FEDEX USER SET-UP

Create a New FedEx Account:

- Login to [https://www.eandi.org](https://www.eandi.org)
- On the left hand side under categories click on FedEx Corporation
- You will be directed to the FedEx overview page. Click on the Getting Started Info on the top of the page.
• From the getting started page click on the blue application link.

• You are now on the FedEx Account Sign Up Page. Check on THIS IS A NEW ACCOUNT SET-UP. (please do not use any current FedEx account #’s, you need to set-up a new account regardless if you currently have an account)
• Fill in all your information, ship to location, telephone #, email, etc.

• Make sure you place your **banner index #** in the Department Code Field

• You must type Eastern ..... in the Institutional Name and choose Eastern Connecticut State University from the drop down menu.

• You must use the following information for the Billing Information Field:

  Eastern Connecticut State University  
  Attn: Accounts Payable  
  83 Windham Street  
  Willimantic, CT 06226
• Make sure you enter the security code field which asks you to enter the two words listed above.

• Click on the continue button

• You will now have to enter some type of history on how many packages you normally send out.

• Click FINISHED once you have entered this information.
Your form will be submitted and an email confirmation will be sent to you within 3 – 5 business days.

You must forward your new FedEx Account # to Heather O’Neil at oneilh@easternct.edu as soon as you receive it. Please do not use this FedEx Account # until I have notified you that it has been added to our master account.

This is what your email should look like.
FEDEX ON-LINE ORDERING SET-UP INSTRUCTIONS

- Log into www.FedEx.com
- Choose a location – U.S.A.
- Click on “Ship – Prepare Shipment”
- Click on “Sign Up Now!” under the “New fedex.com Users” heading

- Create a user ID, password, select a security question and enter your contact information.

- Click the I ACCEPT button.
- Enter your nine digit FedEx Account #
- Click Continue
- You are now registered with FedEx. You will receive an email confirming your registration shortly.
Your email confirmation will look like this.

YOU ARE NOW ALL SET TO SHIP PACKAGES.