

Correios Online Package Registration and Payment Instructions

Correios has changed their collection process for packages shipped through the USPS to Brazil. All fees and taxes will now be collected online. You can no longer go to the post office to pay for your package. Correios is also no longer sending post card notification of packages being held. To know if Correios is holding your package for payment you must register for an account with Correios. This is the only way to know the status of your package.

No addition inspections have been implemented just a change in how fees are paid. Your packages from Shipito will still be delivered to your chosen address but your package must be processed online.

When expect your package to arrive in Brazil, check your account to determine if your package has been taxed or released to customs. If your package has been released without taxes, there is no further action required by you.

If there is a taxes and duties for your package, you will need to follow the instructions below in order to receive your package. After payment of all taxes and fees, you will be notified on the delivery of your package.

Below are detailed instructions on how to use the new Correios system:

Step One: Register with the post office/Correios using the link below.

<https://apps.correios.com.br/cas/login?service=https%3A%2F%2Fapps.correios.com.br%2Fportalimportador%2Fpages%2FpesquisarRemessaImportador%2FpesquisarRemessaImportador.jsf>

Click “Sign Up” for idCorreios

Authentication Center - CAS

Sign in to continue

My Imports

This portal aims to promote a safe space for the importer to interact in the process of customs clearance of their order (s). For this, it offers the following functionalities:

- Follow-up of the clearance process
- Completion of information for recording the consignment import statement
- Payment of services and taxes through Bank Transfer or Credit Card
- Requests for tax review
- Refusal of orders
- Request for redemption of orders
- Uploading additional files to customs clearance

Log in using your username and password

U suario:

Senha:

