



FedEx[®] Billing Online Plus User Guide

Introduction

FedEx Billing Online Plus allows you to efficiently manage and pay your FedEx invoices online. *It's free, easy and secure.*

FedEx Billing Online Plus helps you streamline your billing process. With all your FedEx shipping information automatically cataloged and in one — secure — online location, you never have to worry about misplacing a paper invoice or sifting through reams of paper to find information for past shipments.

Inside you'll find step-by-step FedEx Billing Online Plus operating instructions.

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How to Register

The screenshot displays the FedEx Billing Online Plus registration interface. At the top, there's a navigation bar with the FedEx logo and links for Ship, Track, Manage, Learn, and FedEx Office. A search bar is also visible. The main content area is divided into several sections:

- Login Section:** Includes fields for User ID and Password, a 'Remember me' checkbox, and a 'Login' button. A link for 'Forgot your password or ID?' is provided below.
- Registration Link:** A 'New Customer? Register Now' link is located below the login form.
- Main Banner:** Features the headline 'Sign up for FedEx® Billing Online Plus. Better for you. Better for the environment.' and a 'Learn more' link.
- Video Player:** A video player showing a woman in a red top, with a play button overlay. The video title is 'Save time, money, and paper with FedEx®'.
- Text Content:** A paragraph describing the benefits: 'Faster visibility. Greater control. Better for the environment. With FedEx® Billing Online Plus, you can view and download your FedEx invoice data, pay electronically, create custom reports, even dispute charges — all without paper. It's fast. It's easy. It's secure. And it's free.' Below this are links for 'See the demo', 'Compare to the standard FedEx® Billing Online', 'Learn about your FedEx billing options', and 'Sign up now'.
- Callout Boxes:** Two boxes on the right side: 'Save time. File claims online.' and 'FedEx® Reporting Online. Easy access to your FedEx data.' Both have 'Learn more' links.
- Navigation and Account Summary:** A menu bar with 'Features & benefits', 'Tips & recommendations', and 'News & promotions'. Below it is an 'Account Summary' section with a 'Primary Account' ID of 3964-22 and a 'Paperless — and almost effortless' section with a 'View and print invoices' link.

To register for FedEx Billing Online Plus, go to the login screen by selecting View/Pay Bills under the Manage tab on **fedex.com**. If you already have a **fedex.com** User ID and password (used for FedEx Ship Manager®, My FedEx®, etc.), enter it, click Login, and verify your account information. If you are new to **fedex.com**, register first by clicking on the Register Now link on the login screen.

The first user to register an account for FedEx Billing Online Plus is by default the FedEx Billing Online Plus administrator. A new administrator can be designated at any time following the completion of registration and receipt of password. Please provide all requested information including company and contact information.

Once the registration process is complete, the account administrator may register as many users as required to appropriately manage the charge review process. All users registered by the account administrator will receive notification via email inviting them to access and use FedEx Billing Online Plus.

The screenshot shows the FedEx Billing Online Plus interface. At the top, there are navigation links for Ship, Track, Manage, Learn, and FedEx Office. The main header includes 'FedEx Billing Online Plus' and a 'View Cart 0.00' button. Below the header, there are tabs for 'Account Summary', 'Search/Download', 'My Options', and 'Message Center'. The 'Account Summary' section displays the following information:

Primary Account	1234-5678-9	Add an account	You have 2 past due invoices.
Original Charges	\$132.09		You have 1 messages in the message center.
Past due	\$132.09		
In dispute	\$0.00		
Payments or credits	\$0.00		
Balance due	\$132.09		

Below the account summary, there are tabs for 'All-Open', 'Past Due', 'Paid/Closed', and 'In Dispute'. The 'Invoice List (All-Open)' section is active, showing a table of invoices:

Select all	Invoice no.	View/print	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due	Payment status
<input type="checkbox"/>	1-234-56789		03/20/2012	04/04/2012	1234-5678-9	Past Due	89.09	89.09	
<input checked="" type="checkbox"/>	0-111-21314		03/18/2012	03/31/2012	1234-5678-9	Past Due	43.00	43.00	Scheduled-Check

At the bottom of the invoice list, there are buttons for 'Approve/notify user' and 'Pay'.

Your Account Summary provides a complete overview of recent activity in your account, including an up-to-date balance and list of all open and past due invoices. You can send notifications to other users from this screen as well as pay invoices.

At the top of this screen you will see your primary account number and totals for charges, payments, adjustments, balance due and any past due charges you have accrued. Switch between multiple Bill To (primary) accounts by using the provided drop-down menu. The selected primary account will drive all activity and administration within FedEx Billing Online Plus.

The table on this screen shows more detail — including invoice numbers, invoice dates and invoice status so that you can review invoice information quickly and conveniently. This is a listing of all open invoices with their corresponding balances. You will also see invoices that are past due, in dispute or have been submitted for payment. You can also click on the PDF icon to view, print or save a PDF version of your invoice.

In the Invoice List, click on the status in the Invoice Status column to view all payment, dispute and adjustment activity on the invoice.

You can also view invoices by status. Just click on the corresponding tab to view All Open invoices, Past Due invoices, Paid/Closed invoices or invoices that are In Dispute.

Duty/Tax, miscellaneous and some other charges are displayed separately from your shipping charges in the same table.

Note: when you leave the Account Summary screen to go to other screens in FedEx Billing Online Plus, your web browser's Back button will always take you back to this screen.

Welcome, Jane Plain

Account Summary [Help](#)

Primary Account	1234-5678-9	Add an account	! You have 2 past due invoices.
Original Charges	\$132.09		! You have 1 messages in the message center.
Past due	\$132.09		
In dispute	\$0.00		
Payments or credits	\$0.00		
Balance due	\$132.09		

All-Open | Past Due | Paid/Closed | In Dispute [Search all](#)

Invoice List (All-Open) [Help](#)

Filter by: None selected Results per page: 10

Select all	Invoice no.	View/print	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due	Payment status
<input type="checkbox"/>	1-234-56789		03/20/2012	04/04/2012	1234-5678-9	Past Due	89.09	89.09	
<input type="checkbox"/>	0-111-21314		03/16/2012	03/31/2012	1234-5678-9	Past Due	43.00	43.00	Scheduled-Check

[Icon Legend](#)

Account Aging Summary [Help](#)

Primary Account: 1234-5678-9

Currency	0 - 15 days	16 - 30 days	31 - 60 days	61 - 90 days	91+ days	Total
USD	0.00	0.00	132.09	0.00	0.00	132.09

The Account Summary screen is easily customized if you want to see the information in a particular manner. For example, to show your invoices by due date, simply click the name of the column that you would like to sort. The table will automatically rearrange to show invoices sorted by your selected field.

If there are charges in any of the time ranges, the total amount of those charges will appear under the heading.

A snapshot of your billing activity is available at the bottom of the Account Summary screen. Charges are grouped into the following time ranges:

- 0 – 15 days
- 16 – 30 days
- 31 – 60 days
- 61 – 90 days
- 91+ days

FedEx Billing Online Plus View Cart 0.00 [Printer-friendly](#) [Logout](#) [Help](#)

Account Summary Search/Download My Options Message Center

Invoice Detail View [Back](#)

Invoice Summary [Help](#) [Hide](#)

Billing Information	Charge Summary
Invoice no. < Prev 1-234-56789 Next >	Total express charges 43.75
Account no. 1234-5678-9	Total ground charges 45.34
FedEx Tax ID No. 10-5551010	Total other charges 0.00
Invoice date 03/20/2012	Total invoice amount 89.09
Due date 04/04/2012	Total payments and credits 0.00
Invoice status Past Due	Total balance due \$89.09
View Invoice History	
View/print PDF	

[Approve/notify user](#)
[Download invoice](#)
[Dispute invoice](#)
[Pay Invoice](#)

FedEx Invoice Details [Help](#)

Filter by None selected Results per page 10

Select all	Tracking / billing ID	Date	Type	Product group	Reference	Payer	Status	Meter	Original charges	Balance due
<input type="checkbox"/>	000001234567	04/04/2012	■ Ground	SP		Shipper	Past Due	000000000	45.34	45.34
<input type="checkbox"/>	121244449999	04/03/2012	■ Express		NO REFERENCE INFORMATION	Third Party	Past Due	100003485	43.75	43.75

If you need to review detailed information on a particular invoice, click on the invoice number in the table. All invoice detail will appear on the screen — including tracking numbers, FedEx SmartPost Billing Group ID, reference codes, status and balance. As with the Summary screen, you can sort by the details of each invoice.

Also, from the Invoice Detail screen, you can click on the value in the Product Group column to see additional details of “grouped” shipments (i.e. FedEx Ground Multiweight (MWT), FedEx International Priority DirectDistribution® (IPD), FedEx International Priority DirectDistribution® Freight (IDF), FedEx SmartPost (SP), etc.).

The screenshot shows the FedEx Billing Online Plus interface. At the top, there is a navigation bar with the FedEx logo and links for Ship, Track, Manage, Learn, and FedEx Office. Below this, there are utility links for Support, Locations, English, and a search bar. The main content area is titled 'FedEx Billing Online Plus' and includes a 'View Cart 0.00' link, 'Printer-friendly', 'Logout', and 'Help' options. A navigation bar below this contains tabs for 'Account Summary', 'Search/Download', 'My Options', and 'Message Center'. The 'Message Center' tab is selected, showing a 'Messages' section. This section has a table with columns for 'Select All', 'Subject', and 'Date'. A message is currently displayed with the text 'There are currently no messages for display.' and a 'Delete selected' button. The footer contains various links for Customer Focus, Featured Services, Companies, and Follow FedEx.

FedEx periodically needs to send you important messages about your account and promotions. The number of new messages you have is indicated in the Messages section on the Account Summary screen. You can read your new messages by clicking the messages link or by clicking the Message Center tab at the top of the screen.

Once in the Message Center, you will see a list of any messages you have been sent. Clicking on a message subject link will open a new screen that shows the message details. Messages can be deleted from either the Message Center screen or the Message Detail screen.

The screenshot shows the 'Approve Invoices and Notify Users' interface. At the top, there's a navigation bar with 'FedEx', 'Ship', 'Track', 'Manage', 'Learn', and 'FedEx Office'. Below that, the page title is 'FedEx Billing Online Plus'. The main content area is titled 'Approve Invoices and Notify Users' and includes a table of selected invoices. Below the table is a 'Your Comments' text area and a 'Send notification to' section with a list of users. At the bottom, there are five buttons: 'Cancel', 'Save comments only', 'Notify only', 'Approve only', and 'Approve and Notify'.

Invoice no.	Tracking ID no.	Account no.	Invoice date	Due date	Original charges	Balance due
1-234-56789		1234-5678-9	03/20/2012	04/04/2012	89.09	89.09

Your Comments(250 character limit):

Send notification to

Select all	Name
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Chris Smith

Buttons: Cancel, Save comments only, Notify only, Approve only, Approve and Notify

The Account Summary screen allows you to select one or more invoices and send an approval/ notification to other users that the invoices are available to pay. Simply click on the check box to the left of each invoice number and click the Approve and Notify button. This will allow you to

choose which of your additional users to send a notification to. It will also allow you to enter specific comment text that will be included in your email notification. With this feature, you can also approve or send approval requests to other listed users.

