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How to Log Into the eShip Global System for the First Time

Step 1: Go to the eShip Global System website at this address  https://study.eshipglobal.com

Step 2: Complete the registration form
Step 3: Follow the instructions to activate your account. Once activated, you will receive a confirmation email.

How to Receive a Document

Step 1: Log in, and click on the button on the left-hand side that states “Receive packages from Universities”
Step 2: Click on the state ‘AZ’ on the blue map, or type in ‘Arizona’.

Step 3: Click on ‘Northern Arizona University’ and then click ‘Continue’

University Selection

Selected State: Arizona

Select the university you wish to receive a document from and click continue.

If you do not find your University listed, you can send us a request to add it, by clicking here.

Arizona Western College
Northern Arizona University
University of Arizona

Continue
Step 4: Click on ‘Center for International Education’ and then click ‘Continue’

Select Department

Selected University: Northern Arizona University

Select the department you wish to receive a document from and click continue. Click on ‘Go Back to Universities’ to return to the University listing page.

Step 5: Complete shipment form

Please complete the form below with your shipping address. Please make sure to enter a valid email address, as the payment receipt will be mailed to the email that you enter here. Once the form is filled in, click on “Continue” to view and compare the service options and rates for available carriers.

Shipment Creation [Step 1] Complete Ship Form

Sender’s Address: Sean Hilton [Change Department] [Change University]
Northern Arizona University
Flagstaff AZ 86011
United States

Receiver’s Address:

1. Change or enter new address below. The documents will be sent to this address.
2. The address must be entered in English.
3. Characters are limited to the following: a-zA-Z 0-9.../-/ # / ( ).
4. The address cannot be changed once the order is confirmed.
5. (For agents: enter name as “Student Name/Your Name”).
6. The address lines are limited to 35 characters each.
Please shorten your address if it does not fit.

Load destination from:

(Address from profile is pre-loaded, change this if your delivery address is different)

Student ID:

*Country: United States

*Student Name/Contact Name: [Enter the complete mailing address here]

*Address Line 1:

Address Line 2:

Address Line 3:

*City: Flagstaff

*State/Province: Arizona

*Zipcode/Postalcode: [Enter the complete mailing address here]

*Phone: [Enter the complete mailing address here]

Email: [Enter the complete mailing address here]

(Carriers will call this phone number if they have any questions on the delivery)

(Email of the shipment order will be sent to this email address)

Shipment Information: Reference/Comments: [Enter the complete mailing address here]

Comments entered here will be seen by the university and will be printed on the envelope)
### Step 6: Select Shipment type

**Shipment Creation [Step 2] Carrier Selection, Cost, and Transit Time**

- Find below the estimated costs for shipping to the address you entered.
- Please verify the entered address and select the appropriate carrier/service from the options listed below.
- You will be asked to select the payment type in the next page.
- To cancel this shipment and go back to the home page, click on the "Cancel shipment" button.

#### Shipment Information

<table>
<thead>
<tr>
<th>Sender</th>
<th>Receiver</th>
<th>Service</th>
<th>Ship Amount</th>
<th>Select Service</th>
</tr>
</thead>
</table>
| Northern Arizona University  
523 S Knoles Dr., Blume Hall  
Center for International Education  
Flagstaff AZ 86011  
Your Price: USD 21.99  
You Save: USD 5.50 [20%] | |  

1. Estimated delivery only. Actual time may vary, and depends on when the package is picked up by the Carriers.  
2. The transit time is from the time the package is picked up by the Carriers and not from when you create the order.  
3. Does not include University preparation time.  
4. Assumes there are no carrier-related, weather-related, or clearance delays.
Step 7: Fill out the correct credit card information or payment type

**Shipment Creation [Step 3] Payment Confirmation**

- Please proceed below to make a payment.
- Choose your method of payment and follow instructions to complete the shipment.
- If you are paying by credit card, the estimated ship amount will be charged to your card, and the charge receipt will be emailed to you if the charge is successful.
- To cancel this shipment, click on the “Cancel shipment” button.

**Note:** Your shipment request has not been completed yet. The University will be notified of your shipment request only after you have completed this payment step.

**Note:** Your card information will not be stored on our servers. We retain only the last 4 digits of your credit card for auditing purposes.

### Shipment Information

<table>
<thead>
<tr>
<th>Sender</th>
<th>Receiver</th>
<th>Shipment</th>
<th>Total Charge</th>
<th>Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Arizona University</td>
<td></td>
<td>FedEx Priority Overnight</td>
<td>USD 21.06¹</td>
<td>Pending Payment</td>
</tr>
</tbody>
</table>

### Payment Options

- Credit card
- Pay by Cash (Wire Transfer)
- Paypal

### Enter Credit Card Information

- **Cardholder’s Name:**
  - (as it appears on the credit card)
- **Credit Card Type:**
  - Please select a card type
- **Credit Card Number:**
  - (enter the number without the “*”)
- **Expiration Date:**
  - 01/2013
- **CVV Number:**
  - what is this?

¹ Additional charges (USD 12.00) may apply if any change is made to the delivery address after the shipment is picked up by the carriers (due to incorrect, or insufficient information). In the event of this happening, you will be responsible for paying the additional fee.

### Confirm payment | Cancel shipment | Shipment History

### PCI Compliance provided by PayPal

**Step 8:** You should receive a confirmation email that your items have been shipped. The Center for International Education also receives this email, so there will be no need to forward it.
How to Track Your Shipping Orders

Step 1: Click on ‘Shipment Tracking’ on the left-hand side. The screen below will appear. Type in your tracking number.

How to Review Your Shipping Order Records

Step 1: Click on ‘My Shipment History’. The screen below will appear.