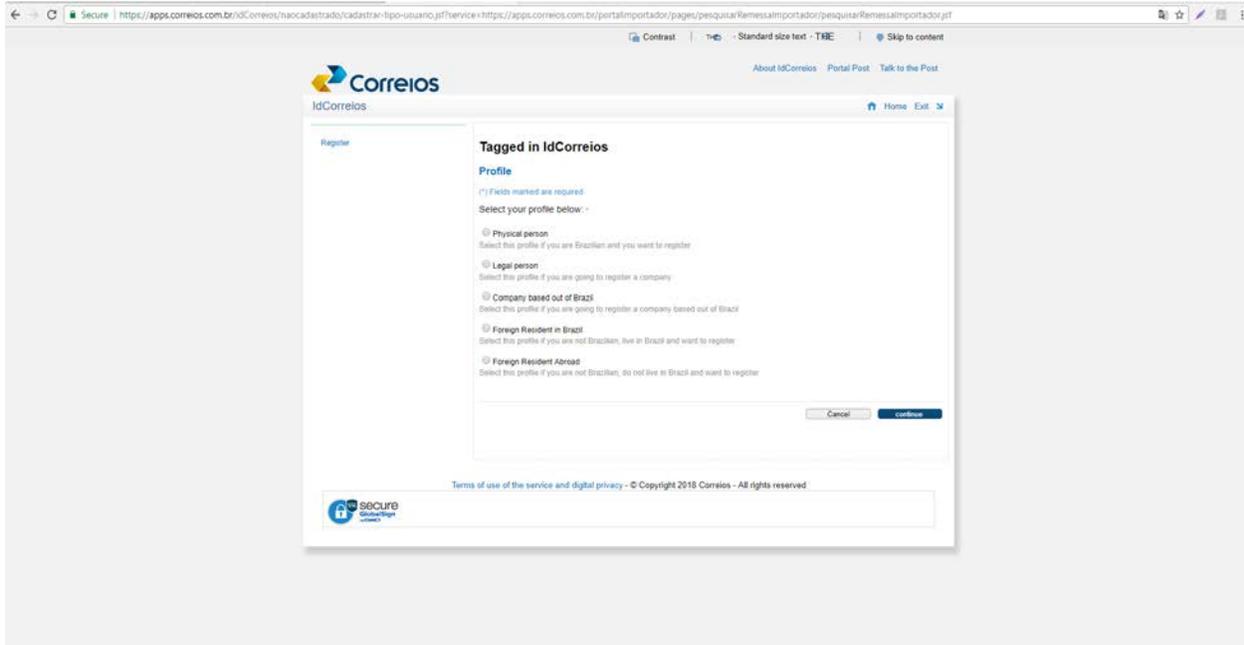
LOGIN

Forgot password

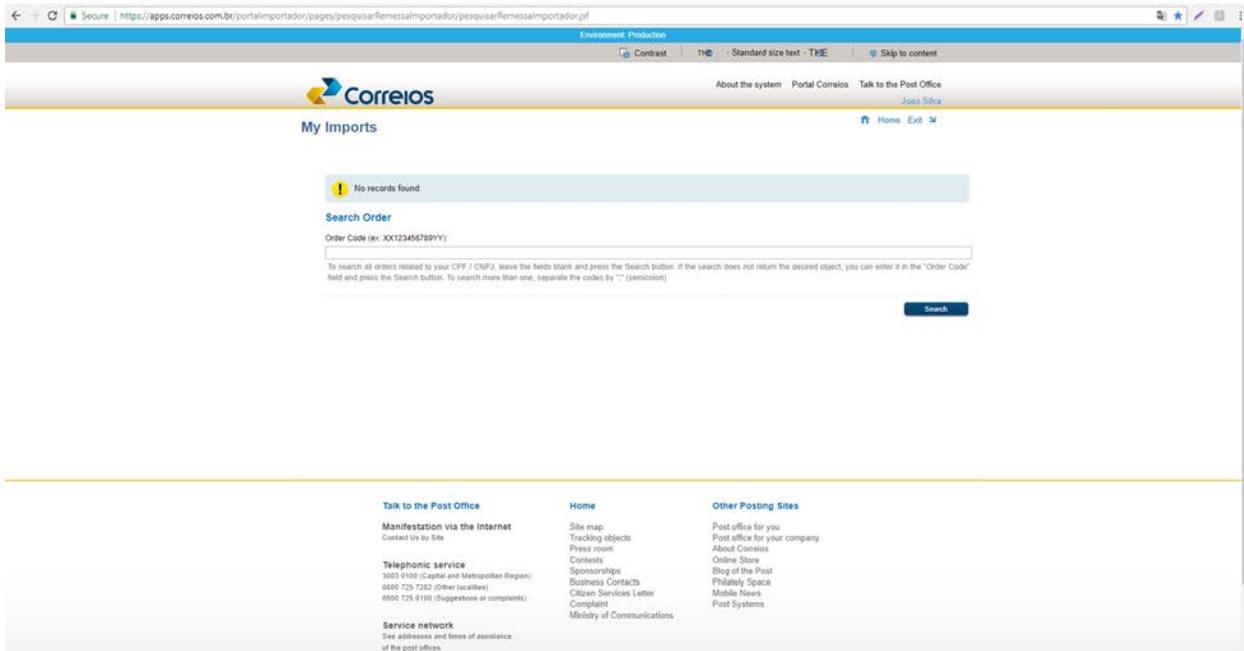
Sign up for idCorreios

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Step Two: Select the profile that best fits your current situation: Physical Person, Legal Person, Company based out of Brazil, Foreign Resident in Brazil, or Foreign Resident Abroad.

