

Shipbridge Security Pin

04/30/2025 3:10 pm CDT

Overview

Sellercloud allows you to lock specific [Shipbridge](#) features by setting up a **Security PIN**. While most security PIN settings are located in Sellercloud and apply to all connected installations, you can also configure additional settings for each individual Shipbridge station.

Configure a Security PIN

This is a [Company-Level Setting](#) that you can quickly set up for one or all of your companies. It will apply to any [Employees](#) whose **Default Company** is where you have configured the PIN.

Employee | #118952 | **Test User**

CREATED ON 05/07/2021 | LAST LOGIN 04/26/2024 | STATUS Active



GENERAL

First Name: Test

Middle Name: Middle Name

Last Name: User

Email: [Redacted]

CC Email: username@domain.com

Password: [Redacted]

Title: Title

User Source UserID

Account Activated



DETAILS

Default Company * Thirsty Tea

Supervisor Select

Warehouse Region None

Is SKUStack User

Sales Man

Sales Man Commission 0

To set a security PIN in Sellercloud:

1. Go to [Company Settings](#).
2. Click **Toolbox** and select **Shipping** > **Shipping Preferences**.
3. Set up your **Security PIN**.
4. Click **Apply to all companies** to set the same **Security PIN** for all of your companies; otherwise, it will only be applied to the currently selected company.
5. Check the box next to each feature you want to lock.

Company | **Thirsty Tea**

Default company | thirstytea.com | USD | 456

☆ [Shipping Preferences](#) ×

Auto Split Orders having Multi Items

Order Handling Fee: Enable Order Handling Fee

Invoiced Only Confirmed Only

Drop Ship = None OK to Ship Only

Allow shipping regardless of payment status DropShip < Requested for selected customers

Security Pin: [Apply to all companies](#)

Lock Options tab Lock Unshipped action

Lock Fully Shipped tab Lock Address

Lock Address Validation Lock Shipping Method

Lock Package Manager Lock Edit Order

Lock Rate Calculator Lock Filters

Require PIN for Receive Bridge

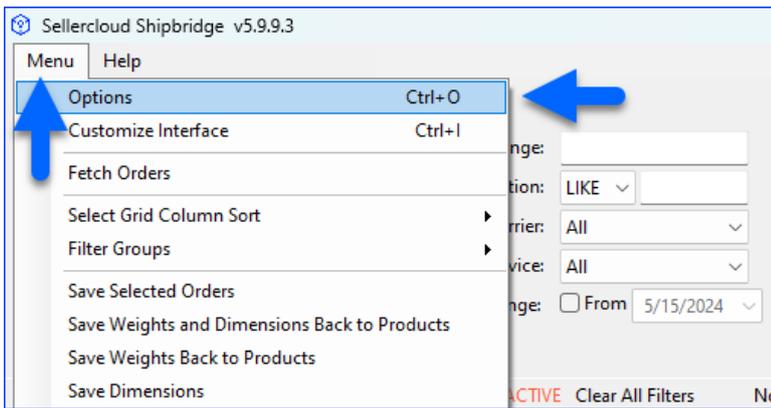
6. Click **Save Settings**.

This page contains multiple options that offer control over the Shipbridge functionality, as well as other company-level settings. See [Company Shipping Preferences](#) to learn more.

Refer to the following sections for each Shipbridge feature you can restrict with a security PIN.

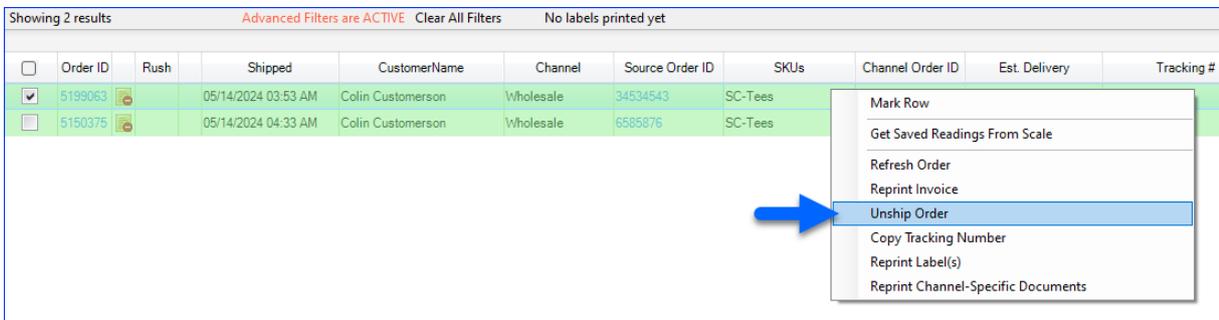
Lock Options Tab

Restricts access to the **Options** menu.



