FedEx Account Setup

**Purpose:** Establish a departmental FedEx account with UNC at Chapel Hill’s eProcurement program to enable online shipping and automatic billing.

**Security Access Requirement:** None

**Prerequisites:** None

**Find Help:**
- For training contact financetrainer@unc.edu
- For operational assistance email Joe Eubanks at wolfbred@email.unc.edu
- For technical computer assistance call 919-962-HELP or log on to http://help.unc.edu

**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.
• **Step 1: Complete the FedEx sign-up**
  
  [https://www.eandi.org/fedex/application_unc.aspx](https://www.eandi.org/fedex/application_unc.aspx)

  FedEx Account Sign-Up
  
  To set up a FedEx account number on the E&I FedEx agreement, simply enter the requested information in the form below and click the submit button.

  Processing this form for a new account will take 4 to 7 business days. You will receive an e-mail notification from FedEx informing you that your account has been linked to the E&I Contract pricing. Your account will not convert to the E&I Contract until you receive the FedEx email notification.

  If you have any questions about this form or the E&I FedEx program, please contact your Member Service Representative or David Ott, Portfolio Support Executive by email at dott@eandi.org.
At this screen describe your usual package requirements and click the Finish button.

Once you receive a confirmation of your departmental account (4 to 7 days) you can log in to ePro and use your FedEx account for shipping small packages. You will receive an email in approximately 4-7 business days providing your departmental FedEx account number. Once you receive your departmental FedEx account number follow the instructions in the email to get started.

Sample Email:

**Thanks for choosing FedEx!**

Your FedEx Account number XXXXXXXXXX is now active under the E&I program.

The accounts are now receiving E&I pricing, based on E&I’s competitively awarded contract that your institution has chosen.

- Customize your guide to meet your needs – OR –
- Ship Now – To Create a User ID for Shipping with an account.
- Once your User ID / Password are established, go to [www.FedEx.com](http://www.FedEx.com) to start shipping!

** For assistance with [www.FedEx.com](http://www.FedEx.com) registration, call 877-339-2774 **

- General Customer Service: 800-463-3339 (800-GO-FEDEX)
- Account Setup / Billing Questions: 800-645-9424
- Technical / Web Support: 877-339-2774

Additional [www.FedEx.com](http://www.FedEx.com) Features:

- InSight: Shipment Tracking Tool
- Billing Online: Review & Pay Bills
- Reporting Online: Access to shipment detail

Additional information available on [www.FedEx.com](http://www.FedEx.com) and your welcome guide!