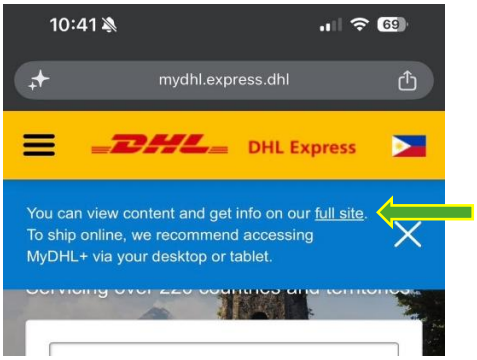
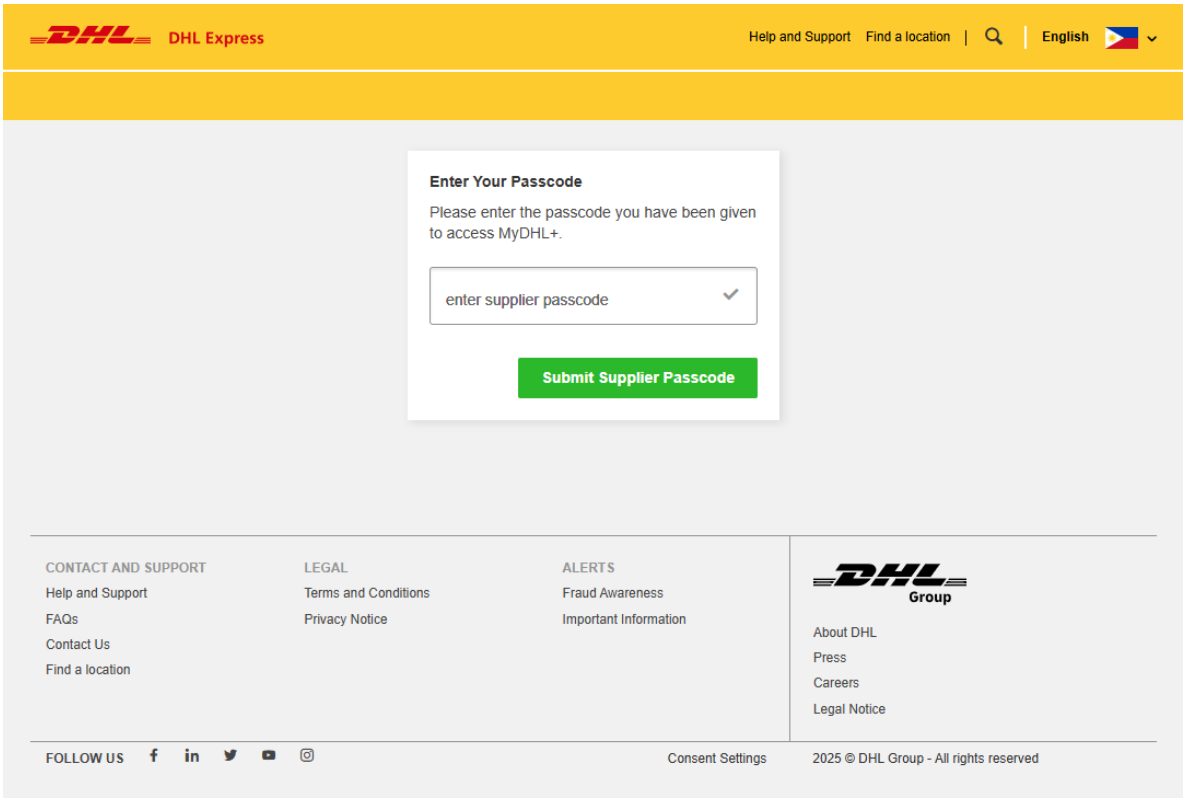
1. Go to MyDHL+ site to book and pay for your shipment. Open the link in a new tab:

   Link: https://mydhl.express.dhl/ph/en/Teleserv/a15dfac8-c217-4f83-8ed4-3f77bb826a90/auth/ext-login.html

