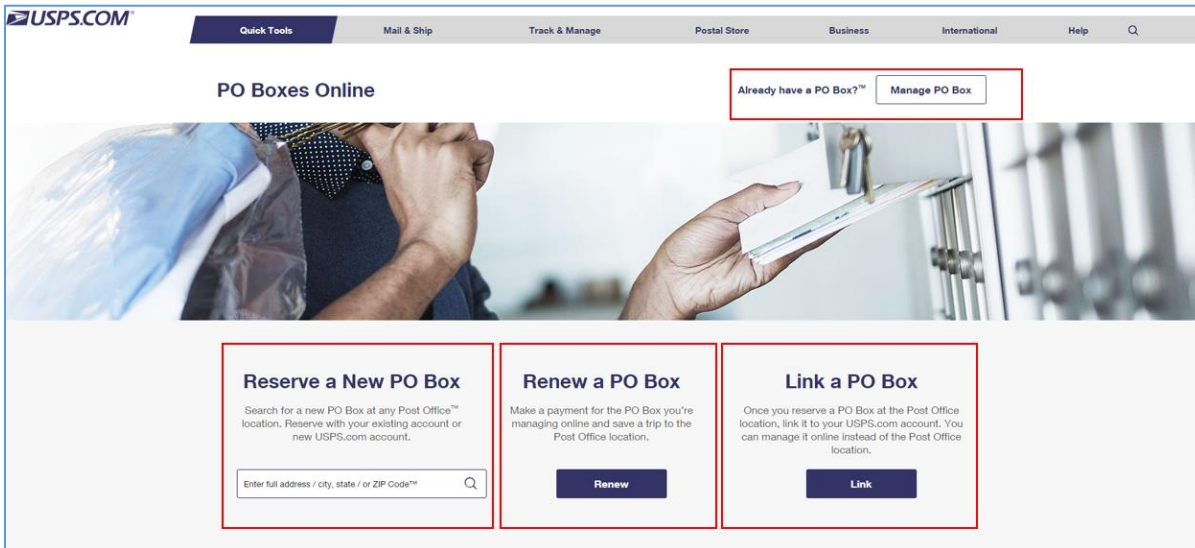


Welcome to PO Boxes™ Online!

This is not a step-by-step guide, but a key steps document to keep you on track as you navigate through the application <https://www.usps.com/manage/po-boxes.htm>.

Landing Page

- You can login to Manage PO Box accounts online.
- Search for or reserve a new PO Box, renew a PO Box or link a PO Box to an account.

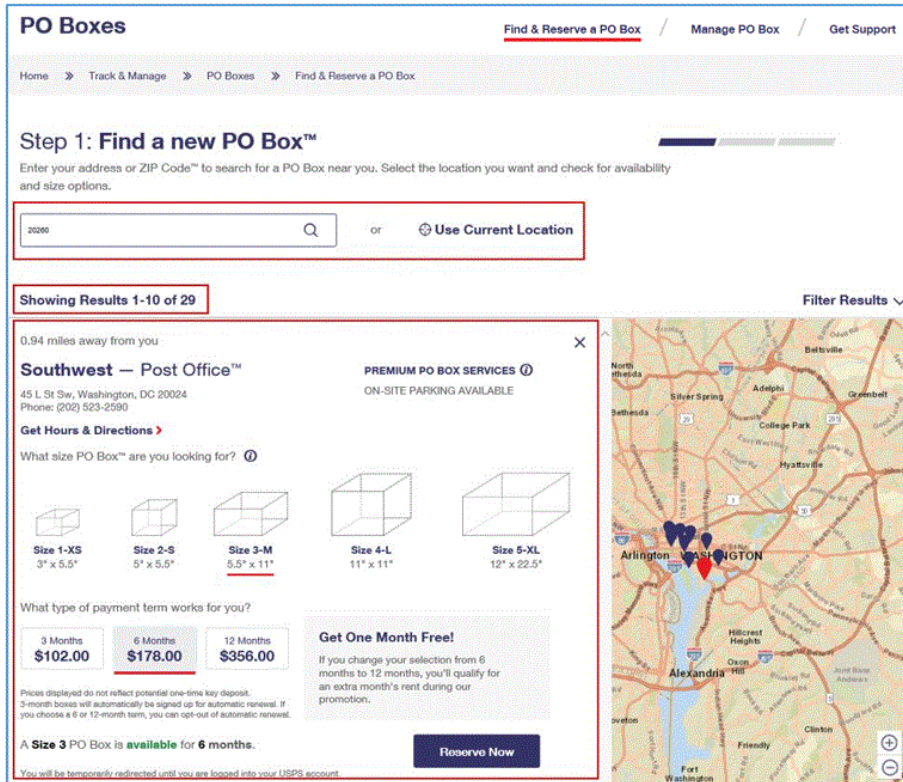


Select a link to go to the following transactions:

- [Searching for an available PO Box™ online](#)..... 2
- [Reserving a PO Box™](#) 3
- [Payment and billing information / confirmations](#)..... 4
- [Confirmation page](#)..... 5
- [Applying to and reserving off the waitlist](#)..... 7
- [Managing PO Boxes™ online](#)..... 8
- [Renewing a PO Box™ online](#)..... 10
- [Editing automatic renewal](#)..... 14
- [Linking a PO Box™ online](#)..... 15
- [Closing a PO Box™ online](#)..... 19
- [Getting Support online](#)..... 21

Searching for an available PO Box™ online

- Enter your desired location information to search for available PO Boxes.
- View results of all Post Office locations that meet your search criteria.
- View and select from available box sizes and prices for that location, hours, directions and other premium services.



The screenshot shows the USPS 'PO Boxes' search interface. At the top, there are navigation links: 'Find & Reserve a PO Box', 'Manage PO Box', and 'Get Support'. Below this is a breadcrumb trail: 'Home > Track & Manage > PO Boxes > Find & Reserve a PO Box'. The main heading is 'Step 1: Find a new PO Box™'. A search bar contains the ZIP code '20206' and a 'Use Current Location' button. Below the search bar, it says 'Showing Results 1-10 of 29'. The first result is for a 'Southwest - Post Office™' located at '45 L St Sw, Washington, DC 20024'. It lists 'Premium PO Box Services' including 'On-site Parking Available'. Under 'Get Hours & Directions', there are five PO Box size options with their dimensions: Size 1-XS (3' x 5.5'), Size 2-S (5' x 5.5'), Size 3-M (5.5' x 11'), Size 4-L (11' x 11'), and Size 5-XL (12' x 22.5'). The 'Size 3-M' option is highlighted. Below the sizes, there are three payment term options: '3 Months \$102.00', '6 Months \$178.00', and '12 Months \$356.00'. The '6 Months' option is selected. A 'Get One Month Free!' promotion is displayed, stating that users who change from 6 to 12 months will qualify for an extra month's rent free. A 'Reserve Now' button is at the bottom right. A map on the right shows the location in Washington, DC, with several blue location pins.

[Back to top](#)


Reserving a PO Box™

- Make a selection, view and edit details for that selection.
- Select the auto renewal box.
- Select Additional Services (if available)

Step 2: Reserve Your PO Box™

Now that you've found the PO Box that's right for you, complete the form below to reserve it.

PO Box Details *review before proceeding

PO BOX LOCATION Pinckney — Post Office™ <small>1325 E M 36, Pinckney, MI 48169 Phone: (734) 878-3491</small>	PO BOX SIZE  Size 1-XS <small>3" x 5.5"</small>	PAYMENT PERIOD Edit 6 Months \$25.00 <small>Total Includes: Box Fee \$25.00, One-Time Key Deposit \$0.00</small>	AUTO RENEWAL <input checked="" type="checkbox"/> Enroll in automatic renewal. <small>NEXT PAYMENT DUE</small> 01.31.2019
--	--	---	--

To edit, go back to [Step 1](#) >

Additional Services

The following services are included with your PO Box at no additional charge (Select each Additional Service you wish to use. See [Customer Agreement](#) for details).

Street Addressing - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.

Signature on File - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

Contact Details *denotes required field

First Name*	M.I.	Last Name*	Address Line 1*	Address Line 2
<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Doe"/>	<input type="text" value="1300 I St NW"/>	<input type="text"/>
City*	State*	ZIP Code™	E-mail Address	

- Add additional PO Box users.
- Read and acknowledge the privacy act and term and conditions.

Want to add PO Box users?

List all the people, including members of a business, who will be receiving mail at this PO Box. All names listed must have verifiable ID upon request.
*A parent or guardian may reserve the mail of minors by listing their names (no ID is required).

First Name*	M.I.	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please Note:
Once you reserve a PO Box, you'll need to bring PS Form 1093 (available on the next page) and two acceptable forms of ID to the Post Office™ facility where your box is located.

