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.

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>UNCP Credit Department (if any)</th>
<th>Add1</th>
<th>Add2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of NCSU Campus</td>
<td>Main Line Number</td>
<td>Extension</td>
<td>Fax</td>
<td>Phone</td>
<td>Fax</td>
<td>Phone</td>
</tr>
<tr>
<td>ePro Finance Management</td>
<td>919-962-XXXX</td>
<td>1234</td>
<td>2345</td>
<td>3456</td>
<td>4567</td>
<td>5678</td>
</tr>
</tbody>
</table>

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

- 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.
Linking an Online Account

- Open a web browser and navigate to 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

Additional Help and Resources:
Contact Ammar Yameen, Director of eProcurement and Materials Management yameen@email.unc.edu