



# United States Postal Service

## Enhanced Click-N-Ship® User Guide

*Last Updated – September 2024*

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

## Table of Contents

<b>Enhanced Click-N-SHIP® Overview .....</b>	<b>5</b>
<b>How to Access the Enhanced Click-N-SHIP® Application.....</b>	<b>6</b>
<b>Create a Single Label .....</b>	<b>7</b>
• Domestic Label.....	7
• International Label.....	41
• Domestic Label for Free Matter for the Blind Users.....	72
• Domestic and International Labels Using 3 <sup>rd</sup> Party Authorization (Business) .....	92
<b>Create a Batch .....</b>	<b>120</b>
<b>Import Labels.....</b>	<b>129</b>
• Import Labels Via File Upload .....	129
• Import Labels from an Online Marketplace.....	141
<b>Start from Address Book .....</b>	<b>151</b>
<b>Create a Return Label.....</b>	<b>154</b>
• Create Return Labels via Single Label Creation .....	154
• Create Return Labels via Label Manager .....	156
• Viewing your Return Label(s).....	160
• Paying for Scanned Return Labels (Postage Dues) .....	164
<b>Label Manager – All Labels .....</b>	<b>166</b>
• Label Creation via All Labels Tab.....	167
• All Actions for a Single Label.....	168
• All Actions for Multiple Labels .....	179
• All Other Actions in All Labels Tab .....	192
<b>Label Manager – Batches.....</b>	<b>195</b>
• Label Creation via Batches Tab .....	196

• All Actions for a Single Batch .....	197
• All Actions for Multiple Batches.....	202
• All Other Actions in Batches Tab.....	205
<b>Shipping History.....</b>	<b>207</b>
• Searching for Label(s) with Shipping History .....	208
• All Actions for Labels within Shipping History .....	210
• All Actions within a Label(s) Details Page .....	215
• All Other Actions within Shipping History.....	219
<b>Shipping Dashboard .....</b>	<b>223</b>
• All Actions within Shipping Dashboard .....	224
<b>Address Book.....</b>	<b>228</b>
• How to Add a Contact.....	229
• All Actions for a Single Contact.....	233
• All Actions for Multiple Contacts.....	237
• All Actions for a Group.....	240
• All Other Actions Within Address Book .....	244
<b>Direct Connect .....</b>	<b>245</b>
• How to Connect to a Marketplace.....	245
• How to Import Label(s) from Squarespace .....	247
• How to Import Label(s) from WooCommerce .....	250
<b>Preferences .....</b>	<b>253</b>
• How to Edit your Preferences.....	254
<b>Label Cart .....</b>	<b>268</b>
• All Actions within Label Cart .....	269
• How to Pay for Your Label(s) – 7 Payment Methods .....	277

- All Actions within Payment Confirmation Page ..... 299

## Enhanced Click-N-Ship® Overview

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

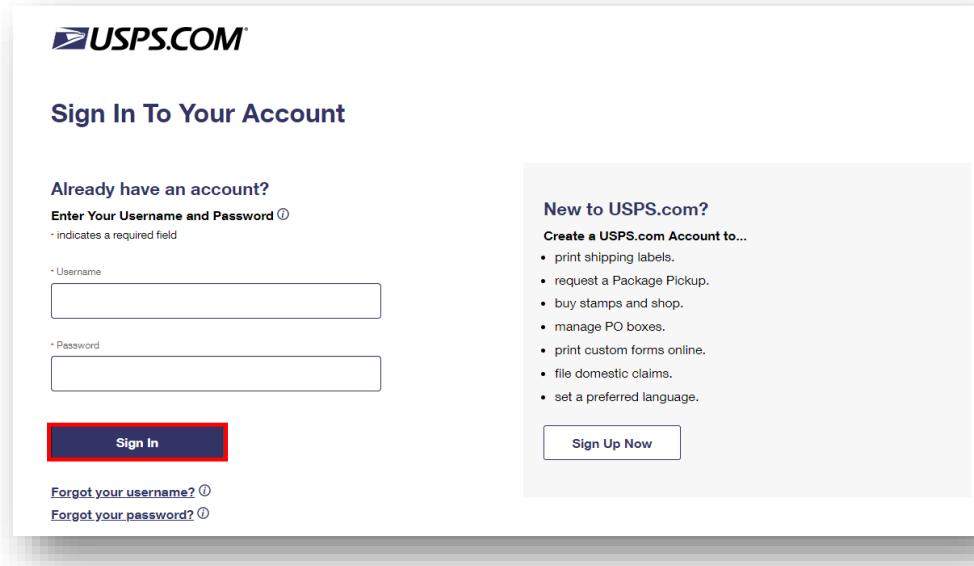
For more information on the Enhanced Click-N-Ship® application, see [Enhanced Click-N-Ship® Overview](#). This user guide will cover all of the current features within the Enhanced Click-N-Ship® application and will serve as a step-by-step guide on how to use them.

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

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

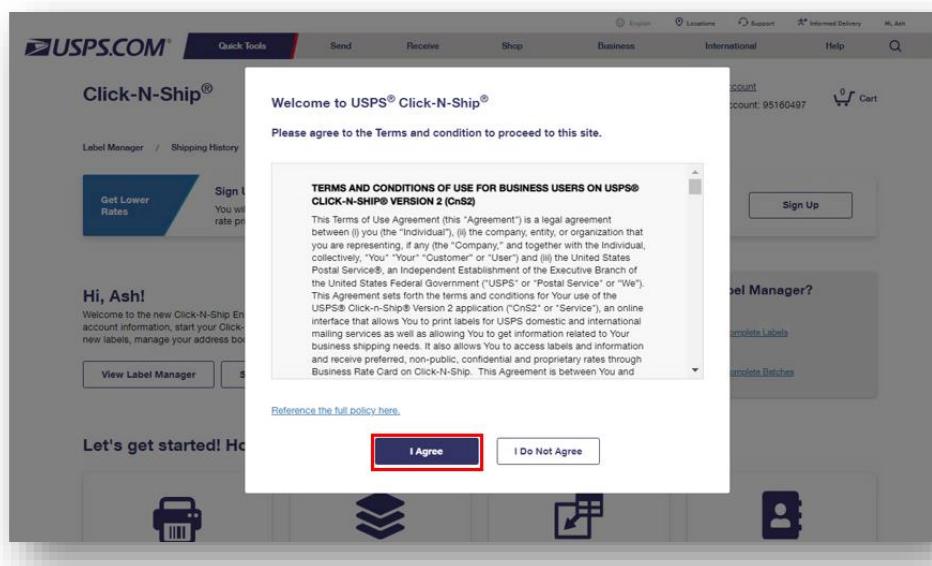
### 1) Sign into the Enhanced Click-N-Ship® application

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



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

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



## Create a Single Label

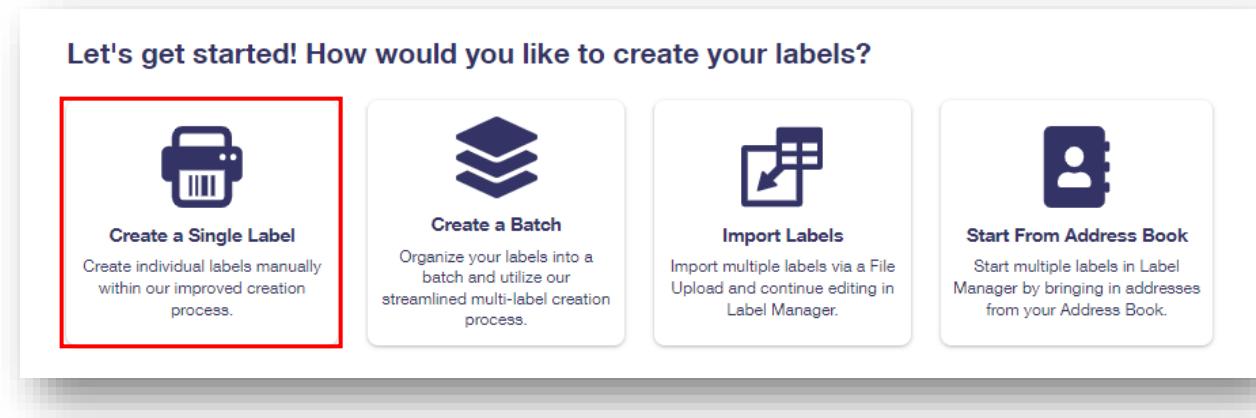
Create individual labels manually within our improved creation process.

### Domestic Label

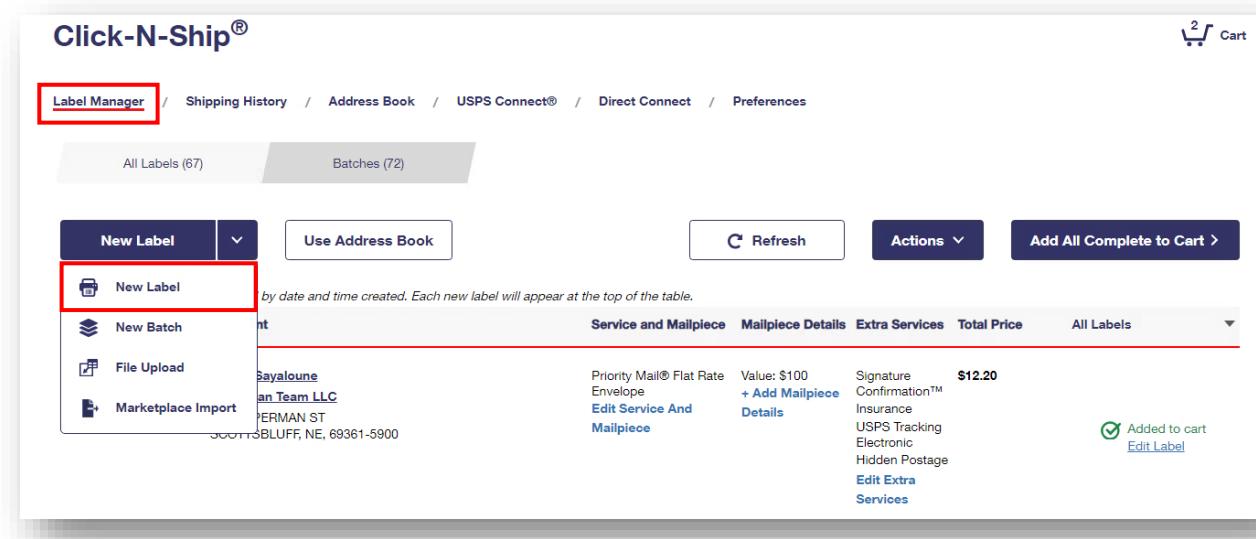
Create a domestic label for a single recipient following the steps below.

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

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



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



Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
Priority Mail® Flat Rate Envelope	Value: \$100 + Add Mailpiece Details	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage	\$12.20	<input checked="" type="checkbox"/> Added to cart <a href="#">Edit Label</a>

## 2) Verify your Sender Details

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

- a) If you would like to utilize a one-time return address, select the **Use a one-time return address** checkbox.
- b) If you would like to utilize a previously saved return address, select the toggle down located under the **Select your return address** section, and select an address from the list. You will also be able to create a new return address within this section by selecting the **Create a new Sender Address** hyperlinked option.
- c) 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*).

**Sender Details**

You can manage your return addresses in [Preferences](#).

(a)  Use a one-time return address [\(i\)](#)

(b)  Select your return address

Sender Test  
800 N GLEBE RD  
ARLINGTON, VA, 22203

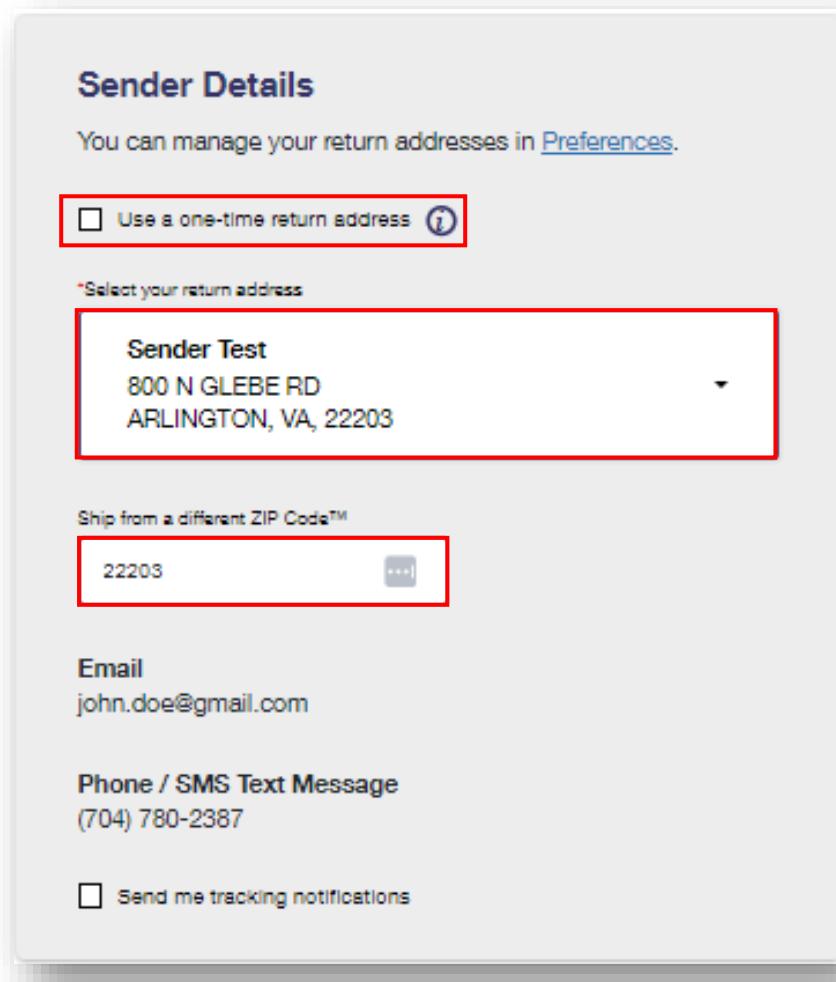
(c)  Ship from a different ZIP Code™

22203 [\(i\)](#)

Email  
john.doe@gmail.com

Phone / SMS Text Message  
(704) 780-2387

Send me tracking notifications



d) If the **Use a one-time return address** or **Create a new Sender Address** options were selected, a **New Return Address** modal will be displayed.

- i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
- ii. To manually enter the sender information, enter the details in the **required\*** text fields.
- iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
- iv. To set the sender information as your default return address, select the **Set as Default Return Address** checkbox (*note, this option is only displayed for the Create a New Sender Address option*).
- v. Once the sender information is entered and you are ready to proceed, select **Next**.

**New Return Address**

(i)

**\*Sender Information**

Please provide first and last name and/or company.

First Name  MI  Last Name   
 Company

Phone (optional)  Email (optional)

**Sender Address**

Please provide a valid address. Required fields are marked with an asterik (\*).

(ii)

\*Street Address  Apt/Suite   
 \*City  \*State  \*ZIP Code™   
 AL - Alabama

(iii - iv)

Save to Address Book  
 Set as Default Return Address

**Save** (v)

e) To opt into Sender Tracking Notifications, select the **Send me tracking notifications** checkbox.

**Sender Details**

You can manage your return addresses in [Preferences](#).

Use a one-time return address [i](#)

\*Select your return address

Sender Test  
800 N GLEBE RD  
ARLINGTON, VA, 22203

Ship from a different ZIP Code™

22203 [...](#)

Email  
john.doe@gmail.com

Phone / SMS Text Message  
(704) 780-2387

Send me tracking notifications

f) If the **Send me tracking notifications** checkbox was selected, a **Tracking Notifications for Sender** modal will be displayed.

- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Enhanced Click-N-SHIP® application).*
- Select the **Type of Notifications** that you want to receive.
- Select **Save** to save these changes.

X

### Tracking Notifications for Sender

Enter an email and/or phone number to receive notifications.

