



# QUICK GUIDE **MyDHL+** **ACCOUNT** **AUTHORIZATION**

DHL Express – Excellence. Simply delivered.

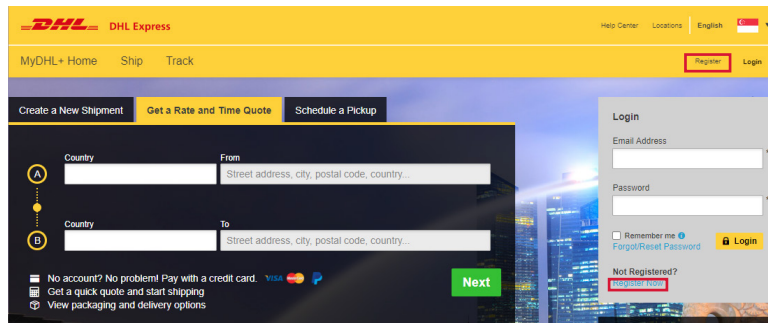


# TABLE OF CONTENTS

<b>QUICK GUIDE FOR ACCOUNT OWNER</b> -----	<b>3</b>
SECURING YOUR ACCOUNT -----	6
<b>QUICK GUIDE FOR SHIPPER</b> -----	<b>9</b>

# QUICK GUIDE FOR ACCOUNT OWNER

**Step 1:** Register for a login in MyDHL+ : mydhl.express.dhl



**Step 2:** Click 'Yes' under "Do you have a DHL Express Account Number?" and provide your Import Account Number. Import Accounts usually starts with 96 or 95.

### Register for MyDHL+

**Enjoy the Benefits of MyDHL+**

You'll see how shipping online can be fast and easy! Experience time-saving features for creating, managing and more convenient place!

If you've previously registered for MyDHL – **Please do not register again in MyDHL+**

- We'll contact you as soon as we set up your profile so that you can start using MyDHL+
- **Watch for an update from us coming soon!**

**Do you have a DHL Express account number?**

**Yes**  **No**

You'll be able to view your preferential rates and bill shipments to your DHL account! No account? No problem! Register and pay by credit card.

**Enter one or more DHL account number(s)**

Account Number	Type	Nickname
<input type="text"/>	Shipper Account	<input type="text"/>

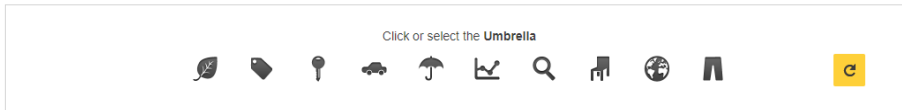
**Step 3:** Enter your personal information, email and password – the fields with an asterisks (\*) are mandatory.

Your Details				Create Your Login	
SINGAPORE <input type="button" value="Change Country"/>				Email Address *	
Title	First Name *	Last Name *		Password *	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Company *				Confirm Password *	
<input type="text"/>				<input type="text"/>	
Phone Type	Country Code	Phone *	Extension		
Office	65	<input type="text"/>	<input type="text"/>		
<input type="button" value="Add Another"/>					

**Step 4:** Accept the Terms and Condition, and Privacy and Cookies Policy. Validate the CAPTURE authentication by clicking on the icon described in the text and click 'Register'.

#### Accept Terms

- I accept the DHL Express [Terms and Conditions](#)  
 I accept the DHL Express [Privacy and Cookies Policy](#)



Register

**Step 5:** An activation email will be sent to you, click on activate button to your registration. After which, you may login to MyDHL+ to use the Account Authorization feature.

[To view this email as a web page, go here](#)



Help Center

**Activate MyDHL+ Registration – Login Now!**

Dear

Thank you for registering – please activate your registration now to login and get started!

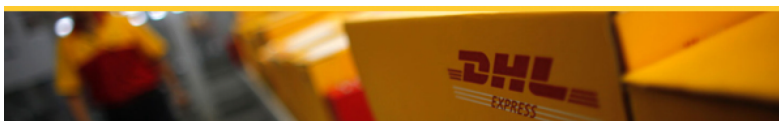
MyDHL+ is your one stop for international shipping – you'll be able to create and manage shipments, get quotes, schedule pickups, view reports and more!

