Service Guides

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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.

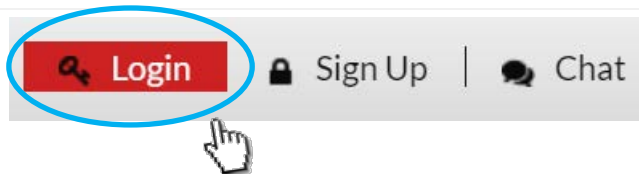Follow these steps to create a SwiftPac U.S. Mailbox Account.

First, Go to the **www.swiftpac.com Home Page**. Click on the

Sign Up Here button on the red Login/Signup area

at the Top Left.

You can also Click on the 🔒 Sign Up link on the top header menu to open the sign-up page where you will see the Registration form.

Step 1.	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 is required for some locations.

PERSONAL DETAILS

First Name*	Last Name*	ID Number
John	Doe	

Step 2.	Choose your **Country** from the drop down list and then your **Preferred Agent Location** from the loaded options.
	This is the Country to which you are Shipping and it may have multiple Agent locations.

Country*	Preferred Agent Location*
Barbados ▼	Select ▼
	Select
	Bridgetown
	Christ Church

Step 3.	Choose the Type of Account you wish to create.

Choose an Account*

Select ▼
Free (Regular)
Commercial
Premium 7 days
Premium 1 Month
Premium 6 Months
Premium 1 Year

Regular and Commercial accounts are set up for FREE.

Premium accounts have different costs but give some special benefits such as the ability to request Consolidations by Air or Ocean and the Release Date.

Step 4.	Next, check the box to **Register for our news and promos**. Enter any Registration Coupon codes that you have in the box provided.

Free (Regular) Account:
US$0.00

☑ Register for our news and promos

Enter Registration Coupon if available

BK2SCL21

Continue

Click the **Continue** button.

| **Step 5.** | In this next section you will fill in your **CONTACT DETAILS**.
The Country selected from **Step 2** will already be populated. Fill in your **Street Address** and choose your **State/Province/Region** from the dropdown list. Specify your **City/Town**.
The Country to which you are Shipping may have multiple Agent locations. |

CONTACT DETAILS

Address*

Long Bay Development

Country*	State / Province / Region *	City/Town*
Barbados ▼	Saint Philip ▼	Long Bay

| **Step 6.** | Enter a Phone/Cellular Number. |

Phone	Fax	Cellular*
(__) __-___	(__) __-___	(246) 123-4567

Email*	Confirm Email	Password*
johndoe@gmail.com	johndoe@gmail.com	•••••••••

| **Step 7.** | **IMPORTANT:** You **must** enter a **valid** Email Address.
Your email address is needed to receive your Welcome Letter which contains your Account number and password and your Miami Address for Shopping and Shipping. We will occasionally send important updates, notices and promo details to your email.
Create a strong Password and Confirm the password. |

| **Step 8.** | Lastly, verify that you are human then click the **Submit** button to complete the registration process. |

Confirm Password

•••••••••

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

Back   Submit

Setting up account... Please wait...

Your account will be created and you will be logged in automatically.

Check for your SwiftPac **Welcome Letter** in the Inbox of the email that was entered above in **Step 6.** You may need to check your Junk/Spam folder if you do not see it.

Be sure to print or download your Account login information and save it for future use.