



# Registering for FedEx® Reporting Online



## Overview

When it comes to making strategic decisions for your business, having access to important data makes all the difference. That's why we created FedEx Reporting Online. With this service, you'll gain access to data about your use of FedEx® services, along with powerful tools that can help you analyze patterns in your shipments. Over time, it can even help you determine how to make the best use of FedEx services to meet your own business goals.

## Capabilities

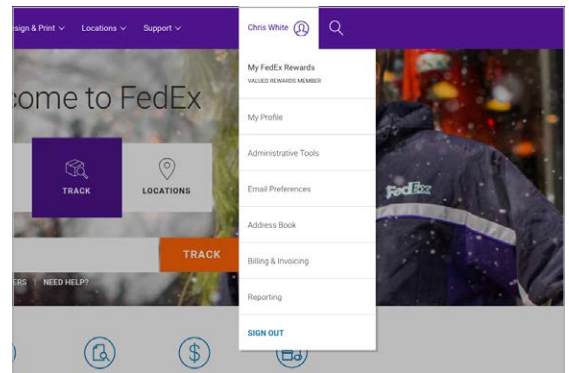
- Access up to two years of your shipping data
- Customize reports to pinpoint specific data and find trends
- Schedule reports to run on your schedule with daily, weekly or monthly options
- Download reports instantly or get email notifications for recurring reports



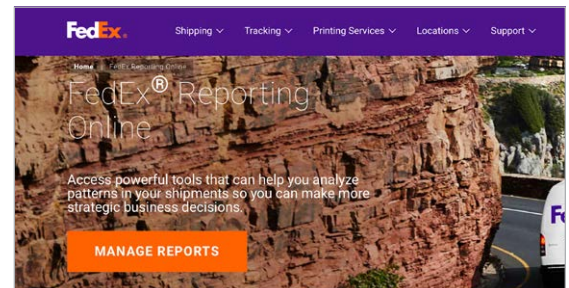
## How to Access FedEx Reporting Online

If you haven't used your account for FedEx Reporting Online before, you'll become a FedEx Reporting Online administrator automatically. Otherwise, you'll need to register for this service using the following steps.

1. Log in to fedex.com, click on your user ID and select Reporting.

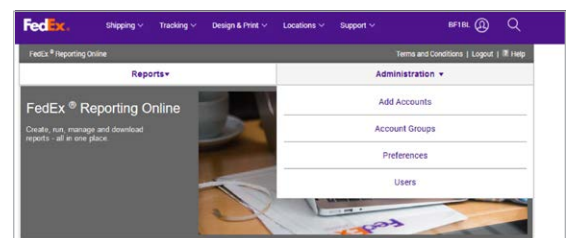


2. Click the Manage Reports button in the image banner.



## How to Register With FedEx Reporting Online

1. Click Administration, then Add Accounts.





2. Click OK.

**Add Accounts**

You are about to leave the FedEx Reporting Online application to add an account on fedex.com. You will be returned to the FedEx Reporting Online home page when you have finished adding an account.

3. Enter your 9-digit FedEx account number. If prompted, enter your contact address. Otherwise move on to the next step.

**FedEx**

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):

4. Enter two recent invoice numbers to confirm the account.

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 - 213 [Change account](#)

Enter Invoice Numbers

\* Invoice A

\* Invoice B

5. If the address does not match, a prompt will appear to enter the account's billing address.

fedex.com Login Registration

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

The contact address in your fedex.com online profile does not match the billing address on record for this account.

FedEx account: My Account [Change account](#)  
Contact address: Collierville, TN 38017

Please provide your billing address

Enter the billing address associated with this account.

\*Required fields are in bold.

\* Address 1

Address 2

\* City

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

\* ZIP/Postal code  \* Required for some countries

\* Country/Territory

You are now registered for FedEx Reporting Online and can run reports.