University of Michigan Procurement Services

How to Setup a New FedEx Account Number, Login ID and Password via FedEx.com

These instructions are for new users not for those that already have a FedEx.com login ID established.

* Note: FedEx web page information is intended for reference only. Recent changes to the FedEx web site may not be reflected in this document.
Note: The P-Card holder should be the person to set up a new FedEx account.

Before you begin, make sure you have the following:

A. An established P-Card with the appropriate limits for your monthly spend. If you need to establish a new P-Card or adjust the limit on your current card you visit http://www.finance.umich.edu/procurement/pcards for application forms and instructions.

B. The P-Card holder name exactly as it appears on the P-Card.

C. The address associated with your P-Card (this is the address on the card stock received with your P-Card). Your new FedEx account address (billing address) must match your P-Card address.

Questions? If you have P-Card related questions or need assistance determining your P-Card address, contact Procurement Services at 734-764-8212 option 1 or 2.
2. Select the **Apply now** Button
3. Select **Apply Now**
4. Select **Sign Up Now!**
5. Complete the Registration Form. This should be the P-Card holder’s information

6. Select the “Open a FedEx account” radio button

7. Select the Continue button
8. Select business account
9. Enter “University of Michigan”
10. Select Master Card from the drop down menu
11. Enter P-Card number
12. Enter the 3 digit security code on the back of your card
13. Select the P-Card expiration date from the drop down menus
14. Select the Complete button below (not shown here)
15. The next screen will be a confirmation that your FedEx registration is complete. You will also receive an email from FedEx confirming your registration and User ID.

16. ![Warning] After you have your new account number, you must register your new FedEx account through the U-M/E&I Cooperative Purchasing registration web site to qualify for discount rates: https://www.eandi.org/fedex/application_goblue.aspx.

17. **Reminder:** The next step is to register for FedEx Billing Online. Billing Online gives you access to all of your shipping details, copies of invoices, and usage reports. You will need your FedEx Account Number and P-Card to set up your Billing Online account. A job aid for establishing your Billing Online account is available on the FedEx contract web page: http://www.finance.umich.edu/procurement/howtobuy/universitycontracts/fedex

**DO NOT USE YOUR NEW ACCOUNT YET.** You must wait until you receive the confirmation email from FedEx informing you that your account has been linked to the E&I contract. This may take 2-5 business days. If you use your account before it is linked to E&I, FedEx will charge full list rate.