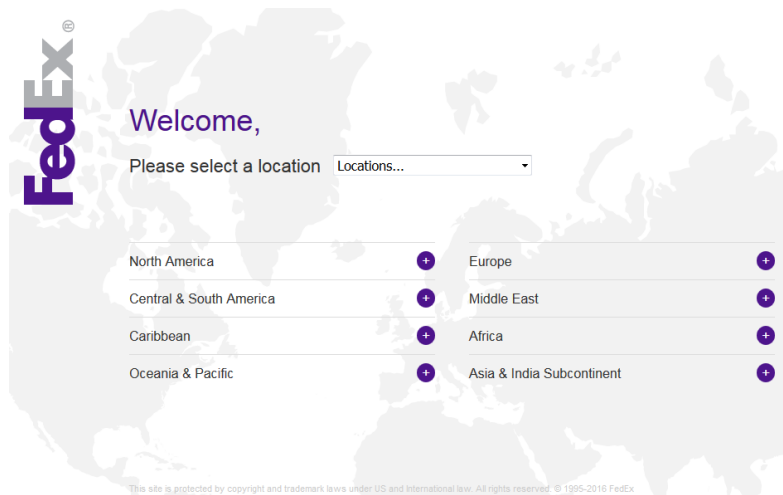
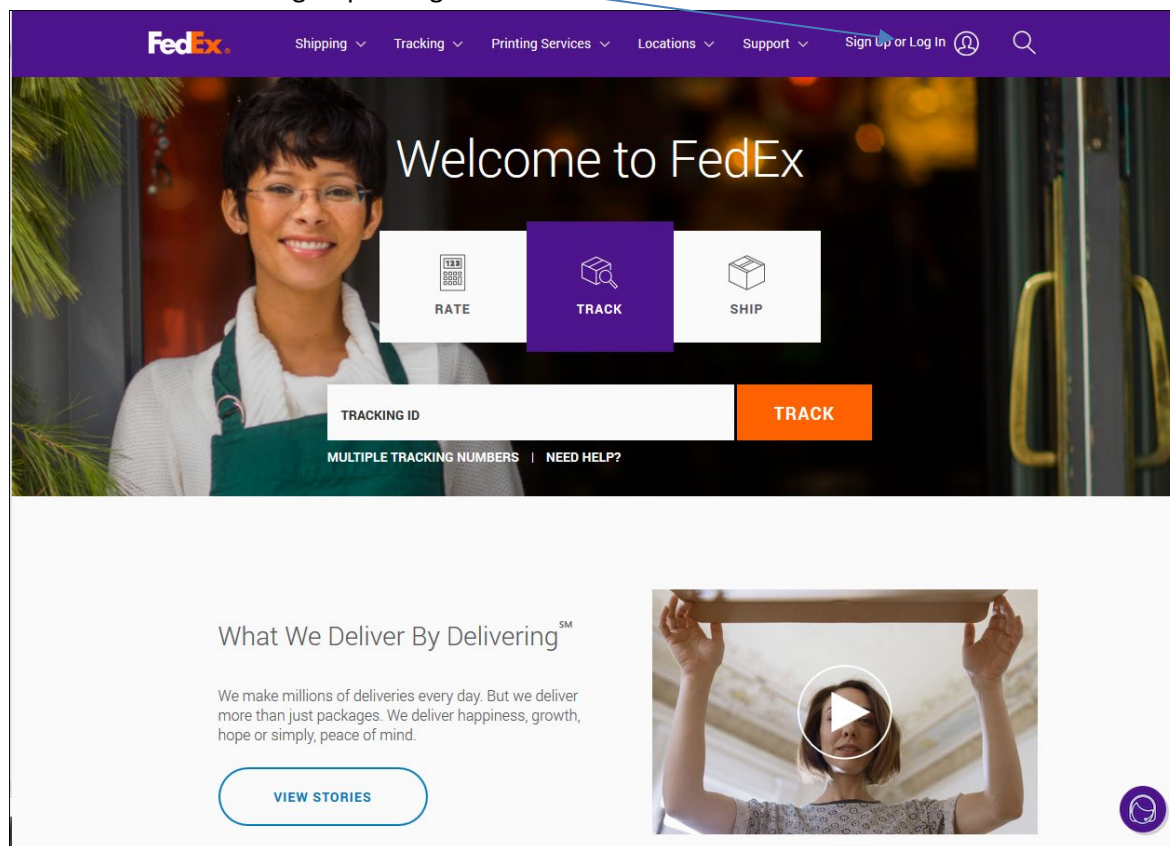


