



FedEx Ship Manager® at fedex.com

User Guide

Version 2.0



PART 1

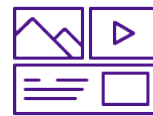
What is the FedEx Ship Manager® at fedex.com?

It's a new shipping tool designed around what you, the customer, said you need. Essentially it's a fresh, simplified way to ship — no clutter, no fuss, just an easy experience with features built to help.

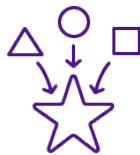
The benefits



Easily accessible from any desktop by multiple users



Sleek, polished design



High-performing shipping features and brand-new ones



Automatic updates so you get the latest features as soon as they're released

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PART 2

Let's get started

First things first, you'll need to access the tool. The good news is if you already have an account **and user ID**, you can skip this and head straight to the next section. If you don't, just follow the super quick steps below — then we can take a look around.

STEP 1

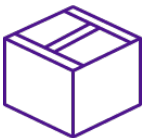
Open an account

If you haven't signed up yet, head over to our homepage and click **SIGN UP/LOG IN**.

STEP 2

Create user ID

Once you're in, create your user ID and password.

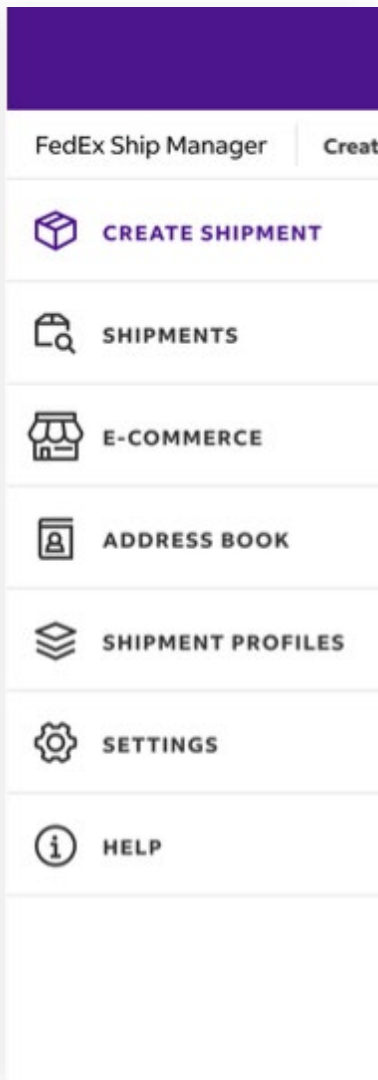
STEP 3

Enter FedEx Ship Manager

Go to fedex.com and click **CREATE A SHIPMENT**

PART 3

The menu explained



Create shipment

This is where you can start shipping.

Shipments

All the shipments you create are listed here. You can also keep an eye on the status, cancel a shipment, or reprint labels in this section.

E-commerce

Run an online business? This is the place to connect your store and manage all your shipments. We're always adding platforms, so stay tuned for more in the future.

Address book

View and edit your contacts here.

Shipment profiles

Send the same type of shipment often? Set up a shipment profile with all the information saved and ready to go. Just select one and all the details will automatically be filled in when you need to ship.

Settings

If you need to change shipping or printing preferences (e.g. label print settings) adjust them here.

Help

For extra guidance on the tool and new features.

PART 4

Choose your view

Once you're in, you'll get to choose what type of view you'd like.

Comfortable view

An experience that guides you through the shipping process.

☒

Compact view

An experience that gives a view into the entire shipping process.

☐

There are two options for creating shipments:

