

Submitting the Request

Departments can submit a request to create a new FedEx account by completing and submitting the FedEx Government New 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](#).

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 Account Request form will appear.

3. Complete the pink Customer Information section and column X.

Government New Account Request Form
 (Government Entities and Universities) - Returns completed form to govsupport@fedex.com
Please ensure to fill out column "A" or a [W9/1042-TDY](#)

Shipper		Owner Information				*All fields are required unless other wise specified.	
*Shipper Company Name	*Add 1	*Add 2	*City	*State	*Zip	*Contact First Name	*Contact Last Name
Line 10: (Maximum per page of 4 characters)	Customer Address: Line 1: (Maximum 30) Do not include internal or special characters	Customer Address: Line 2: (Maximum 30) Do not include internal or special characters	City: (Maximum 30) Do not include special characters	State: (Maximum 3) Do not include special characters	Zip: (Maximum 5) Do not include special characters	2nd Contact: (Maximum 30) Do not include special characters	3rd Contact: (Maximum 30) Do not include special characters

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.


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](https://www.fedex.com).
2. Click the **Sign Up or Log In** link.
3. Click the **Create Account** link.


Support ▾

[Sign Up or Log In](#) 



Thrive.


LOCATIONS


TRACK

USER ID

PASSWORD

☐ Remember Me

LOG IN


[FORGOT PASSWORD/USER ID?](#)

Get exclusive benefits when you open a FedEx account.

CREATE ACCOUNT

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

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



I ship a few times a year

Open a free account, linked to your credit card, to receive discounts on shipping, an address book and easy payment using your stored profile settings.

[OPEN ACCOUNT](#)

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.

fedex.com Registration

1 Enter registration information 2 Enter account information 3 Registration confirmation

* Denotes required field

Enter Your Registration Information

Contact Information

Enter the shipping address you want associated with your login

First name is required.

First name Initial

Last name

E-mail

Re-enter e-mail

Address 1

Address 2

City

State/province Please Select

ZIP/postal

Country/Territory U.S.A.

Phone no.

Login Information

* Create a user ID

Use at least 6 characters

* Create a password

Password must use at least 8 characters and contain one upper case letter, one lower case letter and one numeric character.

* Re-enter password

* Secret question Please select a secret question

* Secret answer

Terms and Conditions

☒ I have read, understood and agree to be bound by the fedex.com Terms of Use. I also understand how FedEx intends to use my information. Privacy Policy

Confirm Your Selected Account Option

☐ Open a FedEx account

☒ Use my account online

☐ Create a user ID only

Get access to the full array of shipping, billing and tracking services on fedex.com

Set up your existing FedEx account number for online access.

Ship right away using your credit card, no account needed.

More information ⓘ

More information ⓘ

More information ⓘ

Cancel Continue

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

