

WELCOME TO ONSHIP ELITE!

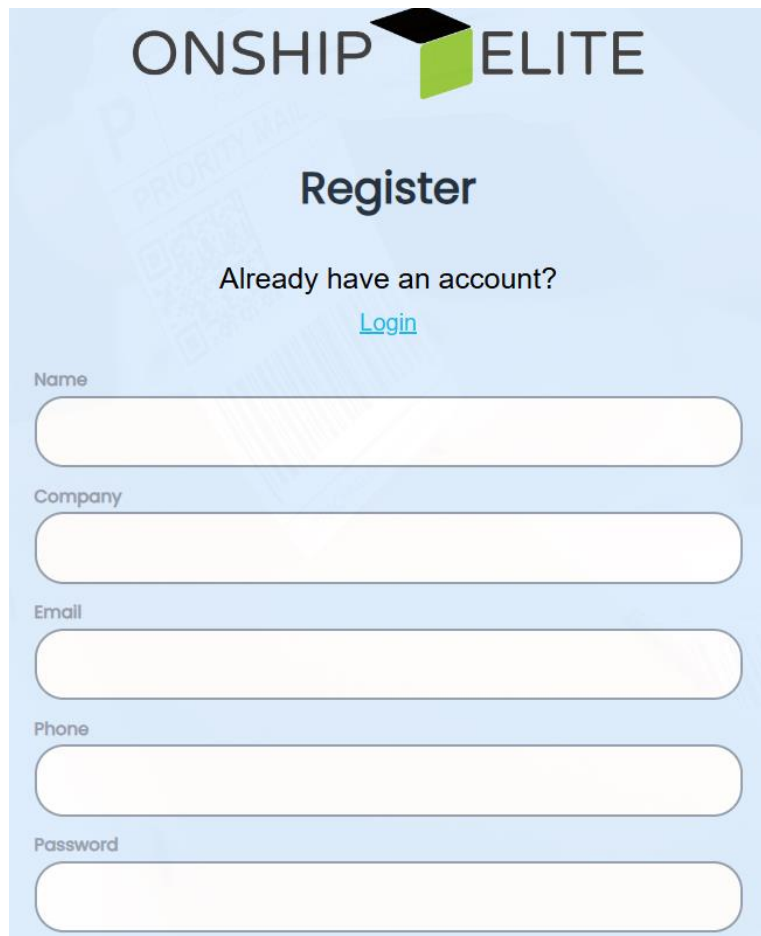
This document includes instructions on setting up your account and processing shipments. It also explains how to set up other features of your new multi-carrier cloud shipping software.

Questions? Please email me for prompt assistance

jesse@dakotabusinessinc.com

Steps for OnShip Elite Registration

Account Registration Link: app.onshipelite.com/register

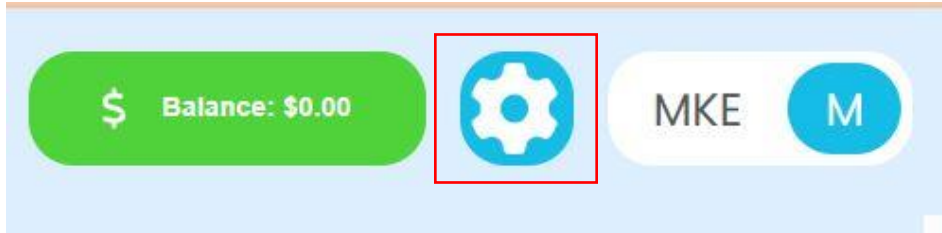


The screenshot shows the OnShip Elite registration page. At the top, the logo "ONSHIP ELITE" is displayed with a green and black cube icon. Below the logo, the word "Register" is centered in a large, bold font. Underneath "Register", the text "Already have an account?" is centered, with a blue "Login" link below it. The registration form consists of five white input fields with rounded corners, each with a label to its left: "Name", "Company", "Email", "Phone", and "Password". The background of the page is light blue and features a faint "PRIORITY MAIL" watermark.

