## Postal Services, Dept Shipping Service – FedEx

## Create a FedEx Ship Manager Account

*Existing iShip user?* Please check your email for a FedEx account invitation. *New user?* Contact FSU Postal Services to set up your account.

postal@fsu.edu | (850) 644-2794

If you receive an Account Already Exists message, contact postal@fsu.edu.

To Ship

Login to FedEx Ship Manager. Choose **FedEx Ship Manager** at fedex.com (*not Lite*).

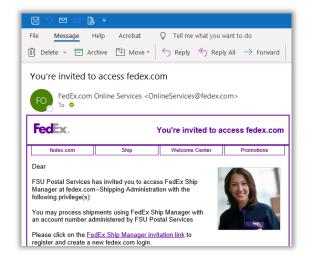
Verify From (box 1) information. Enter To (box 2) information and Package & Shipment Details (box 3). Enter PO (<u>Purchase Order Guide</u>) and DeptIDFund (*all together*) in Billing Details (box 4).

To view shipping times and cost estimates/pricing, Click **Edit** in the **Rates & Transit Times** block, then click **Calculate**.

Additional Shipping Help

Shipping Supplies

Available supplies: <u>fedex.com/en-us/shipping/packing.html</u> Order supplies: <u>fedex.com/ordersupplies/wols.do?method=initOrderSupplies&locale=en\_US</u>



Fed <mark>lo</mark> x.	Shipping $\vee$	Tracking $\sim$	Printing Services $\sim$ Locations $\sim$ Support $\sim$	Q
* Denotes required fie	e shipping tools			
Registered fedex.com Users			New fedex.com Users	
O IMPORTANT For best results, please disable your pop-up blocker. Enter your user ID and password to login      User ID     Password			Create a User ID for Shipping with an account Create a User ID for Shipping with a credit card Create a one-time credit card shipment	
🖲 Fe	dEx Ship Manager™ Lite dEx Ship Manager™ at fe	edex.com 😮	Life just got easier.	
	emember my user ID on th eset your password or u		Request your own delivery schedule with FedEx Delivery Manager.®*	
			*Terms, restrictions and fees apply.	
			Get started ►	