UPS CVS to ShipExec Migration

Links for reference:

> **ShipExec**
>
> **Central Receiving**
>
> **Mail Services**

Sections:

> **CVS to ShipExec Account Setup**
>
> **CVS Address Book**
>
> **Importing Address Book into ShipExec**

To set up your ShipExec Access for an enrolled CVS user:

Your account from CVS was transferred to ShipExec. The username for ShipExec is not your CVS login but rather, will be the email from the CVS account. If your name.#@osu.edu email doesn't work, try your OSUMC email.

To log in to ShipExec for the first time:

1. Go to: https://thinclient.shipexec.com/
2. Enter your email address, then click "**Next"**
3. Click **Forgot Password?**
4. Enter email again, click "**Email Link"**

You will subsequently be emailed a reset password link. After clicking on the link in the email, you will have access to the shipping client.

If the about instructions still don't work, please let us know.

Your UPS CVS Personal Address Book.

Your CVS personal address book is no longer accessible via CVS log in. Mail Services received a file containing all personal address books for those who didn't get their personal address book exported. If you did not export your address book before CVS was deactivated, please contact osums@osu.edu to have your personal address provided to you.

osums@osu.edu

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**Importing your CVS Address Book to ShipExec**

Note: These instructions may be slightly different if importing files other than the one from Mail Services.

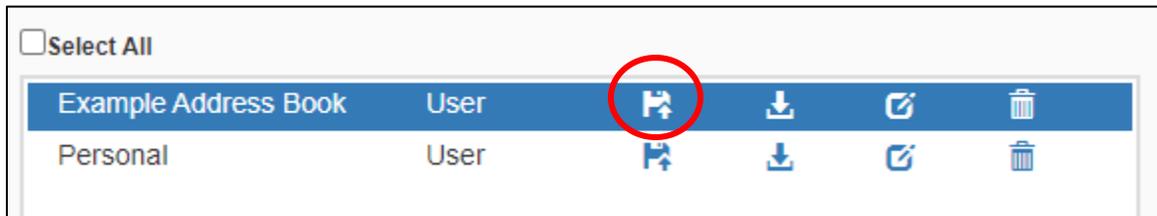If you are importing a file from another source, use this template.

1. From the main page of ShipExec
2. On the **Shipping** tab, click **Address Book**.
3. On the right side of the screen, click "**Add Address Book**"

4. Enter a Name for your address book and select "**Save**"
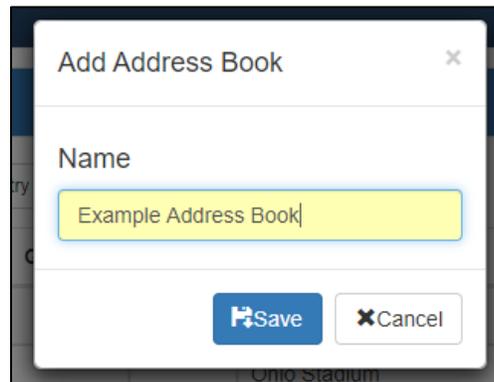
5. Click the disc icon to upload your CVS address book.

6. Click on the "**Choose File**" button.
7. Click "**Save**"

If you have any questions, please reach out to osums@osu.edu.