

## FP Parcel Shipping – Multi-Carrier Setup

Setting up a Multi-Carrier License

<ul> <li>Open a Browser         <ul> <li>Enter</li> <li><u>https://www.myfp-portal.com/us/login</u></li> <li>Log in with previously set up MyFP username and password</li> </ul> </li> </ul>	Login Welcome to MyFP. Email Address Password			
<ul> <li>2. Click Parcel Shipping</li> <li>Choose Administration</li> <li>Select Carrier Settings</li> </ul>	My PostBase Account Man My Parcel Shipping Orders Administration  Address book Address book Address from your address book Address of and delete addresses from your address book Address of address from your address from your address book Address of address from your address from your address book Address of address from your address from your address book	Address groups	Supplies Help Center Contact Us	
<ul> <li>3. Choose the Carrier to add:</li> <li>UPS*</li> <li>FedEx</li> <li>DHL</li> <li>* If using UPS, select UPS 2023</li> </ul>	FecEx. FedEx	UPS 203	23	



	TECHNOLOGY	ТО	POWER	SUCCESS

4. FedEx -	FedEx - FedEx FedEx				
Enter in the Required	Account number * Corporate First Name *				
fields – notated by *					
Click Add Carrier	Corporate Last Name *	Corporate Company Name *			
	Corporate Phone Number *	Corporate E-Mail Address *			
	Corporate Street Address *	Corporate City *			
	Corporate Region *	Corporate Zipcode *			
	Corporate Country Code (Alpha2) *	Corporate Job Title *			
	Shipping address city *	Shipping address State *			
	Shipping address zip code *	Shipping address country code *			
	Shipping address street *				
		CANCEL ADD CARRIER			
5 UD9	6				
5. UF3 -	UPS 2023				
fields retated by *	Account number *	Name *			
fields – notated by *					
	12A34B	John Doe			
<ul> <li>Click Add Carrier</li> </ul>	Job title *	John Doe Company *			
<ul> <li>Click Add Carrier</li> </ul>	Job title * Director	John Doe company * My company			
<ul> <li>Click Add Carrier</li> </ul>	12A348 Job title * Director Phone number *	John Doe Company * My company E-mail *			
<ul> <li>Click Add Carrier</li> </ul>	12A348 Job title * Director Phone number * +15557898	John Doe Company * My company E-mail * J.doe@mycompany.com			
<ul> <li>Click Add Carrier</li> </ul>	12A348 Job title * Director Phone number * *15557898 Website *	John Doe       Company *       My company       E-mail *      doe@my.com       Address Street *			
<ul> <li>Click Add Carrier</li> </ul>	12A348 Job title * Director Phone number * (*15557898 Website * https://www.mycompany.com	John Doe       Company*       My company       Email *       J.doe@mycompany.com       Address Street *       100 Company Lane			
<ul> <li>Click Add Carrier</li> </ul>	12A348 Job title * Director Phone number * (+15557898 Website * Inttps://www.mycompany.com Additional postal address	John Doe       Company *       My company       E-mail *       Jobe@mycompany.com       Address Street *       100 Company Lane       City *			
• Click Add Carrier	12A348 Job title * Director Phone number * (+15557898 Website * https://www.mycompany.com Additional postal address STE 200	John Doe       Company *       My company       E-mail *       j.doe@mycompany.com       Address Street *       100 Company Lane       City *       New York			
• Click Add Carrier	12A348 Job title * Director Phone number * *15557898 Website * https://www.mycompany.com Additional postal address STE 200 Region *	John Doe       Company *       My company       E-mail *       Idoe@mycompany.com       Address Street *       100 Company Lane       City *       New York       Zip code *			
• Click Add Carrier	12A348 Job title * Director Phone number * *15557898 Website * https://www.mycompany.com Additional postal address STE 200 Region * NY	John Doe       Company*       My company       E-mail*       J.doe@mycompany.com       Address Street *       100 Company Lane       City*       New York       Zip code *       12345			
• Click Add Carrier	12A348 Job title * Director Phone number * *15557898 Website * https://www.mycompany.com Additional postal address STE 200 Region * NY Country *	John Doe       Company*       My company       Email *       Jdoe@mycompany.com       Address Street *       100 Company Lane       City*       New York       Zip code *       12345       Invoice number			
• Click Add Carrier	12A348 Job title * Director Phone number * +15557898 Website * https://www.mycompany.com Additional postal address STE 200 Region * NV Country *	John Doe       Company*       My company       Email *       Jdoe@mycompany.com       Address Street *       100 Company Lane       City*       New York:       Zip code *       12345       Invoice number       0000A12345678			
Click Add Carrier	12A348 Job title * Director Phone number * (*15557898 Website * Inttps://www.mycompany.com Additional postal address STE 200 Region * NY Country * US Invoice date	John Doe       Company*       My company       Email *       J.doe@mycompany.com       Address Street *       100 Company Lane       City *       New York       Zip code *       12345       Invoke number       0000A12345678       Invoke amount			
Click Add Carrier	12A348 Job trite * Director Phone number * (*15557898 Website * https://www.mycompany.com Additional postal address STE 200 Region * NV Country * US Invoice date 20230520	John Doe       Company*       My company       Email *       J.doe@mycompany.com       Address Street *       100 Company Lane       City*       New York       Zip code *       12345       OOOCA12345678       Invoice number       OOOCA12345678       Invoice amount       159.85			
• Click Add Carrier	12A348 job title * Director Phone number * (*15557898 Webste * https://www.mycompany.com Additional postal address STE 200 Region * NY Country * US Imolice date 20230520 tso currency code	John Doe         Company*         My company         E-mail*         Jdoe@mycompany.com         Address Street *         100 Company Lane         City*         New York         Zip code *         12345         Invoice number         0000A12345678         Invoice amount         159.85         Invoice control Id			
• Click Add Carrier	12A348 job title * Director Phone number * *15557898 Website * https://www.mycompany.com Additional postal address STE 200 Region * NV Country * US Invoke date 20230520 Iso currency code USD	John Doe   Company*   My company   Email*   Jdoe@mycompany.com   Address Street*   100 Company Lane   City*   New York   Zip code*   12345   Invoice number   0000A12345678   Invoice amount   159.85   Invoice control Id   M123			
• Click Add Carrier	12A348 Job title * Director Phone number * +15557898 Website * https://www.mycompany.com Additional postal address STE 200 Region * NV Country * US Invoice date 20230520 Iso curreny code USD	John Doe         Company*         My company         Email *         Jdoe@mycompany.com         Address Street *         100 Company Lane         City*         New York:         Zip code *         12345         Invoice number         0000A12345678         Invoice amount         159.85         Invoice control Id         M123			





