

From your browser, please launch the following url: <http://www.fedex.com/fbo-interactive/index.html>

The following will appear:

Welcome to the FedEx® Billing Online Interactive Demo  
Simply explore the tool or get quick access to the features that interest you.

Quick Access  
View and Pay Invoices | Search/Download | Approve/Notify User | Dispute Invoices | Set Rules for Cost Allocation

FedEx Billing Online  
View Cart 0.00 | Printer friendly | Logout | Help

Account Summary | Search/Download | My Options | Message Center

Welcome, XYZ Company

**Account Summary** [Help](#)

Primary Account	1234-5678-9	<a href="#">Add an account</a>	You have 1 past due invoice.
Original charges	\$243.69		You have 0 item(s) in your payment cart.
Past due	\$112.50		You have 4 download file(s) ready in the download center.
In dispute	\$118.20		
Payment or credits	\$0.00		
Balance due	\$474.39		

All-Open | Past Due | Paid/Closed | In Dispute [Search all](#)

**Invoice List (All-Open)** [Help](#)

Filter by None selected | Results per page 10

Select all	Invoice no.	View/print	Invoice date	Due date	Account no.	Invoice status	Original charges	Balance due	Payment status
<input type="checkbox"/>									
<input type="checkbox"/>	<a href="#">1-123-10001</a>		05/27/13	06/11/13	1234-5678-9	Open	70.75	70.75	
<input type="checkbox"/>	<a href="#">2-333-11002</a>		05/20/13	06/04/13	1234-5678-9	Open	40.85	40.85	
<input type="checkbox"/>	<a href="#">2-444-11003</a>		05/18/13	06/28/13	1234-5678-9	Open	43.00	43.00	
<input checked="" type="checkbox"/>	<a href="#">2-123-14005</a>		05/29/13	06/14/13	1234-5678-9	In Dispute	47.85	47.85	

FedEx Billing Online is your complete billing solution: [Sign up now](#)

Click on Sign up now

The following screen will appear:

FedEx Administration

User ID  
 Password  
 Remember Me  
 Login  
 Forgot your password or ID?  
 New Customer? Register Now

# Grow online

See how to get noticed, get more sales, and exceed expectations online with our two-part webinar series.

Watch now

- Billing Home
- FedEx Billing Online
- Tools
- Resources
- Payment Options

Find the solution to meet your unique needs.

Explore solutions

## When it comes to billing, you have options.

It's no secret — your accounts payable process is important. Discovering the optimal way to manage it is integral to your business' success. From ensuring adequate and accurate cash flow to handling payments and reporting effectively and efficiently, FedEx gives your business an array of billing options, no matter what your account payable process may be.



### FedEx Billing Online

FedEx Billing Online is built to make not only your job, but also your entire business, more efficient. Receive, review, pay and dispute invoices, all from one secure online location. Sign up today.

Discover the benefits



### Electronic Data Interchange

Created for large companies with established accounts payable procedures and/or multiple shipping locations, EDI can help reduce paperwork, data entry work, check-processing costs and keying errors. Download the FedEx EDI Invoicing and Remittance Overview document to learn more or call 1.888.450.1774.

Get started today, download your implementation guide:

Select:



### Direct Billed to Credit Card

No invoicing. No late payments. No hassle. This option allows FedEx account holders to link their account to a credit card that will be billed automatically. To get the convenience of automatically billing your credit card, create a new account or, if you're an existing FedEx account holder, please call 1.800.GoFedEx 1.800.463.3339. If you want to view complete invoice detail, register for FedEx Billing Online.



### Paper Invoicing

Receive paper invoices and send checks by mail; paper invoice customers do not have online access to their invoices. Only certain accounts qualify. To sign up, call your FedEx account executive or 1.800.GoFedEx 1.800.463.3339.

Enter your existing FedEx username and password

The following screen will be displayed:

United States Home

**FedEx.**

fedex.com Login Registration

1 Contact Info 2 Account Info 3 Confirmation

This fedex.com service requires a nine-digit FedEx account number. Please indicate which FedEx account you would like to use with this service.

