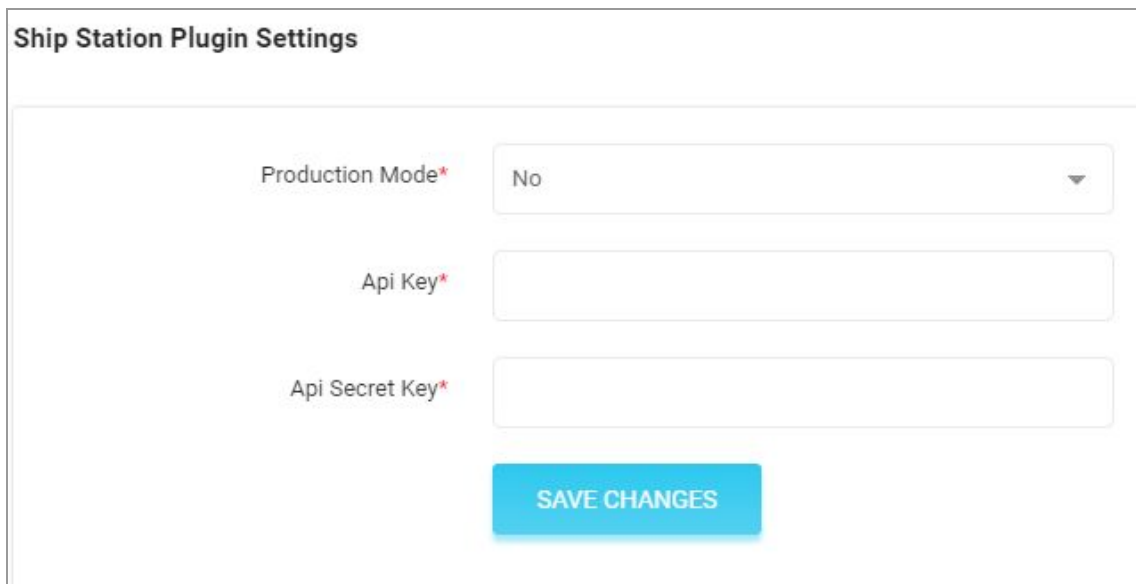


ShipStation Plugin API Keys Setup Guide

The admin must configure 'ShipStation API' keys in their systems that are provided under **System Settings > Plugins > Shipping Services > ShipStation > Settings Icon** (as shown in figure 1).



The screenshot shows a form titled "Ship Station Plugin Settings". It contains three input fields: "Production Mode*" with a dropdown menu set to "No", "Api Key*" with an empty text box, and "Api Secret Key*" with an empty text box. Below these fields is a blue button labeled "SAVE CHANGES".

Fig. 1: Payment Methods Settings

To access the 'Key' and 'Secret' the admin must:

1. Visit <https://www.shipstation.com/> and click on the '**Login**' button provided on the top-right corner as shown in figure 2.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