## Create an Online FedEx Profile and link it to an existing account

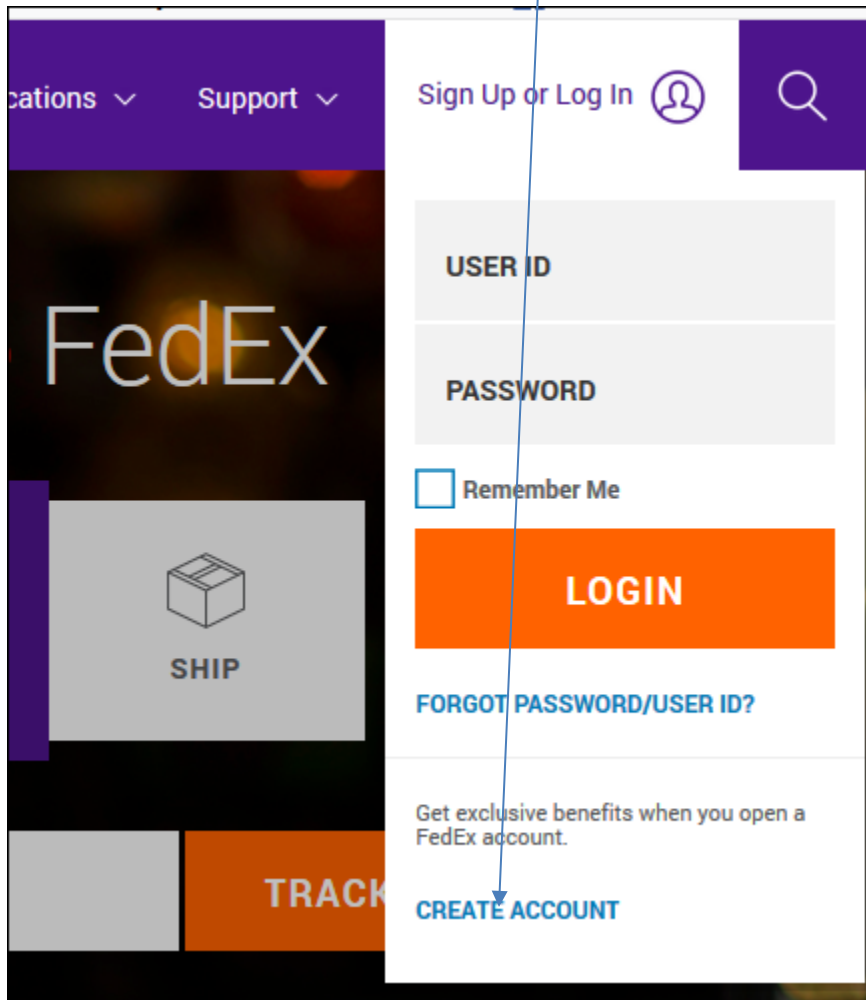
Go to [WWW.FEDEX.COM](http://WWW.FEDEX.COM) and select UNITED STATES from the drop down



Start Screen – Select “Sign Up or Login”