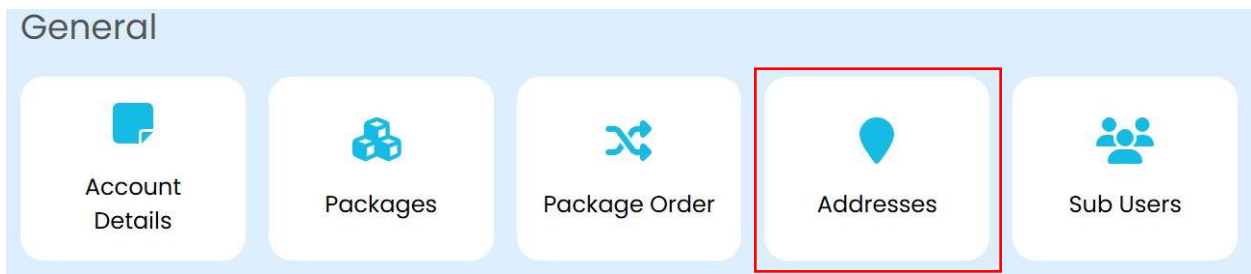
Steps for Setting Up Your OnShip Elite Shipping Account

<https://dbsbusiness.net>

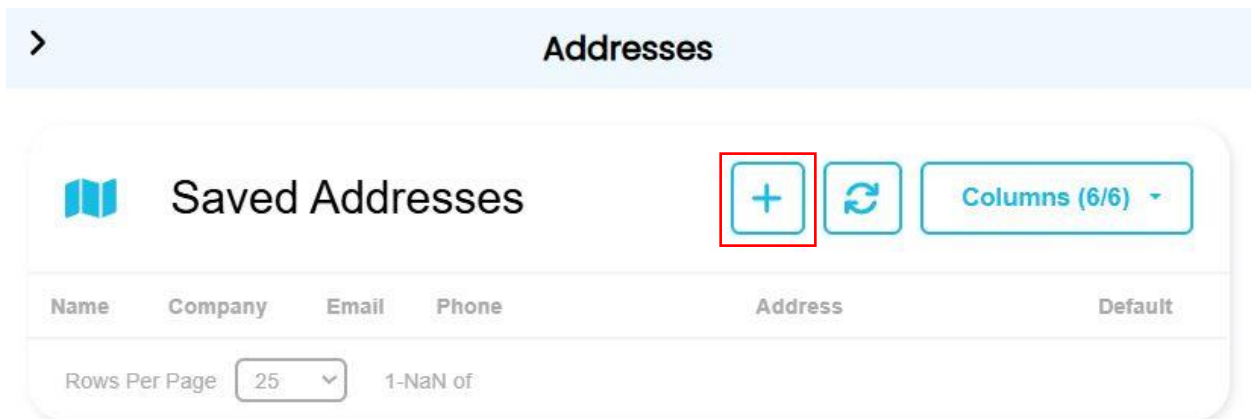
Log in to your new OnShip Elite account.



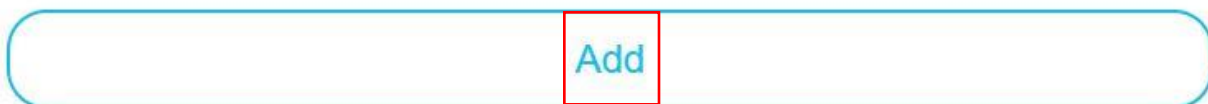
1. Click on the “Gear” icon in the top right of your screen.
2. Click on the “Addresses” block in the General Row.



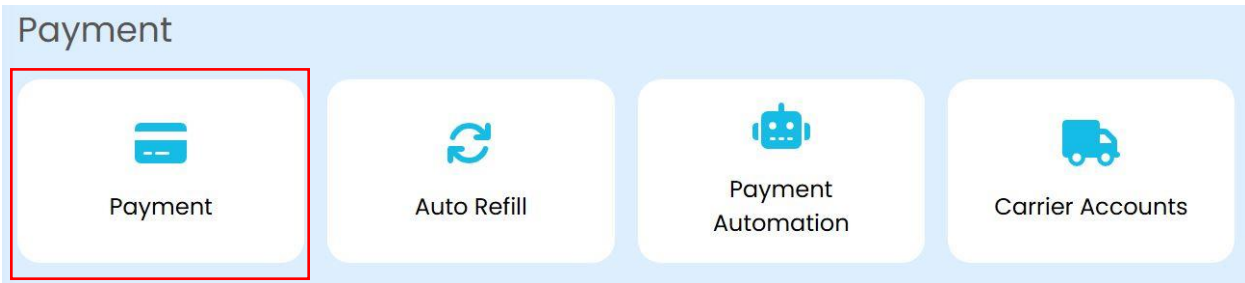
This is where you enter your SHIP FROM information. Press the “Plus” button to continue.