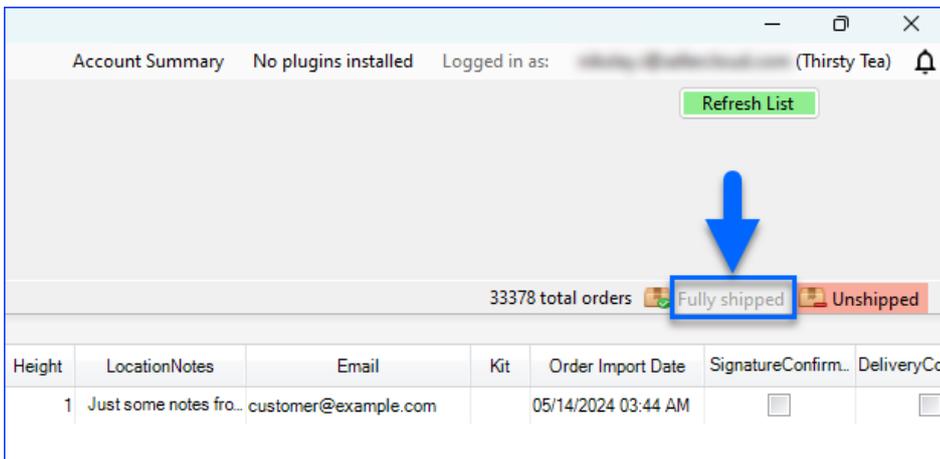
Lock Unshipped Action

Restricts unshipping orders.



Lock Fully Shipped Tab

Restricts access to the **Fully Shipped** tab.



Lock Address

Restricts any changes to the address information.

Showing 17 results Advanced Filters are ACTIVE Clear All Filters No labels

<input type="checkbox"/>	Order ID	Channel	Order Date	Carrier	Packaging
<input type="checkbox"/>	5150346	NewEggdotcom	12/15/2023 12:00 AM	UPS® Ground	Default
<input type="checkbox"/>	5150347	Wholesale	12/15/2023 12:00 AM	UPS® Ground	Default
<input type="checkbox"/>	5150368	Wholesale	12/15/2023 12:00 AM	UPS® Ground	Default

Ship To Ship From

Company: LLC

Name: Colin Customerson

Address 1: 1152 W Lynn St Address 2:

City: Austin State: TX ZIP: 78703

Country: United States Phone #: 5124761221

Lock Address Validation

Restricts access to Validating Shipping Addresses.

<input type="checkbox"/>	Ord..	Order Date	SKU	Weight (lbs)	Length
+ <input type="checkbox"/>	7917990	07/19/2021 08:12 PM		16 lbs	63
+ <input type="checkbox"/>	7666453	03/23/2021 10:53 AM		34 lbs	0
+ <input type="checkbox"/>	7665235	03/23/2021 10:14 PM		34 lbs	96
+ <input type="checkbox"/>	7660735			0 lbs	0
+4 <input type="checkbox"/>	7657032			58 lbs	48
+ <input type="checkbox"/>	7647771			23 lbs	72
+ <input type="checkbox"/>	7645388			0 lbs	0
+ <input type="checkbox"/>	7638452		F11	0 lbs	0
+ <input type="checkbox"/>	7638153		F10	0 lbs	0
+ <input type="checkbox"/>	7630701			0 lbs	0
+3 <input type="checkbox"/>	7626653		F7	65 lbs	96
+ <input type="checkbox"/>	7611709		F12	0 lbs	0
+ <input type="checkbox"/>	7609099			0 lbs	0
+ <input type="checkbox"/>	7604479			26 lbs	72
+ <input type="checkbox"/>	7604038			26 lbs	72
+ <input type="checkbox"/>	7595674			10 lbs	48
+ <input type="checkbox"/>	7593357			24 lbs	72
+ <input type="checkbox"/>	7584153			36 lbs	96
+ <input type="checkbox"/>	7581096		Ctrl+S	0 lbs	0
+ <input type="checkbox"/>	7578477			7 lbs	36
+ <input type="checkbox"/>	7577862			9 lbs	36
+ <input type="checkbox"/>	7575458			26 lbs	72

Ship To Ship From

Company:

Name:

Address 1: Address 2:

City: State: ZIP:

Country: Phone #:

Lock Shipping Method

Restricts access to changing the shipping method.

