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.

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

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

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

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