United States Postal Service
Enhanced Click-N-Ship® (CNSv2) User Guide

Last Updated – February 2024*

*Please note that this guide will be continuously updated.

Overview

The enhanced Click-N-Ship® (CNSv2) experience is catered specifically towards business account customers that create multiple labels a day. The CNSv2 application allows business account customers and personal account customers to more efficiently create and pay for labels beyond the current Click-N-Ship (CNS) capabilities.

For more information on the Enhanced Click-N-Ship® (CNSv2) application, see Click-N-Ship® v2 - Overview.

The following are the new features, products, and services that are available on the CNSv2 Application:

- *All customers can create labels via different label creation methods (Single Label, Multi-Label Batch, File Upload, Merchant File Upload, and Address Book).*
- *All customers can edit, organize, and store labels prior to purchasing via the Label Manager.*
- *All customers can view and export their purchase history via CSV file, view a label(s) tracking history or delivery status, and request a refund for a label via the Shipping History.*
- *All customers can add free USPS shipping supplies to their order when purchasing labels via the Label Cart.*
- *All customers can select to print two labels on a standard 8.5x11 single sheet of paper without label receipts as printing option.*
- *Personal account customers can select the option to have their mailpieces delivered to a nearby USPS Smart Locker of their choice for pick-up.*
- *Business account customers can select USPS Connect Local® as a Service Type for their shipping needs.*
- *Business account customers may enroll in Business Rate Card (BRC) pricing which will offer lower business rates prices for Priority Mail and USPS Ground Advantage postage purchases in CNSv2.*
- *All customers can pay for labels via Credit Card, PayPal, Click to Pay, or Apple Pay.*
- *All customers can edit Click-N-Ship preferences to make it easier to fill out label forms in the future.*

This User Guide will cover all of the current features within the CNSv2 application and will serve as a step-by-step guide on how to use them.

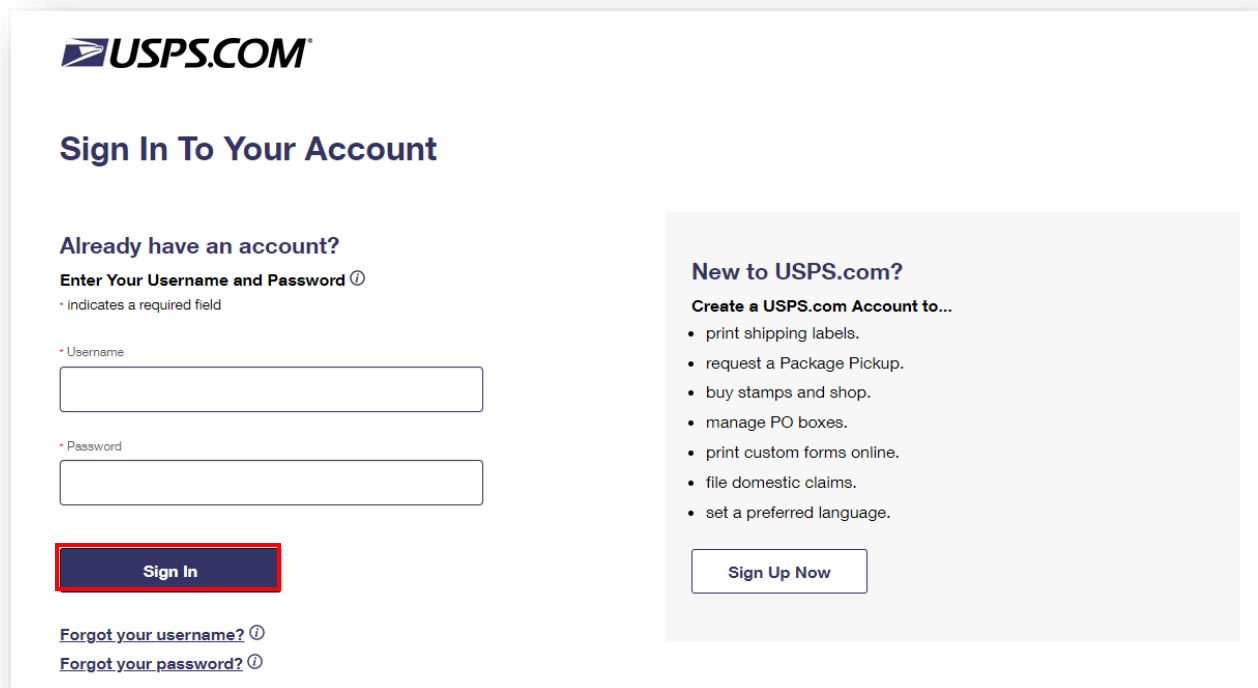Thank you for choosing USPS for your packing and shipping needs!

Table of Contents

How to Access the Enhanced Click-N-Ship® (CNSv2) Application

1) Sign into the enhanced Click-N-Ship experience (CNSv2)
   a) Navigate to the [enhanced Click-N-Ship experience (CNSv2) log in page](#).
   b) Enter your **USPS username and password**.
   c) Click **Sign-In** and wait to be redirected to the CNSv2 landing page.

Enhanced Click-N-Ship® (CNSv2)

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 Single 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 C**reate 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) 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)*

3) Enter the Recipient Details

Within CNSV2, 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. *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).*

   ii. *Note, you can save the entered address to your Address Book for later refrence or use by checkboxing "Save to Address Book" checkbox.*

b) **Option 2:** To select a saved address from your Address Book. Click **Use Address Book** to access your Address Book.
   i. Search for your desired recipient address and click **Use This Address**. The selected address should then automatically populate within the Recipient Detail fields.

4) 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?

(a/b)

● Yes

○ No

Select a category

Select a category

(c)

Select a hazardous or dangerous material category: ⌄

5) 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).*

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.

(a) | 02/29/2024 | 📅 |

Choose Your Mailpiece Type

(b)
○ 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.

(i)
| 0 | lbs | | 0 | oz |

Enter the dimensions if known.
Length   Width   Height

| 0 | in | | 0 | in | | 0 | in |

☐ 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.

| 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.*

6) 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, the prices and scheduled delivery dates displayed are calculated based on the Service Type selection, your Return Address, and Recipient Address locations.*

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
○ **USPS Connect® Local Small Flat Rate Bag** 9" x 12"	Same-Day or Next-Day Delivery	$4.15 Per Label
○ **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
○ **USPS Connect® Local Large Flat Rate Bag** 14" x 17"	Same-Day or Next-Day Delivery	$4.95 Per Label

(a)

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:

   i. **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")

(b)   ○ 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.

(i)   **Show More Locations**
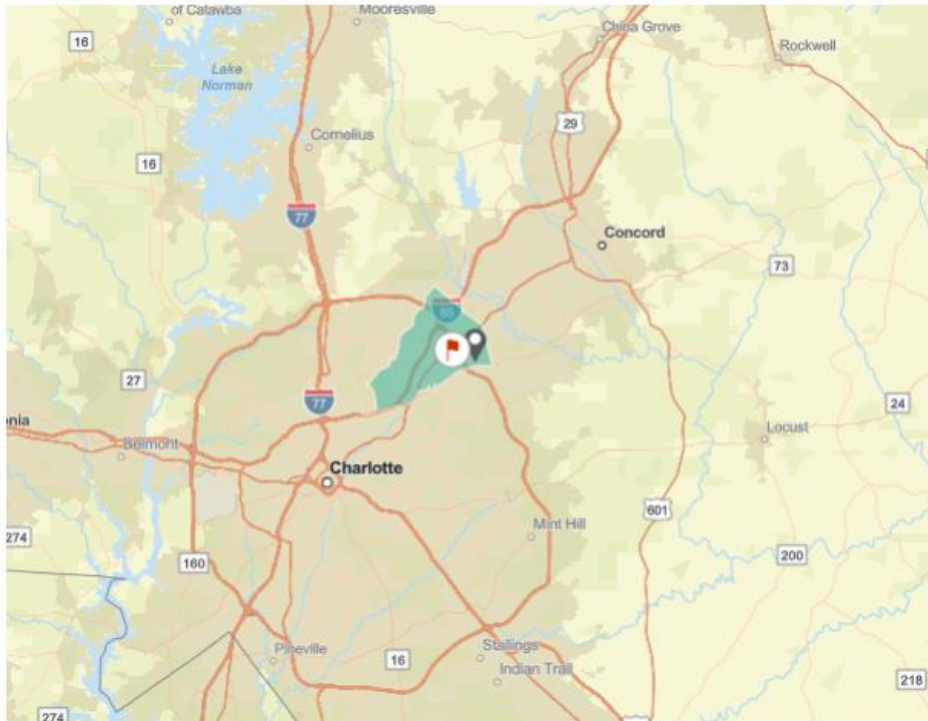
c) **Option 2:** For **all other Service Types** – click on the **View Mailpiece Types** button and select a Mailpiece Type from one of the options available based on your previous selections.

  i. *Note, the prices and scheduled delivery dates displayed are calculated based on the Service Type selection, your Return Address, and Recipient Address locations.*

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® ▾

(c) **View Mailpiece Types**

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

Prices are based on shipping **Priority Mail Express®** from ZIP Code™ 45202 to 28262 on 02/29/2024.

Mailpiece Type	Scheduled Delivery	Price
○ Priority Mail Express® Choose Your Own Box (Choose your own box)	See Estimated Delivery in Label Manager	$28.95 Per Label

(i)

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

7) Enter Content Details (Optional)

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

    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)   Item oz (c)

lbs   oz

Item Value   QTY

(d) $

(e)

(f)   +Add Item

Mailpiece Details

Mailpiece Value

$ 0   (g)

Enter a value up to and including $5,000.00

8) 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.

Step 4: Select Extra Services

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

☐ I am shipping Cremated Remains

Priority Mail Express 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 – Priority Mail Express   Free

Signature Services

● None

○ Adult Signature Restricted   ⓘ $9.65
    Delivery 21 or Older

○ Adult Signature 21 or Older   ⓘ $9.35
    Required

Special Delivery Services

☐ Hide Postage on Label   ⓘ   Free

Additional Delivery Services

☐ 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.

