



FedEx<sup>®</sup> Billing Online  
Panduan Pengguna

# Panduan Cepat

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# Registrasi

Anda harus memiliki ID Pengguna fedex.com untuk mendaftar FedEx Billing Online (FBO). Jika Anda belum memilikinya. Pilih opsi 'Tidak memiliki ID Pengguna fedex.com' pada menu drop-down 'Daftar / Masuk' \* di halaman muka fedex.com.

## Langkah 1. Berikan informasi kontak Anda

1.1 Buat User ID dan Password Anda pada 'Login Information'.

1.2 Pilih salah satu dari Pertanyaan Rahasia dan berikan jawabannya. Ini adalah langkah pengamanan tambahan yang digunakan untuk mengakses profil Anda atau untuk mengkonfirmasi identitas Anda jika Anda lupa kata sandi Anda.

1.3 Masukkan detail informasi kontak Anda pada bidang yang tersedia.

1.4 Setelah Anda membaca syarat dan ketentuan, klik tombol 'I Accept>>'

\* Jika Anda telah memiliki fedex.com Login, silakan mulai dari langkah ke 2 pada halaman selanjutnya.

The image shows the 'fedex.com Login Registration' form. It is divided into three sections: '1 Contact info', '2 Account info', and '3 Confirmation'. The '1 Contact info' section includes 'Login Information' with fields for 'Create a User ID' (with a note 'User ID must be at least 6 characters.' and 'Use at least 6 characters.'), 'Create a Password' (with a note 'Password must use at least 8 characters and contain one upper case letter, one lower case letter and one numeric character.'), and 'Re-enter Password'. Below this is 'Your Secret Question' with a dropdown menu and a 'Secret Answer' field. The '2 Account info' section includes 'Contact Information' with fields for 'First Name', 'Last Name', 'Company', 'Country/Territory' (set to Singapore), 'ZIP/Postal', 'Address 1', 'Address 2', 'City', 'State/Province', 'Email', 'Re-enter e-mail', 'Phone #', and 'Fax #'. The '3 Confirmation' section includes 'Terms and Conditions' with a checkbox for 'I would like to receive information about FedEx via e-mail, including special offers and promotions. (You can withdraw your consent at any time.)' and buttons for 'I Do Not Accept' and 'I Accept >>'. Numbered circles 1, 2, 3, and 4 are overlaid on the form to indicate the steps.

# Registrasi

## Langkah 2. Registrasi FedEx Billing Online: Account Info

Setelah Anda mendapatkan ID fedex.com, Anda harus memberikan nomor akun FedEx yang ingin Anda daftarkan untuk FBO.

2.1 Pilih 'Opsi penagihan' di bawah menu drop down 'Dukungan' pada halaman muka fedex.com.

2.2 Masukkan nomor akun FedEx Anda.

2.3 Klik 'Continue>>' ke halaman berikutnya.

## Langkah 3. Registrasi FedEx Billing Online: Validasi

3.1 Masukkan 2 nomor invoice yang ditagih ke akun dalam 120 hari terakhir.

3.2 Klik 'Continue >>' ke halaman berikutnya.

FedEx® Billing Online. Your electronic business advantage.

Now you can choose to receive your invoices electronically via FedEx Billing Online and never receive a paper version again! These digitally-signed invoices are exactly the same as paper invoices but with added benefits, including:

- View**
  - Search, download, print and save invoices in a variety of formats.
  - View invoices for multiple shipments from one account.
  - Review charges based on your invoice or air waybill number.
- Pay**
  - Pay invoices online by credit card\* or PayPal\*
  - Pay multiple invoices at once.
- Manage**
  - Assign viewing and/or access privileges to multiple users.
  - Reconcile invoices and disputes over shipment charges.
  - Integrate voice data with your accounting systems.
  - Customize your reports.
  - Receive email notifications for invoice transactions.

\* Selected countries or territories only.

Experience the easiest way to manage your FedEx invoices.

[SIGN UP](#) 1

### fedex.com Login Registration

1 Contact Info 2 Account Info 3 Confirmation

This fedex.com service requires a nine-digit FedEx account number. Please indicate which FedEx account you would like to use with this service.

Your FedEx account 2

Enter a nine-digit FedEx account number:

Nickname this account (optional):  3

### fedex.com Login Registration

1 Contact Info 2 Account Info 3 Confirmation

For security purposes, please enter two recent (last 120 days) invoice numbers for the account number you are using to register.

Asterisk(\*) indicates required field

FedEx account: - [Change account](#)

Enter Invoice Numbers

\* Invoice A  1

\* Invoice B  2

# Registrasi

## Langkah 4. Registrasi FedEx Billing Online: Konfirmasi tanpa kertas (paperless)

4.1 Setelah memverifikasi 2 nomor invoice, Anda dapat memilih 'Electronic invoice only' atau '**Electronic and Email invoice**' agar Anda dapat menerima invoice baru berupa lampiran PDF yang dikirim langsung ke inbox pada email Anda.