Email

Phone

(i)

Select which types of notifications you would like the user to receive?

Email

Text

<input type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input type="checkbox"/>	<input type="checkbox"/>	Expect Delivery Updates
<input type="checkbox"/>	<input type="checkbox"/>	Day of Delivery Updates
<input type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Available for Pick Up
<input type="checkbox"/>	<input type="checkbox"/>	Delivery Expectation Updates
<input type="checkbox"/>	<input type="checkbox"/>	Package in Transit Updates

(ii)

**Save**

Privacy Act Statement (iii)

Your information will be used to respond to your mail recovery service request. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided, we may not process your request in the mail recovery application. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on enforcement agency in accordance with law. (e) to the sender or addressee of the mail-piece in connection with the resolution of a claim. (f) to an expert consultant for the purpose of determining the value of a lost or damaged item, or to determine otherwise the validity of the claim. For more information regarding our privacy policies visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy)

### 3) Enter the Recipient Details

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

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
  - i. If you would like to be redirected to your CNSv2 Address Book, select the **Manage Address Book** hyperlink.
- b) To manually enter the recipient information, enter the details in the **required\*** text fields.

**Step 1: Recipient Details**

(a)

Search your Address Book

[Manage Address Book](#)

Please provide first and last name and/or company

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company

(i)

**Recipient Address**

Please provide a valid address. Required fields are marked with an asterisk (\*)

\*Country

\*Street Address

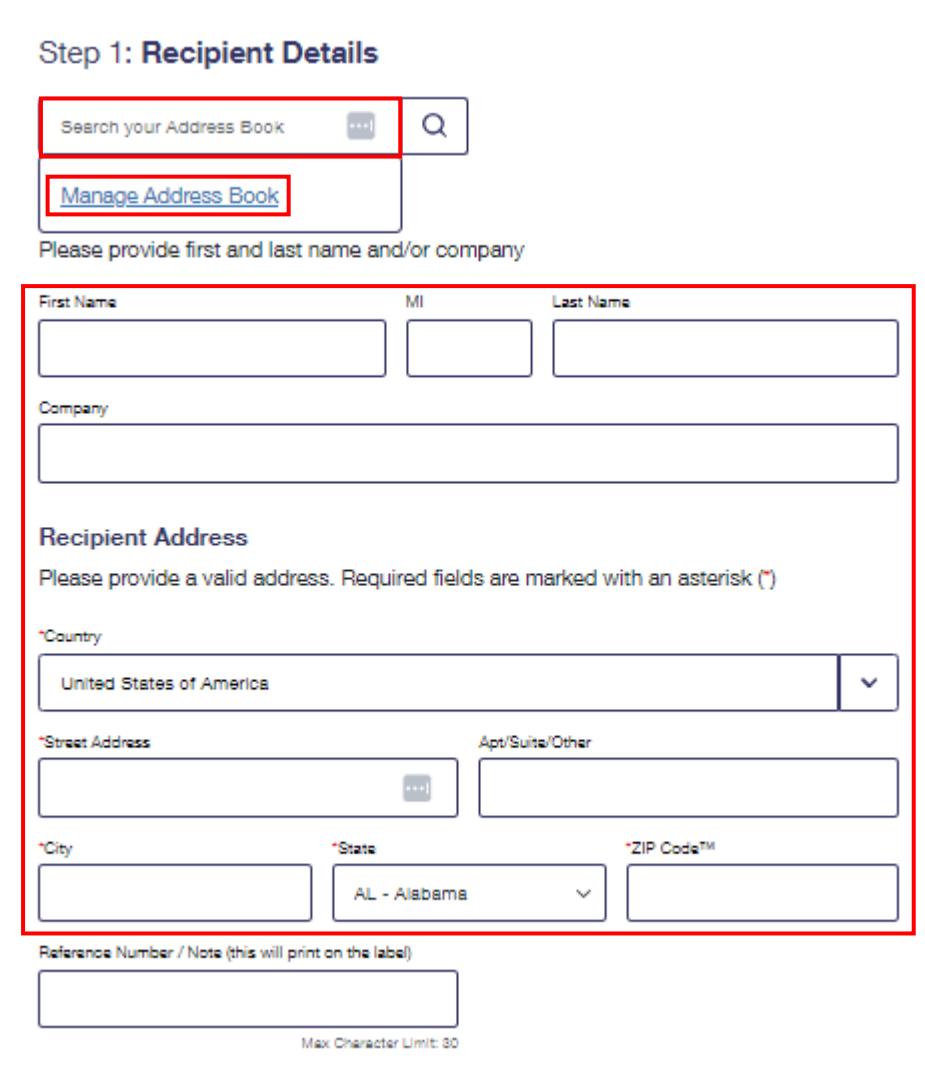
\*City

\*State

ZIP Code™

Reference Number / Note (this will print on the label)

Max Character Limit: 30



4) Enter the Reference Number (optional)

a) If you would like to enter a reference number, enter the number in the **Reference Number** text field (*note, this reference number will be printed on the label and has a maximum character limit of 30 characters*).

**Recipient Address**  
Please provide a valid address. Required fields are marked with an asterisk (\*)

\*Country  
United States of America

\*Street Address  
Apt/Suite/Other

\*City  
\*State  
AL - Alabama

\*ZIP Code™

Reference Number / Note (this will print on the label)  
Max Character Limit: 30

5) Save the Recipient Information to your Address Book (optional)

a) If the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.

**USPS® Smart Lockers** are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more](#).

Save to Address Book

Send recipient tracking notifications

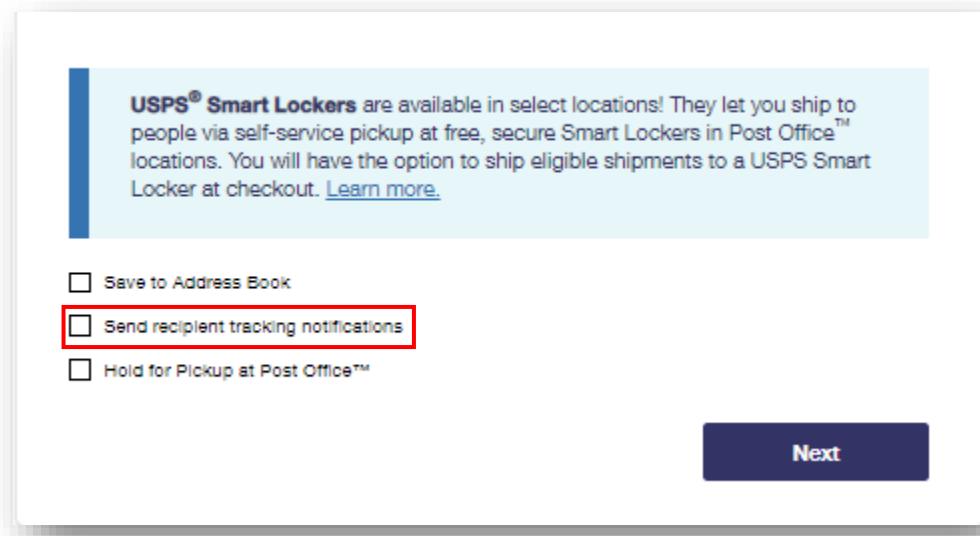
Hold for Pickup at Post Office™

**Next**

6) Select Recipient Status Notifications (optional)

Within Enhanced Click-N-Ship®, you have the capability to have the recipient receive shipment status notifications via email, text, or both (*note, international phone numbers are currently not supported in the Enhanced Click-N-Ship® application and the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications*).

a) If you would like the recipient to receive text or email notifications about the mailpiece, select the **Send recipient tracking notifications** checkbox.

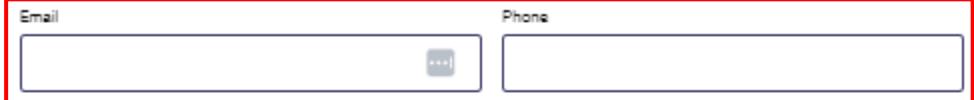


b) If the **Send recipient tracking notifications** checkbox was selected, a **Tracking Notifications for Recipient** modal will be displayed.

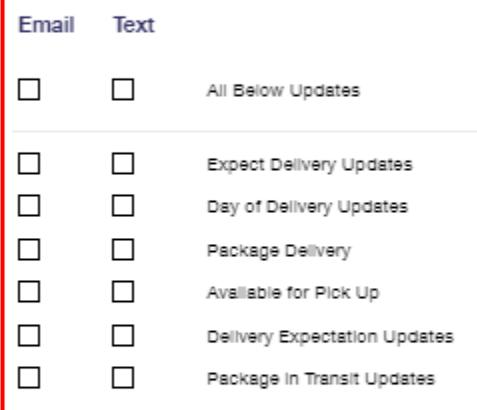
- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Enhanced Click-N-SHIP® application).*
- Select the **Type of Notifications** that you want to receive.
- Select **Save** to save these changes.

**Tracking Notifications for Recipient**

Enter an email and/or phone number to receive notifications.

(i)  Email  Phone

Select which types of notifications you would like the user to receive?

(ii) 

Email	Text
<input type="checkbox"/>	<input type="checkbox"/> All Below Updates
<input type="checkbox"/>	<input type="checkbox"/> Expect Delivery Updates
<input type="checkbox"/>	<input type="checkbox"/> Day of Delivery Updates
<input type="checkbox"/>	<input type="checkbox"/> Package Delivery
<input type="checkbox"/>	<input type="checkbox"/> Available for Pick Up
<input type="checkbox"/>	<input type="checkbox"/> Delivery Expectation Updates
<input type="checkbox"/>	<input type="checkbox"/> Package In Transit Updates

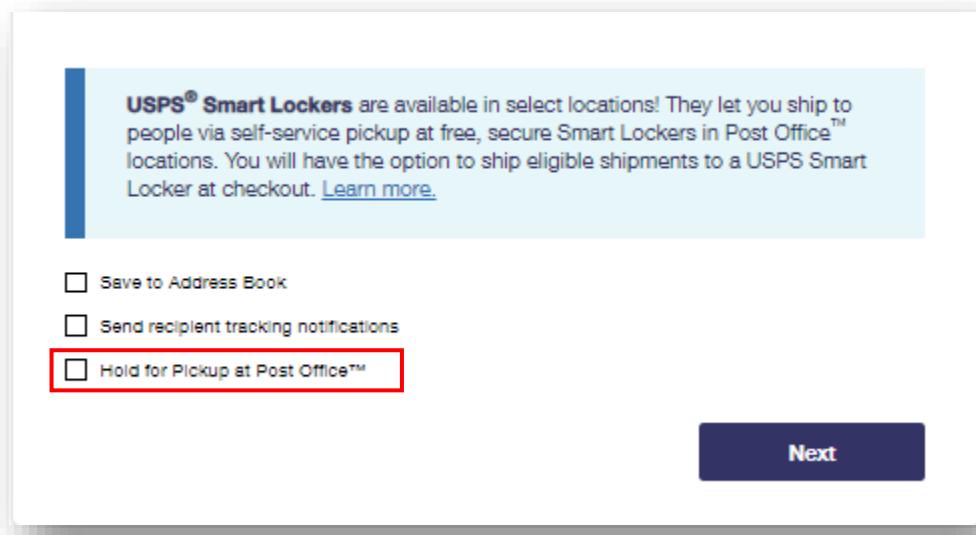
(iii)  Save

**Privacy Act Statement**

Your information will be used to respond to your mail recovery service request. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided, we may not process your request in the mail recovery application. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office or enforcement agency in accordance with law. (a) to the sender or address of the mail-piece in connection with the resolution of a claim. (f) to an expert consultant for the purpose of determining the value of a lost or damaged item, or to determine otherwise the validity of the claim. For more information regarding our privacy policies visit [www.usps.com/privacy/policy](http://www.usps.com/privacy/policy)

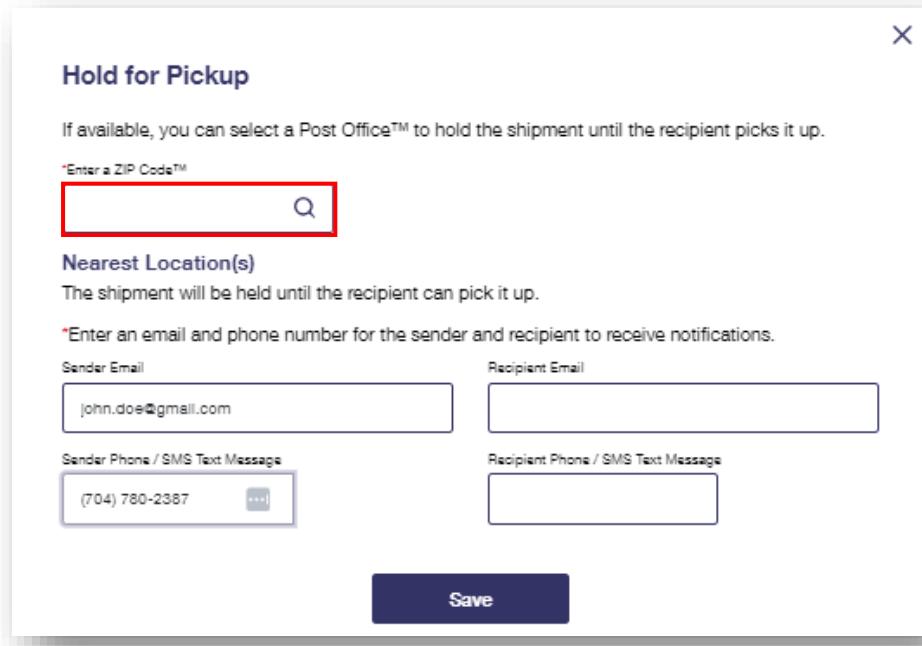
7) Select Hold For Pickup (optional)

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

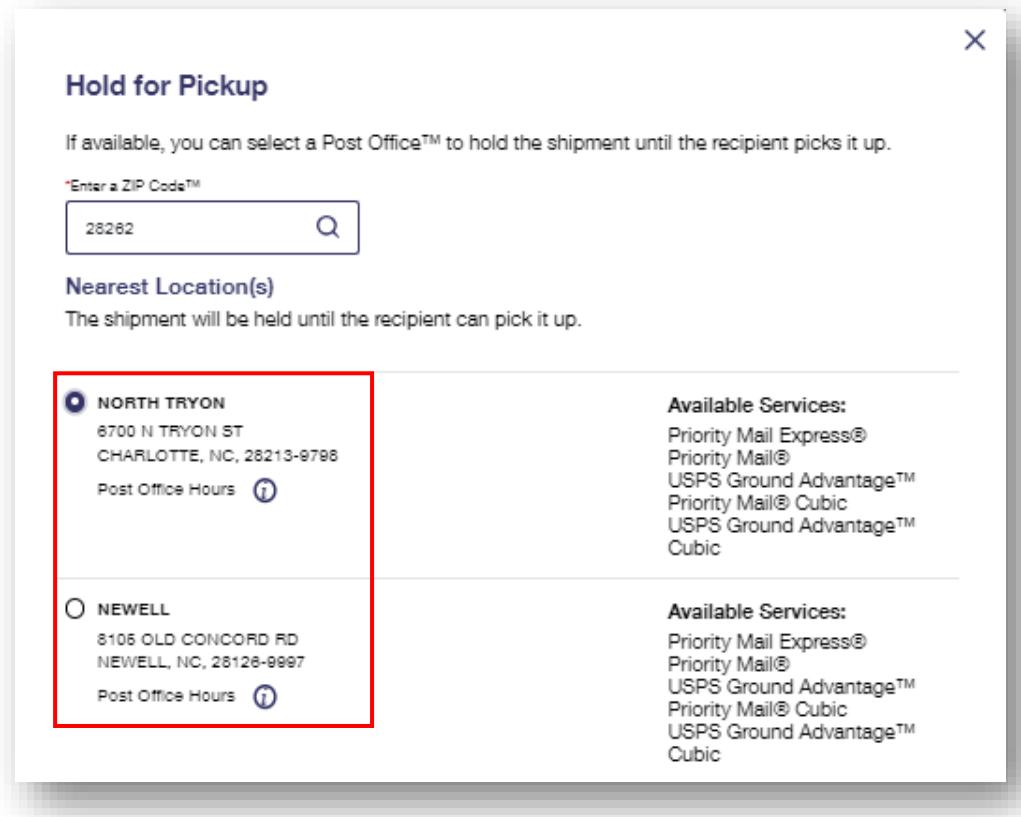


b) If the **Hold for Pickup at Post Office™** checkbox was selected, a **Hold for Pickup** modal will be displayed.

