



## How to Invite a User to Ship Using FedEx Ship Manager™ at fedex.ca Shipping Administration

### Step by Step Instructions

1. Either click the *Invite user* button from the Admin Home tab, or select the Users.
2. tab and then click the *Invite* 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 *Invite user* button.

Admin Home | Departments | Users

### Invite new user

1 Profile 2 Privileges 3 References 4 Defaults

\* Denotes required field.

#### 1. User Details

\* Department: Sales

\* User alias: [Red bordered input field]

\* First name: [Input field]

\* Last name: [Input field]

\* E-mail: [Input field]

#### 3. User Settings

Use department privileges, references, and defaults  
 Customize privileges, references and defaults

[View settings](#)

Assign user as

Regular user (non-admin)  
 Department administrator  
 Company administrator

[Cancel](#) [Invite user](#)

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