Account Summary [Help](#)

Primary Account	1234-5678-9	Add an account	1 You have 2 past due invoices.
Original Charges	\$132.09		1 You have 1 messages in the message center.
Past due	\$132.09		
In dispute	\$0.00		
Payments or credits	\$0.00		
Balance due	\$132.09		

All-Open
Past Due
Paid/Closed
In Dispute

[Search all](#)

Invoice List (All-Open) [Help](#)

Filter by None selected Results per page 10

Select all	Invoice no.	View/print	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due	Payment status
<input type="checkbox"/>	1-234-56789		03/20/2012	04/04/2012	1234-5678-9	Past Due	89.09	89.09	
<input checked="" type="checkbox"/>	0-111-21314		03/16/2012	03/31/2012	1234-5678-9	Past Due	43.00	43.00	Scheduled-Check

Approve/notify user
Pay

[Icon Legend](#)

Account Aging Summary [Help](#)

Primary Account: 1234-5678-9

Currency	0 - 15 days	16 - 30 days	31 - 60 days	61 - 90 days	91+ days	Total
USD	0.00	0.00	132.09	0.00	0.00	132.09

A series of tabs located in the middle section of the Account Summary screen allows you to navigate your open, past due, paid/closed and in dispute invoices.

3.1

All Open Invoices

Account Summary Help

Primary Account	1234-5678-9	Add an account	! You have 2 past due invoices.
Original Charges	\$132.09		✉ You have 1 messages in the message center.
Past due	\$132.09		
In dispute	\$0.00		
Payments or credits	\$0.00		
Balance due	\$132.09		

All-Open

Past Due

Paid/Closed

In Dispute

[Search all](#)

Invoice List (All-Open) Help

Filter by None selected Results per page: 10

Select all	Invoice no.	View/print	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due	Payment status
<input type="checkbox"/>	1-234-56789		03/20/2012	04/04/2012	1234-5678-9	Past Due	89.09	89.09	
<input type="checkbox"/>	0-111-21314		03/16/2012	03/31/2012	1234-5678-9	Past Due	43.00	43.00	Scheduled-Check

[Icon Legend](#)

Account Aging Summary Help

Primary Account: 1234-5678-9

Currency	0 - 15 days	16 - 30 days	31 - 60 days	61 - 90 days	91+ days	Total
USD	0.00	0.00	132.09	0.00	0.00	132.09

This tab gives you an easy way to view summaries of all open invoices for your account. Just as the Account Summary screen allows you to pay or click on invoices for more detail, the All Open invoices view allows you to pay any or

all of the invoices by selecting the check box to the left of the invoice number. To retrieve detailed information about an invoice, click on its invoice number.

3.2 Past Due Invoices

Account Summary Help

Primary Account	1234-5678-9 Add an account	<ul style="list-style-type: none"> ! You have 2 past due invoices. ↓ You have 1 download file(s) ready in the download center. ✉ You have 1 messages in the message center.
Original Charges	\$132.09	
Past due	\$132.09	
In dispute	\$0.00	
Payments or credits	\$0.00	
Balance due	\$132.09	

All-Open
Past Due
Paid/Closed
In Dispute

Search all

Invoice List (All-Open) Help

Filter by None selected Results per page: 10

Select all	Invoice no.	View/print	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due	Payment status
<input type="checkbox"/>	1-234-56789		03/20/2012	04/04/2012	1234-5678-9	Past Due	89.09	89.09	In Progress-CC
<input type="checkbox"/>	0-111-21314		03/16/2012	03/31/2012	1234-5678-9	Past Due	43.00	43.00	Scheduled-Check

Approve/notify user
Pay

[Icon Legend](#)

Account Aging Summary Help

Primary Account: 1234-5678-9

Currency	0 - 15 days	16 - 30 days	31 - 60 days	61 - 90 days	91+ days	Total
USD	0.00	0.00	132.09	0.00	0.00	132.09

This tab gives you an easy-to-view summary of all past due invoices for your account. To quickly pay these invoices from this screen, simply click on the checkboxes to the left of the invoice number and click on the Pay button. These invoices will be added to your payment cart and

you will be taken to the payment cart review screen to complete your payment. If you need additional information before paying an invoice, click on its invoice number to view the invoice detail.

Account Summary [Help](#)

Primary Account	1234-5678-9	Add an account	1 You have 2 past due invoices.
Original Charges	\$132.09		2 You have 1 download file(s) ready in the download center.
Past due	\$132.09		3 You have 1 messages in the message center.
In dispute	\$0.00		
Payments or credits	\$0.00		
Balance due	\$132.09		

All-Open
Past Due
Paid/Closed
In Dispute

[Search all](#)

Invoice List (Paid/Closed) [Help](#)

Filter by None selected ▼

Invoice no.	View/print	Invoice date	Due date	Account no.	Original Charges	Adjusted	Paid	Balance due
1234-56789		03/19/2012	04/03/2012	*****	90.10	0.00	90.10	0.00

[Icon Legend](#)

Account Aging Summary [Help](#)

Primary Account: 1234-5678-9

Currency	0 - 15 days	16 - 30 days	31 - 60 days	61 - 90 days	91+ days	Total
USD	0.00	0.00	132.09	0.00	0.00	132.09

Customer Focus
Featured Services
Companies
Follow FedEx
United States - English

This tab gives you an easy-to-view summary of all closed invoices for your account from the last 180 days. To view detailed information regarding these invoices, simply click on the invoice number to be taken to the Invoice Detail screen. From the Invoice Detail screen, you can click on the

View Invoice History link to view all information regarding payments, disputes and credits for this invoice.

3.4 In Dispute Invoices

Account Summary [Help](#)

Primary Account: 1234-5678-9 [Add an account](#)

- Original Charges: \$132.09
- Past due: \$132.09
- In dispute: \$0.00
- Payments or credits: \$0.00
- Balance due: \$132.09

[You have 2 past due invoices.](#)
[You have 1 download file\(s\) ready in the download center.](#)
[You have 1 messages in the message center.](#)

[All-Open](#) | [Past Due](#) | [Paid/Closed](#) | **[In Dispute](#)** | [Search all](#)

Invoice List (In Dispute) [Help](#)

Filter by: [None selected](#)

Invoice no.	View/print	Invoice date	Due date	Account no.	Original Charges	Dispute date	Balance due	Dispute reason
No invoices are in dispute for this account.								

[Icon Legend](#)

Account Aging Summary [Help](#)

Primary Account: 1234-5678-9

Currency	0 - 15 days	16 - 30 days	31 - 60 days	61 - 90 days	91+ days	Total
USD		0.00	0.00	132.09	0.00	0.00
						132.09

FedEx | Search fedex.com | Customer Focus | Featured Services | Companies | Follow FedEx | United States - English

This tab gives you an easy-to-view summary of all invoices that are in dispute. From this screen you can quickly see the disputed amount and date of the invoice level dispute. To view more information regarding this invoice, simply click on the invoice number to be taken to the Invoice Detail screen. From the Invoice Detail screen, you can click on

the View Invoice History link to view all information regarding payments, disputes and credits for this invoice.

Note: Duty/Tax and FedEx SmartPost research (disputed) items will not display in this section.

The screenshot displays the 'Invoice Detail View' page in the FedEx Billing Online Plus system. At the top, there is a navigation bar with the FedEx logo and links for Ship, Track, Manage, Learn, and FedEx Office. A search bar is also present. Below the navigation bar, the page title 'FedEx Billing Online Plus' is shown, along with links for View Cart (0.00), Printer-friendly, Logout, and Help. The main content area is titled 'Invoice Detail View' and includes a 'Back' link. Below this is the 'Invoice Summary' section, which is divided into two columns: 'Billing Information' and 'Charge Summary'. The 'Billing Information' column lists details such as Invoice no. (1-234-56789), Account no. (1234-5678-9), FedEx Tax ID No. (10-5551010), Invoice date (03/20/2012), Due date (04/04/2012), and Invoice status (Past Due). The 'Charge Summary' column lists Total express charges (43.75), Total ground charges (45.34), and Total other charges (0.00), with a total invoice amount of 89.09. A 'Total balance due' of \$89.09 is also shown. At the bottom of the summary section, there are buttons for 'Approve/notify user', 'Download invoice', 'Dispute invoice', and 'Pay invoice'. Below the summary is the 'FedEx Invoice Details' section, which includes a filter dropdown (set to 'None selected') and a 'Results per page' dropdown (set to '10'). A table with columns for 'Select all', 'Tracking / billing ID', 'Date', 'Type', 'Product group', 'Reference', 'Payor', 'Status', 'Meter', 'Original charges', and 'Balance due' is visible at the bottom.

The Invoice Detail screen presents an easy-to-view summary of all invoice information in a format similar to the original printed invoice.

You can pay, dispute, download or send a notification on the entire invoice from this screen. At the top of this screen, you will see the invoice summary information, including the balance due, payment due date, total FedEx Express charges, total FedEx Ground charges and total Other Charges due for this invoice. There is a link to the Invoice History screen on the left-hand side of the summary. This screen contains all information regarding payments, disputes and adjustments made on the invoice.

To navigate to other invoices, use the drop-down menu at the top left of the screen containing the invoice number. This drop-down menu will contain all of the invoices related to the screen you were previously viewing (All Open, Past Due, Paid/Closed or In Dispute). You can print a copy of the original invoice by clicking on the View/Print PDF link near the top of the Invoice Detail screen. Adobe Acrobat Reader will open a copy of your original invoice in PDF format. You can then print it by selecting Print from the File menu.

Invoice Detail View [Back](#)

Invoice Summary [Help](#) [Hide](#)

Billing Information		Charge Summary	
Invoice no.	< Prev 1-234-56789 Next >	Total express charges	43.75
Account no.	1234-5678-9	Total ground charges	45.34
FedEx Tax ID No.	10-5551010	Total other charges	0.00
Invoice date	03/22/2012	Total invoice amount	89.09
Due date	04/04/2012	Total payments and credits	0.00
Invoice status	Past Due	Total balance due	\$89.09
View Invoice History View/print PDF			

[Approve/notify user](#)
[Download invoice](#)
[Dispute invoice](#)
[Pay Invoice](#)

FedEx Invoice Details [Help](#)

Filter by: None selected Results per page: 10

Select all	Tracking / billing ID	Date	Type	Product group	Reference	Payor	Status	Meter	Original charges	Balance due
<input type="checkbox"/>										
<input type="checkbox"/>	000001234567	04/04/2012	Ground	SP		Shipper	Past Due	000000000	45.34	45.34
<input type="checkbox"/>	121244449999	04/03/2012	Express		NO REFERENCE INFORMATION	Third Party	Past Due	100003485	43.75	43.75

[Approve/notify user](#)
[Pay](#)

[Back](#)

From the Invoice Detail screen you can see a detailed list of shipment summaries for your FedEx Express shipments. Each individual shipment is listed in the table along with the tracking ID, ship date, shipment type, product group, reference, payor, meter number, status, original charges and balance due. To view detailed tracking ID information, click on the tracking ID number. You will be taken to the Tracking ID Detail screen giving you detailed information. Here you can click on the value in the Product Group column to see additional details of "grouped" shipments (i.e. FedEx International Priority DirectDistribution (IPD), FedEx International Priority DirectDistribution Freight (IDF), etc.).