Privacy Act Statement
Your information will be used to provide Post Office Box™ service. Collection is authorized by 39 USC 401, 402, and 404. Providing the information is voluntary, but if not provided, we will be unable to fulfill your request for PO Box service. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor, to arbiters, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service (service providers); to process services; to domestic government agencies if needed as part of their duties; and to a foreign government agency for violations and alleged violators of law. Information concerning an individual bankholder who has filed a protective court order with the postmaster will not be disclosed except pursuant to court order. For more information regarding our privacy policies visit www.usps.com/privacypolicy

I have read, understand, and accept the [Terms & Conditions](#).

[Back to top](#)

Payment and Billing Information / Confirmations

- Add, edit, and delete payment and billing information as needed.
- View expired payment accounts.

PO Boxes Online





Once you've completed your transaction, an email confirmation will be sent to you at your profile email address elle.nguyen@accenturefederal.com
[Edit My Profile](#)

Billing Information

ORDER TOTAL
\$48.00

*Indicates a required field

Paying with a credit card is safe and easy. All the information is encrypted and transmitted securely. For more details, see our [Privacy Policy](#).

Use a Credit Card    

CARD TYPE	NICKNAME	CARD NUMBER	EXPIRES	CARD SECURITY CODE* ⓘ
CARD 1 Edit <input checked="" type="radio"/> American Express®	AMEX	**** * 6685	04/2026	0000
CARD 2 Edit <input type="radio"/> VISA®	Valid djsc	**** * 1238	01/2018 <small style="color: #f00;">This account has expired.</small>	000
CARD 3 Edit <input type="radio"/> VISA®	VIZ	**** * 5216	04/2024	000

[Add New Card: +](#)

* This Terms of Use Agreement (this "Agreement") is a legal agreement between you ("You" "Your" "Customer" or "User") and the United States Postal Service®, an Independent Establishment of the Executive Branch of the United States Federal Government ("USPS" or "Postal Service"). I Agree to the terms and conditions set forth in these terms and conditions for the use of my credit card payment information that I choose to utilize within USPS.com and its various stores. This Agreement is between You and USPS only, and provides USPS the ability and authorization, with your consent and initiated by you, to utilize Your credit card payment information for any customer initiated payments and/or purchases on any and all stores within USPS.com. USPS is solely responsible for the services, content and materials provided through usps.com® and the Service generally. User acknowledges and agrees that he or she is solely responsible for and shall abide by (i) the terms of this Agreement; and (ii) all policies, procedures and regulations of the United States Postal Service; and (iii) any cardholder, issuing bank and card brand® rules. User warrants, represents and agrees that you have all legal rights to utilize the credit card information for which you are providing authorization for this purchase. This Agreement shall terminate upon the date that all obligations of the parties hereto with respect to this Agreement have been satisfied.

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Confirmation Page

- After submitting and reserving an available PO Box, you will see the step 3 confirmation page.
- You can validate and edit details and billing information before submitting.
- View reminder to bring PS Form 1093, Customer Agreement form (if applicable) and two acceptable forms of U.S. ID to the local Post Office.

Step 3: Confirm Your PO Box™ Details

Make sure all your information is accurate and then submit to reserve your new PO Box™.

PO Box Details

PO BOX LOCATION Pinckney — Post Office™ 1325 E MI 36, Pinckney, MI 48169 Phone: (734) 878-3491	PO BOX SIZE  Size 2-S 5" x 5.5"	PAYMENT PERIOD 6 Months \$37.00 <small>Total Includes: Box Fee \$37.00, One-time Key Deposit \$0.00</small>	AUTO RENEWAL ON NEXT PAYMENT DUE 01.31.2019
---	--	---	--

To edit, go back to [Step 1](#) >

Additional Services

The following services are included with your PO Box at no additional charge. (See [Customer Agreement](#) for details).

Street Addressing - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.

Signature on File - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)


To edit, go back to [Step 2](#) >

Contact Details

NAME & ADDRESS John Doe 1300 I St Nw Washington, DC 20005	EMAIL & PHONE johndoe@usps.gov (810) 111-5555	ADDITIONAL USERS None
---	--	---------------------------------

To edit, go back to [Step 2](#) >

Billing Information


 **** * 1238
 Use Different Card >

This is the credit card we have on file for you.*

Please Note:
 Additional action is required after your online reservation. Once you reserve a PO Box online, you'll need to bring your PS Form 1093 and Customer Agreement (available on the next page) and two acceptable forms of ID to the Post Office™ facility where your box is located.

*If your Automatic Renewal is set to "ON" (see PO Box details above), this card will be stored and used for future payments. If your Automatic Renewal is set to "OFF", this card will be charged just this one time.

PO Boxes

[Find & Reserve a PO Box](#) /
 [Manage PO Box](#) /
 [Get Support](#)

Home » Track & Manage » PO Boxes » Find & Reserve a PO Box

Reservation Confirmed


You're all set. You can go to the Manage PO Box page to see your new PO Box™

Don't Forget
 You'll need to activate your PO Box within 30 days to begin using it. Just visit the Post Office™ where you reserved your box and bring TWO forms of **acceptable identification**. One form of ID must contain a photograph, and another must confirm your physical address. You'll also need to bring your Form 1093, available to print here: [Form 1093](#) >

Payment Received

DATE	05.04.2018	PAYMENT PERIOD	TRANSACTION#	CARD	AUTO RENEWAL
AMOUNT	\$178.00	6 Months	92000020954664	VISA ***** 5216	ON

PO Box Details

PO BOX LOCATION	PO BOX SIZE	PAYMENT PERIOD	AUTO RENEWAL
Southwest — Post Office™ 45 L St Sw, Washington, DC 20024-9997 Phone: (202) 523-2590	 Size 3-M 5.5' x 11'	6 Months \$178.00	ON
Total Includes: Box Fee \$178.00, One-time Key Deposit \$0.00			NEXT PAYMENT DUE 10.31.2016

Manage PO Box

[Back to top](#)

Applying to and Reserving Off the Waitlist

- When a PO Box is not available, you can apply to be placed on the waitlist by completing the personal or business details, adding additional users, and selecting the desired payment period.


PO Boxes [Find & Reserve a PO Box](#) / [Manage PO Box](#) / [Get Support](#)

Home > Track & Manage > PO Boxes > Find & Reserve a PO Box

Step 2: Apply for Waitlist

Fill out the application below to be added to the waitlist for your perfect PO Box™.

PO Box Details

PO BOX LOCATION Richland Center — Post Office™ 213 N Central Ave, Richland Center, WI 53581 Phone: (608) 647-2060	PO BOX SIZE  Size 2-S 5" x 5.5"	AUTO RENEWAL <input checked="" type="checkbox"/> Enroll in automatic renewal.
--	--	---

To edit, go back to [Step 1](#) >

What type of payment term works for you? ⓘ

3 Months \$26.00	6 Months \$45.00	12 Months \$90.00
----------------------------	----------------------------	-----------------------------

Prices displayed do not reflect potential one-time key deposit.
3-month boxes will automatically be signed up for automatic renewal. If you choose a 6 or 12-month term, you can sign-out of automatic renewal. If you're under 18, please visit your nearest Post Office.

Contact Details

*denotes required field

First Name* <input type="text" value="Chuck"/>	M.I. <input type="text"/>	Last Name* <input type="text" value="Barry"/>	Address Line 1* <input type="text" value="901 D ST SW STE 100"/>	Address Line 2 <input type="text"/>
City* <input type="text" value="WASHINGTON"/>	State* <input type="text" value="DC - Dist. of Columbia"/>	ZIP Code™ <input type="text" value="20024"/>	E-mail Address <input type="text" value="pobol@usps.gov"/>	
Phone Number <input type="text" value="(607) 725-9295"/>				

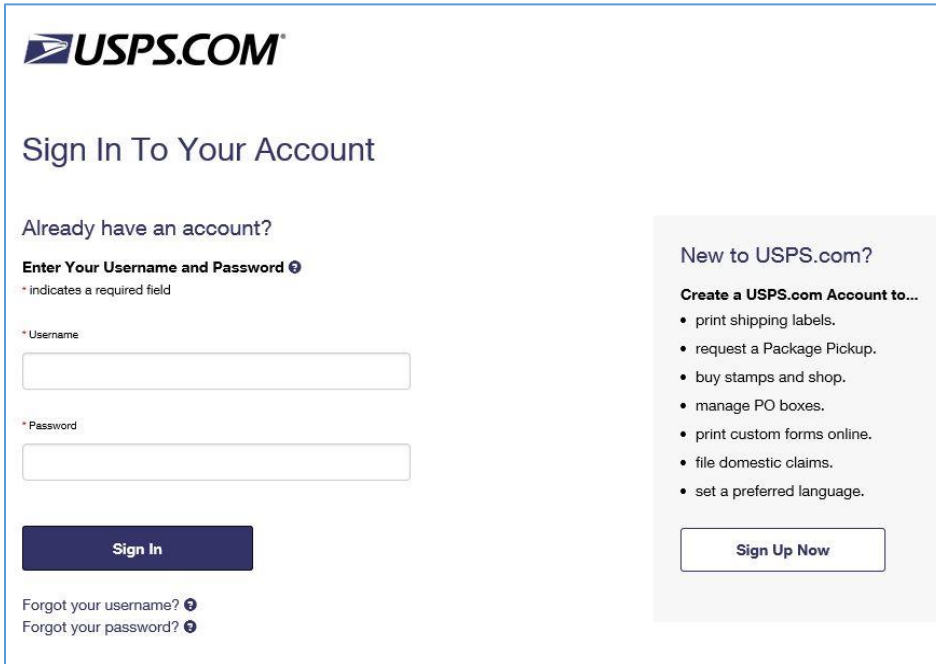
- When a box becomes available, the customer is notified via email and on the Manage PO Box page where you can then reserve the box online.

