



# MyDHL+

GUIDE TO ADD ACCOUNT INTO YOUR PROFILE

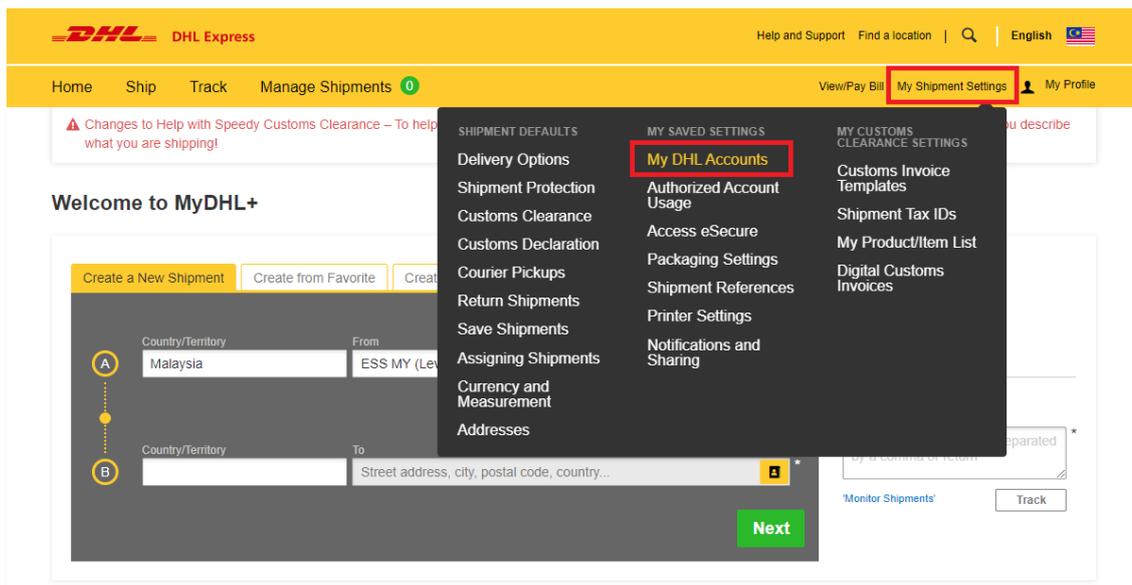
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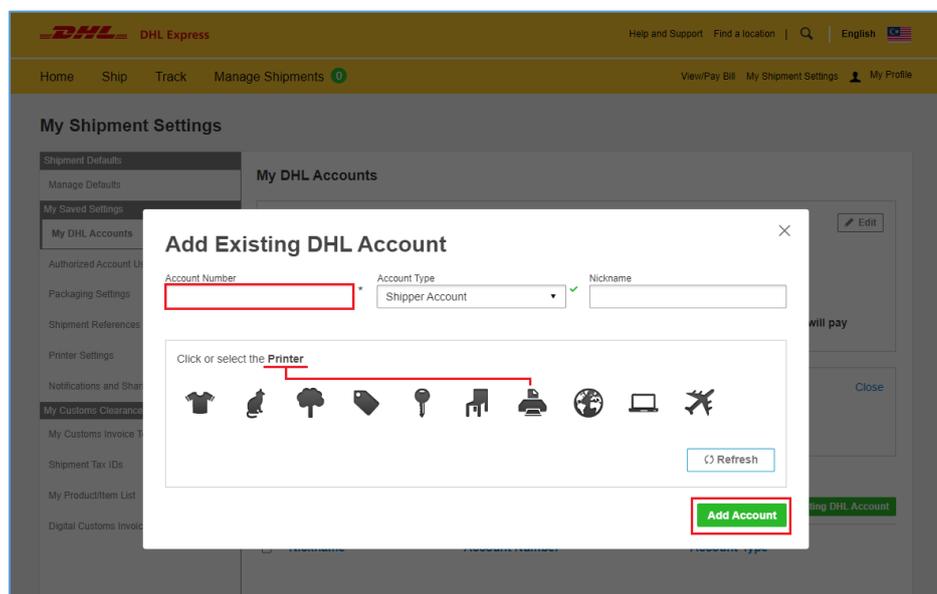
## Introduction

This guide explains the process of adding an additional account, as only one account can be added during registration. Follow these steps to expand your account management options and streamline your workflow.

1. Login to MyDHL+ with your registered email address and password
2. Go to **'My Shipment Settings' > 'My DHL Accounts'**



3. Scroll down and click on **'Add Existing Account'**, a pop-up box would appear.
  - a) Enter your DHL account number.
  - b) Choose **'Shipper'** as the account type.
  - c) Nickname is optional, for own-reference purpose only.
  - d) Select the icon according to the instruction given.
  - e) Click **'Add Account'**



The information in this guide is correct as of January 2025.

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

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