Duty/Tax Invoices

Duty/tax charges are displayed on duty/tax invoices separate from your shipping invoices. Duty/tax invoices are displayed alongside shipping invoices on the Account Summary screen. The supporting documentation as well as a printout of the invoice will be sent in hard-copy format to your account

bill-to address. You can pay for duty/tax invoices on FedEx Billing Online Plus just as you pay for shipping invoices.

Paying for a FedEx Express Shipment

If you only need to pay for a shipment with an individual tracking ID, simply click on the corresponding checkbox in the left-hand column of the shipment table and then click the Pay button. This will add only the tracking ID that you have selected to the payment cart.

Disputing Charges for a FedEx Express Shipment

If you only need to dispute the charges for a shipment with an individual tracking ID, simply click on the tracking ID number to go to the Tracking ID Detail screen.

FedEx Ground (including FedEx SmartPost) Invoice Detail Overview

From the Invoice Detail screen you can view the summary of your FedEx Ground (including FedEx SmartPost) shipments at a service type level. Each individual shipment is listed in the table along with the tracking ID, ship date, shipment type, product group, reference, payor, meter number, status, original charges and balance due. To view detailed tracking ID information, click on the tracking ID number. You will be taken to the Tracking ID Detail screen giving you detailed information. Here you can click on the value in the Product Group column to see additional details of “grouped” shipments (i.e. FedEx Ground Multiweight (MWT), FedEx SmartPost (SP), etc.). FedEx SmartPost package detail is only available via the SmartPost Package Detail download file.

Paying FedEx Ground (including FedEx Smart-Post) Charges

From this screen you can also pay for individual FedEx Ground charges by selecting the FedEx Ground Tracking IDs and clicking on the Pay button. This will add these items to your payment cart.

Disputing FedEx Ground (including FedEx Smart-Post) Charges

If you need to dispute an individual FedEx Ground shipment, click on the FedEx Ground Tracking ID number to be taken to the Tracking ID Detail screen. From this screen, click on the Dispute button to begin your dispute request.

If you need to research (dispute) an individual FedEx SmartPost shipment, click on the FedEx SmartPost Billing Group ID number to be taken to the FedEx SmartPost Billing Group ID Detail screen. From this screen, click on the Research button to begin your research (dispute) request.

Continued on next page.

FedEx Ground (including FedEx SmartPost) Invoice Detail Overview (Continued)

Invoice Detail View [Back](#)

Invoice Summary [Help](#) [Hide](#)

Billing Information		Charge Summary	
Invoice no.	< Prev 1-234-56789 Next >	Total express charges	43.75
Account no.	1234-5678-9	Total ground charges	53.99
FedEx Tax ID No.	10-5551010	Total other charges	5.38
Invoice date	03/20/2012	Total invoice amount	103.12
Due date	04/04/2012	Total payments and credits	0.00
Invoice status	Past Due	Total balance due	\$103.12

[Approve/notify user](#) | [Download invoice](#) | [Dispute invoice](#) | [Pay Invoice](#)

FedEx Invoice Details [Help](#)

Filter by: None selected Results per page: 10

Select	Tracking / billing ID	Date	Type	Product group	Reference	Payor	Status	Meter	Original charges	Balance due
<input type="checkbox"/>	000001234567	04/04/2012	Ground	SP		Shipper	Past Due	00000000	45.34	45.34
<input type="checkbox"/>	565611112222	04/03/2012	Express		NO REFERENCE INFORMATION	Third Party	Past Due	100003485	43.75	43.75
<input type="checkbox"/>	700701702703	03/10/2012	Merchandise			Shipper	Past Due	00000000	5.38	5.38
<input type="checkbox"/>	00000123 555566667777	03/07/2012	Ground	MWV	0000012345678901	Shipper	Past Due	00000000	8.65	8.65

[Approve/notify user](#) | [Pay](#)

FedEx Ground Multiweight Summary

On this screen, multiweight shipment bundles are indicated with the Product Group value MWT. To receive further details for each bundle, click on the MWT link. Details regarding these shipments are provided, including the number of packages per bundle, origin ZIP code, destination ZIP code, shipment weight, multiweight and net charge. You will then be taken to the Multiweight Detail screen by clicking the associated tracking ID for the bundle. The Multiweight Detail screen provides an accurate breakdown of all charges associated with the bundled shipment. You can also pay or dispute at the Multiweight detail level.

FedEx SmartPost Charges

This screen presents a list of all FedEx SmartPost Billing Group IDs. Click on the Product Group value SP for bundle details. On the summary screen, information including number of packages, weight and net charges are provided for each billing group ID.

FedEx Ground Miscellaneous Charges

This screen presents links to the lists of all miscellaneous charges, such as Residential Surcharges and Weekly Pickup Charges. A link to view address correction detail information is also provided.

If you feel that a charge has been billed in error, this screen also allows you to dispute individual miscellaneous charges by clicking on the Dispute Invoice link on the right-hand side of each line item.

Account Summary
Search/Download
My Options
Message Center

SmartPost Billing Group ID Detail [Back](#)

Billing Group ID Summary [Help](#) [Hide](#)

Billing Information

Billing Group ID no.	00000001234
Invoice no.	1-234-56789
Account no.	1234-5678-9
Invoice Date	03/20/2012
Due date	04/04/2012
Balance due	\$45.34

Billing Group ID Charge Summary

Transportation charges	41.58
Fuel Surcharge	2.76
Earned Discount	-1.14
USPS Non-Mach Surcharge	-2.14
Total SmartPost Billing Group ID Charges	\$45.34

Billing Group ID Shipment Information

Packages	4
Weight	80.0 lbs

Billing Group ID Shipment Details [Help](#)

Filter by None selected
Results per page 10

Package ID	Package Reference	Service Description	Weight	Balance due
12345666612300000123		FedEx SmartPost	1.0	3.44
12345666612300000456	Game to Chronos	FedEx SmartPost Media	70.0	34.34
12345666612300000789		FedEx SmartPost Bound Printed Matter	9.0	3.07
12345666612300000012	REFINFODESC	FedEx SmartPost	0.5	1.73

[Approve/notify user](#)
[Research](#)
[Pay](#)

[Back](#)

Search fedex.com

This screen presents detailed information for the FedEx SmartPost Billing Group IDs. Information presented on this screen includes: list of packages in billing group ID, package IDs, transportation charges, package reference information and service descriptions.

To pay the individual billing group ID, click on the Pay button at the bottom of the screen. If you believe that there has been an error, click on the Research button to begin the research (dispute) request process.

Shipment Details		Charges	
Ship date	04/03/2012	Transportation Charge	37.55
Payment type	Third Party	Fuel Surcharge	6.20
Service type	FedEx 2Day	Weekday Delivery	0.00
Zone	08	Total charges	\$43.75
Package type	Customer Packaging		
Pieces	1		
Weight	6.0 lbs		
Rated method	000		
Meter No.	100003485		
Declared value	\$0.00		
Original Reference		Updated Reference Edit	
Customer reference no.	NO REFERENCE INFORMATION	Customer reference no.	
Department no.		Department no.	
RMA no.		Reference #2	
Reference #2		Reference #3	
Reference #3			
Proof of Delivery		Cost Allocation Reference Edit	
Delivery date	04/05/2012 08:00	Cost allocation	
Service area code	A4	Shipment Notes	
Signed by	J. DOE		
View signature proof of delivery			

[Back](#)

Approve/notify user
Dispute
Pay

All available information regarding the shipment is presented on this screen.

To view the Tracking ID Details screen, click a Tracking ID number (found on the Invoice Detail screen).

Charges for each shipment are presented in an easy-to-read format. These charges may include: fuel surcharges, discounts, transportation charges and other special charges such as dangerous goods, Saturday delivery, etc.

If you believe that an error has been made (for example: a shipment was not delivered in a timely manner), click the Dispute button to begin the dispute request process. For individual FedEx SmartPost shipments, click the Research button (from the FedEx SmartPost Billing Group ID Detail screen) to begin your research (dispute) request.

The Tracking ID Details screen allows you to send a notification to other users. Simply click the Approve/Notify User button. This will allow you to choose which of your additional users to send a notification to and enter specific comment text that will be included in your email notification.

Clicking the Signature Proof-of-Delivery link will open a new window containing the recipient's signature (if available). You will be given a message if there is no signature available.

Promotion Code

FedEx periodically offers promotions in the form of discounts that can be used on invoice payments. If you are selected to receive a promotion, you will be sent a promotion code that you can enter on the Tracking ID Detail screen before paying. Make sure that the details of the promotion match the details of the shipment, or it cannot be applied. Once the promotion discount is applied, you can view the changes made to your balance on the following screens:

- Account Summary
- Invoice Detail
- Tracking ID Detail
- Invoice History

FedEx Billing Online Plus View Cart 0.00 [Printer-friendly](#) [Logout](#) [Help](#)

Account Summary Search/Download My Options Message Center

Ground Multiweight Shipment Detail [Back](#)

Tracking ID Summary [Help](#) [Hide](#)

Billing Information		Messages	
Tracking ID no.	< Prev 00000123 55556 Next >		
Invoice no.	1-234-56789		
Account no.	1234-5678-9		
Invoice date	07/30/2012		
Due date	08/14/2012		
Tracking ID Balance due	\$8.65		
Status	Open		

[View Invoice History](#)
[View signature proof of delivery](#)

Transaction Details [Help](#) [Hide](#)

Sender Information		Recipient Information	
Jane Plain Personal Address 123 Main Street MEMPHIS TN 38103 US		Chris Smith Company Address 567 Broadway NEW YORK NY 10001 US	

Shipment Details		Charges	
Ship date	07/03/2012	Transportation Charge	8.01
Payment type	Shipper	Fuel Surcharge	0.64
Service type	Ground	DAS Extended Comm	0.00
Zone	04	Total charges	\$8.65
Package type	Customer Packaging		
Pieces	1		
Actual weight	19.9 lbs		
Rated weight	20.0 lbs		
Multiweight no.	012345678		
Rated method	000		
Meter No.			
Declared value	\$0.00		

[Enter promo code](#)

Original Reference		Updated Reference Edit	
Customer reference no.	00000000000000000001	Customer reference no.	
Department no.		Department no.	
RMA no.		Purchase order no.	
Purchase order no.	123456		

Proof of Delivery		Cost Allocation Reference Edit	
Delivery date	07/06/2012 00:00	Cost allocation	
Service area code		Shipment Notes	
Signed by			

[View signature proof of delivery](#)

On the Invoice Detail screen, multiweight shipment bundles are indicated with the Product Group value MWT. To receive further details for each bundle, click on the MWT link. Details regarding these shipments are provided, including the number of packages per bundle, origin ZIP

code, destination ZIP code, shipment weight, multiweight and net charge. Click the bundle's associated tracking ID to be taken to the Multiweight Detail screen. The Multiweight Detail screen provides an accurate breakdown of all charges associated with the bundled shipment.

