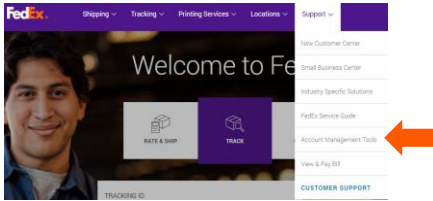
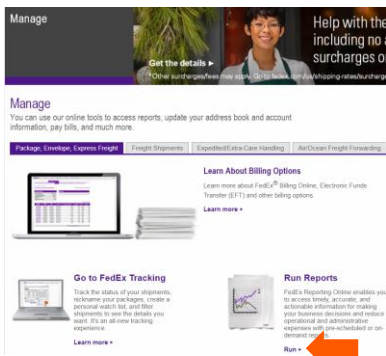


- From the fedex.com homepage, select “Account Management Tools” from the “Support” drop-down menu



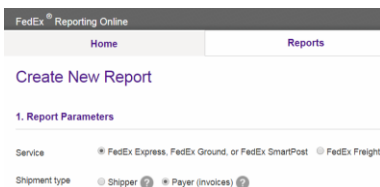
- On the “Manage” screen, select the “Run” link under the “Run Reports” section



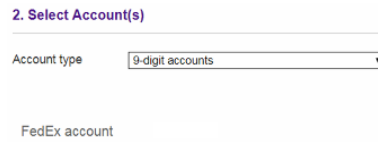
- If prompted to log in, use your user ID and password to log in to your fedex.com account
- On the FedEx® Reporting Online screen select the “Reports” menu and select “Create New Report” to create a new report



- On the “Create New Report” screen, select the “Service” and “Shipment type” under the “Report Parameters” section

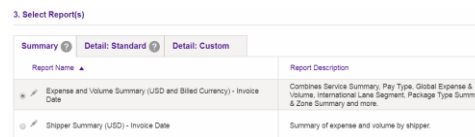


- Under the “Select Account(s)” section, select the “account type” and specific account(s) you want to run the report on

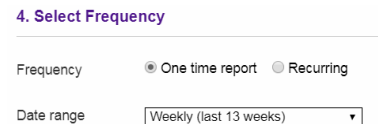


- In the “Select Report(s)” section, you have the option of three report types:
 - “Summary” – provides summarized data by account type including one-time and recurring reports options, year-over-year trend charts and Interactive Reports
 - “Detail: Standard” – provides a more in-depth view at report data and includes shipment-level reporting capabilities
 - “Detail: Custom” – reports that the user customizes from existing reports or available columns

- Select the desired report type and select the “Report Name” that you want to run
NOTE: A report description is listed to the right of each report name

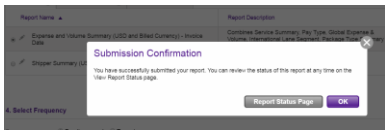


- Under the “Select Frequency” section, select the “Frequency” and “Date range”, and select “Run Report”



FEDEX REPORTING ONLINE ON FEDEX.COM

10. The report will be queued to run, and you should be shown a “Submission Confirmation” screen once it has been submitted



11. You may select “Ok” to go back to the FedEx® Reporting Online homepage or “Report Status Page” to be taken to the View Report Status page.

12. By selecting “Report Status Page”, you will be directed to the “View Report Status” screen, which will show you the report requested along with a summary and status

View Report Status

Last updated: 11/03/2017 02:18 PM Refresh

Report name	Accounts	Status	Submitted	Completed	Options
Expense and Volume Summary (USD and Billed Currency) - Invoice Date		Completed	11/03/2017	11/03/2017	

1 Report

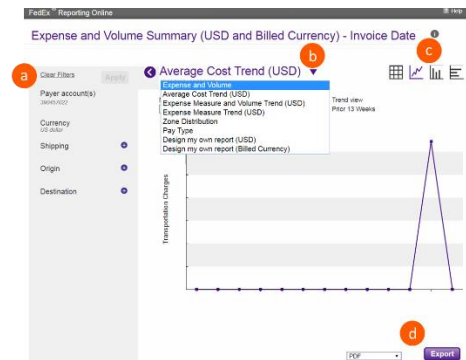
Refresh

13. Once the “Status” is completed, you can select the “View Interactive Graph” button under the “Options” section

NOTE: You may need to enable pop-up windows in your web browser

14. On the “Interactive Graph” screen:

- Filters
- Preset filter options
- Graphical display options
- Export data to PDF or PowerPoint



ADDITIONAL RESOURCES

- View the [FedEx Reporting Overview Reporting Application help guide](#)
- View [FedEx Reporting Online FAQs](#)
- Call FedEx Customer Service at 1.800.GoFedEx 1.800.463.3339 and say “Reporting Online”