

## How to Change your Pickup Address on fedex.com

### ➤ Step by Step

1. Click the Change pickup address link.

The screenshot shows the FedEx website's 'Schedule a Pickup' page. The page is titled 'Pickup' and has a 'Schedule a Pickup' dropdown menu. Below the menu, there are two steps: '1. Enter pickup information' and '2. View pickup confirmation'. An alert message states: 'Alert: You currently have outstanding scheduled pickups. Use Pickup History to view, edit, or cancel these pickups.' The form is divided into several sections: 'Account Details' (with account number 55555555), '1. Pickup Address' (with a red box around the 'Change pickup address' link and a blue arrow pointing to it), '2. Package Information' (with checkboxes for 'Schedule a FedEx Express Pickup', 'Schedule a FedEx Ground Pickup', and 'Schedule a FedEx Express Freight Pickup'), and '3. Complete Pickup' (with a 'Schedule pickup' button). There are also 'E-mail Notifications (optional)' and 'Clear all fields' links.

2. You can manually enter a new address or select one from your FedEx Address Book.

**1. Pickup Address**

**Alert:** You currently have outstanding scheduled pickups. Use [Pickup history](#) to view, edit, or cancel these pickups.

\* Denotes required field. [Clear all fields](#)

**Account Details** [Help](#)

\* Account no. 55555555 [Add an account](#)

**1. Pickup Address** [Help](#)

[Use account address](#) | [Clear all fields](#)

**Alert:** If this pickup request is scheduled on behalf of another shipper, please notify them that the request has been submitted.

\* Country/Location: United States

Company

\* Contact name: [Redacted]

\* Address 1: 123 Main Street

Address 2  
Subunit/Floor/etc.

\* City: New York

\* State: New York

\* ZIP: 10270

\* Phone no.: 212-555-9999 ext. [ ]

This is a residence

Add new pickup location to address book

Save changes to existing address to address book

**2. Package Information** [Help](#)

Schedule a FedEx Express Pickup

Schedule a FedEx Ground Pickup

Schedule a FedEx Express Freight Pickup

**E-mail Notifications (optional)** [Help](#) [Edit](#)

You have selected to send e-mail notifications about your pickup request.

**3. Complete Pickup** [Help](#)

[Schedule pickup](#)

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3. Click one of the Save changes checkboxes.

**1. Pickup Address**

**Alert:** You currently have outstanding scheduled pickups. Use [Pickup history](#) to view, edit, or cancel these pickups.

\* Denotes required field. [Clear all fields](#)

**Account Details** [Help](#)

\* Account no. 55555555 [Add an account](#)

**1. Pickup Address** [Help](#)

[Use account address](#) | [Clear all fields](#)

**Alert:** If this pickup request is scheduled on behalf of another shipper, please notify them that the request has been submitted.

\* Country/Location: United States

Company

\* Contact name: Andy Johnson

\* Address 1: 100 Main Street

Address 2  
Subunit/Floor/etc.

\* City: New York

\* State: New York

\* ZIP: 10270

\* Phone no.: 212-555-9999 ext. [ ]

This is a residence

Add new pickup location to address book

Save changes to existing address to address book

**2. Package Information** [Help](#)

Schedule a FedEx Express Pickup

Schedule a FedEx Ground Pickup

Schedule a FedEx Express Freight Pickup

**E-mail Notifications (optional)** [Help](#) [Edit](#)

You have selected to send e-mail notifications about your pickup request.

**3. Complete Pickup** [Help](#)

[Schedule pickup](#)

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