FedEx Billing Online Plus View Cart 0.00 [Printer-friendly](#) [Logout](#) [Help](#)

Account Summary Search/Download My Options Message Center

Invoice Detail View [Back](#)

Invoice Summary [Help](#) [Hide](#)

Billing Information	Charge Summary
Invoice no. < Prev 1-234-56789 Next > Account no. 1234-5678-9 FedEx Tax ID No. 10-5551010 Invoice date 03/20/2012 Due date 04/04/2012 Invoice status Past Due View Invoice History View/print PDF	Total express charges 43.75 Total ground charges 45.34 Total other charges 0.00 Total invoice amount 89.09 Total payments and credits 0.00 Total balance due \$89.09

[Approve/notify user](#) [Download invoice](#) [Dispute invoice](#) [Pay Invoice](#)

FedEx Invoice Details [Help](#)

Filter by None selected Results per page 10

Select all	Tracking / billing ID	Date	Type	Product group	Reference	Payor	Status	Meter	Original charges	Balance due
<input type="checkbox"/>	000001234567	04/04/2012	Ground	SP		Shipper	Past Due	000000000	45.34	45.34
<input type="checkbox"/>	121244449999	04/03/2012	Express		NO REFERENCE INFORMATION	Third Party	Past Due	100003485	43.75	43.75

The Invoice Detail screen presents a list of all FedEx SmartPost Billing Group IDs. Click on the Product Group value SP for bundle details. On the summary screen, information including number of packages, billing group ID, weight and net charges are provided for each billing group

ID. To view information regarding a particular package, simply click on the FedEx SmartPost Billing Group ID to go to the FedEx SmartPost Billing Group ID Detail screen.

Invoice Detail View [Back](#)

Invoice Summary [Help](#) [Hide](#)

Billing Information [View Details](#)

INVOICE NO. < Prev 1-234-56789 Next >

Account no. 1234-5678-9

FedEx Tax ID No. 10-5551010

Invoice date 03/20/2012

Due date 04/04/2012

Invoice status Past Due

[View Invoice History](#)

[View form PDF](#)

Charge Summary

Total express charges 43.75

Total ground charges 53.99

Total other charges 5.38

Total invoice amount 103.12

Total payments and credits 0.00

Total balance due \$103.12

Approve/notify user Download invoice Dispute invoice Pay Invoice

FedEx Invoice Details [Help](#)

Filter by: None selected Results per page: 10

Select all	Tracking / billing ID	Date	Type	Product group	Reference	Payor	Status	Meter	Original charges	Balance due
<input type="checkbox"/>	000001234567	04/04/2012	Ground	SP		Shipper	Past Due	000000000	45.34	45.34
<input type="checkbox"/>	565611112222	04/03/2012	Express		NO REFERENCE INFORMATION	Third Party	Past Due	100003485	43.75	43.75
<input type="checkbox"/>	700701702703	03/10/2012	Merchandise			Shipper	Past Due	000000000	5.38	5.38

These items provide access to details on FedEx Other Charges, such as packaging purchased at a FedEx World Service Center®. These items are indicated in the Type column.

Electronic Export Information (EEI) charges are also indicated in the Type column. Click on the transaction ID to an EEI item for more details regarding the specific charges included in your shipment.

Each packaging purchase made at a FedEx World Service Center is identified by a transaction ID number. Click on this for a list of all items purchased within that transaction. Packaging sales charges cannot be disputed on FedEx Billing Online Plus. Please call 1.800.622.1147 if you have questions regarding these charges.

MEMPHIS TN 38103 US	NEW YORK NY 10001 US
Shipment Details	Charges
Ship date 04/03/2012	Transportation Charge 37.55
Payment type Third Party	Fuel Surcharge 6.20
Service type FedEx 2Day	Weekday Delivery 0.00
Zone 08	Total charges \$43.75
Package type Customer Packaging	Enter promo code
Pieces 1	Updated Reference Edit
Weight 6.0 lbs	Customer reference no.
Rated method 000	Department no.
Meter No. 100003485	Reference #2
Declared value \$0.00	Reference #3
Original Reference	Cost Allocation Reference Edit
Customer reference no. NO REFERENCE INFORMATION	Cost allocation
Department no.	Shipment Notes
RMA no.	
Reference #2	
Reference #3	
Proof of Delivery	
Delivery date 04/05/2012 08:00	
Service area code A4	
Signed by J. DOE	
View signature proof of delivery	
	Back
	<input type="button" value="Approve/notify user"/> <input type="button" value="Dispute"/> <input type="button" value="Pay"/>

If you have questions about a specific invoice or shipment and feel the need to dispute it, you can click the Dispute button and enter the reason for your dispute. Depending on the dispute type, you may be prompted to provide other information regarding your request.

To dispute an entire invoice, click on the invoice number from the Account Summary screen. Once on the Invoice Detail screen, click on the Dispute Invoice button. Individual shipments and related charges can be disputed from the Shipment Detail screen.

Once submitted, your request will be researched and a response will be provided within 72 business hours. Disputed items and their status can be checked at any time by clicking on the In Dispute tab on the Account Summary screen.

If you have questions about a FedEx SmartPost charge and feel the need to research (dispute) the charge, you can click the Research button and enter the reason for your dispute.

When Research is selected, you will be asked to select a reason for the research (dispute). You will also be prompted to provide a detailed description regarding your request. Once submitted, your request will be researched and an email response will be provided.

Account Summary Search/Download My Options Message Center

Welcome, Jane Plain

Account Summary [Help](#)

Primary Account	1234-5678-9	Add an account	You have 2 past due invoices.
Original Charges	\$132.09		You have 1 download file(s) ready in the download center.
Past due	\$132.09		You have 1 messages in the message center.
In dispute	\$0.00		
Payments or credits	\$0.00		
Balance due	\$132.09		

All-Open Past Due Paid/Closed In Dispute [Search all](#)

Invoice List (All-Open) [Help](#)

Filter by: None selected Results per page: 10

Select all	Invoice no.	View/print	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due	Payment status
<input checked="" type="checkbox"/>									
<input checked="" type="checkbox"/>	1-234-56789		03/20/2012	04/04/2012	1234-5678-9	Past Due	89.09	89.09	
<input checked="" type="checkbox"/>	0-111-21314		03/16/2012	03/31/2012	1234-5678-9	Past Due	43.00	43.00	Scheduled-Check

[Approve/notify user](#) [Pay](#)

[Icon Legend](#)

Account Aging Summary [Help](#)

Account Summary Search/Download My Options Message Center

Invoice Detail View [Back](#)

Invoice Summary [Help](#) [Hide](#)

Billing Information		Charge Summary View Details	
Invoice no.	< Prev 1-234-56789 Next >	Total express charges	43.75
Account no.	1234-5678-9	Total ground charges	45.34
FedEx Tax ID No.	10-5551010	Total other charges	0.00
Invoice date	03/20/2012	Total invoice amount	89.09
Due date	04/04/2012	Total payments and credits	0.00
Invoice status	Past Due	Total balance due	\$89.09
View Invoice History			
View/print PDF			

[Approve/notify user](#) [Download invoice](#) [Dispute invoice](#) [Pay Invoice](#)

FedEx Invoice Details [Help](#)

With FedEx Billing Online Plus, you are in control of how you pay, when you pay and what you pay.

There are three methods of payment currently available with FedEx Billing Online Plus — electronic payment, credit card or paper check. You can schedule payments of FedEx invoices from your bank account via Electronic Funds Transfer (EFT); pay with a credit card; or print a

payment summary form and mail your payment to FedEx. Banking or credit card information needed to perform an EFT or credit card payment can be entered by accessing the My Options tab within FedEx Billing Online Plus.

Invoice List (All-Open) [Help](#)

Filter by: None selected Results per page: 10

Select all	Invoice no.	View/print	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due	Payment status
<input checked="" type="checkbox"/>									
<input checked="" type="checkbox"/>	1-234-56789		03/20/2012	04/04/2012	1234-5678-9	Past Due	89.09	89.09	
<input checked="" type="checkbox"/>	0-111-21314		03/16/2012	03/31/2012	1234-5678-9	Past Due	43.00	43.00	Scheduled-Check

[Approve/notify user](#) [Pay](#)

[Icon Legend](#)

Account Aging Summary [Help](#)

Account Summary Search/Download My Options Message Center

Your Payment Cart

1 Payment Cart 2 Payment Confirmation

1. Confirm Payment [Help](#)

Primary account no. 1234-5678-9
Amount to pay **\$132.09**

2. Payment List [Help](#)

Primary account no. 1234-5678-9 Results per page: 10

Account no.	Invoice no.	Invoice Date	Due date	Payment item	Payment amount	Action
1234-5678-9	1-234-56789	03/20/2012	04/04/2012	Invoice Payment	\$89.09	Remove
1234-5678-9	0-111-21314	03/16/2012	03/31/2012	Invoice Payment	\$43.00	Remove

Payment cart total: \$132.09
[Remove all items](#) [Add items](#)

3. Payment Options [Help](#)

Credit Card
 Mail check

Invoices that are open for payment are available from the Account Summary screen under the All Open or Past Due tabs. The invoices are displayed in a list. You can choose to pay all the invoices by clicking the check box at the top of the table. You can also select individual invoices or shipments.

Choose as many invoices or shipments as you like and click Pay. You will see a summary of all the items selected for payment. Click Add Items to continue to select more invoices or shipments for payment until you are ready to check out.

6.2

Paying by Check

1 Payment Cart 2 Payment Confirmation

1. Confirm Payment [Help](#)

Primary account no. 1234-5678-9
Amount to pay **\$132.09**

2. Payment List [Help](#)

Primary account no. 1234-5678-9 Results per page 10

Account no.	Invoice no.	Invoice Date	Due date	Payment item	Payment amount	Action
1234-5678-9	1-234-56789	03/20/2012	04/04/2012	Invoice Payment	\$89.09	Remove
1234-5678-9	0-111-21314	03/16/2012	03/31/2012	Invoice Payment	\$43.00	Remove

Payment cart total: **\$132.09**
[Remove all items](#) [Add items](#)

3. Payment Options [Help](#)

Credit Card
 Mail check

Check no.

[Submit payment](#)

If you choose to pay by check, you will need to enter the check number. Once completed, click Continue to complete the payment process and view the confirmation screen that indicates your payment request has been submitted. You will then need to print your Payment Summary form by clicking the Generate Payment Summary Form link.

When sending your Payment Summary to FedEx with your payment, be sure to send the complete summary and do not detach any part of the summary from the original printout. You will be notified via email if FedEx has not received the payment within 14 days.