9) 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 or the bottom of the page.

10) 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 *(Proceed to step 11).*

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 *(Proceed to step 12).*

    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.*

(a)   (b)

11) Select to Ship to a USPS Smart Locker (Two Options)

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.**

c) Enter the **recipients email address** so that they can receive a pickup notification.
d) Choose the Smart Locker of your choice from the options listed by selecting **Ship Here.**

12) Add Label to the Cart and Review Label Details
   a) After adding the label to the cart, review the label information for accuracy.
      i. *Note, if a 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

	☑ Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 ✏ Edit	☑ 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

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

	☑ Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 ✏ Edit	☑ 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

✕ Remove All   Order Total: **$13.75**

How to Create a Single International Label

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

1) **Begin Single Label Creation Process – Two Options**

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

   c) 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) 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)*

3) Enter the Recipient Details

Within CNSV2, 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 – fill out the fill-in boxes with the Recipient's Name, Company (if applicable), Country (*for international shipping, an estimate for the total landed cost will be provided*), Address, City, State, and ZIP Code.

   i. *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).*

   ii. *Note, you can save the entered address to your Address Book for later refrence or use by checkboxing "Save to Address Book" checkbox.*

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

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

(i)

4) 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?

(a / b)

- ● Yes
- ○ No

Select a category

Select a category

(c)

Select a hazardous or dangerous material category: ⌄

5) Select the 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 "Choose your own box," please enter the mailpiece weight, mailpiece dimensions *(if shipping a mailpiece greater than 12" long)* and mailpiece 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.

(a)   02/29/2024   📅

Choose Your Mailpiece Type

(b)   ○ 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.

| 0 | lbs | 0 | oz |

Enter the dimensions if known.

Length   Width   Height

(i) | 0 | in | 0 | in | 0 | in |

☐ 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.

| None | ⌄ |

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

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.*

6) Enter Mailpiece Content Details (Optional)

The Content Details section is only required for mailpieces 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

7) 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

8) 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

9) Input Mailpiece Information

International mailpieces require further mailpieces information. Fill out the required information:

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

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

(a)

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 ⓘ

10) Fill out the Custom Form

This customs form is used to declare the contents of your mailpieces 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) Select the **Country of Origin** for the item that is being shipped.
f) Once finished, select **Continue** to proceed to the next step.

Enter information for new item

Enter Item Description

* Item Description

(b)

Select a category describing this item

* Select a category

(c)   Category   ⌄

Tell us more about this item

* Quantity   * Item Value   * Weight (lbs)   * Weight (ozs)

(d)   [   ]   [$ | 00.00 USD]   [| lbs]   [| ozs]

(-) (+)

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

Current Weight: Total Weight:
[0 lbs 0 ozs]   [0 lbs 6 ozs]

HS Tariff Code ⓘ

(e)   0000.00.0000

* Country of Origin ⓘ

(f)   [⌄]

[**Continue**]

11) 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.
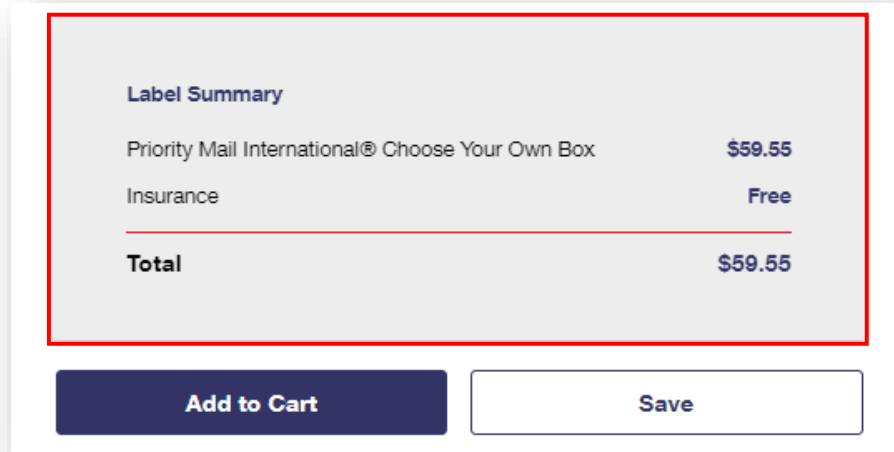
Item Breakdown of Calculated Landed Cost

Item	Qty	Value	Weight	
Sheet Music HS Tariff # Origin: US	0	$100.00	0 lbs, 1 ozs	Duties: $31.91 Taxes: $13.40

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

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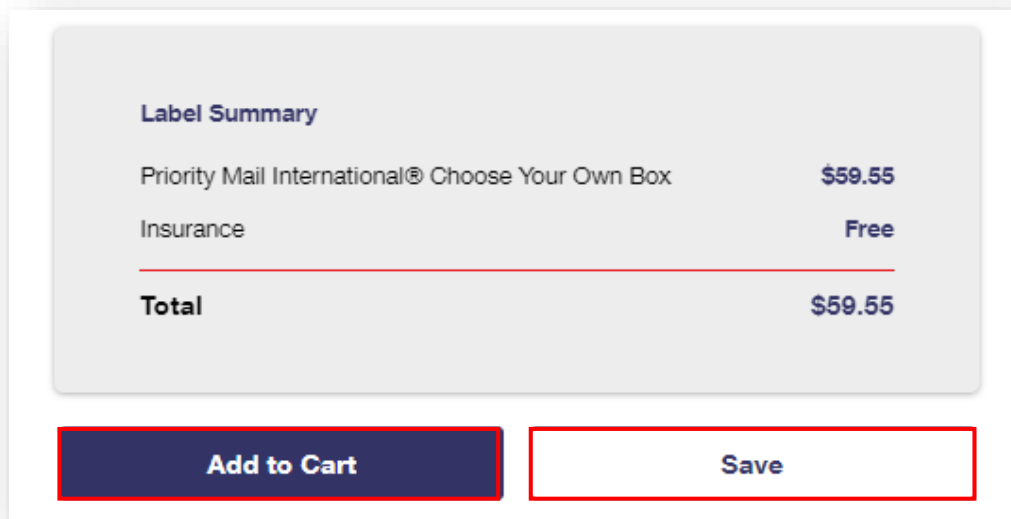
Refer to the **Label Summary** to get a brief summary of your label order. The Label Summary will be a grey box located at the top right or the bottom of the page.

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, 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).*

(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)*

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

4) Adding Recipients

   a) **Option 1:** Add Recipients to a batch via File Upload. Guidance on File Upload can be found below.

   b) **Option 2:** Add recipients to a batch via Label Manager. Guidance on Label Manager actions can be found below.

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.

6) Edit Mailpiece Details

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

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 Mailpieces. 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.

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**.

How to Import Labels via File Upload

Import multiple labels via the File Upload method outlined below.

[XLS icon] CNSv2JobAid_FileUpload.xlsx <u>Download here</u>	Please use this guide file and the steps below to understand the required fields and necessary inputs for CNSv2 file upload. *Note, an updated Job Aid is currently under development which will be included in this document once completed.*

1) **Begin File Upload Process**
   a) **Option 1:** Select **Import Labels** located on the landing page.

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

2) Select File Type

a) Select **I have my own file to upload.**

    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.***

    ii. *Note, to download step by step instructions on how to fill out the template, select **Download Instructions.***

    iii. *Note, to better understand the fields that are required, refer to the **Fields Required** section.*

b) Once the type of file is selected, click on **Select CSV File to Upload** to begin uploading your CSV file.

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.

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.

5) Map Column Headers

    a) To apply a saved mapping to the current one, select one from the **Apply a Saved Mapping** dropdown section**.**

    b) 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.

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**

6) Review Import Label Results
   a) If the label import was successful, you will see a green box with the total number of labels imported successfully.
   b) If you have another file to upload, select **Upload a New File** and repeat steps 1-5.
   c) 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.

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.

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]

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.

Labels that did not import (47)

(d)

Labels that had errors and didn't import

47 of 47

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

(e)

[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

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.

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 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.

8) Edit Mailpiece Details

The Content Details section is only required for Mailpieces that require a Customs Form.

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

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 Mailpieces. 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.

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.

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

How to Import Labels from an Online Marketplace

Import order exports from marketplaces such as Etsy, Shopify, or BigCommerce and directly upload them to CNSv2 to create labels based off your orders via the File Upload method outlined below.

1) **Begin File Upload Process**
   a) Download your order export from Etsy, Shopify, or BigCommerce to your computer.
   b) **Option 1:** Select **Import Labels** located on the landing page.

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

2) Select File Type

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.***

    ii. *Note, to download step by step instructions on how to fill out the template, select **Download Instructions.***

    iii. *Note, to better understand the fields that are required, refer to the **Fields Required** section.*

3) Select an Online Marketplace and Upload File

    a) Select which **Online Marketplace** your file was exported from *(Etsy, Shopify, BigCommerce)*.

(a)

b) Once the online marketplace was selected, click on **Select CSV File** to upload a file.

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

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.

5) **Import Labels**

Refer to **page 51** of the CNSv2 General Customer User Guide to follow the steps required to finish importing your file and view Import Label Results.

6) **Select Service and Mailpiece Details**

Refer to **page 53** of the CNSv2 General Customer User Guide to follow the steps required to select your Service and Mailpiece details.

7) **Edit Mailpiece Details**

Refer to **page 54** of the CNSv2 General Customer User Guide to follow the steps required to edit your Mailpiece details.

8) **Select Extra Services**

Refer to **page 55** of the CNSv2 General Customer User Guide to follow the steps required to select your extra services.

9) **Adding Labels to Cart**

Refer to **page 56** of the CNSv2 General Customer User Guide to follow the steps required to add labels to your 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
   a) Search for and select the desired recipient addresses.
   b) After all desired recipient addresses are selected, select **Create Labels**.

