



# MyDHL+ QUICK REFERENCE GUIDE

Simply fast. Simply efficient. Simply amazing.

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

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53113 Bonn  
Germany  
**dhl.com**

valid: 00/0000  
Mat. Mo. 123-456-789



Whatever your particular shipping needs, MyDHL+ is an intuitive platform designed to help make the process easier than ever before. This is how DHL is delivering all the benefits of the next stage in the evolution of international shipping.

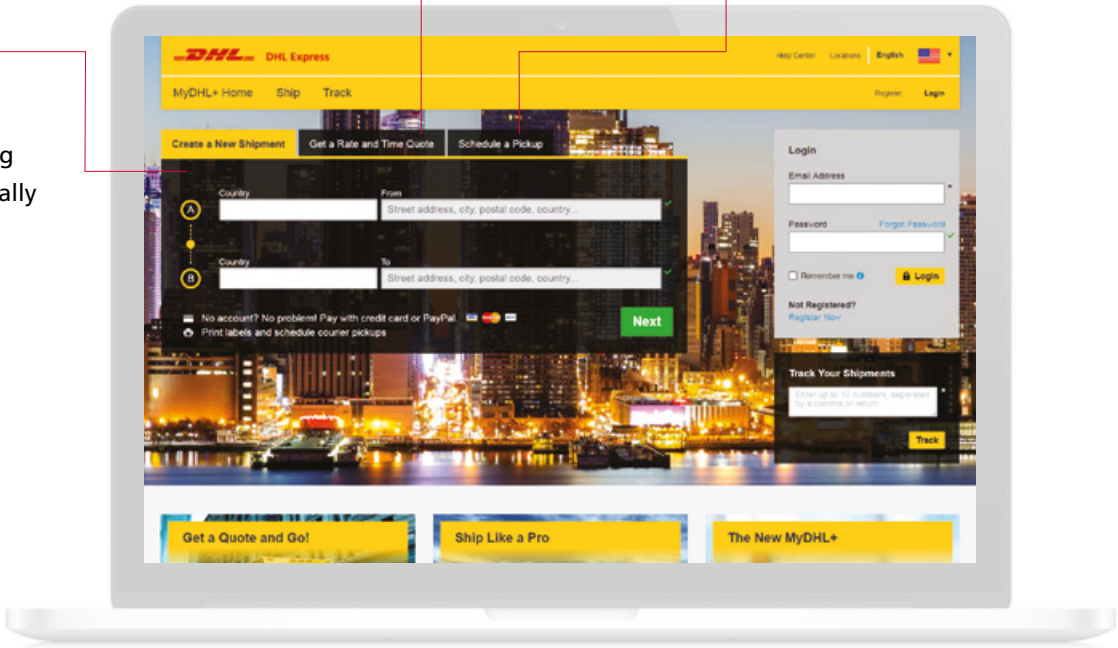
# MyDHL+ HOME

You don't have to log in to use MyDHL+. Just begin on the Homepage and click on Create New Shipment to get started. But if you want to take advantage of all the incredible features that this intuitive new shipping experience has to offer – such as instant recall of all your past shipments and addresses – we recommend you log in to (or create) your account.

**Create Shipments (as a Guest)**  
Simply input your shipping data to get started. It's really that easy

**Get Rate Quotes**  
Estimated rates and times – all up front, every time

**Schedule Pickups**  
See what pickup times are available for your shipment

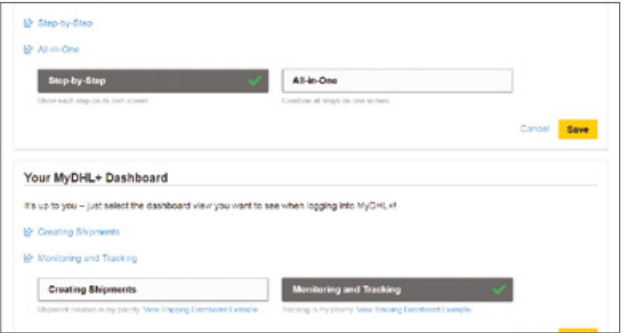


# DASHBOARD

Once you're logged in, you'll not only get all the basic shipping features available on the Homepage – now you'll also have access to all these great MyDHL+ account-holder benefits.

