

Maryland Department of Health Laboratories Administration
INSTRUCTIONS FOR USE OF ARLN FEDEX ACCOUNT FOR CRE COLONIZATION TESTING

1. Go to FedEx.com
2. Login using your ARLN FedEx account login details as provided by your state Public Health Laboratory. Alternatively, you could use the generic login details as provided by your ARLN laboratory. Contact mdphl.arln@maryland.gov to obtain the generic login details. You may be asked to sign the FedEx Terms and Conditions for using the ARLN FedEx User name and Password (Please see Page #12).
3. Following login, go to “create a shipment tab” on the webpage.
4. Follow the domestic Shipping instructions (steps 1-18) as attached.

NOTE:

The ARLN FedEx user name and password as provided by your State Public Health Laboratory or the Regional ARLN Laboratory should be exclusively used for the ARLN activities (Please see Terms and Conditions for the use of FedEx account on Page 12). Shipments processed with the user name and password are audited by U.S. Government as well as subject to routine monitoring. Abuse and/or fraud associated with the user name and password for this Federal Express Shipping Administration Account are violations of 18 United States Code Section 640, which prohibits misuse or theft of public funds and U.S. Attorney’s Manual 1661- Protection of Government Property.



Domestic Shipping on fedex.com

> Step by Step

1. Verify the address you are shipping from or change it by clicking the *Edit* link.

Create a Shipment
1 Enter shipping information 2 Print label(s)
* Denotes required field

My Shipment Profiles Help Hide
My shipment profiles (formerly Fast Ship) Select Ship

1. From Help Edit
Chris Smith, 456 10th Ave, Miami, Florida, 33010, United States

2. To Help Hide
Country/Location: United States
Company: Select or enter
Contact name: Select or enter
Address 1: Select Address from Microsoft Outlook@
Address 2:
City:
State: Select

4. Billing Details Help Hide
Bill transportation to: 123456789
Your reference: YourReference
More reference fields

Special Services (optional) Help Edit
Pickup/Drop-off (optional) Help Edit
E-mail Notifications (optional) Help Edit
Rates & Transit Times (optional) Help Hide

Select	Service	Your Rate
	Click calculate to get rates and transit times.	Calculate

2. Enter the recipient's information or choose an address from your FedEx address book or your Microsoft Outlook address book.

Create a Shipment
1 Enter shipping information 2 Print label(s)
* Denotes required field

My Shipment Profiles Help Hide
My shipment profiles (formerly Fast Ship) Select Ship

1. From Help Edit
Chris Smith, 456 10th Ave, Miami, Florida, 33010, United States

2. To Help Hide
Country/Location: United States
Company: Select or enter
Contact name: Select or enter
Address 1: Shirley Duggan, Amy Rhodes, John Smith, Anne Jones, Steve Smith
Address 2:
City:
State: Select
ZIP:

4. Billing Details Help Hide
Bill transportation to: 123456789
Your reference: YourReference
More reference fields

Special Services (optional) Help Edit
Pickup/Drop-off (optional) Help Edit
E-mail Notifications (optional) Help Edit
Rates & Transit Times (optional) Help Hide

Select	Service	Your Rate
	Click calculate to get rates and transit times.	Calculate



3. Choose any of the available options.

The screenshot shows the FedEx shipping form with the following details:

- Country/Location:** United States
- Company:** ABC Company
- Contact name:** Amy Rhodes
- Address 1:** 123 5TH AVE
- Address 2:** (empty)
- City:** BALTIMORE
- State:** Maryland
- ZIP:** 212279199
- Phone no.:** 6675555555 ext. (empty)

Options section:

- Perform detailed address check
- This is a residence
- Save new recipient in address book

3. Package & Shipment Details

- Service type:** Priority Overnight
- Package type:** Your Packaging
- No. of packages:** 1
- Weight:** (empty) lbs
- Dimensions:** Select

5. Continue your Shipment

- Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.
- Buttons: Save for later, Ship

4. Priority Overnight is only available option for ARLN account

The screenshot shows the FedEx shipping form with the following details:

- This is a residence
- Save new recipient in address book
- Save changes in address book

3. Package & Shipment Details

- Service type:** Select
- Package type:** First Overnight, Priority Overnight, Standard Overnight, FedEx 2Day
- No. of packages:** (empty)
- Weight:** (empty) lbs
- Dimensions:** FedEx Ground, FedEx Home Delivery
- Declared value:** (empty) U.S. Dollars
- Ship date:** 01/23/2008

5. Continue your Shipment

- Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.
- Buttons: Save for later, Ship

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload, it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express International shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain unclassified Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous Goods" in the Special services section.