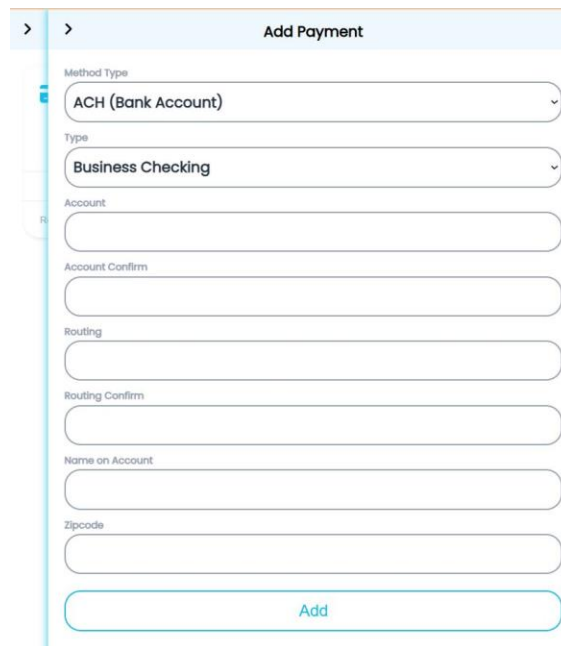
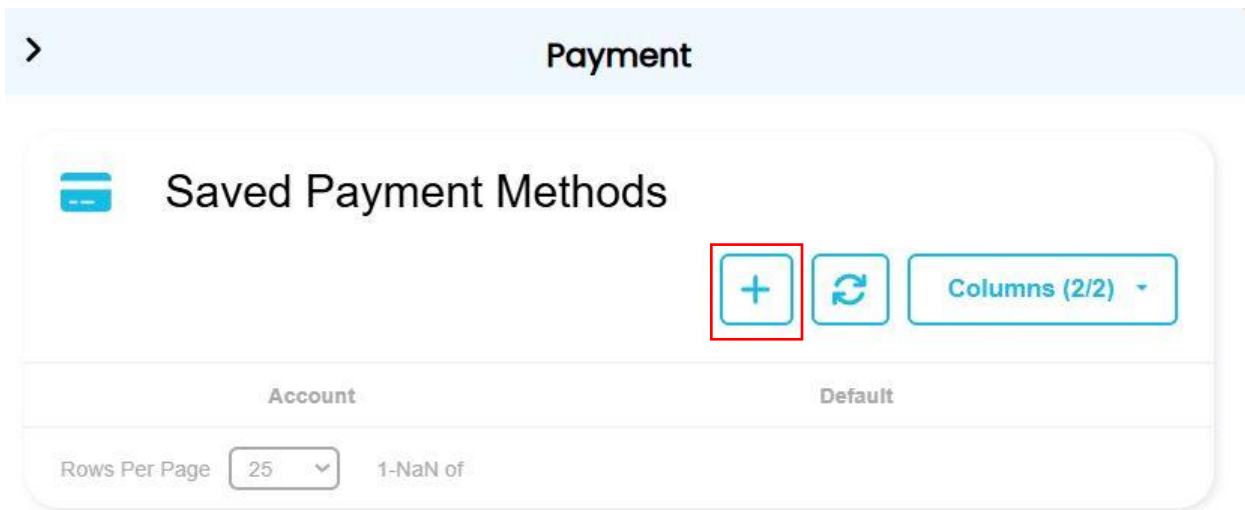
If you will be shipping from different locations, take this time to enter them all. Remember to press the “Add” button after each entry.



Next, you must enter your bank information to load your Digital Wallet. On the Payment level, select the “Payment” box.



