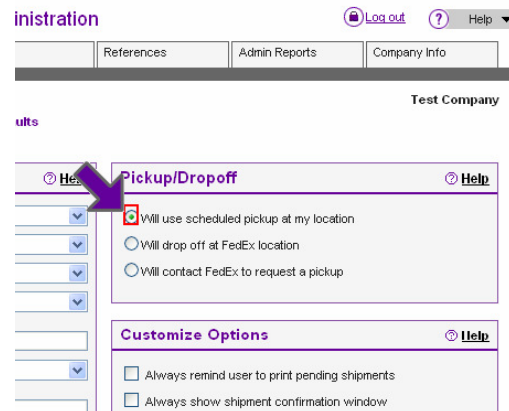
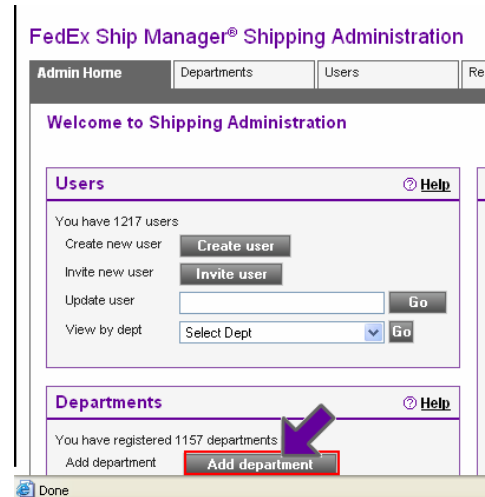




## How to Add a Department Using FedEx Ship Manager™ at fedex.ca Shipping Administration

### Step by Step Instructions

1. Either click the *Add Department* button from the Admin Home tab, or select the Departments tab and then click the *Add* button.
2. Enter the appropriate information in the Department Details module.
3. Add an existing or a new FedEx account to the department.
4. Click the *Continue* button.
5. Select the desired options under each module.
6. If you choose to enable the Process return shipments option ([available for intra-U.S. shipments only](#)), click the *Edit* button next to this option in order to enter the return contact information.
7. Click the *Continue* button.
8. Select the desired validation, list display, and reference for this department.
9. Click the *Continue* button.
10. Select the desired options under the Default Shipping information, Pickup/Drop-off, and Customize Options modules.
11. Click the *Save* button.



This information and its use is subject to the FedEx Automation Agreement under which you obtained a license for or have been authorized to use FedEx Ship Manager at fedex.ca. FedEx makes no warranties expressed or implied and any and all warranties, including without limitation, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED regarding this information. Any conflict between this information and the Automation Agreement, or transportation services/pricing agreement between you and FedEx, or between this information and the FedEx Service Guide will be governed by the Automation Agreement, the transportation services/pricing agreement and the FedEx Service Guide, in that order. Your use of this information constitutes your agreement to these terms.