If you have any questions or need assistance with your registration, please contact us at: 1800 285 8888.

Regards,

MyDHL+ Team

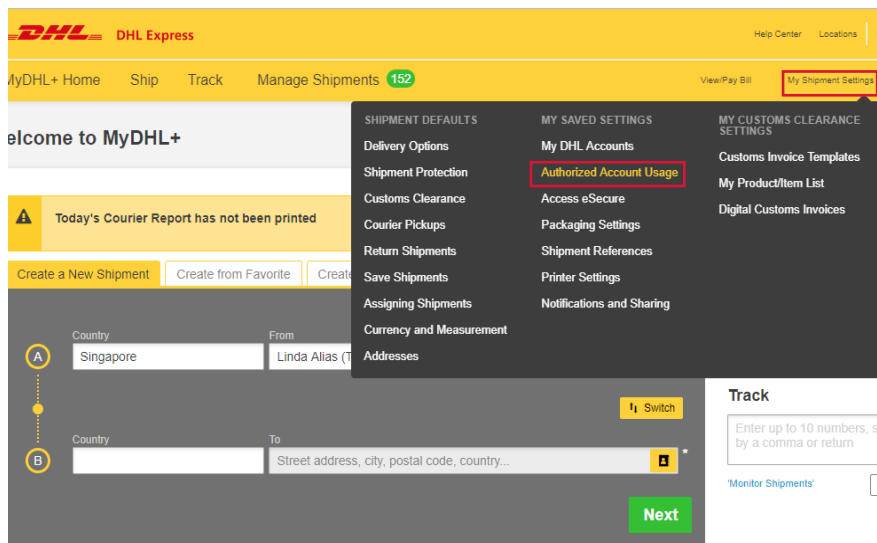
Please do not reply to this email – inbox is not monitored.



[Terms of Use](#) | [Privacy Notice](#) | [Terms and Conditions of Carriage](#)

2019 © Deutsche Post AG

**Step 6:** After login, go to 'My Shipment Settings' on the right top navigation and click on 'Authorize Account Usage'.



**Step 7:** Click on 'Grant new Authorization'.

## Authorized Account Usage

You can allow others to use your account to create shipments – such as a shipper you use often for import shipments. And best of all – it's secure and personalized! You control your account visibility, payment options and other shipping restrictions. You can also see if you've been granted authorization to use someone else's account.

[Learn More](#)

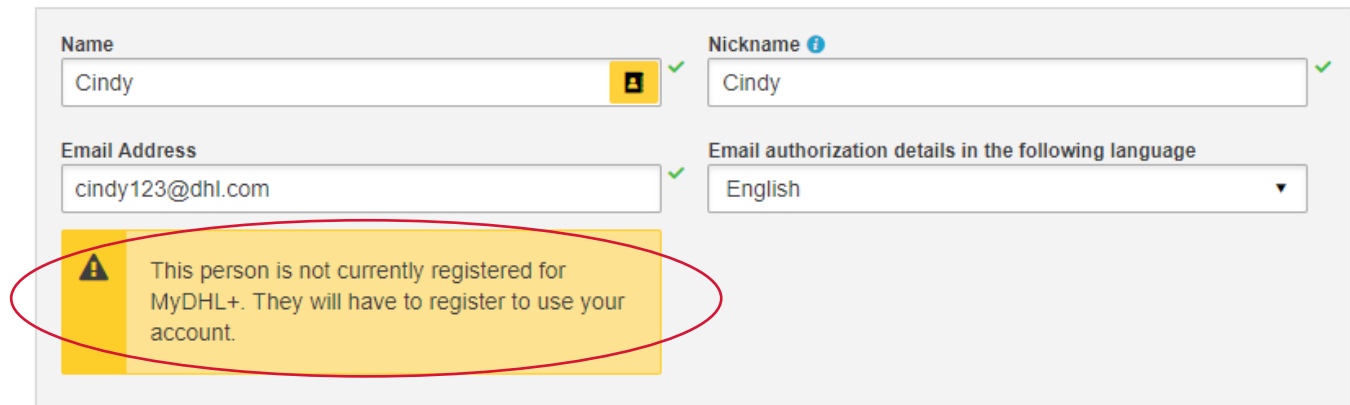
All

My Authorizations to Others

[Guide to Granting Authorizations](#)

[+ Grant New Authorization](#)

**Step 8:** Enter the name of your shipper, nickname and email address. You can also set the shipper's preferred language. If the shipper's email is not registered in MyDHL+, you will be prompted with a message.