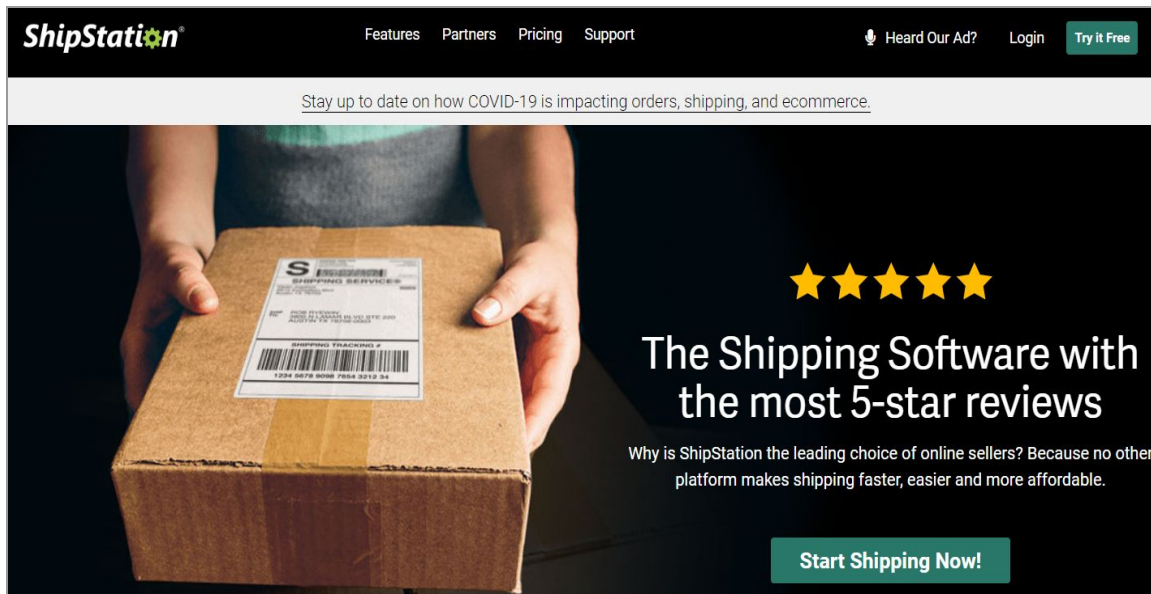


Fig. 2: ShipStation Login Page

- The admin will be redirected to the Login form as shown in figure 3.

Fig. 3: Login Form for ShipStation

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

- If the admin has not already registered, they must click on the 'Try ShipStation Now' button provided on the login form which will redirect them to the 'Create My Account' page as shown in figure 4.

Create My Account

We're really excited that you're looking to sign up for a free 30-day trial of ShipStation! We only need a few bits of information to get you into the app, where you can start looking around, importing your data, and finding out just how much time you can save by using us to ship out your orders.

Questions? Contact our sales team: 1 (855) 892-2954
Monday - Friday: 8:00 AM - 8:00 PM CST

User Support Inquiries: support@shipstation.com

▼

First Name

Last Name

Company Name

E-mail Address (this will be your username)

Password

Show Password

Phone Number

Offer Code

▼
 How did you hear about us?

I have read & agree to the [Terms of Service & Privacy Policy](#).

Let's Get To Shipping!

Fig. 4: 'Create My Account' Page


Admin must fill the form and register.

- Once logged in, the admin will be redirected to the 'Overview' page.



NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

Fig. 5: 'Overview' Page

A 'Settings'  icon is provided on the top-right corner of this page as marked in figure 5.

- The admin must click on 'Accounts' from side-navigation as marked in figure 6.

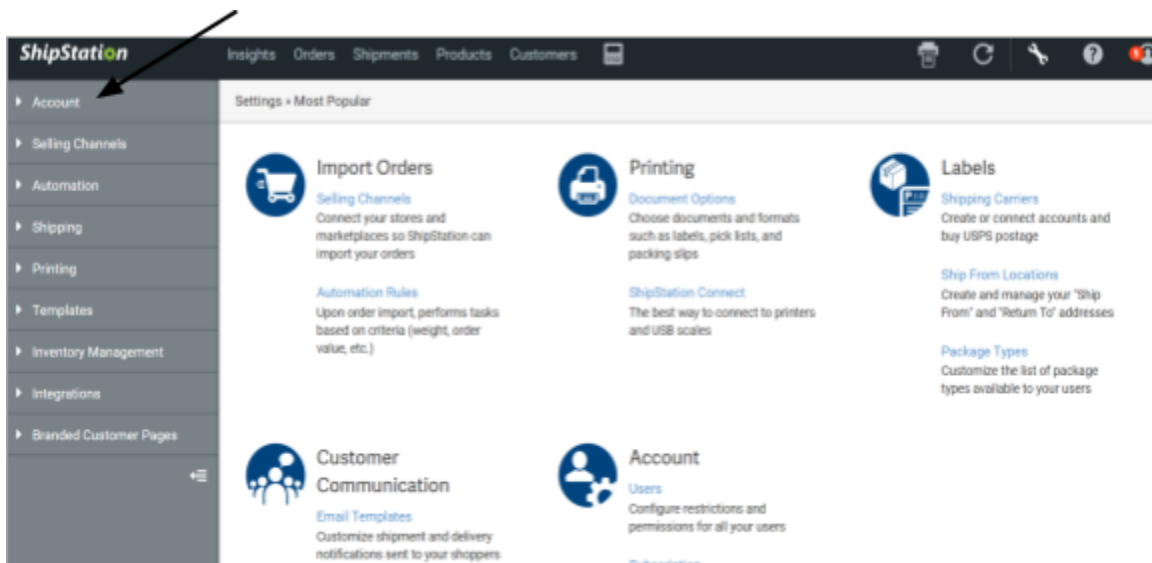
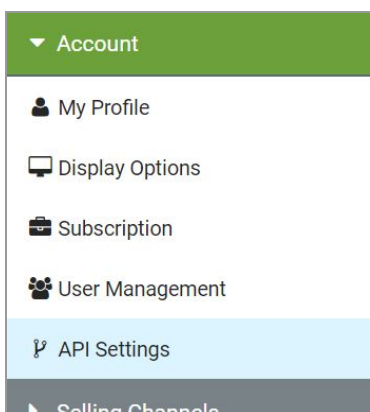


