How To Create A Return Label For FedEx

Please comply with the following procedures when printing an Airbill from FedEx online.

- Access internet site: www.fedex.com/us
- Enter: User ID: xxxxxxxx
  Password: xxxxxxxx
- Go to Prepare Shipment tab and click on down arrow.
- Select: Create Return Shipment.
- Fill out: **1. Return Package To**; change contact name and phone number to yours.
- Fill out: **2. Return Package From** section
- Select and fill out: **3. Package & Shipment Details** - Return label type -> select “Email Label” -> enter appropriate email address.
- *Service type (Priority overnight= arrives morning 10:30 AM/ Standard overnight = arrives afternoon 3:00PM)*
- *Package type = select option, if it is their own packaging please ask them to measure dimensions and weigh package so that they can provide you with the necessary information.
- Declared value remains blank unless you want to insure the package.
- Fill out: **4. Billing Details** -> leave mailroom as default and for ‘Your reference’ enter account we can use to process the L for the business office.
- Click on edit button for *Special Services* if you will require any.
- *Pickup/Drop-off remains as*
- *E-mail notification* is optional if you would like to receive an email once your package is shipped or delivered.
- *Rates & Transit Times:* please click on the Edit button -> click on calculate to see estimated costs and arrival time, at this point you can still change service type by simply clicking on preferred service.
- Once you have verified the information is accurate you can email label.
- By clicking ship you should be able to view confirmation box and receipt box. Confirmation box will let you know the label was emailed.

Thank you,
Mailroom Staff