Address Book   ✕

Manage my Address Book ❯   Search results 1-1 of 1   Results per page [5 ▾]

[Search Contacts]   All A B C D E F G H I J K L M N O P Q R S T U V

All Contacts (1)   W X Y Z

	Name (Last, First)	Company	Location
☑	KENT, CLARK		300 SUPERMANT ST CHARLOTTE NC, 33333-0000 UNITED STATES
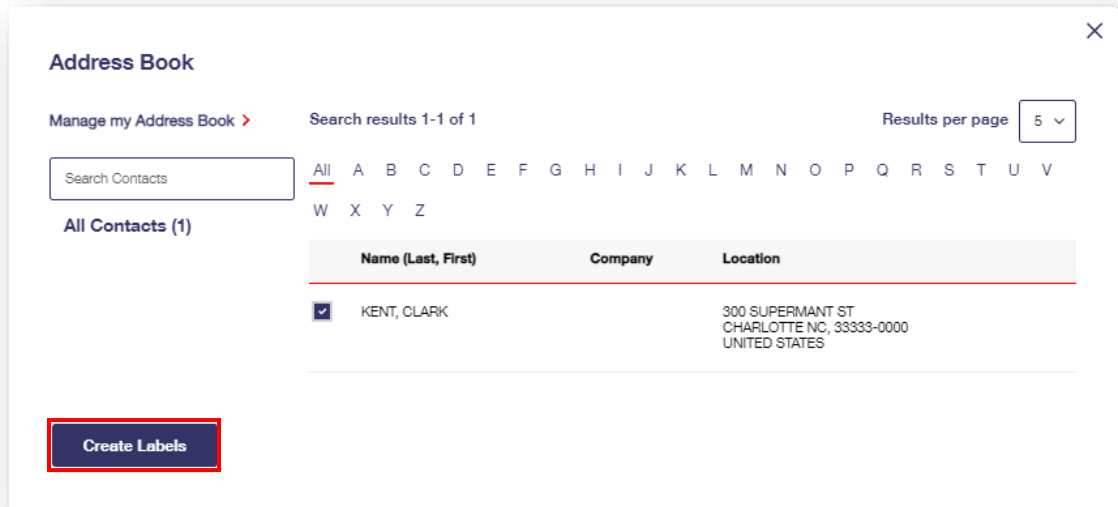
[**Create Labels**]

   c) 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.

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 ❯]

☐	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	

3) Select / Edit Service and Mailpiece Details

Refer to **page 28 – 29** of the CNSv2 General Customer User Guide to follow the steps required to select your Service and Mailpiece details.

4) Select / Edit Extra Services

Refer to **page 30** of the CNSv2 General Customer User Guide to follow the steps required to select your extra services.

5) Adding Labels to Cart

Refer to **page 35** of the CNSv2 General Customer User Guide to follow the steps required to add labels to your cart.

Enhanced Click-N-Ship® (CNSv2)

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.

a) By default, you will be in the **All Labels** view.
b) To view batch, click the **Batches** tab.

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."

  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.

c) **Edit Label (s)**: You can edit a 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 **Edit**.

   ii. **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).*

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**.

   ii. **Bulk Method**: Check the box of the desired label(s) and click on the **Actions** button located near the top and select **Duplicate**.
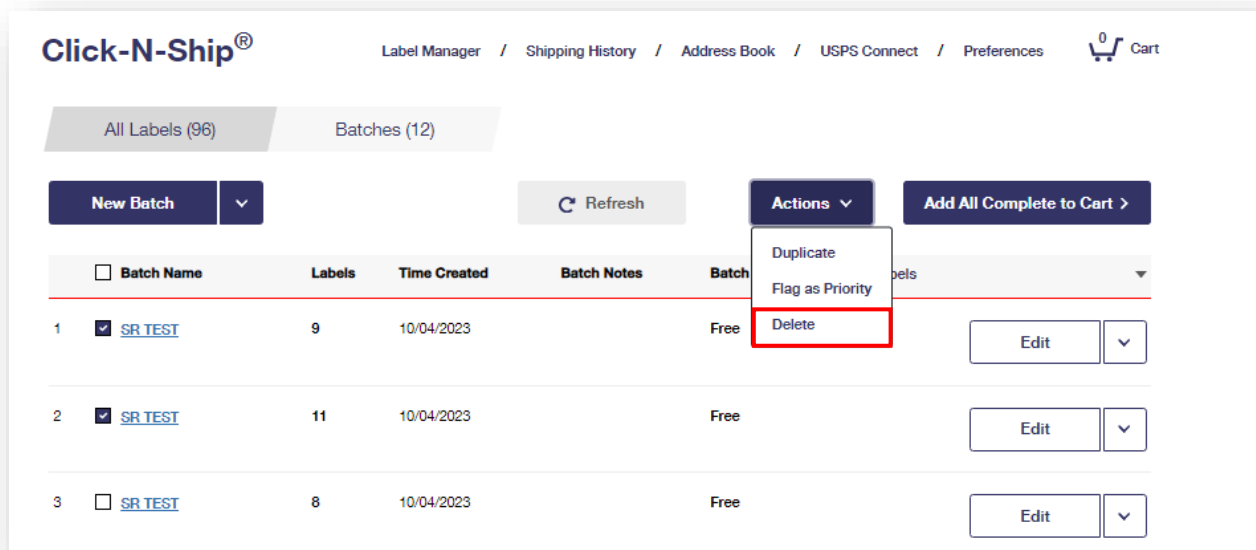
e) **Delete Label(s)**: You can delete any label(s) individually or in bulk within the label manager.
  i. **Individual Method** Check the box of the desired label and click on the dropdown menu next to the "Add to Cart" button and select **Delete**.
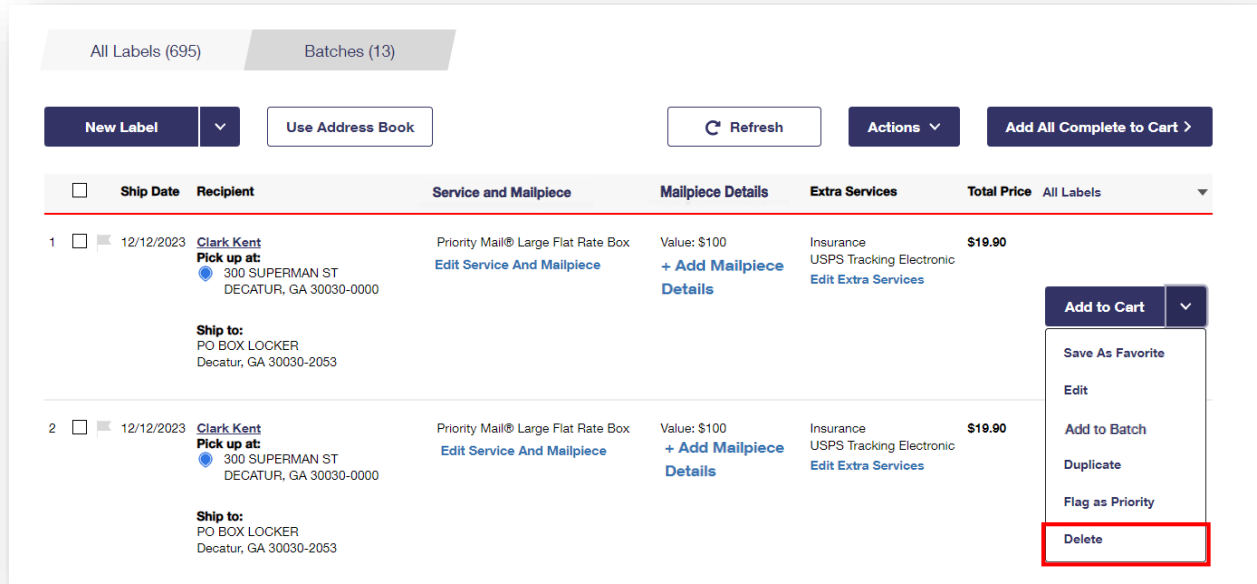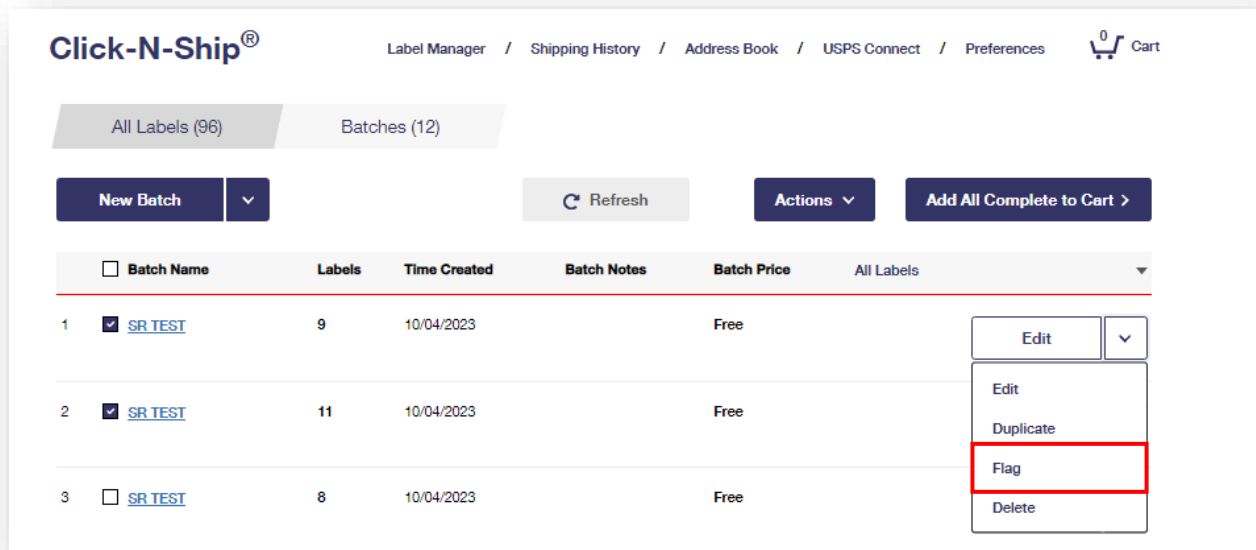