- To find the nearest Post Office™ location available for pickup, Enter the desire Zip Code™ in the **Enter the ZIP Code™** text field.

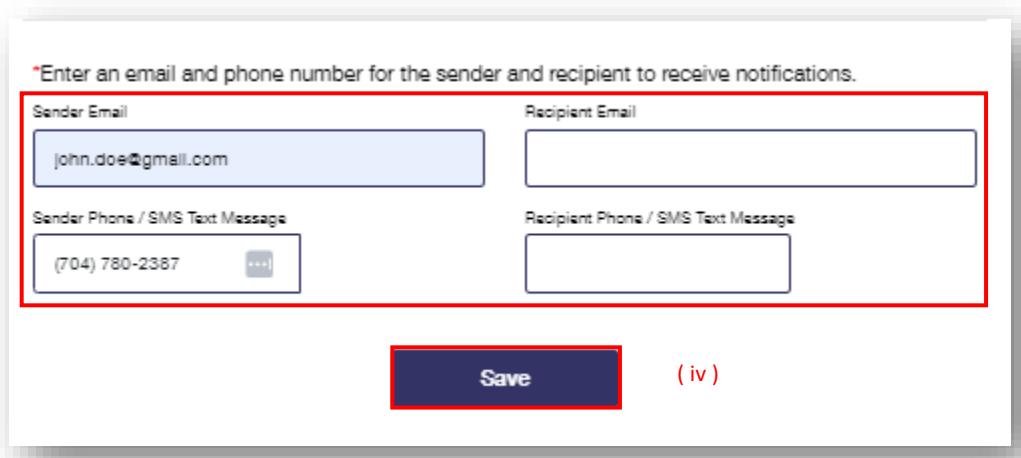


ii. Select the desired **Post Office™** from one of the options displayed.



iii. If you would like to receive **text and / or email notifications** to notify you or the recipient that the mailpiece is ready for pickup, enter the email and / or phone number in the respective text fields.

iv. Select **Save** to proceed to the next step.



8) Confirm Sender and Recipient Details

a) Once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (*Note, you will not be able to proceed to the next section unless this is selected*).

**USPS® Smart Lockers** are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

Save to Address Book

Send recipient tracking notifications

Email	Phone / SMS Text Message
john.doe@gmail.com	(704) 780-2387

[Edit Notification Settings](#)

Hold for Pickup at Post Office™

**NORTH TRYON**

6700 N TRYON ST CHARLOTTE, NC 28213-9798

Post Office™ Hours [i](#)

[Change Location](#)

**Next**

9) Select Hazardous Material Type (If Applicable)

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

(i)

**Does this parcel contain anything potentially hazardous?**

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

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

(a / b)

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

- Yes
- No

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

c) If YES was selected, a HAZMAT modal will be displayed.

- Read through the list of Mailable and Nonmailable HAZMAT types, and select **I understand** to proceed with selecting a category type.
- If you are not shipping a HAZMAT material and would like to go back to the previous page, select **Nevermind, I am not shipping HAZMAT**.

## HAZMAT

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

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

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

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

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

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

( i )

( ii )

**I understand**

**Nevermind, I am not shipping HAZMAT**

d) Click on the **dropdown** button and selecting the HAZMAT category type from one of the options listed.

Select

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

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

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

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

Sealed lead acid batteries

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

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

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

Dry Ice (limited to 6 lbs. if shipped via Air)

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

Magnetized Materials

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

Hydrogen peroxide (8 to 20% concentration)

Organic Peroxides

Toxic materials (pesticides, herbicides, etc.)

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

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

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

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

10) Select the Shipping Date

a) Select the **date** you would like the mailpiece to ship (*you may now select a date up to 7 days from today*).

**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 7 days from today.

09/04/2024 

September 2024 

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	<b>4</b>	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

**Mailpiece Type**  
Select a product or a Priority Mail Express Flat Rate® product packaging.

Please go to your local Post Office™.

[Clear](#) [Today](#)

Would you like for this mailpiece?

11) Select the Mailpiece and Service Type (Option 1)

a) Select the **USPS® Flat Rate Packaging** Mailpiece Type (*note, if HAZMAT was selected, only Choose your own box will be available*).

**Shipping Date**  
Choose a date up to 7 days from today.

09/04/2024 

**Choose Your Mailpiece Type**

**USPS® Flat Rate Packaging**

Choose your own box

b) If you selected **USPS® Flat Rate Packaging**, click on the **Select a Service** dropdown and select a **Service Type**.

**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®	1-3 Day Delivery   Starting from \$7.90
Priority Mail Express®	1-2 Day Delivery   Starting from \$26.35

c) Once the **Service Type** is selected, select **View Mailpiece Types** to proceed with seeing all of the mailpiece type available for that specific service type and select a **Mailpiece Type**.

i. *Note, if you selected Priority Mail® Express as your Service Type, you will be able to view the drop-off locations available by selecting the hyperlink.*

(c)

**View Mailpiece Types**

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

Prices are based on shipping Priority Mail Express® from ZIP Code™ 78255 to 28262 on 09/04/2024.

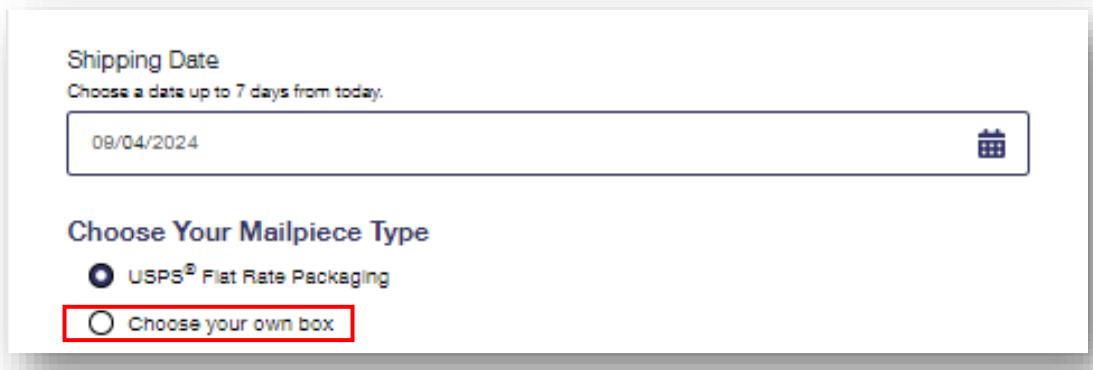
(i)

**Priority Mail Express® Drop-Off Locations**

Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail Express® Flat Rate Envelope 12-1/2" x 9-1/2"	Sep 05, 2024 1-Day Delivery	\$26.35 Per Label
<input type="radio"/> Priority Mail Express® Legal Flat Rate Envelope 15" x 9-1/2"	Sep 05, 2024 1-Day Delivery	\$26.65 Per Label

12) Select the Mailpiece and Service Type (Option 2)

a) Select the **Choose Your Own Box** Mailpiece Type.



Shipping Date  
Choose a date up to 7 days from today.  
09/04/2024 

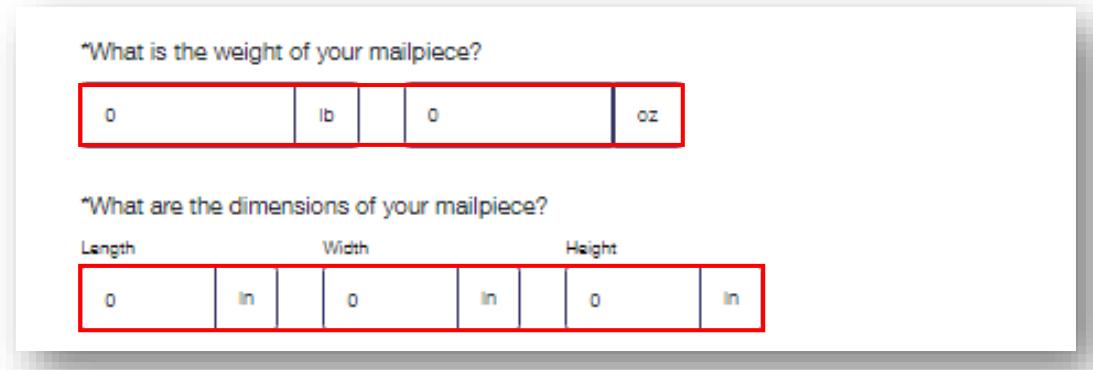
Choose Your Mailpiece Type

USPS® Flat Rate Packaging

Choose your own box

b) If you selected **Choose your own box**, you will be required to enter further details about the box.

ii. Enter the mailpiece **weight** and **dimensions** (*if shipping a mailpiece greater than 12" long*)



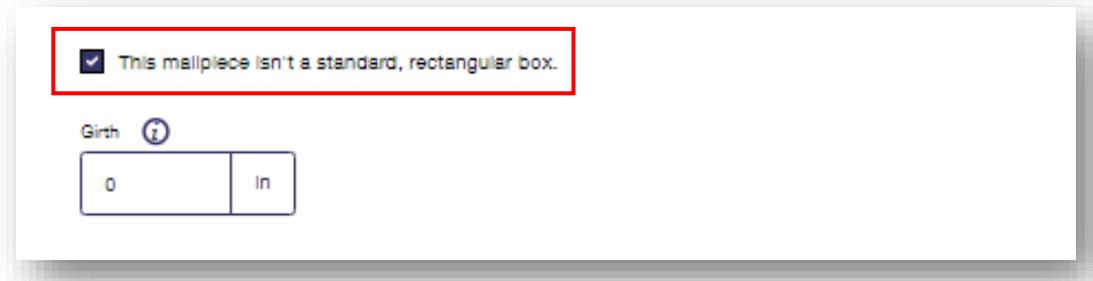
\*What is the weight of your mailpiece?

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

\*What are the dimensions of your mailpiece?

Length	Width	Height			
0	in	0	in	0	in

iii. If your mailpiece is not a standard rectangular box, select the **This mailpiece isn't a standard, rectangular box** checkbox and enter the **Girth** (*if applicable*).

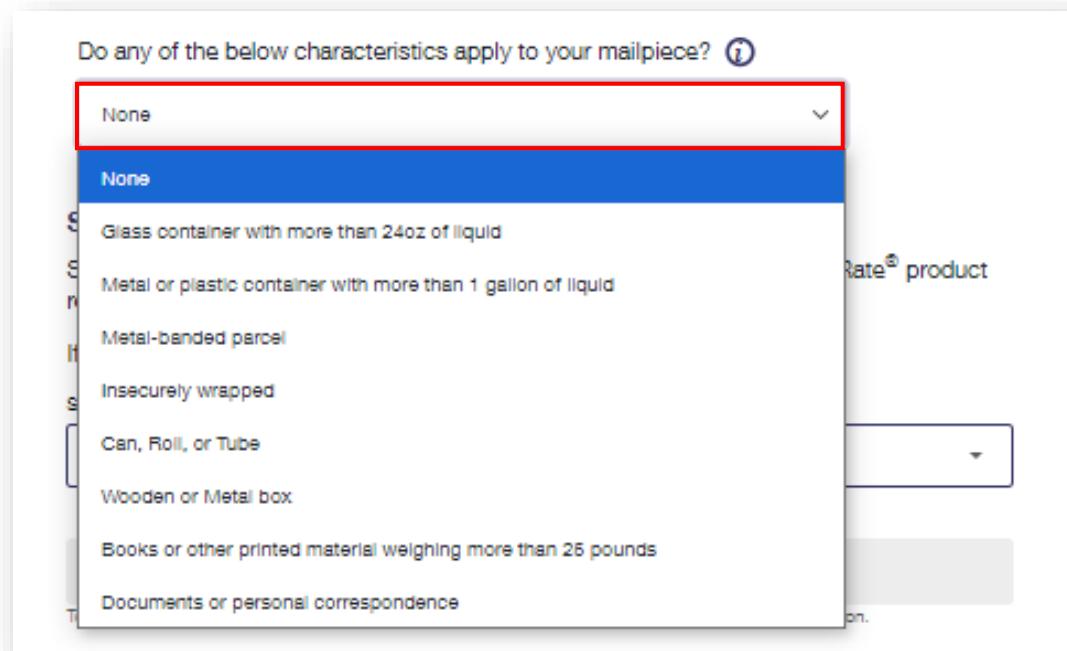


This mailpiece isn't a standard, rectangular box.

Girth 

0	in
---	----

iv. If your mailpiece is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your mailpiece from the dropdown.



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?

(e)

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
USPS Ground Advantage™	2-5 Day Delivery / Starting from \$3.79
USPS Ground Advantage™ Cubic	2-5 Day Delivery / Starting from \$8.67
Priority Mail® Cubic	1-3 Day Delivery / Starting from \$8.01

(i)

d) If **USPS Connect® Local / Mail Service Types** was selected, click on the **View Mailpiece Types** button to view all of the mailpiece types available for that service type.

**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**

i. Select a **Mailpiece Type** from one of the options available based on your previous selections (*Note, the prices and scheduled delivery dates displayed are calculated based on the Service Type selection, your Return Address, and Recipient Address locations*).

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

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

- ii. Once the **Mailpiece Type** is selected, select a **Drop-off Location** from the options displayed (*Note, the same-day / next-day drop-off locations that are displayed are determined by the sender address entered in step 1*).
  - iii. 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")

(ii)

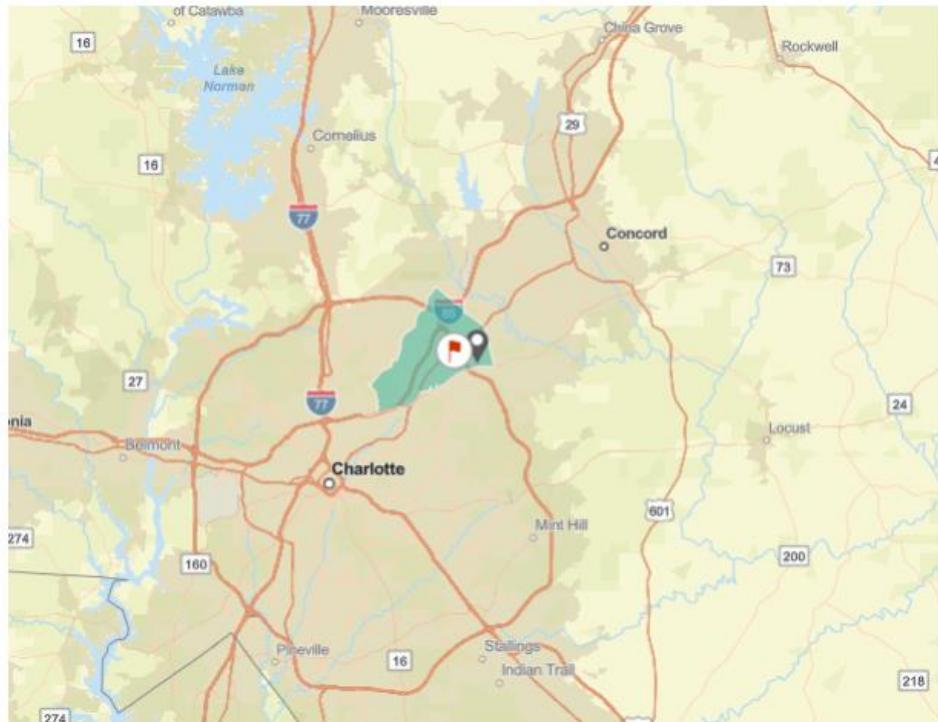
- DDU: NORTHEAST  
1820 HARRIS HOUSTON RD CHARLOTTE, NC 28262  
Total Distance: 1.5 Miles

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.

