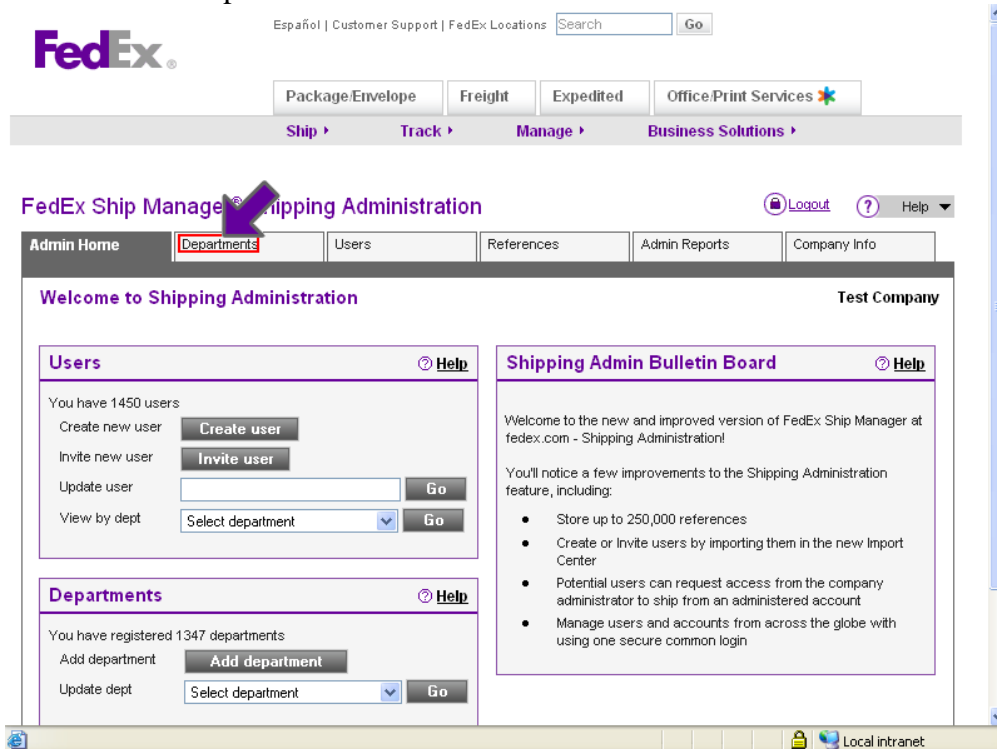


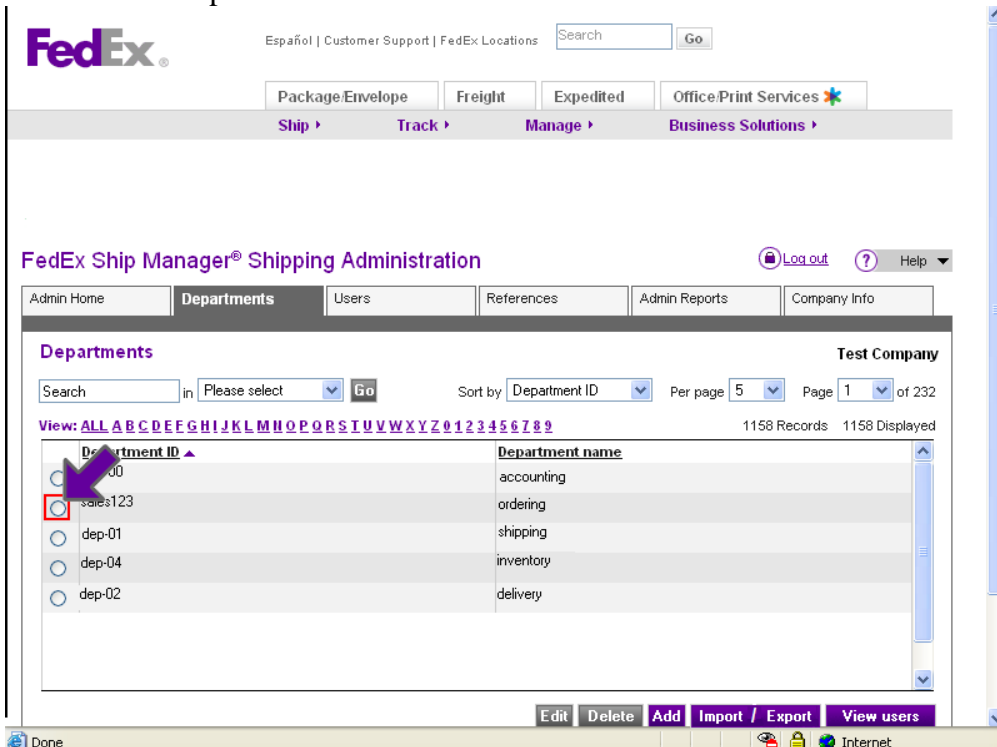
Assigning an Account to a Department on fedex.com

