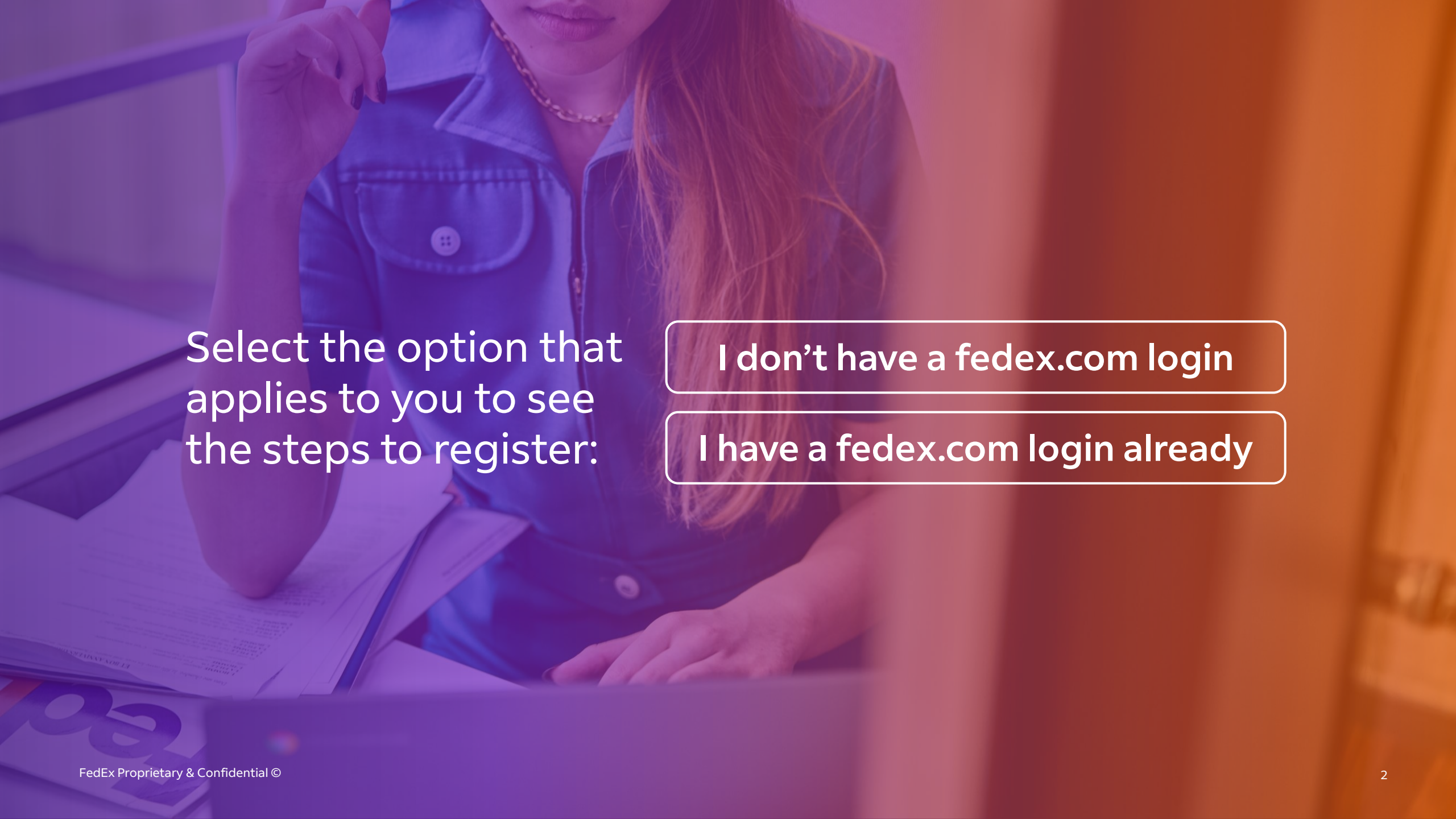




# Register for FedEx Billing Online (FBO)



Select the option that applies to you to see the steps to register:

**I don't have a fedex.com login**

**I have a fedex.com login already**

## Manage and pay invoices online

Receive, review, pay and dispute invoices, all from one secure online location with FedEx Billing Online.