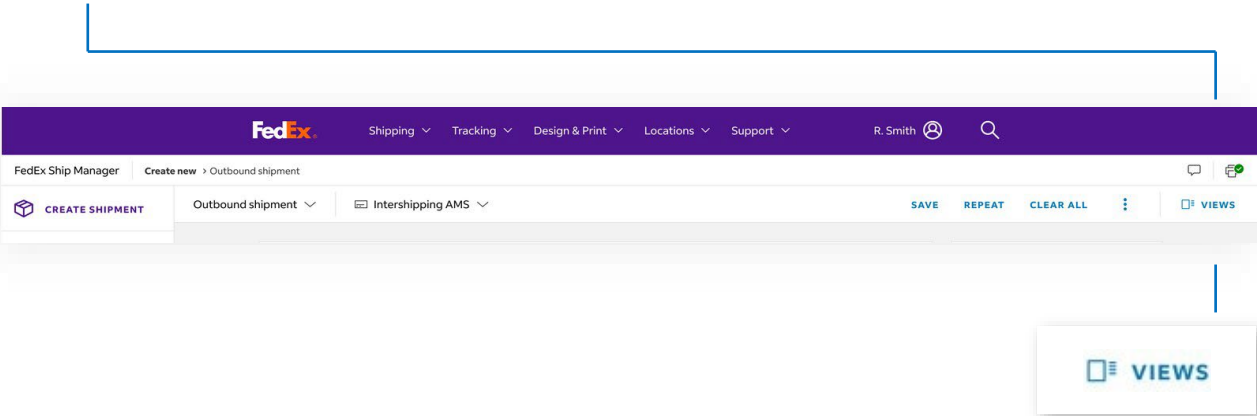
- Comfortable view**

For shippers who like to click through step-by-step.
- Compact view**

For shippers who want a clear overview of everything on one page.

How to switch

You'll instantly log in to one of the two views, but you can easily switch by clicking on **VIEWS** in the navigation bar.



PART 5

Create a new shipment
Comfortable view

Now for the main event — shipping. Here’s how to create a shipment from the comfortable view.

STEP 1

Start creating a shipment

Begin by clicking **CREATE SHIPMENT** in the menu. From the drop-down menu, select one of the following shipment types: outbound or import.

The sender details are filled in by default based on your profile. You can edit the sender details and save the new address as the default shipper address.

FedEx

FedEx Ship Manager | Create shipment

CREATE SHIPMENT

Outbound shipment ▾

Ship from EDIT

JP Sender2
Atos Syntel default address
101 FedEx Parkwy, Japan

STEP 2

Enter the recipient’s details

Fill in a new address or select one from your address book.

Deliver to

Who is receiving the shipment?

SEARCH IN ADDRESS BOOK

Contact

CONTACT NAME *

COMPANY

If needed, how can FedEx contact the recipient? ⓘ

PHONE NUMBER *

PHONE EXTENSION

EMAIL

Address

COUNTRY/TERRITORY ▾ ⓘ

ADDRESS LINE 1 *

ADDRESS LINE 2

ADDRESS LINE 3

POSTAL CODE

STATE OR PROVINCE ▾

CITY *

☐ This is a residential address ⓘ

☐ Save as new recipient in address book

NEXT

to 'Package details'

If it's a residential address, click this checkbox.

City*

DUSSELDORF

Phone number*

+49 211 81960

☐ This is a residential address

NEXT

to 'Package details'

Nov 2023

6

STEP 3

Specify the package details

First select the type of packaging and then fill in the weight and dimensions, which are needed to calculate the **estimated** shipping costs.

Package details

What type of packaging will be used?

PACKAGING

Your Packaging

☐ Purchase a higher limit of liability from FedEx

☐ Add non-standard packaging, dry ice or lithium batteries

NO. OF PACKAGE	WEIGHT PER PACKAGE	DIMENSIONS
		L x W x H
1	2 kg	x x cm

+ ADD ANOTHER PACKAGE

UPDATE

STEP 4

Select a service

Select a shipping date, time and service.

Bear in mind the availability of a service depends on where you're shipping to and from. The rates shown depend on your account.

Service

Select delivery date and time

SHIP DATE

Monday, October 30, 2023

Delivered by Friday, November 3, 2023

5:00 PM

FedEx International Priority®

Delivered by Friday, November 10, 2023

6:00 PM

FedEx International Economy®

UPDATE

STEP 5

Add more details

Enter a more detailed description of what exactly you're shipping to make sure it gets the right care, for example 'men's cotton shirts'.

To add multiple items, click **ADD NEW ITEM** and fill in the information

Shipment details

What are you shipping?

Items

Documents

SEARCH SAVED ITEMS

+ ADD NEW ITEM

Pro tip

Reduce the risk of customs delays with the right harmonized code and a detailed item description (e.g. men's cotton shirts).

ITEM DESCRIPTION (IN ENGLISH)

ITEM 1

HARMONIZED CODE

COUNTRY/TERRITORY OF MANUFACTURE

Japan

QUANTITY

1

UNIT

pieces

WEIGHT AND VALUE

Enter as totals

NET WEIGHT

2

kg

CUSTOMS VALUE

44

EUR

☐ Save as new item

CANCEL SAVE

SHIPMENT PURPOSE

Personal use

INVOICE FOR CUSTOMS

I will create my own invoice.

☐ Send trade documents to customs electronically (recommended)

VIEW SUMMARY

For shipments passing through customs, you'll need to provide more information in the **Customs** section.

First, you'll need to provide the Harmonized System (HS code) of what you're shipping — in the HS search bar you can quickly search for your saved item or fill in the item's description to get the code.