➤ Step by Step

1. Select the Departments tab.



2. Choose a department.



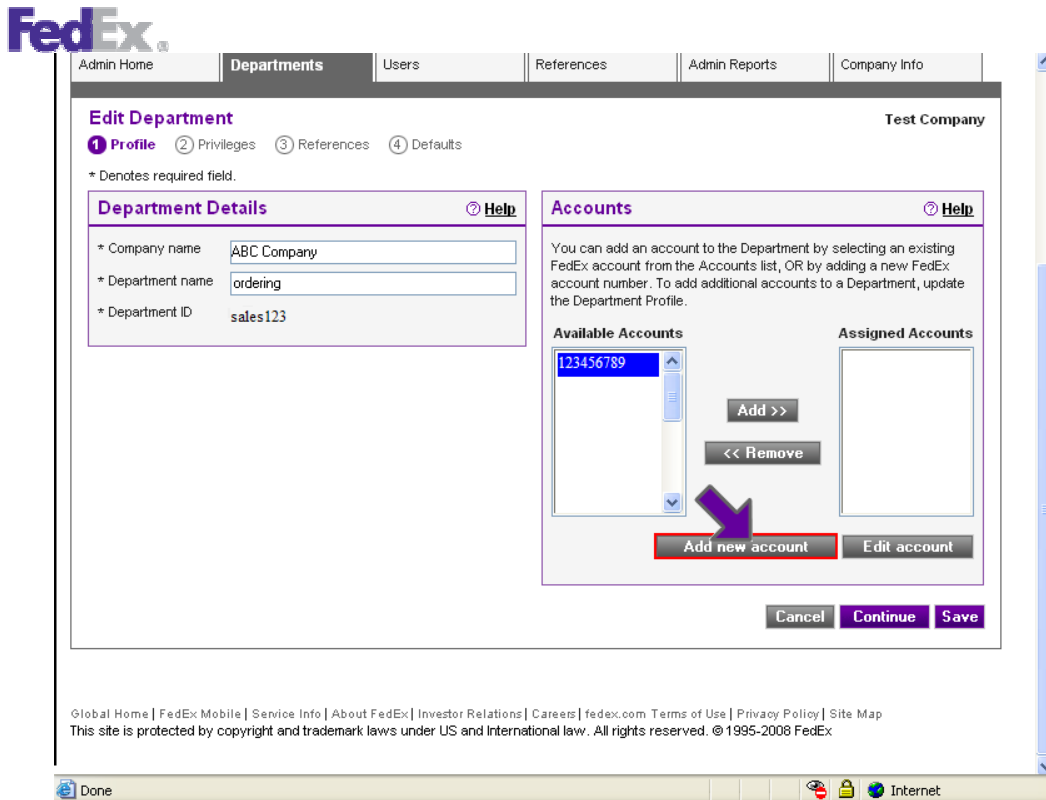
3. Click the *Edit* button.

The screenshot shows the 'FedEx Ship Manager® Shipping Administration' interface. At the top, there is a search bar and navigation tabs for 'Package/Envelope', 'Freight', 'Expedited', and 'Office/Print Services'. Below these are 'Ship', 'Track', 'Manage', and 'Business Solutions' buttons. The main content area is titled 'Departments' and shows a table with columns 'Department ID' and 'Department name'. The table lists several departments: dep-00 (accounting), sales123 (ordering), dep-01 (shipping), dep-04 (inventory), and dep-02 (delivery). At the bottom of the table, there is a toolbar with buttons: 'Edit', 'Delete', 'Add', 'Import / Export', and 'View users'. A red box highlights the 'Edit' button, and a purple arrow points to it from below.