Sample Account Activities				
PO Box Requested WOODBIDGE, VA 22191	PO BOX SIZE Size 2-S 5" x 5.5"	STATUS WAITLISTED	NEXT PAYMENT DUE N/A	See Details > Remove from Waitlist >
✕ ACTION REQUIRED: The two-day window to reserve this PO Box off the waitlist has expired. <input type="button" value="Reserve a new PO Box"/>				
PO Box Requested NEW YORK, NY 10003		STATUS N/A	NEXT PAYMENT DUE N/A	Remove PO Box > Reserve a new PO Box >
✕ ACTION REQUIRED: To activate this PO Box, print form 1093 and bring it to your Post Office with two forms of ID within 30 days of purchase. <input type="button" value="Print Form 1093"/>				
PO Box OAKTON, VA 22124	PO BOX SIZE Size 1-XS 3" x 5.5"	STATUS INACTIVE	NEXT PAYMENT DUE N/A	See Details > Close/Request Refund > View Form 1093 >

[Back to top](#)

Managing PO Boxes™ Online

- Once you login to Customer Registration, you will be taken to the Manage PO Box page (1) where the My PO Boxes (2) tab will open.
- You can view all PO Boxes you are managing online (3) along with specific PO Box details (4) for each.



USPS.COM

Sign In To Your Account

Already have an account?

Enter Your Username and Password ⓘ
* indicates a required field

* Username

* Password

Sign In

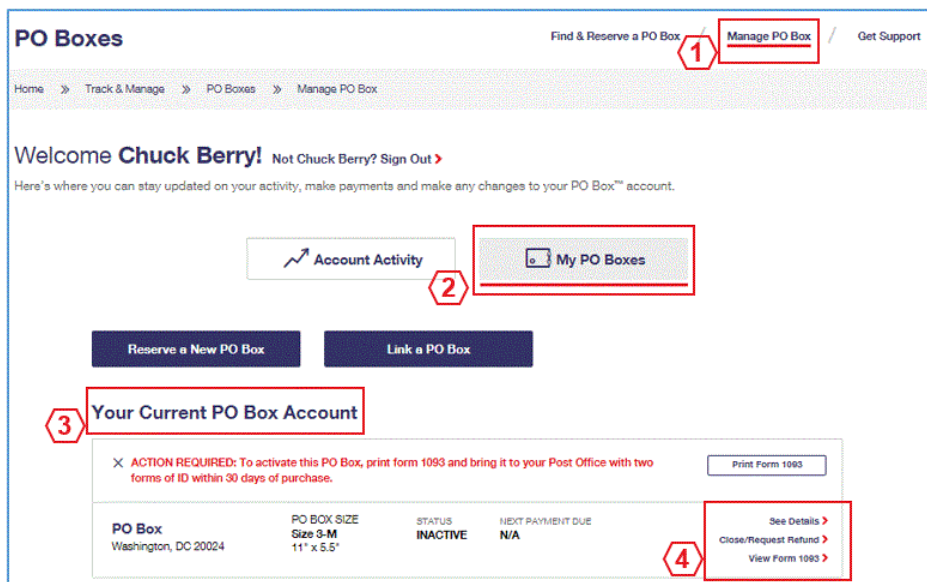
Forgot your username? ⓘ
Forgot your password? ⓘ

New to USPS.com?

Create a USPS.com Account to...

- print shipping labels.
- request a Package Pickup.
- buy stamps and shop.
- manage PO boxes.
- print custom forms online.
- file domestic claims.
- set a preferred language.

Sign Up Now



PO Boxes Find & Reserve a PO Box / **Manage PO Box** / Get Support

Home » Track & Manage » PO Boxes » Manage PO Box

Welcome **Chuck Berry!** Not Chuck Berry? Sign Out >

Here's where you can stay updated on your activity, make payments and make any changes to your PO Box™ account.

Account Activity **My PO Boxes**

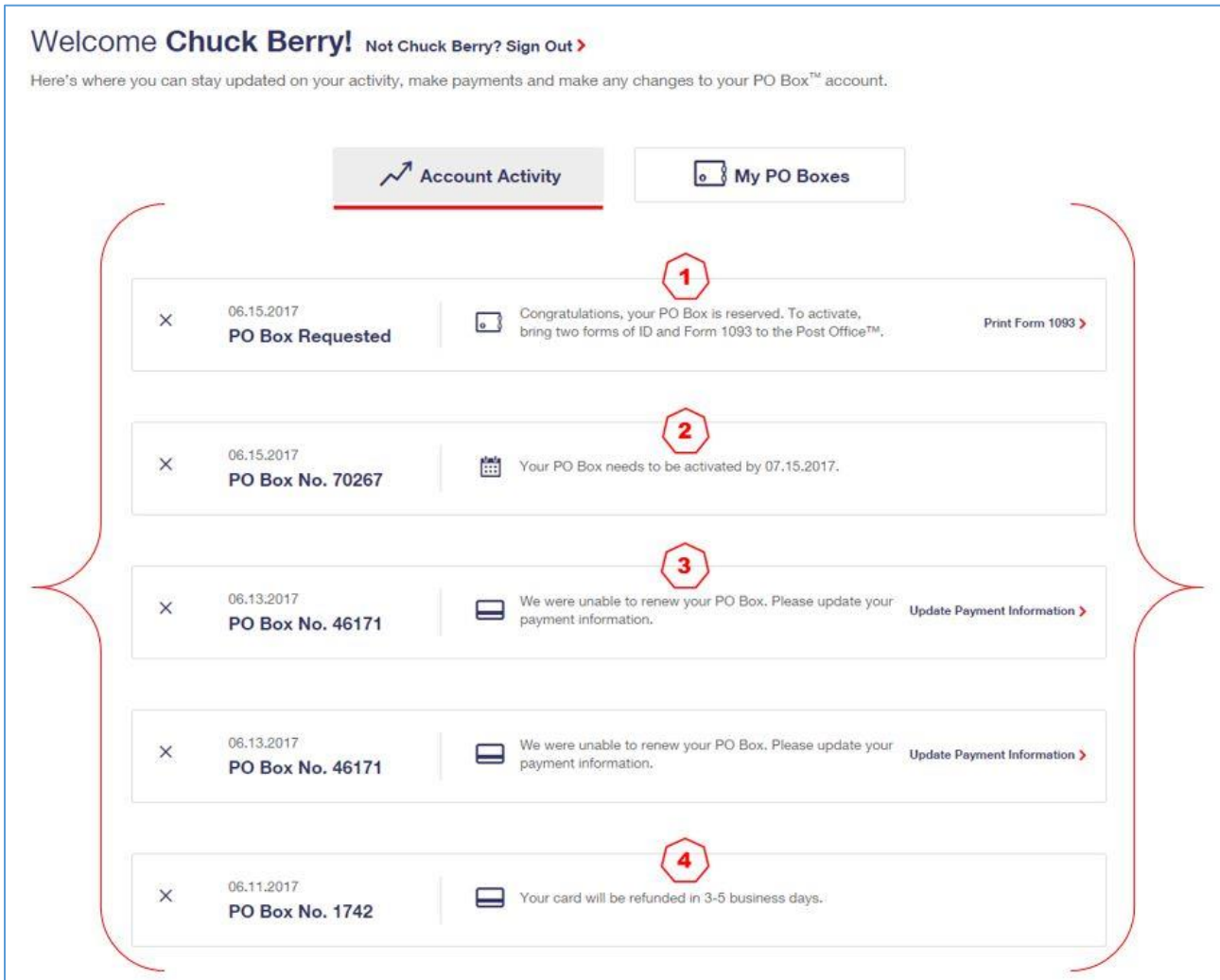
Reserve a New PO Box **Link a PO Box**

Your Current PO Box Account

✕ **ACTION REQUIRED:** To activate this PO Box, print form 1093 and bring it to your Post Office with two forms of ID within 30 days of purchase. [Print Form 1093](#)

PO Box	PO BOX SIZE	STATUS	NEXT PAYMENT DUE	
Washington, DC 20024	Size 3-M 11" x 5.5"	INACTIVE	N/A	See Details > Close/Request Refund > View Form 1093 >

- By selecting the Account Activity tab on the Manage PO Box page, you can view general account activity information, reminders of upcoming deadlines, and notifications for all PO Boxes managed online.
- Different samples in image below, but not full list of activities or messages.



