

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 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