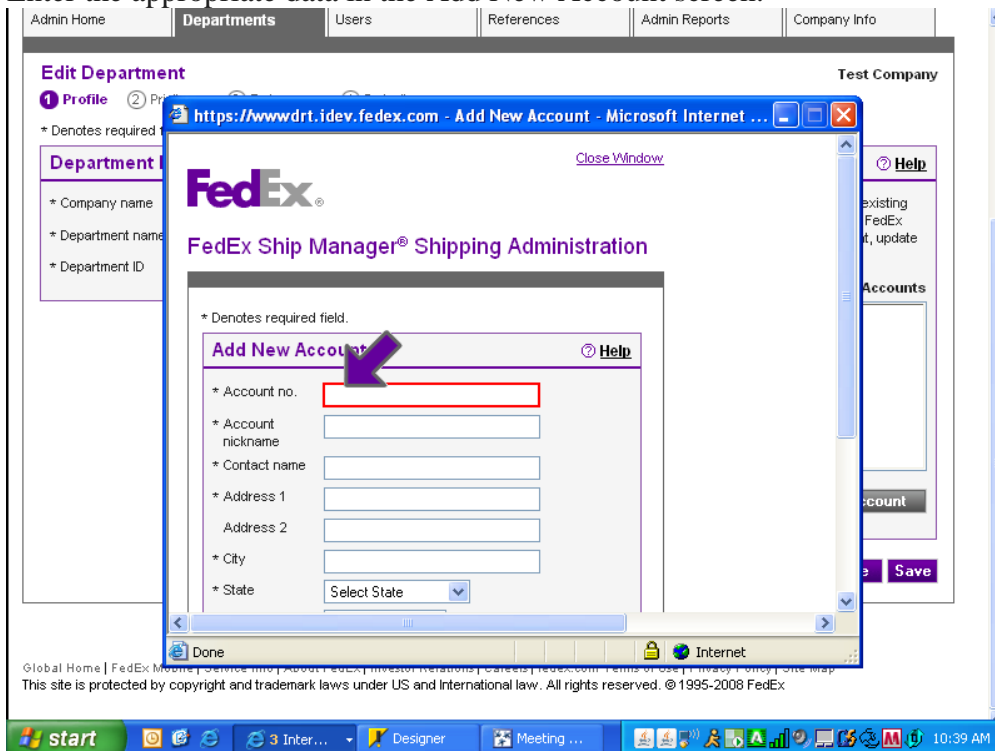
4. Indicate if you want add new account or assign an available account.

The screenshot shows the 'Edit Department' form in the 'FedEx Ship Manager® Shipping Administration' interface. The form has tabs for 'Profile', 'Privileges', 'References', and 'Defaults'. The 'Profile' tab is active. On the left, there is a 'Department Details' section with fields for 'Company name' (ABC Company), 'Department name' (ordering), and 'Department ID' (sales123). On the right, there is an 'Accounts' section with a text box explaining how to add an account. Below this, there are two lists: 'Available Accounts' and 'Assigned Accounts'. The 'Available Accounts' list contains one entry: '123456789'. A red box highlights this list, and a purple arrow points to it from below. There are 'Add >>' and '<< Remove' buttons between the lists.

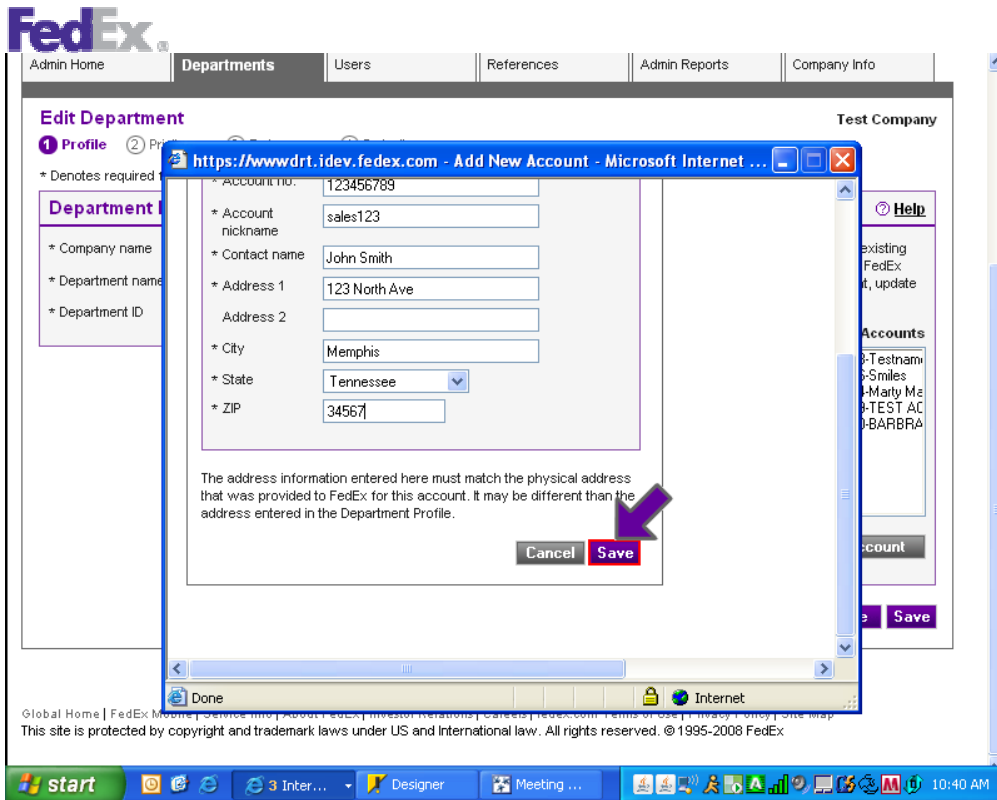
5. Click the *Add new account button* to add a new FedEx account number.