5. Indicate the package type.

This is a residence
 Save new recipient in address book
 Save changes in address book

3. Package & Shipment Details Help Hide

* Service type: Priority Overnight
* Package type: Your Packaging
* No. of packages: 1
* Weight: 1.00 lbs
* Dimensions: Your Packaging
Declared value: U.S. Dollars
* Ship date: 01/23/2008

Rates & Transit Times (optional) Help Hide

Select	Service	Your Rate
	Enter more information to get rates and transit times.	--

5. Continue your Shipment Help

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

Save for later Ship

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express International shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [help](#) for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous Goods" in the Special services section.

6. Enter the number of packages.

This is a residence
 Save new recipient in address book
 Save changes in address book

3. Package & Shipment Details Help Hide

* Service type: Priority Overnight
* Package type: FedEx box
* No. of packages: 1
* Weight: 1.00 lbs
Declared value: U.S. Dollars
* Ship date: 08

Rates & Transit Times (optional) Help Hide

Select	Service	Your Rate
	Enter more information to get rates and transit times.	--

5. Continue your Shipment Help

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

Save for later Ship

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [help](#) for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous Goods" in the Special services section.



7. If more than one package, indicate whether the packages are identical or not.

This is a residence
 Save new recipient in address book
 Save changes in address book

Rates & Transit Times (optional) [Help](#) [Hide](#)

Select	Service	Your Rate
	Enter more information to get rates and transit times.	---

3. Package & Shipment Details [Help](#) [Hide](#)

* Service type: Priority Overnight
* Package type: FedEx Box
* No. of packages: 2
* Are packages identical: Yes No
* Weight: lbs
Declared value: U.S. Dollars
* Ship date: 01/23/2008

5. Continue your Shipment [Help](#)

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

[Save for later](#) [Ship](#)

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager](#) at [fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express International shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous Goods" in the Special services section.

Done Internet

8. Enter the total weight.

This is a residence
 Save new recipient in address book
 Save changes in address book

Rates & Transit Times (optional) [Help](#) [Hide](#)

Select	Service	Your Rate
	Enter more information to get rates and transit times.	---

3. Package & Shipment Details [Help](#) [Hide](#)

* Service type: Priority Overnight
* Package type: FedEx Box
* No. of packages: 2
* Are packages identical: Yes No
* Total weight: lbs
Declared value: U.S. Dollars
* Ship date: 01/23/2008

5. Continue your Shipment [Help](#)

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

[Save for later](#) [Ship](#)

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager](#) at [fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express International shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous Goods" in the Special services section.

Done Internet



9. Verify the ship date or change it by clicking on the calendar icon.

This is a residence
 Save new recipient in address book
 Save changes in address book

3. Package & Shipment Details Help Hide

* Service type: Priority Overnight
* Package type: FedEx Box
* No. of packages: 2
* Are packages identical: Yes No
* Total weight: 10 lbs
Declared value: U.S. Dollars
* Ship date: 01/23/2008

5. Continue your Shipment Help

Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.
Save for later Ship

Rates & Transit Times (optional) Help Hide

Select	Service	Your Rate
	Enter more information to get rates and transit times.	--

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
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- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous Goods" in the Special services section.

Done Internet

10. Verify the account number you would like to bill your transportation cost to.

Create a Shipment Enter shipping information Print labels

* Denotes required field Preferences | Clear all fields

My Shipment Profiles Help Hide

My shipment profiles (formerly Fast Ship) Select Ship

1. From Help Edit

Chris Smith, 456 10th Ave, Miami, Florida, 33910, United States

2. To Help Hide

* Country/Location: United States
Contact ID: Ben Regal
Company:
* Contact name: Ben Regal
Select Address from Microsoft Outlook@
* Address 1: 123 5th Ave
Address 2:
* City: San Diego
* State: California

4. Billing Details Help Hide

* Bill transportation to: 123456789
Your reference: recipient
Third Party
More reference fields

Special Services (optional) Help Edit

Select additional services for your shipment

Pickup/Drop-off (optional) Help Edit

You are dropping off your package at a FedEx location

E-mail Notifications (optional) Help Edit

Send an e-mail to yourself, the recipient or others indicating the status of your shipment.