4.2 Klik '**Continue >>**' untuk menyelesaikan registrasi.

## Langkah 5. Registrasi FedEx Billing Online: Konfirmasi

**FedEx Billing Online Registration**

Your account currently receives paper invoices.

Register for FedEx Billing Online

I would like to register to receive:

- Electronic invoice only
- Electronic and Email invoice

**FedEx Billing Online** The FedEx Billing Online service enables you to receive your digitally signed invoices securely through fedex.com. Invoices issued to your account will no longer be sent to you by mail. You will receive an email notifying you when new invoices are ready to be viewed.

**With FedEx Billing Online:**

- View and manage invoices faster!
- Print and save your invoices in XLS, XML, CSV and digitally signed PDF
- Monitor the payments and credit activity against your invoices
- Question or Dispute charges online
- Invite others to view and manage your invoices
- And much more

**Electronic and Email invoice**  
Enables all the features of Electronic Invoice Only plus it enables you to receive your invoice as a PDF attachment via email. By signing up for this option you agree to receive your PDF email invoice in our Email specific layout.

Register my account for FedEx Billing Online and change my billing method. I understand I will no longer receive invoices by mail

Cancel Continue>>

### fedex.com Login Registration

**1 Contact Info 2 Account Info 3 Confirmation**

Your Registration is Complete! Thank you for registering an account with FedEx Billing Online on fedex.com.

User ID

Account Number  
My Account - 576

Account Nickname

Billing Address

Start Using FedEx Billing Online

Sign up for FedEx InSight® to monitor all your shipping and receiving activity

**For Your Reference**  
You can access and update your profile information at any time by clicking on [My Profile](#) on the site at any time.

# Login

Setelah Anda mempunyai fedex.com login, pilih 'Opsi Penagihan' pada menu 'Dukungan'.

## Langkah 1. Login ke FedEx Billing Online: Pengguna Existing

1.1 Klik pada tulisan 'Masuk ke FedEx Billing Online'.

## Step 2. Login ke FedEx Billing Online: Akses ke FBO

2.1 Masukkan User ID dan Password Anda.

2.2 Klik pada tombol 'Login'.



fedex.com Login  
for access to FedEx Billing Online

A screenshot of the FedEx.com login form. At the top, it says "\* Denotes required field." Below that is a section titled "Registered fedex.com Users". There is an "IMPORTANT" warning icon and text: "For best results, please disable your pop-up blocker." The main instruction is "Enter your user ID and password to login". There are two input fields: "\* User ID" and "\* Password". The "User ID" field has a red circle with the number "1" next to it. Below the password field is a checkbox labeled "Remember my user ID on this computer." At the bottom, there are links for "Login Help", "Forgot/Reset your password or user ID?", and a "Login" button. The "Login" button has a red circle with the number "2" next to it.

# Account Summary

Setelah Anda login ke FBO, Anda akan langsung berada pada halaman / tab menu Account Summary.

## Account Summary

Ini adalah ikhtisar tagihan dari akun Anda.

## Invoice List

Daftar invoice akan dikelompokkan menurut statusnya. Anda dapat melihat invoice dari berbagai status dengan memilih dari tab pengelompokan yang ditampilkan.

Invoice yang berstatus Open: Ini adalah tampilan default dan memperlihatkan semua invoice yang saat ini masih open, termasuk yang Lewat Jatuh Tempo atau Dalam Status Dispute.

Lewat Jatuh Tempo: Tampilan ini hanya akan menampilkan invoice yang berstatus Lewat Jatuh Tempo.

Dibayarkan / Ditutup: Tampilan ini akan menampilkan invoice yang saat ini tidak lagi memerlukan pembayaran.

Dalam Status Dispute: Tampilan ini menunjukkan invoice yang Anda telah ajukan dispute pada tagihan, baik untuk seluruh invoice ataupun satu atau lebih pada pengiriman yang terkait.

Account Summary Search/Download My Options International Electronic Only

Welcome

Please allow up to 24 hrs. for payments and credits to be reflected on your account.

### Account Summary

Primary Account Add an account

Currency	Original Charges	Payments or credits	Total due	Past Due
SGD	1,331.88	0.00	1,331.88	17.12

All-Open Past Due Paid/Closed In Dispute Search all

### Invoice List (All-Open)

Filter by None selected Results per page 10

Select all	Invoice no.	View/print	Invoice type	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due	Payment status	Currency
<input type="checkbox"/>			Duty/tax	20-Jun-2019	27-Jun-2019		Open	602.96	602.96		SGD
<input type="checkbox"/>			Freight	13-Jun-2019	13-Jul-2019		Open	344.10	344.10		SGD
<input type="checkbox"/>			Freight	06-Jun-2019	06-Jul-2019		Open	367.70	367.70		SGD
<input type="checkbox"/>			Freight	23-May-2019	22-Jun-2019		Past Due	17.12	17.12		SGD

Print/Save invoices Pay

Icon Legend

### Account Aging Summary

Primary Account:

Currency	0 - 15 days	16 - 30 days	31 - 60 days	61 - 90 days	91+ days	Total
SGD	947.06	367.70	17.12	0.00	0.00	1,331.88

# Account Summary – Unduh Invoice PDF

Anda dapat memilih untuk Mencetak / Menyimpan banyak invoice PDF dalam format yang Anda inginkan.

