#### **Register** Your FedEx Account Number at: http://www.fedex.com/us (Only for FedEx account numbers obtained through the FedEx Expedited Account Form)



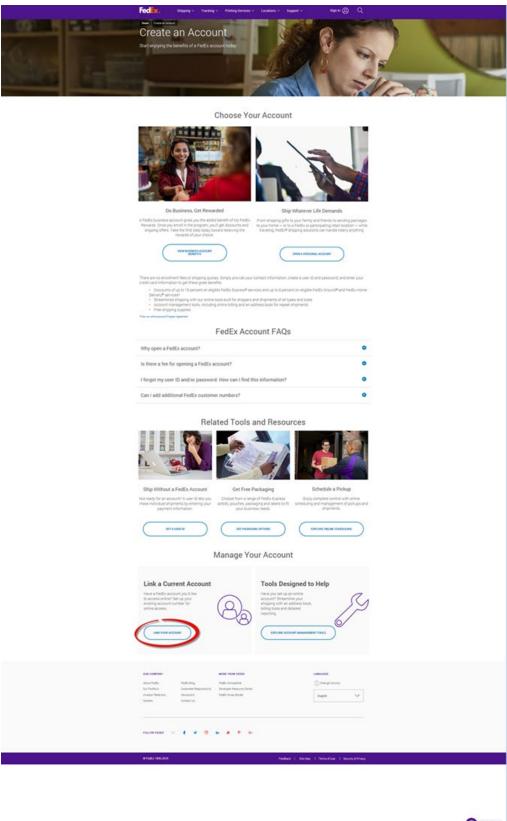
#### A Chance to Change the Future of Your Small Business

The 2018 FedEx Small Business Grant Contest is open! Share the story of your incredible small business by entering for a chance to win a grant and other prizes.

ENTER THE CONTEST



#### Select "Link Your Account" on the bottom of this page:





## **Enter Your Registration Information**

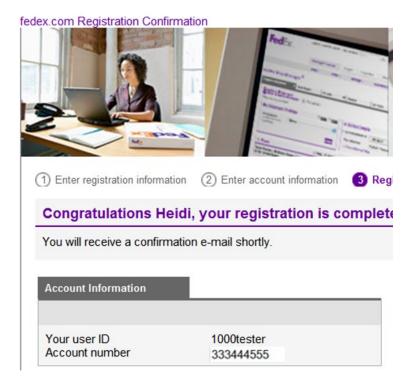
- 1. Enter your Contact Information
- 2. Enter your Login Information
  - o If you enter a user ID that has already been selected by someone else, you will be prompted with alternate suggestions.
  - Select a password that is easy to remember, and hard for others to guess. Your password:
    - 1. must contain at least one letter and one number
    - 2. cannot contain 'UCI' or your name
- Select "Use my account online"
   Select "Continue"

edex.com Re 1 Enter registration 2 Denotes required fi	on information ② Ente	r account information	(3) Registration conf	irmation	⑦ Help
Contact Informat	tion address you want associate	ed with your login. Initial	Ietter, one lower cases * Re-enter password * Secret question * Secret answer Terms and Conce I have read, un fedex.com Terms	1000tester acters. acters. at least 8 characters a se letter and one numer What is your place of UCI	Image: second
Open a FedE	full array of shipping, services on fedex.com.	OUse my accou	FedEx account numbe	OCreate a us Ship right away account needed More informati	using your credit card, no

## Link Your 9-digit FedEx Account Number & Add Billing Address

Account Information	⑦ Help	
Link the Following Account  Enter account 333444555 Do you want to create a nickname for this account? Account nickname :	Billing Address To authorize this existing FedEx account number, please confirm the billing address currently associated with this account number.	<ol> <li>Enter your First and Last Name</li> <li>You must enter the Billing address for Accounts Payable as listed below. Enter the zip code as 92617. FedEx will auto-populate the additional 4 digits.</li> <li>120 Theory, Ste 200 Irvine, Ca 92617</li> <li>If the address above is not used, an error message asking you to enter "your last 2 invoice numbers" will appear. If this occurs, go back and enter the address above.</li> <li>Select "Continue"</li> </ol>

## **Onscreen Confirmation**



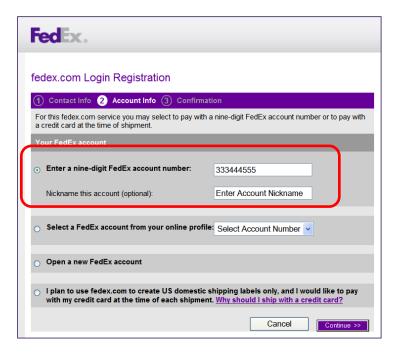
#### **Email Confirmation**

Safeguard your FedEx account number and user ID.