Rates & Transit Times (optional) Help Hide

Amounts are shown in USD

Select	Service	Your Rate
	Click calculate to get rates and transit times.	Calculate

Done Internet



11. Click the *Edit* link in Special Services to view and/or choose any special services related to your shipment.

Create a Shipment
1 Enter shipping information 2 Print label(s)
* Denotes required field

My Shipment Profiles Help Hide
My shipment profiles (formerly Fast Ship) Select Ship

1. From Help Edit
Chris Smith, 456 10th Ave, Miami, Florida, 33910, United States

2. To Help Hide
* Country/Location United States
Contact ID Ben Regal
Company
* Contact name Ben Regal
Select Address from Microsoft Outlook®
* Address 1 123 5th Ave
Address 2
* City San Diego
* State California

4. Billing Details Help Hide
* Bill transportation to 123456785
Your reference
More reference fields

Special Services (optional) Help Edit
Select additional services for your shipment

Pickup/Drop-off (optional) Help Edit
You are dropping off your package at a FedEx location

E-mail Notifications (optional) Help Edit
Send an e-mail to yourself, the recipient or others indicating the status of your shipment.

Rates & Transit Times (optional) Help Hide
Amounts are shown in USD
Select Service Your Rate
Click calculate to get rates and transit times. Calculate

12. Click the *Edit* link in Schedule a Pickup/Drop-off to view your Pickup/Drop-off options.

Create a Shipment
1 Enter shipping information 2 Print label(s)
* Denotes required field

My Shipment Profiles Help Hide
My shipment profiles (formerly Fast Ship) Select Ship

1. From Help Edit
Chris Smith, 456 10th Ave, Miami, Florida, 33910, United States

2. To Help Hide
* Country/Location United States
Contact ID Amy Rhodes
Company ABC Company
* Contact name Amy Rhodes
Select Address from Microsoft Outlook®
* Address 1 123 5TH AVE
Address 2
* City BALTIMORE
* State Maryland

4. Billing Details Help Hide
* Bill transportation to 123456785
Your reference
More reference fields

Special Services (optional) Help Hide
 Saturday delivery
 COD (Collect on Delivery)
 Hold at FedEx location
 Dry ice
 Dangerous goods
 Process a return shipment

FedEx® Delivery Signature Options
Signature type Select

Pickup/Drop-off (optional) Help Edit
You are dropping off your package at a FedEx location



13. Click the *Edit* link in E-mail Notifications to send shipment, exception or delivery notifications to yourself, the recipient and two others.

Create a Shipment
Enter shipping information (Print labels)
* Denotes required field

My Shipment Profiles Help Hide
My shipment profiles (formerly Fast Ship) [Select] Ship

1. From Help Edit
Chris Smith, 456 10th Ave, Miami, Florida, 33010, United States

2. To Help Hide
Country/Location: United States
Contact ID: Amy Rhodes
Company: ABC Company
Contact name: Amy Rhodes
Address 1: 123 5TH AVE
Address 2: [Empty]
City: BALTIMORE
State: Maryland

4. Billing Details Help Hide
Bill transportation to: 123456789
Your reference: [Empty]
More reference fields

Special Services (optional) Help Edit
Select additional services for your shipment

Pickup/Drop-off (optional) Help Hide
Schedule a pickup
Drop off package at a FedEx location
Use an already scheduled pickup at my location

Pickup Address Edit
Chris Smith, 456 10th Ave, Miami, Florida, 33010, United States

Package Information Edit

E-mail Notifications (optional) Help Edit

14. Click *Calculate* to view rates and transit times related to your shipment.

Declared value: [Empty] U.S. Dollars
Ship date: 01/24/2008

Rates & Transit Times (optional) Help Hide

Select	Service	Your Rate
	Enter more information to get rates and transit times.	Calculate

5. Continue your Shipment Help
Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.
Save for later Ship

Please note:
• Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload, it may cause a duplicate shipment transaction to occur.
• By clicking the Ship/Continue button, you agree to the FedEx Ship Manager at fedex.com Terms of Use and the FedEx terms of shipping in the applicable FedEx Service Guide and the Shipper's Terms and Conditions for FedEx Express International shipments.
• By clicking the Ship/Continue button, you agree that this shipment does not contain undeclassified Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the Help for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous Goods" in the Special services section.