Langkah-langkahnya adalah sebagai berikut,

1. Pilih tab pengelompokan yang sesuai.
2. Pilih invoice yang ingin Anda Cetak / Simpan.
3. Pilih format yang disukai dan klik tombol 'Submit'.

*\*Anda dapat memilih hingga 10 invoice sekaligus untuk di Cetak / di Simpan.*

The screenshot shows the 'Invoice List (All-Open)' interface. At the top, there are tabs for 'All-Open', 'Past Due', 'Paid/Closed', and 'In Dispute'. The 'Past Due' tab is selected and highlighted with an orange circle labeled '1'. Below the tabs, there is a 'Filter by' dropdown menu set to 'None selected' and a 'Results per page' dropdown set to '10'. The main content is a table with columns: 'Select all', 'Invoice no.', 'View/print', 'Invoice type', 'Invoice date', 'Due date', 'Account no.', 'Invoice status', 'Original Charges', 'Balance due', 'Payment status', and 'Currency'. The table contains four rows of invoice data. The second and third rows are selected with checkboxes. The 'View/print' column for these rows shows a PDF icon. An orange circle labeled '2' points to the 'View/print' column. Below the table, there is a note: '\*You may select up to 10 invoices at a time for the Print/Save action.' To the right of this note are buttons for 'Print/Save invoices' and 'Pay'. Below the note, there is a section titled 'Would you like to:' with two radio button options: 'Print: Create one file with a PDF of all the invoices you have selected.' and 'Save: Create a zipped file of separate invoice PDF images.' The 'Save' option is selected. A 'Submit' button is located below these options. An orange circle labeled '3' points to the 'Submit' button. An orange arrow points from the 'Submit' button in the screenshot to a larger, detailed view of the 'Would you like to:' section below.

Select all	Invoice no.	View/print	Invoice type	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due	Payment status	Currency.
<input type="checkbox"/>			Duty/tax	20-Jun-2019	27-Jun-2019		Open	602.96	602.96		SGD
<input type="checkbox"/>			Freight	13-Jun-2019	13-Jul-2019		Open	344.10	344.10		SGD
<input checked="" type="checkbox"/>			Freight	06-Jun-2019	06-Jul-2019		Open	367.70	367.70		SGD
<input checked="" type="checkbox"/>			Freight	23-May-2019	22-Jun-2019		Past Due	17.12	17.12		SGD

Would you like to:

Print: Create one file with a PDF of all the invoices you have selected.

Save: Create a zipped file of separate invoice PDF images.

**Submit**

# Account Summary – Pilihan Pembayaran

Anda cukup memilih beberapa invoice untuk pembayaran pada halaman 'Account Summary'.

Langkah-langkahnya adalah sebagai berikut,

1. Pilih invoice yang ingin Anda bayar.
2. Klik tombol 'Pay'.
3. Ini akan diarahkan ke halaman My Payment Cart, Anda dapat menghapus / menambahkan invoice pada laman ini.
4. Pilih metode pembayaran\*.
5. Anda bisa memilih 'Create one time payment' atau 'Pay with Payment profile'\*\*.

- *Kartu kredit dan PayPal hanya untuk negara dan wilayah tertentu saja.*
- *\*\* Anda dapat mengatur beberapa Profil Pembayaran di bawah Kelola Preferensi Pembayaran untuk memungkinkan Anda dengan cepat memilih metode pembayaran yang berbeda untuk membayar invoice Anda.*

Select all	Invoice no.	View/print	Invoice type	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due	Payment status	Currency
<input type="checkbox"/>			Duty/tax	20-Jun-2019	27-Jun-2019		Open	602.96	602.96		SGD
<input type="checkbox"/>			Freight	13-Jun-2019	13-Jul-2019		Open	344.10	344.10		SGD
<input checked="" type="checkbox"/>			Freight	06-Jun-2019	06-Jul-2019		Open	367.70	367.70		SGD
<input checked="" type="checkbox"/>			Freight	23-May-2019	22-Jun-2019		Past Due	17.12	17.12		SGD

## My Payment Cart

1. Select Payment
2. Review Payment
3. Payment Confirmation

Primary account number :  
Amount to pay : SGD 384.82

View items in payment cart

Account no.	Invoice no.	Invoice date	Due date	Currency	Payment item	Amount due	Payment amount	Action
		06-Jun-2019	06-Jul-2019	SGD	Invoice Payment	367.70	367.70	<a href="#">Remove</a>
		23-May-2019	22-Jun-2019	SGD	Invoice Payment	17.12	17.12	<a href="#">Remove</a>

Payment cart total: SGD 384.82

[Remove all items](#) [Add items](#)

Mail Check / Remittance Advice

Credit Card

Other Payment Methods



[Check out](#)  
The safer, easier way to pay

# Account Summary – Rincian Invoice dan Dispute

Anda dapat memilih invoice yang ada pada halaman 'Account Summary' untuk melihat detailnya.

