

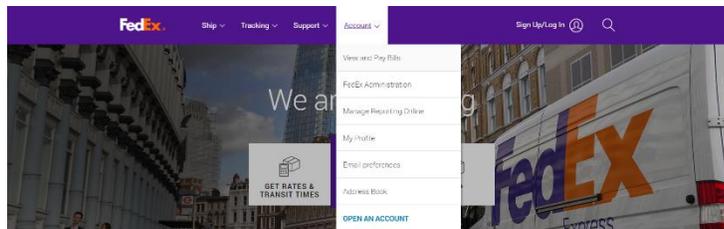
## FedEx® Billing Online: PDF Invoices by e-mail

FedEx® Billing Online allows you to receive a copy of your PDF invoices directly in your inbox, in addition to the electronic copy sent to your online account.

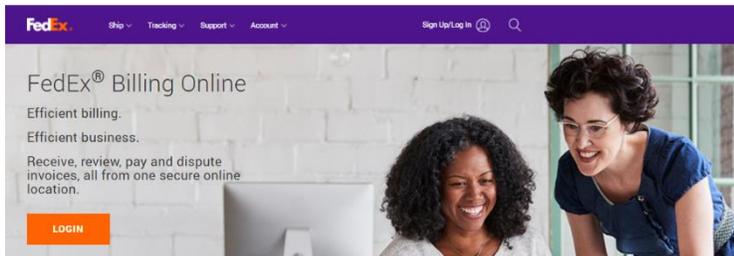
If you are already registered in FedEx Billing Online, go to point 6.

### 1. How to register in FedEx Billing Online?

From [fedex.com/ar](http://fedex.com/ar), click on the “Account” drop-down menu and select “View and pay bills” to access the FedEx Billing Online page.



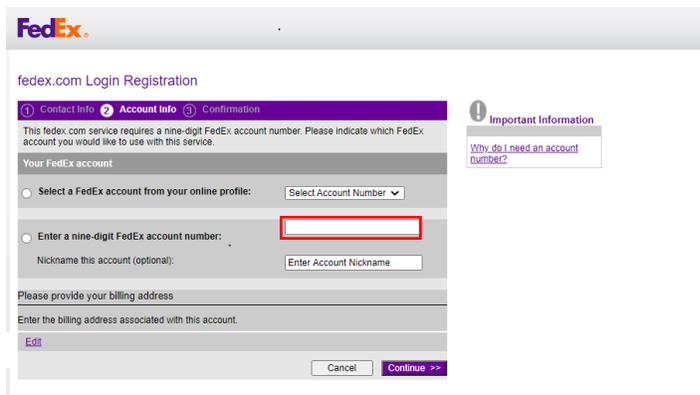
### 2. Click on the "LOGIN" button



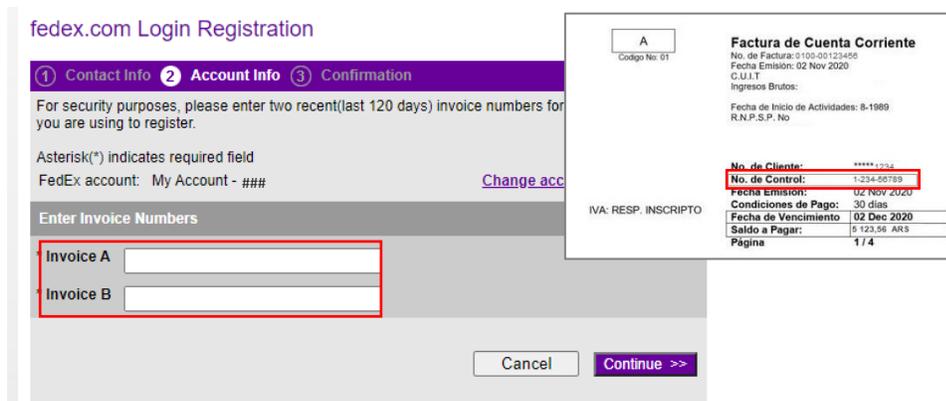
### 3. Log in with your fedex.com user ID and password

