



United States Postal Service Enhanced Click-N-Ship® User Guide

Last Updated – July 2024

**Please note that this guide will be continuously updated.*

Overview

The Enhanced Click-N-Ship® experience is catered specifically towards business account customers that create multiple labels a day. The Enhanced Click-N-Ship® application allows business account customers and personal account customers to more efficiently create and pay for labels beyond the current Click-N-Ship® capabilities.

For more information on the Enhanced Click-N-Ship® application, see [Enhanced Click-N-Ship® Overview](#).

As of July 14th, 2024 the following new features and services are available on the Enhanced Click-N-Ship® application:

- All customers will now be required to accept the Enhanced Click-N-Ship® Terms and Conditions agreement via pop-up modal before being able to use the Enhanced Click-N-Ship® application (*refer to page 6 for more details*).
- All customers that are part of the Free Matter for the Blind (FMB) Program will now have the ability to ship eligible mailpiece's free of postage through eligible services (*refer to page 39 for more details*).
- All customers will now the ability to choose Rithum as a Marketplace option when using the File Upload (Import Labels) label creation method (*refer to page 118 for more details*).

This user guide will also cover all of the current features within the Enhanced Click-N-Ship® application and will serve as a step-by-step guide on how to use them.

Thank you for choosing USPS® for your packing and shipping needs!

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Enhanced Click-N-Ship®

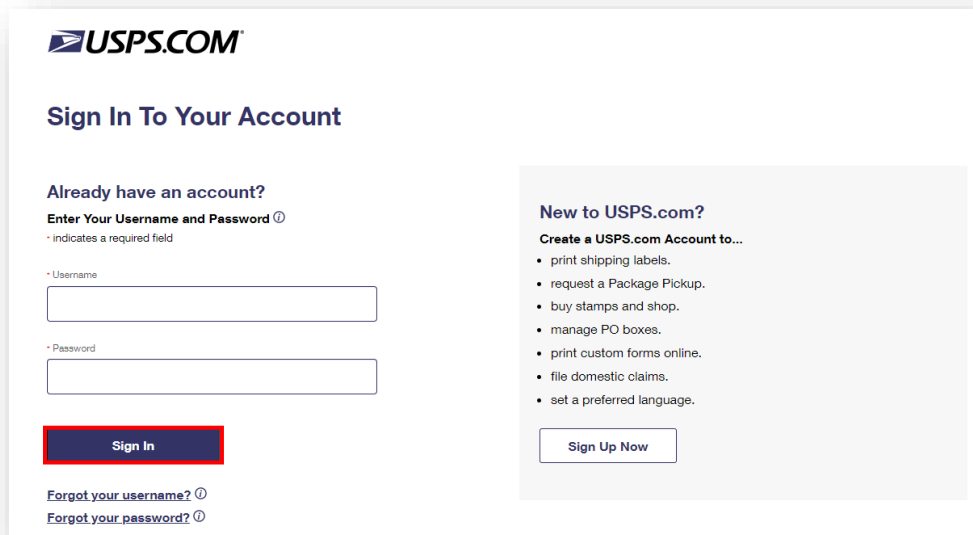
How to Access the Enhanced Click-N-Ship® Application

Within the following section, you'll receive step-by-step guidance on how to access the Enhanced Click-N-Ship® application.

How to Access the Enhanced Click-N-Ship® Application

1) Sign into the Enhanced Click-N-Ship® application

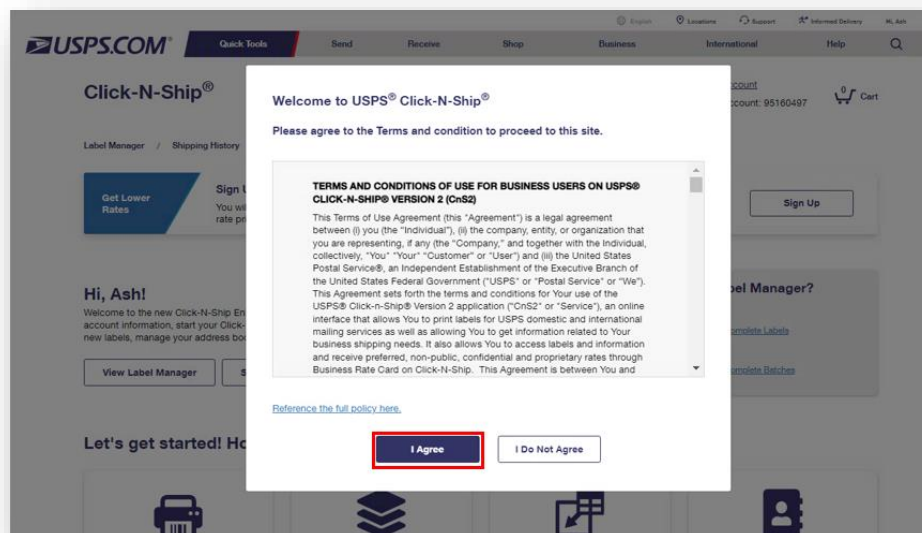
- Navigate to the [Enhanced Click-N-Ship® log in page](#).
- Enter your **USPS® username and password**.
- Click **Sign-In** and wait to be redirected to the Enhanced Click-N-Ship® landing page.



The image shows the USPS.COM 'Sign In To Your Account' page. On the left, under 'Already have an account?', there are fields for 'Username' and 'Password', both marked with an asterisk to indicate they are required. Below these fields is a red 'Sign In' button. Links for 'Forgot your username?' and 'Forgot your password?' are provided. On the right, under 'New to USPS.com?', there is a section 'Create a USPS.com Account to...' with a list of benefits: print shipping labels, request a Package Pickup, buy stamps and shop, manage PO boxes, print custom forms online, file domestic claims, and set a preferred language. A 'Sign Up Now' button is at the bottom of this section.

2) Accept the Enhanced Click-N-Ship® Terms and Conditions

- Once logged into the Enhanced Click-N-Ship® application, you will be presented with a **Terms and Conditions** pop-modal.
- Select **I Agree** to proceed to using the Enhanced Click-N-Ship® application as usual.



The image shows a screenshot of the USPS.COM Click-N-Ship® application with a 'Terms and Conditions' pop-modal open. The modal title is 'Welcome to USPS® Click-N-Ship®' and it asks the user to 'Please agree to the Terms and condition to proceed to this site.' The main text of the modal is the 'TERMS AND CONDITIONS OF USE FOR BUSINESS USERS ON USPS® CLICK-N-SHIP® VERSION 2 (CnS2)'. It explains that this is a legal agreement between the user and USPS, covering the use of the Click-N-Ship® application for printing shipping labels and accessing rates. At the bottom of the modal, there are two buttons: 'I Agree' (highlighted with a red box) and 'I Do Not Agree'.

Enhanced Click-N-Ship®

Label Creation Methods

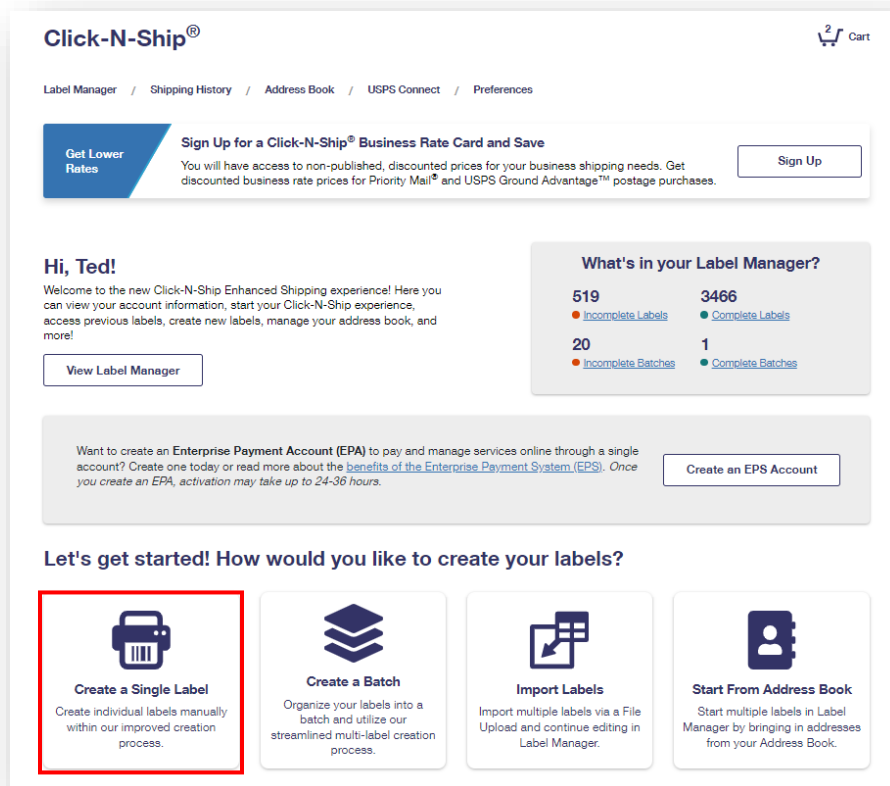
Within the following section, you'll receive step-by-step guidance on creating both international and domestic label(s) via our different label creation methods.

How to Create a Domestic Label

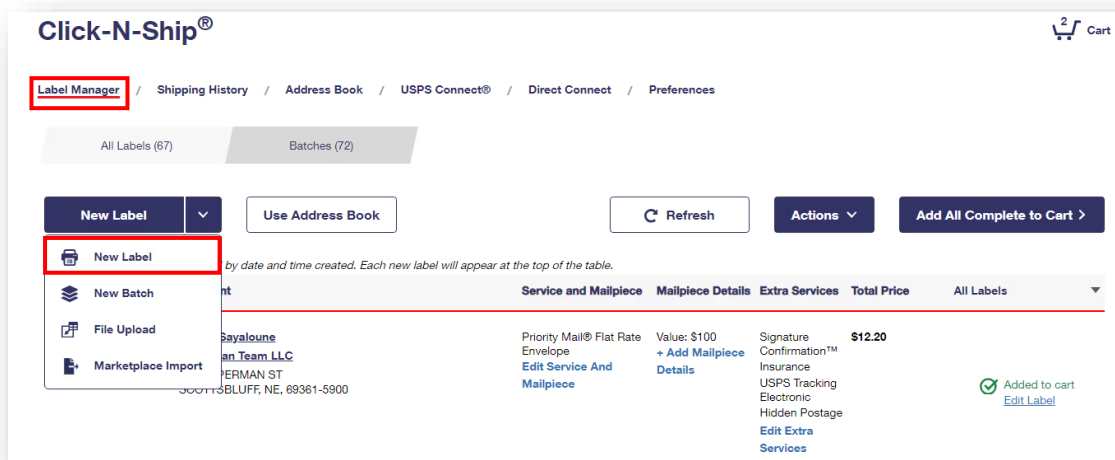
Create a domestic label for a single recipient following the steps below.

1) Begin Single Label Creation Process – Two Options

- a) Option 1: Click on **Create a Single Label** located on the landing page.



- b) Option 2: Click on **New Label** located on the Label Manager page.



2) Verify your Sender Details

The Sender Details section is pre-populated by default based on the address associated with your account. To change or update this default address, refer to the Preferences tab located at the top of the landing page.

- a) If you are shipping from a different ZIP Code™ than the ZIP Code™ indicated in your Return Address, please enter the correct shipping from ZIP Code™ in the **Ship from a different ZIP Code™** field. (e.g.: *I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC*)
- b) To manually edit the Sender Details information (i.e., Return Address, Email, Phone, Tracking Notifications selections), click **Edit** to update those fields accordingly.

Sender Details

Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address

Clark Kent
300 SUPERMAN ST
SAN ANTONIO, TX 78255

Ship from a different ZIP Code™


 (a)

Email

clark.kent@gmail.com

Phone

(704) 780-0000 (b)

 **Edit**

- c) Enter or verify that your **address** and **contact information** is correct.
- d) To opt into Tracking Notifications, select the **Send me tracking notifications** checkbox.

Sender Details

Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

(c)

*First Name M.I. *Last Name

Clark Kent

Company

300 SUPERMAN ST

*Street Address Apt/Suite

*City *State *ZIP Code™

San Antonio TX - Texas 78255

Please confirm or enter your contact information.

Email Phone / SMS Text Messages

clark.kent@gmail.com (704) 780-0000

(d)

☐ Send me tracking notifications

Save **Cancel**

- e) Select the **Type of Notifications** that you want to receive (*note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application*).
- f) Select **Save** within the Sender Details section to save any changes to the Sender Detail fields.

(e)

Please confirm or enter your contact information.

Email Phone / SMS Text Messages

☒ Send me tracking notifications

Send me notifications for

Email	Text	
<input type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expected Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day Of Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Pickup Availability
<input type="checkbox"/>	<input type="checkbox"/>	Delivery Exception
<input type="checkbox"/>	<input type="checkbox"/>	Package In Transit

Privacy Act Statement:
Your information will be used to provide customers with information about the status of mailings within the USPS network. For more information regarding our privacy policies visit www.usps.com/privacypolicy.

(f)

3) Enter the Recipient Details – Two Options

Within Enhanced Click-N-Ship®, you have the capability to either enter the recipient details manually or select an address from your Address Book.


- a) **Option 1:** To manually enter the recipient details, simply fill out the fill-in boxes with the Recipient's Name, Company (if applicable), Address, City, State, and ZIP Code™.
 - i. *You can save the entered address to your Address Book for later use or reference by selecting the **Save to Address Book** checkbox.*

(a)

(i)

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country

United States of America

▼

*Street Address

Apt/Suite

*City

*State

AL - Alabama

▼

*ZIP Code™

Reference Number

☐ Save to Address Book


☒ Status Notifications: OFF

☐ Hold for Pickup at Post Office™

- b) **Option 2:** To select a saved address from your Address Book. Click **Use Address Book** to access your Address Book.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country

United States of America

- i. Search for your desired recipient address and click **Use This Address**. The selected address should then automatically populate within the Recipient Detail fields.


Address Book

Manage my Address Book > Search results 1-1 of 1 Results per page 5

Search Contacts

All Contacts (1)

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name (Last, First)	Company	Location
 KENT, CLARK		300 SUPERMANT ST CHARLOTTE NC, 33333-0000 UNITED STATES


Use This Address

4) Enter the Reference Number (optional)

- a) If you would like to enter a reference number, enter the number in the **Reference Number** textbox.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country

United States of America

*Street Address

Apt/Suite

*City

*State

*ZIP Code™

AL - Alabama

Reference Number

☐ Save to Address Book

☒ Status Notifications: OFF

☐ Hold for Pickup at Post Office™


5) Select Recipient Status Notifications (optional)

Within Enhanced Click-N-Ship®, you have the capability to have the recipient receive shipment status notifications via email, text, or both (*note, international phone numbers are currently not supported in the Enhanced Click-N-Ship® application*).

- a) If you would like the recipient to receive email notifications about the mailpiece, select the **Status Notifications** toggle from **OFF** to **ON**.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country

United States of America

*Street Address

Apt/Suite

*City

*State

*ZIP Code™

AL - Alabama

Reference Number

☐ Save to Address Book

☒ Status Notifications: OFF

☐ Hold for Pickup at Post Office™

- b) Enter the recipient's **Email Address** and / or **Phone Number** (domestic only).
- c) Select the **Type of Notifications** that you want the recipient to receive.

(b)

(c)

☐ Save to Address Book

☒ Status Notifications: ON

Please confirm or enter the recipient's contact information.

Email

Phone / SMS Text Messages

Select updates sent to recipient.

Email	Text	
<input type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input type="checkbox"/>	<input type="checkbox"/>	Expected Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Day Of Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Pickup Availability
<input type="checkbox"/>	<input type="checkbox"/>	Delivery Exception
<input type="checkbox"/>	<input type="checkbox"/>	Package In Transit

Privacy Act Statement:
Your information will be used to provide customers with information about the status of mailings within the USPS network. For more information regarding our privacy policies visit www.usps.com/privacypolicy.

☐ Hold for Pickup at Post Office™

6) Select Hold For Pickup (optional)

- a) If you would like to have your mailpiece held at a designated Post Office™ location for pick-up, select the **Hold for Pickup at Post Office™ checkbox**.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

USPS® Smart Lockers: Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country

United States of America

▼

*Street Address

Apt/Suite

*City

*State

AL - Alabama

▼

*ZIP Code™

☐ Save to Address Book

☐ Status Notifications: OFF

☐ Hold for Pickup at Post Office™

- b) Once you have selected the checkbox, **enter the ZIP Code™** in the search box to find the nearest Post Office™ location available for pickup.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

USPS® Smart Lockers: Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country


United States of America 

*Street Address

Apt/Suite

*City

*State

AL - Alabama 

*ZIP Code™

☐ Save to Address Book

☐ Status Notifications: OFF

☒ Hold for Pickup at Post Office™

*Enter a ZIP Code™

- c) Select the desired Post Office™ from one of the options displayed.

☒ Hold for Pickup at Post Office™

*Enter a ZIP Code™

28262

Nearest Location(s)

The shipment will be held until the recipient can pick it up.

☒ **NORTH TRYON**
6700 N TRYON ST CHARLOTTE, NC 28213-9798

Available Services:
Priority Mail
Express®
Priority Mail®
USPS Ground
Advantage™
Post Office Hours ⓘ

☐ **NEWELL**
8105 OLD CONCORD RD NEWELL, NC 28126-9997

Available Services:
Priority Mail
Express®
Priority Mail®
USPS Ground
Advantage™
Post Office Hours ⓘ

☐ **DERITA**
2505 DERITA AVE CHARLOTTE, NC 28269-9698

Available Services:
Priority Mail
Express®
Priority Mail®
USPS Ground
Advantage™
Post Office Hours ⓘ

☐ **WT HARRIS**
3515 DAVID COX RD CHARLOTTE, NC 28269-9598

Available Services:
Priority Mail
Express®
Priority Mail®
USPS Ground
Advantage™
Post Office Hours ⓘ

- d) If you would like to receive text and / or email notifications to notify you or the recipient that the mailpiece is ready for pickup, enter the email and / or phone number in the textboxes under **Notify Me / Recipient When Ready for Pick-Up.**

The image shows a web form titled "Text and Email Notifications" with a dropdown arrow on the right. The form is divided into two columns: "Notify Recipient When Ready for Pick Up" and "Notify Me When Ready for Pick Up". Each column has two input fields: "Email" and "Phone / Text Message". The "Email" fields are labeled "Recipient Email" and "Sender Email" respectively. The "Phone / Text Message" fields are labeled "Recipient Phone Number" and "Sender Phone Number" respectively. A red rectangular box highlights the four input fields.

Notify Recipient When Ready for Pick Up	Notify Me When Ready for Pick Up
<small>*Email</small> Recipient Email	<small>*Email</small> Sender Email
<small>*Phone / Text Message</small> Recipient Phone Number	<small>*Phone / Text Message</small> Sender Phone Number

7) Select Hazardous Material Type (If Applicable)

- a) Select **'Yes'** if your *mailpiece* contains any potential hazardous or dangerous material such as batteries, perfume, paint, aerosols, and more (*click on 'View examples of mailable and nonmailable hazardous materials' for a detailed list*).
- b) Select **'No'** if your *mailpiece* does not contain any hazardous or dangerous materials.

Does this parcel contain anything potentially hazardous?

Potentially hazardous items may include batteries, perfume, paint, aerosols, and more. [View examples of mailable and nonmailable hazardous materials \(HAZMAT\).](#)

Do Not Mail Mercury! Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like thermometers, blood pressure cuffs, thermostats, and switches. [Learn More](#)

***Are you shipping dangerous goods or hazardous materials?** ⓘ

- ☐ Yes
- ☐ No

Notice: By clicking NO, you are confirming that your package does not contain any Hazardous Materials or Dangerous Goods. Shipping improperly prepared, undeclared, or prohibited HAZMAT can result in civil and criminal penalties under federal law.

- c) If **YES** is selected, read through the HAZMAT example items pop and select **I understand** to proceed with selecting a category type.

HAZMAT

The following items are considered hazardous materials (HAZMAT) or Dangerous Goods

Here are examples of HAZMAT items which are regulated in the mail:

Mailable HAZMAT	Nonmailable HAZMAT (Prohibited)
Aerosol sprays	Air bags
Batteries (non-spillable)	Ammunition
Dry Ice	Bulk shipments of HAZMAT
Flammable liquids	Dynamite
Lighters (USPS authorization required)	Fireworks
Lithium Batteries	Gasoline
Matches	High Powered Lithium Batteries (i.e., bikes, electric cars, scooters)
Nail Polish Remover	*Mercury
Perfume	Pure Acetone
Propane	

***Do Not Mail Mercury!** Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like thermometers, blood pressure cuffs, thermostats, and switches. [Learn More](#)

Note: This is not an all inclusive list of mailable or prohibited items. Please refer to [USPS Publication 52 \(Pub 52\)](#) for quantity, packaging, and labeling guidance for mailable items and/or to ensure your shipment is not prohibited in the mail.

Shipping improperly prepared, undeclared or prohibited HAZMAT can result in civil and criminal penalties under federal law. The following tutorial will help you learn how to securely package, label and ship HAZMAT for domestic destinations through USPS®. View tutorial at www.usps.com/hazmat

I understand **Nevermind, I am not shipping HAZMAT**

- d) Select a category type by clicking on the **dropdown** button and selecting the HAZMAT type.

*What type of mailable HAZMAT are you mailing? (if not listed, it may not be mailable. [Learn More](#))

Select

- Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)
- Toy Propellant/Safety Fuse
- Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)
- Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)
- Air Eligible Corrosive Materials (certain cleaning or tree/weed killing compounds, etc.)
- Sealed lead acid batteries
- Lithium Batteries - New Individual or spare lithium batteries (marked UN3480 or UN3090 only)
- Lithium Batteries - Used electronic devices containing or packaged with lithium batteries (markings required)
- Lithium Batteries - New electronic devices packaged with lithium batteries (marked UN3481 or UN3091)
- Dry Ice (limited to 5 lbs. if shipped via Air)
- Lithium Batteries - New electronic devices installed or packaged with lithium batteries (no marking)
- Magnetized Materials
- Safety/strike on box matches, book matches, mailable flammable solids only
- Hydrogen peroxide (8 to 20% concentration)
- Organic Peroxides
- Toxic materials (pesticides, herbicides, etc.)
- Biological Substance, Category B (i.e., Lab Test) marked UN3373
- Excepted Quantity Provision (e.g., small volumes of flammable liquids, corrosive, toxic or environmentally hazardous materials - marking required)
- Surface Only Hazardous Materials (For items that are not listed, but are restricted to surface only)
- Air Eligible ID8000 Consumer Commodity (Non-flammable aerosols, Flammable combustible liquids, Toxic Substance, Miscellaneous hazardous materials)

Select Your Service and Mailpiece Type

8) Select the Service Type

- a) Select the **date** you would like the mailpiece to ship (*you may select a date up to 3 days from today*).
- b) Choose the **Mailpiece Type** (*USPS® Flat Rate Packaging or Choose your own box*).
 - i. If you select **USPS® Flat Rate Packaging**, select a service type from the drop down, and then select **View Mailpiece Types**.

Step 2: Select Service and Mailpiece Type

Fill out the information below and select your service and mailpiece type.

Shipping Date

Choose a date up to 3 days from today.

07/17/2024



Choose Your Mailpiece Type

☒ USPS® Flat Rate Packaging

☐ Choose your own box

Select Your Service and Mailpiece Type

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local **Post Office™**.

Service Type: which shipping method would you like for this mailpiece?

Priority Mail®



View Mailpiece Types

- ii. If you select **Choose your own box**, please enter the mailpiece weight, dimensions *(if shipping a mailpiece greater than 12" long)*
- iii. If your mailpiece is not a standard, rectangular box, select the **This mailpiece isn't a standard, rectangular box** checkbox and enter the **Girth** *(if applicable)*.

Step 2: Select Service and Mailpiece Type

Fill out the information below and select your service and mailpiece type.

Shipping Date

Choose a date up to 3 days from today.

07/17/2024



Choose Your Mailpiece Type

☐ USPS® Flat Rate Packaging

☒ Choose your own box

*What is the weight of your mailpiece?

0

lb

0

oz

*What are the dimensions of your mailpiece?

Length

0

in

Width

0

in

Height

0


in

☒ This mailpiece isn't a standard, rectangular box.

Girth 

0

in

Do any of the below characteristics apply to your mailpiece? 

None



(ii)

(iii)

- iv. If your mailpiece can be considered a *non-machinable* item, click on the **dropdown** and select the characteristic that best applies to your mailpiece.

Step 2: Select Service and Mailpiece Type

Fill out the information below and select your service and mailpiece type.

Shipping Date

Choose a date up to 3 days from today.

07/17/2024

Choose Your Mailpiece Type

☐ USPS® Flat Rate Packaging

☒ Choose your own box

*What is the weight of your mailpiece?

0

lb

5

oz

*What are the dimensions of your mailpiece?

Length

5

in

Width

5

in

Height

5

in

☐ This mailpiece isn't a standard, rectangular box.

Do any of the below characteristics apply to your mailpiece?

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Metal-banded parcel

Insecurely wrapped

Can, Roll, or Tube

Wooden or Metal box

Books or other printed material weighing more than 25 pounds

- c) Select a **Service Type** by clicking on the dropdown button and selecting from the options available.
- i. **Note:** *USPS Connect® Local Service Types will only be displayed for eligible addresses. Eligibility is determined by the sender address entered in step 1.*

(c)

Select Your Service and Mailpiece Type

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local Post Office™.

Service Type: which shipping method would you like for this mailpiece?

Select a Service

(i)

Priority Mail®	1-3 Day Delivery Starting from \$7.80
Priority Mail Express®	1-2 Day Delivery Starting from \$30.45
USPS Connect® Local	1-2 Day Delivery Starting from \$3.95
USPS Connect® Local Mail	1-2 Day Delivery Starting from \$2.95
USPS Ground Advantage™	2-5 Day Delivery Starting from \$3.79
USPS Ground Advantage™ Cubic	2-5 Day Delivery Starting from \$6.67
Priority Mail® Cubic	1-3 Day Delivery Starting from \$8.01

9) Select the Mailpiece Type (Two Options)

- a) **Option 1: For USPS Connect® Local / Mail Service Types** – click on the **View Mailpiece Types** button and select a mailpiece type from one of the options available based on your previous selections.
- i. *Note, the prices and scheduled delivery dates displayed are calculated based on the Service Type selection, your Return Address, and Recipient Address locations.*

(a)

Select Your Service and Mailpiece Type

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local **Post Office™**.

Service Type: which shipping method would you like for this mailpiece?

USPS Connect® Local

View Mailpiece Types

You're shipping with Commercial Pricing.
Enjoy your discounted rates.

Prices are based on shipping **USPS Connect® Local** from ZIP Code™ **28262** to **28262** on **02/29/2024**.

Mailpiece Type	Scheduled Delivery	Price
<input type="radio"/> USPS Connect® Local Small Flat Rate Bag 9" x 12"	Same-Day or Next-Day Delivery	\$4.15 Per Label
<input type="radio"/> USPS Connect® Local Flat Rate Box 12" x 3-1/2" x 14-1/8"	Same-Day or Next-Day Delivery	\$4.95 Per Label
<input type="radio"/> USPS Connect® Local Large Flat Rate Bag 14" x 17"	Same-Day or Next-Day Delivery	\$4.95 Per Label

Don't see your Mailpiece Type? Update your Shipping Date, Package Type, and Service Type to see other options.

- ii. After the **Mailpiece Type** is selected, select the **Drop-off Location** from the options displayed:
- iii. The same-day / next-day drop-off locations that are displayed are determined by the sender address entered in step 1. To view the full list of locations available, select **Show More Locations**.

Choose Your Drop-off Location

Please see the bottom of your label for the address of the postal facility where you must bring your SCAN form and mailpieces to drop off for processing.

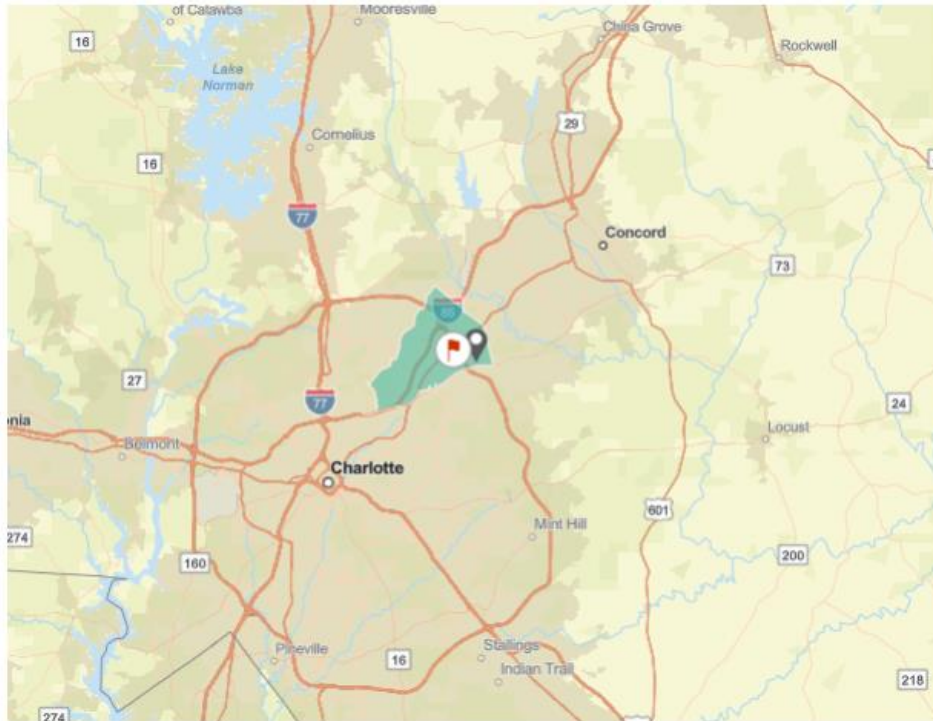
USPS Connect® Local - Destination Delivery Unit ("DDU")

- ☐ DDU: NORTHEAST
1820 HARRIS HOUSTON RD CHARLOTTE, NC 28262
Total Distance: 1.5 Miles

For Same-day Delivery, you'll need to drop all your mailpieces off before 6 a.m. local time of your selected ship date.

* Mailpieces dropped off later may be delivered the next day.

Show More Locations



- b) **Option 2:** For all other Service Types – click on the **View Mailpiece Types** button and select a Mailpiece Type from one of the options available based on your previous selections.
- i. *Note, the prices and scheduled delivery dates displayed are calculated based on the Service Type selection, your Return Address, and Recipient Address locations.*

(b)

Select Your Service and Mailpiece Type

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local **Post Office™**.

Service Type: which shipping method would you like for this mailpiece?

Priority Mail Express®

View Mailpiece Types

You're shipping with Commercial Pricing.
Enjoy your discounted rates.

Prices are based on shipping **Priority Mail Express®** from ZIP Code™ **78255** to **69361** on **07/17/2024**.

[Priority Mail Express® Drop-Off Locations](#)

Mailpiece Type	Scheduled Delivery	Price
<input type="radio"/> Priority Mail Express® Flat Rate Envelope 12-1/2" x 9-1/2"	Jul 19, 2024 2-Day Delivery	\$26.35 Per Label
<input type="radio"/> Priority Mail Express® Legal Flat Rate Envelope 15" x 9-1/2"	Jul 19, 2024 2-Day Delivery	\$26.65 Per Label
<input type="radio"/> Priority Mail Express® Padded Flat Rate Envelope 12-1/2" x 9-1/2"	Jul 19, 2024 2-Day Delivery	\$26.85 Per Label

(i)

- ii. *If you would like to drop off your mailpiece at a nearby Post Office™, select the **Priority Mail Express® Drop-Off Locations** hyperlink to see the near locations available.*

✕

Priority Mail Express® Drop-Off Locations

POST_OFFICE

5837 DE ZAVALA RD SAN ANTONIO, TX 78249

Service Commitment

2-Day Delivery By 5:00 PM

Drop-off By

5:00 PM

10) Enter Content Details (Optional)

The Content Details section is only required for mailpiece's that require a Customs Form (such as *International or military based addresses*).

- a) Enter the item description.
- b) Enter the Item weight (lbs.) - *if not applicable, enter '0'*.
- c) Enter the item weight (oz) - *if not applicable, enter '0'*.
- d) Enter the item value.
- e) Enter the quantity of the item.
- f) Add another item.
- g) Enter the mailpiece value.

Step 3: Content Details

This information is required for labels that require a customs form.

Item Details

If you'd like to add items, use the fields below.

Item #1

(a)

Item Description

Item lbs

(b)

lbs

Item oz

(c)

oz

Item Value

(d)

\$

QTY

(f)

+Add Item

(e)

Mailpiece Details

Mailpiece Value

(g)

\$

0

Enter a value up to and including \$5,000.00

11) Select Extra Services

- a) If you are interested in adding extra services to your mailpiece(s), please select one of the available Insurance, Signature, Additional, Delivery, and Return services.
- b) If you would like to give the recipient the option to provide a USPS Electronic Signature Online® to inform the Shipper that the mailpiece(s) have been received, select the **Signature Confirmation™** option.
 - i. If you do not want to allow an electronic signature, select **Do Not Allow Electronic Signature**.
 - ii. *Note, this service will be FREE for Priority Mail Express® mailpiece's.*

(b)

Step 4: Select Extra Services

Please select any extra services you would like to add to this label.

Priority Mail covers up to \$100 of the mailpiece value. For mailpieces with a value over \$100, additional insurance can be purchased to cover the balance.

Insurance

☐ None

☒ Insurance Free

Signature Services

☐ None

☐ Adult Signature Restricted Delivery 21 or Older \$9.65

☐ Adult Signature 21 or Older Required \$9.35

☒ Signature Confirmation™ \$3.50

☐ Do not allow Electronic Signature

Special Delivery Services

☒ Hide Postage on Label Free

Additional Delivery Services

☒ USPS Tracking Electronic Free

☐ Label Delivery - Outbound \$1.25

Return Services

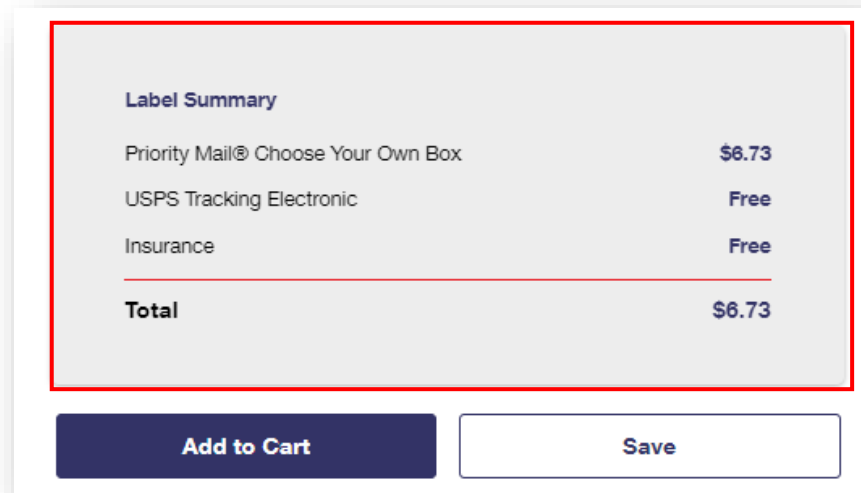
This is the only opportunity to create a return label for this outgoing label.

☐ Create a return label Free*

*It is free to create a return label. You will only be charged if this return label is used.

12) Review Label Summary

Refer to the **Label Summary** to get a brief summary of your label order. The Label Summary will be a grey box located at the top right of the page.



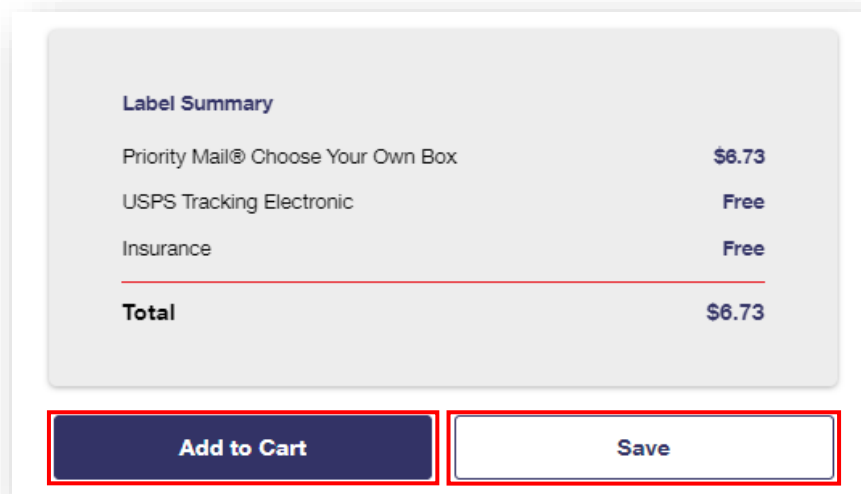
Label Summary

Priority Mail® Choose Your Own Box	\$6.73
USPS Tracking Electronic	Free
Insurance	Free
Total	\$6.73

Add to Cart **Save**

13) Add Label to Cart or Save Label

- If all required information is correct and you would like to proceed to purchase the label, select **Add to Cart**.
- If all required information is correct and you would like to save you label, click **save** to save your label to your Label Manager.
 - Note, you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it.*



Label Summary

Priority Mail® Choose Your Own Box	\$6.73
USPS Tracking Electronic	Free
Insurance	Free
Total	\$6.73

Add to Cart **Save**

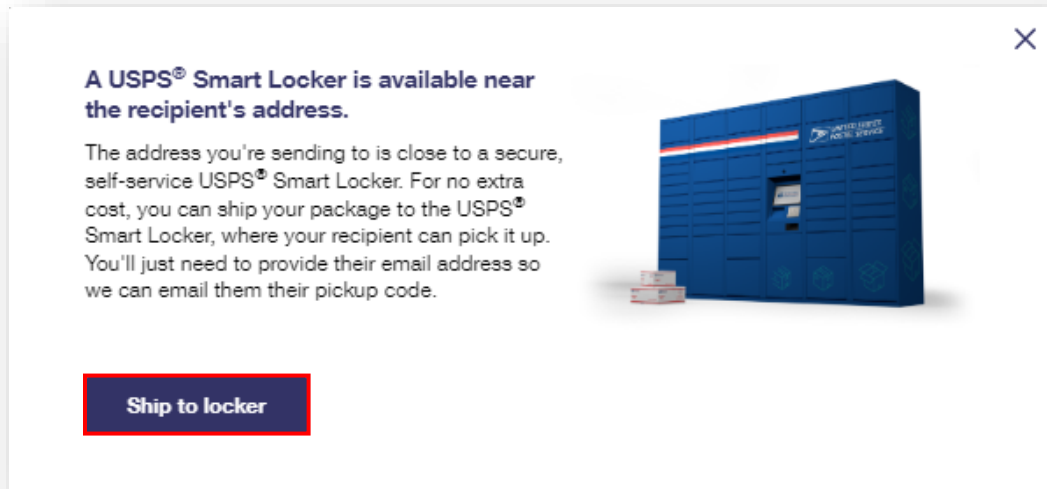
(a)

(b)

14) Select to Ship to a USPS® Smart Locker (Two Options)

If the address that you are sending to is close to a secure, self-service USPS® Smart Locker, you will be notified via pop-up modal in the Label Cart or a banner in the Label Manager.

- a) **Option 1:** via **Label Cart** – after adding the label to the cart, you will be notified if a USPS® Smart Locker is available near the recipient's address. If you would like to ship your mailpiece to the USPS® Smart Locker, select **Ship to Locker**.



- b) **Option 2:** via **Label Manager** – after saving the label to the Label Manager, you will be notified if a USPS® Smart Locker is available near the recipient's address. If you would like to ship your mailpiece to the USPS® Smart Locker, select **Ship to Locker**.

New Label

Use Address Book

Refresh

Actions

Add All Complete to Cart >


This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	02/29/2024	Tamala Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail Express® Choose Your Own Box Edit Service And Mailpiece	1 oz Value: \$100 + Add Mailpiece Details	Insurance – Priority Mail Express Edit Extra Services	\$28.95	<div>Add to Cart</div>

A USPS® Smart Locker is available near the recipient's address.

The address you're sending to is close to a secure, self-service USPS® Smart Locker. For no extra cost, you can ship your mailpiece to the USPS® Smart Locker, where your recipient can pick it up. You'll just need to provide their email address so we can email them their pickup code.

Ship to locker



- c) To see the available USPS® Smart Locker locations, select the **Radius (10 mi – 100 mi)** dropdown and then select **Search**.
- d) Enter the **recipients email address** so that they can receive a pickup notification.
- e) Choose the USPS® Smart Locker of your choice from the options listed by selecting **Ship Here**.

Find Smart Locker

Street Address
300 SUPERMAN ST

*City
Charlotte

*State
NC - North Carolina

*ZIP Code™
28262

*Radius
10 miles

Search

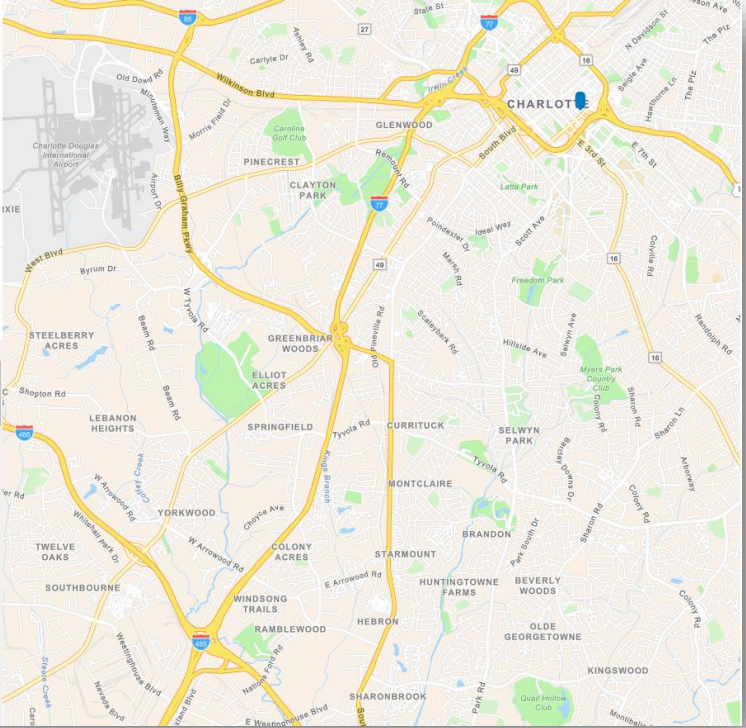
Enter recipient email address for pickup notification.
*Recipient email (required)

1.5 miles away

NORTHEAST Post Office™
1820 HARRIS HOUSTON RD
CHARLOTTE, NC 28262
Open now | Closes 11:59 PM
Ship here

4.0 miles away

Wt Harris Post Office™
3515 DAVID COX RD
CHARLOTTE, NC 28269
Open now | Closes 11:59 PM
Ship here



15) Review Label Details in Label Cart

- a) After adding the label to the cart, review the label information for accuracy.
 - i. Note, if a USPS® Smart Locker was selected, it will be displayed under **Recipient Section**.
 - ii. Note, if a Connect Local label was created, the drop-off location will be displayed above the **Ship Date** section.

Label Cart (2)

[Back to Label Manager](#)

Remove

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 Edit	<input checked="" type="checkbox"/> 01/22/2024	Customer pick up at: Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333-6354 Ship to: USPS SMART LOCKER CHARLOTTE, NC 28208-0300	Priority Mail® Legal Flat Rate Envelope	Value: \$100	Legal Flat Rate Envelope USPS Tracking Electronic Insurance Total Label Cost	\$8.80 Free Free \$8.80

(i)

Remove

USPS CONNECT™ LOCAL - MID CITY CINCINNATI POST OFFICE (1)
CINCINNATI, OH 45203

(ii)

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 Edit	<input checked="" type="checkbox"/> 01/22/2024	Clark Kent 32 E COURT ST APT 8 CINCINNATI, OH 45202-1114	USPS Connect™ Local Large Flat Rate Bag		Large Flat Rate Bag USPS Tracking Electronic Total Label Cost	\$4.95 Free \$4.95

USPS® Shipping Supplies

Add labels, tape, boxes and shipping supplies to the label order.

[+ Add Shipping Supplies](#)

[X Remove All](#)

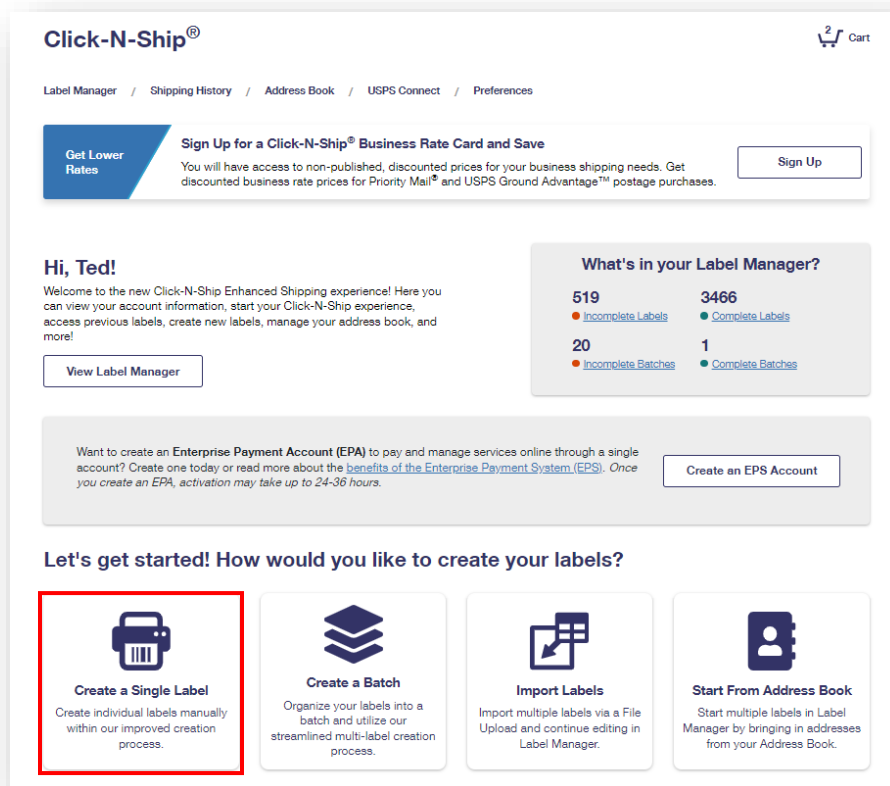
Order Total: **\$13.75**

How to Create a Domestic Label as a Free Matter for the Blind User

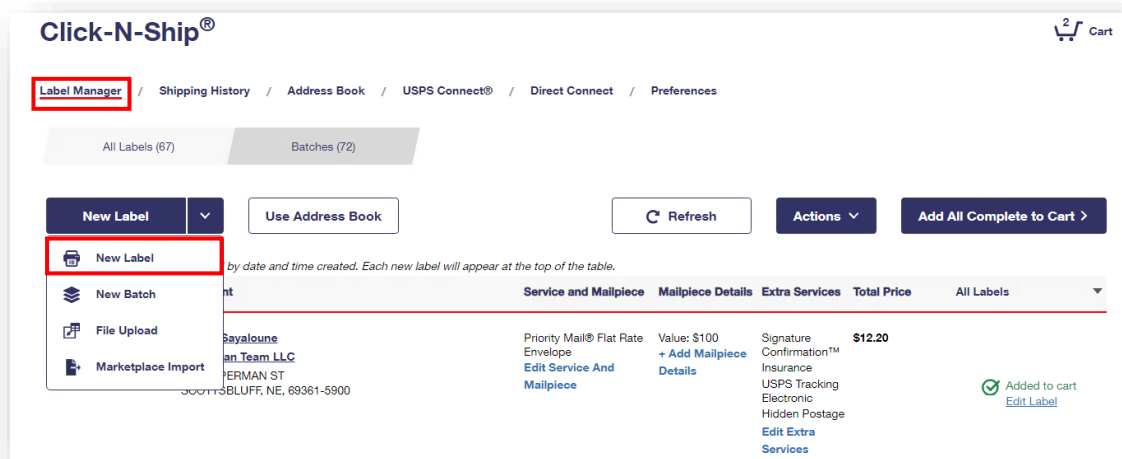
Create a domestic label for a single recipient free of postage through our eligible services if you are a qualifying member of the Free Matter for the Blind Program (FMB) by following the steps below.