6.3

Paying Invoices from the Account Summary

Invoice List (All-Open) [Help](#)

Filter by: None selected Results per page: 10

Select all	Invoice no.	View/print	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due	Payment status
<input checked="" type="checkbox"/>	1-234-56789		03/20/2012	04/04/2012	1234-5678-9	Past Due		89.09	89.09
<input checked="" type="checkbox"/>	0-111-21314		03/16/2012	03/31/2012	1234-5678-9	Past Due		43.00	43.00 Scheduled-Check

[Approve/notify user](#) [Pay](#)

[Icon Legend](#)

Account Aging Summary [Help](#)

Account Summary Search/Download ▾ My Options ▾ Message Center

Your Payment Cart

1 [Payment Cart](#) 2 [Payment Confirmation](#)

1. Confirm Payment [Help](#)

Primary account no. 1234-5678-9
Amount to pay **\$132.09**

2. Payment List [Help](#)

Primary account no. 1234-5678-9 Results per page: 10

Account no.	Invoice no.	Invoice Date	Due date	Payment item	Payment amount	Action
1234-5678-9	1-234-56789	03/20/2012	04/04/2012	Invoice Payment	\$89.09	Remove
1234-5678-9	0-111-21314	03/16/2012	03/31/2012	Invoice Payment	\$43.00	Remove

Payment cart total: **\$132.09**
[Remove all Items](#) [Add Items](#)

3. Payment Options [Help](#)

Credit Card
 Mail check

Profile: JPLAIN_CC_3 ▾
[Add or Update Payment Profile](#)

Schedule date:

[Submit payment](#)

The Account Summary screen allows you to pay any or all of your open invoices. Simply click on the check box to the left of each and click the Pay Selected button. This will automatically add your selected invoices to the FedEx Billing Online

Plus payment cart. From the payment cart screen you will have the opportunity to review your selections, make any changes, add more items or complete your payment by checking out.

FedEx Billing Online Plus View Cart 132.09 [Printer-friendly](#) [Logout](#) [Help](#)

Account Summary Search/Download My Options Message Center

Your Payment Cart

1 Payment Cart 2 Payment Confirmation

1. Confirm Payment [Help](#)

Primary account no. 1234-5678-9

1 Payment Cart 2 Payment Confirmation

1. Confirm Payment [Help](#)

Primary account no. 1234-5678-9
Amount to pay **\$132.09**

2. Payment List [Help](#)

Primary account no. 1234-5678-9 Results per page 10

Account no.	Invoice no.	Invoice Date	Due date	Payment item	Payment amount	Action
1234-5678-9	1-234-56789	03/20/2012	04/04/2012	Invoice Payment	\$89.09	Remove
1234-5678-9	0-111-21314	03/16/2012	03/31/2012	Invoice Payment	\$43.00	Remove

Payment cart total: **\$132.09**
[Remove all Items](#) [Add Items](#)

3. Payment Options [Help](#)

Credit Card
 Mail check

Profile [Add or Update Payment Profile](#)

Schedule date [M](#)

[Submit payment](#)

Click on the View Cart link in the top right hand of any screen within FedEx Billing Online Plus to view the invoices that you have selected for payment. Electronic Funds Transfers require you to schedule a payment date from your bank account using the drop-down menu. An EFT payment can be

scheduled up to 15 days from the actual date the payment request is made and submitted. Payments using a credit card will be submitted on the current date.

Payment Confirmation

① Payment Cart ② **Payment Confirmation**

Your payment has been processed. Please print this page for your records.

Payment List [Help](#)

Account no.	Invoice no.	Payment item	Payment amount
1234-5678-9	1-234-56789	Invoice Payment	89.09

Payment Summary [Help](#)

Primary account no. 1234-5678-9
 Payment cart amount \$89.09
 Payment method Credit card
 Payment date 07/24/2012
 Payment reference no. 123456

Your payment has been processed. Please [print this page](#) for your records.

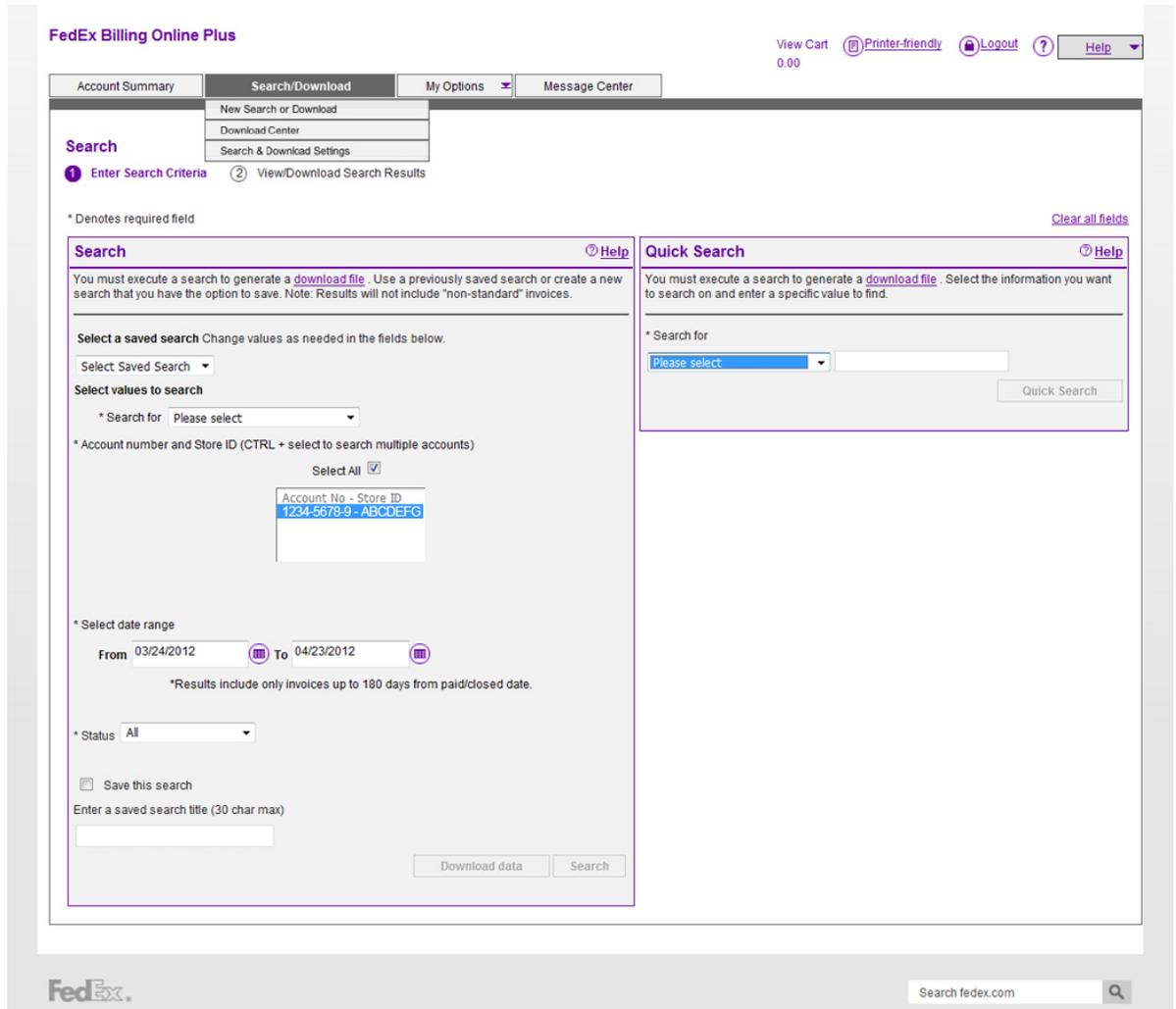
[Back to account summary](#)

FedEx Search fedex.com

Customer Focus: New Customer Center, Small Business Center, Service Guide, Customer Support
 Featured Services: FedEx SameDay, FedEx Home Delivery, Healthcare Solutions, Online Retail Solutions
 Companies: FedEx Express, FedEx Ground, FedEx Office, FedEx Freight
 Follow FedEx: [f](#) [t](#) [v](#)
 United States - English

When a payment request is submitted, you will receive a reference number which identifies a specific payment. The status of your payment will be updated automatically and indicated on the Payment Confirmation screen. Pending payment invoices will be indicated by the payment pending icon on the left-hand side of the table.

You always have the option to change the status of a scheduled payment. A payment can be cancelled any time, from the date the payment request is submitted until the scheduled payment date. Simply click the link in the Payment Status column on the Account Summary screen to edit your scheduled payment.



Use this screen to create and define detailed online reports.

Click on the Search/Download tab at the top of any screen within FedEx Billing Online Plus and select the New Search or Download option. Two important sections on this screen give you the power to search and download information you need.

FedEx Billing Online Plus

View Cart 0.00 [Printer-friendly](#) [Logout](#) [Help](#)

Account Summary Search/Download My Options Message Center

Search

1 Enter Search Criteria 2 View/Download Search Results

* Denotes required field [Clear all fields](#)

Search [Help](#)

You must execute a search to generate a [download file](#). Use a previously saved search or create a new search that you have the option to save. Note: Results will not include "non-standard" invoices.

Select a saved search Change values as needed in the fields below.

Select Saved Search

Select values to search

* Search for Please select

* Account number and Store ID (CTRL + select to search multiple accounts)

Select All

Account No - Store ID
1234-5678-9 - ABCDEFG

* Select date range

From 03/24/2012 To 04/23/2012

*Results include only invoices up to 180 days from paid/closed date.

* Status All

Save this search

Enter a saved search title (30 char max)

Download data Search

Quick Search [Help](#)

You must execute a search to generate a [download file](#). Select the information you want to search on and enter a specific value to find.

* Search for

Please select Quick Search

FedEx

Search fedex.com

Use the Search feature to create customized reports that can be printed or downloaded for your use. You can search by account, date range, type of shipment and various other shipment details. Your results will be displayed online and made available to you to download. You can also save your report type as a Saved Search, allowing you to quickly launch a similar report

from the Saved Search section. To save your search, click on the Save this search check box and enter a name for your search. Saved searches are available from the New Search or Download screen as well as the Saved Searches section on the Search and Download Settings screen of FedEx Billing Online Plus.

The screenshot displays the FedEx Billing Online Plus interface. At the top, there are navigation tabs: Account Summary, Search/Download (selected), My Options, and Message Center. On the right, there are links for View Cart (0.00), Printer-friendly, Logout, and Help. The main content area is titled 'Search' and includes a progress indicator with two steps: 'Enter Search Criteria' (active) and 'View/Download Search Results'. A note indicates that an asterisk denotes a required field. The 'Search' section contains a 'Select a saved search' dropdown, a 'Select values to search' section with a 'Search for' dropdown, and a 'Select date range' section with 'From' and 'To' date pickers. A 'Status' dropdown is set to 'All'. There is a checkbox for 'Save this search' and a text input for 'Enter a saved search title (30 char max)'. A 'Download data' button and a 'Search' button are at the bottom. The 'Quick Search' section, highlighted with a red box, contains a 'Search for' dropdown with 'Please select' and a text input field, followed by a 'Quick Search' button. The FedEx logo and a search bar for 'Search fedex.com' are at the bottom of the page.