Select the main purpose of the shipment from the drop-down list and upload or generate a commercial invoice.

A great way to speed up clearance is by sending your trade documents to customs electronically. Just select this checkbox and upload any additional documents.

Shipment details

What are you shipping?

Items Documents

SEARCH SAVED ITEMS + ADD NEW ITEM

SHIPMENT PURPOSE
Commercial

INVOICE FOR CUSTOMER
I will create my own invoice

☒ Send trade documents to customs electronically (recommended)

Customs Invoice [UPLOAD FILE](#)

Additional documents [UPLOAD FILE](#)

NEXT

STEP 6

Select the pickup time and date

Choose either saved pickup details or select a new time and date. You can also drop off your shipment at a FedEx location — if there's one close by.

Pickup/drop-off

Choose a pickup or drop-off option

PICKUP/DROP-OFF
Schedule a pickup

PICKUP DATE
Monday, October 30, 2023

READY TIME
LATEST TIME AVAILABLE

PICKUP INSTRUCTIONS

Pickup address

☐ Use alternative pickup address

Vijay Vijayan, Altos Syntel
10 FedEx Parkway, FedEx Prod Test Account, Chiba-Shi Mihama-Ku, 2610023, JP

UPDATE

STEP 7

Stay updated

Keep an eye on your shipment's journey with notifications. Fill in the recipient's information so they can stay informed too.

Notifications

Add Shipment notifications

☒ Add shipment notifications

Recipient email address

EMAIL
test@test.com

LANGUAGE
English

☒ Created ☒ Delivered
☒ Estimated delivery ☒ Picked up
☒ Exception

ADD EMAIL ADDRESS

☐ Include a personalized message

VIEW SUMMARY

STEP 8

Choose who should pay

You can select who pays for the duties, taxes and fees (if applicable). Please note that if these fees aren't paid, we'll charge the shipper.

✓ Billing

Transportation costs

BILL TRANSPORTATION COST TO
My account

Duties, taxes and fees

BILL DUTIES, TAXES AND FEES TO
My account

Tax IDs

SENDER TAX ID/EORI NO.

RECIPIENT TAX ID/EORI NO.

You can find the shipment references in the service options section.

UPDATE

CANCEL

to 'Notifications'

STEP 9

View the shipment summary

Take a look at all the details and make any changes if necessary. If everything is ok, hit FINALIZE.

Let's review your shipment

✓ Ship from

Vijay Vijayan
Auss Systech
101 India Parkway, Japan

EDIT

✓ Deliver to

Alj SanderRecipient
101 FedEx Parkway, AU, Australia

EDIT

✓ Package details

Total packages
Total weight

1
0.5 kg

EDIT

✓ Service

Ship date
Service

Monday, October 30, 2023
FedEx International Economy®

EDIT

✓ Service options

Option(s)
Reference(s)

-
-

EDIT

✓ Shipment details

Shipping documents
Other
Customs value

¥1

EDIT

✓ Pickup/drop-off

Pickup

EDIT

✓ Notifications

Email

maartenbest@best.com

EDIT

✓ Billing

Transportation costs
Duties, taxes and fees

My account
My account

EDIT

Expected delivery: Friday, November 10, 2023 by 6:00 PM

Rates are not available for this shipment

By clicking "Finalize" I accept the [Terms of Use](#) of the FedEx website and the [FedEx Express Terms and Conditions of Carriage](#) of the origin country apply to all shipments.

FINALIZE

SAVE

FINALIZE

STEP 10

Print labels and documents

And lastly, make sure to print off the necessary shipping labels and documents, and attach them to your shipment. If a pickup was scheduled, you should also be able to see the pickup number.

✓ Thank you for shipping with FedEx

Next step:
Download and print your documents

Shipment label
Attach shipment labels to the top of each package, making sure the barcode is clearly visible:
[DOWNLOAD PDF](#)
Transaction record
Print a detailed transaction record:
[DOWNLOAD PDF](#)

CREATE NEW SHIPMENT

EDIT SHIPMENT

Expected delivery:
Tuesday, October 31, 2023 by 12:00 PM

Estimated shipping charges
\$53.07

Tracking number
773904514895

Nov 2023

9

PART 6

Create a new shipment

Compact view

Let’s go through the compact view — where everything you need to ship is on one screen.

FedEx

FedEx Ship Manager | Create shipment

CREATE SHIPMENT

Outbound shipment

Ship from

JP Sender2, Atos Syntel default address - TOKYO-CHIYODA-KU, Japan

STEP 2

Enter the recipient’s details

Fill in a new address or select one from your address book.