Showing 17 results Advanced Filters are ACTIVE [Clear All Filters](#) No labels printed yet

<input type="checkbox"/>	Order ID	Channel	Order Date	Carrier	Packaging	SKU
<input type="checkbox"/>	5150346	NewEggdotcom	12/15/2023 12:00 AM	UPS® Ground	Default	SC-Tees
<input type="checkbox"/>	5150347	Wholesale	12/15/2023 12:00 AM	UPS® Ground	Default	SC-Tees
<input type="checkbox"/>	5150368	Wholesale	12/15/2023 12:00 AM	UPS® Ground	Default	SC-Tees
<input type="checkbox"/>	5150369	Wholesale	12/15/2023 12:00 AM	UPS® Ground	Default	SC-Tees

Lock Package Manager

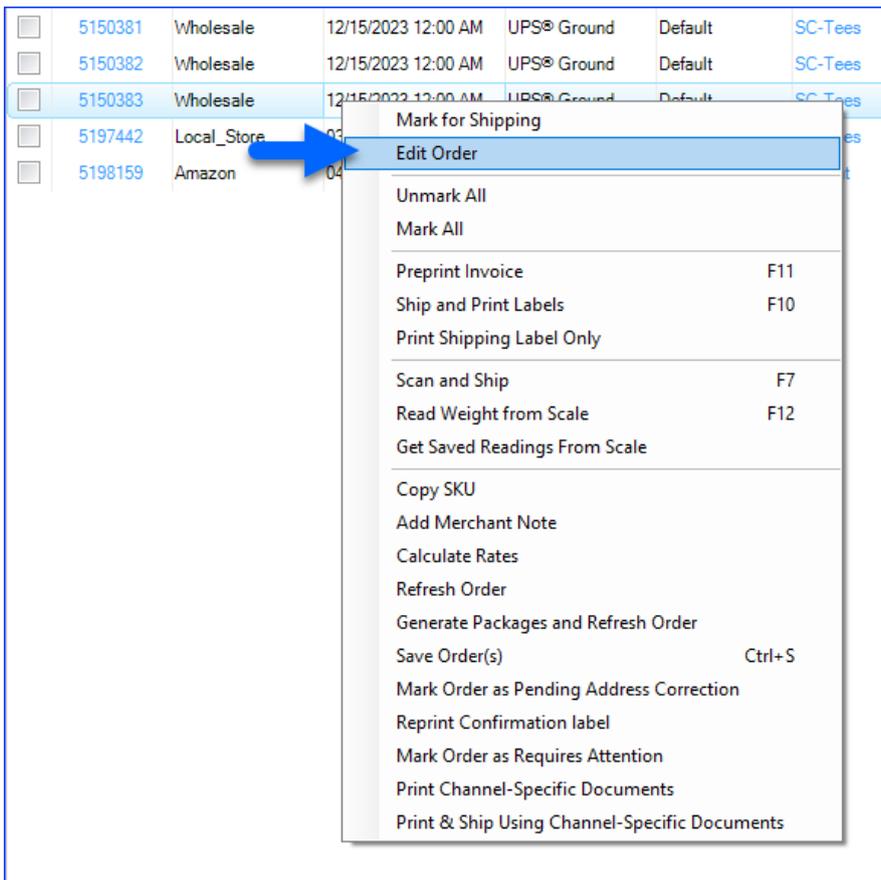
Restricts access to the **Package Manager**.