Fig. 6: 'Settings' for 'ShipStation'

The tabs under 'Account' settings will appear as shown in figure 7.



NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

Fig. 7: Accounts Settings Tabs

- Admin must click on **'API Settings'** which will redirect them to the **'API Settings'** page as shown in figure 8.

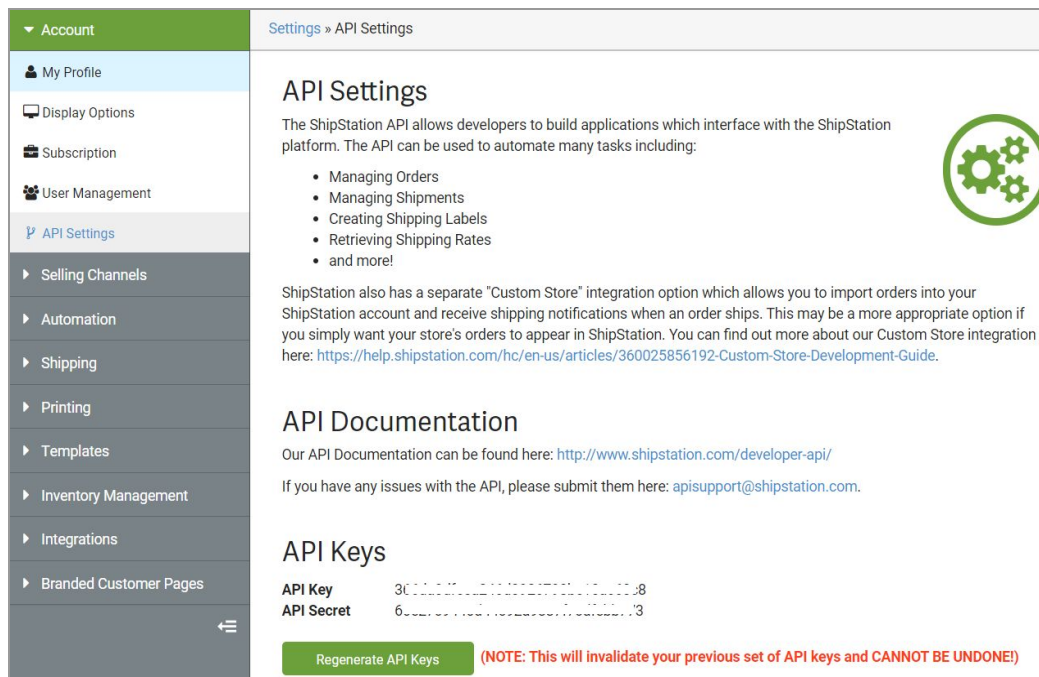


Fig. 8: 'API Settings' Page

This page will display the **'Key'** and **'Secret'** APIs. The admin can copy these keys and paste them in settings provided at their portal as shown in [figure 1](#).

Admin must also configure a few important settings to ensure that the Shipping functionality is working properly.

