

**MyDHL<sup>+</sup>**



## HOW TO ADD AN ACCOUNT NUMBER

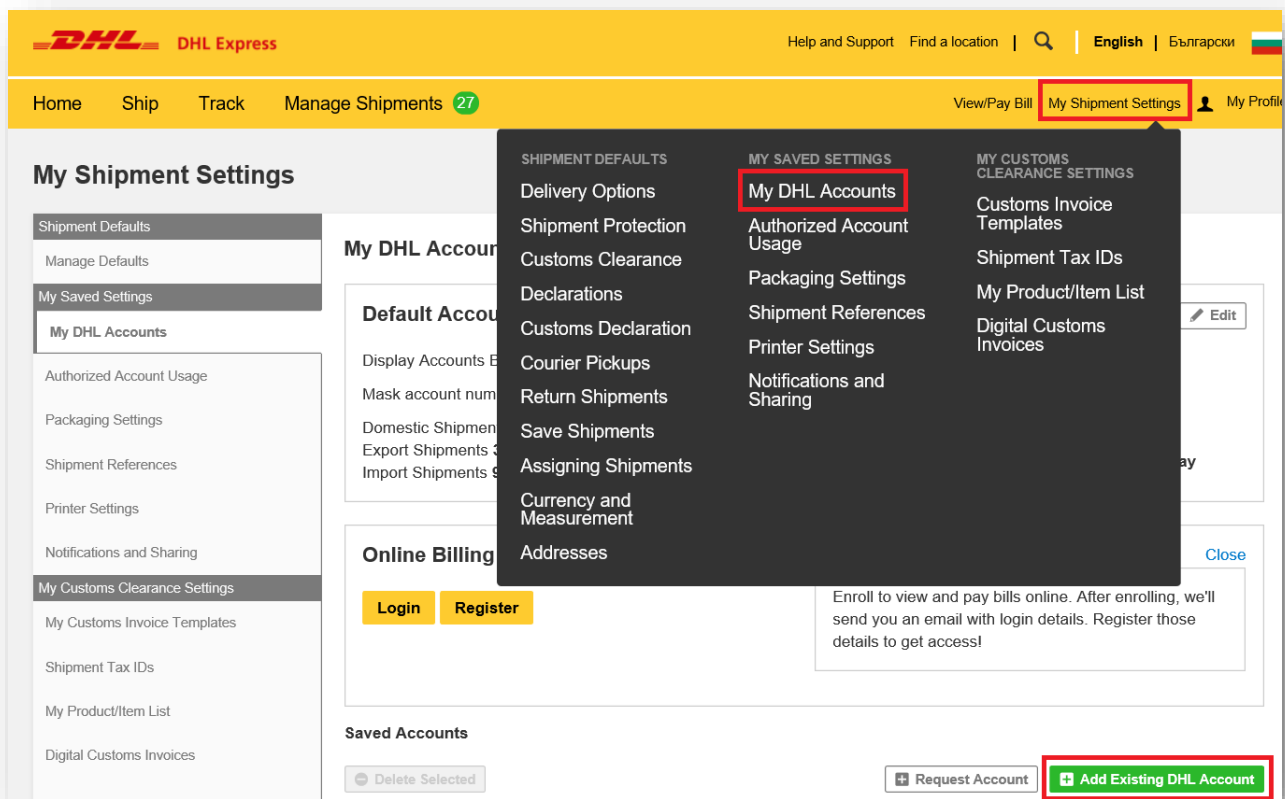
DHL Express – Excellence. Simply delivered.



## HOW TO ADD AN ACCOUNT NUMBER TO A STANDARD PROFILE

You could add an account number to your profile by selecting:

**My Shipment Settings -> My DHL accounts -> Add Existing DHL Account**



**Add Existing DHL Account**

Account Number \*    Account Type: Shipper Account ✓    Nickname

Click or select the Light Bulb

Icons: Laptop, Musical Note, Line Graph, Cloud, Tree, Lightbulb, Envelope, Sunglasses, Printer, Folder

Refresh

**Add Account**

1. Fill in the **Account number**
2. Select **Shipper Account** for your own account number.  
Mark **Payer Account** for a foreign account.
3. **Nickname:** Fill in the name of the owner company.

## HOW TO ADD AN ACCOUNT NUMBER TO A CORPORATE PROFILE

You could add an account number to your profile by selecting:

**Admin Settings -> Account Numbers -> Add Account \***

*\* In case you don't see the button **Add Account**, please select **Everyone** from **Manage Shipments for***

DHL EXPRESS BULGARIA **Admin Settings >** Shipping For: Group

**DHL** DHL Express Help and Support Find a location | English | Български


Home Ship Track Manage Shipments (853) View/Pay Bill My Shipment Settings My Profile

## Admin Settings

- Admin Settings
- Company Overview
- Groups
- People
- Shipment Settings and Defaults
- Account Numbers**
- Address Books
- Digital Customs Invoice
- Shipment References

### Account Numbers

Set up each DHL Express account your company uses, give it a nickname for quick reference and then determine who can use it – everyone or only specific groups or people.

**Manage Settings for** 

Everyone

#### Saved Accounts











Search

Display 10   ...

### Add Existing DHL Account

Account Number  \* Account Type  ✓ Nickname

Click or select the Light Bulb

1. Fill in the **Account number**.
2. Select **Shipper Account** for your own account number.  
Mark **Payer Account** for a foreign account.
3. **Nickname:** Fill in the name of the owner company.

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