



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!

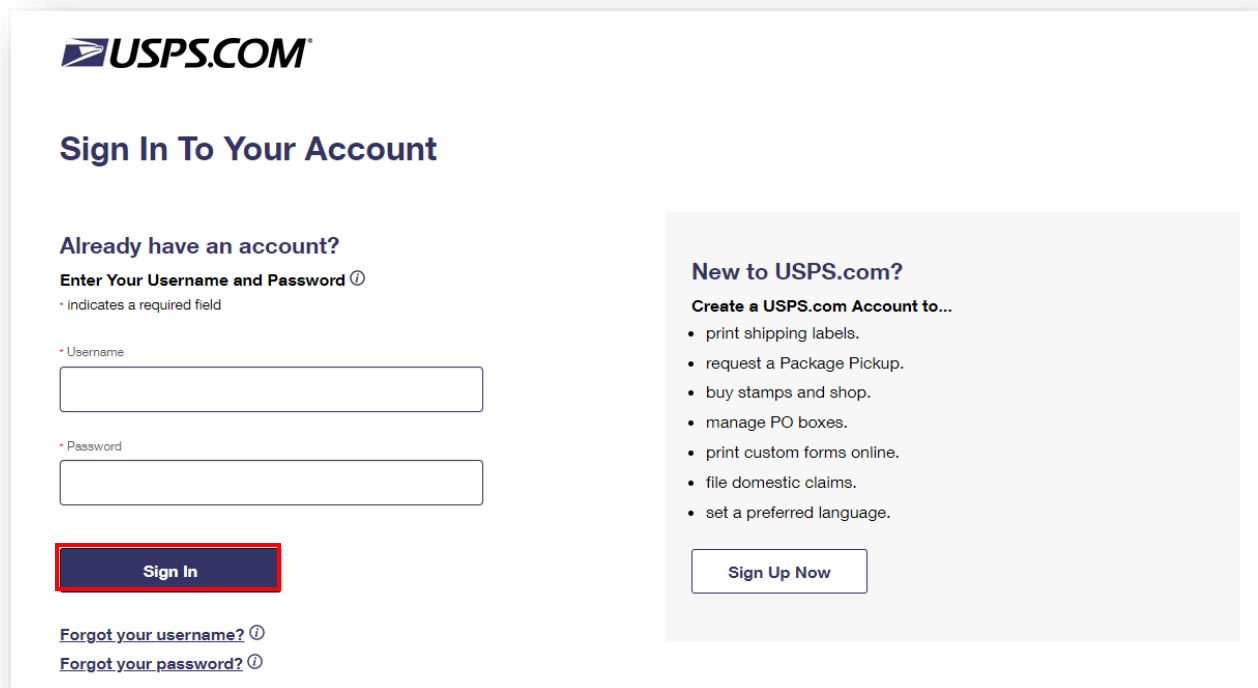
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How to Access the Enhanced Click-N-Ship® (CNSv2) Application

- 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.



The screenshot shows the USPS.com sign-in page. At the top left is the USPS.COM logo. Below it 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

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 **Create a Single Label** located on the landing page.

The screenshot shows the Click-N-Ship landing page. At the top, there is a navigation bar with links for Label Manager, Shipping History, Address Book, USPS Connect, and Preferences. A banner for 'Get Lower Rates' and 'Sign Up for a Click-N-Ship® Business Rate Card and Save' is visible. Below this, a personalized greeting 'Hi, Ted!' is followed by a 'View Label Manager' button. A summary box titled 'What's in your Label Manager?' shows 519 Incomplete Labels, 3466 Complete Labels, 20 Incomplete Batches, and 1 Complete Batch. A section for 'Enterprise Payment Account (EPA)' is also present. The main heading is 'Let's get started! How would you like to create your labels?'. Four options are listed: 'Create a Single Label' (highlighted with a red box), 'Create a Batch', 'Import Labels', and 'Start From Address Book'. Each option includes a brief description of the process.


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

The screenshot shows the Click-N-Ship Label Manager page. The 'Label Manager' link in the navigation bar is highlighted with a red box. Below the navigation bar, there is a 'Hide Postage on Label' toggle. The page is divided into 'All Labels (96)' and 'Batches (11)'. A 'New Label' dropdown menu is open, with 'New Label' highlighted by a red box. Below the menu, there are buttons for 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. A table of labels is displayed with columns for 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', 'Total Price', and 'All Labels'. The first row shows a label for 'Doe, NE ST, NATI, OH 45220-1333' with a total price of \$4.95. The second row shows a label for 'John A. Doe, 316 PIKE ST, CINCINNATI, OH 45202-4214' with a total price of \$4.95. The 'New Label' button in the dropdown menu is highlighted with a red box.

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.

- 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.
- If you are shipping from a different ZIP Code than the ZIP Code indicated in your Return Address, please enter the correct shipping from ZIP Code in the **Ship from a different ZIP Code** field. (*e.g.: I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC*)

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

Get Lower Rates Sign Up for a Click-N-Ship® Business Rate Card and Save Sign Up

You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.

[Label Manager](#)

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

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

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

Use Address Book

First Name M.I. Last Name

Company

Country

*Street Address Apt./Suite

*City *State *ZIP Code™

Save to Address Book
 Status Notifications: OFF

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

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

Ship from a different ZIP Code™ (b)

Email
Clark.kent@accenturefederal.com

Phone
(704) 000-0000

Send me tracking notifications

(a) **Edit**

[Feedback](#)

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 reference or use by checkboxing "Save to Address Book" checkbox.

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

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

[Label Manager](#)

You can save your label to Label Manager after you have entered the Recipient Information. Once all required information is entered, you can add it directly to the Label Cart. [Add to Cart](#) [Save](#)

Step 1: Enter Recipient Details

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

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

[Use Address Book](#)

First Name M.I. Last Name

Company

Country

*Street Address Apt/Suite

*City *State *ZIP Code™

Save to Address Book

Status Notifications: OFF

Sender Details

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

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

Ship from a different ZIP Code™

Email
jared.heidotting@accenturefederal.com

Phone
(513) 405-5475

Send me tracking notifications


[Edit](#)

[Feedback](#)

(a)

(i - ii)

- 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.

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

Skip the surcharge. Ship with USPS: There will be no peak or demand surcharges this season. Plus, all enhanced Click-N-Ship® customers receive lower Commercial Rates. Businesses can save even more on postage when they sign up for a Click-N-Ship® Business Rate Card. [Sign Up](#)

[Label Manager](#)

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

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

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

Use Address Book

First Name M.I. Last Name

Company

Country

*Street Address Apt/Suite

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

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

Ship from a different ZIP Code™

Email
jared.heidotting@accenturefederal.com

Phone
(513) 405-5475

Send me tracking notifications

[Edit](#)

(b)

Address Book ✕

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

Search Contacts

All Contacts (1)

| Name (Last, First) | Company | Location |
|--|---------|---|
| <input checked="" type="radio"/> KENT, CLARK | | 300 SUPERMANT ST CHARLOTTE NC, 33333-0000 UNITED STATES |

Use This Address

(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?

- Yes
 No

Select a category

Select a category

Select a hazardous or dangerous material category: ▼

(a/b)

(c)

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*).

(a)

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.

02/29/2024



(b)

Choose Your Mailpiece Type

- USPS® Flat Rate Packaging
- Choose your own box

(i)

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 |
| 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.*

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?

(c)

| | |
|--------------------------------------|--|
| Priority Mail [®] | 1-3 Day Delivery Starting from \$7.90 |
| Priority Mail Express [®] | 1-2 Day Delivery Starting from \$30.45 |
| USPS Connect [®] Local | 1-2 Day Delivery Starting from \$3.95 |
| USPS Connect [®] Local Mail | 1-2 Day Delivery Starting from \$2.95 |

(i)

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

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

(a)

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.

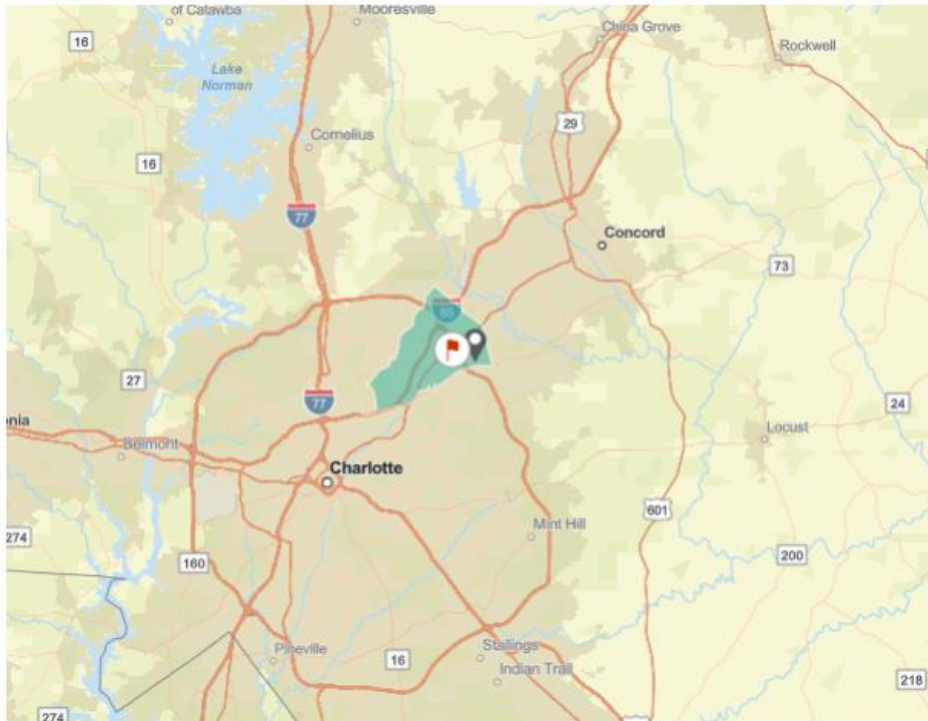
USPS Connect® Local - Destination Delivery Unit ("DDU")

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

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

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

[Show More Locations](#)



- c) **Option 2:** For **all other Service Types** – click on the **View Mailpiece Types** button and select a Mailpiece Type from one of the options available based on your previous selections.
- i. *Note, 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[®]

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 |
|--|---|----------------------|
| <input checked="" type="radio"/> Priority Mail Express[®] Choose Your Own Box (Choose your own box) | See Estimated Delivery in Label Manager | \$28.95 Per Label |

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

(c)

(i)

7) Enter Content Details (Optional)

The Content Details section is only required for mailpieces 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) |
| <input type="text"/> | <input type="text"/> lbs | <input type="text"/> oz |

Item Value (d) QTY (e)

| | |
|-------------------------|----------------------|
| <input type="text"/> \$ | <input type="text"/> |
|-------------------------|----------------------|

(f) [+Add Item](#)

Mailpiece Details

Mailpiece Value (g)

| | |
|-------------------------|------------------------|
| <input type="text"/> \$ | <input type="text"/> 0 |
|-------------------------|------------------------|

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 Delivery 21 or Older \$9.65 ⓘ

Adult Signature 21 or Older Required \$9.35 ⓘ

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.

| Label Summary | |
|------------------------------------|---------------|
| Priority Mail® Choose Your Own Box | \$6.73 |
| USPS Tracking Electronic | Free |
| Insurance | Free |
| <hr/> | |
| Total | \$6.73 |

Add to Cart **Save**

10) Add Label to Cart or Save Label

- 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*).
- 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*).
 - Note, you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it.*

| Label Summary | |
|------------------------------------|---------------|
| Priority Mail® Choose Your Own Box | \$6.73 |
| USPS Tracking Electronic | Free |
| Insurance | Free |
| <hr/> | |
| Total | \$6.73 |

Add to Cart **Save**

(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**.

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

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



Ship to locker

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

New Label Use Address Book Actions


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

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

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

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

Ship to locker



- c) 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**.

Find Smart Locker

Street Address
2719 E COLLEGE AVE

*City: DECATUR *State: GA - Georgia *ZIP Code™: 30030

Search

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

(b)

0.4 miles away

Decatur Main Office
520 W PONCE DE LEON AVE
DECATUR, GA 30030

Open now | Closes 11:59 PM

(c) **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

| <input checked="" type="checkbox"/> | Ship Date | Recipient | Service and Mailpiece | Mailpiece Details | Mailpiece Services | Price |
|-------------------------------------|---|--|---|-------------------|--|--|
| 1 of 1 Edit | <input checked="" type="checkbox"/> 01/22/2024 (i) | 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 <hr/> Total Label Cost | \$8.80 Free Free <hr/> \$8.80 |

Remove

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

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

The screenshot shows the Click-N-Ship landing page. At the top, there is a navigation bar with 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences'. Below this is a promotional banner for a 'Click-N-Ship Business Rate Card'. A personalized greeting 'Hi, Ted!' is followed by a 'View Label Manager' button. A summary box shows '519 Incomplete Labels', '3466 Complete Labels', '20 Incomplete Batches', and '1 Complete Batches'. A 'Create an EPS Account' button is also present. The main section is titled 'Let's get started! How would you like to create your labels?' and contains four options: 'Create a Single Label' (highlighted with a red box), 'Create a Batch', 'Import Labels', and 'Start From Address Book'. Each option includes a brief description of the process.


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

The screenshot shows the Click-N-Ship Label Manager page. The 'Label Manager' tab is highlighted in the navigation bar. A 'Hide Postage on Label' notification is at the top. Below are filters for 'All Labels (693)' and 'Batches (13)'. A 'New Label' dropdown menu is open, with 'New Label' selected and highlighted by a red box. Other options in the menu are 'New Batch' and 'File Upload'. The main content area shows a table with columns for 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', and 'Total Price'. The first row shows 'Priority Mail Express® Choose Your Own Box' with a total price of '\$19.90'. A 'Ship to' address is listed at the bottom left. A 'Added to cart' confirmation is visible at the bottom right.

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.

- 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.
- If you are shipping from a different ZIP Code than the ZIP Code indicated in your Return Address, please enter the correct shipping from ZIP Code in the **Ship from a different ZIP Code** field. (*e.g.: I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC*)

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

Get Lower Rates

Sign Up for a Click-N-Ship® Business Rate Card and Save

You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.

[Sign Up](#)

[Label Manager](#)

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

Add to Cart **Save**

Step 1: Enter Recipient Details

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

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

[Use Address Book](#)

First Name M.I. Last Name

Company

Country

*Street Address Apt/Suite

*City *State *ZIP Code™

Save to Address Book

Status Notifications: OFF

Sender Details

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

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

Ship from a different ZIP Code™ (b)

Email
clark.kent@gmail.com

Phone
(704) 780-0052

Send me tracking notifications

[Edit](#) (a)

Feedback

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 reference or use by checkboxing “Save to Address Book” checkbox.

The screenshot shows the Click-N-Ship website interface. At the top, there are navigation links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences, and a cart icon with '7' items. Below the navigation is a promotional banner for a 'Click-N-Ship Business Rate Card' with a 'Sign Up' button. A breadcrumb trail shows '< Label Manager'. A message states: 'You can save your label to Label Manager after you have entered the Recipient Information. Once all required information is entered, you can add it directly to the Label Cart.' There are two buttons: 'Add to Cart' and 'Save'. The main content area is divided into two sections: 'Step 1: Enter Recipient Details' and 'Sender Details'. The 'Step 1' section includes a 'Use Address Book' button, a 'USPS Smart Lockers' information box, and a form with fields for First Name, M.I., Last Name, Company, Country (set to 'United States of America'), Street Address, Apt/Suite, City, State (set to 'AL - Alabama'), and ZIP Code. Below the form are checkboxes for 'Save to Address Book' and 'Status Notifications: OFF'. The 'Sender Details' section includes 'Return Address' (Clark Kent, 300 SUPERMAN ST, CHARLOTTE, NC 33333-0000), 'Ship from a different ZIP Code' field, Email (clark.kent@gmail.com), Phone ((704) 780-0052), a checkbox for 'Send me tracking notifications', and an 'Edit' button. A vertical 'Feedback' button is on the right edge.

(a)

(i – ii)

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

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

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

< Label Manager

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

Add to Cart Save

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

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

Use Address Book

First Name M.I. Last Name

Company

Country
United States of America

*Street Address Apt./Suite

*City *State *ZIP Code™
 AL - Alabama

Save to Address Book
 Status Notifications: OFF

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

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

Ship from a different ZIP Code™

Email
jared.heidotting@accenturefederal.com

Phone
(513) 405-5475

Send me tracking notifications

[Edit](#)

Feedback

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

Address Book X

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
W X Y Z

All Contacts (1)

| Name (Last, First) | Company | Location |
|--|---------|--|
| <input checked="" type="radio"/> KENT, CLARK | | 300 SUPERMAN ST CHARLOTTE NC, 33333-0000 UNITED STATES |

Use This Address

(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?

- Yes
 No

Select a category

Select a category

Select a hazardous or dangerous material category: ▼

(a/b)

(c)

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*).

(a)

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.

02/29/2024



(b)

Choose Your Mailpiece Type

- USPS® Flat Rate Packaging
- Choose your own box

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

*Please enter your total mailpiece weight.

Enter a value of 0 or higher for pounds and ounces.

0

lbs

0

oz

Enter the dimensions if known.

Length

Width

Height

0

in

0

in

0

in

(i)

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.

Select Your Service and Mailpiece Type

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

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

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

Select a Service ▼

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

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

Select Your Service and Mailpiece Type

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

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

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

Priority Mail International[®] ▼

View Mailpiece Types

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

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

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

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

- 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

- 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.

(a)

Step 6: Mailpiece Information

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

*Contents

Select a content type ▼

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

Describe Your Mailpiece

Additional Mailpiece Comments i

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 i

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 i

Certificate Number i

Invoice Number i

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

Category ▼

(c)

Tell us more about this item

| * Quantity | * Item Value | * Weight (lbs) | * Weight (ozs) |
|------------|--------------|----------------|----------------|
| | \$ 00.00 USD | | |

-+

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

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

HS Tariff Code ?

0000.00.0000

(e)

* 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 |
| <hr/> | |
| Total for Landed Cost | \$45.86 |

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

Optional: Email a copy of the Landed Cost
Enter Email

(b) **Submit**

- c) Review the detailed breakdown summary of the duties, fees, and taxes.

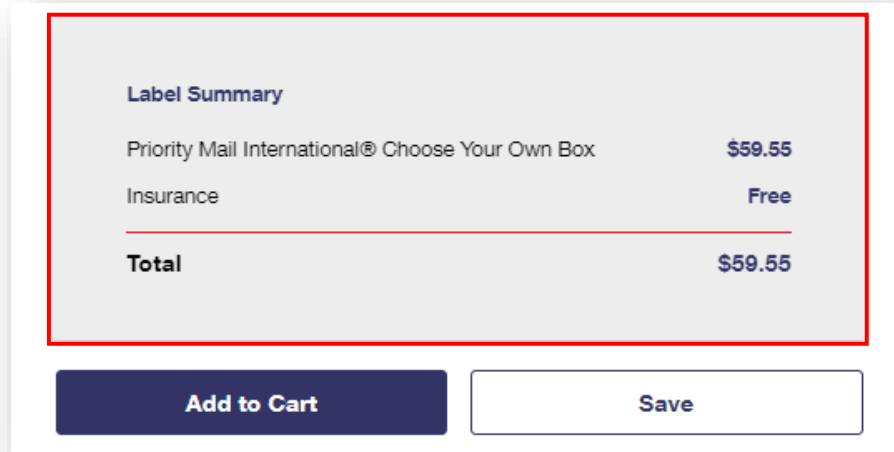
Item Breakdown of Calculated Landed Cost

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

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.

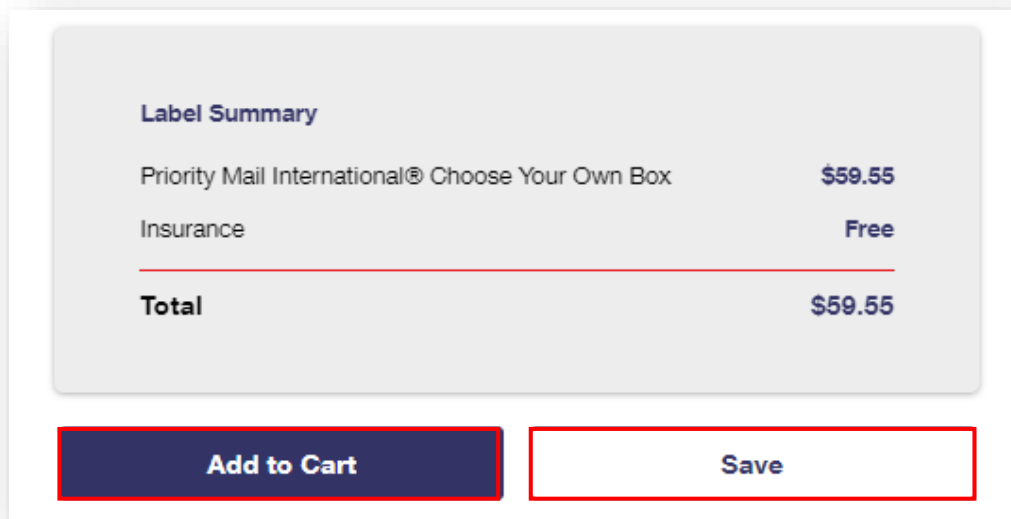


| Label Summary | |
|--|----------------|
| Priority Mail International® Choose Your Own Box | \$59.55 |
| Insurance | Free |
| <hr/> | |
| Total | \$59.55 |

Add to Cart **Save**

13) Add Label to Cart or Save Label

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



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

Add to Cart **Save**

(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.