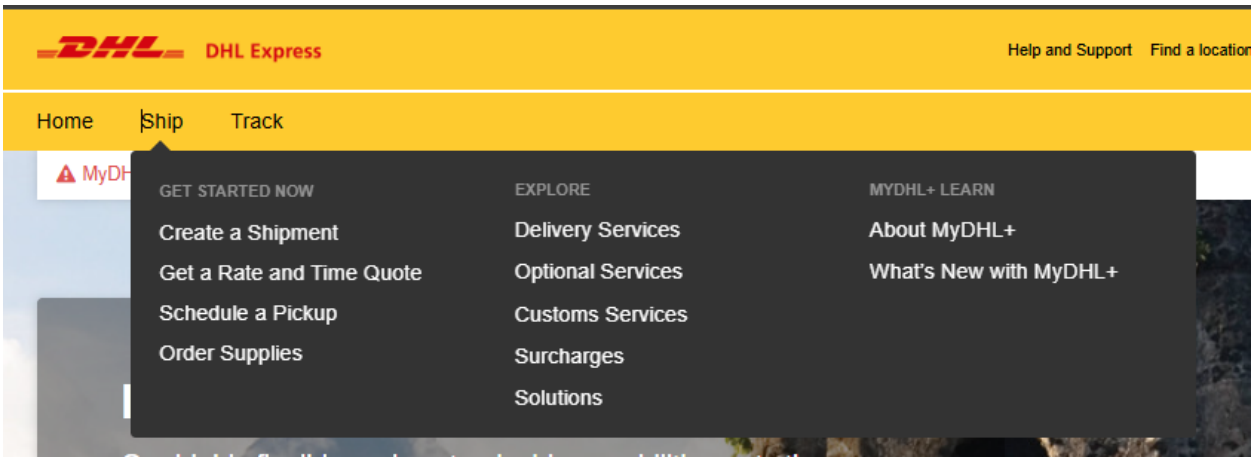
   **Important:** If you are using a mobile phone, switch your browser to Desktop Mode to view the full site. Alternatively, click the "Full Site" button on the blue banner of the landing page.



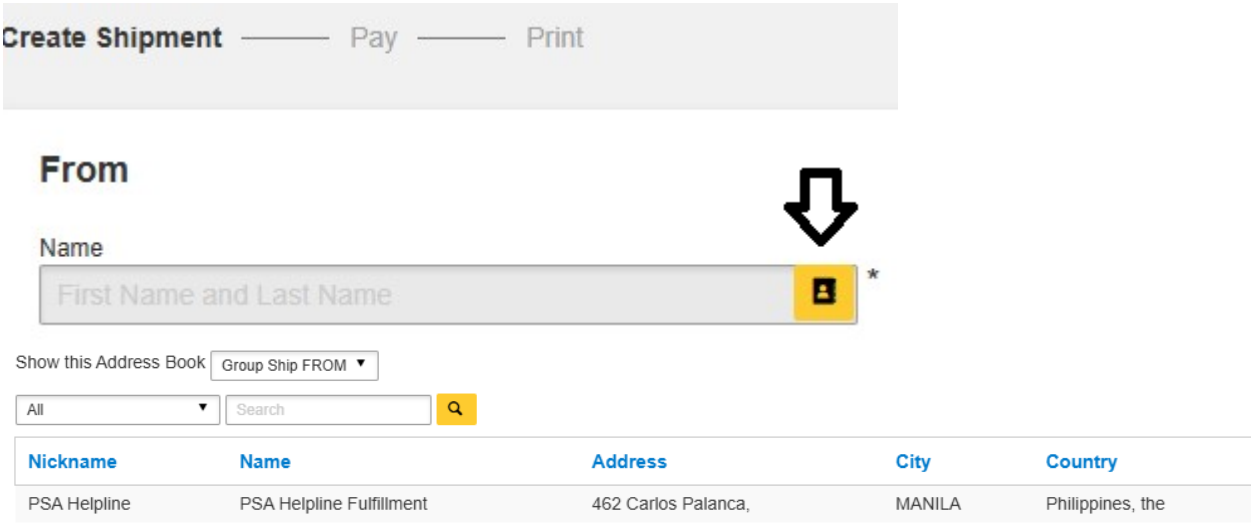

   Enter Passcode: **PSA36OFF**




   Select **Create a New Shipment.**



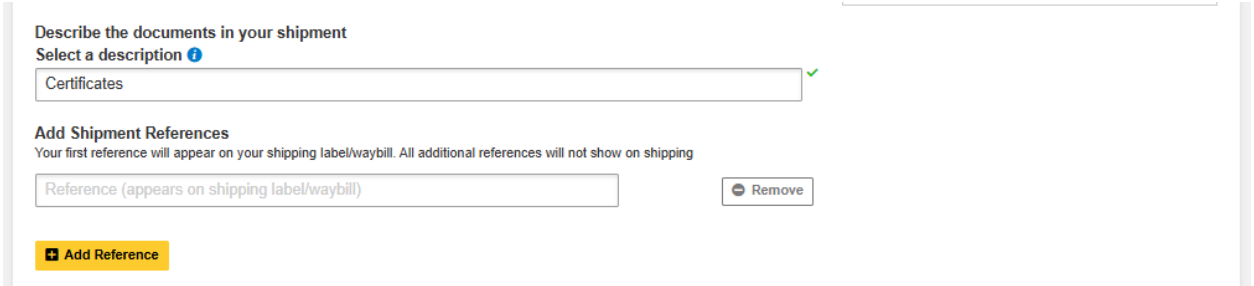

2. Click the yellow icon (address book). Select **Address**

3. 


