First Steps in Creating FedEx Label via UEMS

1. From your UEMS account page (Home tab), click icon next to “Receive documents from your University.”

2. Next type “Harvard” in the search bar. Click on the result, which will be “Harvard University.”
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3. In Department Selection, click on “GSD – Admissions Office.”

4. After selecting “GSD – Admissions Office,” you should see the same address as the one below.

5. To finish creating your label you will need to follow the prompts within the UEMS system.