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.


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


## Enter Your Registration Information

1. Enter your Contact Information
2. Enter your Login Information

- 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
3. Select "Use my account online"
4. Select "Continue"


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


## Onscreen Confirmation



Congratulations Heidi, your registration is complet
You will receive a confirmation e-mail shortly.

| Account Information |  |
| :--- | :--- |
|  |  |
| Your user ID | 1000tester |
| Account number | 333444555 |

## 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

$\square$
fedex.com Login Registration
(1) Contact Info (2) Account Info (3) Confirmation

Your Registration is Complete! Thank you for registering an account with FedEx Ship Manager on fedex.com.


## 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"


Enter Recipient information in Box \#2


## Enter Package \& Shipment Details in Box \#3



Do not alter Billing Details in Box \#4, unless a $3^{\text {rd }}$ party will be paying for shipping.

| 4. Billing Details | (2) Help $\square$ Hide |  |
| :--- | :--- | :--- |
| * Bill transportation to | MyAccount-532 |  |
| Your reference | $\square$ |  |
| ⿴ 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"

5. Complete your Shipment (2) Help
$\square$ Create a Shipment Profile to store recipient, package and all other
details of this shipment for future use.
Profile nickname Mahoney UCI|

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



## Print your shipping label



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: $\mathbf{7 5 0 0 0} \mathbf{0 0 0} \mathbf{0}$
Invoice B: 750000001

