Creating an Account in Order to Forward Packages

FedEx:

Creating an Account:

- Select 'Open Shipping Account'

- Select ‘Sign Up’
- Fill out all required fields

- Enter Credit Card Information
- Verify Shipping Location address for your FedEx account (located on the left of account information page)
- Select answers to the following questions
  - How soon do you plan to make your first shipment using this account?
  - Have you shipped with FedEx before?
  - Will others ship using this account?
- Confirm your account registration

**Creating a Forwarding Label:**

- Log in to fedex.com on your web-enabled smartphone or computer.
- Select the three lines in the top right corner
- Select ‘Shipping’
- Select "Create Shipment."

- Enter your user ID and password.
  - User ID can be found in email sent after account set up
- Enter your shipping information.
  - Enter forwarding address (i.e. home address)
- Select the "Send a Mobile Shipping Label" option at the bottom of your screen.
- Enter an email address for yourself or someone else.
  - Enter uhmail@csuchico.edu
- Click "Ship," which will generate a barcode.
- Send a completed label to uhmail@csuchico.edu with your name, former room number, student ID number and tracking number for package

**UPS:**

**Creating an Account:**
- Fill out all required fields on the ‘Sign Up’ page
- Verify your email address
  - Check your email now to complete the confirmation process
- Log into your account using the following link

**Creating a Forwarding Label:**

- Select the ‘Shipping’ tab
  - Select ‘Create a Shipment: Package and Freight’
- Fill out all required fields for ‘Where are you shipping from?’
  - Regardless if you lived in UV or on campus, use the following information.
    - United States
    - University Housing
    - n/a
    - 1206 W Sacramento Ave
    - Please enter your hall and room number
      - Ex: LA-276
      - Ex: WH-726
    - 95926
    - Chico
    - CA
    - Please enter your personal student email and phone number
  - Additionally, this information can be seen in the screenshot below

- Please fill out ‘Where is your shipment going’ with your preferred forwarding address.
• Fill out ‘What kind of package are you using’ with the following
  o Please use your judgement based on what you have ordered in order to answer these questions.
  o Package type
  o Weight
  o Select continue

• ‘How would you like to ship’
  o You do NOT need to schedule a pick-up or select a ship date
  o Select a shipping option that best fits your needs
    ▪ The price of this will vary based off package size
Fill out the description of items you are shipping
Fill out payment information
Review and place order
Send a completed label to uhmail@csuchico.edu with your name, former room number, student ID number and tracking number for package.

**DHL:**

- An account does not need to be created in order to create a forwarding address
- Select the following boxes
  - New Customer (if you do not have an existing account)
  - Parcels or Documents
  - Private Customer

**BOOK ONLINE**

In order to get you to the right tool or expert in DHL, we need to ask you a few short questions.

- Under ‘Single Shipment’ select ‘Ship now & Pay by Credit Card’
Fill out the shipment information as follows regardless if you lived in UV or on campus

- A- Country: United States
- A- From: 1206 West Sacramento Avenue, Chico, CA
- B- Country: The Country of your forwarding address
- B- To: your forwarding address
- Additionally, this information can be seen in the screenshot below

Then select ‘Next’

- Fill out the From and To sections with the following information
  - TO
    - University Housing
    - n/a
    - 1206 West Sacramento Ave
    - 95926
    - Chico
    - CA
    - Please enter your personal email and phone number
- Additionally, this information can be seen in the screenshot below
FROM

- This information should be the address that you would like the package to be sent to (i.e. home, where you are currently living)

- Select if the package is a document or package.

- Select ‘Create Invoice’

- Select the purpose of the shipment

- Fill out the following fields

• Select next
• Fill out the following fields

Select Packaging

<table>
<thead>
<tr>
<th>Packaging</th>
<th>Quantity</th>
<th>Weight lb</th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Packaging</td>
<td>1</td>
<td>0 lb</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>

• Select and fill out payment method
• Send a completed label to uhmail@csuchico.edu with your name, former room number, student ID number and tracking number for package.