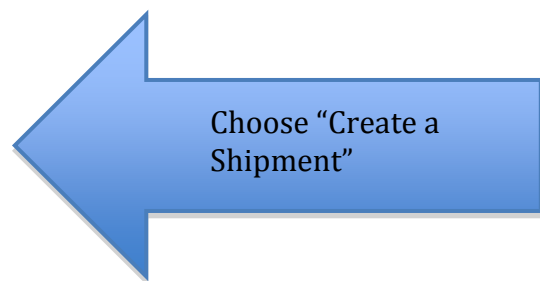


# FedEx Instruction Sheet for Shipping Livescan Equipment

- a) Go to FedEx website: <http://www.fedex.com/us/>
- b) Enter User ID and Password in upper left hand corner. Each campus has an individual user ID and password. Click Login.  
**User ID:** see final reminder email  
**Password:** see final reminder email



- c) In section "1. From," your shipment profile should automatically appear. Please be sure "From" reflects your campus information for the pickup location. If it does not, you will need to click on the "Edit" link and enter the pickup location. If FedEx does not regularly pick up from your office, make sure to check where on campus FedEx regularly picks up (i.e. mail room, distribution room, etc.). You may need to use their address as the pickup location. **Please be sure to review the address connected with your campus account to confirm address is correct.**

<b>1. From</b>	<a href="#">Help</a> <a href="#">Edit</a>
LeeAnn Rohm, 2050 E. Evans, Driscoll South Suite 22, DENVER, Colorado, 80208, United States	



If you needed to edit your pickup location, save your information in the address book to automatically populate the fields the next time you ship the livescan technology.

**1. From** [Help](#) [Hide](#)

Saved senders

---

\* Country/Location

Company

\* Contact name

\* Address 1

Address 2

**Please enter the ZIP/Postal code.**

\* ZIP

\* City

\* State

\* Phone no.  ext.

Save as my default address

Save new sender in address book



- d) In section "2. To," enter the name of the Coordinator scheduled to receive the livescan technology. Confirm that the address is correct.

**2. To** [Help](#) [Hide](#)

\* Country/Location

Company

\* Contact name

\* Address 1

Address 2

\* City

\* State

\* ZIP

\* Phone no.  ext.

Perform detailed address check

This is a residence

Save new recipient in address book



- e) In section “3. Package & Shipment Details,” the “Dimensions” should be saved under the profile name “Livescan.” (Do not alter any of the information saved under the “Livescan” profile). Enter the date you are shipping the machine, and the weight of the machine (28). Confirm that all the fields in the screen shot below are populated. You will choose “Service Type” as “FedEx Ground.”  
**DO NOT enter a declared value! The livescan machines are now insured through a separate policy held by CSC (effective 4/18/2013).**

**3. Package & Shipment Details** [Help](#) [Hide](#)

\* Ship date

\* No. of packages  ▼

\* Weight  lbs

Declared Value  U.S. Dollars

\* Service type  ▼

\* Package type  ▼

Dimensions  ▼

Create a return shipment

- f) In section “4. Billing Details,” all of the information will already be listed. All shipments scheduled through this account will automatically be billed to Colorado Campus Compact.

**4. Billing Details** [Help](#) [Hide](#)

\* Bill transportation to  ▼

Your reference

[More reference fields](#)

- g) In the “Pickup/Drop-off” section, click on the “Edit” link. If FedEx regularly picks up from your campus, choose the button, “Use an already scheduled pickup at my location.” Please make sure to check where on campus FedEx regularly picks up (i.e. mail room, distribution room, etc.). You may need to use their address as the pickup location (enter the address in the “From” box – see step c above).

Pickup/Drop-off (optional) [Help](#) [Hide](#)

**Alert:**  
FedEx Express®, FedEx Express® Freight and FedEx Ground® pickups must be scheduled separately.

Schedule a pickup

Drop off package at a FedEx location

Use an already scheduled pickup at my location

If FedEx does not regularly pick up on your campus\*, choose the “Schedule a pickup” button.

Pickup/Drop-off (optional) [Help](#) [Hide](#)

Schedule a pickup

**Alert:**  
If the pickup address displayed below does not match the address tied to your account, alternate address charges may apply.