+ <input type="checkbox"/>	5198149	Local_Store	04/17/2024 04:38 AM	UPS® Ground	Default	<ul style="list-style-type: none"> Mark for Shipping Edit Order Unmark All Mark All Preprint Invoice F11 Ship and Print Labels F10 Print Shipping Label Only Scan and Ship F7 Read Weight from Scale F12 Get Saved Readings From Scale Copy SKU Add Merchant Note Calculate Rates Edit Packages Refresh Order Generate Packages and Refresh Order Save Order(s) Ctrl+S Mark Order as Pending Address Correction Mark Order as Requires Attention Print Channel-Specific Documents Print & Ship Using Channel-Specific Documents
+ <input type="checkbox"/>	5152526	Local_Store	01/17/2024 04:45 AM	UPS International...	Default	
+ <input type="checkbox"/>	5197442	Local_Store	03/29/2024 08:01 AM	UPS International...	Default	
+ <input type="checkbox"/>	5150210	Website	12/07/2023 10:53 AM		Default	

Ship To Ship From

Lock Edit Order

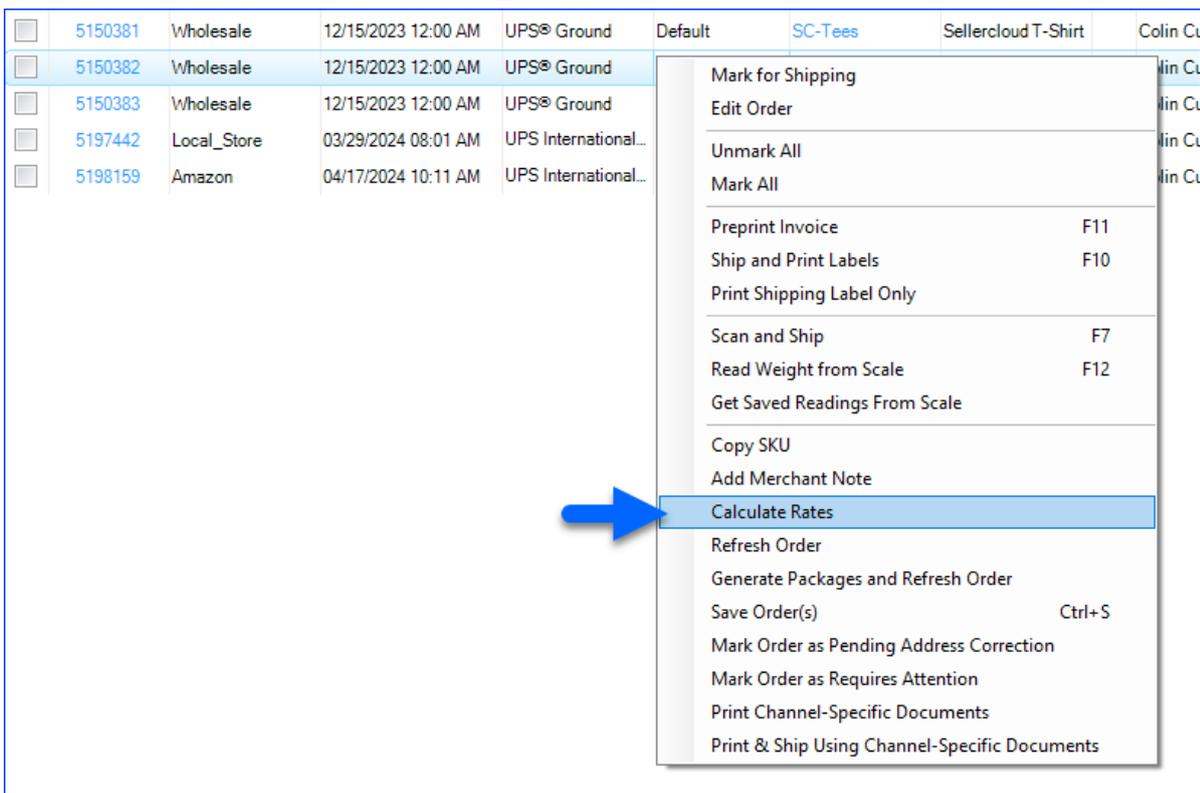
Restricts editing orders.



You can also enable **Require Security PIN To Edit Shipped Orders** in your [Client Settings](#) to require the security PIN when someone tries to edit shipped orders in Sellercloud.