The screenshot shows the Click-N-Ship landing page. At the top, there is a navigation bar with links for Label Manager, Shipping History, Address Book, USPS Connect, and Preferences, along with a cart icon. Below the navigation bar, there is a promotional banner for signing up for a Click-N-Ship Business Rate Card. The main content area features a greeting "Hi, Ted!" and a "View Label Manager" button. To the right, a "What's in your Label Manager?" summary shows 86 Incomplete Labels, 10 Complete Labels, 11 Incomplete Batches, and 0 Complete Batches. Below this, there is a "Create an EPS Account" button. The section "Let's get started! How would you like to create your labels?" contains four options: "Create a Single Label", "Create a Batch" (highlighted with a red box), "Import Labels", and "Start From Address Book".


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

The screenshot shows the Click-N-Ship Label Manager page. At the top, there is a navigation bar with links for Label Manager, Shipping History, Address Book, USPS Connect, and Preferences, along with a cart icon. Below the navigation bar, there is a "Hide Postage on Label" notification. The main content area features a "New Label" dropdown menu, a "Use Address Book" button, a "Refresh" button, an "Actions" dropdown, and an "Add All Complete to Cart" button. The "New Label" dropdown menu is open, showing options for "New Label", "New Batch" (highlighted with a red box), and "File Upload". Below the dropdown, there is a table with columns for "Service and Mailpiece", "Mailpiece Details", "Extra Services", and "Total Price". The table contains one row with the following details: "Priority Mail Express® Choose Your Own Box", "1 oz Value: \$100", "USPS Tracking Electronic Insurance", and "\$19.00". The "New Batch" option is highlighted with a red box.

2) Verify your Sender Details

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

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

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

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

Create your Batch

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

Batch Details

Batch Name (optional)
You can name your Batch here. If you don't name it, a name will be generated based on the date and time of creation (e.g. Batch 04/03/2021, 06:34 PM)

Batch Notes (optional)

Sender Details

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


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

Ship from a different ZIP Code™
 (b)

Email
clark.kent@gmail.com

Phone
(704) 780-0052


Send me tracking notifications (a)

 Edit

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

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.

Click-N-Ship[®] [Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect](#) / [Preferences](#)  **0** Cart

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

Create your Batch

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

Batch Details

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

Batch Notes (optional)

Sender Details

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


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

Ship from a different ZIP Code™

Email
clark.kent@gmail.com

Phone
(704) 780-0052

Send me tracking notifications

 **Edit**

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

(a - b)

(c)

4) Adding Recipients

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

The screenshot shows the Click-N-Ship interface for a batch named "John Doe (1 Label)". The interface includes a navigation bar with "Label Manager", "Shipping History", "Address Book", "USPS Connect", and "Preferences", along with a cart icon. A notification banner at the top states "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." Below this is a "Back to Batches" link. The batch summary shows a total price of \$14.75. The sender information is "Clark Kent, 300 SUPERMAN ST, CHARLOTTE, NC 33333". The interface features buttons for "Add Recipient", "Add From File Upload" (highlighted with a red box), "Actions", and "Add All Complete to Cart". A table below lists the batch details:

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

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

The screenshot shows the Click-N-Ship Label Manager interface. The navigation bar includes "Label Manager" (highlighted with a red box), "Shipping History", "Address Book", "USPS Connect", and "Preferences", along with a cart icon. A notification banner at the top states "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." Below this are tabs for "All Labels (693)" and "Batches (13)". The interface features buttons for "New Label", "Use Address Book", "Refresh", "Actions", and "Add All Complete to Cart". A table below lists the labels:

| <input type="checkbox"/> | 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 | Priority Mail Express® Choose Your Own Box Edit Service And Mailpiece | 1 oz Value: \$100 + Add Mailpiece Details | USPS Insurance Edit Extra Services | | Add to Cart |

The "Actions" dropdown menu is open, showing options: "Add to Cart", "Add to Batch" (highlighted with a red box), "Duplicate", "Flag as Priority", "Create Return Label", "Delete", and "Delete All Labels".

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](#).

- 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.
- “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.
- 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.

The screenshot displays the Click-N-Ship interface for a batch of labels. At the top, the navigation bar includes "Label Manager / Shipping History / Address Book / USPS Connect / Preferences" and a "Cart" icon with a "5" label. A teal banner below the navigation bar contains the text: "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." Below this is a link to "Back to Batches" and a note: "Labels in the batch automatically save as you enter information."

The main content area shows a batch summary for "John Doe (1 Label)" with a total price of \$14.75. The sender information is "Clark Kent, 300 SUPERMAN ST, CHARLOTTE, NC 33333". There are "Edit" and "Refresh" buttons. Below the summary are buttons for "Add Recipient", "Add From File Upload", "Actions" (highlighted with a red box and labeled (c)), and "Add All Complete to Cart".

The table below lists two labels. The first label is for "Maya Pack" with a ship date of 03/24/2023. The second label is for "Leon S Kennedy" with a ship date of 03/31/2023. Both labels are for "Priority Mail® Flat Rate Envelope" and cost \$8.05. The "Service and Mailpiece" column for both labels has a red box around the "Edit" link, with a red (b) next to it. The "Actions" dropdown for the first label is also highlighted with a red box and labeled (c). The "Add to Cart" button for the first label is highlighted with a red box and labeled (a).

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

6) Edit Mailpiece Details

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

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

The screenshot shows the Click-N-Ship interface for a batch of labels. The batch is titled "John Doe (1 Label)" and has a total price of \$14.75. The sender information is Clark Kent, 300 SUPERMAN ST, CHARLOTTE, NC 33333. The interface includes a "Batch Summary" section, "Sender Information", and "Batch Notes". Below this, there are buttons for "Add Recipient", "Add From File Upload", "Actions", and "Add All Complete to Cart". The main table lists two labels:

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

Annotations in the image indicate the following actions:

- (a) Points to the "+ Add Mailpiece Details" button in the first row of the table.
- (b) Points to the "Mailpiece Details" header in the table.
- (c) Points to the "Actions" dropdown button above the table.

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.

- 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.
- “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.
- Bulk Action Method:** If there are sub-group of recipients with the same Service and Mailpiece type that need Extra Services, you may checkbox their names on the left, click the “Action” dropdown button, and select the “Edit” option in the drop-down menu. A pop-up will appear where you can select the desired Extra Services for the sub-group of recipients.

The screenshot displays the Click-N-Ship interface for a batch of labels. At the top, the navigation bar includes "Label Manager / Shipping History / Address Book / USPS Connect / Preferences" and a "Cart" icon with a "5" badge. A teal banner below the navigation bar contains a "Hide Postage on Label" option. Below this is a "Back to Batches" link and a note: "Labels in the batch automatically save as you enter information."

The main content area shows a batch summary for "John Doe (1 Label)" with a total price of \$14.75. Below the summary are buttons for "Add Recipient", "Add From File Upload", "Actions" (highlighted with a red box and labeled (b)), and "Add All Complete to Cart".

The table below lists two mailpieces:

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

Red boxes and labels (a), (b), and (c) highlight the "Actions" dropdown, the "Extra Services" column header, and the "Edit Extra Services" link in the first row, respectively.

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**.

The screenshot shows the Click-N-Ship interface. At the top, there are navigation links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences and a Cart icon with '5' items. A notification banner reads: '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.' Below this is a link to '< Back to Batches' and a note: 'Labels in the batch automatically save as you enter information.'


The main section is titled 'Batch: John Doe (1 Label)'. It includes an 'Edit' button and a 'Refresh' button. Below this is a 'Batch Summary' table showing a 'Total' of '\$14.75'. To the right, 'Sender Information' lists 'Clark Kent' at '300 SUPERMAN ST, CHARLOTTE, NC 33333'. 'Batch Notes' are empty.

Below the summary, there are buttons for 'Add Recipient', 'Add From File Upload', and 'Actions'. The 'Actions' dropdown menu is open, showing 'Add All Complete to Cart >' highlighted with a red box and labeled '(b)'. Below this is a table of labels:

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

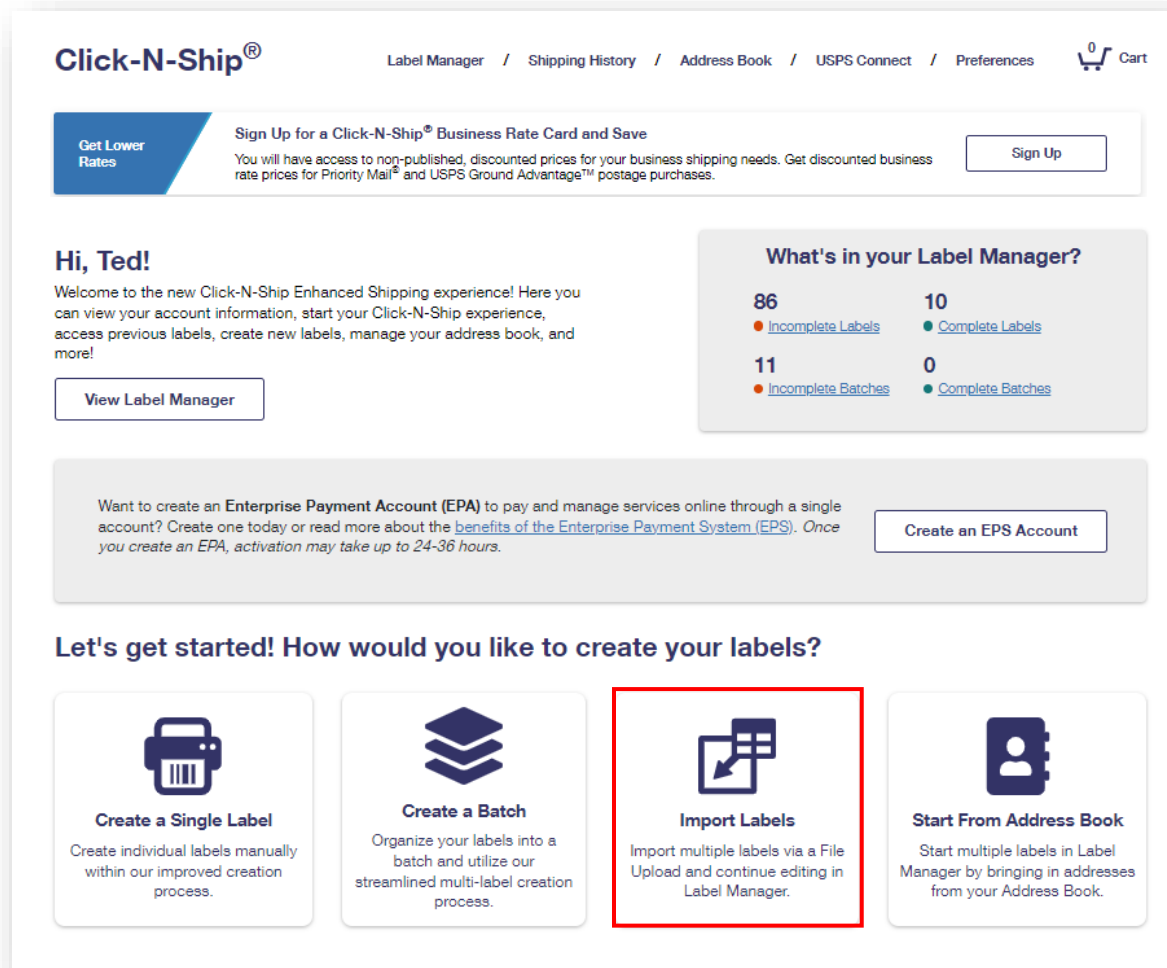
How to Import Labels via File Upload

Import multiple labels via the File Upload method outlined below.


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

1) Begin File Upload Process

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



The screenshot shows the Click-N-Ship landing page. At the top, there is a navigation bar with links for Label Manager, Shipping History, Address Book, USPS Connect, and Preferences, along with a cart icon. Below the navigation bar, there is a promotional banner for a Click-N-Ship Business Rate Card. The main content area features a personalized greeting for 'Ted' and a 'View Label Manager' button. To the right, a 'What's in your Label Manager?' summary shows 86 Incomplete Labels, 10 Complete Labels, 11 Incomplete Batches, and 0 Complete Batches. Below this, there is a section for creating an Enterprise Payment Account (EPA). At the bottom, a section titled 'Let's get started! How would you like to create your labels?' offers four options: 'Create a Single Label', 'Create a Batch', 'Import Labels', and 'Start From Address Book'. The 'Import Labels' option is highlighted with a red border.

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

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

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

What's in your Label Manager?

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

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

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

- Create a Single Label**
Create individual labels manually within our improved creation process.
- Create a Batch**
Organize your labels into a batch and utilize our streamlined multi-label creation process.
- Import Labels**
Import multiple labels via a File Upload and continue editing in Label Manager.
- Start From Address Book**
Start multiple labels in Label Manager by bringing in addresses from your Address Book.

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

The screenshot displays the Click-N-Ship Label Manager interface. At the top, the navigation bar includes the Click-N-Ship logo, a 'Label Manager' tab (highlighted with a red box), and other tabs: Shipping History, Address Book, USPS Connect, and Preferences. A shopping cart icon with '1' is also present. Below the navigation bar, a light blue banner contains a 'Hide Postage on Label' notification. The main content area features a filter bar with 'All Labels (693)' and 'Batches (13)'. A toolbar includes a 'New Label' dropdown menu (with 'File Upload' highlighted in a red box), a 'Use Address Book' button, a 'Refresh' button, an 'Actions' dropdown, and an 'Add All Complete to Cart' button. Below the toolbar is a table with columns: Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. The table contains one row for a 'Priority Mail® Large Flat Rate Box' with a value of \$100 and a total price of \$19.90. The 'File Upload' option in the 'New Label' dropdown is highlighted with a red box.

Click-N-Ship®

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

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

All Labels (693) Batches (13)

New Label

| Service and Mailpiece Edit | Mailpiece Details Edit | Extra Services Edit | Total Price | All Labels |
|--|---|---|-------------|---|
| Priority Mail® Large Flat Rate Box Edit Service And Mailpiece | Value: \$100 + Add Mailpiece Details | USPS Tracking Electronic Insurance Edit Extra Services | \$19.90 | <input checked="" type="checkbox"/> Added to cart Edit Label |

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

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.

Upload File Assign to a Batch Map Column Headers Import Labels

Import a List of Labels

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

What file would you like to upload?

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

I am uploading a file exported from an online marketplace

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

(b) [Select CSV File to Upload](#)

Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#) (i)

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

[Download Instructions](#) (ii)

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

[Next](#) (iii)

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

Fields Required

Required Recipient Information

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

Required Sender Information

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

Required Label Information

Package Type, Service Type, Shipping Date, Package Weight

3) Upload File

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

Upload File Assign to a Batch Map Column Headers Import Labels

Import a List of Labels

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

What file would you like to upload?

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

I am uploading a file exported from an online marketplace

File Selected: Label_Template_Hannah.csv

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

Next

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

Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

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

[Download Instructions](#)

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

Fields Required

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

4) Assign to Batch

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

(a / b)

Upload File Assign to a Batch Map Column Headers Import Labels

Assign to a Batch

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

Add to an Existing Batch

Create a New Batch

Add Labels to a New Batch

Name this Batch of Labels in Click-N-Ship

Batch Name (optional)

Batch Notes

Add note for yourself (optional)

Next: Import Labels Back

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

Download a Template and Instructions

A template CSV file is available

Download CSV Template

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

Download Instructions

Read our FAQs for more information.

Fields Required

Required Recipient Information

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

Required Sender Information

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

Required Label Information

Package Type, Service Type, Shipping Date, Package Weight

(c)

5) Map Column Headers

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

Upload File Assign to a Batch **Map Column Headers** Import Labels

Tell us about your columns

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

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

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

Apply a Saved Mapping

(a)

* Required

| Click-N-Ship Fields | Your File's Column Headers | Status | Example from your file (1st row) |
|----------------------------|---|------------------------|----------------------------------|
| Recipient Information | Mapping Recommended | 15 of 15 Mapped Fields | Recipient Information |
| * Recipient ZIP Code | (b) <input type="text" value="Recipient ZIP Code"/> | Mapped | 55311 |
| Recipient Phone | <input type="text" value="Recipient Phone"/> | Mapped | 16124269617 |
| Recipient Address Line 3 | <input type="text" value="Recipient Address Line 3"/> | Mapped | - |
| * Recipient First Name | <input type="text" value="Recipient First Name"/> | Mapped | John |
| * Recipient Address Line 1 | <input type="text" value="Recipient Address Line 1"/> | Mapped | 15341 Elm Rd. North |
| Recipient Address Line 2 | <input type="text" value="Recipient Address Line 2"/> | Mapped | - |

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

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

Make subsequent uploads a streamlined process. (Optional)

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

Field Mapping Name

Enter Name for this Field Mapping

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

(c)

(d)

Feedback

6) Review Import Label Results

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

The screenshot displays the 'Import Label Results' page, which is part of a four-step process: Upload File, Assign to a Batch, Map Column Headers, and Import Labels. The 'Import Label Results' section shows a green box indicating 'Total Labels Created: 3 of 3'. Below this, there are two main options: 'View Label Information in Click-N-Ship' and 'Import Another File'. The 'View Label Information' option includes a 'View In Label Manager' button. The 'Import Another File' option includes an 'Upload a New File' button. To the right, there are sections for 'Download a Template and Instructions' and 'Fields Required'. The 'Fields Required' section lists 'Required Recipient Information', 'Required Sender Information', and 'Required Label Information'. Navigation links for 'Home' and 'Label Manager' are visible at the bottom left.

(a)

(c)

(b)

- 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)

Labels that had errors and didn't import

47 of 47

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

[Upload A File](#)

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

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

(d)

(e)

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.

The screenshot displays the Click-N-Ship interface for a batch of labels. At the top, the navigation bar includes 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences' and a 'Cart' icon. A notification banner at the top left reads: '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.' Below this, a 'Back to Batches' link is visible. The main content area shows a batch summary for 'John Doe (1 Label)' with a total cost of \$14.75. The sender information is 'Clark Kent, 300 SUPERMAN ST, CHARLOTTE, NC 33333'. Below the summary, there are buttons for 'Add Recipient', 'Add From File Upload', 'Actions', and 'Add All Complete to Cart'. The 'Actions' dropdown menu is open, showing options: 'Add to Cart', 'Remove from Batch', 'Duplicate', 'Flag', 'Create Return Label', 'Delete', and 'Delete All Labels'. The table below lists the labels with columns for 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', and 'Extra Services'. The first label is for 'Jim Jones' at '300 SUPERMAN ST, DECATUR, GA 30000-0000'. The 'Service and Mailpiece' column for this label shows 'Priority Mail® Choose Your Own Box' and 'Edit Service And Mailpiece'. Annotations (a), (b), and (c) are placed on the page to highlight the 'Edit Service And Mailpiece' button, the 'Service and Mailpiece' column header, and the 'Actions' dropdown menu respectively.

Click-N-Ship®

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

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

[Back to Batches](#)

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

Batch Summary Total **\$14.75**

Sender Information
Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 33333

Batch Notes

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

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

Edit (a)

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 method to enter Mailpiece details for the recipients.

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

Click-N-Ship®

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

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

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

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

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

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

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

(a)

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.

- 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.*
- “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.
- Bulk Action Method:** If there are sub-group of recipients with the same Service and Mailpiece type that need Extra Services, you may checkbox their names on the left, click the “Action” dropdown button, and select the “Edit” option in the drop-down menu. A pop-up will appear where you can select the desired Extra Services for the sub-group of recipients.

The screenshot displays the Click-N-Ship interface for a batch of labels. At the top, navigation links include Label Manager, Shipping History, Address Book, USPS Connect, and Preferences. A notification bar indicates the 'Hide Postage on Label' option. Below this, a 'Batch: John Doe (1 Label)' summary is shown with an 'Edit' button and a 'Refresh' button. The summary includes a 'Batch Summary' table with a total of \$14.75, 'Sender Information' for Clark Kent at 300 SUPERMAN ST, CHARLOTTE, NC 33333, and a 'Batch Notes' section. A table of recipients is visible below, with columns for Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, and Extra Services. The 'Extra Services' column for the first recipient, Jim Jones, has a '+ Add Extra Services' button highlighted with a red box and labeled (a). The 'Actions' dropdown menu is also highlighted with a red box and labeled (b), showing options like 'Add to Cart', 'Remove from Batch', 'Duplicate', 'Flag', 'Create Return Label', 'Delete', and 'Delete All Labels'. The 'Edit' button under the 'Batch Notes' section is highlighted with a red box and labeled (c).

10) Add Labels to Cart

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

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

- 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.

