

Guide to enroll in common carrier online billing service

3PL Freight Services



Guide to enroll in online billing

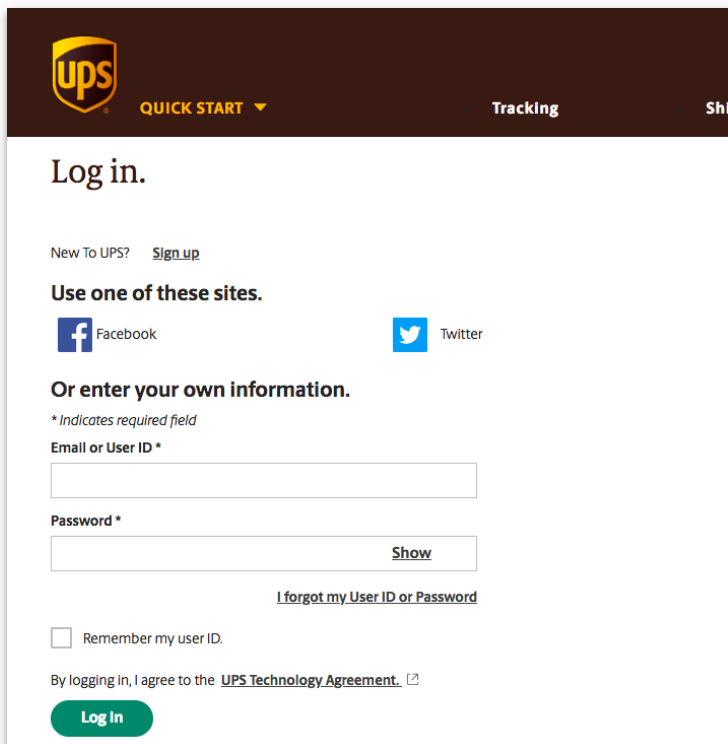
The guide below details the process for enrolling in the Online Billing Center for accounts that are currently receiving paper invoices. Enrolling in online billing enables 3PL Freight Services to perform auditing and recovery services without interrupting workflows.

Table of contents

Quick links to directions by carrier:

- UPS - This page
- FedEx - [Page 4](#)
- DHL - [Page 5](#)

UPS Online Billing Setup



The screenshot shows the UPS online login interface. At the top, there is a dark navigation bar with the UPS logo on the left, and 'QUICK START' with a dropdown arrow, 'Tracking', and 'Ship' on the right. Below the navigation bar, the main content area is white. It starts with the heading 'Log in.' followed by a link for 'New To UPS? Sign up'. Underneath, it says 'Use one of these sites.' and provides icons for Facebook and Twitter. The next section is 'Or enter your own information.' with a note '* Indicates required field'. There are two input fields: 'Email or User ID *' and 'Password *'. The password field has a 'Show' button. Below the password field is a link 'I forgot my User ID or Password'. At the bottom left, there is a checkbox for 'Remember my user ID.' and a line of text: 'By logging in, I agree to the UPS Technology Agreement.' with an external link icon. A green 'Log In' button is at the bottom center.

Enroll in UPS Online Billing:

1. If you have an online account with UPS, use those credentials to login [here](#).

Note: Have a recent invoice available to pull information from for future steps.

UPS // Enroll and authenticate

2. Enter the UPS account number.

Note: Individual UPS Account is the most usual selection made at this step. Consolidated Plans are intended for users with multiple UPS accounts. Selecting Consolidated Plan at this step will enable online billing for all UPS accounts automatically.

3. Click **Continue**.

Enroll [Help](#)

Please authenticate your UPS account by providing the requested information from your invoice.

UPS Billing Center small package enrollment will discontinue all other electronic small package invoicing enrollments. Please inform recipients of the UPS small package invoice to access the UPS Billing Center for these invoices.

Are you enrolling a UPS Small Package, UPS Freight or UPS Supply Chain Solutions account?

UPS Small Package Account ▼

Individual UPS Account Consolidated Plan

UPS Account Number: (6 characters)
[Text Input Field]

Country:
UNITED STATES ▼

[Cancel](#) [Continue](#)

You will now be directed to authenticate your account.

4. Enter requested information from recent invoice into fields.

5. Click **Continue**.

Authenticate

Enter Account Information [Help](#)

Please authenticate your UPS account by providing the requested information from your invoice.

[Invoice Number:](#) (6-13 characters)
[Text Input Field]

[Amount due this period:](#)(Example: 1234.56)
[Text Input Field]

[Invoice Date:](#) (mm/dd/yyyy)

[Text Input Field]