1) Begin Single Label Creation Process – Two Options

- a) Option 1: Click on **Create a Single Label** located on the landing page.



- b) Option 2: Click on **New Label** located on the Label Manager page.



2) Verify your Sender Details

The Sender Details section is pre-populated by default based on the address associated with your account. To change or update this default address, refer to the Preferences tab located at the top of the landing page.

- a) If you are shipping from a different ZIP Code™ than the ZIP Code™ indicated in your Return Address, please enter the correct shipping from ZIP Code™ in the **Ship from a different ZIP Code™** field. (e.g.: *I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC*)
- b) To manually edit the Sender Details information (i.e., Return Address, Email, Phone, Tracking Notifications selections), click **Edit** to update those fields accordingly.

Sender Details

Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address

Clark Kent
300 SUPERMAN ST
SAN ANTONIO, TX 78255

Ship from a different ZIP Code™


 (a)

Email

clark.kent@gmail.com

Phone

(704) 780-0000 (b)

 **Edit**

- c) Enter or verify that your **address** and **contact information** is correct.
- d) To opt into Tracking Notifications, select the **Send me tracking notifications** checkbox.

Sender Details

Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

(c)

*First Name M.I. *Last Name

Clark Kent

Company

300 SUPERMAN ST

*Street Address Apt/Suite

*City *State *ZIP Code™

San Antonio TX - Texas 78255

Please confirm or enter your contact information.

Email Phone / SMS Text Messages

clark.kent@gmail.com (704) 780-0000

(d)

☐ Send me tracking notifications

Save **Cancel**

- e) Select the **Type of Notifications** that you want to receive (*note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application*).
- f) Select **Save** within the Sender Details section to save any changes to the Sender Detail fields.

(e)

Please confirm or enter your contact information.

Email Phone / SMS Text Messages

☒ Send me tracking notifications

Send me notifications for

Email	Text	
<input type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expected Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day Of Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Pickup Availability
<input type="checkbox"/>	<input type="checkbox"/>	Delivery Exception
<input type="checkbox"/>	<input type="checkbox"/>	Package In Transit

Privacy Act Statement:
Your information will be used to provide customers with information about the status of mailings within the USPS network. For more information regarding our privacy policies visit www.usps.com/privacypolicy.

(f)

3) Enter the Recipient Details – Two Options

Within Enhanced Click-N-Ship®, you have the capability to either enter the recipient details manually or select an address from your Address Book.


- a) **Option 1:** To manually enter the recipient details, simply fill out the fill-in boxes with the Recipient's Name, Company (if applicable), Address, City, State, and ZIP Code™.
 - i. *You can save the entered address to your Address Book for later use or reference by selecting the **Save to Address Book** checkbox.*

(a)

(i)

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country

United States of America

*Street Address

Apt/Suite

*City

*State

*ZIP Code™

AL - Alabama

Reference Number

☐ Save to Address Book

☐ Status Notifications: OFF

☐ Hold for Pickup at Post Office™

- b) **Option 2:** To select a saved address from your Address Book. Click **Use Address Book** to access your Address Book.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

USPS® Smart Lockers: Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country

United States of America

- i. Search for your desired recipient address and click **Use This Address**. The selected address should then automatically populate within the Recipient Detail fields.

Address Book

Manage my Address Book >

Search results 1-1 of 1

Results per page 5

Search Contacts

All Contacts (1)

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Name (Last, First)	Company	Location
<div></div> KENT, CLARK		300 SUPERMANT ST CHARLOTTE NC, 33333-0000 UNITED STATES


Use This Address

4) Enter the Reference Number (optional)

- a) If you would like to enter a reference number, enter the number in the **Reference Number** textbox.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country

United States of America

*Street Address

Apt/Suite

*City

*State

*ZIP Code™

AL - Alabama

Reference Number

☐ Save to Address Book

☒ Status Notifications: OFF

☐ Hold for Pickup at Post Office™


5) Select Recipient Status Notifications (optional)

Within Enhanced Click-N-Ship®, you have the capability to have the recipient receive shipment status notifications via email, text, or both (*note, international phone numbers are currently not supported in the Enhanced Click-N-Ship® application*).

- a) If you would like the recipient to receive email notifications about the mailpiece, select the **Status Notifications** toggle from **OFF** to **ON**.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country

United States of America

*Street Address

Apt/Suite

*City

*State

*ZIP Code™

Reference Number

☐ Save to Address Book

☒ Status Notifications: OFF

☐ Hold for Pickup at Post Office™

- b) Enter the recipient's **Email Address** and / or **Phone Number** (domestic only).
- c) Select the **Type of Notifications** that you want the recipient to receive.

(b)

(c)

☐ Save to Address Book

☒ Status Notifications: ON

Please confirm or enter the recipient's contact information.

Email

Phone / SMS Text Messages

Select updates sent to recipient.

Email	Text	
<input type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input type="checkbox"/>	<input type="checkbox"/>	Expected Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Day Of Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Pickup Availability
<input type="checkbox"/>	<input type="checkbox"/>	Delivery Exception
<input type="checkbox"/>	<input type="checkbox"/>	Package In Transit

Privacy Act Statement:
Your information will be used to provide customers with information about the status of mailings within the USPS network. For more information regarding our privacy policies visit www.usps.com/privacypolicy.

☐ Hold for Pickup at Post Office™

6) Select Hold For Pickup (optional)

- a) If you would like to have your mailpiece held at a designated Post Office™ location for pick-up, select the **Hold for Pickup at Post Office™ checkbox**.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

USPS® Smart Lockers: Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country

United States of America

▼

*Street Address

Apt/Suite

*City

*State

AL - Alabama

▼

*ZIP Code™

☐ Save to Address Book

☐ Status Notifications: OFF

☐ Hold for Pickup at Post Office™

- b) Once you have selected the checkbox, **enter the ZIP Code™** in the search box to find the nearest Post Office™ location available for pickup.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

USPS® Smart Lockers: Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country


United States of America 

*Street Address

Apt/Suite

*City

*State

AL - Alabama 

*ZIP Code™

☐ Save to Address Book

☐ Status Notifications: OFF

☒ Hold for Pickup at Post Office™

*Enter a ZIP Code™

- c) Select the desired Post Office™ from one of the options displayed.

☒ Hold for Pickup at Post Office™

Enter a ZIP Code™

28262

Nearest Location(s)
The shipment will be held until the recipient can pick it up.

☒ **NORTH TRYON**
6700 N TRYON ST CHARLOTTE, NC 28213-9798

Available Services:
Priority Mail
Express®
Priority Mail®
USPS Ground
Advantage™
Post Office Hours ⓘ

☐ **NEWELL**
8105 OLD CONCORD RD NEWELL, NC 28126-9997

Available Services:
Priority Mail
Express®
Priority Mail®
USPS Ground
Advantage™
Post Office Hours ⓘ

☐ **DERITA**
2505 DERITA AVE CHARLOTTE, NC 28269-9698

Available Services:
Priority Mail
Express®
Priority Mail®
USPS Ground
Advantage™
Post Office Hours ⓘ

☐ **WT HARRIS**
3515 DAVID COX RD CHARLOTTE, NC 28269-9598

Available Services:
Priority Mail
Express®
Priority Mail®
USPS Ground
Advantage™
Post Office Hours ⓘ

- d) If you would like to receive text and / or email notifications to notify you or the recipient that the mailpiece is ready for pickup, enter the email and / or phone number in the textboxes under **Notify Me / Recipient When Ready for Pick-Up.**

The screenshot shows a form titled "Text and Email Notifications" with a dropdown arrow on the right. The form is divided into two columns: "Notify Recipient When Ready for Pick Up" and "Notify Me When Ready for Pick Up". Each column has two input fields: "Email" and "Phone / Text Message". The "Email" fields are labeled "Recipient Email" and "Sender Email", and the "Phone / Text Message" fields are labeled "Recipient Phone Number" and "Sender Phone Number". A red rectangular border highlights all four input fields.

Notify Recipient When Ready for Pick Up	Notify Me When Ready for Pick Up
<small>*Email</small> Recipient Email	<small>*Email</small> Sender Email
<small>*Phone / Text Message</small> Recipient Phone Number	<small>*Phone / Text Message</small> Sender Phone Number

7) Select Hazardous Material Type (If Applicable)

- a) Select **'Yes'** if your *mailpiece* contains any potential hazardous or dangerous material such as batteries, perfume, paint, aerosols, and more (*click on 'View examples of mailable and nonmailable hazardous materials' for a detailed list*).
- b) Select **'No'** if your *mailpiece* does not contain any hazardous or dangerous materials.

Does this parcel contain anything potentially hazardous?

Potentially hazardous items may include batteries, perfume, paint, aerosols, and more. [View examples of mailable and nonmailable hazardous materials \(HAZMAT\).](#)

Do Not Mail Mercury! Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like thermometers, blood pressure cuffs, thermostats, and switches. [Learn More](#)

***Are you shipping dangerous goods or hazardous materials?** ⓘ

- ☐ Yes
- ☐ No

Notice: By clicking NO, you are confirming that your package does not contain any Hazardous Materials or Dangerous Goods. Shipping improperly prepared, undeclared, or prohibited HAZMAT can result in civil and criminal penalties under federal law.

- c) If **YES** is selected, read through the HAZMAT example items pop and select **I understand** to proceed with selecting a category type.

HAZMAT

The following items are considered hazardous materials (HAZMAT) or Dangerous Goods

Here are examples of HAZMAT items which are regulated in the mail:

Mailable HAZMAT	Nonmailable HAZMAT (Prohibited)
Aerosol sprays	Air bags
Batteries (non-spillable)	Ammunition
Dry Ice	Bulk shipments of HAZMAT
Flammable liquids	Dynamite
Lighters (USPS authorization required)	Fireworks
Lithium Batteries	Gasoline
Matches	High Powered Lithium Batteries (i.e., bikes, electric cars, scooters)
Nail Polish Remover	*Mercury
Perfume	Pure Acetone
Propane	

***Do Not Mail Mercury!** Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like thermometers, blood pressure cuffs, thermostats, and switches. [Learn More](#)

Note: This is not an all inclusive list of mailable or prohibited items. Please refer to [USPS Publication 52 \(Pub 52\)](#) for quantity, packaging, and labeling guidance for mailable items and/or to ensure your shipment is not prohibited in the mail.

Shipping improperly prepared, undeclared or prohibited HAZMAT can result in civil and criminal penalties under federal law. The following tutorial will help you learn how to securely package, label and ship HAZMAT for domestic destinations through USPS®. View tutorial at www.usps.com/hazmat

I understand **Nevermind, I am not shipping HAZMAT**

- d) Select a category type by clicking on the **dropdown** button and selecting the HAZMAT type.

*What type of mailable HAZMAT are you mailing? (if not listed, it may not be mailable. [Learn More](#))

Select

- Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)
- Toy Propellant/Safety Fuse
- Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)
- Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)
- Air Eligible Corrosive Materials (certain cleaning or tree/weed killing compounds, etc.)
- Sealed lead acid batteries
- Lithium Batteries - New Individual or spare lithium batteries (marked UN3480 or UN3090 only)
- Lithium Batteries - Used electronic devices containing or packaged with lithium batteries (markings required)
- Lithium Batteries - New electronic devices packaged with lithium batteries (marked UN3481 or UN3091)
- Dry Ice (limited to 5 lbs. if shipped via Air)
- Lithium Batteries - New electronic devices installed or packaged with lithium batteries (no marking)
- Magnetized Materials
- Safety/strike on box matches, book matches, mailable flammable solids only
- Hydrogen peroxide (8 to 20% concentration)
- Organic Peroxides
- Toxic materials (pesticides, herbicides, etc.)
- Biological Substance, Category B (i.e., Lab Test) marked UN3373
- Excepted Quantity Provision (e.g., small volumes of flammable liquids, corrosive, toxic or environmentally hazardous materials - marking required)
- Surface Only Hazardous Materials (For items that are not listed, but are restricted to surface only)
- Air Eligible ID8000 Consumer Commodity (Non-flammable aerosols, Flammable combustible liquids, Toxic Substance, Miscellaneous hazardous materials)

Select Your Service and Mailpiece Type

8) Select the Shipping Date and FMB Service

- a) Select the **Shipping Date** you would like the mailpiece to ship (*you may select a date up to 3 days from today*).
- b) If you are a qualifying user of the Free Matter for the Blind (FMB) program, select the **I am shipping as Free Matter for the Blind** checkbox to proceed.
 - i. Note, refer to the following article for more information about the [Free Matter for the Blind \(FMB\) Program](#).

Step 2: Select Service and Mailpiece Type

Fill out the information below and select your service and mailpiece type.

Shipping Date

Choose a date up to 3 days from today.

07/17/2024



☐ I am shipping as Free Matter for the Blind

For domestic packages, total weight may not exceed 70lbs to be eligible for Free Matter for the Blind shipping. International shipping weight limits vary based on service type. See more information in tool tip.

Choose Your Mailpiece Type

- ☒ USPS® Flat Rate Packaging
- ☐ Choose your own box
- ☐ I want to start from a Favorite

Select Your Service and Mailpiece Type

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local **Post Office™**.

Service Type: which shipping method would you like for this mailpiece?

Select a Service



View Mailpiece Types

To view mailpiece types, sender and recipient ZIP Codes™ are required along with a service selection.

- c) Please enter the mailpiece weight and dimensions (if shipping a mailpiece greater than 12" long)

Step 2: Select Service and Mailpiece Type


Fill out the information below and select your service and mailpiece type.

Shipping Date

Choose a date up to 3 days from today.

07/17/2024



☒ I am shipping as Free Matter for the Blind 

For domestic packages, total weight may not exceed 70lbs to be eligible for Free Matter for the Blind shipping. International shipping weight limits vary based on service type. See more information in tool tip.

*Package Weight

0

lb

0

oz

*Package Dimensions

Length

0

in

Width

0

in

Height

0

in

Do any of the below characteristics apply to your mailpiece? 

None



View Mailpiece Types

To view mailpiece types, sender and recipient ZIP Codes™ are required along with a service selection.

- d) If your mailpiece can be considered a *non-machinable* item, click on the **dropdown** and select the characteristic that best applies to your mailpiece.

Step 2: Select Service and Mailpiece Type

Fill out the information below and select your service and mailpiece type.

Shipping Date
Choose a date up to 3 days from today.

07/17/2024

☒ I am shipping as Free Matter for the Blind

For domestic packages, total weight may not exceed 70lbs to be eligible for Free Matter for the Blind shipping. International shipping weight limits vary based on service type. See more information in tool tip.

***Package Weight**

0

lb

0

oz

***Package Dimensions**

Length

0

in

Width

0

in

Height

0

in

Do any of the below characteristics apply to your mailpiece?

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Metal-banded parcel

Insecurely wrapped

Can, Roll, or Tube

Wooden or Metal box

Books or other printed material weighing more than 25 pounds

9) Select the FMB Mailpiece Type

- a) Once all the mailpiece dimensions are entered, select the **View Mailpiece Types** button to view the mailpiece types.
- b) A **Free Matter for the Blind Mailpiece Type** will then be available based on your previous selections. No further action is required here.

***Package Weight**

0	lb	10	oz
---	----	----	----

***Package Dimensions**

Length	Width	Height
5 in	5 in	5 in

Do any of the below characteristics apply to your mailpiece? ⓘ

None ▼

View Mailpiece Types

You selected that you are shipping Free Matter for the Blind. To change that selection, please uncheck the Free Matter for the Blind checkbox under Ship Date.

Domestic Free Matter for the Blind ⓘ (Choose your own box)	Service standards to this location are not available at this time.	\$0.00 Per Label
<p>Matter may be sent free of charge if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. See tool tip for more information on what is considered Free Matter for the Blind or Handicapped.</p>		

10) Enter Content Details (Optional)

The Content Details section is only required for mailpiece's that require a Customs Form (such as *International or military based addresses*).

- a) Enter the item description.
- b) Enter the Item weight (lbs.) - *if not applicable, enter '0'*.
- c) Enter the item weight (oz) - *if not applicable, enter '0'*.
- d) Enter the item value.
- e) Enter the quantity of the item.
- f) Add another item.
- g) Enter the mailpiece value.

Step 3: Content Details

This information is required for labels that require a customs form.

Item Details

If you'd like to add items, use the fields below.

Item #1

(a)

Item Description

Item lbs

(b)

lbs

Item oz

(c)

oz

Item Value

(d)

\$

QTY

(f)

+Add Item

(e)

Mailpiece Details

Mailpiece Value

(g)

\$

0

Enter a value up to and including \$5,000.00

11) Select Extra Services

- a) If you are interested in adding extra services to your mailpiece(s), please select one of the available Insurance, Signature Delivery, and Return services.
- i. *Note, any extra service selected will NOT be free and MUST be paid.*

Step 4: Select Extra Services

Please select any extra services you would like to add to this label.

Insurance

☒ None

☐ Insurance \$3.15

Special Delivery Services

☐ Hide Postage on Label ? Free

Return Services

This is the only opportunity to create a return label for this outgoing label.

☐ Create a return label Free*

*It is free to create a return label. You will only be charged if this return label is used.

12) Review Label Summary

- a) Refer to the **Label Summary** to get a brief summary of your label order. The Label Summary will be a grey box located at the top right of the page.

Label Summary

Domestic Free Matter for the Blind	Free
<hr/>	
Total	\$0.00

Add to Cart

Save

13) Add Label to Cart or Save Label

- a) If all required information is correct and you would like to proceed to purchase the label, select **Add to Cart**.
- b) If all required information is correct and you would like to save you label, click **save** to save your label to your Label Manager.
 - i. *Note, you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it.*

Label Summary

Domestic Free Matter for the Blind

Free

Total

\$0.00

Add to Cart

Save

(a)

(b)

14) Review Label Details in Label Cart

- a) After adding the label to the cart, review the free FMB label information for accuracy.

Label Cart (1)

[Back to Label Manager](#)

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
<input type="checkbox"/> 1 of 1 Edit	07/17/2024	Jane Doe 300 SUPERMAN ST WASHINGTON, DC, 20260-0001	Domestic Free Matter for the Blind Choose Your Own Box	10 oz	Choose Your Own Box	Free
Total Label Cost						Free

USPS® Shipping Supplies

Add labels, tape, boxes and shipping supplies to the label order.

+ Add Shipping Supplies

[Remove All](#)

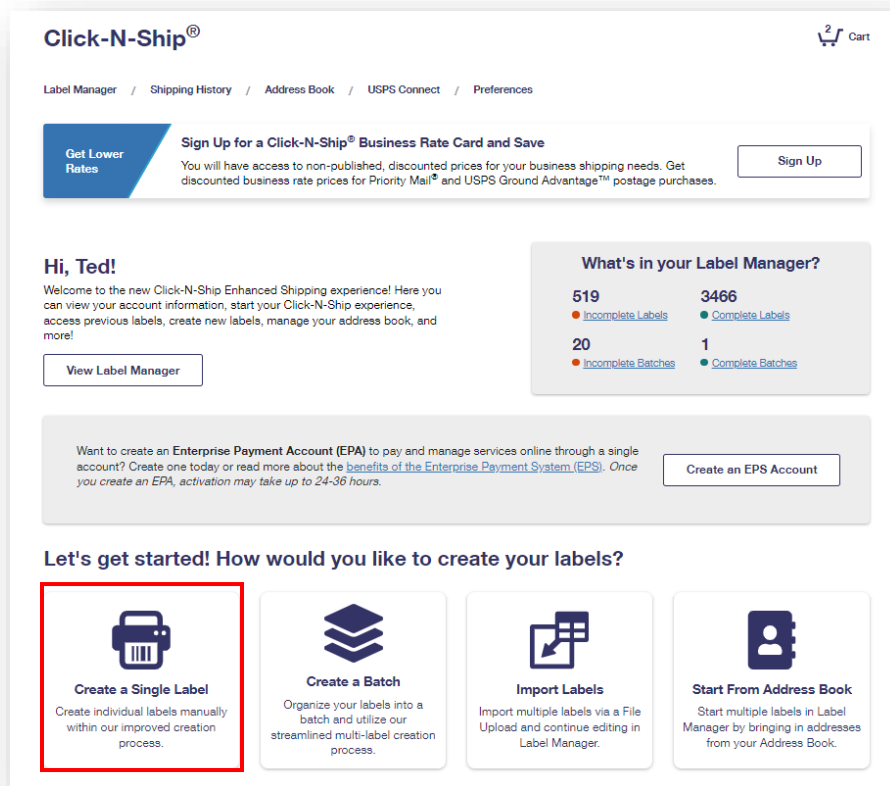
Order Total: \$0.00

How to Create an International Label

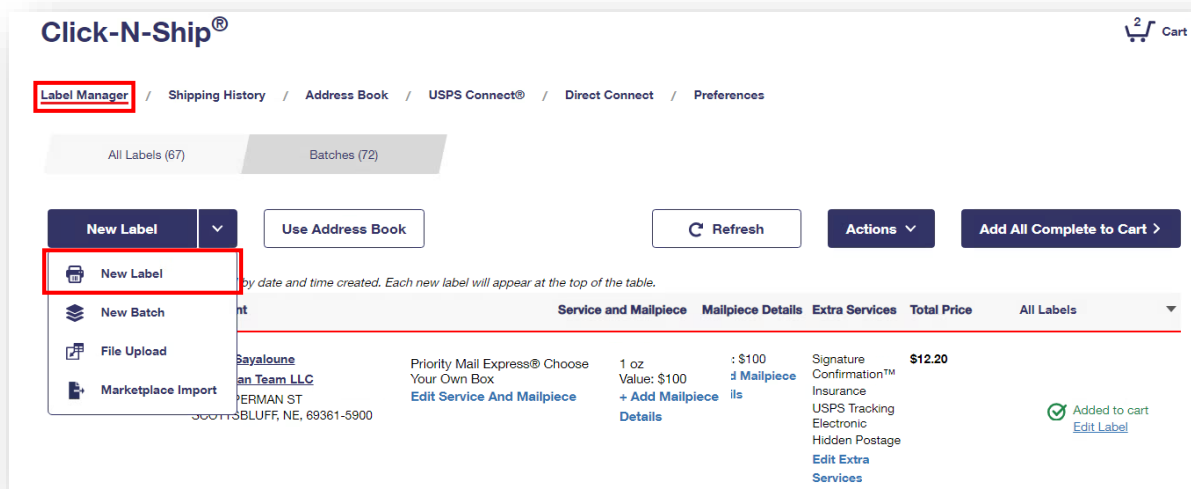
Create an international label for a single recipient following the steps below.

1) Begin Single Label Creation Process – Two Options

- c) Option 1: Select **Create a Single Label** located on the landing page.



- i. Option 2: Select **New Label** located on the Label Manager page.



2) Verify your Sender Details

The Sender Details section is pre-populated by default based on the address associated with your account. To change or update this default address, refer to the Preferences tab located at the top of the landing page.

- a) If you are shipping from a different ZIP Code™ than the ZIP Code™ indicated in your Return Address, please enter the correct shipping from ZIP Code™ in the **Ship from a different ZIP Code™** field. *(e.g.: I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC)*
- b) To manually edit the Sender Details information (*i.e., Return Address, Email, Phone, Tracking Notifications selections*), click **Edit** to update those fields accordingly.

Sender Details

Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address

Clark Kent
300 SUPERMAN ST
SAN ANTONIO, TX 78255


Ship from a different ZIP Code™

 (a)

Email
clark.kent@gmail.com

Phone
(704) 780-0000

 (b)



- c) Enter or verify that your **address** and **contact information** is correct.
- d) To opt into Tracking Notifications, select the **Send me tracking notifications** checkbox.

Sender Details

Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

(c)

*First Name M.I. *Last Name

Clark Kent

Company

300 SUPERMAN ST

*Street Address Apt/Suite

*City *State *ZIP Code™

San Antonio TX - Texas 78255

Please confirm or enter your contact information.

Email Phone / SMS Text Messages

clark.kent@gmail.com (704) 780-0000

(d)

☐ Send me tracking notifications

Save **Cancel**

- e) Select the **Type of Notifications** that you want to receive (*note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application*).
- f) Select **Save** within the Sender Details section to save any changes to the Sender Detail fields.

(e)

Please confirm or enter your contact information.

Email Phone / SMS Text Messages

☒ Send me tracking notifications

Send me notifications for

Email	Text	
<input type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expected Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day Of Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Pickup Availability
<input type="checkbox"/>	<input type="checkbox"/>	Delivery Exception
<input type="checkbox"/>	<input type="checkbox"/>	Package In Transit

Privacy Act Statement:
Your information will be used to provide customers with information about the status of mailings within the USPS network. For more information regarding our privacy policies visit www.usps.com/privacypolicy.

(f)

3) Enter the Recipient Details – Two Options

Within Enhanced Click-N-Ship®, you have the capability to either enter the recipient details manually or select an address from your Address Book.


- c) **Option 1:** To manually enter the recipient details, simply fill out the fill-in boxes with the Recipient's Name, Company (if applicable), Address, City, State, and ZIP Code™.
 - i. *You can save the entered address to your Address Book for later use or reference by selecting the **Save to Address Book** checkbox.*

(a)

(i)

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name	M.I.	Last Name
Jane		Doe
Company		
Country		
United States of America		
*Street Address	Apt/Suite	
UNIT 5121		
*City	*State	*ZIP Code™
APO	AP - Armed Forces Pacific	96328

Reference Number

☐ Save to Address Book

☐ Status Notifications: OFF


☐ Hold for Pickup at Post Office™

Hold For Pickup is unavailable with your current package selections

- d) **Option 2:** To select a saved address from your Address Book. Click **Use Address Book** to access your Address Book.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country

United States of America

▼

- ii. Search for your desired recipient address and click **Use This Address**. The selected address should then automatically populate within the Recipient Detail fields.

Address Book

[Manage my Address Book >](#)

Search results 1-1 of 1

Results per page 5 ▼

Search Contacts

All Contacts (1)

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U


V

W

X

Y

Z

Name (Last, First)	Company	Location
 KENT, CLARK		300 SUPERMANT ST CHARLOTTE NC, 33333-0000 UNITED STATES


Use This Address

4) Enter the Reference Number (optional)

- c) If you would like to enter a reference number, enter the number in the **Reference Number** textbox.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

Jane

M.I.

Last Name

Doe

Company

Country

United States of America

*Street Address

UNIT 5121

Apt/Suite

*City

APO

*State

AP - Armed Forces Pacific

*ZIP Code™

96328

Reference Number

☐ Save to Address Book

☒ Status Notifications: OFF

☐ Hold for Pickup at Post Office™

Hold For Pickup is unavailable with your current package selections


5) Select Recipient Status Notifications (optional)

Within Enhanced Click-N-Ship®, you have the capability to have the recipient receive shipment status notifications via email, text, or both (*note, international phone numbers are currently not supported in the Enhanced Click-N-Ship® application*).

- c) If you would like the recipient to receive email notifications about the mailpiece, select the **Status Notifications** toggle from **OFF** to **ON**.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Jane

Doe

Company

Country

United States of America

▼

*Street Address

Apt/Suite

UNIT 5121

*City

*State

*ZIP Code™

APO

AP - Armed Forces Pacific

96328

Reference Number

☐ Save to Address Book

☒ Status Notifications: OFF

☐ Hold for Pickup at Post Office™

Hold For Pickup is unavailable with your current package selections

- d) Enter the recipient's **Email Address** and / or **Phone Number** (domestic only).
e) Select the **Type of Notifications** that you want the recipient to receive.

(b)

☐ Save to Address Book

☒ Status Notifications: ON

Please confirm or enter the recipient's contact information.

Email

Phone / SMS Text Messages

Select updates sent to recipient.

Email	Text	
<input type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input type="checkbox"/>	<input type="checkbox"/>	Expected Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Day Of Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Pickup Availability
<input type="checkbox"/>	<input type="checkbox"/>	Delivery Exception
<input type="checkbox"/>	<input type="checkbox"/>	Package In Transit

(c)

Privacy Act Statement:

Your information will be used to provide customers with information about the status of mailings within the USPS network. For more information regarding our privacy policies visit www.usps.com/privacypolicy.

☐ Hold for Pickup at Post Office™

Hold For Pickup is unavailable with your current package selections

6) Select Hazardous Material Type (If Applicable)

- c) Select **'Yes'** if your *mailpiece* contains any potential hazardous or dangerous material such as batteries, perfume, paint, aerosols, and more (*click on 'View examples of mailable and nonmailable hazardous materials' for a detailed list*).
- d) Select **'No'** if your *mailpiece* does not contain any hazardous or dangerous materials.

Does this parcel contain anything potentially hazardous?

Potentially hazardous items may include batteries, perfume, paint, aerosols, and more. [View examples of mailable and nonmailable hazardous materials \(HAZMAT\).](#)

Do Not Mail Mercury! Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like thermometers, blood pressure cuffs, thermostats, and switches. [Learn More](#)

***Are you shipping dangerous goods or hazardous materials?** ⓘ

- ☐ Yes
- ☐ No

Notice: By clicking NO, you are confirming that your package does not contain any Hazardous Materials or Dangerous Goods. Shipping improperly prepared, undeclared, or prohibited HAZMAT can result in civil and criminal penalties under federal law.

- e) If **YES** is selected, read through the HAZMAT example items pop and select **I understand** to proceed with selecting a category type.

HAZMAT

The following items are considered hazardous materials (HAZMAT) or Dangerous Goods

Here are examples of HAZMAT items which are regulated in the mail:

Mailable HAZMAT	Nonmailable HAZMAT (Prohibited)
Aerosol sprays	Air bags
Batteries (non-spillable)	Ammunition
Dry Ice	Bulk shipments of HAZMAT
Flammable liquids	Dynamite
Lighters (USPS authorization required)	Fireworks
Lithium Batteries	Gasoline
Matches	High Powered Lithium Batteries (i.e., bikes, electric cars, scooters)
Nail Polish Remover	*Mercury
Perfume	Pure Acetone
Propane	

***Do Not Mail Mercury!** Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like thermometers, blood pressure cuffs, thermostats, and switches. [Learn More](#)

Note: This is not an all inclusive list of mailable or prohibited items. Please refer to [USPS Publication 52 \(Pub 52\)](#) for quantity, packaging, and labeling guidance for mailable items and/or to ensure your shipment is not prohibited in the mail.

Shipping improperly prepared, undeclared or prohibited HAZMAT can result in civil and criminal penalties under federal law. The following tutorial will help you learn how to securely package, label and ship HAZMAT for domestic destinations through USPS®. View tutorial at www.usps.com/hazmat

I understand

Nevermind, I am not shipping HAZMAT

- f) Select a category type by clicking on the **dropdown** button and selecting the HAZMAT type.

*What type of mailable HAZMAT are you mailing? (if not listed, it may not be mailable. [Learn More](#))

Select

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)

Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)

Air Eligible Corrosive Materials (certain cleaning or tree/weed killing compounds, etc.)

Sealed lead acid batteries

Lithium Batteries - New Individual or spare lithium batteries (marked UN3480 or UN3090 only)

Lithium Batteries - Used electronic devices containing or packaged with lithium batteries (markings required)

Lithium Batteries - New electronic devices packaged with lithium batteries (marked UN3481 or UN3091)

Dry Ice (limited to 5 lbs. if shipped via Air)

Lithium Batteries - New electronic devices installed or packaged with lithium batteries (no marking)

Magnetized Materials

Safety/strike on box matches, book matches, mailable flammable solids only

Hydrogen peroxide (8 to 20% concentration)

Organic Peroxides

Toxic materials (pesticides, herbicides, etc.)

Biological Substance, Category B (i.e., Lab Test) marked UN3373

Excepted Quantity Provision (e.g., small volumes of flammable liquids, corrosive, toxic or environmentally hazardous materials - marking required)

Surface Only Hazardous Materials (For items that are not listed, but are restricted to surface only)

Air Eligible ID8000 Consumer Commodity (Non-flammable aerosols, Flammable combustible liquids, Toxic Substance, Miscellaneous hazardous materials)

Select Your Service and Mailpiece Type

7) Select the International Service and Mailpiece Type

- a) Select the **date** you would like the mailpiece to ship (*you may select a date up to 3 days from today*).
- b) Choose the **Mailpiece Type** (*USPS® Flat Rate Packaging or Choose your own box*).
 - i. If you select **USPS® Flat Rate Packaging**, select a service type from the drop down, and then select **View Mailpiece Types**.

Step 2: Select Service and Mailpiece Type

Fill out the information below and select your service and mailpiece type.

Shipping Date

Choose a date up to 3 days from today.

07/17/2024



Choose Your Mailpiece Type

- ☒ USPS® Flat Rate Packaging
- ☐ Choose your own box

Select Your Service and Mailpiece Type

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local **Post Office™**.

Service Type: which shipping method would you like for this mailpiece?

Priority Mail International®



View Mailpiece Types

- ii. If you select **Choose your own box**, please enter the mailpiece weight, dimensions *(if shipping a mailpiece greater than 12" long)*
- iii. If your mailpiece is not a standard, rectangular box, select the **This mailpiece isn't a standard, rectangular box** checkbox and enter the **Girth** *(if applicable)*.

Step 2: Select Service and Mailpiece Type

Fill out the information below and select your service and mailpiece type.

Shipping Date

Choose a date up to 3 days from today.

07/17/2024



Choose Your Mailpiece Type

☐ USPS® Flat Rate Packaging

☒ Choose your own box

*What is the weight of your mailpiece?

0

lb

0

oz

*What are the dimensions of your mailpiece?

Length

0

in

Width

0

in

Height

0


in

☒ This mailpiece isn't a standard, rectangular box.

Girth 

0

in

Do any of the below characteristics apply to your mailpiece? 

None



(ii)

(iii)

- iv. If your mailpiece can be considered a *non-machinable* item, click on the **dropdown** and select the characteristic that best applies to your mailpiece.


Step 2: Select Service and Mailpiece Type

Fill out the information below and select your service and mailpiece type.

Shipping Date

Choose a date up to 3 days from today.

07/17/2024



Choose Your Mailpiece Type

☐ USPS® Flat Rate Packaging

☒ Choose your own box

*What is the weight of your mailpiece?

0

lb

5

oz

*What are the dimensions of your mailpiece?

Length

5

in

Width

5


in

Height

5

in

☐ This mailpiece isn't a standard, rectangular box.

Do any of the below characteristics apply to your mailpiece? 

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Metal-banded parcel

Insecurely wrapped

Can, Roll, or Tube

Wooden or Metal box

Books or other printed material weighing more than 25 pounds

ate® product

- c) Select a **Service Type** by clicking on the dropdown button and selecting from the options available.

Select Your Service and Mailpiece Type

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local **Post Office™**.

Service Type: which shipping method would you like for this mailpiece?

Select a Service ▼

Priority Mail International®	6-10 Day Delivery Starting from \$39.53
Priority Mail Express International®	3-5 Day Delivery Starting from \$53.07
First-Class Package International Service®	Varies by Destination Starting from \$14.96

- d) After the Service Type is selected, click **View Mailpiece Types**, and select a mailpiece type from one of the options available based on your previous selections.
- i. *Note, the prices and scheduled delivery dates displayed are calculated based on the Service Type selection, your Return Address, and Recipient Address locations.*

(d)

(i)

Select Your Service and Mailpiece Type

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local **Post Office™**.

Service Type: which shipping method would you like for this mailpiece?

Priority Mail International® ▼

View Mailpiece Types

Prices are based on shipping **Priority Mail International®** from ZIP Code™ **54602** to **Mexico** on **02/29/2024**.

Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail International® Choose Your Own Box (Choose your own box)	See Estimated Delivery in Label Manager	\$54.85 Per Label

Don't see your Mailpiece Type? Update your Shipping Date, Package Type, and Service Type to see other options.

8) Enter Mailpiece Content Details (Optional)

- a) The Content Details section is only required for mailpiece's that require a Customs Form (*International Labels*).

Step 3: Content Details

This information is required for labels that require a customs form.

Mailpiece Details

Mailpiece Value

\$	0
----	---

Enter a value up to and including \$5,000.00

9) Select Extra Services

- a) If you are interested in adding extra services to your mailpiece, please select one of the available Insurance options.

Step 4: Select Extra Services

Please select any extra services you would like to add to this label.

Insurance
☐ None
☒ Insurance Free

10) Select Non-Delivery Options

- a) Select how the mailpiece should be overseen in the event that it cannot be delivered (*Return to Sender or Abandon*).

Step 5: Non-Delivery Options

Specify how the mailpiece should be handled in the event that it cannot be delivered.

☒ Return to Sender ☐ Abandon

11) Input Mailpiece Information

International mailpiece's require further mailpiece's information. Fill out the required information:

- a) Select the drop down under the contents section and select the category that the describes your mailpiece.

(a)

Step 6: Mailpiece Information

International mailpieces within certain categories accepted by the Postal Service and/or delivery company must display an Internal Transaction Number (ITN), an AES Downtown Citation if unable to procure an ITN, or an AES Exemption.


*Contents

Select a content type




NOTE: If your mailing contains a dangerous good, including any item with a lithium battery, you must choose the Dangerous Goods option.

Describe Your Mailpiece

Additional Mailpiece Comments 

International mailpieces within certain categories accepted by the Postal Service and/or delivery. Company must display and Internal Transaction Number (ITN), an AES Downtown Citation In unable to procure an ITN, or an AES exception.

Choose an AES Exemption 


NOEEI 30.37(a): Mailpiece value is less than \$2,500





☐ This shipment requires an export license Most U.S. commercial exports do not require a license

Sender's Custom Reference Number

Commercial Senders Only

License Number 

Certificate Number 

Invoice Number 

12) Fill out the Custom Form

This customs form is used to declare the contents of your mailpiece's in order to pass through the corresponding Custom Agencies that control the flow of goods in and out of each country.

- a) To begin filling out a customs form, select **Add an Item**.

Step 7: Item Information for Customs

This form is used to declare the contents of your mailpiece in order to pass through the corresponding Customs Agencies that control the flow of goods in and out of each country. When shipping internationally, to a US territory, or for military (APO/FPO) shipments, a customs form is required.

Enter information for each item

Max 30 items

Item #	Description	HS Tariff #	Country of Origin	QTY	Value	Weight
						0 lbs 0 ozs

There are no items with information. Use the button below to add items.

Add an Item

- b) Enter the **item description**.
- c) Select a **category** that describes the item that is being shipped.
- d) Enter the **item quantity, value, and weight** of the item that is being shipped.
- e) Enter the **HS Tariff Code** of the item that is being shipped.
- f) Select the **Country of Origin** for the item that is being shipped.
- g) Once finished, select **Continue** to proceed to the next step.

(b)

(c)

(d)

(e)

(f)

(g)

×

Enter information for new item

Enter Item Description

* Item Description

Select a category describing this item

* Select a category

Category

Tell us more about this item

* Quantity

+

* Item Value

\$

00.00 USD

* Weight (lbs)

lbs

* Weight (ozs)

ozs

The items in this mailpiece must be equal or less than the total mailpiece weight.

Current Weight:

[0 lbs 0 ozs]

Total Weight:

[0 lbs 6 ozs]

HS Tariff Code

0000.00.0000

* Country of Origin

Continue

77

13) Review Calculated Landed Cost Estimate

The Calculated Landed Cost Estimate is a brief summary of your estimated landed cost for the international label *(includes the sum of the calculation of duties, taxes, and other import fees)*.

- a) To view a detailed breakdown of the duties, fees, and taxes, select **View Summary**.
- b) To receive a copy of your Landed Cost via email, enter your email and click **Submit**.

Step 8: Calculated Landed Cost Estimate

Landed cost includes the sum of the calculation of duties, taxes, and other import fees. These fees are paid by recipient upon arrival based on 1 item with a package value of \$100 USD.

Duties	\$31.91
Fees	\$0.55
Taxes	\$13.40
Total for Landed Cost	\$45.86

(a) **View Summary** View a breakdown of the duties, fees and taxes.

Optional: Email a copy of the Landed Cost

Enter Email

(b) **Submit**

- c) Review the **Detailed Breakdown Summary** of the duties, fees, and taxes.

Item Breakdown of Calculated Landed Cost

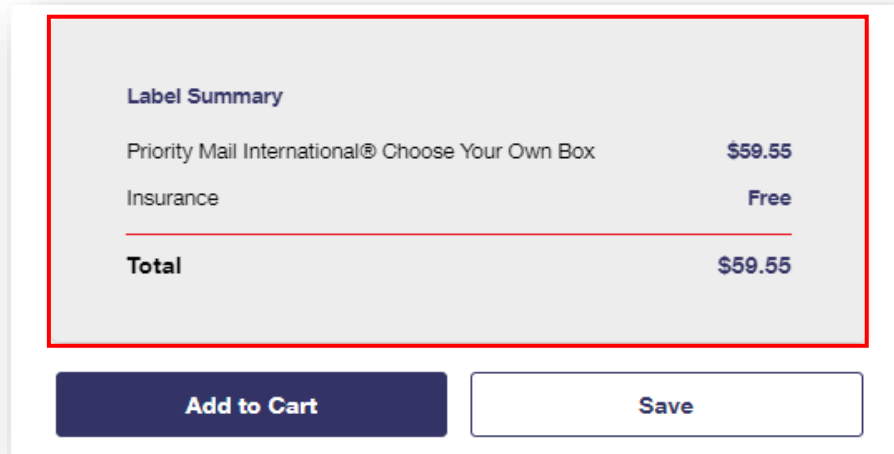
Item	Qty	Value	Weight
Sheet Music	0	\$100.00	0 lbs, 1 ozs
HS Tariff #			
Origin: US			

Duties: \$31.91
Taxes: \$13.40

Estimated Fees: \$0.55
Estimated Duties and Taxes: \$45.31
Total: \$45.86

14) Review Label Summary

- a) Refer to the **Label Summary** to get a brief summary of your label order. The Label Summary will be a grey box located at the top right or the bottom of the page.



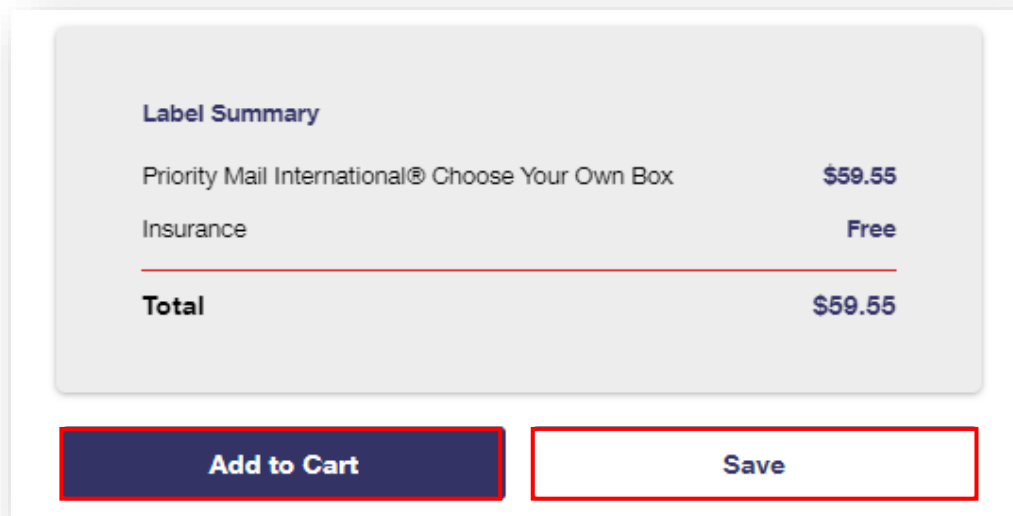
The screenshot shows a grey rectangular box with a red border. Inside the box, the text 'Label Summary' is at the top left. Below it, there is a table with two columns: the item name and the price. The first row is 'Priority Mail International® Choose Your Own Box' with a price of '\$59.55'. The second row is 'Insurance' with a price of 'Free'. A horizontal red line separates these from the 'Total' row, which shows '\$59.55'. Below the box, there are two buttons: a dark blue 'Add to Cart' button and a white 'Save' button with a blue border.

Label Summary	
Priority Mail International® Choose Your Own Box	\$59.55
Insurance	Free
<hr/>	
Total	\$59.55

Add to Cart **Save**

15) Add Label to Cart or Save Label

- a) If all required information is correct and you would like to proceed to purchase the label, click **Add to Cart** and you will be redirected to the Label Cart to complete your purchase.
- b) If all required information is correct and you would like to save you label, click **save** to save your label to your Label Manager (*Note, you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it).*



This screenshot is identical to the one above, showing the 'Label Summary' box and the 'Add to Cart' and 'Save' buttons. In this version, the 'Add to Cart' button and the 'Save' button are both outlined with a red border, while the 'Label Summary' box itself has a grey background and no border.

Label Summary	
Priority Mail International® Choose Your Own Box	\$59.55
Insurance	Free
<hr/>	
Total	\$59.55

Add to Cart **Save**

(a)

(b)

How to Create a Label Using 3rd Party Authorization (Business Accounts)

Eligible Enhanced Click-N-Ship® Business Users can now utilize the rates and Enterprise Payment System (EPS) Billing Account of another user to create, purchase, and ship labels on their behalf by following the steps below.

1) Select a Payer Account

- On the Enhanced Click-N-Ship® Homepage, select **Switch Payer Account** to choose the Payer's EPS account that you want to use to create the label(s) for.
- Note, you can also switch between payer accounts via the Label Cart and Preferences section.*

The screenshot displays the Click-N-Ship® homepage. At the top right, a red box highlights the 'Switch Payer Account' link and the current shipping account number '94883629'. Below the navigation bar, there is a promotional banner for a business rate card. The main content area greets the user 'Hi, Greg!' and provides a 'View Label Manager' button and a 'Switch Payer Account' button, the latter of which is highlighted with a red box. To the right, a 'What's in your Label Manager?' section shows counts for incomplete and complete labels and batches. At the bottom, a 'Let's get started! How would you like to create your labels?' section offers four options: 'Create a Single Label', 'Create a Batch', 'Import Labels', and 'Start From Address Book'.

Click-N-Ship®

[Switch Payer Account](#)
Shipping with account: 94883629

[Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect®](#) / [Direct Connect](#) / [Preferences](#)

Get Lower Rates

Sign Up for a Click-N-Ship® Business Rate Card and Save
You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.

[Sign Up](#)


Hi, Greg!
Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view your account information, start your Click-N-Ship experience, access previous labels, create new labels, manage your address book, and more!


[View Label Manager](#) [Switch Payer Account](#)


What's in your Label Manager?


0 ● Incomplete Labels	5 ● Complete Labels
3 ● Incomplete Batches	0 ● Complete Batches

Let's get started! How would you like to create your labels?


Create a Single Label
Create individual labels manually within our improved creation process.


Create a Batch
Organize your labels into a batch and utilize our streamlined multi-label creation process.


Import Labels
Import multiple labels via a File Upload and continue editing in Label Manager.


Start From Address Book
Start multiple labels in Label Manager by bringing in addresses from your Address Book.

- c) Click on the dropdown under the **Select Account** section and select the Payer's EPS account that you want to use.
- d) *Note, anytime you switch Payer EPS accounts, the label(s) in their Label Manager and Label Cart will be unique to that specific EPS account.*
- e) Once the Payer's EPS account is selected, select **Save Account** to proceed with creating label(s).
- f) If you want to utilize your own personal EPS account to create and purchase label(s), select **Switch To My Account**.

(b)

×

Need to purchase labels with another account?

Third-party billing allows you to charge a shipment's label to a third-party payer account. Selecting another payer allows you to use their rates and their Enterprise Payment System (EPS) billing account. The pricing you pay is on the payer's account rates.

Any additional benefits you have will not be reflected while using a payer account.

Note: When you switch accounts, the labels currently in your Label Manager and the Cart will be cleared.

Currently billing to Account: 94883629

Select a payer account.

Select Account

94883629 1000008901 ▾

The shipper will be responsible for any payment adjustments post-shipping.

