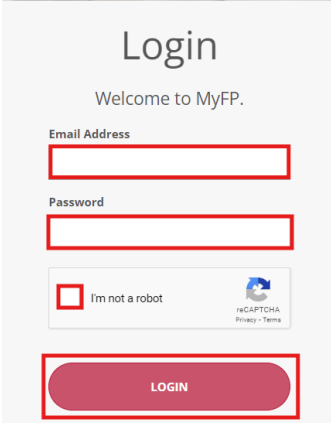
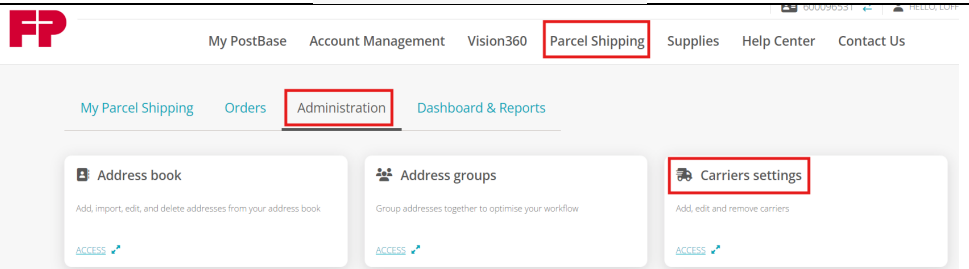
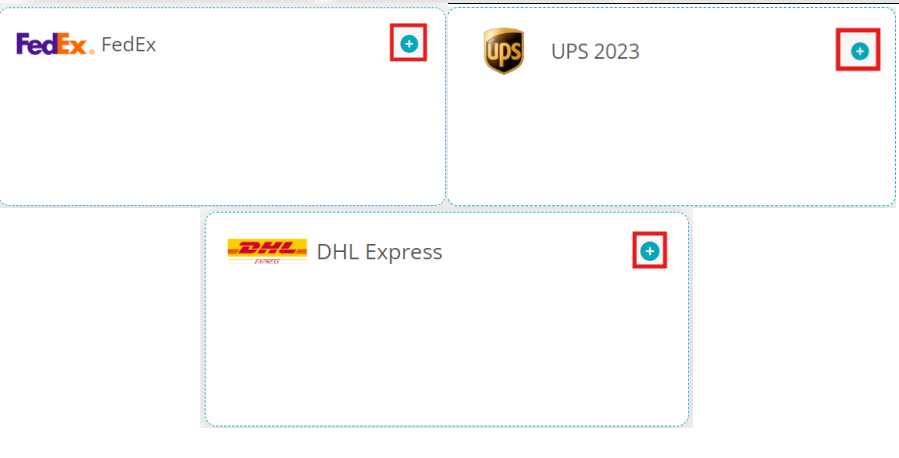


## FP Parcel Shipping – Multi-Carrier Setup

Setting up a Multi-Carrier License

<p><b>1. Open a Browser</b></p> <ul style="list-style-type: none"> <li>• Enter <a href="https://www.myfp-portal.com/us/login">https://www.myfp-portal.com/us/login</a></li> <li>▪ Log in with previously set up MyFP username and password</li> </ul>	
<p><b>2. Click Parcel Shipping</b></p> <ul style="list-style-type: none"> <li>• Choose Administration</li> <li>▪ Select Carrier Settings</li> </ul>	
<p><b>3. Choose the Carrier to add:</b></p> <ul style="list-style-type: none"> <li>• UPS*</li> <li>• FedEx</li> <li>• DHL</li> </ul> <p>* If using UPS, select UPS 2023</p>	

**4. FedEx -**  
 Enter in the Required fields – notated by \*  
 • Click Add Carrier

FedEx FedEx

Account number * 123456789	Corporate First Name * Mandy
Corporate Last Name * Tester	Corporate Company Name * Mailing Corp
Corporate Phone Number * 01154789654	Corporate E-Mail Address * mandy.testster@online.com
Corporate Street Address * 204 Sample Street	Corporate City * New York
Corporate Region * CA	Corporate Zipcode * 12345
Corporate Country Code (Alpha2) * US	Corporate Job Title * Manager
Shipping address city * New York	Shipping address State * CA
Shipping address zip code * 12345	Shipping address country code * US
Shipping address street * 204 Sample Street	

**5. UPS -**  
 Enter in the Required fields – notated by \*  
 • Click Add Carrier

ups UPS 2023

Account number * 12A34B	Name * John Doe
Job title * Director	Company * My company
Phone number * +15557898	E-mail * j.doe@mycompany.com
Website * https://www.mycompany.com	Address Street * 100 Company Lane
Additional postal address STE 200	City * New York
Region * NY	Zip code * 12345
Country * US	Invoice number 0000A12345678
Invoice date 20230520	Invoice amount 159.85
Iso currency code USD	Invoice control Id M123



