

---

# Creating a user with FedEx Ship Manager at FedEx.com

---

Prepared for MSU University Stores  
Last revised 3/6/2006

**Technical Support (877) 339-2774**



The Michigan State University logo, consisting of the words "MICHIGAN STATE" and "UNIVERSITY" stacked vertically in a green, serif font. A horizontal line separates the two words. The entire logo is enclosed in a light grey rectangular box.



## Creating your user with FedEx.com

1. Before you register you will need to have the administrator send you an email that looks like the one below.
2. Click the link that says – Ship Manager Invitation Link.
3. This will take you to FedEx.com to begin your registration.

**From:** FedEx.com Online Services [mailto:OnlineServices@fedex.com]

**Sent:** Wednesday, August 17, 2005 5:00 PM

**To:** XXXX XXXXXX

**Subject:** Access FedEx Ship Manager as a guest of XXXXXXXXX

Dear XXXXXXX :

XXXXXX has invited you to access FedEx Ship Manager on fedex.com with the following privileges:

- You may process shipments using FedEx Ship Manager with an account number administered by XXXX XXXXXXX

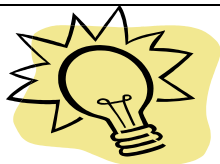
Please click on this [Ship Manager Invitation Link](#) immediately to accept your invitation.

Your invitation will expire within 5 days of the time it was transmitted. If it has already expired, you may request another invitation from XXXXXXXXXXX.

fedex.com

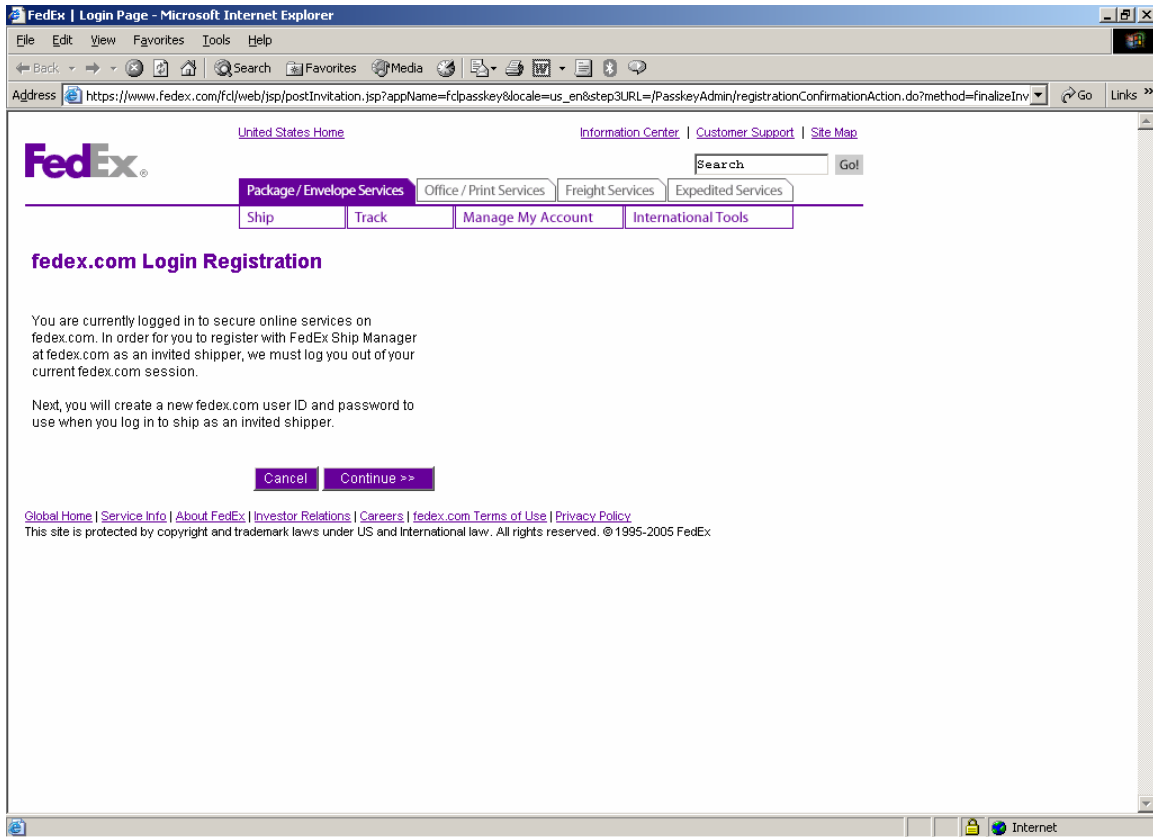
Where the business of shipping gets done<sup>SM</sup>

*This message has been sent by an auto responder system. Please do not reply to this message.*



**TIP:** If you do not receive this email you will not be able to register. You should ask your company administrator to resend the email.

4. After clicking the link you will be taken to the screen below. Click the continue button to proceed with the registration.



5. This will bring you to the FedEx.com registration screen. Enter a username consisting of letters and numbers. Special characters cannot be used in the creation of the username. Your password will have to be 6 characters in length and has to include at least one letter and number. You can use special characters for the password.
6. Select a secret question. The secret question will be used to help recover your password just in case you forget it.
7. Fill out the rest of the information as needed.
8. Click the continue button to proceed.

United States Home

## FedEx

### fedex.com Login Registration

1 Contact Info 2 Account Info 3 Confirmation

\* Required fields are in bold.

Your Login Information

\* User ID   
• User ID is at least 6 characters.

\* Password   
• Password is at least 6 characters.  
• Password must contain at least one letter and one number.

\* Retype Password

Your Secret Question

This question is an extra security measure used to access your profile or to confirm your identity in case you forget your password.

\* Secret Question

\* Secret Answer

Your Contact Information

\* First Name  Initials

\* Last Name

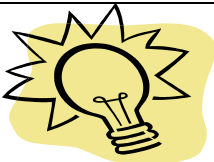
Important Information

Password cannot contain your full Company Name or Email Address

[Password help](#)

[Why do I need to sign up?](#)

[Login Help](#)



**TIP:** If you don't enter your information correctly registration will not continue. If this happens you can view the problem(s) at the top of the page in red letters.

9. If everything was done correctly you should end up with the confirmation screen.  
You can now click the Start Shipping online button to start using FedEx Ship Manager.

