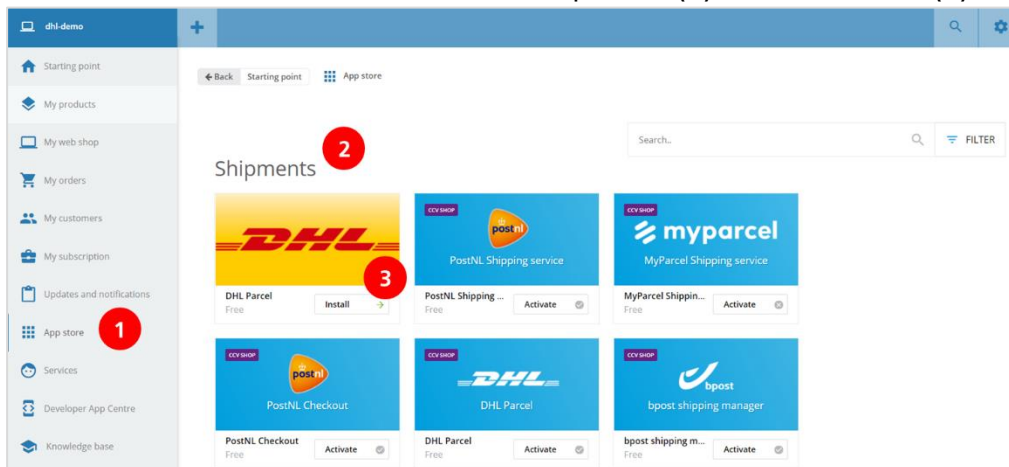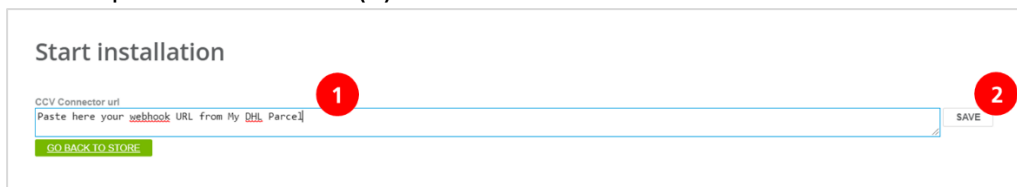# QUICK GUIDE
DHL CCV SHOP EXTENSION

Step 1 – Get your URL

Log in to the online shipping service My DHL eCommerce. If you do not have an account for My DHL eCommerce yet, create one for free. Open the "Integrations" tab in the "Settings" menu. Click the "free link" below the CCV Shop logo. You will then receive your unique URL which is linked to your business account. Copy this URL. Need help? Please contact us.

Step 2 – Connect

Go to your CCV Shop and open the App Store (1) menu. Scroll a bit down and you will find the DHL eCommerce extension in the section Shipments (2). Click on "Install"(3).

Click the next button and the second screen will show a text box. Enter your unique URL (1) from step 1. Click on "Save" (2) and the link is made.

Step 3 – Print labels

My DHL eCommerce now automatically creates a draft label for every order. Use the edit button to adjust each label and choose your preferences and shipping options. For example,

add a return label or request a signature on receipt. For more information, see the [My DHL eCommerce](#) manual.