

FedEx Shipping Guide



Updated September 10, 2024

Sign up or log in to FedEx

The screenshot shows the FedEx website's home page. At the top, there is a purple navigation bar with the FedEx logo and links for Shipping, Tracking, Design & Print, Locations, and Support. On the right side of this bar, there is a 'Sign Up or Log In' link with a user icon and a search icon. A dropdown menu is open from this link, listing various user account options. A red arrow points to the 'SIGN UP / LOG IN' option at the top of the dropdown. Below the navigation bar is a large hero image of a smiling FedEx employee. The main content area features a 'Ship, manage, track, deliver' headline and three primary action buttons: 'RATE & SHIP', 'TRACK' (highlighted in purple), and 'LOCATIONS'. Below these is a tracking input field with a 'TRACK' button. At the bottom, there are five service icons: 'DROP OFF A PACKAGE', 'REDIRECT A PACKAGE', 'STORE HOURS AND SERVICES', 'SERVICE ALERTS', and 'RETURN A PACKAGE'. A footer section promotes a discount for small business owners with a 'START SAVING' button.

fedex.com/en-us/home.html

Shipping ▾ Tracking ▾ Design & Print ▾ Locations ▾ Support ▾

Sign Up or Log In  

SIGN UP / LOG IN

My profile

Administrative tools

Email preferences

Address book

View & pay bill

Reporting

Open an account to save on shipping costs, time-saving tools and more!

Ship, manage, track, deliver

RATE & SHIP TRACK LOCATIONS

TRACKING ID TRACK

MULTIPLE TRACKING NUMBERS | NEED HELP?

DROP OFF A PACKAGE REDIRECT A PACKAGE STORE HOURS AND SERVICES SERVICE ALERTS RETURN A PACKAGE

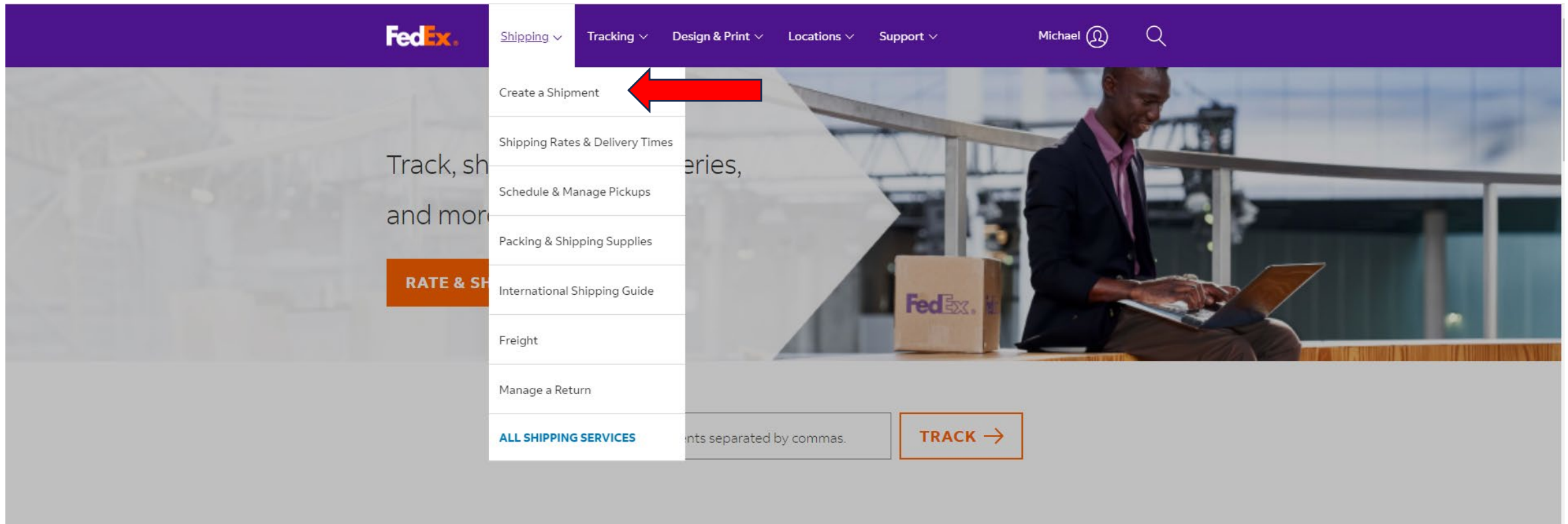
You're a small business boss. And we're here for it.