The screenshot shows a form with the following fields and values:

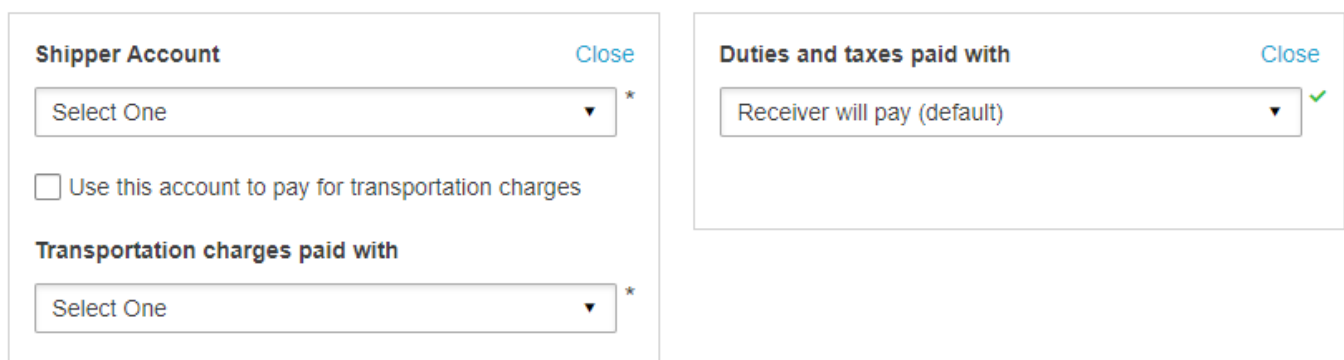
- Name:** Cindy ✓
- Nickname:** Cindy ✓
- Email Address:** cindy123@dhl.com ✓
- Email authorization details in the following language:** English

A yellow warning box is highlighted with a red oval, containing a warning icon and the text: "This person is not currently registered for MyDHL+. They will have to register to use your account."

The following steps allow you to secure account numbers and restrict usage of your account.

### Step 9: Setting Account Numbers

Select your DHL Shipper Account. If you are shipping from overseas, you need to choose an Import Account. You may tick the box "Use the account to pay for transportation charges" if the Billing Account is the same as your Shipper Account, otherwise select from the drop down list. 'Receiver will pay' is preselected for 'Duties and Taxes' but you may change it by selecting an account from the drop-down.



The screenshot shows two sections of the form:

- Shipper Account:**
  - Close
  - Select One ▼ \*
  - Use this account to pay for transportation charges
  - Transportation charges paid with**
  - Select One ▼ \*
- Duties and taxes paid with:**
  - Close
  - Receiver will pay (default) ▼ ✓

**Step 10:** Masking Account Numbers

To prevent fraudulent use of your account, you may mask the account number (i.e: 95XXXX123) or display only the Account Nickname.

**Display DHL Account as**

Select One ▼ \*

- Select One
- Number and Nickname
- Mask Account Numbers**
- Nickname

**Step 11:** Hiding Rates

You may also choose to show or hide the account rates to your shipper.

**Rates Visibility**[Close](#)

- Hide - this person will not see my account-based rates
- Show - this person will see my account-based rates

**Step 12 :** Restricting origin and/or destination addresses

You may authorize the shipper to ship from/to any address or to a specific address.

When you provide a specific address, the shipper will only be restricted to ship from/to the set specific address.

**This Person Can Use My Account to Ship**

Ship From ▼ \*      Ship To ▼ \*

Select One ▼

- Select One
- Any Address
- A Specific Address Only

### Step 13: Setting Shipment Restrictions

You can also set shipment restrictions to limit the shipment weight and number of packages. The pickup address can also be restricted to follow the 'Ship From' address and prevents the shipper from changing it.