**To**

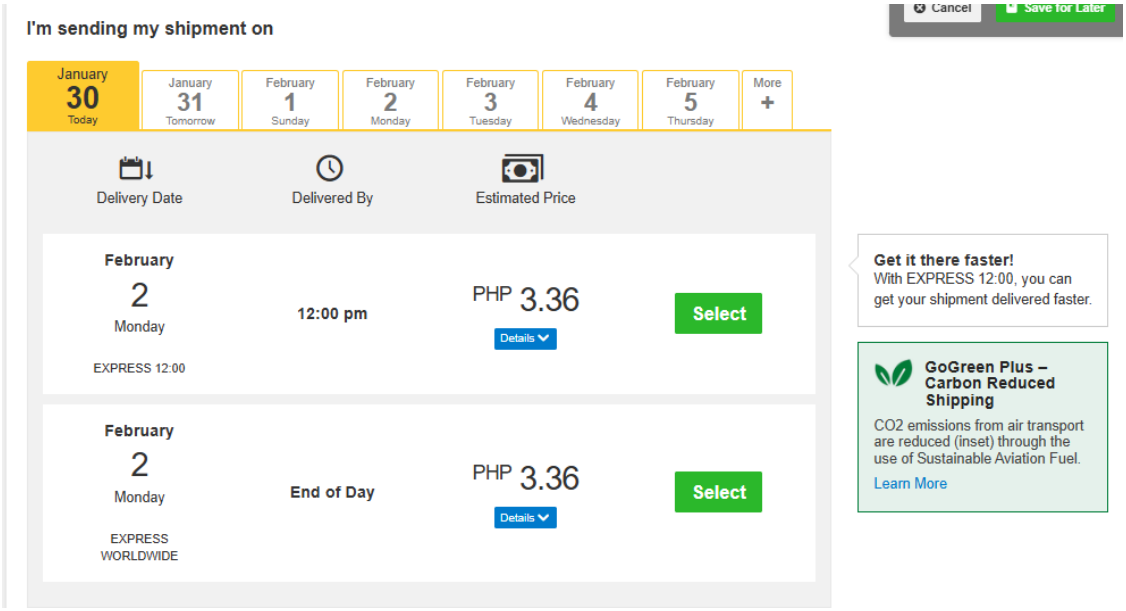
*Select the address*

4. Scroll down the page, **Enter PSA Reference Number.**



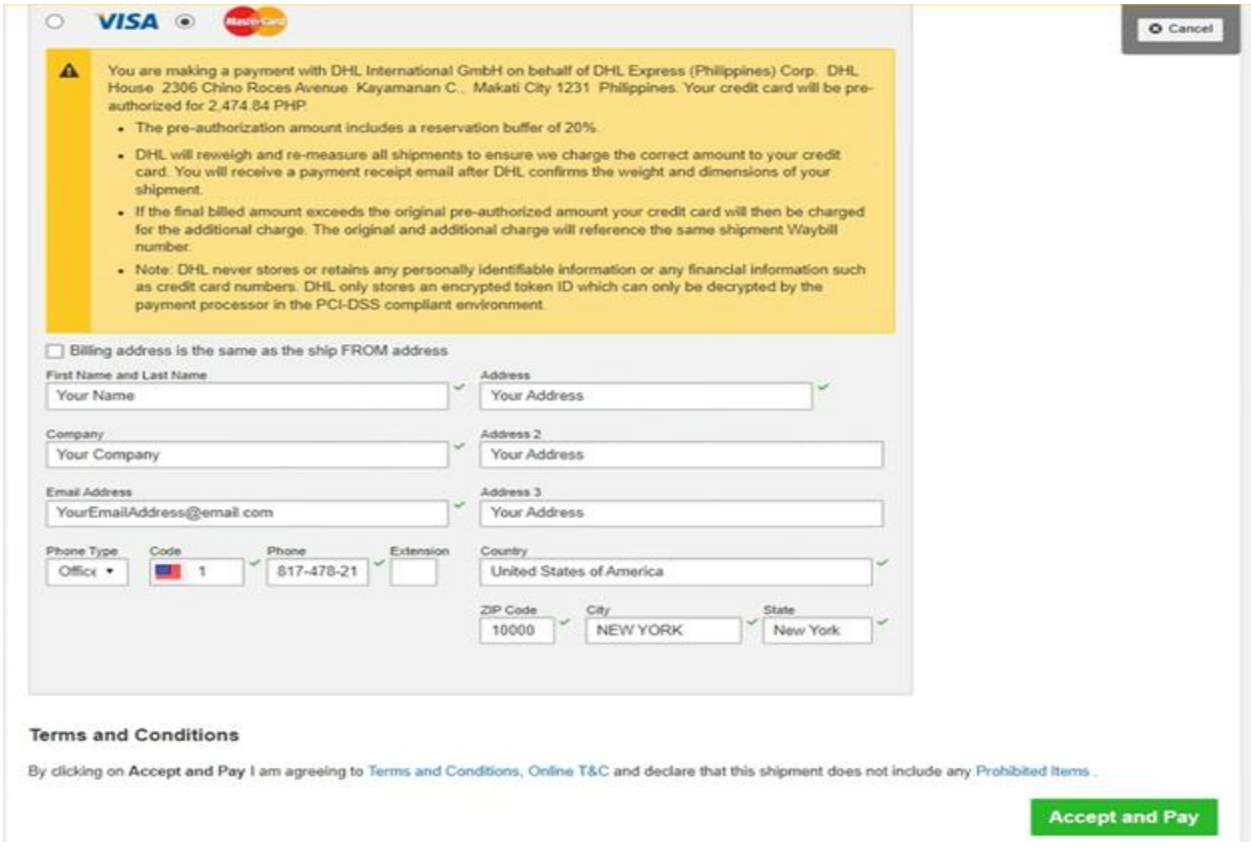

   a. **Select** Express Worldwide**.**

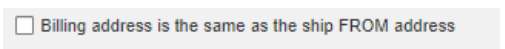
**Important:** Please schedule the shipment date at least (3) business days. The actual pickup date may vary depending on the release of the document.