Drop off package at a FedEx location

Use an already scheduled pickup at my location

**Pickup Address** [Edit](#)

Fort Lewis College Center for Civic Engagement, 1000 Rim Drive,  
RL16, Durango, Colorado, 81301, United States

**Package Information** [Edit](#)

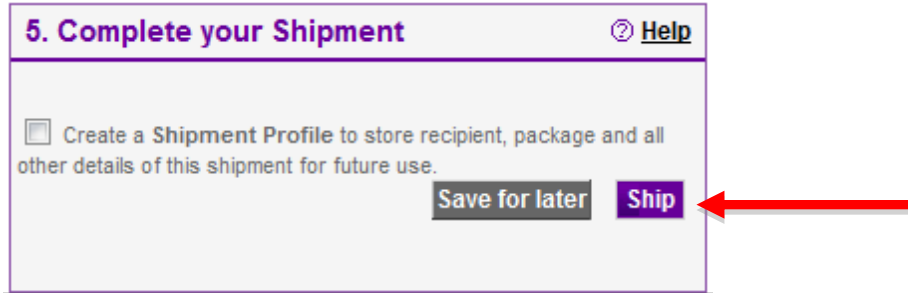
FedEx Ground, 12/21/2012, 8:00 a.m. - 6:00 p.m., 1 packages



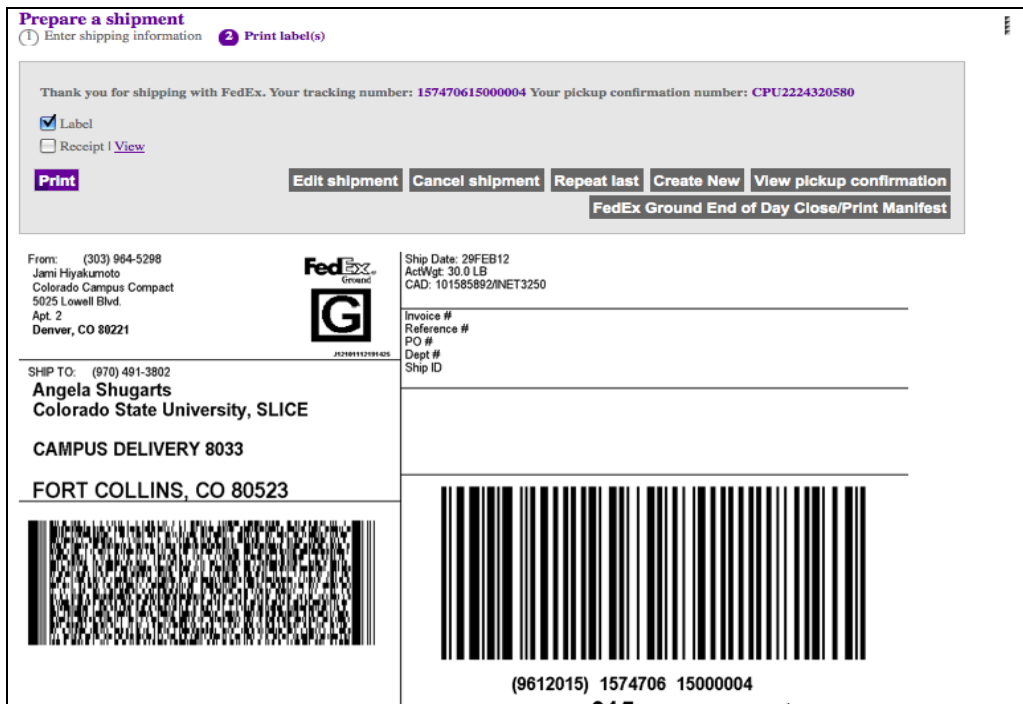
Then click on “Edit” next to “Package Information” to review details and to schedule pickup at your campus/office. The website allows you to enter a “ready time” when scheduling the pickup. \*Be sure to check with your mail room to find out if your campus has a regular time for “FedEx Ground” pickups (which may be different than

the time that FedEx comes to pickup “FedEx Overnight”). If so, you will choose the button “Use an already scheduled pickup at my location.”

h) In section “5. Complete your Shipment,” click on “Ship.”



Once you click on “Ship,” you will have the opportunity to review the shipping details. If you need to make any changes, you can do so at this time. If the shipping information is correct, click on “Ship” again and a printing label will appear. Print the label and attach it on the outside of the case using clear plastic shipping tape. You may want to print an extra copy of the label for your records, or make note of the tracking number listed on the label. If FedEx does not regularly pick up from your office, make sure to check where on campus FedEx regularly picks up (i.e. mail room, distribution room, etc.). Take the case to that office for pick up. Please finish using the livescan equipment the day before you are scheduled to send the machine to its next location.



i) Please email [csc@regis.edu](mailto:csc@regis.edu) and the person receiving the shipment the following information:

- Name, Phone Number and Email of the individual who mailed the livescan machine
- Tracking Number