[ACCESS](#)[REGISTER](#)[CREATE USER ID \(FOR EXISTING CUSTOMERS\)](#)

Easy billing, efficient business.

Streamline your billing process and improve your productivity. With FedEx Billing Online, it's easy to manage your invoices. Features include online payment, document download, reporting and account preferences.

### Account summary



Provides balance due and past due amounts information for the account.

### Invoice table



Provides the list of invoice numbers along with its account numbers and invoice details information in a tabulated format.

### Invoice filters & search



Filter and quick search help you to filter and locate the exact invoice number.

### Views and columns



Customise the columns and change the views of the invoice table and save for future.

### Payment flow



Enjoy a seamless payment process all the way from your cart to checkout.

### Managing payments



Manage payment profiles, set up AutoPay and view your scheduled payments and credits.

### Administration



Manage primary and secondary accounts and have control over who has access. Set up notifications for invoice transactions.

### Reporting



Create and download your invoice or shipment reports and customs documentation.

### Disputes



Dispute any invoice or shipment.

### Already have a fedex.com login?

With your user ID and account information, complete your registration to FedEx Billing Online in just a few clicks.

[REGISTER TODAY](#)

### Don't have a fedex.com login?

Create your user ID and password, then link your FedEx account to finalise your registration to FedEx Billing Online.

[CREATE A USER ID](#)

1

## FBO new user

- Go to fedex.com, click on the **Account** menu and select **FedEx Billing Online**.
- Once on the page, select **CREATE USER ID** and create a fedex.com login.

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

\* Required fields are in bold.

**Login Information**

\* Create a User ID   
 • Use at least 8 characters.

\* Create a Password   
 • Password must use at least 8 characters and contain one upper case letter, one lower case letter and one numeric character.

\* Re-enter Password

**Your Secret Question**

This question is an extra security measure used to access your profile or to confirm your identity in case you forget your password.

\* Secret Question

\* Secret Answer

**Contact Information**

\* First Name  Initial

\* Last Name   
 Please enter your company name (if applicable) and address to facilitate package pickup.

Company

\* Country/Territory

\* ZIP/Postal  • Required for some countries

\* Address 1

Address 2

\* City

\* State/Province  • Required for US, Canada, and Puerto Rico

\* Email

\* Re-enter e-mail

\* Phone #  Fax #

**Terms and Conditions**

I have read, understood and agree to be bound by the following. I also understand how FedEx intends to use my information.

• [fedex.com Terms of Use](#)

• [Privacy Policy](#)

☐ I would like to receive information about FedEx via e-mail, including special offers and promotions. (You can withdraw your consent at any time.)

**Important Information**

Password cannot contain your full Company Name or Email Address

[Password help](#)

[Why do I need to sign up?](#)

[Login Help](#)

2

## Create a fedex.com login

- Create a User ID and Password
- Complete your contact information
- Click “I Accept” to agree to Terms of Use and Privacy Policy, to proceed

## 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

☒ Enter a nine-digit FedEx account number:

Nickname this account (optional):

Please provide your billing address

Enter the billing address associated with this account.

DO NOT BILL,  
Budapest, HU, 1007, HU

[Edit](#)

!

Important Information

[Why do I need an account number?](#)

3

### Link EAN/account

- Enter the nine-digit FedEx account number you want to register for and link to your fedex.com ID and Password.
- **Important:** the billing address needs to match exactly against the one held for the nine-digit FedEx account number in our systems, for security purposes. If not matched, the system will prevent you from moving to the next stage. In case of doubt, ask your Sales representative.