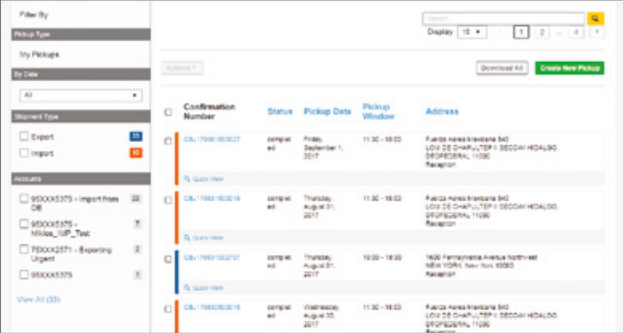
### Customize Your Dashboard

Choose which features are most useful to you, and populate your Dashboard to best suit your needs



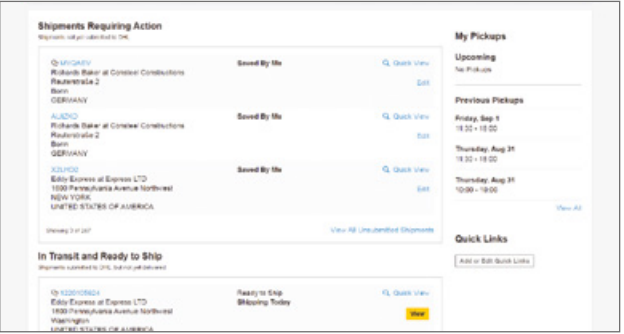
### See Your Pickups

View the status of every pickup – whether your items have already been collected, they're ready for the courier or you have requested a pickup for a future date



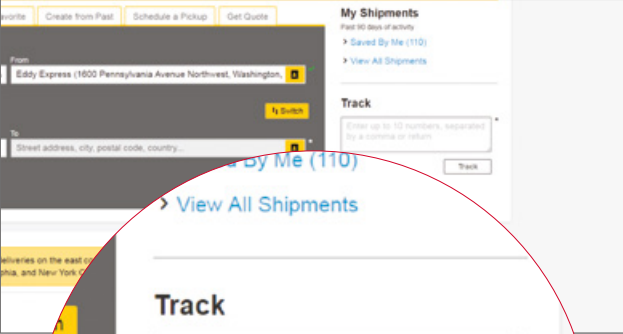
### Shipments Requiring Action

Click on Edit to complete shipments that were created but remain incomplete or unassigned



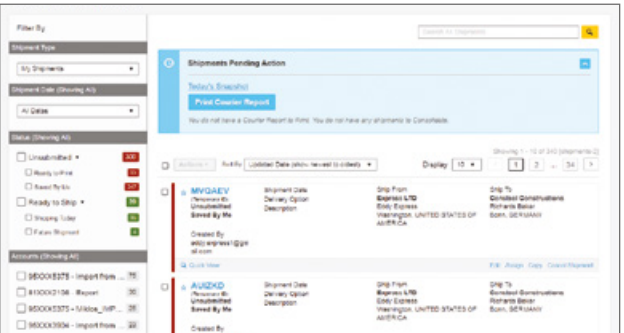
### Track Shipments

Choose to track via waybill numbers on your Dashboard or the Track option on the Toolbar



### Every Shipment Status, at a Glance

Quickly view details for every one of your shipments from the past 90 days



## LOG IN

You don't have to log in to use basic MyDHL+ functionality. But for a faster, more intuitive shipping experience that remembers all your past shipments and addresses, we do recommend it.

### 1. Registered User

Already have a MyDHL+ account? Great! Just enter your details on the MyDHL+ Homepage to gain access