The screenshot shows the Click-N-Ship interface. At the top, there is a navigation bar with links for Label Manager, Shipping History, Address Book, USPS Connect, and Preferences, along with a shopping cart icon showing 5 items. Below the navigation bar is a light blue banner with a help icon and the text: "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." Below the banner is a link to "Back to Batches". The main content area is titled "Batch: John Doe (1 Label)" and includes buttons for "Edit" and "Refresh". Below this is a "Batch Summary" section showing a total of \$14.75. To the right of the summary is "Sender Information" for Clark Kent at 300 SUPERMAN ST, CHARLOTTE, NC 33333. Below the sender information is a "Batch Notes" section. In the center of the interface, there are buttons for "Add Recipient", "Add From File Upload", "Actions" (with a dropdown arrow), and "Add All Complete to Cart". Below these buttons is a table with columns for "Ship Date", "Recipient", "Service and Mailpiece", "Mailpiece Details", "Extra Services", "Total Price", and "All Labels". The table contains two rows of labels. The first row is for "Maya Pack" with a ship date of 03/24/2023, a total price of \$8.05, and an "Add to Cart" button. The second row is for "Leon S Kennedy" with a ship date of 03/31/2023, a total price of \$8.05, and an "Add to Cart" button. Red boxes highlight the "Actions" button and the "Add to Cart" button in the first row, and the "Add All Complete to Cart" button. Red text labels (a), (b), and (c) are placed next to these highlighted elements.

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

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

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

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

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

Total **\$14.75**

Sender Information
Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 33333

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

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

- Download your order export from Etsy, Shopify, or BigCommerce to your computer.
- Option 1:** Select **Import Labels** located on the landing page.

The screenshot shows the Click-N-Ship landing page. At the top, there's a navigation bar with 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences'. Below that, a 'Sign Up for a Click-N-Ship® Business Rate Card and Save' banner is visible. A greeting 'Hi, Ted!' is followed by a 'View Label Manager' button. A 'What's in your Label Manager?' summary shows 519 Incomplete Labels, 3466 Complete Labels, 20 Incomplete Batches, and 1 Complete Batch. A 'Create an EPS Account' button is also present. The main section, 'Let's get started! How would you like to create your labels?', features four options: 'Create a Single Label', 'Create a Batch', 'Import Labels' (highlighted with a red box), and 'Start From Address Book'. The 'Import Labels' option is described as 'Import multiple labels via a File Upload and continue editing in Label Manager.'

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

The screenshot shows the Click-N-Ship Label Manager page. At the top, there's a navigation bar with 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences' and a 'Cart' icon. A 'Hide Postage on Label' notification is visible. Below that, there are tabs for 'All Labels (693)' and 'Batches (13)'. A 'New Label' dropdown menu is open, showing options for 'New Label', 'New Batch', and 'File Upload' (highlighted with a red box). A 'Use Address Book' button is also present. A table of labels is displayed with columns for 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', and 'Total Price'. The first row shows a 'Priority Mail® Large Flat Rate Box' with a value of \$100 and a total price of \$19.90. A 'File Upload' button is highlighted with a red box. The 'Ship to' address is '300 SUPERMAN ST, DECATUR, GA 30000-0000'.

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.

(a)

Upload File Assign to a Batch Import Labels

Import a List of Labels

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

What file would you like to upload?

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

I am uploading a file exported from an online marketplace

Select a Marketplace File

You must select a marketplace above

Select CSV File

Import Labels

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

Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#) (i)

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

[Download Instructions](#) (ii)

Read our FAQs for more information.

Fields Required

Required Recipient Information

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

Required Sender Information

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

Required Label Information

Package Type, Service Type, Shipping Date, Package Weight

(iii)

3) Select an Online Marketplace and Upload File

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

Upload File Assign to a Batch Import Labels

Import a List of Labels

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

What file would you like to upload?

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

I am uploading a file exported from an online marketplace

Select a Marketplace File

Select a Marketplace File

Etsy

Shopify

BigCommerce

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

Download a Template and Instructions

A template CSV file is available

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

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

Fields Required

Required Recipient Information

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

Required Sender Information

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

Required Label Information

Package Type, Service Type, Shipping Date, Package Weight

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

The screenshot shows a web interface for importing labels, divided into three steps: 'Upload File', 'Assign to a Batch', and 'Import Labels'. The 'Upload File' step is active. It includes a heading 'Import a List of Labels', a brief instruction, and two radio button options for file sources. The second option, 'I am uploading a file exported from an online marketplace', is selected. Below this is a dropdown menu with 'Etsy' selected. A red box highlights the 'Select CSV File' button. To the right, there are two informational panels: 'Download a Template and Instructions' with buttons for 'Download CSV Template' and 'Download Instructions', and 'Fields Required' which lists 'Required Recipient Information', 'Required Sender Information', and 'Required Label Information'.

Upload File Assign to a Batch Import Labels

Import a List of Labels

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

What file would you like to upload?

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

I am uploading a file exported from an online marketplace

Etsy

Select CSV File

Import Labels

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

Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

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

[Download Instructions](#)

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

Fields Required

Required Recipient Information

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

Required Sender Information

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

Required Label Information

Package Type, Service Type, Shipping Date, Package Weight

- d) 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.

The screenshot displays a web interface for importing labels. At the top, there are three tabs: 'Upload File' (active), 'Assign to a Batch', and 'Import Labels'. The main heading is 'Import a List of Labels', followed by the text 'It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.' Below this, a section titled 'What file would you like to upload?' contains two radio button options: 'I have my own file to upload (This includes the downloadable template provided)' and 'I am uploading a file exported from an online marketplace'. A dropdown menu is set to 'Shopify'. Below the dropdown, it says 'File Selected: Label_Template_Hannah.csv'. A green success message box with a checkmark icon and the text 'Upload Successful' and 'The file did upload successfully. Next, map the fields.' is highlighted with a red border. Below this, a dark blue button labeled 'Import Labels' is also highlighted with a red border. To the right, there are two grey panels. The top one is titled 'Download a Template and Instructions' and contains two buttons: 'Download CSV Template' and 'Download Instructions'. The bottom panel is titled 'Fields Required' and lists 'Required Recipient Information', 'Required Sender Information', and 'Required Label Information' with their respective field requirements.

Upload File Assign to a Batch Import Labels

Import a List of Labels

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

What file would you like to upload?

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

I am uploading a file exported from an online marketplace

Shopify

File Selected: Label_Template_Hannah.csv

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

Import Labels

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

Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

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

[Download Instructions](#)

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

Fields Required

Required Recipient Information

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

Required Sender Information

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

Required Label Information

Package Type, Service Type, Shipping Date, Package Weight

(d)

(e)

4) Assign to Batch

- a) To add the labels to an existing batch, select **Add to an Existing Batch**.
- b) To add the labels to a new batch, select **Create a New Batch**.
 - 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.

Upload File Assign to a Batch Import Labels

Assign to a Batch

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

(a / b) Add to an Existing Batch

Create a New Batch

Add Labels to a New Batch

(i) Name this Batch of Labels in Click-I-Ship

Batch Name (optional)

Batch Notes

Add note for yourself (optional)

(c) **Next: Import Labels** Back

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

Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

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

[Download Instructions](#)

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

Fields Required

Required Recipient Information

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

Required Sender Information

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

Required Label Information

Package Type, Service Type, Shipping Date, Package Weight

5) **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.

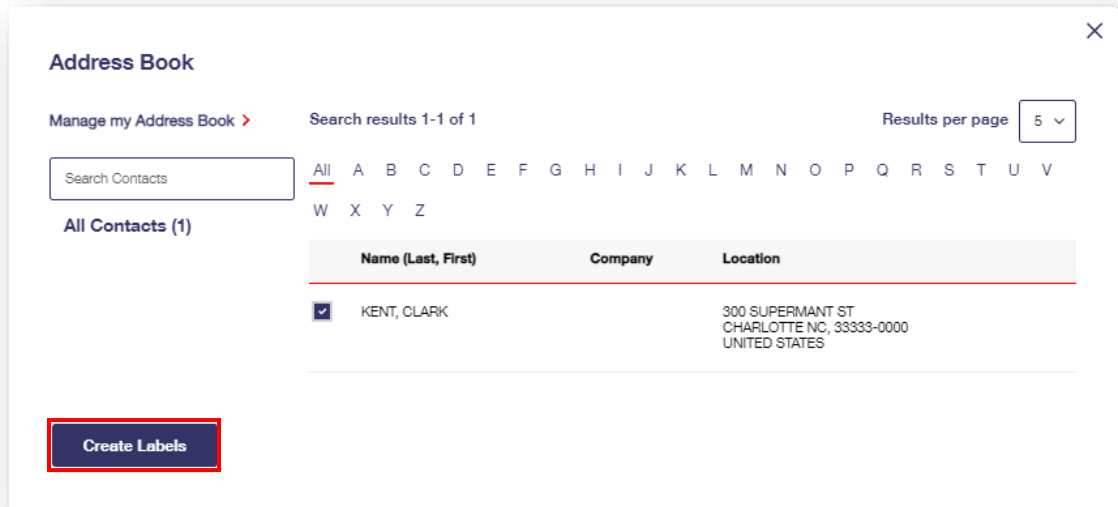
The screenshot shows the Click-N-Ship landing page. At the top, there is a navigation bar with 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences'. Below this, there is a 'Sign Up for a Click-N-Ship Business Rate Card and Save' section. A personalized greeting 'Hi, Ted!' is followed by a 'View Label Manager' button. A summary box titled 'What's in your Label Manager?' shows 519 Incomplete Labels, 3466 Complete Labels, 20 Incomplete Batches, and 1 Complete Batch. Below this is a 'Create an EPS Account' button. The main section is titled 'Let's get started! How would you like to create your labels?' and features four options: 'Create a Single Label', 'Create a Batch', 'Import Labels', and 'Start From Address Book'. The 'Start From Address Book' option is highlighted with a red border.

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

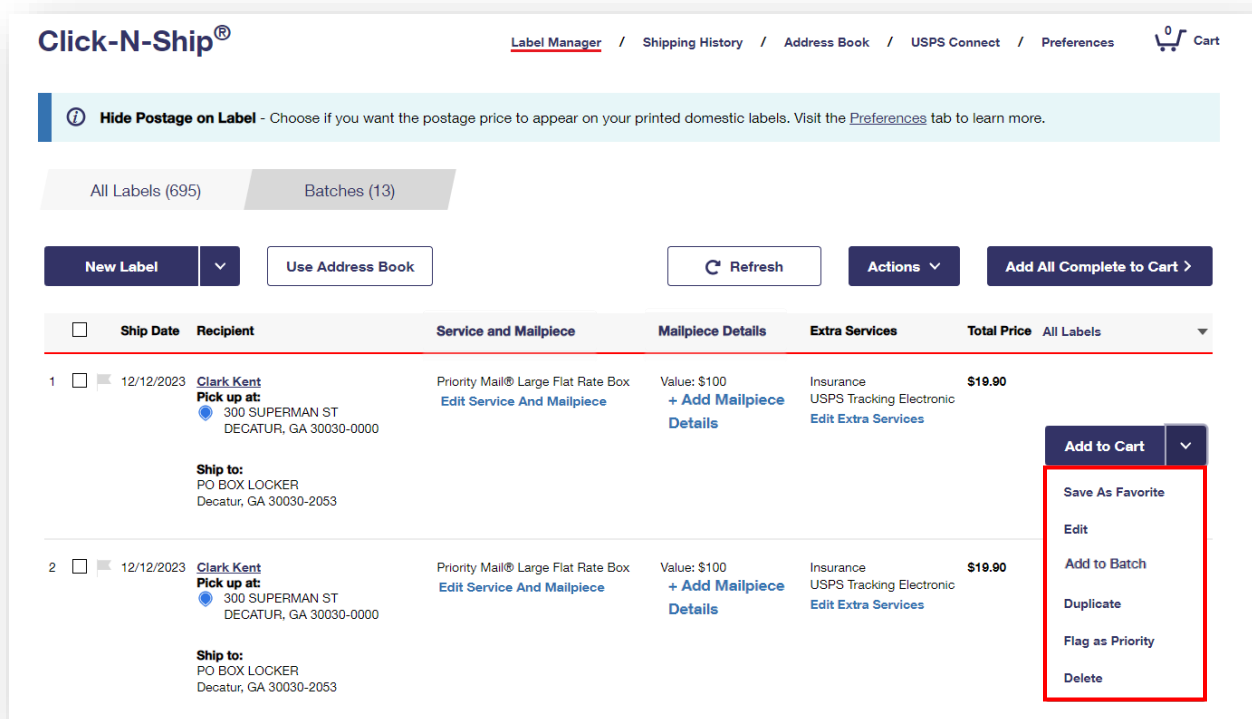
The screenshot shows the Click-N-Ship Label Manager page. The navigation bar includes 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences'. A 'Hide Postage on Label' notification is visible. Below the navigation, there are tabs for 'All Labels (693)' and 'Batches (13)'. A 'New Label' dropdown menu is open, showing options for 'New Label', 'New Batch', and 'File Upload'. The 'Use Address Book' option is highlighted with a red box. The main content area displays a table with columns for 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', and 'Total Price'. The first row shows 'Priority Mail® Large Flat Rate Box' with a value of \$100 and 'USPS Tracking Electronic Insurance' with a value of \$19.90. The 'Ship to' address is '300 SUPERMAN ST, DECATUR, GA 30030-0000'. A 'Ship to' address is also listed: 'PO BOX LOCKER, Decatur, GA 30030-2053'. A 'Refresh' button and an 'Add All Complete to Cart' button are also visible.

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**.



- 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.



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.

The screenshot shows the Click-N-Ship main landing page. At the top left is the Click-N-Ship logo. To the right is a shopping cart icon with '2' items. Below the logo is a navigation menu: Label Manager / Shipping History / Address Book / USPS Connect / Preferences. A blue banner on the left says 'Get Lower Rates'. To its right is a 'Sign Up for a Click-N-Ship Business Rate Card and Save' section with a 'Sign Up' button. Below this is a 'Hi, Ted!' greeting with a 'View Label Manager' button highlighted in a red box. To the right is a 'What's in your Label Manager?' summary box showing 519 Incomplete Labels, 3466 Complete Labels, 20 Incomplete Batches, and 1 Complete Batch. Below that is a 'Create an EPS Account' button. At the bottom is a 'Let's get started! How would you like to create your labels?' section with four options: Create a Single Label, Create a Batch, Import Labels, and Start From Address Book.

- b) **Option 2:** Click on **Label Manager** tab in the navigation menu.

This screenshot is identical to the one above, but the 'Label Manager' tab in the navigation menu is highlighted with a red box. The 'View Label Manager' button in the 'Hi, Ted!' section is no longer highlighted.

2) Label Manager Views

You can toggle between viewing all labels and viewing batch.

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

The screenshot displays the Click-N-Ship Label Manager interface. At the top, the navigation bar includes 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences' and a 'Cart' icon with '0' items. A light blue banner contains the text: '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.'

Below the banner, two tabs are visible: 'All Labels (695)' and 'Batches (13)'. The 'All Labels' tab is highlighted with a red box and labeled '(a)', while the 'Batches' tab is highlighted with a grey background and labeled '(b)'. Below the tabs are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'.

The main content area is a table with columns: 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', and 'Total Price'. The table lists two items, both with a 'Ship to' address: 'PO BOX LOCKER, Decatur, GA 30030-2053'. Each item has an 'Add to Cart' button.

| <input type="checkbox"/> | Ship Date | Recipient | Service and Mailpiece | Mailpiece Details | Extra Services | Total Price | All Labels |
|----------------------------|------------|--|--|---|--|----------------|--|
| 1 <input type="checkbox"/> | 12/12/2023 | Clark Kent Pick up at 300 SUPERMAN ST DECATUR, GA 30030-0000 | Priority Mail® Large Flat Rate Box Edit Service And Mailpiece | Value: \$100 + Add Mailpiece Details | Insurance USPS Tracking Electronic Edit Extra Services | \$19.90 | <input type="checkbox"/> |
| | | Ship to: PO BOX LOCKER Decatur, GA 30030-2053 | | | | | <input type="button" value="Add to Cart"/> |
| 2 <input type="checkbox"/> | 12/12/2023 | Clark Kent Pick up at 300 SUPERMAN ST DECATUR, GA 30030-0000 | Priority Mail® Large Flat Rate Box Edit Service And Mailpiece | Value: \$100 + Add Mailpiece Details | Insurance USPS Tracking Electronic Edit Extra Services | \$19.90 | <input type="checkbox"/> |
| | | Ship to: PO BOX LOCKER Decatur, GA 30030-2053 | | | | | <input type="button" value="Add to Cart"/> |

3) All Actions within the Label View

There are multiple actions that you can take within the Label view window.

- a) **Filter Label(s):** You can filter the label(s) within the label manager by selecting the **All Label dropdown** in the label menu and selecting a filtered view of “All Labels,” “Complete,” “Incomplete,” or “Flagged.”

The screenshot shows the Click-N-Ship Label Manager interface. At the top, there is a navigation bar with links for Label Manager, Shipping History, Address Book, USPS Connect, and Preferences, along with a Cart icon. Below the navigation bar, there is a section for 'Hide Postage on Label' with a help icon and a link to Preferences. The main area features two tabs: 'All Labels (695)' and 'Batches (13)'. Below the tabs, there are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. A table displays a single label entry for 'Clark Kent' with a ship date of 12/12/2023. The table columns are Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. The 'All Labels' column has a dropdown menu open, showing options: All Labels, Complete, Incomplete, Flagged, and Add to Cart. The 'Add to Cart' button is highlighted with a red box.

- b) **Create a New Label:** You can create a new label(s) by clicking **New Label** above the label table. You can also create a new batch or perform a file upload by selecting the drop-down next to the “New Label” button.

The screenshot shows the Click-N-Ship Label Manager interface, similar to the previous one. The 'New Label' button has a dropdown menu open, showing options: New Label, New Batch, and File Upload. The 'New Label' option is highlighted with a red box. The rest of the interface, including the navigation bar, 'Hide Postage on Label' section, tabs, and the label table, is identical to the previous screenshot.

- 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**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (695)' and 'Batches (13)'. Below these are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The main area is a table with columns: 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', and 'Total Price'. Two labels are listed, both for 'Clark Kent' at '300 SUPERMAN ST, DECATUR, GA 30030-0000'. The first label is selected. A dropdown menu is open next to the 'Add to Cart' button for this label, with the 'Edit' option highlighted in red.

| <input type="checkbox"/> | Ship Date | Recipient | Service and Mailpiece | Mailpiece Details | Extra Services | Total Price | All Labels |
|---|------------|---|--|--|--|-------------|------------|
| 1 <input type="checkbox"/> | 12/12/2023 | Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053 | Priority Mail® Large Flat Rate Box Edit Service And Mailpiece | Value: \$100 + Add Mailpiece Details | Insurance USPS Tracking Electronic Edit Extra Services | \$19.90 | |
| <div style="border: 1px solid black; padding: 5px;"> Add to Cart <ul style="list-style-type: none"> Save As Favorite <li style="border: 2px solid red;">Edit Add to Batch Duplicate Flag as Priority Delete </div> | | | | | | | |
| 2 <input type="checkbox"/> | 12/12/2023 | Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053 | Priority Mail® Large Flat Rate Box Edit Service And Mailpiece | Value: \$100 + Add Mailpiece Details | Insurance USPS Tracking Electronic Edit Extra Services | \$19.90 | |

- ii. **Bulk Method:** Check the box of the desired label(s) and then click **Edit** and whichever section you want to edit (*Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services*).

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (695)' and 'Batches (13)'. Below these are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The main area is a table with columns: 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', and 'Total Price'. Two labels are listed, both for 'Clark Kent' at '300 SUPERMAN ST, DECATUR, GA 30030-0000'. Both labels are selected. The 'Edit' links under 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', and 'Extra Services' are highlighted in red.

| <input type="checkbox"/> | Ship Date | Recipient | Service and Mailpiece | Mailpiece Details | Extra Services | Total Price | All Labels |
|---------------------------------------|------------|---|--|--|--|-------------|------------|
| 1 <input checked="" type="checkbox"/> | 12/12/2023 | Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053 | Priority Mail® Large Flat Rate Box Edit Service And Mailpiece | Value: \$100 + Add Mailpiece Details | Insurance USPS Tracking Electronic Edit Extra Services | \$19.90 | |
| 2 <input checked="" type="checkbox"/> | 12/12/2023 | Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053 | Priority Mail® Large Flat Rate Box Edit Service And Mailpiece | Value: \$100 + Add Mailpiece Details | Insurance USPS Tracking Electronic Edit Extra Services | \$19.90 | |

- d) **Duplicate Label(s)**: You can create duplicates of any label(s) individually or in bulk within the label manager.
- i. **Individual Method** Check the box of the desired label and click on the dropdown menu next to the “Add to Cart” button and select **Duplicate**.

The screenshot shows the 'Label Manager' interface with two labels listed. The first label is selected, and its dropdown menu is open, showing options like 'Add to Cart', 'Save As Favorite', 'Edit', 'Add to Batch', 'Duplicate', 'Flag as Priority', and 'Delete'. The 'Duplicate' option is highlighted with a red box.

| <input type="checkbox"/> | 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 | Priority Mail® Large Flat Rate Box Edit Service And Mailpiece | Value: \$100 + Add Mailpiece Details | Insurance USPS Tracking Electronic Edit Extra Services | \$19.90 | |
| 2 | 12/12/2023 | Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 | Priority Mail® Large Flat Rate Box Edit Service And Mailpiece | Value: \$100 + Add Mailpiece Details | Insurance USPS Tracking Electronic Edit Extra Services | \$19.90 | |

- ii. **Bulk Method**: Check the box of the desired label(s) and click on the **Actions** button located near the top and select **Duplicate**.

