FedEx Ship Manager® at fedex.com
Quick Guide to FedEx Ground® COLLECT Option

To ship with FedEx Ship Manager at fedex.com, you will need Internet access, an inkjet or laser printer, and your FedEx account number. If you do not have an account number, call 1.800.GoFedEx 1.800.463.3339 to set one up.

Go to **fedex.com**, hover over the "**Ship**" tab and select "**Prepare Shipment**." Enter your user ID and password and click "**Login**." Now you are ready to ship.

1. From

Verify the sender information is correct

2. To

Enter the recipient information. If you will be shipping to this address again, check the "Save new recipient in address book" box for faster access in the future. Select "Perform detailed address check" to avoid incurring address correction fees.
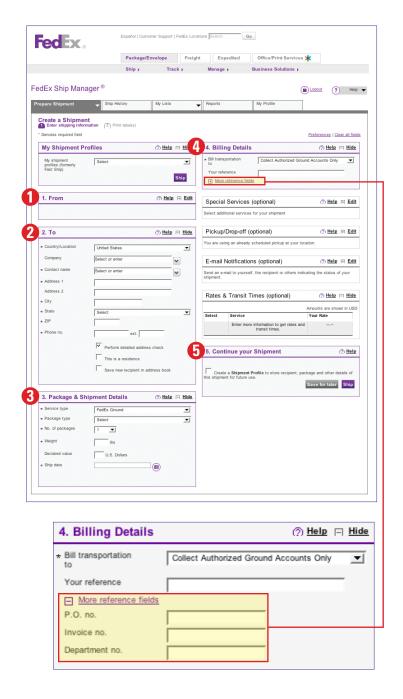
3. Package & Shipment Details

Select FedEx Ground® as the service type; then select the package type you will be using for your shipment.

4. Billing Details

- Select "Collect Authorized Ground Accounts Only" in the "Bill transportation to" field. Only use the COLLECT option when instructed by the recipient.

- You are not required to enter a FedEx account number for FedEx Ground COLLECT shipments.

- If applicable, enter your required reference information in the "Your reference" field, and if additional reference fields are required, click "More reference fields."

- You may also select optional services, such as: find a drop-off location, schedule a pickup, receive an e-mail notification, or find estimated rates and transit times.
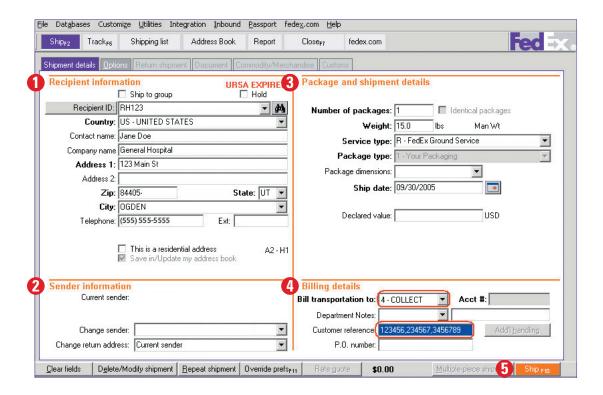
5. Complete Shipment

Check whether or not you want to save the changes to your shipment profile or add the new contact to your shipment profiles, and click "Ship." At the next screen, confirm your shipment details, and click "Ship."

For questions about using FedEx Ship Manager at fedex.com, call FedEx Technical Support at 1.877.339.2774.

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Follow this simple process with FedEx Ship Manager hardware or software (also known as FedEx Café) for shipments using the FedEx Ground COLLECT option.

1. Recipient information

Complete the recipient information. If you will be shipping to this address again, click "Save in/Update my address book" for faster access in the future.

2. Sender information

Confirm the sender information, or change if necessary.

3. Package and shipment details

Select FedEx Ground® as the service type; then select the package type you will be using for your shipment.

4. Billing details

- Select "COLLECT" in the drop-down menu. Only use the COLLECT option when instructed by the recipient.

- You are not required to enter a FedEx account number for FedEx Ground COLLECT shipments.

- If required, enter reference or purchase order numbers in the appropriate fields.

5. Ship

Click "Ship." Print your shipping label, and affix it to your shipment.

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