In order to ship with FedEx at our contract pricing you will need to ensure that a few things are done.

**Setting Up an Account and Linking to UA Pricing**
1. You must have an account number. The best way to get this is to contact Helen Connor, fnhec@uaf.edu. Provide her with the department name, pickup address, contact person, and their phone number. You can get this directly from FedEx.
2. The account must be linked to our contract pricing. If you got the account number from Helen, this has been taken care of. If you got the number from FedEx directly, you will need to provide Helen with all the information so that she can ensure that it is linked.

**FedEx Website Tools**
1. Go to the FedEx website (fedex.com) once you have your account number.
2. Create a My FedEx account. From this account you can get shipping costs, print shipping paperwork, track shipments, authorize automatic bill payments to your ProCard and much more. Be sure to check out all the features. To set up automatic payments you need to do the following:
   a. Click on the “Manage My Account” tab
   b. Choose “View / Pay Bills Online”
   c. Choose “Preferences”
   d. Choose “Update Credit Card Profile”
   e. Enter required information
3. Set up a FedEx InSight account. This is located under the “Track” tab. Go through the demo and see all the features that this feature provides.

If you have any questions contact Helen Connor at 474-6465.