- The admin must then click on **'Shipping'** from the side navigation bar which will open a drop-down list of tabs as shown in figure 9.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

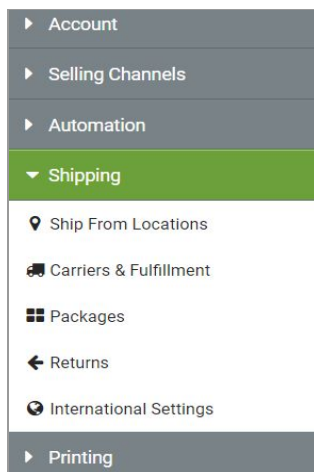


Fig. 9: Shipping Settings

- The admin must click on **'Ship From Locations'** which will redirect them to the respective page as shown in figure 10.

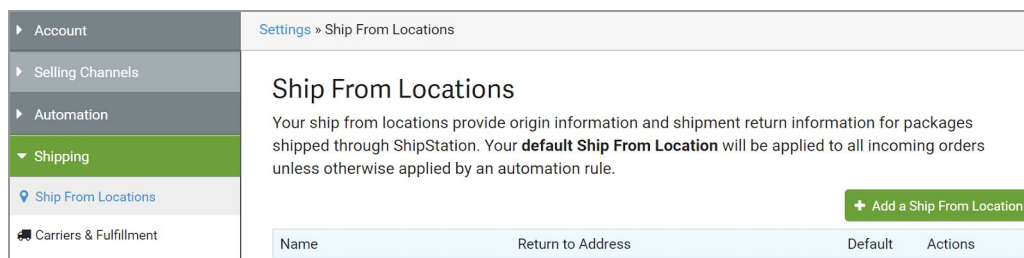


Fig. 10: 'Ship From Locations' Page

The admin must add their shipping location by clicking on the **'Add a Ship From Location'** button.

- The **'Add a Ship From Location'** form will appear as shown in figure 11. Admin must enter all the necessary details and click on **'Save Changes'** to save the address.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

Add a Ship From Location ✕

Name

Inventory Source

This is my default Location

Ship From Address

Name

Company

Street 1

Street 2

Street 3

City State Zip

Country

Phone Number

Time Zone

This is a Residential Address

Return Address Same as Ship From

Name

Company

Street 1

Street 2

Street 3

City State Zip

Country

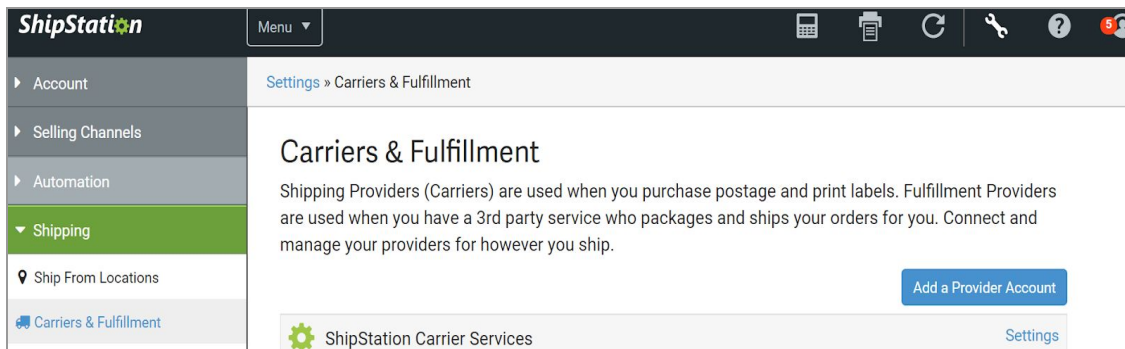
Phone Number

Time Zone

Cancel
Save Changes

Fig. 11: Add a Ship From Location

10. The admin must then click on the **‘Carriers and Fulfillment’** tab provided in the side-navigation under **‘Shipping’** which will open the respective page as shown in figure 12.



NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.

Fig. 12: Carriers & Fulfillment Page

11. The admin must click on '**Add a Provider Account**' to add at least one shipping provider. Follow the on screen instructions to add your carrier account. Only then the Shipping services will work at the front-end.

12. For more information please visit <https://help.shipstation.com/hc/en-us/articles/360026151511-Quickstart-Account-Setup>.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.