  ii. **Bulk Method**: Check the box of the desired label(s) and click on the "Actions" button located near the top and select **Delete**.
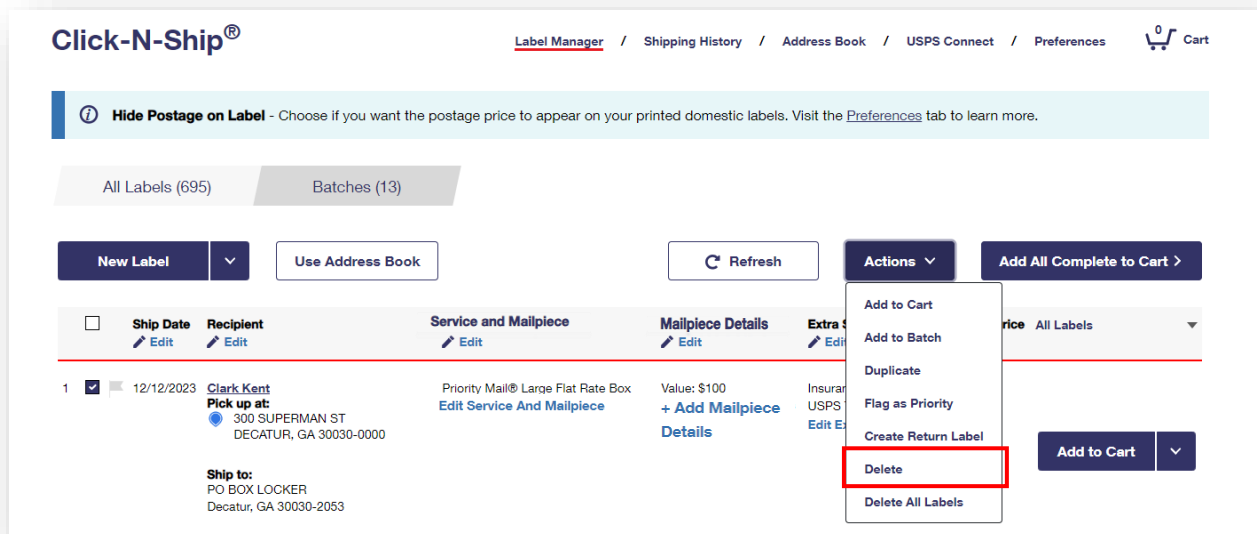
f) **Flag Label(s):** You can flag any label(s) as priority individually or in bulk within the label manager.

   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**.
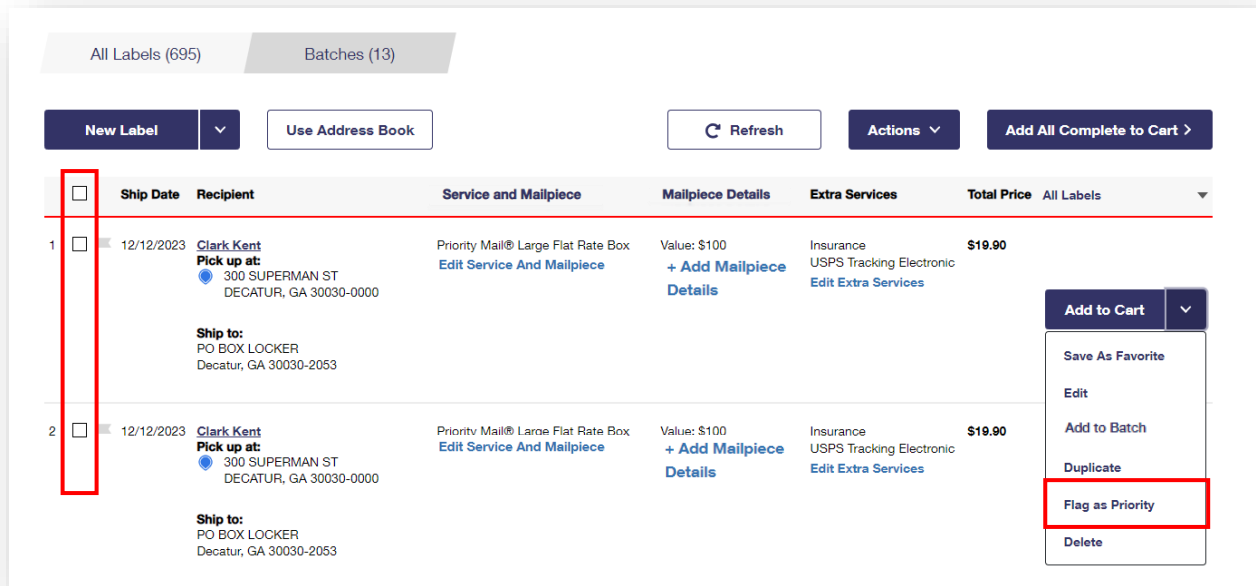
   ii. **Bulk Method**: Check the box of the desired label(s) and click on the "Actions" button located near the top and select **Flag as Priority**.
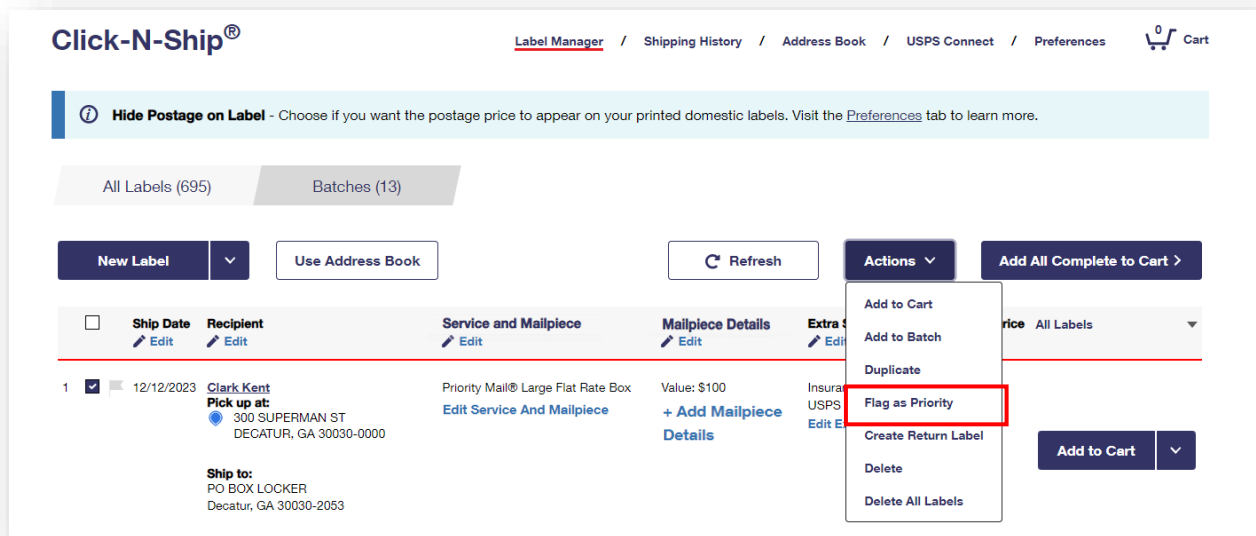
g) **Add Label(s) to Cart:** You can add any label(s) to your cart individually or in bulk within the label manager.
   i. **Individual Method**: Check the box of the desired label and select **Add to Cart**.
   ii. **Bulk Method**: Check the box of the desired label(s) and select **Add All Complete to Cart** or click on the **Actions** button located near the top and select **Add to Cart**

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.**

   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**.

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**.

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.**

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."

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.

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**.

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**.

ii. **Bulk Method**: Check the box of the desired batch(es) and click on the "Actions" button located near the top and select **Duplicate**.

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**.
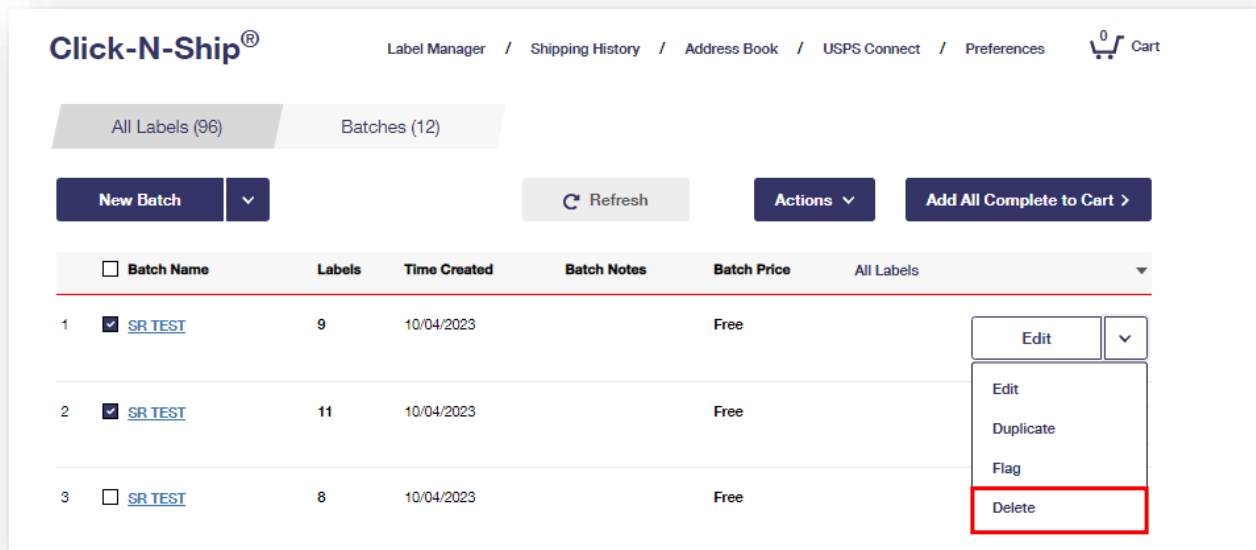
ii. **Bulk Method**: Check the box of the desired batch(es) and click on the "Actions" button located near the top and select **Delete**.