Save Account

Switch To My Account

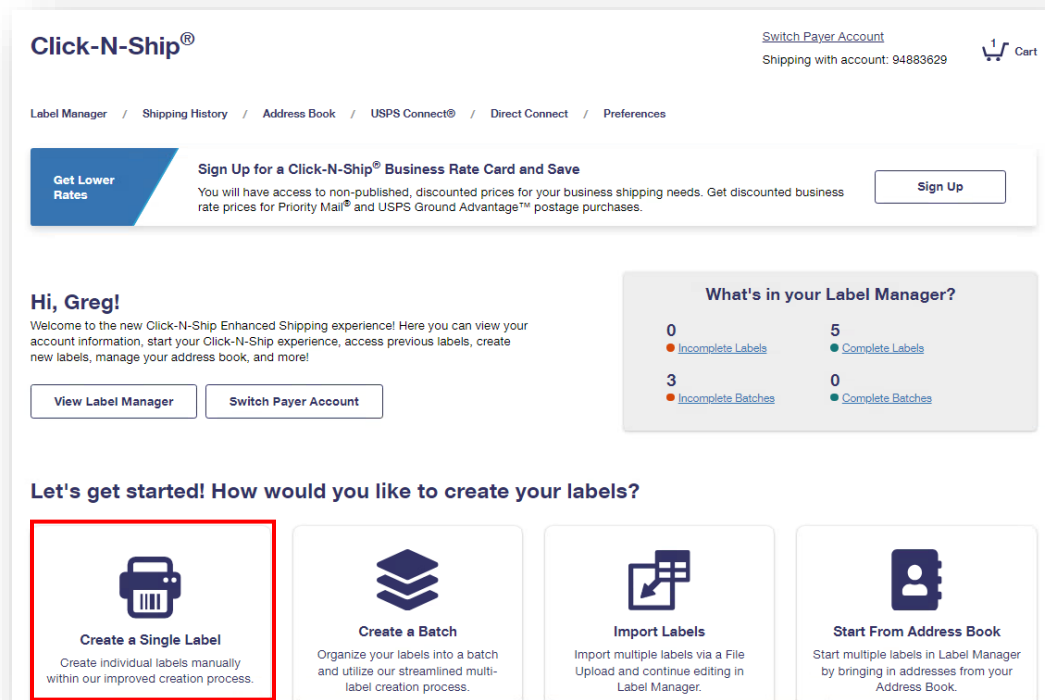
Cancel

(c) (d)

2) Begin Single Label Creation Process – Two Options

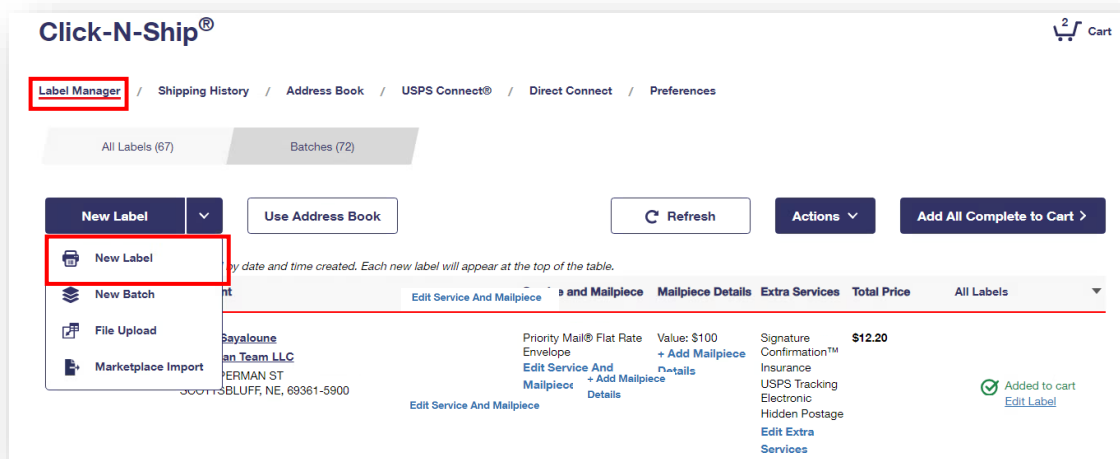
Note, Shippers will not be able to see the Payer's rates / prices when creating or purchasing label(s).

a) Option 1: Select **Create a Single Label** located on the landing page.



The screenshot shows the Click-N-Ship landing page. At the top, there's a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, and Preferences. A banner promotes signing up for a Click-N-Ship Business Rate Card. Below this, a greeting 'Hi, Greg!' is followed by a welcome message and two buttons: 'View Label Manager' and 'Switch Payer Account'. To the right, a 'What's in your Label Manager?' box shows counts for Incomplete Labels (0), Complete Labels (5), Incomplete Batches (3), and Complete Batches (0). The main section, 'Let's get started! How would you like to create your labels?', features four options: 'Create a Single Label' (highlighted with a red box), 'Create a Batch', 'Import Labels', and 'Start From Address Book'. Each option includes an icon and a brief description.

b) Option 2: Click on **New Label** located on the Label Manager page.




The screenshot shows the Click-N-Ship Label Manager page. The 'Label Manager' link in the top navigation bar is highlighted with a red box. Below the navigation bar, there are tabs for 'All Labels (67)' and 'Batches (72)'. A 'New Label' button is highlighted with a red box, and its dropdown menu is open, showing options: 'New Label', 'New Batch', 'File Upload', and 'Marketplace Import'. The main table displays a single label entry for 'Payaloune' with a total price of \$12.20. The table has columns for 'Edit Service And Mailpiece', 'Mailpiece Details', 'Extra Services', 'Total Price', and 'All Labels'. A green checkmark and 'Added to cart' status are visible next to the label.

3) Verify your Sender Details

The Sender Details section is pre-populated by default based on the address associated with your account. To change or update this default address, refer to the Preferences tab located at the top of the landing page.

- a) To manually edit the Sender Details information (*i.e., Return Address, Email, Phone, Tracking Notifications selections*), click **Edit** to update those fields accordingly. Remember to click **Save** within the Sender Details section to save any changes to the Sender Detail fields.
- b) If you are shipping from a different ZIP Code™ than the ZIP Code™ indicated in your Return Address, please enter the correct shipping from ZIP Code in the **Ship from a different ZIP Code™** field. (*e.g.: I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC*)

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences 

Get Lower Rates

Sign Up for a Click-N-Ship® Business Rate Card and Save
You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.

Sign Up


[Label Manager](#)

You can save your label to Label Manager after you have entered the Recipient Information. Once all required information is entered, you can add it directly to the Label Cart.

Add to CartSave

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting package services.

 **USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship packages to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name

M.I.

Last Name

Company

Country

United States of America

Country dropdown arrow

*Street Address

Apt/Suite

*City

*State

AL - Alabama

*ZIP Code™

☐ Save to Address Book

☐ Status Notifications: OFF

Sender Details

Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 33333-0000

Ship from a different ZIP Code™

(b)

Email

Clark.kent@accenturefederal.com

Phone

(704) 000-0000

☐ Send me tracking notifications

(a)


Edit

83

4) Enter the Recipient Details – Two Options

Within Enhanced Click-N-Ship®, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) **Option 1:** To manually enter the recipient details, simply fill out the fill-in boxes with the Recipient's Name, Company (if applicable), Address, City, State, and ZIP Code™.
- Note, if you would like the mailpiece recipient to get email notifications about the mailpiece, check the “Send Recipient Email Notifications” checkbox. You will need to enter the recipient's email address and can add an optional message (up to 125 characters).
 - Note, you can save the entered address to your Address Book for later reference or use by checkboxing “Save to Address Book” checkbox.

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences 

Get Lower Rates Sign Up for a Click-N-Ship® Business Rate Card and Save
You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases. [Sign Up](#)

[Label Manager](#)

You can save your label to Label Manager after you have entered the Recipient Information. Once all required information is entered, you can add it directly to the Label Cart.

Step 1: Enter Recipient Details
Please provide information about the delivery address below. Recipient Information is required before selecting package services.

USPS® Smart Lockers: Available in select locations, USPS® Smart Lockers let you ship packages to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

[Use Address Book](#)

First Name M.I. Last Name
Company
Country
United States of America
*Street Address Apt/Suite
*City *State AL - Alabama *ZIP Code™
☐ Save to Address Book
☐ Status Notifications: OFF

Sender Details
Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address
Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 33333-0000

Ship from a different ZIP Code™
Email
jared.heidotting@accenturefederal.com
Phone
(513) 405-5475
☐ Send me tracking notifications [Edit](#)

[Feedback](#)

- b) **Option 2:** To select a saved address from your Address Book. Click **Use Address Book** to access your Address Book.

(b)

The image shows the Click-N-Ship® Label Manager interface. At the top, there's a navigation bar with links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences and a Cart icon with '7' items. A banner at the top left says 'Skip the surcharge. Ship with USPS: There will be no peak or demand surcharges this season. Plus, all enhanced Click-N-Ship® customers receive lower Commercial Rates. Businesses can save even more on postage when they sign up for a Click-N-Ship® Business' with a 'Sign Up' button. Below the banner, there's a 'Label Manager' breadcrumb and a note: 'You can save your label to Label Manager after you have entered the Recipient Information. Once all required information is entered, you can add it directly to the Label Cart.' There are 'Add to Cart' and 'Save' buttons. The main content area is divided into two sections: 'Step 1: Enter Recipient Details' and 'Sender Details'. In the 'Step 1' section, there's a 'USPS® Smart Lockers' informational box. Below it, a 'Use Address Book' button is highlighted with a red box. The form fields for recipient details include: First Name, M.I., Last Name, Company, Country (dropdown menu showing 'United States of America'), *Street Address, and Apt/Suite. The 'Sender Details' section includes: Return Address (Clark Kent, 300 SUPERMAN ST, CHARLOTTE, NC 33333-0000), Ship from a different ZIP Code™ (input field), Email (jared.heldotting@accenturefederal.com), Phone ((513) 405-5475), and a checkbox for 'Send me tracking notifications'. An 'Edit' button is at the bottom right of the Sender Details section. A 'Feedback' button is on the far right.

- c) Search for your desired recipient address and click **Use This Address**. The selected address should then automatically populate within the Recipient Detail fields.

The image shows the Address Book interface. At the top right is a close button (X). The title is 'Address Book'. Below it, there's a 'Manage my Address Book >' link. On the right, it says 'Search results 1-1 of 1' and 'Results per page 5'. There's a 'Search Contacts' input field. Below it, the text 'All Contacts (1)' is shown. A table of search results is displayed with columns: Name (Last, First), Company, and Location. The first result is 'KENT, CLARK' with location '300 SUPERMANT ST, CHARLOTTE NC, 33333-0000, UNITED STATES'. This row is highlighted with a red box. Below the table, a 'Use This Address' button is highlighted with a red box.

Name (Last, First)	Company	Location
KENT, CLARK		300 SUPERMANT ST CHARLOTTE NC, 33333-0000 UNITED STATES

5) Select Hazardous Materials Type (If Applicable)

- a) Select **'Yes'** if your *mailpiece* contains any of the following hazardous or dangerous material: *batteries, dry ice, flammable liquids, aerosol sprays, air bags, ammunition, fireworks, gasoline, lighters, lithium batteries, matches, nail polish, nail polish remover, nitrogen-refrigerated liquid, paint, perfume, aerosols, camping stoves, radioactive materials, solvents, and more (click on 'more examples' for detailed list).*
- b) Select **'No'** if your *mailpiece* does not contain any hazardous or dangerous materials.
- c) If "Yes" is selected, select a **category type** for the hazardous or dangerous material.

Does this parcel contain anything potentially hazardous?

This category includes items such as batteries, dry ice, flammable liquids, aerosol sprays, air bags, ammunition, fireworks, gasoline, lighters, lithium batteries, matches, nail polish, nail polish remover, nitrogen-refrigerated liquid, paint, perfume, aerosols, camping stoves, radioactive materials, solvents, and more. [See examples](#)

If you use the United States Postal Service to ship products that contain hazardous materials, including lithium batteries, the newest changes to [USPS Publication 52 \(Pub 52\)](#) will affect your shipments.

The following tutorial will help you learn how to securely package, label and ship HAZMAT for domestic destinations through USPS®. View tutorial at www.usps.com/hazmat

Hazardous items must ship in separate packages.

Are you shipping dangerous goods or hazardous materials?

- ☒ Yes
☐ No

Select a category

Select a category

Select a hazardous or dangerous material category:



(a / b)

(c)

6) Select the Service Type

- a) Select the **date** you would like the *mailpiece* to ship (you may select a date up to 3 days from today).
- b) Choose the **Mailpiece Type** (*USPS Flat Rate Packaging or Choose your own box*).
 - i. If you select "Choose your own box," please enter the mailpiece weight, dimensions (if shipping a mailpiece greater than 12" long), and girth (if applicable).

(a)


(b)

(i)

Step 2: Select Service and Mailpiece Type

Fill out the information below and select your service and mailpiece type.

Shipping Date
Choose a date up to 3 days from today.



Choose Your Mailpiece Type

☐ USPS® Flat Rate Packaging

☒ Choose your own box

If the weight you enter is less than the actual weight of the mailpiece, the Post Service™ will require additional postage either at the time of mailing or delivery.

*Please enter your total mailpiece weight.
Enter a value of 0 or higher for pounds and ounces.

Enter the dimensions if known.


Length

Width

Height

☐ This mailpiece isn't a standard, rectangular box.

Do any of the below characteristics apply to your mailpiece?
If multiple apply, please select one. Otherwise, choose None.



- c) Select a **Service Type** by clicking on the dropdown button and selecting from the options available.
- i. **Note:** *USPS Connect® Local Service Types will only be displayed for eligible addresses. Eligibility is determined by the sender address entered in step 1.*

(c)

Select Your Service and Mailpiece Type

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local Post Office™.

Service Type: which shipping method would you like for this mailpiece?

Select a Service

(i)

Priority Mail®	1-3 Day Delivery Starting from \$7.80
Priority Mail Express®	1-2 Day Delivery Starting from \$30.45
USPS Connect® Local	1-2 Day Delivery Starting from \$3.95
USPS Connect® Local Mail	1-2 Day Delivery Starting from \$2.95
USPS Ground Advantage™	2-5 Day Delivery Starting from \$3.79
USPS Ground Advantage™ Cubic	2-5 Day Delivery Starting from \$6.67
Priority Mail® Cubic	1-3 Day Delivery Starting from \$8.01

7) Select the Mailpiece Type (Two Options)

- a) **Option 1:** For **USPS Connect® Local Service Types** – click on the **View Mailpiece Types** button and select a mailpiece type from one of the options available based on your previous selections.
- i. *Note, as the Shipper – you will not be able to see the Payer's rates and prices when creating label(s) for them.*

(a)

Select Your Service and Mailpiece Type

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local Post Office™.

Service Type: which shipping method would you like for this mailpiece?

USPS Connect® Local

View Mailpiece Types

You're shipping with Commercial Pricing.
Enjoy your discounted rates.

Prices are based on shipping USPS Connect® Local from ZIP Code™ 63103 to 63103 on 03/29/2024.

Mailpiece Type	Scheduled Delivery	Price
<input type="radio"/> USPS Connect® Local Flat Rate Box 12" x 3-1/2" x 14-1/8"	Same-Day or Next-Day Delivery	\$—.—*
<input type="radio"/> USPS Connect® Local Large Flat Rate Bag 14" x 17"	Same-Day or Next-Day Delivery	\$—.—*
<input type="radio"/> USPS Connect® Local Small Flat Rate Bag 9" x 12"	Same-Day or Next-Day Delivery	\$—.—*

Don't see your Mailpiece Type? Update your Shipping Date, Package Type, and Service Type to see other options.

- b) After the **Mailpiece Type** is selected, select the **Drop-off Location** from the options displayed:
- Note:** *The same-day / next-day drop-off locations that are displayed are determined by the sender address entered in step 1. To view the full list of locations available, select **Show More Locations**.*

Choose Your Drop-off Location

Please see the bottom of your label for the address of the postal facility where you must bring your SCAN form and mailpieces to drop off for processing.

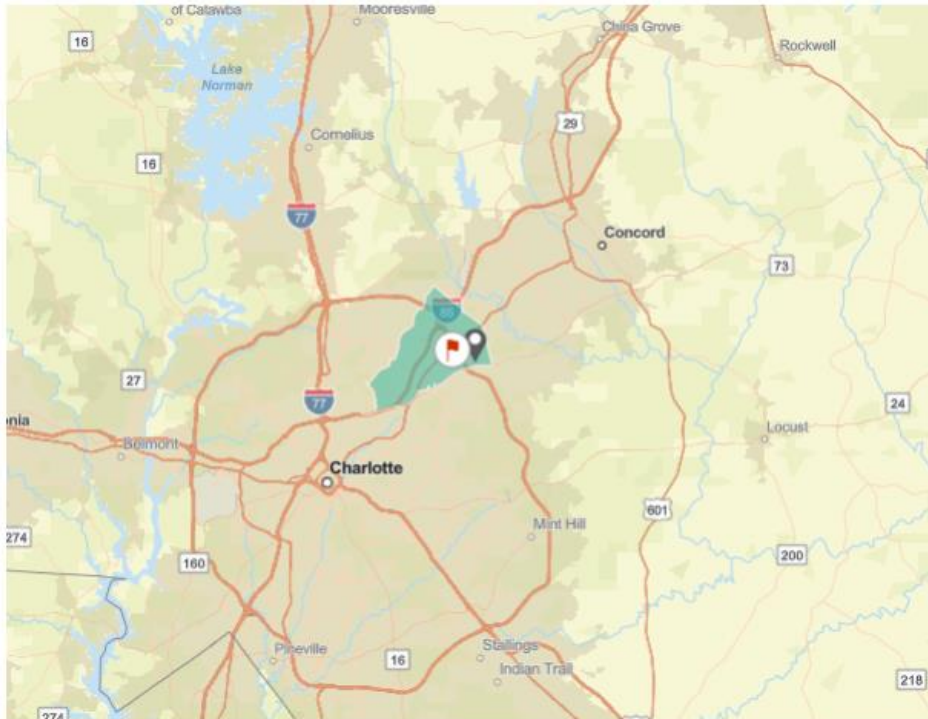
USPS Connect® Local - Destination Delivery Unit ("DDU")

- ☐ DDU: NORTHEAST
1820 HARRIS HOUSTON RD CHARLOTTE, NC 28262
Total Distance: 1.5 Miles

For Same-day Delivery, you'll need to drop all your mailpieces off before 6 a.m. local time of your selected ship date.

* Mailpieces dropped off later may be delivered the next day.

Show More Locations



- c) **Option 2:** For **all other Service Types** – click on the **View Mailpiece Types** button and select a Mailpiece Type from one of the options available based on your previous selections.
- i. *Note, as the Shipper – you will not be able to see the Payer's rates and prices when creating label(s) for them.*

(c)

Select Your Service and Mailpiece Type

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local Post Office™.

Service Type: which shipping method would you like for this mailpiece?

Priority Mail®

View Mailpiece Types

You're shipping with Commercial Pricing.
Enjoy your discounted rates.

Prices are based on shipping Priority Mail® from ZIP Code™ 63103 to 28262 on 03/29/2024.

Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail® Flat Rate Envelope 12-1/2" x 9-1/2"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> Priority Mail® Large Flat Rate Box 12 1/4" x 12" x 6"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> Priority Mail® Legal Flat Rate Envelope 15" x 9-1/2"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> Priority Mail® Medium Flat Rate Box 11" x 9-1/2" x 5-1/2" 13-5/8" x 11-7/8" x 3-3/8"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> Priority Mail® Padded Flat Rate Envelope 12-1/2" x 9-1/2"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> Priority Mail® Small Flat Rate Box 5-3/8" x 9-5/8" x 1-5/8"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> Priority Mail® Small Flat Rate Envelope 6" x 10"	Apr 01, 2024 2-Day Delivery	\$-.-*

(i)

8) Enter Content Details (Optional)

The Content Details section is only required for mailpiece's that require a Customs Form.

- a) Enter the item description.
- b) Enter the Item weight (lbs.) - *if not applicable, enter '0'*.
- c) Enter the item weight (oz) - *if not applicable, enter '0'*.
- d) Enter the item value.
- e) Enter the quantity of the item.
- f) Add another item.
- g) Enter the mailpiece value.

Step 3: Content Details

This information is required for labels that require a customs form.

Item Details

If you'd like to add items, use the fields below.

Item #1

(a)

Item Description

Item lbs

(b)

lbs

Item oz

(c)

oz

Item Value

(d)

\$

QTY

(f)

+Add Item

(e)

Mailpiece Details

Mailpiece Value

(g)

\$

0

Enter a value up to and including \$5,000.00

9) Select Extra Services

- a) If you are interested in adding extra services to your mailpiece, please select one of the available Insurance options and Signature Services options.
- i. *Note, as the Shipper – you will not be able to see the Payer's rates and prices when creating label(s) for them.*

Step 4: Select Extra Services

Please select any extra services you would like to add to this label.

Priority Mail covers up to \$100 of the mailpiece value. For mailpieces with a value over \$100, additional insurance can be purchased to cover the balance.

Insurance

- ☐ None
- ☒ Insurance —.—*

Signature Services

- ☒ None
- ☐ Adult Signature Restricted Delivery 21 or Older ⓘ —.—*
- ☐ Adult Signature 21 or Older Required ⓘ —.—*
- ☐ Signature Confirmation™ —.—*

Additional Delivery Services

- ☒ USPS Tracking Electronic —.—*
- ☐ Label Delivery - Outbound —.—*

Return Services

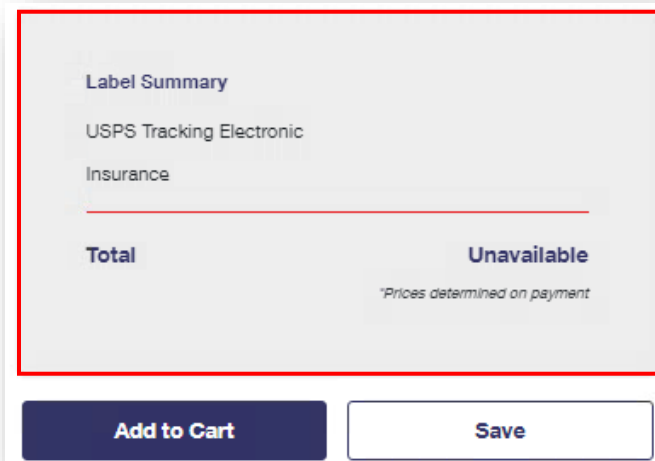
This is the only opportunity to create a return label for this outgoing label.

- ☐ Create a return label Free*
- *It is free to create a return label. You will only be charged if this return label is used.

*Prices determined on payment

10) Review Label Summary

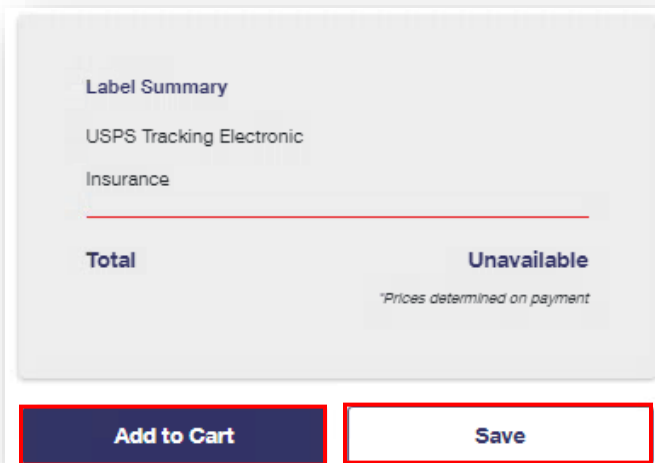
- a) Refer to the **Label Summary** to get a brief summary of your label order. The Label Summary will be a grey box located at the top right or the bottom of the page.
 - i. *Note, as the Shipper – you will not be able to see the Payer's rates and prices when creating label(s) for them.*



The screenshot shows a 'Label Summary' box. Inside, it lists 'USPS Tracking Electronic' and 'Insurance'. Below these, a red horizontal line separates the items from the 'Total' section. The 'Total' is listed as 'Unavailable'. A small note at the bottom right of the summary area reads '*Prices determined on payment'. Below the summary box are two buttons: 'Add to Cart' (dark blue) and 'Save' (white with a blue border).

11) Add Label to Cart or Save Label

- a) If all required information is correct and you would like to proceed to purchase the label, click **Add to Cart** and you will be notified about USPS® Smart Locker availability.
- b) If all required information is correct and you would like to save you label, click **save** to save your label to your Label Manager
 - i. *Note, you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it.*



This screenshot is identical to the one above, showing the 'Label Summary' box with 'USPS Tracking Electronic' and 'Insurance' listed, followed by a red line and 'Total Unavailable'. The note '*Prices determined on payment' is also present. Below the summary box are the 'Add to Cart' and 'Save' buttons. In this version, both buttons have red borders around them.

(a)

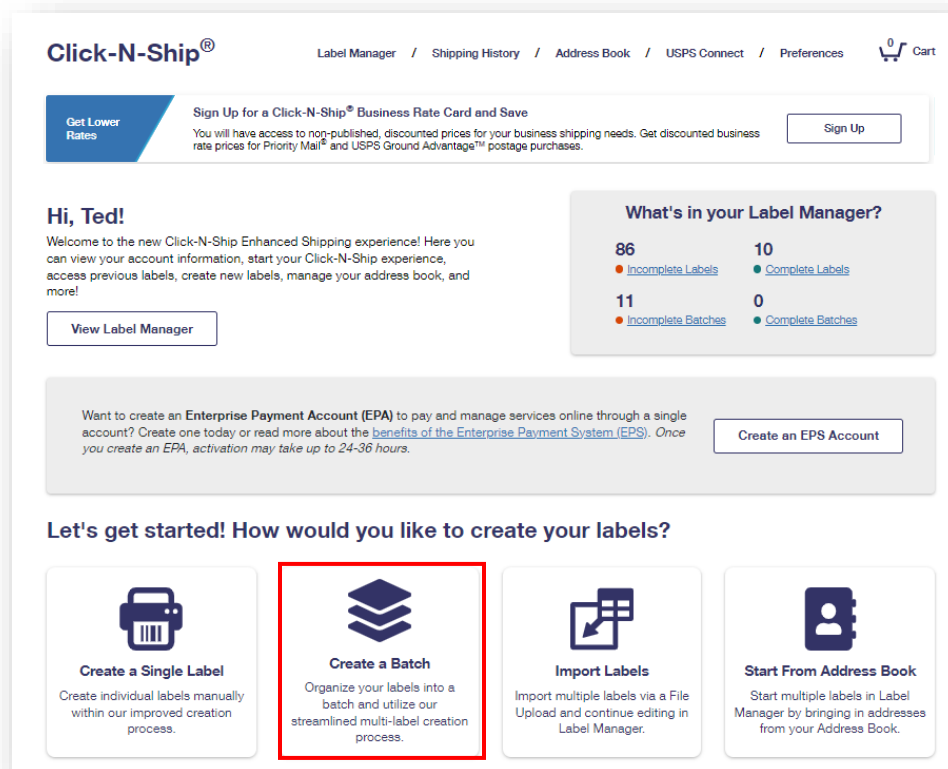
(b)

How to Create a Multi-Label Batch

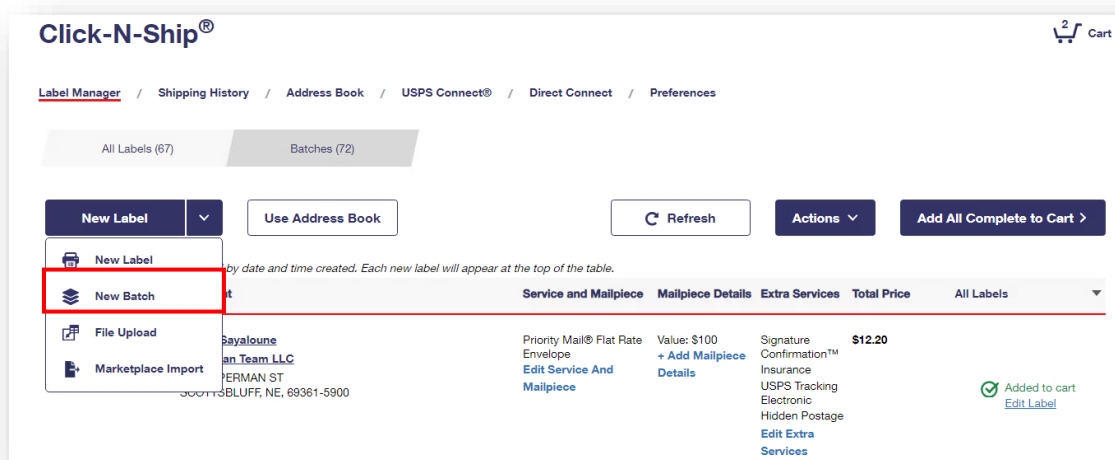
Create multiple labels for multiple recipients via the batch method.

1) Begin Multi-Label Batch Process

a) Option 1: Select **Create a Batch** located on the landing page.



b) Option 2: Click **New Batch** from the Label Manager Page.



2) Verify your Sender Details

The Sender Details section is pre-populated by default based on the address associated with your account. To change or update this default address, refer to the Preferences tab located at the top of the landing page.

- a) To manually edit the Sender Details information (*i.e., Return Address, Email, Phone, Tracking Notifications selections*), click **Edit** to update those fields accordingly. Remember to click **Save** within the Sender Details section to save any changes to the Sender Detail fields.
- b) If you are shipping from a different ZIP Code™ than the ZIP Code™ indicated in your Return Address, please enter the correct shipping from ZIP Code™ in the 'Ship from a different ZIP Code™' field. (*e.g.: I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC*)

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences

0 Cart

Skip the surcharge. Ship with USPS: There will be no peak or demand surcharges on holiday shipping this season. Plus, all enhanced Click-N-Ship® customers receive lower Commercial Rates.

Create your Batch

Fill out the information about the batch you would like to create. Once you fill out this information, you will be brought to the 'Batch View' where you can easily create and edit multiple labels at once.

Batch Details

Batch Name (optional)
You can name your Batch here. If you don't name it, a name will be generated based on the date and time of creation (e.g. Batch 04/03/2021, 08:34 PM)

Batch Notes (optional)

Sender Details

Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 33333-0000

Ship from a different ZIP Code™

(b)

Email

clark.kent@gmail.com

Phone

(704) 780-0052

☐ Send me tracking notifications

(a)

Edit

[Cancel](#)

Create Batch

96

3) Enter Batch Details and Create Batch

- Enter a **Batch Name**. If no name is entered, it will autogenerate a batch name.
- Enter **Batch Notes** (*Optional*)
- Select **Create Batch** to be directed to the **Batch Summary** page and to start adding recipients.

Click-N-Ship® 2 Cart

[Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect®](#) / [Direct Connect](#) / [Preferences](#)

Create your Batch

Fill out the information about the batch you would like to create. Once you fill out this information, you will be brought to the 'Batch View' where you can easily create and edit multiple labels at once.

Batch Details
Batch Name (optional)
You can name your Batch here. If you don't name it, a name will be generated based on the date and time of creation (e.g. Batch 2024-01-30, 18:00)

Batch Notes (optional)

Sender Details
Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address

Earth Actually
300 SUPERMAN ST
SAN ANTONIO, TX 78255

Ship from a different ZIP Code™


Email
john.doe@gmail.com
Phone
(704) 780-0000

[Edit](#)

[Cancel](#) [Create Batch](#)

4) Adding Recipients

a) **Option 1:** Add Recipients to a batch via File Upload by selecting **Add from File Upload**.

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences  Cart

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

[Back to Batches](#) Labels in the batch automatically save as you enter information.


Batch: **John Doe (1 Label)** Edit Refresh

Batch Summary		Sender Information	Batch Notes
Total	\$14.75	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333	

Add Recipient **Add From File Upload** Actions Add All Complete to Cart >

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	11/17/2023	Johnny Doe 300 SUPERMAN ST DECATUR, GA 30000-0000 3	Priority Mail Express® Choose Your Own Box Edit Service And Mailpiece	1 oz Value: \$100 + Add Mailpiece Details	USPS Tracking Electronic Insurance Edit Extra Services	\$14.75	Add to Cart

b) **Option 2:** Add recipients to a batch via Label Manager by clicking on the dropdown and selecting **Add to Batch**.

Click-N-Ship® **Label Manager** / Shipping History / Address Book / USPS Connect / Preferences  Cart

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

All Labels (693) Batches (13)

New Label Use Address Book Refresh Actions Add All Complete to Cart >

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra	Price	All Labels
1 <input checked="" type="checkbox"/>	12/12/2023	Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053	Priority Mail Express® Choose Your Own Box Edit Service And Mailpiece	1 oz Value: \$100 + Add Mailpiece Details	USPS Insurance Edit Extra Services		Add to Cart

Add to Cart
Add to Batch
Duplicate
Flag as Priority
Create Return Label
Delete
Delete All Labels

5) Select Service and Mailpiece Details

There are multiple ways to select your Service and Mailpiece Types. Steps (a)-(c) each outline a different method to select service and mailpiece details for the recipients.

If you have 50 or more labels destined for the same delivery area, you may be eligible for USPS Connect® Regional. More information on USPS Connect® Regional can be found [here](#).

- a) **Individual Recipient Method:** If you would like service and details specific to each recipient you may click on the “Edit Service and Mailpiece” button in the recipient’s label row. A pop-up will appear where you can select the Service and Mailpiece type for a single recipient.
- b) **“Edit All” Method:** If all recipients have the same Service and Mailpiece details, you may select the “Edit” button located beneath the “Service and Mailpiece” title. A pop-up will appear where you can select the Service and Mailpiece type for all recipients.
- c) **Bulk Action Method:** If there are sub-group of recipients with the same Service and Mailpiece details, you may checkbox their names on the left, click the “Action” dropdown button, and select the “Edit” option in the drop-down menu. A pop-up will appear where you can select the Service and Mailpiece type for the sub-group of recipients.

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: **John Doe (1 Label)**

Edit

Refresh

Batch Summary

Sender Information

Batch Notes

Total

\$14.75

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 33333

Add Recipient

Add From File Upload

(c) **Actions** ▾

Add All Complete to Cart >

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	(b) Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels
1 <input checked="" type="checkbox"/>	03/24/2023	Maya Pack 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	<div>Add to Cart</div> <div>▾</div>
2 <input checked="" type="checkbox"/>	03/31/2023	Leon S Kennedy 300 SUPERMAN ST DECATUR, GA 30000-0000	<div>(a)</div> Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	<div>Add to Cart</div> <div>▾</div>

6) Edit Mailpiece Details

There are multiple ways to enter Mailpiece details for your labels. Steps (a)-(c) each outline a different method to select enter Mailpiece details for the recipients.

- a) **Individual Recipient Method:** If you would like to input Mailpiece details specific to each recipient you may click on the “Add Mailpiece Details” button in the recipient’s label row. A pop-up will appear where you can enter the Mailpiece details for a single recipient.
- b) **“Edit All” Method:** If all recipients have the same Mailpiece details, you may select the “Edit” button located beneath the “Mailpiece Details” title. A pop-up will appear where you can enter the Mailpiece details for all recipients.
- c) **Bulk Action Method:** If there are sub-group of recipients with the same Mailpiece details, you may checkbox their names on the left, click the “Action” dropdown button, and select the “Edit” option in the drop-down menu. A pop-up will appear where you can enter the Mailpiece details for the sub-group of recipients.

The screenshot displays the Click-N-Ship web interface. At the top, there's a navigation bar with links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences, and a cart icon showing 5 items. Below this is a notification bar about hiding postage on labels. The main content area shows a batch summary for 'John Doe (1 Label)' with a total cost of \$14.75. Below the summary, there are buttons for 'Add Recipient', 'Add From File Upload', 'Actions' (annotated with (c)), and 'Add All Complete to Cart'. A table lists two labels. The first label is for 'Maya Pack' with a ship date of 03/24/2023. The second label is for 'Leon S Kennedy' with a ship date of 03/31/2023. Both labels are for 'Priority Mail® Flat Rate Envelope' and include 'Insurance' and 'USPS Tracking Electronic' services. The table has columns for 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details' (annotated with (b)), 'Extra Services', 'Total Price', and 'All Labels'. In the 'Mailpiece Details' column, there are links to '+ Add Mailpiece Details' (annotated with (a)) and 'Edit'. The 'Actions' button (annotated with (c)) is located above the table.

	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels
1	03/24/2023	Maya Pack 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details Edit	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	Add to Cart ▼
2	03/31/2023	Leon S Kennedy 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details Edit	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	Add to Cart ▼

7) Select Extra Services

If you are interested in adding extra services to your Mailpiece(s), please select one of the available Insurance options and Signature Services options.

There are multiple ways to select your Extra Services for your Mailpiece's. Steps (a)-(c) each outline a different method to select Extra Services for the recipients.

- a) **Individual Recipient Method:** If you would like to select Extra Services specific to each recipient you may click the "Edit Extra Services" button in the recipient's label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.
- b) **"Edit All" Method:** If your batch of labels all have the same Service and Mailpiece type and all recipients require the same Extra Services, you may select the "Edit" button located beneath the "Extra Services" title. A pop-up will appear where you can select the desired Extra Services for all recipients.
- c) **Bulk Action Method:** If there are sub-group of recipients with the same Service and Mailpiece type that need Extra Services, you may checkbox their names on the left, click the "Action" dropdown button, and select the "Edit" option in the drop-down menu. A pop-up will appear where you can select the desired Extra Services for the sub-group of recipients.

The screenshot displays the Click-N-Ship web interface. At the top, there's a navigation bar with links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences, and a cart icon with 5 items. Below this is a banner for "Hide Postage on Label" with a link to Preferences. A "Back to Batches" link is on the left. The main content area shows a batch for "John Doe (1 Label)" with a total price of \$14.75. Below this, there are buttons for "Add Recipient", "Add From File Upload", "Actions" (dropdown), and "Add All Complete to Cart". A table lists two mailpieces. Annotations (a), (b), and (c) highlight specific actions:

- (a) Points to the "Edit Extra Services" link in the "Extra Services" column for the first mailpiece.
- (b) Points to the "Actions" dropdown button.
- (c) Points to the "Edit" button in the "Batch Summary" section.

	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels
1	03/24/2023	Maya Pack 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	Add to Cart ▼
2	03/31/2023	Leon S Kennedy 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	Add to Cart ▼


8) Add Labels to Cart


Review all the recipient details, and if everything is correct begin adding labels to your cart for checkout.

There are multiple ways to add labels to the cart. Steps (a)-(b) each outline a different method to add labels to the cart.

- a) **Individual Recipient Method:** Individually add labels to cart by selecting **Add to Cart** in the recipient's row.
- b) **"Add All" Method:** Add all labels to cart by selecting **Add All Complete to Cart**.

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences 

 **Hide Postage on Label** - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: John Doe (1 Label)

Edit

Refresh

Batch Summary

Total\$14.75


Sender Information

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 33333









Batch Notes

Add Recipient

Add From File Upload


Actions 

Add All Complete to Cart >

<input checked="" type="checkbox"/>	Ship Date 	Recipient 	Service and Mailpiece 	Mailpiece Details 	Extra Services 	Total Price	All Labels 
1 <input checked="" type="checkbox"/>	03/24/2023	Maya Pack 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	(a) <div>Add to Cart </div>
2 <input checked="" type="checkbox"/>	03/31/2023	Leon S Kennedy 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	<div>Add to Cart </div>

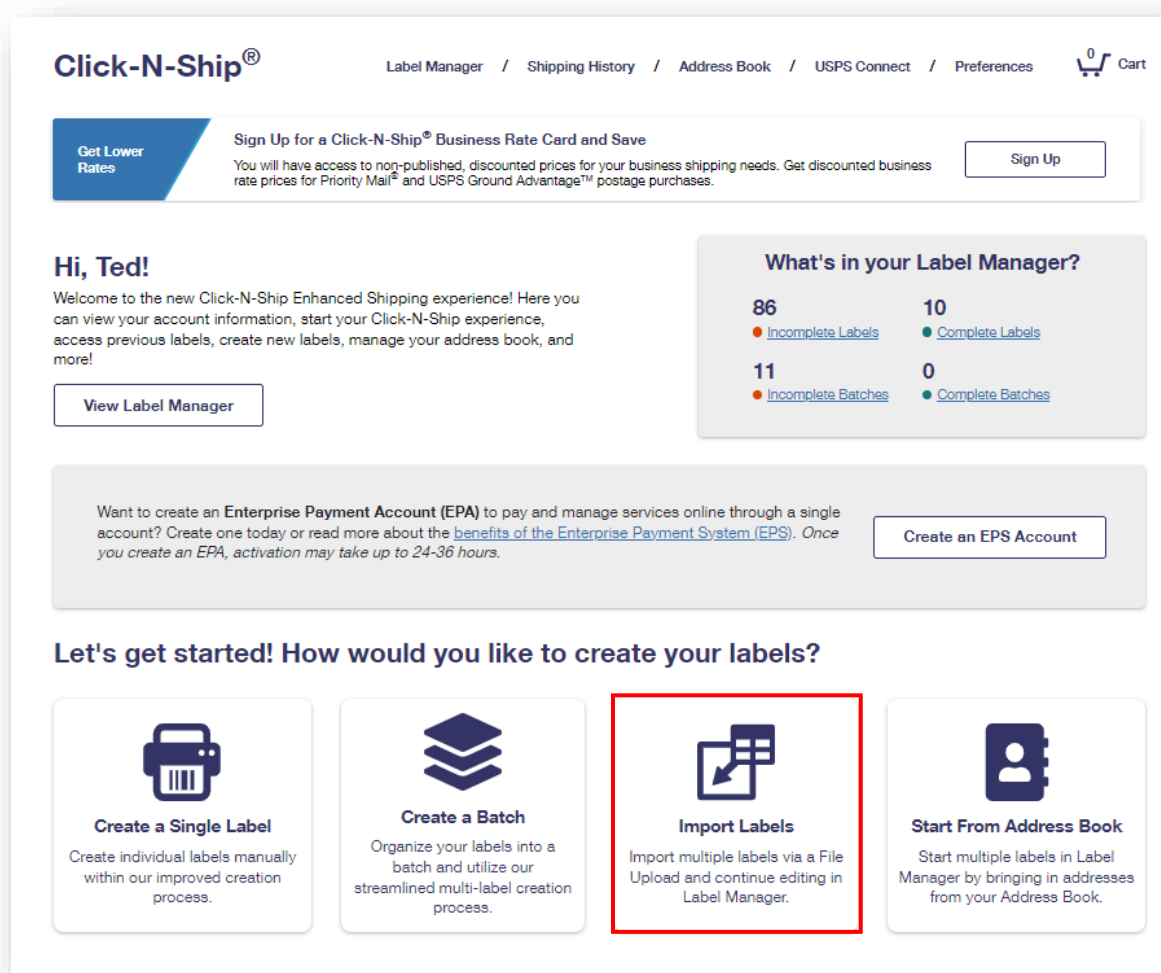
How to Import Labels via File Upload

Import multiple labels via the File Upload method outlined below.


 CNSv2JobAid_FileUpload.xlsx Download here	<p>Please use this guide file and the steps below to understand the required fields and necessary inputs for Enhanced Click-N-Ship® file upload.</p> <p><i>Note, an updated Job Aid is currently under development which will be included in this document once completed.</i></p>
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1) Begin File Upload Process

a) **Option 1:** Select **Import Labels** located on the landing page.



The screenshot shows the Click-N-Ship® landing page. At the top, there's a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect, and Preferences. A shopping cart icon with '0' is on the right. Below the navigation bar, there's a promotional banner for a 'Click-N-Ship® Business Rate Card' with a 'Sign Up' button. The main content area is divided into two columns. The left column greets the user 'Hi, Ted!' and provides a 'View Label Manager' button. The right column, titled 'What's in your Label Manager?', displays statistics: 86 Incomplete Labels, 10 Complete Labels, 11 Incomplete Batches, and 0 Complete Batches. Below this, there's a section for creating an 'Enterprise Payment Account (EPA)' with a 'Create an EPS Account' button. At the bottom, a section titled 'Let's get started! How would you like to create your labels?' features four options: 'Create a Single Label', 'Create a Batch', 'Import Labels' (highlighted with a red border), and 'Start From Address Book'. Each option includes a brief description of the process.

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences  0 Cart

Get Lower Rates Sign Up for a Click-N-Ship® Business Rate Card and Save
You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases. [Sign Up](#)


Hi, Ted!
Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view your account information, start your Click-N-Ship experience, access previous labels, create new labels, manage your address book, and more!
[View Label Manager](#)


What's in your Label Manager?


86 ● Incomplete Labels	10 ● Complete Labels
11 ● Incomplete Batches	0 ● Complete Batches


Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours. [Create an EPS Account](#)

Let's get started! How would you like to create your labels?


Create a Single Label
Create individual labels manually within our improved creation process.


Create a Batch
Organize your labels into a batch and utilize our streamlined multi-label creation process.


Import Labels
Import multiple labels via a File Upload and continue editing in Label Manager.


Start From Address Book
Start multiple labels in Label Manager by bringing in addresses from your Address Book.

b) **Option 2:** Select **File Upload** located on the Label Manager page.

Click-N-Ship®

2 Cart

[Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect®](#) / [Direct Connect](#) / [Preferences](#)

All Labels (67)

Batches (72)

New Label

New Label

New Batch

File Upload

Marketplace Import

Use Address Book

Refresh

Actions

Add All Complete to Cart >

by date and time created. Each new label will appear at the top of the table.

	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
<div>Payaloune an Team LLC PERMAN ST SCOTT BLUFF, NE, 68361-5900</div>	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage Edit Extra Services	\$12.20	<div>Added to cart</div> <div>Edit Label</div>

2) Select File Type

- a) To upload your own personal file, select **I have my own file to upload (this includes the downloadable template provided)**.
 - i. *Note, it is recommended to utilize the CSV template that is provided within this section. To download a copy of the CSV template, refer to the instructional column on the right hand side and select **Download CSV Template**. To download step by step instructions on how to fill out the template, select **Download Instructions**.*

(a)

Upload File Assign to a Batch Map Column Headers Import Labels

Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

What file would you like to upload?

☒ I have my own file to upload (This includes the downloadable template provided)

☐ I am uploading a file exported from an online marketplace

We recommend using a Click-N-Ship template to ensure field mapping accuracy. However, you may upload your own version and manually map the fields that do not automatically map.

[Select CSV File to Upload](#)

Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

[Download Instructions](#)

[Read our FAQs for more information.](#)

(i – ii)

3) Upload File

- a) If your file uploads successfully, you will see a green box verifying its successful upload.
- b) Select **Next** to proceed to the next steps.

Upload File Assign to a Batch Map Column Headers Import Labels

Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

What file would you like to upload?

☒ I have my own file to upload (This includes the downloadable template provided)

☐ I am uploading a file exported from an online marketplace

File Selected: Johnny File Upload.csv

(a) **Upload Successful**
The file did upload successfully. Next, map the fields.

(b) **Next**

[Home](#) [Label Manager](#)

Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

[Download Instructions](#)

[Read our FAQs for more information.](#)

Fields Required

Required Recipient Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™

4) Assign to Batch

- a) To add the labels to an existing batch, select **Add to an Existing Batch**.
- b) To add the labels to a new batch, select **Create a New Batch**.
 - i. *Note, if a new batch is selected, you can name the Batch of labels and add notes if needed (optional).*
- c) Once ready, select **Next: Import Labels** to proceed to the next section.

(a / b)

Upload File

Assign to a Batch

Map Column Headers

Import Labels

Assign to a Batch

Would you like to add these labels to an existing batch or a new batch?

☐ Add to an Existing Batch

☒ Create a New Batch

Add Labels to an New Batch

Name this Batch of Labels in Click-N-Ship

Batch Notes

Next: Import Labels

Back

Download a Template and Instructions

A template CSV file is available

Download CSV Template

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

Download Instructions

Read our FAQs for more information.

Fields Required

Required Recipient Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

Required Sender Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

Required Label Information

Package Type, Service Type, Shipping Date, Package Weight

[Home](#) [Label Manager](#)

(c)

5) Map Column Headers

- To apply a saved mapping to the current one, select one from the **Apply a Saved Mapping** dropdown section.
- Verify that your **file's column headers** have been mapped to the Click-N-Ship® Label Manager fields. If a field is not correctly mapped, you may select another field from the drop-down menu.

(a)

Upload File

Assign to a Batch

Map Column Headers

Import Labels

Tell us about your columns

Now it's time to tell us about your columns. We call this process "Field Mapping". Map the column headers is how you tell Click-N-Ship where your CSV information should appear.

Instructions: For each dropdown in column two, select the closest match to name in column one.

