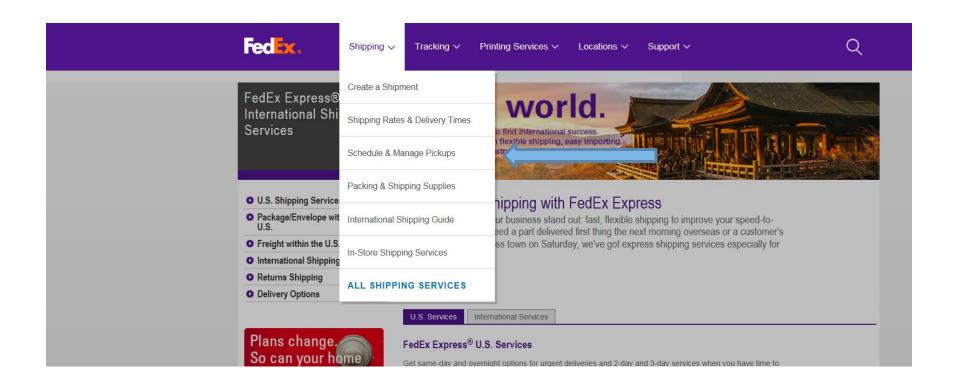
# FED EX





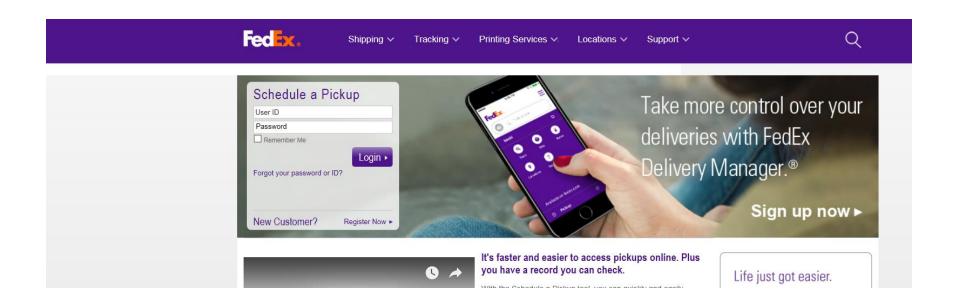
Instructions on scheduling a pick up.

#### SELECT SCHEDULE AND MANAGE PICKUPS

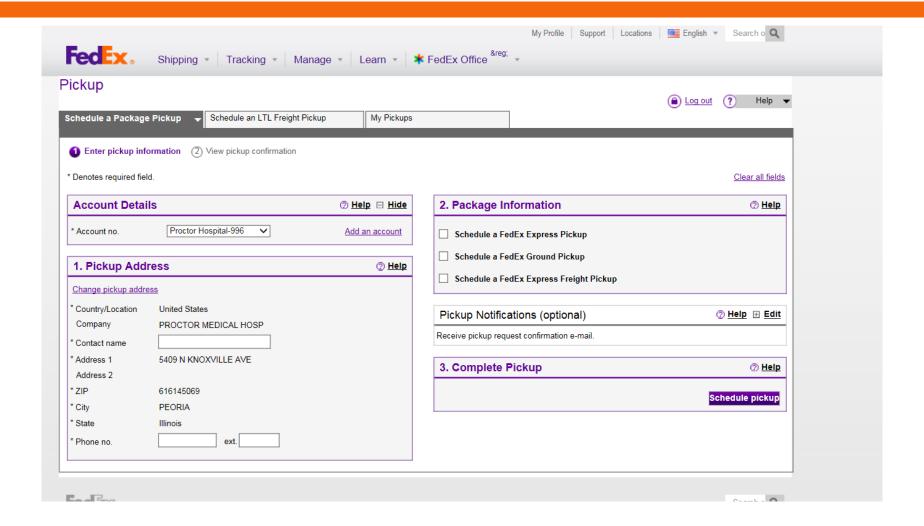


### LOG INTO ACCOUNT

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

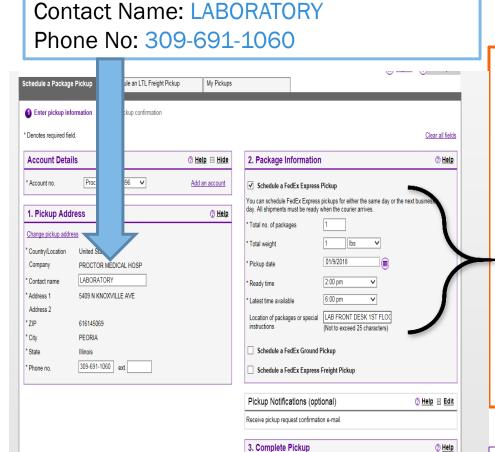


## Automatically directs you to the appropriate page.



# ENTER INFORMATION

Schedule picku



- 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

