RWJ SHIPPING- Ship your items in 5 quick, easy steps!

CHosen carrier: FEDEX

RWJ UCSF-UCB has established an online FedEx account for RWJ Program use. This account can be used by UCSF-UCB RWJ Program scholars, faculty & staff. The online account will simplify shipping, providing convenience at your fingertips! It will also allow administration to effectively track and maintain all RWJ-related shipping expenses. Below are steps to use FedEx shipment online:

2. Log in to fedex.com

Now you can request to redirect your package to a nearby FedEx Office location for pickup.
3. Input User Id & Password

Send an email to hss@chc.ucsf.edu to request

User Id:
Pwd:
The online tutorial is recommended for all system users especially if sending International shipments (process varies slightly)

4. Complete all pertinent fields for shipment process
   *All billing details defaults to UCSF_RWJ

   *** Please add your assigned 5 letter code****example, SCHOLAR FLEXFIELD CODE/: ABCDE in the “your reference” field
5. Review your shipment details, continue to Printing- print the FedEx form and attach to package.

Depending on what option you have chosen, you can drop off the package to a FedEx location or have it picked up at a specific location.
See Edgar for packing supplies at UCSF; UCB coordinator for UCB site

Packing information can be printed online prior to completing the online shipping process

** FEDEX UCSF building drop off locations

near the Laurel Heights campus reception entrance area drop box before 4:00 pm

Any questions about the use of FedEx online for RWJ related use can be directed to Program Staff Member at hss@chc.ucsf.edu or 415-476-0902.