(iii)

#### Show More Locations



e) If you selected any of the other **Service Types** (Priority Mail®, Priority Mail Express®, Priority Mail® Cubic, USPS Ground Advantage®, or USPS Ground Advantage® Cubic), click on the **View Mailpiece Types** button to view all of the mailpiece types available for that service type.

**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**

i. Select a **Mailpiece Type** from one of the options available based on your previous selections (*Note, the prices and scheduled delivery dates displayed are calculated based on the Service Type selection, your Return Address, and Recipient Address locations.*

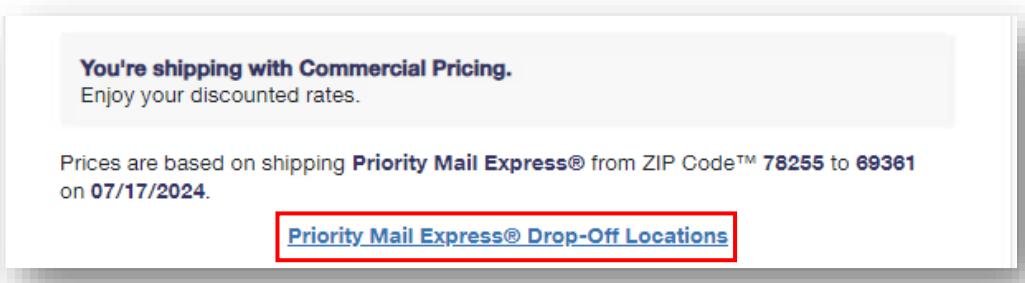
**You're shipping with Commercial Pricing.**  
Enjoy your discounted rates.

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

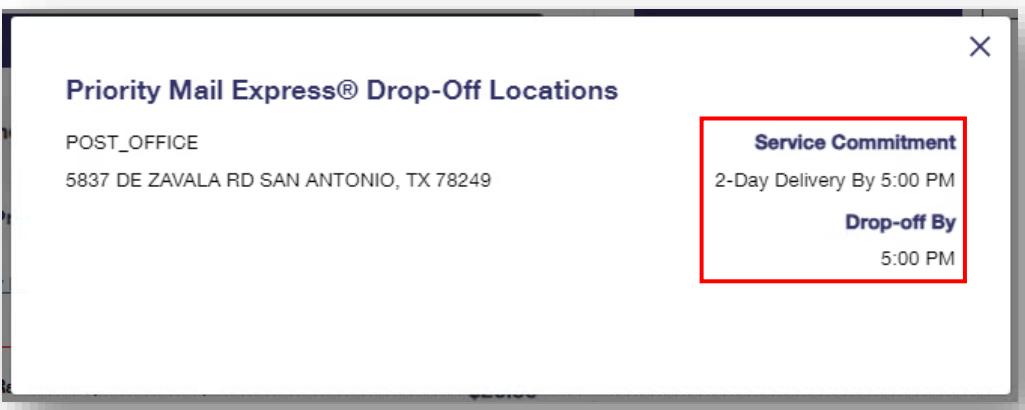
[Priority Mail Express® Drop-Off Locations](#)

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

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



iii. View the available Priority Mail Express® Drop-off locations along with the **service commitment** and **drop-off times** available for that location.



### 13) Enter Content Details (Optional)

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

- a) Enter the **item description**.
- b) Enter the Item **weight (lbs.)** - *if not applicable, enter '0'*.
- c) Enter the item **weight (oz)** - *if not applicable, enter '0'*.
- d) Enter the **item value**.
- e) Enter the **item quantity**.
- f) To add another item, select **+Add Item**.
- g) Enter the **mailpiece value** (*you can enter a value up to and including \$5,000*).

**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  
Item Description (a)

Item lbs (b)  

	lbs
--	-----

Item oz (c)  

	oz
--	----

Item Value (d)  

\$	
----	--

QTY (e)

(f) [+Add Item](#)

**Mailpiece Details**

Mailpiece Value  

\$	0
----	---

 (g)

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

14) Select an Extra Service(s)

a) If you are interested in adding an extra service to your mailpiece(s), select the checkbox of the interested extra service (*note, the extra services listed will vary depending on the service and mailpiece type that was selected*).

**Step 4: Select Extra Services**

<input type="checkbox"/> Signature Services <small>(i)</small>	Fee Varies
<input type="checkbox"/> Create a return label <small>(i)</small>	Charged upon use
<input type="checkbox"/> Label Delivery <small>(i)</small>	\$1.25
<input type="checkbox"/> Hide Postage on Label <small>(i)</small>	Free

b) If you would like to give the recipient the option to provide a USPS Electronic Signature Online® to inform the Shipper that the mailpiece(s) have been received, select the **Signature Services** checkbox and select a Signature Service by selecting the **Select a signature service** dropdown (*Note, the Signature Confirmation signature service will be FREE for Priority Mail Express® mailpiece types*).

**Step 4: Select Extra Services**

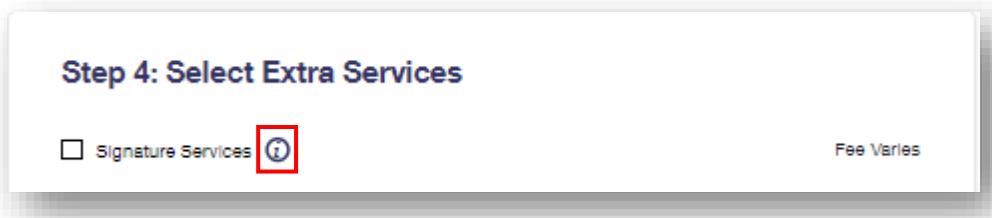
<input checked="" type="checkbox"/> Signature Services <small>(i)</small>	Fee Varies
---	------------

\*Select type of signature service

Select a signature service

<input type="checkbox"/> Signature Confirmation™	\$3.70
<input type="checkbox"/> Adult Signature 21 or Older Required	\$9.35
<input type="checkbox"/> Adult Signature Restricted Delivery 21 or Older	\$9.65

- i. To view more information on the types of the signature services, select the **Signature Services Tooltip**.



- ii. Once the tooltip is selected, a **Signature Services Available Popup Modal** will be displayed.

### Signature Services Available

For all signature services, you can request to have a Proof of Delivery letter e-mailed to you. The Proof of Delivery letter includes the signature of the recipient and the recipient's name (first initial and last name).

**Signature Confirmation™**  
Provides added level of assurance by requiring the signature of any person at the recipient's address. After delivery, you'll be able to determine the date and time of delivery using USPS Tracking®.

**Signature Confirmation™ Restricted Delivery**  
Provides added level of assurance by requiring the signature of a **specific addressee of their authorized agent** at the recipient's address. After delivery, you'll be able to determine the date and time of delivery using USPS Tracking®.

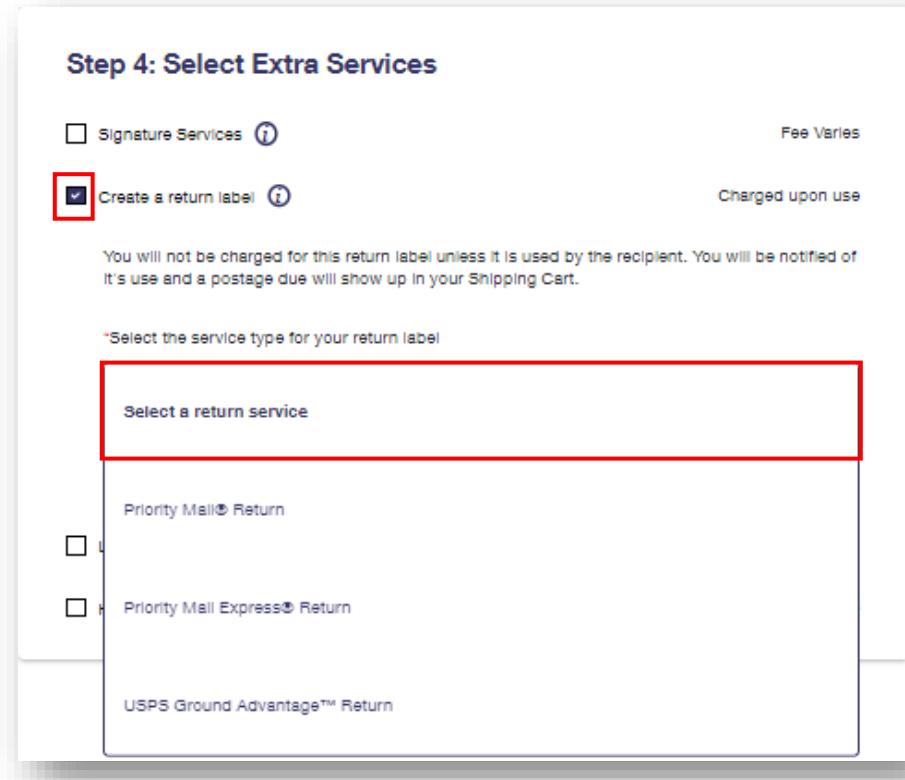
**Adult Signature 21 or Older Required**  
Provides added level of assurance by requiring the signature of any person 21 years of age or older at the recipient's address. After delivery, you'll be able to determine the date and time of delivery using USPS Tracking®.

Signature Waiver is not available with this service and USPS® delivery personnel cannot leave a mailpiece at an address without the signature of an adult 21 years of age or older (government-issued photo identification is required).

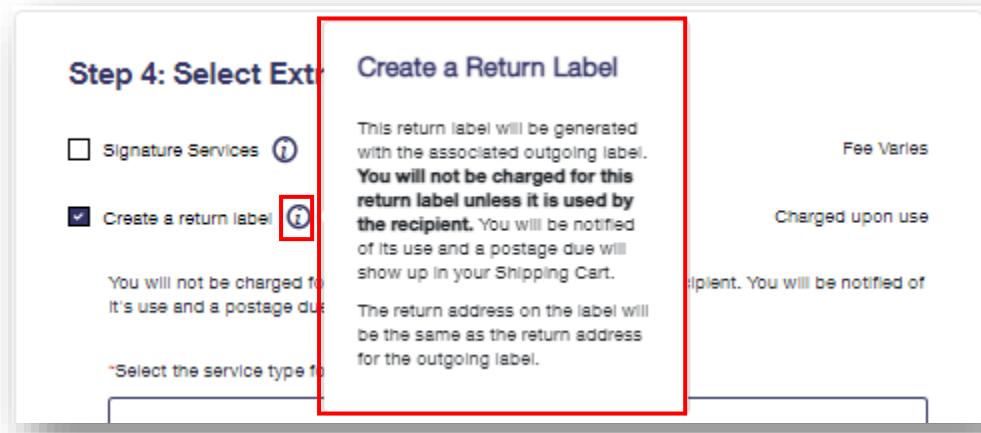
**Adult Signature Restricted Delivery 21 or Older**  
Provides added level of assurance by requiring the signature of a **specific addressee of their authorized agent, who must be 21 years of age or older**. After delivery, you'll be able to determine the date and time of delivery using USPS® Tracking.

Signature Waiver is not available with this service and USPS® delivery personnel cannot leave a mailpiece at an address without the signature of an adult 21 years of age or older (government-issued photo identification is required).

c) If you would like to create a return label for your package, select the **Create a Return Label** checkbox and select a Return Service by selecting the **Select a return service** dropdown.



- To view more information on return label services, select the **Return Service Tooltip**.
- Once the tooltip is selected, a **Create a Return Label Popup Modal** will be displayed.



d) If you would like to add the USPS® Label Delivery service (where USPS® delivers outbound and return labels to residential and business addresses for a fee charged per label), select the **Label Delivery** checkbox.

**Step 4: Select Extra Services**

<input type="checkbox"/> Signature Services <a href="#">i</a>	Fee Varies
<input type="checkbox"/> Create a return label <a href="#">i</a>	Charged upon use
<input checked="" type="checkbox"/> Label Delivery <a href="#">i</a>	\$1.25

This label will be delivered to your return address for this label:

Earth Actually  
8763 COMANCHE GAP  
SAN ANTONIO, TX 78255

**Note:** if you have selected to create a return label, you will be charged for label delivery for both the outbound and return labels

<input type="checkbox"/> Hide Postage on Label <a href="#">i</a>	Free
--	------

- To view more information on the Label Delivery service, select the **Label Delivery Tooltip**.
- Once the tooltip is selected, a **Label Delivery Popup Modal** will be displayed.

**Step 4: Select Extra Services**

<input type="checkbox"/> Signature Services	Fee Varies
<input type="checkbox"/> Create a return label	Charged upon use
<input checked="" type="checkbox"/> Label Delivery <a href="#">i</a>	\$1.25

This label will be delivered to your return address for this label:

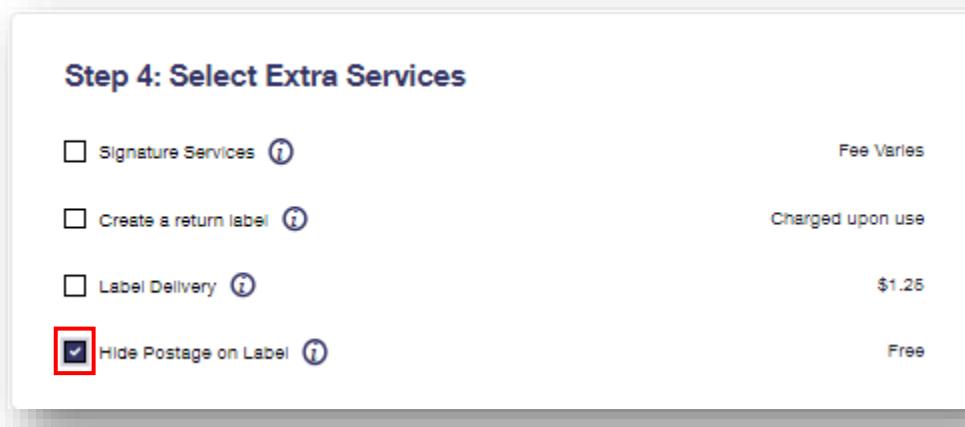
Earth Actually  
8763 COMANCHE GAP  
SAN ANTONIO, TX 78255

**Label Delivery**

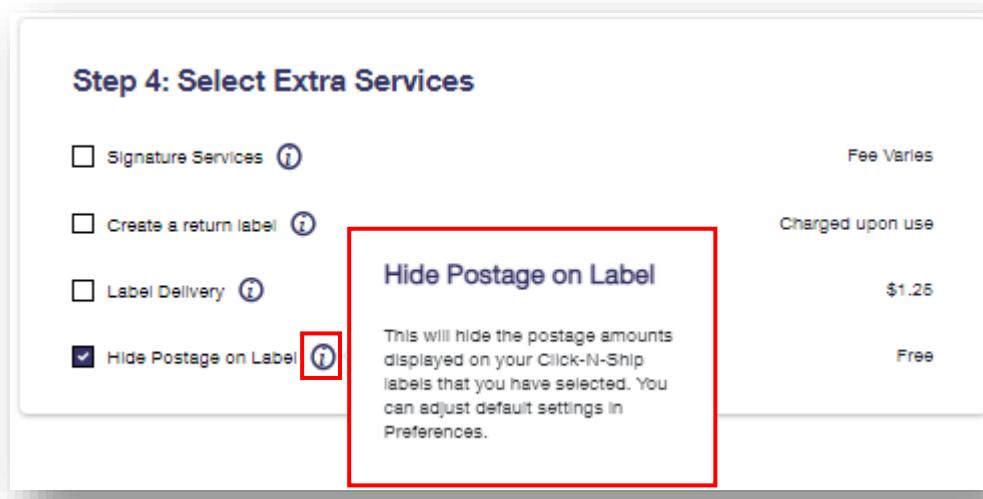
With USPS Label Delivery, we can deliver outbound and return labels to residential and business addresses for a fee charged per label.

