Register Your FedEx Account Number at: http://www.fedex.com/us
(Only for FedEx account numbers obtained through the FedEx Expedited Account Form)
Select "**Link Your Account**" on the bottom of this page:
Enter Your Registration Information

1. Enter your Contact Information
2. Enter your Login Information
   - If you enter a user ID that has already been selected by someone else, you will be prompted with alternate suggestions.
   - Select a password that is easy to remember, and hard for others to guess. Your password:
     1. must contain at least one letter and one number
     2. cannot contain 'UCI' or your name
3. Select "Use my account online"
4. Select "Continue"
**Link Your 9-digit FedEx Account Number & Add Billing Address**

- Enter account number: 333444555
- Billing Address:
  - Address 1: 120 Theory
  - City: Irvine
  - State/Province: California (CA)
  - ZIP/postal: 92617

1. Enter your First and Last Name
2. You must enter the Billing address for Accounts Payable as listed below. Enter the zip code as 92617. FedEx will auto-populate the additional 4 digits.
3. If the address above is not used, an error message asking you to enter your last 2 invoice numbers will appear. If this occurs, go back and enter the address above.
4. Select "Continue"

**Onscreen Confirmation**

- Congratulations Heidi, your registration is complete.
- You will receive a confirmation e-mail shortly.

**Email Confirmation**
Safeguard your FedEx account number and user ID.

Login to http://www.fedex.com/us
1. The first time you login to fedex.com/us, you will be prompted to enter your 9-digit FedEx account
2. Enter optional account “Nickname”
3. Select “Continue”

Create a Shipping Label

Create a shipment. Mouse over the “Ship” tab, then select “Create Shipment”
If the “From” information in Box #1 needs to be changed, select “Edit”

Enter Recipient information in Box #2
Enter Package & Shipment Details in Box #3

Do not alter Billing Details in Box #4, unless a 3rd party will be paying for shipping.

Enter optional information such as, reference number, E-mail notifications, etc.

In Box #5, you may elect to save your shipping addresses for future use.

- Select “Ship”
Confirm your “Shipment Details” and select “Edit” or “Ship”

<table>
<thead>
<tr>
<th>Event</th>
<th>date</th>
<th>Service type</th>
<th>Package type</th>
<th>Num. of packages</th>
<th>Total weight</th>
<th>Dimensions</th>
<th>Decl. value</th>
<th>Bill transportation to</th>
<th>Reference</th>
<th>Pickups/Drop-off</th>
<th>P.O. no.</th>
<th>Invoice no.</th>
<th>Department no.</th>
<th>Special Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Smith and Tester</td>
<td>06/05/2012</td>
<td>FedEx Express Saver</td>
<td>FedEx Envelope</td>
<td>1.0</td>
<td>1.00 lbs</td>
<td>0.0 USD</td>
<td>MyAccount: 632</td>
<td>Drop off package at FedEx location</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Print your shipping label

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.Label

Print

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Thank you for shipping with FedEx. Your tracking number: 7984/73028343

From (800-864-7276) Karen Smith Tester
100 Public Services
Irvine, CA 92697

To Jack Mahoney
UC Irvine
250 PUBLIC SERVICES
IRVINE, CA 92697

Date 08 JAN 2019
AAMR 1896
CUT W/005/1/2019

FedEx Ground

92697
CA
SNA

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SA NZJA
If you are asked to enter two recent invoice numbers during this process, please use the following dummy invoice numbers that we have created:

Invoice A: \textbf{75 000 000 0}

Invoice B: \textbf{75 000 000 1}