### 2. Register

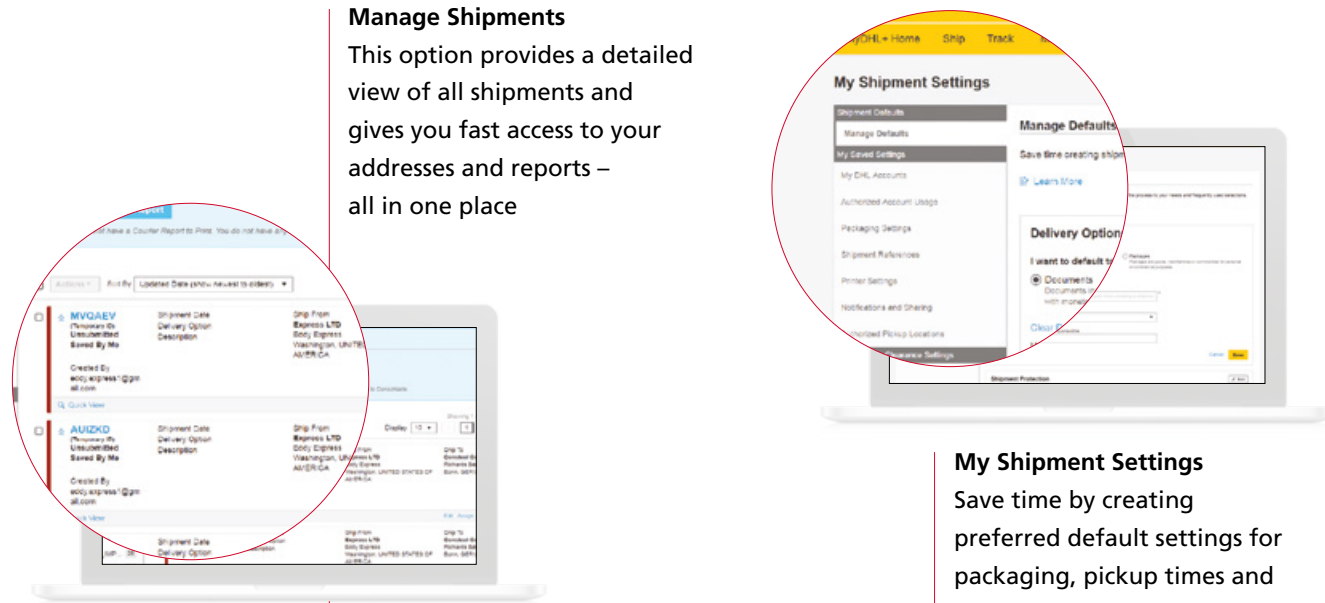
Registration is quick and easy. And once you're set up, you'll only ever have to use one easy-to-remember ID (your email) to log in and handle all of your shipping needs – all in one place

### 3. No Login? No problem.

Simply click on the MyDHL+ Home tab to access basic DHL shipping features

# TOOLBAR

Always here, always ready – the Toolbar is your ever-present shortcut to Manage and Track Shipments, change your Shipping Settings and/or update your Profile.