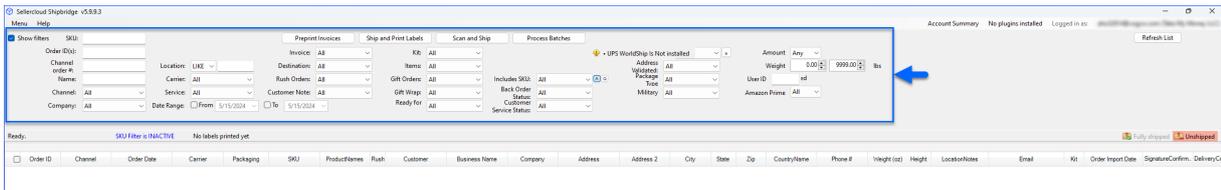
Lock Rate Calculator

Restricts access to the [Rate Calculator](#).



Lock Filters

Restricts editing the order search [Filters](#).



Shipbridge Settings

You can configure the following settings per station by going to **Menu > Options** in Shipbridge. You must **Set a Security PIN** in Sellercloud for Shipbridge to apply these settings.

Under the **Shipping** tab:

- **Require PIN before shipping orders with order total > \$** – Require the security PIN to ship orders with a **Grand Total** beyond a specific amount.

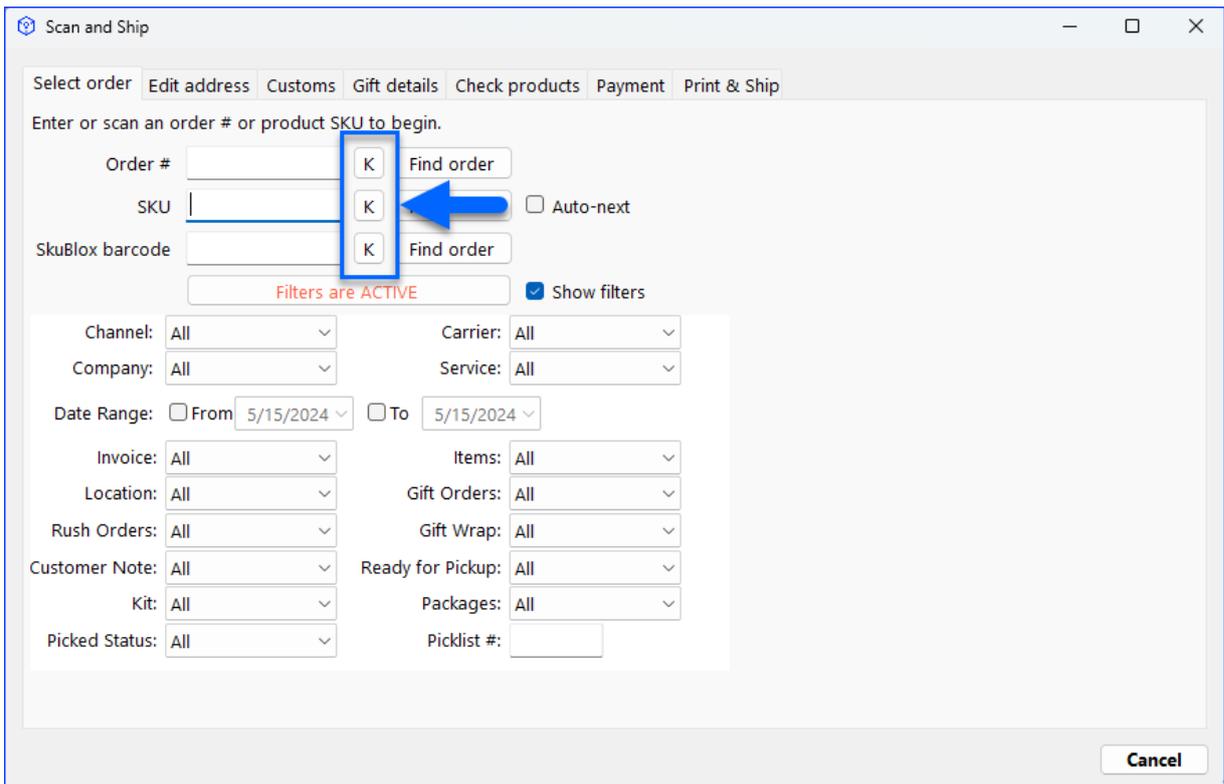
Shipping Orders						Advanced Filters are ACTIVE	Clear All Filters
<input type="checkbox"/>	Order ID	Channel	GrandTotal	ProductNames	Order Date		
<input type="checkbox"/>	5197442	Local_Store	\$22.00	Local_Store	03/29/2024 08:01 AM		
<input checked="" type="checkbox"/>	5152526	Local_Store	\$32.00	Local_Store	01/17/2024 04:45 AM		
<input type="checkbox"/>	5198149	Local_Store	\$42.00	Local_Store	04/17/2024 04:38 AM		
<input type="checkbox"/>	5150210	Website	\$44.00	Website	12/07/2023 10:53 AM		