Welcome **Chuck Berry!** [Not Chuck Berry? Sign Out >](#)

Here's where you can stay updated on your activity, make payments and make any changes to your PO Box™ account.

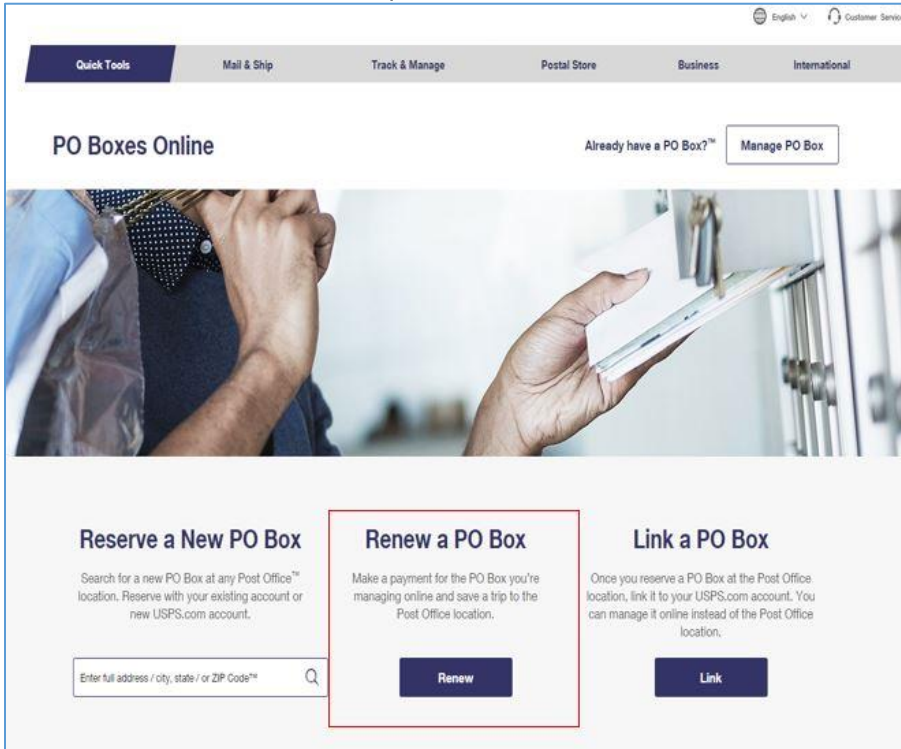
Account Activity | **My PO Boxes**

- 1** 06.15.2017
PO Box Requested | Congratulations, your PO Box is reserved. To activate, bring two forms of ID and Form 1093 to the Post Office™. [Print Form 1093 >](#)
- 2** 06.15.2017
PO Box No. 70267 | Your PO Box needs to be activated by 07.15.2017.
- 3** 06.13.2017
PO Box No. 46171 | We were unable to renew your PO Box. Please update your payment information. [Update Payment Information >](#)
- 4** 06.13.2017
PO Box No. 46171 | We were unable to renew your PO Box. Please update your payment information. [Update Payment Information >](#)
- 06.11.2017
PO Box No. 1742 | Your card will be refunded in 3-5 business days.

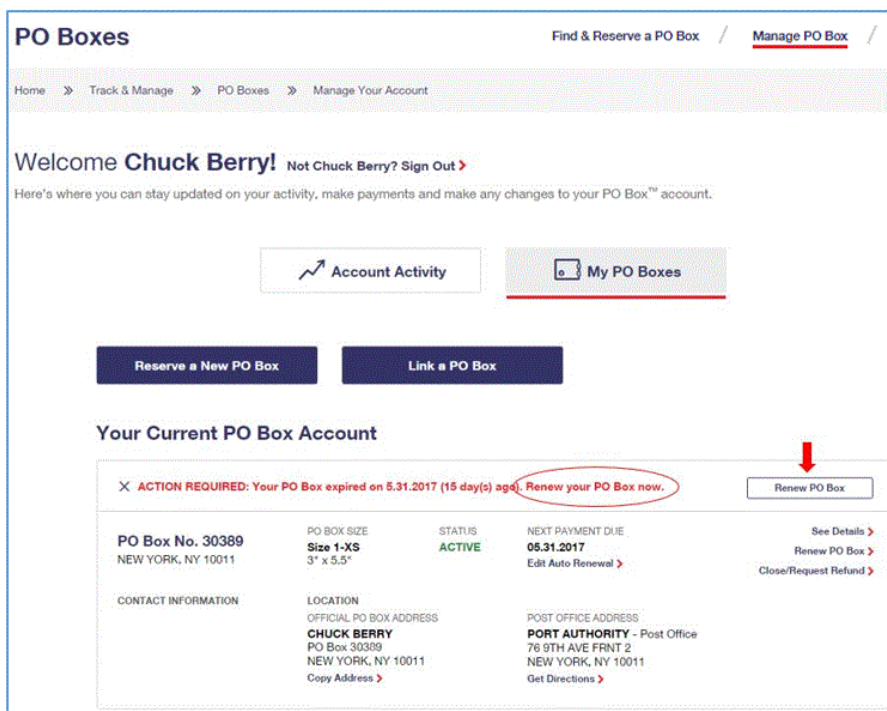
[Back to top](#)

Renewing a PO Box™ Online

- Select the “Renew” button on the PO Boxes Online landing page to make a payment on a PO Box.
 - Customers will receive an email notification and a notification within the Account Activity tab when payment is due or renewal is required.



- Click the ‘Renew PO Box’ link under the ‘My PO Boxes’ tab.



- Review and edit your box details, payment period and automatic renewal eligibility.
- Select available Additional Services if you are not currently enrolled
- Read and check the Terms & Conditions box, then proceed to the Billing page to review or enter payment information.

PO Box™ 590: Pay Now


Make sure all your information is accurate and then submit to make a PO Box payment.

PO Box Details

PO BOX LOCATION

Pinckney — Post Office™
1325 E MI 36, Pinckney, MI 48169
Phone: (734) 878-3491

PO BOX SIZE



Size 3-M
5.5' x 11'

PAYMENT PERIOD [Edit](#)

6 Months
\$66.00

AUTO RENEWAL

Enroll in automatic renewal.

Additional Services

The following services are included with your PO Box at no additional charge (Select each Additional Service you wish to use. See [Customer Agreement](#) for details).

Street Addressing - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.

Signature on File - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

I have read, understand, and accept the [Terms & Conditions](#).

[◀ Back to PO Box™ Details](#)
Continue to Billing

PO Boxes Online

Once you've completed your transaction, an email confirmation will be sent to you at your profile email address elle.nguyen@accenturefederal.com
[Edit My Profile](#)





Billing Information

ORDER TOTAL

\$48.00

*Indicates a required field

Paying with a credit card is safe and easy. All the information is encrypted and transmitted securely. For more details, see our [Privacy Policy](#).

