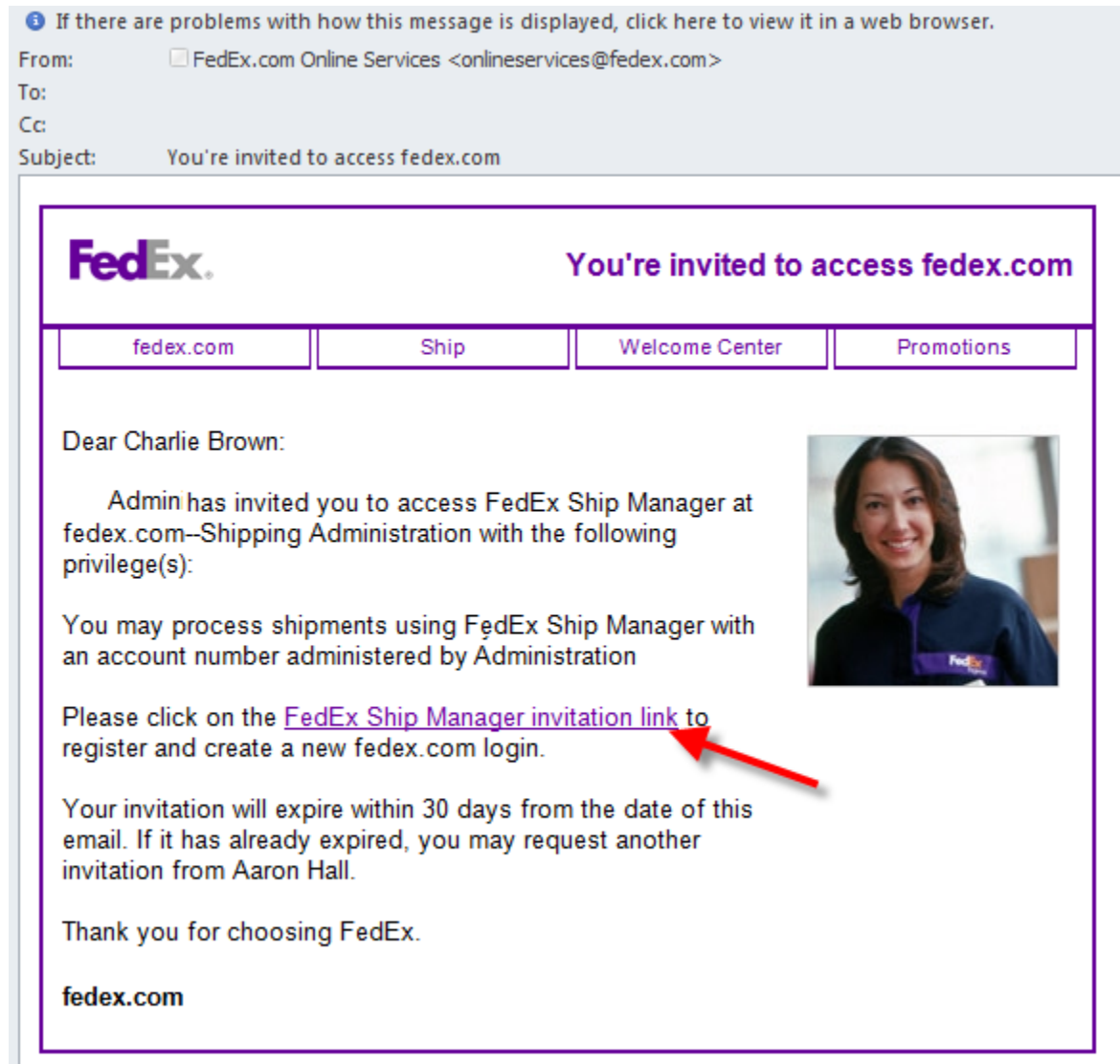




FedEx Ship Manager Overview Invitation

Receiving Invitation (What to expect)

Once your Shipping Administrator initiates your invitation, you will receive the following email. To create your FedEx.com User ID and Password, click the link in the email to complete the registration process.



fedex.com Login Registration

1 Contact Info 2 Account Info 3 Confirmation

* Required fields are in bold.

Login Information

User ID must be at least 6 characters.

* Create a User ID

• Use at least 6 characters.

* Create a Password

• Password must use at least 8 characters and contain one upper case letter, one lower case letter and one numeric character.

* Re-enter Password

Your Secret Question

This question is an extra security measure used to access your profile or to confirm your identity in case you forget your password.

* Secret Question

* Secret Answer



Important Information

Password cannot contain your full Company Name or Email Address

[Password help](#)

[Why do I need to sign up?](#)

[Login Help](#)

Contact Information

* First Name Initial

* Last Name

Please enter your company name (if applicable) and address to facilitate package pickup.

Company

* Country

* ZIP/Postal • Required for some countries

* Address 1

Address 2

* City

* State/Province • Required for US, Canada, and Puerto Rico

* Email

* Re-enter e-mail

* Phone # Fax #

Terms and Conditions

I have read, understood and agree to be bound by the following. I also understand how FedEx intends to use my information.