Save new details by clicking the checkbox at the bottom.

STEP 1

Start creating a shipment

Begin by clicking **CREATE SHIPMENT** in the menu. From the drop-down menu, select one of the following shipment types: outbound or import.

The sender details are filled in by default based on your profile. You can edit the sender details and save the new address as the default shipper address.

Deliver to

REQUIRED

SEARCH IN ADDRESS BOOK

Contact

COUNTRY/TERRITORY

ADDRESS LINE 1

ADDRESS LINE 2

ADDRESS LINE 3

POSTAL CODE

STATE OR PROVINCE

CITY

This is a residential address

CONTACT NAME

COMPANY

If needed, how can FedEx contact the recipient?

PHONE NUMBER

PHONE EXTENSION

EMAIL

Save as new recipient in address book

Package details

REQUIRED

PACKAGING

Your Packaging

Purchase a higher limit of liability from FedEx

Add non-standard packaging, dry ice or lithium batteries

NO. OF PACKAGES

WEIGHT PER PACKAGE

DIMENSIONS

L x W x H

1

kg

x

x

cm

ADD ANOTHER PACKAGE

STEP 3

Specify the package details

First select the type of packaging and then fill in the weight and dimensions, which are needed to calculate the estimated shipping costs.

STEP 4

For shipments passing through customs, you'll need to provide more information in the **Customs** section.

First, you'll need to provide the Harmonized System (HS code) of what you're shipping — you can quickly find it by entering the item you're shipping in the HS code search bar.

Select the main purpose of the shipment from the drop-down list and upload or generate a commercial invoice.

A great way to speed up clearance is by sending your trade documents to customs electronically. Just select this checkbox and upload any additional documents.

What are you shipping? **REQUIRED**

☒ Items ☐ Documents

SEARCH SAVED ITEMS

SHIPMENT PURPOSE *
Commercial

INVOICE FOR CUSTOMS *
I will create my own invoice.

☒ Send trade documents to customs electronically (recommended)

Customs invoice *

UPLOAD FILE

Additional documents

UPLOAD FILE

Select a service

Select a shipping date, time and service. Bear in mind the availability of a service depends on where you're shipping to and from. The rates shown depend on your account.

STEP 5

Choose service add-ons

If you check any of the boxes, a drop-down list will show you all the extras. And if you have a shipment reference, fill it in here.

STEP 6

Arrange a pickup or drop off

Choose a time slot for a pickup or drop off your shipment at the nearest FedEx location.

☒ **Service**

SHIP DATE *
Monday, October 30, 2023

SERVICE *
FedEx International Economy

Service options

☐ Signature options

☐ Hold at location

You can find dry ice, lithium batteries and non-standard packaging in the package details section.

Additional options

☐ Add references

☐ Email outbound shipment label

☐ Include a return label

☒ **Pickup/drop-off** **REQUIRED**

PICKUP/DROP-OFF *
Schedule a pickup

PICKUP DATE *
Tuesday, October 31, 2023

READY TIME * LATEST TIME AVAILABLE *

PICKUP INSTRUCTIONS

Pickup address

☐ Use alternative pickup address

JP Sender2
101 FedEx Parkwy, TOKYO-CHIYODA-KU, 1000001, JP

STEP 7

Choose who should pay

You can select who pays for the duties, taxes and fees (if applicable). Please note if these fees aren't paid, we'll charge the shipper.

✓ Billing and Tax IDs

BILL TRANSPORTATION COST TO *
My account

BILL DUTIES, TAXES AND FEES TO *
Recipient

FEDEX ACCOUNT NO.

SENDER TAX ID/EORI NO.

RECIPIENT TAX ID/EORI NO.

You can find the shipment references in the service options section.

STEP 8

Stay updated

Keep an eye on your shipment's journey with notifications. Fill in the recipient's information so they can stay informed too.

☒ Add shipment notifications

RECIPIENT EMAIL ADDRESS

EMAIL *

LANGUAGE *
English

SELECTED EMAIL NOTIFICATIONS

☐ Created

☐ Estimated delivery

☐ Exception

☐ Delivered

☐ Picked up

ADD EMAIL ADDRESS

STEP 9

Check the costs

Once you've filled in all the information, you'll see an overview of the costs.

Expected delivery: Monday, Dec 20 before 12:00

Shipping costs	PLN463.99
+ Base rate	PLN312.12
+ FUEL SURCHARGE	PLN60.87
+ Peak Surcharge	PLN4.24
+ Poland VAT	PLN86.76
Total	PLN463.99

STEP 10

Finalize or save for later

If you're ready to ship, hit FINALIZE. Alternatively, you can come back to it later by clicking SAVE AS DRAFT. If it's finalized, the label will be ready to print.