Some rows are required and are marked with an asterisk and highlighted with a light blue marker. Assign your column headers to the corresponding column headers Click-N-Ship fields on the left. Your file may not have the same number of fields, and you only need to map the info you want to import. You can edit the mappings if needed. Unmapped fields will not be imported. Not all fields are required.

Apply a Saved Mapping

Select

Clear Mapping

* Required

Click-N-Ship Fields	Your File's Column Headers	Status
Recipient Information	Mapping Recommended	15 of 15 Mapped Fields
* Recipient ZIP Code	(b) Recipient ZIP Code	Mapped
Recipient Phone	Recipient Phone	Mapped
Recipient Address Line 3	Recipient Address Line 3	Mapped
* Recipient First Name	Recipient First Name	Mapped
* Recipient Address Line 1	Recipient Address Line 1	Mapped
Recipient Address Line 2	Recipient Address Line 2	Mapped

Example from your file (1st row)

Recipient Information
55311
16124269617
-
John
15341 Elm Rd. North
-

- c) To save the current filed mappings as a template for future CSV uploads, enter the **Field Mapping Name** and select **Save as New Mapping** to save the template (*optional*).
- i. *Note, unmapped fields will not be imported.*
- d) If all information is correct and you would like to proceed, select **Confirm Mapping & Import Labels**.

Recipient Email	Recipient Email	Mapped	jkbest83@gmail.com
Recipient Urbanization Code	Recipient Urbanization Code	Mapped	-
Recipient Company/Org Name	Recipient Company/Org Name	Mapped	-
* Recipient State	Recipient State	Mapped	MN
Sender Information	Mapping Recommended	14 of 14 Mapped Fields	Sender Information
Label Information	Mapping Recommended	26 of 26 Mapped Fields	Label Information

Make subsequent uploads a streamlined process. (Optional)

You have the option of saving the field mappings as a template for future CSV uploads. If you plan to import this CSV template regularly, type in a name, we will save it for future use. (Leave blank if you don't want to save it.)

Field Mapping Name

Enter Name for this Field Mapping

Save As New Mapping

Confirm Mapping & Import Labels

Back

[Home](#) [Label Manager](#)

6) Review Import Label Results

- If the label import was successful, you will see a green box with the total number of labels imported successfully.
- If you have another file to upload, select **Upload a New File** and repeat steps 1-5.
- If you do not have any other files to upload, select **View in Label Manager** to view the imported labels in the newly created batch.

The screenshot displays the 'Import Label Results' page. At the top, a progress bar shows four steps: 'Upload File', 'Assign to a Batch', 'Map Column Headers', and 'Import Labels'. The 'Import Labels' step is currently active.

Import Label Results

Total Labels Created
3 of 3

View Label Information in Click-N-Ship®
Go to Click-N-Ship Label Manager to view and edit the label information.
View In Label Manager

Import Another File
Have another file? Return to the beginning of the process to import another CSV file.
Upload a New File

Download a Template and Instructions
A template CSV file is available
[Download CSV Template](#)

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.
[Download Instructions](#)

[Read our FAQs for more information.](#)

Fields Required

Required Recipient Information
First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

Required Sender Information
First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

Required Label Information
Package Type, Service Type, Shipping Date, Package Weight

[Home](#) [Label Manager](#)

- d) If the label import was unsuccessful, you will see a **yellow box** with a total number of labels that were not imported successfully.
- e) In this case, review the file, ensure that the file meets the upload requirements, and **reupload the file** until the file is successfully imported.

(d)

(e)

Import Label Results

View Label Information in Click-N-Ship®

Go to Click-N-Ship Label Manager to view and edit the label information.

[View In Label Manager](#)

Import Another File

Have another file? Return to the beginning of the process to import another CSV file.

[Upload a New File](#)

Labels that did not import (47)

Labels that had errors and didn't import

47 of 47

Instructions: We strongly recommend re-uploading a CSV with **only** these labels.

[Upload A File](#)

Label Row	Reasons record failed to import
10	Unable to find rate
42	Unable to find rate
8	You have entered a non-deliverable Delivery Address. Please verify address, including apartment, suite, etc. Additional assistance is available at Find Zip Codes. Unable to find rate

Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

[Download Instructions](#)

[Read our FAQs for more information.](#)

Fields Required

Required Recipient Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

Required Sender Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

Required Label Information

Package Type, Service Type, Shipping Date, Package Weight


Feedback

7) Select Service and Mailpiece Details

You must select a Service and Mailpiece type for each uploaded label.

There are multiple ways to select your Service and Mailpiece Types. Steps (a)-(c) each outline a different method to select service and Mailpiece details for the recipients.

- a) **Individual Recipient Method:** If you would like Service and Mailpiece details specific to each recipient you may click on the “Edit Service and Mailpiece” button in the recipient’s label row. A pop-up will appear where you can select the service and Mailpiece type for a single recipient.
- b) **“Edit All” Method:** If all recipients have the same Services and Mailpiece details, you may select the “Edit” button located beneath the “Service and Mailpiece” title. A pop-up will appear where you can select the Service and Mailpiece type for all recipients.
- c) **Bulk Action Method:** If there are sub-group of recipients with the same Service and Mailpiece details, you may checkbox their names on the left, click the “Action” dropdown button, and select the “Edit” option in the drop-down menu. A pop-up will appear where you can select the Service and Mailpiece type for the sub-group of recipients.

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences  Cart

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.

[Back to Batches](#) Labels in the batch automatically save as you enter information.

Batch: **John Doe (1 Label)** Edit Refresh

Batch Summary		Sender Information	Batch Notes
Total	\$14.75	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333	

Add Recipient Add From File Upload (b) (c) Actions Add All Complete to Cart >

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit
1 <input checked="" type="checkbox"/>	06/27/2023	Jim Jones 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Choose Your Own Box Edit Service And Mailpiece	16 oz + Add Mailpiece Details	+ Add Extra Services

(a)

Add to Cart

Remove from Batch

Duplicate

Flag

Create Return Label

Delete

Delete All Labels

Edit ▼

8) Edit Mailpiece Details

The Content Details section is only required for Mailpiece's that require a Customs Form.

There are multiple ways to enter Mailpiece details for your labels. Steps (a)-(c) each outline a different method to enter Mailpiece details for the recipients.

- a) **Individual Recipient Method:** If you would like to input Mailpiece details specific to each recipient you may click on the "Add Mailpiece Details" button in the recipient's label row. A pop-up will appear where you can enter the Mailpiece details for a single recipient.
- b) **"Edit All" Method:** If all recipients have the same Mailpiece details, you may select the "Edit" button located beneath the "Mailpiece Details" title. A pop-up will appear where you can enter the Mailpiece details for all recipients.
- c) **Bulk Action Method:** If there are sub-group of recipients with the same Mailpiece details, you may checkbox their names on the left, click the "Action" dropdown button, and select the "Edit" option in the drop-down menu. A pop-up will appear where you can enter the Mailpiece details for the sub-group of recipients.

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences 0 Cart

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.

[Back to Batches](#)

Batch: **John Doe (1 Label)** Edit Refresh

Batch Summary		Sender Information	Batch Notes
Total	\$14.75	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333	

Add Recipient Add From File Upload

	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	
1	06/27/2023	Jim Jones 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Choose Your Own Box Edit Service And Mailpiece	+ Add Mailpiece Details	+ Add Extra Services	<div><div>Actions</div><div>Add to Cart Remove from Batch Duplicate Flag Create Return Label Delete Delete All Labels</div></div> <div><div>All Labels</div><div>Edit ▼</div></div>


(a) (b) (c)

9) Select Extra Services

If you are interested in adding extra services to your Mailpiece(s), please select one of the available Insurance options and Signature Services options.

There are multiple ways to select your Extra Services for your Mailpiece's. Steps (a)-(c) each outline a different method to select Extra Services for the recipients.

- a) **Individual Recipient Method:** If you would like to select Extra Services specific to each recipient you may click the "Edit Extra Services" button in the recipient's label row. A pop-up will appear where you can select the desired Extra Services for a single recipient. *Note, extra services can only be added to two labels at a time.*
- b) **"Edit All" Method:** If your batch of labels all have the same Service and Mailpiece type and all recipients require the same Extra Services, you may select the "Edit" button located beneath the "Extra Services" title. A pop-up will appear where you can select the desired Extra Services for all recipients.
- c) **Bulk Action Method:** If there are sub-group of recipients with the same Service and Mailpiece type that need Extra Services, you may checkbox their names on the left, click the "Action" dropdown button, and select the "Edit" option in the drop-down menu. A pop-up will appear where you can select the desired Extra Services for the sub-group of recipients.

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences  Cart

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.

[Back to Batches](#) Labels in the batch automatically save as you enter information.

Batch: **John Doe (1 Label)** Edit Refresh

Batch Summary		Sender Information	Batch Notes
Total	\$14.75	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333	

Add Recipient Add From File Upload

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	
1	06/27/2023	Jim Jones 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Choose Your Own Box Edit Service And Mailpiece	16 oz + Add Mailpiece Details	+ Add Extra Services	<div><div>Actions ▾</div><div>Add to Cart Remove from Batch Duplicate Flag Create Return Label Delete Delete All Labels</div></div> <div><div>All Labels ▾</div><div>Edit ▾</div></div>

(a) (b) (c)

10) Add Labels to Cart

Review all the recipient details, and if everything is correct begin adding labels to your cart for checkout.

There are multiple ways to add labels to the cart. Steps (a)-(b) each outline a different method to add labels to the cart.

- Individual Recipient Method:** Individually add labels to cart by clicking **Add to Cart** in the recipient's row.
- Add All Method:** Add all labels by clicking **Add All Complete to Cart**.
- Bulk Action Method:** Add specific labels to the cart by selecting the checkbox on your preferred labels, then select **Add to Cart** in the **Actions** dropdown menu.

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.

[Back to Batches](#) Labels in the batch automatically save as you enter information.

Batch: **John Doe (1 Label)** Edit Refresh

Batch Summary **Sender Information** **Batch Notes**

Total **\$14.75**

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 33333

Add Recipient Add From File Upload **Actions** ▾ **Add All Complete to Cart** > (b)

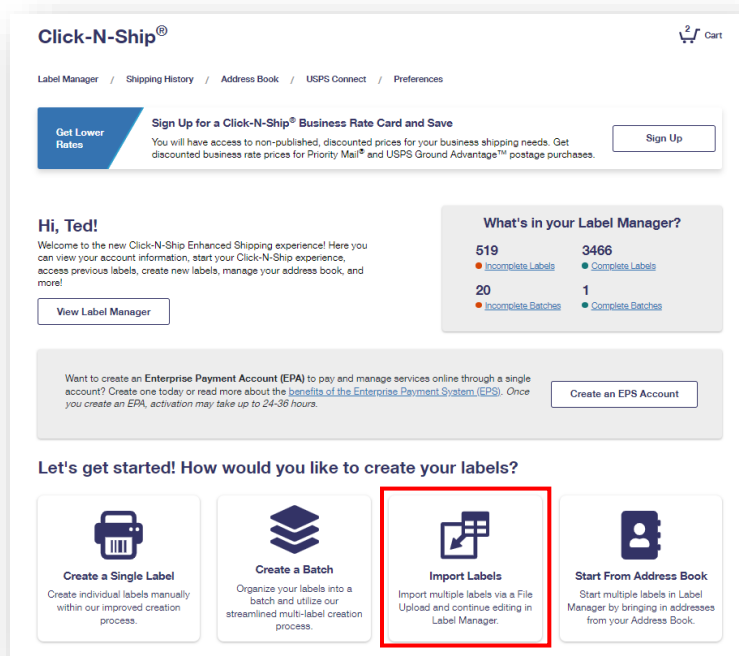
<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels ▾
1	<input checked="" type="checkbox"/> 03/24/2023	Maya Pack 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	Add to Cart ▾ (a)
2	<input checked="" type="checkbox"/> 03/31/2023	Leon S Kennedy 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	Add to Cart ▾

How to Import Labels from an Online Marketplace

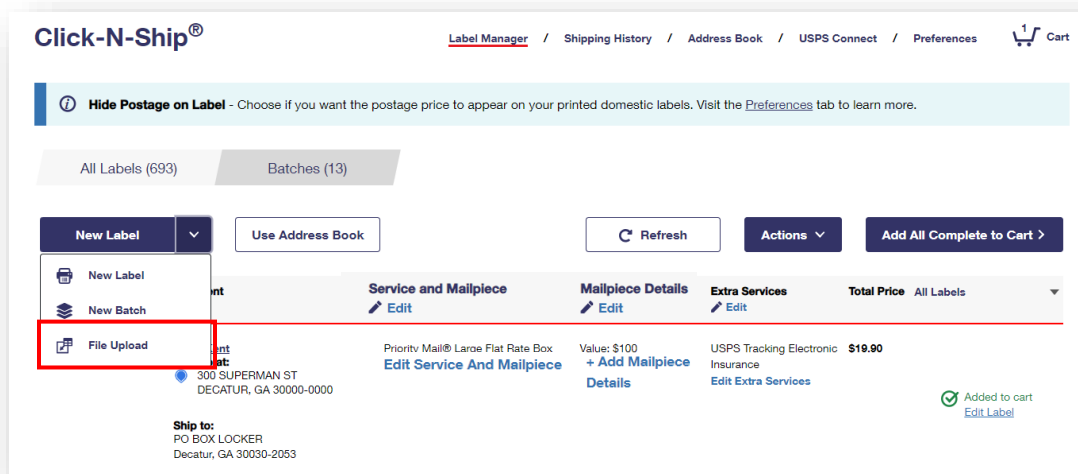
Import order exports from marketplaces such as Etsy, Shopify, BigCommerce, Rithum and directly upload them to Enhanced Click-N-Ship® to create labels based off your orders via the File Upload method outlined below.

1) Begin File Upload Process

- Download your order export from the online marketplace to your computer.
- Option 1:** Select **Import Labels** located on the landing page.



- Option 2:** Click on **File Upload** from Label Manager page.



2) Select Online Marketplace File

a) Select **I am uploading a file exported from an online marketplace.**

- i. *Note, it is recommended to utilize the CSV template that is provided within this section. To download a copy of the CSV template, refer to the instructional column on the right hand side and select **Download CSV Template**. To download step by step instructions on how to fill out the template, select **Download Instructions**.*
- ii. To better understand the fields that are required, refer to the **Fields Required** section.

(a)

Upload File

Assign to a Batch

Import Labels

Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

What file would you like to upload?

☐ I have my own file to upload (This includes the downloadable template provided)

☒ I am uploading a file exported from an online marketplace

Select a Marketplace File

You must select a marketplace above

Select CSV File

Download a Template and Instructions

A template CSV file is available

Download CSV Template

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

Download Instructions

[Read our FAQs for more information.](#)

Import Labels

[Home](#) [Label Manager](#)

Fields Required

Required Recipient Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

Required Sender Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

Required Label Information

Package Type, Service Type, Shipping Date, Package Weight

(i)

(ii)

3) Select an Online Marketplace and Upload File

- a) Click on the dropdown and select the **online marketplace** that you are exporting your file from and then click on **Select CSV file** to select and upload your file.

The screenshot displays the 'Import Labels' interface with three tabs: 'Upload File', 'Assign to a Batch', and 'Import Labels'. The 'Upload File' tab is active, showing the 'Import a List of Labels' section. Below this, a message states: 'It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.' The 'What file would you like to upload?' section contains two radio buttons. The first is 'I have my own file to upload (This includes the downloadable template provided)'. The second is 'I am uploading a file exported from an online marketplace', which is selected. Below the radio buttons is a dropdown menu labeled 'Select a Marketplace File'. This dropdown is open, showing a list of marketplaces: 'Select a Marketplace File', 'Etsy', 'Shopify', 'BigCommerce', and 'Rithum'. To the right of the dropdown is a section titled 'Download a Template and Instructions'. It contains the text 'A template CSV file is available' and a button 'Download CSV Template'. Below this is another button 'Download Instructions' and a link 'Read our FAQs for more information.' At the bottom right, there is a section titled 'Fields Required'.

- b) If your file uploads successfully, you will see a green box verifying its successful upload.
- c) Select **Import Labels** to proceed to the next steps.

Upload File

Assign to a Batch

Import Labels

Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.


What file would you like to upload?

☐ I have my own file to upload (This includes the downloadable template provided)

☒ I am uploading a file exported from an online marketplace

Shopify

File Selected: Label_Template_Hannah.csv

 **Upload Successful**


The file did upload successfully. Next, map the fields.

Import Labels


[Home](#) [Label Manager](#)

Download a Template and Instructions

A template CSV file is available

 **Download CSV Template**

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

 **Download Instructions**

[Read our FAQs for more information.](#)

Fields Required

Required Recipient Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

Required Sender Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

Required Label Information

Package Type, Service Type, Shipping Date, Package Weight

(d)

(e)

4) Assign to Batch

- a) To add the labels to an existing batch, select **Add to an Existing Batch**.
- b) To add the labels to a new batch, select **Create a New Batch**.
 - a) Note, if a new batch is selected, you can name the Batch of labels and add notes if needed (optional).
- c) Once ready, select **Next: Import Labels** to proceed to the next section.

The screenshot shows a web interface for assigning labels to a batch. At the top, there are three tabs: 'Upload File', 'Assign to a Batch' (which is active), and 'Import Labels'. The main heading is 'Assign to a Batch'. Below it, a question asks 'Would you like to add these labels to an existing batch or a new batch?'. There are two radio button options: 'Add to an Existing Batch' and 'Create a New Batch'. The 'Create a New Batch' option is selected and highlighted with a red box, with the annotation '(a / b)' to its left. Below this, there is a section titled 'Add Labels to a New Batch' which contains two text input fields: 'Name this Batch of Labels in Click-iT-Ship' (with a sub-label 'Batch Name (optional)') and 'Batch Notes' (with a sub-label 'Add note for yourself (optional)'). This section is also highlighted with a red box, with the annotation '(i)' to its left. At the bottom of the form, there are two buttons: 'Next: Import Labels' (highlighted with a red box and the annotation '(c)' to its left) and 'Back'. On the right side of the form, there is a grey sidebar with three sections: 'Download a Template and Instructions' (with a 'Download CSV Template' button), 'Fields Required' (listing required recipient, sender, and label information), and 'Read our FAQs for more information.'

Upload File Assign to a Batch Import Labels

Assign to a Batch

Would you like to add these labels to an existing batch or a new batch?

☐ Add to an Existing Batch

☒ Create a New Batch

Add Labels to a New Batch

Name this Batch of Labels in Click-iT-Ship

Batch Name (optional)

Batch Notes

Add note for yourself (optional)

Next: Import Labels Back

[Home](#) [Label Manager](#)

Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

[Download Instructions](#)

[Read our FAQs for more information.](#)

Fields Required

Required Recipient Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

Required Sender Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

Required Label Information

Package Type, Service Type, Shipping Date, Package Weight

5) Review Import Label Results

- If the label import was successful, you will see a green box with the total number of labels imported successfully.
- If you have another file to upload, select **Upload a New File** and repeat steps 1-5.
- If you do not have any other files to upload, select **View in Label Manager** to view the imported labels in the newly created batch.

The screenshot displays the 'Import Label Results' page. At the top, a progress bar shows four steps: 'Upload File', 'Assign to a Batch', 'Map Column Headers', and 'Import Labels'. The 'Import Labels' step is currently active.

Import Label Results

Total Labels Created
3 of 3

View Label Information in Click-N-Ship®
Go to Click-N-Ship Label Manager to view and edit the label information.
View In Label Manager

Import Another File
Have another file? Return to the beginning of the process to import another CSV file.
Upload a New File

Download a Template and Instructions
A template CSV file is available
Download CSV Template

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.
Download Instructions

Read our [FAQs](#) for more information.

Fields Required

Required Recipient Information
First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

Required Sender Information
First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

Required Label Information
Package Type, Service Type, Shipping Date, Package Weight

[Home](#) [Label Manager](#)

- d) If the label import was unsuccessful, you will see a **yellow box** with a total number of labels that were not imported successfully.
- e) In this case, review the file, ensure that the file meets the upload requirements, and **reupload the file** until the file is successfully imported.

(d)

(e)

Import Label Results

View Label Information in Click-N-Ship®

Go to Click-N-Ship Label Manager to view and edit the label information.

[View In Label Manager](#)

Import Another File

Have another file? Return to the beginning of the process to import another CSV file.

[Upload a New File](#)

Labels that did not import (47)

Labels that had errors and didn't import

47 of 47

Instructions: We strongly recommend re-uploading a CSV with **only** these labels.

[Upload A File](#)

Label Row	Reasons record failed to import
10	Unable to find rate
42	Unable to find rate
8	You have entered a non-deliverable Delivery Address. Please verify address, including apartment, suite, etc. Additional assistance is available at Find Zip Codes. Unable to find rate

Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

[Download Instructions](#)

[Read our FAQs for more information.](#)

Fields Required

Required Recipient Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

Required Sender Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

Required Label Information

Package Type, Service Type, Shipping Date, Package Weight


Feedback

6) Select Service and Mailpiece Details

You must select a Service and Mailpiece type for each uploaded label.

There are multiple ways to select your Service and Mailpiece Types. Steps (a)-(c) each outline a different method to select service and Mailpiece details for the recipients.

- a) **Individual Recipient Method:** If you would like Service and Mailpiece details specific to each recipient you may click on the “Edit Service and Mailpiece” button in the recipient’s label row. A pop-up will appear where you can select the service and Mailpiece type for a single recipient.
- b) **“Edit All” Method:** If all recipients have the same Services and Mailpiece details, you may select the “Edit” button located beneath the “Service and Mailpiece” title. A pop-up will appear where you can select the Service and Mailpiece type for all recipients.
- c) **Bulk Action Method:** If there are sub-group of recipients with the same Service and Mailpiece details, you may checkbox their names on the left, click the “Action” dropdown button, and select the “Edit” option in the drop-down menu. A pop-up will appear where you can select the Service and Mailpiece type for the sub-group of recipients.

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences  Cart

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.

[Back to Batches](#) Labels in the batch automatically save as you enter information.

Batch: **John Doe (1 Label)** Edit Refresh

Batch Summary		Sender Information	Batch Notes
Total	\$14.75	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333	

Add Recipient Add From File Upload (b) (c) Actions Add All Complete to Cart >

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit
1 <input checked="" type="checkbox"/>	06/27/2023	Jim Jones 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Choose Your Own Box Edit Service And Mailpiece	16 oz + Add Mailpiece Details	+ Add Extra Services

(a)

Add to Cart

Remove from Batch

Duplicate

Flag

Create Return Label

Delete

Delete All Labels


7) Edit Mailpiece Details

The Content Details section is only required for Mailpiece's that require a Customs Form.

There are multiple ways to enter Mailpiece details for your labels. Steps (a)-(c) each outline a different method to enter Mailpiece details for the recipients.

- a) **Individual Recipient Method:** If you would like to input Mailpiece details specific to each recipient you may click on the "Add Mailpiece Details" button in the recipient's label row. A pop-up will appear where you can enter the Mailpiece details for a single recipient.
- b) **"Edit All" Method:** If all recipients have the same Mailpiece details, you may select the "Edit" button located beneath the "Mailpiece Details" title. A pop-up will appear where you can enter the Mailpiece details for all recipients.
- c) **Bulk Action Method:** If there are sub-group of recipients with the same Mailpiece details, you may checkbox their names on the left, click the "Action" dropdown button, and select the "Edit" option in the drop-down menu. A pop-up will appear where you can enter the Mailpiece details for the sub-group of recipients.

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences  Cart

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.

[Back to Batches](#)

Batch: **John Doe (1 Label)** Edit Refresh

Batch Summary Total **\$14.75**

Sender Information
Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 33333


Batch Notes

Add Recipient Add From File Upload

(b) (c)

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit
1	06/27/2023	Jim Jones 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Choose Your Own Box 16 oz Edit Service And Mailpiece	+ Add Mailpiece Details	+ Add Extra Services


(a)

Actions 

- Add to Cart
- Remove from Batch
- Duplicate
- Flag
- Create Return Label
- Delete
- Delete All Labels

Edit ▼

Add All Complete to Cart >

All Labels 

8) Select Extra Services

If you are interested in adding extra services to your Mailpiece(s), please select one of the available Insurance options and Signature Services options.

There are multiple ways to select your Extra Services for your Mailpiece's. Steps (a)-(c) each outline a different method to select Extra Services for the recipients.

- a) **Individual Recipient Method:** If you would like to select Extra Services specific to each recipient you may click the "Edit Extra Services" button in the recipient's label row. A pop-up will appear where you can select the desired Extra Services for a single recipient. *Note, extra services can only be added to two labels at a time.*
- b) **"Edit All" Method:** If your batch of labels all have the same Service and Mailpiece type and all recipients require the same Extra Services, you may select the "Edit" button located beneath the "Extra Services" title. A pop-up will appear where you can select the desired Extra Services for all recipients.
- c) **Bulk Action Method:** If there are sub-group of recipients with the same Service and Mailpiece type that need Extra Services, you may checkbox their names on the left, click the "Action" dropdown button, and select the "Edit" option in the drop-down menu. A pop-up will appear where you can select the desired Extra Services for the sub-group of recipients.

The screenshot shows the Click-N-Ship interface. At the top, there's a navigation bar with links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences. A cart icon shows 0 items. Below the navigation bar, a message says "Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more." A link "Back to Batches" is on the left. The main content area shows a batch for "John Doe (1 Label)". It includes a "Batch Summary" table with a total of \$14.75, "Sender Information" for Clark Kent at 300 SUPERMAN ST, CHARLOTTE, NC 33333, and a "Batch Notes" section. Below this, there are buttons for "Add Recipient" and "Add From File Upload". A table of recipients is shown with columns: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, and Actions. The first recipient is Jim Jones at 300 SUPERMAN ST, DECATUR, GA 30000-0000, with a service of Priority Mail® Choose Your Own Box and a weight of 16 oz. Red boxes and labels highlight specific actions: (a) points to the "+ Add Extra Services" link in the Extra Services column; (b) points to the "Edit" link in the Extra Services column; (c) points to the "Actions" dropdown menu. A red box also highlights the "Edit" button in the Batch Notes section.

Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Actions
06/27/2023	Jim Jones 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Choose Your Own Box Edit Service And Mailpiece	16 oz + Add Mailpiece Details	+ Add Extra Services	Actions

9) Add Labels to Cart

Review all the recipient details, and if everything is correct begin adding labels to your cart for checkout.

There are multiple ways to add labels to the cart. Steps (a)-(b) each outline a different method to add labels to the cart.

- Individual Recipient Method:** Individually add labels to cart by clicking **Add to Cart** in the recipient's row.
- Add All Method:** Add all labels by clicking **Add All Complete to Cart**.
- Bulk Action Method:** Add specific labels to the cart by selecting the checkbox on your preferred labels, then select **Add to Cart** in the **Actions** dropdown menu.

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.

[Back to Batches](#) Labels in the batch automatically save as you enter information.

Batch: **John Doe (1 Label)** Edit Refresh

Batch Summary **Sender Information** **Batch Notes**

Total **\$14.75**

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 33333

Add Recipient Add From File Upload **Actions** ▾ **Add All Complete to Cart** > (b)

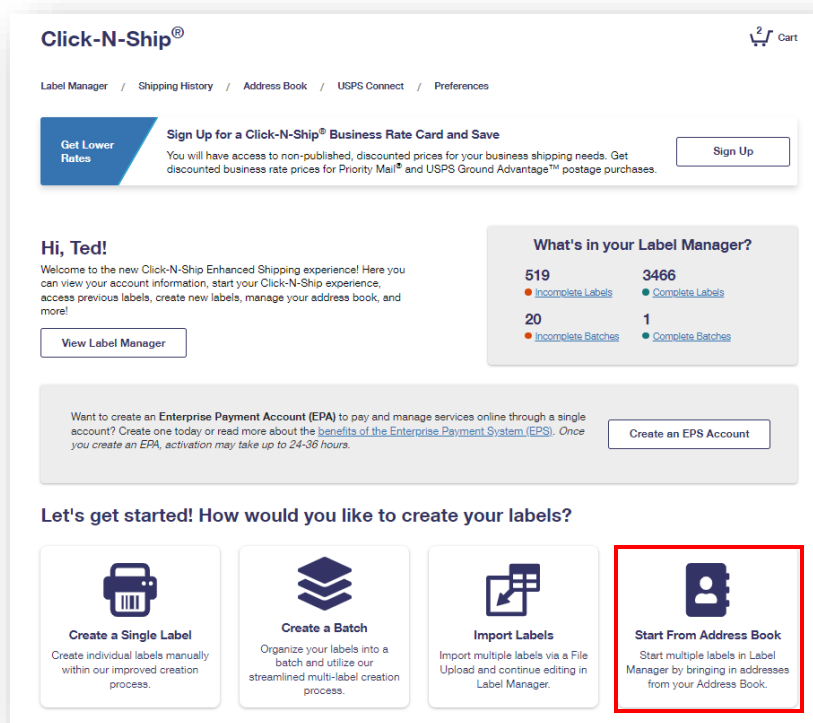
<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels
1	<input checked="" type="checkbox"/> 03/24/2023	Maya Pack 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	Add to Cart ▾ (a)
2	<input checked="" type="checkbox"/> 03/31/2023	Leon S Kennedy 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	Add to Cart ▾

How to Create Labels from the Address Book

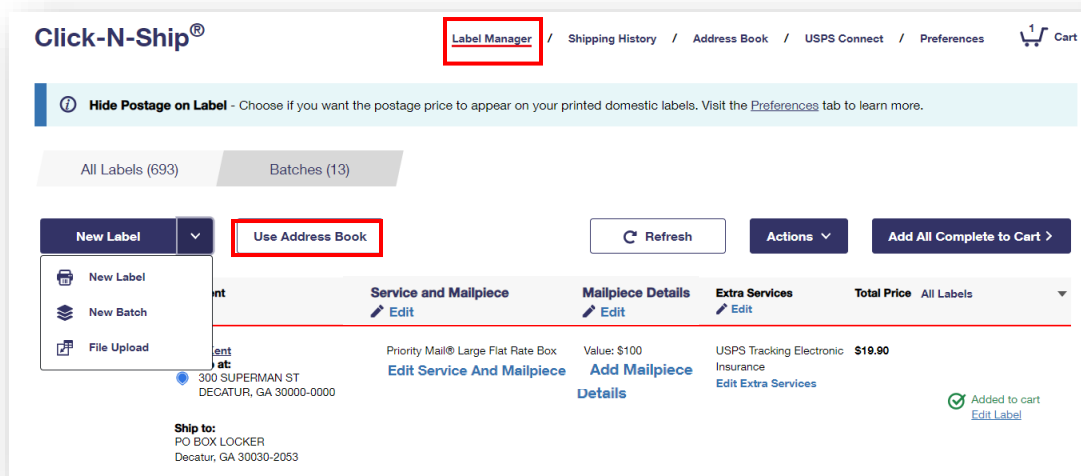
Create multiple labels using your Address Book following the steps below.

1) Begin Address Book Label Creation Process

- a) **Option 1:** Select **Start from Address Book** located on the landing page.



- b) **Option 2:** Select **Use Address Book** located on the Label Manager page.



2) Select Recipient Address from Address Book

- Search for and select the desired recipient addresses.
- After all desired recipient addresses are selected, select **New Label**.

My Address Book + Add New Contact Import Contacts

Search Address Book

Select Labels and Choose Action

Sort By
Last Name A-Z

My Groups
No groups

Create New Group Add

Missing contacts from your existing USPS Address Book?
[Sync All Contacts](#)

Select All ☐ Viewing 1-7 of 7 contacts

<input type="checkbox"/>	CLARK KENT 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000	Edit Delete New Label
<input type="checkbox"/>	CLARK KENT 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000	Edit Delete New Label
<input type="checkbox"/>	CLARK KENT 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000	Edit Delete New Label
<input type="checkbox"/>	CLARK KENT 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000	Edit Delete New Label

- The selected addresses should now appear in Label Manager along with any other labels that may have previously saved or created. From here, you may proceed to edit and manage the created labels as normal.

All Labels (695) Batches (13)

New Label Use Address Book Refresh Actions Add All Complete to Cart

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	12/12/2023	Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053	Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$19.90	Add to Cart <input type="button" value="v"/>
2 <input type="checkbox"/>	12/12/2023	Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053	Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$19.90	Add to Cart <input type="button" value="v"/>

Save As Favorite
Edit
Add to Batch
Duplicate
Flag as Priority
Delete

3) Select / Edit Service and Mailpiece Details

Refer to **page 23** of the Enhanced Click-N-Ship® User Guide to follow the steps required to select your Service and Mailpiece details.

4) Select / Edit Extra Services

Refer to **page 32** of the Enhanced Click-N-Ship® User Guide to follow the steps required to select your extra services.

5) Adding Labels to Cart

Refer to **page 33** of the Enhanced Click-N-Ship® User Guide to follow the steps required to add labels to your cart.

Enhanced Click-N-Ship®

Return Label(s)

Within the following section, you'll receive step-by-step guidance on how to create, view, and manage your Return Label(s).

How to Create Return Labels

Within this section you will understand how to Create Return Label(s) by following the steps below.

1) Create Return Labels via the Single Label Flow Creation Process

a) Option 1: Select **Create a Single Label** located on the landing page.

The screenshot shows the Click-N-Ship landing page. At the top, there's a greeting 'Hi, Ted!' and a welcome message. Below this is a 'View Label Manager' button. To the right, a box titled 'What's in your Label Manager?' displays statistics: 519 Incomplete Labels, 3466 Complete Labels, 20 Incomplete Batches, and 1 Complete Batch. Below this is a section for creating an Enterprise Payment Account (EPA). The main section, 'Let's get started! How would you like to create your labels?', features four options: 'Create a Single Label' (highlighted with a red box), 'Create a Batch', 'Import Labels', and 'Start From Address Book'. Each option includes an icon and a brief description.

Hi, Ted!
Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view your account information, start your Click-N-Ship experience, access previous labels, create new labels, manage your address book, and more!

[View Label Manager](#)

What's in your Label Manager?

519 Incomplete Labels	3466 Complete Labels
20 Incomplete Batches	1 Complete Batches

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

[Create an EPS Account](#)

Let's get started! How would you like to create your labels?

Create a Single Label
Create individual labels manually within our improved creation process.

Create a Batch
Organize your labels into a batch and utilize our streamlined multi-label creation process.

Import Labels
Import multiple labels via a File Upload and continue editing in Label Manager.

Start From Address Book
Start multiple labels in Label Manager by bringing in addresses from your Address Book.

b) Option 2: Select **New Label** located on the Label Manager page.

The screenshot shows the Click-N-Ship Label Manager page. The 'Label Manager' tab is selected in the top navigation bar. Below the navigation bar, there's a section for 'Hide Postage on Label'. The main area shows a list of labels and batches. The 'New Label' option is highlighted with a red box. Below this, there's a table with columns for 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', and 'Total Price'. The first row shows a 'Priority Mail® Large Flat Rate Box' with a value of \$100 and a total price of \$19.90. The 'New Label' button is also highlighted with a red box.

Click-N-Ship® [Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect](#) / [Preferences](#) [Cart](#)

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

All Labels (693) Batches (13)

New Label [Use Address Book](#) [Refresh](#) [Actions](#) [Add All Complete to Cart >](#)

	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels
New Label New Batch File Upload 	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	Value: \$100 Add Mailpiece Details	USPS Tracking Electronic Insurance Edit Extra Services	\$19.90	Edit Label

300 SUPERMAN ST
DECATUR, GA 30000-0000

Ship to:
PO BOX LOCKER
Decatur, GA 30030-2053

Added to cart [Edit Label](#)

- c) Refer to **page 12 – 16** of the Enhanced Click-N-Ship® User Guide to follow the steps required to create your labels via the Single-Label Flow.
- d) Once on the 'Step 4: Select Extra Services' section, select the **Create a Return Label** checkbox.
- i. *Note, a new section, "Step 5: Create a Return Label" will appear after check boxing.*

Step 4: Select Extra Services



Please select any extra services you would like to add to this label.

Priority Mail covers up to \$100 of the mailpiece value. For mailpieces with a value over \$100, additional insurance can be purchased to cover the balance.


Insurance

<input type="radio"/> None		
<input checked="" type="radio"/> Insurance		Free

Signature Services

<input checked="" type="radio"/> None		
<input type="radio"/> Adult Signature 21 or Older Required		\$9.35
<input type="radio"/> Signature Confirmation		\$3.50
<input type="radio"/> Adult Signature Restricted Delivery 21 or Older		\$9.65

Special Delivery Services

<input type="checkbox"/> Hide Postage on Label		Free
--	---	------

Additional Delivery Services

<input checked="" type="checkbox"/> USPS Tracking Electronic		Free
<input type="checkbox"/> Label Delivery - Outbound		\$1.25

Return Services

This is the only opportunity to create a return label for this outgoing label.

<input checked="" type="checkbox"/> Create a return label		Free*
---	--	-------

*It is free to create a return label. You will only be charged if this return label is used.

- e) Once on the “Step 5: Create Return Label” section, select the desired Return Service type from drop-down menu.
- i. *Note: All return packaging is Choose Your Own Box packaging. An estimated price will be displayed in the Return Package table; however, you will not be charged for the Return Label until it is scanned and used.*

Step 5: Create Return Label

This return label will be generated with the associated outgoing label. You will not be charged for this return label unless it is used by the recipient. You will be notified of its use and a postage due will show up in your Shipping Cart.

The return address on the label will be the same as the Sender address for the outgoing label.

Please select a service type for the return label below. All packaging is Choose Your Own Box.

Service Type: Which shipping service would you like for this return label?

Select a Service

Priority Mail® Return

Priority Mail Express® Return

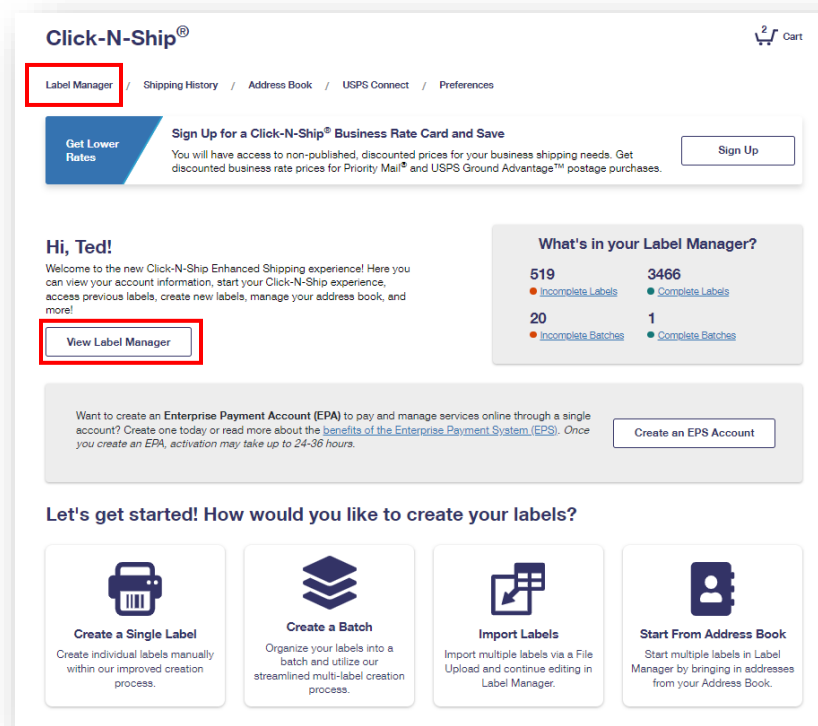
USPS Ground Advantage™ Return

☒ USPS Tracking Electronic

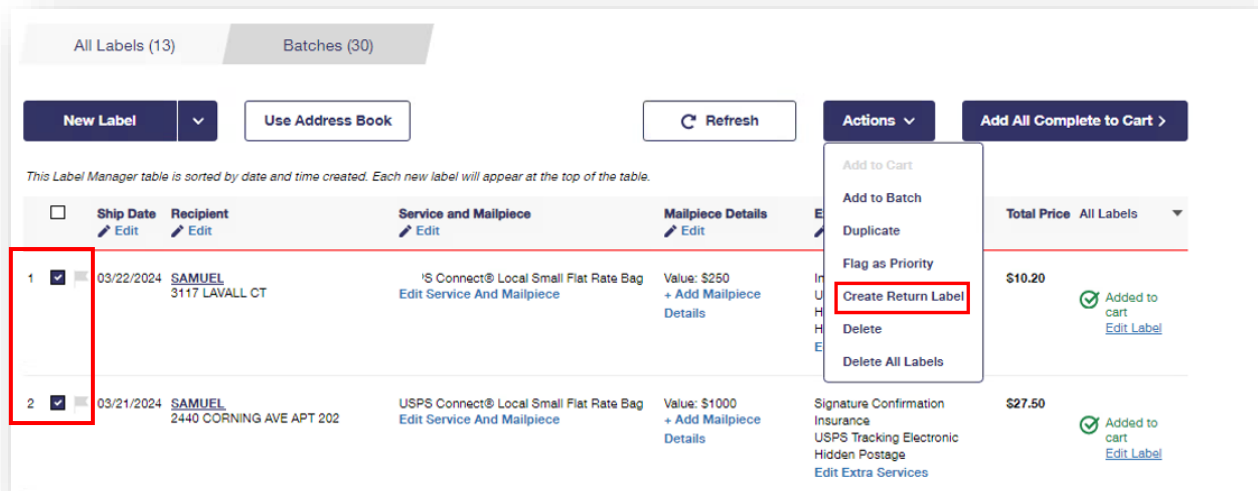
Free

2) Create Return Labels via the Label Manager

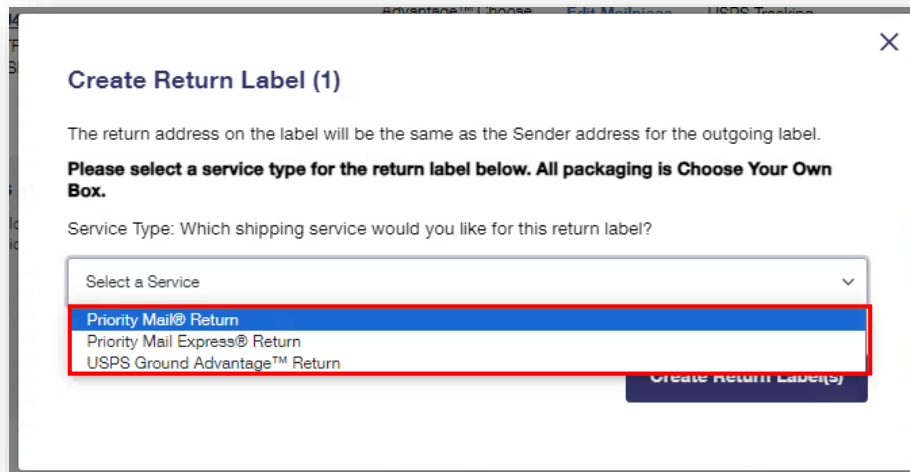
- a) Select **View Label Manager** located on the landing page.



- b) Once on the Label Manager, select the **checkbox** of the desired Outbound Labels from the Label Manager.
- c) Click the **Actions** dropdown button and select **Create a Return Label**.

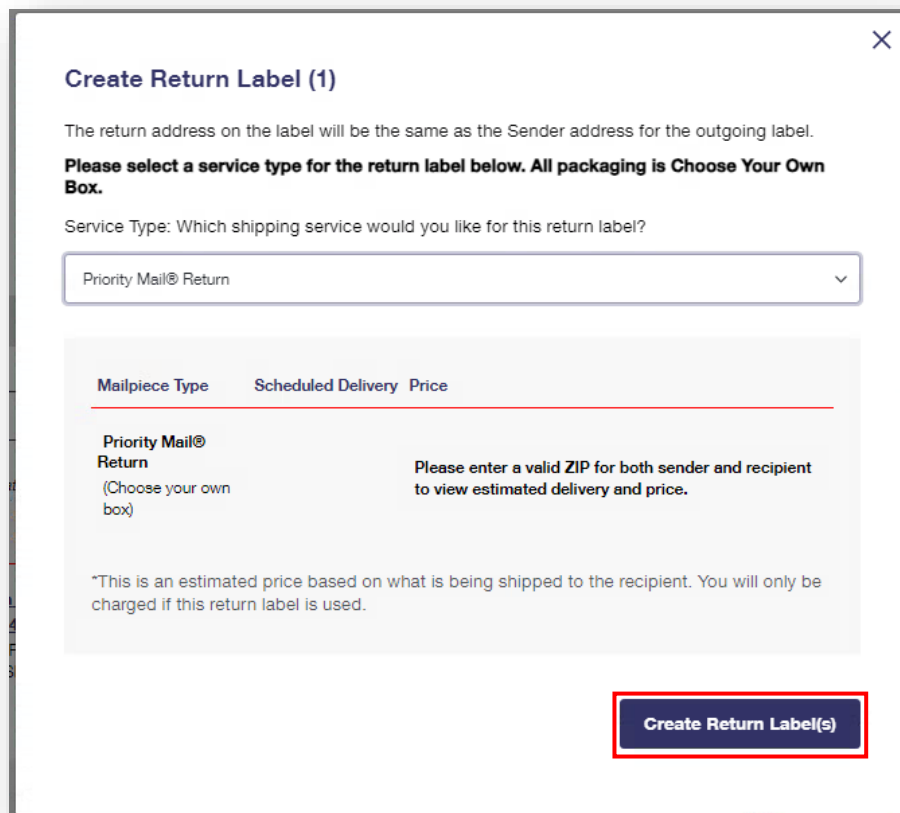


- d) Once on the Create Return Label modal, select the desired **Return Service type** from drop-down menu.
- i. *Please note, that all return packaging is Choose Your Own Box packaging.*



The screenshot shows the 'Create Return Label (1)' modal. It includes a close button (X) in the top right corner. The text inside reads: 'The return address on the label will be the same as the Sender address for the outgoing label. Please select a service type for the return label below. All packaging is Choose Your Own Box. Service Type: Which shipping service would you like for this return label?'. Below this is a dropdown menu with the placeholder text 'Select a Service'. The dropdown is open, showing three options: 'Priority Mail® Return' (highlighted in blue), 'Priority Mail Express® Return', and 'USPS Ground Advantage™ Return'. A red rectangle highlights the dropdown menu. A 'Create Return Label(s)' button is visible at the bottom right.

- e) Select **Create Return Label(s)** to save your selection and add Return Labels to the selected Outbound Labels



The screenshot shows the 'Create Return Label (1)' modal. It includes a close button (X) in the top right corner. The text inside reads: 'The return address on the label will be the same as the Sender address for the outgoing label. Please select a service type for the return label below. All packaging is Choose Your Own Box. Service Type: Which shipping service would you like for this return label?'. Below this is a dropdown menu with the placeholder text 'Select a Service'. The dropdown is open, showing three options: 'Priority Mail® Return' (highlighted in blue), 'Priority Mail Express® Return', and 'USPS Ground Advantage™ Return'. A red rectangle highlights the dropdown menu. A 'Create Return Label(s)' button is visible at the bottom right.

Below the dropdown menu, there is a table with the following columns: Mailpiece Type, Scheduled Delivery, and Price.

Mailpiece Type	Scheduled Delivery	Price
Priority Mail® Return (Choose your own box)	Please enter a valid ZIP for both sender and recipient to view estimated delivery and price.	

*This is an estimated price based on what is being shipped to the recipient. You will only be charged if this return label is used.