If you have selected to create a return label, both the outbound and return labels will be delivered to the return address with a fee per label.

e) If you would like to hide the postage on your label, select the **Hide Postage on Label** service checkbox.



- To view more information on the Hide Postage on Label service, select the **Hide Postage on Label Tooltip**.
- Once the tooltip is selected, a **Hide Postage on Label Popup Modal** will be displayed.



## 15) Review Label Summary

- a) Refer to the **Label Summary** to get a brief summary of your label order. The Label Summary will be a grey box located at the top right of the page.
  - i. Note, you will now see an estimated delivery date in green.

(i)

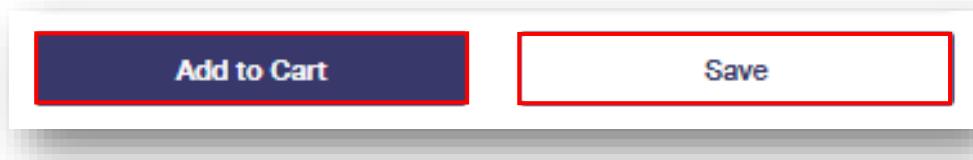
### Label Summary

**Estimated Delivery: Sep 07, 2024**

Priority Mail Express® Flat	\$26.35
Rate Envelope	
 \$100 insurance included	Free
USPS Tracking®	Free
Hide Postage on Label	Free
<hr/>	
<b>Total</b>	<b>\$26.35</b>

## 16) Add Label to Cart or Save Label to Label Manager

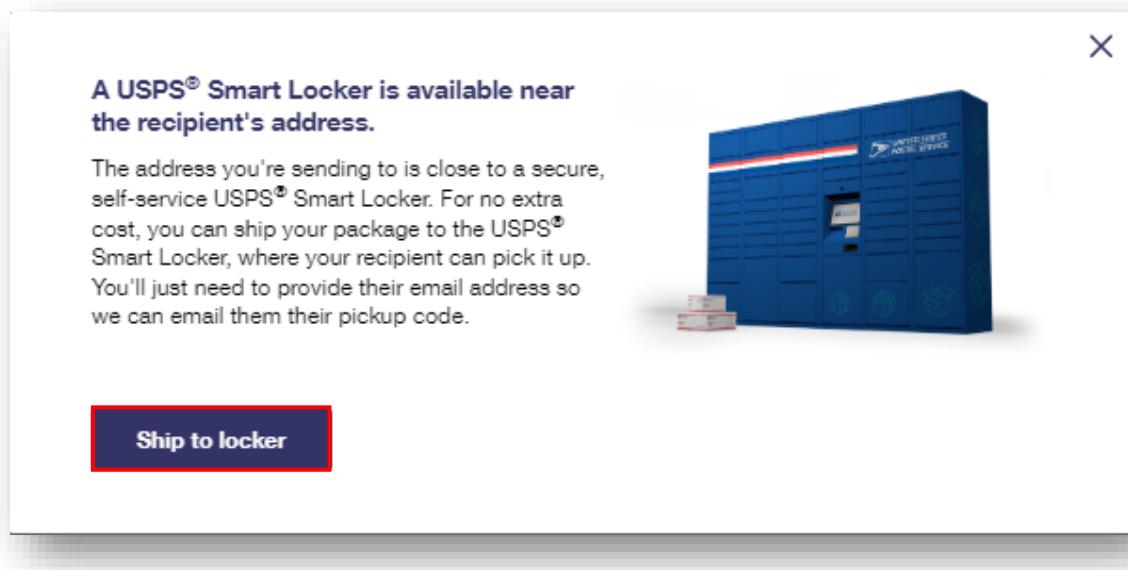
- a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.
  - i. *Note, you can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



## 17) Select to Ship to a USPS® Smart Locker (Optional)

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

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



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

A screenshot of the USPS Label Manager interface. At the top, there are buttons for "New Label", "Use Address Book", "Refresh", "Actions", and "Add All Complete to Cart". Below this is a table with one row of data. The table columns are: "Ship Date", "Recipient", "Service and Mailpiece", "Mailpiece Details", "Extra Services", "Total Price", and "All Labels". The data in the table is: 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 Details, \$28.95, and an "Add to Cart" button. Below the table is a banner with the text "A USPS® Smart Locker is available near the recipient's address." and a description: "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." At the bottom left is a red "Ship to locker" button, and to the right is an image of a blue USPS Smart Locker unit.

c) Once **Ship to Locker** is selected, you will be redirected to the **Find Smart Locker** modal where you will be able to see the available USPS® Smart Locker locations.

**Find Smart Locker**

Street Address  Search

\*City  \*State  \*ZIP Code™

\*Radius  Search

Enter recipient email address for pickup notification.

\*Recipient email (required)

1.5 miles away

**NORTHEAST**  
1820 HARRIS HUSTON RD  
CHARLOTTE, NC 28262

Open now | Closes 11:59 PM ▾

Ship here

4.0 miles away

**Wt Harris**  
3515 DAVID COX RD  
CHARLOTTE, NC 28269

Open now | Closes 11:59 PM ▾

Ship here

i. Select the **Radius (10 mi – 100 mi)** dropdown and then select **Search**.

**Find Smart Locker**

Street Address  Search

\*City  \*State  \*ZIP Code™

\*Radius  Search

ii. Enter the **recipients email address** so that they can receive a pickup notification.

Enter recipient email address for pickup notification.

\*Recipient email (required)

iii. Choose the USPS® Smart Locker of your choice from the options listed by selecting **Ship Here**.

1.5 miles away

**NORTHEAST**

1820 HARRIS HOUSTON RD  
CHARLOTTE, NC 28262

**Open now** | **Closes 11:59 PM**

**Ship here**

Post Office™

---

4.0 miles away

**Wt Harris**

3515 DAVID COX RD  
CHARLOTTE, NC 28269

**Open now** | **Closes 11:59 PM**

**Ship here**

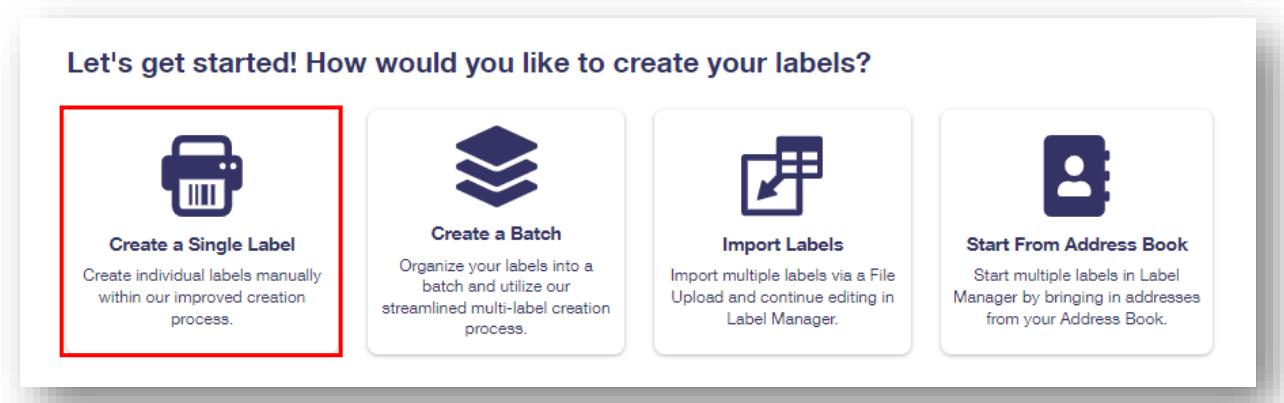
Post Office™

## International Label

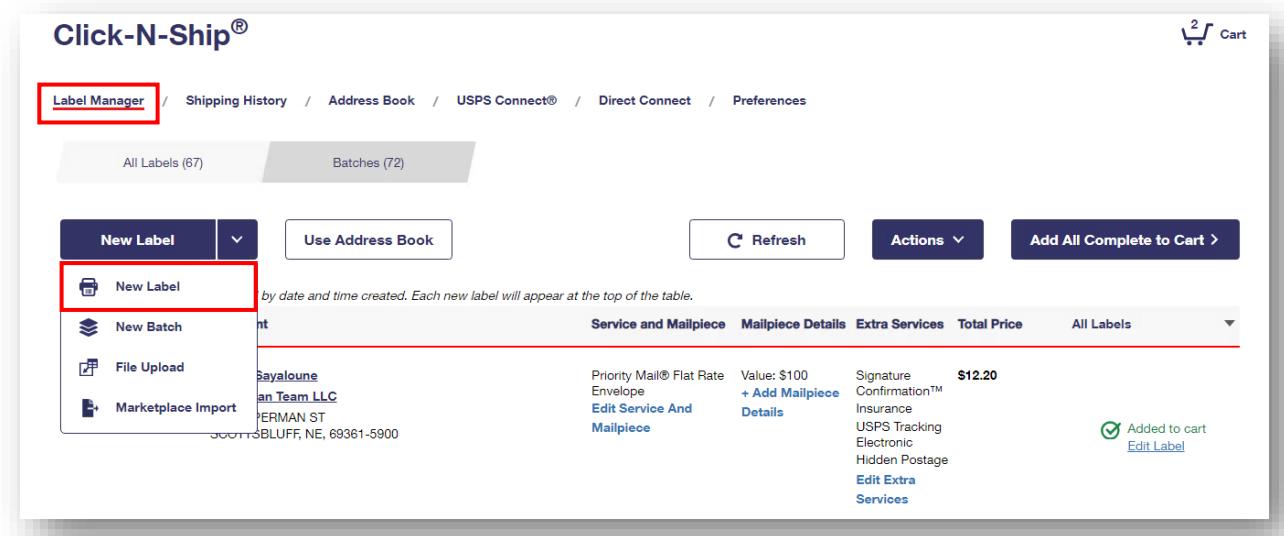
Create an international label for a single recipient following the steps below.

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

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



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



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

All Labels (67) Batches (72)

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

	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
New Label	Priority Mail® Flat Rate Envelope	Value: \$100 + Add Mailpiece Details	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage Edit Extra Services	\$12.20	<input checked="" type="checkbox"/> Added to cart <a href="#">Edit Label</a>
New Batch	File Upload	Bayaloune Team LLC	PERMAN ST SCOTTSDUFF, NE, 69361-5900		
File Upload	Marketplace Import	Bayaloune Team LLC	PERMAN ST SCOTTSDUFF, NE, 69361-5900		

### 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.

- If you would like to utilize a one-time return address, select the **Use a one-time return address** checkbox.

- b) If you would like to utilize a previously saved return address, select the toggle down located under the **Select your return address** section, and select an address from the list. You will also be able to create a new return address within this section by selecting the **Create a new Sender Address** hyperlinked option.
- c) 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.*)

**Sender Details**

You can manage your return addresses in [Preferences](#).

(a)  Use a one-time return address [\(i\)](#)

\*Select your return address

(b) **Sender Test**  
800 N GLEBE RD  
ARLINGTON, VA, 22203

Ship from a different ZIP Code™

(c) 22203 [\(i\)](#)

Email  
john.doe@gmail.com

Phone / SMS Text Message  
(704) 780-2387

Send me tracking notifications

- d) If the **Use a one-time return address** or **Create a new Sender Address** options were selected, a **New Return Address** modal will be displayed.
  - i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.

- ii. To manually enter the sender information, enter the details in the **required\*** text fields.
- iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
- iv. To set the sender information as your default return address, select the **Set as Default Return Address** checkbox (*note, this option is only displayed for the Create a New Sender Address option*).
- v. Once the sender information is entered and you are ready to proceed, select **Next**.

**New Return Address**

(i)

**\*Sender Information**  
Please provide first and last name and/or company.

First Name  MI  Last Name   
Company   
Phone (optional)  Email (optional)

**Sender Address**  
Please provide a valid address. Required fields are marked with an asterik (\*).

(ii)  Apt/Suite   
    
 AL - Alabama

(iii - iv)  Save to Address Book  Set as Default Return Address

(v)

e) To opt into Sender Tracking Notifications, select the **Send me tracking notifications** checkbox.

**Sender Details**

You can manage your return addresses in [Preferences](#).

Use a one-time return address [i](#)

\*Select your return address

Sender Test  
800 N GLEBE RD  
ARLINGTON, VA, 22203

Ship from a different ZIP Code™

22203 [...](#)

Email  
john.doe@gmail.com

Phone / SMS Text Message  
(704) 780-2387

Send me tracking notifications

f) If the **Send me tracking notifications** checkbox was selected, a **Tracking Notifications for Sender** modal will be displayed.

- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Enhanced Click-N-SHIP® application).*
- Select the **Type of Notifications** that you want to receive.
- Select **Save** to save these changes.

X

### Tracking Notifications for Sender

Enter an email and/or phone number to receive notifications.

Email

Phone

(i)

Select which types of notifications you would like the user to receive?

Email

Text

<input type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input type="checkbox"/>	<input type="checkbox"/>	Expect Delivery Updates
<input type="checkbox"/>	<input type="checkbox"/>	Day of Delivery Updates
<input type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Available for Pick Up
<input type="checkbox"/>	<input type="checkbox"/>	Delivery Expectation Updates
<input type="checkbox"/>	<input type="checkbox"/>	Package in Transit Updates

(ii)

**Save**

Privacy Act Statement (iii)

Your information will be used to respond to your mail recovery service request. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided, we may not process your request in the mail recovery application. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on enforcement agency in accordance with law. (e) to the sender or addressee of the mail-piece in connection with the resolution of a claim. (f) to an expert consultant for the purpose of determining the value of a lost or damaged item, or to determine otherwise the validity of the claim. For more information regarding our privacy policies visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy)

### 3) Enter the Recipient Details

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

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
  - i. If you would like to be redirected to your CNSv2 Address Book, select the **Manage Address Book** hyperlink.
- b) To manually enter the recipient information, enter the details in the **required\*** text fields.

**Step 1: Recipient Details**

( a )

( i )

[Manage Address Book](#)

Please provide first and last name and/or company

First Name  MI  Last Name

Company

**Recipient Address**

Please provide a valid address. Required fields are marked with an asterisk (\*)

( b )

\*Country

\*Address 1  Address 2

Address 3

\*City  Province  Postal Code\*

Reference Number / Note (this will print on the label)

Max Character Limit: 30

4) Enter the Reference Number (optional)

a) If you would like to enter a reference number, enter the number in the **Reference Number** text field (*note, this reference number will be printed on the label and has a maximum character limit of 30 characters*).

**Recipient Address**  
Please provide a valid address. Required fields are marked with an asterisk (\*)

\*Country  
Japan

\*Address 1  
UNIT 5121

Address 2

Address 3

\*City  
APO

Province

Postal Code™

Reference Number / Note (this will print on the label)  
Max Character Limit: 30

5) Save the Recipient Information to your Address Book (optional)

a) If the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.

**USPS® Smart Lockers** are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

Save to Address Book

Send recipient tracking notifications

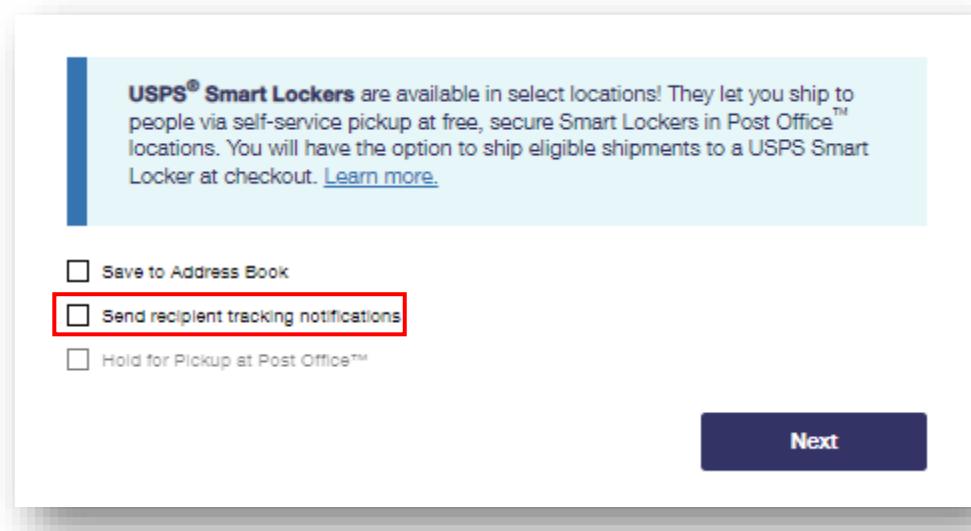
Hold for Pickup at Post Office™

**Next**

## 6) Select Recipient Status Notifications (optional)

Within Enhanced Click-N-Ship®, you have the capability to have the recipient receive shipment status notifications via email, text, or both (*note, international phone numbers are currently not supported in the Enhanced Click-N-Ship® application and the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications*).

