

## **Creating a FedEx account guide**

Open the link: <http://www.fedex.com/us/oadr/>

At the bottom of the page (in the link) click on the "Link your Account" area in the "Already have an account" box.

Once you have filled in all of the information make sure to select "Use my Account on-line" at the bottom of the screen.

To mail BLM official business packages you will need to fill in the WY State Office Account number of 126115768 (you might not need to enter the 8). You will need to complete this action just once.

Once the account information is completed you can start creating FedEx shipping labels from your desk.

When you enter the FedEx site for the first time, go to "Preferences" on the upper right of the shipping screen and modify your shipping preferences.

The screen will ask you for 2 invoice numbers. You will need to contact Janet Edmonds, ext. 6007, for the most current numbers.

FedEx supplies are kept in the warehouse.