USI How-To Series

HOW TO FILE MONTHLY A/R REPORTS

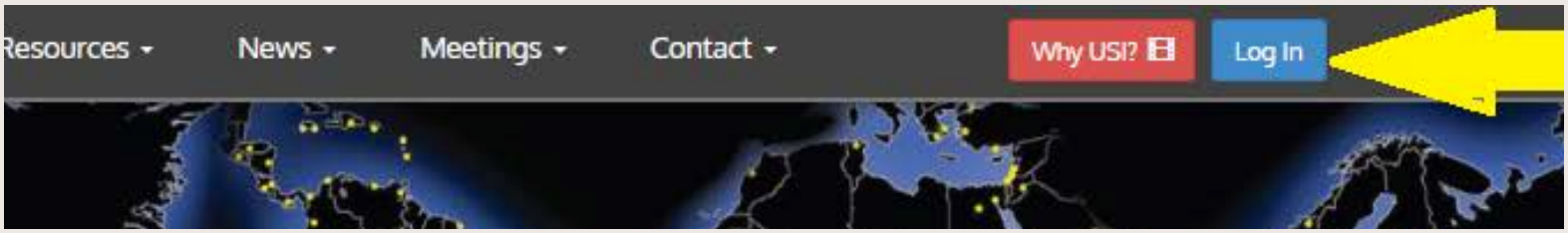
This tutorial will show you how to file your mandatory A/R Reports on the USI website.

United Shipping

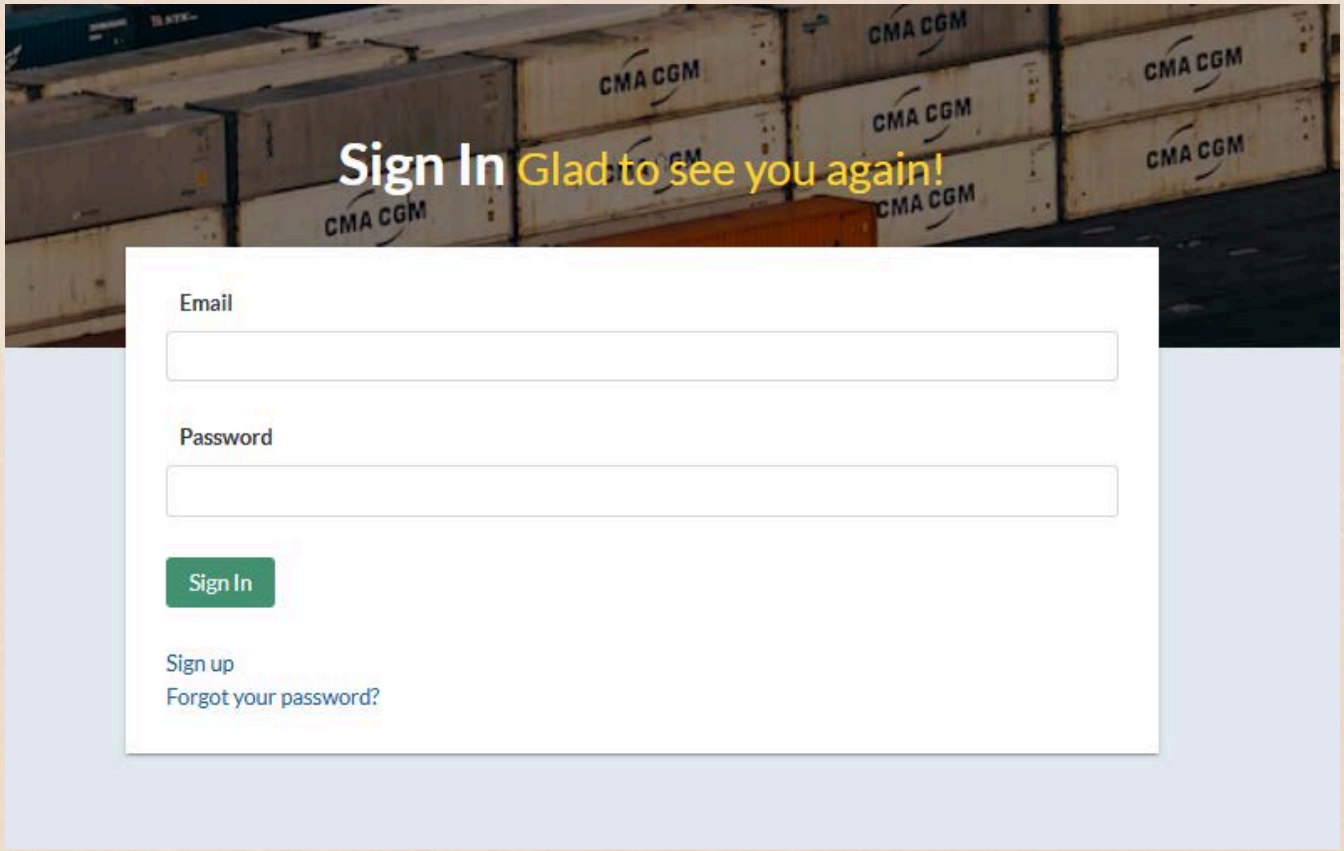
Local People. Worldwide Trust.