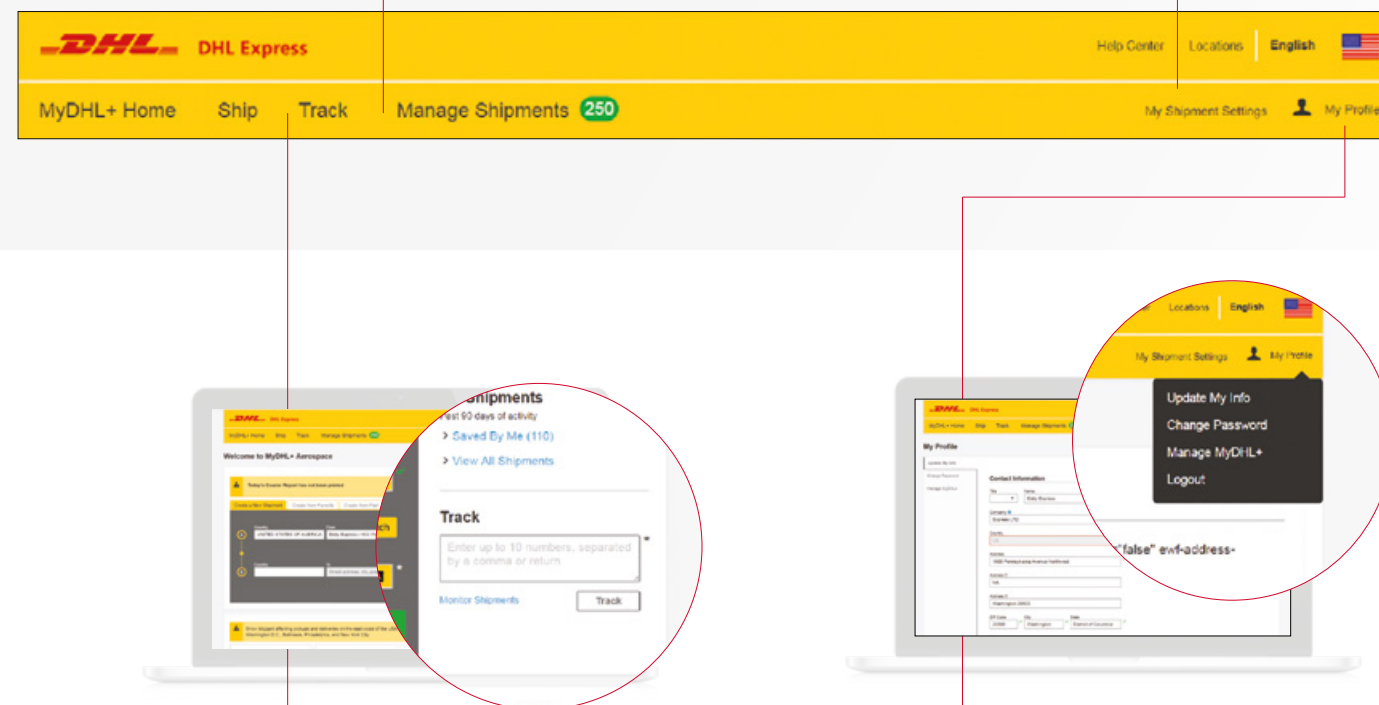


## Manage Shipments

This option provides a detailed view of all shipments and gives you fast access to your addresses and reports – all in one place

## My Shipment Settings

Save time by creating preferred default settings for packaging, pickup times and other critical shipment details



## Track

Track the status of your shipment. Anytime, anywhere

## My Profile

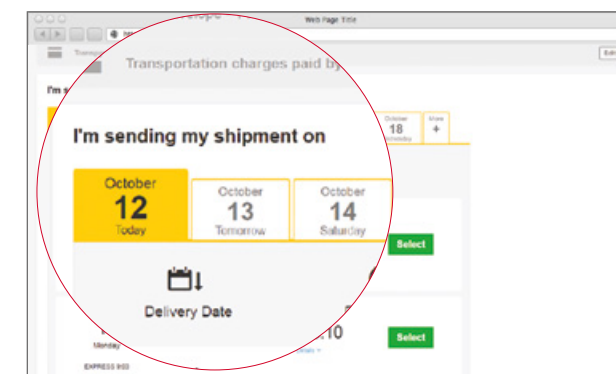
You are in control of your contact details, password and user profile

## EXPORT AND IMPORT

By clicking on Create a Shipment, you can quickly generate an interchangeable export or import shipping order.

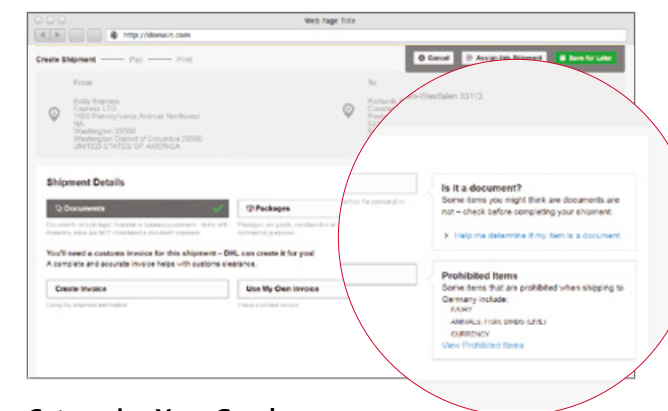
## Export and Import

With one easy click on the Switch button, you can instantly change your transaction from an export order to an import, or vice versa



## Delivery

Choose when you'd like your shipment to be sent, and when you'd like it to arrive. Here, you can also request the estimated delivery cost

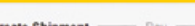


## Categorize Your Goods

MyDHL+ will allow you to select from a list of commonly sent goods to identify the contents of your shipment, which can help prevent delays

## Courier Pickups


Choose a time slot for your pickup. You can also include details to help your courier understand exactly where and how to collect your shipment. This information will then be stored for all future shipments






MyDHL+ Home   Ship   Track   Manage Shipments **251**


Create Shipment   [Pay](#)   [Print](#)

From



Name  
 

Company   
 





Country  
 


Address  
 

Address 3

Postal Code  
City  
Province

Email Address

Phone Type  
Country Code  49 
Phone  




VAT/Tax ID

☐ Residential Address

To

Name



Company 

Country



Address


Address 2

Address 3


ZIP Code  
Country 

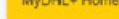
Email Address

Phone Type  
Country 



VAT/Tax ID



 DHL Express

MyDHL+ Home Ship Track Manage Shipments 251

Do you need a courier pickup?

