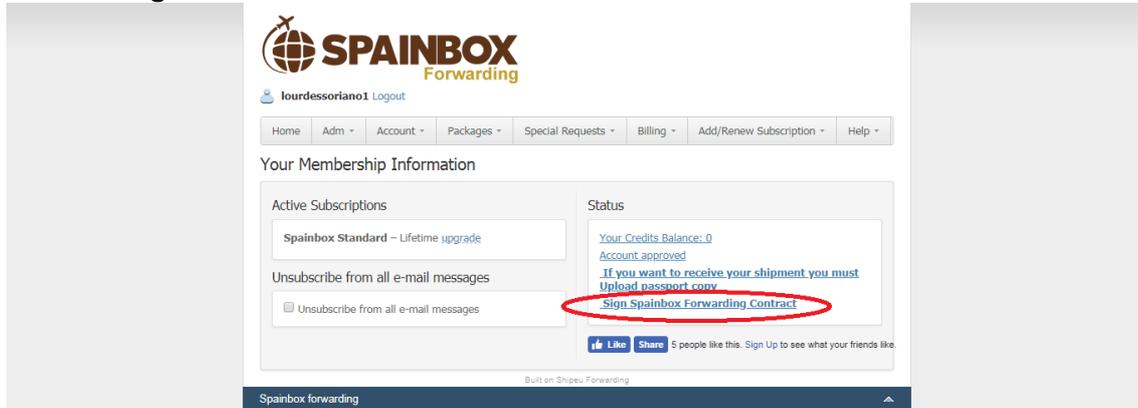


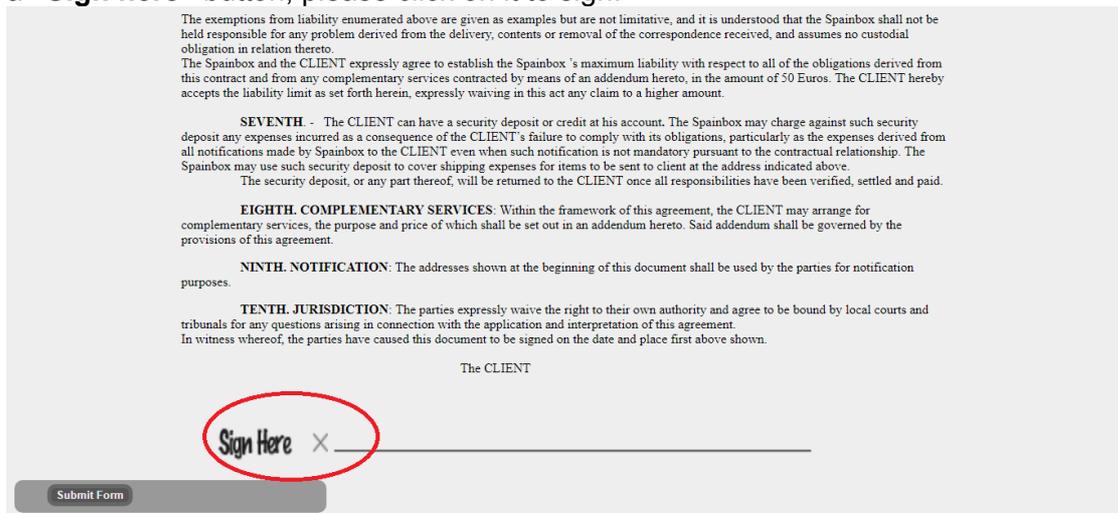
Get your postal address in Spain

STEP 1: Once you have registered on the site you have to **fill in the contract.**