- a) If you would like the recipient to receive text or email notifications about the mailpiece, select the **Send recipient tracking notifications** checkbox.

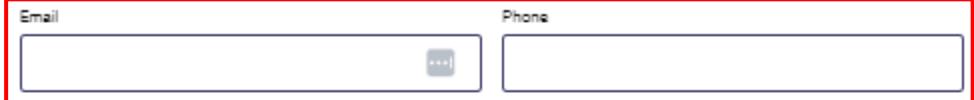


b) If the **Send recipient tracking notifications** checkbox was selected, a **Tracking Notifications for Recipient** modal will be displayed.

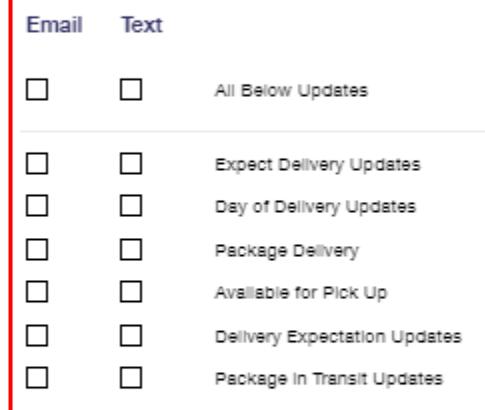
- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Enhanced Click-N-SHIP® application).*
- Select the **Type of Notifications** that you want to receive.
- Select **Save** to save these changes.

**Tracking Notifications for Recipient**

Enter an email and/or phone number to receive notifications.

(i)  Email  Phone

Select which types of notifications you would like the user to receive?

(ii) 

Email	Text
<input type="checkbox"/>	<input type="checkbox"/> All Below Updates
<input type="checkbox"/>	<input type="checkbox"/> Expect Delivery Updates
<input type="checkbox"/>	<input type="checkbox"/> Day of Delivery Updates
<input type="checkbox"/>	<input type="checkbox"/> Package Delivery
<input type="checkbox"/>	<input type="checkbox"/> Available for Pick Up
<input type="checkbox"/>	<input type="checkbox"/> Delivery Expectation Updates
<input type="checkbox"/>	<input type="checkbox"/> Package In Transit Updates

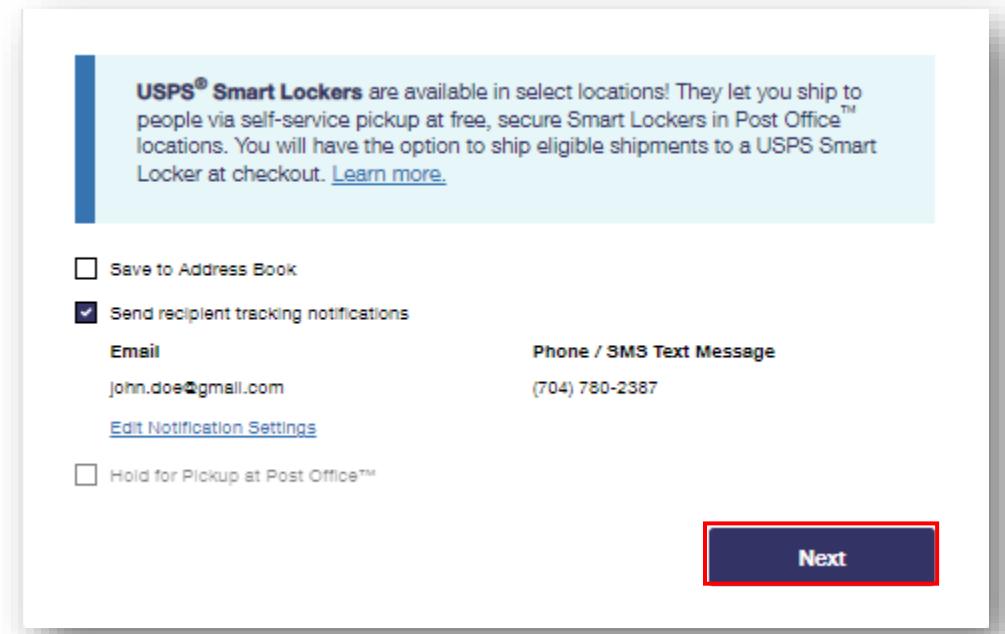
(iii)  Save

**Privacy Act Statement**

Your information will be used to respond to your mail recovery service request. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided, we may not process your request in the mail recovery application. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office or enforcement agency in accordance with law. (a) to the sender or address of the mail-piece in connection with the resolution of a claim. (f) to an expert consultant for the purpose of determining the value of a lost or damaged item, or to determine otherwise the validity of the claim. For more information regarding our privacy policies visit [www.usps.com/privacy/policy](http://www.usps.com/privacy/policy)

7) Confirm Sender and Recipient Details

a) Once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (*Note, you will not be able to proceed to the next section unless this is selected*).



8) Select Hazardous Material Type (If Applicable)

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

(i)

**Does this parcel contain anything potentially hazardous?**

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

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

(a / b)

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

- Yes
- No

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

- c) If YES was selected, a HAZMAT modal will be displayed.
  - v. Read through the list of Mailable and Nonmailable HAZMAT types, and select **I understand** to proceed with selecting a category type.
  - vi. If you are not shipping a HAZMAT material and would like to go back to the previous page, select **Nevermind, I am not shipping HAZMAT**.

## HAZMAT

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

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

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

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

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

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

( i )

( ii )

[I understand](#)

[Nevermind, I am not shipping HAZMAT](#)

d) Click on the **dropdown** button and selecting the HAZMAT category type from one of the options listed.

Select

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

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

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

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

Sealed lead acid batteries

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

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

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

Dry Ice (limited to 6 lbs. if shipped via Air)

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

Magnetized Materials

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

Hydrogen peroxide (8 to 20% concentration)

Organic Peroxides

Toxic materials (pesticides, herbicides, etc.)

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

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

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

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

9) Select the Shipping Date

a) Select the **date** you would like the mailpiece to ship (*you may now select a date up to 7 days from today*).

**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 7 days from today.

09/04/2024 

September 2024 

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	<b>4</b>	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

**Mailpiece Type**  
Select a **product** or a **Priority Mail Express Flat Rate® product** for **flat rate packaging**.  
If you do not see the **product** you are looking for, **please go to your local Post Office™**.  
If you would like to **choose your own box**, **please go to your local Post Office™**.  
Would you like for this mailpiece?

10) Select the Mailpiece and International Service Type (Option 1)

a) Select the **USPS® Flat Rate Packaging** Mailpiece Type.

**Shipping Date**  
Choose a date up to 7 days from today.

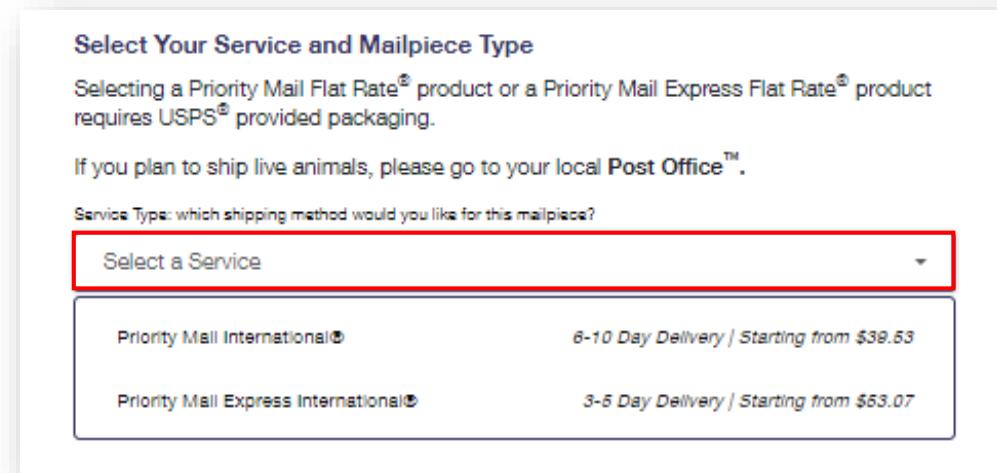
09/04/2024 

**Choose Your Mailpiece Type**

**USPS® Flat Rate Packaging**

Choose your own box

b) If you selected **USPS® Flat Rate Packaging**, click on the **Select a Service** dropdown and select a **Service Type**.



**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™.

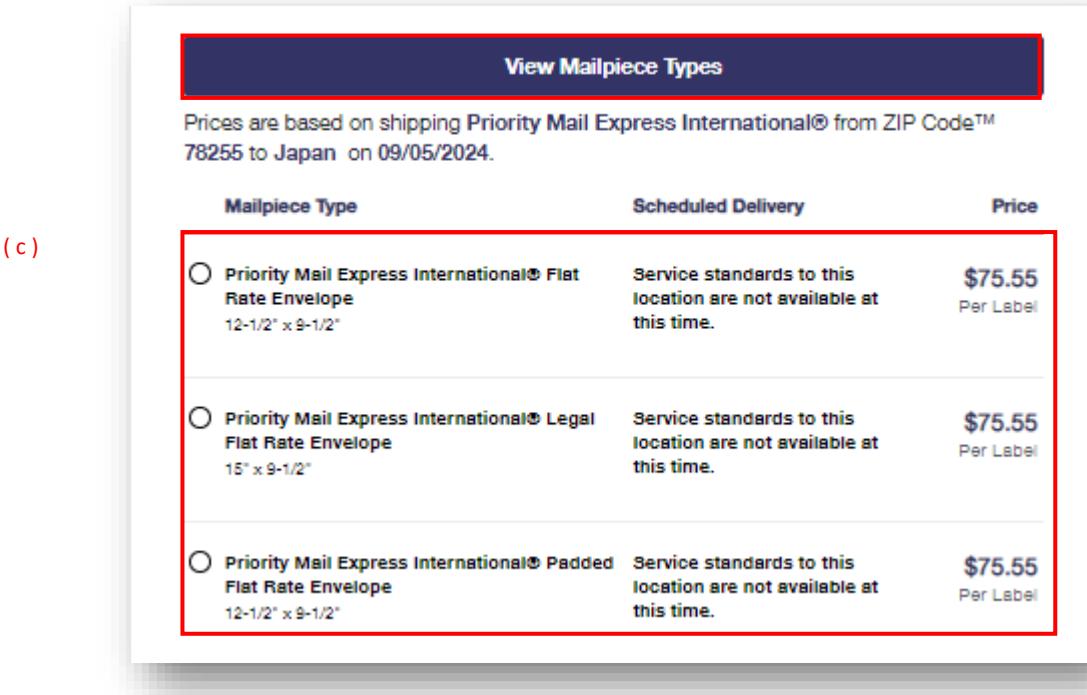
Service Type: which shipping method would you like for this mailpiece?

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

c) Once the **Service Type** is selected, select **View Mailpiece Types** to proceed with seeing all of the mailpiece type available for that specific service type and select a **Mailpiece Type**.



**View Mailpiece Types**

Prices are based on shipping Priority Mail Express International® from ZIP Code™ 78255 to Japan on 09/05/2024.

Mailpiece Type	Scheduled Delivery	Price
<input type="radio"/> Priority Mail Express International® Flat Rate Envelope 12-1/2" x 9-1/2"	Service standards to this location are not available at this time.	\$75.55 Per Label
<input type="radio"/> Priority Mail Express International® Legal Flat Rate Envelope 15" x 9-1/2"	Service standards to this location are not available at this time.	\$75.55 Per Label
<input type="radio"/> Priority Mail Express International® Padded Flat Rate Envelope 12-1/2" x 9-1/2"	Service standards to this location are not available at this time.	\$75.55 Per Label

11) Select the Mailpiece and International Service Type (Option 2)

a) Select the **Choose Your Own Box** Mailpiece Type.

Shipping Date  
Choose a date up to 7 days from today.

09/04/2024 

Choose Your Mailpiece Type

**USPS® Flat Rate Packaging**

**Choose your own box**

b) If you selected **Choose your own box**, you will be required to enter further details about the box.

i. Enter the mailpiece **weight** and **dimensions** (*if shipping a mailpiece greater than 12" long*)

\*What is the weight of your mailpiece?

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

\*What are the dimensions of your mailpiece?

Length	Width	Height			
0	in	0	in	0	in

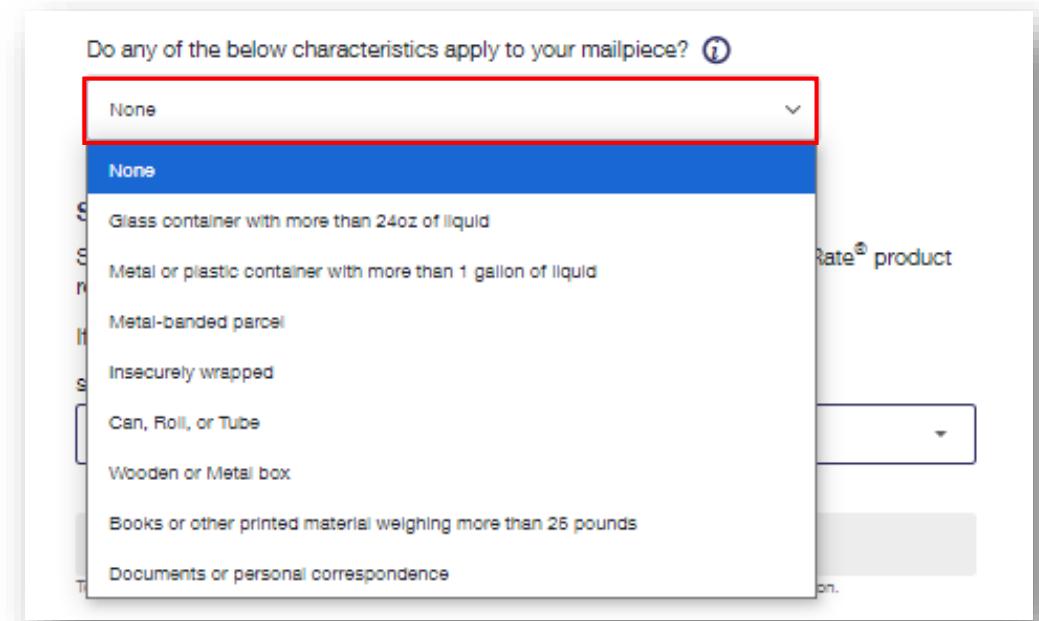
ii. If your mailpiece is not a standard rectangular box, select the **This mailpiece isn't a standard, rectangular box** checkbox and enter the **Girth** (*if applicable*).

