



## FedEx Account Sign-Up

To request a FedEx account number for your department or agency, simply enter the requested information in the form below and click the *Submit* button. Please indicate if your department or agency already has a FedEx account number by filling in the designated area below to ensure your account will receive the new discounts. To contact FedEx Government Account Services directly, call 1.800.645.9424.

### Section 1: To be completed by state user requesting new account

Agency or department name \_\_\_\_\_

Physical address (Location where packages will be picked up) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Billing address (If different from physical address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Agency billing code or agency ID \_\_\_\_\_

### Section 2: To be completed by state user with existing account

Agency or department name \_\_\_\_\_

Physical address (Location where packages will be picked up) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Billing address (If different from physical address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Existing FedEx account number(s) \_\_\_\_\_





**Indicate your daily package (up to 150 lbs.) shipping volume:**

FedEx Express® (FedEx Priority Overnight® delivery) Letter/Pak/Box

FedEx Ground® (Delivery in 1 to 5 business days in the contiguous U.S.) Box

FedEx international packages Letter/Pak/Box

Do you ship packages over 150 lbs.?

**Please indicate your preferences:**

Are your hours of operation normal business hours, Monday–Friday, 8 a.m.–5 p.m.?

Would you like a FedEx representative to call you?

Would you like information on FedEx technology options?

Does your agency or department have multiple shipping locations?

**Submit**

\* To send this form using the *Submit* button, Adobe® Reader® 7.0 or higher is required and Adobe Reader 8.1 is recommended. You can download the latest version [here](#). Or simply save this document on your desktop and e-mail it to [accountregistration@fedex.com](mailto:accountregistration@fedex.com).

**FedEx User Resources**

U.S. Customer Service	1.800.GoFedEx	1.800.463.3339
International Customer Service	1.800.GoFedEx	1.800.463.3339 and say "international services"
FedEx Government Services	1.866.370.2490	
Government Revenue Services (Invoicing, account updates)	1.800.645.9424	
Tech Support:		
FedEx Ship Manager® at fedex.com	1.877.339.2774	
FedEx Ship Manager® Software	1.877.339.2774	
FedEx Express preprinted airbills — <a href="http://fedex.com/supplies">fedex.com/supplies</a>	1.800.GoFedEx	1.800.463.3339
FedEx Express packaging supplies — <a href="http://fedex.com/supplies">fedex.com/supplies</a>	1.800.GoFedEx	1.800.463.3339