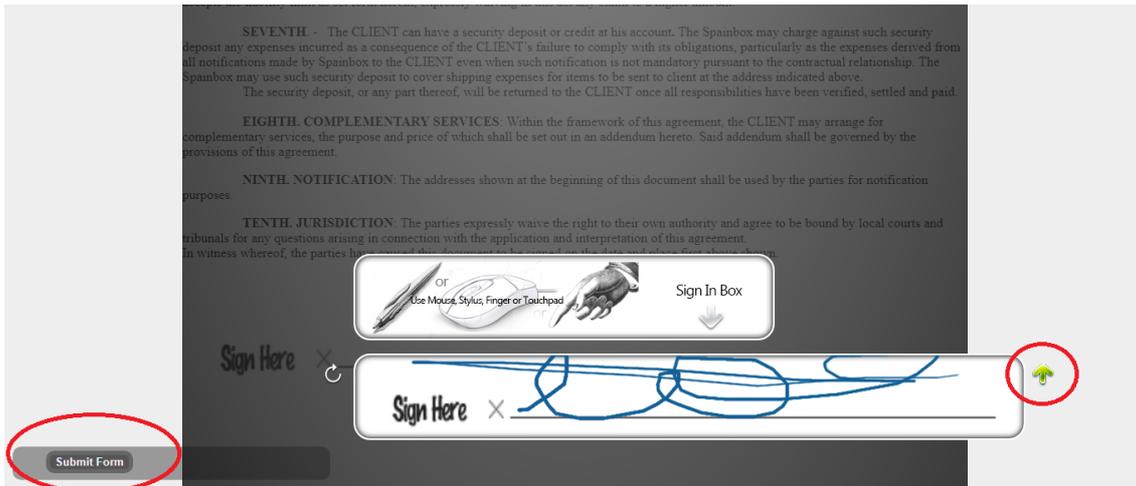
It's mandatory that you sign the contract to ship your parcels. Click on **"Sign Spainbox Forwarding Contract"**.



Then, the contract will be opened on a new page. At the end of the page, you can find a **"Sign here"** button, please click on it to sign.

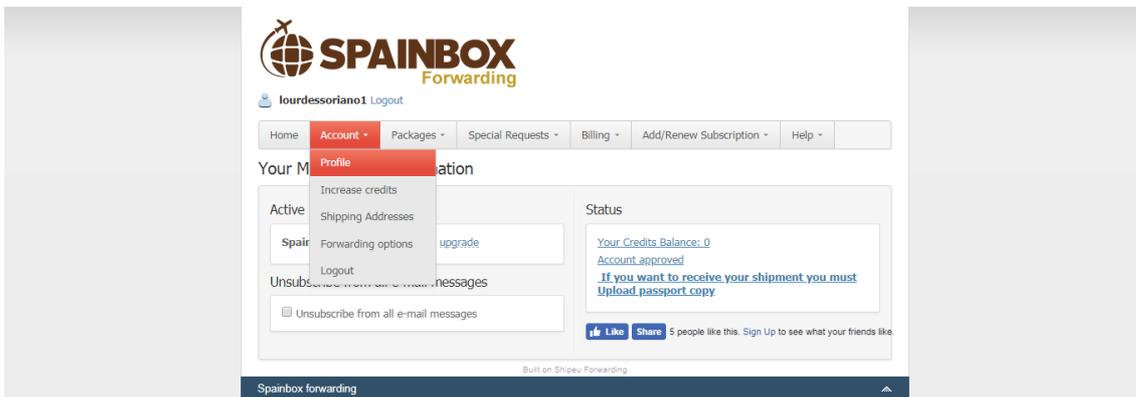


Please sign with the mouse, stylus, finger or touchpad in the new box appeared. Then, click on the **green arrow** and on **"Submit Form"**.



STEP 2: Complete the **profile information**.

Fill out your Profile Information in the tab “ACCOUNT” > “PROFILE”.



You have to fill in all the mandatory **information**, including **Billing Address** and **Account verification**, since we will not be able to send any parcel if the information is not properly added.

SPAINBOX
Forwarding

lourdessoriano1 Logout

Home Adm Account Packages Special Requests Billing Add/Renew Subscription Help

Customer Profile

Company

EU VAT Id (optional)

* First & Last Name

* Your E-Mail Address
a confirmation email will be sent to you at this address

Billing Address

* Street

* City

* Country

* State

* ZIP Code

Phone Number

Password [Change](#)

Account verification

Passport / ID upload
Upload passport to get your account verified (maximum filesize is 2 Mb)

* Passport/ID Expiration date

Spainbox forwarding Built on Shipex Forwarding

It's very imperative to upload your **ID card/passport**.