Langkah-langkahnya adalah sebagai berikut,

1. Klik pada No. Invoice yang ingin Anda periksa.
2. Ini akan diarahkan ke halaman FedEx Invoice Details. Anda juga bisa mengklik no. Air waybill untuk keterangan lebih lanjut.
3. Lalu akan diarahkan ke halaman shipment detail. Anda dapat melihat informasi terkait.
4. Anda dapat klik tombol 'Dispute' jika Anda ingin melakukan dispute.
5. Pilih tipe dispute dan berikan tambahan komentar terkait dispute Anda. Klik tombol 'Submit dispute'.

All-Open   Past Due   Paid/Closed   In Dispute   Search all

Invoice List (All-Open) Help

Filter by: None selected   Results per page: 10

Select all	Invoice no.	View/print	Invoice type	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due	Payment status	Currency
<input type="checkbox"/>			Duty/tax	20-Jun-2019	27-Jun-2019		Open	602.96	602.96		SGD

Account Summary   Search/Download   My Options   International Electronic Only

Invoice Detail View   Back

Invoice Summary   Help   Hide

**Billing Information**

Invoice no.  
Account no.  
Control no.  
Store ID no.  
Invoice type  
Invoice date  
Due date  
Invoice status  
Balance due  
[View Invoice History](#)

[View/print digitally signed PDF](#)

[Download digitally signed PDF and signature validation](#)

**Charge Summary**   [View Details](#)

Total standard charges   0.00  
Total discounts   0.00  
Total additional charges   602.96  
Total taxes   0.00  
**Total invoice amount   SGD 602.96**

Six Hundred Two and Ninety Six Cents

[Download invoice](#)   [Dispute invoice](#)   [Pay invoice](#)

FedEx Invoice Details   Help

Filter by: None selected   Results per page: 10

Select all	Air waybill no.	Date	Product group	Reference	Payor	Status	Meter	Shipper Account	Original charges	Balance due
<input type="checkbox"/>		12-Jun-2019	D/T		Consignee	Open	008705100		602.96	602.96

Express Duty/Tax Shipment Detail   Back

Tracking ID Summary   Help   Hide

**Billing Information**

Air waybill no.  
Invoice no.  
Account no.  
Ship date  
Control no.  
Invoice date  
Due date  
Tracking ID Balance due  
Status  
[View Invoice History](#)  
[View signature proof of delivery](#)  
[Download Customs Documentation](#)

**Messages**

Duty/Tax Shipment Information   Help   Hide

**Sender Information**

**Shipment Details**

Ship date   12-JUN-2019  
Payment type   Consignee  
Service type   IE  
Package type   01  
Weight   52.98kgs  
Customer Reference   SCW 80835  
Reference #3  
Pieces   2  
Meter No.   008705100  
Declared value   SGD

**Customs Details**

Entry Date   18-Jun-2019 12:00  
Entry no.   IRSPED16F18055  
Declared Value

**Recipient Information**

**Charges**

Singapore GST   574.05  
Duty Advancement Fee   28.71  
**Total charges   SGD602.96**

[Dispute](#)   [Pay](#)   [Back](#)

**Dispute Tracking ID**   Back

Please enter any pertinent details below. To ensure your dispute is processed in a timely manner, please do not use this form for support requests.   [Clear all fields](#)

**Dispute Information**   Help

Account no.  
Invoice no.  
Airwaybill no.  
Dispute type   Please select

**Additional Dispute Comments**

Maximum character limit is 1000.

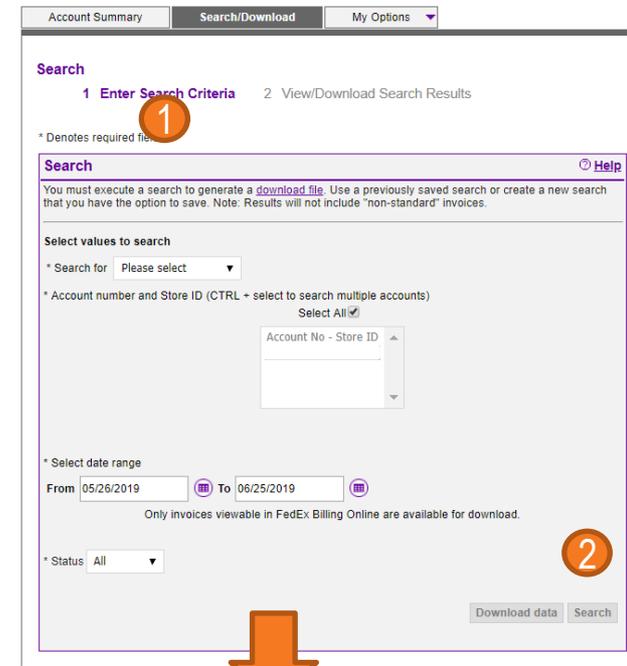
[Submit dispute](#)