Yes – Schedule Pickup

No

Additional charges may apply

I'm sending my shipment on

October 12 Today

Edit

Pickup Window – When courier may arrive and ship

Earliest 15:45

10:00 12:15 14:30

Please allow at least 60 minutes for your Pickup

The latest time a request can be made for pickup to

Where should the courier pick up the shipment?

Reception

Total Pickup Weight 1.1 lb

Instructions for the courier

Ask for either or Rita or Sue, or Bob after 6pm

Pickup Address

Edy Express  
Express LTD  
UNITED STATES OF AMERICA  
700 South Florida Avenue  
Tampa, Florida, 33606  
eddy.express1@gmail.com  
+1 705-699-9999

Edit

Make my default

Disclaimer and Important Details



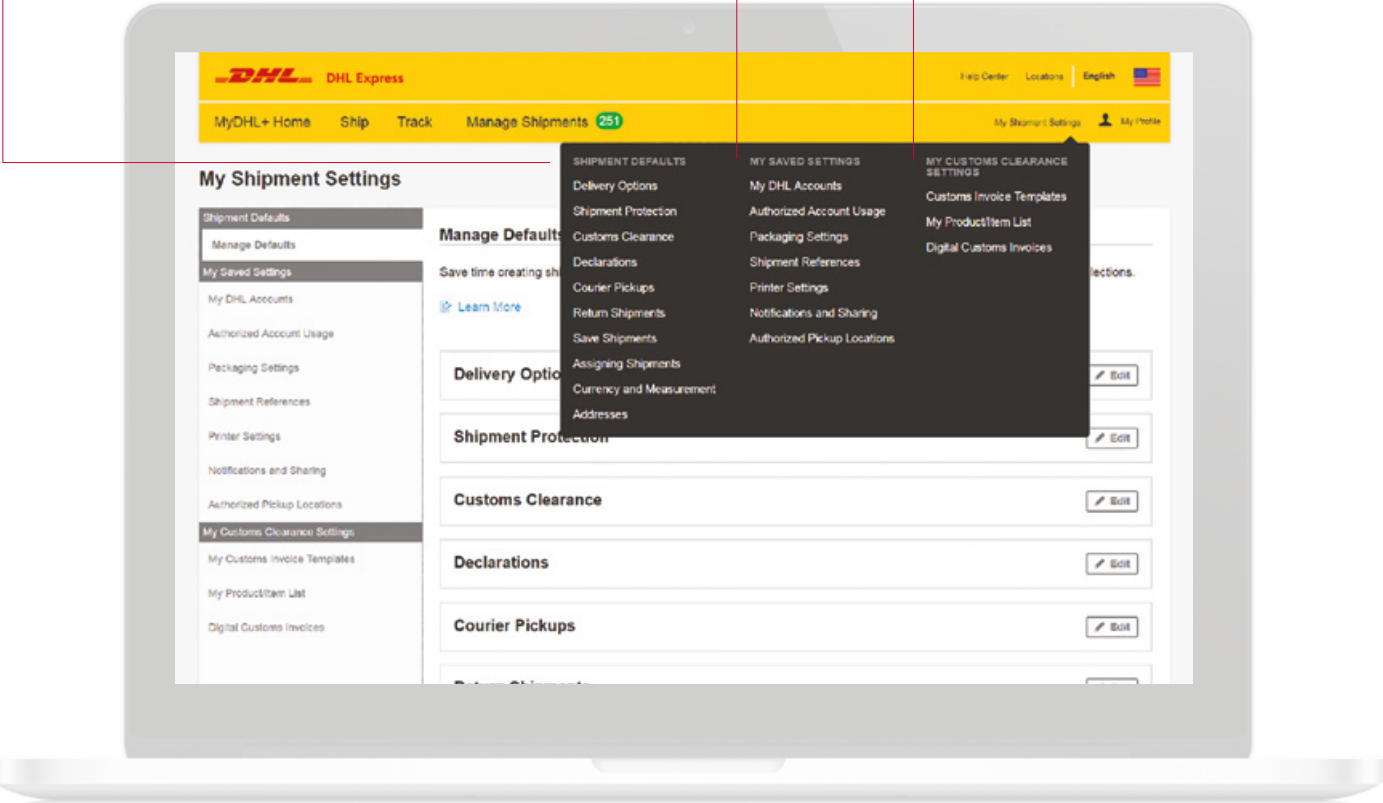
# SHIPMENT SETTINGS

MyDHL+ is our most flexible shipping platform yet. Choose from three time-saving options to set your personalized default settings.