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

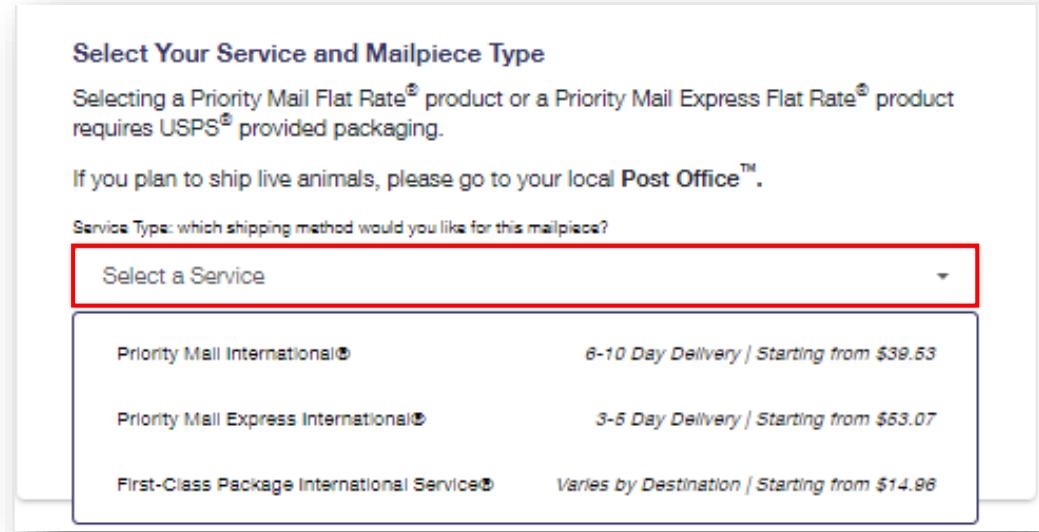
Girth 

0	in
---	----

iii. If your mailpiece is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your mailpiece from the dropdown.



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



d) Once the international **Service Type** is selected, select **View Mailpiece Types** to proceed with seeing all of the mailpiece type available for that specific service type and select a **Mailpiece Type**.

**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 International®

**View Mailpiece Types**

Prices are based on shipping Priority Mail Express International® from ZIP Code™ 78255 to Japan on 09/05/2024.

Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail Express International® Flat Rate Envelope 12-1/2" x 9-1/2"	Service standards to this location are not available at this time.	\$75.55 Per Label
<input type="radio"/> Priority Mail Express International® Legal Flat Rate Envelope 15" x 9-1/2"	Service standards to this location are not available at this time.	\$75.55 Per Label
<input type="radio"/> Priority Mail Express International® Padded Flat Rate Envelope 12-1/2" x 9-1/2"	Service standards to this location are not available at this time.	\$75.55 Per Label

## 12) Enter Content Details

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

- a) Enter the **Mailpiece Value** (*you can enter a value up to and including \$5,000*).

**Step 3: Content Details**

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

Mailpiece Details

Mailpiece Value

\$	6000
----	------

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

## 13) Select Extra Services

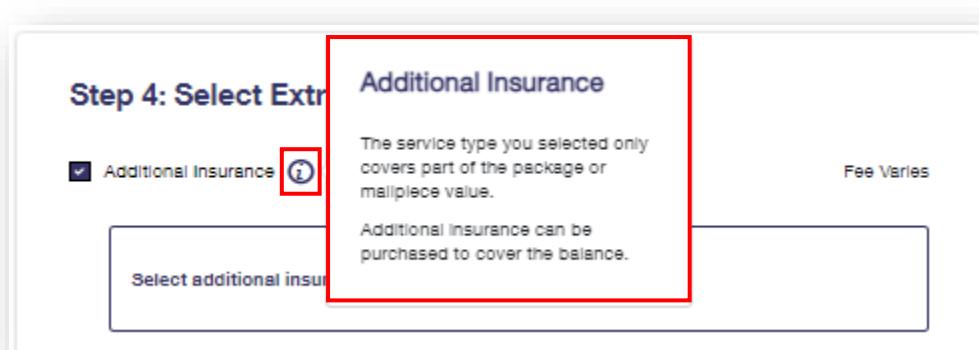
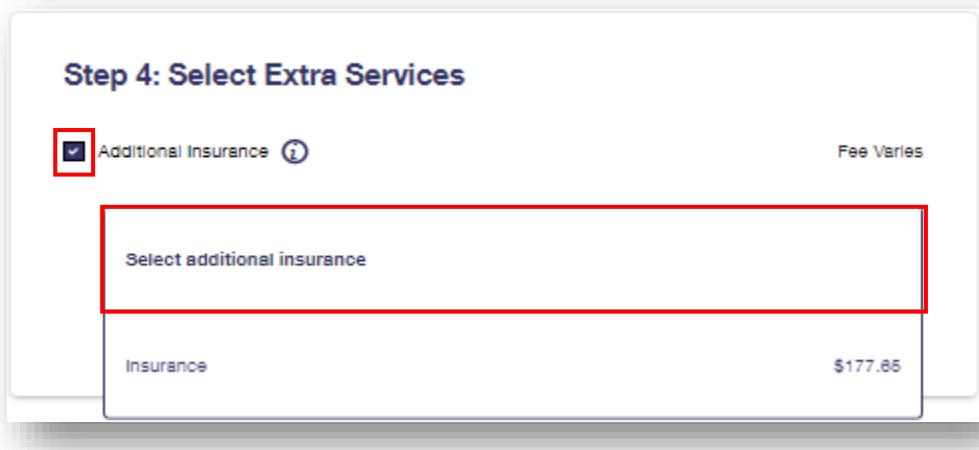
- a) If you are interested in adding an extra service to your mailpiece(s), select the **checkbox** of the interested extra service (*note, the extra services listed will vary depending on the international service and mailpiece type that was selected*).

**Step 4: Select Extra Services**

Additional Insurance i

Fee Varies

b) If you would like to add additional insurance to your package, select the **Additional Insurance** checkbox and select an additional insurance by selecting the **Select additional insurance** dropdown.



#### 14) Select Non-Delivery Options

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

**Step 5: Non-Delivery Options**

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

**Return to Sender**      **Abandon**

#### 15) Enter International Mailpiece Information (Required)

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

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

**Step 6: Mailpiece Information**

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

\*Contents

Select a content type

- Documents
- Gifts
- Merchandise
- Returned Goods
- Commercial Sample
- Humanitarian Donation
- Dangerous Goods (Select this option if you are shipping lithium batteries)
- Other

- b) Enter the **Mailpiece Description** (optional)
- c) Enter **Additional Mailpiece Comments** (optional)

**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.

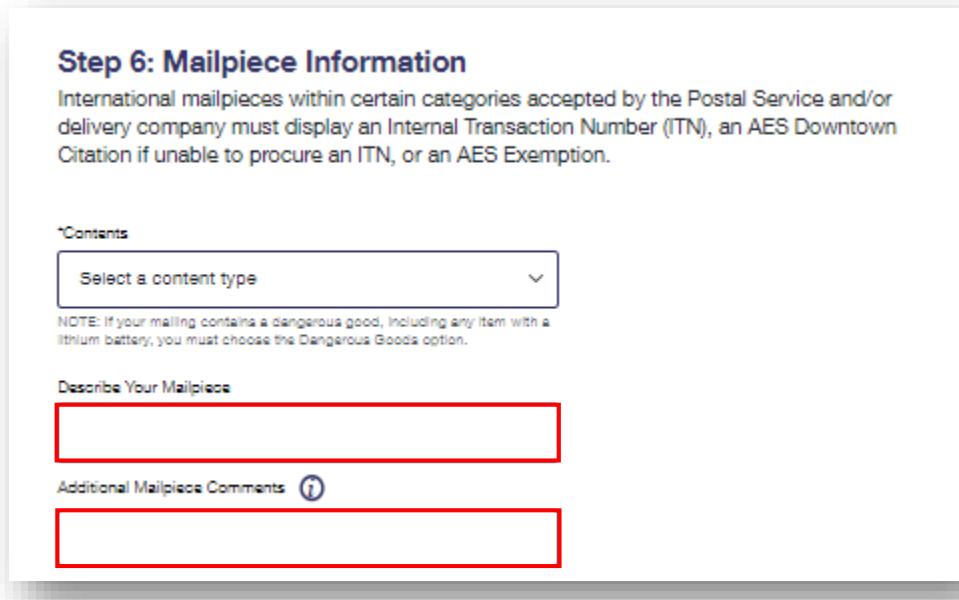
\*Contents

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.

(b) Describe Your Mailpiece

(c) Additional Mailpiece Comments [i](#)



- d) If your shipment required an export license, select the **Shipment requires an Export License** checkbox and enter the **AES Downtown Citation** from the U.S or **International Transaction Number (ITN)**.
  - i. Note, you are able to enter up to 14 alphanumerical values in this field.

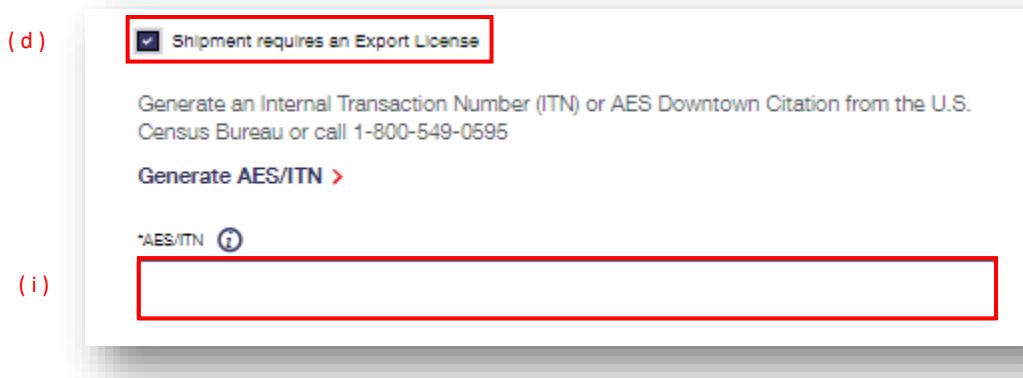
(d)  Shipment requires an Export License

Generate an Internal Transaction Number (ITN) or AES Downtown Citation from the U.S. Census Bureau or call 1-800-549-0595

[Generate AES/ITN >](#)

\*AES/ITN [i](#)

(i)



- e) Enter a Sender's Customer Reference Number (optional)
- f) If you are a Commercial Sender, you can enter the License Number, Certificate Number, and Invoice Number if desired.

(e) **Sender's Customer Reference Number**

(f) **Commercial Senders Only**

- License Number (i)
- Certificate Number (i)
- Invoice Number (i)

#### 16) Fill out the Custom Form (Required)

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

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

**Step 7: Item Information for Customs**

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

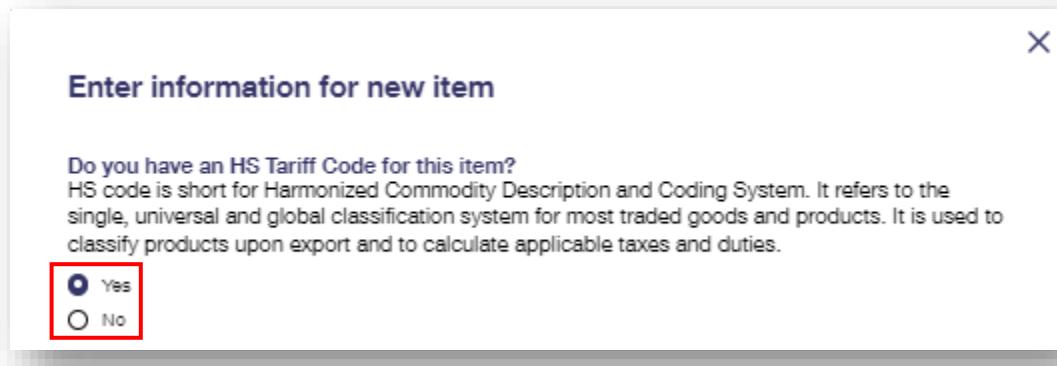
Enter information for each item Max 30 items

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

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

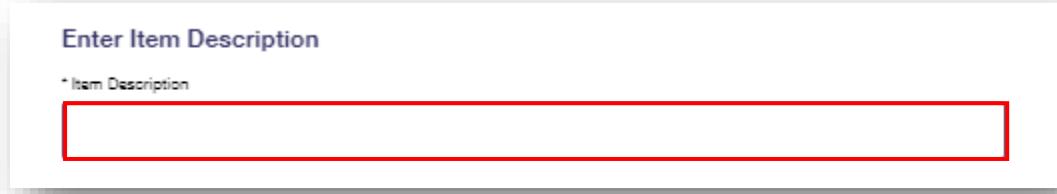
**Add an Item**

b) Once the Add an Item option is selected, an **Enter Information for New Item** popup modal will be displayed where you will be asked if you have an HS Tariff Code for the item or not.



c) If **Yes** is selected, you will be required to provide / select the following details:

- Enter the **item description**.



ii. Select a **category** that describes the item that is being shipped.

Select a category describing this item

Select a category

Appliances, Parts & Accessories

Category

Appliances, Parts & Accessories

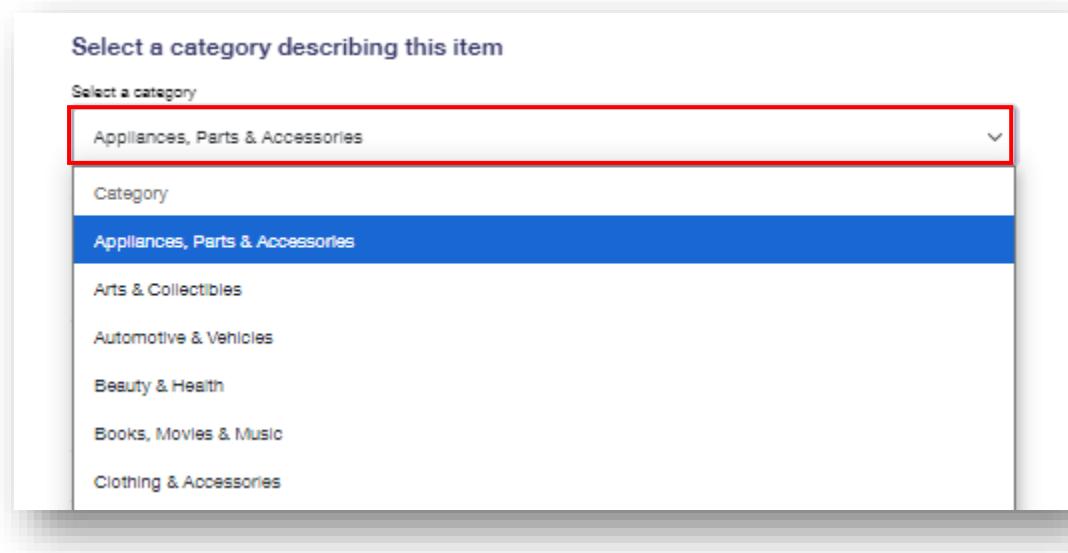
Arts & Collectibles

Automotive & Vehicles

Beauty & Health

Books, Movies & Music

Clothing & Accessories



iii. Select a **sub-category** that describes the item that is being shipped.

Select a sub-category

Air Compressors

Subcategory

Air Compressors

Bathroom Appliances

Clothing Iron

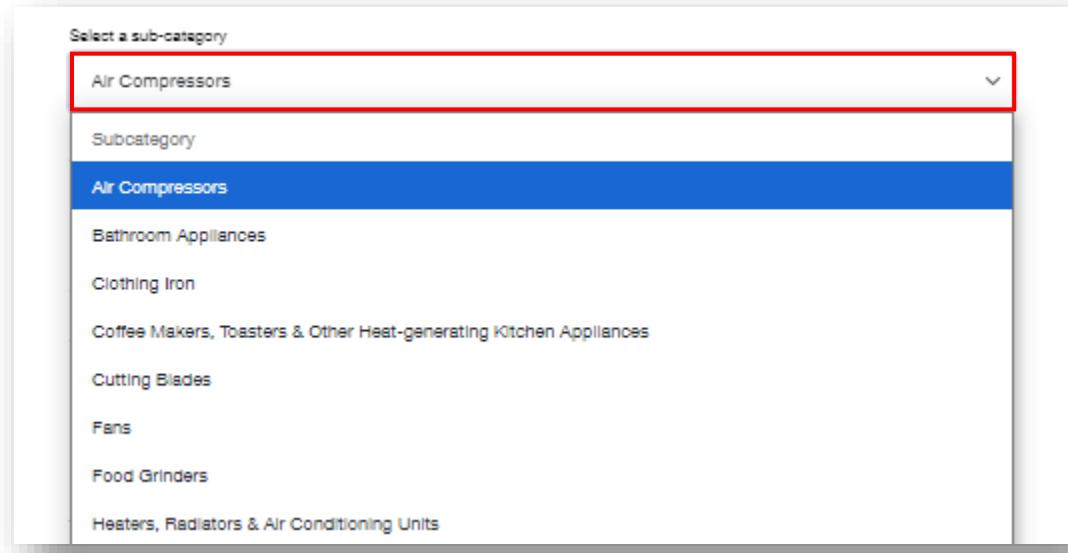
Coffee Makers, Toasters & Other Heat-generating Kitchen Appliances

Cutting Blades

Fans

Food Grinders

Heaters, Radiators & Air Conditioning Units



iv. Enter the **HS Tariff Code** of the item that is being shipped.