# Search/Download – Invoice

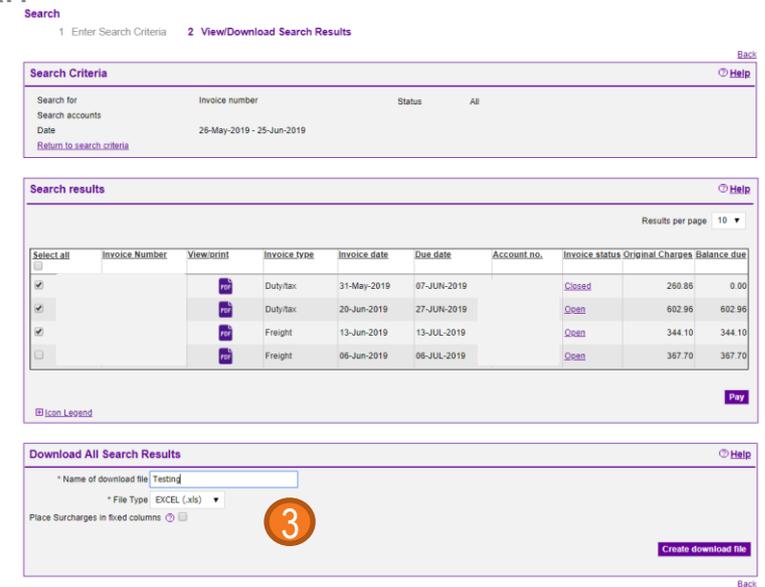
Anda dapat mencari dan mengunduh invoice / ID pelacakan / referensi pembayaran dengan jenis file yang diinginkan melalui tab menu 'Search / Download'.

Langkah-langkahnya adalah sebagai berikut,

1. Klik 'New Search or Download' di bawah menu 'Search / Download' dan masukan angka untuk pencarian.
2. Klik tombol 'Search'.
3. Ini akan diarahkan langsung ke halaman View / Download Search Result. Silakan pilih hasilnya dan klik 'Create Download File'.
4. Ini akan diarahkan langsung ke halaman Download Centre, unduhan file Anda akan disiapkan.
5. Setelah file siap, Anda dapat mengklik dan mengunduhnya.



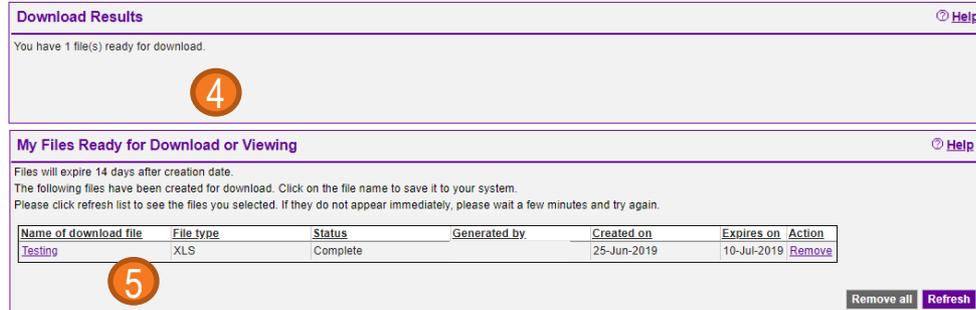
The screenshot shows the 'Search' section of the interface. It includes a 'Search' header with two steps: '1 Enter Search Criteria' and '2 View/Download Search Results'. A red circle with the number '1' highlights the 'Enter Search Criteria' step. Below the header, there is a 'Search' sub-section with a 'Help' icon. A note states: 'You must execute a search to generate a download file. Use a previously saved search or create a new search that you have the option to save. Note: Results will not include "non-standard" invoices.' The 'Select values to search' section includes a 'Search for' dropdown menu, an 'Account number and Store ID (CTRL + select to search multiple accounts)' section with a 'Select All' checkbox and a list box for 'Account No - Store ID', and a 'Select date range' section with 'From' and 'To' date pickers. The 'Status' dropdown is set to 'All'. A red circle with the number '2' highlights the 'Search' button. A large orange arrow points downwards from the 'Search' button.