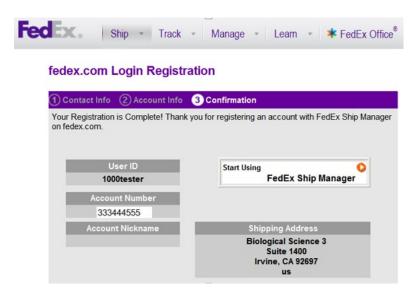


This message has been sent by an auto responder system. Please do not reply to this message.

- 1. The first time you login to fedex.com/us, you will be prompted to enter your 9-digit FedEx account
- 2. Enter optional account "Nickname"
- 3. Select "Continue"

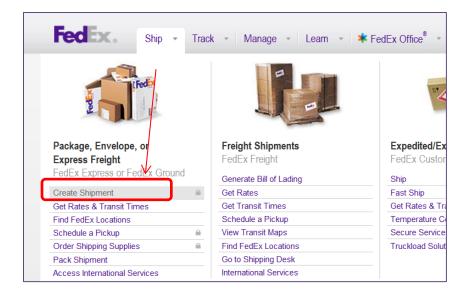


#### **Final Confirmation Screen**



#### **Create a Shipping Label**

Create a shipment. Mouse over the "Ship" tab, then select "Create Shipment"



#### If the "From" information in Box #1 needs to be changed, select "Edit"

edEx Ship Man	ager ®			( <u> Logout</u>	? Help
Prepare Shipment	Ship History	My Lists	✓ Reports	My Profile	
Create a Shipmo D Enter shipping info	ent ormation ②Print label(s)			Prefe	erences   Clear all fiel
1. From	0	Help 🗄 Edit	4. Billing Details		② <u>Help</u> ⊟ <u>Hide</u>
Heidi Worcester, Biol California, 92697, Uni	ogical Science 3, Suite 1400, Ir ted States	vine,	* Bill transportation to N Your reference	ЛуАссоunt-532	~
2. То	0	Help 🗆 Hide	<u>More reference fields</u>		
* Country/Location	United States	*	Createl Convisoo (a)	ntion ol)	
Company	Select or enter	~	Special Services (o	. ,	⊘ <u>Help</u> ⊞ <u>Edit</u>
* Contact name	Select or enter	~	Select additional services fo	r your shipment	
* Address 1			Pickup/Drop-off (op	tional)	⊘ <u>Help</u> ⊞ <u>Edit</u>
Address 2			You are dropping off your pa	ickage at a FedEx locati	on.
* City					
* State	Select	~	E-mail Notifications	(optional)	⊘ <u>Help</u> ⊞ Edit
* ZIP			Send an e-mail to yourself, t your shipment.	the recipient or others in	dicating the status of
* Phone no.	ext.				
	Perform detailed address	check	Rates & Transit Tim	nes (optional)	⊘ <u>Help</u> ⊡ <u>Hide</u>

