

Creating a User on fedex.com

➤ Step by Step

1. Either click the *Create user* button from the Admin Home tab, or select the Users tab above and then click the *Create new user* button.

The screenshot shows the FedEx Ship Manager Shipping Administration interface. At the top, there is a search bar and navigation links for Package/Envelope, Freight, Expedited, and Office/Print Services. Below this is a navigation bar with Ship, Track, Manage, and Business Solutions. The main content area is titled 'FedEx Ship Manager® Shipping Administration' and includes a 'Logout' button and a 'Help' dropdown. The 'Admin Home' tab is selected, and the 'Users' sub-tab is active. The 'Users' section displays 'You have 1450 users' and includes buttons for 'Create user', 'Invite user', 'Update user', and 'View by dept'. A red box highlights the 'Create user' button, and a blue arrow points to it. To the right is the 'Shipping Admin Bulletin Board' with a 'Help' link and a list of improvements. The 'Departments' section shows 'You have registered 1347 departments' and buttons for 'Add department' and 'Update dept'. The footer includes 'Local intranet'.

2. Select the desired department.

The screenshot shows the 'Create new user' form in the FedEx Ship Manager Shipping Administration interface. The 'Admin Home' tab is selected, and the 'Users' sub-tab is active. The 'Create new user' section is titled 'Test Company' and includes a progress indicator with steps: 1 Profile, 2 Privileges, 3 References, and 4 Defaults. A note states '* Denotes required field.' The '1. User Details' section is highlighted with a red box, and a blue arrow points to the 'Department' dropdown menu. The dropdown menu is currently set to 'Select dept'. Below the dropdown, a message reads: 'You must assign a department before you can proceed.' A 'Cancel' button is located at the bottom right of the form. The footer includes 'Global Home | FedEx Mobile | Service Info | About FedEx | Investor Relations | Careers | fedex.com Terms of Use | Privacy Policy | Site Map' and 'This site is protected by copyright and trademark laws under US and International law. All rights reserved. ©1995-2008 FedEx'.

3. Enter the required User Details information.

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Package/Envelope Freight Expedited Office/Print Services

Ship ▶ Track ▶ Manage ▶ Business Solutions ▶

FedEx Ship Manager® Shipping Administration Log out Help

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

Create new user Test Company

1 Profile 2 Privileges 3 References 4 Defaults

* Denotes required field.

1. User Details Help

* Department: Sales

* User alias:

* Login ID:

* Password:

- Password is at least 6 characters
- Password must contain at least one letter and one number

* Verify password:

* First name:

2. Accounts Available Help

To assign the user to a Department Account, select from the assigned accounts list below.

* Accounts assigned:

3. User Settings Help

Use department privileges, references, and defaults

Customize privileges, references and defaults

4. Select an assigned account.

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

Create new user Test Company

1 Profile 2 Privileges 3 References 4 Defaults

* Denotes required field.

1. User Details Help

* Department: Sales

* User alias: John

* Login ID: JohnSmith

* Password:

- Password is at least 6 characters
- Password must contain at least one letter and one number

* Verify password:

* First name: John

2. Accounts Available Help

To assign the user to a Department Account, select from the assigned accounts list below.

* Accounts assigned:

- 123456789
- 123456789

3. User Setting Help

Use department privileges, references, and defaults

Customize privileges, references and defaults

5. Select the department privileges.

FedEx Ship Manager® Shipping Administration

Create new user

Test Company

1 Profile 2 Privileges 3 References 4 Defaults

* Denotes required field.

<p>1. User Details Help</p> <p>* Department: Sales</p> <p>* User alias: John</p> <p>* Login ID: JohnSmith</p> <p>* Password: [masked]</p> <ul style="list-style-type: none"> Password is at least 6 characters Password must contain at least one letter and one number <p>* Verify password: [masked]</p> <p>* First name: John</p>	<p>2. Accounts Available Help</p> <p>To assign the user to a Department Account, select from the assigned accounts list below.</p> <p>* Accounts assigned: 123456789</p>	<p>3. User Settings Help</p> <p><input type="checkbox"/> Use department privileges, references, and defaults</p> <p><input type="radio"/> Customize privileges, references and defaults</p> <p>View settings</p>
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6. Select the title you wish to assign the user.

<p>* Login ID: JohnSmith</p> <p>* Password: [masked]</p> <ul style="list-style-type: none"> Password is at least 6 characters Password must contain at least one letter and one number <p>* Verify password: [masked]</p> <p>* First name: John</p> <p>* Last name: Smith</p> <p>* E-mail: john.smith@abccompany.com</p> <p>* Address 1: 123 North Ave.</p> <p>Address 2: [empty]</p> <p>* City: Memphis</p> <p>* State/Province: TN <small>* Required for US, Canada, and Puerto Rico</small></p> <p>* ZIP/Postal code: 34567 <small>* Required for some countries</small></p> <p>* Country: U.S.A.</p> <p>* Phone no.: 901-555-5555</p> <p>Fax no.: [empty]</p>	<p>assigned</p> <p>3. User Settings Help</p> <p><input checked="" type="radio"/> Use department privileges, references, and defaults</p> <p><input type="radio"/> Customize privileges, references and defaults</p> <p>View settings</p> <p>Assign user as</p> <p><input checked="" type="checkbox"/> Regular user (non-admin)</p> <p><input type="checkbox"/> Department administrator</p> <p><input type="checkbox"/> Company administrator</p> <p>Cancel Create user</p>
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7. Click the *Create user* button.



assigned

3. User Settings [Help](#)

Use department privileges, references, and defaults
View settings

Customize privileges, references and defaults

Assign user as

Regular user (non-admin)
 Department administrator
 Company administrator

Cancel **Create user**

* Login ID: JohnSmith

* Password: [masked]

- Password is at least 6 characters
- Password must contain at least one letter and one number

* Verify password: [masked]

* First name: John

* Last name: Smith

* E-mail: john.smith@abccompany.com

* Address 1: 123 North Ave.

Address 2: [empty]

* City: Memphis

* State/Province: TN * Required for US, Canada, and Puerto Rico

* ZIP/Postal code: 34567 * Required for some countries

* Country: U.S.A.

* Phone no.: 901-555-5555

Fax no.: [empty]

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