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15. Indicate if you would like to save this shipment for future use as a Shipment Profile (formerly known as FastShip).

Declared value U.S. Dollars

* Ship date

Rates & Transit Times (optional) [Help](#) Hide

Select	Service	Your Rate
Enter more information to get rates and transit times.		-- --

5. Continue your Shipment [Help](#)

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload, it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express International Shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous Goods" in the Special services section.

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16. Or complete this shipment at a later time by clicking the *Save for Later* button.

Declared value U.S. Dollars

* Ship date

Rates & Transit Times (optional) [Help](#) Hide

Select	Service	Your Rate
Enter more information to get rates and transit times.		Calculate

5. Continue your Shipment [Help](#)

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload, it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express International Shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous Goods" in the Special services section.

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17. Click the *Ship* button.

Declared value U.S. Dollars

Ship date

Rates & Transit Times (optional) [Help](#) Hide

Select	Service	Your Rate
<input type="checkbox"/>	Enter more information to get rates and transit times.	<input type="button" value="Calculate"/>

5. Continue your Shipment [Help](#)

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload, it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the Shipper's [Terms and Conditions for FedEx Express International Shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous Goods" in the Special services section.

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18. Print the label(s) displayed below, along with a receipt.

Español | Customer Support | FedEx Locations

Package Envelope | Freight | Expedited | Office Print Services

Ship | Track | Manage | Business Solutions

FedEx Ship Manager® [Logout](#) [Help](#)

Prepare Shipment | Ship History | My Lists | Reports | My Profile

Prepare a shipment

1 Enter shipping information 2 Enter product/commodity information 3 **Print labels**

Thank you for shipping with FedEx. Your tracking number: 0000000000

Label Receipt [View](#)

From: Origin ID: DPPA
Chris Smith
45C 10th Ave
Miami, FL 33116

Ship Date: 01/24/08
Actual: 10 LB
S/N: 123456789010
Account: S

Delivery Address Bar Code



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Terms and Conditions for Use of Federal Express Shipping Administration Username and Password

The undersigned, by his/her signature on this document, certifies that he/she has read and understands the "terms and conditions for use of the Federal Express Shipping Administration Username and Password," and agrees to abide by the terms and the following conditions:

I understand that I am being provided with a user name and password for use with FedEx Shipping Administration exclusively for the purpose of supporting the Antibiotic Resistance Solutions Initiative.

I acknowledge and consent that I will use the assigned username and password exclusively for the shipment of isolates to authorized locations.

I understand and consent that shipments processed with my assigned username and password will be audited by the U.S government. Requests for audits will be complied with in a timely manner.

At any time, the U.S Government may collect, inspect and seize data affiliated with this username and password. Communications associated with my assigned username and password are not private, and are subject to routine monitoring, search, and may be disclosed or used for any U.S. Government authorized purpose.

I acknowledge and understand that I will be held responsible for misuse and/or negligence related to my assigned username and password.

Responsibility for assuring that shipments are authorized rest with the undersigned. In cases where doubt exists over the legitimacy of an authorized shipment, the undersigned is responsible for seeking advice from the account administrator.

Abuse and/or fraud associated with the username and password for this Federal Express Shipping Administration Account are violations of 18 United States Code Section 641, which prohibits misuse or theft of public funds and U.S. Attorney's Manual 1661 – Protection of Government Property. Violations are punishable by up to 10 years imprisonment and/or a fine equal to the amount taken, or double that amount.

I have read and understand this document and agree to accept responsibility on these terms.

Organization

Printed Name

Signature

Date