



MAIL BOXES ETC.®

The UPS Store®



Seller Server  
Corporate Retail Solutions Program

Date

Center #

Center Tel. #

Center Fax #

Customer's Name:

Customer's Work Order Number:

The UPS Store ® / Mail Boxes Etc.® Instructions

Center Associate: Follow the instructions listed below and ring up all charges within your POS. If you have questions regarding how to process this transaction, please call MBE Technical Support.

**Step 1.** Customer will arrive in need of **computer time rental services**.

**Step 2.** Access POS Work Order for Seller Server.  
(Corporate Accounts > Work Order > S-Z > Seller Server > Computer Time Rental)

**Step 3.** Check that name on Driver's License matches the one above. If not, please call Seller Server at 1-866-378-1587.

**Step 4.** Have customer go to [www.sellerserver.com](http://www.sellerserver.com) and enter the password listed below.

**Password**

If customer is having problems logging in, please have them call Seller Server at 1-866-378-1587.

**Step 5.** Enter the appropriate information into the POS Work Order and press **POST** to complete the transaction.

NOTE: You will receive payment via your monthly Program Revenue Payment from the MBE Home Office. You **will not** collect any money for this transaction from the customer..