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.
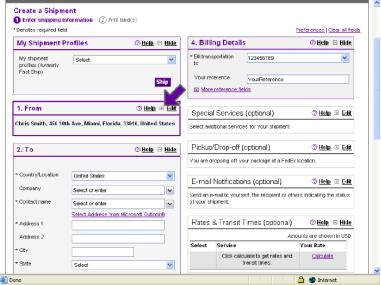

NOTE:
The ARLN FedEx user name and password as provided by your State Public Health Laboratory or the Regional ARLN Laboratory should be exclusively used for the ARLN activities (Please see Terms and Conditions for the use of FedEx account on Page 12). Shipments processed with the user name and password 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.
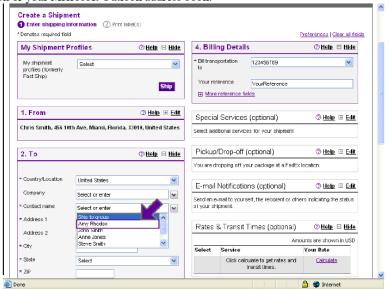
FedEx.

Domestic Shipping on fedex.com

➢ **Step by Step**

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

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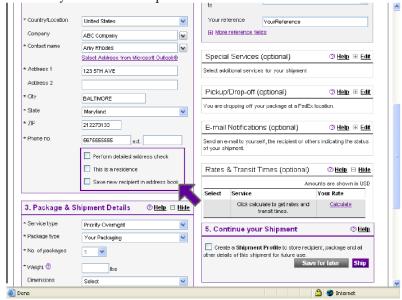

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FedEx.
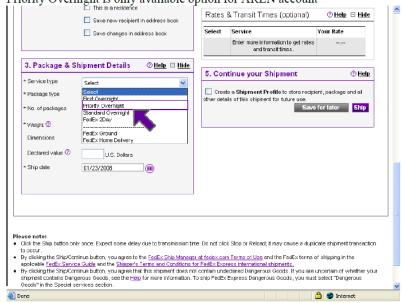
3. Choose any of the available options.

4. Priority Overnight is only available option for ARLN account

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5. Indicate the package type.

6. Enter the number of packages.

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

8. Enter the total weight.

FedEx.

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

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

FedEx.

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

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

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FedEx.

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
① Enter shipping information ② Print label(s)
* Denotes required field   Preferences | Clear all fields

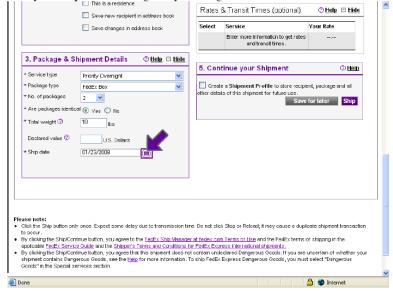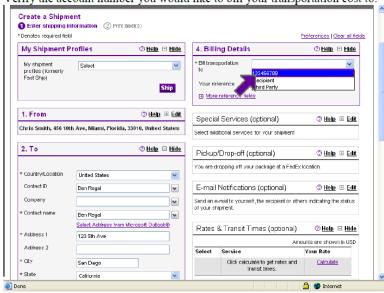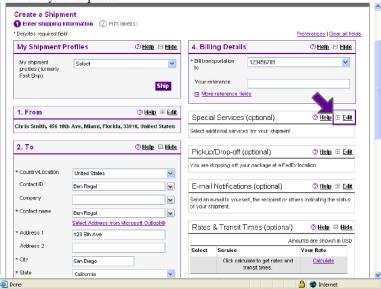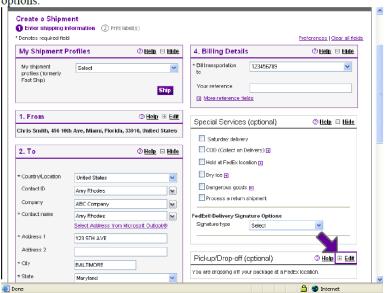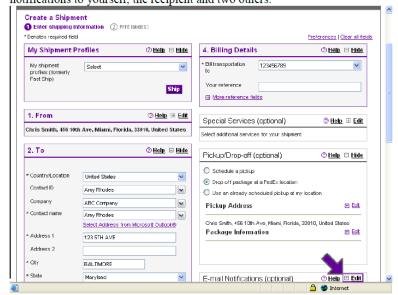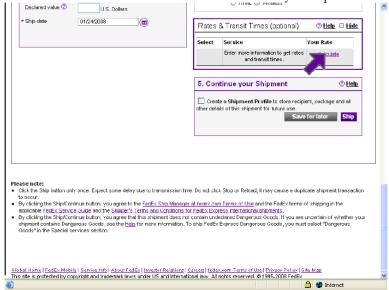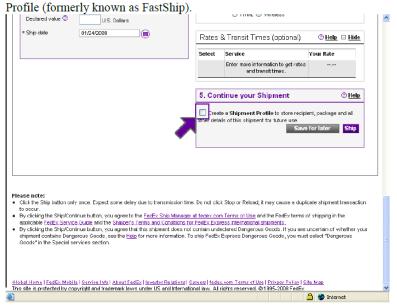| **My Shipment Profiles** | ② Help ⊟ Hide | **4. Billing Details** | ② Help ⊟ Hide |

My shipment profiles (formerly Fast Ship)   [Select ▼]   [Ship]

* Bill transportation to   [123456789 ▼]
Your reference   [   ]
⊞ More reference fields

| **1. From** | ② Help ⊞ Edit |

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

Special Services (optional)   ② Help ⊞ Edit
Select additional services for your shipment

| **2. To** | ② 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 ▼]

Pickup/Drop-off (optional)   ② 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)   ② Help ⊞ Edit

🔒 🌐 Internet

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

Declared value ②   [   ] U.S. Dollars
* Ship date   [01/24/2008] 📅

Rates & Transit Times (optional)   ② Help ⊟ Hide

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

5. Continue your Shipment   ② Help
☐ Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.
[Save for later] [Ship]

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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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FedEx.

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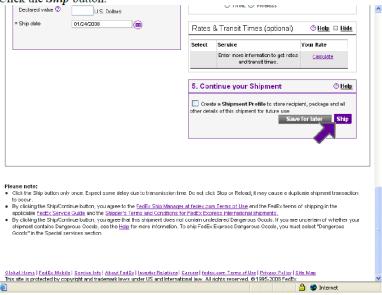

16. Or complete this shipment at a later time by clicking the *Save for Later* button.

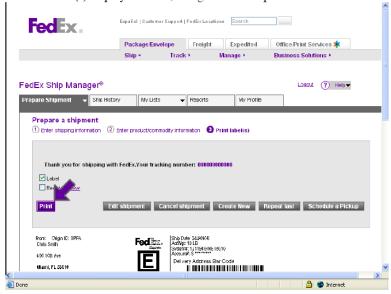**FedEx.**

17. Click the ***Ship*** button.

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

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FedEx.

This information is provided to you and its use is subject to the FedEx Automation Agreement under which you obtained or have been authorized to use FedEx Ship Manager @ fedex.com. No warranties are extended and all warranties, including without limitation, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED, regarding this information. Any conflict between this information and the Automation Agreement, or transportation agreement between you and FedEx, or between this information and the FedEx Service Guide will be governed by the Automation Agreement, the transportation agreement and the FedEx Service Guide, in that order. Your use of this information constitutes your agreement to these terms.

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