



# MYDHL+

## STEP-BY-STEP GUIDE TO ADD YOUR EXPORT AND IMPORT ACCOUNT TO MYDHL+

DHL Express – Excellence. Simply delivered.

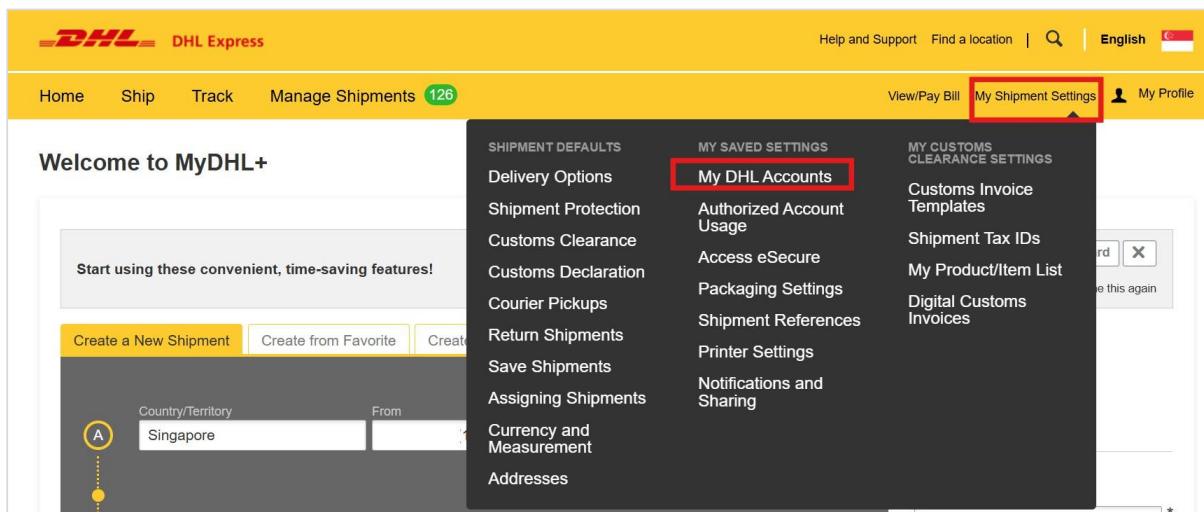


# HOW TO ADD EXPORT AND IMPORT ACCOUNT TO MYDHL+

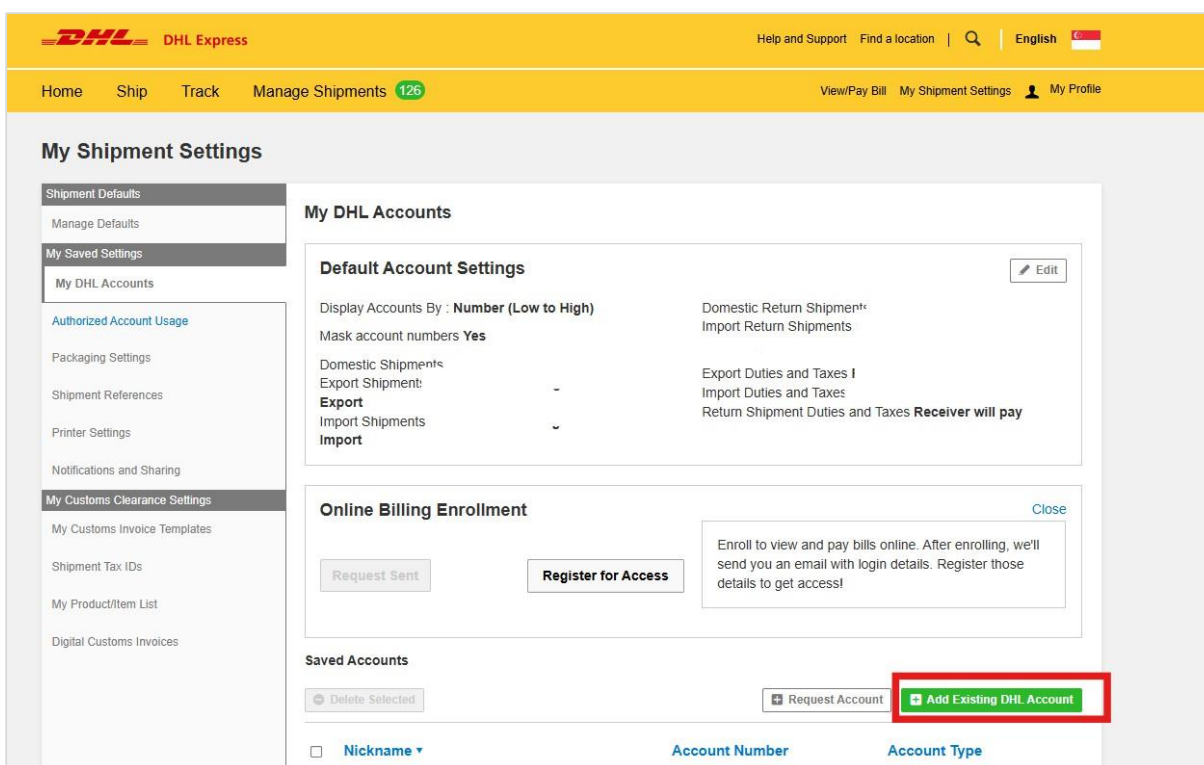
**Step 1:** Go to <https://mydhl.express.dhl/sg/en/auth/login.html>