Use the Quick Search feature if you know the specific item you need to find such as Tracking ID, reference number, etc. Enter the information and click the Quick Search button. Your results will be displayed online and made available for you to download.

The screenshot displays the FedEx Billing Online Plus interface. At the top, there is a navigation bar with 'FedEx' logo and links for 'Ship', 'Track', 'Manage', 'Learn', and 'FedEx Office'. A search bar is visible on the right. Below the navigation bar, the page title is 'FedEx Billing Online Plus'. There are several tabs: 'Account Summary', 'Search/Download', 'My Options', and 'Message Center'. The 'Search/Download' tab is active. The main content area is titled 'Search' and has two steps: '1 Enter Search Criteria' and '2 View/Download Search Results'. The 'View/Download Search Results' step is active. Below this, there is a 'Search Criteria' section with a 'Help' icon. The search criteria are: Search for: Invoices; Search accounts: 1234-5678-9; Date: 03/01/2011 - 04/23/2012; Status: All. A 'Return to search criteria' link is provided. Below the search criteria is the 'Search results' section, also with a 'Help' icon. It shows a table of results with columns: Select all, Invoice Number, View/print, Invoice date, Due date, Account no., Invoice status, Original Charges, and Balance due. The table contains three rows of data. Below the table are buttons for 'Approve/notify user' and 'Pay', and a link for 'Icon Legend'. At the bottom of the search results section is the 'Download All Search Results' section, with a 'Help' icon. It includes a text input for the download file name (abc_download1), a link for 'Create new custom template', a dropdown for the template (Detailed Report Template (Express & Ground - all fields)), and a dropdown for the file type (CSV (.csv)). A 'Create download file' button is located at the bottom right of this section. A 'Back' link is also present at the bottom right of the page.

Select all	Invoice Number	View/print	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due
<input type="checkbox"/>	1-234-56789		03/20/2012	04/04/2012	.1234-5678-9	Past Due	89.09	89.09
<input type="checkbox"/>	0-111-21314		03/19/2012	04/03/2012	.1234-5678-9	Closed	90.10	0.00
<input type="checkbox"/>	1-516-17181		03/16/2012	03/31/2012	1234-5678-9	Past Due	43.00	43.00

Depending on the type of report results, you will have a number of options available.

option at the top of the screen in the FedEx Billing Online Plus navigation bar.

You can download these search results using a standard template or a custom template. Complete downloads are available in the Download Center. To view your Download Center, simply select the Search/Download tab and the Download Center

Account Summary Search/Download My Options Message Center

Search/Download/Rule Settings

* Denotes required field

Automatic Downloads/Rules [Help](#)

FedEx Billing Online can automatically generate a download file of your invoiced data each time a new invoice is created. Select 'Yes' to enable Autodownloads.

Would you like to enroll in Autodownloads? Yes No

NOTE: In order to utilize the feature of Autorules, you must have Autodownloads enabled. Autorules only apply for FedEx Ground and FedEx Express Shipments.

[Save](#)

Download Templates [Help](#)

Template name	Template type	Action
abc	Invoice Report	Remove

[Create template](#)

Saved Searches [Help](#)

Search name	Search type	Action
Saved search1	Invoices	Remove
Saved search2	Invoices	Remove

[Create search](#)

There are two standard download templates for FedEx Express and FedEx Ground: *Detailed Report Template* and *Brief Report Template*. The *Detailed Report Template* (FedEx Express & FedEx Ground – Flat File Tool) is the correct template for use with the FedEx Flat File Reporting Tool.

There are two standard download templates for FedEx SmartPost: *Package Detail Template* (SmartPost) and *Package Detail Templates* (SmartPost – Flat File Tool).

Account Summary Search/Download My Options Message Center

Customize Your Download

* Denotes required field. [Clear all fields](#) [Back](#)

Template Criteria [Help](#)

*Template name

*Template type

[Select all fields](#)

SHIPMENT GROUP
 Ground Tracking ID Prefix
 Express or Ground Tracking ID*
 Transportation Charge Amount
 Net Charge Amount
 Service Type
 Ground Service
 Shipment Date
 POD Delivery Date
 POD Delivery Time

[View field definitions](#)

[Clear all fields](#)

INVOICE GROUP
 Bill to Account Number*
 Invoice Date
 Invoice Number*
 Store ID
 Original Amount Due
 Current Balance
 Payor

Add >> << Remove

Save and create download Save template [Back](#)

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To create a custom download, you will first need to create a new template. Click the Create Template button on the Search and Download Settings screen. You will then be prompted to name your template and select a report type.

You will then have the option to pick which fields you would like to include in your download file. Required fields are denoted by the asterisk and will be added to your download based on the type of report being requested.

The list of available fields appears in the left hand column organized in groups. You have the option to select the entire group, which includes all of the fields for the group, or select individual fields

from the list provided. To add a field or group, highlight the field name and click the Add button. Your fields will be added to the second column. You can adjust which order the fields appear in by selecting the field and clicking on the up or down buttons.

Once you are satisfied that the download is formatted appropriately, click the Save and Create Download button to request the file. Your template will automatically be saved and you will be taken to the Search or Download screen to create a download file.

FedEx Billing Online Plus

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Download Center

Download Results [Help](#)

You have 1 file(s) being processed.

My Files Ready for Download or Viewing [Help](#)

Files will expire 14 days after creation date.
The following files have been created for download. Click on the file name to save it to your system.
Please click refresh list to see the files you selected. If they do not appear immediately, please wait a few minutes and try again.

Name of download file	File type	Template	Status	Generated by	Created on	Expires on	Action
abc_download1	XL3	Detailed Report Template (Express & Ground - all fields)	Pending	Jane Plain	04/30/2012	05/15/2012	Remove

[Remove all](#) [Refresh](#)

[Search and download settings](#) [Create a new download file](#)

You can create download files by using New Search, Download or Saved Searches. You will have the option to either download the screen results using a standard template or create a customized download file using a customized template.

To download a file from the Download Center, click on the file name then select the Save option presented to you by your browser.

Continued on next page.

Search/Download/Rule Settings

* Denotes required field

Automatic Downloads/Rules [Help](#)

FedEx Billing Online can automatically generate a download file of your invoiced data each time a new invoice is created. Select 'Yes' to enable Autodownloads.

Would you like to enroll in Autodownloads? Yes No

NOTE: In order to utilize the feature of Autorules, you must have Autodownloads enabled. Autorules only apply for FedEx Ground and FedEx Express Shipments.

[Save](#)

Download Templates [Help](#)

Template name	Template type	Action
abc	Invoice Report	Remove

[Create template](#)

Saved Searches [Help](#)

The shipment download process can be made more efficient with Automatic Downloads. To enroll, click the Yes button and select a download template and file type. Download files will automatically be created as soon as the charges are available on FedEx Billing Online. Note: FedEx SmartPost download files will be automatically created using the Package Detail Template.

Using file extensions .csv or .txt for FedEx SmartPost downloads will automatically truncate tracking numbers in Microsoft Excel®. Follow these directions to avoid such truncation:

- Save the download file to your Desktop or My Documents folder
- Open Microsoft Excel
- Select the Data tab
- Select From Text in the Get External Data group
 - Both .csv and .txt are considered text file formats
- Open the download file you have saved (text wizard will come up automatically)
- Make sure "text" is selected for the column containing the package ID number when you get to the third step in the wizard.

Microsoft Access® does not truncate SmartPost tracking numbers.

* Denotes required field

Automatic Downloads/Rules [Help](#)

FedEx Billing Online can automatically generate a download file of your invoiced data each time a new invoice is created. Select 'Yes' to enable Autodownloads.

Would you like to enroll in Autodownloads? Yes No

NOTE: In order to utilize the feature of Autorules, you must have Autodownloads enabled. Autorules only apply for FedEx Ground and FedEx Express Shipments.

[Save](#)

Download Templates [Help](#)

Template name	Template type	Action
abc	Invoice Report	Remove

[Create template](#)

Saved Searches [Help](#)

Search name	Search type	Action
Saved_search1	Invoices	Remove
Saved_search2	Invoices	Remove

[Create search](#)

FedEx [Q](#)

Customer Focus: [New Customer Center](#), [Small Business Center](#)
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Access all of your Saved Searches from the Search and Download Settings screen. Saved Searches can easily be edited or deleted. Up to 15 favorite searches may be stored for your account.

Click the saved Search Name to launch a report. You will be taken to the Search screen with all fields pre-populated. Click the Search button to search and create your report.

FedEx Billing Online Plus

View Cart 0.00 [Printer-friendly](#) [Logout](#) [Help](#)

Account Summary Search/Download/Rules My Options Message Center

Manage Rules

Rules Guidelines

Rules provide a way to create a shipment data record containing fields populated with a cost center/code, making cost allocation much more efficient. Once a rule is run and the shipment fields updated, the information can be viewed online or downloaded for further use.

- To enable auto rules to be run against your new invoices, [Click here](#).
- All rules can be run manually at any time by clicking the 'Run rules now' button.
- Auto rule enablement and order are updated by clicking the Save Autorules/order button.
- If you do not run a Rule for 180 days, the unused Rule will be deleted.

Manage Rules [Help](#)

Go to rule: Results per page:

Select All	Order	Rule Name	Rule Description	Actions
<input type="checkbox"/>				
<input type="checkbox"/>	1	abc	update science dept	Edit Copy Remove
<input type="checkbox"/>	2	dept3	department of chemistry level 3	Edit Copy Remove

Rules provide a way to create a shipment data record containing fields populated with a cost center/code, making cost allocation much more efficient. Once a rule is run and the shipment fields update, the information can be viewed online or downloaded for further use.

- Enabled auto rules will be run against any new invoices
- All rules can be run manually at any time by clicking the Run Rules Now button
- Auto rule enablement and order are updated by clicking the Update Auto Rules/Order button
- If you do not run a rule for 180 days, it will be deleted

The screenshot displays the 'Create Rules' interface in the FedEx Billing Online Plus system. At the top, there are navigation tabs: 'Account Summary', 'Search/Download/Rules', 'My Options', and 'Message Center'. The 'Search/Download/Rules' tab is active. The page title is 'FedEx Billing Online Plus'. On the right, there are links for 'View Cart 0.00', 'Printer-friendly', 'Logout', and 'Help'. Below the navigation tabs, the 'Create Rules' section is divided into three steps:

- Step 1: Name Your Rule**: This step includes a 'Rule Name' field with the value 'New-Rule' and a 'Description' field. There is an 'Edit Rule Name/Description' link.
- Step 2: Add Conditions**: This step shows a condition: 'Condition 1: When Store-ID is equal to a value of 121'. There are 'Edit' and 'Remove' links for this condition, and an 'Add more conditions' button.
- Step 3: Define Action**: This step features an '*Action to take' dropdown menu currently set to 'Take no action' and an 'Add action and continue' button.

