



# FedEx Online

*Fast & Easy Shipments Applied Directly to  
Your Procurement Card*

## Register Your FedEx Account Online

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

The screenshot shows the FedEx login interface. At the top, it says "Welcome" and "Log in to fedex.com". Below this are input fields for "User ID" and "Password", followed by a dropdown menu labeled "I want to". There is a "Remember Me" checkbox and a purple "Login" button with a right-pointing arrow. Below the login button, there is a link "Forgot your password or ID?". At the bottom, there are two links: "New Customer?" and "Register Now". A red arrow points from the right side of the page towards the "Register Now" link.

2. On the 2<sup>nd</sup> page chose “Use my account online” in the middle column.

# Open a FedEx Account

- ▶ Open a FedEx account
- ▶ Use my account online 
- ▶ Get a user ID only

3. Fill in the entire form, read the fedex.com Terms of Use and Privacy Policy, then continue by clicking “Continue”.

## fedex.com Registration

1 Enter registration information 2 Enter account information 3 Registration confirmation

\* Denotes required field

### Enter Your Registration Information [Help](#)

Contact Information	Login Information
Enter the shipping address you want associated with your login. <b>First name is required.</b>	* Create a user ID <input type="text"/>
* First name <input type="text"/> Initial <input type="text"/>	Use at least 6 characters.
* Last name <input type="text"/>	* Create a password <input type="text"/>
* E-mail <input type="text"/>	Password must use at least 8 characters and contain one upper case letter, one lower case letter and one numeric character.
* Re-enter e-mail <input type="text"/>	* Re-enter password <input type="text"/>
* Address 1 <input type="text"/>	* Secret question <input type="text" value="Please select a secret question"/>
Address 2 <input type="text"/>	* Secret answer <input type="text"/>
* City <input type="text"/>	
* State/province <input type="text" value="Please Select"/>	
* ZIP/postal <input type="text"/>	
* Country <input type="text" value="U.S.A."/>	
* Phone no. <input type="text"/>	

### Terms and Conditions

I have read, understood and agree to be bound by the [fedex.com Terms of Use](#). I also understand how FedEx intends to use my information. [Privacy Policy](#)

### Confirm Your Selected Account Option

<input type="radio"/> Open a FedEx account Get access to the full array of shipping, billing and tracking services on fedex.com. <a href="#">More information</a>	<input checked="" type="radio"/> Use my account online Set up your existing FedEx account number for online access. <a href="#">More information</a>	<input type="radio"/> Create a user ID only Ship right away using your credit card, no account needed. <a href="#">More information</a>
---	--	---

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](mailto:erik-hoadley@uiowa.edu) or call 335-0655.

#### fedex.com Registration

1 Enter registration information 2 **Enter account information** 3 Registration confirmation

1 Welcome erik hoadley your fedex.com user ID is erikhoad.  
Please complete the following information to access your FedEx account on fedex.com.

\* Denotes required field

**Account Information** [Help](#)

Link the Following Account	Shipping Address
* Enter account number: <input type="text"/>	To authorize this existing FedEx account number, please confirm the shipping address currently associated with this account number.
Do you want to create a nickname for this account? Account nickname: <input type="text"/>	* First name: <input type="text" value="erik"/> Initial: <input type="text"/>
	* Last name: <input type="text" value="hoadley"/>
	* Address 1: <input type="text" value="1245 erik street"/>
	Address 2: <input type="text"/>
	* City: <input type="text" value="iowa city"/>
	* State/province: <input type="text" value="iowa(IA)"/>
	* ZIP/postal: <input type="text" value="52242"/>
	* Country: <input type="text" value="U.S.A."/>

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.