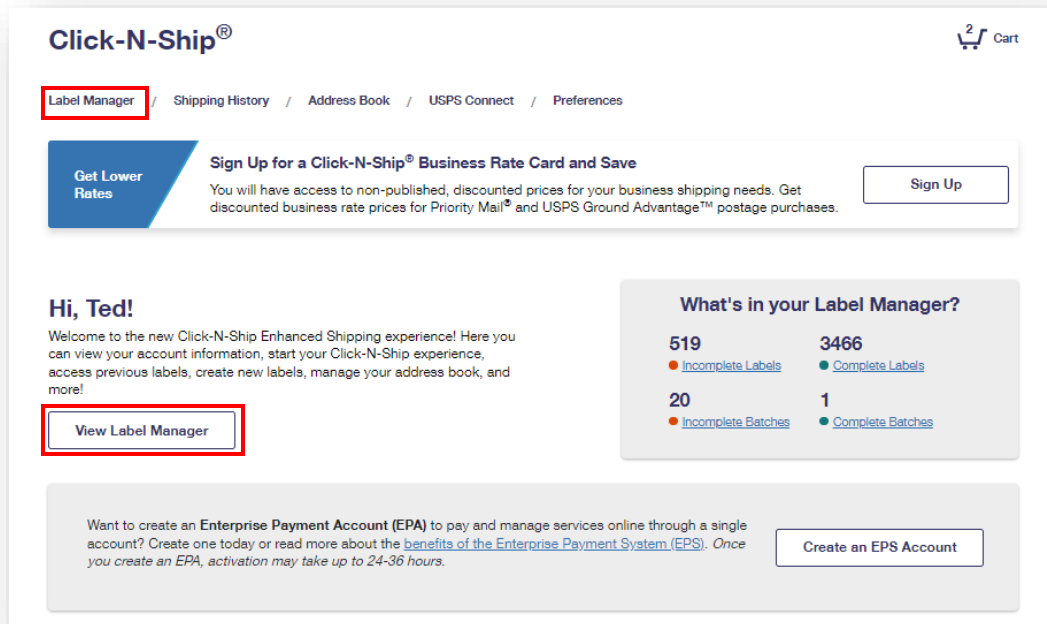
The 'Create Return Label(s)' button is highlighted with a red rectangle.

How to View your Return Label(s)

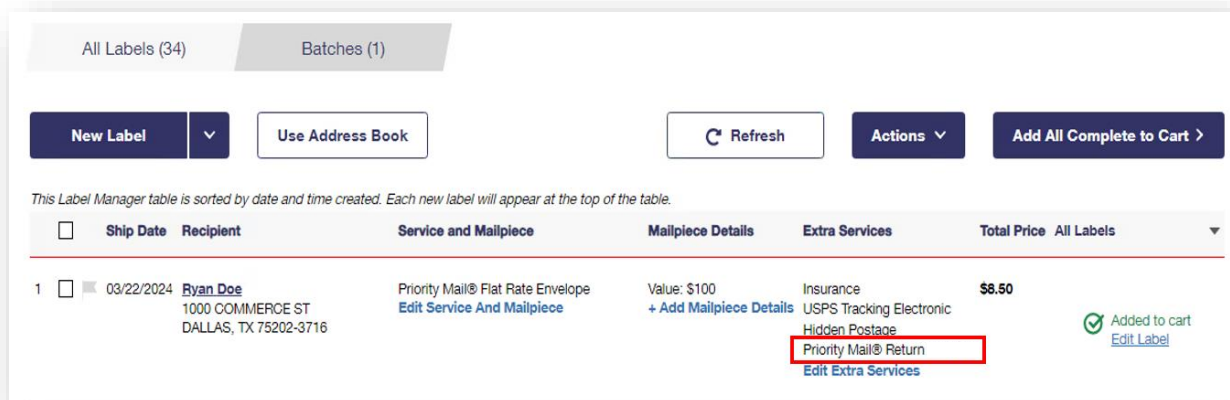
Within this section you will understand how to view your Return Label(s) by following the steps below.

1) Viewing Return Labels via the Label Manager

- a) Select **View Label Manager** located on the landing page.

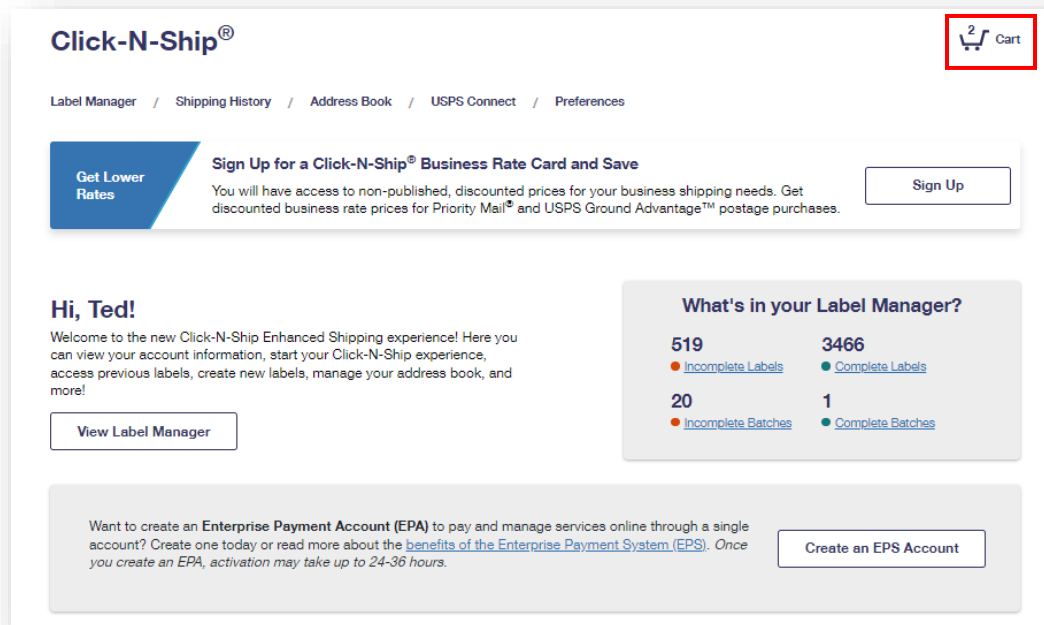


- b) If a Return Label has been added to an Outbound Label, the Return Label will be displayed within the **Extra Services** section of the Outbound Label.



2) Viewing Return Labels via the Label Cart

a) Select **Label Cart** located on the landing page.



The screenshot shows the Click-N-Ship landing page. In the top right corner, there is a red-bordered button with a shopping cart icon and the text '2 Cart'. Below the navigation bar, there is a 'Sign Up for a Click-N-Ship® Business Rate Card and Save' section. A 'Hi, Ted!' welcome message is followed by a 'View Label Manager' button. A 'What's in your Label Manager?' summary shows 519 incomplete labels, 3466 complete labels, 20 incomplete batches, and 1 complete batch. At the bottom, there is a 'Create an EPS Account' button.

b) Within the Label Cart, there will be a Return Label indicator for each Outbound Label with a Return Label.

Label Cart (2)

[Back to Label Manager](#)

***Note for Return Services:** For any return services added, it is free to create and print the return label now. You will only be charged if this return label is used.

[Remove](#)

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 2 Edit	<input type="checkbox"/> 03/22/2024	Brittany 12911 ASBURY DR	Priority Mail® Flat Rate Envelope	Value: \$100	Fiat Rate Envelope Hidden Postage Priority Mail® Return	\$8.50 Free Free
Total Label Cost						\$8.50
2 of 2 Edit	<input type="checkbox"/> 03/22/2024	Ryan Doe 1000 COMMERCE ST DALLAS, TX 75202-3716	Priority Mail® Flat Rate Envelope	Value: \$100	Fiat Rate Envelope USPS Tracking Electronic Insurance Hidden Postage Priority Mail® Return	\$8.50 Free Free Free Free
Total Label Cost						\$8.50

3) Viewing Return Labels via the Payment Confirmation Page

a) Once on the **Payment Confirmation** page, you can print your Return Labels which will be printed out with their associated Outbound Label.

i. *You will also be able to view Return Label information such as the Return Label service type and tracking number in the payment confirmation Label Table beneath its associated Outbound Label.*

Payment Confirmation

Order Number
CE610C9E-2F2B-48F8-9C89-F13F71690BAF

Charged to
MASTERCARD-0440

Order Total
\$26.65 (1 labels)

Print Your Labels

You have until 11:59 PM Central Time of the Ship Date to print this label.

Select printing format for your labels.
Label Printing Format ⓘ
Standard (8.5 x 11) - With receipt, one label per page

Adobe v5 or higher is required to print or save labels.
Download Adobe Reader >

If you are creating more labels today, please check the box below and your SCAN Form will be saved for printing when you have finished creating labels for the day.
☒ I am creating more labels today.

Advertise to your buyers for free with Informed Delivery®

With Informed Delivery, you can drive traffic to your website by creating a digital ad, or "digital banner" for recipients to view in their Informed Delivery email or dashboard.

Select Labels
From the payment confirmation page, select each label that you want to create a digital banner for and click Create Digital Banner.

Upload Ad Banner
Upload a digital ad banner and details.

Enter URL
Add a URL on the digital ad and drive traffic to your website.

Digital Banner displayed via Informed Delivery
For each label with a digital banner, the recipient will see and interact with the digital ad in their Informed Delivery email or dashboard.
[Learn more about Informed Delivery®](#)

Label actions: Select labels and print, save to PDF or create a digital ad campaign to appear in recipient's Informed Delivery.

Print Labels

Save as PDF

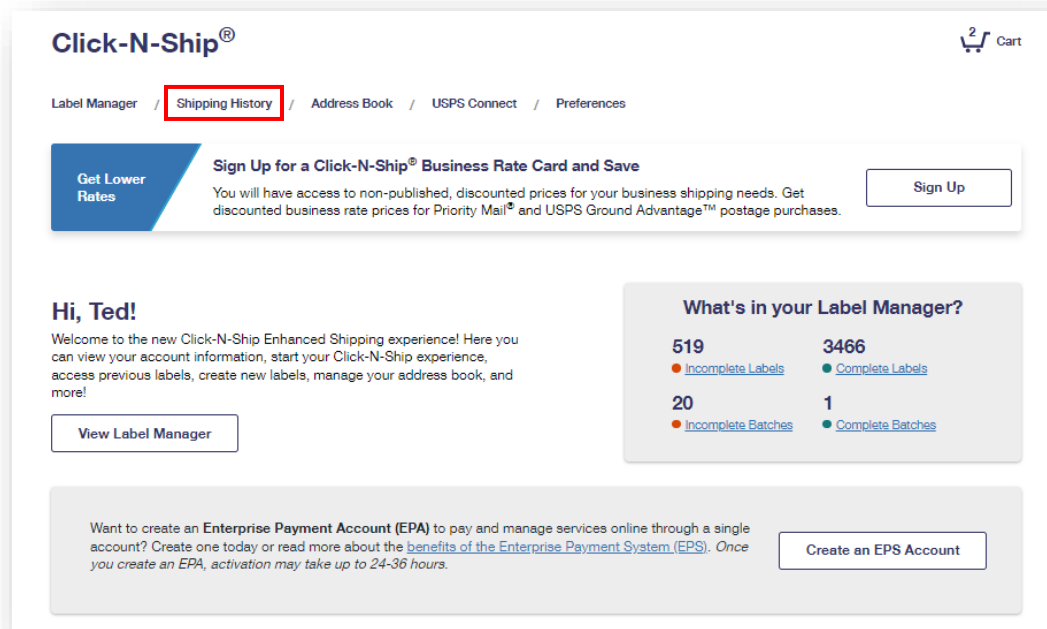
(a)

Create Digital Banner

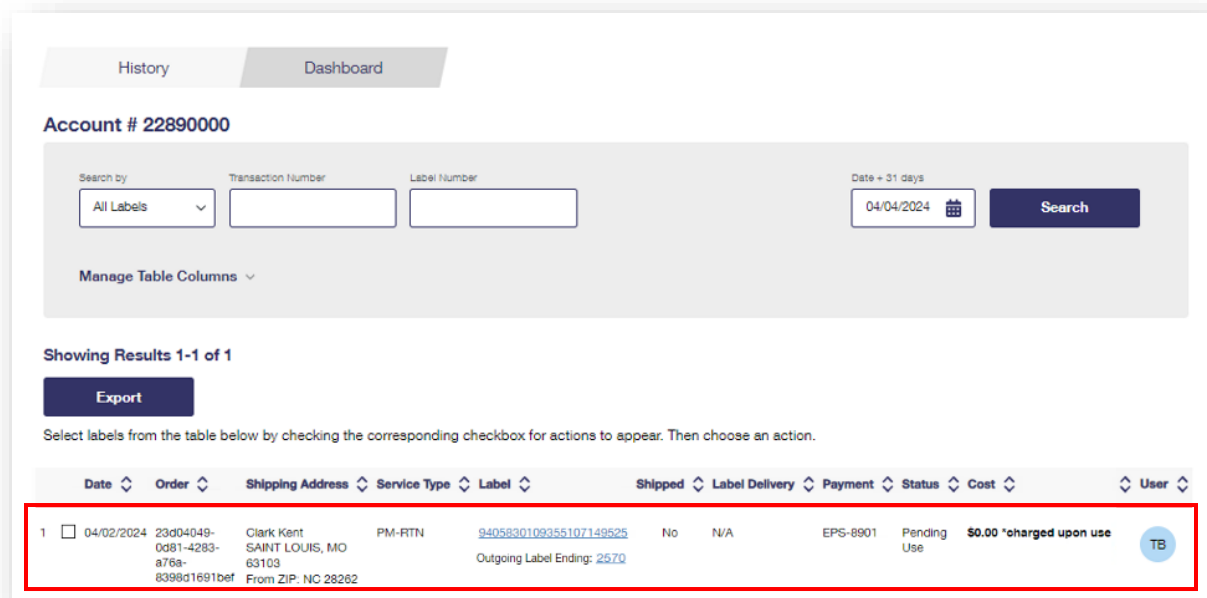
<input type="checkbox"/> Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/> 04/04/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	Priority Mail Express® Legal Flat Rate Envelope 2-Day Delivery	Value: \$100	Create	9471230109366000072656
(i)	Return Label	Priority Mail® Return			9401930109366000019582

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- 4) Viewing Return Labels via the Shipping History
- a) Select **Shipping History** located on the landing page.



- b) Within the Shipping History, you can view your **purchased Return Labels** which are listed as their own line items.
- i. *Note, you will be able to view the Return Label details such as the shipping address, service type, label number, label use status (e. g. Pending Use).*



How to Pay for Scanned Return Labels (Postage Dues)

Within this section you will understand how to pay for your scanned Return Label(s) that are listed as a Postage Due by following the steps below.

1) Paying for Scanned Return Labels via the Homepage

- a) If a Return Label is scanned and used, you will be charged for the Return Label via a **Postage Due** which will appear on the Enhanced Click-N-Ship® Landing Page.
- b) To view more details of the Postage Due, select **View Details**. To pay for the Postage Due, select **Pay Now**.

The screenshot shows the USPS Click-N-Ship homepage. At the top, there's a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, and Preferences. Below this, there are two promotional banners. The first banner is for a Click-N-Ship Business Rate Card, and the second is for USPS Connect Local. The main content area has a greeting 'Hi, Shippercat!' and a welcome message. To the right, there's a 'What's in your Label Manager?' section showing 0 Incomplete Labels, 3 Complete Labels, 0 Incomplete Batches, and 0 Complete Batches. At the bottom, a red-bordered box highlights a 'Postage Due' notification. It states: 'You currently have 2 Postage Dues in your cart. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label. Click View Details to learn more about your postage dues and how to avoid any in the future.' The total amount is \$21.00. There are buttons for 'View Details' and 'Pay Now'.

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences

Get Lower Rates Sign Up for a Click-N-Ship® Business Rate Card and Save
You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases. [Sign Up](#)

USPS Connect® Local is available in your area! Use Click-N-Ship to create your prepaid label and bring your labeled mailpieces and envelopes to the designated postal facility to get same-day or next-day service in your neighborhood at affordable rates. Sign up today & save! [Sign Up](#)

Hi, Shippercat!
Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view your account information, start your Click-N-Ship experience, access previous labels, create new labels, manage your address book, and more!

[View Label Manager](#) [Switch Payer Account](#)

What's in your Label Manager?

- 0 [Incomplete Labels](#)
- 3 [Complete Labels](#)
- 0 [Incomplete Batches](#)
- 0 [Complete Batches](#)

You currently have 2 Postage Dues in your cart. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label. Click **View Details** to learn more about your postage dues and how to avoid any in the future.

*All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You may choose to pay only postage dues now or with other labels during your next transaction. The Order Total at the bottom of the Cart includes Postage Dues.

[View Details](#) **\$21.00**
Postage Dues [Pay Now](#)

- b) If you selected **View Details**, you could view which Return Labels were scanned and view the postage cost for the Return Label(s).

The screenshot shows the 'View Details' page for Postage Dues. It lists two items with their ship dates, label numbers, reasons for postage dues, and the amount due. The total amount is \$21.00. There is a 'Pay Now' button.

You currently have 2 Postage Dues in your cart. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label. Click **View Details** to learn more about your postage dues and how to avoid any in the future.

*All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You may choose to pay only postage dues now or with other labels during your next transaction. The Order Total at the bottom of the Cart includes Postage Dues.

View Details **\$21.00**
Postage Dues [Pay Now](#)

	Ship Date	Label Number	Reason for Postage Due	Postage Due
1	03/27/2024	9405830109355 107145176	Weight Incorrect Weight: When entering the weight of the mailpiece, make sure all items are in the mailpiece so the weight logged is accurate.	\$12.00
2	03/27/2024	9405830109355 107145169	Weight Incorrect Weight: When entering the weight of the mailpiece, make sure all items are in the mailpiece so the weight logged is accurate.	\$9.00

2) Paying for Scanned Return Labels via the Label Cart

a) Select the **Label Cart** located on the landing page.

Click-N-Ship®

2 Cart

Label Manager / Shipping History / Address Book / USPS Connect / Preferences

Get Lower Rates

Sign Up for a Click-N-Ship® Business Rate Card and Save
You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.

Sign Up

Hi, Ted!
Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view your account information, start your Click-N-Ship experience, access previous labels, create new labels, manage your address book, and more!
[View Label Manager](#)

What's in your Label Manager?

519 ● Incomplete Labels	3466 ● Complete Labels
20 ● Incomplete Batches	1 ● Complete Batches

b) If a Return Label is scanned and used, you will be charged for the Return Label via a **Postage Due** which will appear on the Enhanced Click-N-Ship® **Label Cart**.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
Postage Due You currently have 2 Postage Dues in your Cart as shown below. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label. <small>*All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You can choose to pay only Postage Dues or pay Postage Dues along with your next label transaction. The Order Total at the bottom of the Cart includes Postage Dues.</small>						
1 of 2 <small>*Postage Dues cannot be removed from Cart.</small>	03/27/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 75202-3716	Postage Due ⓘ Priority Mail® Flat Rate Envelope Label Number: 9405830109355107145176	Reason for Postage Due: Weight		\$12.00
Total Postage Due						\$12.00
2 of 2 <small>*Postage Dues cannot be removed from Cart.</small>	03/27/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 75202-3716	Postage Due ⓘ Priority Mail® Flat Rate Envelope Label Number: 9405830109355107145169	Reason for Postage Due: Weight		\$9.00
Total Postage Due						\$9.00
Postage Due on Return Labels You currently have 2 Return Labels previously ordered have been scanned. They may not be removed from the cart, and you will be charged for them during your next transaction.						
1 of 2 <small>*Postage Dues cannot be removed from Cart.</small>	03/27/2024	Clark Kent From ZIP: TX 75202-3716	Priority Mail® Return Service ⓘ Label Number: 9405830109355107145176	Priority Mail® Return Service		\$6.43
Total Postage Due						\$6.43
2 of 2 <small>*Postage Dues cannot be removed from Cart.</small>	03/27/2024	Clark Kent From ZIP: TX 75202-3716	Priority Mail® Return Service ⓘ Label Number: 9405830109355107145176	Priority Mail® Return Service		\$6.43
Total Postage Due						\$6.43
Total Postage Dues: \$33.86						Pay Postage Dues Only

- c) From the Label Cart, you can either pay for the Postage Dues only or pay for Postage Dues and labels in the cart.
- d) To pay for postage dues only, select **Pay Postage Dues Only**.
- e) To pay for postage dues and labels in the cart, scroll to the bottom of the Label Cart and select **Proceed to Payment** where you will input payment information as normal.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
Postage Due						
You currently have 2 Postage Dues in your Cart as shown below. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label.						
*All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You can choose to pay only Postage Dues or pay Postage Dues along with your next label transaction. The Order Total at the bottom of the Cart includes Postage Dues.						
1 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 75202-3716	Postage Due ⓘ Priority Mail® Flat Rate Envelope Label Number: 9405830109355107145176	Reason for Postage Due: Weight		\$12.00
						Total Postage Due
						\$12.00
2 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 75202-3716	Postage Due ⓘ Priority Mail® Flat Rate Envelope Label Number: 9405830109355107145169	Reason for Postage Due: Weight		\$9.00
						Total Postage Due
						\$9.00
Postage Due on Return Labels						
You currently have 2 Return Labels previously ordered have been scanned. They may not be removed from the cart, and you will be charged for them during your next transaction.						
1 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent From ZIP: TX 75202-3716	Priority Mail® Return Service ⓘ Label Number: 9405830109355107145176	Priority Mail® Return Service		\$6.43
						Total Postage Due
						\$6.43
2 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent From ZIP: TX 75202-3716	Priority Mail® Return Service ⓘ Label Number: 9405830109355107145176	Priority Mail® Return Service		\$6.43
						Total Postage Due
						\$6.43
						Total Postage Dues: \$33.86
						Pay Postage Dues Only

Enhanced Click-N-Ship®

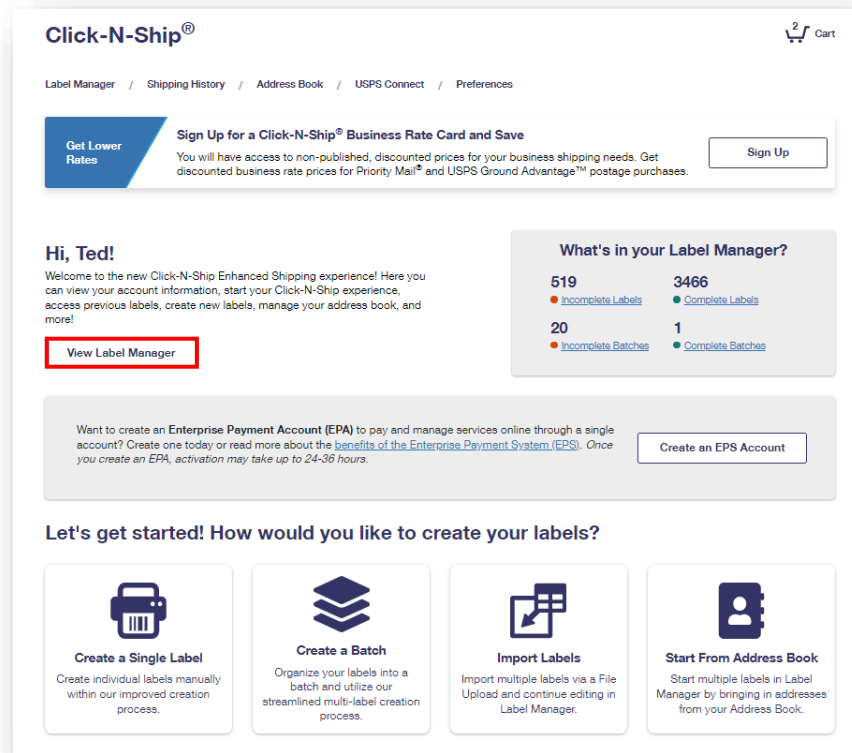
Label Manager

Within the following section, you'll receive step-by-step guidance on how to edit, organize, and store your label(s) prior to purchasing via the Label Manager.

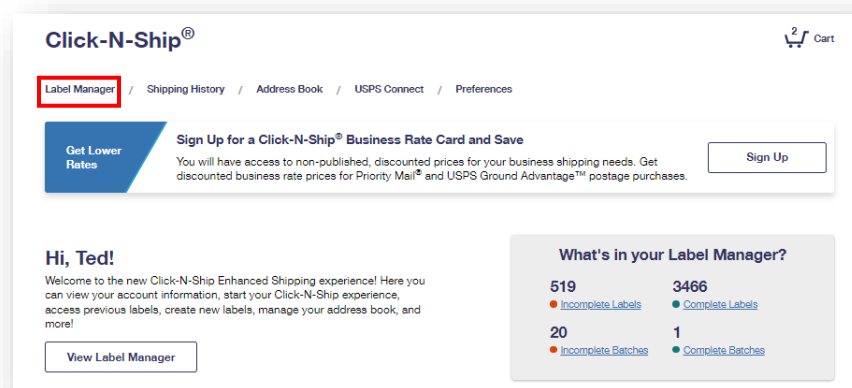
How to Manage your Label(s)

1) Access the Label Manager

- a) **Option 1:** Click on **View Label Manager** located on the main landing page.



- b) **Option 2:** Click on **Label Manager** tab in the navigation menu.





2) Label Manager Views

You can toggle between viewing all labels and viewing batch.

- By default, you will be in the **All Labels** view.
- To view batch, click the **Batches** tab.

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences 


 **Hide Postage on Label** - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

(a)


All Labels (695)


(b)

Batches (13)






New Label 

Use Address Book

 Refresh

Actions 

Add All Complete to Cart >

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels 
1 <input type="checkbox"/>	12/12/2023	Clark Kent Pick up at:  300 SUPERMAN ST DECATUR, GA 30030-0000	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$19.90	<div>Add to Cart </div>
Ship to: PO BOX LOCKER Decatur, GA 30030-2053							
2 <input type="checkbox"/>	12/12/2023	Clark Kent Pick up at:  300 SUPERMAN ST DECATUR, GA 30030-0000	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$19.90	<div>Add to Cart </div>
Ship to: PO BOX LOCKER Decatur, GA 30030-2053							

3) All Actions within the Label View

There are multiple actions that you can take within the Label view window.

- a) **Filter Label(s):** You can filter the label(s) within the label manager by selecting the **All Label dropdown** in the label menu and selecting a filtered view of “All Labels,” “Complete,” “Incomplete,” or “Flagged.”

The screenshot shows the Click-N-Ship Label Manager interface. At the top, there's a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect, and Preferences. A cart icon is on the right. Below the navigation bar, there's a section titled "Hide Postage on Label" with a note about postage prices. Underneath, there are tabs for "All Labels (695)" and "Batches (13)". A row of buttons includes "New Label" (with a dropdown arrow), "Use Address Book", "Refresh", "Actions" (with a dropdown arrow), and "Add All Complete to Cart". Below these buttons is a table with columns: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. The first row of the table shows a label for Clark Kent, shipped on 12/12/2023, with a total price of \$19.90. The "All Labels" column for this row has a dropdown menu open, showing options: All Labels, Complete, Incomplete, Flagged, and Add to Cart.

- b) **Create a New Label:** You can create a new label(s) by clicking **New Label** above the label table. You can also create a new batch or perform a file upload by selecting the drop-down next to the “New Label” button.

The screenshot shows the Click-N-Ship Label Manager interface, similar to the previous one. The "New Label" button's dropdown menu is open, showing three options: "New Label" (with a printer icon), "New Batch" (with a document icon), and "File Upload" (with a document icon). The rest of the interface, including the navigation bar, tabs, and table, is the same as in the previous screenshot.

- c) **Edit Label (s):** You can edit a label(s) individually or in bulk within the Label Manager.
- Individual Method** Check the box of the desired label and click on the dropdown menu next to the “Add to Cart” button and select **Edit**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (695)' and 'Batches (13)'. Below these are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart >'. The main table has columns: 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', 'Total Price', and 'All Labels'. Two labels are listed, both for 'Clark Kent' at '300 SUPERMAN ST, DECATUR, GA 30030-0000'. The first label is selected with a checkbox. A dropdown menu is open next to the 'Add to Cart' button, showing options: 'Add to Cart', 'Save As Favorite', 'Edit' (highlighted with a red box), 'Add to Batch', 'Duplicate', 'Flag as Priority', and 'Delete'.

- Bulk Method:** Check the box of the desired label(s) and then click **Edit** and whichever section you want to edit (*Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services*).

The screenshot shows the USPS Label Manager interface with the same layout as the previous one. In this view, the checkboxes for both labels are checked. A red box highlights the 'Edit' links under the 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', and 'Extra Services' columns. The 'Add to Cart' button for the first label is also visible.

d) **Duplicate Label(s):** You can create duplicates of any label(s) individually or in bulk within the label manager.

- i. **Individual Method** Check the box of the desired label and click on the dropdown menu next to the “Add to Cart” button and select **Duplicate**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for "All Labels (695)" and "Batches (13)". Below these are buttons for "New Label", "Use Address Book", "Refresh", "Actions", and "Add All Complete to Cart". The main table has columns: "Ship Date", "Recipient", "Service and Mailpiece", "Mailpiece Details", "Extra Services", "Total Price", and "All Labels". Two labels are listed, both for "Clark Kent" at "300 SUPERMAN ST, DECATUR, GA 30030-0000". The first label is selected with a checkbox. A dropdown menu is open next to the "Add to Cart" button, showing options: "Add to Cart", "Save As Favorite", "Edit", "Add to Batch", "Duplicate" (highlighted with a red box), "Flag as Priority", and "Delete".

- ii. **Bulk Method:** Check the box of the desired label(s) and click on the **Actions** button located near the top and select **Duplicate**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for "All Labels (695)" and "Batches (13)". Below these are buttons for "New Label", "Use Address Book", "Refresh", "Actions", and "Add All Complete to Cart". The main table has columns: "Ship Date", "Recipient", "Service and Mailpiece", "Mailpiece Details", "Extra Services", "Total Price", and "All Labels". One label is listed for "Clark Kent" at "300 SUPERMAN ST, DECATUR, GA 30030-0000". The checkbox for this label is checked. The "Actions" button is clicked, and a dropdown menu is open, showing options: "Add to Cart", "Add to Batch", "Duplicate" (highlighted with a red box), "Flag as Priority", "Create Return Label", "Delete", and "Delete All Labels".

e) **Delete Label(s):** You can delete any label(s) individually or in bulk within the label manager.

- i. **Individual Method** Check the box of the desired label and click on the dropdown menu next to the “Add to Cart” button and select **Delete**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for "All Labels (695)" and "Batches (13)". Below these are buttons for "New Label", "Use Address Book", "Refresh", "Actions", and "Add All Complete to Cart". The main table has columns: "Ship Date", "Recipient", "Service and Mailpiece", "Mailpiece Details", "Extra Services", "Total Price", and "All Labels". Two labels are listed, both for "Clark Kent" at "300 SUPERMAN ST, DECATUR, GA 30030-0000". The first label is selected with a checkbox. A dropdown menu is open next to the "Add to Cart" button, showing options: "Save As Favorite", "Edit", "Add to Batch", "Duplicate", "Flag as Priority", and "Delete". The "Delete" option is highlighted with a red box.

- ii. **Bulk Method:** Check the box of the desired label(s) and click on the “Actions” button located near the top and select **Delete**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for "All Labels (695)" and "Batches (13)". Below these are buttons for "New Label", "Use Address Book", "Refresh", "Actions", and "Add All Complete to Cart". The main table has columns: "Ship Date", "Recipient", "Service and Mailpiece", "Mailpiece Details", "Extra Services", "Total Price", and "All Labels". One label is listed for "Clark Kent" at "300 SUPERMAN ST, DECATUR, GA 30030-0000". The label is selected with a checkbox. The "Actions" button is clicked, and a dropdown menu is open, showing options: "Add to Cart", "Add to Batch", "Duplicate", "Flag as Priority", "Create Return Label", "Delete", and "Delete All Labels". The "Delete" option is highlighted with a red box.

f) **Flag Label(s):** You can flag any label(s) as priority individually or in bulk within the label manager.

- i. **Individual Method:** Simply select the **Flag Icon** next to the “Ship Date” of the desired label or check the box of the desired label(s) and click on the dropdown menu next to the “Add to Cart” button and select **Flag as Priority**.

The screenshot shows the Click-N-Ship Label Manager interface. At the top, there are tabs for "All Labels (695)" and "Batches (13)". Below these are buttons for "New Label", "Use Address Book", "Refresh", "Actions", and "Add All Complete to Cart". The main table has columns: "Ship Date", "Recipient", "Service and Mailpiece", "Mailpiece Details", "Extra Services", and "Total Price". Two labels are listed, both for "Clark Kent" with a ship date of "12/12/2023". A red box highlights the checkbox in the first column of the first label. To the right of the table, there is a dropdown menu for "Add to Cart" with options: "Save As Favorite", "Edit", "Add to Batch", "Duplicate", "Flag as Priority" (highlighted with a red box), and "Delete".

- ii. **Bulk Method:** Check the box of the desired label(s) and click on the “Actions” button located near the top and select **Flag as Priority**.

The screenshot shows the Click-N-Ship Label Manager interface. At the top, there are tabs for "All Labels (695)" and "Batches (13)". Below these are buttons for "New Label", "Use Address Book", "Refresh", "Actions", and "Add All Complete to Cart". The main table has columns: "Ship Date", "Recipient", "Service and Mailpiece", "Mailpiece Details", "Extra Services", and "Total Price". One label is listed for "Clark Kent" with a ship date of "12/12/2023". The checkbox in the first column of this label is checked. To the right of the table, there is a dropdown menu for "Actions" with options: "Add to Cart", "Add to Batch", "Duplicate", "Flag as Priority" (highlighted with a red box), "Create Return Label", "Delete", and "Delete All Labels".

- g) **Add Label(s) to Cart:** You can add any label(s) to your cart individually or in bulk within the label manager.
- Individual Method:** Check the box of the desired label and select **Add to Cart**.
 - Bulk Method:** Check the box of the desired label(s) and select **Add All Complete to Cart** or click on the **Actions** button located near the top and select **Add to Cart**.

The screenshot displays the Click-N-Ship Label Manager interface. At the top, the navigation bar includes links for Label Manager, Shipping History, Address Book, USPS Connect, and Preferences, along with a shopping cart icon. A banner below the navigation bar provides information about the 'Hide Postage on Label' option. The main content area shows a list of labels, with the first label selected. The 'Actions' dropdown menu is open, highlighting the 'Add to Cart' option. The 'Add All Complete to Cart' button is also visible. Red annotations (i) and (ii) highlight the 'Add to Cart' button in the Actions menu and the 'Add All Complete to Cart' button, respectively.

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences

0 Cart

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

All Labels (695) Batches (13)

New Label Use Address Book Refresh Actions Add All Complete to Cart >

Add to Cart (ii)

	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Edit	Price
1	<input checked="" type="checkbox"/>	12/12/2023 Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Insurance USPS Edit E	All Labels

Add to Cart (i)

- h) **Add Label(s) to Batch:** You can add any label(s) to batch individually or in bulk within the label manager.
- i. **Individual Method:** Check the box of the desired label and click on the dropdown menu next to the “Add to Cart” button and select **Add to Batch**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for "All Labels (695)" and "Batches (13)". Below these are buttons for "New Label", "Use Address Book", "Refresh", "Actions", and "Add All Complete to Cart". A table lists two labels. The first label is selected with a checkbox. A dropdown menu is open next to the "Add to Cart" button, showing options: "Add to Cart", "Save As Favorite", "Edit", "Add to Batch" (highlighted with a red box), "Duplicate", "Flag as Priority", and "Delete".

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/>	12/12/2023 Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$19.90	
2	<input type="checkbox"/>	12/12/2023 Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$19.90	

- ii. **Bulk Method:** Check the box of the desired label(s) and click on the “Actions” button located near the top and select **Add to Batch**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for "All Labels (695)" and "Batches (13)". Below these are buttons for "New Label", "Use Address Book", "Refresh", "Actions", and "Add All Complete to Cart". A table lists one label, which is selected with a checkbox. The "Actions" button is highlighted with a red box, and a dropdown menu is open showing options: "Add to Cart", "Add to Batch" (highlighted with a red box), "Duplicate", "Flag as Priority", "Create Return Label", "Delete", and "Delete All Labels".

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/>	12/12/2023 Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$19.90	

- i) **Save Label as Favorite:** You can save an individual label(s) as favorite by checking the box of the desired label clicking on the dropdown menu next to the “Add to Cart” button and selecting **Save As Favorite**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (695)' and 'Batches (13)'. Below these are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The main table lists labels with columns: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. The first label is selected, and the 'Add to Cart' dropdown menu is open, showing options: 'Save As Favorite', 'Edit', 'Add to Batch', 'Duplicate', 'Flag as Priority', and 'Delete'. The 'Save As Favorite' option is highlighted with a red box.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	12/12/2023	Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$19.90	Add to Cart ▼ Save As Favorite Edit Add to Batch Duplicate Flag as Priority Delete
2	12/12/2023	Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$19.90	

- j) **Create a Return Label:** You can create a return label for any label(s) within the label manager by checking the box of the desired label(s), clicking on the “Actions” button located near the top, and selecting **Create Return Label**.

The screenshot shows the Click-N-Ship Label Manager interface. At the top, there are links for 'Label Manager', 'Shipping History', 'Address Book', 'USPS Connect', and 'Preferences'. Below these are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The main table lists labels with columns: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. The first label is selected, and the 'Actions' dropdown menu is open, showing options: 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority', 'Create Return Label', 'Delete', and 'Delete All Labels'. The 'Create Return Label' option is highlighted with a red box.

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	12/12/2023	Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services		Add to Cart ▼

4) All Actions with Batch View

There are multiple actions that you can take within the Batches view window.

- a) **Filter Batch(es):** You can filter the batches within the label manager by selecting the **All Labels dropdown** in the batch menu and selecting a filtered view of “All Batches,” “Complete,” or “Incomplete.”

The screenshot shows the Click-N-Ship interface with the 'Batches (12)' tab selected. A table lists three batches. The 'All Labels' dropdown menu is open, showing options: All Labels, All Batches, Complete, and Incomplete. The table has columns: Batch Name, Labels, Time Created, Batch Notes, Batch Price, and a dropdown menu.


	Batch Name	Labels	Time Created	Batch Notes	Batch Price	
1	<input checked="" type="checkbox"/> SR TEST	9	10/04/2023		Free	
2	<input checked="" type="checkbox"/> SR TEST	11	10/04/2023		Free	<button>Edit</button> <button>▼</button>
3	<input type="checkbox"/> SR TEST	8	10/04/2023		Free	<button>Edit</button> <button>▼</button>

- b) **Create a New Batch:** You can create a new batch by selecting **New Batch** above the batch table. You can also create a new label or perform a file upload by selecting the drop-down next to the “New Batch” button.



The screenshot shows the Click-N-Ship interface with the 'Batches (12)' tab selected. The 'New Batch' button and its dropdown menu are highlighted with a red box. The dropdown menu shows options: New Label, New Batch, and File Upload. The table has columns: Labels, Time Created, Batch Notes, Batch Price, and a dropdown menu.



	Labels	Time Created	Batch Notes	Batch Price	
	9	10/04/2023		Free	<button>Edit</button> <button>▼</button>
2	<input checked="" type="checkbox"/> SR TEST	11	10/04/2023	Free	<button>Edit</button> <button>▼</button>
3	<input type="checkbox"/> SR TEST	8	10/04/2023	Free	<button>Edit</button> <button>▼</button>

- c) **Edit Batch(es)**: You can edit a batch(es) by selecting the box of the desired batch and then clicking on the dropdown menu next to the “Add to Cart” button and selecting **Edit**.


Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences  Cart

All Labels (96) Batches (12)



New Batch  Refresh Actions  Add All Complete to Cart >



<input type="checkbox"/>	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels 
1	<input checked="" type="checkbox"/> SR TEST	9	10/04/2023		Free	<div>Edit  Edit Duplicate Flag Delete</div>
2	<input checked="" type="checkbox"/> SR TEST	11	10/04/2023		Free	
3	<input type="checkbox"/> SR TEST	8	10/04/2023		Free	

- d) **Duplicate Batch(es)**: You can create duplicates of any batch individually or in bulk within the label manager.
- i. **Individual Method** Check the box of the desired batch and click on the dropdown menu next to the “Add to Cart” button and select **Duplicate**.

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences  Cart

All Labels (96) Batches (12)

New Batch  Refresh Actions  Add All Complete to Cart >

<input type="checkbox"/>	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels 
1	<input checked="" type="checkbox"/> SR TEST	9	10/04/2023		Free	<div>Edit  Edit Duplicate Flag Delete</div>
2	<input checked="" type="checkbox"/> SR TEST	11	10/04/2023		Free	
3	<input type="checkbox"/> SR TEST	8	10/04/2023		Free	

- ii. **Bulk Method:** Check the box of the desired batch(es) and click on the “Actions” button located near the top and select **Duplicate**.

The screenshot shows the Click-N-Ship Label Manager interface. At the top, there are navigation links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences, and a Cart icon with 0 items. Below the navigation, there are tabs for 'All Labels (96)' and 'Batches (12)'. The 'Batches (12)' tab is active. On the left, there is a 'New Batch' button with a dropdown arrow. In the center, there is a 'Refresh' button. On the right, there is an 'Actions' dropdown menu and an 'Add All Complete to Cart >' button. The 'Actions' dropdown menu is open, showing options: 'Duplicate', 'Flag as Priority', and 'Delete'. The 'Duplicate' option is highlighted with a red box. Below the menu, there is a table with columns: Batch Name, Labels, Time Created, Batch Notes, Batch Price, and All Labels. The table contains three rows of data. The first row is selected, and the 'Duplicate' option is highlighted in the 'Actions' menu.

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> SR TEST	9	10/04/2023		Free	<input type="checkbox"/>
2	<input checked="" type="checkbox"/> SR TEST	11	10/04/2023		Free	<input type="checkbox"/>
3	<input type="checkbox"/> SR TEST	8	10/04/2023		Free	<input type="checkbox"/>

- e) **Delete Batch(es):** You can delete any batch(es) individually or in bulk within the label manager.

- i. **Individual Method** Check the box of the desired batch and click on the dropdown menu next to the “Add to Cart” button and select **Delete**.

The screenshot shows the Click-N-Ship Label Manager interface. At the top, there are navigation links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences, and a Cart icon with 0 items. Below the navigation, there are tabs for 'All Labels (96)' and 'Batches (12)'. The 'Batches (12)' tab is active. On the left, there is a 'New Batch' button with a dropdown arrow. In the center, there is a 'Refresh' button. On the right, there is an 'Actions' dropdown menu and an 'Add All Complete to Cart >' button. The 'Actions' dropdown menu is open, showing options: 'Edit', 'Duplicate', 'Flag', and 'Delete'. The 'Delete' option is highlighted with a red box. Below the menu, there is a table with columns: Batch Name, Labels, Time Created, Batch Notes, Batch Price, and All Labels. The table contains three rows of data. The first row is selected, and the 'Delete' option is highlighted in the 'Actions' menu.

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> SR TEST	9	10/04/2023		Free	<input type="checkbox"/>
2	<input checked="" type="checkbox"/> SR TEST	11	10/04/2023		Free	<input type="checkbox"/>
3	<input type="checkbox"/> SR TEST	8	10/04/2023		Free	<input type="checkbox"/>

- ii. **Bulk Method:** Check the box of the desired batch(es) and click on the “Actions” button located near the top and select **Delete**.

The screenshot shows the Click-N-Ship interface with the 'Batches' tab selected. The 'Actions' dropdown menu is open, and the 'Delete' option is highlighted with a red box. The table below shows three batches, each with a checkbox, a link to 'SR TEST', a label count, a creation date, and a price.

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch	
1	<input checked="" type="checkbox"/> SR TEST	9	10/04/2023		Free	<div> <div>Edit</div> <div>▼</div> </div>
2	<input checked="" type="checkbox"/> SR TEST	11	10/04/2023		Free	<div> <div>Edit</div> <div>▼</div> </div>
3	<input type="checkbox"/> SR TEST	8	10/04/2023		Free	<div> <div>Edit</div> <div>▼</div> </div>

- f) **Flag Batch(es):** You can flag any batch(es) as priority individually or in bulk within the label manager.
 - i. **Individual Method:** Check the box of the desired batch(es) and click on the dropdown menu next to the “Add to Cart” button and select **Flag**.

The screenshot shows the Click-N-Ship interface with the 'Batches' tab selected. The dropdown menu next to the 'Add to Cart' button is open, and the 'Flag' option is highlighted with a red box. The table below shows three batches, each with a checkbox, a link to 'SR TEST', a label count, a creation date, and a price.

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> SR TEST	9	10/04/2023		Free	<div> <div>Edit</div> <div>▼</div> </div>
2	<input checked="" type="checkbox"/> SR TEST	11	10/04/2023		Free	<div> <div>Edit</div> <div>Duplicate</div> <div>Flag</div> <div>Delete</div> </div>
3	<input type="checkbox"/> SR TEST	8	10/04/2023		Free	

- ii. **Bulk Method:** Check the box of the desired batch(es) and click on the “Actions” button located near the top and select **Flag as Priority**.

The screenshot shows the Click-N-Ship Label Manager interface. At the top, there are navigation links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences, and a Cart icon with 0 items. Below the navigation, there are tabs for 'All Labels (96)' and 'Batches (12)'. The main area contains a table with columns: Batch Name, Labels, Time Created, Batch Notes, Batch Price, and All Labels. There are three rows of batches, each with a checkbox, a link to the batch, the number of labels, the creation date, the batch price, and an 'Edit' button with a dropdown arrow. An 'Actions' dropdown menu is open, showing options: Duplicate, Flag as Priority (highlighted with a red box), and Delete. There is also a 'New Batch' button and a 'Refresh' button.

- g) **Add Batch(es) to Cart:** You can add any batch(es) to your cart individually or in bulk within the label manager.
 - i. **Individual Method:** Check the box of the desired batch and select **Add to Cart**.
 - ii. **Bulk Method:** Check the box of the desired batch(es) and select **Add All Complete to Cart**.

The screenshot shows the Click-N-Ship Label Manager interface. At the top, there are navigation links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences, and a Cart icon with 0 items. Below the navigation, there are tabs for 'All Labels (96)' and 'Batches (12)'. The main area contains a table with columns: Batch Name, Labels, Time Created, Batch Notes, Batch Price, and All Labels. There are three rows of batches, each with a checkbox, a link to the batch, the number of labels, the creation date, the batch price, and an 'Edit' button with a dropdown arrow. The 'Add All Complete to Cart' button is highlighted with a red box. There is also a 'New Batch' button and a 'Refresh' button. Red annotations (i) and (ii) are present near the 'Edit' button and the 'Add All Complete to Cart' button respectively.

Enhanced Click-N-Ship®

Label Cart

Within the following section, you'll receive step-by-step guidance on how to add Free Shipping Supplies to your Order, pay for your Label(s) via our different payment methods, and how to navigate through the Payment Confirmation Page.

How to Add Free Shipping Supplies to your Order

1) Review Labels in Label Cart

- a) Once your label(s) or batch(es) have been added to the label cart, review your label cart by clicking on the **Cart icon** on the top right of the page.
- b) Review the label(s) in your cart to ensure that they are correct.
 - i. *Note, if you would like to edit any labels you may click the **Edit** button next to the label. If you would like to remove any labels from your cart, you may check the box of the label(s) and click the **Remove** button at the top. Labels will still be in Label Manager after removal.*

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences

1

Cart

Label Cart (1)

[Back to Label Manager](#)

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1	<input type="checkbox"/> 12/12/2023	Customer pick up at: Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance	\$4.31 Free
<div><div><div>Edit</div></div></div>		Ship to: PO BOX LOCKER Decatur, GA 30030-2053			Total Label Cost	\$4.31

New Label

▼

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

Create an EPS Account

USPS® Shipping Supplies

Add labels, tape, boxes and shipping supplies to the label order.

+ Add Shipping Supplies

✕ Remove All

Order Total: **\$4.31**


Pay Now

2) Add Shipping Supplies to Your Order

You are now able to include free shipping supplies to your order.

- a) To add free supplies, click **+Add Shipping Supplies** option located under USPS® Shipping Supplies.



Click-N-Ship®


Label Manager / Shipping History / Address Book / USPS Connect / Preferences  Cart

Label Cart (1)

[Back to Label Manager](#)

Remove

<input type="checkbox"/> Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 	<input type="checkbox"/> 12/12/2023 Customer pick up at:  Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance	\$4.31 Free
Total Label Cost					\$4.31

New Label 


Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

Create an EPS Account

USPS® Shipping Supplies

Add labels, tape, boxes and shipping supplies to the label order.

+ Add Shipping Supplies

 Remove All

Order Total: **\$4.31**




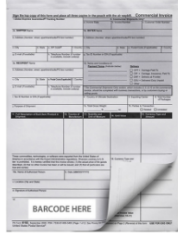
Pay Now

- b) Select the type and quantity of shipping supplies that you would like to add to your order.
 - i. *Note, each shipping supply product will display the different pack sizes and the minimum / maximum quantity available that it comes with.*
- c) To add a product to your order select **Add to Cart**.

