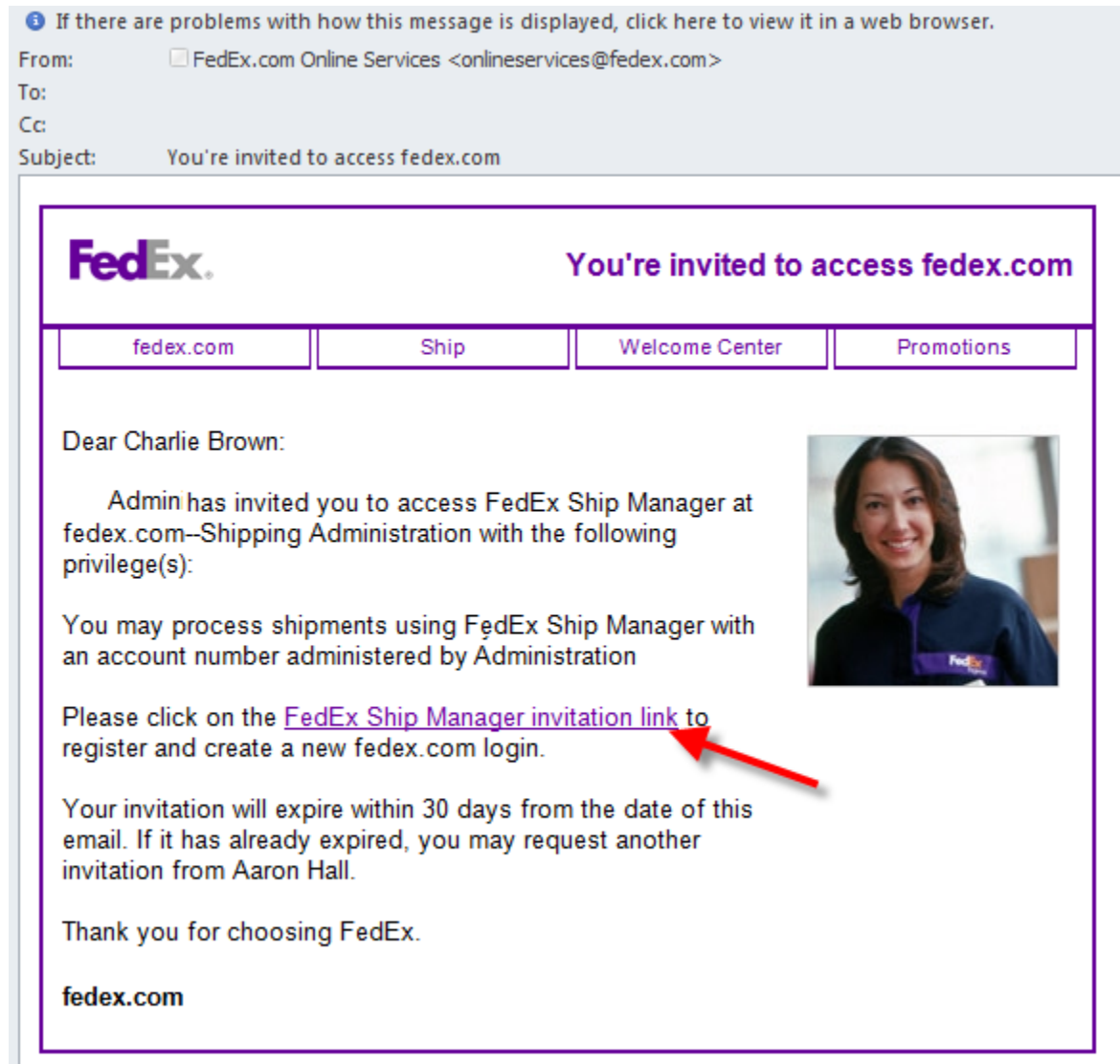# FedEx Ship Manager Overview

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.

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   Please select a secret question ▼

* Secret Answer

Contact Information

* First Name   Initial

* Last Name

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

Company   GOV

* Country   U.S.A. ▼

* 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

[I Do Not Accept]   [I Accept >>]

**Please complete all required fields above

Important Information

Password cannot contain your full Company Name or Email Address

Password help

Why do I need to sign up?

Login Help

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.

Creating a Shipping Label

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

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

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.

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.

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

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

G

J142214092301uv

SHIP TO: (330) 294-0026   BILL SENDER
Test
Test

123 Main St

AKRON, OH 44333
US

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

Ref #
Invoice #
PO #
Dept #
Ship ID

TRK#   **7716 8800 1448**

44333
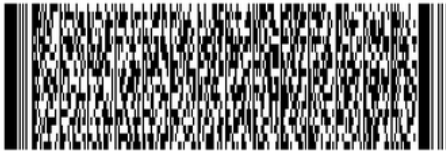
9622 0019 0 (000 879 6650) 4 00 7716 8800 1448

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.

8

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.