MyDHL QUICK REFERENCE GUIDE

MyDHL is the all-in-one, web-based shipment management system designed to help you quickly prepare exports, simplify import arrangements and monitor your shipments during transit. With MyDHL, you're just a click away with one login!

Register

1. Go to **www.dhl.com/mydhl**

Tip

Bookmark this page for faster access!

2. Click **New User? Register Now**

3. Select the Country and click **Next**

Note

The country can be where you primarily ship from or where you are based.

4. Provide your *Company* and *Personal Information*

5

Co...

Do you have a DHL shipping account number (used to bill your DHL Express shipments)?

◉ I do not have a DHL shipping account number **?**

You can select both options to ship immediately and pay with your credit card while your account opening request is being processed

☑ I want to ship immediately and will provide my credit card to pay for shipments

☐ I would like to open a DHL shipping account and use this when billing my shipments. Note: To ship and track online with an account, you will need to wait until we contact you.

◯ I have one or more DHL shipping account number(s) used to bill my shipments to my company **?**

Terms & Conditions

5. Select the radio button that applies to your DHL account status

- *I do not have a DHL shipping account number*

Note

Credit card option only appears if available in your country.

Do you have a DHL shipping account number (used to bill your DHL Express shipments)?

◯ I do not have a DHL shipping account number **?**

◉ I have one or more DHL shipping account number(s) used to bill my shipments to my company **?**

Please enter your DHL shipping account number(s)

DHL shipping account number *

a [   ]

Add Another Account

To determine which DHL shipping and tracking tools you will use in MyDHL, please select an option:

◯ I am not currently using any DHL tools. Please recommend tools for me - quick default set up. **?**

b ◯ I am not currently using any DHL tools, but would like to select tools myself - this option will take longer to complete. **?**

◉ I already use DHL tools - have your User IDs and passwords ready to link them to your MyDHL profile. **?**

☐ I use DHL ProView to monitor my shipments and send notifications

☐ I use DHL Import Express Online to manage my imports online

☐ I use DHL Online Shipping to ship online

- *I have one or more DHL shipping account numbers*

  a) Enter your DHL export or import account number

Note

If you have more than one account, click **Add Another Account** and continue adding all accounts

---

b) Select the radio button that describes your current DHL tool usage

6

...nber

Terms & Conditions

☐ I would like to receive DHL information and promotional offers via email

☐ I accept the DHL Express
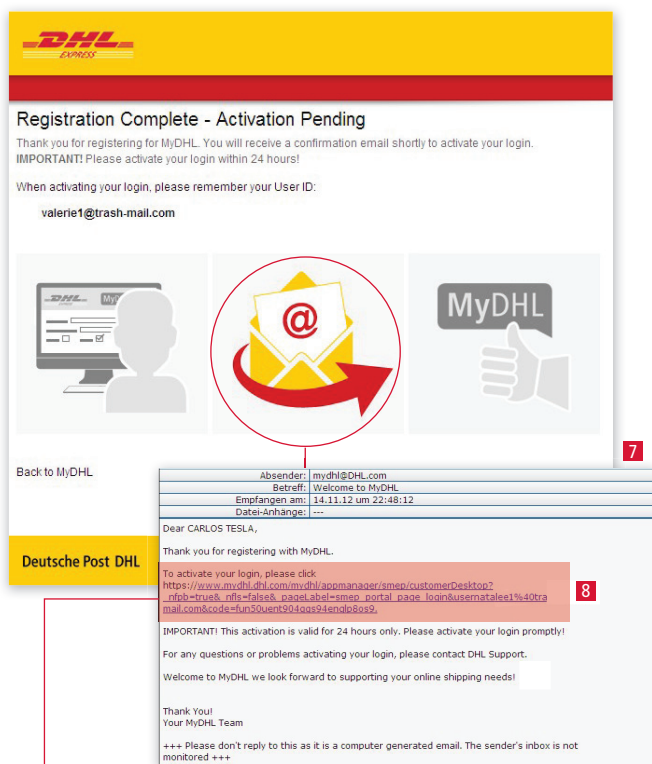› Terms and Conditions

Security Check

Please enter the characters from the image exactly as shown, with no spaces in between. Characters are case sensitive. Problems reading the characters try a new image.