(i)


[Back to Cart](#)

Select Shipping Supplies to Add to your Order

Caution Heavy Sticker Labels	Certified Mail® Labels	Collect on Delivery Forms	Commercial Invoice PS Form 6182
3-1/2" (W) x 5-1/2" (H)	3-1/4" (W) x 1-5/8" (H)	7-1/2" (W) x 4-1/4" (H)	8-1/2" (W) x 11-1/2" (H)
Roll of 500 \$0.00	Roll of 600 \$0.00	Pack of 10 \$0.00	Pack of 10 \$0.00
- 3 (i) + Limit of 2	- 1 +	- 1 +	- 11 (i) + Limit of 10
Total Pieces: 1500 \$0.00	Total Pieces: 600 \$0.00	Total Pieces: 10 \$0.00	Total Pieces: 110 \$0.00
Add to Cart (c)	Add to Cart	Add to Cart	Add to Cart

- d) Once a product is added to the cart, you will see this pop up model. If you would like to add more shipping supplies to your order, select **Continue Shopping**.
- e) If you would like to proceed to your label cart, select **View Cart**.



Caution Heavy Sticker Labels

Roll of 500

Was successfully added to your cart.

Quantity: 2

Total Pieces: 1000

Total Price: \$0.00

Continue Shopping (d)

View Cart (e)

- f) Once you have returned to the label cart, **details about the free shipping supplies** that you selected will be displayed.
- Select the total **Quantity** for each of your Shipping Supplies selected.
 - Review **Shipping Supplies Summary** to ensure that everything is correct.

☐ Ship Date
 Recipient
 Service and Package
 Package Details
 Package Services
 Price

1 of 1
 ☐ 09/10/2023
 Peter Pan
3931 DRUMMOND RD
TOLEDO, OH 43613-4207
 USPS Ground Advantage™ Choose Your Own Box
 6 oz
 Choose Your Own Box Insurance
 \$4.31
Free
 [Edit](#)
[Remove](#)

Total Label Cost
 \$4.31

New Label

▼

USPS® Shipping Supplies

Product	Quantity	Total Pieces	Total Price
Dual-Use Priority Mail / Priority Mail Express Medium Tube - 1096 Pack of 10 38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) Remove	<div> <div>−</div> <div>3</div> <div>+</div> </div>	30	Free
Caution Heavy ID Sticker Roll of 500 3-1/2" (W) x 5-1/2" (H) Remove	<div> <div>−</div> <div>2</div> <div>+</div> </div>	1000	Free
Priority Mail Box - 1097 Pack of 10 13-7/16"(L) x 11-5/8"(W) x 2-1/2"(H) Remove	<div> <div>−</div> <div>3</div> <div>+</div> </div> Limit of 2	20	Free
Priority Mail Flat Rate® Large Box - LARGEFRB Pack of 10 12-1/4"(L) x 12"(W) x 6"(H) Remove	<div> <div>−</div> <div>2</div> <div>+</div> </div>	20	Free

[Shop for More Supplies](#)

Confirm Shipping Details for Supplies

Delivery Address [Edit](#)
 Abby Moore
 4664 Happy Drive
 Arlington, VA 22202

Select a Shipping Method

☒ Parcel Select® Service
 Arrives in 5-7 business days

Free

☐ Priority Mail® Service
 Arrives in 2-3 business days

\$25.95

Shipping Supplies Summary

Subtotal	\$0.00
Shipping - Priority Mail®	\$25.95
Shipping Supplies Total	\$25.95

[Remove All](#)

Order Total: \$4.31

Pay Now

(i)

(-ii)

163

3) Edit the Delivery Address for your Shipping Supplies

You are now able to update the delivery address for your free shipping supplies.

- a) To update the Shipping Supplies delivery address, select **Edit** under the **Confirm Shipping Details for Supplies** section.

<input type="checkbox"/> Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
1 of 1	<input type="checkbox"/> 09/10/2023	Peter Pan 3931 DRUMMOND RD TOLEDO, OH 43613-4207	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance \$4.31 Free
					Total Label Cost
					\$4.31

New Label

USPS® Shipping Supplies

Product	Quantity	Total Pieces	Total Price
Dual-Use Priority Mail / Priority Mail Express Medium Tube - 1098 Pack of 10 38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) Remove	<div><div>-</div><div>3</div><div>+</div></div>	30	Free
Caution Heavy ID Sticker Roll of 500 3-1/2" (W) x 5-1/2" (H) Remove	<div><div>-</div><div>2</div><div>+</div></div>	1000	Free
Priority Mail Box - 1097 Pack of 10 13-7/16"(L) x 11-5/8"(W) x 2-1/2"(H) Remove	<div><div>-</div><div>3</div><div>+</div></div> <div>Limit of 2</div>	20	Free
Priority Mail Flat Rate® Large Box - LARGEFRB Pack of 10 12-1/4"(L) x 12"(W) x 6"(H) Remove	<div><div>-</div><div>2</div><div>+</div></div>	20	Free

Shop for More Supplies

Confirm Shipping Details for Supplies

Delivery Address [Edit](#)

Abby Moore
4664 Happy Drive
Arlington, VA 22202

Select a Shipping Method

☒ Parcel Select® Service
Arrives in 5-7 business days

☐ Priority Mail® Service
Arrives in 2-3 business days

Free
\$25.95

Shipping Supplies Summary

Subtotal

\$0.00

Shipping - Priority Mail®

\$25.95

Shipping Supplies Total

\$25.95

X Remove All

Order Total: \$4.31

Pay Now

- b) Update the Shipping Supplies address manually or select one from your address book by selecting **Use Address Book**.
- c) Once finished, select **Save**.

Shipping Supplies Delivery Address

×

Please provide a delivery address for you would like your shipping supplies delivered.

Use Address Book

*First Name

Abby

MI

*Last Name

Moore

Company

Phone

864-675-0046

Email

*Country

United States

▼

*Street Address

4664 Happy Drive

Apt/Suite/Other

*City

Arlington

*State

VA

▼

*ZIP CodeTM

22202

Save

Cancel

How to Pay for Your Label(s) – 7 Payment Methods

Within Enhanced Click-N-Ship®, all customers can pay for their label(s) via Debit / Credit Card, PayPal, Click to Pay, Apple Pay, or EPS Account.

1) Option 1 – Paying with Credit / Debit Card

- If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

☐ Ship Date

Recipient

Service and Package

Package Details

Package Services

Price

1 of 1

☐ 09/10/2023

Peter Pan
3831 DRUMMOND RD
TOLEDO, OH 43613-4207

USPS Ground Advantage™ Choose Your Own Box

6 oz

Choose Your Own Box Insurance

\$4.31
Free

[Edit](#)

[Remove](#)

Total Label Cost

\$4.31

New Label

▼

USPS® Shipping Supplies

Product	Quantity	Total Pieces	Total Price
Dual-Use Priority Mail / Priority Mail Express Medium Tube - 1098 Pack of 10 38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) Remove	<div>− 3 +</div>	30	Free
Caution Heavy ID Sticker Roll of 500 3-1/2" (W) x 5-1/2" (H) Remove	<div>− 2 +</div>	1000	Free
Priority Mail Box - 1097 Pack of 10 13-7/16"(L) x 11-5/8"(W) x 2-1/2"(H) Remove	<div>− 3 + Limit of 2</div>	20	Free
Priority Mail Flat Rate® Large Box - LARGEFRB Pack of 10 12-1/4"(L) x 12"(W) x 6"(H) Remove	<div>− 2 +</div>	20	Free

Shop for More Supplies

Confirm Shipping Details for Supplies

Delivery Address [Edit](#)

Abby Moore
4664 Happy Drive
Arlington, VA 22202

Select a Shipping Method

☒ Parcel Select® Service
Arrives in 5-7 business days

☐ Priority Mail® Service
Arrives in 2-3 business days

Free
\$25.95

Shipping Supplies Summary

Subtotal	\$0.00
Shipping - Priority Mail®	\$25.95
Shipping Supplies Total	\$25.95

[Remove All](#)

Order Total: \$4.31

(a)

Pay Now

- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Credit & Debit Card** as the payment option.

Click-N-Ship

Cust / Ship Info

Billing

Review

Confirmation

Billing Information

Please select your payment method.

(b)

☒ *I hereby authorize the U.S. Postal Service to charge \$4.31. I have read, understand, and agree to the [Terms and Conditions](#).

(c)

Credit & Debit Card

Paypal

Click to Pay

Back

Order Summary


Click-N-Ship®

Order Total:	\$4.31
<hr/>	
Total:	\$4.31

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- d) Once the payment method is selected, enter your **Credit or Debit Card Information**.
- i. *Note, to save your card to your account, select **Save this card to my account**. To make this card your preferred card, select **Make this my preferred card**.*



Credit & Debit Card



Credit or Debit Card Information

*Required Field

(d)

*Cardholder's Name as it appears on card	Card Nickname (Business Card, Personal Card, etc.)	
<input type="text" value="Rocky Balboa"/>	<input type="text" value="Card Nickname"/>	
*Card Number	*CVC 	*Expires on
<input type="text" value=""/> 	<input type="text" value=""/>	<input type="text" value="MM/YY"/>

(i)

<input type="checkbox"/> Save this card to my account
<input type="checkbox"/> Make this my preferred card

- e) Enter your **Billing Address** and once ready to pay, select **Print and Pay** to proceed.

Billing Address


The address on file with your card company must match your billing address.

☐ Use USPS.com account address

*Address 1	Address 2	
<input type="text" value="300 SUPERMAN ST"/>	<input type="text" value=""/>	
*City	*State	*ZIP Code™
<input type="text" value="Charlotte"/>	<input data-bbox="706 1606 933 1648" type="text" value="NC - North Carolina"/>	<input type="text" value="33333"/>

Print and Pay

- f) Select **Accept & Continue** to continue and place your order.



I certify that my mailing complies with all applicable laws and U.S. Postal Service® regulation and does not contain any prohibited, improperly prepared, or undeclared hazardous materials, as per the requirement set forth in Publication 52, Hazardous, Restricted, and Perishable Mail, the Domestic Mail Manual, and the International Mail Manual (all available online at: <https://pe.usps.com/>).

The mailing of Mercury is PROHIBITED. Failure to comply with this, or any other, prohibition can result in civil penalties up to \$100,000, plus the costs of clean-up and/or damages for each violation. Additionally, some hazardous materials, including but not limited to firearms ammunition, fireworks, strike anywhere matches, and certain flammable liquids (e.g., pure acetone) are prohibited in the mail. As the mailer, you are responsible to know the mailability of your product.

Lithium metal and lithium ion batteries being shipped independently are prohibited from air eligible shipping service (e.g., Priority Mail, Priority Mail Express, and First-Class Package service). Electronic products packed with or containing lithium batteries, such as cell phones, laptop, and e-cigarettes are subject to additional restrictions in both domestic and international mail.

Any mailing containing cigarettes or smokeless tobacco must be presented to a Postal Service™ employee at a Retail Post Office™ location for proper acceptance.

Accept & Continue

You must accept to continue and place your order.

2) Option 2 – Paying with PayPal

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

☐ Ship Date

Recipient

Service and Package

Package Details

Package Services

Price

1 of 1

☐ 09/10/2023

Peter Pan
3931 DRUMMOND RD
TOLEDO, OH 43613-4207

USPS Ground Advantage™ Choose Your Own Box

6 oz

Choose Your Own Box Insurance

\$4.31
Free

File

Total Label Cost

\$4.31

New Label

▼

USPS® Shipping Supplies

Product	Quantity	Total Pieces	Total Price
Dual-Use Priority Mail / Priority Mail Express Medium Tube - 1098 Pack of 10 38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) Remove	<div>−</div> <div>3</div> <div>+</div>	30	Free
Caution Heavy ID Sticker Roll of 500 3-1/2" (W) x 5-1/2" (H) Remove	<div>−</div> <div>2</div> <div>+</div>	1000	Free
Priority Mail Box - 1097 Pack of 10 13-7/16"(L) x 11-5/8"(W) x 2-1/2"(H) Remove	<div>−</div> <div>3</div> <div>+</div> <div>Limit of 2</div>	20	Free
Priority Mail Flat Rate® Large Box - LARGEFRB Pack of 10 12-1/4"(L) x 12"(W) x 6"(H) Remove	<div>−</div> <div>2</div> <div>+</div>	20	Free

Shop for More Supplies

Confirm Shipping Details for Supplies

Delivery Address [Edit](#)
Abby Moore
4664 Happy Drive
Arlington, VA 22202

Select a Shipping Method

☒ Parcel Select® Service
Arrives in 5-7 business days

☐ Priority Mail® Service
Arrives in 2-3 business days

Free
\$25.95

Shipping Supplies Summary

Subtotal	\$0.00
Shipping - Priority Mail®	\$25.95
Shipping Supplies Total	\$25.95

[X Remove All](#)

Order Total: \$4.31

(a)

Pay Now

- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **PayPal** as the payment option.

Click-N-Ship

Cust / Ship Info

Billing

Review

Confirmation

Billing Information

Please select your payment method.

☒ *I hereby authorize the U.S. Postal Service to charge \$4.31. I have read, understand, and agree to the [Terms and Conditions](#).

Credit & Debit Card

AM EX

VISA

DISCOVER

Paypal

PayPal Checkout

Click to Pay

VISA

AM EX

DISCOVER

Back

Order Summary

Click-N-Ship®

Order Total:

\$4.31

Total:

\$4.31

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- d) Select **Accept & Continue** to proceed with paying for your order.

✕

I certify that my mailing complies with all applicable laws and U.S. Postal Service® regulation and does not contain any prohibited, improperly prepared, or undeclared hazardous materials, as per the requirement set forth in Publication 52, Hazardous, Restricted, and Perishable Mail, the Domestic Mail Manual, and the International Mail Manual (all available online at: <https://pe.usps.com/>).

The mailing of Mercury is PROHIBITED. Failure to comply with this, or any other, prohibition can result in civil penalties up to \$100,000, plus the costs of clean-up and/or damages for each violation. Additionally, some hazardous materials, including but not limited to firearms ammunition, fireworks, strike anywhere matches, and certain flammable liquids (e.g., pure acetone) are prohibited in the mail. As the mailer, you are responsible to know the mailability of your product.


Lithium metal and lithium ion batteries being shipped independently are prohibited from air eligible shipping service (e.g., Priority Mail, Priority Mail Express, and First-Class Package service). Electronic products packed with or containing lithium batteries, such as cell phones, laptop, and e-cigarettes are subject to additional restrictions in both domestic and international mail.

Any mailing containing cigarettes or smokeless tobacco must be presented to a Postal Service™ employee at a Retail Post Office™ location for proper acceptance.

Accept & Continue

You must accept to continue and place your order.

- e) To proceed with paying with PayPal, **login** or **create a new account**.



Pay with PayPal

Enter your email address to get started.

Email or mobile number



[Forgot email?](#)

Next

or

Create an Account

[Cancel and return to U.S. Postal Service](#)

  English | Français | Español | 中文

- f) Once logged in, enter your **Debit / Credit Card and Billing Information**, and select **Save**.

How would you like to pay?

Enter your info once to complete this purchase. Then shop at millions of PayPal merchants around the world.

Add a debit or credit card

Card number
0000 0000 0000 0000

You can pay with MasterCard, Discover, Visa, American Express and Diners. Other cards will be supported soon.

Expiration date
CVV

Expiration date is required
Security code is required

First name
Last name

First name is required
Last name is required

Billing address
Select a billing address
500 Jesse Stone Ave., Baton Rouge, LA 70813

+ Add a new address

Save

- g) Select **Complete Purchase** to proceed with paying for your order.

You're all set! Now you can use your card to check out.

Pay with

Mastercard
Debit ****
Make this my preferred way to pay

PayPal Credit
Get \$10 off your purchase of \$8.51. Subject to credit approval. [See terms](#)

+ Add debit or credit card

Pay Later

Pay in 4
4 interest-free payments on eligible purchases of \$30.00-\$1,500.00. Not available for this transaction.

Pay Monthly
Pay over time for eligible purchases of \$199.00-\$10,000.00. Not available for this transaction.

Complete Purchase

[Payment method rights](#)

To help make sure this payment is successful, we'll first try \$1.00 USD on your card - this will usually drop off your card within one business day.

[Cancel and return to U.S. Postal Service](#)

3) Option 3 – Paying with Click to Pay

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

<input type="checkbox"/> Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
1 of 1 File	<input type="checkbox"/> 09/10/2023 Peter Pan 3931 DRUMMOND RD TOLEDO, OH 43613-4207	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance	\$4.31 Free
Total Label Cost					\$4.31

New Label

▼

USPS® Shipping Supplies

Product	Quantity	Total Pieces	Total Price
Dual-Use Priority Mail / Priority Mail Express Medium Tube - 1098 Pack of 10 38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) Remove	<div>− 3 +</div>	30	Free
Caution Heavy ID Sticker Roll of 500 3-1/2" (W) x 5-1/2" (H) Remove	<div>− 2 +</div>	1000	Free
Priority Mail Box - 1097 Pack of 10 13-7/16"(L) x 11-5/8"(W) x 2-1/2"(H) Remove	<div>− 3 +</div> <div>Limit of 2</div>	20	Free
Priority Mail Flat Rate® Large Box - LARGEFRB Pack of 10 12-1/4"(L) x 12"(W) x 6"(H) Remove	<div>− 2 +</div>	20	Free

Shop for More Supplies

✕ Remove All

Order Total: \$4.31

Confirm Shipping Details for Supplies

Delivery Address [Edit](#)
Abby Moore
4664 Happy Drive
Arlington, VA 22202

Select a Shipping Method

☒ Parcel Select® Service
Arrives in 5-7 business days
Free

☐ Priority Mail® Service
Arrives in 2-3 business days
\$25.95

Shipping Supplies Summary

Subtotal	\$0.00
Shipping - Priority Mail®	\$25.95
Shipping Supplies Total	\$25.95

(a)

Pay Now

- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Click to Pay** as your payment option.

Click-N-Ship

Cust / Ship Info

Billing

Review

Confirmation

Billing Information

Please select your payment method.

☒ *I hereby authorize the U.S. Postal Service to charge \$4.31. I have read, understand, and agree to the [Terms and Conditions](#).

Credit & Debit Card

AM EX

VISA

DISCOVER

Paypal

PayPal Checkout

Click to Pay

VISA

AM EX

DISCOVER

Order Summary

Click-N-Ship®

Order Total:

\$4.31

Total:

\$4.31

Back

175

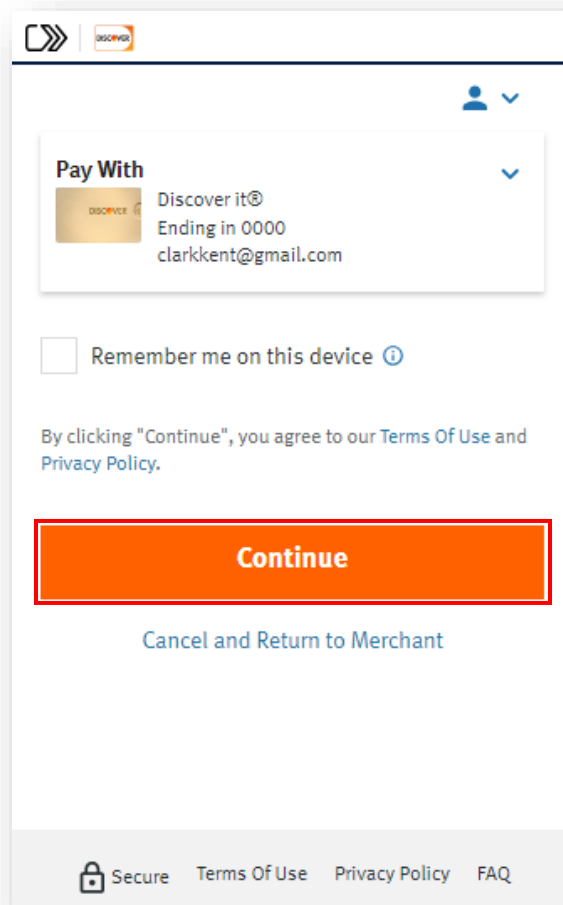
d) If you're a new user, enter your **Credit / Debit Card information** and select **Continue**.

The screenshot shows a checkout form titled "Easy and smart online checkout" with the subtitle "Pay with confidence with Click to Pay". At the top, there are logos for Visa, Mastercard, American Express, and Discover. Below the title, there are two tabs: "NEW" (selected) and "RETURNING". The "NEW" tab is highlighted with a red border. Below the tabs, there is a "Card Number" input field. Below that, there are two input fields: "Expires" and "Security Code", with a help icon (i) next to the "Security Code" field. Below these fields, there is a line of text: "Your information will be shared with participating payment networks, service providers and as otherwise described in our [Privacy Notice](#) to give you the appropriate experience." At the bottom, there is a blue "CONTINUE" button, also highlighted with a red border.

e) If you are a returning user, enter your **email address** and select **Continue**.

The screenshot shows the same checkout form as above, but with the "RETURNING" tab selected. The "NEW" tab is now greyed out. Below the tabs, there is an "Email Address" input field. Below this field, there is a line of text: "By continuing, you agree to Visa's [Privacy Notice](#)." At the bottom, there is a blue "CONTINUE" button, also highlighted with a red border.

- f) Ensure that the saved card is correct and select **Continue** to proceed with paying for your order.



The image shows a mobile payment interface. At the top, there is a header with a logo and a 'DISCOVER' card icon. Below this, a user profile icon with a dropdown arrow is visible. The main section is titled 'Pay With' and features a Discover card icon. To the right of the card icon, the text reads 'Discover it®', 'Ending in 0000', and 'clarkkent@gmail.com'. Below the card information, there is a checkbox labeled 'Remember me on this device' with an information icon. A paragraph of text states: 'By clicking "Continue", you agree to our [Terms Of Use](#) and [Privacy Policy](#).' Below this text is a large orange button labeled 'Continue'. Underneath the button is a link that says 'Cancel and Return to Merchant'. At the bottom of the screen, there is a footer with a lock icon, the word 'Secure', and links for 'Terms Of Use', 'Privacy Policy', and 'FAQ'.

Pay With

Discover it®
Ending in 0000
clarkkent@gmail.com

☐ Remember me on this device ⓘ

By clicking "Continue", you agree to our [Terms Of Use](#) and [Privacy Policy](#).

Continue

[Cancel and Return to Merchant](#)

Secure [Terms Of Use](#) [Privacy Policy](#) [FAQ](#)

4) Option 4 – Paying with Apple Pay (IOS users only)

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

<input type="checkbox"/> Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
1 of 1 File	<input type="checkbox"/> 09/10/2023 Peter Pan 3931 DRUMMOND RD TOLEDO, OH 43613-4207	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance	\$4.31 Free
Total Label Cost					\$4.31

New Label

▼

USPS® Shipping Supplies

Product	Quantity	Total Pieces	Total Price
Dual-Use Priority Mail / Priority Mail Express Medium Tube - 1098 Pack of 10 38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) Remove	<div>− 3 +</div>	30	Free
Caution Heavy ID Sticker Roll of 500 3-1/2" (W) x 5-1/2" (H) Remove	<div>− 2 +</div>	1000	Free
Priority Mail Box - 1097 Pack of 10 13-7/16"(L) x 11-5/8"(W) x 2-1/2"(H) Remove	<div>− 3 +</div> <div>Limit of 2</div>	20	Free
Priority Mail Flat Rate® Large Box - LARGEFRB Pack of 10 12-1/4"(L) x 12"(W) x 6"(H) Remove	<div>− 2 +</div>	20	Free

Shop for More Supplies

✕ Remove All

Order Total: \$4.31

Confirm Shipping Details for Supplies

Delivery Address [Edit](#)

Abby Moore
4664 Happy Drive
Arlington, VA 22202

Select a Shipping Method

☒ Parcel Select® Service
Arrives in 5-7 business days

☐ Priority Mail® Service
Arrives in 2-3 business days

Free
\$25.95

Shipping Supplies Summary


Subtotal	\$0.00
Shipping - Priority Mail®	\$25.95
Shipping Supplies Total	\$25.95

(a)

Pay Now

- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Apple Pay** as your payment option

(b)





Click-N-Ship 

2. Billing


Billing Information
Please select your payment method.


☐ *I hereby authorize the U.S. Postal Service to charge \$9.30.
I have read, understand, and agree to the [Terms and Conditions](#).


Credit & Debit Card

Paypal




Click to Pay 




(c)



Apple Pay




- d) Select an **Apple Payment Method (Apple Cash / Debit / Credit Card)** and proceed with paying for your order.

Apple Pay 

Pay In Full **Pay Later**

 **Apple Cash**
\$0.00 Insufficient Balance 

Pay USPS 
\$9.30

5) Option 5 – Paying with an Enterprise Payment System (EPS) Account

- If you would like to create an **Enterprise Payment System (EPS) Account** to pay and or manage services online through a single account, select **Create an EPS Account**.
- If you already have an EPS Account, select **Pay with an EPS Account**.
 - Note, this option will only be displayed once an EPS Account has been created.*

<input type="checkbox"/> Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 Edit	<input type="checkbox"/> 12/12/2023 Customer pick up at: Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance	\$4.31 Free
Total Label Cost					\$4.31

New Label

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

Create an EPS Account (a)

USPS® Shipping Supplies

Product	Quantity	Price
Dual-Use Priority Mail/Priority Mail Express Medium Tube - 1098 - Pack of 20 38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) Remove	<div>-</div> 1 <div>+</div>	Free

Select Shipping Method for Supplies

<input checked="" type="radio"/> USPS Ground Advantage™ Service Arrives in 5-7 business days	Free
<input type="radio"/> Priority Mail® Service Arrives in 2-3 business days	\$13.65

Shipping Supplies Summary

Subtotal	Free
Shipping - USPS Ground Advantage	Free
Shipping Supplies Total	Free

Shop for More Supplies

✕ [Remove All](#)

Order Total: **\$4.31**

Pay Now

- c) Agree to the **Terms and Conditions** for creating an Enterprise Payment System (EPS) account by selecting the **checkbox** and selecting **Submit**.

Click-N-Ship®1 Cart

Label Manager / Shipping History / Address Book / USPS Connect® / Preferences

Create a New EPS Account

The process to create a new Enterprise Payment account is simple. We'll ask you to verify a few details, setup payment method(s), and add your products and services.

Please review and accept the Terms and Conditions for Enterprise Payment System

Terms and ConditionsPrint Terms and Conditions

ENTERPRISE PAYMENT SYSTEM

By checking the "AGREE" box, you acknowledge that you have read, understand and agree to the terms and conditions set forth for the Enterprise Payment System (EPS) as described below.

This Terms and Conditions of Use Agreement (this "Agreement") is a legal agreement between you ("You" or "Your" or "User" or "Mailer") and the United States Postal Service, an Independent Establishment of the Executive Branch of the United States Federal Government ("USPS" or "Postal Service"). The Agreement sets forth the terms and conditions for Your use of the USPS Enterprise Payment System. User acknowledges and agrees that he, she or the entity User has accepted the Agreement on behalf of is solely responsible for and shall abide by these Terms and Conditions of Use as well as all policies, procedures and regulations of the United States Postal Service.

To the extent that the terms and conditions are not consistent with any provisions of the Domestic Mail Manual (DMM) or any other regulations or rulings of the USPS applicable to its mail, products or services presented pursuant to this Agreement or any other service agreement participant has with the USPS, the DMM and those regulations and rulings will prevail.

The Postal Service reserves the right to change the terms, conditions, and notices under which the USPS Enterprise Payment System is offered. If You do not agree to, or cannot comply with, the Agreement as amended, You must stop using the USPS Enterprise Payment System. You will be deemed to have accepted the Agreement as amended if You continue to use the system. User agrees to review these Terms of Use from time to time to ensure compliance with these terms and conditions. The Terms of Use can be accessed at any time by clicking here:<https://postalpro.usps.com/eps/terms>. User acknowledges and agrees that his or her use of the service is subject to any such changes and that Mailer's use of the service constitutes acceptance of such changed terms whether such terms have been modified or whether User has received actual notice of any changes to these Terms.

To use an Enterprise Payment Account (EPA), an account under EPS, You or a designated representative(s) of Your company who desires and enables its users to access EPS agree as follows:

1. Enrollment and Linking of Products and Services

The Business Location or Customer Registration ID (CRID) number under which You were provided by the Business Customer Gateway (BCG) will be linked to Your EPA. The information captured from said Business Location includes Your First and Last Name, Company Name, Location (address), Email Address and Telephone Number. For information regarding USPS Privacy Policy, visit <http://about.usps.com/who-we-are/privacy-policy/welcome.htm>.

☒ I have read and agree to the terms and conditions for creating an Enterprise Payment System account.

CancelSubmit

Feedback

181

- d) Verify that your EPS Account Details / Information is correct and select **Next** to proceed to the next section.

Click-N-Ship®

1 Cart

Label Manager / Shipping History / Address Book / USPS Connect® / Preferences

Create a New EPS Account

1. Verify Details

2. Select CRID

3. Complete & Payment Setup

Step 1: **Verify Details**

Please verify your information.

Full Name
Clark
Kent

Phone Number
(704) 000-0000

Email Address
clarkkent@gmail.com

Notice something incorrect?
[Click here to update your account](#)

Feedback


[Cancel](#)

Back

Next

- e) Select the **Business Location** to associate with the EPS account and select **Next** to proceed to the next section.
- i. *Note, the Business Location that you select will determine what users are eligible for access to the account. You will be able to determine individual access and roles in the next step.*

Click-N-Ship®

 Cart

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences

Create a New EPS Account

1. Verify Details

2. Select CRID

3. Complete & Payment Setup

Step 2: Select CRID

Please select a Business Location to associate with this EPS account.

The Business Location you select will determine what users are eligible for access to the account. You will be able to determine individual access and roles in the next step.

*Only **one** Business Location can be selected.

Showing 1-2 out of 2 accounts

☒ 94827777

Principal Account Contact:
300 SUPERMAN ST, KALAMAZOO, MI 00000-0000

☐ 94821234

Principal Account Contact:
320 SPIDERMAN ST, DALLAS, TX 00000-0000

[Cancel](#)

Back

Next

- f) To manage user roles, transfers, withdrawals, or products and services, select the **Here** hyperlink.
- g) To proceed with setting up a payment method via a **Trust Account**, select **Deposit Instructions**.
 - i. *Note, a Trust account has already been set up for you and only needs a deposit to be activated.*
- h) To Proceed with setting up a payment method via **ACH Debit**, select **Create an Account**.
 - i. *Note, you can also add an ACH Debit as a payment method. One is required for setup, and you can easily add another one later.*
- i) To set up your payment methods later, select **Set up later and go back to Label Manager**.

Create a New EPS Account

1. Verify Details

2. Select CRID

3. Complete & Payment Setup

Congratulations! Your EPS account is created!

✓ Your EPS Number is: 1000013577

You can manage user roles, transfers, withdrawals, and products and services [here](#)

Next Steps

The next step is to set up a payment method. A trust has already been set up for you and only needs a deposit to be activated. You can also add ACH Debit as a payment method. One is required for setup, and you can easily add another one later.



Trust Account

Deposit funds to USPS bank for all charges

Deposit Instructions



ACH Debit

Designate a debit-enabled bank account for all charges.

Create an Account

[Set up later and go back to Label Manager](#)

- j) Once your EPS Account and Payment Method has been created select **Pay with an EPS Account** to proceed with paying for your order.

Label Cart (1)
[Back to Label Manager](#)

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
<div><input type="checkbox"/> 1 of 1 Edit</div>	03/26/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 00000-0000	USPS Ground Advantage™ Cubic Choose Your Own Box	6 oz	Choose Your Own Box USPS Tracking Electronic Insurance	\$4.31

USPS® Shipping Supplies
Add labels, tape, boxes and shipping supplies to the label order.

+ Add Shipping Supplies

[X Remove All](#)

Order Total: **\$4.31**

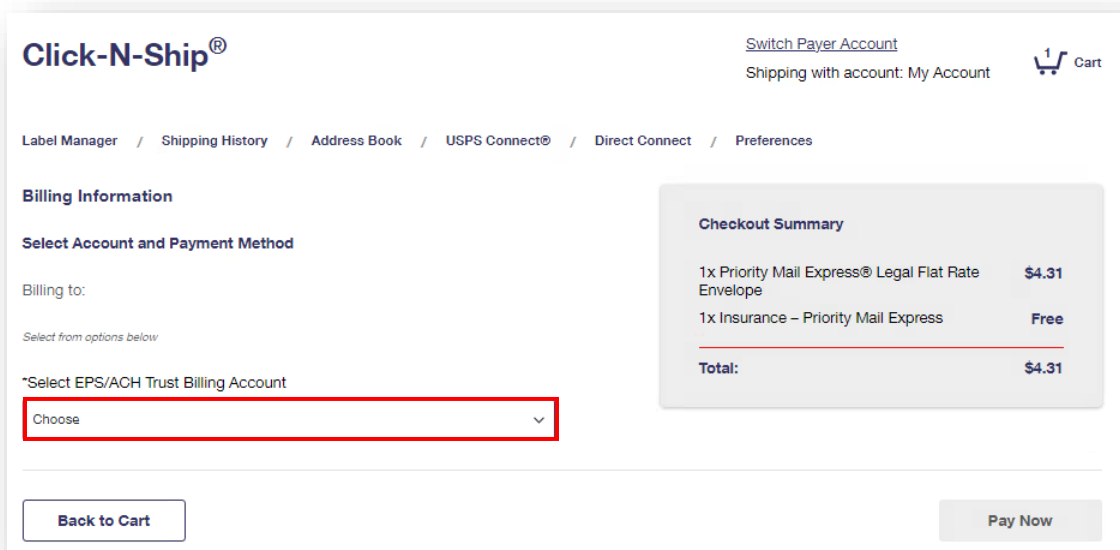
New Label

▼

Pay Now


Pay with EPS Account

- k) Select a **Billing Account** to pay for your label(s) by clicking on the dropdown and choosing an account.



The screenshot shows the 'Click-N-Ship' Billing Information page. The top navigation bar includes 'Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences'. The 'Billing Information' section is titled 'Select Account and Payment Method'. Under 'Billing to:', it says 'Select from options below'. A dropdown menu is open, showing 'Choose' as the selected option. To the right, a 'Checkout Summary' box shows: '1x Priority Mail Express® Legal Flat Rate Envelope' for \$4.31, '1x Insurance – Priority Mail Express' for Free, and a 'Total' of \$4.31. At the bottom, there are 'Back to Cart' and 'Pay Now' buttons.

Click-N-Ship®

[Switch Payer Account](#)
Shipping with account: My Account  Cart

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences

Billing Information

Select Account and Payment Method

Billing to:
Select from options below

*Select EPS/ACH Trust Billing Account

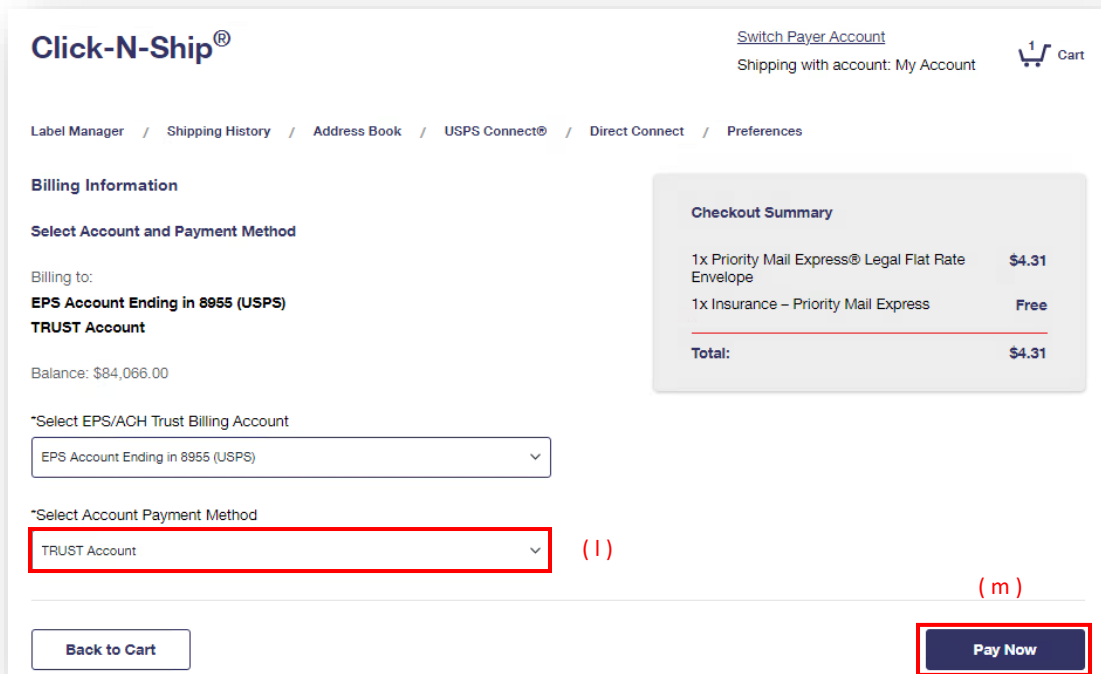
Choose

Back to Cart Pay Now

Checkout Summary


1x Priority Mail Express® Legal Flat Rate Envelope	\$4.31
1x Insurance – Priority Mail Express	Free
Total:	\$4.31

- l) Select a **Payment Method** by clicking on the dropdown and choosing a payment method.
- m) Once the Billing Account and Payment Method have been selected, click on the **Pay Now** button to proceed with payment.



This screenshot shows the same 'Click-N-Ship' Billing Information page, but with selections made. The 'Billing to:' section now displays 'EPS Account Ending in 8955 (USPS) TRUST Account' and 'Balance: \$84,066.00'. The dropdown for '*Select EPS/ACH Trust Billing Account' shows 'EPS Account Ending in 8955 (USPS)'. The dropdown for '*Select Account Payment Method' shows 'TRUST Account'. The 'Checkout Summary' remains the same. The 'Pay Now' button is highlighted with a red box. Red annotations '(l)' and '(m)' are present next to the payment method dropdown and the 'Pay Now' button, respectively.

Click-N-Ship®

[Switch Payer Account](#)
Shipping with account: My Account  Cart

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences

Billing Information

Select Account and Payment Method

Billing to:
EPS Account Ending in 8955 (USPS)
TRUST Account
Balance: \$84,066.00

*Select EPS/ACH Trust Billing Account

EPS Account Ending in 8955 (USPS)

*Select Account Payment Method

TRUST Account

Back to Cart Pay Now

Checkout Summary

1x Priority Mail Express® Legal Flat Rate Envelope	\$4.31
1x Insurance – Priority Mail Express	Free
Total:	\$4.31

(l) (m)

6) Option 6 – Pay Using 3rd Party Authorization (Business Accounts)

- a) If you created label(s) via the Enhanced Click-N-Ship® 3rd Party feature and would like to proceed with paying for the label(s) with the Payers EPS Account, select **Pay with EPS** to proceed to the Payment Confirmation page.
- i. *Note, as the Shipper – you will not be able to see the Payer's rates and prices when creating label(s) for them.*

Label Cart (2)
[Back to Label Manager](#)

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
<div><input type="checkbox"/> 1 of 2 Edit</div>	03/31/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	Priority Mail Express® Legal Flat Rate Envelope	Value: \$100	Legal Flat Rate Envelope Insurance – Priority Mail Express Hidden Postage	\$—.—*
<div><input type="checkbox"/> 2 of 2 Edit</div>	03/29/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 77777-8888	Priority Mail® Flat Rate Envelope	Value: \$100	Fiat Rate Envelope Insurance USPS Tracking Electronic	\$—.—*

USPS® Shipping Supplies
Add labels, tape, boxes and shipping supplies to the label order.

+ Add Shipping Supplies

[Remove All](#)

*Prices determined on payment

New Label

▼

Shipping with account: 94883629
[Switch Payer Account](#)

Pay with EPS Account

(i)

(a)

- b) If you have any outstanding Postage Dues listed on your account, you will encounter the following error at the top of the Label Cart page. To proceed with paying off the outstanding Postage Dues, select **Pay Postage Dues** or **Pay Postage Dues with EPS**.
- i. *Note, you will not be able to proceed with shipping unless the Postage Dues are paid in full. All Postage Dues must be paid with your own account, not the payers.*

Error: Postage dues must be paid for using your own account. Switch to your account and pay for the postage dues to continue shipping.

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
Postage Due						
You currently have 3 postage dues in your Cart as shown below. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label.						
* All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You can choose to pay only Postage Dues or pay Postage Dues along with your Next label transaction. The Order Total at the bottom of the Cart includes Postage Dues.						
1 of 2	03/18/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	Postage Due ⓘ Priority Mail® Choose Your Own Box Label Number: 098765434567890	16 oz	Reason for Postage Due: Zone	\$0.25
					Total Postage Due	\$0.25
2 of 2	03/18/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	Postage Due ⓘ Priority Mail® Small Flat Rate Box Label Number: 098765434567890	16 oz	Reason for Postage Due: Zone	\$0.25
					Total Postage Due	\$0.25

Remove

You must pay with your account.

Pay Postage Dues

Pay Postage Dues With EPS

7) Option 7 – Pay Using OMAS (Official Mail Accounting System)

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

☐ Ship Date

Recipient

Service and Package

Package Details

Package Services

Price

1 of 1

☐ 09/10/2023

Peter Pan
3931 DRUMMOND RD
TOLEDO, OH 43615-4207

USPS Ground Advantage™ Choose Your Own Box

6 oz

Choose Your Own Box Insurance

\$4.31
Free

File

Total Label Cost

\$4.31

New Label

▼

USPS® Shipping Supplies

Product	Quantity	Total Pieces	Total Price
Dual-Use Priority Mail / Priority Mail Express Medium Tube - 1098 Pack of 10 38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) Remove	<div>−</div> <input type="text" value="3"/> <div>+</div>	30	Free
Caution Heavy ID Sticker Roll of 500 3-1/2" (W) x 5-1/2" (H) Remove	<div>−</div> <input type="text" value="2"/> <div>+</div>	1000	Free
Priority Mail Box - 1097 Pack of 10 13-7/16"(L) x 11-5/8"(W) x 2-1/2"(H) Remove	<div>−</div> <input type="text" value="3"/> <div>+</div> <div>Limit of 2</div>	20	Free
Priority Mail Flat Rate® Large Box - LARGEFRB Pack of 10 12-1/4"(L) x 12"(W) x 6"(H) Remove	<div>−</div> <input type="text" value="2"/> <div>+</div>	20	Free

Shop for More Supplies

Confirm Shipping Details for Supplies

Delivery Address [Edit](#)
Abby Moore
4664 Happy Drive
Arlington, VA 22202

Select a Shipping Method

☒ Parcel Select® Service
Arrives in 5-7 business days

☐ Priority Mail® Service
Arrives in 2-3 business days

Free
\$25.95

Shipping Supplies Summary

Subtotal	\$0.00
Shipping - Priority Mail®	\$25.95
Shipping Supplies Total	\$25.95

✕ Remove All

Order Total: \$4.31

(a)

Pay Now

- b) Enter the **Your Name** (*required field*).
- c) Enter the **Cost Code** (*not required*).
- d) Enter the **Email** associated with your OMAS account (*required field*).
- e) Accept the **Terms and Conditions** by selecting the checkbox.
- f) Once you are ready to proceed with the payment, select **Print and Pay**.

Click-N-Ship

Cust / Ship Info

Billing

Review

Confirmation

Billing Information

Use OMAS

Paying with OMAS is safe and easy. All the information is encrypted and transmitted securely. For more details, see our [Privacy Policy](#). Depending on the payment method you choose, you may also be subject to the Privacy Policy and Terms and Conditions of the associated company.

Agency ID: 123

Please confirm that you agree to these shipping fees being charged to your agency's OMAS account by completing these fields:

*Required Field

*Your Name

Elle Consolvo

Agency Cost Code

*Your Email Address

If this is not your account, or have questions about your OMAS account, please send an email to OMAS_SHQ@usps.com.

☐

I hereby authorize the U.S. Postal Service to charge \$8.50. I have read, understand, and agree to the [Terms and Conditions](#).

Order Summary:

2b1e257e955940e88c38120f77c3912c

Click-N-Ship®

Order Total: \$8.50

Total: \$8.50

Print and Pay

g) Select **Accept & Continue** to continue and place your order.



I certify that my mailing complies with all applicable laws and U.S. Postal Service® regulation and does not contain any prohibited, improperly prepared, or undeclared hazardous materials, as per the requirement set forth in Publication 52, Hazardous, Restricted, and Perishable Mail, the Domestic Mail Manual, and the International Mail Manual (all available online at: <https://pe.usps.com/>).

The mailing of Mercury is PROHIBITED. Failure to comply with this, or any other, prohibition can result in civil penalties up to \$100,000, plus the costs of clean-up and/or damages for each violation. Additionally, some hazardous materials, including but not limited to firearms ammunition, fireworks, strike anywhere matches, and certain flammable liquids (e.g., pure acetone) are prohibited in the mail. As the mailer, you are responsible to know the mailability of your product.

Lithium metal and lithium ion batteries being shipped independently are prohibited from air eligible shipping service (e.g., Priority Mail, Priority Mail Express, and First-Class Package service). Electronic products packed with or containing lithium batteries, such as cell phones, laptop, and e-cigarettes are subject to additional restrictions in both domestic and international mail.

Any mailing containing cigarettes or smokeless tobacco must be presented to a Postal Service™ employee at a Retail Post Office™ location for proper acceptance.

Accept & Continue


You must accept to continue and place your order.

How to Navigate the Payment Confirmation Page

1) Review Order

- a) Review the **Payment Confirmation** page for accuracy.
 - i. *Note, if you utilized the Enhanced Click-N-Ship® 3rd Party Authorization feature to create and ship label(s), you will not be able to see the Payer's rates and prices on the Payment Confirmation page.*

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences  Cart

Thank you for choosing the United States Postal Service®.

Payment Confirmation

Order Number
DC42B932-884E-4521-9BCD-FFADE56B19C1

Charged to
MASTERCARD-5991

Order Total
\$8.96 (1 labels)

Print Your Labels

You have until 11:59 PM Central Time of the Ship Date to print this label.

Select printing format for your labels.

Label Printing Format ⓘ
Standard (8.5 x 11) - With receipt, one label per page

Adobe v5 or higher is required to print or save labels.
[Download Adobe Reader >](#)

If you are creating more labels today, please check the box below and your SCAN Form will be saved for printing when you have finished creating labels for the day.
☒ I am creating more labels today.

Advertise to your buyers for free with Informed Delivery®

With Informed Delivery, you can drive traffic to your website by creating a digital ad, or "digital banner" for recipients to view in their Informed Delivery email or dashboard.

Select Labels

From the payment confirmation page, select each label that you want to create a digital banner for and click Create Digital Banner.

Upload Ad Banner

Upload a digital ad banner and details.

2) Print and save your Labels

- a) If you want to download and save the label(s) as a PDF, select **Save as PDF'**
- b) If you are ready to print the label(s), select the **printing format** for the label(s).
 - i. *Note, the option to print two labels per page on a Standard(8.5x11) sheet of paper without receipts is now available.*
- c) Once the printing format is selected, select **Print Labels**.

Print Your Labels

You have until 11:59 PM Central Time of the Ship Date to print this label.

Select printing format for your labels.

Label Printing Format ⓘ

(b) Standard (8.5 x 11) - With receipt, one label per page ▼

Adobe v5 or higher is required to print or save labels.
[Download Adobe Reader >](#)

If you are creating more labels today, please check the box below and your SCAN Form will be saved for printing when you have finished creating labels for the day.

☒ I am creating more labels today.

Advertise to your buyers for free with Informed Delivery®

With Informed Delivery, you can drive traffic to your website by creating a digital ad, or "digital banner" for recipients to view in their Informed Delivery email or dashboard.

Select Labels

From the payment confirmation page, select each label that you want to create a digital banner for and click Create Digital Banner.

Upload Ad Banner

Upload a digital ad banner and details.

Enter URL

Add a URL on the digital ad and drive traffic to your website.

Digital Banner displayed via Informed Delivery

For each label with a digital banner, the recipient will see and interact with the digital ad in their Informed Delivery email or dashboard.

[Learn more about Informed Delivery®](#)

Label actions: Select labels and print, save to PDF or create a digital ad campaign to appear in recipient's Informed Delivery.

