **Add Shipping Account**

### Shipping Methods

Please select all shipping methods that you support. The shipping methods available on an order are later customized per connection.

- UPS Ground
- UPS 2nd Day Air
- UPS Next Day Air
- UPS 3-Day Select
- UPS Standard
- UPS Worldwide Saver
- UPS Worldwide Express
- UPS Worldwide Express Plus
- UPS Worldwide Expedited
- UPS Next Day Air Saver
- UPS Next Day Air A.M.
- UPS 2nd Day Air A.M.
- UPS SurePost Over 1Lb
- UPS SurePost Under 1Lb

Add Shipping Account