Step One

Go to www.unitedshipping.com and log into the website with your credentials. You must be logged into the website in order to see your Dashboards.



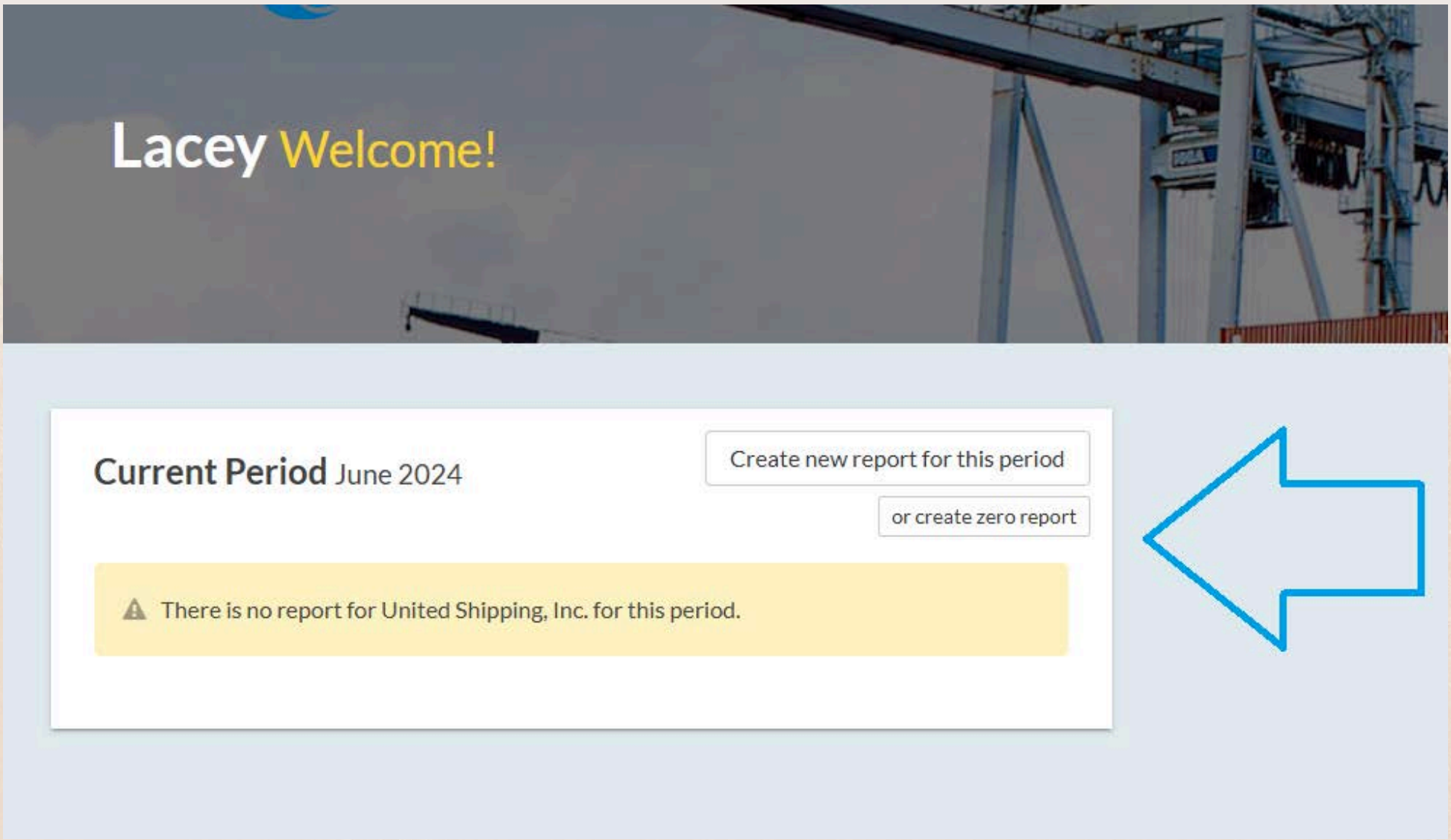
Once you select the Log In button above, it will take you to your log in screen, as shown below. Please use the credentials given to you by the Corporate Office.