**Your FedEx account**

Select a FedEx account from your online profile: Select Account Number ▾

Enter a nine-digit FedEx account number:

Nickname this account (optional): Enter Account Nickname

Cancel Continue >>

**Important Information**

[Why do I need an account number?](#)

**FedEx.** Search

**Customer Focus**  
New Customer Center  
Small Business Center  
Service Guide  
Customer Support

**Company Information**  
About FedEx  
Careers  
Investor Relations  
Subscribe to FedEx email

**Featured Services**  
FedEx Delivery Manager  
FedEx SameDay  
FedEx Home Delivery  
FedEx TechConnect  
FedEx HealthCare Solutions  
Online Retail Solutions  
Packaging Services  
Ancillary Clearance Services

**Other Resources**  
FedEx Compatible  
Developer Resource Center  
FedEx Ship Manager Software  
FedEx Mobile

**Companies**  
FedEx Express  
FedEx Ground  
FedEx Office  
FedEx Freight  
FedEx Custom Critical  
FedEx Trade Networks  
FedEx Cross Border  
FedEx Supply Chain

**Follow FedEx**  
f t+ in

United States - English

© FedEx 1995-2017 Careers | Global Home | Site Map | fedex.com Terms of Use | Security and Privacy

From the dropdown menu, select your individual FedEx Account number. Click Continue

The following screen will appear:



### fedex.com Login Registration

1 Contact Info 2 **Account Info** 3 Confirmation

For security purposes, please enter two recent (last 120 days) invoice numbers for the account number you are using to register.

Asterisk(\*) indicates required field

FedEx account: 308078981 -

[Change account](#)

#### Enter Invoice Numbers

\* Invoice A

\* Invoice B

Cancel

Continue >>



Search

**Customer Focus**  
New Customer Center  
Small Business Center  
Service Guide  
Customer Support

**Company Information**  
About FedEx  
Careers  
Investor Relations  
Subscribe to FedEx email

**Featured Services**  
FedEx Delivery Manager  
FedEx SameDay  
FedEx Home Delivery  
FedEx TechConnect  
FedEx HealthCare Solutions  
Online Retail Solutions  
Packaging Services  
Ancillary Clearance Services

**Other Resources**  
FedEx Compatible  
Developer Resource Center  
FedEx Ship Manager Software  
FedEx Mobile

**Companies**  
FedEx Express  
FedEx Ground  
FedEx Office  
FedEx Freight  
FedEx Custom Critical  
FedEx Trade Networks  
FedEx Cross Border  
FedEx Supply Chain

Follow FedEx

United States - English

In the Invoice A box, enter 750000000; In the Invoice B box, enter 750000001. Click Continue.

The following screen will appear:

### FedEx Billing Online Registration

Your account currently receives paper invoices.

#### Register for FedEx Billing Online

FedEx Billing Online

**With FedEx Billing Online:**  
Receive your invoices online through fedex.com. You will receive an email notifying you when your invoices are ready to be viewed.

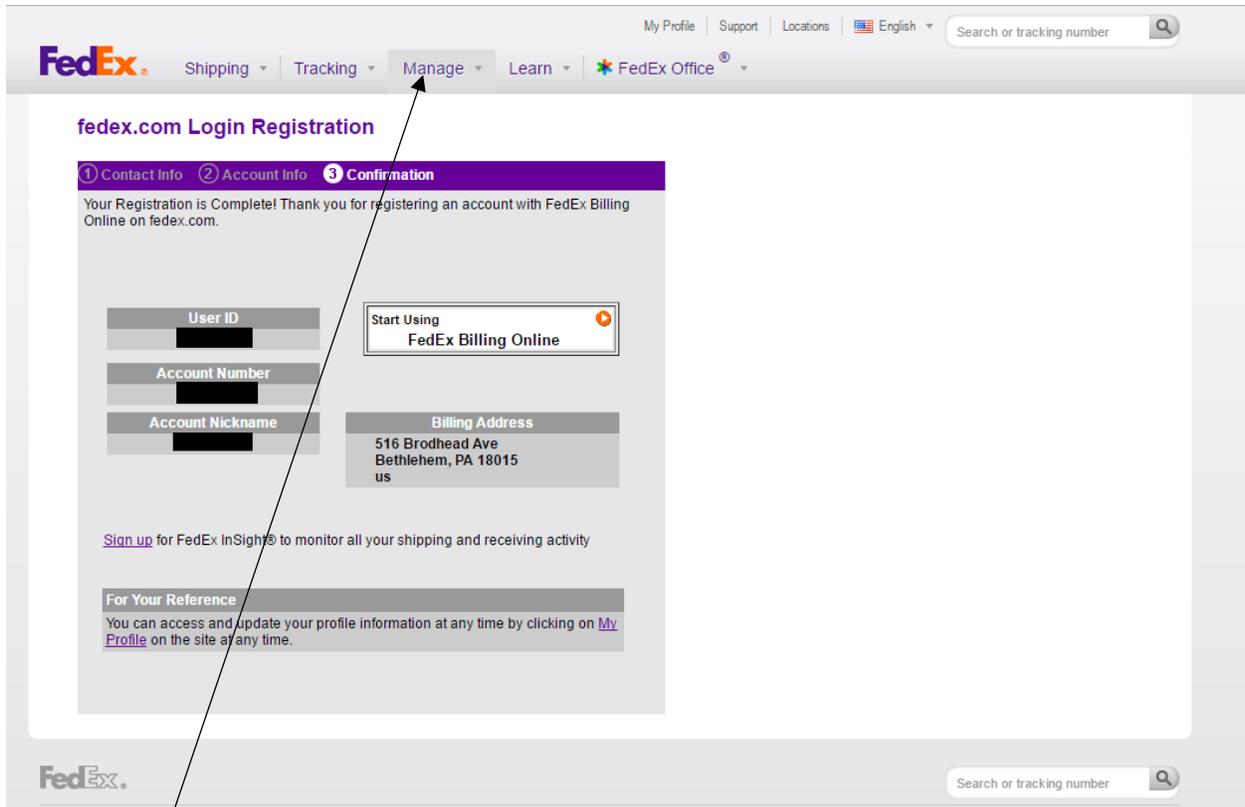
- View invoices immediately, as soon as they are ready. You can print and save a PDF version of the invoice for your records, plus you have 180 days of invoice history
- Pay online - several payment options available
- Dispute and receive a response within 72 hours
- Enroll in automatic downloads of invoice details
- Invite additional users to view and pay invoices
- Plus much more

