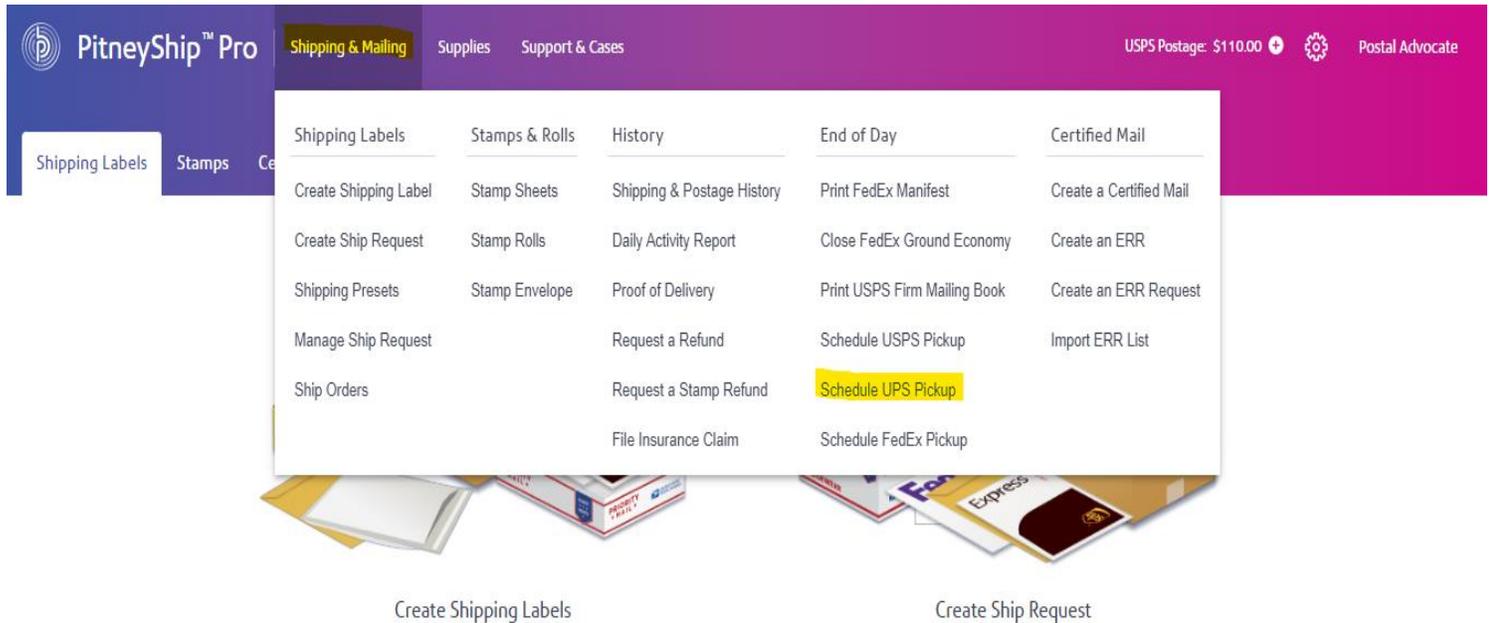


CNA Insurance – Job Aid – How to Request a UPS Pick Up in PitneyShip Pro

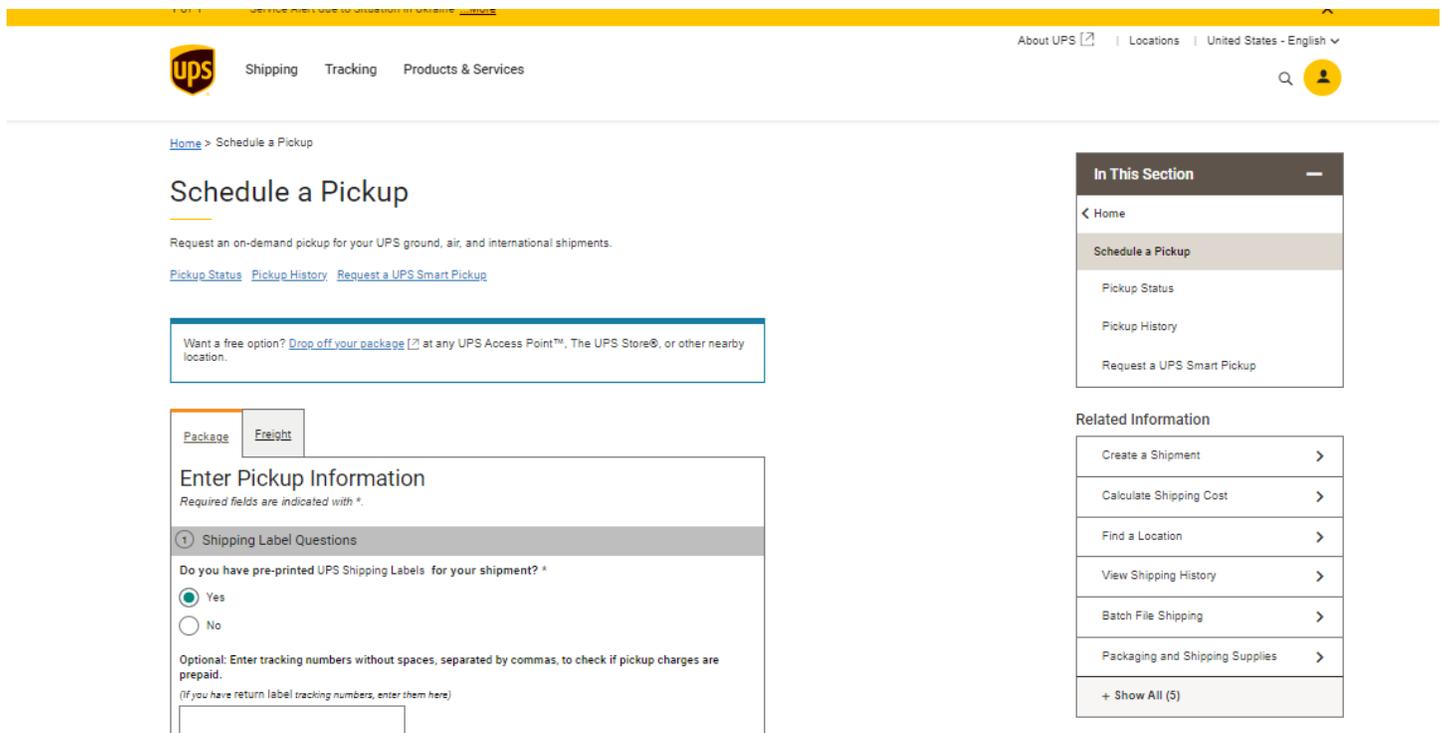
After you've created your label and once your UPS shipment is ready for pick up. You can schedule a pick through PB Ship Pro. To do so, please follow the instructions below.

1. Click on "Shipping and Mailing"
2. Select "schedule a UPS pick up" from the End of Day list.



The screenshot shows the PitneyShip Pro web application interface. The top navigation bar is purple and contains the PitneyShip Pro logo, a 'Shipping & Mailing' dropdown menu, and links for 'Supplies' and 'Support & Cases'. On the right, it displays 'USPS Postage: \$110.00' and a 'Postal Advocate' link. The 'Shipping & Mailing' dropdown menu is open, showing a grid of options. The 'End of Day' column has 'Schedule UPS Pickup' highlighted in yellow. Below the menu, there are two images of shipping boxes with labels, one labeled 'Create Shipping Labels' and the other 'Create Ship Request'.

3. The UPS site will open for you to schedule your UPS pick up.
4. Fill in all the required fields and your pick will be scheduled for the date and time you requested.



The screenshot shows the UPS website's 'Schedule a Pickup' page. The top navigation bar is yellow and contains the UPS logo, links for 'Shipping', 'Tracking', and 'Products & Services', and a search icon. The main content area is white and features a 'Schedule a Pickup' heading, a sub-heading 'Request an on-demand pickup for your UPS ground, air, and international shipments.', and links for 'Pickup Status', 'Pickup History', and 'Request a UPS Smart Pickup'. A blue-bordered box contains a question about dropping off a package at a UPS Access Point. Below this is a form titled 'Enter Pickup Information' with tabs for 'Package' and 'Freight'. The form includes a question about pre-printed shipping labels and a field for tracking numbers. On the right side, there is a 'In This Section' sidebar with a list of links and a 'Related Information' sidebar with a list of links.