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**.

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.**
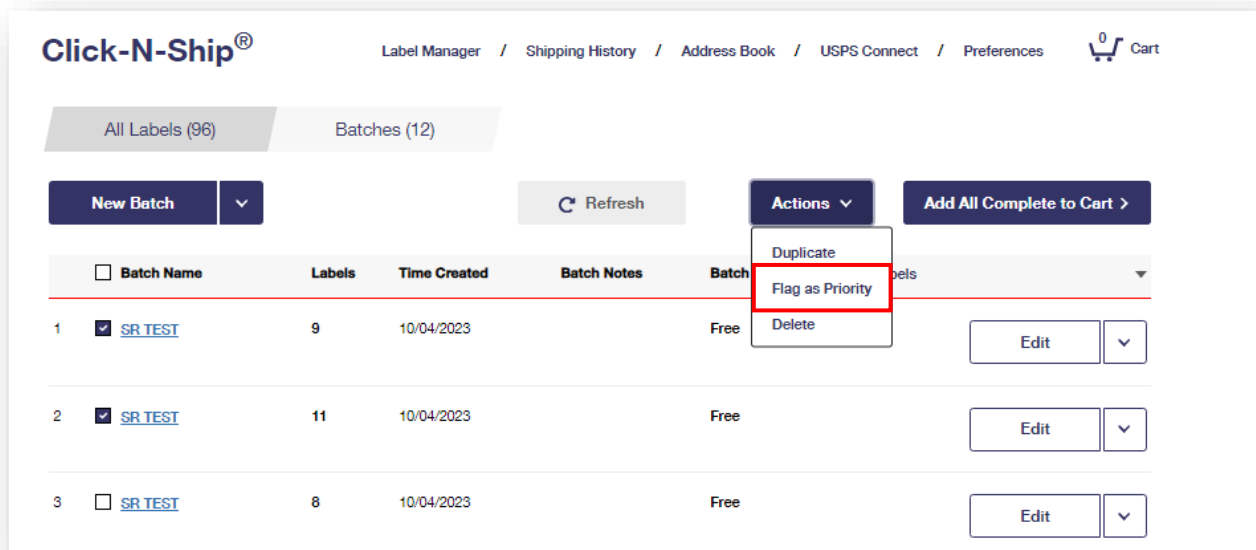
g) **Add Batch(es) to Cart:** You can add any batch(es) to your cart individually or in bulk within the label manager.
   i. **Individual Method**: Check the box of the desired batch and select **Add to Cart.**
   ii. **Bulk Method**: Check the box of the desired batch(es) and select **Add All Complete to Cart.**
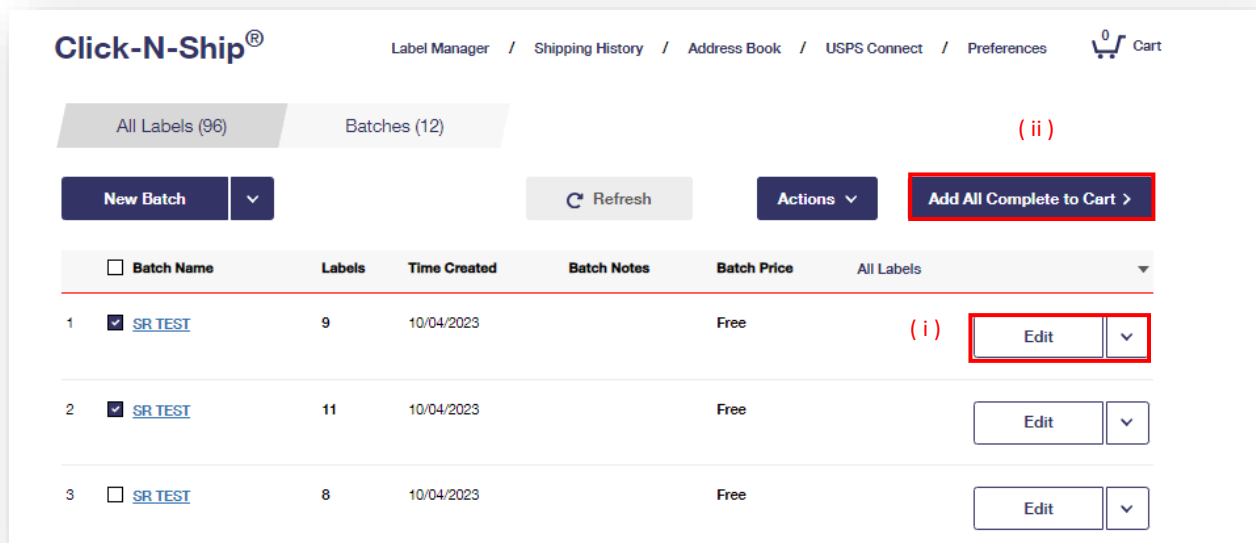
Enhanced Click-N-Ship® (CNSv2)

Label Cart

Within the following section, you'll receive step-by-step guidance on how 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.*

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.

b) Select the type and quantity of shipping supplies to add to your order and then click on **Add to cart.**

c) Once all free shipping supplies are added, select **Back to Cart** to continue checking out.

d) Once you have returned to the label cart, **details of the free shipping supplies** that you selected will be displayed.
e) Select a **Shipping Method** for your Shipping Supplies.
f) Review **Shipping Supplies Summary** to ensure that everything is correct.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 ✏️Edit	☐ 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

(e)

(d)

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	− 1 +	Free

Select Shipping Method for Supplies

⦿ **USPS Ground Advantage™ Service** — Free
Arrives in 6-7 business days

○ **Priority Mail® Service** — $13.65
Arrives in 2-3 business days

Shipping Supplies Summary

Subtotal	**Free**
Shipping - USPS Ground Advantage	**Free**
Shipping Supplies Total	**Free**

(f)

Shop for More Supplies

✕ Remove All   Order Total: **$4.31**

Pay Now

How to Pay for Your Label(s)

1) **Payment Methods**

    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.

        i. *Note, If you would like to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account, select **Create an EPS Account.***

b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
c) Select your preferred **method of payment** – *Credit Card, PayPal, Click to Pay, or Apple Pay*

d) Once the payment method is selected, enter your **payment details**.

e) Enter your **Billing Address** and once ready to pay, select **Print and Pay** to proceed.

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.

How to Navigate the Payment Confirmation Page

1) **Review Order**

   a) Review the **Payment Confirmation page** for accuracy.

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**.

d) All domestic outgoing labels and domestic 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 offices 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 Mailpieces 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.

Enhanced Click-N-Ship® (CNSv2)

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.

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 🛒 Cart

| History | Dashboard |

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.

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	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-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	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
   a) View the label(s) **delivery status** located on the label details page.
   b) To view the label(s) tracking history, select **USPS Tracking** that is 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 ⓘ
(b) 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
(a) 4206302194058301093550428 87940

Delivered, In/At Mailbox

View Tracking History ⌄

Details

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 ⌐

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

Label Total

Price
3.75

Free
Free

$3.75

Feedback

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.

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.

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 🛒 Cart

| History | Dashboard |

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.

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	☐ 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-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	☐ 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
   a) To print label(s), select **Print / Re-print** located on the left tab of the label details page.
   b) To save label(s) as PDF, select **Save PDF** located on the left tab of the label details page.

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**.

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.

2) Find Label to Refund

   a) 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   ⬚ 0 Cart

| History | Dashboard |

Account # 229130350

Search by | Transaction Number | Label Number | | Date + 31 days
All Labels ▾ | | | | 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	☐ 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-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	☐ 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.

b) **Option 2**: Click the label number and request a refund on the label(s) order page.

i. Once on the order page, scroll down and select the "Request a Refund" option.

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.

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.**

Export Shipping History

Time Period

(a) | Past 7 days   ⌄ |

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.

Email

(b) | |

(c) | **Export** |

Enhanced Click-N-Ship® (CNSv2)

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 Click-N-Ship Address Book.

How to Access your Address Book

1) **Navigate to Address Book**

    a) Click the **Address Book** button located in the menu bar.

2) Finding your Address Book

a) Select **Manage my Address Book** located in the top left of the menu bar.
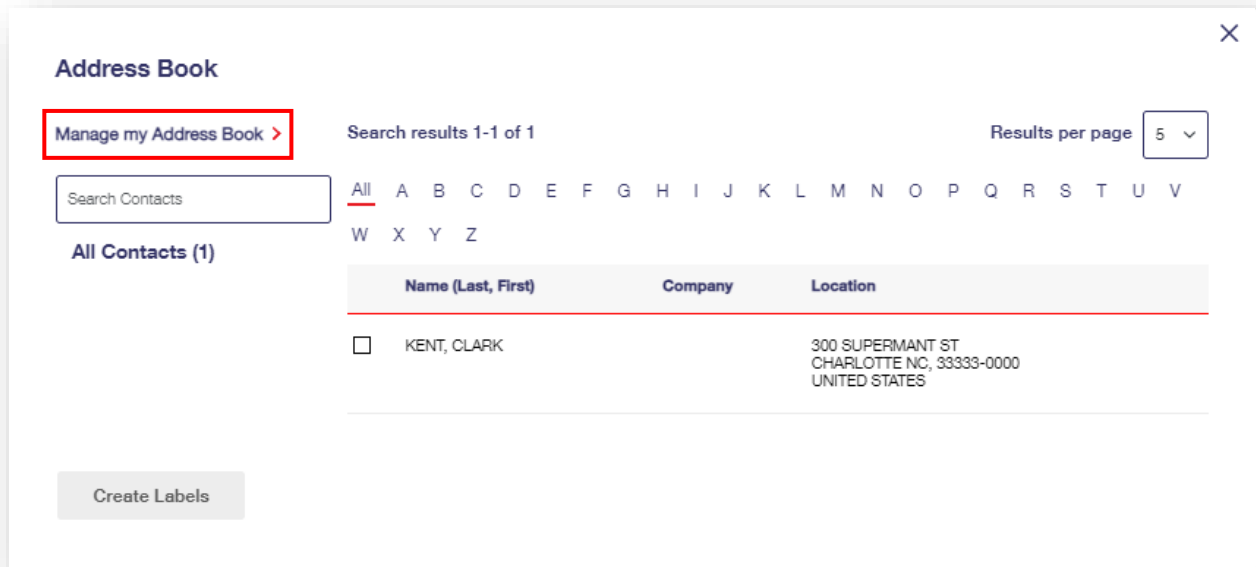
3) Viewing your Address Book