(c) **Print Labels** **Save as PDF** (a) **Create Digital Banner**

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/>	06/26/2023	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Choose Your Own Box 2-Day Delivery	16 oz	Create	9405830109355007266858

Schedule a Pickup

Your 1 label(s) are eligible for pickup at the entered return address, **2251 Sherman Ave Nw Ste 504, Washington, DC, 20001**.

Your labels are only eligible to be picked up from the return address entered for these packages. Your package will be picked up either **today or tomorrow**, based on when your pickup request is requested.

Request a Pickup

- d) All international and domestic outgoing / return labels will have the option to print at the Post Office™. If this option is available, enter the **email address** that you want the Label Broker® QR code to be sent to and select **Submit**.
- e) Once the Label Broker® QR code is sent to your email, a list of local Post Office(s)™ where you can print your label(s) will be displayed.

Print Your Labels

You have until 11:59 PM Central Time of the Ship Date to print this label.

Select printing format for your labels.

Label Printing Format ⓘ

Print later at Post Office

When choosing this option, USPS will send you an e-mail containing a QR code that can be scanned at participating USPS Retail Locations. For more information, visit [Label Broker FAQs](#)

Enter your email to receive the QR code.

Your labels are ready to print at the Post Office!

Your Label Broker ID® code has been emailed to you and is ready to use to print your labels at the Post Office™.

Post Offices near: 45202

Showing Top 25 Results

- **QUEEN CITY**
525 VINE ST STE 1 CINCINNATI, OH 45202
- **MAIN OFFICE CINCINNATI**
1623 DALTON AVE CINCINNATI, OH 45234
- **NEWPORT**
420 COLUMBIA ST NEWPORT, KY 41071
- **CORRYVILLE**
2917 SHORT VINE ST CINCINNATI, OH 45219

3) Extra features on the Payment Confirmation Page

- a) **Schedule a Pickup:** If you would like your Mailpiece to be picked up for shipping, you may click the “Schedule a Pickup” button at the bottom of the page. You will be redirected to the “USPS® Schedule a Pickup” page.
 - i. *Note, if your return address is eligible for Carrier Pickup, you can follow the steps outlined above to request a Carrier Pickup.*
- b) **SCAN Form:** If you have a batch of labels, you are eligible for a SCAN form. SCAN forms provide a master barcode that represents all the Mailpiece’s in your batch(es) and allow for better visibility while tracking your online labels.
 - i. *Note, there will be a message displayed notifying you if you are eligible for a SCAN form.*
- c) **Loyalty Benefits:** If you are enrolled in the USPS® Loyalty Program, you may view your benefits by clicking the “View Loyalty Benefits” button at the bottom of the page. You will be redirected to the USPS® Loyalty Customer Portal.
- d) **Create Label:** If you would like to create more labels, you may click the “Create A Label” button at the bottom of the page. You will be redirected back to the Label Manager.

Print Your Labels
You have until 11:59 PM Central Time of the Ship Date to print this label.

Select printing format for your labels.
Label Printing Format ⓘ

Standard (8.5 x 11) - With receipt, one label per page

Adobe x5 or higher is required to print or save labels.
[Download Adobe Reader >](#)

If you are creating more labels today, please check the box below and your SCAN Form will be saved for printing when you have finished creating labels for the day.
☒ I am creating more labels today.

Advertise to your buyers for free with Informed Delivery®
With Informed Delivery, you can drive traffic to your website by creating a digital ad, or "digital banner" for recipients to view in their Informed Delivery email or dashboard.

Select Labels
From the payment confirmation page, select each label that you want to create a digital banner for and click Create Digital Banner.

Upload Ad Banner
Upload a digital ad banner and details.

Enter URL
Add a URL on the digital ad and drive traffic to your website.

Digital Banner displayed via Informed Delivery
For each label with a digital banner, the recipient will see and interact with the digital ad in their Informed Delivery email or dashboard.
[Learn more about Informed Delivery®](#)

Label actions: Select labels and print, save to PDF or create a digital ad campaign to appear in recipient's Informed Delivery.

Print Labels

Save as PDF

Create Digital Banner

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Digital Banner	Label Number
1 of 1	<input type="checkbox"/> 06/28/2023	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Choose Your Own Box 2-Day Delivery	16 oz	Create	9405830109355007266858

Schedule a Pickup
Your 1 label(s) are eligible for pickup at the entered return address, **2251 Sherman Ave Nw Ste 504, Washington, DC, 20001.**
Your labels are only eligible to be picked up from the return address entered for these packages. Your package will be picked up either **today or tomorrow**, based on when your pickup request is requested.

Request a Pickup

Schedule a Pickup

View SCAN Form

View Loyalty Benefits

Create A Label

(a)

(b)

(c)

(d)

Enhanced Click-N-Ship®

Shipping History

Within the following section, you'll receive step-by-step guidance on how to view a label(s) tracking history and delivery status, print and save your label(s), request a refund for your label(s), and how to view and export your purchase history.

How to View the Labels Tracking History & Delivery Status

1) Navigate to Shipping History

- a) Click the **Shipping History** button located in the menu bar.

The screenshot displays the Click-N-Ship® web application interface. At the top, the logo is on the left, and a shopping cart icon with '2' and the word 'Cart' is on the right. Below the logo is a navigation menu with links: 'Label Manager', 'Shipping History' (highlighted with a red rectangle), 'Address Book', 'USPS Connect', and 'Preferences'. A promotional banner for a 'Click-N-Ship® Business Rate Card' is visible, with a 'Sign Up' button. Below this, a personalized greeting 'Hi, Ted!' is followed by a welcome message and a 'View Label Manager' button. To the right, a box titled 'What's in your Label Manager?' shows statistics: 519 Incomplete Labels, 3466 Complete Labels, 20 Incomplete Batches, and 1 Complete Batch. Below this is a section for creating an 'Enterprise Payment Account (EPA)' with a 'Create an EPS Account' button. At the bottom, a section titled 'Let's get started! How would you like to create your labels?' offers four options: 'Create a Single Label', 'Create a Batch', 'Import Labels', and 'Start From Address Book', each with a brief description and an icon.

Click-N-Ship® 2 Cart

Label Manager / **Shipping History** / Address Book / USPS Connect / Preferences

Get Lower Rates **Sign Up for a Click-N-Ship® Business Rate Card and Save** [Sign Up](#)

You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.


Hi, Ted!
Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view your account information, start your Click-N-Ship experience, access previous labels, create new labels, manage your address book, and more!
[View Label Manager](#)


What's in your Label Manager?


519 ● Incomplete Labels	3466 ● Complete Labels
20 ● Incomplete Batches	1 ● Complete Batches


Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.
[Create an EPS Account](#)

Let's get started! How would you like to create your labels?


Create a Single Label
Create individual labels manually within our improved creation process.


Create a Batch
Organize your labels into a batch and utilize our streamlined multi-label creation process.



Import Labels
Import multiple labels via a File Upload and continue editing in Label Manager.


Start From Address Book
Start multiple labels in Label Manager by bringing in addresses from your Address Book.

2) Find Label and Click on Label Number

- a) Click on the **label number** to view the label details page where the tracking history and delivery status are located.

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences 

History

Dashboard


Account # 229130350

Search by


Transaction Number

Label Number

Date + 31 days

06/28/2023 

Search











Advanced Search 

Showing Results 1-13 of 13

Export

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details

	Date 	Order 	Shipping Address 	Service Type 	Label 	Shipped 	Label Delivery 	Payment 	Status 	Cost 	
1	<input type="checkbox"/>	06/28/2023	dc42b932-884e-4521-9bcd-ffade56b19c1	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355007266858	No	N/A	MASTERCARD-5991	Account Charged	\$8.96
2	<input type="checkbox"/>	06/12/2023	68a05a08-a7f4-464f-9a22-7e8234f08279	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355004611705	Yes	N/A	MASTERCARD-8475	Refund Pending	\$7.64
3	<input type="checkbox"/>	05/05/2023	cc3d72df-2c03-426b-8ab4-cc69ceb5bb68	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355002147510	Yes	N/A	AMEX-0331	Refunded	\$7.64

3) View Label Details Page

- View the label(s) **delivery status** located on the label details page.
- To view the label(s) tracking history, select **USPS® Tracking** that is located on the left tab of the label details page.

The screenshot displays the Click-N-Ship® Label Manager interface. At the top, there's a navigation bar with links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences, and a Cart icon. Below this, a tab bar shows 'History' and 'Dashboard'. A link '< Back to Shipping History' is present. The main heading is 'Label # 9416430109355005822375'.

On the left side, there's a sidebar with several sections:

- Terms**: Acceptance Cutoff (11/02/2023 12:00 AM), Acceptance Time (No data), Scheduled Date (11/06/2023 12:00 AM).
- More Actions**: Ship Again >, Print/Re-print >, Print at the Post Office >, Save PDF >, Shipping Supplies Status >.
- Need Help?**: File an insurance claim? >, Request a Refund >, Loyalty Activity History >, Request a Service Refund >.

Annotation (a) points to the 'Terms' section, and annotation (b) points to the 'USPS Tracking >' link in the 'More Actions' section.

The main content area is divided into two primary sections:

- Delivery Status**: Shows the Tracking Number (420630219405830109355042887940) and a progress bar indicating the status 'Delivered, In/At Mailbox'. A link 'View Tracking History' is also present.
- Details**: Contains account information (Account Number: 228992420), Return Address (Jane Doe, 300 SUPERMAN ST, DECATUR, GA 30000-0000, Jane.Doe@gmail.com), Package (Choose Your Own Box), Delivery Address (John Doe, 300 SUPERMAN ST, DECATUR, GA 30000-0000), and Service Type (USPS Ground Advantage™).


At the bottom, there's a table summarizing the order details:

	Service Type	Price
Order Number	USPS Ground Advantage™ Choose Your Own Box	3.75
Transaction Type	INS	Free
	EDEL	Free
LABEL	Label Total	\$3.75

- c) Once the USPS® Tracking option is selected, you will be redirected to a new tab where the label(s) **USPS® Tracking details** will be displayed.

USPS Tracking®



[Tracking](#) / [FAQs >](#)

 **Track Packages**
Anytime, Anywhere

Get the free Informed Delivery® feature to receive automated notifications on your packages [Learn More](#)

Tracking Number:
9405530109355007559621

[Remove X](#)

 Copy  Add to Informed Delivery

Latest Update


A shipping label has been prepared for your item. A delivery date will be provided when USPS receives the package; contact the shipper or shipping partner with any inquiries.

Pre-Shipment

- Shipping Label Created, USPS Awaiting Item
ARLINGTON, VA 22203
November 1, 2023, 1:20 pm

[What Do USPS Tracking Statuses Mean?](#)

Get More Out of USPS Tracking:

 USPS Tracking Plus®

Text & Email Updates

USPS Tracking Plus®

Product Information

See Less ^

Feedback

How to Print or Save Label(s) as PDF

1) Navigate to Shipping History

- a) Click the **Shipping History** button located in the menu bar.

The screenshot shows the Click-N-Ship® web interface. The top navigation bar includes links for Label Manager, Shipping History (highlighted with a red box), Address Book, USPS Connect, and Preferences. A shopping cart icon with '0' items is on the right. Below the navigation bar, a light blue banner contains a message about skipping surcharges when shipping with USPS. The main content area is divided into two columns. The left column greets the user 'Hi, Ted!' and provides a 'View Label Manager' button. The right column, titled 'What's in your Label Manager?', displays statistics: 85 Incomplete Labels, 11 Complete Labels, 12 Incomplete Batches, and 0 Complete Batches. Below this, a grey box promotes creating an Enterprise Payment Account (EPA) with a 'Create an EPS Account' button. At the bottom, a section titled 'Let's get started! How would you like to create your labels?' offers four options: Create a Single Label, Create a Batch, Import Labels, and Start From Address Book, each with a corresponding icon and brief description.

Click-N-Ship® Label Manager / **Shipping History** / Address Book / USPS Connect / Preferences Cart

Skip the surcharge. Ship with USPS: There will be no peak or demand surcharges on holiday shipping this season. Plus, all enhanced Click-N-Ship® customers receive lower Commercial Rates.

Hi, Ted!
Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view your account information, start your Click-N-Ship experience, access previous labels, create new labels, manage your address book, and more!

[View Label Manager](#)

What's in your Label Manager?

85 Incomplete Labels	11 Complete Labels
12 Incomplete Batches	0 Complete Batches

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[Create an EPS Account](#)

Let's get started! How would you like to create your labels?

Create a Single Label
Create individual labels manually within our improved creation process.

Create a Batch
Organize your labels into a batch and utilize our streamlined multi-label creation process.


Import Labels
Import multiple labels via a File Upload and continue editing in Label Manager.

Start From Address Book
Start multiple labels in Label Manager by bringing in addresses from your Address Book.

2) Find Label and Click on Label Number

- a) Click on the **label number** to view the label details page where the tracking history and delivery status are located.

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences 

History

Dashboard


Account # 229130350

Search by


Transaction Number

Label Number

Date + 31 days

06/28/2023 

Search











Advanced Search 

Showing Results 1-13 of 13

Export

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details

	Date 	Order 	Shipping Address 	Service Type 	Label 	Shipped 	Label Delivery 	Payment 	Status 	Cost 
1	<input type="checkbox"/> 06/28/2023	dc42b932-884e-4521-9bcd-ffade56b19c1	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355007266858	No	N/A	MASTERCARD-5991	Account Charged	\$8.96
2	<input type="checkbox"/> 06/12/2023	68a05a08-a7f4-464f-9a22-7e8234f08279	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355004611705	Yes	N/A	MASTERCARD-8475	Refund Pending	\$7.64
3	<input type="checkbox"/> 05/05/2023	cc3d72df-2c03-426b-8ab4-cc69ceb5bb68	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355002147510	Yes	N/A	AMEX-0331	Refunded	\$7.64

3) View Label Details Page

- To print label(s), select **Print / Re-print** located on the left tab of the label details page.
- To save label(s) as PDF, select **Save PDF** located on the left tab of the label details page.

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences

0 Cart

History

Dashboard

[Back to Shipping History](#)

Label # 9416430109355005822375

Terms

Acceptance Cutoff
11/02/2023
12:00 AM

Acceptance Time
No data

Scheduled Date
11/06/2023
12:00 AM

More Actions ⓘ

USPS Tracking >

Ship Again >

Print/Re-print >

Print at the Post Office >

Save PDF >

Shipping Supplies Status >

Need Help? ⓘ

File an insurance claim? >

Request a Refund >

Loyalty Activity History >

Request a Service Refund >

Delivery Status

Tracking Number
420630219405830109355042887940

Delivered, In/At Mailbox

View Tracking History ▾

Details

Account Number
228992420

Return Address

Jane Doe
300 Spartan Rd
CINCINNATI, OH 45202-1114
Jane.Doe@gmail.com

Package
Choose Your Own Box

Delivery Address

John Doe
100 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Service Type
USPS Ground Advantage™

Order Number
d004ca37-ec5f-4a76-949f-a5888faedd2d

Transaction Type
LABEL

Service Type

USPS Ground Advantage™ Choose Your Own Box
INS
EDEL

Price

3.75
Free
Free

Label Total

\$3.75

Feedback

(a)

(b)

4) Select Printing Format for Your Label(s)

- a) Select a **label printing format** for your labels from the dropdown.
 - i. *Note, the option to print two labels per page on a Standard(8.5x11) sheet of paper without receipts is now available.*
- b) To begin printing / saving your label(s) as PDF, select **Get PDF**.

(a)

×

Select Printing Format for your labels

Select printing format for your labels.

Label Printing Format ⓘ

Standard (8.5 x 11) - Without receipt, two labels per page ▼

Label Printer Compatible (4 x 6) 1 page sheet

Label Printer Compatible (4 x 5) 1 page sheet

Standard (8.5 x 11) - With receipt, one label per page

Standard (8.5 x 11) - Without receipt, two labels per page

Print later at Post Office

Get PDF

(b)

204

How to Request a Refund for your Label(s)

1) Navigate to Shipping History

- a) Click the **Shipping History** button located in the menu bar.

Click-N-Ship®

2 Cart

Label Manager / **Shipping History** / Address Book / USPS Connect / Preferences

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Sign Up

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
**Import Labels**
Import multiple labels via a File Upload and continue editing in Label Manager.

**Start From Address Book**
Start multiple labels in Label Manager by bringing in addresses from your Address Book.

2) Find Label to Refund

- Search for the label you would like a refund for by inputting the transaction or label number.

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences 

HistoryDashboard

Account # 229130350

Search by

All Labels

Transaction Number

Label Number

Date + 31 days

06/28/2023

Search

Advanced Search

Showing Results 1-13 of 13

Export

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

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	Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost	
1	<input type="checkbox"/>	06/28/2023	dc42b932-684e-4521-9bcd-ffade56b19c1	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355007266858	No	N/A	MASTERCARD-5991	Account Charged	\$8.96
2	<input type="checkbox"/>	06/12/2023	68a85a08-a7f4-464f-9a22-7e8234f08279	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355004611705	Yes	N/A	MASTERCARD-8475	Refund Pending	\$7.64
3	<input type="checkbox"/>	05/05/2023	cc3d72df-2c03-426b-8ab4-cc69ceb5bb68	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355002147510	Yes	N/A	AMEX-0331	Refunded	\$7.64

3) Request Refund

There are two ways to request a refund for a label.

- a) **Option 1:** Click the check box next to the label and click the “Refund” button that appears in the available actions.

Account # 229130350

Search by

Transaction Number

Label Number

Date + 31 days

06/28/2023

Search

Advanced Search

Showing Results 1-13 of 13

Export

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details

1 Labels Selected: Choose an action from the dropdown menu.

Select Action

Track

Ship Again

Print

Save as PDF

Refund

Cancel Refund

Go

	Date	Order	Shipping Address	Service Type	Label			Payment	Status	Cost
1	06/28/2023	dc42b932-884e-4521-9bcd-ffade56b19c1	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355007266858	No	N/A	MASTERCARD-5991	Account Charged	\$8.96
2	06/12/2023	68a65a08-a714-464f-9a22-7e8234f08279	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355004611705	Yes	N/A	MASTERCARD-8475	Refund Pending	\$7.64
3	05/05/2023	cc3d72df-2c03-426b-8ab4-cc69ceb5bb68	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355002147510	Yes	N/A	AMEX-0331	Refunded	\$7.64

b) **Option 2:** Click the label number and request a refund on the label(s) order page.

Showing Results 1-13 of 13

[Export](#)

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details.

1 Labels Selected: Choose an action from the dropdown menu.

Select Action

- Track
- Ship Again
- Print
- Save as PDF
- Refund
- Cancel Refund

[Go](#)

	Date	Order	Shipping Address	Service Type	Label			Payment	Status	Cost	
1	<input checked="" type="checkbox"/>	06/28/2023	dc42b932-884e-4521-9bcd-ffade56b19c1	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355007266858	No	N/A	MASTERCARD-5991	Account Charged	\$8.96
2	<input type="checkbox"/>	06/12/2023	68a65a08-a714-464f-9a22-7e8234f08279	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355004611705	Yes	N/A	MASTERCARD-8475	Refund Pending	\$7.64

c) Once on the order page, scroll down and select the “Request a Refund” option.

[Back to Shipping History](#)

Label # 9436130109355001535340

Terms

Acceptance Cutoff
09/05/2023
12:00 AM

Acceptance Time
No data

Scheduled Date
09/09/2023
12:00 AM

More Actions ⓘ

- [USPS Tracking](#) >
- [Ship Again](#) >
- [Shipping Supplies Status](#) >

Need Help? ⓘ

- [File an insurance claim?](#) >
- [Loyalty Activity History](#) >
- [Request a Refund](#) >

Delivery Status

Tracking Number
[420770189436130109355001535340](#)

Your package is on the way to a USPS facility. Sign up to get updates, and we'll send you a delivery date and time when available.

Pre-Shipment

[View Tracking History](#) v

Details

Account Number
229130350

Return Address
Clark Kent
300 SUPERMAN ST
DECATUR, GA 30000-0000

Package
Choose Your Own Box

How to Export Your Purchase History

1) Navigate to Shipping History

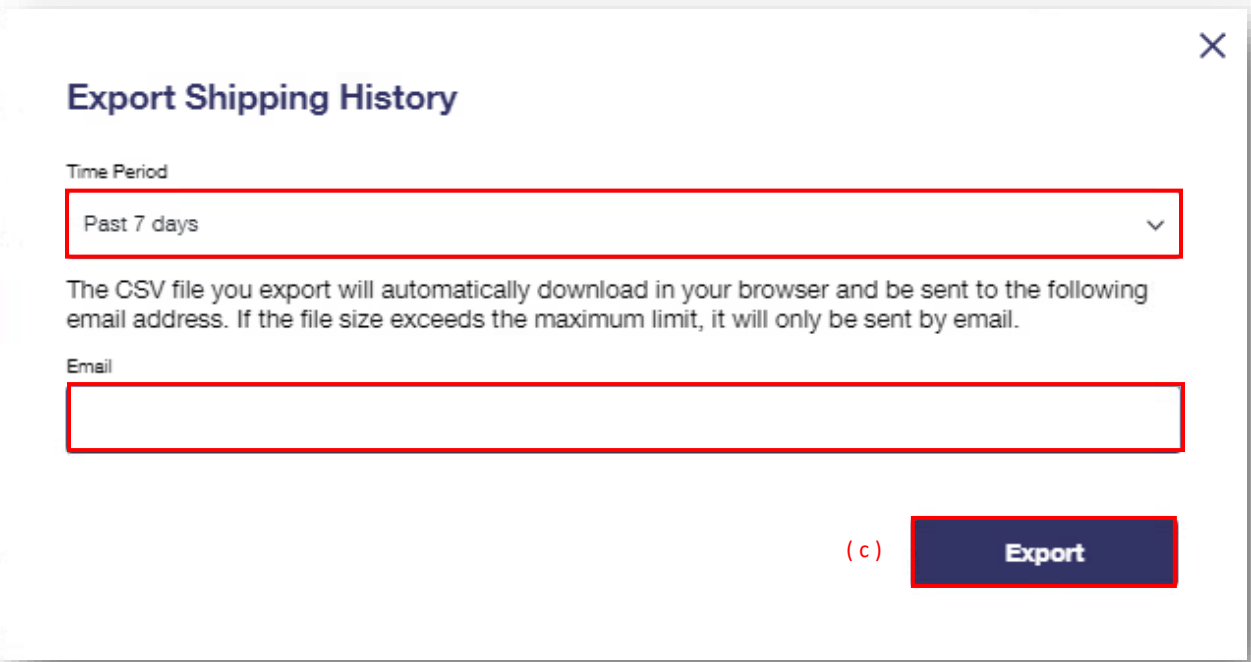
- a) Once you are on the Shipping History landing page, select **Export** to begin the exporting process.

The screenshot shows the Click-N-Ship interface. At the top, there's a navigation bar with links: Label Manager, Shipping History (active), Address Book, USPS Connect, and Preferences. A shopping cart icon is on the right. Below the navigation bar, there are tabs for History and Dashboard. The main section displays 'Account # 229130350'. There's a search area with a dropdown for 'Search by' (set to 'All Labels'), input fields for 'Transaction Number' and 'Label Number', a date selector for 'Date + 31 days' (set to '06/28/2023'), and a 'Search' button. Below the search area is an 'Advanced Search' link. A red box highlights the 'Export' button. Underneath, a message says: 'Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.' Below this is a link to the USPS Loyalty Program. The main part of the page is a table with shipping history data.

	Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost	
1	<input type="checkbox"/>	06/28/2023	dc42b932-884e-4521-9bcd-ffade56b19c1	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355007266858	No	N/A	MASTERCARD-5991	Account Charged	\$8.96
2	<input type="checkbox"/>	06/12/2023	68a65a08-a7f4-464f-9a22-7e8234f08279	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	9405830109355004611705	Yes	N/A	MASTERCARD-8475	Refund Pending	\$7.64

2) Fill out the Export Shipping History Form

- a) Before exporting the file, select the desired **time period** for the exported file.
- b) Enter the **email address** where the file will automatically be sent to after exporting.
- c) Once ready, select **Export**.



The screenshot shows a web form titled "Export Shipping History" with a close button (X) in the top right corner. The form contains the following elements:

- A "Time Period" label above a dropdown menu. The dropdown is currently set to "Past 7 days" and has a red box around it. A red annotation "(a)" is placed to the left of this dropdown.
- A text instruction: "The CSV file you export will automatically download in your browser and be sent to the following email address. If the file size exceeds the maximum limit, it will only be sent by email."
- An "Email" label above a text input field. The input field is empty and has a red box around it. A red annotation "(b)" is placed to the left of this field.
- An "Export" button located at the bottom right of the form. The button is dark blue with white text. A red annotation "(c)" is placed to the left of this button.

Enhanced Click-N-Ship®

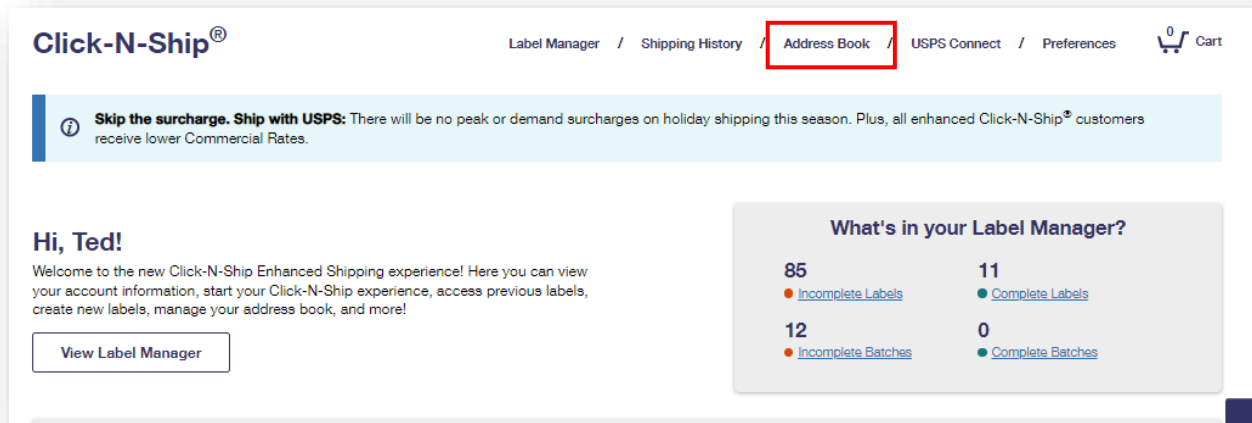
Address Book

Within the following section, you'll receive step-by-step guidance on how to edit, organize, and manage your saved addresses within the new built in Enhanced Click-N-Ship® Address Book.

How to Access your Address Book

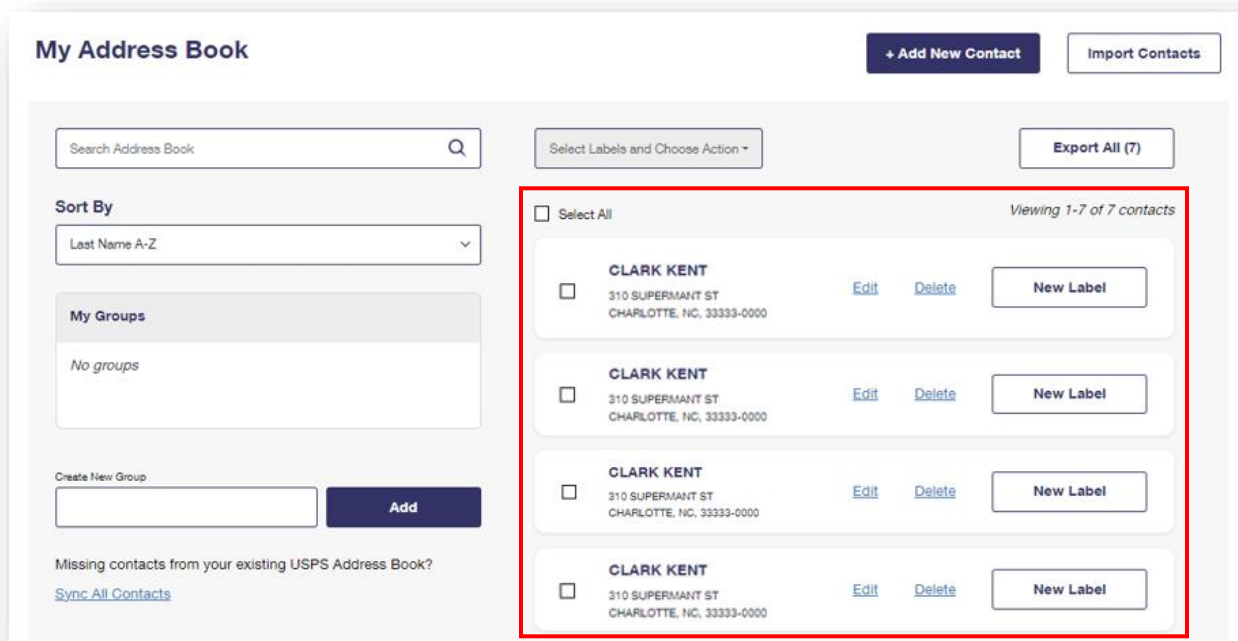
1) Navigate to Address Book

- Click the **Address Book** button located in the menu bar.



2) Viewing your Address Book

- Once inside the Address Book, all your **saved contacts** will be listed below.



How to Add a Contact to your Address Book

1) Importing Contacts from your USPS® Address Book

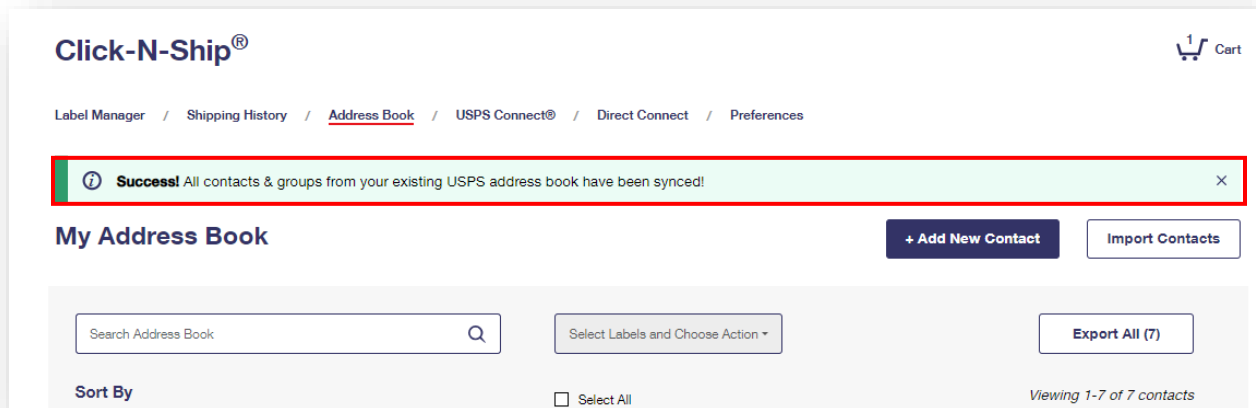
- a) To import all of your previous contacts from your USPS® Address Book, select **Sync All Contacts**.

The screenshot shows the 'My Address Book' interface. At the top, there are buttons for '+ Add New Contact' and 'Import Contacts'. Below these, there is a search bar labeled 'Search Address Book' and a 'Select Labels and Choose Action' dropdown. A 'Sort By' dropdown is set to 'Last Name A-Z'. On the left, there is a 'My Groups' section showing 'No groups' and a 'Create New Group' form with an 'Add' button. In the center, there is a list of contacts, each with a checkbox, name, address, and links for 'Edit', 'Delete', and 'New Label'. The first contact is 'CLARK KENT' at '310 SUPERMANT ST, CHARLOTTE, NC, 33333-0000'. At the bottom, there is a question: 'Missing contacts from your existing USPS Address Book?' with a link 'Sync All Contacts' highlighted by a red box.

- b) Select **Yes, Sync Contacts & Groups** to begin importing your contacts.

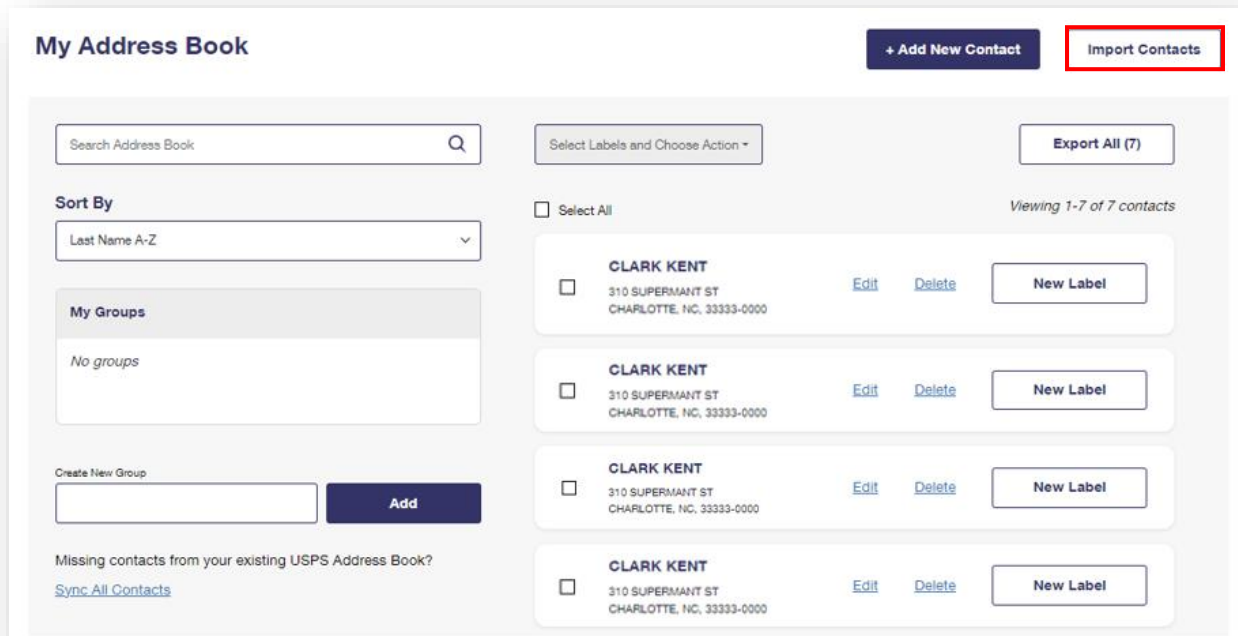
The screenshot shows a dialog box titled 'Sync All Existing USPS Contacts'. It contains the following text: 'This will import all the contacts you currently have in the USPS Address Book to this new Click-N-Ship address book. **All contacts and their associated groups will be transferred.** You can sync all groups and contacts at once, or you can select 'No, Cancel' and choose to manually export from the previous address book and import specific contacts and groups into this new address book.' Below the text, there is a question: 'Would you like to sync all your existing USPS contacts to this new address book?'. At the bottom, there are two buttons: 'Yes, Sync Contacts & Groups' (highlighted with a red box) and 'No, Cancel'.

c) Once your contacts have successfully imported, you will see a **green banner**.



2) Importing Contacts via CSV File

a) To import your contacts via CSV file, select **Import Contacts**.



- b) Select **Browse Files** to select a CSV file with your contact list.
- c) Select **Import Contacts** once ready.
- d) If you would like to download the template that will assist you in successfully importing your contacts, select **Download Template**.

[< Back to Address Book](#)

Import Contacts

You can import all of your contacts at once. Or, you can upload specific files and put them in existing or new groups. You also have the ability to add to or remove from a group later.

Select your .csv file ⓘ

Browse Files (b)

File Selected: CNSv2 contacts.csv

Add to Groups (optional)

My Groups

Create New Group

[+ Add Another Group](#)

Import Contacts

Cancel

How to Import

- To begin, download an address book template. **You must use the headers provided in this template.**

Download Template (d)
- The CSV (.csv) file must contain the following:
 - First Name and Last Name OR Company
 - Address
 - City
 - State/Province
 - ZIP Code
- Choose the (.csv) file you would like to import by selecting **Browse Files**.
- (Optional) Add the contacts in your file to an existing group and/or create a new group.
- Select **Import Contacts** to import your file.

(c)

215

3) Adding a Contact (Traditional Method)

- a) To add a contact with a detailed Contact Information, select **+ Add a Contact**

The screenshot displays the 'My Address Book' interface. At the top right, the '+ Add New Contact' button is highlighted with a red border. Below the header, there is a search bar labeled 'Search Address Book' and a 'Select Labels and Choose Action' dropdown. A 'Sort By' dropdown is set to 'Last Name A-Z'. On the left, the 'My Groups' section shows 'No groups' and a 'Create New Group' form with an 'Add' button. A message at the bottom left asks if contacts are missing from the existing USPS Address Book, with a 'Sync All Contacts' link. The main area shows a list of four identical contacts for 'CLARK KENT' at '310 SUPERMANT ST, CHARLOTTE, NC, 33333-0000'. Each contact entry includes checkboxes for selection, 'Edit' and 'Delete' links, and a 'New Label' button. An 'Export All (7)' button is located at the top right of the contact list area.

My Address Book **+ Add New Contact** Import Contacts

Search Address Book

Select Labels and Choose Action

Export All (7)

Sort By
Last Name A-Z

My Groups
No groups

Create New Group

Missing contacts from your existing USPS Address Book?
[Sync All Contacts](#)

☐ Select All Viewing 1-7 of 7 contacts

<input type="checkbox"/>	CLARK KENT 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000	Edit Delete	<input type="button" value="New Label"/>
<input type="checkbox"/>	CLARK KENT 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000	Edit Delete	<input type="button" value="New Label"/>
<input type="checkbox"/>	CLARK KENT 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000	Edit Delete	<input type="button" value="New Label"/>
<input type="checkbox"/>	CLARK KENT 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000	Edit Delete	<input type="button" value="New Label"/>

b) Fill out the required* **Contact Information** and once finished, select **Save Contact**.

[← Back to Address Book](#)

New Contact

* Indicates a required field

Name (or Company)

☐ This address is a business

*First Name

MI

*Last Name

Nickname

Address

*Country

United States of America

▼

*Address

Appt/Suite/Other

*City

*State

AL - Alabama

*ZIP Code™

Contact Information

Phone Number

Email

Reference Number

Save Contact

Cancel

Add to Groups (optional)

My Groups

Create New Group

[+ Add Another Group](#)

How to Edit a Saved Contact within your Address Book

1) Select a Saved Contact to Edit

- a) Select **Edit** hyperlink of the contact that you would like to edit.

The screenshot displays the 'My Address Book' interface. At the top, there are buttons for '+ Add New Contact' and 'Import Contacts'. Below these, a search bar labeled 'Search Address Book' and a dropdown menu 'Select Labels and Choose Action' are visible. On the left side, there is a 'Sort By' dropdown set to 'Last Name A-Z' and a 'My Groups' section showing 'No groups'. Below this is a 'Create New Group' section with an input field and an 'Add' button. A message at the bottom left asks 'Missing contacts from your existing USPS Address Book?' with a link to 'Sync All Contacts'. The main area shows a list of four contacts, all named 'CLARK KENT' with the address '310 SUPERMANT ST, CHARLOTTE, NC, 33333-0000'. Each contact has a checkbox, an 'Edit' link (the first 'Edit' link is highlighted with a red box), a 'Delete' link, and a 'New Label' button. The text 'Viewing 1-7 of 7 contacts' is displayed on the right side of the contact list.

2) Edit Contact Information

- Edit the **Contact Information** and select **Save Contact** when finished.

[← Back to Address Book](#)

Edit Contact

* Indicates a required field

Name (or Company)

☐ This address is a business

*First Name	MI	*Last Name
<input type="text" value="CLARK"/>	<input type="text" value="E"/>	<input type="text" value="KENT"/>

Nickname

Address

*Country
 ▼

*Address	Apt./Suite/Other
<input type="text" value="310 SUPERMANT ST"/>	<input type="text"/>

*City	*State	*ZIP Code™
<input type="text" value="CHARLOTTE"/>	<input type="text" value="NC - North"/>	<input type="text" value="33333-0000"/>

Contact Information

Phone Number

Email

Reference Number

Save Contact

Cancel

Add to Groups (optional)

My Groups

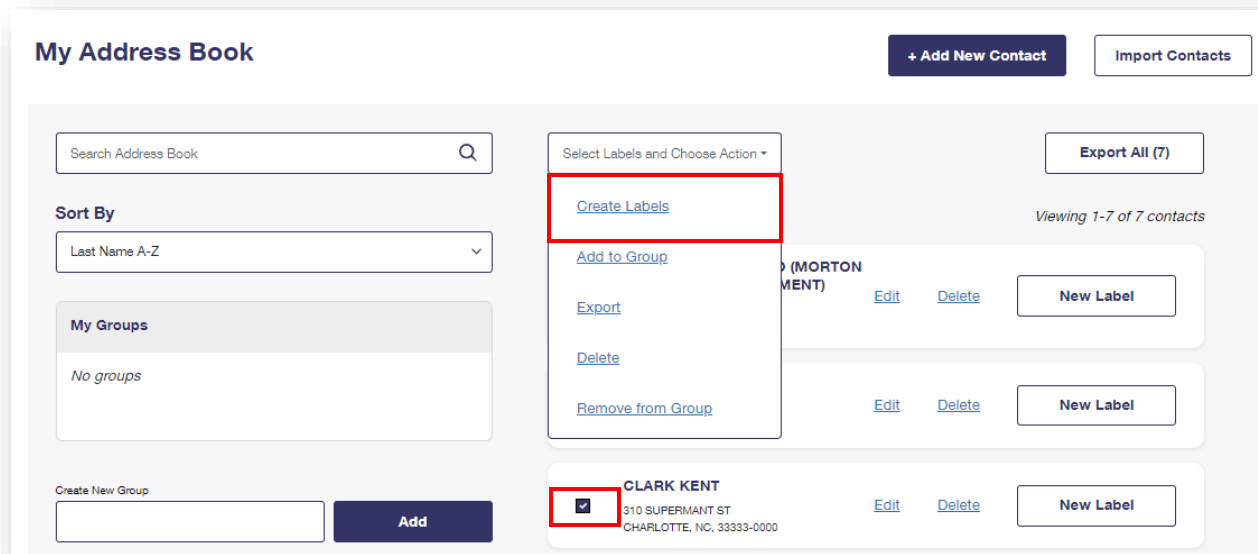
Create New Group

[+ Add Another Group](#)

How to Manage Saved Contacts within your Address Book

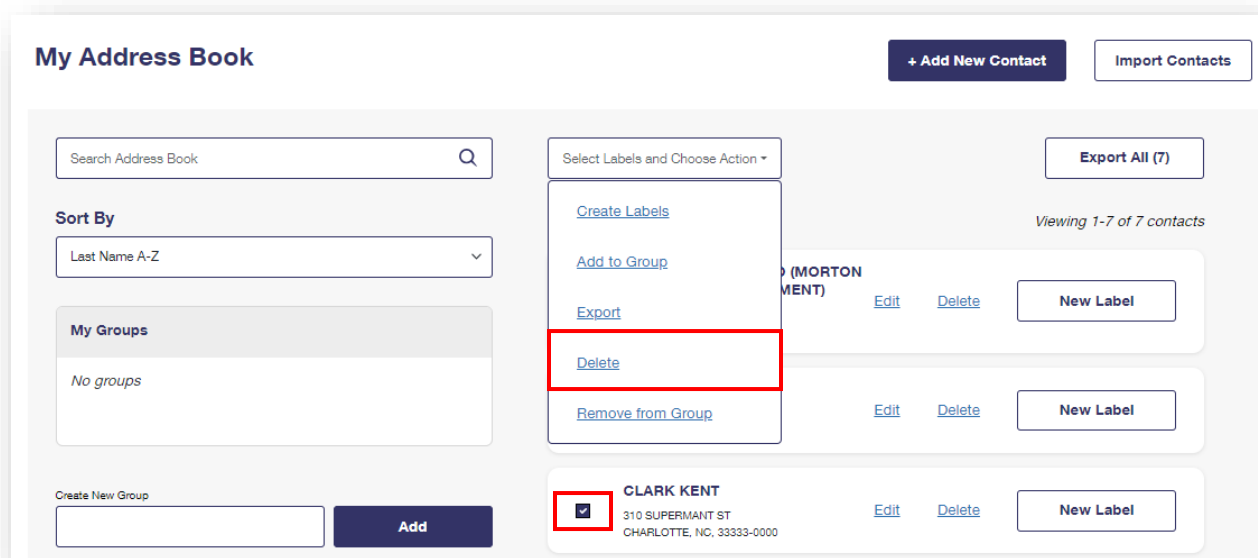
1) Create a Label from a Saved Contact

- To create a label from a saved contact within the Address Book, **select the checkbox** of the contact(s) and then select **Create Labels** from the dropdown.



2) Delete a Saved Contact

- To delete a saved contact within your Address Book, **select the checkbox** of the contact(s) and then select **Delete** from the dropdown.



3) Export a Saved Contact

- a) To export a saved contact within your Address Book, **select the checkbox** of the contact(s) and then select **Export** from the dropdown.

The screenshot shows the 'My Address Book' interface. At the top right are buttons for '+ Add New Contact' and 'Import Contacts'. Below these is a search bar labeled 'Search Address Book' and a 'Sort By' dropdown menu set to 'Last Name A-Z'. On the left, there's a 'My Groups' section with 'No groups' listed. A 'Create New Group' section with an 'Add' button is at the bottom left. The main area displays a list of contacts. The first contact, 'CLARK KENT', is selected, indicated by a red box around its checkbox. A dropdown menu is open for this contact, with the 'Export' option highlighted by a red box. Other options in the dropdown include 'Create Labels', 'Add to Group', 'Delete', and 'Remove from Group'. To the right of the contact list, there are 'Edit' and 'Delete' links and a 'New Label' button for each contact. An 'Export All (7)' button is located at the top right of the contact list area.

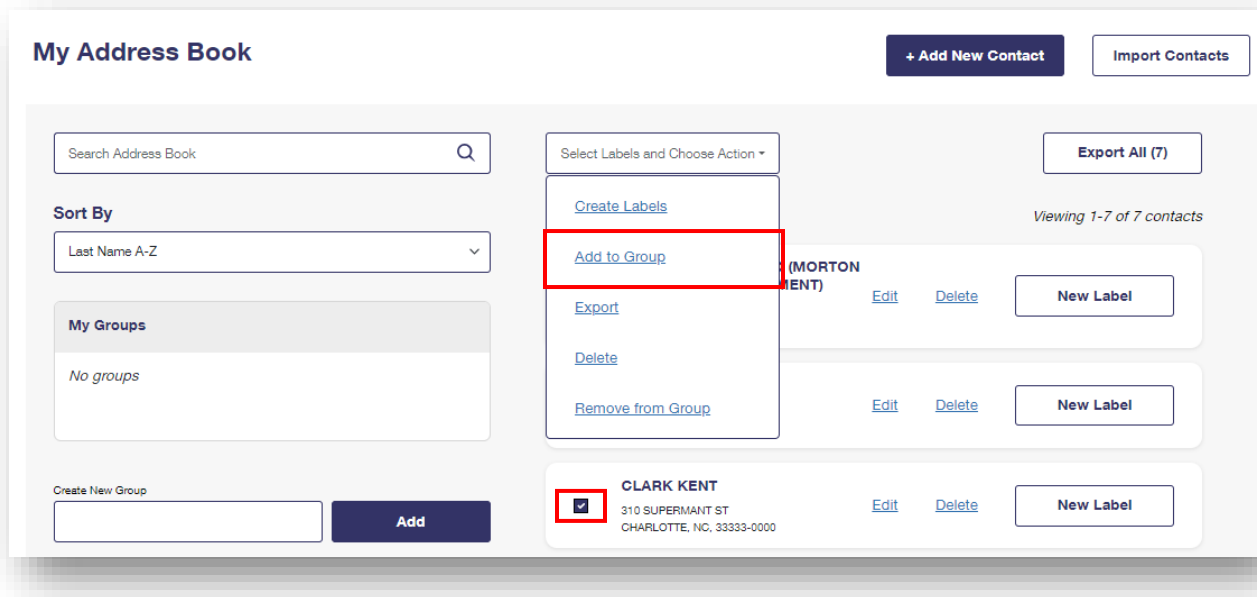
4) Add a Saved Contact to a Group

- a) To add a saved contact within your Address Book to a Group, **select the checkbox** of the contact(s) and then select **Add to Group** from the dropdown.