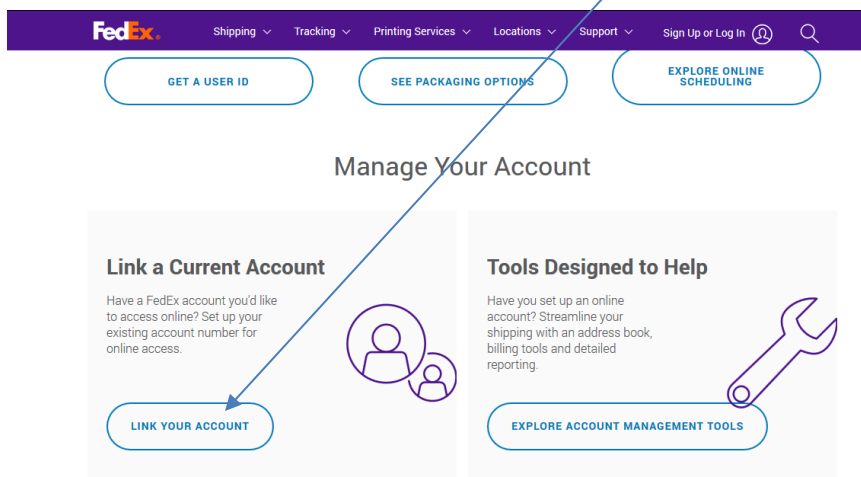


This window will open – Select create an Account..... cont



The image shows the FedEx login and account creation interface. At the top, there is a purple navigation bar with links for 'Locations', 'Support', 'Sign Up or Log In' (with a user icon), and a search icon. Below the navigation bar, the FedEx logo is prominently displayed on the left. To the right of the logo, there are input fields for 'USER ID' and 'PASSWORD'. Below these fields is a checkbox labeled 'Remember Me'. A large orange button labeled 'LOGIN' is positioned below the 'Remember Me' checkbox. Below the 'LOGIN' button is a link for 'FORGOT PASSWORD/USER ID?'. At the bottom of the form, there is a section titled 'Get exclusive benefits when you open a FedEx account.' with a blue link labeled 'CREATE ACCOUNT'. A blue arrow points from the text 'Select create an Account..... cont' to the 'CREATE ACCOUNT' link.

Scroll to the bottom of the page and select “Link Your Account”



The image shows the 'Manage Your Account' page on the FedEx website. At the top, there is a purple navigation bar with the FedEx logo and links for 'Shipping', 'Tracking', 'Printing Services', 'Locations', 'Support', 'Sign Up or Log In' (with a user icon), and a search icon. Below the navigation bar, there are three buttons: 'GET A USER ID', 'SEE PACKAGING OPTIONS', and 'EXPLORE ONLINE SCHEDULING'. The main heading is 'Manage Your Account'. Below this heading, there are two columns. The left column is titled 'Link a Current Account' and contains the text 'Have a FedEx account you'd like to access online? Set up your existing account number for online access.' and a blue button labeled 'LINK YOUR ACCOUNT'. The right column is titled 'Tools Designed to Help' and contains the text 'Have you set up an online account? Streamline your shipping with an address book, billing tools and detailed reporting.' and a blue button labeled 'EXPLORE ACCOUNT MANAGEMENT TOOLS'. A blue arrow points from the text 'Scroll to the bottom of the page and select “Link Your Account”' to the 'LINK YOUR ACCOUNT' button.

Fill in ALL the fields of information , create a user ID and password.. ETC... Then click 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.	
* First name <input type="text" value="John"/> Initial <input type="text"/>	* Create a user ID <input type="text" value="NEWFEDEX4ME"/>
* Last name <input type="text" value="Doe"/>	Use at least 6 characters.
* E-mail <input type="text" value="John.Doe@duke.edu"/>	* Create a password <input type="password" value="....."/>
* Re-enter e-mail <input type="text" value="John.Doe@duke.edu"/>	Password must use at least 8 characters and contain one upper case letter, one lower case letter and one numeric character.
* Address 1 <input type="text" value="123 Duke Street"/>	* Re-enter password <input type="password" value="....."/>
Address 2 <input type="text"/>	* Secret question <input type="text" value="What is the name of a school you attend"/>
* City <input type="text" value="Durham"/>	* Secret answer <input type="text" value="DUKE"/>
* State/province <input type="text" value="North Carolina(NC)"/>	
* ZIP/postal <input type="text" value="27710"/>	
* Country <input type="text" value="U.S.A."/>	
* Phone no. <input type="text" value="9196843112"/>	


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



### fedex.com Registration

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

❗ Welcome John Doe your fedex.com user ID is NEWFEDEX4ME.  
Please complete the following information to access your FedEx account on fedex.com.

\* Denotes required field

#### Account Information

Link the Following Account

\* Enter account number: 123456789

Do you want to create a nickname for this account?

Account nickname: TRAINING INFO

#### Billing Address

To authorize this existing FedEx account number, please confirm the billing address currently associated with this account number.

\* First name: John Initial:

\* Last name: Doe

\* Address 1: 123 Duke Street

Address 2:

\* City: Durham

\* State/province: North Carolina(NC) ▼

\* ZIP/postal: 27710

\* Country: U.S.A. ▼

You may be asked for two examples of recently billed invoice numbers from the account being linked. This information can be retrieved from SAP.

Enter and click prepare shipment online to confirm the account and finalize the setup.