## **Enter Recipient information in Box #2**

* Contact name	Karen Smith Tester	More reference fields
* Address 1	150 Public Services	
Address 2		Special Services (optional) ② Help 🗄 E
* City	Irvine	Select additional services for your shipment
* State	California	Pickup/Drop-off (optional) ⑦ Help 🖽 🖻
* ZIP	92697	You are dropping off your package at a FedEx location.
* Phone no.	9498247319 ext.	Tou are dropping on your package at a redex location.
	Save as my default address	E-mail Notifications (optional)
	Save new sender in address book	Send an e-mail to yourself, the recipient or others indicating the status your shipment.
2. То	⊘ <u>Help</u> ⊟ <u>Hi</u>	
	Ø <u>Help</u> ⊟ <u>Hi</u>	Amounts are shown in U
		Amounts are shown in U Select Service and Transit Time Your Rate Enter more information to get rates
* Country/Location Company	Haited States	Amounts are shown in U Select Service and Transit Time Your Rate
* Country/Location Company * Contact name	United States	Amounts are shown in U Select Service and Transit Time Your Rate Enter more information to get rates
* Country/Location	UC Inine Jack Mahoney	Amounts are shown in U Select Service and Transit Time Your Rate Enter more information to get rates
* Country/Location Company * Contact name * Address 1 Address 2	UC Inine Jack Mahoney	Amounts are shown in U Select Service and Transit Time Your Rate Enter more information to get rates
* Country/Location Company * Contact name * Address 1	UC Inine Jack Mahoney 250 Public Senices	Amounts are shown in U     Select Service and Transit Time     Your Rate     Enter more information to get rates       5. Complete your Shipment     © He     Create a Shipment Profile to store recipient, package and all ot     details of this shipment for future use.
Country/Location Company * Contact name * Address 1 Address 2 * City * State	UC Inine UC Inine Solution UC Inine Solution UC Inine Solution UC Inine	Amounts are shown in U     Select Service and Transit Time     Your Rate     Enter more information to get rates     and transit times.       5. Complete your Shipment ⑦ He     Greate a Shipment Profile to store recipient, package and all of     details of this shioment for future use.
* Countrol/Location Company * Contact name * Address 1 Address 2 * City * State * ZIP	UC Inine UC Inine Solution Sol	Amounts are shown in U     Select Service and Transit Time Your Rate     Enter more information to get rates     and transit times.      5. Complete your Shipment     @ He     Create a Shipment Profile to store recipient, package and all ot     details of this shipment for future use.     Gend a Mobile Shipping Label and visit a FedEx Office to print     label and ship your package.
* Countrol/Location Company * Contact name * Address 1 Address 2 * City * State * ZIP	UC Inine UC Inine Jack Mahoney Z50 Public Services Inine California S2697	Amounts are shown in U     Amounts are shown in U     Select Service and Transit Time     Your Rate     Enter more information to get rates       5. Complete your Shipment     O H     Create a Shipment Profile to store recipient, package and all ot     details of this shipment for future use.     Send a Mobile Shipping Label and visit a FedEx Office to print     label and ship your package.
Country/Location Company * Contact name * Address 1 Address 2 * City	UC Inine UC Inine Jack Mahoney Z50 Public Senices Inine California 92697 9498246516 ext.	Amounts are shown in U     Select Service and Transit Time Your Rate     Enter more information to get rates     and transit times.      5. Complete your Shipment     @ He     Create a Shipment Profile to store recipient, package and all ot     details of this shipment for future use.     Gend a Mobile Shipping Label and visit a FedEx Office to print     label and ship your package.

## Enter Package & Shipment Details in Box #3

3. Package & Shipment Details 🛛 🖉 Help				
* Service type	FedEx Express Saver			
* Package type	FedEx Envelope			
* No. of packages	1 🗸			
* Weight ②	1.0 lbs			
Declared value 🕐	U.S. Dollars			
* Ship date	06/05/2012			

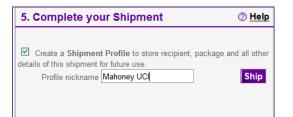
# Do not alter Billing Details in Box #4, unless a 3<sup>rd</sup> party will be paying for shipping.

4. Billing Details	(	② <u>Help</u>	🗆 <u>Hide</u>
* Bill transportation to	MyAccount-532		*
Your reference			
More reference fields			

Enter optional information such as, reference number, E-mail notifications, etc.

## In Box #5, you may elect to save your shipping addresses for future use.

• Select "Ship"



# Confirm your "Shipment Details" and select "Edit" or "Ship"

Outbound Shipment			② <u>Help</u>
From Karen Smith Tester 150 Public Services Invine, CA United States 92697 9496247319 To Jack Mahoney UC Invine 250 PUBLIC SERVICES IRVINE, CA United States 92697-4530 9498246516	Ship date Service type Package type Number of packages Total weight Dimensions Declared value Bill transportation to Your reference Pickup/Drop-off P.O. no. Invoice no. Department no. Special Services	06/05/2012 FedEx Express Saver FedEx Envelope 1.0 1.00 lbs 0.0 USD MyAccount-532 Drop off package at FedEx location	

## Print your shipping label

Thank you for shipping with FedEx. Yo	our tracking num	ıber: <b>79847202834</b> 3	
☑ Label			
Receipt   <u>View</u>			
Print	Edits	shipment Cancel shipment Repeat last C	reate New Schedule a Pickup
From: (949) 824-7319 Origin ID: NZJA Karen Smith Tester 150 Public Services	Fed Exc.	Ship Date: 05JUN12 ActWgt: 1.0 LB CAD: 104028831/INET3250	
Irvine, CA 92697	J12101112190225	Delivery Address Bar Code	
SHIP TO: (949) 824-6516 BI Jack Mahoney	LL SENDER	Ref#	
UC Irvine		PO # Dept #	
250 PUBLIC SERVICES			
IRVINE, CA 92697			
			FRI - 08 JUN A1
		TRK# 7984 7202 8343	EXPRESS SAVER
	NA MARINA IN IN		92697
		SA NZJA	CA-US
na na kana kana kana kana kana kana kan		JA NZJA	SNA
III NƏ MARKADAL YARKING FOR SAMADAL	NECOS I		
		512G1/793A/4278	

If you are asked to enter two recent invoice numbers during this process, please use the following dummy invoice numbers that we have created:

Invoice A: **75 000 000 0** 

Invoice B: **75 000 000 1**