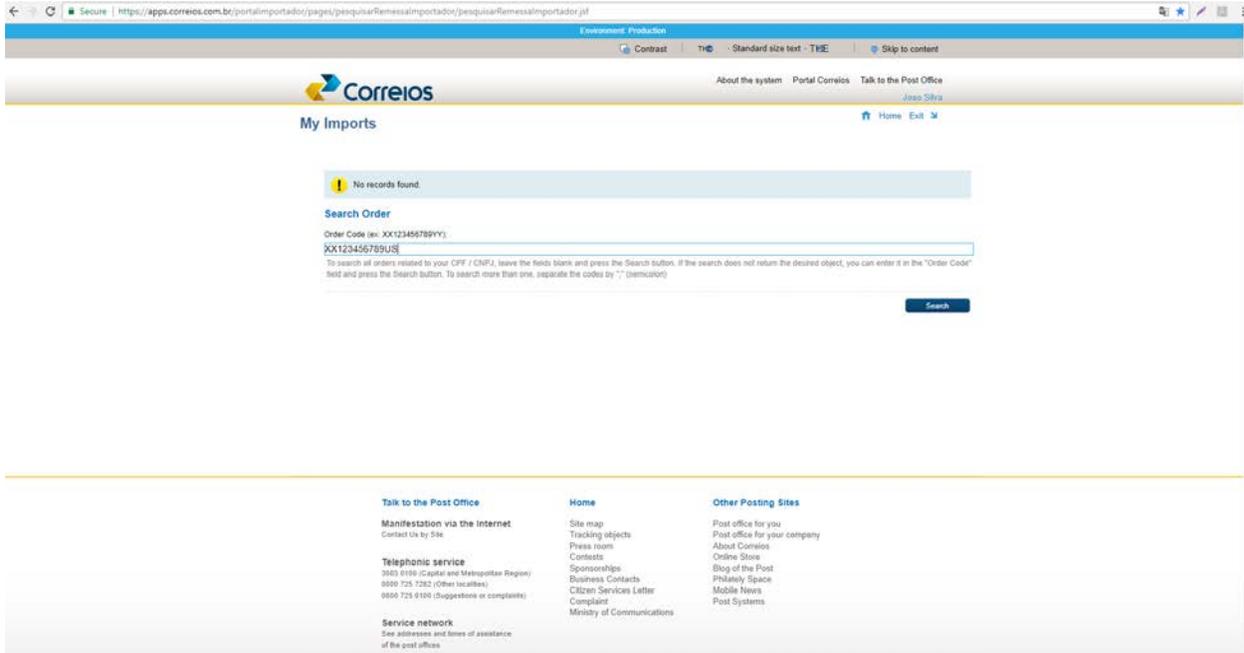


Step Three: After registration, you will be redirected to the main mailing page. To check the status of your package, click "Home."



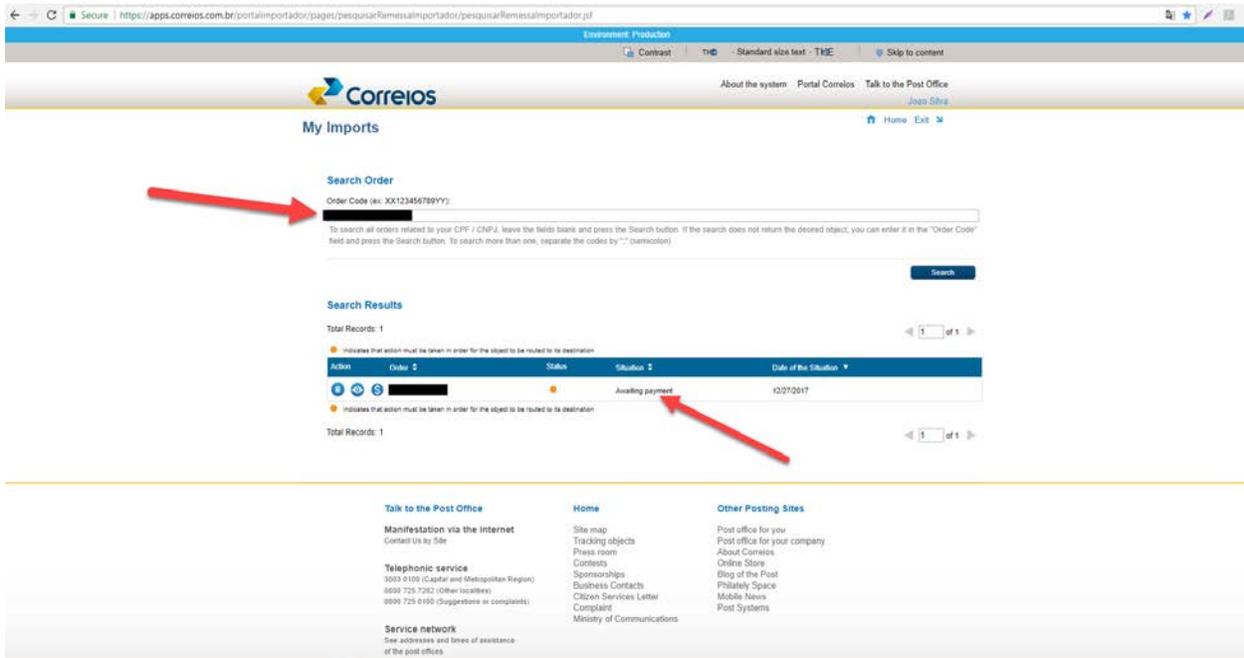
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Step Four: You should only place the tracking code for packages that are already in Brazil. Correios tracking is only available for packages within Brazil.



