



# WHAT IS DHL MyAccount?

DHL MyAccount enables you to have an accurate, fast and efficient accounts payable service. There are huge benefits associated with viewing and managing your financial documents online, accelerating the accounting process in your financial system.

DHL MyAccount is easy-to-use and requires no training. You can use the system to view copies of invoices, search through archived invoices and DHL waybills and import invoice data directly into your system.

## THE BENEFITS OF DHL MyAccount

- **Paperless Transactions:** When an e-invoice has been issued, an email is sent to you with the invoice attached in PDF format containing a link to our website.
- **Multiple Formats:** E-invoices can be downloaded in a variety of formats including CSV file (for importing into a spreadsheet such as Excel), and PDF (ideal for printing or sending as an attachment). So no need to manually type invoice data into your finance system--saving you time and helping to eliminate errors.
- **Online History Search:** Your e-invoices are online until they are paid. So you can quickly search and find an unpaid invoice in a matter of seconds.
- **Register Invoice Inquiries Online:** You can log invoice inquiries online. The information you log will be sent to DHL for investigation and the status of the inquiry will be available for review online.
- **Waybill Retrieval:** You can view waybill images online, making it easier for you to review and validate your invoices. Simply click on the link for the waybill to view the image. Should an image not be available, a request will be automatically logged and passed to a DHL Customer Service team for action.

[Registered Users Login](#)

Questions or for more information contact DHL Express Customer Service.



# START USING DHL EXPRESS ELECTRONIC BILLING

[Registered Users Login](#)

## **Username/Password**

Upon registration and validation, you will be issued with a username and temporary password which you will be required to modify upon the first login. Once registered for electronic billing, no further paper invoices will be sent.

## **Login**

You can login any time, from any PC using a browser such as Internet Explorer. There you can view your invoices, search through online history invoices and upload the invoice data securely into your financial systems.



# DHL MyAccount

Save time, gain efficiencies and receive information online with our web application.

## **Is DHL MyAccount safe?**

Yes, it is. Electronic billing is safer than many traditional ways of sending and receiving financial data. Information is encrypted under https secure connection. An online billing service enables you to have an accurate, faster and more efficient accounts payable service.

## **Does electronic billing allow me to see DHL waybills?**

Yes. You can view and obtain a free download of your waybills. To do so [login now](#).

## **Is DHL Express electronic billing free of charge?**

Yes! There is no cost to use DHL MyAccount and receive copies of your invoices online.

## **How to view your invoice copies in DHL MyAccount?**

- Click on the link in your notification email. This will take you directly to DHL MyAccount. Or open the attachment to the email and view your PDF invoice copy.
- View the copy of your invoice online using an account number and a client code.
- Click on the download button to import the data into your finance package (if applicable).