**Register my account for FBO and change my billing method. I understand I will no longer receive invoices by mail**

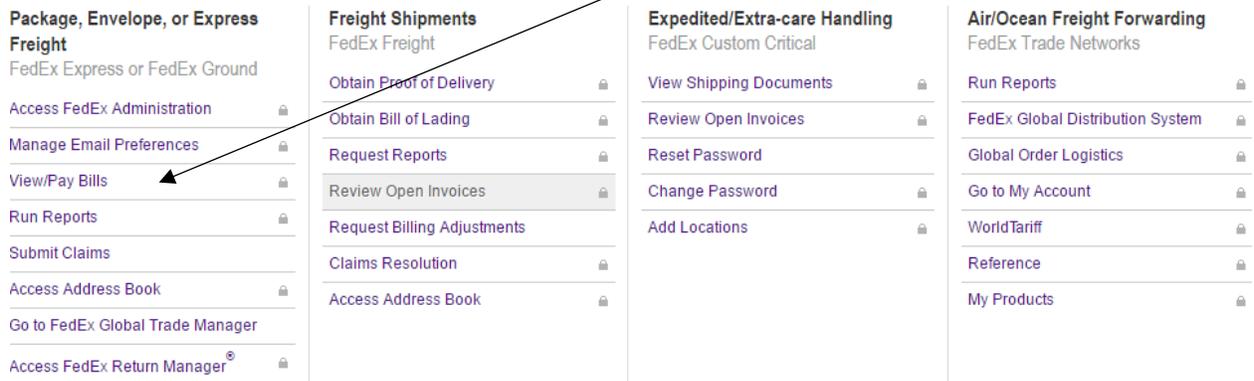
Want to see the advantage of FedEx Billing Online? [Click here to view demo](#)

Click Continue

A screen similar to the following will appear:



Click Manage. From the dropdown menu, click View/Pay Bills



A screen similar to the following will appear:

FedEx Billing Online View Cart 0.00 [Printer-friendly](#) [Logout](#) [?](#) [Help](#)

Account Summary Search/Download **My Options** Message Center

Welcome, Brenda Bachman

**Account Summary** [Help](#)

Primary Account	██████████	<a href="#">Add an account</a>
Original Charges	\$0.00	
Past Due	\$0.00	
In dispute	\$0.00	<a href="#">You have 2 messages in the message center.</a>
Payments or credits	\$0.00	
Balance due	\$0.00	

All-Open Past Due Paid/Closed In Dispute [Search all](#)

**Invoice List (All-Open)** [Help](#)

Filter by None selected

Select all	Invoice no.	View/print	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due	Payment status
<input type="checkbox"/>									

No outstanding invoices for this account.

[Print/Save invoices](#) [Approve/notify user](#) [Pay](#)

[Icon Legend](#)

**Account Aging Summary** [Help](#)

Primary Account: 3080-7898-1

Currency	0 - 15 days	16 - 30 days	31 - 60 days	61 - 90 days	91+ days	Total
		0.00	0.00	0.00	0.00	0.00

**FedEx** Search or tracking number

Customer Focus: [New Customer Center](#) | Featured Services: [FedEx Delivery Manager](#) | Companies: [FedEx Express](#) | Follow FedEx: [f](#) [t](#) [v](#) [in](#) | [United States - English](#)

Click My Options. From the dropdown menu, select Manage Payment Preferences

Account Summary Search/Download **My Options** Message Center

Manage Account Settings

Manage Users

Manage Payment Preferences

FedEx.com Profile

Welcome, Brenda Bachman

**Account Summary**

Primary Account

The following screen will appear:

FedEx Billing Online

View Cart 0.00 [Printer-friendly](#) [Logout](#) [Help](#)

Account Summary Search/Download My Options Message Center

### Manage Payment Preferences

#### Automatic Payment Settings [Help](#)

Your account is not currently enrolled in Automatic Payments. Make paying your FedEx invoices even easier by signing up for Automatic Payments with one of your saved payment profiles. When you sign up for AutoPay, you can also establish thresholds for payment amounts and timings.