The screenshot shows the 'View/Download Search Results' page. It includes a 'Search Criteria' section with a 'Help' icon. The search criteria are: 'Search for' (Search accounts), 'Invoice number' (25-May-2019 - 25-Jun-2019), 'Date' (25-May-2019 - 25-Jun-2019), and 'Status' (All). Below this is a 'Search results' section with a 'Help' icon and a 'Results per page' dropdown set to '10'. A table displays the search results with columns: 'Select all', 'Invoice Number', 'View/print', 'Invoice type', 'Invoice date', 'Due date', 'Account no.', 'Invoice status', 'Original Charges', and 'Balance due'. The table contains four rows of data. A red circle with the number '3' highlights the 'Download All Search Results' section, which includes a 'Name of download file' input field (containing 'Testing'), a 'File Type' dropdown menu (set to 'EXCEL (.xls)'), and a 'Create download file' button. A 'Back' link is visible at the bottom right.

Select all	Invoice Number	View/print	Invoice type	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due
<input type="checkbox"/>			Duty/tax	31-May-2019	07-JUN-2019		Closed	260.86	0.00
<input checked="" type="checkbox"/>			Duty/tax	20-Jun-2019	27-JUN-2019		Open	602.96	602.96
<input checked="" type="checkbox"/>			Freight	13-Jun-2019	13-JUL-2019		Open	344.10	344.10
<input type="checkbox"/>			Freight	06-Jun-2019	06-JUL-2019		Open	367.70	367.70

## Download Center



The screenshot shows the 'Download Center' page. It includes a 'Download Results' section with a 'Help' icon. A message states: 'You have 1 file(s) ready for download.' A red circle with the number '4' highlights this message. Below this is a 'My Files Ready for Download or Viewing' section with a 'Help' icon. A note states: 'Files will expire 14 days after creation date. The following files have been created for download. Click on the file name to save it to your system. Please click refresh list to see the files you selected. If they do not appear immediately, please wait a few minutes and try again.' A table displays the files ready for download with columns: 'Name of download file', 'File type', 'Status', 'Generated by', 'Created on', 'Expires on', and 'Action'. The table contains one row of data. A red circle with the number '5' highlights the 'Testing' file. Below the table are 'Remove all' and 'Refresh' buttons. A 'Create a new download file' button is visible at the bottom.

Name of download file	File type	Status	Generated by	Created on	Expires on	Action
<a href="#">Testing</a>	XLS	Complete		25-Jun-2019	10-Jul-2019	<a href="#">Remove</a>

# Search/Download - Dokumen Kepabeanaan

Anda dapat mencari dan mengunduh dokumen kepabeanaan (paperwork) terkait pajak/bea pada kiriman Anda.

Langkah-langkahnya adalah sebagai berikut,

1. Klik 'New Search or Download' yang ada di bawah menu 'Search/Download', pilih 'ID Pelacakan' sebagai kriteria pencarian dan masukan nomor air waybill dan klik 'Quick Search'.
2. Pilih catatan pengiriman bea / pajak dan Anda akan diarahkan kembali ke layar Rincian Pengiriman Bea / Pajak. Klik tautan 'Download Custom Documentation'.
3. Ini akan diarahkan langsung ke halaman download centre, file unduhan Anda akan disiapkan.
4. Setelah file siap, Anda dapat mengklik dan mengunduhnya.

Catatan: Ketersediaan dokumentasi custom mungkin berbeda menurut negara / wilayah.

**Account Summary** Search/Download My Options

Welcome

Please allow up to 24 hrs. for payments and credits to be reflected on your account.

**Account Summary** Help

**Search**

1 Enter Search Criteria 2 View/Download Search Results

\* Denotes required field

**Search** Help

You must execute a search to generate a [download file](#). Use a previously saved search or create a new search that you have the option to save. Note: Results will not include "non-standard" invoices.

**Quick Search** Help

You must execute a search to generate a [download file](#). Select the information you want to search on and enter a specific value to find.

\* Search for

Tracking ID

Quick Search

Select values to search Search results will be limited to 10000 Invoices or Tracking IDs per search.

\* Search for Please select

\* Account number and Store ID (CTRL + select to search multiple accounts)

Select All

Account No - Store ID

**Express Duty/Tax Shipment Detail**

**Tracking ID Summary**

**Billing Information**

Air waybill no. <Prev 7704

Invoice no.

Account no.

Ship date

Control no.

Invoice date

Due date

**Tracking ID Balance due**

Status

[View Invoice History](#)

[View signature proof of delivery](#)

[Download Custom Documentation](#)

**Messages**

**Download Center**

**Download Results** Help

You have 1 file(s) ready for download.

**My Files Ready for Download or Viewing** Help

Files will expire 14 days after creation date.

The following files have been created for download. Click on the file name to save it to your system.

Please click refresh list to see the files you selected. If they do not appear immediately, please wait a few minutes and try again.

Name of download file	File type	Status	Generated by	Created on	Expires on	Action
ustomsDocument1	PDF	Complete		12-Jun-2020	27-Jun-2020	Remove

Remove all Refresh

# My Option – Kelola Pengaturan Akun

Anda dapat menambahkan akun utama melalui 'Manage Account Settings' yang terletak di bawah tab menu 'My Option'.

Setelah Anda berhasil menambahkan, Anda akan dapat menggunakan login yang sama untuk mengelola banyak akun di FBO.