* Country

* State

* ZIP Code

Phone Number

Password [Change](#)

Account verification

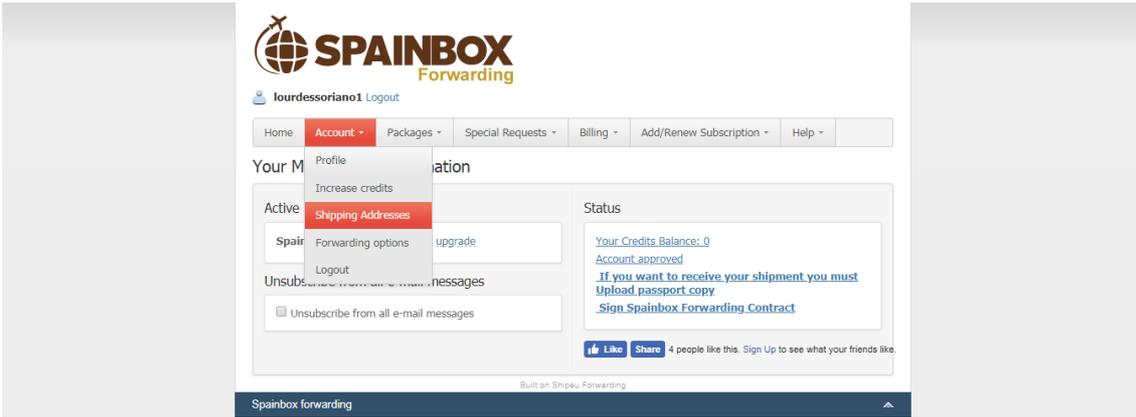
Passport / ID upload
Upload passport to get your account verified (maximum filesize is 2 Mb)

* Passport/ID Expiration date

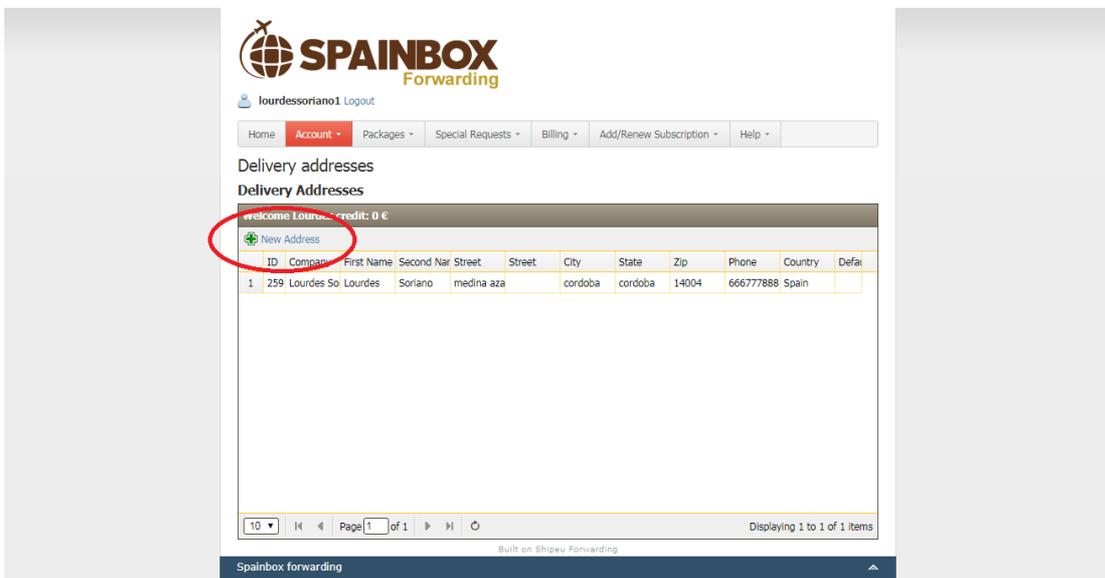
Spainbox forwarding Built on Shipex Forwarding