SAVE AS DRAFT

FINALIZE

By clicking "Finalize", I accept the Terms of Use of the FedEx website and the FedEx Express Terms and Conditions of Carriage. The FedEx Express Terms and Conditions of Carriage of the origin country apply to all shipments.

PART 7

Manage your shipments

After you’ve shipped, it’s nice to keep an eye on things — you can do this in **SHIPMENTS**. There’s a complete list of your shipments, status details, and other key details.

FedEx Ship Manager | Shipments

CREATE SHIPMENT

SHIPMENTS

E-COMMERCE

ADDRESS BOOK

SHIPMENT PROFILES

SETTINGS

HELP

VIEWING 8/14 shipments

	CREATION DATE	RECIPIENT	REFERENCE	SHIPMENT TYPE	STATUS	SUBSTATUS	SHIP DATE	TRACKING ID	PICKUP ID
<input type="checkbox"/>	2023-01-18	dsasdasd	Shipment reference	Outbound	Finalized	Printed	2023-01-18	771054557255	
<input type="checkbox"/>	2022-11-07	Juan GT		Outbound	Finalized	Printed	2022-11-07	770422050407	
<input type="checkbox"/>	2022-10-28	ABC Inc, Juan US		Outbound	Finalized	Not printed	2022-10-28	770339054048	
<input type="checkbox"/>	2022-10-26	Juan CO3		Outbound	Finalized	Printed	2022-10-26	770319014178	
<input type="checkbox"/>	2022-05-31	Testtest		Outbound	Finalized	Not printed	2022-05-31	776994553032	
<input type="checkbox"/>	2022-05-04	ABC Inc, Juan US		Outbound	Finalized	Not printed	2022-05-04	776766282035	
<input type="checkbox"/>	2022-04-27	ABC Inc, Juan US		Outbound	Finalized	Not printed	2022-04-27	776702381	
<input type="checkbox"/>	2022-02-24	DOE, JOHN		Outbound	Finalized	Not printed	2022-02-24	77612960	

FILTER

DOWNLOAD

You can customize the shipment view and columns to suit how you ship and if you want to switch back to the original view, click 'Default'.

A few shipment status examples are:

Draft

Incomplete: Additional information needed

Expired: The shipping date has expired and a new date needs to be picked

Ready to finalize: Shipment complete and needs to be finalized

Failed to finalize: An error occurred and couldn't be finalized

Finalized: Shipment is complete

Not printed: Shipment is complete, but documents need to be printed

PART 8

Connect your e-commerce store

If you're running an online shop, this section is totally tailored for you. It's all about connecting your store to FedEx with your orders automatically synced — cutting back on the workload and saving you time.

Please note that this feature isn't available everywhere yet — it'll be gradually rolled out worldwide.

Here's how to get started:

- 1. Connect your store
- 2. Create a shipment for an order

8.1 Connect your store

STEP 1

Log in to **FEDEX SHIP MANAGER®** at **fedex.com**.

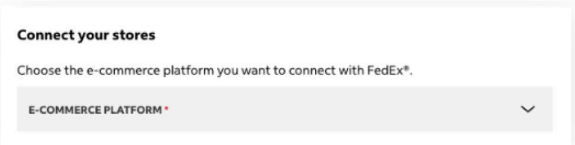
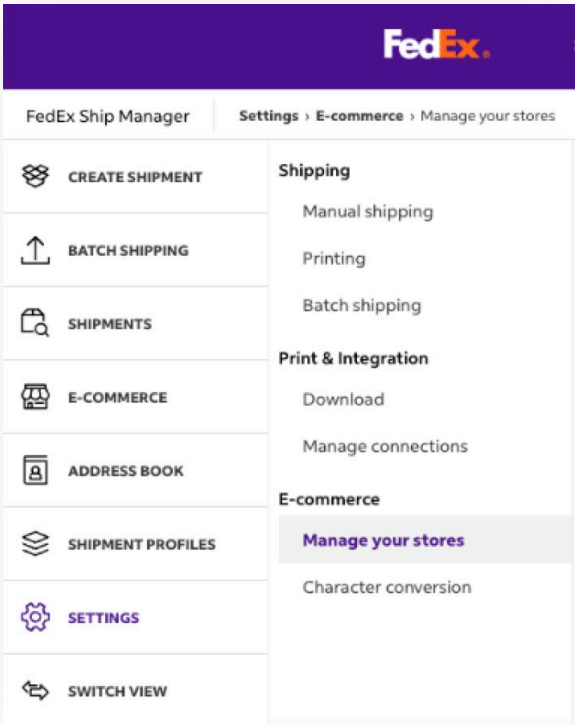
STEP 2

Go to **SETTINGS**, select **E-COMMERCE** and click **MANAGE YOUR STORE**.