Save up to 40% on select shipping and surcharges when you open a free account.

START SAVING

- Go to Fedex.com and click “Sign Up or Log In” in the top right of the page
- Log In with your account or click “Create A User ID” if you do not already have an account with FedEx.

Create a Shipment pt. 1



- Once you are logged in, under the shipping tab select “Create a Shipment”

Create a Shipment

1 Enter shipping information 2 Print label(s)

* Denotes required field.

[Go to new version](#) | [Preferences](#) | [Clear all fields](#)

1. From [Help](#) [Edit](#)
 YOUR SHIPPING ADDRESS, 123 Your address goes here, Your City, Colorado, 88888, United States

2. To [Help](#) [Hide](#)
 * Country/Territory:
 Company:
 * Contact name:
 * Address 1:
 Address 2:
 * ZIP:
 * City:
 * State:
 * Phone no.: ext.
[Perform detailed address check](#)
 This is a residential address
 Save new recipient in address book

3. Package & Shipment Details [Help](#) [Hide](#)
 * Ship date:
 * Number of packages:
 * Pricing option: FedEx Standard Rate FedEx One Rate
 * Weight: lbs
 Declared Value: U.S. Dollars
 * Service type:
 * Package type:
 Dimensions: in
 Save dimensions profile
 Include a return label

4. Billing Details [Help](#) [Hide](#)
 * Bill transportation to:
[Update the credit card tied to my account](#)
 * Account no.:
 Your reference:
[More reference fields](#) [Add an account](#)

Special Services (optional) [Help](#) [Hide](#)
Alert:
 FedEx Express (parcel and freight) and FedEx Ground Collect on Delivery (including E.C.O.D.) is discontinued for shipments within the U.S. and from Canada to the U.S.
 Non-standard packaging
 Dry ice
 Dangerous goods [Help me decide](#)
 Lithium Batteries/Cells
FedEx® Delivery Signature Options
 Signature type:
 Hold at FedEx location

Pickup/Drop-off (optional) [Help](#) [Hide](#)
 Schedule a pickup
 Drop off package at a FedEx location
 Use an already scheduled pickup at my location

Shipment Notifications (optional) [Help](#) [Edit](#)
 Send an email to yourself, the recipient or others indicating the status of your shipment.

Rates & Transit Times (optional) [Help](#) [Edit](#)
 View your rates and transit times based on your selections.

5. Complete your Shipment [Help](#)

Create a Shipment pt. 2

- Box 1: Your shipping information
- Box 2: Our Address
 - 2450 Gillette Drive, Fort Collins, CO, 80526
- Box 3:
 - Pricing option: FedEx Standard Rate
 - Weight: actual weight of package
 - Service Type: Priority overnight
 - Package type: Choose based on your package and include dimensions if using your own box
- Box 4:
 - Bill Transportation to: Recipient
 - Account: 331702099
- Special Services: do not select anything and leave signature type as None specified.
- Pickup/Drop-off: Select appropriate option for your clinic
- Shipment Notifications: optional but do not need to include our information here
- Rate and Transit times: Please note these will not populate when using the bill to recipient option. Charges will be invoiced to your clinic at \$17 for the 1st lb., \$1 for each additional lb. plus fuel surcharges which vary based on how far outside of a major city your clinic is.
- Scroll down and select “Ship” in the complete your shipment box

Troubleshooting

- If you click ship and an error message appears saying the account is not valid.
 - This usually appears when you do not have a valid credit card on file with your account. A credit card must be on file in order to use the bill to recipient option.
 - The credit card can usually be updated from the shipping screen in box 4 by clicking “Update the credit card tied to my account.” If this is not an option, you will need to go to your profile at the top right to add a credit card.
 - If you have a valid credit card on file, make sure that the account number is correct (331702099) under the bill to recipient box.
 - If this either of these do not fix the problem, please call us at 970-491-1170