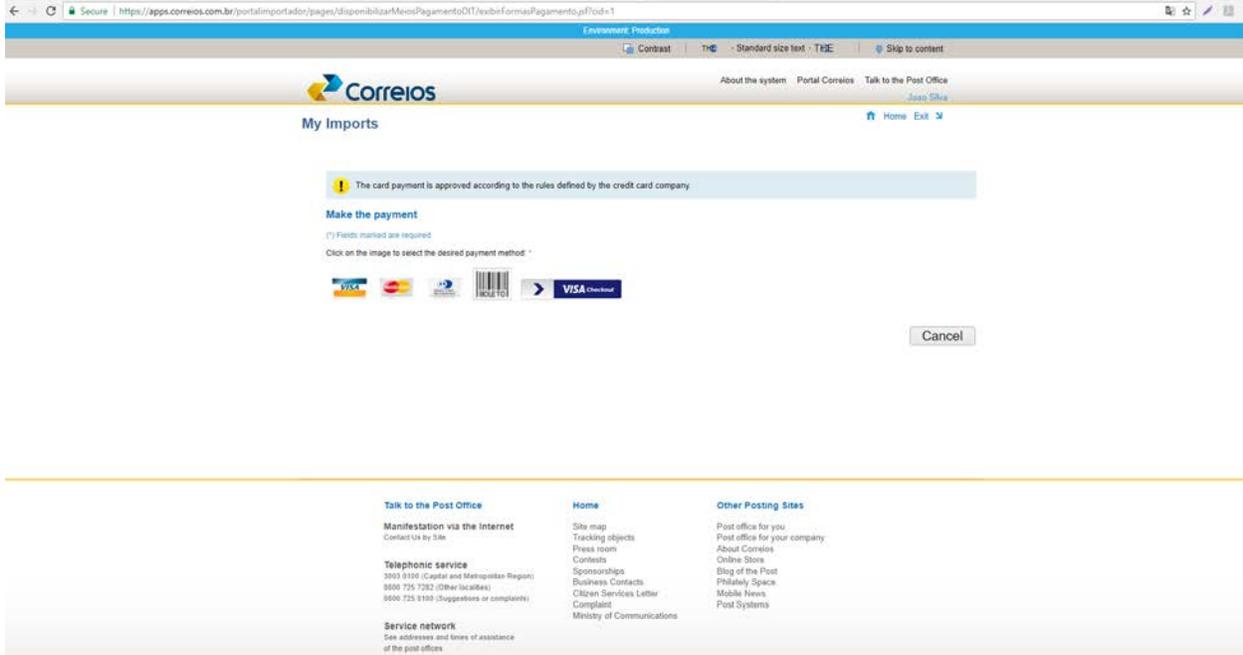
Step Five: If your package has not been taxed, you should just wait for it to be sent to your address.

If there is a fee owed on your package you will need to pay online. Please refer to the example below to determine if your package has been taxed.