**b.** Choose **Visa** or **Mastercard**.

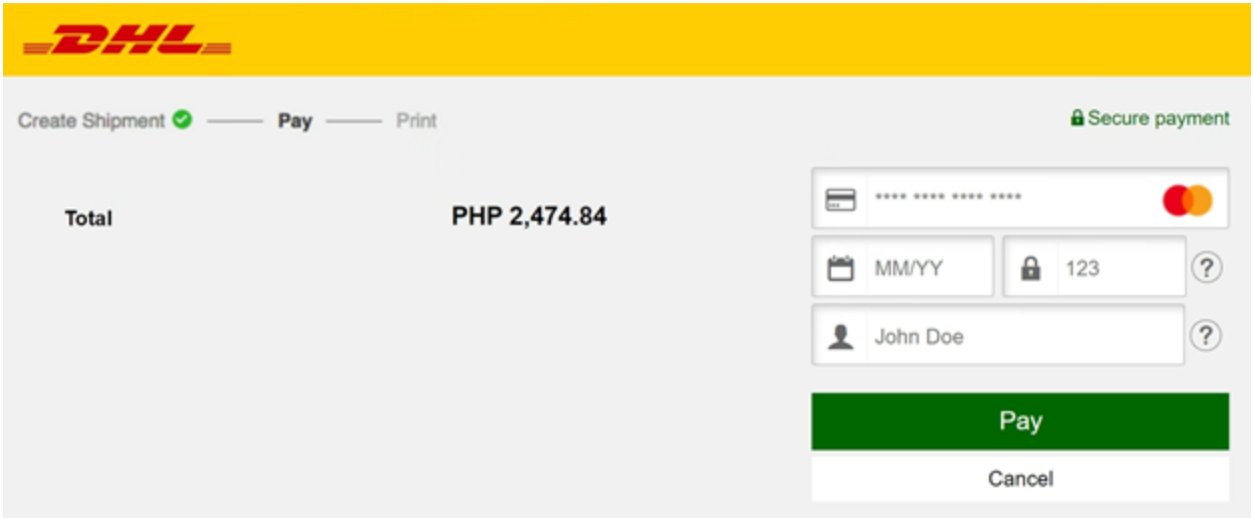
**c.** Click **Accept and Pay.**




**Important:** 

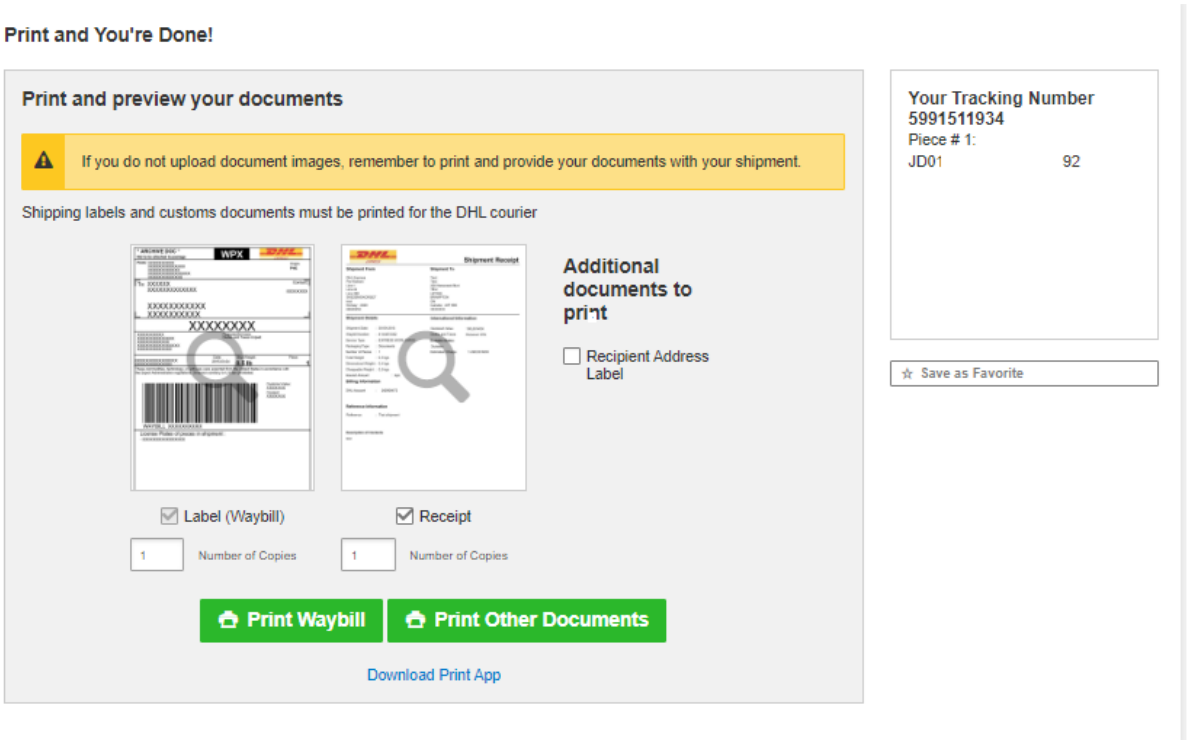
DO NOT check the box for **Billing address is the same as the ship FROM address**. And then enter your residence address.

5. On the next page, enter your credit card details and then click **Pay.**



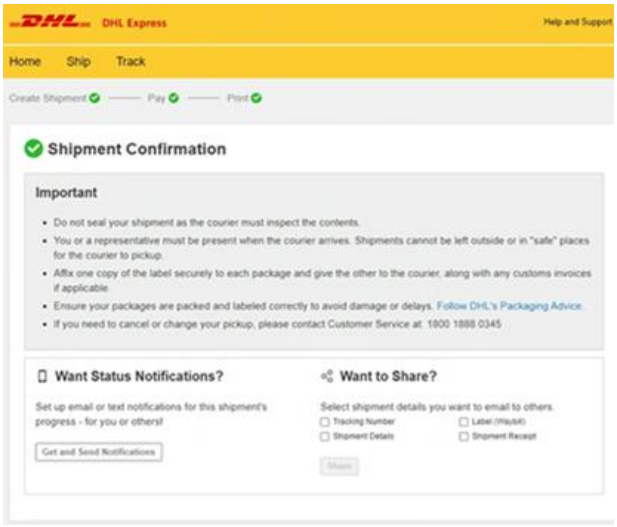

6. If payment is successful, on the next page:

   **a.** Select the **(Waybill)** and the **(Receipt)** checkboxes.




   **b.** Click **Print Waybill** or **Selected Documents**, then save the file **as a PDF**. This will serve as your copy of the Waybill and the Receipt. Please keep your Tracking Number or Waybill Number for monitoring your shipment.

On the next page, click **Get and Send Notifications** to receive notifications on the progress of your shipment.




7. You're done!