

FedEx® Shipping Administration



The Shipping Administration feature of FedEx Ship Manager® at fedex.com is an online tool that gives you complete control over the access and use of your online FedEx account number(s).

Whether you use fedex.com for personal shipments, or you belong to a large corporation, Shipping Administration provides you with the resources you need to ensure that your account(s) are secure, by giving you complete control and visibility on how it is being used on fedex.com.

Benefits

- **Saves you time and money.** The increased visibility and reporting capabilities give you the shipping information you need to plan and budget more efficiently, saving you and your customers time and money.
- **Gives you added security.** Access is limited to shippers with the proper user ID and password that you have granted access, and your account numbers are hidden from users to prevent unauthorized use.
- **Gives you complete control.** You designate who in your company, family or friends is able to ship using your account; you permit or restrict their access to specific services; you require reference fields for billing or charge-back purposes; you generate shipping reports for measurement purposes; and you determine who will be given administrative privileges and at what level.
- **Provides convenience.** Administrative and shipping functions are available 24 hours a day, 7 days a week, from any computer with Internet access. No special software or hardware is required.
- **Provides efficiency.** Give your users access to an online shipping solution that cuts down on time and errors means every desk becomes a shipping desk, boosting productivity and reducing administrative and mailroom costs.
- **Provides global flexibility, visibility and control.** You can set up users anywhere in the world, giving you global visibility and centralized control throughout your entire organization.

Features

- **Department Administration.** You can add new departments or group of people, view all departments, search for a specific department, and view and update the profile, privileges and defaults for an individual department.
- **User Administration.** You can add new users; view a list of all users; search for a specific user; delete a user; and view and update the profile, privileges and defaults for a specific user. In addition, you can assign a user as a regular user, a department administrator or as a company administrator.
- **Admin Reports.** You can create, add, edit and delete customized reports for any shipment processed using FedEx Ship Manager at fedex.com in the past 45 days. Once a report is generated, you can view and print it online or download it by saving it to your hard drive in comma-separated variable (CSV) format. In addition, you can track any shipment from within the report by clicking on the tracking number.
- **Account Visibility and Management.** You have complete control and visibility into how your account is being utilized for shipping on fedex.com, and by whom. Shipping Administration provides you with the tools you need to ensure that your account is protected and that only those individuals that you provide access to can use your account to create shipments on fedex.com.

Getting Started

Once you've decided that FedEx Ship Manager at fedex.com and Shipping Administration are the right tools for you, it's easy to get started.

Just go to **fedex.com** and click on the **Start Today** link located underneath the **New Customer Center** and complete your registration.