## 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: My Account - 751 [Change account](#)

**Enter Invoice Numbers**

\* Invoice A

\* Invoice B

Cancel

Continue >>

4

### Enter invoice numbers

- Enter 2 recent invoice numbers from the last 120 days.
- If you don't have 2 recent invoices at hand, ask your Sales representative.

## 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>>

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## Select format to receive invoices

You can choose from 2 options:

- Receive a notification when your digital invoice is ready to download from FBO by logging in.
- Receive a summary invoice by email and download full invoice from FBO by logging in.

## 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**

Hugfbainv

**Start Using**

**FedEx Billing Online**



**Account Number**

GFBO Test Acc HU - 751

**Account Nickname**

GFBO Test Acc HU

**Billing Address**

DO NOT BILL  
Budapest, HU 1007  
hu

[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.

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### Registration complete

Your registration is now completed. Simply click the orange play button to access your FBO account.



Your fedex.com registration is complete.

Dear Emrik Hungary,

Thank you for registering on fedex.com.

Your user ID is: Hugfbainv

If you ever forget your password or user ID, you can retrieve it by clicking "FORGOT PASSWORD/USER ID?" on fedex.com or going [here](#).

Your user ID is case sensitive. Please be sure to store it safely as it appears above.

Your fedex.com user ID gives you access to many time-saving tools to make your job easier. Some services may require that a FedEx account number be added to your online profile and authorized for additional security. Log in to upgrade to a shipping account or start shipping today.

LOGIN

Thank you again for your registration

FedEx

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## Confirmation

You will receive a confirmation email.

Billing Configuration Options

**Set up billing  
the way you want!**



# Use the *Administration* section to personalise your experience

The screenshot shows the FedEx Billing Online interface. The top navigation bar is purple with the FedEx logo and links for Shipping, Tracking, Support, and Account. The user is logged in as 'Roja'. The left sidebar contains a menu with 'ADMINISTRATION' highlighted in a blue box. The main content area displays a welcome message for 'Roja' and an account number '6114-9355-0'. Below this, there are three summary cards: 'ACCOUNT BALANCE' (\$32,062.67), 'DISPUTED' (\$25,703.55), and 'PAST DUE' (\$32,062.67). A 'VIEW ALL INVOICES' button is present. At the bottom, there is a search section with a dropdown menu and a 'SEARCH' button.

FedEx Billing Online

Summary

INVOICES

MANAGE PAYMENTS

**ADMINISTRATION**

- Manage accounts
- Manage users
- Application settings
- Email notifications

REPORTING

HELP

RETURN TO LEGACY

Welcome, Roja

ACCOUNT NUMBER  
6114-9355-0

+ ADD ACCOUNT

Amounts are shown in USD

\$32,062.67  
ACCOUNT BALANCE

\$25,703.55  
DISPUTED

\$32,062.67  
PAST DUE

VIEW ALL INVOICES

Search

Select the criteria and enter the content you'd like to search. This search will take to a specific page or allow you to view multiple results.

Search for\*

Select

SEARCH

This allows you to :

- Manage account settings
- Manage users
- Set up and manage email notifications

Thank you.

## Manage and pay invoices online

Receive, review, pay and dispute invoices, all from one secure online location with FedEx Billing Online.

ACCESS

REGISTER

CREATE USER ID (FOR EXISTING CUSTOMERS)

Easy billing, efficient business.

Streamline your billing process and improve your productivity. With FedEx Billing Online, it's easy to manage your invoices. Features include online payment, document download, reporting and account preferences.

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### Invoice table



Provides the list of invoice numbers along with its account numbers and invoice details information in a tabulated format.

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Customise the columns and change the views of the invoice table and save for future.

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### Administration



Manage primary and secondary accounts and have control over who has access. Set up notifications for invoice transactions.

### Reporting



Create and download your invoice or shipment reports and customs documentation.

### Disputes



Dispute any invoice or shipment.