The screenshot shows the 'Label Manager' interface with the 'Actions' dropdown menu open. The 'Duplicate' option is highlighted with a red box. The first label is selected, and the 'Actions' button is visible.

Click-N-Ship®

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

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

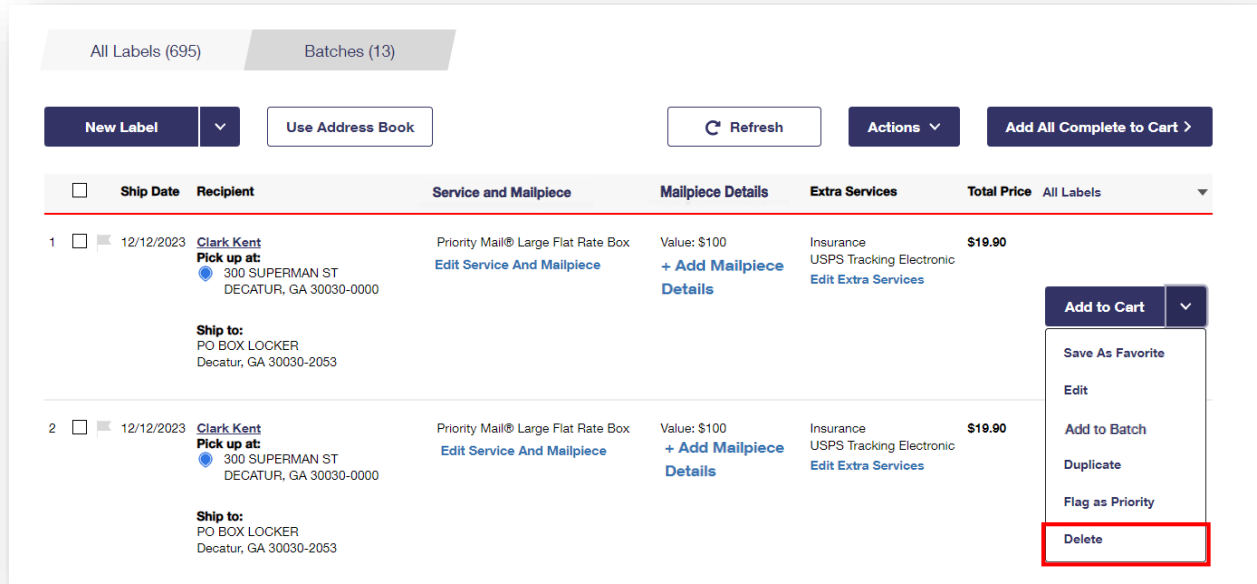
All Labels (695) Batches (13)

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

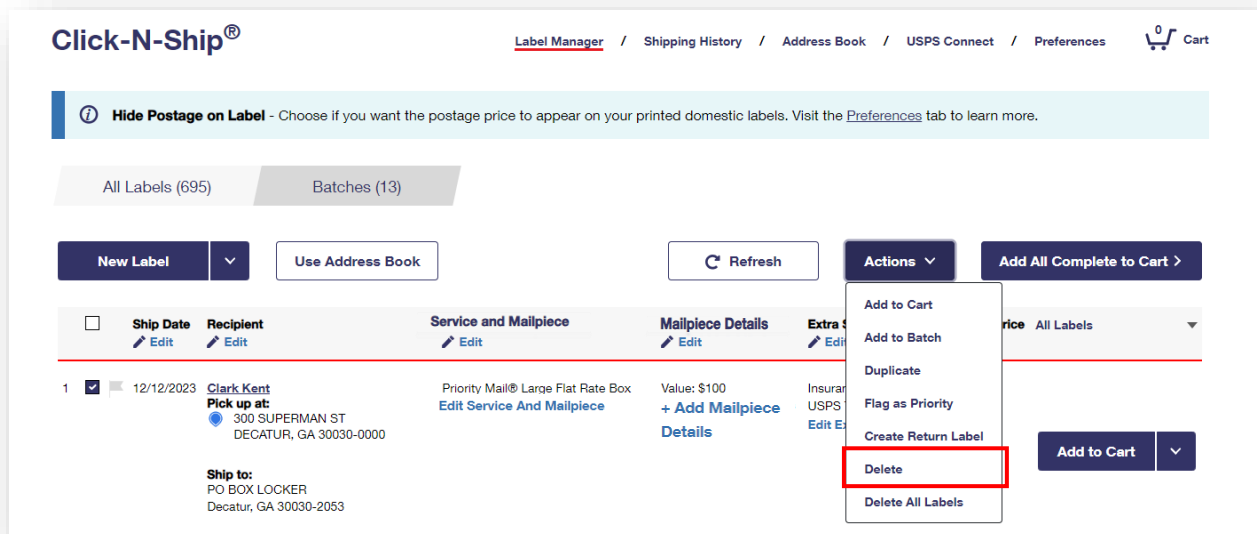
| <input type="checkbox"/> | Ship Date | Recipient | Service and Mailpiece | Mailpiece Details | Extra Services | Total Price | All Labels |
|--------------------------|------------|--|--|---|--|-------------|------------|
| 1 | 12/12/2023 | Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 | Priority Mail® Large Flat Rate Box Edit Service And Mailpiece | Value: \$100 + Add Mailpiece Details | Insurance USPS Tracking Electronic Edit Extra Services | \$19.90 | |

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**.

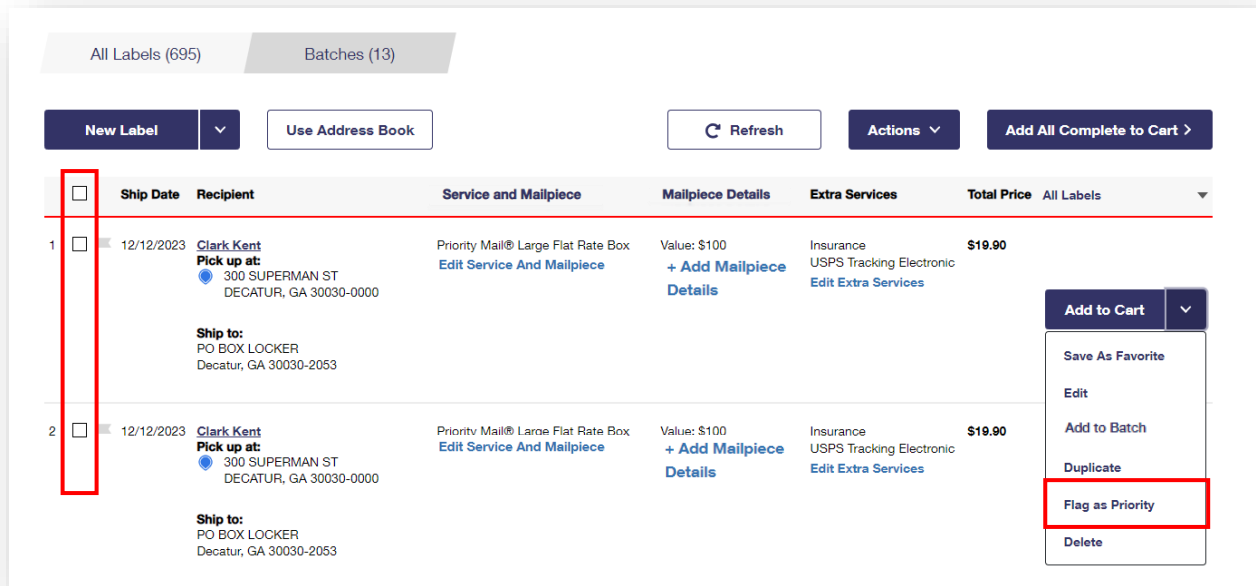


- ii. **Bulk Method:** Check the box of the desired label(s) and click on the “Actions” button located near the top and select **Delete**.

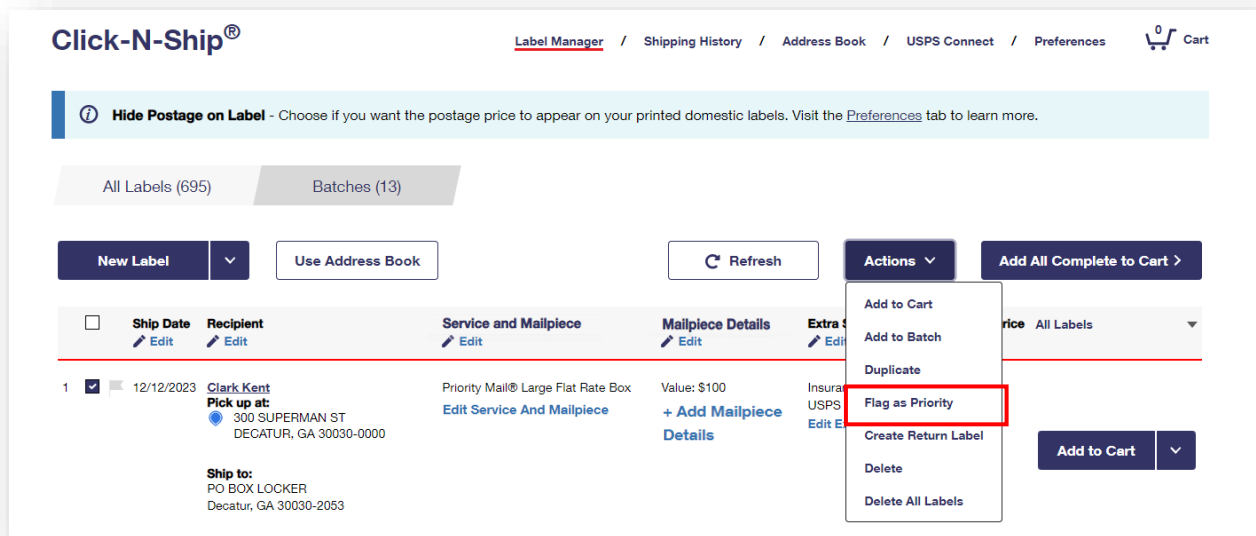


f) **Flag Label(s):** You can flag any label(s) as priority individually or in bulk within the label manager.

- 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**

The screenshot displays the Click-N-Ship Label Manager interface. At the top, there is a navigation bar with the following links: [Label Manager](#), [Shipping History](#), [Address Book](#), [USPS Connect](#), and [Preferences](#). A shopping cart icon with '0' items is also present. Below the navigation bar, a light blue banner contains the text: "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."

Below the banner, there are two tabs: "All Labels (695)" and "Batches (13)". The "All Labels" tab is active. The main content area features a table of labels. The table has the following columns: (checkbox), **Ship Date** (with an edit icon), **Recipient** (with an edit icon), **Service and Mailpiece** (with an edit icon), **Mailpiece Details** (with an edit icon), **Extra** (with an edit icon), and **Price**. A dropdown menu is open over the "Actions" button, showing the following options: "Add to Cart", "Add to Batch", "Duplicate", "Flag as Priority", "Create Return Label", "Delete", and "Delete All Labels".

Red boxes and annotations highlight specific elements: (i) points to the "Add to Cart" button in the bottom right corner of the table; (ii) points to the "Add All Complete to Cart" button in the top right corner of the interface.

| <input type="checkbox"/> | Ship Date <small>Edit</small> | Recipient <small>Edit</small> | Service and Mailpiece <small>Edit</small> | Mailpiece Details <small>Edit</small> | Extra <small>Edit</small> | Price |
|---------------------------------------|----------------------------------|--|--|---|---|-------|
| 1 <input checked="" type="checkbox"/> | 12/12/2023 | Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000 | Priority Mail® Large Flat Rate Box Edit Service And Mailpiece | Value: \$100 + Add Mailpiece Details | Insurance USPS Edit E | |

h) **Add Label(s) to Batch:** You can add any label(s) to batch individually or in bulk within the label manager.

- i. **Individual Method:** Check the box of the desired label and click on the dropdown menu next to the “Add to Cart” button and select **Add to Batch**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (695)' and 'Batches (13)'. Below the tabs are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The main area displays a table of labels. Two labels are visible, both for 'Clark Kent' at '300 SUPERMAN ST, DECATUR, GA 30030-0000'. The first label is selected with a checkbox. The 'Actions' dropdown menu is open, and the 'Add to Batch' option is highlighted with a red box. Other options in the menu include 'Add to Cart', 'Save As Favorite', 'Edit', 'Duplicate', 'Flag as Priority', and 'Delete'.

- ii. **Bulk Method:** Check the box of the desired label(s) and click on the “Actions” button located near the top and select **Add to Batch**.

The screenshot shows the USPS Label Manager interface. At the top, there is a navigation bar with 'Click-N-Ship®' and links for 'Label Manager', 'Shipping History', 'Address Book', 'USPS Connect', and 'Preferences'. A 'Cart' icon is also present. Below the navigation bar is a message: '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.' The main area displays a table of labels. One label is visible, for 'Clark Kent' at '300 SUPERMAN ST, DECATUR, GA 30030-0000'. The label is selected with a checked checkbox. The 'Actions' dropdown menu is open, and the 'Add to Batch' option is highlighted with a red box. Other options in the menu include 'Add to Cart', 'Duplicate', 'Flag as Priority', 'Create Return Label', 'Delete', and 'Delete All Labels'.

- i) **Save Label as Favorite:** You can save an individual label(s) as favorite by checking the box of the desired label clicking on the dropdown menu next to the “Add to Cart” button and selecting **Save As Favorite**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (695)' and 'Batches (13)'. Below these are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The main area is a table with columns: 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', and 'Total Price'. Two labels are listed, both for 'Clark Kent' at '300 SUPERMAN ST, DECATUR, GA 30030-0000'. The first label is selected. An 'Actions' dropdown menu is open for the selected label, showing options: 'Add to Cart', 'Save As Favorite', 'Edit', 'Add to Batch', 'Duplicate', 'Flag as Priority', and 'Delete'. 'Save As Favorite' is highlighted with a red box.

- j) **Create a Return Label:** You can create a return label for any label(s) within the label manager by checking the box of the desired label(s), clicking on the “Actions” button located near the top, and selecting **Create Return Label**.

The screenshot shows the USPS Label Manager interface. At the top, there is a navigation bar with 'Click-N-Ship®' and links for 'Label Manager', 'Shipping History', 'Address Book', 'USPS Connect', and 'Preferences'. A 'Cart' icon is also visible. Below this is a notification bar: '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.' The main area has tabs for 'All Labels (695)' and 'Batches (13)'. Buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart' are present. The table below has columns: 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', and 'Total Price'. One label is listed for 'Clark Kent' at '300 SUPERMAN ST, DECATUR, GA 30030-0000'. The 'Ship Date' column has an 'Edit' link. The 'Actions' dropdown menu is open, showing options: 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority', 'Create Return Label', 'Delete', and 'Delete All Labels'. 'Create Return Label' is highlighted with a red box.

4) All Actions with Batch View

There are multiple actions that you can take within the Batches view window.

- a) **Filter Batch(es):** You can filter the batches within the label manager by selecting **the All Labels dropdown** in the batch menu and selecting a filtered view of “All Batches,” “Complete,” or “Incomplete.”

The screenshot shows the Click-N-Ship interface with the 'Batches (12)' tab selected. A table lists three batches. The 'All Labels' dropdown menu is open and highlighted with a red box, showing options: 'All Labels', 'All Batches', 'Complete', and 'Incomplete'. The table has columns: Batch Name, Labels, Time Created, Batch Notes, Batch Price, and a dropdown menu.

| <input type="checkbox"/> | Batch Name | Labels | Time Created | Batch Notes | Batch Price | All Labels |
|--------------------------|---|--------|--------------|-------------|-------------|------------|
| 1 | <input checked="" type="checkbox"/> SR TEST | 9 | 10/04/2023 | | Free | All Labels |
| 2 | <input checked="" type="checkbox"/> SR TEST | 11 | 10/04/2023 | | Free | Edit |
| 3 | <input type="checkbox"/> SR TEST | 8 | 10/04/2023 | | Free | Edit |

- b) **Create a New Batch:** You can create a new batch by selecting **New Batch** above the batch table. You can also create a new label or perform a file upload by selecting the drop-down next to the “New Batch” button.

The screenshot shows the Click-N-Ship interface with the 'Batches (12)' tab selected. The 'New Batch' dropdown menu is open and highlighted with a red box, showing options: 'New Label', 'New Batch', and 'File Upload'. The table has columns: Labels, Time Created, Batch Notes, Batch Price, and a dropdown menu.

| | Labels | Time Created | Batch Notes | Batch Price | All Labels |
|---|---|--------------|-------------|-------------|------------|
| | 9 | 10/04/2023 | | Free | Edit |
| 2 | <input checked="" type="checkbox"/> SR TEST | 11 | 10/04/2023 | Free | Edit |
| 3 | <input type="checkbox"/> SR TEST | 8 | 10/04/2023 | Free | Edit |

- 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**.

The screenshot shows the Click-N-Ship interface with a table of batches. The table has columns for Batch Name, Labels, Time Created, Batch Notes, Batch Price, and All Labels. Three batches are listed, all named 'SR TEST'. The first batch has 9 labels, the second has 11, and the third has 8. All are priced at 'Free'. A dropdown menu is open for the first batch, showing options: Edit, Duplicate, Flag, and Delete. The 'Edit' option is highlighted with a red box.

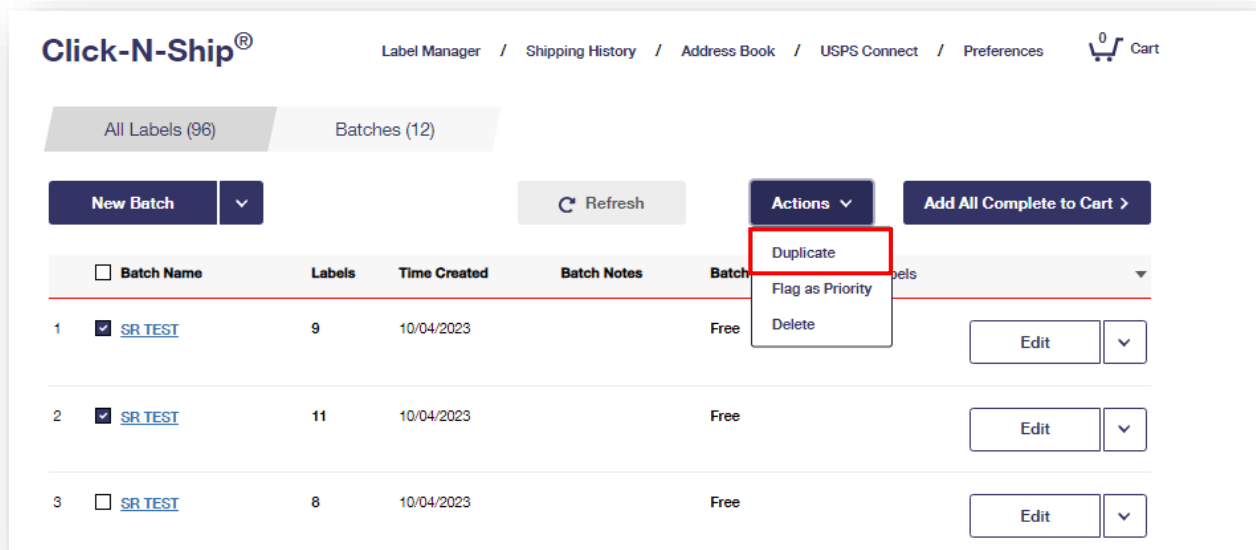
| <input type="checkbox"/> | Batch Name | Labels | Time Created | Batch Notes | Batch Price | All Labels |
|-------------------------------------|-------------------------|--------|--------------|-------------|-------------|------------|
| <input checked="" type="checkbox"/> | SR TEST | 9 | 10/04/2023 | | Free | |
| <input checked="" type="checkbox"/> | SR TEST | 11 | 10/04/2023 | | Free | |
| <input type="checkbox"/> | SR TEST | 8 | 10/04/2023 | | Free | |

- d) **Duplicate Batch(es)**: You can create duplicates of any batch individually or in bulk within the label manager.
- i. **Individual Method** Check the box of the desired batch and click on the dropdown menu next to the “Add to Cart” button and select **Duplicate**.

The screenshot shows the Click-N-Ship interface with a table of batches. The table has columns for Batch Name, Labels, Time Created, Batch Notes, Batch Price, and All Labels. Three batches are listed, all named 'SR TEST'. The first batch has 9 labels, the second has 11, and the third has 8. All are priced at 'Free'. A dropdown menu is open for the second batch, showing options: Edit, Duplicate, Flag, and Delete. The 'Duplicate' option is highlighted with a red box.