Select the “Plus” button to add your ACH payment info. Credit cards are optional...3.5% fee

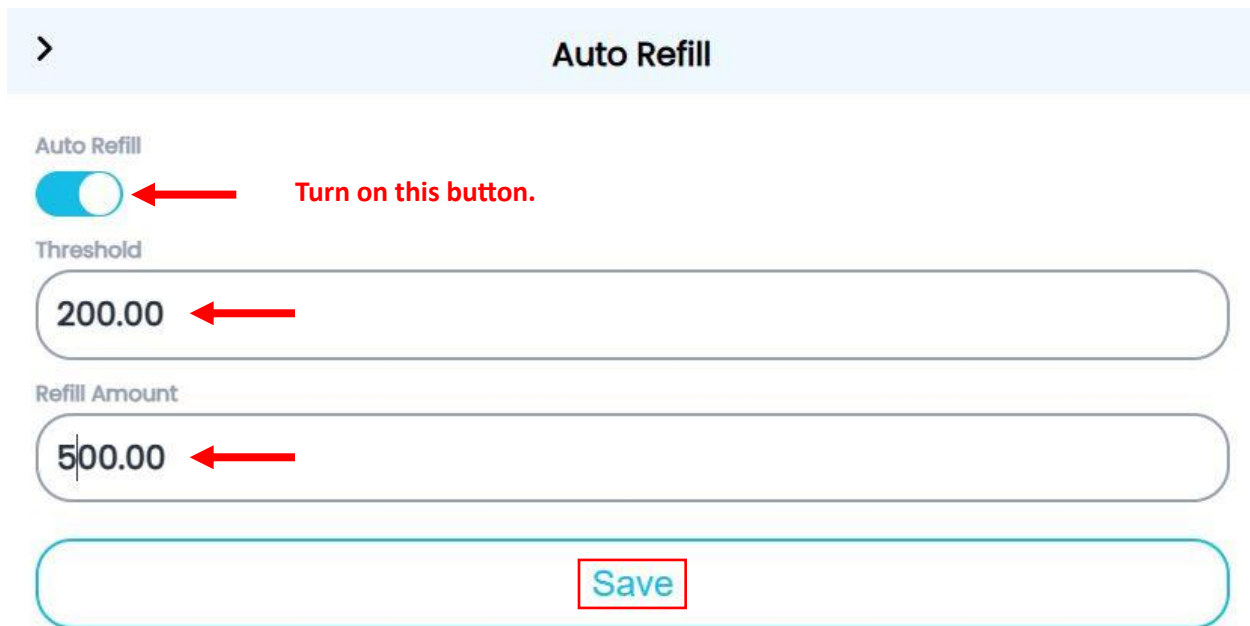
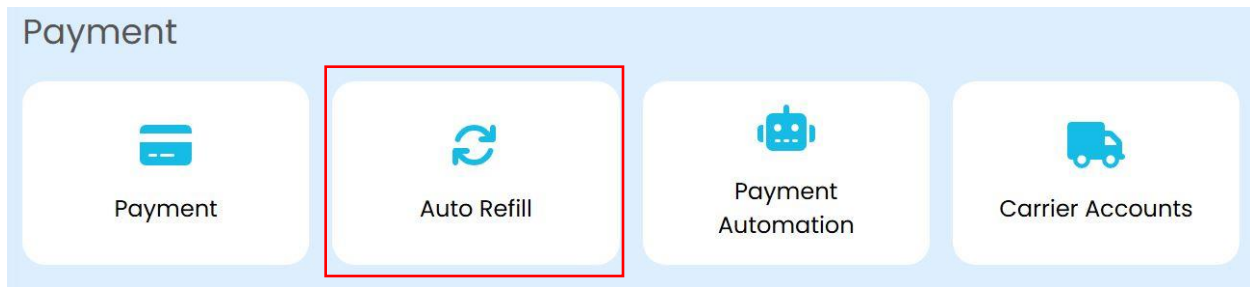


The image shows the "Add Payment" form. It has a header with a right arrow and the text "Add Payment". The form contains the following fields:

- Method Type: ACH (Bank Account) (dropdown menu)
- Type: Business Checking (dropdown menu)
- Account: (text input field)
- Account Confirm: (text input field)
- Routing: (text input field)
- Routing Confirm: (text input field)
- Name on Account: (text input field)
- Zipcode: (text input field)

At the bottom of the form is an "Add" button.

On the “Payment” level, select the “Auto Refill” button.



Click the “Auto Refill” button to select your fund replenishment levels. You should monitor your shipping to determine if you need to adjust your replenishment levels. The wallet funds will be available in 3-5 days. Remember to “save” your work.

You can manually enter your SHIP TO information when processing a shipment, or if you have an address book from a previous shipping system or another platform and can export it to a .csv file, you can quickly add those addresses to the OnShip Elite address book.

