



SHIPANDINSURE MEMBERS ONLY BENEFIT

**“If you ship a lot and want to save money and insure your work
ShipandInsure is the way to go”**

Oil Painters of America is pleased to introduce the '[shipandinsure](#)' program to current members of OPA. This is an exclusive program designed for individuals and businesses shipping high value items, especially paintings and fine art. Shipandinsure.com is a benefit program of the North American Collectibles Association (NACA) and OPA members have been invited to join NACA and take advantage of this special program without having to go through the usual vetting process. (Please note, OPA will be verifying membership status for all individuals joining through OPA)

STEP #1: JOIN NORTH AMERICAN COLLECTIBLES ASSOCIATION ON THE SHIPANDINSURE PAGE

There is a dedicated link for OPA members to join the ShipandInsure program on their website. [Click here to join.](#) Click on “OPA Members” to complete the application and make the yearly dues payment of \$135. Your policy will be mailed to you promptly.

STEP #2: BE SURE YOU HAVE A FEDERAL EXPRESS ACCOUNT NUMBER

After you join the North American Collectibles Association, you will receive an e-mail to sign up for the shipping discounts, which will be applied directly to your FedEx account from FedEx. If you don't already have an account # with FedEx you will need to get one by calling 800-GOFEDEX or applying online at [fedex.com](#).

The discounted structure is applied to the shipping methods shown below whether or not you insure your shipment and will save you money on all types of shipments no matter what you are shipping.

FedEx Express Billing Options:

Priority Overnight Packages - 26% discount

Standard Overnight Packages - 40% discount

2 Day - 25% discount

International – 18% discount

FedEx Ground Billing Options:

FedEx Ground - Inbound & Outbound, 1-10lbs - 10%; 11-25lbs - 15%; 26-70lbs - 25%

STEP #3 FILL OUT THE FEDERAL EXPRESS FORM YOU RECEIVED IN YOUR CONFIRMATION EMAIL

After you have completed the application in Step #1, you should receive a confirmation email from ShipandInsure. In that email is a form which you must fill out to receive this special discount through Federal Express. Once you have completed this form, allow for a minimum of 3-5 business days for Federal Express to authorize your membership with ShipandInsure.

STEP #3 SCHEDULE A PICK UP

Schedule your package pick-up just as you would normally. Once completed, you will move to Step #4 – Insuring your Shipment.

STEP #4 INSURING YOUR SHIPMENT

The last step in this process is insuring your painting. You will find the steps you need to complete on the ShipandInsure website. Please Note: Insurance for anything you ship must be completed by midnight, your time, the day your package(s) ship. Every member's account has an individual login.

ShipandInsure's system is easy to use and will take you a minute or two once you are familiar with it. The process is outlined, below:

1. Login using your e-mail address for your username and your password
2. On the opening screen, make sure you are on "Members Home", then select "Domestic", "International" or "Freight" for your shipment(s)
3. The next screen contains a drop-down for your method of shipment as well as a space for the tracking #, zip to & from, name (your reference for the package), value, and date of shipment. An example is shown at the top of that page in red, showing an entry for 15000 (\$15,000); always round up to the next dollar and do not use \$, . or ,
4. If you are entering multiple shipments with the same zip to & from, value and/or date of shipment, click on the "Add & Duplicate" link permitting speedy entry, otherwise click on "Add to Cart".
5. Check the entries in your cart to see that all shipments are in the cart for processing. You have the option here to add or delete entries.
6. Click on "Checkout Now"

7. Add your credit card information exactly as it appears on your card or click "Card on file" if you entered the information previously and click 'Continue'
8. Verify the information entered is accurate and if so, click 'Insure Now'
9. After the order is processed, you will see a confirmation appear. You may print this out, but a confirmation will also be sent to your e-mail address
10. Every package you insure with shipandinsure.com will be available for your review under "Order History" under the drop-down "ORDERS"

Questions?

Please Call ShipandInsure Customer Service
Open: Monday – Friday
Hours: 8:00 a.m. to 5:00 p.m. Eastern Time
Phone: 877-393-5310

Elaine Lockard
717-393-5317