At the bottom right of the 'Create Rules' section, there is a 'Back' link.

Click the Search/Download/Rules tab from the main screen and select Manage Rules. Click the Create Rules button to create a new rule. Enter the rule name and description on the next screen. The rule name should be unique and a maximum of 32 characters. The description field is optional, but recommended. Click Continue to add rule conditions. Select a field and criteria. Enter a value to be tested. For example, a condition by read "Condition 1: When Store-ID is equal

to a value of 121". The condition can be edited or removed. Click Continue to go to the Define Action section. Select an action from the available drop-down menu. Each action item will ask you to enter appropriate value. Once done, click Add Action and Continue. From here you can save and add another rule, cancel the newly created rule or save and proceed to the Manage Rules screen.

FedEx Billing Online Plus

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Account Summary Search/Download/Rules My Options Message Center

Manage Rules

Rules Guidelines

Rules provide a way to create a shipment data record containing fields populated with a cost center/code, making cost allocation much more efficient. Once a rule is run and the shipment fields updated, the information can be viewed online or downloaded for further use.

- To enable auto rules to be run against your new invoices, [Click here](#).
- All rules can be run manually at any time by clicking the 'Run rules now' button.
- Auto rule enablement and order are updated by clicking the Save Autorules/order button.
- If you do not run a Rule for 180 days, the unused Rule will be deleted.

Manage Rules [Help](#)

Go to rule: Results per page:

Select All	Order	Rule Name	Rule Description	Actions
<input type="checkbox"/>				
<input type="checkbox"/>	1	abc	update science dept	Edit Copy Remove
<input type="checkbox"/>	2	dept3	department of chemistry level 3	Edit Copy Remove

The Manage Rules screen lists all the previously created rules. It automatically shows 10 rules, but you can view up to 50 per screen by selecting the desired number in the drop-down menu at the top right of the screen. For quick access to a particular rule, select the desired rule from the Go To Rule drop-down menu. Rules may be turned on or off by clicking Yes or No in the Auto Rule column. You can enter the order in which the rules will run (both auto and manual, whichever is applicable) in the third column called Order. Clicking on the rule name will take you to the details of the rule. Description of the rules will also be listed.

The last column helps you edit, copy or delete any rule. To edit or delete a rule select it and click Edit or Remove. Remember you can remove, edit or copy one rule at a time. Rules can be sorted by clicking either of the following headers: Auto Rule, Order, Rule Name or Rule Description. Click Update Auto Rule/Order to save changes.

FedEx Billing Online Plus

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[Account Summary](#) | [Search/Download/Rules](#) | [My Options](#) | [Message Center](#)

Download Center

Download Results [Help](#)

You have 3 file(s) ready for download.

Save time with FedEx Flat File Reporting Tool.
Learn more >

My Files Ready for Download or Viewing [Help](#)

Files will expire 14 days after creation date.
The following files have been created for download. Click on the file name to save it to your system.
Please click refresh list to see the files you selected. If they do not appear immediately, please wait a few minutes and try again.

Name of download file	File type	Template	Status	Rules results	Generated by	Created on	Expires on	Action
2012-05-29 18:36 Auto FedExInv-195123217	XLS	Brief Report	Complete		Auto Download	05/29/2012	06/13/2012	Remove
2012-05-28 10:32 Auto FedExInv-195123217	XLS	Brief Report	Complete		Auto Download	05/28/2012	06/12/2012	Remove
2012-05-21 10:32 Auto FedExInv-195123217	XLS	Brief Report	Complete		Auto Download	05/21/2012	06/05/2012	Remove

[Remove all](#) [Refresh](#)

[Search and download settings](#) [Create a new download file](#)

Select a rule's check box and click Run Rules Now to run the rule. The run rule criteria will be displayed at the bottom. Fill in any additional criteria and name the rule result. View or download the result in the Download Center. To download the result from the Download Center, click on the name of the download file. To view the result, click on the View link in the Rules Results column.

FedEx Billing Online Plus

Support | Locations | English | Search fedex.com

Ship | Track | Manage | Learn | FedEx Office

View Cart 0.00 | Printer-friendly | Logout | Help

Account Summary | **Search/Download/Rules** | My Options | Message Center

Search/Download/Rule Settings

* Denotes required field

Automatic Downloads/Rules [Help](#)

FedEx Billing Online can automatically generate a download file of your invoiced data each time a new invoice is created. Select "Yes" to enable Autodownloads. [Clear all fields](#)

Would you like to enroll in Autodownloads? Yes No

NOTE: In order to utilize the feature of Autorules, you must have Autodownloads enabled. Autorules only apply for FedEx Ground and FedEx Express Shipments.

* Select a download template (note: if you do not select a template, the default all fields template will be used):

* Select a format for your data:

Would you like to enroll in Autodownloads and Autorules? Yes No

Save

Download Templates [Help](#)

Template name	Template type	Action
There are no templates for this account.		

Create template

On the Search/Download/Rules Settings screen you can select Auto Download and Auto Rules settings. (If you have turned off the rules feature by deactivating it from the Manage My Account Settings screen, you will only see the Auto Download settings.) Auto Rules can only be used if Auto Download is selected.

Auto Rules is only applicable to FedEx Ground and FedEx Express invoices. You can select your download templates and format here. If you choose both Auto Download and Auto Rule, you have the option to select View Results Only, Download Results Only or both View and Download Results.

FedEx Billing Online Plus

Support | Locations | English | Search fedex.com

Ship | Track | **Manage** | Learn | FedEx Office

View Cart 0.00 | Printer-friendly | Logout | Help

Account Summary | Search/Download | **My Options** | Message Center

Manage Account Settings

* Denotes required field. [Clear all fields](#)

Add/Remove Accounts [Help](#)

Adding a New Primary Account

To add a primary account, you will be redirected to the FedEx account login screen. After enrolling a new primary account, you can add related sub-accounts (child accounts).

Adding a New Child Account to 1234-5678-9

To add a sub-account (child account) to an existing primary FedEx account, enter the account number and billing ZIP code in the form field below.

* Account no

* Billing ZIP code

Remove a Child Account

Select an existing sub-account (child account) from the drop down list below to stop receiving bills for that account through FedEx Billing Online.

Current active accounts

Update Application Settings

Approval buttons
Make the Approval and Notify feature available for FBO Plus administrative and standard users. This feature provides a way for users to post their approvals and comments online, as well as send email notifications with comments to other users.

Rules
Rules provide a way to create a shipment data record containing fields populated with a cost center/code, making cost allocation much more efficient. Once a rule is run and the shipment fields updated, the information can be viewed online or downloaded for further use.

Edit Store ID

Select the account number of the store for which you wish to update the store ID. Once you've made your selection and entered the new value, select 'Update store ID' to apply the new setting.

Account no.

Change Billing Medium to Paper

You may change your Billing Medium to Paper, but please be aware that you may lose some of the special features offered in Billing Online Plus.

You will find Administrative Functions under the My Options tab. Functions include: adding accounts, editing Store ID labels, updating credit card information, changing/adding/deleting secondary users and updating the company address information.

Administration information is secure and is maintained by the FedEx Billing Online Plus administrator. Secondary (or invited) users are only allowed to enroll in email notifications, update personal information and change their passwords.

FedEx Billing Online Plus

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Account Summary Search/Download **My Options** Message Center

Manage Payment Preferences

Automatic Payment Settings [Help](#)

Your account is not currently enrolled in [Automatic Payments](#). Make paying your FedEx invoices even easier by signing up for Automatic Payments with one of your saved payment profiles. When you sign up for AutoPay, you can also establish thresholds for payment amounts and timings.

[Enroll in autopay](#)

Your Current Payment Profiles [Help](#)

Profile name	Profile type		
JPLAIN_CC_3	Credit Card	Edit	Remove

[Add a credit card profile](#) [Add an EFT profile](#)

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Schedule your new FedEx invoices for automatic payment via Electronic Funds Transfer (EFT) or credit card by clicking the Enroll in Autopay button on the Manage Payment Preferences screen and selecting the Automatically Schedule Payment of Invoices button.

You will have to enter three pieces of information to set up the automatically scheduled payments.

The number of days from invoice issue date for payments to be processed. This drop-down menu allows you to select when the payment will be processed in relation to the invoice issue date. You can select a processing date for payment from the invoice issue date all the way up to 15 days past the invoice issue date.

The maximum invoice amount. This is the threshold for automatic payment scheduling to activate. When you enter a threshold amount, all invoices that total less than the amount entered will be automatically scheduled for payment. Invoices with totals greater than the amount entered will not be automatically scheduled for payment.

This allows you to better monitor invoices with unexpectedly large totals. Setting the amount higher than all anticipated invoice totals will effectively automatically schedule all of your invoices.

The automatic payment EFT or credit card payment profile. This is the EFT account or credit card from which the automatically scheduled payments will be drawn. If you have multiple EFT accounts or credit cards entered, all will be displayed.

Note: any changes you make to the automatic payment settings (including switching back to all manual payments) will not affect any payments already scheduled. To make changes or cancel a payment already scheduled, click on the payment status indicator on the Account Summary screen to view the payment details and make any desired adjustments.

FedEx Billing Online Plus View Cart 0.00 [Printer-friendly](#) [Logout](#) [Help](#)

Account Summary Search/Download **My Options** Message Center

Manage Payment Preferences

Automatic Payment Settings [Help](#)

Your account is not currently enrolled in [Automatic Payments](#). Make paying your FedEx invoices even easier by signing up for Automatic Payments with one of your saved payment profiles. When you sign up for AutoPay, you can also establish thresholds for payment amounts and timings.

[Enroll in autopay](#)

Your Current Payment Profiles [Help](#)

Profile name	Profile type	Edit	Remove
JPLAIN_CC_3	Credit Card	Edit	Remove

[Add a credit card profile](#)
[Add an EFT profile](#)

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From Manage Payment Preferences, you can update, delete or add the Electronic Funds Transfer or credit card payment profiles you want to use for quick online payment. Only the administrator has the ability to edit banking or credit card information.

You can store up to 10 EFT accounts and up to five credit cards in your payment profiles. To add a new payment profile, click the Add Payment Profile button. You will be prompted to enter the EFT or credit card information. Your bank routing number and bank account number are available at the bottom of your bank checks. If you have trouble identifying your bank routing number or bank account number, please contact your financial institution for assistance.

For credit card payment profiles, you will be required to enter your card identification number as well as the credit card number.

To update a payment profile, click on the Edit option to the right of the Profile name. To delete a payment profile, click on the Remove option to the right of the Profile name. If payments are currently scheduled to use the EFT account or credit card, you will not be able to delete the EFT account or credit card from your profile until the payments have processed.