Integrating OnShip Elite to a public eComm platform, such as Amazon, Shopify, eBay, etc., is free and easy. However, integrating non-public (i.e., custom) order platforms may require an integration fee that will be quoted separately.

General Menu



Account Details—This contains your OnShip Elite account ID and the name you used to set up your OnShip Elite account.

Packages—Do you use common-sized boxes? Name them and create the sizes here. Are some sizes specific weights? Add the weight to the size here.

Package Order—This is where you can rearrange the order of the lines as they appear in the shipping dropdown menu.

Addresses – This is where your SHIP FROM addresses are entered or deleted.

Sub Users – This is where you add or delete users within your company. The first user to register when setting up OnShip Elite is automatically the account administrator.

Payment Menu



Payment – This is where you set up your payment information to fund your digital wallet.

Auto Refill—This is where you set up your wallet's refill threshold. Your wallet may not recognize a threshold funding request for up to 5 days.

Payment Automation—When an order populates the screen and a scale (weight) reading is successful, the software auto-processes and generates a carrier label.

Carrier Accounts – This is where you can add your UPS and FedEx rates to compete with OnShip's discounted carrier rates. Add **your** UPS carrier account number and let OnShip Elite rate shop your rates against ours. Once the least-cost service is selected, OnShip will debit your digital wallet when OnShip rates are better, and you will be billed by your carrier, the way you always have, when your carrier rate discounts are better. Either way, it's a win-win for you and your customers!

IMPORTANT NOTE: When you add your UPS account to OnShip Elite, it will be available in one business day, and your FedEx account will be available in 3-5 business days.

Watch Menu



Branding – This is where you enter your company name and upload your company logo to appear on packing slips and Advance Shipment Notification (ASN) emails.

Sent – turn this on to send Advance Ship Notice emails with tracking information. This notification is sent on every label transaction.

Packing Slips Menu



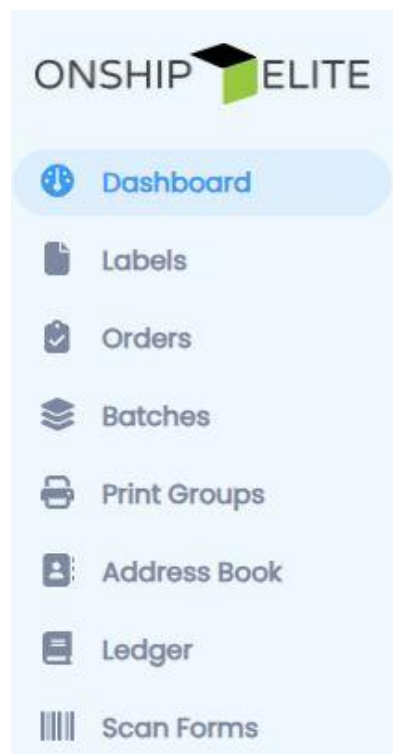
Basic Info—Enter the packing slip company name, email address, and website information

Address – Enter the address information you want to appear on the packing slip.

Custom Message—Add a custom message to the bottom of your packing slip after the listed products and before the address in the footer.

Highlights—Highlight key product names, quantities, and notes on the packing slip.

Left Side Menu Items



Dashboard: Quickly see what shipments are in transit. You can choose a date range and view shipments that have been printed (or not printed).

Labels: Similar to the Dashboard except you can see all shipments in transit or delivered.

Orders: If you are connected to an e-commerce environment, your orders will drop onto this page. It may also be used when connected to your ERP or WMS system. You can ship from this page.

Batches – You can select specific files for the batch process for shipping.

Print Groups – selected groups of data may be selected for printing.

Address Book – Import addresses from other applications via CSV.

Ledger: You will be able to see all of the transactions that have been processed out of your digital wallet funding account, including refunds.

Scan Forms – Create scan forms for carriers.

Shipping a Package



Go to “Labels” on the left menu. Click on the orange icon in the upper right, “+ Purchase Label.”

Fill in the appropriate information, compare rates, and ship with your preferred carrier.

> **Purchase Label**

Reference (optional)

From Address

Client Details

Client

Name (name or company required) Company (name or company required)

Email (optional) Phone (optional)

Address Details

Country

Street Apartment / Suite

City State

Zipcode

Save client & address details for future shipments

More Questions? Please email me! jesse@dakotabusinessinc.com