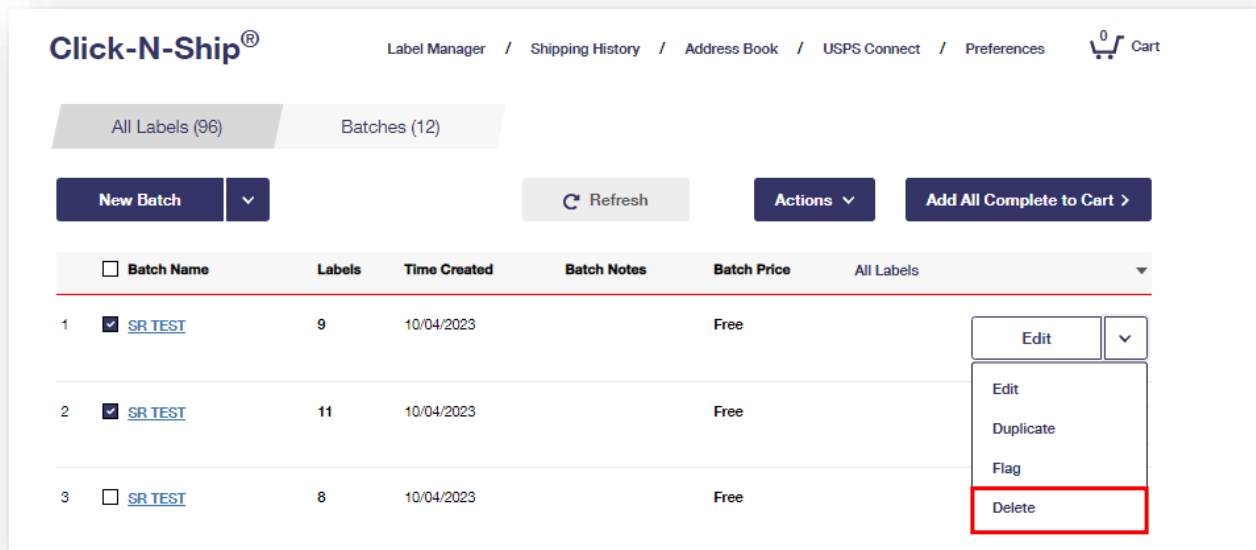
| <input type="checkbox"/> | Batch Name | Labels | Time Created | Batch Notes | Batch Price | All Labels |
|-------------------------------------|-------------------------|--------|--------------|-------------|-------------|------------|
| <input checked="" type="checkbox"/> | SR TEST | 9 | 10/04/2023 | | Free | |
| <input checked="" type="checkbox"/> | SR TEST | 11 | 10/04/2023 | | Free | |
| <input type="checkbox"/> | SR TEST | 8 | 10/04/2023 | | Free | |

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

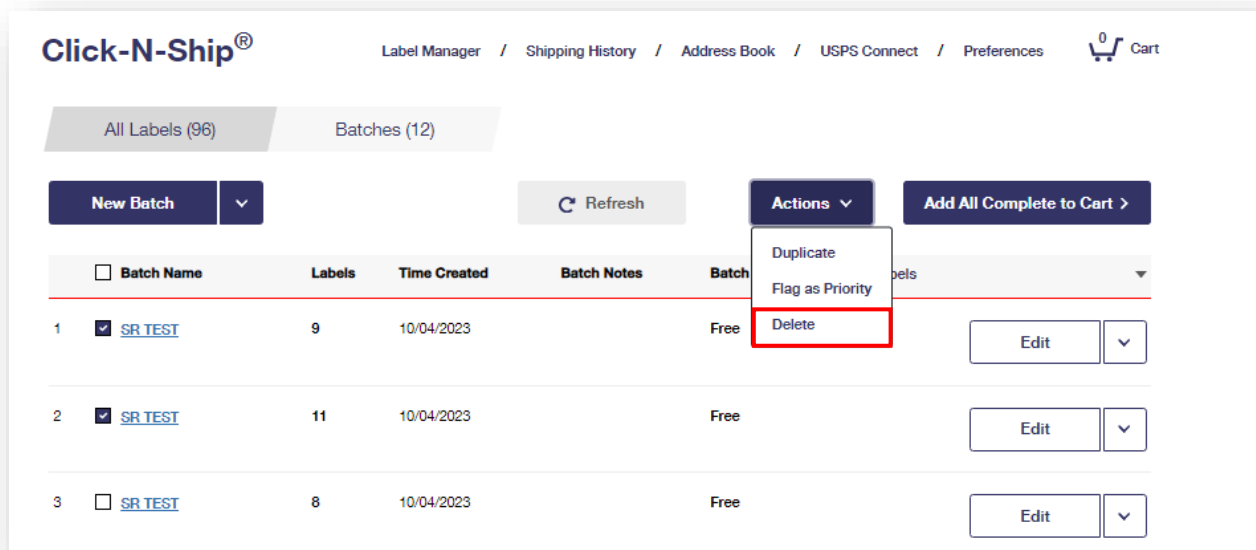


- e) **Delete Batch(es):** You can delete any batch(es) individually or in bulk within the label manager.

- 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**.

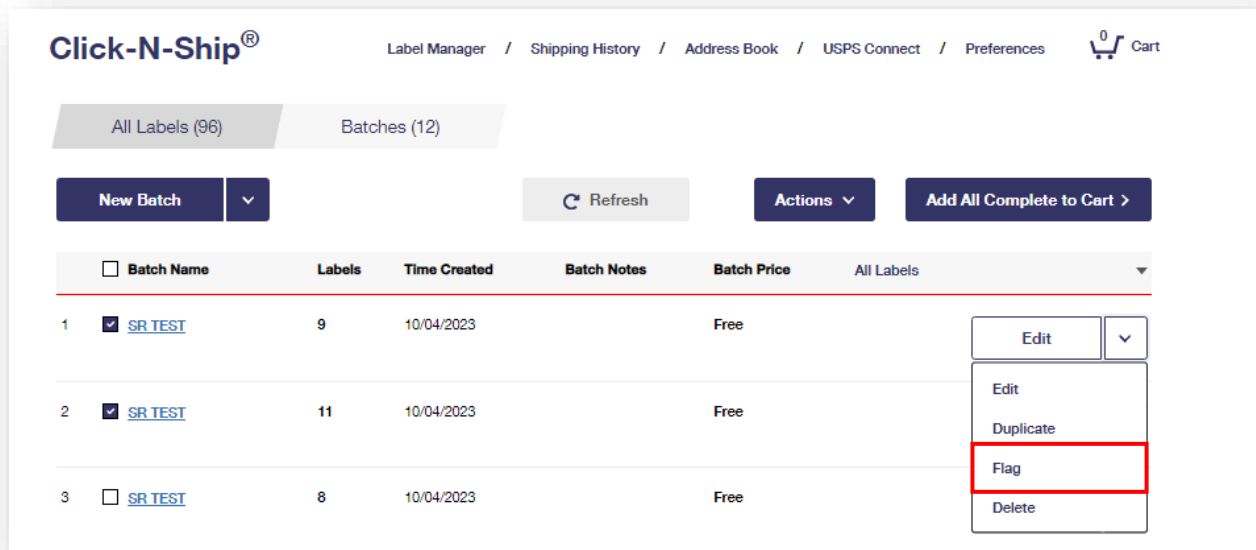


- ii. **Bulk Method:** Check the box of the desired batch(es) and click on the “Actions” button located near the top and select **Delete**.

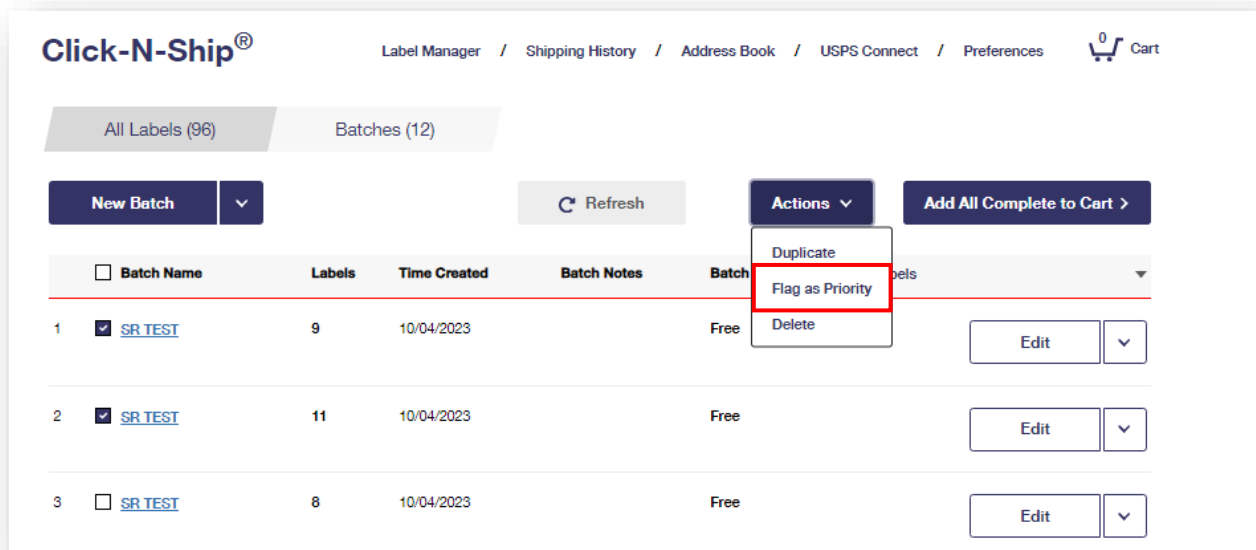


- f) **Flag Batch(es):** You can flag any batch(es) as priority individually or in bulk within the label manager.

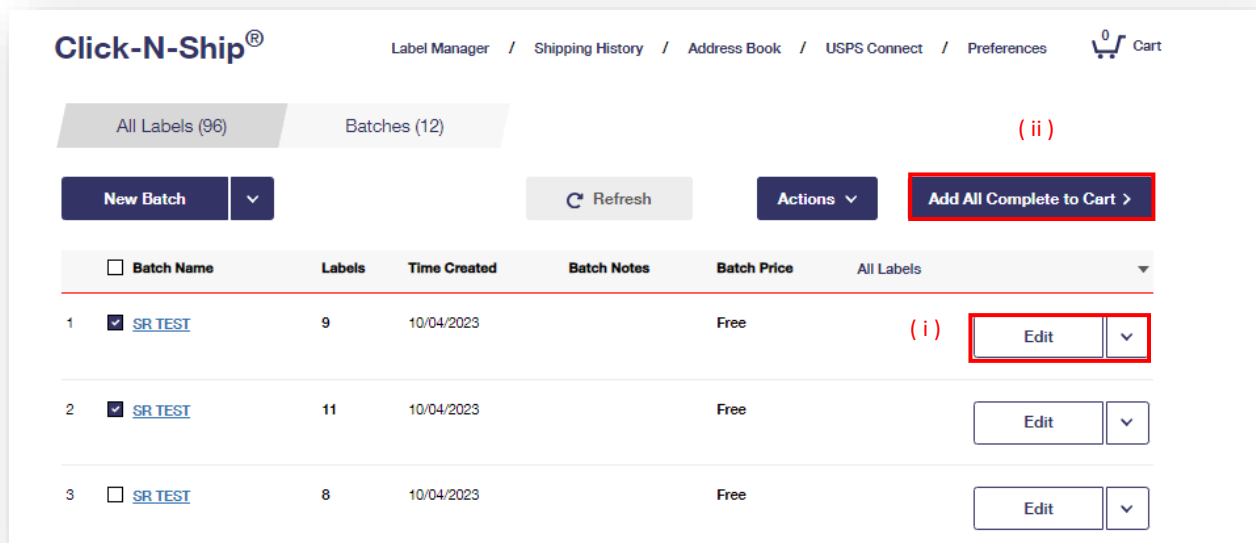
- i. **Individual Method:** Check the box of the desired batch(es) and click on the dropdown menu next to the “Add to Cart” button and select **Flag**.



- 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.*

(i)

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences 1 Cart

Label Cart (1) (a)

[Back to Label Manager](#)

| <input type="checkbox"/> | Ship Date | Recipient | Service and Mailpiece | Mailpiece Details | Mailpiece Services | Price |
|--|------------|--|--|-------------------|----------------------------------|---------------------------------------|
| 1 of 1 <input type="checkbox"/> | 12/12/2023 | Customer pick up at: Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000 | USPS Ground Advantage™ Choose Your Own Box | 6 oz | Choose Your Own Box Insurance | \$4.31 Free |
| Ship to: PO BOX LOCKER Decatur, GA 30030-2053 | | | | | | Total Label Cost \$4.31 |

1 Cart

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.

USPS® Shipping Supplies

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

Order Total: **\$4.31**

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.

The screenshot displays the Click-N-Ship Label Cart interface. At the top, the Click-N-Ship logo is on the left, and navigation links for Label Manager, Shipping History, Address Book, USPS Connect, and Preferences are in the center. A shopping cart icon with '1' is on the right. Below the logo, the text 'Label Cart (1)' is shown, followed by a link to 'Back to Label Manager'. A 'Remove' button is present. The main content is a table with columns: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Mailpiece Services, and Price. The table contains one row for a shipment on 12/12/2023 to Clark Kent at 300 SUPERMAN ST, DECATUR, GA 30000-0000. The service is USPS Ground Advantage™ Choose Your Own Box, 6 oz. Mailpiece services include Choose Your Own Box Insurance (Free) and Total Label Cost (\$4.31). Below the table is a 'New Label' button with a dropdown arrow. A promotional box for 'Enterprise Payment Account (EPA)' is shown, with a 'Create an EPS Account' button. Under 'USPS® Shipping Supplies', there is a text prompt 'Add labels, tape, boxes and shipping supplies to the label order.' and a red-bordered button labeled '+ Add Shipping Supplies'. At the bottom, there is a 'Remove All' button and an 'Order Total: \$4.31' display. A 'Pay Now' button is located at the very bottom right.

Click-N-Ship®

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

Label Cart (1)

[Back to Label Manager](#)

Remove

| | Ship Date | Recipient | Service and Mailpiece | Mailpiece Details | Mailpiece Services | Price |
|--------------------------------|-------------------------------------|--|--|-------------------|-------------------------------|----------------|
| 1 of 1 Edit | <input type="checkbox"/> 12/12/2023 | Customer pick up at: Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000 | USPS Ground Advantage™ Choose Your Own Box | 6 oz | Choose Your Own Box Insurance | \$4.31 Free |
| | | Ship to: PO BOX LOCKER Decatur, GA 30030-2053 | | | Total Label Cost | \$4.31 |

New Label

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


USPS® Shipping Supplies

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

Order Total: **\$4.31**









- 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.

(c)

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

[< Back to Cart](#)

Select Shipping Supplies to Add to your Order

| | | | |
|--|--|--|--|
|  |  |  |  |
| <p>Caution Heavy ID Sticker - Roll of 500</p> <p>Roll of 500 3-1/2" (W) x 5-1/2" (H) \$0.00</p> | <p>Certified Mail Label - Roll of 600</p> <p>Roll of 600 3-1/4" (W) x 1-5/8" (H) \$0.00</p> | <p>Collect on Delivery Form - Pack of 10</p> <p>Pack of 10 7-1/2" (W) x 4-1/4" (H) \$0.00</p> | <p>Commercial Invoice PS Form 6182</p> <p>Set of 10 8-1/2" (W) x 11-1/2" (H) \$0.00</p> |
| <p>- <input type="text" value="0"/> +</p> <p>Add to Cart</p> | <p>- <input type="text" value="0"/> +</p> <p>Add to Cart</p> | <p>- <input type="text" value="0"/> +</p> <p>Add to Cart</p> | <p>- <input type="text" value="0"/> +</p> <p>Add to Cart</p> |
| (b) | | | |
|  |  |  |  |
| <p>Cremated Remains Kit 1</p> <p>Kit 14-3/4"(L) x 10-1/4"(W) x 10"(H) \$0.00</p> | <p>Cremated Remains Kit 2</p> <p>Kit 14-3/4"(L) x 10-1/4"(W) x 10"(H) \$0.00</p> | <p>Cremated Remains Label - Roll of 100</p> <p>Roll of 100 6"(W) x 4"(H) \$0.00</p> | <p>Customs Form Envelope 2976E - Pack of 10</p> <p>Pack of 10 10-1/8" (W) x 7-1/8" (H) \$0.00</p> |
| <p>- <input type="text" value="0"/> +</p> <p>Add to Cart</p> | <p>- <input type="text" value="0"/> +</p> <p>Add to Cart</p> | <p>- <input type="text" value="0"/> +</p> <p>Add to Cart</p> | <p>- <input type="text" value="0"/> +</p> <p>Add to Cart</p> |

- 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 <input type="checkbox"/> 12/12/2023 Edit | 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 |

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.

USPS® Shipping Supplies (e)

| Product | Quantity | Price | Select Shipping Method for Supplies |
|--|--|-------|---|
| 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 | <input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/> | Free | <input checked="" type="radio"/> USPS Ground Advantage™ Service Free <small>Arrives in 6-7 business days</small> |
| | | | <input type="radio"/> Priority Mail® Service \$13.65 <small>Arrives in 2-3 business days</small> |

Shipping Supplies Summary

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

(f)

Order Total: **\$4.31**

(d)

(e)

(f)

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**.

| <input type="checkbox"/> | Ship Date | Recipient | Service and Mailpiece | Mailpiece Details | Mailpiece Services | Price |
|--------------------------------|-------------------------------------|--|--|-------------------|----------------------------------|----------------|
| 1 of 1 Edit | <input type="checkbox"/> 12/12/2023 | Customer pick up at: Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000 Ship to: PO BOX LOCKER Decatur, GA 30030-2053 | USPS Ground Advantage™ Choose Your Own Box | 6 oz | Choose Your Own Box Insurance | \$4.31 Free |
| Total Label Cost | | | | | | \$4.31 |

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.

(i)

USPS® Shipping Supplies

| Product | Quantity | Price |
|--|--------------------------------|-------|
| Dual-Use Priority Mail/Priority Mail Express Medium Tube - 1098 - Pack of 20 38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) Remove | <input type="text" value="1"/> | Free |

Select Shipping Method for Supplies

USPS Ground Advantage™ Service Free
Arrives in 5-7 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 |

Order Total: **\$4.31**

(a)

- 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*

Click-N-Ship

Cust / Ship Info

Billing

Review


Confirmation

Billing Information


Please select your payment method.


I hereby authorize the U.S. Postal Service to charge \$4.31. I have read, understand, and agree to the [Terms and Conditions](#).


Credit & Debit Card



Paypal



Click to Pay 



Order Summary

Click-N-Ship®

| | |
|---------------|---------------|
| Order Total: | \$4.31 |
| Total: | \$4.31 |

Back

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

Credit & Debit Card

AM EX VISA DISCOVER

Credit or Debit Card Information

*Required Field

*Cardholder's Name as it appears on card Rocky Balboa Card Nickname (Business Card, Personal Card, etc.) Card Nickname

*Card Number CVC Expires on MM/YY

Save this card to my account

Make this my preferred card

(d)

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

Billing Address

The address on file with your card company must match your billing address.

Use USPS.com account address

*Address 1 Address 2

300 SUPERMAN ST

*City *State *ZIP Code™

Charlotte NC - North Carolina 33333

Print and Pay

f) Select **Accept & Continue** to continue and place your order.



I certify that my mailing complies with all applicable laws and U.S. Postal Service® regulation and does not contain any prohibited, improperly prepared, or undeclared hazardous materials, as per the requirement set forth in Publication 52, Hazardous, Restricted, and Perishable Mail, the Domestic Mail Manual, and the International Mail Manual (all available online at: <https://pe.usps.com/>).

The mailing of Mercury is PROHIBITED. Failure to comply with this, or any other, prohibition can result in civil penalties up to \$100,000, plus the costs of clean-up and/or damages for each violation. Additionally, some hazardous materials, including but not limited to firearms ammunition, fireworks, strike anywhere matches, and certain flammable liquids (e.g., pure acetone) are prohibited in the mail. As the mailer, you are responsible to know the mailability of your product.

Lithium metal and lithium ion batteries being shipped independently are prohibited from air eligible shipping service (e.g., Priority Mail, Priority Mail Express, and First-Class Package service). Electronic products packed with or containing lithium batteries, such as cell phones, laptop, and e-cigarettes are subject to additional restrictions in both domestic and international mail.

Any mailing containing cigarettes or smokeless tobacco must be presented to a Postal Service™ employee at a Retail Post Office™ location for proper acceptance.


Accept & Continue

You must accept to continue and place your order.

How to Navigate the Payment Confirmation Page

1) Review Order

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

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

Thank you for choosing the United States Postal Service®.

Payment Confirmation

Order Number
DC42B932-884E-4521-9BCD-FFADE56B19C1

| | |
|-------------------------------|----------------------------------|
| Charged to MASTERCARD-5991 | Order Total \$8.96 (1 labels) |
|-------------------------------|----------------------------------|

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

Select printing format for your labels.
Label Printing Format ⓘ

Standard (8.5 x 11) - With receipt, one label per page

Adobe v5 or higher is required to print or save labels.
[Download Adobe Reader >](#)

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

Advertise to your buyers for free with Informed Delivery®

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

Select Labels

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

Upload Ad Banner

Upload a digital ad banner and details.

2) Print and save your Labels

- a) If you want to download and save the label(s) as a PDF, select **Save as PDF'**
- b) If you are ready to print the label(s), select the **printing format** for the label(s).
 - i. *Note, the option to print two labels per page on a Standard(8.5x11) sheet of paper without receipts is now available.*
- c) Once the printing format is selected, select **Print Labels**.

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

Select printing format for your labels.
Label Printing Format ⓘ

(b) Standard (8.5 x 11) - With receipt, one label per page

Adobe v5 or higher is required to print or save labels.
[Download Adobe Reader >](#)

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

I am creating more labels today.

Advertise to your buyers for free with Informed Delivery®

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

Select Labels

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

Upload Ad Banner

Upload a digital ad banner and details.

Enter URL

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

Digital Banner displayed via Informed Delivery

For each label with a digital banner, the recipient will see and interact with the digital ad in their Informed Delivery email or dashboard.