You can also go to **E-COMMERCE**, click **CONNECT** and then follow the steps.

STEP 3

Choose your e-commerce platform from the drop-down list.



The following steps depend on which platform you're connecting — but please bear in mind we're adding new platforms all the time.

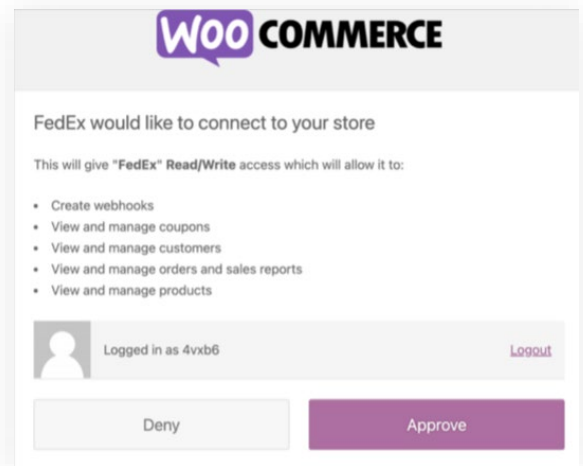
WooCommerce

STEP 1

Enter the WooCommerce URL of your online store.

STEP 2

Log in to your store and click **APPROVE**.



BigCommerce

STEP 1

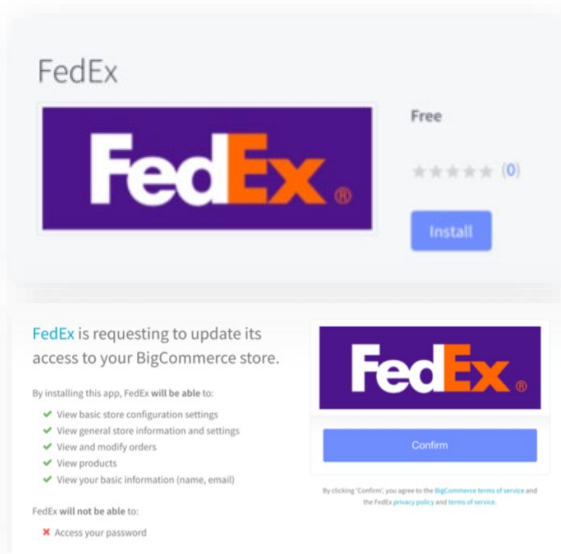
Log in to your store and install the app.

STEP 2

Click **CONFIRM** to give FedEx access to your store.

STEP 3

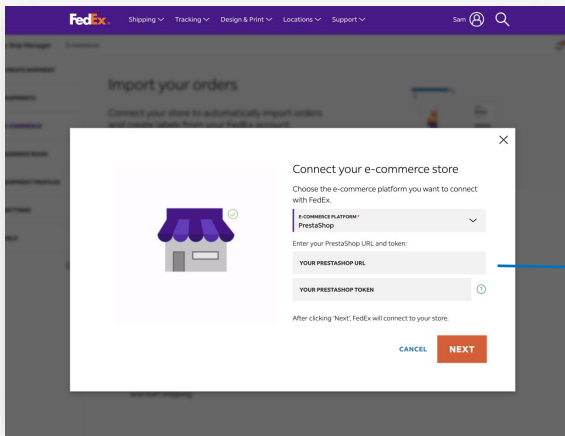
Click **CONTINUE** to go back to FedEx.



Your shop is now connected.

The following steps depend on which platform you're connecting —
but please bear in mind we're adding new platforms all the time.

PrestaShop



STEP 1

Before you connect your online store, you must create an API key in PrestaShop to use as a token in FedEx Ship Manager.

STEP 2

Enter your store URL and paste the saved webservice key in the **YOUR PRESTASHOP TOKEN** field.

STEP 3

Click **NEXT**.

Magento

STEP 1

Log in to your Magento store administrator page.

STEP 2

Go to **SYSTEM-> INTEGRATIONS**.

STEP 3

To create an integration, click **ADD NEW INTEGRATION**.

STEP 4

Enter the name of the integration, for example "Fedex.com".

