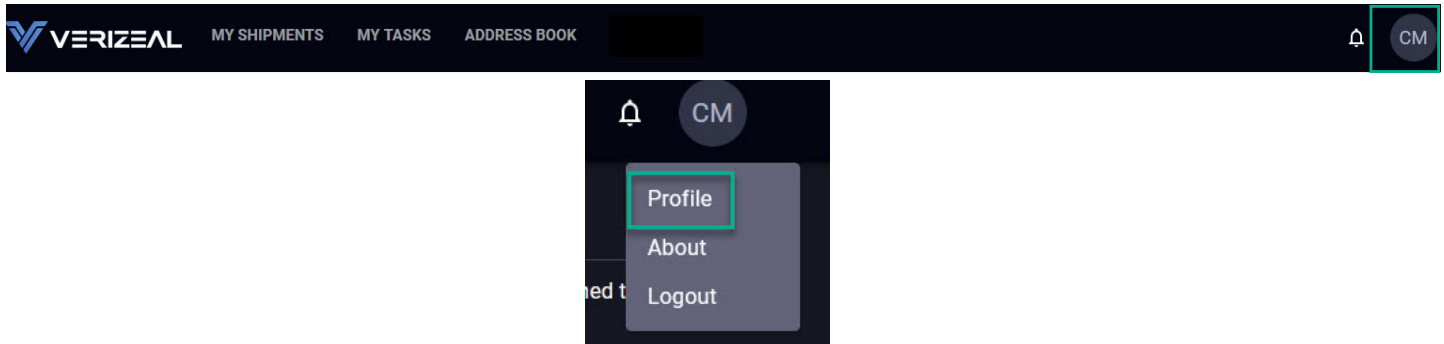


## Managing Your Profile in eShip Global

If you need to update your profile in eShip Global, select your initials in the upper right corner, then select Profile.



To update your default address, select the pencil icon in the address field. Update your information, then select Save.



To add a chart string, select add Cost Code Profile. Enter Fund, Department, and Account Code. You must use a chart string that is approved for shipping costs, and the account must have funds available. Check with your department administrator to get the correct chart string for shipping.

The image shows a modal window titled 'Add Cost Code Profile'. At the top, there is a text input field for 'Cost Code Profile Name'. Below this, there are several input fields: 'Fund', 'Department', 'Project ID (optional)', 'Activity ID (optional)', 'Account Code', and 'Chartfield (optional)'. The 'Fund', 'Department', and 'Account Code' fields are each highlighted with a red rectangular box. At the bottom right of the modal, there is a blue button labeled 'SAVE TO YOUR PROFILE', which is also highlighted with a red rectangular box.

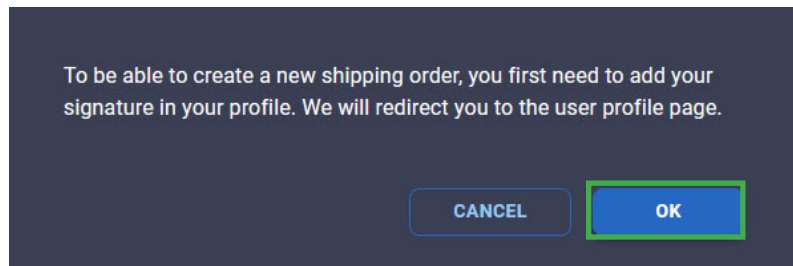
Fund is the first 3 digits of the chart string.

Department is the 7 digit Department ID.

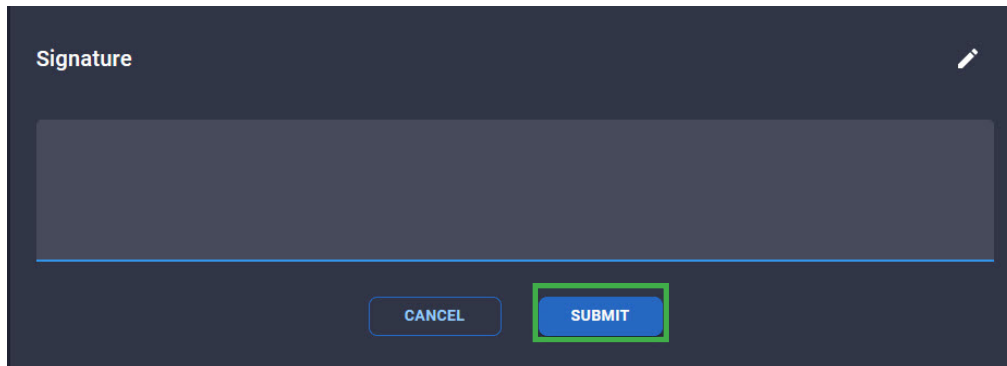
Account Code is the 5 digit Account.

When finished entering your chart string data, select Save to your Profile.

Next you will be prompted to add your signature to your profile, if you haven't already done so. Select OK.



Click and hold your left mouse button to "write" your signature, then select Submit.



Under Notifications, select the check box for any email or text messages (SMS) notifications you want to receive, then select Submit.