



As a FedEx Billing Online customer, you can make electronic payments via EFT/ACH by adding your banking information to your FBO account. FedEx will request a transfer of funds only when you tell us to do so by scheduling and submitting payment for specific invoices within the FBO application.

Using the EFT payment method within FBO leads to a fully automated application of payments with no need for a separate Remittance Advice to be sent. This is the most efficient and most accurate method to pay invoices.

To update payment information within FBO, you must be an administrator on the account. The steps are as follows:

1. Log into FedEx Billing Online
2. Click on the **My Options** tab
3. Select **Manage Payment Preferences**
4. In **Your Current Payment Profiles** section, you can choose to add up to 10 EFT accounts and up to 5 credit cards by selecting **Add Payment Profile**

For information regarding FedEx Billing Online Payments, please go to [www.fedex.com/en-us/billing-online.html](http://www.fedex.com/en-us/billing-online.html). If you need further assistance, please contact FedEx Billing Online at 1-877-339-2774.

Thank you for choosing FedEx,  
FedEx Revenue Services