



# SwiftPac Service Guides

Updated July 2019

## 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](http://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.



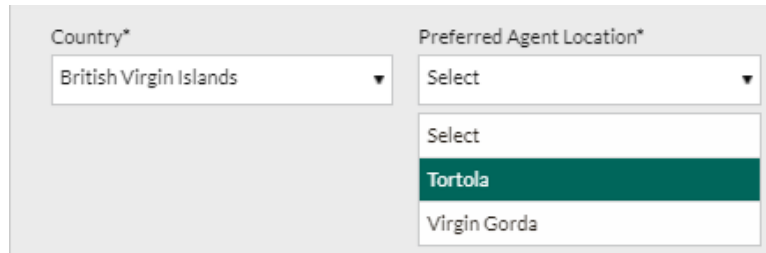
**1. Fill in your PERSONAL DETAILS.** First Name and Last Name are required. You can fill in the name of the person who will receive the shipment. The ID Number field may be left blank.

### PERSONAL DETAILS

First Name*	Last Name*	ID Number
<input type="text" value="Joe"/>	<input type="text" value="Moe"/>	<input type="text"/>

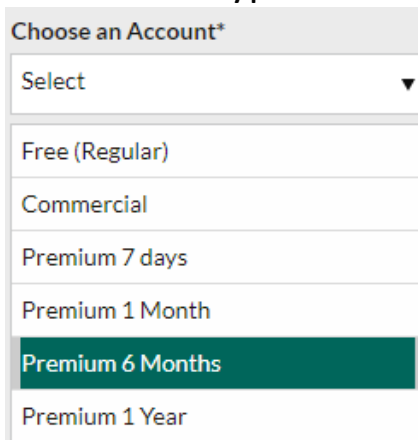
2. Choose your **Country** from the drop down list and then your **Preferred Agent Location** from the loaded options.

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



The screenshot shows two dropdown menus. The first, labeled 'Country\*', has 'British Virgin Islands' selected. The second, labeled 'Preferred Agent Location\*', has a dropdown menu open with 'Tortola' selected and highlighted in green. Other visible options are 'Select' and 'Virgin Gorda'.

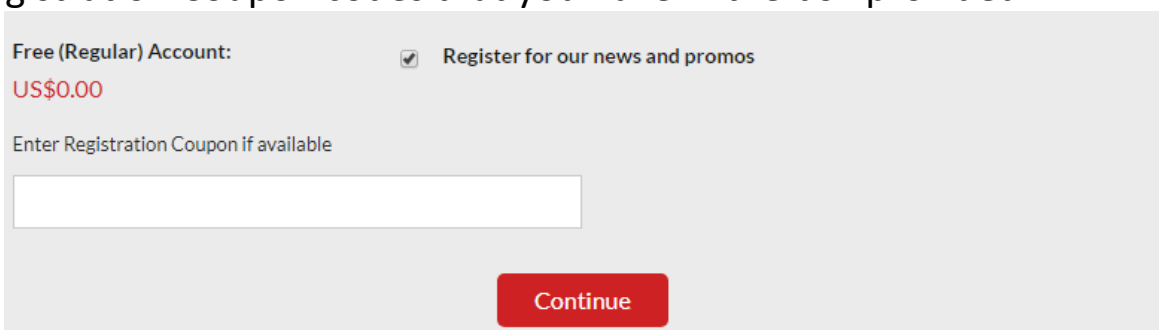
3. Choose the Type of Account you wish to create.



The screenshot shows a dropdown menu titled 'Choose an Account\*'. The menu is open, showing several options: 'Select', 'Free (Regular)', 'Commercial', 'Premium 7 days', 'Premium 1 Month', 'Premium 6 Months' (which is highlighted in green), and '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.*

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



The screenshot shows a registration form. It includes a checkbox labeled 'Register for our news and promos' which is checked. Below this, it says 'Free (Regular) Account: US\$0.00'. There is a text input field labeled 'Enter Registration Coupon if available' which is currently empty. A red 'Continue' button is located at the bottom right of the form.

Click the  button.

5. In this next section you will fill in your **CONTACT DETAILS**. The Country selected from **Step 2** will already be populated.

Now, choose your **State/Province/Region** from the dropdown list and specify your **City/Town**.

### CONTACT DETAILS

Country*	State / Province / Region *	City/Town*
British Virgin Islands	Tortola	Road Town

**6. IMPORTANT:** You **must** enter a Phone/Cellular Number and 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 may also occasionally send important updates, notices and promo details to you.*

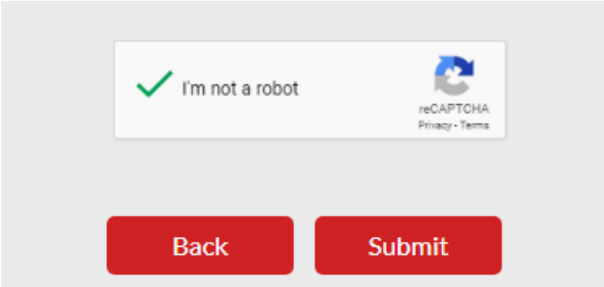
Phone	Fax	Cellular*
( ) - -	( ) - -	(284) 446-2786
Email*	Confirm Email	Password*
joemoe@gmail.com	joemoe@gmail.com	.....

**7.** Create a strong Password and Confirm the password.

**8.** Lastly, verify that you are human. Then click the

Submit

button to complete the registration process.



**CONGRATS!** *You have just created a SwiftPac Account.*

**Now, Check your email for your account information.**

***Be sure to print and save your information.***