



## How to Create a New User using FedEx Ship Manager™ at fedex.ca Shipping Administration

### Step by Step Instructions

1. Either click the *Create user* button from the Admin Home tab, or select the Users
2. tab above and then click the *Create new user* button.
3. Select the desired department.
4. Enter the required User Details information.
5. Select an assigned account.
6. Select the department privileges.
7. Select the title you wish to assign the user.
8. Click the *Create user* button.

**2. Accounts Available** [Help](#)

To assign the user to a Department Account, select from the assigned accounts below.

\* Accounts assigned

123456789
123456789

**3. User Setting**

Use department privileges, references, and defaults

[View settings](#)

**3. User Settings** [Help](#)

Use department privileges, references, and defaults

[View settings](#)

Customize privileges, references and defaults

**Assign user as**

Regular user (non-admin)

Department administrator

Company administrator

[Cancel](#) [Create user](#)

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