

HOW TO CREATE A FEDEX LABEL

1. Open browser & go to www.fedex.com
2. Sign in with username & passwords
3. Click the “shipping” tab on the upper left corner of screen
4. Click the “create a shipment” tab
5. Enter Country, company, contact name, address, zip, city, state & phone #
6. Enter # of packages, leave “declare value” box blank, enter service & package type
7. Under “billing details” choose 1 of the 3 options to bill: my account, 3rd party, recipient
8. Enter a reference number if it applies
9. Click ship on the bottom of the screen
10. Print on regular paper and also select the option to print with a receipt