• [fedex.com Terms of Use](#)

• [Privacy Policy](#)

**Please complete all required fields above

fedex.com Login Registration

1 Contact Info**2** Account info**3** Confirmation

Your Registration is Complete! Thank you for registering for Shipping Administration on fedex.com. You will receive an email confirming your registration shortly. You can use your fedex.com login to access any of our online services.

Start
Shipping online



This is your fedex.com user ID

test

For Your Reference

In the future if you forget your password, click on "Forgot your password?" on the login page. You can access and update your profile at any time by clicking [My Profile](#)

Logging in

Navigate to www.fedex.com/us and enter in your User ID and Password created in steps above. Choose "Create a Shipment" from the drop down.

Welcome

Login to fedex.com

trn

.....

Create a Shipment ▾

☒ Remember Me

Login ▶

[Forgot your password or ID?](#)

[New Customer?](#)

[Register Now ▶](#)



Save up to 16% on
FedEx Express® services.

Save up to 8% on FedEx Ground®
and FedEx Home Delivery® services.

It's easy to ship and save
with FedEx.

[Learn more ▶](#)

Creating a Shipping Label

In Box 2, enter the Contact Name, Company Name, Address, and Phone number for your intended recipient:

2. To [Help](#) [Hide](#)

* Country/Location

United States

Company

Select or enter

* Contact name

John Doe

* Address 1

1234 Main St

Address 2

* ZIP

44333

* City

Akron

* State

Ohio

* Phone no.

3309999999

ext.

[Perform detailed address check](#)

☐ This is a residential address.

☐ Save new recipient in address book

In Box 3, choose the Ship Date, Number of packages, Weight, Service Type, and Package Type:

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date

10/30/2014

* No. of packages

1

* Weight

5

lbs

Declared Value

U.S. Dollars

* Service type

FedEx Ground

* Package type

Your Packaging

Dimensions

Select

If you wish to send an Email Notification, enter the appropriate email address in the “Email Notifications (optional)” box. The system will allow up to 4 email addresses.

Email Notifications (optional)

[Help](#)

[Hide](#)

Sender Email

noemail@fedex.com

English

Notification type

☐ Ship

☐ Tendered

☐ Exception

☐ Delivery

Recipient Email

English

☐ Ship

☐ Tendered

☐ Exception

☐ Delivery

[Add additional recipients](#)

Other 1 Email

English

☐ Ship

☐ Tendered

☐ Exception

☐ Delivery

Other 2 Email

English

☐ Ship

☐ Tendered

☐ Exception

☐ Delivery

Select format:

☒ HTML

☐ Text

☐ Wireless

[Add a personal message](#)

In the Rates & Transit Times box, click Calculate to display a rate quote as well as an estimate on when your package will be delivered.

Rates & Transit Times

[Help](#)

[Hide](#)

Amounts are shown in USD

Select	Service and Transit Time	Your Rate
	Click calculate to get rates and transit times.	Calculate

Rates & Transit Times

[Help](#) [Hide](#)

Roll over your rate quote for a breakdown of costs.
Amounts are shown in USD

Select	Service and Transit Time	Your Rate
<input checked="" type="radio"/>	FedEx Ground® (3 Business Days)	<u>3.51</u>

[View/Print details](#)

In Box 5, to Finalize your Shipment and create your Shipping Label, click the Ship button.

5. Complete your Shipment

[Help](#)

☐ Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.
[+ Send a Mobile Shipping Label](#)

Save for later

Ship

Your label will appear on the screen. Click the Print button to print your label. Please note, every package requires a unique tracking number. You must create a separate label for each package. This is critical to ensure your packages are delivered in a timely manner and correctly billed.

Thank you for shipping with FedEx. Your tracking number: 771688001448

☒ Label

☐ Receipt | [View](#)

Print

Edit shipment

Cancel shipment

Repeat last

Create new

FedEx Ground End of Day Close/Print Manifest

Schedule a Pickup

From: (330) 294-0026
Aaron Hall FedEx
DHS CIS CR
1720 RANDOLPH RD SE

ALBUQUERQUE, NM 87106
US

FedEx
Ground



J142214092301uv

Ship Date: 30OCT14
ActWgt: 5.0 LB
CAD: 107181001/INET3550

Ref #
Invoice #
PO #
Dept #
Ship ID

SHIP TO: (330) 294-0026

BILL SENDER

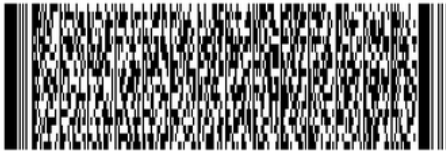
**Test
Test**

123 Main St

**AKRON, OH 44333
US**

TRK# 7716 8800 1448

44333



9622 0019 0 (000 879 6650) 4 00 7716 8800 1448



522G1/DF64/8AC9

Note: When you have finished shipping for the day, click the “FedEx Ground End of Day Close/Print Manifest” Button (blue arrow above). This is also available through the Ship History tab “End of day close” button.

Additional Support

FedEx.Com Technical Support 1-877-339-2774

8am-11pm M-F; 8am-8pm Sat; 10am-10pm Sun EST

FedEx.Com Interactive Help Guide: www.fedex.com/us/help-guide/

Please contact your dedicated NIH FedEx Shipping Administrator if you have any questions on initial setup, user configuration, or available FedEx Service Types for your user profile. FedEx Technical Support will not be able to assist with these questions.