

MyDHL QUICK START GUIDE

HOW TO ADD AND REMOVE TOOLS IN MyDHL

- 1 Go to www.dhl.com/mydhl and log in with your existing MyDHL User ID and password.
- 2 Once logged in, select 'MyDHL Tools' from the 'Manage Profile' menu.

You will now see all the tools available in MyDHL and which ones you already have access to.

ADDING TOOLS

- Tick the box next to the new tool you would like to create access to.

The username and password fields are displayed.

- Click the 'Create New Login' link and follow the on-screen instructions to create access.
- You will be prompted to log out of MyDHL and log back in again for the changes to take effect.

The new login details are automatically stored in MyDHL.

REMOVING TOOLS

- Untick the tool that you no longer require access to and click 'Save & Finish' at the bottom of the screen.
- You will be prompted to log out of MyDHL and log back into again for these changes to take effect.

DHL Account Numbers

If you did not enter a DHL Express Export account number (starting 13 or 18) during registration, you will not be able to add shipping tools such as DHL IntraShip or DHL Online Shipping to your MyDHL profile.

If you did not enter a DHL Express Import account number (starting 95 or 96) during registration, you will not be able to add our importing tool, DHL Import Express Online, to your MyDHL profile.

If you would like to add account numbers, select 'My Accounts' from the 'Manage Profile' menu and follow the on-screen instructions.

You can also request an additional Export or Import account number from 'My Accounts'. A DHL representative will contact you to discuss your requirements.

