**Filing a UPS Freight Claim**

1. Navigate to the UPS claims site: <https://www.ups.com/us/en/support/file-a-claim.page>
2. Log In with username Noncompliance. Password is Advantus1



1. Click on *File a Claim*

A screenshot of a message

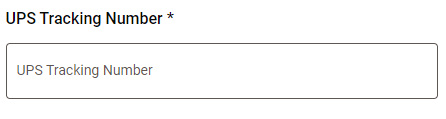
Description automatically generated

1. Select the radio button for the type of claim being submitted.

A white background with black text

Description automatically generated

1. Enter the UPS Tracking Number.



1. Select the radio button for Shipper.

A white background with black text

Description automatically generated

1. Select the radio button for the appropriate reason for the claim:

A white background with black text

Description automatically generated

1. Select the radio button for the issue with the package:

A box with text on it

Description automatically generated

1. Complete the *Merchandise Description* information as requested.

A screenshot of a computer

Description automatically generated

1. Repeat for all items included in the claim, if applicable.



1. Click Next
2. Confirm the *Number of Packages* on the **Additional Details** page.

A close up of a screen

Description automatically generated

1. Upload the accompanying documents by clicking on the *Add Supporting Documents* link.

A white background with black text

Description automatically generated

1. Complete the radio buttons as requested.

A close-up of a sign

Description automatically generated

1. Enter the appropriate contact information as requested.
2. Click Next.
3. Review claim information for accuracy and click Submit.

A yellow rectangular button with black text

Description automatically generated