Step Two

On the USI Dashboard, this is where you will file your monthly AR Report.

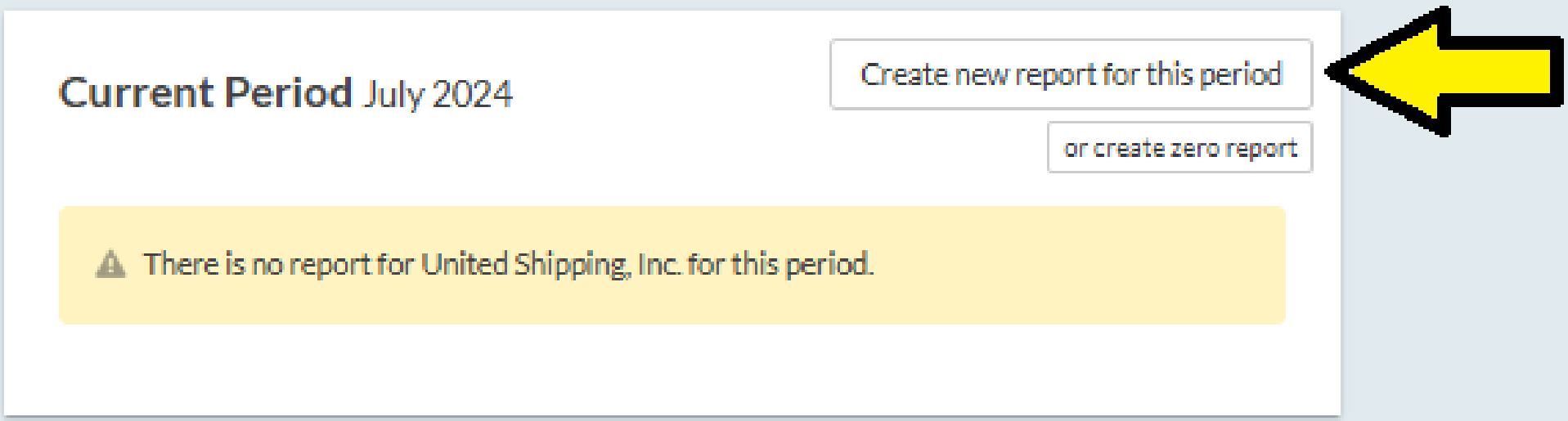
This is a mandatory report each partner must file. You can read more about it in your Partner Manual. Failure to file your monthly AR Report will forfeit/cease your MLGP coverage, should it be needed to collect funds in a claim.



Once you are logged in, it will list the Current Period/Date. If you have nothing to report – simply create a Zero Report & confirm.

If you have entries, please follow the next steps.