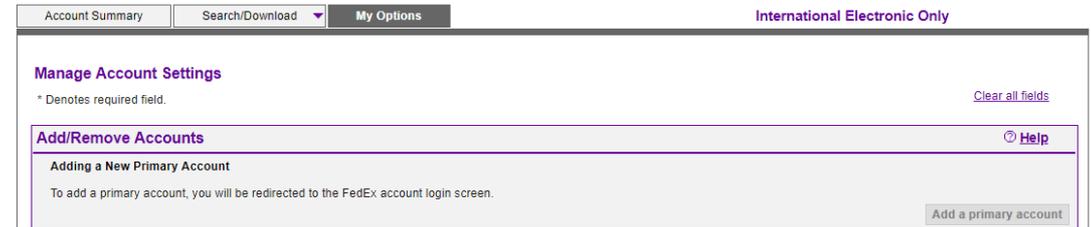
# My Option – Kelola Pengguna

Anda dapat mengundang pengguna baru atau mengubah administrator melalui 'Manage Users' yang terletak di bawah tab menu 'My Option'.

Untuk mengundang pengguna baru, langkah-langkahnya adalah sebagai berikut,

1. Klik tombol 'Invite new user'.
2. Berikan detail pengguna baru yang diundang.
3. Klik tombol 'Continue'.
4. Pengguna yang diundang akan menerima email untuk mendaftar login fedex.com.

*Catatan: Setelah pengguna diundang sebagai pengguna sekunder, mereka dapat masuk ke FBO dan mengelola pemberitahuan yang ingin mereka terima di bawah 'Kelola Pengaturan Pengguna'.*



Account Summary Search/Download My Options International Electronic Only

**Manage Account Settings** [Clear all fields](#)

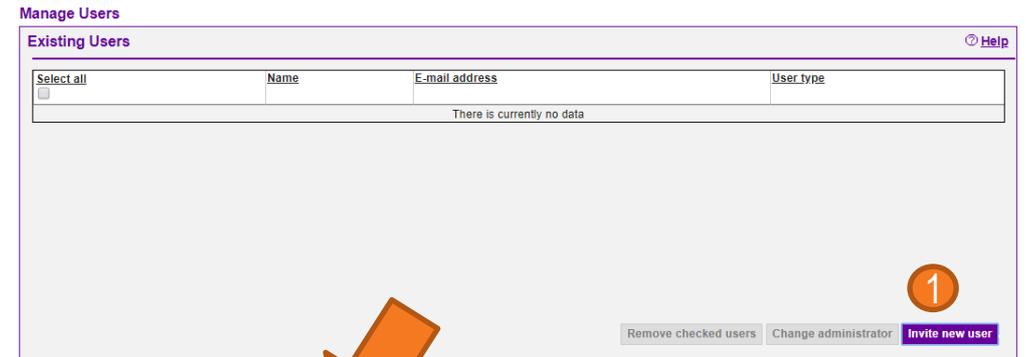
\* Denotes required field.

**Add/Remove Accounts** [Help](#)

**Adding a New Primary Account**

To add a primary account, you will be redirected to the FedEx account login screen.

[Add a primary account](#)



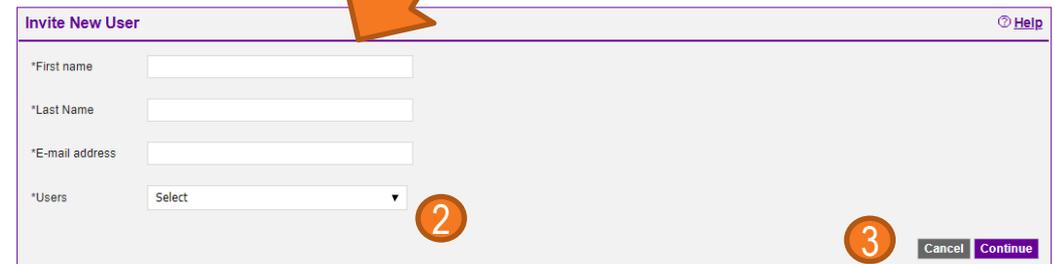
**Manage Users** [Help](#)

