

Using University Express Mail Services to

## Receive Documents from Tacoma Community College (TCC)

1. Complete the TCC [Express Mail Request Form](#)
2. Visit <https://study.eshipglobal.com/>
  1. **Register and activate your account** at University Express Mail Services.  
*Registration and activation of your account is free.*
  2. Click the **“Receive”** option.
  3. Type **“Tacoma Community College”** in the search box, or select it from the drop down list and then "Continue."
  4. Select the **specific university department** and then "Continue."
  5. Complete the shipping form, **use UEMID-XXXX as the student ID number**, and select "Ship/Quote."  
*Note: PO Box addresses are generally not preferred by express carriers. If entering a PO Box address, be sure you provide the complete physical address where the PO Box is located in order to avoid delays or mis-deliveries.*
  6. On the confirmation page, **check your shipment details**.
  7. On the same page, **complete the credit card information** form.
  8. **Select "Confirm"** to advance to the shipment summary page.
  9. Tacoma Community College will automatically be notified by University Express Mail Services (eShipGlobal) that you have requested your documents via express mail. You can **track the shipment** using the tracking number provided.
  10. **Receive your documents in 5-7 business days** from the date of mailing.  
*If you experience any difficulty in registering and processing the shipment, please use the “Help” link in the website for step by step instructions. If you have additional questions about how to use this service, please e-mail [support@eshipglobal.com](mailto:support@eshipglobal.com).*

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