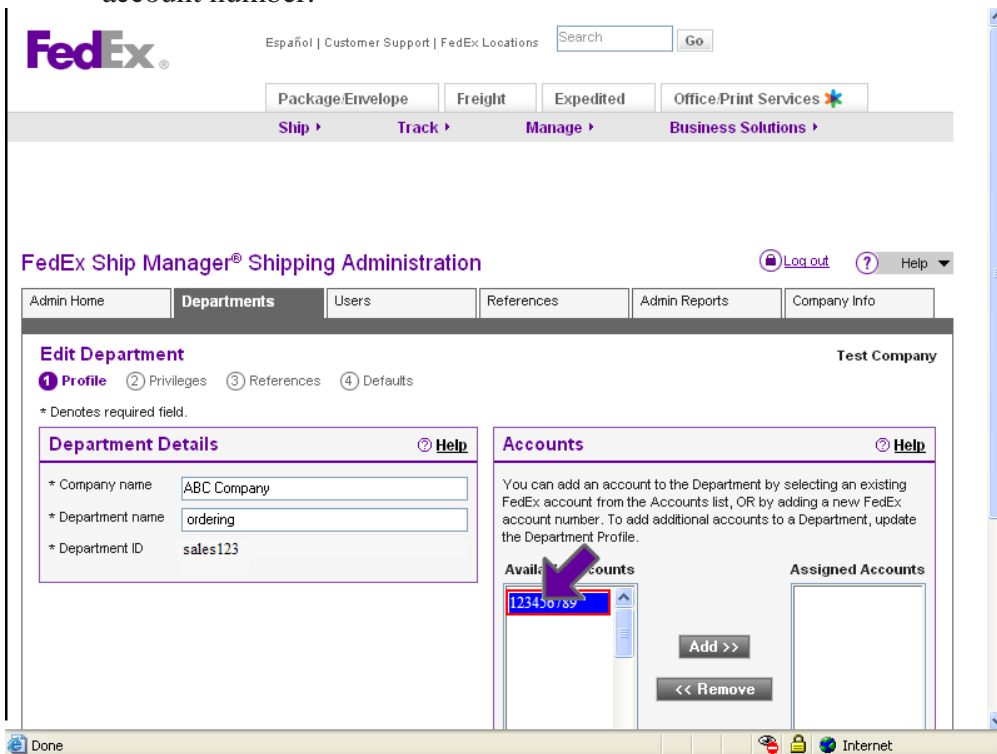
6. Enter the appropriate data in the Add New Account screen.



7. Click the *Save* button.



8. Choose a FedEx account from the Available Accounts list to add an existing account number.



9. Click the *Add* button.

FedEx Ship Manager® Shipping Administration

Log out Help

Admin Home **Departments** Users References Admin Reports Company Info

Edit Department Test Company

1 Profile 2 Privileges 3 References 4 Defaults

* Denotes required field.

Department Details

* Company name

* Department name

* Department ID

Accounts

You can add an account to the Department by selecting an existing FedEx account from the Accounts list, OR by adding a new FedEx account number. To add additional accounts to a Department, update the Department Profile.

Available Accounts **Assigned Accounts**



10. Click the Save button.

Admin Home **Departments** Users References Admin Reports Company Info

Edit Department Test Company

1 Profile 2 Privileges 3 References 4 Defaults

* Denotes required field.

Department Details

* Company name

* Department name

* Department ID

Accounts

You can add an account to the Department by selecting an existing FedEx account from the Accounts list, OR by adding a new FedEx account number. To add additional accounts to a Department, update the Department Profile.

Available Accounts **Assigned Accounts**



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