- **Require PIN for Delivery and Signature Confirmation changes** – Require the security PIN to modify the **Delivery Confirmation** and **Signature Confirmation** checkboxes in the order's grid.

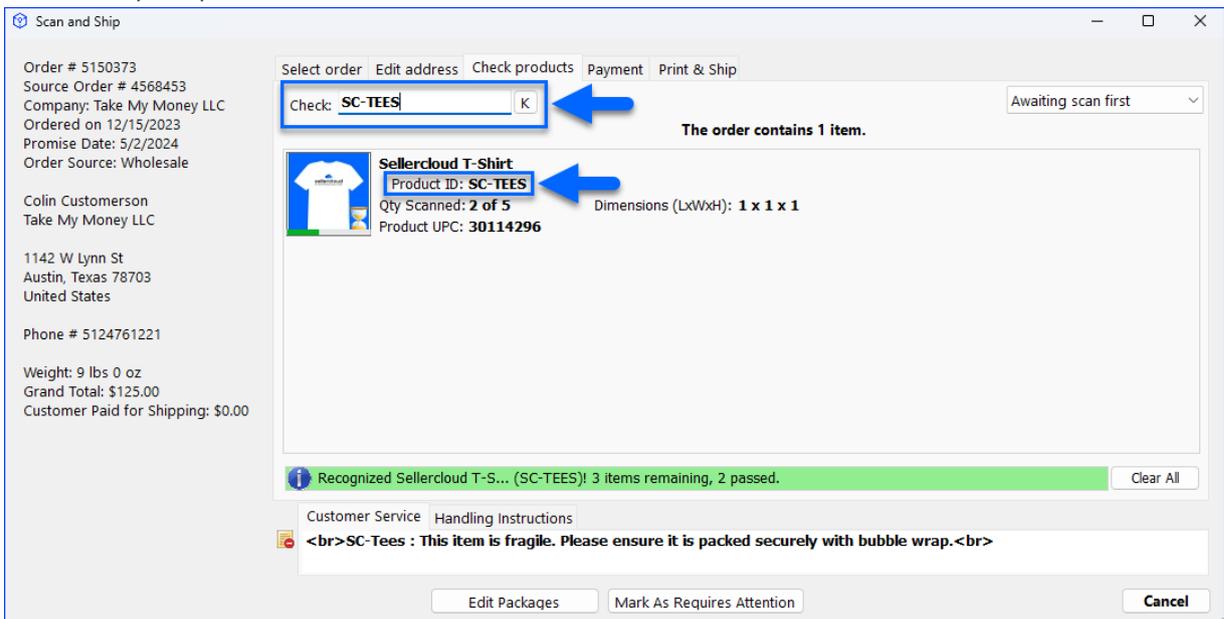
Showing 22 results											Advanced Filters are ACTIVE	Clear All Filters	No labels printed yet
<input type="checkbox"/>	Order ID	Channel	Order Date	Carrier	Packaging	SKU	ProductNames	Rush	SignatureConfirmation	DeliveryConfirmation			
<input type="checkbox"/>	5197442	Local_Store	03/29/2024 08:01 AM	UPS International...	Default	SC-Tees	Sellercloud T-Shirt		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	5152526	Local_Store	01/17/2024 04:45 AM	UPS International...	Default	SC-Tees	Sellercloud T-Shir		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	5198149	Local_Store	04/17/2024 04:38 AM	UPS® Ground	Default	VAFLA, SC-Tees	vafila Sellercloud		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	5150210	Website	12/07/2023 10:53 AM		Default	SC-Tees	Sellercloud T-Shirt		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	5149603	Local_Store	11/22/2023 04:28 AM	UPS® Ground	Default	SC-Tees, SC-Hat...	Sellercloud T-Shir...		<input type="checkbox"/>	<input type="checkbox"/>			