Use a Credit Card    

<small>CARD TYPE</small>	<small>NICKNAME</small>	<small>CARD NUMBER</small>	<small>EXPIRES</small>	<small>CARD SECURITY CODE* ⓘ</small>
<small>CARD 1 Edit</small> <input checked="" type="radio"/> American Express®	AMEX	**** *6685	04/2026	<input style="width: 40px; height: 20px;" type="text" value="0000"/>
<small>CARD 2 Edit</small> <input type="radio"/> VISA®	Valid djsc	**** *1238	01/2018 <small>This account has expired.</small>	<input style="width: 40px; height: 20px;" type="text" value="000"/>
<small>CARD 3 Edit</small> <input type="radio"/> VISA®	VIZ	**** *5216	04/2024	<input style="width: 40px; height: 20px;" type="text" value="000"/>

Add New Card: +


* This Terms of Use Agreement (this "Agreement") is a legal agreement between you ("You" "Your" "Customer" or "User") and the United States Postal Service®, an Independent Establishment of the Executive Branch of the United States Federal Government ("USPS" or "Postal Service"). I Agree to the terms and conditions set forth in these terms and conditions for the use of my credit card payment information that I choose to utilize within USPS.com and its various stores. This Agreement is between You and USPS only, and provides USPS the ability and authorization, with your consent and initiated by you, to utilize Your credit card payment information for any customer initiated payments and/or purchases on any and all stores within USPS.com. USPS is solely responsible for the services, content and materials provided through usps.com® and the Service generally. User acknowledges and agrees that he or she is solely responsible for and shall abide by (i) the terms of this Agreement; and (ii) all policies, procedures and regulations of the United States Postal Service; and (iii) any cardholder, issuing bank and card brand® rules. User warrants, represents and agrees that you have all legal rights to utilize the credit card information for which you are providing authorization for this purchase. This Agreement shall terminate upon the date that all obligations of the parties hereto with respect to this Agreement have been satisfied.

- After entering your payment information, you will see the Pay Now Review page.
- You can validate and edit order details and billing information before submitting.

PO Box™ 590: Pay Now

Make sure all your information is accurate and then submit to make a PO Box payment.

PO Box Details


<p><small>PO BOX LOCATION</small></p> <p>Pinckney — Post Office™</p> <p>1325 E MI 36, Pinckney, MI 48169 Phone: (734) 878-3491</p>	<p><small>PO BOX SIZE</small></p> <div style="display: flex; align-items: center;">  <p>Size 3-M 5.5" x 11"</p> </div>	<p><small>PAYMENT PERIOD</small></p> <p>6 Months \$66.00</p>	<p><small>AUTO RENEWAL</small></p> <p>ON</p>
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Additional Services

The following services are included with your PO Box at no additional charge (See **Customer Agreement** for details).

- Street Addressing** - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.
- Signature on File** - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

Billing Information



**** *6685

This is the credit card we have on file for you.*

*If your Automatic Renewal is set to "ON" (see PO Box details above), this card will be stored and used for future payments. If your Automatic Renewal is set to "OFF", this card will be charged just this one time.

[Use Different Card >](#)


[◀ Back to Payment](#)
[Submit](#)

- After submitting, you will see the Payment Success page. You will also receive an email notification that your payment was processed.
- When you click the 'Manage PO Box' button at the bottom, you will go back to the "My PO Boxes" tab.


Payment Successful

Your payment was successful.

Payment Received - PO Box™ 590

DATE 08.06.2018	PAYMENT PERIOD	TRANSACTION#	CARD
AMOUNT \$66.00	6 Months	92000021272560	 **** * 6685

PO Box Details

PO BOX LOCATION	PO BOX SIZE	PAYMENT PERIOD	AUTO RENEWAL
Pinckney — Post Office™ 1325 E Mi 36, Pinckney, MI 48169 Phone: (734) 878-3491	 Size 3-M 5.5" x 11"	6 Months \$66.00	ON
			NEXT PAYMENT DUE 02.28.2019

Additional Services

Street Addressing - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.

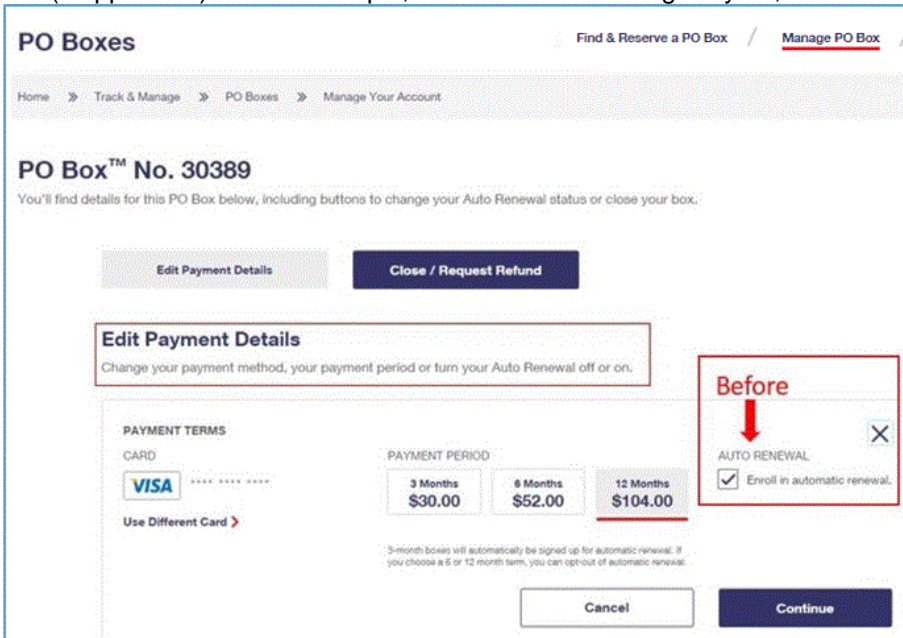
Signature on File - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

Don't forget:
To begin using your additional services, you will need to bring along your Customer Agreement form to the Post Office, available to print here: [Customer Agreement](#) >

[Back to top](#)

Editing Automatic Renewal

- On the Edit Payment Details tab, you can modify 1) payment card type, 2) payment period, and 3) auto renewal status (if applicable). In this example, auto renewal was originally on, but was turned off (see before and after).



PO Boxes Find & Reserve a PO Box / Manage PO Box

Home » Track & Manage » PO Boxes » Manage Your Account

PO Box™ No. 30389
You'll find details for this PO Box below, including buttons to change your Auto Renewal status or close your box.

[Edit Payment Details](#) [Close / Request Refund](#)

Edit Payment Details
Change your payment method, your payment period or turn your Auto Renewal off or on.

PAYMENT TERMS

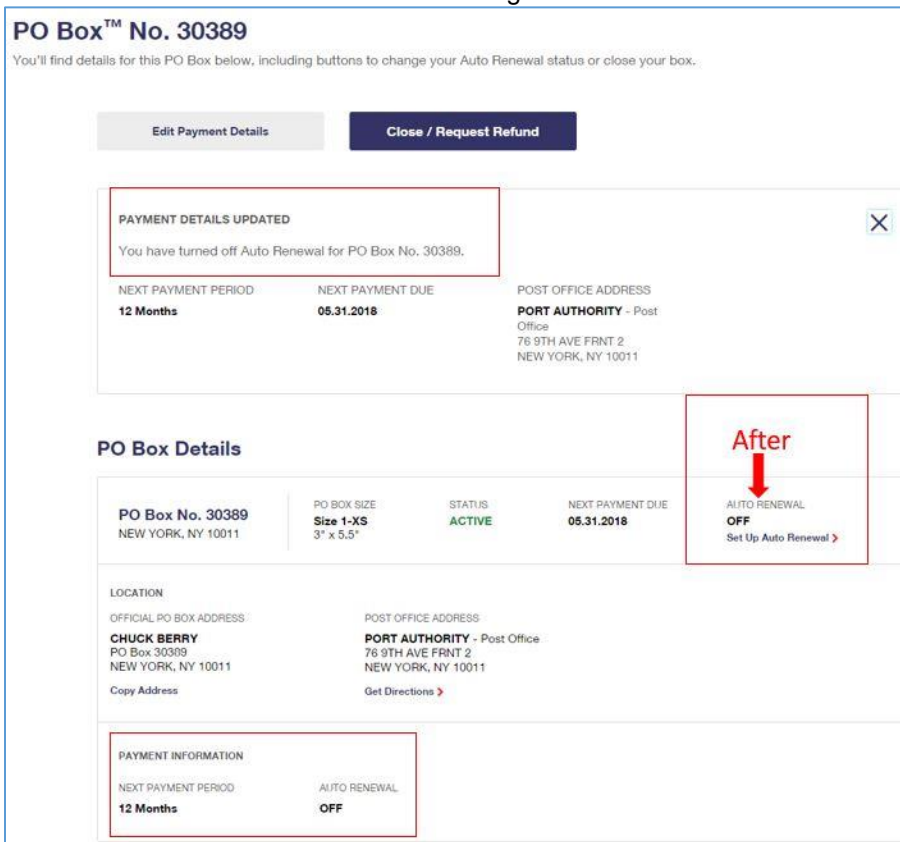
CARD
VISA

PAYMENT PERIOD
 3 Months \$30.00 6 Months \$52.00 12 Months \$104.00

AUTO RENEWAL
Enroll in automatic renewal.

[Cancel](#) [Continue](#)

- You will see a confirmation of the change in automatic renewal selection.