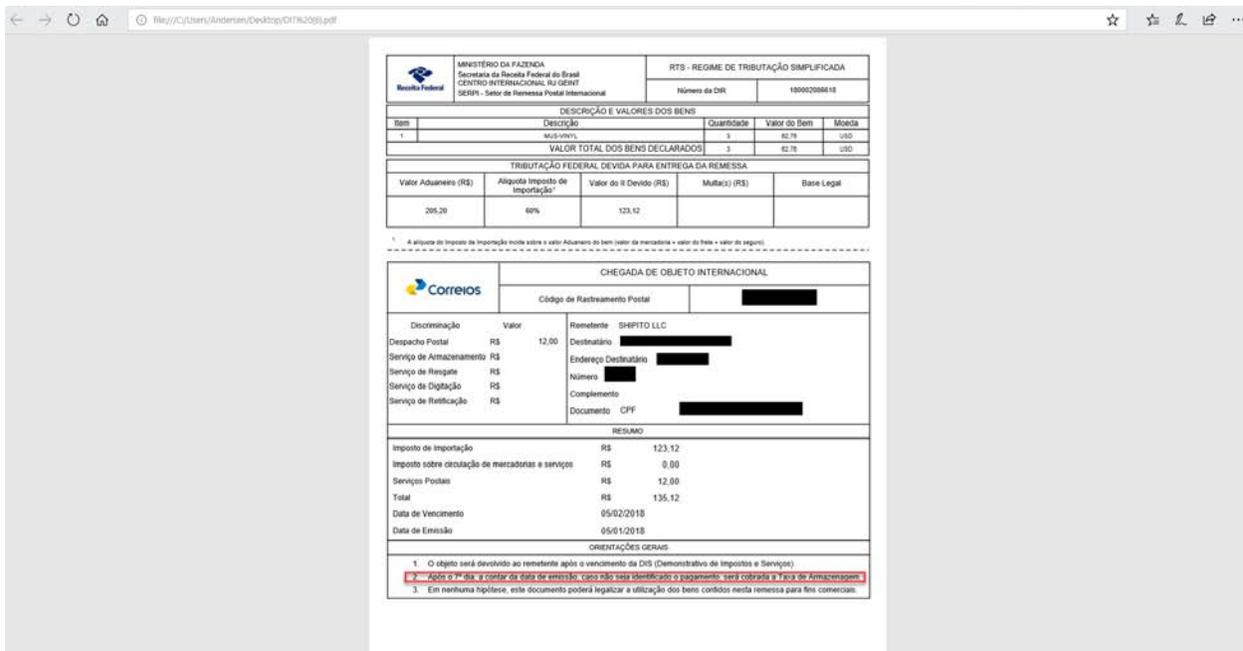
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Step Six: You can request the payment of the tax by means of a Credit Card, a Debit Card or by Boleto. Credit card, debit card, or Boleto are the accepted forms of payment.



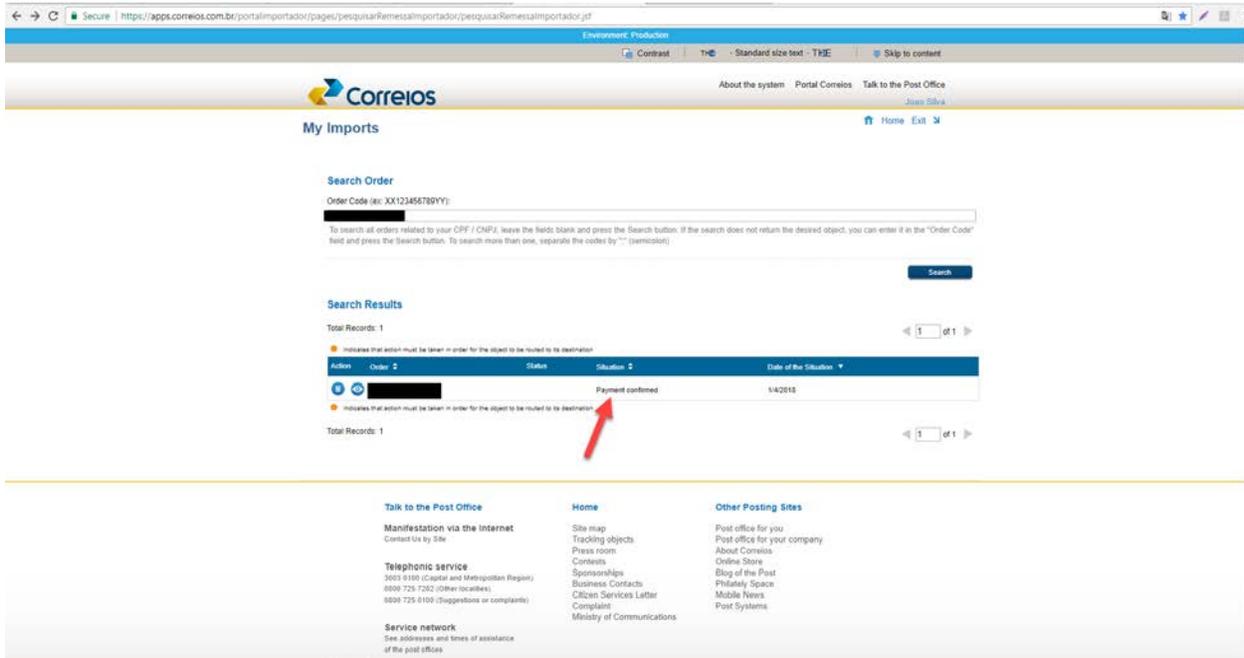
Step Seven: When you click on payment you will receive the information of the amounts to be paid, do not forget that you have a deadline of 7 days to make the payment under penalty of having to pay a fee for storage to the post office.

