

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, 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





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

FedEx.		
fedex.com Login Registration		
1 Contact Info 2 Account Info 3 Confirmation	0 Important Information	
This fedex.com service requires a nine-digit FedEx account number. Please indicate which FedEx account you would like to use with this service.	Why do I need an account	
Your FedEx account	number?	
○ Select a FedEx account from your online profile: Select Account Number ✔		
O Enter a nine-digit FedEx account number:		
Nickname this account (optional): Enter Account Nickname		
Please provide your billing address		
Enter the billing address associated with this account.		
Edt		
Cancel Continue >>		

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

fedex.com Login Registration		A Codino No: 01	Factura de Cuent	a Corriente
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Asterisk(*) indicates required field FedEx account: My Account - ###	Change acc		No. de Cliente: No. de Control:	1-234-56789
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Invoice A			Saldo a Pagar: Página	1/4
Invoice B				
(Cancel	Continue >>		

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 <u>cambios@mail.fedex.com</u> 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 email).

Once <u>cambios@mail.fedex.com</u> 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".

Account Summary	Search/Download	My Options	International Electro	onic Only
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Step 3:

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

Step 4:

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

Account Summary	Search/Download	 My Options 		International Electro	onic Only
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Denotes required field					Clear all fields
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Adding a New Chill	Account to nume-nam	8			
To add a sub-accou	nt (child account) to an ep	isting primary FedEx acc	cont, enter the account number and Company	y Name in the form field below. More	
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 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.