PO Box™ No. 30389
You'll find details for this PO Box below, including buttons to change your Auto Renewal status or close your box.

[Edit Payment Details](#) [Close / Request Refund](#)

PAYMENT DETAILS UPDATED
You have turned off Auto Renewal for PO Box No. 30389.

NEXT PAYMENT PERIOD 12 Months **NEXT PAYMENT DUE** 05.31.2018 **POST OFFICE ADDRESS** PORT AUTHORITY - Post Office, 76 9TH AVE FRNT 2, NEW YORK, NY 10011

PO Box Details

PO Box No. 30389 NEW YORK, NY 10011	PO BOX SIZE Size 1-XS 3" x 5.5"	STATUS ACTIVE	NEXT PAYMENT DUE 05.31.2018	AUTO RENEWAL OFF Set Up Auto Renewal >
---	--	-------------------------	---------------------------------------	--

LOCATION

OFFICIAL PO BOX ADDRESS: CHUCK BERRY, PO Box 30389, NEW YORK, NY 10011
[Copy Address](#)

POST OFFICE ADDRESS: PORT AUTHORITY - Post Office, 76 9TH AVE FRNT 2, NEW YORK, NY 10011
[Get Directions >](#)

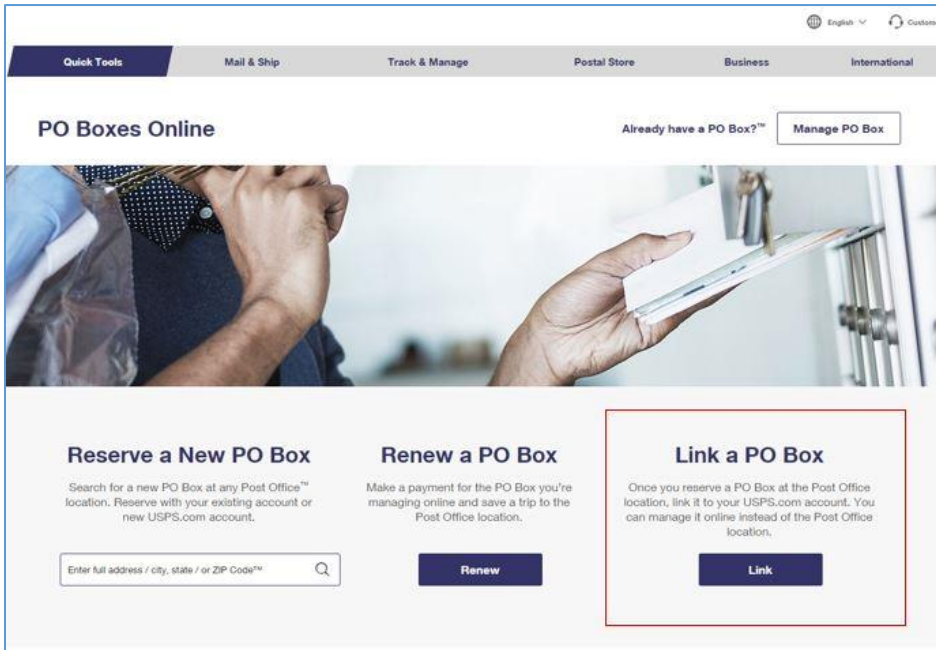
PAYMENT INFORMATION

NEXT PAYMENT PERIOD 12 Months	AUTO RENEWAL OFF
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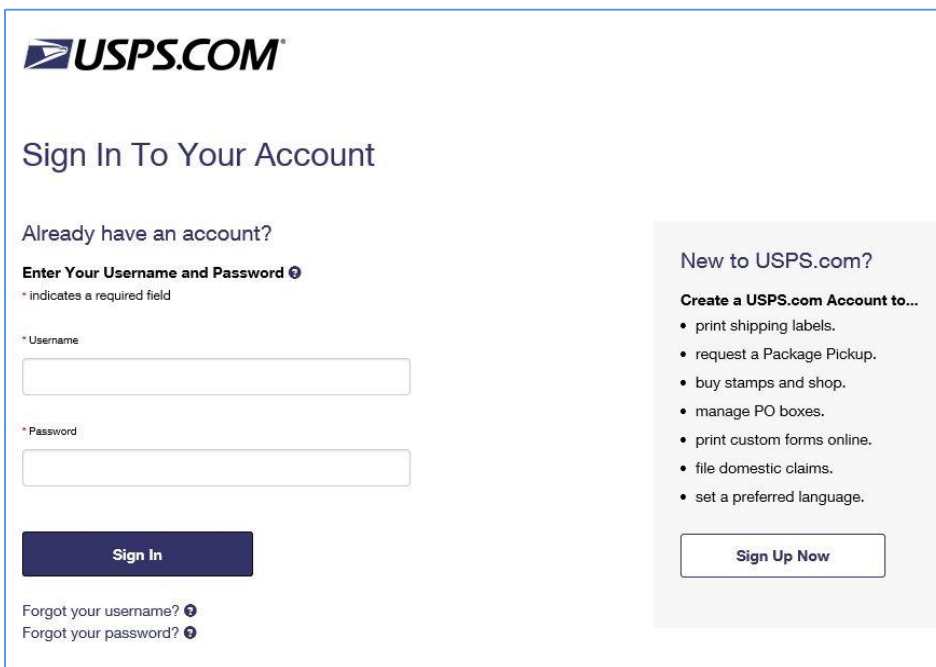
[Back to top](#)

Linking a PO Box™ Online

- Select the “Link” button on the “Manage PO Box” page to sign in to your account.



The screenshot shows the USPS website's "PO Boxes Online" section. At the top, there is a navigation bar with links for "Quick Tools", "Mail & Ship", "Track & Manage", "Postal Store", "Business", and "International". Below the navigation bar, the page title "PO Boxes Online" is displayed. To the right of the title, there is a button labeled "Manage PO Box" and a link that says "Already have a PO Box?™". Below this is a large image showing a person's hands holding a white envelope. Underneath the image, there are three main sections: "Reserve a New PO Box" with a search input field and a "Renew" button; "Renew a PO Box" with a "Renew" button; and "Link a PO Box" with a "Link" button. The "Link a PO Box" section is highlighted with a red border.



The screenshot shows the USPS.COM "Sign In To Your Account" page. At the top left is the USPS.COM logo. Below the logo is the heading "Sign In To Your Account". The page is divided into two main sections: "Already have an account?" and "New to USPS.com?".

Already have an account?

Enter Your Username and Password ⓘ

* indicates a required field

* Username

* Password

Sign In

Forgot your username? ⓘ
Forgot your password? ⓘ

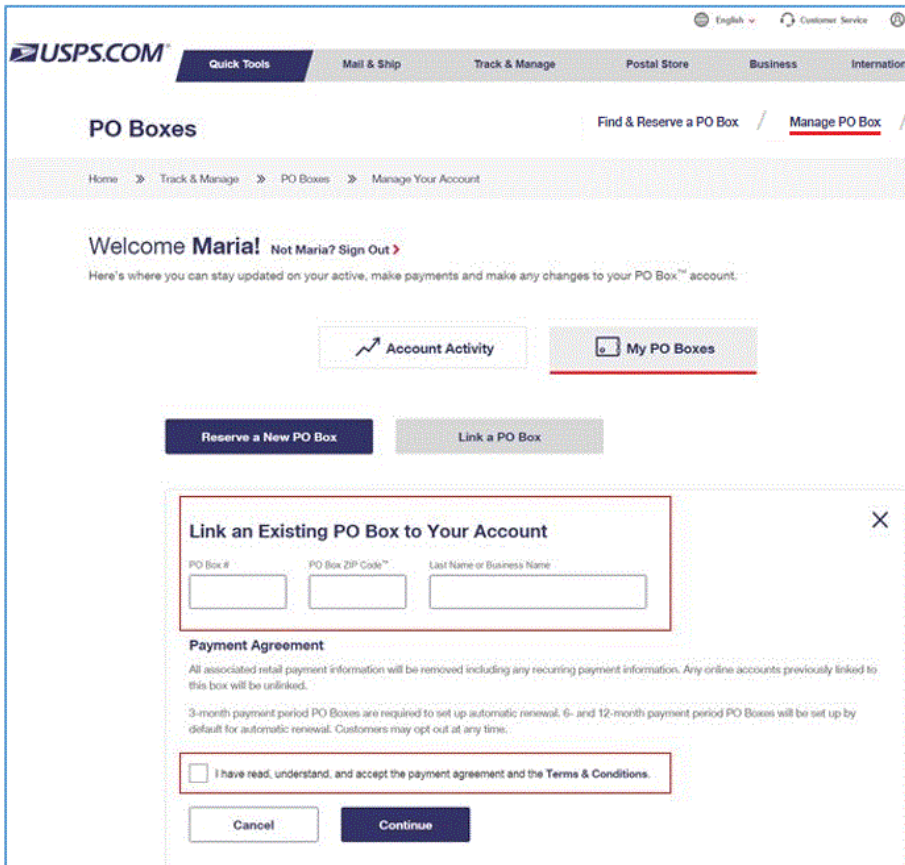
New to USPS.com?