[   ] M_j t ^{BP} U

Back   Next

6. Complete registration and click **Next**

7. Check your *email* to activate your login

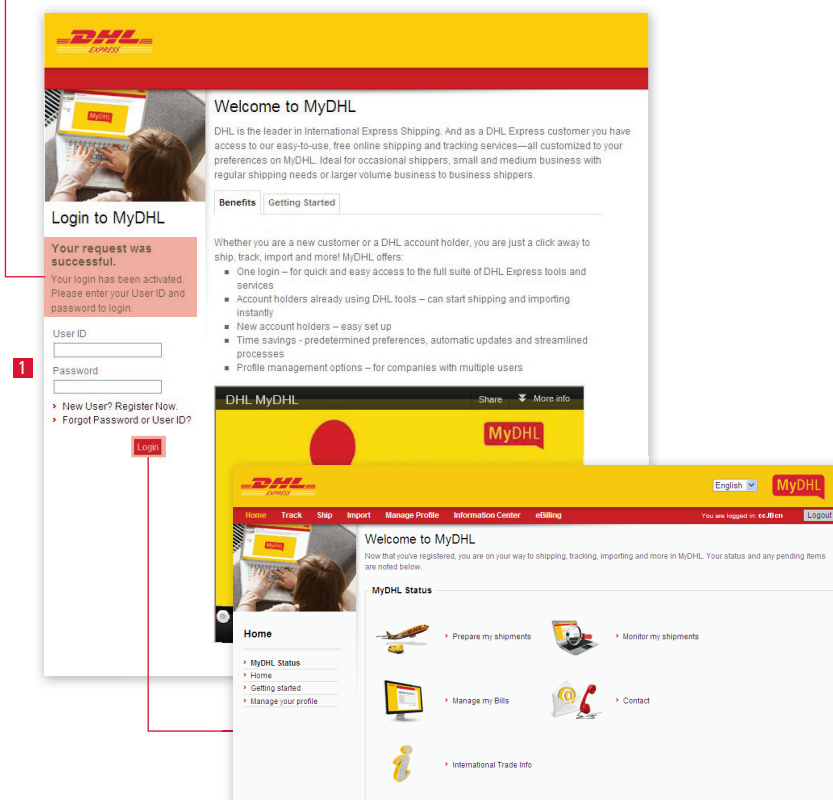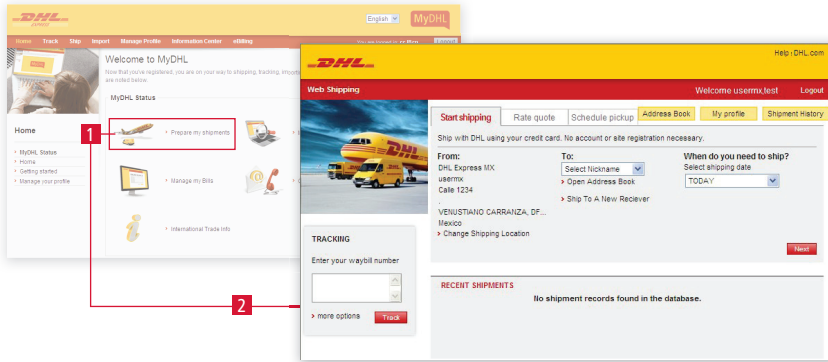8. Click the URL provided by DHL within 24 hours

Tip

Don't see an email in your inbox? Check the spam mail folder.

Congratulations! Your registration and activation was successful
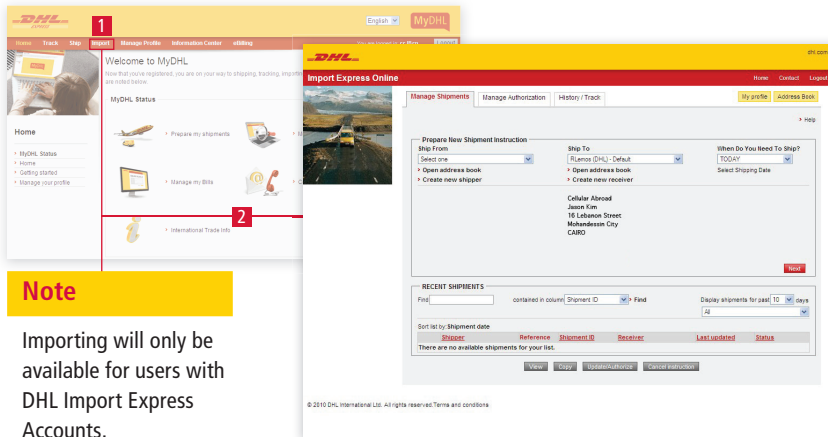
Login

1. Enter your *User ID* and *Password*, click **Login**

Ship

1. On the *MyDHL Status* screen, click **Prepare My Shipments**
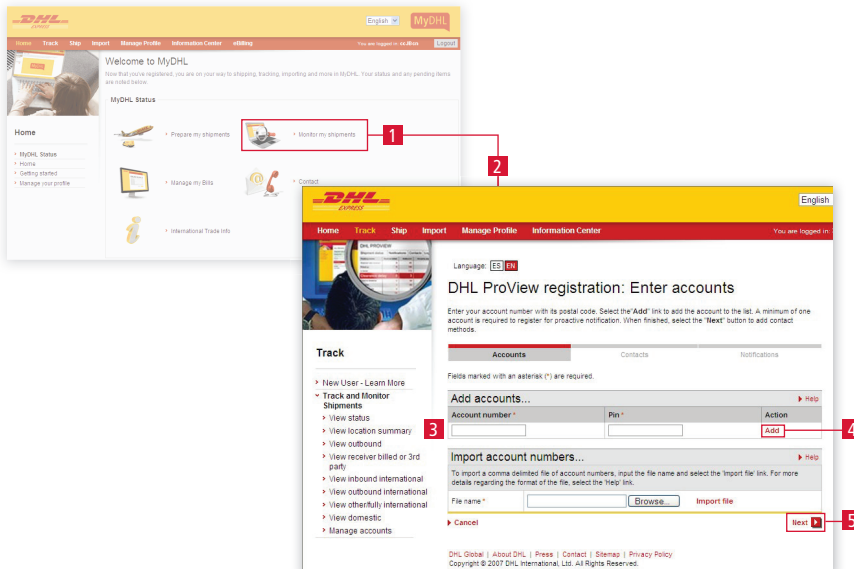
2. Begin preparing your waybill

Import

1. Switch to the *MyDHL Status* screen

2. Click **Import**

Note

Importing will only be available for users with DHL Import Express Accounts.

Track

1. Switch to the *MyDHL Status* screen

2. Click **Monitor My Shipments**

3. Add Account Number and PIN

4. Click **Add**

5. Click **Next**

Note

Click **Contact** to contact us.

Deutsche Post DHL – The Mail & Logistics Group

MyDHL

www.dhl.com/mydhl

DHL **EXPRESS**