[Enroll in autopay](#)

#### Your Current Payment Profiles [Help](#)

Profile name	Profile type
There is currently no data	

[Add a credit card profile](#) [Add an EFT profile](#)

Click Add a credit card profile. The following screen will appear:

FedEx Billing Online

View Cart 0.00 [Printer-friendly](#) [Logout](#) [Help](#)

Account Summary Search/Download My Options Message Center

### Credit Card Payment Profile

\* Denotes required field. [clear all fields](#)

#### Credit card Billing Information [Help](#)

Account number 308078981 \*Card type [Select Card type](#)

Country U.S.A. \*Card number

\*Profile name  This name will be used within FedEx Billing Online to identify your account. \*Expiration date [Month](#) [Year](#)

\*Cardholder name  \*Card security code

\*Address  For your protection we ask that you enter your credit card ID Number [Where do I find this ?](#)

\*City  \*State/Province [Select State/Province](#)

\*Postal code

I agree to the [Terms and Conditions](#) for payments on FedEx Billing Online  I certify that I am an authorized user of the above listed credit card account

Name

[Cancel](#) [Add credit card profile](#)

Complete the required fields (Profile Name, Cardholder name, Address, City, State, Postal code, card type (Visa), Card Number, expiration date and Card Security Code (three digits on back of card)). Certify that you are an authorized user and enter your name. Agree to the Terms and Conditions. Click Add credit card profile. A screen similar to the following will appear:

FedEx Billing Online

View Cart 0.00 [Printer-friendly](#) [Logout](#) [?](#) [Help](#)

Account Summary Search/Download My Options Message Center

### Manage Payment Preferences

**Automatic Payment Settings** [Help](#)

Your account is not currently enrolled in [Automatic Payments](#). Make paying your FedEx invoices even easier by signing up for Automatic Payments with one of your saved payment profiles. When you sign up for AutoPay, you can also establish thresholds for payment amounts and timings.

[Enroll in autopay](#)

**Your Current Payment Profiles** [Help](#)

Profile name	Profile type		
Brenda Bachman	Credit Card	<a href="#">Edit</a>	<a href="#">Remove</a>

[Add a credit card profile](#) [Add an EFT profile](#)

When complete, click Logout

You will receive via email your invoice similar to the following:

5/8/2017

Lehigh University Mail - FedEx Billing Online - Invoice Ready for Payment



Brenda Bachman <bkb204@lehigh.edu>

## FedEx Billing Online - Invoice Ready for Payment

BillingOnline@fedex.com <BillingOnline@fedex.com>  
To: bkb204@lehigh.edu

Mon, May 8, 2017 at 7:04 AM

You have a FedEx invoice ready for payment. [Pay now.](#)



Your invoice is ready  
for payment

Dear Brenda Bachman,

Your account ending in 8981 has a new invoice(s) from FedEx ready for payment.

Invoice number: Invoice amount:

[5-794-23298](#) 12.85

Log in to FedEx® Billing Online to review and pay your invoices.

[Log in](#)

Thank you for your business, FedEx

Note: Please do not use this email to submit payment. This email may not be used as a remittance notice. To pay your invoices, please visit FedEx Billing Online.

---

©2015 FedEx. The content of this message is protected by copyright and trademark laws under U.S. and International law.

<https://mail.google.com/mail/u/0/?ui=2&ik=f6bafabcae&view=pt&msg=15be7bb73aca9f28&search=inbox&siml=15be7bb73aca9f28>  
1/2 5/8/2017 Lehigh University Mail - FedEx Billing Online - Invoice Ready for Payment

[Review our privacy policy.](#) All rights reserved.

[https://mail.google.com/mail/u/0/?ui=2&ik=f6bafabcae&view=pt&msg=15be7bb73aca9f28&search=inbox&siml=15be7bb73aca9f28 2/2](https://mail.google.com/mail/u/0/?ui=2&ik=f6bafabcae&view=pt&msg=15be7bb73aca9f28&search=inbox&siml=15be7bb73aca9f282/2)

You will then log into the FedEx site and pay with your OneCard.

Please contact Brenda Bachman at 83266 or bkb204 when credit card setup is complete. If you have questions or problems, please feel free to contact Brenda Bachman at 83266 or [bkb204@lehigh.edu](mailto:bkb204@lehigh.edu).