Create a USPS.com Account to...

- print shipping labels.
- request a Package Pickup.
- buy stamps and shop.
- manage PO boxes.
- print custom forms online.
- file domestic claims.
- set a preferred language.

Sign Up Now

- On the “Link a PO Box” tab, you can enter the PO Box #, PO Box ZIP Code, and Last Name / Business Name of the box you want to link to your account.
 - Customers should read the Payment Agreement, and are required to agree to the Terms & Conditions by selecting the check box.
- Select “Continue” to proceed to the review page.



USPS.COM English Customer Service

Quick Tools Mail & Ship Track & Manage Postal Store Business International

PO Boxes Find & Reserve a PO Box Manage PO Box

Home Track & Manage PO Boxes Manage Your Account

Welcome **Maria!** Not Maria? Sign Out

Here's where you can stay updated on your active, make payments and make any changes to your PO Box™ account:

Account Activity My PO Boxes

Reserve a New PO Box Link a PO Box

Link an Existing PO Box to Your Account X

PO Box # PO Box ZIP Code™ Last Name or Business Name

Payment Agreement

All associated retail payment information will be removed including any recurring payment information. Any online accounts previously linked to this box will be unlinked.

3-month payment period PO Boxes are required to set up automatic renewal. 6- and 12-month payment period PO Boxes will be set up by default for automatic renewal. Customers may opt out at any time.

I have read, understand, and accept the payment agreement and the Terms & Conditions.

Cancel Continue

- Customers can opt out of automatic payment if they have **6 or 12-month boxes**.
- If you choose to opt out of automatic payment by un-selecting the auto renewal box, you will go straight to the confirmation page. If you choose to enroll in auto renewal, you will proceed to the billing page to enter and store payment information for future payment.
- Customers **cannot opt out** of automatic payment if they have **3-month boxes**, and will proceed to the billing page.
- Customers may be eligible to enroll in Additional Services if their Post Office location offers Premium PO Box Services.

Link an Existing PO Box to Your Account

Your account is on a 6-month payment cycle, so you have the option to opt out of Automatic Renewal for your PO Box.

PAYMENT PERIOD	AUTO RENEWAL
6 Months	<input checked="" type="checkbox"/> Enroll in automatic renewal.

Add Additional Services

The following services are included with your PO Box at no additional charge (Select each Additional Service you wish to use. See [Customer Agreement](#) for details).

Street Addressing - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.

Signature on File - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

Please Note:
Once you add any additional service, you'll need to bring Customer Agreement (available on the next page) to the Post Office where your box is located.

- Customers setting up automatic renewal, will get a second review page to confirm or edit their payment information.

Link an Existing PO Box to Your Account ✕

Auto Renewal Information

CARD VISA **** * 1238	PAYMENT PERIOD 12 months	AUTO RENEWAL <input checked="" type="checkbox"/> Enroll in automatic renewal.
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[Use Different Card >](#)

Add Additional Services

The following services are included with your PO Box at no additional charge (Select each Additional Service you wish to use. See [Customer Agreement](#) for details).

Street Addressing - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.

Signature on File - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

Please Note:
Once you add any additional service, you'll need to bring Customer Agreement (available on the next page) to the Post Office where your box is located.

Cancel
Continue

- Lastly, you will get a confirmation page indicating the PO Box has successfully linked to your account. It will show the PO Box number and include whether automatic payment renewal was selected or not. (This example shows it was selected for a 6-month box).
- View Action Required reminding customer to bring their Customer Agreement form to their Post Office location, if they enrolled in Additional Services

PO Box Linked ✕

Your PO Box has been successfully linked to your account.

PO Box 331	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">NEXT PAYMENT DUE 01.31.2019</td> <td style="width: 50%;">POST OFFICE ADDRESS Pinckney - Post Office™ 1325 E Mi 36 Pinckney, MI 48169</td> </tr> <tr> <td>AUTO RENEWAL OFF</td> <td></td> </tr> </table>	NEXT PAYMENT DUE 01.31.2019	POST OFFICE ADDRESS Pinckney - Post Office™ 1325 E Mi 36 Pinckney, MI 48169	AUTO RENEWAL OFF	
NEXT PAYMENT DUE 01.31.2019	POST OFFICE ADDRESS Pinckney - Post Office™ 1325 E Mi 36 Pinckney, MI 48169				
AUTO RENEWAL OFF					

Additional Services - Pending Activation

Street Addressing - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.

Signature on File - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

ACTION REQUIRED:
Pending service(s) will be removed if not activated at the Post Office in 30 days. To activate your Additional Services, you'll need to bring along your Customer Agreement form to your Post Office, available to be printed here. [Customer Agreement >](#)

Done

[Back to top](#)

Closing a PO Box™ Online

- If a PO Box is eligible to “Close or Request Refund”, you will see a link in the box details.
- Customers can close a box online, but are required to forfeit their key deposit for closing the box online. Customers can choose to close the PO Box at their local post office to receive the key deposit.

Reserve a New PO Box
Link a PO Box

Your Current PO Box Account

✕ **ACTION REQUIRED: The wait for this box is over! It's now available. You can now reserve it.** Reserve PO Box

PO Box Requested	PO BOX SIZE	STATUS	NEXT PAYMENT DUE	
Brooklyn, NY 11206	Size 4-L 11" x 11"	AVAILABLE	N/A	See Details > Remove Spot from Waitlist > Reserve PO Box >

✕ **ACTION REQUIRED: Your PO Box will expire on 12/12/16 (29 days). Renew your PO Box now.** Renew PO Box

PO Box No. 438	PO BOX SIZE	STATUS	NEXT PAYMENT DUE	
Brooklyn, NY 11206	Size 2-S 5" x 5.5"	ACTIVE	10.30.2016 Set up Auto Renewal >	See Details > Renew PO Box > Close/Request Refund >

CONTACT INFORMATION

WHO CAN ACCESS
Maria Cook
Chance C. Medder

LOCATION

OFFICIAL PO BOX ADDRESS
Maria Cook
PO Box 438
Brooklyn, NY 11206
[Copy Address >](#)

POST OFFICE ADDRESS


Metropolitan - Post Office
47 Debevoise St.
Brooklyn, NY 11206
[Get Directions >](#)

- Customers not eligible for a refund will see a message that the box is successfully closed and instructions for picking up mail, or submitting a change of address, on the confirmation page.

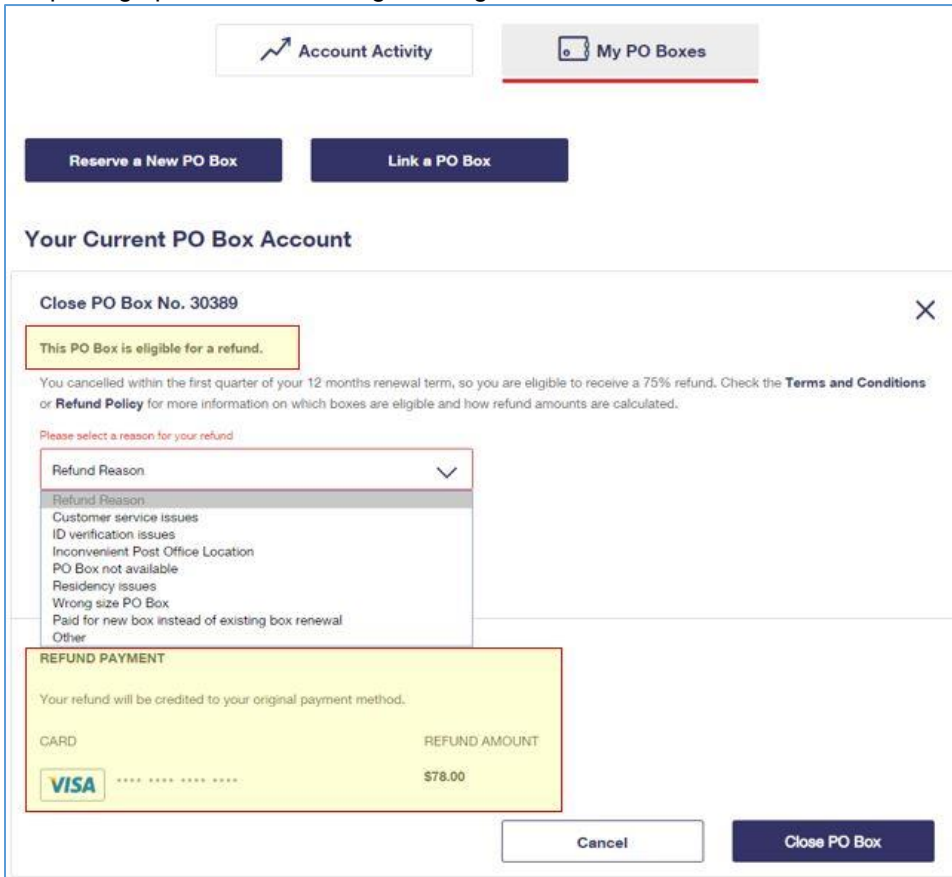
PO Box™ 39095 has been closed.

