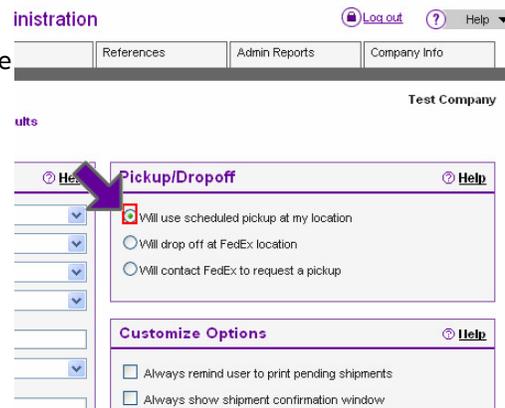
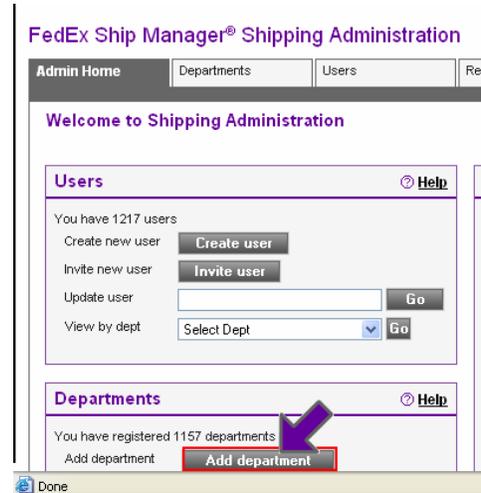




How to Add a Department Using FedEx Ship Manager™ at fedex.ca Shipping Administration

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. and Customize Options modules.
12. Click the *Save* button.



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