

Setting Up Your Shipping – USPS, UPS, FEDEX, AUS Post

USPS

How to setup **USPS** online shipping rates:

1. In order to get live USPS rates, you need to register at USPS Web Tools and get an ID: <https://secure.shippingapis.com/registration/>
2. After you receive your ID, ask USPS to switch your account to the live mode. Once you register, add your USPS Web Tools User ID to the [final page of this document](#) and submit back to your Web Coordinator.

FEDEX

How to setup **FedEx** online shipping rates:

1. First, create a FedEx account if you haven't done so yet. Go to [FedEx's site](#), choose your location and click the "**Register Now**" link. Then choose "**Open a FedEx account**", if you do not yet have one, or "**Use my account online**", if you already ship with FedEx. Then follow the instructions to create your FedEx account. Make sure that you create an account number during the registration. It will be necessary later.
2. Make sure you're logged in to your FedEx account, and go to [FedEx Developer Resource Center](#). Open the **Technical Resources** → **FedEx Web Services for Shipping** page and click the **Move to Production** link. Then click "**Obtain Production Key**" at the bottom of the page.
3. **Fill out the form:** Then click "**Continue**", accept the license agreement and follow the registration. After the registration you will need to save the Authentication Key, FedEx will generate and show it to you. Copy and paste this key on the [final page of this document](#).
4. **Check your email inbox.** FedEx will send you an email with other credentials: **Production Authentication Password** (Security Code) and **Production Meter Number**. Copy and paste these to the corresponding fields on the [final page of this document](#). Save, and send this document back to your Web Coordinator.

UPS

How to setup **UPS** online shipping rates:

Your carrier's shipping account will be used to get shipping costs. Choose this option if you have an account with this carrier already, or you want to receive your own specific shipping rates from it. This way is the best for merchants who want to have full control over the shipping costs for their stores.

1. In order to obtain your UPS account, you should register [at UPS first](#). Once registered, you will be able to get your Access Key [on a special page](#).
2. Once completed, copy and paste your **Access Key**, **User ID** and **Password** to the [final page of this document](#), save the document, and submit back to your Web Coordinator.

Australia Post

How to setup Australia Post shipping:

Our shopping cart supports automatic Australia Post rates. To utilize these features, we will need to open an Australia Post shipping method in your store. Your customers will get the carrier-calculated rates at checkout automatically. Those rates will depend on the item location and order weight.

1. Simply go to the [final page of this document](#) and let us know which Australia Post shipping methods you would like to offer to your customers. We will handle all shipping set up for you.

Continue to the Next Page for Payment Gateway Options

Payment Options – Authorize.NET, PayPal, Stripe, First Data

Authorize.NET

There are two options when signing up for Authorize.NET:

1. Payment Gateway Only

- a. You must have a merchant account to sign up for this plan. A merchant account collects payments from your customer's bank and deposits the funds into your business checking or savings account.

<https://www.authorize.net/solutions/merchantsolutions/pricing/?p=gwo>

2. Merchant and Payment Gateway

- a. With this plan, you can bundle your merchant account with the payment gateway all under Authorize.NET

<https://www.authorize.net/solutions/merchantsolutions/pricing/>

Submission: Enter your API Login ID, Transaction Key and MD5 Hash Value on the [last page of this document](#), save, and submit this document back to your Web Coordinator.

PayPal

PayPal, a leading payment processor in the US, allows your customers to pay for your products with a PayPal account or Credit Cards. To provide credit card payment option, you should choose a payment gateway through which your funds will be processed. There are two options to choose from:

1. **PayPal Advanced** --- Accept Visa, MasterCard®, American Express, Discover, and PayPal. Customers stay on your site for the entire checkout process with this embedded checkout option. It simplifies PCI compliance and opens the door to over 110 million active PayPal customers. Requires credit approval (2-3 business days).

<https://www.paypal.com/us/webapps/mpp/payflow-payment-gateway>

- Once completed, copy and paste your Partner Name, Merchant Login, User ID and Password to the corresponding fields on the [last page of this document](#), save, and send this document back to your Web Coordinator.

2. **PayPal Standard** --- Add a PayPal payment button to your site to securely accept Visa, MasterCard®, American Express, Discover, and PayPal. When your customers checkout, they are redirected to PayPal to pay, then return to your site after they're finished.

<https://www.paypal.com/webapps/mpp/paypal-payments-standard>

- Once completed, copy and paste your PayPal User ID (email address) to the corresponding field on the [last page of this document](#), save, and send this document back to your Web Coordinator.

Stripe

Stripe is the easiest way to accept credit cards. Process major international debit or credit cards, including Visa, MasterCard and American Express. You don't need a merchant account, so you can start accepting payments today.

***NOTE:** Stripe will appear to users as an "unsecured" form. It is important to note that while the form itself is not secured, the transmission of the credit card information to Stripe is indeed over a **secured** connection.

1. Click "Connect with Stripe", create a free Stripe account in a few minutes and start processing payments immediately. <https://stripe.com/us/pricing>
2. Enter your username and password on the [final page of this document](#).

***NOTE:** You must fully complete **Stripe** setup in order to activate your store. You will need to connect your bank account (Account Number, Routing Number, Date of Birth, Full Name) to your Stripe account. We will notify you during the build process if your Stripe account has not been fully configured.

First Data

1. If you do not already have a Merchant Account, you will need to sign up for one here: <http://www.empsebiz.com>
2. Log into your new Merchant Account here:
<https://globalgateway4.firstdata.com/?lang=en>
3. Go to Administration > Terminal Types > Terminal Selection
4. Choose a terminal for eCommerce:
 - On the Details tab, choose either "eCommerce Transaction (CVV2)" if you need to check CVV2 codes for transactions, or choose "eCommerce Transaction" if you do not need to check CVV2 codes when processing payments.
 - Click "Update"
5. At the Payment Pages tab, there should already be an automatically created Payment page.
6. Copy the payment page name (ex, HCO-StoreFront-96) into the field on the [final page of this document](#) and return to your Web Coordinator.

Shipping Credentials

USPS

USPS Web Tools User ID:

FEDEX

Account Number:

Production Key:

Production Authentication Password (Security Code):

Production Meter Number:

UPS

Access Key:

User ID:

Password:

Australia Post

Methods:

- | | |
|---|---|
| ☐ AUS Post Regular Parcels | ☐ AUS Post Express Courier International Document |
| ☐ AUS Post Express Parcels | ☐ AUS Post Express Courier International Merchandise |
| ☐ AUS Post Air Mail | ☐ AUS Post Express Post International |
| ☐ AUS Post Sea Mail | |

Payment Credentials

Authorize.NET

API Login ID:

Transaction Key:

MD5 Hash Value:

PayPal

PayPal Advanced:

Partner Name:

Merchant Login:

User ID:

Password:

PayPal Standard:

PayPal ID (email address)

Stripe

Stripe Username:

Stripe Password:

First Data

Payment Page Name: