



MYDHL+

SEAMLESS LOGIN TO MYBILL

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Step 1: Login to MyDHL+

The screenshot shows the DHL Express website with the MyDHL+ login form. The form is titled 'MyDHL+ Login' and contains the following elements:

- Email Address field (with a checkmark icon)
- Password field (with a checkmark icon)
- Forgot/Reset Password link
- Remember me checkbox
- Login button
- Not Registered? Register Now link

The homepage banner reads: 'Powerful Features of MyDHL+ MyDHL+ is the only solution you need for international shipping! Quickly prepare, track and monitor your shipments. Learn More About MyDHL+'. The navigation bar includes 'Home', 'Ship', 'Track', 'Register', and 'Login'.

1

Go to MyDHL+ by visiting <https://mydhl.express.dhl/lk/en/auth/login.html>

2

Enter your MyDHL+ login credentials (email address and password)

Step 2: Setup MyBill to MyDHL+ Portal

The screenshot shows the DHL Express website with the 'My Shipment Settings' menu open. The menu is titled 'My Shipment Settings' and contains the following sections:

- SHIPMENT DEFAULTS
 - Delivery Options
 - Shipment Protection
 - Customs Clearance
 - Customs Declaration
 - Courier Pickups
 - Return Shipments
 - Save Shipments
 - Assigning Shipments
 - Currency and Measurement
 - Addresses
- MY SAVED SETTINGS
 - My DHL Accounts** (highlighted)
 - Authorized Account Usage
 - Access eSecure
 - Packaging Settings
 - Shipment References
 - Printer Settings
 - Notifications and Sharing
- MY CUSTOMS CLEARANCE SETTINGS
 - Customs Invoice Templates
 - Shipment Tax IDs
 - My Product/Item List
 - Digital Customs Invoices

The background shows the 'Welcome to MyDHL+' page with a 'Create a New Shipment' form. The form includes fields for 'Country/Territory' (From and To), 'Street address, city, postal code, country...', and a 'Next' button.

3

Click on "My Shipment Settings"

4

Click on "My DHL Accounts"

Step 3: Setup MyBill to MyDHL+ Portal

The screenshot shows the DHL Express 'My Shipment Settings' page. The left sidebar contains various settings categories. The main content area is titled 'My DHL Accounts' and includes a 'Default Account Settings' section with an 'Edit' button. Below this is the 'Online Billing Enrollment' section, which contains a 'Request Sent' button, a 'Register for Access' button with a green checkmark, and a 'Close' link. A text box explains that enrolling will send an email with login details. Below the 'Register for Access' button is a 'Register your details' form with 'User Name' and 'Password' fields. At the bottom right of the enrollment section is a 'Submit' button. Red boxes and arrows are used to highlight these key elements for the user's attention.

5

Click on “Register for Access”, under Online Billing Enrollment section

6

You should receive an email containing your MyBill login credentials. Please search your email for the keyword **"MyBill"** to find locate it.

7

Once you have located your **MyBill** username and password in your email.

Note: If you have forgotten your MyBill password, please refer to page 6 (Reset Password for MyBill) for instructions

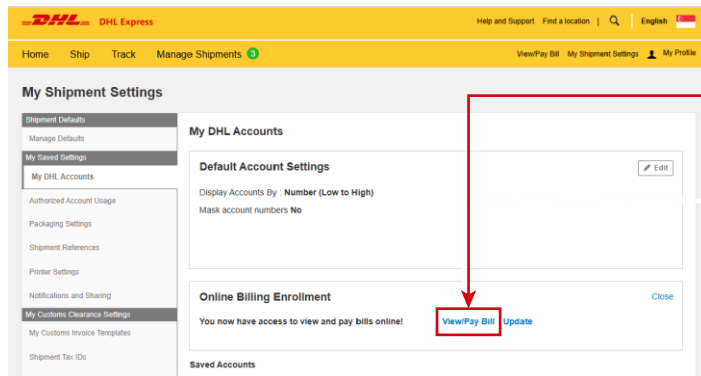
8

Enter your MyBill login credentials here

9

Click on “Submit”

Step 4: Setup Completed

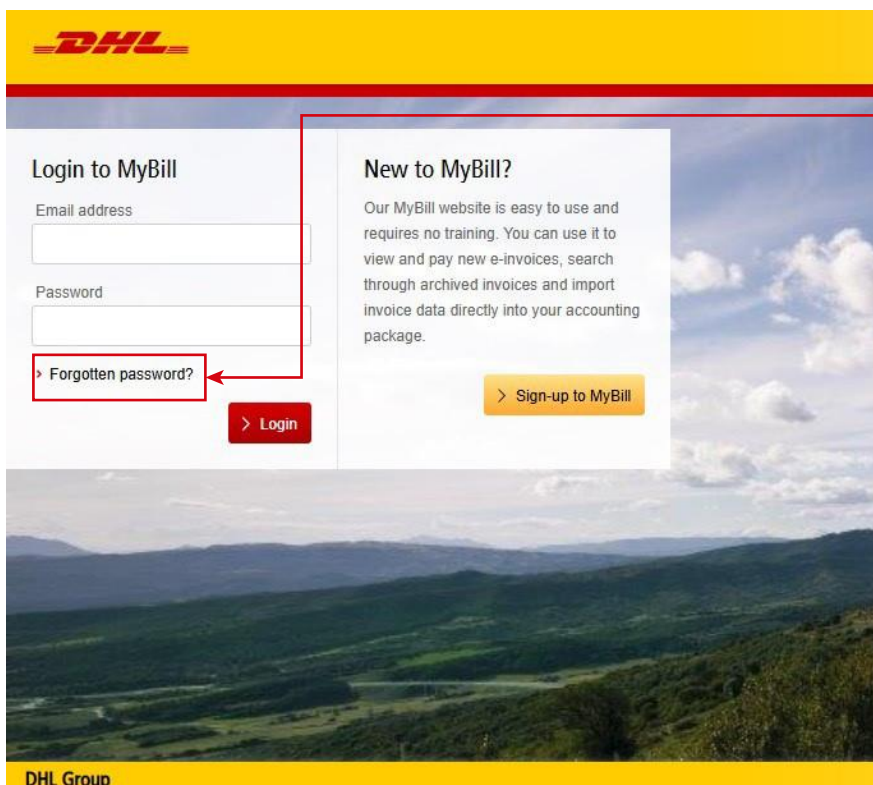


- 10** Click on **“View/ Pay Bill”**. You will be redirected to the MyBill website.



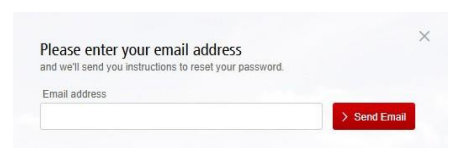
You can now access MyBill in the MyDHL+ portal.

Reset Password for MyBill



- 1** Visit the MyBill website at: <https://mybill.dhl.com/login> Then click on **“Forgotten password?”**

- 2** Enter your email address and click "Send Email." You will receive an email with instructions on how to reset your password.



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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.