Printing Postage Through Fedex



1) From the Fedex homepage, select "Shipping" from the top menu.

Once the dropdown menu opens select "create a shipment".



2) You will be prompted to enter your username and password.

If you do not have an account, you can decide how you want to proceed by selecting one of the three options under "New Fedex Users" on the right hand side. From here you will set up your payment information.





Fedex City

* State

Phone no.

* Ship date

Weight

* Service type

Package type

Dimensions

Declared Value ②

Perform detailed address check

*Number of packages 1

10 lbs

FedEx Ground

Markers 72x4x4

BROOKLYN

New York

12/22/2020

V

ext.

This is a residential address ②

Save new recipient in address book

U.S. Dollars

Your Packaging

🗌 Include a return label 🖗

Rates & Transit Times (optional)

 FedEx First Overnight[®]
 164.12
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 FedEx Standard Overnight[●]
 128.61
 111.37

 04:30 pm Wed Dec 23, 2020
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Create a Shipment Profile to store recipient, package and all other details of this shipment for future use. Send a Mobile Shipping Label

Please note: • Click the Ship button only once. Expect some delay due to

Your Rate

<u>114.81</u>

59.39

34.03

⑦ Help

View/Print detail:

132.70

66.74

62.27 55.64

35.16

Roll over your rate quote for a breakdown of costs. Amounts are shown in USD

Select Service and Transit Time Published Rate

FedEx Priority Overnight® 10:30 am Wed Dec 23, 2020

FedEx 2Day AM[®]
10:30 am Thu Dec 24, 2020

← FedEx 2Day[®] 04:30 pm Thu Dec 24, 2020

FedEx Ground[®]
 End of Day Thu Dec 24, 2020

5. Complete your Shipment

View all services

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4) Enter in your	package and	shipment
details.		

On the right hand column you can get an estimated price once you click on "calculate."

5) Select your service type that best describes your packaging and a rate that fits your budget.

Fed	x.	Shipping \checkmark	Tracking \sim	Printing Services \checkmark Locations \checkmark Support \checkmark
* Pack	age type	Your Packaging Markers 72x4x4	abel (?)	 □ Create a Shipment Profile to store recipient, package and all other details of this shipment for future use. □ Send a Mobile Shipping Label ■ Click the Shipping Label ■ Send a Mobile Shipping Label ■ Send Shipping Label ■ Sen
			Screensho	bt

6) Once all your shipment infomation looks good, select "ship" from the lower right hand column.



7) A new window opens displaying your shipping label. Select the round button that says "label" and then select "Print."

	Printer: © EPSON WF-7620 Series Presets: Last Used Settings Copies: 1 Black & White Pages: • All • From: 1 to: 1 Paper Size: US Letter • Orientation: • • Scale: Safari	© © Two-Sided 8.50 by 11.00 inches 100%	8). Look for the tiny drop that says "PDF Click on the drawer and a as PDF".	down box select "save
PDF Hide Details	Print backgrounds Print headers and foot	Cancel Print		

9) From here, a window will open, asking where you would like to save your label.

10) Once you have your PDF shipping label, email it to us.

Thank you for your help with this!