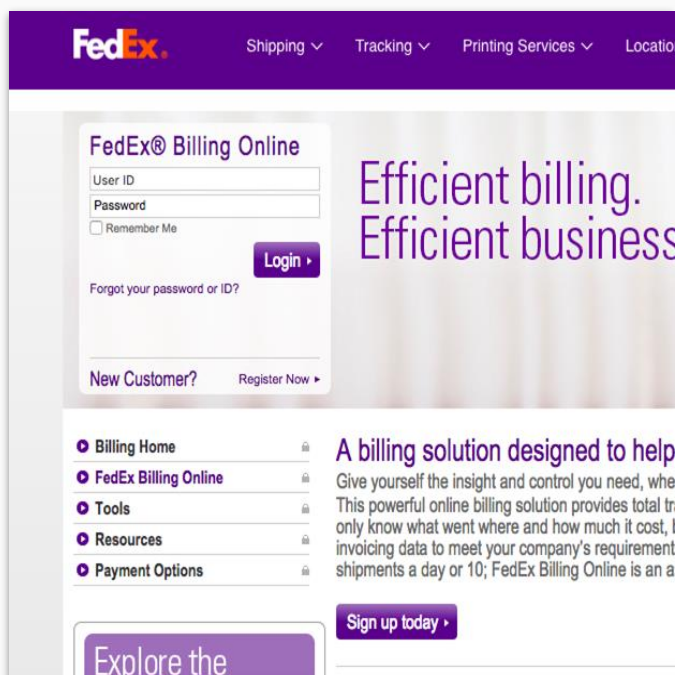
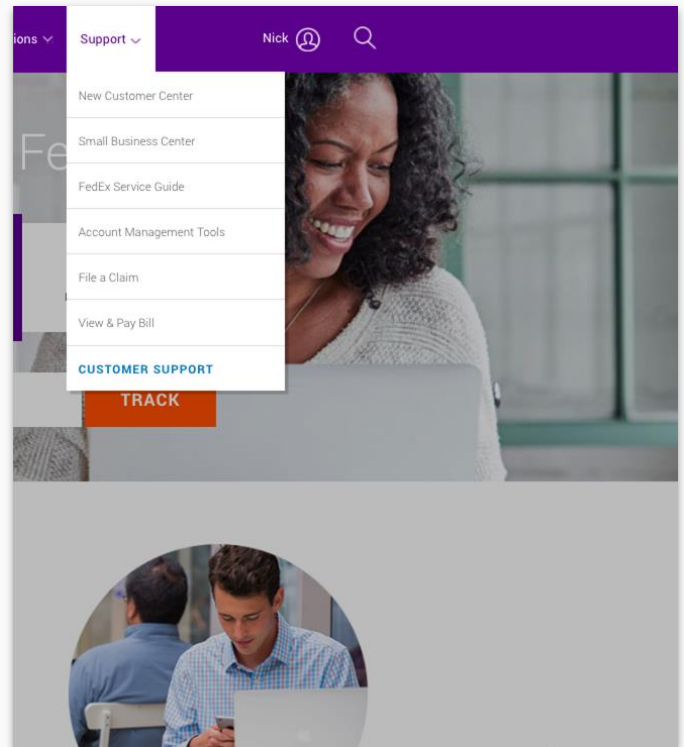
[Control ID :](#) (4 Characters)
[Text Input Field]

(Optional, but this value is required if it is present on your invoice.)

[Cancel](#) [Continue](#)

FedEx Online Billing Setup

1. Go to FedEx.com and click on **Support** in upper right corner of screen.
2. Scroll down and click on **View & Pay Bill**



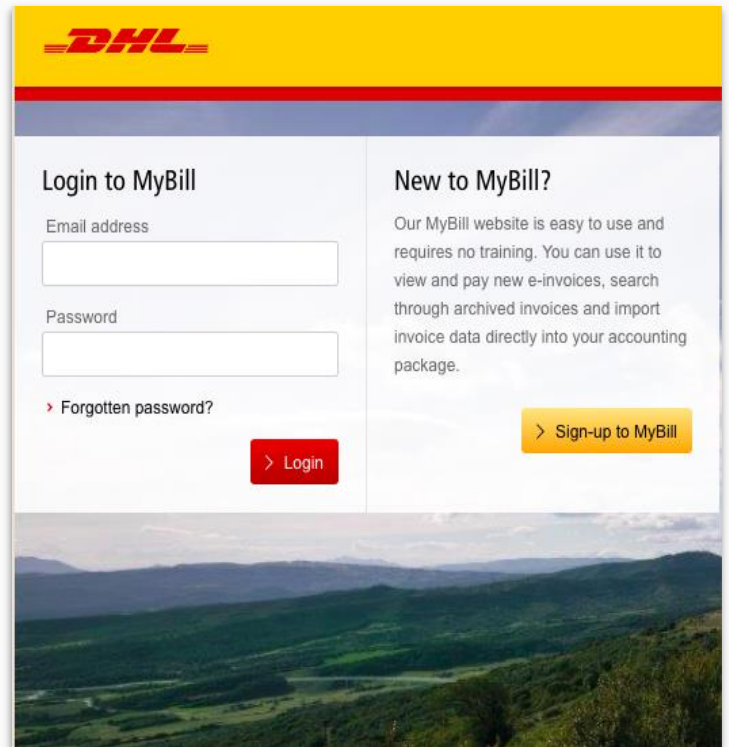
3. Click **FedEx Billing Online**

Note: If you already have a fedex.com User ID and password (used for FedEx Ship Manager®, My FedEx®, etc.), enter it.

4. Click **Login**, and verify your account information.

DHL Online Billing Setup

1. Log in to the [DHL MyBill](#) system.
- 2.. Click on the **Sign-up to MyBill** button to begin the process of signing up for MyBill.
3. Select you billing country and click **Continue**.



Your screen should display **Register your account** screen here.

A screenshot of the 'Register your account' form on the DHL MyBill website. The form is titled 'REGISTER AND GET STARTED WITH MYBILL' and 'Register your account'. It contains several sections: 'Language preference*' (English - US), 'Your DHL Account Number*', 'Company details' (Company Name*, VAT Number, Company Address*, Address line 1, Address line 2, Address line 3, Town / City*, Postcode / Zip*, Country, State / Region / Province), 'Contact details' (First Name*, Last Name*, Telephone Number*, Position*, Email Address*, Confirm Email*), and 'Your last DHL bill' (Latest DHL Invoice Number, ...and its Grand Total). There are checkboxes for 'I acknowledge that by checking this box, I agree to receive DHL invoices in electronic form only and I no longer will receive paper invoices.' and 'I agree to the DHL Terms and Conditions*'. A 'Save and Continue' button is at the bottom right.

4. Complete the required fields.
5. The **Contact Details** fields refer to the person who should be contacted regarding invoices.
6. Complete the **Your last DHL Bill** field to verify your account.
7. Check the boxes and click **Save and Continue**.