



HOW TO CREATE A SHIPPING REQUEST

Here are the instructions for how to create a shipping request.

CREATING AN ACCOUNT WITH UNIVERSITY EXPRESS MAIL SERVICES

- 1.] Register and activate your account at: <https://study.eshipglobal.com/>
- 2.] Click “student sign up.” Fill out the information with your name, address, and e-mail address. The e-mail address will be used for confirmation.
- 3.] Click “register”
- 4.] Log into the e-mail account you provided. You should have an e-mail from eshipping.
- 5.] Click the link provided in the e-mail.
- 6.] Your account with University Express Mail Services is now active. Log into the website using your email & password.
- 7.] Click “receive a package”
- 8.] In the box labeled “University Search” type “El Paso.” And click “University of Texas at El Paso.”
- 9.] Click “English Language Institute”
- 10.] Click “continue”
- 11.] The sender’s address will say, “Mr. Govindasamy Parthiban.” Make sure the “receiver’s address” is correct.
- 12.] You will receive shipment information and pricing information. Select the service you would like. Click continue.
- 13.] Enter your credit card information & select “confirm payment.”