**Purolator Pickup**

**REGISTERING ONLINE:**

1. Customer needs to register with eship online first:
2. Go to [www.purolator.com](http://www.purolator.com/)
3. Cick on **register now**
	1. If customer would like to get an account number for invoicing they would choose: ‘*Open a Purolator Business Account and register for MyPurolator’*
	2. If customer already has a purolator business account they would choose: *‘Use an existing Purolator Business Account and register for MyPurolator’*
	3. If customer just wants to schedule pickups only or pay by credit card they would choose: ‘*Register for MyPurolator Only’*
4. After choosing one of the three options^ **they well then have blanks to fill in at the right of the page**. This will be were they make up their own user name and password. This will also be their personal information ie: Name/email, etc.
5. Click on ‘Next’. (this will bring the customer to the Account information screen. Depending on which of the above three options the customer has selected, fill in the information required on this page)
6. Click on ‘Next’
7. Read and agree to the terms and conditions.
8. Click on **Register**. The system will then send them an activation email. Once they receive the activation email they would click on the link in the email. Verify their password and activate the online account.

**TO SCHEDULE A PICKUP ONLY ONLINE:**

1. Go to [www.purolator.com](http://www.purolator.com/)
2. Enter the username and password
3. Click log in
4. Once logged into the eship online go to **SHIP / PICKUPS / REQUEST PICKUP**
5. Enter the details of the pickup at the right of the screen
6. Cick on **Submit Pickup Request.**
7. They will obtain a PICKUP conformation number. Pickup is complete.

**TO CREATE A WAYBILL AND CREATE THE PICKUP AT THE SAME TIME:**

1. Go to [www.purolator.com](http://www.purolator.com/)
2. Enter the username and password
3. Click on log in
4. Once logged into the eship online go to **SHIP / CREATE A SHIPMENT**      *(this is the first of three steps)*
5. Fill in the **SHIP TO** at the left of the page *(the SHIP FROM will already be filled in at the left)*
6. Choose the appropriate billing method at the right of the page
7. G0 to PICKUP INFO *(enter the pickup information as applies to the customers hours of operation)*
8. Click on ‘Next’
9. Enter the package details *(ie: type of package/service required/pieces/weight/dimestion if applicable)*
10. Click on SHIP *(this will take customer of finally step)*
11. Check under the pickup information column at the right to ensure there is a pickup number
12. Click on view print shipping documents and print off the shipping documents.

**If customer requires any further assistance please call 1-800-459-5599 opt 1 opt 2.**