#### Shipment Restrictions

Do you want to apply restrictions when your account is used?

No

Yes



##### Apply these per shipment limits

Maximum package weight

kg

Maximum number of packages

\*

##### Restrictions and maximums allowed per shipment

Restrict Pickup Address

**Step 14:** You may provide additional message to the shipper. Click 'Save and Send Authorization' to complete the authorization.

#### Authorization Message Details

Include this message with this authorization



I agree to DHL [Terms and Conditions](#) and authorize my account as detailed above, including whether to show or hide my account-based rates.

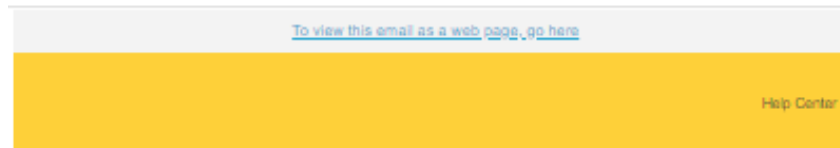
Cancel

Save and Send Authorization



# QUICK GUIDE FOR SHIPPER

**Step 1:** The shipper will be notified of the authorization granted via email. You need to click on 'Register for MyDHL+' to register and start shipping in MyDHL+.



Dear ,

**DHL Express has authorized you to use their DHL Express account for creating shipments in MyDHL+.**

Account can be used to ship

Ship From	Transportation Charges
Duties and Taxes	Will be paid with: DHL_ACCOUNT
Will be paid with: RECEIVER_WILL_PAY	

[Register for MyDHL+](#)

Contact the Linda Alias if you have any questions.

DHL Express  
68806706  
norlinda@dhl.com

Regards,

MyDHL+ Team

Please do not reply to this email – inbox is not monitored.

**Step 2:** If you are shipping on behalf of the account holder, select 'no' under 'Do you have a DHL Express account number?' and the account information will be pre-filled.

## Register for MyDHL+

### Enjoy the Benefits of MyDHL+



You'll see how shipping online can be fast and easy! Experience time-saving features for creating, managing and monitoring shipments, plus much more – all in one convenient place!

If you've previously registered for MyDHL – **Please do not register again in MyDHL+**

- We'll contact you as soon as we set up your profile so that you can start using MyDHL+
- **Watch for an update from us coming soon!**

### Do you have a DHL Express account number?














<h4>Your Details</h4> <p> BELGIUM <input type="button" value="Change Country"/></p> <p>Title <input type="text" value=""/></p> <p>First Name <input type="text" value="GRANT_AUTH_N"/> ✓</p> <p>Last Name <input type="text" value="GRANT_AUTH_N"/> ✓</p> <p>Company <input type="text" value=""/> *</p> <p>Phone Type <input type="text" value="Office"/></p> <p>Country Code <input type="text" value="32"/> ✓</p> <p>Phone <input type="text" value=""/> *</p> <p>Extension <input type="text" value=""/></p> <p><input type="button" value="Add Another"/></p>	<h4>Create Your Login </h4> <p>Email Address <input type="text" value="1007325+prod.acc.03@gmail.com"/> ✓</p> <p>Password <input type="password" value=""/> *</p> <p>Confirm Password <input type="password" value=""/> *</p>
---	--

**Step 3:** Accept the Terms and Conditions, and Privacy and Cookies Policy. Validate the CAPTURE authentication by clicking on the icon described in the text. Click "Register".

