

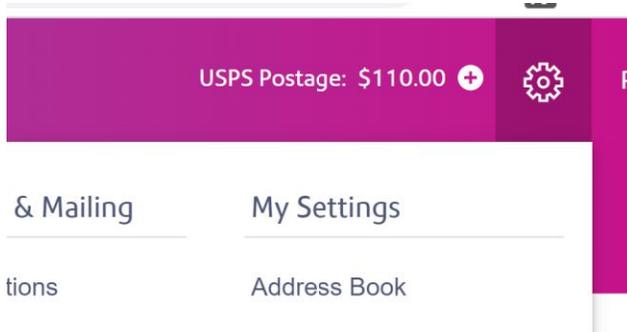
## CNA Insurance – Job Aid – How To Export Your UPS Address Book and Import to PitneyShip Pro

- 1) Log Into UPS CampusShip
- 2) To export Address Book information for either your Corporate Address Book or from your Personal Address Book, select **My Settings**.
- 3) Select **Export Address Book** under either the Corporate Address Book section or the Personal Address Book section in the Address Books module. Selecting either link will create an export request.
- 4) Additionally, you may select Export Corporate Address Book under Import/Export Files in the side menu of the Administer CampusShip section. Selecting the link will create your export request.

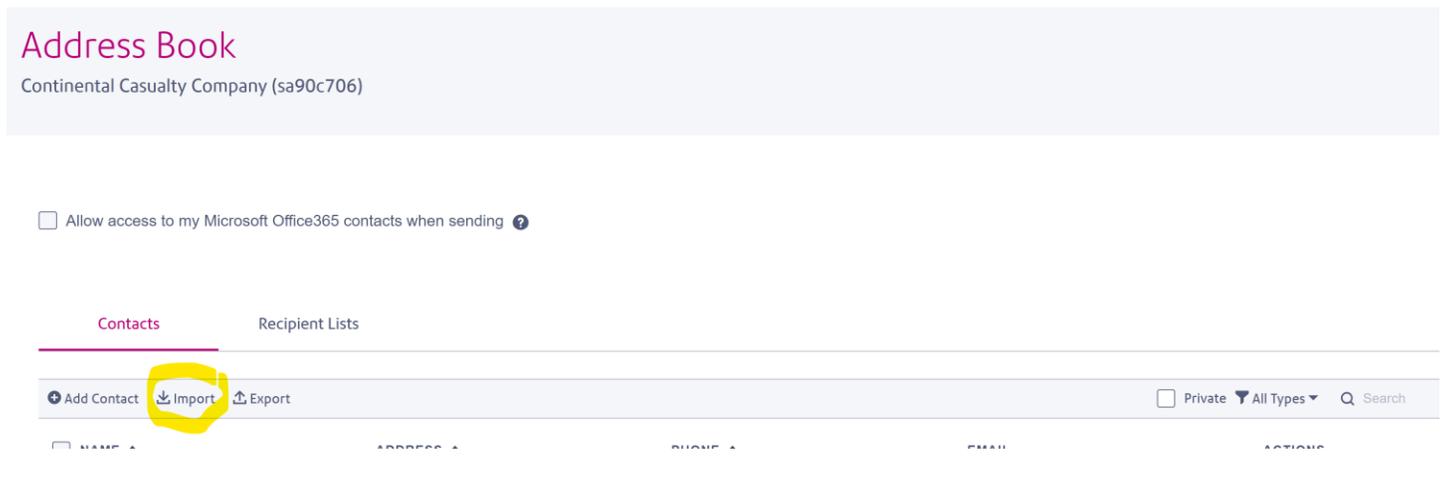
For additional information, go to the UPS support page [link](#)

### Importing into PitneyShip Pro:

Click on the “gear” icon and select Address Book:



Under Address Book, click the 'Import' button:





Map the Address Book fields -> Select **Import**

## Import Contacts



Please map your fields with Address Book fields correctly

### ADDRESS BOOK FIELDS

### YOUR CSV FIELDS

Type

SubscriptionID

UserID

ContactType

Company

Name

Title

AddressLine1

AddressLine2

Ignore Field

Ignore Field

Company Name

Nick Name

Contact Name

Street Address Line 1

Street Address Line 2

Street Address Line 3

CityTownArea

StateProvinceRegion

Postal Cd

Country

Contact Phone

Contact Tel Ext

Contact Email

Contact Fax

Res Ind

Loc ID

Cons Ind

Account Number

Acc Postal Cd

Street Address Line 2

Import

Cancel