The screenshot displays the 'Manage Account Settings' interface. At the top, there are navigation links for 'Ship', 'Track', 'Manage', 'Learn', and 'FedEx Office'. The main content area is titled 'Manage Account Settings' and includes a 'Clear all fields' link. Below this is the 'Add/Remove Accounts' section, which contains:

- Adding a New Primary Account:** A section with an 'Add a primary account' button. Text indicates that adding a primary account leads to a login screen and allows for adding sub-accounts.
- Adding a New Child Account to 1234-5678-9:** A section with an 'Add a child account' button. It instructs users to enter an account number and billing ZIP code. There are two input fields: '* Account no' and '* Billing ZIP code'.
- Remove a Child Account:** A section with a 'Remove Account' button. It asks users to select an existing sub-account from a dropdown menu labeled 'Current active accounts', which currently shows 'No active accounts'.

 At the bottom of the 'Add/Remove Accounts' section is an 'Edit Account Information' section with a 'Help' and 'Hide' link.

From the Manage Account Settings screen, you can add new Bill To (primary) accounts to FedEx Billing Online Plus. After adding new primary accounts, you can add child accounts. You may switch between primary accounts on the Account Summary screen. Your selected primary account will drive all activity and administration within FedEx Billing Online Plus.

If you have one or more active FedEx accounts linked to your Bill To (primary) Account, you can add, edit and remove these child accounts within Manage Account Settings, as well. Accounts that are removed are only removed from FedEx Billing Online Plus and will begin receiving paper invoices (they still remain active for company use).

If you want to link an account to your Bill To Account and begin receiving those invoices within FedEx Billing Online Plus, enter the account number and the Bill To ZIP code for that account. Pending authorization, this account will be moved to FedEx Billing Online Plus and will no longer receive paper invoices.

To close an account with FedEx, please contact FedEx Customer Service.

Select an existing sub-account (child account) from the drop down list below to stop receiving bills for that account through FedEx Billing Online.

Current active accounts No active accounts ▾

Remove Account

Edit Account Information [Help](#) [Hide](#)

Update Application Settings

Approval buttons
Make the Approval and Notify feature available for FBO Plus administrative and standard users. This feature provides a way for users to post their approvals and comments online, as well as send email notifications with comments to other users.

Rules
Rules provide a way to create a shipment data record containing fields populated with a cost center/code, making cost allocation much more efficient. Once a rule is run and the shipment fields updated, the information can be viewed online or downloaded for further use.

Edit Store ID [Update Settings](#)

Select the account number of the store for which you wish to update the store ID. Once you've made your selection and entered the new value, select 'Update store ID' to apply the new setting.

Account no. Select ▾

[Update Store ID](#)

Change Billing Medium to Paper

You may change your Billing Medium to Paper, but please be aware that you may lose some of the special features offered in Billing Online Plus.

[Change Billing Medium to Paper](#)

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You can add a store or location name to each account number to help identify the accounts and bills for that store or location. Click on the My Options tab and select Manage Account Settings. Just select the account number, enter the store or location name and click Update Store ID.

FedEx Billing Online Plus

View Cart 0.00 [Printer-friendly](#) [Logout](#) [Help](#)

Account Summary Search/Download My Options Message Center

Manage Users

FedEx Billing Online allows you to invite, delete and update additional users for your account. Currently, users can have standard access which allows them to view and dispute invoices. Once you add a user, he or she will be sent an invitation allowing them to join FedEx Billing Online.

Existing Users

Select all	Name	E-mail address	User type
<input type="checkbox"/>	John Doe	jdoe@company.com	User

Remove checked users Change administrator **Invite new user**

Invite New User

*First name

*Last Name

*E-mail address

*Users

Cancel **Continue**

To add or delete users from FedEx Billing Online Plus, click on the My Options tab and select the Manage Users option.

When you add users, they receive an email inviting them to use FedEx Billing Online Plus. If your invited user doesn't already have a **fedex.com** User ID and password, they will be asked to go through a short registration process in order to create one. You control what features your users will have access to. You can authorize other users to (1) review, pay and dispute shipments, or (2) only view shipments online, with no disputing payment privileges.

FedEx Billing Online Plus

View Cart 0.00 [Printer-friendly](#) [Logout](#) [Help](#)

Account Summary Search/Download My Options Message Center

Manage Users

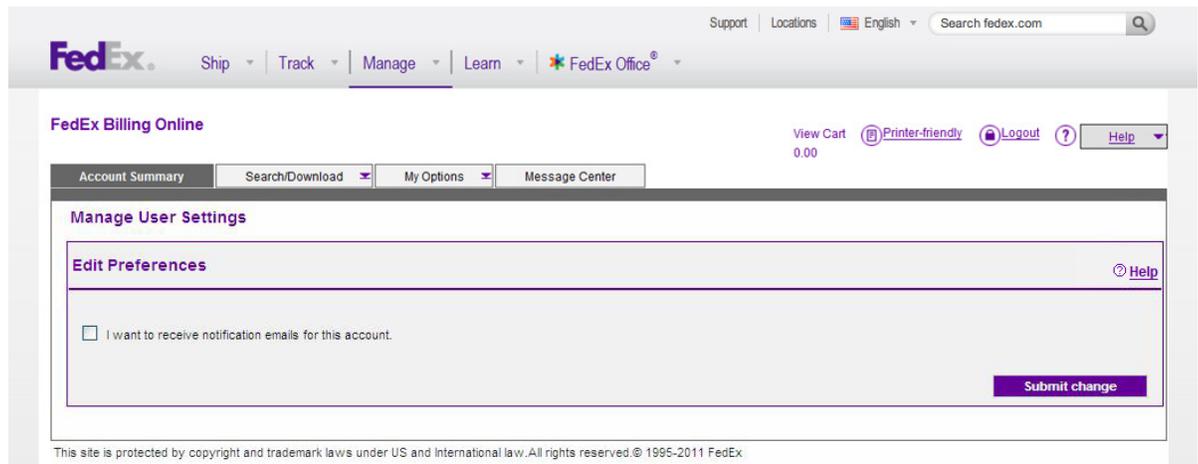
FedEx Billing Online allows you to invite, delete and update additional users for your account. Currently, users can have standard access which allows them to view and dispute invoices. Once you add a user, he or she will be sent an invitation allowing them to join FedEx Billing Online.

Existing Users [Help](#)

Select all	Name	E-mail address	User type
<input checked="" type="checkbox"/>	John Doe	jdoe@company.com	User

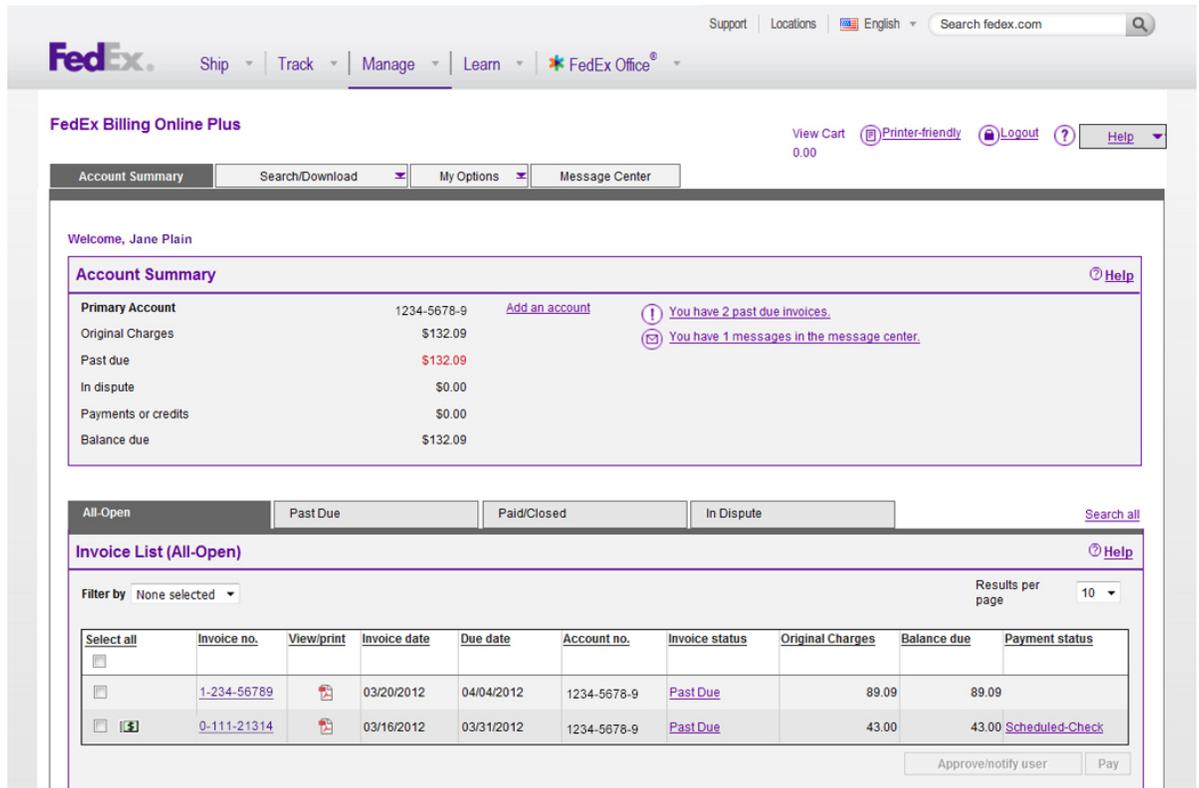
[Remove checked users](#) [Change Administrator](#) [Invite new user](#)

Use this area to designate a new FedEx Billing Online Plus administrator. Only current administrators can select Change Administrator.



The screenshot displays the FedEx Billing Online interface. At the top, the FedEx logo is on the left, and navigation links for 'Support', 'Locations', 'English', and a search bar are on the right. Below this, a secondary navigation bar includes 'Ship', 'Track', 'Manage', 'Learn', and 'FedEx Office'. The main header area shows 'FedEx Billing Online' on the left and 'View Cart 0.00', 'Printer-friendly', 'Logout', and 'Help' on the right. A sub-navigation bar contains 'Account Summary', 'Search/Download', 'My Options', and 'Message Center'. The central content area is titled 'Manage User Settings' and features an 'Edit Preferences' section. This section includes a checkbox with the text 'I want to receive notification emails for this account.' and a 'Submit change' button. A small 'Help' link is also present in the top right of the 'Edit Preferences' box. At the bottom of the page, a copyright notice reads: 'This site is protected by copyright and trademark laws under US and International law. All rights reserved © 1995-2011 FedEx.'

For secondary (invited) users, FedEx Billing Online Plus can send out emails to notify you of many different situations. Check the box next to the email description to indicate that you would like to receive these messages. Note: the FedEx Billing Online Plus administrator will automatically receive these emails, including when your credit card needs updating.



Use the print feature to print your chosen view in a printer-friendly format for easy reference and filing.

Click the Printer-Friendly button in the upper right corner of the screen to generate a printable page. Use your web browser's print function to print this optimized page.

You may also print a copy of your original invoices by clicking on the PDF icon on the Account Summary screen or the View/Print PDF link near the top of the Invoice Detail screen. Adobe Acrobat Reader will open a copy of your original invoice in PDF format. Select Print from the File menu to send the document to your printer.