### Already have a fedex.com login?

With your user ID and account information, complete your registration to FedEx Billing Online in just a few clicks.

REGISTER TODAY

### Don't have a fedex.com login?

Create your user ID and password, then link your FedEx account to finalise your registration to FedEx Billing Online.

CREATE A USER ID

1

## Existing fedex.com users without FBO activated

- Go fedex.com, click on the **Account** menu and select **FedEx Billing Online**.
- Once on the page, you can select **“REGISTER”** to activate FBO and go paperless by receiving your invoices digitally.

# Enter your user ID and password to log in

[NEW TO FEDEX? OPEN AN ACCOUNT](#)

|          |           |
|----------|-----------|
| USER ID  | Hugfboinv |
| PASSWORD | .....     |
|          | SHOW      |

☐ Remember my user ID.

**LOG IN**

[FORGOT YOUR USER ID OR PASSWORD?](#)

Need help?

[CUSTOMER SUPPORT](#)

2

## Log in with your credentials

Enter your fedex.com user ID and password to start the FBO activation process.

## 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**

☒ Select a FedEx account from your online profile: 

Select Account Number ▼  
Select Account Number  
GFBO Test Acc HU - 751

☐ Enter a nine-digit FedEx account number:

Nickname this account (optional):

**Please provide your billing address**

Enter the billing address associated with this account.

DO NOT BILL,  
Budapest, HU, 1007, HU

[Edit](#)

! Important Information

[Why do I need an account number?](#)

3

### Select or enter FedEx account

- Select a FedEx account number from your online profile or enter a different nine-digit account number you would like to use with the FBO tool.
- **Important:** the billing address needs to match exactly against the one held for the nine-digit FedEx account number in our systems, for security purposes. If not matched, the system will prevent you from moving to the next stage. In case of doubt, ask your Sales representative.

## 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>>

4

## Select format to receive invoices

You can choose from 2 options:

- Receive a notification when your digital invoice is ready to download from FBO by logging in.
- Receive a summary invoice by email and download full invoice from FBO by logging in.

# 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.

|                                                             |                                                                                              |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <div>User ID</div> <div>Hugfbainv</div>                     | <div>Start Using</div> <div>FedEx Billing Online</div> <div></div>                           |
| <div>Account Number</div> <div>GFBO Test Acc HU - 751</div> |                                                                                              |
| <div>Account Nickname</div> <div>GFBO Test Acc HU</div>     | <div>Billing Address</div> <div>DO NOT BILL</div> <div>Budapest, HU 1007</div> <div>hu</div> |

[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.

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## Registration complete

Your registration is now completed. Simply click the orange play button to access your FBO account.

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**Set up billing  
the way you want!**



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The screenshot shows the FedEx Billing Online interface. The top navigation bar is purple with the FedEx logo and links for Shipping, Tracking, Support, and Account. The user is logged in as 'Roja'. The left sidebar contains a menu with 'ADMINISTRATION' highlighted in a blue box. The main content area shows a welcome message for 'Roja', account details (Account Number: 6114-9355-0), and three financial cards: ACCOUNT BALANCE (\$32,062.67), DISPUTED (\$25,703.55), and PAST DUE (\$32,062.67). A 'VIEW ALL INVOICES' button is present. Below is a search section with a dropdown menu and a 'SEARCH' button.

FedEx Billing Online

Roja

ACCOUNT NUMBER  
6114-9355-0  
+ ADD ACCOUNT

Welcome, Roja

Amounts are shown in USD

**\$32,062.67**  
ACCOUNT BALANCE

**\$25,703.55**  
DISPUTED

**\$32,062.67**  
PAST DUE

**VIEW ALL INVOICES**

Search

Select the criteria and enter the content you'd like to search. This search will take to a specific page or allow you to view multiple results.

Search for\*

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**SEARCH**

This allows you to :

- Manage account settings
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- Set up and manage email notifications

Thank you.