

MyDHL+



# AUTHORISED ACCOUNT USAGE

Simply fast. Simply efficient. Simply amazing.

**DHL Express – Excellence. Simply delivered.**

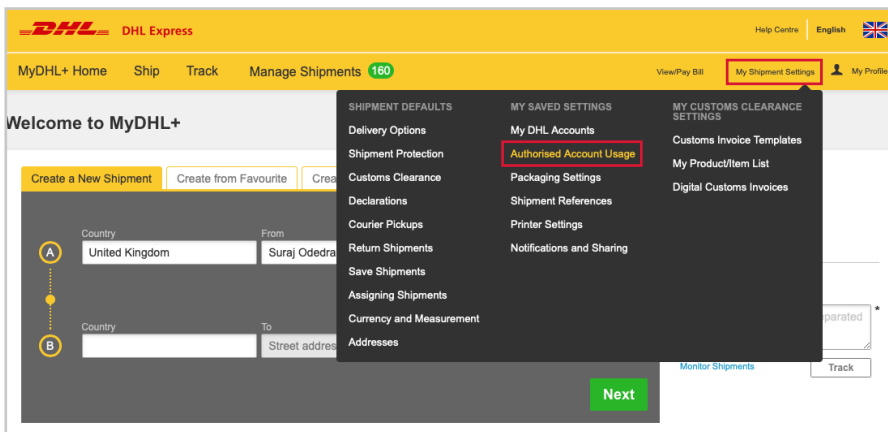


# AUTHORISED ACCOUNT USAGE

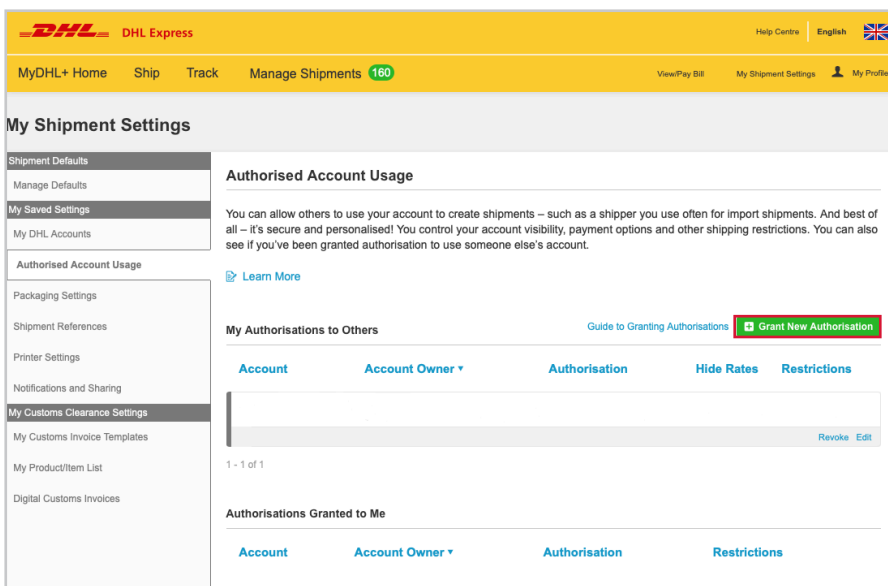
In MyDHL+, you can securely share your account number with others to create shipments. Not only do you decide who can use your account, you also control how they use it.

- Protect your account – by masking the number or using a nickname.
- Hide your account rates – from business partners, suppliers and customers as needed.
- Apply shipment restrictions – allowed addresses, maximum number of pieces and weight.

**i** If you grant authorisation to users who are not registered in MyDHL+, they will be prompted to register before creating shipments.



Log into MyDHL+, go to **My Shipment Settings** and select **Authorised Account Usage**.



Click **Grant New Authorisation**.

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#### Grant New Authorization [Back](#)

**Name** **Nickname** [?](#)

First Name and Last Name  \*  \*

**Email Address**  \* **Email authorisation details in the following language**

English

**Shipper Account** [Close](#)

Select One  \*

Use this account to pay for transportation charges

**Transportation charges paid with**

Select One  \*

**Duties and taxes paid with** [Close](#)

Receiver will pay (default)  ✓

**Display DHL Account as**

Select One  \*

**Rates Visibility** [Close](#)

Hide - this person will not see my account-based rates

Show - this person will see my account-based rates

**This Person Can Use My Account to Ship**

**Ship From**  \* **Ship To**  \*

Select One  Select One

**Shipment Restrictions**

Do you want to apply restrictions when your account is used?


No  Yes

Complete the fields marked with an asterisk (\*) and select any shipment restrictions you would like to apply.

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**Authorization Message Details**

Include this message with this authorization

 I agree to the [DHL Terms and Conditions](#) and authorise my account as detailed above, including whether to show or hide my account-based rates.

[Cancel](#) [Save and Send Authorization](#)

Add any message you would like to include in the authorisation email and then click **Save and Send Authorisation**.

Your authorised user will receive an email confirmation, with a link to either log into MyDHL+ or register. Your account number will then be available for them to use, subject to any restrictions you applied.

**Authorised Account Usage**

You can allow others to use your account to create shipments – such as a shipper you use often for import shipments. And best of all – it's secure and personalised! You control your account visibility, payment options and other shipping restrictions. You can also see if you've been granted authorisation to use someone else's account.

[Learn More](#)

**My Authorisations to Others** [Guide to Granting Authorisations](#) [Grant New Authorisation](#)

Account	Account Owner	Authorisation	Hide Rates	Restrictions
123456789 - test	TEST	Any Address: Blanket Granted On 01/02/2019	Yes	No

[Revoke](#) [Edit](#)

**Authorisations Granted to Me**

Account	Account Owner	Authorisation	Restrictions
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For complete control of your account, you can modify or revoke authorisations at any time. The authorised user will receive an email confirming that their authorisation has been updated or cancelled.

You can also see if any authorisations have been granted to you.

For further guidance on authorised account usage, please review the **Guide to Granting Authorisations** available in MyDHL+.

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