1. Go to: http://fedex.com/us/ and go to the “Register for fedex.com” on the left side.

2. On the 2nd page choose “Use my account online” in the middle column.
3. Fill in the entire form, read the fedex.com Terms of Use and Privacy Policy, then continue by clicking “Continue”.
4. You will then go to the “Enter account information” page. Here is where you will want to put in your account number and confirm your shipping address. Once you are done press “Continue” to go to the “Registration confirmation” page. If you receive an error message just contact Erik Hoadley at erik-hoadley@uiowa.edu or call 335-0655.

5. You should now have a login to FedEx.com. The main tab you will use is the “Ship” tab. If you click on the “Ship” tab you will get the option of “Prepare Shipment”. This will be the main thing you’ll use your login for.
6. The Ship tab, or FedEx Ship Manager, has all your information for shipping plus your Ship History. It’s very user friendly so just play around with it and you’ll be a master in minutes! I marked below the “Prepare Shipment” tab and the “Ship History” tab since they will be what you will use the most. If you have any questions about the “Prepare Shipment” tab, the “Ship History” tab, or anything else Fed Ex related, please contact Erik Hoadley (335-0655).

7. *ALSO, WHEN SHIPPING you should always make sure that the “Bill transportation to” has your Account Number listed – unless you are billing to another third party account.

Who do I contact if I have questions with FedEx Shipments?

Contact Erik Hoadley in the Accounts Payable Office either by phone 335-0655 or email erik-hoadley@uiowa.edu.

What is the Fed Ex billing departments’ number if I want to contact them directly?

1-800-622-1147
**What do I need to reconcile my Pcard?**

You do not need any additional documentation as long as all the level III detail is provided. If any part of it is missing a copy of the airbill is necessary.

**How do I get a copy of the airbill?**

Easy, using FedEx online allows you to view past shipments (“Ship History” Tab) and it’s easy to print off past receipts.

**What if someone in my department shipped a package with out using FedEx online?**

You can call FedEx Account Services (1-800-622-1147), provide your account number, contact information and tracking number and they can easily fax over a copy of the airbill or invoice.

**Is my Pcard information ever shared or viewed by anyone else?**

No. It is entered safely into our database so that no one will be able to view your information on shipping documents or online.

**What do you do with outside vendors using my FedEx account?**

Once a package is received you will want to keep the invoice and package/tracking slip to recall when reconciling your Pcard.

**What if a shipment occurs on my Pcard that doesn’t belong to me?**

Contact Erik Hoadley to research the shipment.

**Why is shipping online better than pre-printed bills?**

Allows many online benefits, keeps an address book of common contacts, lets you review past shipments, track shipments and controls all shipments outbound from your department.

**Why is it better to have shipment charged directly to my Pcard instead of using the mailcodes?**

This allows you the full control of allocating shipments to whichever MFK you desire and lets you review the shipment prior to charging your statement of accounts.