**Step 2:** Enter your email address and password, then click “Login”

**Step 3:** Click “My Shipment Settings” then select “My DHL Accounts”

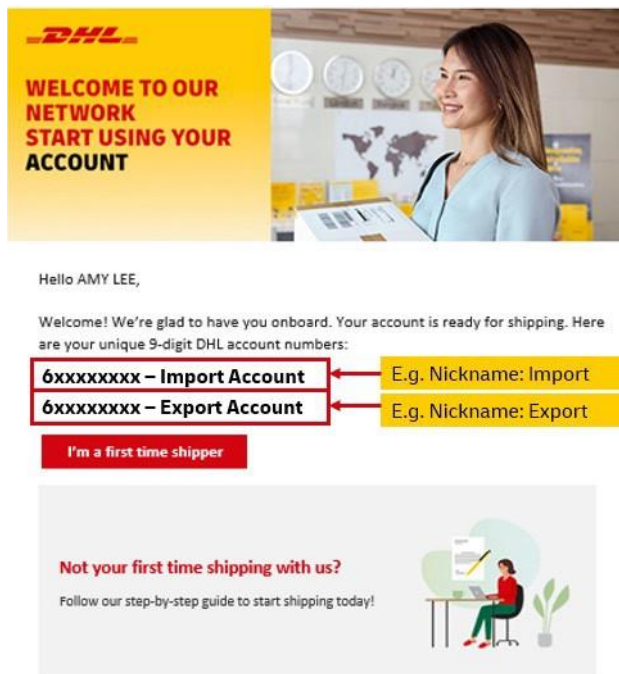


**Step 4:** Click on “Add Existing DHL Account”



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**Step 5:** Check your email for the Welcome EDM message containing MyDHL+ account details.



**Step 6:** Input your account number in the “**Account Number**” text field.

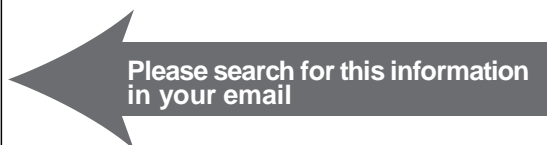
**Step 7:** Input your description for the account number in the “**Nickname**” text field.

Hello Customer

Welcome! Glad to have you onboard. Your account is ready for shipping. Here's your unique 9 digit DHL account number below:

6 xxxxxxxx	- Import Account	E.g Nickname: Import
6 xxxxxxxx	- Export Account	E.g Nickname: Export

**Make your First Shipment**

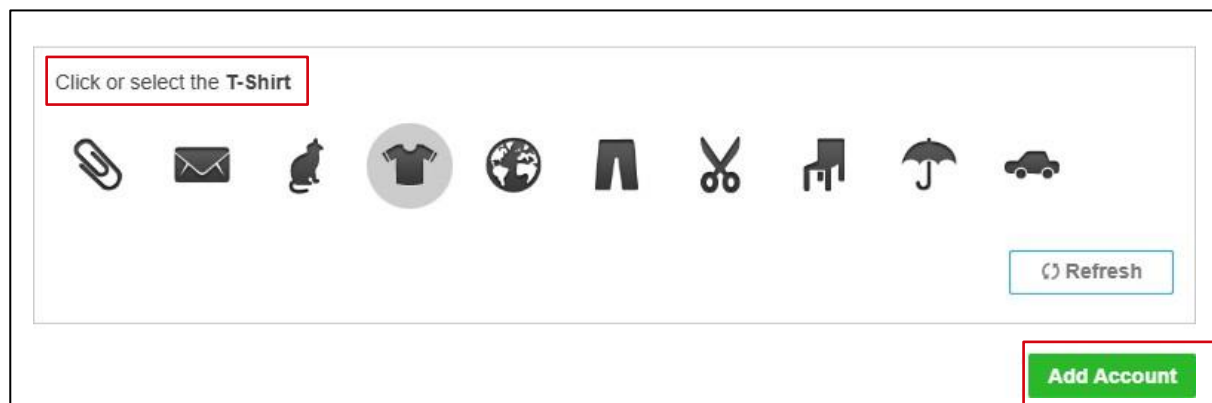


**Add Existing DHL Account** ✕

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

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**Step 8:** Validate the CAPTCHA authentication by selecting the icon mentioned in the text, and then click on “**Add Account.**”



The image shows a CAPTCHA interface. At the top, a text box says "Click or select the T-Shirt". Below this, there is a row of ten icons: a paperclip, an envelope, a cat, a T-shirt (which is highlighted with a grey circle), a globe, a pair of pants, a pair of scissors, a chair, an umbrella, and a car. To the right of the icons is a "Refresh" button. At the bottom right of the interface is a green "Add Account" button, which is highlighted with a red box.

**Step 9:** Follow the same steps 1 to 8 to add another account.

**Step 10:** Refer to the example below to see how the **Export** and **Import** account number has been successfully added to MyDHL+.

Saved Accounts		
<div><div>Delete Selected</div><div><div>Request Account</div><div>Add Existing DHL Account</div></div></div>		
<input type="checkbox"/> Nickname ▾	Account Number	Account Type
<input type="checkbox"/> Export	61 xxxxxxx	SHIPPER
		<a href="#">Delete</a> <a href="#">Edit</a>
<input type="checkbox"/> Import	95 xxxxxxx	SHIPPER
		<a href="#">Delete</a> <a href="#">Edit</a>

## CONNECT WITH US

### DHL Express

 Ready to ship? Get a quote from [MyDHL<sup>+</sup>](#)

 Call Customer Services

 Find your nearest [DHL Service Point](#)

Valid: 07/2025

The information in this guide is correct as of 07/2025.

DHL reserves the right to amend or modify any of the information at any time.