STEP 5

Enter the following link: <https://magicplus-magicplus.apps.az.fxei.fedex.com/ecommerce/stores/magento/auth>

STEP 6

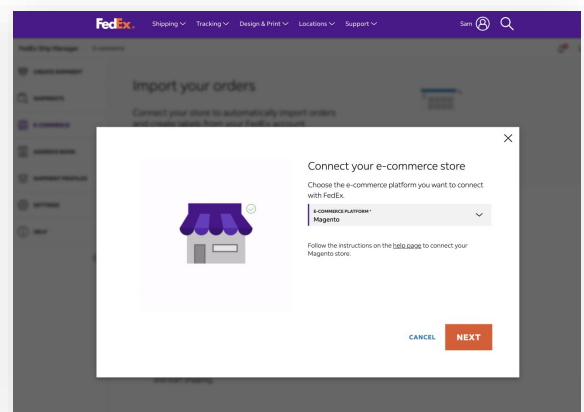
Click **API** and, in the **RESOURCE ACCESS** dropdown, select **ALL**, and then click **SAVE**.

STEP 7

In the table, search for "Fedex.com", click **ACTIVATE**, and click **ALLOW**. A popup window opens.

STEP 8

Click **CONTINUE** to complete the connection.

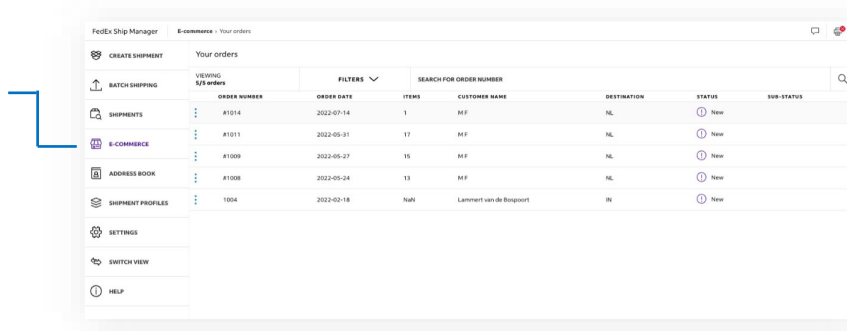


Your shop is now connected.

8.2 How to create a shipment

STEP 1

Go to **E-COMMERCE** — you'll see a list of all your orders.



STEP 2

Click an order you want to ship.

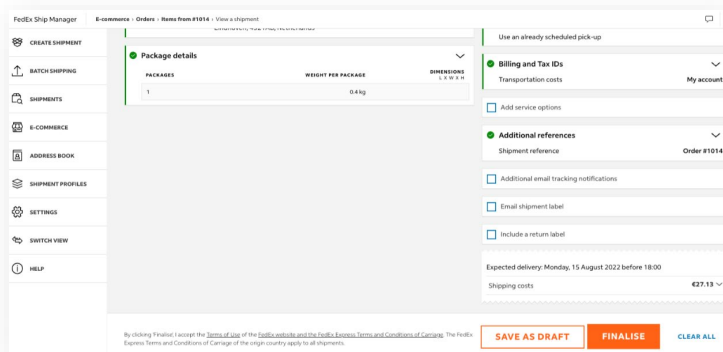
STEP 3

Select the items you want to include in the shipment.



STEP 4

Click **CREATE SHIPMENT**.



STEP 5

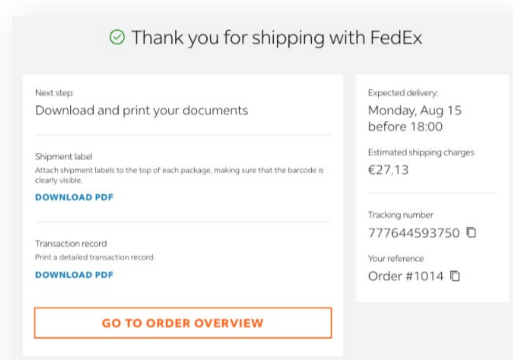
Check all the prefilled information is correct and click **FINALIZE**.

STEP 6

Click **DOWNLOAD PDF** to view the label.

STEP 7

Click **GO TO ORDER OVERVIEW** to process your next order.



PART 9

Create a shipment profile

If you send the same type of shipments often, a handy trick is to set up shipment profiles — all the information is saved in pre-filled fields, so you don't have to fill in the same details every time you ship.

STEP 1

Go to the menu on the left, click **SHIPMENT PROFILES** and select **CREATE SHIPMENT PROFILE**.

