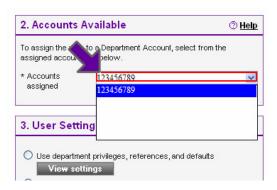
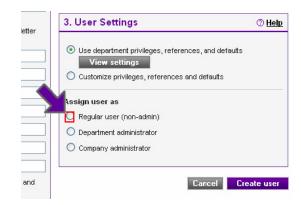


## How to Create a New User using FedEx Ship Manager™ at fedex.ca Shipping Administration

## **Step by Step Instructions**

- Either click the Create user button from the Admin Home tab, or select the Users
- 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.





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