[Learn more about Informed Delivery®](#)

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

(c) Print Labels Save as PDF (a) Create Digital Banner

| <input type="checkbox"/> | Ship Date | Recipient | Service and Mailpiece | Mailpiece Details | Digital Banner | Label Number |
|---------------------------------|------------|---|--|-------------------|------------------------|------------------------|
| 1 of 1 <input type="checkbox"/> | 06/28/2023 | ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000 | Priority Mail® Choose Your Own Box 2-Day Delivery | 16 oz | Create | 9405830109355007266858 |

Schedule a Pickup Your 1 label(s) are eligible for pickup at the entered return address, **2251 Sherman Ave Nw Ste 504, Washington, DC, 20001**.
Your labels are only eligible to be picked up from the return address entered for these packages. Your package will be picked up either **today or tomorrow**, based on when your pickup request is requested.


Request a Pickup


- 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.

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:

Adobe v5 or higher is required to print or save labels.
[Download Adobe Reader >](#)

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

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

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

Upload Ad Banner
Upload a digital ad banner and details.

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

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

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

[Print Labels](#) [Save as PDF](#) [Create Digital Banner](#)

| <input type="checkbox"/> | Ship Date | Recipient | Service and Mailpiece | Mailpiece Details | Digital Banner | Label Number |
|--------------------------|-------------------------------------|---|--|-------------------|----------------|------------------------|
| 1 of 1 | <input type="checkbox"/> 06/28/2023 | ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000 | Priority Mail® Choose Your Own Box 2-Day Delivery | 16 oz | Create | 9405830109355007266858 |

Schedule a Pickup
Your 1 label(s) are eligible for pickup at the entered return address, 2251 Sherman Ave Nw Ste 504, Washington, DC, 20001.
Your labels are only eligible to be picked up from the return address entered for these packages. Your package will be picked up either today or tomorrow, based on when your pickup request is requested.

[Request a Pickup](#)

[Schedule a Pickup](#) [View SCAN Form](#) [View Loyalty Benefits](#) [Create A Label](#)

(a)

(b)

(c)

(d)

Enhanced Click-N-Ship[®] (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.

The screenshot displays the Click-N-Ship user interface. At the top left is the Click-N-Ship logo. In the top right corner, there is a shopping cart icon with the number '2' and the word 'Cart'. Below the logo is a navigation menu with the following items: 'Label Manager', 'Shipping History' (highlighted with a red box), 'Address Book', 'USPS Connect', and 'Preferences'. Below the navigation menu is a promotional banner for a 'Click-N-Ship Business Rate Card' with a 'Sign Up' button. The main content area is divided into two sections. On the left, a 'Hi, Ted!' greeting is followed by a welcome message and a 'View Label Manager' button. On the right, a 'What's in your Label Manager?' summary box shows statistics for labels and batches, categorized by 'Incomplete' and 'Complete' status. Below this is a section for creating an 'Enterprise Payment Account (EPA)' with a 'Create an EPS Account' button. At the bottom, a 'Let's get started!' section offers four options for creating labels: 'Create a Single Label', 'Create a Batch', 'Import Labels', and 'Start From Address Book', each with a corresponding icon and brief description.

Click-N-Ship® 2 Cart

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

Get Lower Rates **Sign Up for a Click-N-Ship® Business Rate Card and Save** Sign Up

You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.

Hi, Ted!

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

[View Label Manager](#)

What's in your Label Manager?

| | |
|---|--|
| 519 ● Incomplete Labels | 3466 ● Complete Labels |
| 20 ● Incomplete Batches | 1 ● Complete Batches |

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

[Create an EPS Account](#)

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

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


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

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

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


2) Find Label and Click on Label Number

- a) Click on the **label number** to view the label details page where the tracking history and delivery status are located.

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

History Dashboard

Account # 229130350

Search by Date - 31 days
06/28/2023  Search

[Advanced Search](#) ▾

Showing Results 1-13 of 13

Export

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details

| | Date | Order | Shipping Address | Service Type | Label | Shipped | Label Delivery | Payment | Status | Cost | |
|---|--------------------------|------------|--------------------------------------|---|---------|--|----------------|---------|-----------------|-----------------|--------|
| 1 | <input type="checkbox"/> | 06/28/2023 | dc42b932-884e-4521-9bcc-ffade56b19c1 | ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000 | PM-CYOB | 9405830109355007266858 | No | N/A | MASTERCARD-5991 | Account Charged | \$8.96 |
| 2 | <input type="checkbox"/> | 06/12/2023 | 66a65a08-a7f4-464f-9a22-7e8234f08279 | Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000 | PM-CYOB | 9405830109355004611705 | Yes | N/A | MASTERCARD-8475 | Refund Pending | \$7.64 |
| 3 | <input type="checkbox"/> | 05/05/2023 | cc3d72df-2c03-426b-8ab4-cc69ceb5bb68 | Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000 | PM-CYOB | 9405830109355002147510 | Yes | N/A | AMEX-0331 | Refunded | \$7.64 |

3) View Label Details Page

- 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 Cart

History Dashboard

[< Back to Shipping History](#)

Label # 9416430109355005822375

Terms

Acceptance Cutoff
11/02/2023
12:00 AM (a)

Acceptance Time
No data

Scheduled Date
11/06/2023
12:00 AM

More Actions ⓘ

USPS Tracking > (b)

Ship Again >

Print/Re-print >

Print at the Post Office >

Save PDF >

Shipping Supplies Status >

Need Help? ⓘ

File an insurance claim? >

Request a Refund >

Loyalty Activity History >

Request a Service Refund >

Delivery Status

Tracking Number
420630219405830109355042887940

Delivered, In/At Mailbox

[View Tracking History](#) ▾

Details

Account Number
228992420

Return Address Package
Jane Doe Choose Your Own Box
300 SUPERMAN ST
DECATUR, GA 30000-0000
Jane.Doe@gmail.com

Delivery Address Service Type
John Doe USPS Ground Advantage™
300 SUPERMAN ST
DECATUR, GA 30000-0000

| | Service Type | Price |
|--|--|---------------|
| Order Number d004ca37-ec5f-4a76-949f-a5888faedd2d | USPS Ground Advantage™ Choose Your Own Box | 3.75 |
| Transaction Type LABEL | INS EDEL | Free Free |
| | Label Total | \$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.

USPS Tracking Tracking

Track Packages Anytime, Anywhere Get the free Informed Delivery® feature to receive automated notifications on your packages

Tracking Number:
9405530109355007559621

[Copy](#) [Add to Informed Delivery](#)

Latest Update

A shipping label has been prepared for your item. A delivery date will be provided when USPS receives the package; contact the shipper or shipping partner with any inquiries.

Pre-Shipment

- Shipping Label Created, USPS Awaiting Item
ARLINGTON, VA 22203
November 1, 2023, 1:20 pm

[What Do USPS Tracking Statuses Mean?](#)

Get More Out of USPS Tracking:
[USPS Tracking Plus®](#)

Text & Email Updates ▼

USPS Tracking Plus® ▼

Product Information ▼

[See Less](#) ^


Feedback

How to Print or Save Label(s) as PDF

1) Navigate to Shipping History

- a) Click the **Shipping History** button located in the menu bar.

The screenshot shows the Click-N-Ship user interface. At the top, the navigation menu includes 'Label Manager', 'Shipping History' (highlighted with a red box), 'Address Book', 'USPS Connect', and 'Preferences'. A shopping cart icon with '0' items is on the right. Below the menu is a light blue banner with a 'Skip the surcharge. Ship with USPS' message. The main content area is divided into two columns. The left column greets the user 'Hi, Ted!' and provides a 'View Label Manager' button. The right column, titled 'What's in your Label Manager?', displays statistics: 85 Incomplete Labels, 11 Complete Labels, 12 Incomplete Batches, and 0 Complete Batches. Below this is a section for creating an Enterprise Payment Account (EPA) with a 'Create an EPS Account' button. At the bottom, a section titled 'Let's get started! How would you like to create your labels?' offers four options: 'Create a Single Label', 'Create a Batch', 'Import Labels', and 'Start From Address Book', each with a corresponding icon and brief description.

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

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

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

[View Label Manager](#)

What's in your Label Manager?

| | |
|---|--|
| 85 Incomplete Labels | 11 Complete Labels |
| 12 Incomplete Batches | 0 Complete Batches |

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

[Create an EPS Account](#)

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

- Create a Single Label**
Create individual labels manually within our improved creation process.
- Create a Batch**
Organize your labels into a batch and utilize our streamlined multi-label creation process.
- Import Labels**
Import multiple labels via a File Upload and continue editing in Label Manager.
- Start From Address Book**
Start multiple labels in Label Manager by bringing in addresses from your Address Book.

2) Find Label and Click on Label Number

- a) Click on the **label number** to view the label details page where the tracking history and delivery status are located.

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

History Dashboard

Account # 229130350

Search by Transaction Number Label Number Date - 31 days

[Advanced Search](#)

Showing Results 1-13 of 13

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details

| Date | Order | Shipping Address | Service Type | Label | Shipped | Label Delivery | Payment | Status | Cost | |
|----------------------------|------------|--------------------------------------|---|---------|--|----------------|---------|-----------------|-----------------|--------|
| 1 <input type="checkbox"/> | 06/28/2023 | dc42b932-884e-4521-9bcd-ffade56b19c1 | ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000 | PM-CYOB | 9405830109355007266858 | No | N/A | MASTERCARD-5991 | Account Charged | \$8.96 |
| 2 <input type="checkbox"/> | 06/12/2023 | 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 <input type="checkbox"/> | 05/05/2023 | cc3d72df-2c03-426b-8ab4-cc69ceb5bb68 | Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000 | PM-CYOB | 9405830109355002147510 | Yes | N/A | AMEX-0331 | Refunded | \$7.64 |

3) View Label Details Page

- 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.

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

History Dashboard

[← Back to Shipping History](#)

Label # 9416430109355005822375

Terms

Acceptance Cutoff
11/02/2023
12:00 AM

Acceptance Time
No data

Scheduled Date
11/06/2023
12:00 AM

More Actions ⓘ

- [USPS Tracking >](#)
- [Ship Again >](#)
- [Print/Re-print >](#)** (a)
- [Print at the Post Office >](#)
- [Save PDF >](#)** (b)
- [Shipping Supplies Status >](#)

Need Help? ⓘ

- [File an insurance claim? >](#)
- [Request a Refund >](#)
- [Loyalty Activity History >](#)
- [Request a Service Refund >](#)

Delivery Status

Tracking Number
420630219405830109355042887940

Delivered, In/At Mailbox

[View Tracking History ▾](#)

Details

Account Number
228992420

Return Address
Jane Doe
300 Spartan Rd
CINCINNATI, OH 45202-1114
Jane.Doe@gmail.com

Package
Choose Your Own Box

Delivery Address
John Doe
100 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Service Type
USPS Ground Advantage™

| Order Number | Service Type | Price |
|--------------------------------------|--|---------------|
| d004ca37-ec5f-4a76-949f-a5888faedd2d | USPS Ground Advantage™ Choose Your Own Box | 3.75 |
| Transaction Type | INS | Free |
| LABEL | EDEL | Free |
| Label Total | | \$3.75 |

[Feedback](#)

4) Select Printing Format for Your Label(s)

- a) Select a **label printing format** for your labels from the dropdown.
 - i. *Note, the option to print two labels per page on a Standard(8.5x11) sheet of paper without receipts is now available.*
- b) To begin printing / saving your label(s) as PDF, select **Get PDF**.

(a)

Select Printing Format for your labels

Select printing format for your labels.

Label Printing Format ⓘ

Standard (8.5 x 11) - Without receipt, two labels per page

Label Printer Compatible (4 x 6) 1 page sheet

Label Printer Compatible (4 x 5) 1 page sheet

Standard (8.5 x 11) - With receipt, one label per page

Standard (8.5 x 11) - Without receipt, two labels per page

Print later at Post Office

Get PDF

(b)

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.

The screenshot displays the Click-N-Ship web application interface. At the top left is the logo "Click-N-Ship®". To the right is a shopping cart icon with the number "2" and the word "Cart". Below the logo is a navigation menu with the following items: "Label Manager", "Shipping History" (highlighted with a red box), "Address Book", "USPS Connect", and "Preferences".

Below the navigation menu is a promotional banner for a "Click-N-Ship® Business Rate Card and Save". It includes a "Get Lower Rates" button and a "Sign Up" button. The text states: "You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases."

Below the banner is a personalized greeting: "Hi, Ted!". It includes a "View Label Manager" button and a summary of account information:

| What's in your Label Manager? | |
|--|--|
| 519 | 3466 |
| ● Incomplete Labels | ● Complete Labels |
| 20 | 1 |
| ● Incomplete Batches | ● Complete Batches |


Below the greeting is a section for creating an "Enterprise Payment Account (EPA)". It includes a "Create an EPS Account" button and text: "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."

At the bottom is a section titled "Let's get started! How would you like to create your labels?" with four options:

- Create a Single Label**: Create individual labels manually within our improved creation process.
- Create a Batch**: Organize your labels into a batch and utilize our streamlined multi-label creation process.
- Import Labels**: Import multiple labels via a File Upload and continue editing in Label Manager.
- Start From Address Book**: Start multiple labels in Label Manager by bringing in addresses from your Address Book.

2) Find Label 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 

History **Dashboard**

Account # 229130350

Search by: Transaction Number Label Number Date - 31 days



[Advanced Search](#)

Showing Results 1-13 of 13

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details

| Date | Order | Shipping Address | Service Type | Label | Shipped | Label Delivery | Payment | Status | Cost |
|----------------------------|--|---|--------------|--|---------|----------------|-----------------|-----------------|--------|
| 1 <input type="checkbox"/> | 06/28/2023 dc42b932-884e-4521-9bcd-ffade56b19c1 | ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000 | PM-CYOB | 9405830109355007266858 | No | N/A | MASTERCARD-5991 | Account Charged | \$8.96 |
| 2 <input type="checkbox"/> | 06/12/2023 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 <input type="checkbox"/> | 05/05/2023 cc3d72df-2c03-426b-8ab4-cc69ceb5bb68 | Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000 | PM-CYOB | 9405830109355002147510 | Yes | N/A | AMEX-0331 | Refunded | \$7.64 |

3) Request Refund

There are two ways to request a refund for a label.

- a) **Option 1:** Click the check box next to the label and click the “Refund” button that appears in the available actions.

Account # 229130350

Search by: Transaction Number: Label Number: Date + 31 days: 06/28/2023

Advanced Search ▾

Showing Results 1-13 of 13

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details.

1 Labels Selected: Choose an action from the dropdown menu.

| Date | Order | Shipping Address | Service Type | Label | Quantity | Payment | Status | Cost |
|-------------------------------------|------------|---|--------------|--|----------|-----------------|-----------------|--------|
| <input checked="" type="checkbox"/> | 06/28/2023 | dc42b932-884e-4521-9bcd-ffade56b19c1 ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000 | PM-CYOB | 9405830109355007266858 | No | MASTERCARD-5991 | Account Charged | \$8.96 |
| <input type="checkbox"/> | 06/12/2023 | 68a65a08-a714-464f-9a22-7e8234f08279 Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000 | PM-CYOB | 9405830109355004611705 | Yes | MASTERCARD-8475 | Refund Pending | \$7.64 |
| <input type="checkbox"/> | 05/05/2023 | cc3d72df-2c03-426b-8ab4-cc69ceb5bb68 Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000 | PM-CYOB | 9405830109355002147510 | Yes | AMEX-0331 | Refunded | \$7.64 |

Select Action ▾

- Track
- Ship Again
- Print
- Save as PDF
- Refund**
- Cancel Refund

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

Showing Results 1-13 of 13

[Export](#)

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details

1 Labels Selected: Choose an action from the dropdown menu.

Select Action
Track
Ship Again
Print
Save as PDF
Refund
Cancel Refund

[Go](#)

| Date | Order | Shipping Address | Service Type | Label | Quantity | Payment | Status | Cost |
|------------|-------------------------------------|---|--------------|--|----------|---------|------------------------------------|--------|
| 06/28/2023 | <input checked="" type="checkbox"/> | 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 |
| 06/12/2023 | <input type="checkbox"/> | 68a65a08-a714-464f-9a22-7e8234f08279 Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000 | PM-CYOB | 9405830109355004611705 | Yes | N/A | MASTERCARD-8475 Refund Pending | \$7.64 |

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

[Back to Shipping History](#)

Label # 9436130109355001535340

Terms

Acceptance Cutoff
09/05/2023
12:00 AM

Acceptance Time
No data

Scheduled Date
09/09/2023
12:00 AM

More Actions ⓘ

- [USPS Tracking](#) >
- [Ship Again](#) >
- [Shipping Supplies Status](#) >

Need Help? ⓘ

- [File an insurance claim?](#) >
- [Loyalty Activity History](#) >
- [Request a Refund](#) >

Delivery Status

Tracking Number
[420770189436130109355001535340](#)

Your package is on the way to a USPS facility. Sign up to get updates, and we'll send you a delivery date and time when available.

Pre-Shipment

[View Tracking History](#) v

Details

Account Number
229130350


Return Address
Clark Kent
300 SUPERMAN ST
DECATUR, GA 30000-0000

Package
Choose Your Own Box

How to Export Your Purchase History

1) Navigate to Shipping History

- a) Once you are on the Shipping History landing page, select **Export** to begin the exporting process.

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

History **Dashboard**

Account # 229130350

Search by Date = 31 days

Showing Results 1-13 of 13

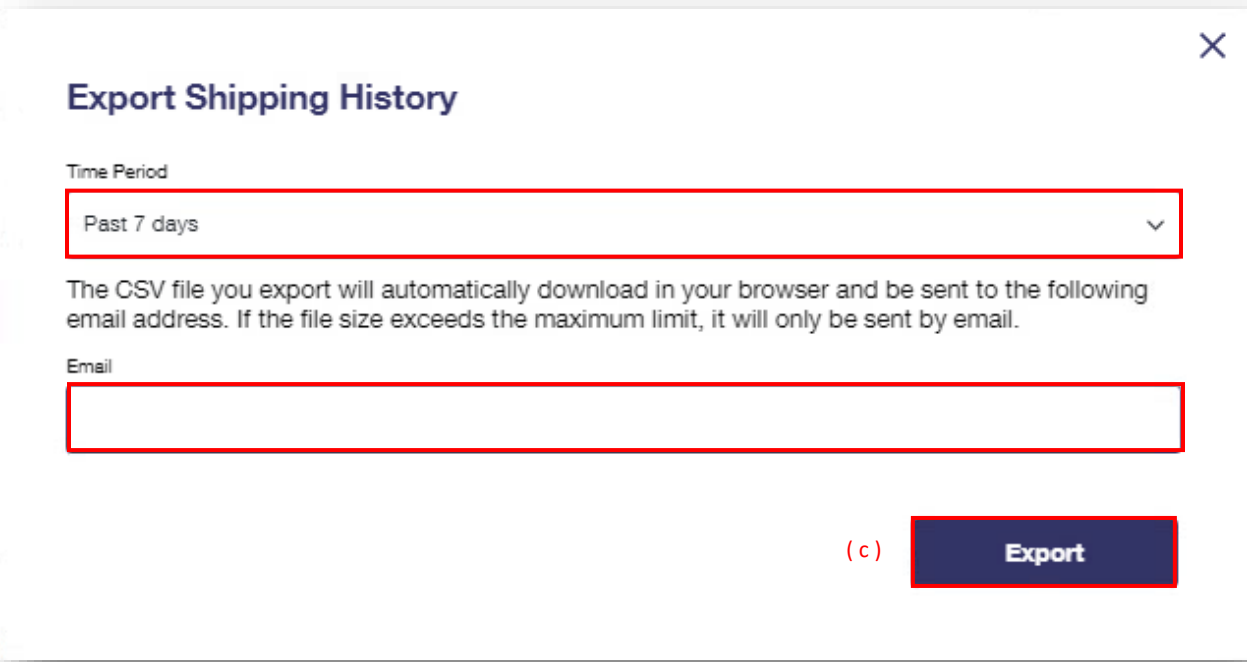
Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details

| Date | Order | Shipping Address | Service Type | Label | Shipped | Label Delivery | Payment | Status | Cost |
|----------------------------|--|---|--------------|--|---------|----------------|-----------------|-----------------|--------|
| 1 <input type="checkbox"/> | 06/28/2023 dc42b932-884e-4521-9bcd-ffade56b19c1 | ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000 | PM-CYOB | 9405830109355007266858 | No | N/A | MASTERCARD-5991 | Account Charged | \$8.96 |
| 2 <input type="checkbox"/> | 06/12/2023 68a65a08-a7f4-464f-9a22-7e8234f08279 | Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000 | PM-CYOB | 9405830109355004611705 | Yes | N/A | MASTERCARD-8475 | Refund Pending | \$7.64 |

2) Fill out the Export Shipping History Form

- a) Before exporting the file, select the desired **time period** for the exported file.
- b) Enter the **email address** where the file will automatically be sent to after exporting.
- c) Once ready, select **Export**.