STEP 2

Fill in each section — the shipper and recipient details, package details, service, billing and notifications. Bear in mind, these sections aren't mandatory and you can always add more details once you create your shipment.

STEP 3

Give the profile a name in **SHIPMENT PROFILE NAME** make sure it's recognizable and distinctive.

STEP 4

Click **SAVE SHIPMENT PROFILE**.

FedEx Ship Manager | Shipment profiles

CREATE SHIPMENT | VIEWING 0/0 shipment profiles

BATCH SHIPPING

SHIPMENTS

E-COMMERCE

ADDRESS BOOK

SHIPMENT PROFILES

Ship faster with shipment profiles

If you create similar shipments often, shipment profiles let you save information that can be reused when creating new shipments. This can be anything: from just a combination of a sender and a recipient address to a complete shipment.

CREATE SHIPMENT PROFILE

SHIPMENT PROFILE NAME * ☐ Set as default shipment profile ⓘ

From

SEARCH IN ADDRESS BOOK
Oil

Address

COUNTRY/TERRITORY
Italy

ADDRESS LINE 1

ADDRESS LINE 2

POSTCODE

CITY

Contact

CONTACT NAME

COMPANY

CONTACT REFERENCE

PHONE NUMBER

PHONE EXTENSION

EMAIL

To

SEARCH IN ADDRESS BOOK

Package details

PACKAGING
Your Packaging

☐ Purchase a higher limit of liability from FedEx® ⓘ

☐ Add package options ⓘ

NO. OF PACKAGES WEIGHT PER PACKAGE DIMENSIONS L x W x H

1 kg x x cm

Service

SERVICE

Pickup/drop-off

PICKUP/DROP-OFF

Billing and Tax IDs

BILL TRANSPORTATION COST TO *
My account

☐ Add service options

☐ Add references

☐ Add shipment notifications ⓘ

☐ Email shipment label

☐ Include a return label

SAVE SHIPMENT PROFILE

PART 10

Setup one-click printing

Once you've finalized your shipment, you can print documents immediately with one click.

STEP 1

Go to the menu on the left and click **SETTINGS**.

STEP 2

Under **PRINT & INTEGRATION**, click **DOWNLOAD**.

STEP 3

Once it's downloaded, click **INSTALL**.

The screenshot shows the FedEx Ship Manager web interface. The left sidebar contains a menu with options: CREATE SHIPMENT, BATCH SHIPPING, SHIPMENTS, E-COMMERCE, ADDRESS BOOK, SHIPMENT PROFILES, **SETTINGS** (highlighted with a blue line), and HELP. The main content area is titled 'Download the Print & Integration app'. It features a section 'Upgrade your shipping experience' with a 'DOWNLOAD FOR MAC' button and a link 'Not on a Mac? Download for Windows'. Below this is the 'Installation Instructions' section, which includes a list of four steps. A blue line points from the 'SETTINGS' menu item to the 'Download' link in the 'Print & Integration' section of the sidebar. Another blue line points from the 'COPY' button to the pairing token displayed below the instructions.

Download the Print & Integration app

Upgrade your shipping experience
With the Print & Integration app you unlock one-click printing, the fastest way to print labels and other shipping documents.

[DOWNLOAD FOR MAC](#)

Not on a Mac? [Download for Windows](#)

Installation Instructions

1. Download the latest version of the app. There is an installer for Windows and for Mac. Once downloaded, double click on the Print & Integration Installer to start the installation.
2. During installation, a token is required to pair the Print & Integration app to FedEx Ship Manager. Use the following token and follow the on-screen instructions.

eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzUxMiJ9.eyJldiI6Imh0d...

[COPY](#)

3. After the token is authenticated, the installer will try to set up a connection between the app and FedEx Ship Manager. Depending on your computer and your connection, this can take up until 2 minutes. Once successfully connected, follow the on-screen instructions and finish the installation by closing the installer.
4. Next, to setup one-click printing, open FedEx Ship Manager and go to the left menu and click 'Settings' and select 'Printing'. In one-click printing settings, select the printer you want to set as default to print shipping labels to. Make sure you can also change the label size to be compatible with your printer. Click save once you're done.

You're done! One-click printing is now available for everyone using your FedEx Ship Manager.

STEP 4

Use the pairing token provided by FedEx Ship Manager® at fedex.com.

STEP 5

Follow the on-screen instructions to complete the installation and final steps in setting up Print & Integration — go to **HELP** for more detailed instructions.

PART 11

Need more help?

Sometimes you need a bit more guidance. That’s when you head to **HELP** to clear things up.

HELP also contains a 'What's new' section, providing details of just released features.

