MyDHL+
QUICK REFERENCE GUIDE

Simply fast. Simply efficient. Simply amazing.

DHL Express – Excellence. Simply delivered.
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**

For a fast, intuitive shipping experience that remembers all your past shipments and addresses, log in from the homepage.

**LOG IN**

1. **Starting out on MyDHL+**
   You’ll receive your MyDHL+ login by email when we’ve migrated your profile and you’re ready to go.

2. **Already received your MyDHL+ login?**
   Great! Just enter your details on the MyDHL+ homepage to gain access.
DASHBOARD

Once you’ve logged in, you’ll have access to all these great MyDHL+ account holder benefits.

Customise 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.
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.

**Track**
Track the status of your shipment. Anytime, anywhere.

**My Shipment Settings**
Save time by creating preferred default settings for packaging, pickup times and other critical shipment details.

**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.

Categorise 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.
SHIPMENT SETTINGS

MyDHL+ is our most flexible shipping platform yet. Choose from three time-saving options to set your personalised 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.
- Manage your DHL Accounts
- Nominate authorised 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 invoices
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

**Reference Number**
- Track using the Shipment Reference and shipment date range

With a fully optimised, 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)