New Account Setup

New accounts are created through the eProcurement page in ConnectCarolina

- In ConnectCarolina, follow the menu path:
  **Main Menu > Finance Menu > eProcurement > Create Requisition**
- Click **FedEx (New accounts)**.
- Complete the FedEx FEP Account Request Form.

**NOTE:** If you currently have a departmental FedEx account number, you do not need to have a new one created. Only those departments that do not currently have a FedEx account need to complete the FedEx account setup form.

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**Fill out the customer information section on the FedEx FEP Account Request Form**

![FedEx FEP Account Request Form](image)

- Complete the customer information section in green. Use one line per account request.
- Email the completed form to stateEDU@corp.ds.fedex.com

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- You will receive email confirmation of your departmental FedEx account 4 to 7 days after submitting the Account Request Form.
- The confirmation email will contain your departmental FedEx account number. Follow the instructions in the email to get started.
- After confirmation you may now Link your FedEx account for use. Follow the instructions on the next page for more information.
ePro: Setting up a New FedEx Account

**Linking an Online Account**

- Open a web browser and navigate to [FedEx.com](https://www.fedex.com).
- Click **Sign Up or Login**.
- Click **Create Account**.
- Scroll down and click **Link Your Account**.

Do not create a new account. Simply scroll down to link and activate your account.

- Fill in the form with your name, email, address, and phone number.
- Click **Use my account online**.
- Accept the Terms and Conditions.
- Click **Continue**.
- Enter the account number sent to you via email.
- On the next page confirm your billing address.
- Click **Continue** to complete the process.

If FedEx asks for the last two invoice numbers to link your account. Use the number **750000000 & 750000001**.

For help call FedEx: **877-339-2774**

For More Information:

FedEx Account User Guide: [USER GUIDE GOES HERE](#)