This screenshot is identical to the one above, showing the 'My Address Book' interface. In this instance, the 'Add to Group' option in the dropdown menu for the selected 'CLARK KENT' contact is highlighted with a red box, demonstrating the second step of the process.

5) Remove a Saved Contact from a Group

- To remove a saved contact from a group within your Address Book, **select the checkbox** of the contact(s) and then select **Remove from Group** from the dropdown.



Enhanced Click-N-Ship®

Direct Connect (Business Accounts)

Within the following section, you'll receive step-by-step guidance on how to connect a marketplace platform store front to sync your accounts to Enhanced Click-N-Ship® so that you can process, import, and manage your orders from all platforms in one place. Note, this service is only offered to business users.

How to Connect to a Marketplace (Business Users Only)

1) Refer to the Direct Connect section

- Click on the **Direct Connect** tab located on the landing page.

The screenshot shows the Click-N-Ship landing page. The navigation bar includes 'Label Manager', 'Shipping History', 'Address Book', 'USPS Connect', 'Direct Connect' (highlighted with a red box), and 'Preferences'. A banner at the top promotes a 'Click-N-Ship® Business Rate Card' with a 'Sign Up' button. Below the banner, a greeting 'Hi, Ted!' is followed by a 'View Label Manager' button. To the right, a 'What's in your Label Manager?' section displays statistics: 1 Incomplete Label, 23 Complete Labels, 70 Incomplete Batches, and 1 Complete Batch. The main section, 'Let's get started! How would you like to create your labels?', features four options: 'Create a Single Label', 'Create a Batch', 'Import Labels', and 'Start From Address Book'. A 'Feedback' button is visible on the right side.

2) Connect to a Marketplace

- To begin the connection process, click **+ Connect a Marketplace**.

The screenshot shows the 'Connect a Marketplace' page in Click-N-Ship. The navigation bar is the same as the previous page, with 'Direct Connect' highlighted. The page title is 'Connect a Marketplace'. A button labeled '+ Connect a Marketplace' is highlighted with a red box. Below the button, a table lists connected marketplaces. The table has three columns: 'Marketplace Name', 'Last Modified', and 'Actions'. The table is currently empty, with the text 'No connected marketplaces' displayed below it.


Marketplace Name	Last Modified	Actions
No connected marketplaces		

- b) Select a **Marketplace** from the options displayed.


×

Connect a Marketplace

Select a marketplace below. You will then be redirected to the marketplace to log in to your account.



Squarespace



WooCommerce

You can connect one store per marketplace.

Privacy Act Statement:
For more information on our privacy policies visit www.usps.com/privacypolicy.

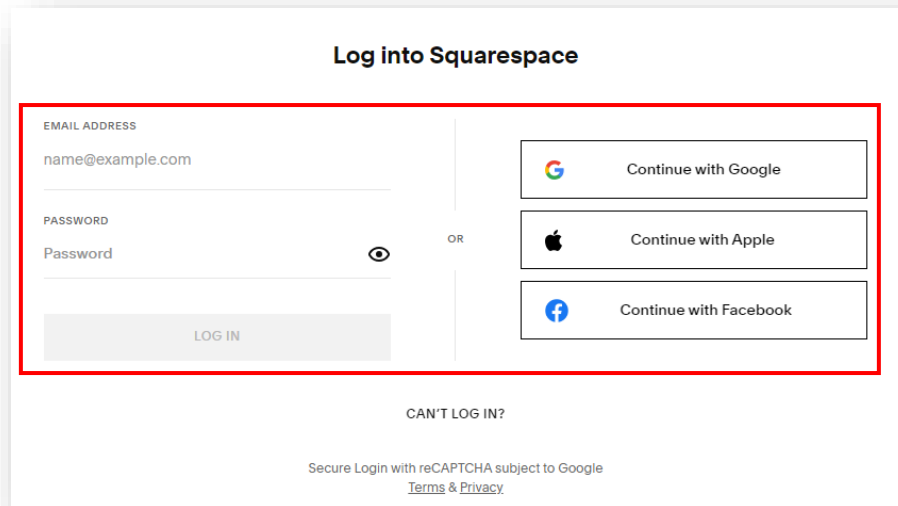
Your information will be used to fulfill orders for USPS® products and services using Click-N-Ship® to create postage labels online, and to support the administration and enforcement of U.S. customs, export control, and export statistics laws. Collection is authorized by 39 U.S.C. 401, 403, 404, and 407; 13 U.S.C. 301-307; and 50 U.S.C. 1702. Supplying your information is voluntary, but if not provided, we may not be able to process your request or fulfill your online order for shipping labels. We do not disclose your information without your consent to third parties, except for the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters and for customer service purposes. Customs declaration records may be disclosed to domestic and foreign customs agencies and postal operators, as well as intermediary companies involved in electronic data exchanges, for the purpose of facilitating carriage, security protocols, foreign or domestic customs processing, payment to operators, or delivery; Records may be disclosed to the Office of Foreign Assets Control, the Bureau of Industry and Security, Customs and Border Protection, and other government authorities for the purpose of administering and enforcing export control laws, rules, and policies, including 50 U.S.C. 1702. Customs declaration records may be disclosed to the U.S. Census Bureau for export statistical purposes pursuant to 13 U.S.C. 301-307. For more information on our privacy policies visit.

Cancel

How to Import Label(s) from Squarespace

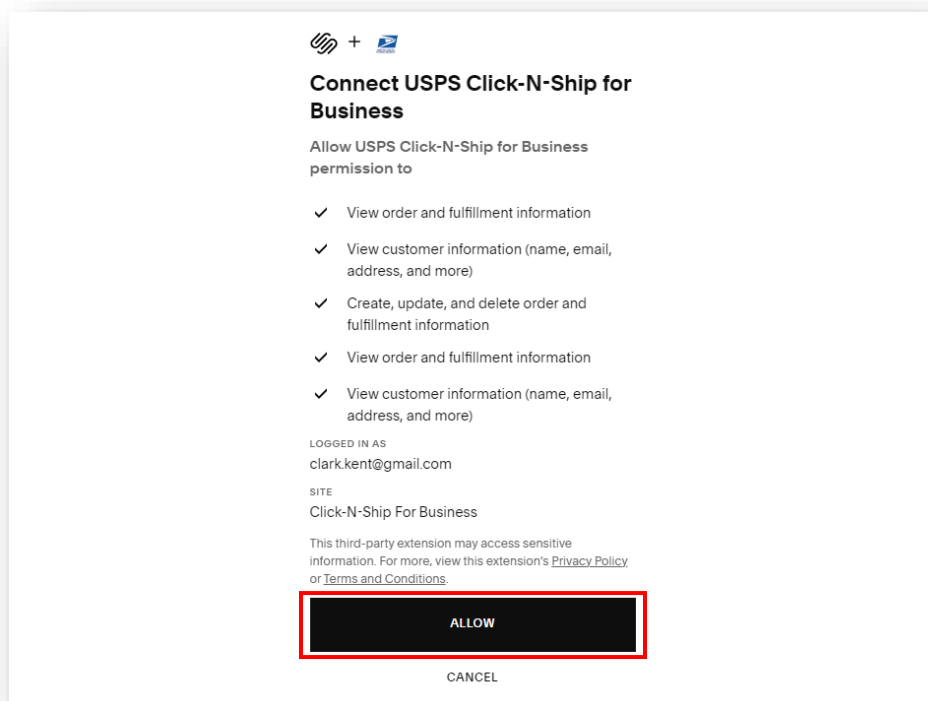
1) Connecting to Squarespace

- a) To begin the connection process with the Squarespace, select **Squarespace** and you will be redirected to the login page. From there, enter your login details and select **Log In**.



The image shows the Squarespace login page titled "Log into Squarespace". It features a form with two main sections: "EMAIL ADDRESS" and "PASSWORD". The email field contains "name@example.com". The password field is labeled "Password" and has a toggle icon. To the right of the password field is an "OR" separator. Further right are three social login buttons: "Continue with Google", "Continue with Apple", and "Continue with Facebook". A "LOG IN" button is located below the password field. At the bottom, there is a link for "CAN'T LOG IN?" and a security notice: "Secure Login with reCAPTCHA subject to Google Terms & Privacy".

- b) Once logged in, select **Allow** to proceed.



The image shows a screen titled "Connect USPS Click-N-Ship for Business". It asks for permission to allow USPS Click-N-Ship for Business. The permissions listed are: View order and fulfillment information, View customer information (name, email, address, and more), Create, update, and delete order and fulfillment information, View order and fulfillment information, and View customer information (name, email, address, and more). Below the permissions, it shows the user is logged in as "clark.kent@gmail.com" and the site is "Click-N-Ship For Business". A disclaimer states: "This third-party extension may access sensitive information. For more, view this extension's Privacy Policy or Terms and Conditions." At the bottom, there are two buttons: "ALLOW" and "CANCEL".

- c) Once you have successfully connected to your Squarespace store, you will see a **green banner** at the top of the page.
- d) Enter the desired **Squarespace Store Name** in the textbox and select **submit** to proceed with importing your label(s)


(c)

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences

Success! Your Squarespace Store has been connected

Manage Marketplace Connection



Name your store in Click-N-Ship® or disconnect.

*Squarespace Store Name

My Squarespace Store

Submit View All Connected Marketplaces

Feedback

(d)

- e) To begin importing your labels from your Squarespace store, select **Import Labels**.

Click-N-Ship®


Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences

Manage a Marketplace

Establish a direct connection and import label information from an online marketplace.

You currently have **1 Active** marketplace. You can edit connections below or add another marketplace.

+ Connect a Marketplace

Marketplace Name	Last Modified	Actions
 My Squarespace Store	05/31/2024	Manage Import Labels

You can connect one store per marketplace.

Feedback

- f) **Select the label(s)** that you would like to import by checking off the box of each individual label.
- g) Select the **tracking agreement** checkbox.
- h) Lastly, select **Import Labels**.


How to Import Label(s) from WooCommerce

1) Connecting to WooCommerce

- To begin the connection process with the WooCommerce, select **WooCommerce**.
- Enter your **WooCommerce store's URL**.
- Enter your **WooCommerce store's Consumer Key**.
- Enter your **WooCommerce store's Consumer Secret**.
- Select **Connect** to proceed.

(a - d)

Connect your WooCommerce Store



Enter your WooCommerce store's URL

*Store URL

Enter your WooCommerce Consumer Key

Store Consumer key

Enter your WooCommerce Consumer Secret

Store Consumer Secret

(e)

Connect

Cancel

Privacy Act Statement:

For more information on our privacy policies visit www.usps.com/privacypolicy.

Your information will be used to fulfill orders for USPS® products and services using Click-N-Ship® to create postage labels online, and to support the administration and enforcement of U.S. customs, export control, and export statistics laws. Collection is authorized by 39 U.S.C. 401, 403, 404, and 407; 13 U.S.C. 301-307; and 50 U.S.C. 1702. Supplying your information is voluntary, but if not provided, we may not be able to process your request or fulfill your online order for shipping labels. We do not disclose your information without your consent to third parties, except for the following limited circumstances: Incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters and for customer service purposes. Customs declaration records may be disclosed to domestic and foreign customs agencies and postal operators, as well as intermediary companies involved in electronic data exchanges, for the purpose of facilitating carriage, security protocols, foreign or domestic customs processing, payment to operators, or delivery; Records may be disclosed to the Office of Foreign Assets Control, the Bureau of Industry and Security, Customs and Border Protection, and other government authorities for the purpose of administering and enforcing export control laws, rules, and policies, including 50 U.S.C. 1702. Customs declaration records may be disclosed to the U.S. Census Bureau for export statistical purposes pursuant to 13 U.S.C. 301-307. For more information on our privacy policies visit.

- f) Once you have successfully connected to your WooCommerce store, you will see a **green banner** at the top of the page.
- g) Enter the desired **WooCommerce Store Name** in the textbox.
- h) Select **Save Name** to proceed with importing your label(s)

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences

Success! Your Store has been connected

Manage Marketplace Connection

WooCommerce

Name your store in Click-N-Ship® or disconnect.

*WooCommerce Store Name

My WooCommerce Store

Save Name Remove Connection View All Connected Marketplaces

- i) To begin importing your labels from your WooCommerce store, select **Import Labels**.

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences

Manage a Marketplace

Establish a direct connection and import label information from an online marketplace.

You currently have **2 Active** marketplaces. You can edit connections below or add another marketplace.

+ Connect a Marketplace

Marketplace Name	Last Modified	Actions
My WooCommerce Store	05/31/2024	<div>Manage</div> <div>Import Labels</div>
My Squarespace Store	05/31/2024	<div>Manage</div> <div>Import Labels</div>

You can connect one store per marketplace.

- j) **Select the label(s)** that you would like to import by checking off the box of each individual label.
- k) Select the **tracking agreement** checkbox.
- l) Lastly, select **Import Labels**.

Click-N-Ship®

0

Cart

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences

Import Labels

Woo

COMMERCE

My WooCommerce Store

Select transactions to import into Label Manager

Refresh

#	<input type="checkbox"/>	Status	Order ID	Recipient Name	Destination	Number of Items
1	<input checked="" type="checkbox"/>	Sold and Paid	85	Jamie Doe	Dallas, TX 75202	12
2	<input checked="" type="checkbox"/>	Sold and Paid	84	Jamie Doe	Dallas, TX 75202	8

<

>

Upon successful payment of these label(s), please download the tracking PDF after payment confirmation and update the tracking information in the respective marketplace portal if it did not automatically update. The tracking numbers should match in USPS and your marketplace.

☒ I understand I need to confirm tracking information was **sent/Passed** from USPS to my marketplace.

Import Labels

Cancel Import

Transactions selected will be imported as a new **batch/shipment** in Label Manager. Not all information below will be imported into Label Manager. Only the data needed to create a label will transfer (i.e., recipient name, destination, service and package information, and item information if applicable.) Fields related to the payment of the item will not import into Label Manager. Once imported, you will be able to edit the labels in Label Manager.

- m) Once labels are successfully imported, the labels will appear in your **Label Manager**.
- n) Before you can proceed with adding your imported label(s) to the cart, you will have to select the **Service and Mailpiece type** for each individual label.

Click-N-Ship®

Cart

[Label Manager](#) /
 [Shipping History](#) /
 [Address Book](#) /
 [USPS Connect®](#) /
 [Direct Connect](#) /
 [Preferences](#)

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

All Labels (26)

Batches (71)

New Label

Use Address Book

Refresh

Actions

Add All Complete to Cart >

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	05/31/2024	Mike Doe 1000 COMMERCE STREET DALLAS, TX, 75202	Edit Service And Mailpiece	Items 1 Edit Mailpiece Details	+ Add Extra Services	Unavailable Missing service type. Missing package type.	<div>Edit</div> <div></div>
2	05/31/2024	Janice Doe 1000 COMMERCE STREET DALLAS, TX, 75202	Edit Service And Mailpiece	Items 1 Edit Mailpiece Details	+ Add Extra Services	Unavailable Missing service type. Missing package type.	<div>Edit</div> <div></div>

Feedback

Enhanced Click-N-Ship®

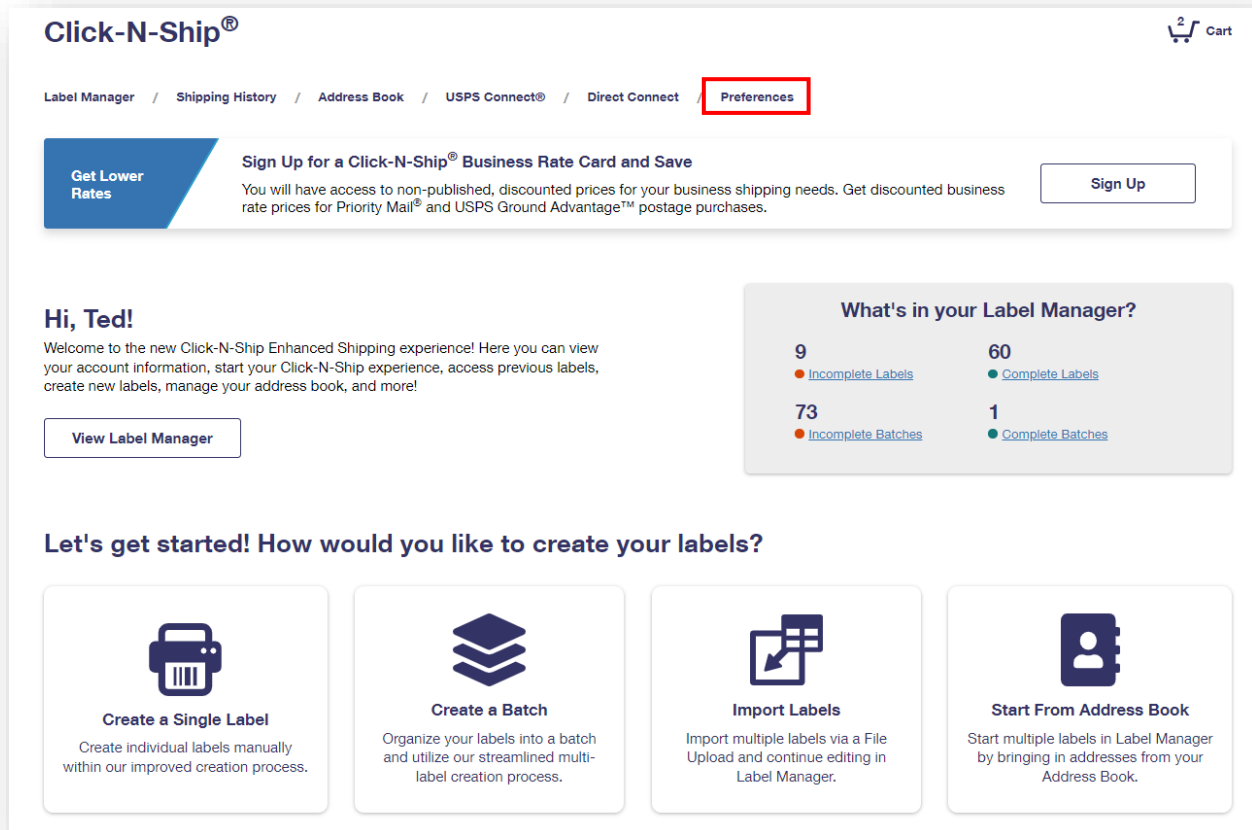
Preferences

Within the following section, you'll receive step-by-step guidance on how to view edit and manage your Enhanced Click-N-Ship® preferences in order to make it easier to fill out label forms in the future.

How to Edit your Preferences

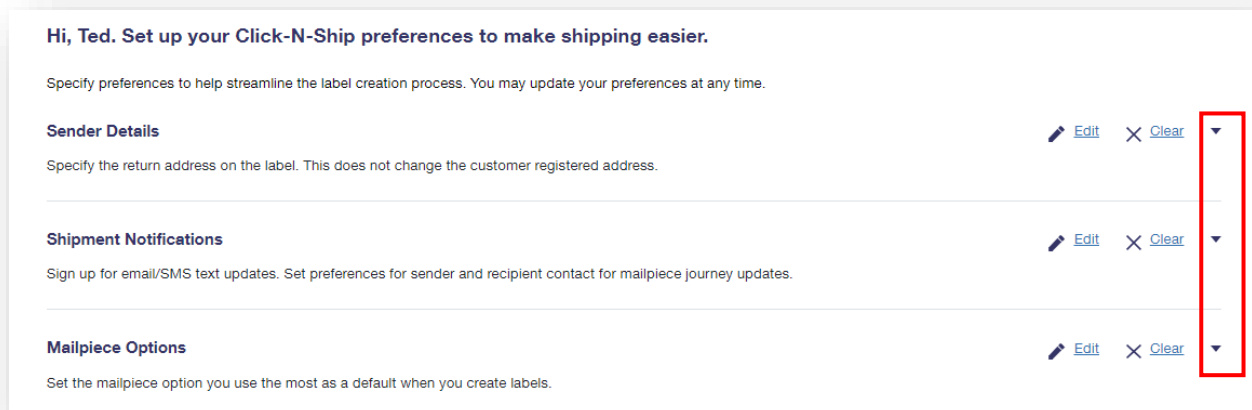
1) Begin Preferences Selection

- a) Click on the **Preferences** tab located on the landing page.



The screenshot shows the Click-N-Ship landing page. At the top, the navigation bar includes 'Label Manager', 'Shipping History', 'Address Book', 'USPS Connect®', 'Direct Connect', and 'Preferences' (highlighted with a red box). Below the navigation bar, there's a 'Get Lower Rates' button and a 'Sign Up for a Click-N-Ship® Business Rate Card and Save' section. The main content area features a greeting 'Hi, Ted!' and a 'View Label Manager' button. To the right, a 'What's in your Label Manager?' section displays statistics: 9 Incomplete Labels, 60 Complete Labels, 73 Incomplete Batches, and 1 Complete Batch. Below this, a section titled 'Let's get started! How would you like to create your labels?' offers four options: 'Create a Single Label', 'Create a Batch', 'Import Labels', and 'Start From Address Book'.

- b) To view more details on a specific preference section, select the **toggle down arrow** on the right hand side of the preference.






The screenshot shows the 'Hi, Ted. Set up your Click-N-Ship preferences to make shipping easier.' page. It includes instructions to 'Specify preferences to help streamline the label creation process. You may update your preferences at any time.' The page is divided into three sections: 'Sender Details', 'Shipment Notifications', and 'Mailpiece Options'. Each section has an 'Edit' button, a 'Clear' button, and a toggle down arrow (highlighted with a red box) to expand the section.

2) Sender Details Preferences

Specify a return address and alternate **ZIP Code™** for your labels. This does not change your customer registered address.

- a) Select the **toggle down arrow** to expand the sender details preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.

Sender Details

 Edit  Clear 

Specify the return address on the label. This does not change the customer registered address.

Return Address

Specify the return address on the label. This does not change the customer registered address.

Return Address

John Doe
300 SUPERMAN ST
SAN ANTONIO, TX 78255

Ship from Alternate ZIP Code™

Set an alternate ZIP Code™ to appear when you're shipping from a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location you are shipping from.

Alternate Shipping ZIP Code™

An alternate shipping ZIP Code™ is not set

- c) Manually enter the **return address details** such as Name, Company (if applicable), Country, Address, City, State, and ZIP Code™.
- d) Manually enter an **alternate ZIP Code™** if shipping from a ZIP Code™ that is different from your return address.
- e) Once finished, click on **Save** to save your updated preferences selections.

Return Address

Specify the return address on the label. This does not change the customer registered address.

Return Address
John Doe
300 SUPERMAN ST
SAN ANTONIO, TX 78255

*First Name

M.I.

*Last Name

Company

*Street Address

Apt/Suite

*City

San Antonio

*State

TX - Texas

*ZIP Code™

78255

Ship from Alternate ZIP Code™

Set an alternate ZIP Code™ to appear when you're shipping from a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location you are shipping from.

Alternate Shipping ZIP Code™
An alternate shipping ZIP Code™ is not set

ZIP Code™

Save

Cancel

236

3) Shipment Notifications Preferences

Sign up for email / SMS updates. Set preferences for sender and recipient contact for Mailpiece journey updates.

- Select the **toggle down arrow** to expand the shipment notifications preferences section.
- Select **Edit** on the top right of the section and an expanded form will appear.

The image shows a collapsed 'Shipment Notifications' section. At the top right, there is an 'Edit' button with a pencil icon, highlighted by a red box. Below the section title, it says 'Sign up for email/SMS text updates. Set preferences for sender and recipient contact for mailpiece journey updates.' The section is divided into two columns: 'Sender Notification Options' and 'Recipient Notification Options', both stating 'No sender notification options are set' and 'No recipient notification options are set' respectively.

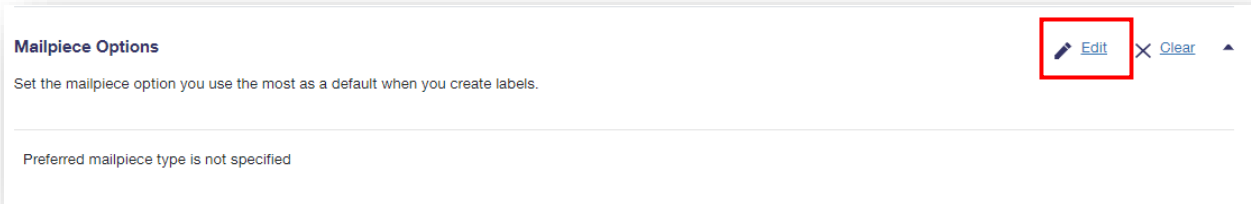
- Enter your **email** and / or **phone number**, select the **I would like to get tracking and confirmation notifications via email and / or text message** checkbox and select the types of updates that you would like to receive.
- Under the **Recipient Shipment Notifications** section, select the types of updates that you would like the recipient to receive.
- Click **Save** to save the changes made to the Shipment Notifications preferences.

The image shows the expanded 'Shipment Notifications' form. It is divided into two main sections: 'My Shipment Notifications' and 'Recipient Shipment Notifications'.
(c) The 'My Shipment Notifications' section is highlighted with a red box. It contains fields for 'Email' (john.doe@gmail.com) and 'Phone for SMS Text Messages' ((704) 780-0000). Below these is a checkbox labeled 'I would like to get tracking and confirmation notifications via email and/or text message' which is checked. Underneath is a section titled 'Send me notifications for' with a table of checkboxes for 'Email' and 'Text' for various update types: 'All Below Updates', 'Expected Delivery', 'Day Of Delivery', 'Package Delivery', 'Pickup Availability', 'Delivery Exception', and 'Package In Transit'.
(d) The 'Recipient Shipment Notifications' section is also highlighted with a red box. It contains a section titled 'Select updates sent to recipient.' with a table of checkboxes for 'Email' and 'Text' for the same update types as in section (c).
(e) At the bottom of the form, there is a 'Save' button highlighted with a red box, and a 'Cancel' button next to it. A 'Privacy Act Statement' is visible above the buttons, stating that information will be used to provide customers with information about the status of mailings within the USPS network.

4) Mailpiece Options Preferences

Set the Mailpiece option that you use the most as a default when you create labels.

- a) Select the **toggle down arrow** to expand the mailpiece options preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.

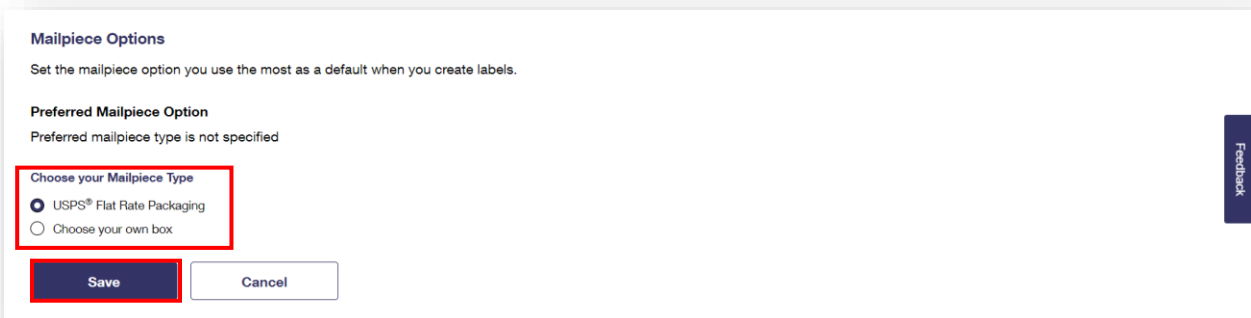


The image shows a collapsed 'Mailpiece Options' section. The title 'Mailpiece Options' is on the left. On the right, there is an 'Edit' button with a pencil icon, a 'Clear' button with an 'X' icon, and a small upward-pointing triangle. Below the title, the text 'Set the mailpiece option you use the most as a default when you create labels.' is displayed. At the bottom of the section, it says 'Preferred mailpiece type is not specified'.

- c) Select a **Mailpiece Type** – either **USPS® Flat Rate Packaging** or **Choose your own box**. If you select “Choose your own box” please enter Mailpiece weight, dimensions (if applicable), and girth (if applicable)
- d) Click **Save** to save any changes and set your Mailpiece option preferences.

(c)

(d)

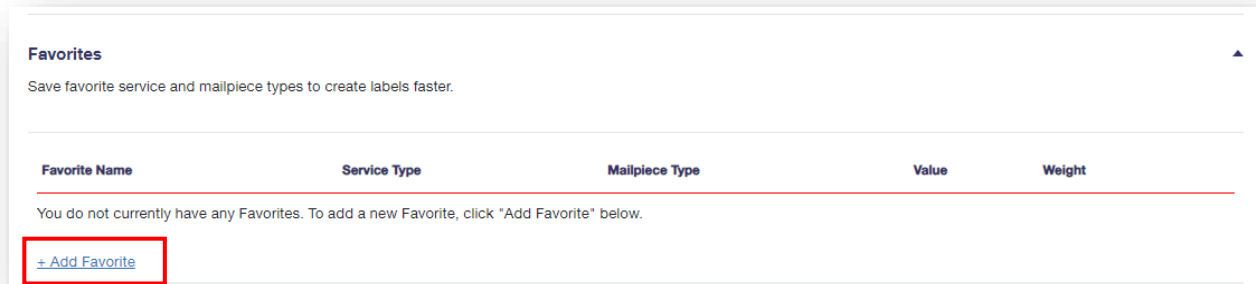


The image shows the 'Mailpiece Options' section expanded. It includes the same title and instructions as the collapsed state. Below the instructions, there is a section titled 'Preferred Mailpiece Option' with the text 'Preferred mailpiece type is not specified'. Under this, there is a sub-section 'Choose your Mailpiece Type' containing two radio button options: 'USPS® Flat Rate Packaging' (which is selected) and 'Choose your own box'. At the bottom of the section, there are 'Save' and 'Cancel' buttons. A 'Feedback' button is visible on the right side of the form.

5) Favorites Preferences

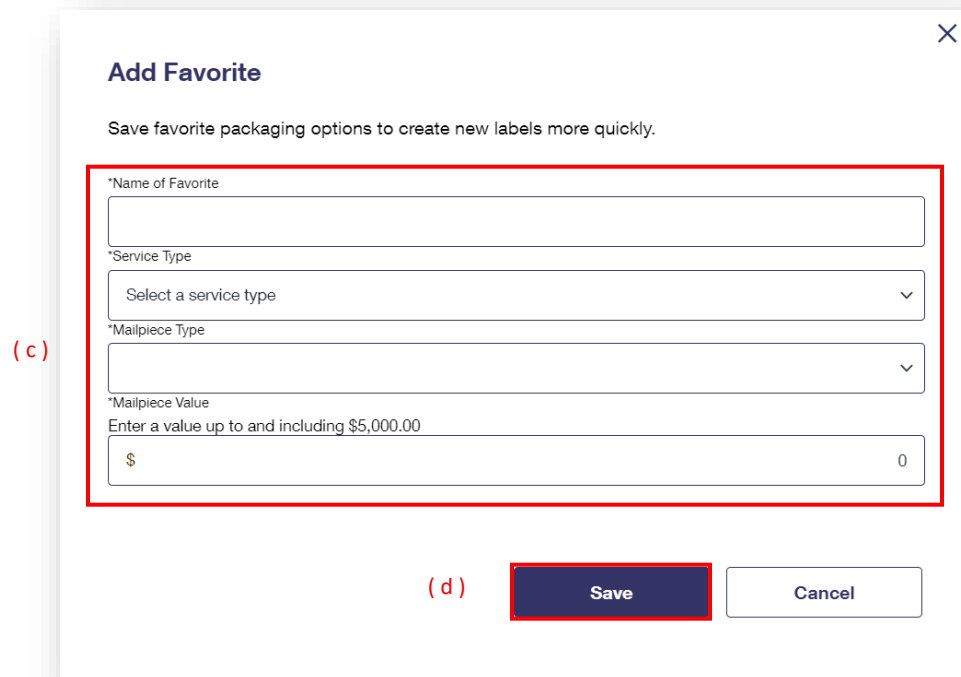
Save favorite packaging options to create new labels more quickly.

- Select the **toggle down arrow** to expand the favorites preferences section.
- Click **Add Favorite** within the Favorites section and an expanded form will appear.



The screenshot shows a 'Favorites' section with a title bar and a toggle arrow. Below the title is a subtitle: 'Save favorite service and mailpiece types to create labels faster.' A table with five columns is shown: 'Favorite Name', 'Service Type', 'Mailpiece Type', 'Value', and 'Weight'. Below the table, a message states: 'You do not currently have any Favorites. To add a new Favorite, click "Add Favorite" below.' A red box highlights a link that says '+ Add Favorite'.

- Name your Mailpiece, select a Service Type, Mailpiece Type, and enter a Mailpiece Value** (up to and including \$5,000.00). When creating a label, select "Start from Favorite" to generate a label based on your favorite preferences.
- Once finished, click on **Save** to save your updated preferences selections.



The screenshot shows a 'Add Favorite' form with a close button (X) in the top right corner. The form has a subtitle: 'Save favorite packaging options to create new labels more quickly.' A red box highlights the form fields, which are labeled with red '(c)' to the left. The fields are: '*Name of Favorite' (text input), '*Service Type' (dropdown menu with 'Select a service type' and a downward arrow), '*Mailpiece Type' (dropdown menu with a downward arrow), and '*Mailpiece Value' (text input with a placeholder 'Enter a value up to and including \$5,000.00', a dollar sign, and a numeric input field showing '0'). Below the form, a red box highlights the 'Save' button, which is labeled with red '(d)' to its left. A 'Cancel' button is also present.




(c)

6) USPS Connect® Preferences

Set how far you are willing to travel to drop off USPS Connect® Mailpiece's by setting your radius and location type map preferences.

- Select the **toggle down arrow** to expand the USPS Connect® preferences section.
- Select **Edit** on the top right of the section and an expanded form will appear.

USPS Connect

 Edit  Clear 

Set how far you are willing to travel to drop off USPS Connect® Mailpieces.


USPS Connect® Radius Preference

20 mi

Filter Map View by Location Type

USPS Connect® Local

USPS Locations



- c) Select the **USPS Connect® Radius Preference** dropdown and selecting a radius from the options listed.

USPS Connect
Set how far you are willing to travel to drop off USPS Connect® Mailpieces.


USPS Connect Radius Preference

Select Radius

- 1 Mile
- 5 Miles
- 10 Miles
- 20 Miles
- 30 Miles
- 50 Miles
- 100 Miles

Filter Map View by Location Type

USPS Connect Local



- d) To Filter the Map View by Location Type (USPS Connect® Local or USPS Connect® Regional), select the **Filter Map View by Location Type** dropdown and select your option.

USPS Connect
Set how far you are willing to travel to drop off USPS Connect® Mailpieces.

USPS Connect Radius Preference


Select Radius

Filter Map View by Location Type

- USPS Connect Local
- USPS Connect Local
- USPS Connect Regional

Save Cancel

USPS Locations



e) Once finished, click on **Save** to save your updated preferences selections.

USPS Connect
Set how far you are willing to travel to drop off USPS Connect® Mailpieces.

USPS Connect Radius Preference

Select Radius


Filter Map View by Location Type

USPS Connect Local

Save

Cancel

USPS Locations



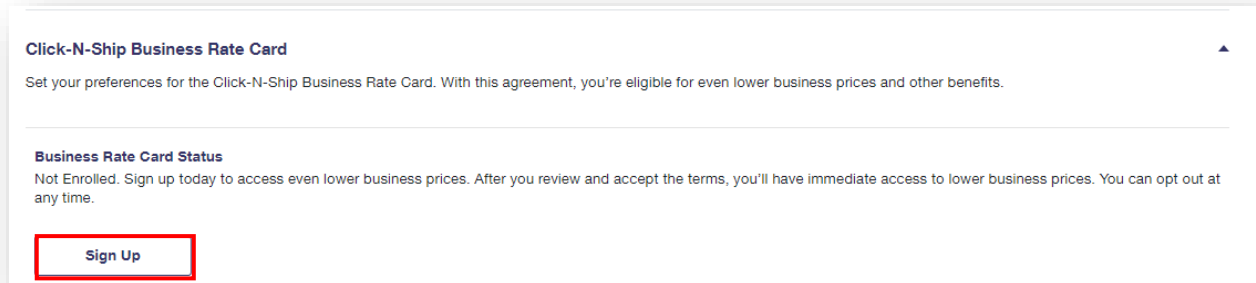
A map of the United States showing various USPS Connect locations marked with black dots. The map includes state boundaries and names. A red pin is placed on the map near St. Louis, Missouri. The map is titled 'USPS Locations'.

Feedback

7) Click-N-Ship® Business Rate Card Preferences

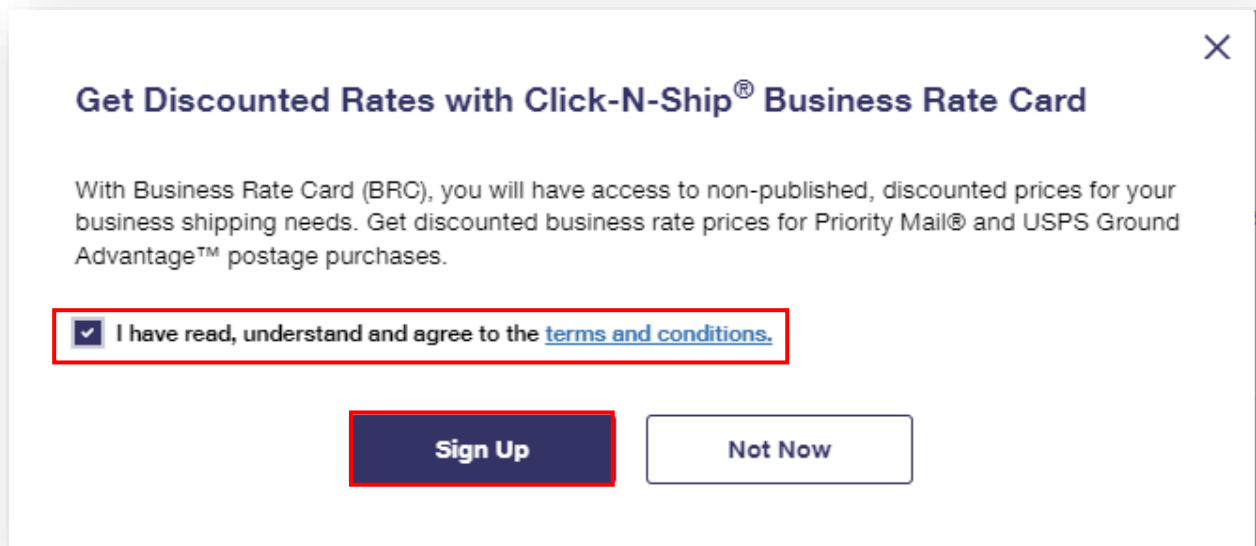
Set your preferences for the Click-N-Ship® Business Rate Card. With these agreements, you're eligible for even lower business prices and other benefits.

- a) Select the **toggle down arrow** to expand the CNS Business Rate Card preferences section.
- b) Select **Sign Up** to enroll into the Business Rate Card program.



This screenshot shows the 'Click-N-Ship Business Rate Card' section. At the top, there is a title 'Click-N-Ship Business Rate Card' and a small upward-pointing triangle icon. Below the title is a paragraph: 'Set your preferences for the Click-N-Ship Business Rate Card. With this agreement, you're eligible for even lower business prices and other benefits.' Further down, under the heading 'Business Rate Card Status', it says 'Not Enrolled. Sign up today to access even lower business prices. After you review and accept the terms, you'll have immediate access to lower business prices. You can opt out at any time.' At the bottom of this section, there is a red rectangular button labeled 'Sign Up'.

- c) Agree to the Business Rate Card Terms and Conditions by selecting the **terms and conditions checkbox** and selecting **sign up**. No further action is required after enrolling.



This screenshot shows a dialog box titled 'Get Discounted Rates with Click-N-Ship® Business Rate Card'. In the top right corner, there is a close button (an 'X' icon). The main text in the dialog reads: 'With Business Rate Card (BRC), you will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.' Below this text, there is a red rectangular box containing a checked checkbox and the text 'I have read, understand and agree to the [terms and conditions.](#)'. At the bottom of the dialog, there are two buttons: a dark blue button labeled 'Sign Up' and a white button with a blue border labeled 'Not Now'.

- d) Once enrolled, you can select to opt-out of the Click-N-Ship® Business Rate Card by selecting the **Business Rate Card Status checkbox**.
- e) Once finished, click on **Save** to save your updated preferences selections.

Click-N-Ship Business Rate Card

Set your preferences for the Click-N-Ship Business Rate Card. With this agreement, you're eligible for even lower business prices and other benefits.

Business Rate Card Status

Enrolled! You've agreed to the terms and are currently shipping at lower business prices. If you'd like to opt out at any time, select the option below and save your preference

(d) ☐ Opt out of Click-N-Ship Business Rate Card
By opting out of this agreement, you'll no longer receive the lower business prices.

(e) **Save** Cancel

Feedback

8) Printing Settings Preferences

Specify a preferred label printing format.

- a) Select the **toggle down arrow** to expand the print settings preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.

Print Settings Edit Clear

Specify preferred label printing format.

Print Preferences

No Label Printing Preferences are set

- c) Select the printing format for your labels by clicking on the dropdown button and choosing a default **Label Printing Format**.

Print Settings

Specify preferred label printing format.

Print Preferences

Select printing format for your labels.

Label Printing Format ?

Standard (8.5 x 11) - With receipt, one label per page

Label Printer Compatible (4 x 6) 1 page sheet

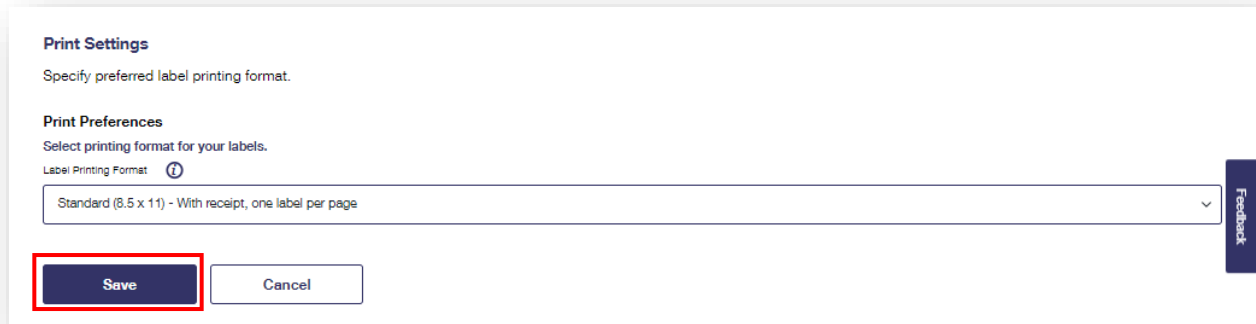
Label Printer Compatible (4 x 5) 1 page sheet

Standard (8.5 x 11) - With receipt, one label per page

Standard (8.5 x 11) - Without receipt, two labels per page

Print later at Post Office

d) Once finished, click on **Save** to save your updated preferences selections.

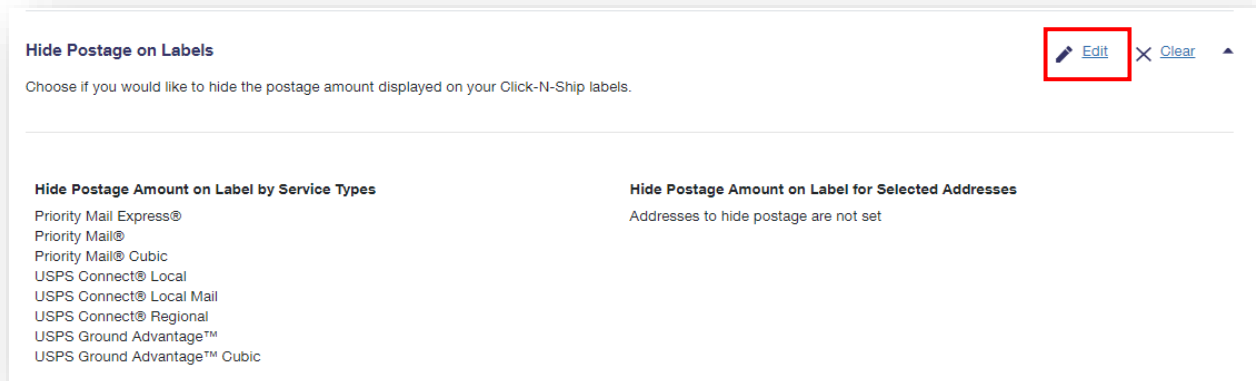


The image shows a 'Print Settings' dialog box. At the top, it says 'Print Settings' and 'Specify preferred label printing format.' Below this is a 'Print Preferences' section with the instruction 'Select printing format for your labels.' There is a 'Label Printing Format' dropdown menu with a blue information icon to its right. The selected option is 'Standard (8.5 x 11) - With receipt, one label per page'. At the bottom left, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box. On the far right, there is a vertical 'Feedback' button.

9) Hide Postage on Label Preferences

Set a preference to hide the postage amounts displayed on your Enhanced Click-N-Ship® labels. You can hide postage by Service Type, and you can choose specific addresses to hide postage from.

- a) Select the **toggle down arrow** to expand the hide postage on label preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.



The image shows the 'Hide Postage on Labels' settings page. At the top, it says 'Hide Postage on Labels' and 'Choose if you would like to hide the postage amount displayed on your Click-N-Ship labels.' In the top right corner, there are two buttons: 'Edit' (with a pencil icon) and 'Clear' (with an 'X' icon). The 'Edit' button is highlighted with a red rectangular box. Below the buttons, there are two sections: 'Hide Postage Amount on Label by Service Types' and 'Hide Postage Amount on Label for Selected Addresses'. The first section lists several service types: Priority Mail Express®, Priority Mail®, Priority Mail® Cubic, USPS Connect® Local, USPS Connect® Local Mail, USPS Connect® Regional, USPS Ground Advantage™, and USPS Ground Advantage™ Cubic. The second section says 'Addresses to hide postage are not set'.

- c) **Hide postage preferences by service type** by choosing the mail classes you wish to hide postage displayed on your labels for.
- d) **Hide postage preferences by address** by using the Address Book to add labels to the list below that you wish to hide postage displayed on your labels for:
- e) Click **Save** to save any changes and set your suppressed postage preferences.

Hide Postage on Labels

Choose if you would like to hide the postage amount displayed on your Click-N-Ship labels.

You can hide postage by Service Type and you can choose specific addresses to hide postage from.

Hide Postage Preferences by Service Type

Choose the mail classes you wish to hide postage displayed on your labels for:

☒ USPS Connect® Local
☒ USPS Connect® Local Mail
☒ USPS Connect® Regional
☒ USPS Ground Advantage™
☒ USPS Ground Advantage™ Cubic
☒ Priority Mail®
☒ Priority Mail® Cubic
☒ Priority Mail Express®

Save

Cancel

Hide Postage Preferences by Address

Use the Address Book to add labels to the list below that you wish to hide postage displayed on your labels for:

Add From Address Book

10) Purchase Labels on Another Account (Business Accounts)

Set a preference to utilize an Enterprise Payment System (EPS) billing account of another user to create, purchase, and ship label(s) on their behalf.

- a) Click **Edit** under Purchase Labels on Another Account. An expanded form will appear.

Hi, Ted. Set up your Click-N-Ship preferences to make shipping easier.

Specify preferences to help streamline the label creation process. You may update your preferences at any time.

Purchase Labels on Another Account

Shipping on behalf of someone else? Selecting a payer account allows you to use their Enterprise Payment System (EPS) billing account. Any additional benefits you have will not be reflected while using a payer account.

Billing Account

An alternate Payer preference is not set.

Edit

Clear

- b) To choose an EPS Billing Account of another user, select an account from the dropdown and select **Save Account**.
 - i. *Note, anytime you switch Payer EPS accounts, the label(s) in their Label Manager and Label Cart will be unique to that specific EPS account.*
- c) To switch back to using your personal EPS Billing Account, select **Switch To My Account**.

Purchase Labels on Another Account

Shipping on behalf of someone else? Selecting a payer account allows you to use their Enterprise Payment System (EPS) billing account. Any additional benefits you have will not be reflected while using a payer account.

Billing Account

Select Account

95160497 1000013124 ▾

Save Account

Switch To My Account

Cancel

(b)

(c)