

# 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](mailto:postal@fsu.edu) | (850) 644-2794

If you receive an Account Already Exists message, contact [postal@fsu.edu](mailto:postal@fsu.edu).

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## To Ship

Login to FedEx Ship Manager.

Choose **FedEx Ship Manager** at [fedex.com](https://fedex.com) (*not Lite*).

Verify **From (box 1)** information.

Enter **To (box 2)** information and **Package & Shipment Details (box 3)**.

Enter **PO (Purchase Order Guide)** 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](#)

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## Shipping Supplies

Available supplies: [fedex.com/en-us/shipping/packing.html](https://fedex.com/en-us/shipping/packing.html)

Order supplies: [fedex.com/ordersupplies/wols.do?method=initOrderSupplies&locale=en\\_US](https://fedex.com/ordersupplies/wols.do?method=initOrderSupplies&locale=en_US)

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Have more questions?

Visit [postal.fsu.edu/dept-shipping-services](https://postal.fsu.edu/dept-shipping-services) or check our [FAQs](#).