a) Once inside the Address Book, all your **saved contacts** will be listed below**.**
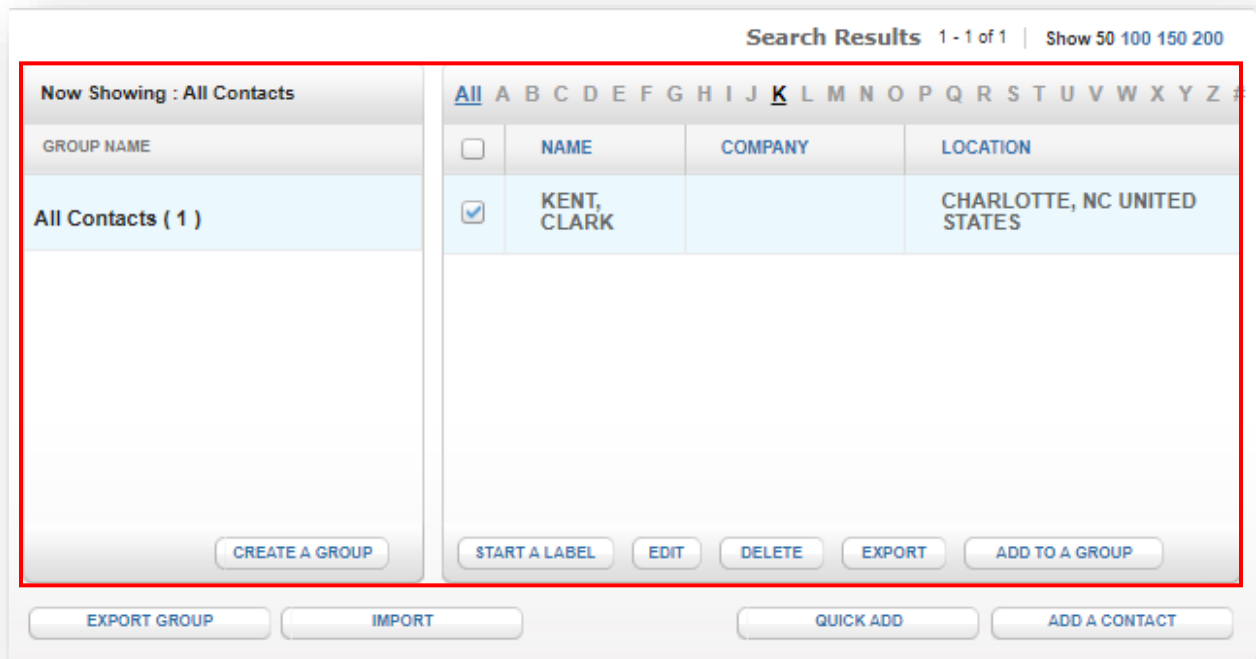
How to Add a Contact to your Address Book

1) **Importing Contacts via File Upload**
   a) To import all of your contacts from a CSV file all at once, select **Import** located at the bottom of the menu bar.

   b) Select **Browse** to upload CSV file and begin contact import.
   c) Once complete, select **Continue**.

2) Quickly Adding a Contact

    a) To quickly add a contact, select **Quick Add** located at the bottom of the menu bar and follow the instructions provided.
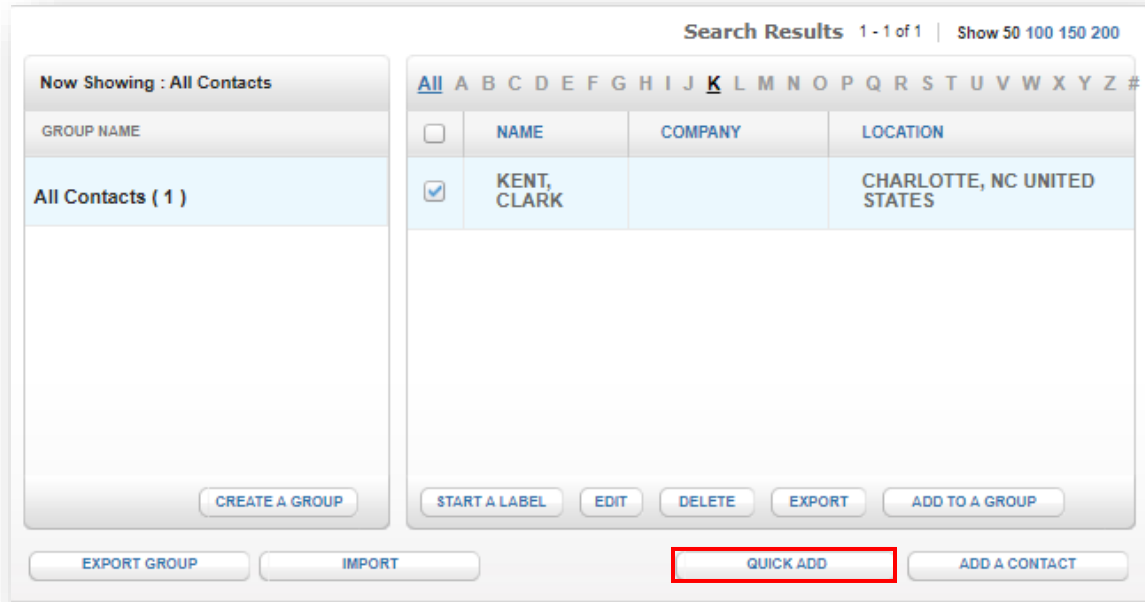
    b) Enter the Contact Name, Contact Details *(Domestic Only)*, and select **Save** once finished.

3) Adding a Contact (Traditional Method)

    a)   To add a contact with a detailed Contact Information, select **Add a Contact** located at the bottom of the menu bar and follow the instructions provided.

b) Fill out the required* **Contact Information** and once finished, select **Save Contact.**

How to Edit a Saved Contact within your Address Book

1) **Select a Saved Contact to Edit**

   a) Select the Contact(s) that you want to edit by **selecting the checkbox** and then select **Edit** located at the bottom of the menu bar.

2) Edit Contact Information

a) Edit the **Contact Information** and select **Save Contact** when finished.

How to Manage Saved Contacts within your Address Book

1) Create a Label from a Saved Contact
    a) To create a label from a saved contact within the Address Book, **select the checkbox** of the contact(s) and then select **Start a Label**.
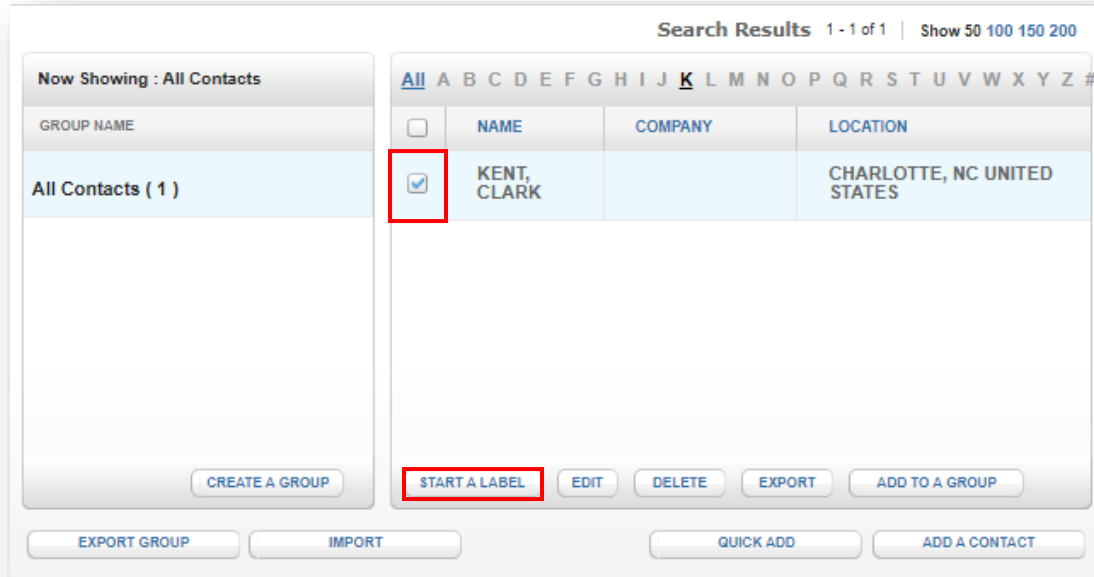
2) Delete a Saved Contact
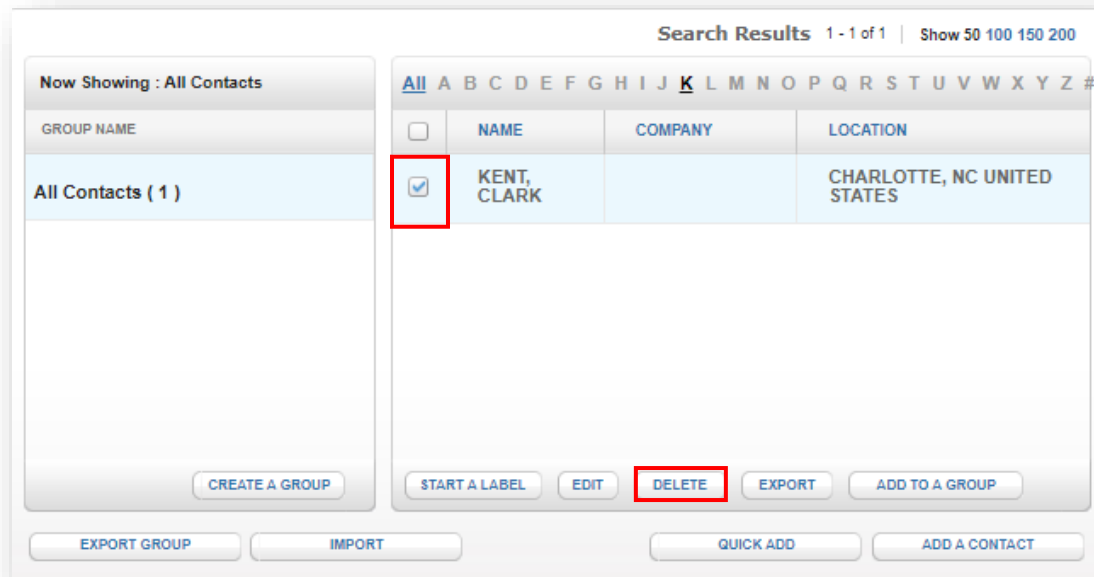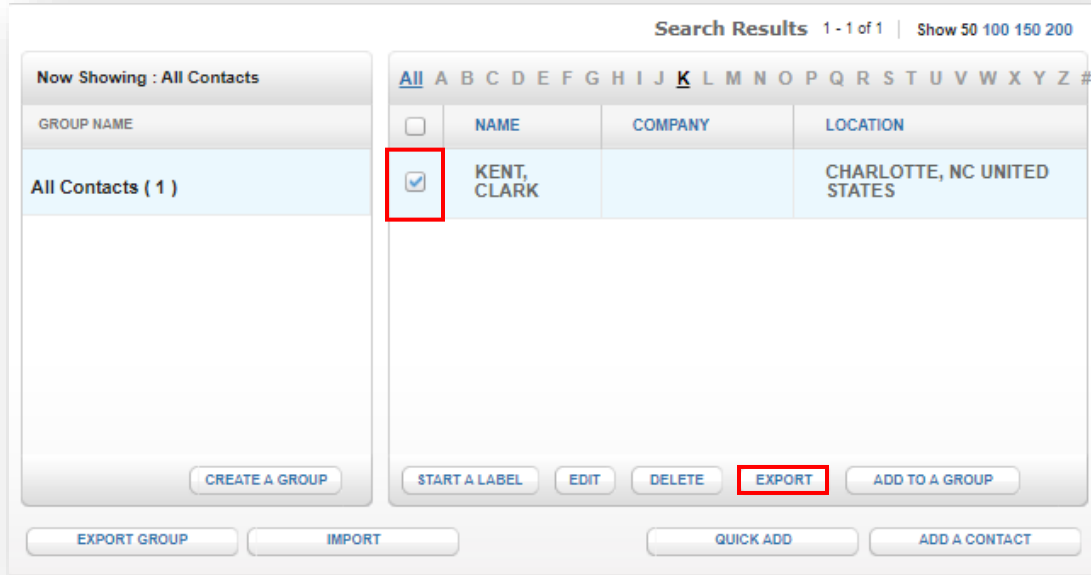   a) To delete a saved contact within your Address Book, **select the checkbox** of the contact(s) and then select **Delete** located at the bottom of the menu bar.