### 6. DHL -

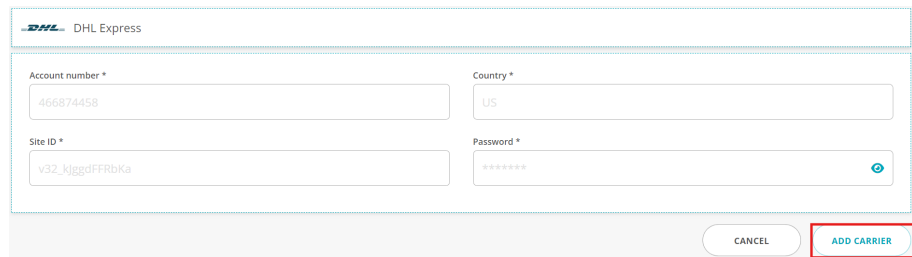
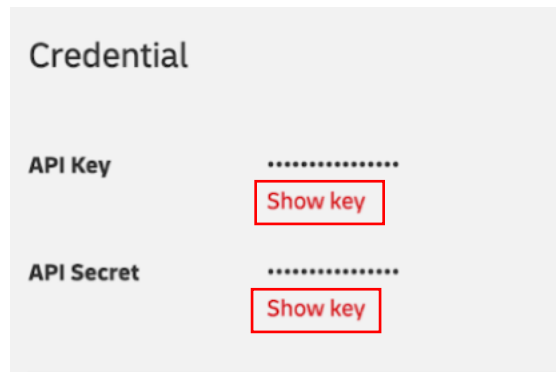
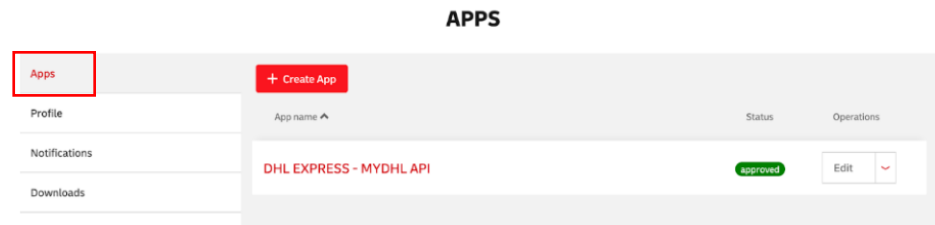
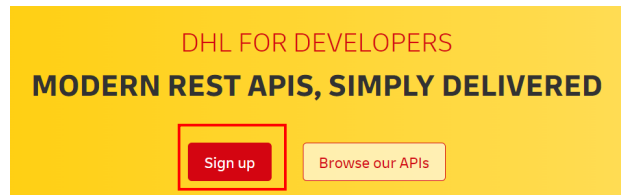
To obtain your DHL Express Site ID and Password you must register in the [DHL API Developer Portal](#)

• Once registered, log into the portal and click on the avatar on the top right-hand corner to see the Dashboard.

- Under apps, click on the App name you want to connect to
- Under credentials, both “API Key” and “API Secret”, are hidden. Click “Show Key” under each one. The API Key is your Site ID, and the API Secret is your Password

### 7. Enter in the Required fields – notated by \*

- Click Add Carrier



8. Once connected to optional accounts this is what the screen will look like:

- Choose Lowest Cost
- Fastest Delivery Or
- select a specific carrier to see all rates and options available

SHIP A NEW PACKAGE USPS POSTAGE AVAILABLE \$84.60

Carrier selection

LOWEST COST				FASTEST DELIVERY DAY			
Carrier	Service	Delivery date	Price	Carrier	Service	Delivery date	Price
USPS	Ground Advantage	9/30/2024	\$6.62	USPS	Priority Mail Express	9/27/2024	\$38.20

Progress bar: SENDER & RECIPIENT | SHIPMENT OPTIONS | PARCEL PROPERTIES | CUSTOMS DECLARATION | SHIPMENT COSTS | REVIEW SHIPMENT AND CREATE LABEL

9. Choose an option and Click Extra Services to add any additional services like insurance and the cost will be adjusted

SHIP A NEW PACKAGE USPS POSTAGE AVAILABLE \$84.60

Carrier selection

LOWEST COST				FASTEST DELIVERY DAY			
Carrier	Service	Delivery date	Price	Carrier	Service	Delivery date	Price
USPS	Ground Advantage	9/30/2024	\$6.62	USPS	Priority Mail Express	9/27/2024	\$38.20

Choose your service

Name	Delivery date	Price
<input checked="" type="radio"/> 1 Day	10/1/2024	\$20.71
<input type="radio"/> 2 Day AM	10/1/2024	\$29.08
<input type="radio"/> Express Saver	10/2/2024	\$18.42
<input type="radio"/> First Overnight	9/27/2024	\$140.54
<input type="radio"/> Ground Home Delivery	9/28/2024	\$14.47
<input type="radio"/> Priority Overnight	9/27/2024	\$43.21