

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:

* First name:

* Last name:

* E-mail:

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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