



United States Power Squadrons®

Come for the Boating Education... Stay for the FriendsSM

Sign up your squadron for a FedEx Office national account

United States Power Squadrons announces its **FedEx Office** national account, which includes discounts of approximately 40% on Welcome to the Neighborhood banners as well as other copy and print center products purchased online and in local stores.

To take advantage of these discounts, squadrons and districts should designate one person to sign up for an online account using the instructions shown below. Once your designee has received a **FedEx Office** account number, which takes two to three days, he or she can sign up for online access to our Print Online Corporate portal and access the **USPS DocStore Catalog** to purchase Welcome to the Neighborhood banners.

Please note: Welcome to the Neighborhood banners can only be ordered from the online USPS DocStore Catalog. They can't be ordered in stores.

Step 1: Open a new squadron or district account

1. Go to <https://psg.office.fedex.com/participate> and choose **Open FedEx Office Account**
2. Read and accept the terms of the participation agreement with our company's participation code: **2017USP021**
3. Enter your contact information and be sure to specify **United States Power Squadrons** in the *Company Name* field
4. Make sure to click the **I agree** button at the bottom of the page.
5. Complete the FedEx Office Account application on the next page (select the Non-Invoiced account option if you will be paying with a credit card or cash/check) and click the **SUBMIT** button.
6. Please make sure to check your **spam or junk mail folder** to ensure you do not miss the email, which takes 2–3 days to process. If you don't receive a number after a week, email [Tammy Brown](#) for assistance.
7. Save the email with your **FedEx Office Account Number** for future use; distribute the number to others in your squadron who will need to access the program, and use this number to identify yourself to access your discounts when purchasing online or in a FedEx Office retail location

Step 2: Sign up for online access to FedEx Office Print Online Corporate

1. After receiving your FedEx Office account number via email (takes 2–3 business days), visit <https://kga.wufoo.com/forms/new-user-account-request/> to sign up for online access to our FedEx Office Print Online Corporate portal using that number. Although squadrons and districts are limited to one account number each, they can share that number with all their members.
2. You will receive an email from the FedEx Office Account Representative with your user name, your password, and the United States Power Squadrons Print Online Corporate portal URL to begin placing orders.

Step 3: Begin using the FedEx Office Program!

1. When purchasing online using the provided URL, squadrons should put their FedEx Office account number in the **Apply a discount** box when checking out. Reminder: To order the Welcome to the Neighborhood items already created on your behalf in the FedEx Office Print Online Corporate DocStore Catalog, you must place your orders online. Download the [DocStore Catalog user guide](#) for detailed instructions.
2. If you would like to purchase additional printed items not in the catalog, you can use the "Upload and Print" Feature of FedEx Office Print Online Corporate website and create your own personal catalog. You can also access the discounts on other items by walking into a local FedEx Office retail location and providing your FedEx Office account number when placing orders.

After signing up, email [Tammy Brown](#) to let her know your district or squadron has registered. If you have problems signing up, contact Tammy for help with the process.

Please note: FedEx Office retail locations do not have the ability to support account set up or to access the USPS Print Online Corporate Portal DocStore Catalog.