**Existing Users** [Help](#)

Select all	Name	E-mail address	User type
<input type="checkbox"/>			

There is currently no data

[Remove checked users](#) [Change administrator](#) [Invite new user](#) 1



**Invite New User** [Help](#)

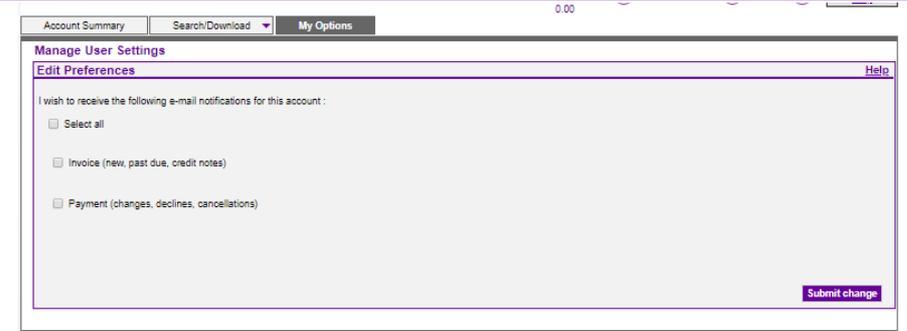
\*First name

\*Last Name

\*E-mail address

\*Users  2

[Cancel](#) [Continue](#) 3



Account Summary Search/Download My Options 0.00

**Manage User Settings** [Help](#)

**Edit Preferences**

I wish to receive the following e-mail notifications for this account :

Select all

Invoice (new, past due, credit notes)

Payment (changes, declines, cancellations)

[Submit change](#)

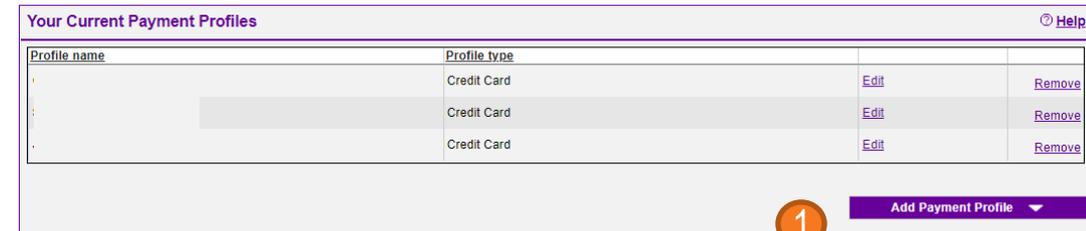
# My Option – Kelola Preferensi Pembayaran

Anda dapat membuat profil pembayaran dan mendaftarkan pembayaran otomatis melalui 'Manage Payment Preference' di bawah tab menu 'My Option'.

Untuk menambah profil pembayaran, langkah-langkahnya adalah sebagai berikut,

1. Klik pada tombol 'Add payment profile' dan pilih metode pembayaran\*.
2. Berikan detail terkait.
3. Apabila kartu kredit, klik tombol 'Add credit card profile'.

\* Kartu kredit dan PayPal hanya untuk negara dan wilayah tertentu saja.



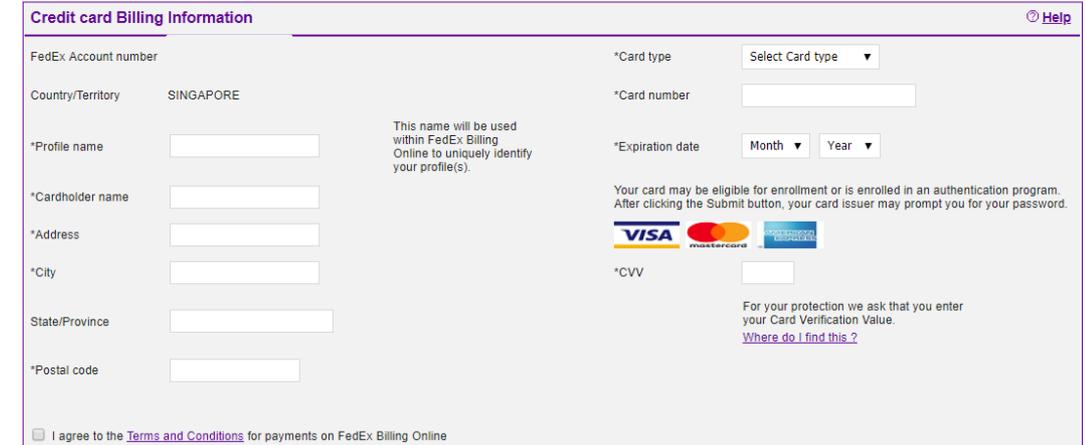
Profile name	Profile type		
	Credit Card	<a href="#">Edit</a>	<a href="#">Remove</a>
	Credit Card	<a href="#">Edit</a>	<a href="#">Remove</a>
	Credit Card	<a href="#">Edit</a>	<a href="#">Remove</a>

[Add Payment Profile](#)

## Credit Card Payment Profile

\* Denotes required field.

[clear all fields](#)



**Credit card Billing Information**

FedEx Account number

Country/Territory: SINGAPORE

\*Profile name

\*Cardholder name

\*Address

\*City

State/Province

\*Postal code

\*Card type: Select Card type

\*Card number

\*Expiration date: Month Year

Your card may be eligible for enrollment or is enrolled in an authentication program. After clicking the Submit button, your card issuer may prompt you for your password.



\*CVV

For your protection we ask that you enter your Card Verification Value. [Where do I find this ?](#)

I agree to the [Terms and Conditions](#) for payments on FedEx Billing Online

[Cancel](#) [Add credit card profile](#)