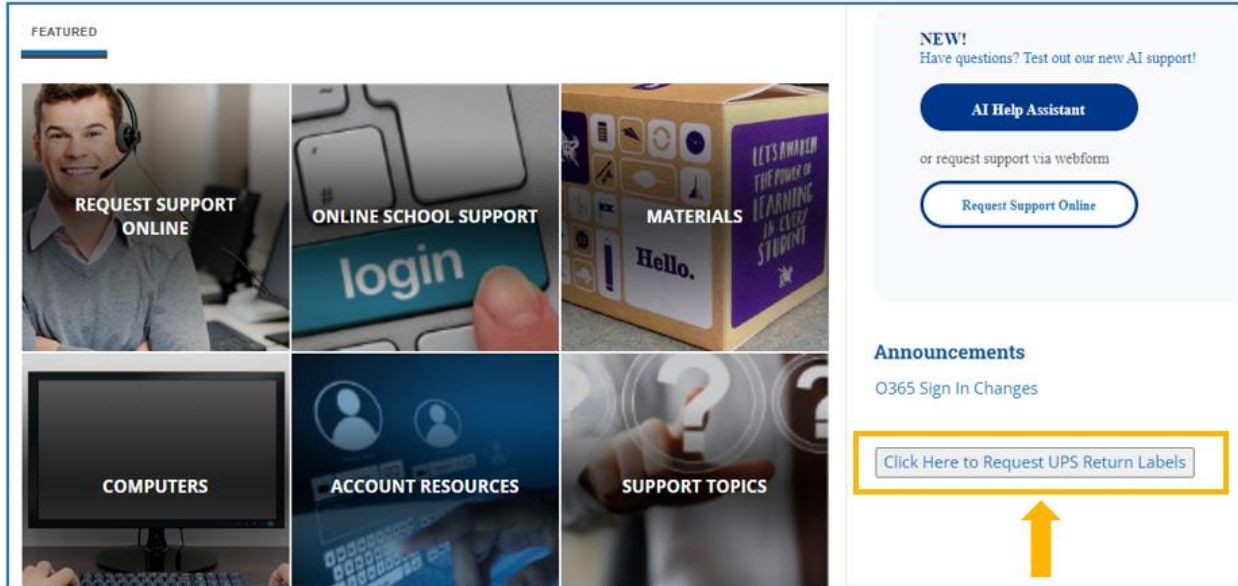
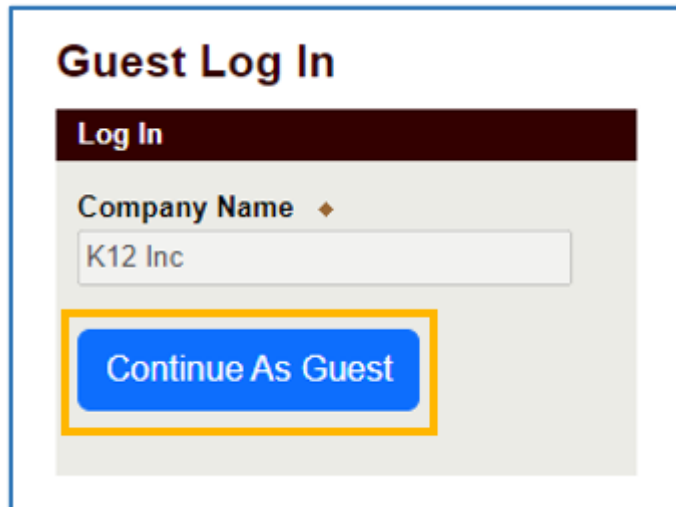


Follow the instructions below to use the UPS return label tool.

1. Go to [help.k12.com](https://help.k12.com).
2. Select **Click Here to Request UPS Return Labels**.



3. Click **Continue As Guest**.



4. Follow the on-screen instructions to request UPS labels.

1. Fill-in **all** fields
  2. Select *Email Delivery Notification* to receive email when package is delivered to K12
  3. Select *Item Type*
- (Please submit a separate request for each type)
4. Select *Label Delivery Method*:
    - E-Mail Label - Email with link to print label
    - View and Print - Print label now
  5. Click *Submit*

### Shipping Information.

<b>First and Last Name</b> ♦ <input type="text"/>	<b>Please choose the item you are returning:</b> ♦ <input type="text" value="Please Select"/>	<b>Label Delivery Method</b> <input type="text" value="E-Mail Label"/>
<b>Address Line 1</b> ♦ <input type="text"/>		<b>Package 1</b> Number Of Packages <input type="text" value="1"/>
Address Line 2 <input type="text"/>		
<b>City</b> ♦ <input type="text"/>		
<b>State</b> ♦ <input type="text" value="Alabama"/>		
<b>Postal Code</b> ♦ <input type="text"/>		
<b>E-Mail Address</b> ♦ <input type="text"/>		
<input type="checkbox"/> Email Delivery Notification		

**Submit** **Clear**