Under the **Scan and Ship** tab:

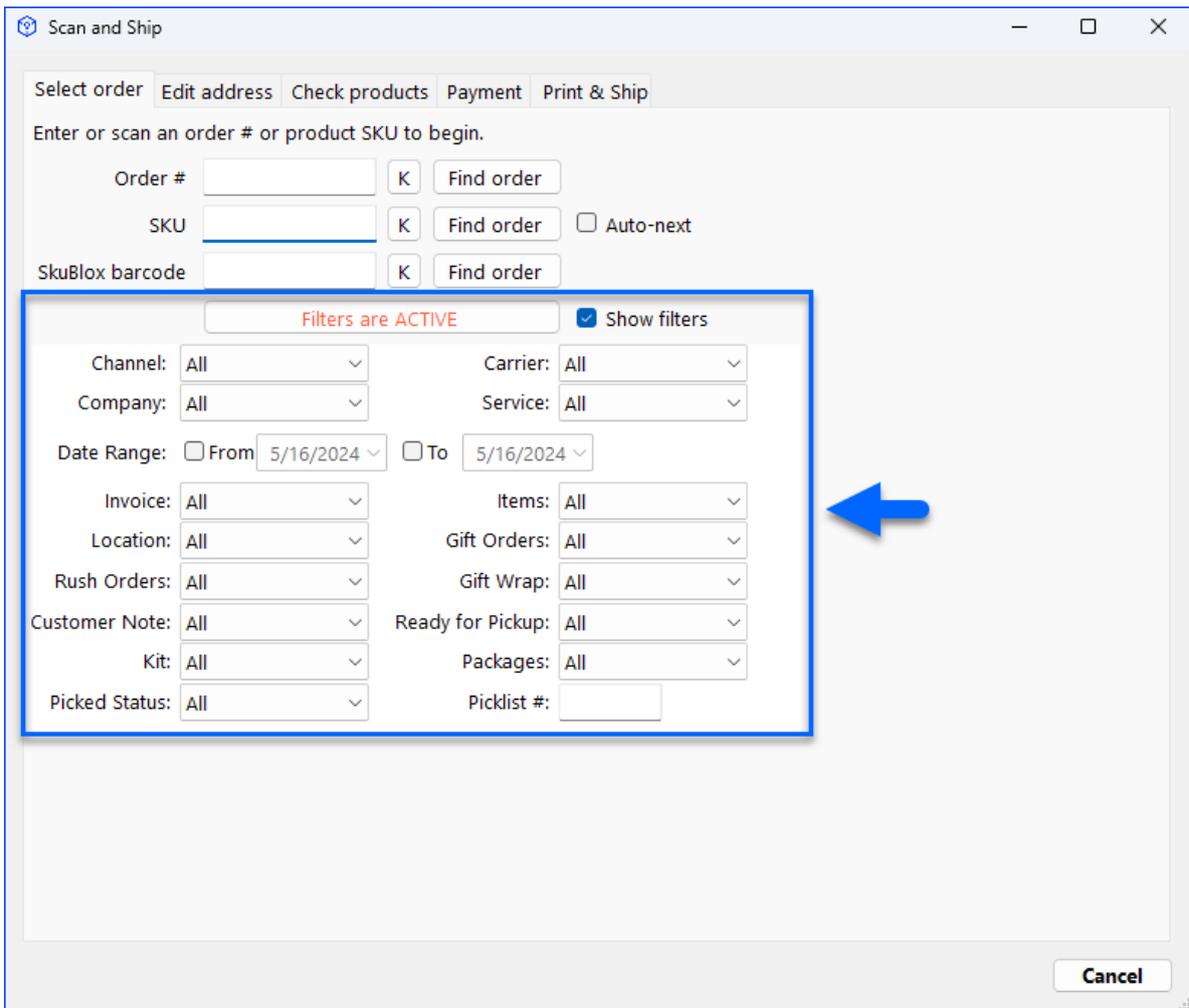
- **Require PIN when switching to keyboard input mode** – Require the security PIN to switch between **Keyboard Input** and **Scanner Mode** by clicking the **S/K** button under the **Scan and Ship** option.



