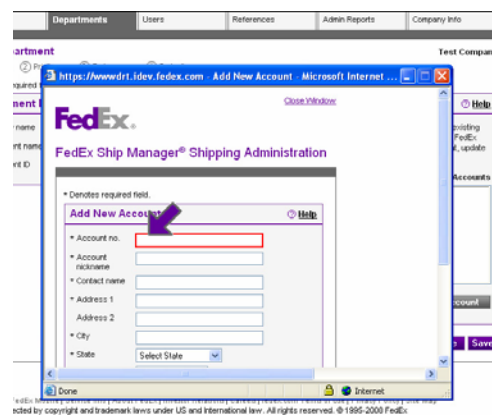
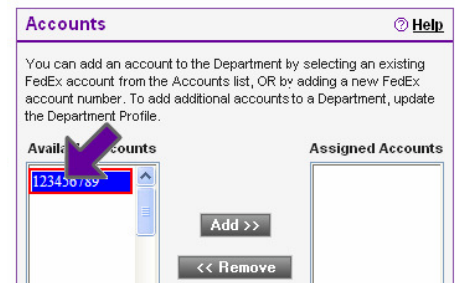




## How to Assign an Account to a Department Using FedEx Ship Manager™ at fedex.ca Shipping Administration

### Step by Step Instructions

1. Select the Departments tab.
2. Choose a department.
3. Click the *Edit* button.
4. Indicate if you want add new account or assign an available account.
5. Click the *Add new account button* to add a new FedEx account number.
6. Enter the appropriate data in the Add New Account screen.
7. Click the *Save* button.
8. Choose a FedEx account from the Available Accounts list to add an existing account number.
9. Click the *Add* button.
10. Click the *Save* button.



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