

DHL EXPRESS

COMMERCE

REGISTER ON DHL EXPRESS COMMERCE (DEC)



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Step 1 Register your DHL Account Number

- 1. Click on the following link: https://dhlexpresscommerce.com/intro/dhl.aspx?ReturnUrl=%2fDashboard%2fGettingStartedDec. aspx
- 2. Click on Register.
- 3. Select your Country of Business.
- 4. Fill in your DHL Express Account Number.
- 5. Then click on Let's Go.

Step 2 Fill in Your Details

- 1. Fill in Your Details and create your Login and Password.
- 2. Read and accept the Terms of Use and Privacy Policy.
- 3. Then click on Create Account.

Step 3 Activate your Account

- 1. You will now receive an email on the email address you entered when registering. Open the email and click on the red button **Confirm Account**.
- 2. Your account has been activated! From now on you can log in using the following link: <u>https://dhlexpresscommerce.com/Account/MemberLogin.aspx</u>

Step 4 Setup Wizard

1. When you login, the first screen that you will see is the Getting Started Wizard:

Nelcome to DHL Express Commerce		
ASIC SETUP	Completed	Let's get started
Your Profile	• To do	Thanks for registering! Next, we'll prompt you for some details to set you up for your particular business requirements.
Configure DHL	• To do	
Printing & Labels	Optional	Helpful tip: You can use this Getting Started wizard in the beginning, and then access the same information plus more via your Settings pages.
Package Sizes & Weights	Optional	
Integrations	• To do	
Advanced Setup	Optional	LET'S GET STARTED

- 2. Complete these steps by clicking on it one by one and filling in the requested information/details.
- 3. When everything is filled in, the status of these steps will change from **To do** or **Optional** to **Completed**.
- 4. The minimal required settings are now completed. You are ready to create a shipment!

Step 5 Support Page

To integrate your eCommerce platforms, import orders, printing labels and so on, please explore our support page: <u>https://support.dhlexpresscommerce.com/hc/en-gb</u>