The screenshot shows a web form titled "Export Shipping History" with a close button (X) in the top right corner. The form contains the following elements:

- A dropdown menu labeled "Time Period" with the option "Past 7 days" selected. This element is annotated with a red box and the label "(a)".
- A paragraph of text: "The CSV file you export will automatically download in your browser and be sent to the following email address. If the file size exceeds the maximum limit, it will only be sent by email."
- An empty text input field labeled "Email". This field is annotated with a red box and the label "(b)".
- A dark blue button labeled "Export" at the bottom right. This button is annotated with a red box and the label "(c)".

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.

The screenshot displays the Click-N-Ship user interface. At the top, the navigation menu includes 'Label Manager', 'Shipping History', 'Address Book' (highlighted with a red box), 'USPS Connect', and 'Preferences'. A shopping cart icon with '0' items is also visible. Below the menu, a light blue banner contains a message about skipping surcharges and lower commercial rates. The main content area is divided into two sections: a personalized greeting 'Hi, Ted!' with a 'View Label Manager' button, and a 'What's in your Label Manager?' summary showing 85 Incomplete Labels, 11 Complete Labels, 12 Incomplete Batches, and 0 Complete Batches. A 'Create an EPS Account' button is also present. At the bottom, a section titled 'Let's get started! How would you like to create your labels?' offers four options: 'Create a Single Label', 'Create a Batch', 'Import Labels', and 'Start From Address Book'.

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

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

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

[View Label Manager](#)

What's in your Label Manager?

| | |
|---|--|
| 85 ● Incomplete Labels | 11 ● Complete Labels |
| 12 ● Incomplete Batches | 0 ● Complete Batches |

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

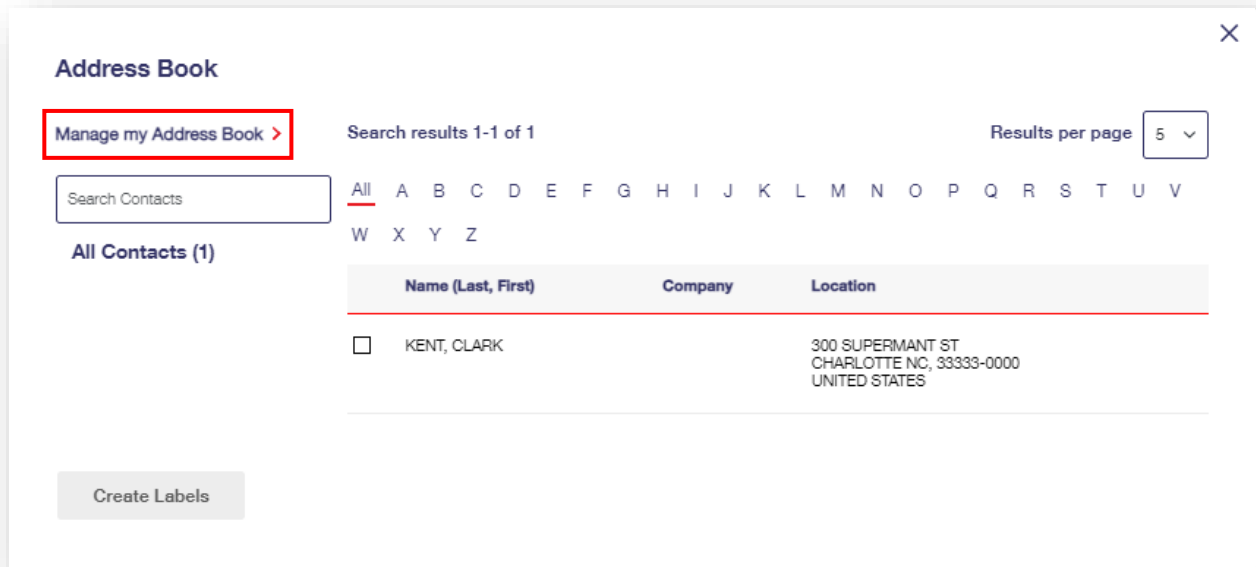
[Create an EPS Account](#)

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

- Create a Single Label**
Create individual labels manually within our improved creation process.
- Create a Batch**
Organize your labels into a batch and utilize our streamlined multi-label creation process.
- Import Labels**
Import multiple labels via a File Upload and continue editing in Label Manager.
- Start From Address Book**
Start multiple labels in Label Manager by bringing in addresses from your Address Book.

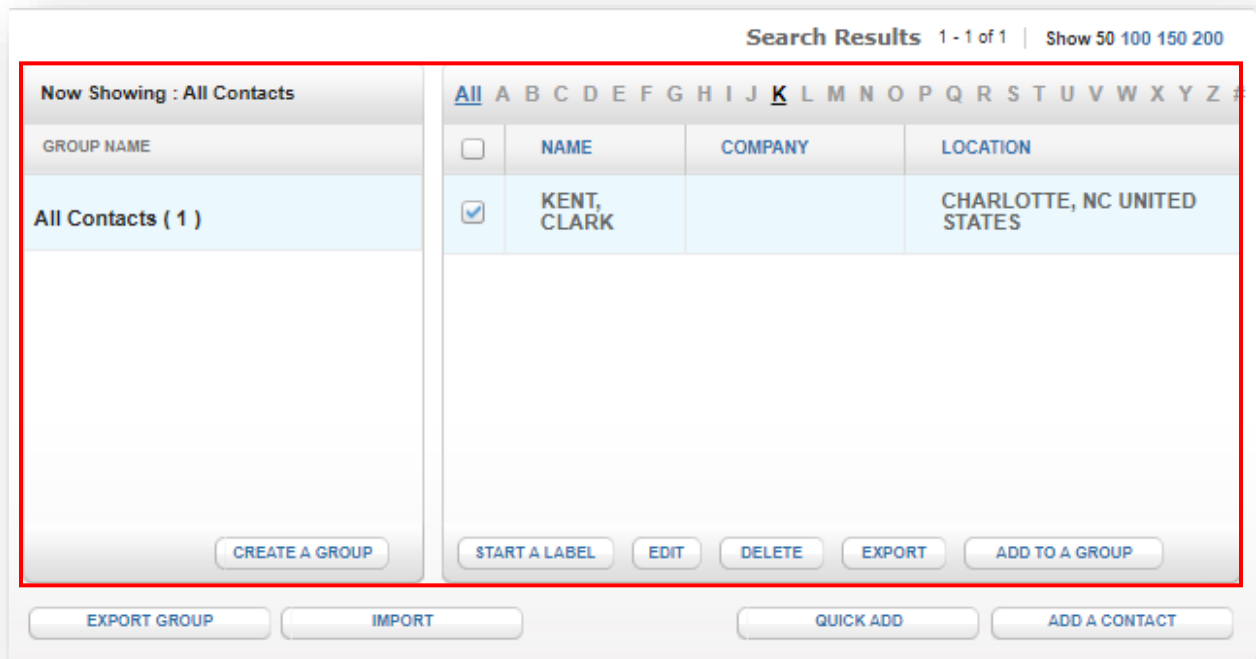
2) Finding your Address Book

- 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.

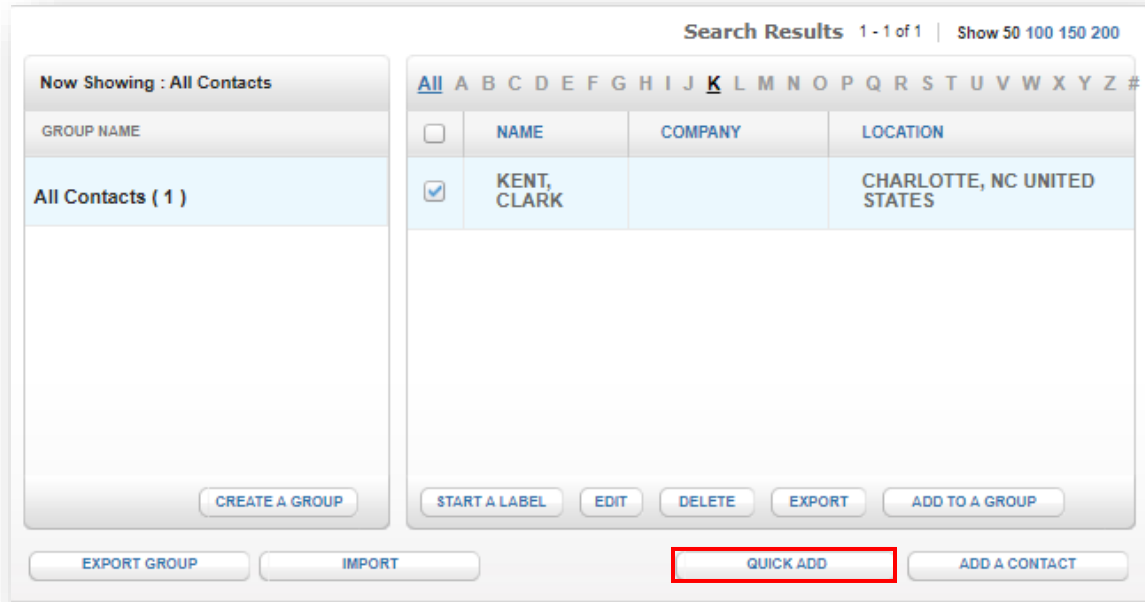
The screenshot shows a web interface titled "Search Results" with "1 - 1 of 1" and "Show 50 100 150 200" options. On the left, a sidebar shows "Now Showing : All Contacts" and a "GROUP NAME" section with "All Contacts (1)". Below this is a "CREATE A GROUP" button. The main area displays a table with columns: NAME, COMPANY, and LOCATION. A single contact is listed: "KENT, CLARK" with "CHARLOTTE, NC UNITED STATES" as the location. Below the table are buttons: "START A LABEL", "EDIT", "DELETE", "EXPORT", and "ADD TO A GROUP". At the bottom of the interface, there are buttons for "EXPORT GROUP", "IMPORT" (highlighted with a red box), "QUICK ADD", and "ADD A CONTACT".

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

The screenshot shows the "Import Contacts" dialog box. It has a title "Import Contacts" and a section "How to Import" with instructions: "You can import all of your contacts at once. Or, you can upload specific files and put them in existing groups or create new ones." Below this is a text input field and a "Browse" button (highlighted with a red box and labeled "(b)"). A link "Download a sample (.csv) file to use as a template, or to view as reference." is provided. There is a section "Add imported contacts to (optional):" with a dropdown menu set to "New Import Group". Below that is "Or create a group:" with a text input field. At the bottom are "Cancel" and "Continue" buttons (the "Continue" button is highlighted with a red box and labeled "(c)"). To the right, there is a section "How to Import an Address Book" with a list of requirements: "1. The imported address book must be in (.csv) format.", "2. The (.csv) file must contain a first and last name OR company name, plus at least one of the following: Address, City, State/Province, ZIP Code, Phone, Email." Below this is a link "Download a sample address book import file: sample.csv." and a list of steps: "3. Import your (.csv) file by selecting 'Browse'.", "4. Add your imported file to an existing address group or add it to a new address group.", "5. Select 'Continue' to import your file." A "Tips" section follows: "Name your groups to help you identify them later. Examples: Family, Office, etc."

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.

The "Quick Add" dialog box is shown. It has a title "Quick Add". Under "Contact Name:", there is an example "Example: Ann M Warner" and a text input field (highlighted with a red box). Under "Contact Details (Domestic Only):", there is an example "Example: 372 Ridgedale Ave Suite 442
East Hanover, New Jersey 07936
973-887-2230 973-887-9190
cnsuser1@email.com cnsuser1@email.com" and a larger text input field (highlighted with a red box). At the bottom, there are "Cancel" and "Save" buttons.

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.

The screenshot displays a contact management interface. At the top right, it shows "Search Results 1 - 1 of 1 | Show 50 100 150 200". On the left, a sidebar shows "Now Showing : All Contacts" and a list of groups with "All Contacts (1)" selected. The main area features a table with columns for "NAME", "COMPANY", and "LOCATION". A single contact, "KENT, CLARK", is listed with the location "CHARLOTTE, NC UNITED STATES" and is selected with a checkmark. Below the table are buttons for "START A LABEL", "EDIT", "DELETE", "EXPORT", and "ADD TO A GROUP". At the bottom, a menu bar contains buttons for "EXPORT GROUP", "IMPORT", "QUICK ADD", and "ADD A CONTACT", with the latter highlighted by a red box.

| | NAME | COMPANY | LOCATION |
|-------------------------------------|-------------|---------|-----------------------------|
| <input checked="" type="checkbox"/> | KENT, CLARK | | CHARLOTTE, NC UNITED STATES |

Buttons at the bottom: EXPORT GROUP, IMPORT, QUICK ADD, **ADD A CONTACT**

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

Contact Information

You must give us a first and last name OR company name, plus one other item marked with an asterisk (*).
* indicates a required field

| | |
|---|---|
| Name *First Name <input type="text"/> M.I. <input type="text"/> *Last Name <input type="text"/> <input type="checkbox"/> This address is a business. Nickname <input type="text"/> | Phone Number 1 <input type="checkbox"/> Set as the default phone number for this contact Number Type <input type="button" value="Home"/> *Phone Locale <input type="button" value="US"/> *Number <input type="text"/> Ext. <input type="text"/> <input type="button" value="ADD A PHONE NUMBER"/> |
| Address 1 <input type="checkbox"/> Set as the default address for this contact Address Type <input type="button" value="Home"/> Country <input type="button" value="UNITED STATES"/> *Address <input type="text"/> Apt / Suite / Other <input type="text"/> *City <input type="text"/> *State <input type="button" value="Select"/> *ZIP Code™ <input type="text"/> <input type="button" value="CHECK ADDRESS"/> Reference Number <input type="text"/> <input type="button" value="ADD AN ADDRESS"/> | Email Address 1 <input type="checkbox"/> Set as the default email address for this contact Email Type <input type="button" value="Home"/> *Email Address <input type="text"/> <input type="button" value="ADD AN EMAIL ADDRESS"/> Create a New Group <input type="text"/> Groups |

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.

The screenshot displays a web-based address book interface. At the top right, it shows "Search Results 1 - 1 of 1 | Show 50 100 150 200". On the left, a sidebar indicates "Now Showing : All Contacts" and lists "All Contacts (1)". The main area features a table with columns for "NAME", "COMPANY", and "LOCATION". A single contact, "KENT, CLARK", is listed with the location "CHARLOTTE, NC UNITED STATES". A red box highlights the checkbox next to this contact. Below the table, a menu bar contains buttons for "START A LABEL", "EDIT", "DELETE", "EXPORT", and "ADD TO A GROUP". The "EDIT" button is also highlighted with a red box. At the bottom of the interface, there are additional buttons: "EXPORT GROUP", "IMPORT", "QUICK ADD", and "ADD A CONTACT".

| | NAME | COMPANY | LOCATION |
|-------------------------------------|-------------|---------|-----------------------------|
| <input checked="" type="checkbox"/> | KENT, CLARK | | CHARLOTTE, NC UNITED STATES |

2) Edit Contact Information

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

Contact Information

You must give us a first and last name OR company name, plus one other item marked with an asterisk (*).
* indicates a required field

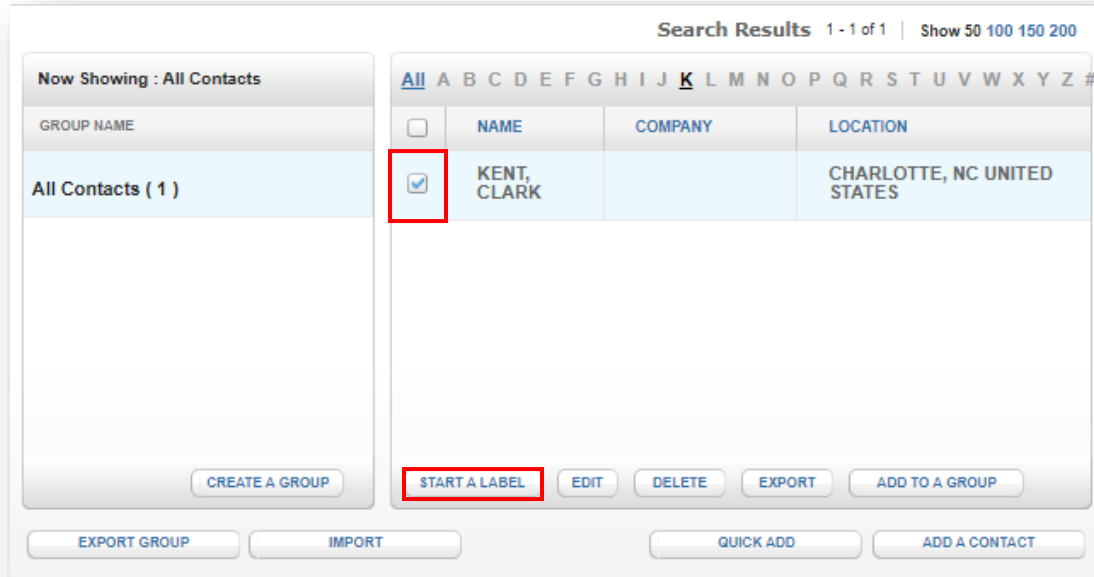
| | |
|---|---|
| Name *First Name: CLARK M.I.: *Last Name: KENT <input type="checkbox"/> This address is a business. Nickname: Address 1 <input checked="" type="checkbox"/> Set as the default address for this contact Address Type: Home Country: UNITED STATES *Address: 300 SUPERMANT ST Apt / Suite / Other: *City: CHARLOTTE *State: NC - North Carolina *ZIP Code™: 33333-0000 CHECK ADDRESS Reference Number: ADD AN ADDRESS | Phone Number 1 <input type="checkbox"/> Set as the default phone number for this contact Number Type: Home *Phone Locale: US *Number: Ext.: ADD A PHONE NUMBER Email Address 1 <input type="checkbox"/> Set as the default email address for this contact Email Type: Home *Email Address: ADD AN EMAIL ADDRESS Create a New Group Groups |
|---|---|

Cancel Save Contact

How to Manage Saved Contacts within your Address Book

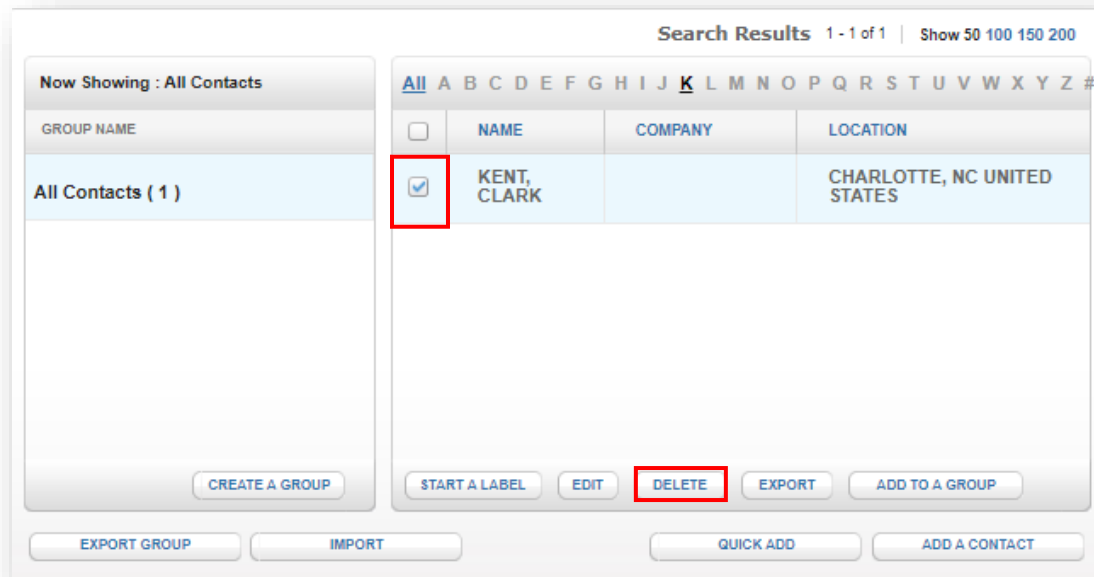
1) Create a Label from a Saved Contact

- 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**.



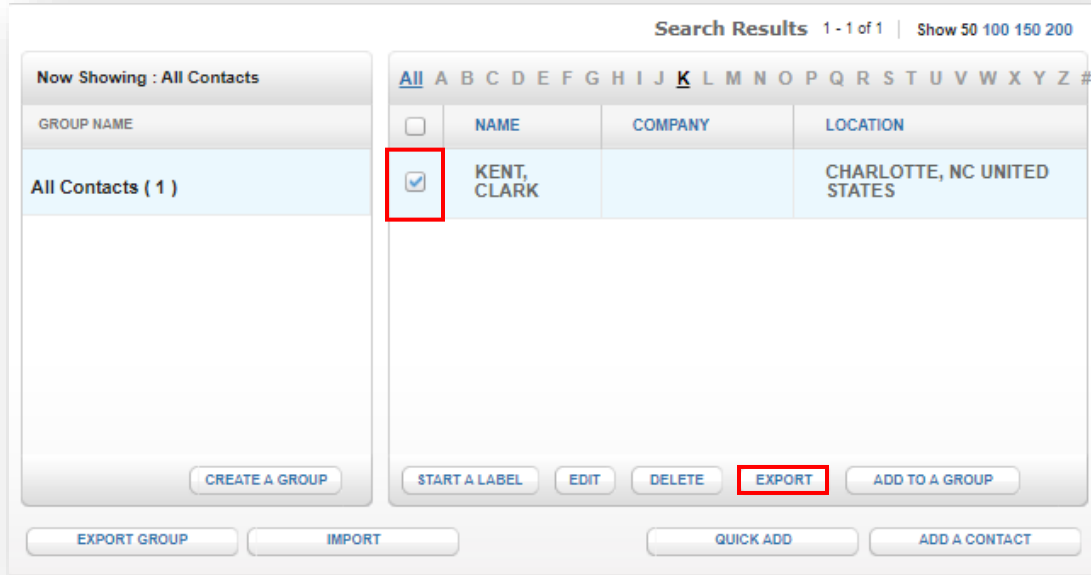
2) Delete a Saved Contact

- 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.



