



SwiftPac Service Guides

Updated September 2017

HOW TO CREATE A SWIFTPAC ACCOUNT

Setting up your SwiftPac Account is quick, easy and convenient. Choose from our FREE REGULAR or PREMIUM account. Your account allows you to use SwiftPac Shopping and Shipping Services.

Follow these steps to create a SwiftPac U.S. Mailbox Account.

First, Go to our secure website by typing swiftpac.com in your browser. Click on the **Sign Up Here** button on the red Login/Signup area at the Top Left to open the sign-up page.



YOU CAN ALSO Click on the Sign Up link on the header menu.



1. Now, Fill in your **PERSONAL DETAILS**. First Name and Last Name are required. You can fill in the name of the person who will receive the shipment. The ID Number field may be left blank. *Passport# is acceptable.*

PERSONAL DETAILS

First Name*	Last Name*	ID Number
Joe	Moe	

If you are a Company, enter the Company name, otherwise, leave this field blank.

Company

2. Next, Choose your Country from the drop down list and then your Preferred Agent Location from the loaded options.

The Country to which you are Shipping may have multiple Agent locations.

Country* Preferred Agent Location*

British Virgin Islands Select

Select

Tortola

Virgin Gorda

3. Next, Choose the Type of Account you wish to create.

Regular and Commercial accounts are set up for FREE. Premium accounts have different costs but give many special benefits such as free Consolidations by Air.

Choose an Account*

Select

Free (Regular)

Commercial

Premium 1 Month

Premium 3 Months

Premium 6 Months

Premium 1 Year

4. Next, check the box to Register for our news and promos. Enter any Registration coupon codes that you have in the box provided. Click the Continue button.

Register for our news and promos

Enter Registration Coupon if available

Continue

5. In this next section you will fill in your **CONTACT DETAILS**. The Country selected from Step 1 will already be populated.

Simply choose your State/Province/Region from the dropdown list and enter your Phone number.

CONTACT DETAILS


Country*	State / Province / Region *	Phone
<input type="text" value="British Virgin Islands"/>	<input type="text" value="Tortola"/>	<input type="text" value="(284) 494-1967"/>

IMPORTANT: Phone/Cellular Number and a valid Email Address must be entered. You may fill in Cellular# in the Phone# field. Your email address is needed to receive your welcome letter which contains your Account number and password and your Address for Shopping and Shipping. We also occasionally send important updates, notices and promo details to you.

Fax	Cellular*	Email*
<input type="text" value="() - -"/>	<input type="text" value="(284) 446-2786"/>	<input type="text" value="joemoe@hotmail.com"/>
Confirm Email	Password*	Confirm Password
<input type="text" value="joemoe@hotmail.com"/>	<input type="text" value="*****"/>	<input type="text" value="*****"/>

6. Create a Password that you will remember and confirm the password.

7. Lastly, verify that you are human. Then click the Submit button to complete the registration process.

<input checked="" type="checkbox"/> I'm not a robot	 reCAPTCHA Privacy - Terms
<input type="button" value="Back"/>	<input type="button" value="Submit"/>

CONGRATULATIONS!

You have created a SwiftPac Account. Now, check your email for your account information. Be sure to print and save your information.