STEP 3: Shipping address

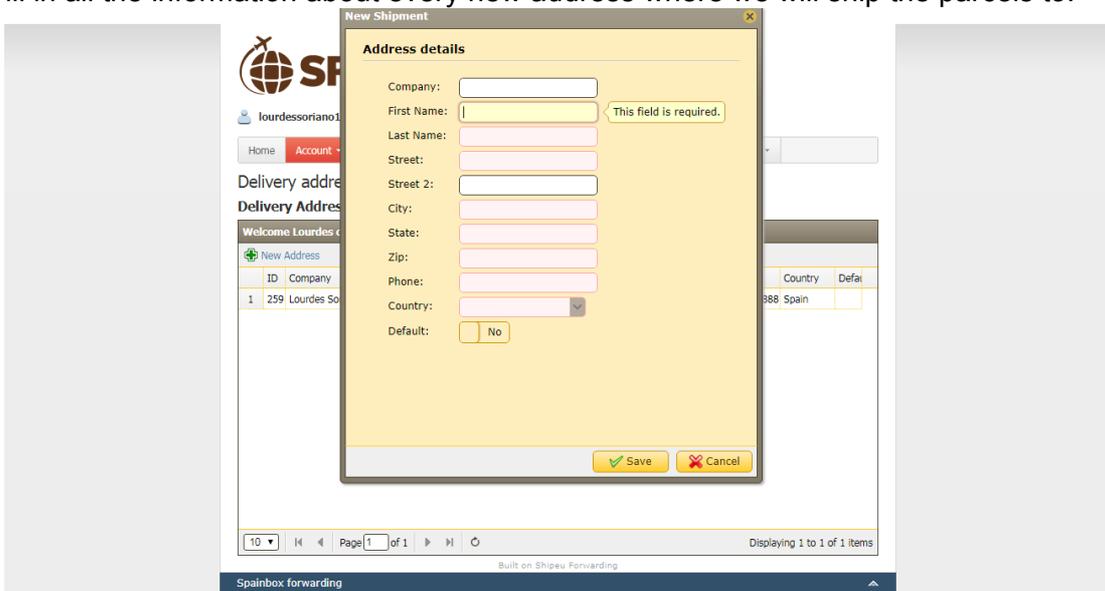
You have to add a shipping address where we will send your parcels to. Click on **“Account” > “Shipping addresses”**.



To add a new address, click on the **“New Address”** button.



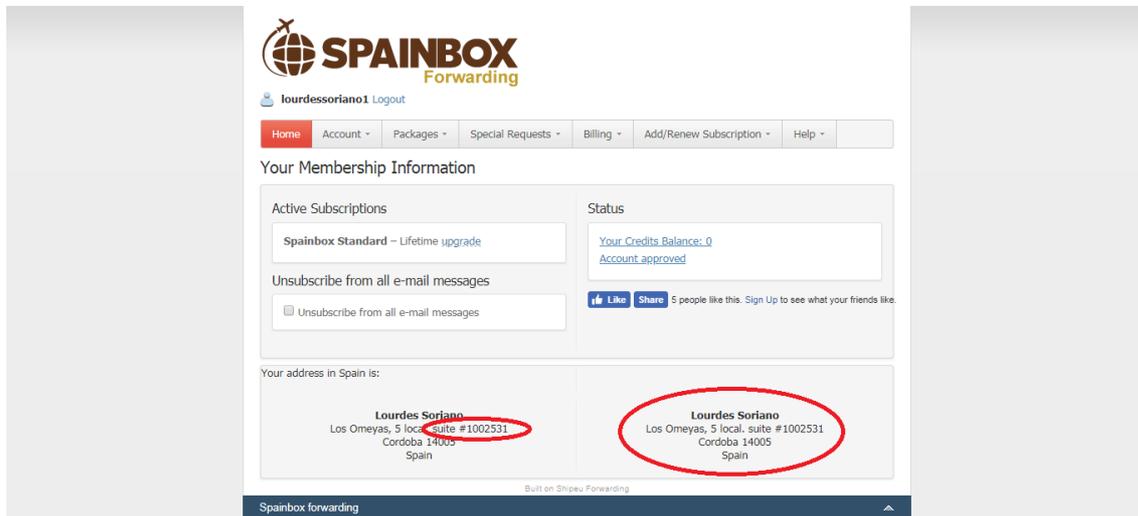
Fill in all the information about every new address where we will ship the parcels to.



STEP 4: You obtain a **Spanish address** now

Once you have filled and completed the previous steps, you obtain your **Spanish address**.

You can find your **SUITE** number in **“Home”**



Remember that all the parcels received at the Spanish address must be identified with your **SUITE #**_____, if you do not indicate such suite number your parcel could be refused.

Example of your **Spanish address** on a parcel.

Company: _____
First Name: _____
Second Name: _____
Street: Los Omeyas, 5 local SUITE # _____
Zip: 14005
City: Cordoba
Country: Spain

First Name: _____
Second Name: _____
Street: Los Omeyas, 5 local SUITE # _____
Zip: 14005
City: Cordoba
Country: Spain