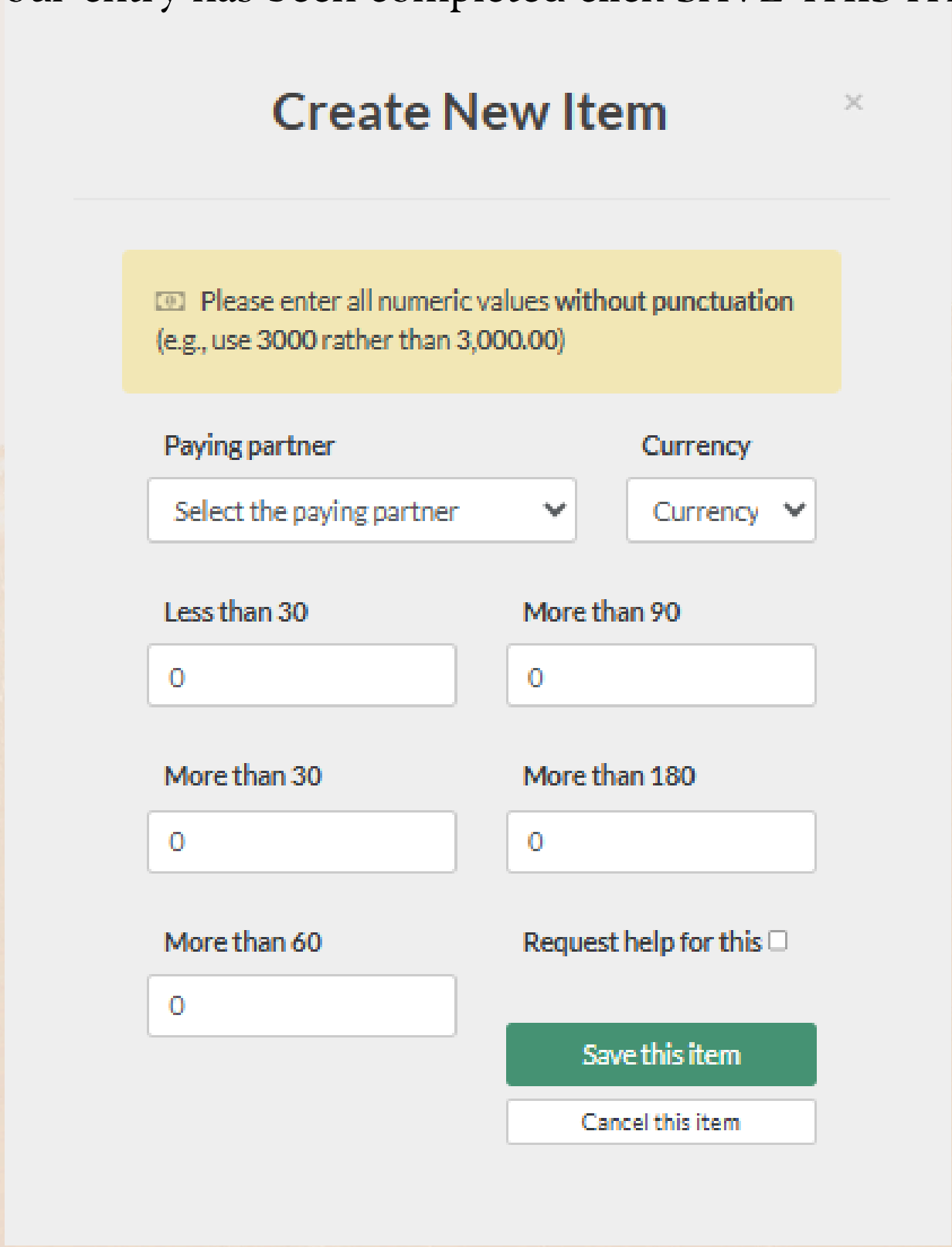
Click CREATE NEW REPORT FOR THIS PERIOD



You will select the paying partner, currency, and amount owed in the time frame section and save. You may enter dollars and cents.

If you need help with this amount owed, please click the REQUEST HELP FOR THIS BOX. Request Help means you are asking for assistance from USI Corporate getting the debtor to process and pay the invoice(s).

Once your entry has been completed click SAVE THIS ITEM



Current Period July 2024

+ Add new item for July

There is an open AR report for United Shipping, Inc.

Payer	Total			
Fred Hall & Associates Inc.			100 USD	✖
100 (< 30)	0 (> 30)	0 (> 60)	0 (> 90)	0 (> 180)
McClary, Swift & Co. Inc.			100 USD	✖
0 (< 30)	100 (> 30)	0 (> 60)	0 (> 90)	0 (> 180)

Submit this report

Delete this report

You may enter as many entries as needed. If you are completely done hit SUBMIT THIS REPORT. Please make sure you have entered everything for that month before hitting Submit This Report. If you make an error, please email the Corporate Office for assistance.

Failure to submit your report monthly will suspend your MLGP coverage. If reports are continuously not reported, the Board of Directors of USI will be notified and appropriate action taken.