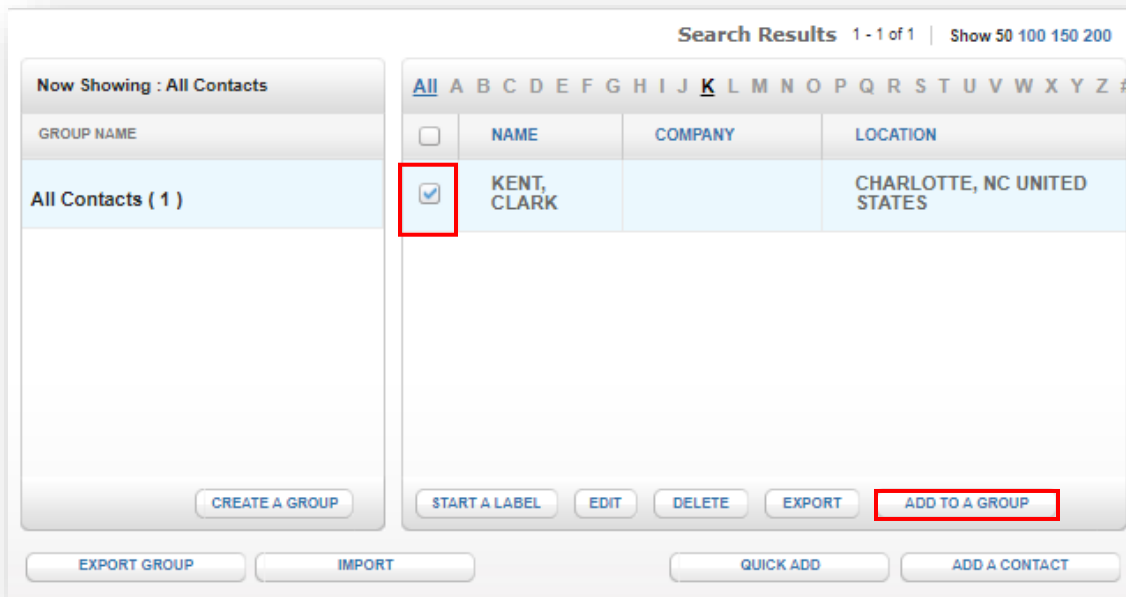
3) Export a Saved Contact

- 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.

Click-N-Ship®

2 Cart

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

Get Lower Rates

Sign Up for a Click-N-Ship® Business Rate Card and Save

You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.

[Sign Up](#)

Hi, Ted!

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

[View Label Manager](#)


What's in your Label Manager?

| | |
|--|---|
| 519 | 3466 |
| ● Incomplete Labels | ● Complete Labels |
| 20 | 1 |
| ● Incomplete Batches | ● Complete Batches |

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


[Create an EPS Account](#)

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




Create a Single Label

Create individual labels manually within our improved creation process.




Create a Batch

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



Import Labels

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



Start From Address Book

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

2) 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

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

[Edit](#) [Clear](#)

| | |
|--|---|
| Hide Postage Amount on Label by Service Types Hide postage by service types is not set | Hide Postage Amount on Label for Selected Addresses Addresses to hide postage are not set |
|--|---|

Mailpiece Options

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

[Edit](#) [Clear](#)

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

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](#)

[Save](#) [Cancel](#)

Feedback

(d)

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 by service types is not set

Hide Postage Amount on Label for Selected Addresses 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

USPS® Flat Rate Packaging

Choose your own box

Save Cancel

Feedback

(b)

(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.

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

Favorites

Save favorite service and mailpiece types to create labels faster.

| Favorite Name | Service Type | Mailpiece Type | Value | Weight |
|---------------|--------------|----------------|-------|--------|
|---------------|--------------|----------------|-------|--------|

You do not currently have any Favorites. To add a new Favorite, click "Add Favorite" below.

[+ Add Favorite](#)

- 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.

(b)

Add Favorite ×

Save favorite packaging options to create new labels more quickly.

*Name of Favorite

*Service Type
Select a service type ▼

*Mailpiece Type
 ▼

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

Save

(c)

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.

Favorites

Save favorite service and mailpiece types to create labels faster.

| Favorite Name | Service Type | Mailpiece Type | Value | Weight |
|---|--------------|----------------|-------|--------|
| You do not currently have any Favorites. To add a new Favorite, click "Add Favorite" below. | | | | |

[+ Add Favorite](#)

Shipment Notifications [Edit](#) [Clear](#)

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

Sender Notification Options **Recipient Notification Options**

No sender notification options are set No recipient notification options are set

- 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.

Shipment Notifications

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

My Shipment Notifications

I would like to get tracking and confirmation notifications via email and/or text message

(b)

Recipient Shipment Notifications

Select updates sent to recipient.

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

(c)

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

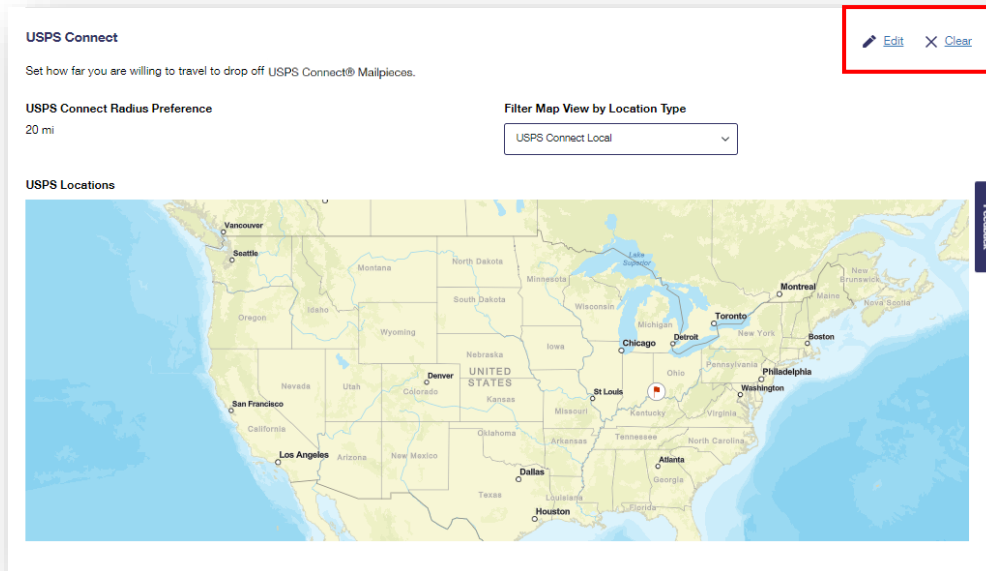
Save

(d)

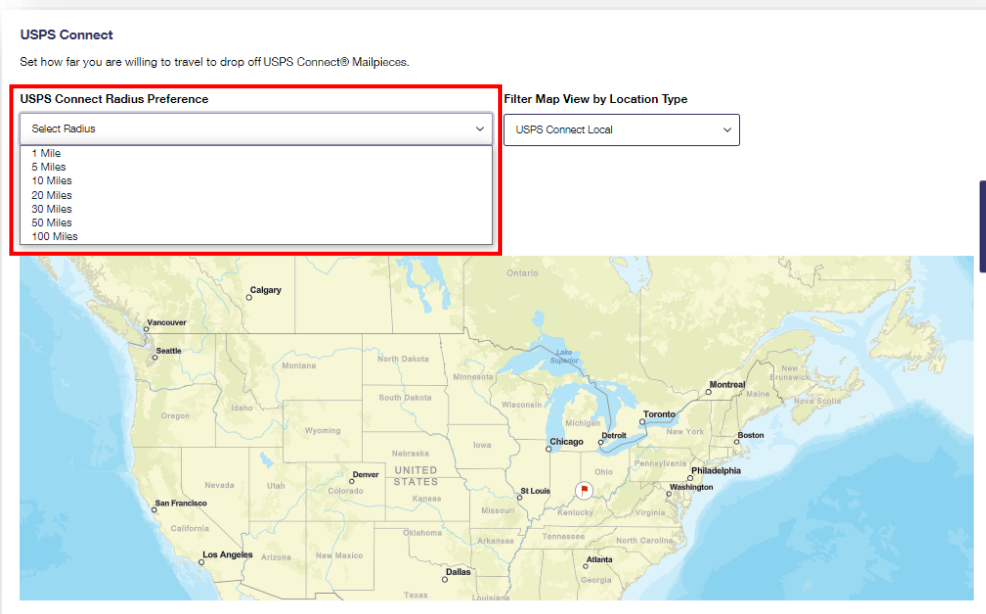
6) Set "USPS Connect" Preferences

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.

USPS Connect
Set how far you are willing to travel to drop off USPS Connect® Mailpieces.

USPS Connect Radius Preference
Select Radius

Filter Map View by Location Type
USPS Connect Local
USPS Connect Local
USPS Connect Regional

USPS Locations



The image shows a screenshot of the USPS Connect settings interface. At the top, there's a heading 'USPS Connect' and a sub-heading 'Set how far you are willing to travel to drop off USPS Connect® Mailpieces.' Below this, there are two main sections: 'USPS Connect Radius Preference' and 'Filter Map View by Location Type'. The 'Filter Map View by Location Type' dropdown menu is open, showing three options: 'USPS Connect Local', 'USPS Connect Local', and 'USPS Connect Regional'. The first 'USPS Connect Local' option is highlighted with a blue background. A red rectangular box is drawn around the entire dropdown menu. Below these sections are two buttons: 'Save' and 'Cancel'. At the bottom, there's a section titled 'USPS Locations' which contains a map of the United States with various cities marked as USPS Connect locations. A red square is also visible on the map, centered over St. Louis.


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

USPS Connect
Set how far you are willing to travel to drop off USPS Connect® Mailpieces.

USPS Connect Radius Preference
Select Radius

Filter Map View by Location Type
USPS Connect Local

USPS Locations



This image is a second screenshot of the USPS Connect settings interface, showing the same elements as the first screenshot. The 'Filter Map View by Location Type' dropdown menu is now closed, and the selected option 'USPS Connect Local' is visible. The 'Save' button is now highlighted with a red border, indicating it is the next step to click. The map below still shows the same USPS Connect locations, with the red square over St. Louis.

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.

Return Address Edit Clear

Specify the return address on the label. This does not change the customer registered address.

Return Address
No return address preferences are set

Print Settings Edit Clear

Specify preferred label printing format.

Print Preferences
No Label Printing Preferences are set

Feedback

- b) Manually enter the **return address details** such as Name, Company (if applicable), Country, Address, City, State, and ZIP Code™.
- c) Once finished, click on **Save** to save your updated preferences selections.

Return Address

Specify the return address on the label. This does not change the customer registered address.

Return Address
No return address preferences are set

*First Name M.I. *Last Name

Company

*Street Address Apt/Suite

*City *State *ZIP Code™

AL - Alabama

Save Cancel

Feedback

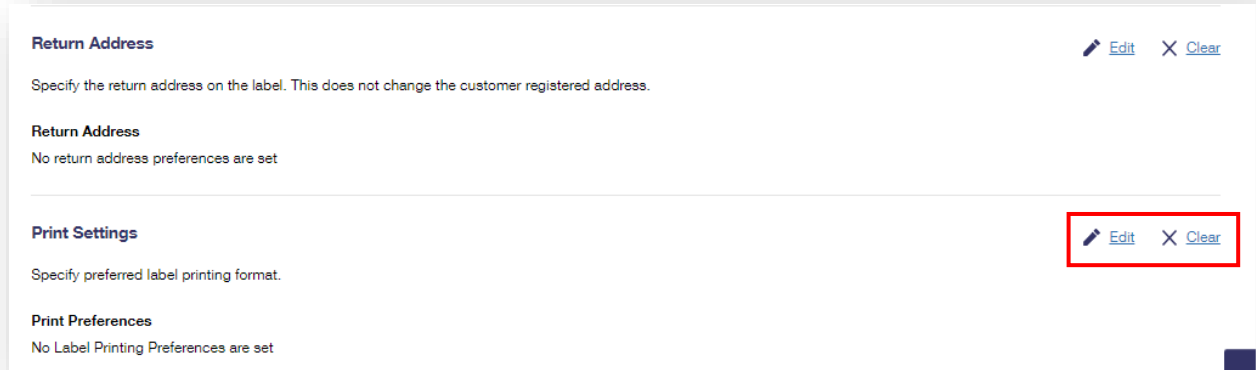
(b)

(c)

8) Set "Printing Settings" Preferences

Specify a preferred label printing format.

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



Return Address Edit Clear

Specify the return address on the label. This does not change the customer registered address.

Return Address
No return address preferences are set

Print Settings Edit Clear

Specify preferred label printing format.

Print Preferences
No Label Printing Preferences are set

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



Print Settings

Specify preferred label printing format.

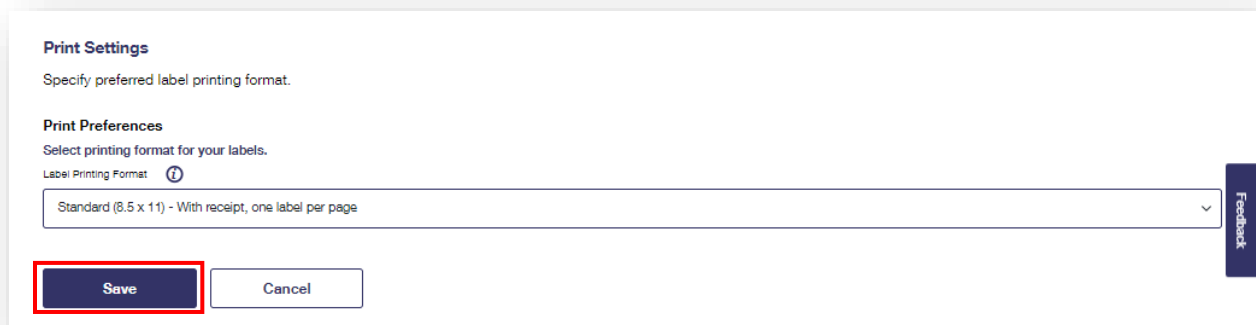
Print Preferences
Select printing format for your labels.

Label Printing Format ⓘ

- Standard (8.5 x 11) - With receipt, one label per page
- Label Printer Compatible (4 x 6) 1 page sheet
- Label Printer Compatible (4 x 5) 1 page sheet
- Standard (8.5 x 11) - With receipt, one label per page**
- Print later at Post Office

Feedback

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



Print Settings

Specify preferred label printing format.

Print Preferences
Select printing format for your labels.

Label Printing Format ⓘ

Standard (8.5 x 11) - With receipt, one label per page

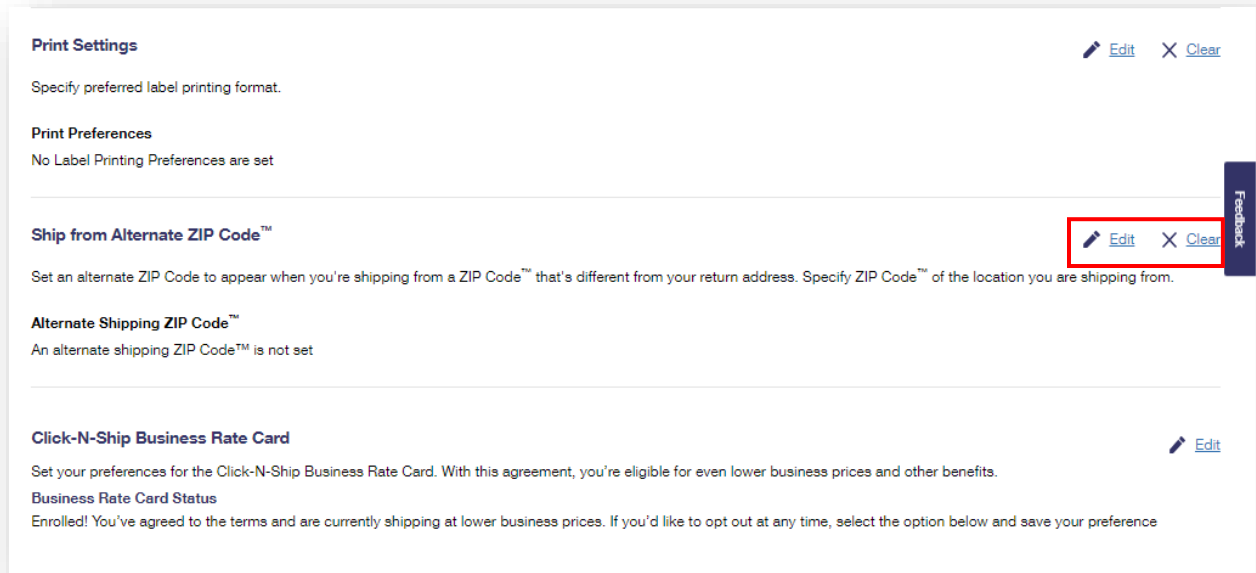
Feedback

Save Cancel

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.



Print Settings Edit Clear

Specify preferred label printing format.

Print Preferences
No Label Printing Preferences are set

Ship from Alternate ZIP Code™ Edit Clear Feedback

Set an alternate ZIP Code to appear when you're shipping from a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location you are shipping from.

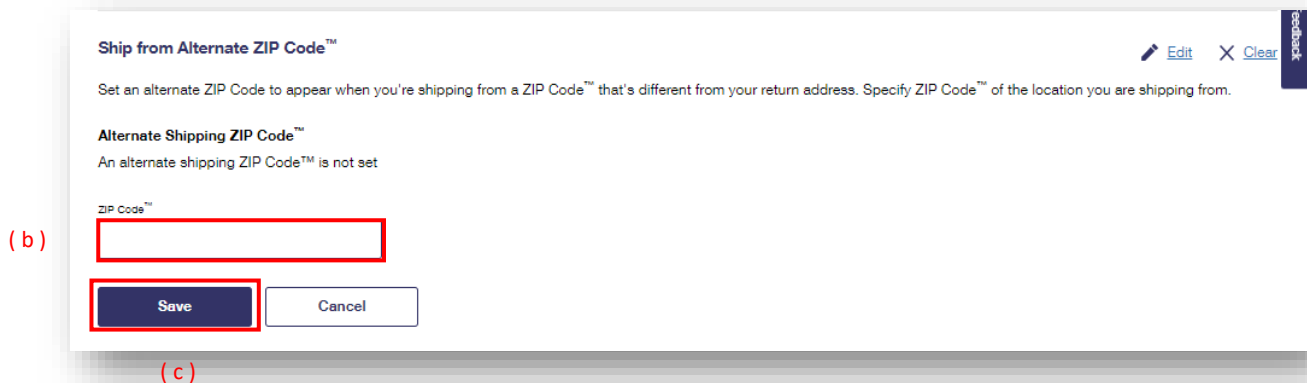
Alternate Shipping ZIP Code™
An alternate shipping ZIP Code™ is not set

Click-N-Ship Business Rate Card Edit

Set your preferences for the Click-N-Ship Business Rate Card. With this agreement, you're eligible for even lower business prices and other benefits.

Business Rate Card Status
Enrolled! You've agreed to the terms and are currently shipping at lower business prices. If you'd like to opt out at any time, select the option below and save your preference

- b) Manually enter an alternate shipping ZIP Code™.
- c) Once finished, click on **Save** to save your updated preferences selections.



Ship from Alternate ZIP Code™ Edit Clear Feedback

Set an alternate ZIP Code to appear when you're shipping from a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location you are shipping from.

Alternate Shipping ZIP Code™
An alternate shipping ZIP Code™ is not set

ZIP Code™

(b)

(c)

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.

Return Address Edit Clear

Specify the return address on the label. This does not change the customer registered address.

Return Address
No return address preferences are set

Print Settings Edit Clear

Specify preferred label printing format.

Print Preferences
No Label Printing Preferences are set

Ship from Alternate ZIP Code™ Edit Clear Feedback

Set an alternate ZIP Code to appear when you're shipping from a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location you are shipping from.

Alternate Shipping ZIP Code™
An alternate shipping ZIP Code™ is not set

Click-N-Ship Business Rate Card Edit

Set your preferences for the Click-N-Ship Business Rate Card. With this agreement, you're eligible for even lower business prices and other benefits.

Business Rate Card Status
Enrolled! You've agreed to the terms and are currently shipping at lower business prices. If you'd like to opt out at any time, select the option below and save your preference

- 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.

Click-N-Ship Business Rate Card

Set your preferences for the Click-N-Ship Business Rate Card. With this agreement, you're eligible for even lower business prices and other benefits.

Business Rate Card Status
Enrolled! You've agreed to the terms and are currently shipping at lower business prices. If you'd like to opt out at any time, select the option below and save your preference

Opt out of Click-N-Ship Business Rate Card
By opting out of this agreement, you'll no longer receive the lower business prices.

Save

(c)