6. DHL - To obtain your DHL Express Site ID and Password you must register in the DHL API Developer Portal	ľ	DHL FOF MODERN REST AF	R DEVELOPERS PIS, SIMPLY DELIVERI Browse our APIs	ED
<ul> <li>Once registered, log into the portal and click on the avatar on</li> </ul>			APPS	
the top right-hand corner to see the Dashboard.	Apps Profile Notifications	+ Create App App name A		Status Operations
<ul> <li>Under apps, click on the App</li> </ul>	Downloads	DHL EXPRESS - MYDHL API		approved Edit 🛩
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		Credential API Key API Secret	Show key Show key	
<ul> <li>7. Enter in the Required fields – notated by *</li> <li>Click Add Carrier</li> </ul>				
	Account number *		Country *	
	466874458			
	Site ID *		Password *	
				CANCEL ADD CARRIER





8. Once connected to optional accounts this	SHIP A NEW PACKAGE	USPS POSTAGE AVAILABLE
is what the screen will look like:	Carrier selection	
Choose     Lowest Cost		
<ul> <li>Fastest Delivery</li> </ul>	LOWEST COST FASTEST DELIVERY DAY Service Delivery date Price Ground Advantage 9/30/2024 \$6.62 For the priority Mail Express 9/27/2024	Price \$38.20
Or • select a		
specific carrier to see all rates and options available	CANCEL SENDER & SHIPMENT SECURICAL OPTIONS PROPERTIES DECURRATION SHIPMENT COSTS REVEW SHIPMENT AND CREATE LABEL	NEXT
9. Choose an option and	547 A NEW PACAGE & 3554.00	
Click Extra Services to add any additional services like	Carrier selection	
cost will be adjusted	Choose your service	
	3 Nove      2 Dokey data     2 Prov     2 Doky     10/1/2024     420.71	
	0 10m/M 10/2024 \$29.08	
	O Spress Sterr 102/2024 91842     Unit Spress Sterr 102/2024 91842     Unit Spress Sterr 102/2024 91842     O Frat Demptr 102/2024 914054	
	Convert Home Delivery     Convert Home Delivery     Vice Vice Vice Vice Vice Vice Vice V	
	Pronty Overright 9/27/2024 \$43.21	

