



ADDING PEOPLE TO YOUR MYDHL+ SYSTEM

Prerequisite: Please ensure you have upgraded yourself to MyDHL+ corporate by clicking on

"My Profile" > "Enable Admin Controls"

HL+ Home Ship	Track	Manage Shipments 4	Admin Settings	View Pay Diff. 1 Interpret	g Par: MCGA North Ny Eleptonet Delarge 🔒 My Profile
ome to MyDH	L+		1		
eate a New Shipment MCSA North Country	Create from	n Favourite Create from Past	Schedule a Pickup	Get Quote	My Shipments Pad 80 days of activity > Saved By Me (4) > View All Shipments
 United Kingdor 	n	SURAJ EBS		Li Switch	Track
B	-	To Struct address, city, posts	é code, country	B Next	Monitor Shipments' Track

1.

Once you are logged into the system select **"Admin Settings"**

(If you don't see this option please follow the prerequisite steps above)

DHL	DHL Exp	ess			ESS H	ELPDESK TRAINING CO	ORP Help Centre Engl	ish 💦
MyDHL+ Home	Ship	Track	Manage Shipments	Admin Settings	View/Pay Bill	I Shipping For: MCSA No	rth Ny Stipment Settings ,	My Profile
Admin Settin	gs							
Admin Settings Company Overview			Add and Manage People				Guide to Manag	ing People
Groups			Create and maintain profiles for the	e people that will use MyDH	L+ for you	r company.		
People			Learn More					
Shipment Settings and I	Defaults		Search]	1 -	10 of 23 Display 10	• 4 1 2	3
Account Numbers							Upload People Add Nev	
Address Books			Actions v				Upload People Add New	Person
Digital Customs Invoice			Email Address	Corp A	dmin	Member of	Status	
Shipment References			Emilia@company.com	No		DFGH	Active	
Authorised Account Use	ige							Edit

2.

Select **"People"** on the left hand side menu and then click on **"Add New Person"**

tmin Settings	Patrick Smith	Status
Company Overview	Patrick Smith	
Groups	Contact Information Close	Company Information Close
aldos	Title First Name Last Name	Company 0
ipment Settlegs and Defaults	Mr · Patrick Smith	Example Company
	Default Language	Country
ocount Numbers	English *	United Kingdom
ddress Books		Address
Digital Customs Involce	Phone Type Country Code Phone Mobi * 215 44 7939 393884	231 Brabazon Road
and communication in the second		
hipment Relerences	SMS Enabled	Address 2
uthorised Account Usage	Add Another	
otifications and Sharing		Address 3
ouncations and sharing	MyDHL+ Access Close	
Dipment Monitoring & Online Billing	MyDHL+ Access Close Login Email Address	Postal Code City
	Patrick@exampleemail.com	TW5 9LV Hounslow
essage Centre	Make this person a Corp Admin 0	The second s
	Yes *	
		Group and Role O Close
		Group Group Admin
		Select One * No *

3.

Complete the mandatory fields and then press **"Save"**

Selecting **"Yes"** here will make this user a corporate administrator which will give the ability to administrate and make changes on the MyDHL+ System.

A user can be part of multiple shipping groups if you have it configured in your system. Otherwise you will only see one option in the list which the user can only be a part of. All users must be linked to a group

People	Eeam More			
hipment Settings and Defaults	Q			
uccount Numbers				
ddreas Booka	Actions +			Upload People Add New Person
ligital Customs Involce	Email Address	Corp Admin	Member of	Status
hipment References	patrick@exampleemail.com	Yes	Group 1	Pending Activation
uthonsed Account Usage				Edit
lotifications and Sharing				
Nipment Monitoring & Online Billing Iptions				
fessage Centre				

4.

You can now go back to the "People" section and see your user now created.

• You can see the status will be pending activation as the user will need to activate their account by clicking on the link in the email that would have been sent by the system.

DHL International (UK) Limited Southern Hub Unit 1, Horton Road Colnbrook, Berkshire SL3 OBB United Kingdom **dhl.co.uk/express**