Once you select “Payment” you will receive the additional information on the amounts due. There is a seven-day deadline to complete payment. If payment is not completed within seven days, a storage fee will be apply.

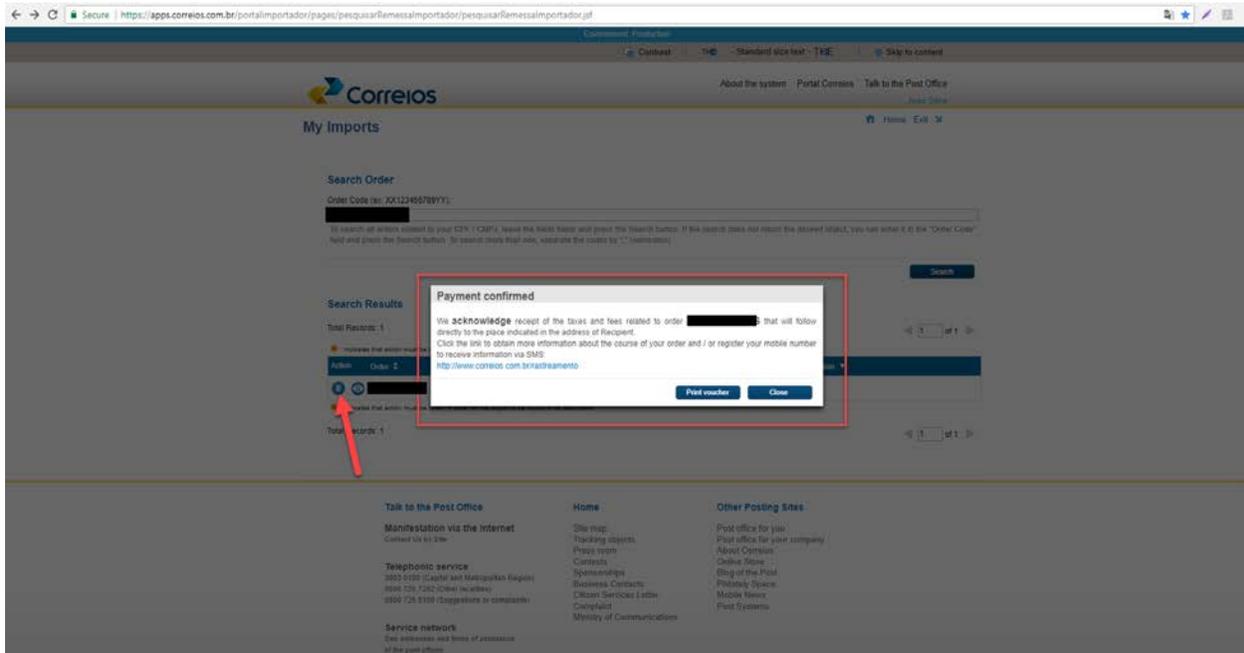


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Step Eight: Once payment is completed, check to see a confirmation has appeared in your account.



Step Nine: Once payment is confirmed, you may register your phone number to receive information via SMS. Your package will be forwarded to your address, you will not need to pick it up at the post office.



If you have any questions regarding this process, please contact Shipito Support. We are happy to help you through the import process.