

## Submitting the Request

Departments can submit a request to create a new FedEx account by completing and submitting the FedEx FEP Account Request form. Follow these steps to access, download, complete, and submit the form:

1. Open your internet browser and navigate to the [Finance and Budget eCommerce webpage](http://finance.unc.edu/services/ecommerce) (finance.unc.edu/services/ecommerce).

**Result:** The document will download and appear at the designated location. This location will vary depending on the type of internet browser you are using.

2. Open the downloaded file.

**Result:** The Excel file FedEx FEP Account Request form will appear.

3. Complete the green Customer Information section.

[FedEx Internal Use Only]											
Loop Type	Account #	Account Name	New FedEx Account #								
000	0000	00000000	00000000								
000	0000	00000000	00000000								
000	0000	00000000	00000000								
000	0000	00000000	00000000								
000	0000	00000000	00000000								

Customer Information											
Company Name	UNC Dept or PARTNER #	Addr 1	Addr 2	City	State	Zip	Contact First Name	Contact Last Name	Account Owner E-Mail Address	Phone Number (Area Code)	Phone Number (Main Code)
Limit 30 Characters (no special characters)	Maximum 10	Maximum 100	Maximum 100	Maximum 30	Maximum 2	Maximum 10	Maximum 30	Maximum 30	Maximum 50	Maximum 15	Maximum 15

Please send completed spreadsheet to [stateEDU@corp.ds.fedex.com](mailto:stateEDU@corp.ds.fedex.com)

**Note:** Use one line for each account request.

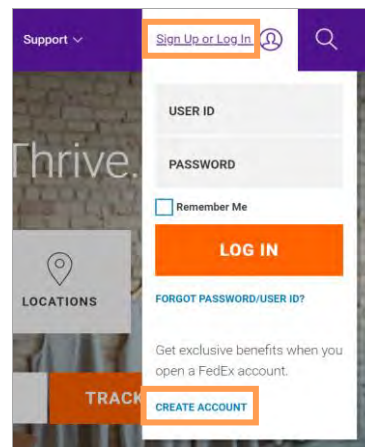
4. Save the completed form to a designated location on your computer.
5. Email the saved file as an attachment to [govtsupport@fedex.com](mailto:govtsupport@fedex.com)

**Result:** You will receive an email confirmation four to seven days after submitting the request. The message will also include the department's new FedEx account number and additional information.

## Linking the Account Prior to Use

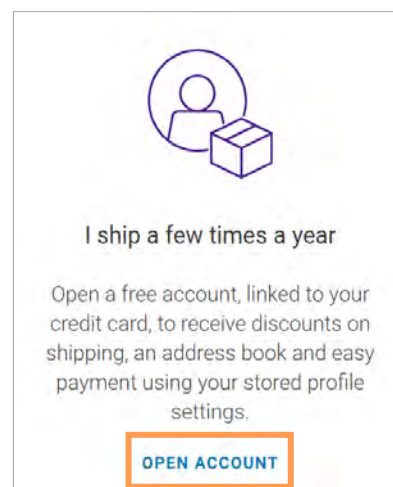
After you receive the confirmation email you must link the account prior to use. Follow these steps to link the account:

1. Open your internet browser and navigate to [FedEx.com](http://FedEx.com).
2. Click the **Sign Up or Log In** link.
3. Click the **Create Account** link.



**Result:** You will be redirected to the Create an Account page.

4. Click the **Open Account** link.



**Result:** You will be redirected to the FedEx.com Registration online form.

5. Completed the required and other necessary fields on the fedex.com Registration online form. Be sure to complete the following:

- Select the **Use my account online** radio button in the Confirm Your Selected Account Option section.
- Mark the check box to agree to the **Terms and Conditions**.

6. Click the **Continue** button.

7. Enter the **FedEx account number** that is shown in the confirmation email that was received.

8. Review and confirm the billing address.

9. Click the **Continue** button.

**Result:** The process of linking your account is complete.

## Additional Questions

If you have additional questions, please contact:

**eProcurement and Materials Management**

104 Airport Drive, Suite 2504

Campus Bos 1100

**Phone:** 919-962-0739

**Email:** [eproviders@unc.edu](mailto:eproviders@unc.edu)