A screenshot of the FedEx Billing Online login form. The form is titled "fedex.com Login" and includes a sub-header "for access to FedEx Billing Online". It features a navigation bar with "FedEx Express" and links for "Enviar", "Rastrear", "Administrar Mi cuenta", and "Herramientas de aduana". The main form area is divided into two sections: "Usuarios de FedEx.com registrados" and "Nuevos Usuarios de fedex.com". The "Usuarios de FedEx.com registrados" section contains an "IMPORTANT" notice, a "For best results, please disable your pop-up blocker." message, and fields for "User ID" and "Password". There is also a "Remember my user ID on this computer." checkbox and a "Login" button. The "Nuevos Usuarios de fedex.com" section has a "Sign Up Now!" link and a brief description of the service.

**4. Select the account you want to register using the drop-down menu or enter your 9-digit account**



**5. To validate your account, enter the control number from 2 recent invoices and click "Continue" to confirm your registration.**



**6. How do I register for electronic and email invoicing with FedEx Billing online?**

**Step 1:**

Once you are registered, confirm that the email address where the copy of your invoices will be sent is correctly registered:

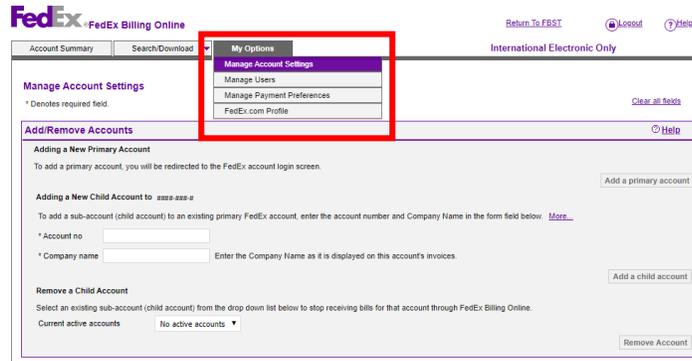
Send an email to [cambios@mail.fedex.com](mailto:cambios@mail.fedex.com) using as subject **Email Confirmation** and indicate the following information in the body of the email:

- Account number
- Email where you want to receive the copy of your invoice (only one e-mail).

Once [cambios@mail.fedex.com](mailto:cambios@mail.fedex.com) confirms the email address, proceed to Step 2.

## Step 2:

Once your email is confirmed, click on "My options" tab and then click on "Manage account settings".

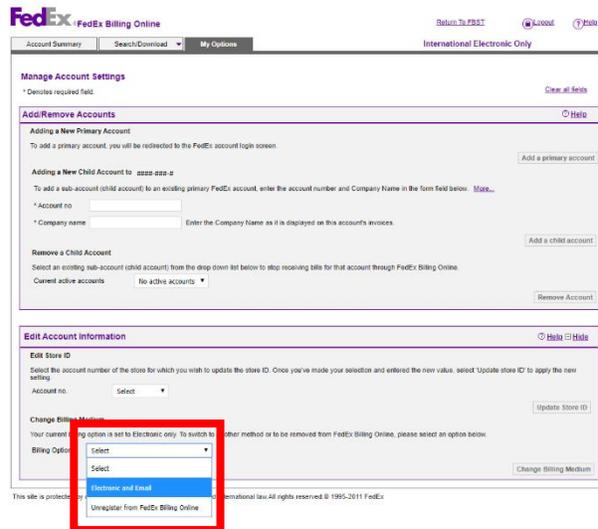


## Step 3:

Select the "electronic and e-mail" billing option.

## Step 4:

Then, click on "Change Billing Medium" to confirm your choice.



- 7. If you have any questions about the FedEx Billing Online setting, you can call your account executive or call our FedEx Customer Service Center at 0810.De.FedEx (333.3339), option 1 for language, option 7 for more services and option 6 for technical support.**