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** located at the bottom of the menu bar.
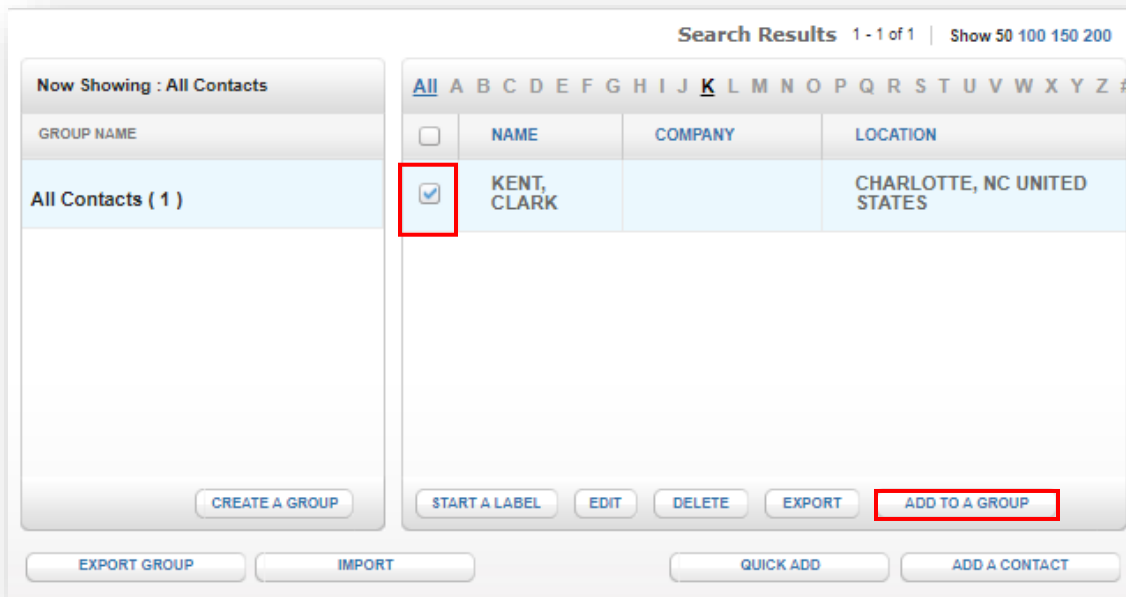

4) Add a Saved Contact to a Group

    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** located at the bottom of the menu bar.

Enhanced Click-N-Ship® (CNSv2)

Preferences

Within the following section, you'll receive step-by-step guidance on how to view edit and manage your 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.

2) Hide Postage on Label

Set a preference to hide the postage amounts displayed on your Click-N-Ship labels. You can hide postage by Service Type, and you can choose specific addresses to hide postage from.

      a)   Click **Edit**" under Hide Postage on Label. 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.

Hide Postage on Labels   ✏ Edit ✕ Clear

Choose if you would like to hide the postage amount displayed on your Click-N-Ship labels.

Hide Postage Amount on Label by Service Types   **Hide Postage Amount on Label for Selected Addresses**

Hide postage by service types is not set   Addresses to hide postage are not set

Mailpiece Options   ✏ Edit ✕ Clear

Set the mailpiece option you use the most as a default when you create labels.

Preferred Mailpiece Option

Preferred mailpiece type is not specified

---

      b)   **Hide postage preferences by service type** by choosing the mail classes you wish to hide postage displayed on your labels for.

      c)   **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:

      d)   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:

☐ Priority Mail®
☐ Priority Mail® Cubic
☐ Priority Mail Express®
☐ USPS Ground Advantage™
☐ USPS Ground Advantage™ Cubic
☐ USPS Connect™ Local
☐ USPS Connect™ Local Mail
☐ USPS Connect™ Regional

(b)

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

(c)

Save   Cancel

(d)

Feedback

3) Set "Mailpiece Options" Preferences
Set the Mailpiece option that you use the most as a default when you create labels.

    a)   Click **Edit** under Mailpiece Options. 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.

Hide Postage on Labels   ✏ Edit   ✕ Clear

Choose if you would like to hide the postage amount displayed on your Click-N-Ship labels.

Hide Postage Amount on Label by Service Types   **Hide Postage Amount on Label for Selected Addresses**

Hide postage by service types is not set   Addresses to hide postage are not set

Mailpiece Options   ✏ Edit   ✕ Clear

Set the mailpiece option you use the most as a default when you create labels.

Preferred Mailpiece Option
Preferred mailpiece type is not specified

    b)   Select a **Mailpiece Type**. Either "USPS Flat Rate Packaging" or "Choose your own box."

           i) If you select "Choose your own box" please enter Mailpiece weight, dimensions (if applicable), and girth (if applicable)

    c)   Click **Save** to save any changes and set your Mailpiece option preferences.

Mailpiece Options

Set the mailpiece option you use the most as a default when you create labels.

Preferred Mailpiece Option
Preferred mailpiece type is not specified

Choose your Mailpiece Type
(b)   ◉ USPS® Flat Rate Packaging
         ○ Choose your own box

[Save]   [Cancel]

(c)

4) Set "Favorites" Preferences

Save favorite packaging options to create new labels more quickly.

a) Click **Add Favorite** within the Favorites section. An expanded form will appear.

b) **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.

c) Once finished, click on **Save** to save your updated preferences selections.

5) Set "Shipment Notifications" Preferences

Sign up for email / SMS updates. Set preferences for sender and recipient contact for Mailpiece journey updates.

a) Click **Edit** under the Shipment Notification section. An expanded form will appear.

b) To begin receiving updates, select the box that says **I would like to get tracking and confirmation notifications via email and / or text message.**

c) Next, under the **Recipient Shipment Notifications** section, select the types of updates that you want to be sent to the recipient along with how you want those updates sent *(via email, text, or both).*

d) Click **Save** to save the changes made to the Shipment Notifications preferences.