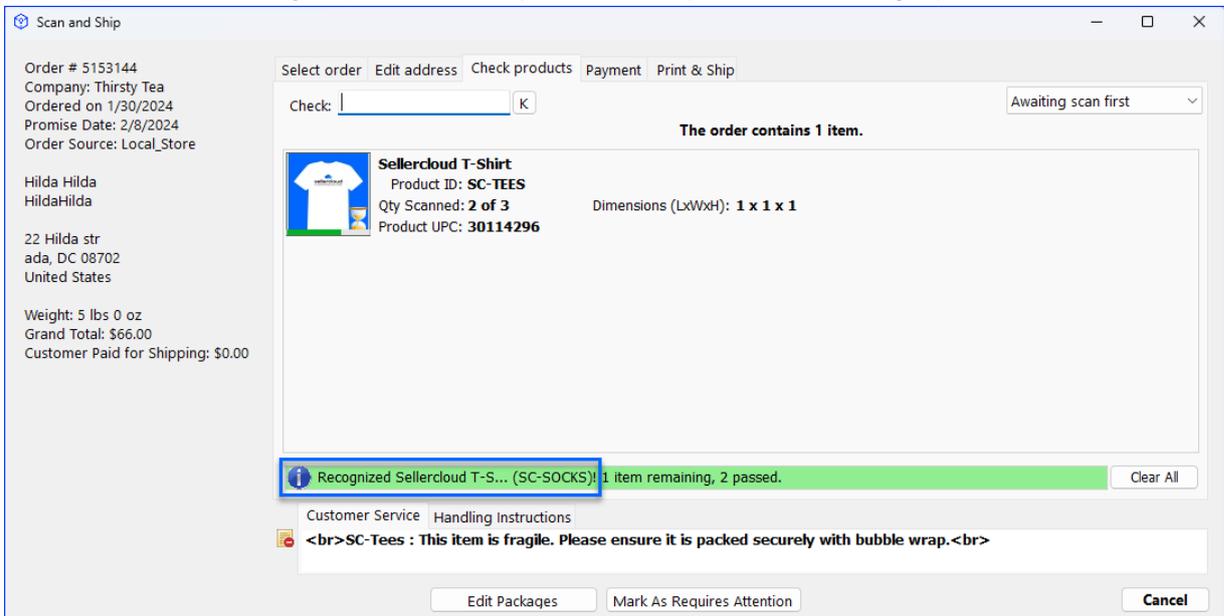
- **Require PIN to verify products by SKU** – Enables the ability to scan products' SKUs instead of UPCs by also entering the security PIN. This is a sub-setting of **Verify products only by UPC, not SKU**, which disables scanning by SKU and only accepts UPCs.



- **Require PIN when editing filters** – Require the security PIN to use order filters in Scan and Ship mode.



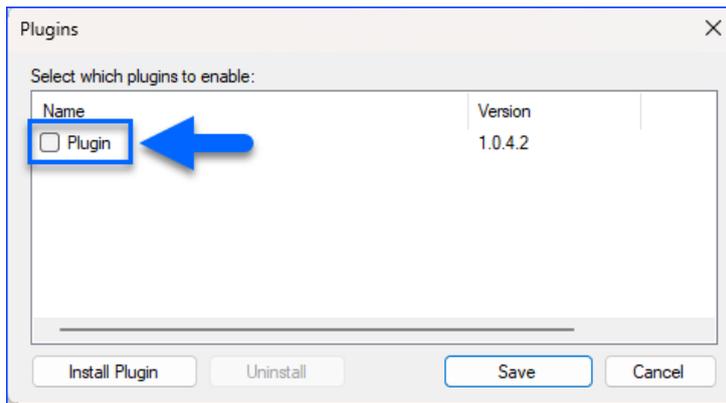
- **Require PIN when scanning a replacement** – Require the security PIN when scanning Replacement Products.



Admin Settings

Under the Admin tab:

- **Require PIN when enabling or disabling a plugin** – Require the security PIN to enable or disable a Shipbridge Plugin.



- **Require PIN to customize interface** – Require the security PIN to Customize the Shipbridge Interface.

