

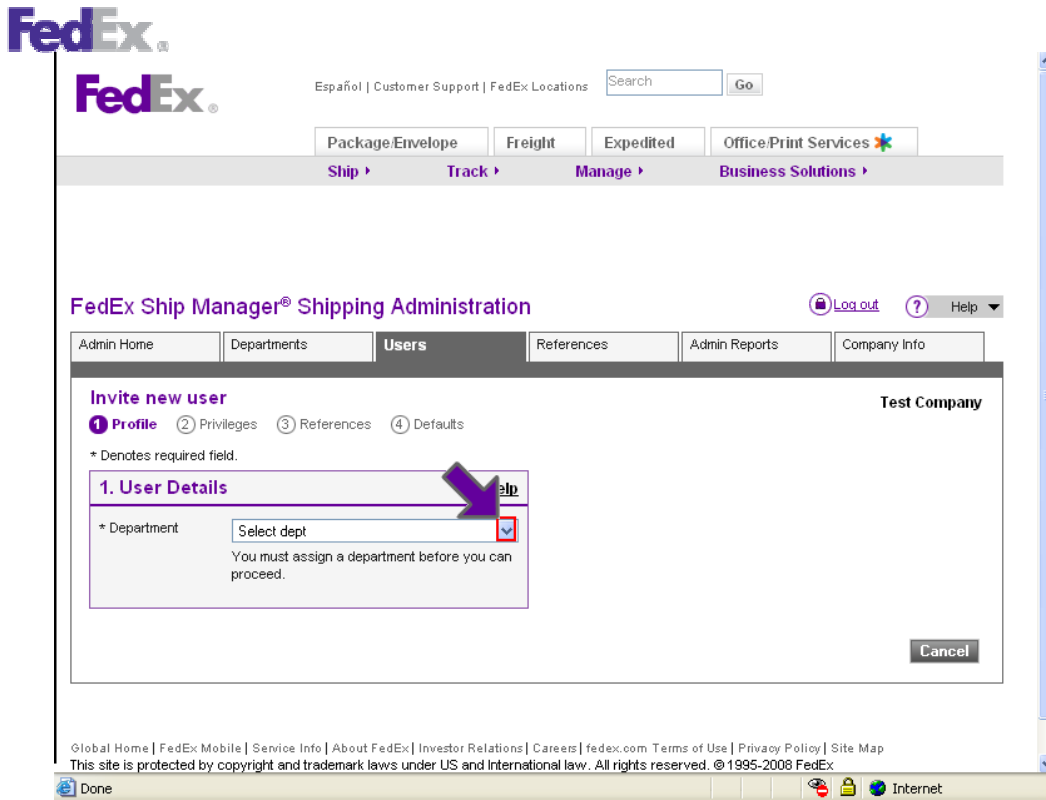
Invite a User on fedex.com

➤ Step by Step

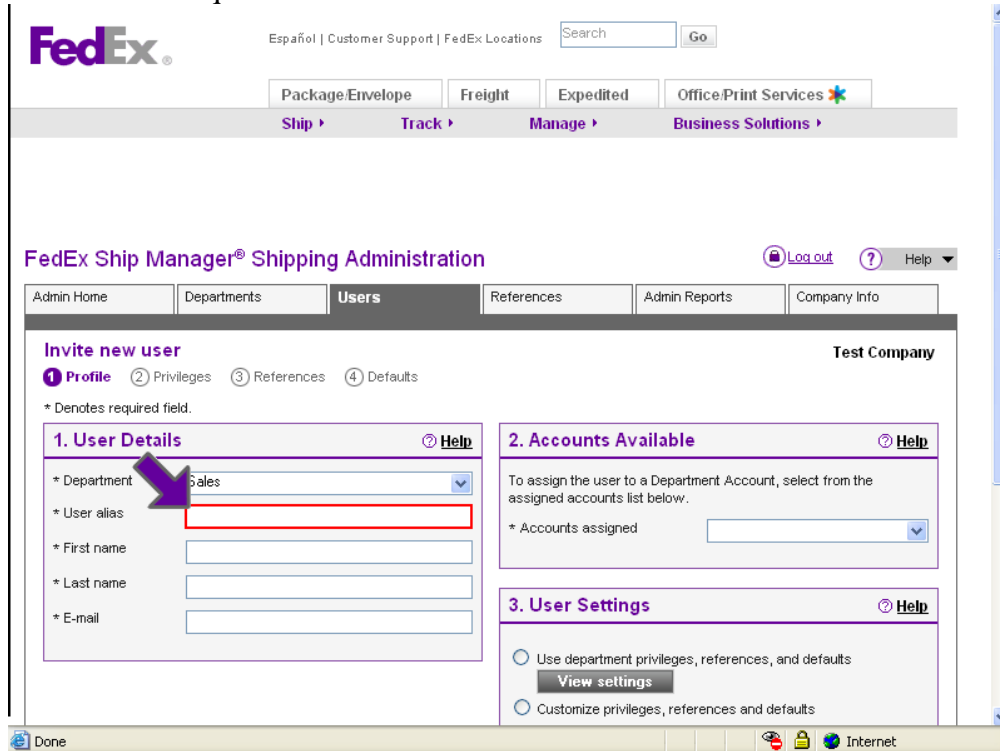
1. Either click the *Invite user* button from the Admin Home tab, or select the Users tab and then click the *Invite* button.

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 'Test Company' label. The 'Admin Home' tab is selected, and the 'Users' section is highlighted. The 'Users' section shows 'You have 1450 users' and includes buttons for 'Create new user', 'Invite new user', 'Update user', and 'View by dept'. The 'Invite new user' button is highlighted with a red box and a purple arrow. The 'Departments' section shows 'You have registered 1347 departments' and includes buttons for 'Add department' and 'Update dept'. A 'Shipping Admin Bulletin Board' is also visible on the right side of the page.

2. Select the desired department.



3. Enter the required User Details information.



4. Select an assigned account.

FedEx Ship Manager® Shipping Administration

Invite 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>* First name: John</p> <p>* Last name: Smith</p> <p>* E-mail: john.smith@abccompany.com</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>123456789</p> <p>34567899</p> <p>45678999</p>
	<p>3. User Settings Help</p> <p><input type="radio"/> Use department privileges, references, and defaults</p> <p><input type="radio"/> Customize privileges, references and defaults</p> <p>View settings</p>

5. Select the department privileges.

<p>1. User Details Help</p> <p>* Department: Sales</p> <p>* User alias: John</p> <p>* First name: John</p> <p>* Last name: Smith</p> <p>* E-mail: john.smith@abccompany.com</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 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 type="radio"/> Regular user (non-admin)</p> <p><input type="radio"/> Department administrator</p> <p><input type="radio"/> Company administrator</p>

[Cancel](#) [Invite user](#)

6. Select the title you wish to assign the user.

invite new user rest company

1 Profile 2 Privileges 3 References 4 Defaults

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1. User Details Help

* Department: Sales

* User alias: John

* First name: John

* Last name: Smith

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

2. Accounts Available Help

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

* Accounts assigned: 123456789

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 Invite user

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Done Internet

7. Click the *Invite user* button.

invite new user rest company

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1. User Details Help

* Department: Sales

* User alias: John

* First name: John

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