Follow the steps below to establish a FedEx account and link it to USC’s FedEx contract rates.

**Establish a New FedEx Account**

Send an email to [fedex.accounts@usc.edu](mailto:fedex.accounts@usc.edu) with the following information.

- **Company Name:** USC
- **Department Name:**
- **Shipping Address:**
- **Contact Name for Shipping:**
- **Contact Phone for Shipping:**
- **Billing Address:**
- **Contact Name for Billing:**
- **Contact Phone for Billing:**
- **USC ID Number:**

**Note:** The billing address on the FedEx account must match the billing address on the P-Card.

**Link a FedEx Account to USC’s FedEx Contract Rates**

Please follow the steps below after receiving an email with your nine-digit FedEx account number:

- Contact FedEx Revenue Services at 800 622-1147 to link your P-Card to the FedEx account.
- Once your P-Card is linked, respond back to the email that you received with your new account number indicating "P-Card has been linked".
- Your FedEx account will be linked to receive the USC contract rates.

In addition to billing and invoice access, FedEx accounts offer the following online features:

- Desktop printing of airbills
- Storing commonly used addresses
- Shipment tracking