- Shipment Defaults**  
Built to save you time, this is where you can choose to set your Shipping Defaults, with no re-input needed when you place your orders
- Set Packages or Documents as default
  - Set your default value for insurance coverage
  - Set your regular courier pickup details

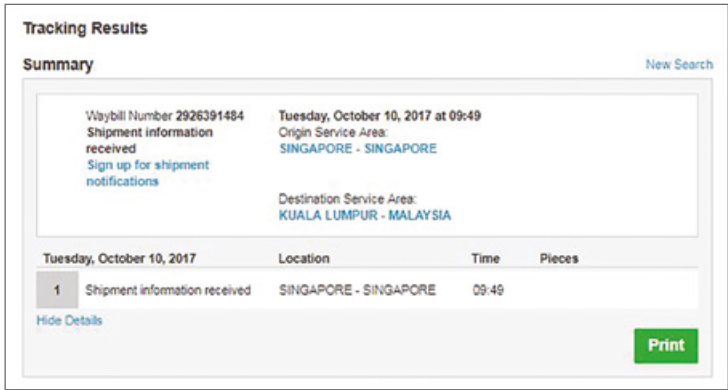
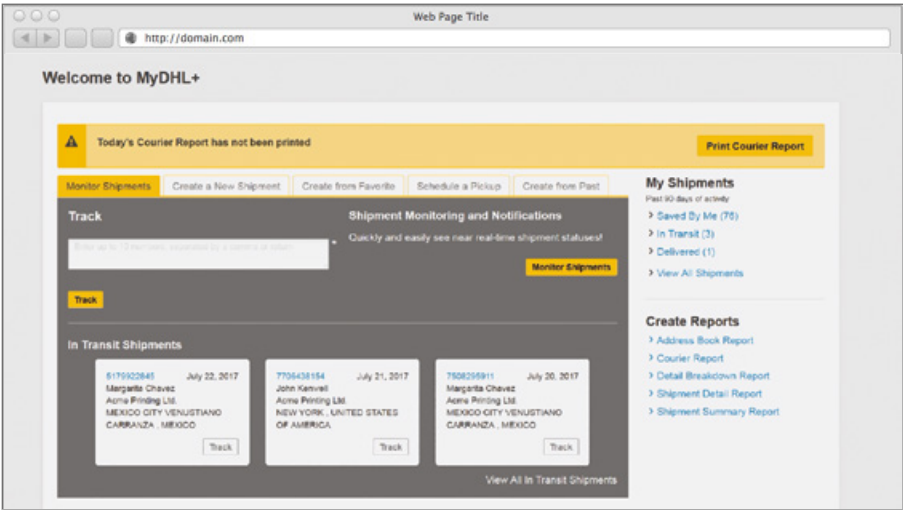
- My Saved Settings**  
A great place to set your Account Defaults, making your MyDHL+ experience faster and more personal at every turn
- Set up online billing and save card details
  - Nominate authorized account users
  - Set status notifications and who can see them

- My Customs Clearance**  
All your Customs Defaults and forms saved in one place, to give you a faster, more efficient shipping experience
- Create invoice templates
  - Upload a list of all your company's products
  - Opt for paperless invoicing



# TRACKING

There are two ways to track your Shipments with MyDHL+. Both are simple, transparent and flexible.



- Waybill Number**
- Choose to track (up to 10) shipments via waybill number at once
  - View a breakdown of every checkpoint for your Shipment, including individual timecodes for each
- Reference Number**
- Choose the shipment type and enter the tracking/reference number to find your shipment



With a fully optimized, streamlined platform designed to work better for you, MyDHL+ is the next evolutionary step in shipping. For more information, visit [www.info.mydhl.express.dhl](http://www.info.mydhl.express.dhl)