You will receive a refund to the original payment method within 3-5 business days. Mail from this box will be held for up to 10 days after today. To receive mail sent to the PO Box after 10 days, you will need to set up a forwarding address by changing your address.

Do you need to change your address? If you are enrolled in Street Addressing, you must submit a separate Change of Address (COA) form for your PO Box Address and your PO Box Street Address. [Change Your Address >](#)

PO BOX DETAILS		POST OFFICE ADDRESS
PO Box 39095		Friendship - Post Office 4005 Wisconsin Ave Nw Washington, DC 20016
REFUND DETAILS		
CARD	REFUND AMOUNT	REFUND TRANSACTION #
 **** * 6685	\$50.00	92000021272652

- Before you can “Close / Request Refund” for an eligible PO Box, you must provide a reason from the dropdown menu and agree to the disclaimer.
- Customers eligible for a refund will see information about the refund on the confirmation page with instructions for picking up mail or submitting a change of address.



Account Activity | **My PO Boxes**

Reserve a New PO Box | **Link a PO Box**

Your Current PO Box Account

Close PO Box No. 30389 [X]

This PO Box is eligible for a refund.

You cancelled within the first quarter of your 12 months renewal term, so you are eligible to receive a 75% refund. Check the **Terms and Conditions** or **Refund Policy** for more information on which boxes are eligible and how refund amounts are calculated.

Please select a reason for your refund

Refund Reason [v]

- Refund Reason
- Customer service issues
- ID verification issues
- Inconvenient Post Office Location
- PO Box not available
- Residency issues
- Wrong size PO Box
- Paid for new box instead of existing box renewal
- Other

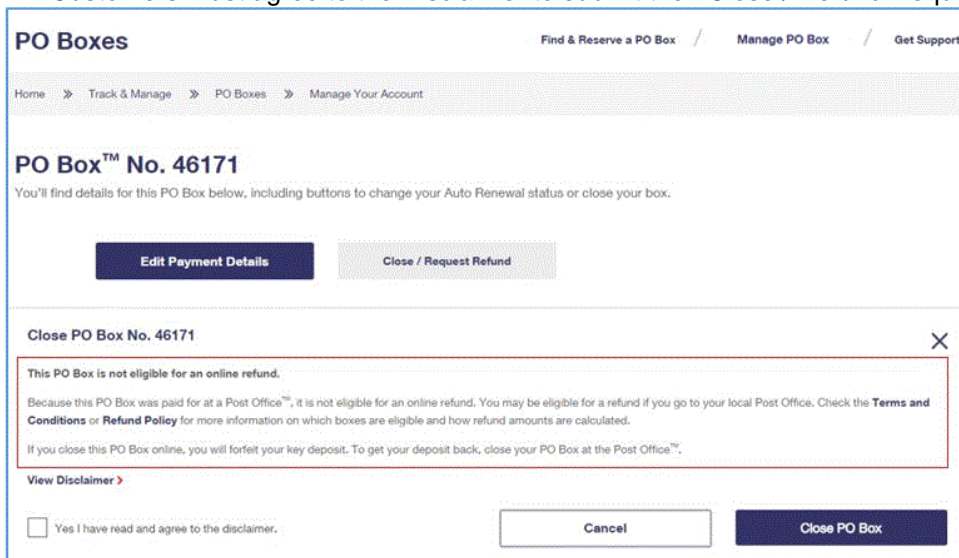
REFUND PAYMENT

Your refund will be credited to your original payment method.

CARD	REFUND AMOUNT
VISA	\$78.00

Cancel | **Close PO Box**

- Boxes set to close that are not eligible for refunds will receive a message with links to the Terms and Conditions and the Refund Policy. This example shows the box was opened at the local Post Office as is not eligible for an online refund.
- Customers must agree to the Disclaimer to submit their Close / Refund Request.



PO Boxes | Find & Reserve a PO Box / Manage PO Box / Get Support

Home > Track & Manage > PO Boxes > Manage Your Account

PO Box™ No. 46171

You'll find details for this PO Box below, including buttons to change your Auto Renewal status or close your box.

Edit Payment Details | **Close / Request Refund**

Close PO Box No. 46171 [X]

This PO Box is not eligible for an online refund.

Because this PO Box was paid for at a Post Office™, it is not eligible for an online refund. You may be eligible for a refund if you go to your local Post Office. Check the **Terms and Conditions** or **Refund Policy** for more information on which boxes are eligible and how refund amounts are calculated.

If you close this PO Box online, you will forfeit your key deposit. To get your deposit back, close your PO Box at the Post Office™.

[View Disclaimer >](#)

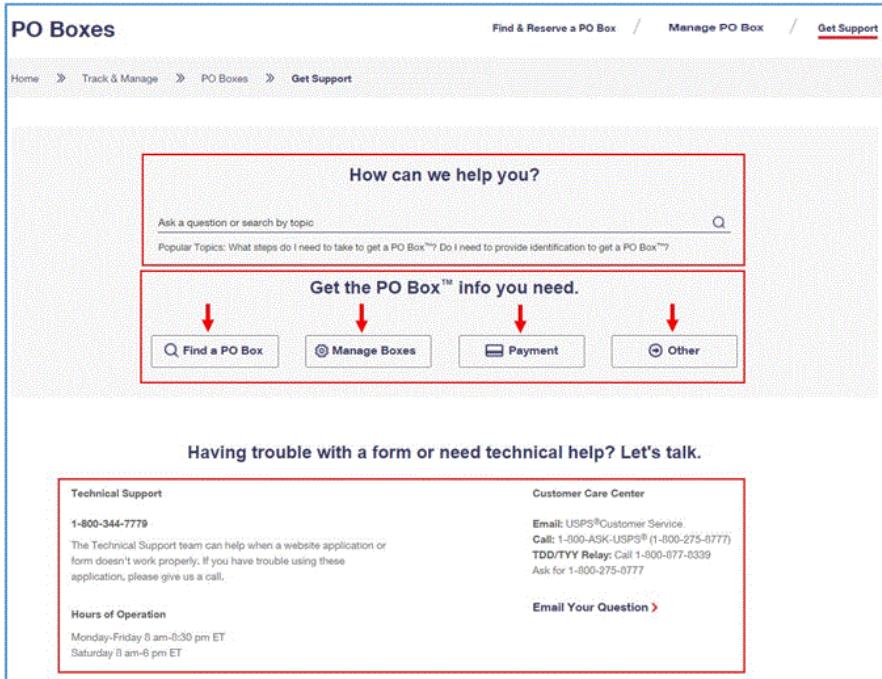
Yes I have read and agree to the disclaimer.

Cancel | **Close PO Box**

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Getting Support Online

- On the 'Get Support' page, you can search frequently asked questions (FAQs) by typing in the search bar or selecting any of the 'Getting Started' basic topics for common FAQs.
- Contact information is available for technical support or if you need to speak with a Care Center agent.



PO Boxes Find & Reserve a PO Box / Manage PO Box / Get Support

Home > Track & Manage > PO Boxes > Get Support

How can we help you?

Ask a question or search by topic

Popular Topics: What steps do I need to take to get a PO Box™? Do I need to provide identification to get a PO Box™?

Get the PO Box™ info you need.

[Find a PO Box](#) [Manage Boxes](#) [Payment](#) [Other](#)

Having trouble with a form or need technical help? Let's talk.

Technical Support 1-800-344-7779 The Technical Support team can help when a website application or form doesn't work properly. If you have trouble using these application, please give us a call.	Customer Care Center Email: USPS® Customer Service Call: 1-800-ASK-USPS® (1-800-275-8777) TDD/TYY Relay: Call 1-800-877-0339 Ask for 1-800-275-8777
Hours of Operation Monday-Friday 8 am-6:30 pm ET Saturday 8 am-6 pm ET	Email Your Question >

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