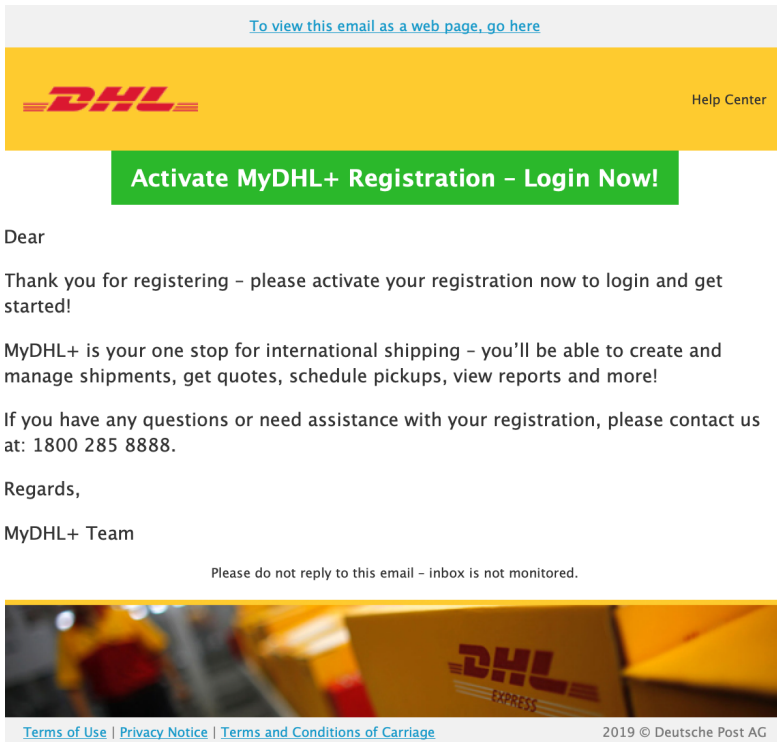
#### Accept Terms

- I accept the DHL Express [Terms and Conditions](#)
- I accept the DHL Express [Privacy and Cookies Policy](#)

Click or select the **Umbrella**

**Step 4:** An activation email will be sent to you, click on activate button to your registration. Afterwhich, you may login to MyDHL+ to start shipping.



**Step 5:** Upon logging in to MyDHL+, a pop up will appear. Select the account you were authorized to use and you may start creating a shipment in MyDHL+.



### Select Group and Default

You can select the group you want to create and manage shipments for and also set your default group. Shipping options will be based on group settings.


Account Number	Name	Company	Default
<input checked="" type="radio"/> 61XXX8005	cindy sg	abc	<input checked="" type="radio"/>

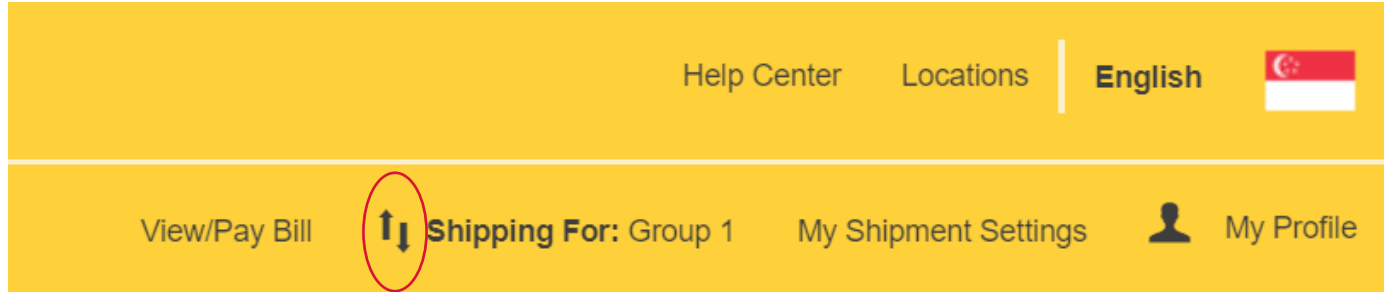
Select the account you want to use as your default when creating shipments. You can change your default as needed.

Account Number	Account Owner	Ship From	Ship To	Default
<input type="radio"/> 61XXX8005	Linda Alias	111, SINGAPORE, SG, 018907	Any Address	<input type="radio"/>

Select

## Tips and Tricks

- You may click on  at the top right hand menu to toggle to another authorized account.



Deutsche Post AG  
Headquarters  
Charles-de-Gaulle-Str. 20  
53113 Bonn  
Germany  
[www.mydhl.express.dhl](http://www.mydhl.express.dhl)

valid: 00/0000  
Mat. Mo. 123-456-789