

# FED EX



Instructions on scheduling a pick up.

The screenshot displays the FedEx website's navigation and main content area. At the top, a purple header contains the FedEx logo and navigation links: Shipping, Tracking, Printing Services, Locations, and Support. A search icon is located on the right. Below the header, a dark grey sidebar on the left lists various shipping services, including U.S. Shipping Services, International Shipping, and Returns Shipping. A white dropdown menu is open under the 'Shipping' link, listing options such as 'Create a Shipment', 'Shipping Rates & Delivery Times', 'Schedule & Manage Pickups', 'Packing & Shipping Supplies', 'International Shipping Guide', and 'In-Store Shipping Services'. A blue arrow points to the 'Schedule & Manage Pickups' option. Below the dropdown, there is a link for 'ALL SHIPPING SERVICES'. The main content area features a large image of a traditional Japanese building at night with the word 'world.' overlaid. Below the image, the text reads 'Shipping with FedEx Express' and describes the benefits of fast, flexible shipping. At the bottom, there is a red banner with the text 'Plans change. So can your home' and a section for 'FedEx Express® U.S. Services' with a sub-header 'Get same-day and overnight options for urgent deliveries and 2-day and 3-day services when you have time to'.

# LOG INTO ACCOUNT

USER ID: 4UNITYPOINT  
PASSWORD: 4Proctor  
(case sensitive for password only)



Shipping ▾

Tracking ▾

Printing Services ▾

Locations ▾

Support ▾



## Schedule a Pickup

User ID

Password

Remember Me

Login ▶

Forgot your password or ID?

New Customer?

Register Now ▶



Take more control over your deliveries with FedEx Delivery Manager.®

Sign up now ▶



It's faster and easier to access pickups online. Plus you have a record you can check.

Life just got easier.

# Automatically directs you to the appropriate page.

My Profile | Support | Locations | English | Search

**FedEx** Shipping Tracking Manage Learn FedEx Office &reg;

## Pickup

Log out Help

Schedule a Package Pickup Schedule an LTL Freight Pickup My Pickups

1 Enter pickup information 2 View pickup confirmation

\* Denotes required field. [Clear all fields](#)

### Account Details [Help](#) [Hide](#)

\* Account no.  [Add an account](#)

### 1. Pickup Address [Help](#)

[Change pickup address](#)

\* Country/Location   
Company   
\* Contact name   
\* Address 1   
Address 2   
\* ZIP   
\* City   
\* State   
\* Phone no.  ext.

### 2. Package Information [Help](#)

Schedule a FedEx Express Pickup  
 Schedule a FedEx Ground Pickup  
 Schedule a FedEx Express Freight Pickup

### Pickup Notifications (optional) [Help](#) [Edit](#)

Receive pickup request confirmation e-mail.

### 3. Complete Pickup [Help](#)

[Schedule pickup](#)

# ENTER INFORMATION

Contact Name: **LABORATORY**  
Phone No: **309-691-1060**

Schedule a Package Pickup | Schedule an LTL Freight Pickup | My Pickups

Enter pickup information | Pickup confirmation

\* Denotes required field. [Clear all fields](#)

**Account Details** [Help](#) [Hide](#)

\* Account no. [Proctor] [96] [Add an account](#)

**1. Pickup Address** [Help](#)

[Change pickup address](#)

\* Country/Location: United States  
\* Company: PROCTOR MEDICAL HOSP  
\* Contact name: **LABORATORY**  
\* Address 1: 5409 N KNOXVILLE AVE  
\* Address 2:  
\* ZIP: 616145069  
\* City: PEORIA  
\* State: Illinois  
\* Phone no.: 309-691-1060 ext. [ ]

**2. Package Information** [Help](#)

Schedule a FedEx Express Pickup  
You can schedule FedEx Express pickups for either the same day or the next business day. All shipments must be ready when the courier arrives.

\* Total no. of packages: [1]  
\* Total weight: [1] lbs  
\* Pickup date: [01/9/2018] [Calendar](#)  
\* Ready time: [2:00 pm]  
\* Latest time available: [6:00 pm]

Location of packages or special instructions: **LAB FRONT DESK 1ST FLOOR**  
(Not to exceed 25 characters)

Schedule a FedEx Ground Pickup  
 Schedule a FedEx Express Freight Pickup

Pickup Notifications (optional) [Help](#) [Edit](#)

Receive pickup request confirmation e-mail.

**3. Complete Pickup** [Help](#)

[Schedule pickup](#)

- ☞ Check the box: Schedule a FedEx Express Pickup
- ☞ Total no. of Packages: **1**
- ☞ Total weight: **1 lbs**
- ☞ Ready Time: No later than **1:30pm**
- ☞ Latest Time Available: No later than **5:30pm**
- ☞ Location of packages or special instructions: **1<sup>st</sup> floor, Laboratory**

**NEXT STEP: CLICK ON SCHEDULE PICKUP**

# PRINT OUT CONFIRMATION

File with FedEx Airbill and  
Test Requisition into the  
Sendout Box

My Profile | Support | Locations | English | Search



Shipping

Tracking

Manage

Learn

FedEx Office

## Pickup

Log out | Help

Schedule a Package Pickup

Schedule an LTL Freight Pickup

My Pickups

1 Enter pickup information 2 View pickup confirmation

### FedEx Pickup Confirmation—FedEx Express PIAA104

Thank you for shipping with FedEx. Your pickup request has been scheduled. FedEx will pick up your packages at the address below.

Country/Location	United States	FedEx Express	Confirmation no. PIAA104
Company	PROCTOR MEDICAL HOSP	Pickup date	01/09/2018
Contact name	LABORATORY	Total no. of packages	1
Address 1	5409 N KNOXVILLE AVE	Total weight	1 lbs
ZIP	616145069	Pickup time	2:00pm - 6:00pm
City	PEORIA		
State	Illinois		
Phone no.	309-691-1060		

Edit Cancel Get rate quote Ship

**Alert:** Your confirmation number will be stored in your pickup history for up to 30 days. Any changes or cancellations you make to this pickup will be updated in your pickup history. However, please record your confirmation number and any changes for your records. Please have all required shipment information completed prior to pickup. You may contact [FedEx Customer Service](#) for assistance.

Print