6) Set "USPS Connect" Preferences

Set how far you are willing to travel to drop off USPS Connect Mailpieces by setting your radius and location type map preferences.

a) Select **Edit** on the top right of the section.
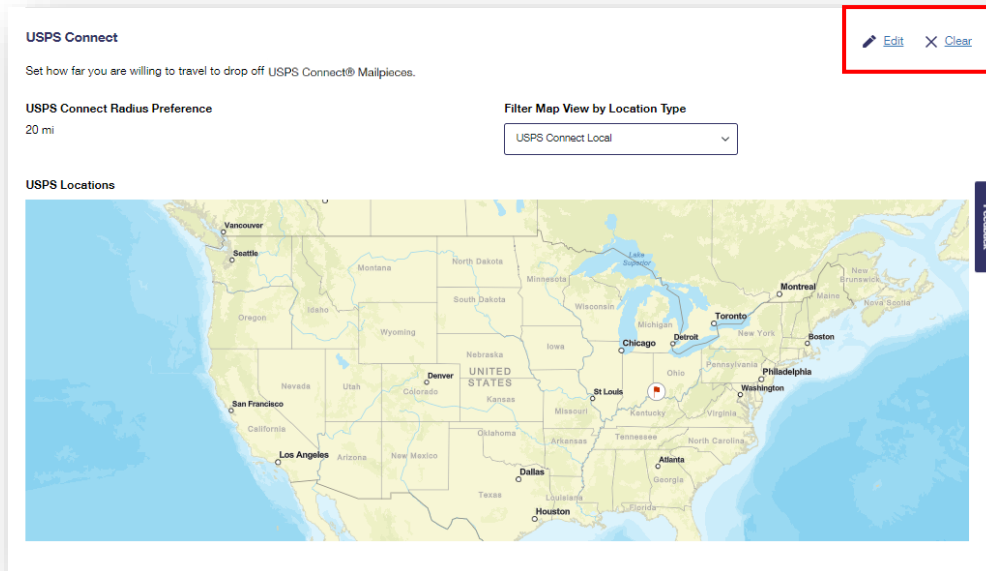
b) Select the **USPS Connect Radius (in miles) Preference** by clicking on the dropdown button and selecting a radius from the options listed.
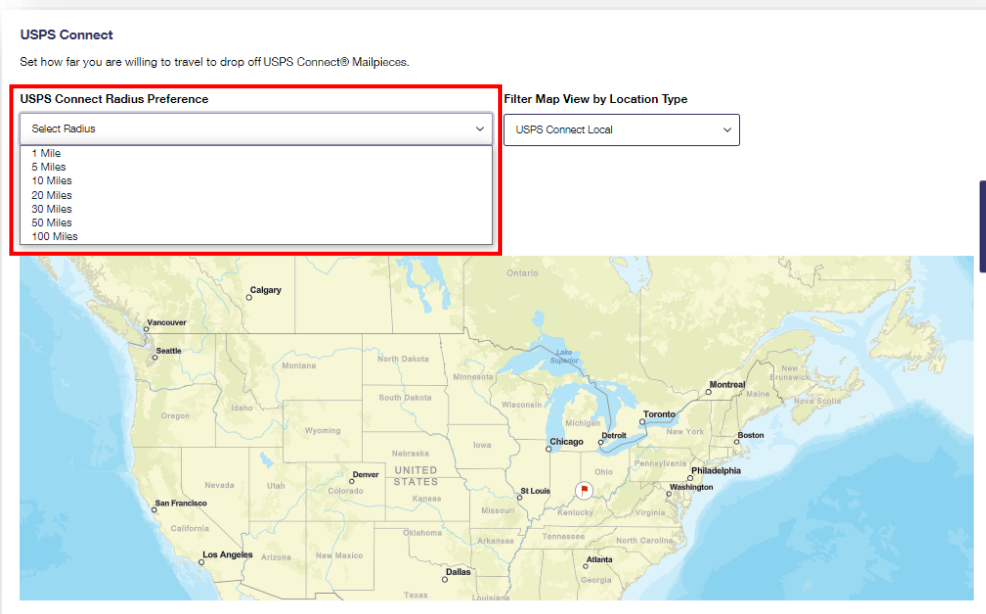
c) To Filter the **Map View by Location Type** (USPS Connect Local or USPS Connect Regional), click the drop down and select your option.

d) Once finished, click on **Save** to save your updated preferences selections.

7) Set "Return Address" Preferences

Specify a return address for your labels. This does not change your customer registered address.

a) Click **Edit** under Return Address. An expanded form will appear.

b) Manually enter the **return address details** such as Name, Company (if applicable), Country, Address, City, State, and ZIP Code^{TM}.

c) Once finished, click on **Save** to save your updated preferences selections.
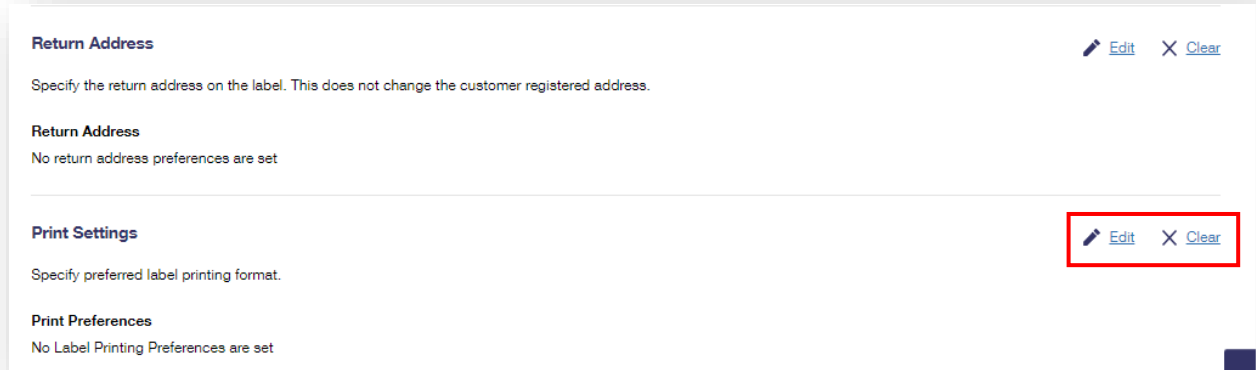
8) Set "Printing Settings" Preferences

Specify a preferred label printing format.

a) Select **Edit** under the Print Settings section.

b) Under **Print Preferences,** select the printing format for your labels by clicking on the dropdown button.

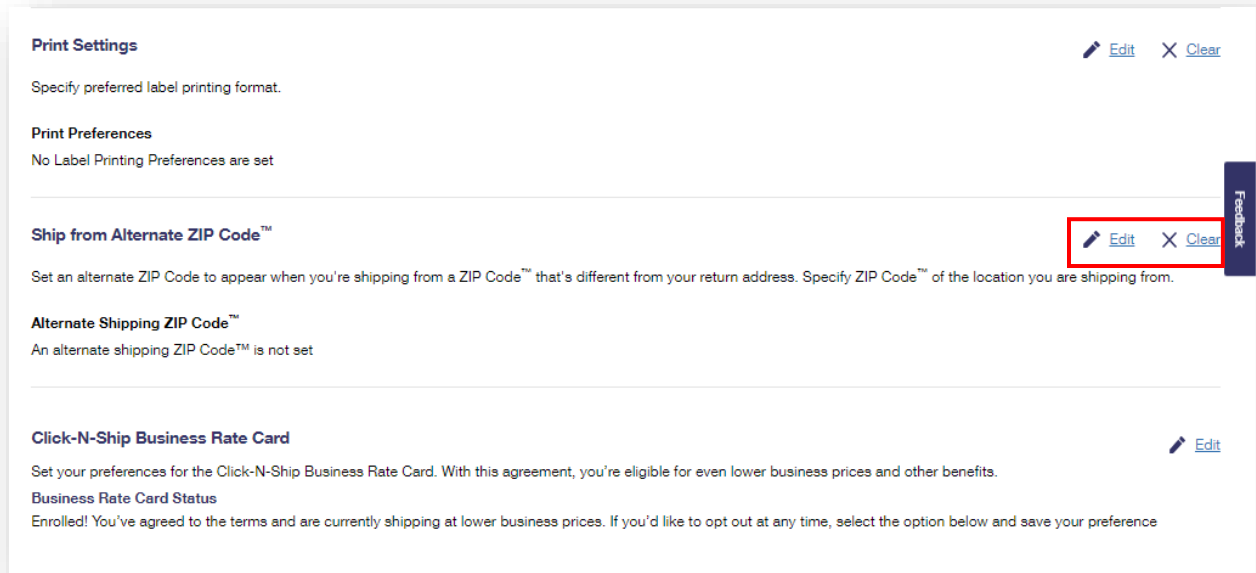c) Once finished, click on **Save** to save your updated preferences selections.

9) Set "Ship from Alternate Zip Code™" Preferences

Set an alternate ZIP Code™ to appear when shipping from a ZIP Code™ that is different from your return address. Specify the Zip Code of the location that you are shipping from
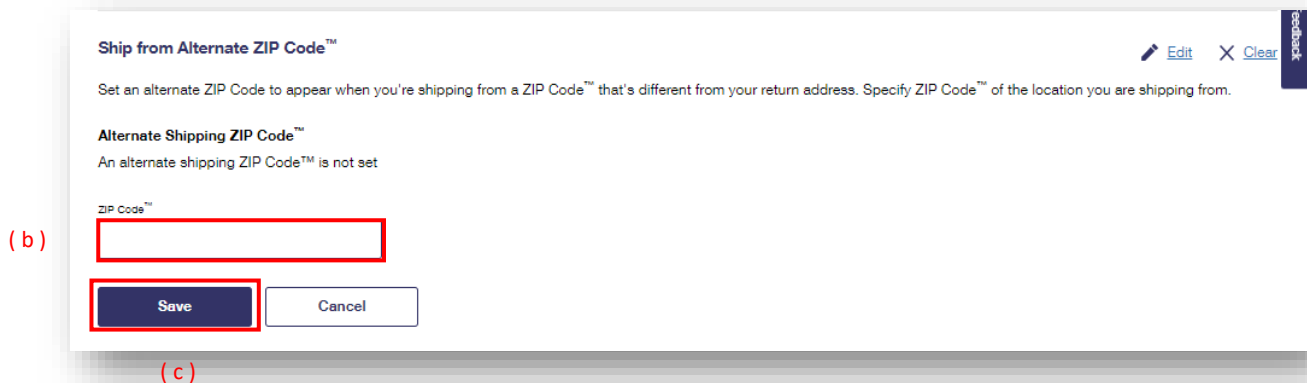
      a) Select **Edit** under Shipping from Zip Code™. An expanded form will appear.

      b) Manually enter an alternate shipping ZIP Code™.

      c) Once finished, click on **Save** to save your updated preferences selections.

10) Set "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 **Edit** under the Click-N-Ship Business Rate Card section.

b) Select the **Business Rate Card Status checkbox** to opt-in / opt-out of Click-N-Ship Business Rate Card.
c) Once finished, click on **Save** to save your updated preferences selections.