Español | Customer Support | FedEx Locations

**FedEx**

Package/Envelope | Freight | Expedited | Office/Print Services

Ship | Track | Manage | Business Solutions

**FedEx Ship Manager**

Prepare Shipment | Ship Hi

**Create a Shipment**  
1 Enter shipping information

\* Denotes required field

My Shipment Profiles

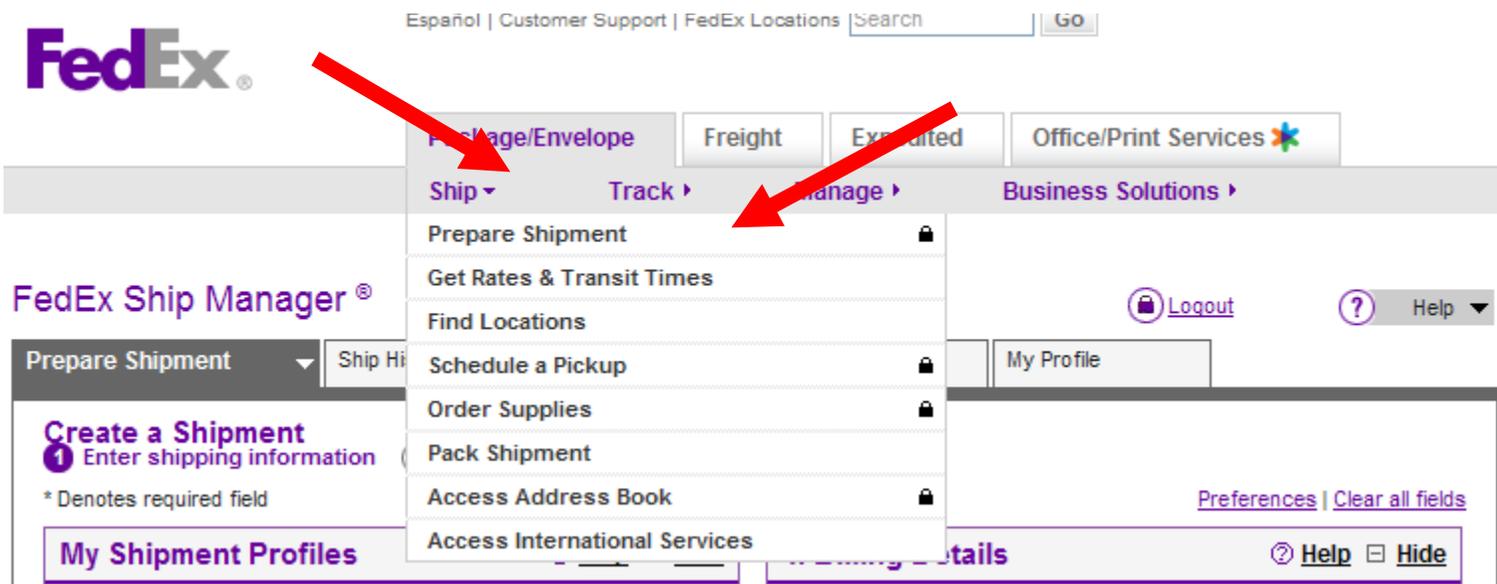
Prepare Shipment  
Get Rates & Transit Times  
Find Locations  
Schedule a Pickup  
Order Supplies  
Pack Shipment  
Access Address Book  
Access International Services

Logout | Help

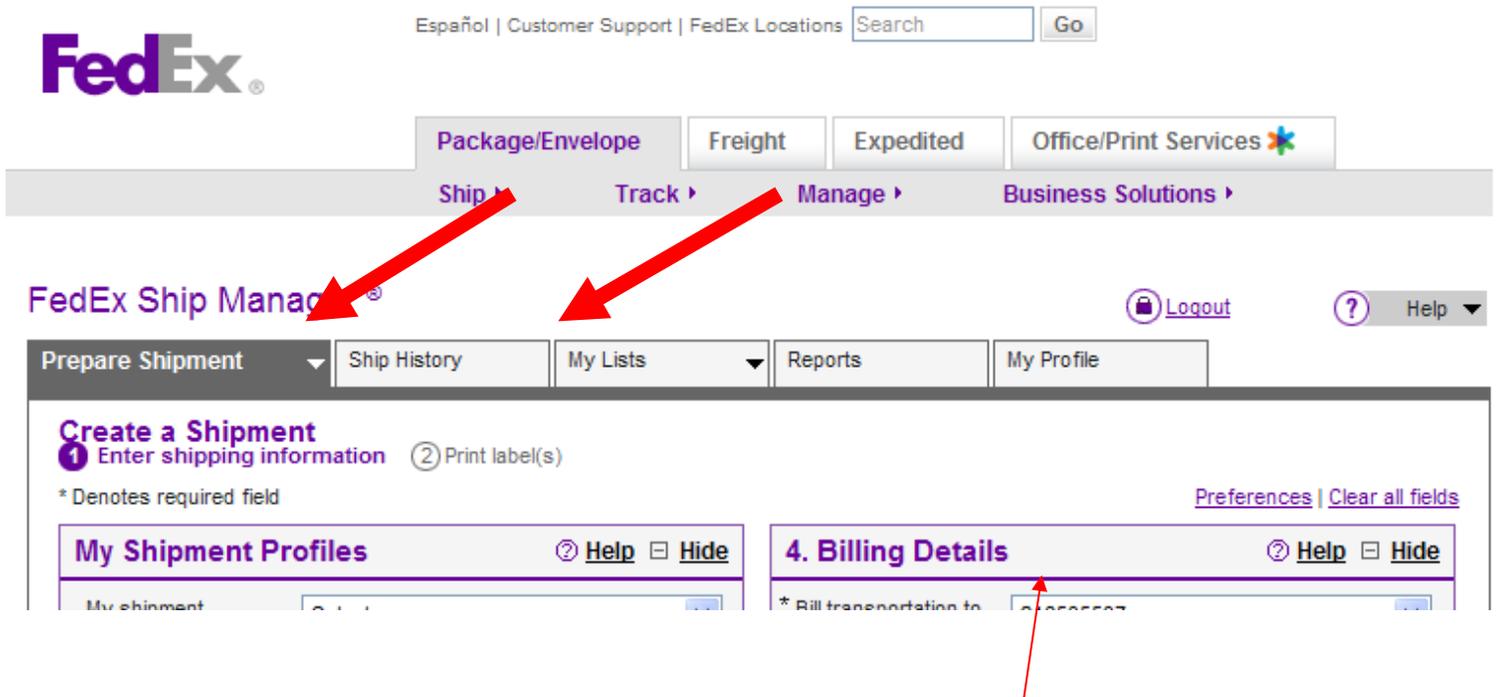
My Profile

Preferences | Clear all fields

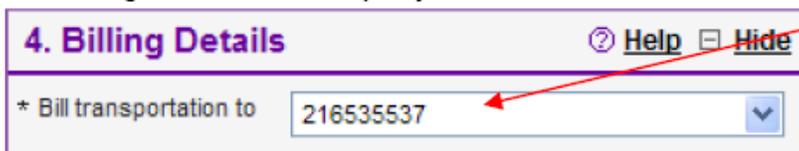
Help | Hide



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.



## FAQ's

### 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](mailto: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.*