\* HS Tariff Code 

Please enter HS tariff code. It can be 6-10 digits.

0000.00.0000



v. Enter the **item quantity, value, and weight** of the item that is being shipped.

Tell us more about this item

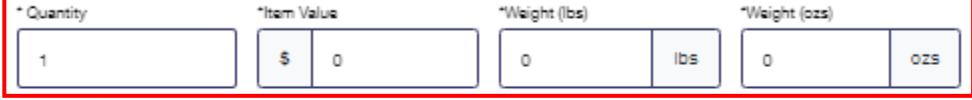
* Quantity	* Item Value	* Weight (lbs)	* Weight (ozs)
1	\$ 0	0 lbs	0 ozs

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

Current Weight:  
[0 lbs 0 ozs]

Total Weight:  
[6 lbs 0 ozs]



vi. Select the **Country of Origin** for the item that is being shipped.

\* Country of Origin 

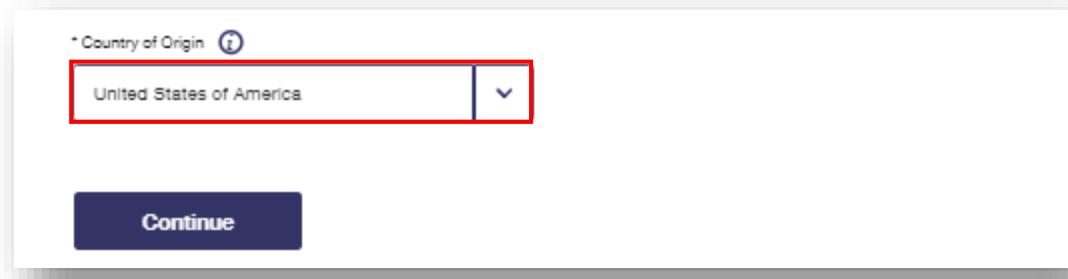
United States of America

Afghanistan

Albania



vii. Once finished, select **Continue** to proceed to the next step.



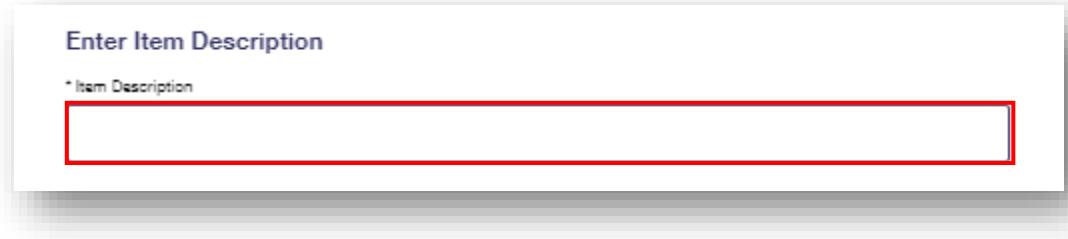
\* Country of Origin (i)

United States of America

Continue

d) If **No** is selected, you will be required to provide / select the following details:

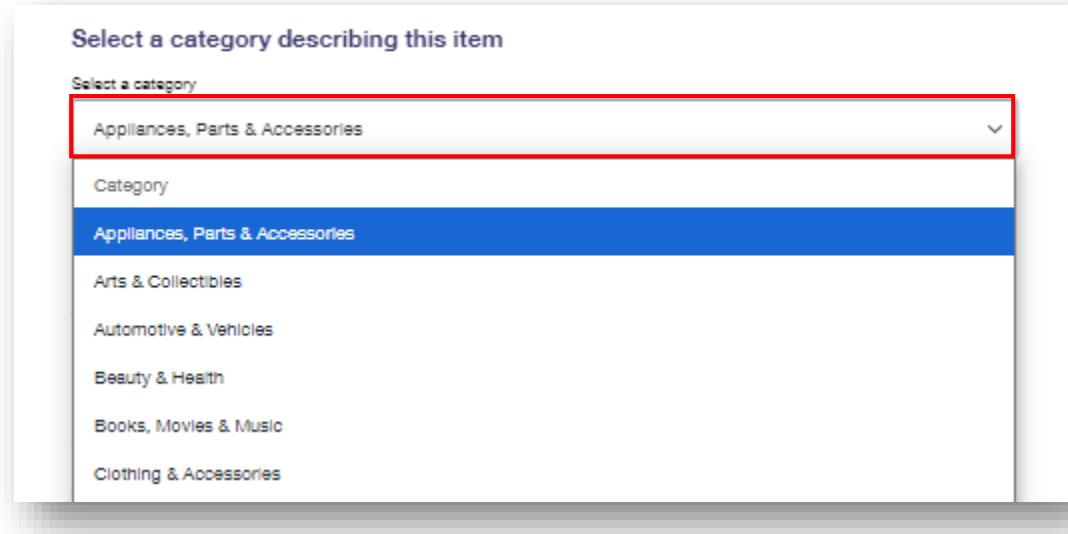
- Enter the **item description**.



Enter Item Description

\* Item Description

- Select a **category** that describes the item that is being shipped.



Select a category describing this item

Select a category

Appliances, Parts & Accessories

Category

Appliances, Parts & Accessories

Arts & Collectibles

Automotive & Vehicles

Beauty & Health

Books, Movies & Music

Clothing & Accessories

ii. Select a **sub-category** that describes the item that is being shipped.

Select a sub-category

Air Compressors

Subcategory

Air Compressors

Bathroom Appliances

Clothing Iron

Coffee Makers, Toasters & Other Heat-generating Kitchen Appliances

Cutting Blades

Fans

Food Grinders

Heaters, Radiators & Air Conditioning Units

iii. Select the **Country of Origin** for the item that is being shipped.

\*Country of Origin i

United States of America

UPC Code

Item Details

Item Brand

UPC Code / Product ID

iv. Enter the **item quantity, value, and weight** of the item that is being shipped.

**Tell us more about this item**

*Quantity	*Item Value	*Weight (lbs)	*Weight (ozs)
1	\$ 0	0 lbs	0 ozs

(-) (+)

Length (in)      Width (in)      Height (in)

	in		in		in
--	----	--	----	--	----

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

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

v. Once finished, select **Continue** to proceed to the next step.

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

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

**Continue**

## 17) 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
<b>Total for Landed Cost</b>	<b>\$45.86</b>

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

(b) **Optional: Email a copy of the Landed Cost**  
Enter Email  **Submit**

- c) If **View Summary** was selected, 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 Taxes: \$13.40
HS Tariff #				
Origin: US				

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

18) Review Label Summary

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

<b>Label Summary</b>	
<b>Priority Mail Express</b>	\$72.80
<b>International® Flat Rate</b>	
Envelope	
Insurance	\$20.15
<hr/>	
<b>Total</b>	<b>\$92.95</b>

19) Add Label to Cart or Save Label to Label Manager

a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.

b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.

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

**Add to Cart**

**Save**

( a )

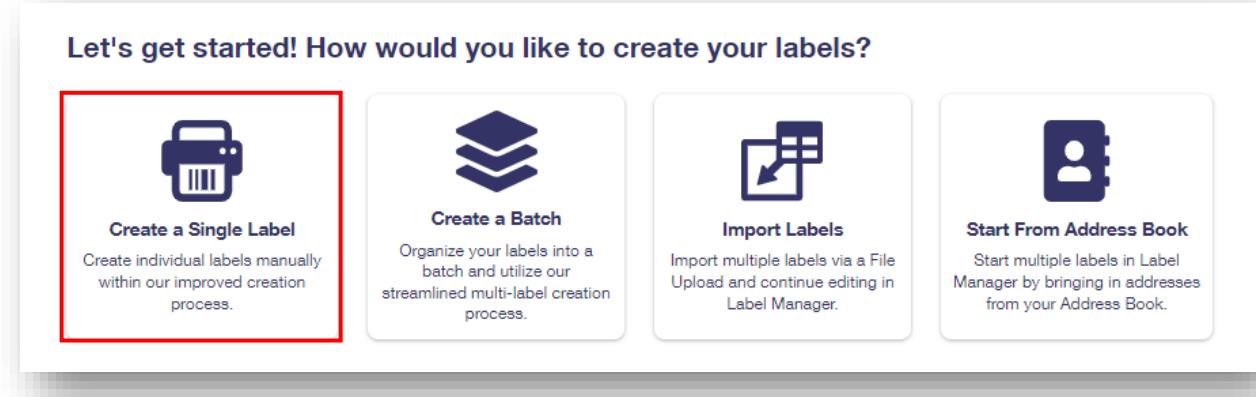
( b )

## Domestic Label for Free Matter for the Blind Users

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

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

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



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

**Click-N-SHIP®**

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

All Labels (67) Batches (72)

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

New Label	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
New Label	Priority Mail® Flat Rate Envelope	Value: \$100 + Add Mailpiece Details	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage Edit Extra Services	\$12.20	<input checked="" type="checkbox"/> Added to cart Edit Label
New Batch	File Upload	Marketplace Import	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece		

## 2) Verify your Sender Details

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

- a) If you would like to utilize a one-time return address, select the **Use a one-time return address** checkbox.
- b) If you would like to utilize a previously saved return address, select the toggle down located under the **Select your return address** section, and select an address from the list. You will also be able to create a new return address within this section by selecting the **Create a new Sender Address** hyperlinked option.
- c) 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*).

**Sender Details**

You can manage your return addresses in [Preferences](#).

(a)  Use a one-time return address [i](#)

(b)  Select your return address

Sender Test  
800 N GLEBE RD  
ARLINGTON, VA, 22203

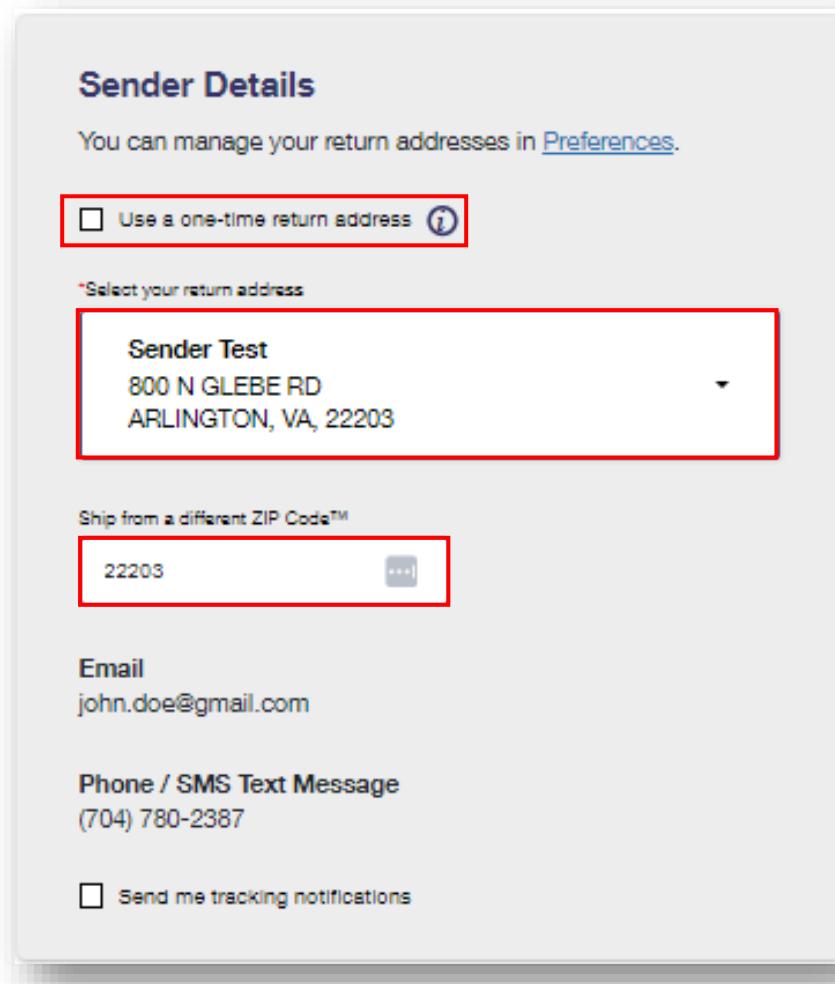
(c)  Ship from a different ZIP Code™

22203 [...](#)

Email  
john.doe@gmail.com

Phone / SMS Text Message  
(704) 780-2387

Send me tracking notifications



d) If the **Use a one-time return address** or **Create a new Sender Address** options were selected, a **New Return Address** modal will be displayed.

- i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
- ii. To manually enter the sender information, enter the details in the **required\*** text fields.
- iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
- iv. To set the sender information as your default return address, select the **Set as Default Return Address** checkbox (*note, this option is only displayed for the Create a New Sender Address option*).
- v. Once the sender information is entered and you are ready to proceed, select **Next**.

**New Return Address**

(i)

**\*Sender Information**

Please provide first and last name and/or company.

First Name  MI  Last Name

Company

Phone (optional)  Email (optional)

**Sender Address**

Please provide a valid address. Required fields are marked with an asterik (\*).

(ii)

\*Street Address  Apt/Suite

\*City  \*State  \*ZIP Code™

AL - Alabama

(iii - iv)

Save to Address Book  
 Set as Default Return Address

**Save** (v)

e) To opt into Sender Tracking Notifications, select the **Send me tracking notifications** checkbox.

**Sender Details**

You can manage your return addresses in [Preferences](#).

Use a one-time return address [i](#)

\*Select your return address

Sender Test  
800 N GLEBE RD  
ARLINGTON, VA, 22203

Ship from a different ZIP Code™

22203 [...](#)

Email  
john.doe@gmail.com

Phone / SMS Text Message  
(704) 780-2387

Send me tracking notifications

f) If the **Send me tracking notifications** checkbox was selected, a **Tracking Notifications for Sender** modal will be displayed.

- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Enhanced Click-N-SHIP® application).*
- Select the **Type of Notifications** that you want to receive.
- Select **Save** to save these changes.

X

### Tracking Notifications for Sender

Enter an email and/or phone number to receive notifications.

Email

Phone

(i)

Select which types of notifications you would like the user to receive?

Email

Text

<input type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input type="checkbox"/>	<input type="checkbox"/>	Expect Delivery Updates
<input type="checkbox"/>	<input type="checkbox"/>	Day of Delivery Updates
<input type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Available for Pick Up
<input type="checkbox"/>	<input type="checkbox"/>	Delivery Expectation Updates
<input type="checkbox"/>	<input type="checkbox"/>	Package in Transit Updates

(ii)

**Save**

Privacy Act Statement (iii)

Your information will be used to respond to your mail recovery service request. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided, we may not process your request in the mail recovery application. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on enforcement agency in accordance with law. (e) to the sender or addressee of the mail-piece in connection with the resolution of a claim. (f) to an expert consultant for the purpose of determining the value of a lost or damaged item, or to determine otherwise the validity of the claim. For more information regarding our privacy policies visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy)

### 3) Enter the Recipient Details

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

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
  - i. If you would like to be redirected to your CNSv2 Address Book, select the **Manage Address Book** hyperlink.
- b) To manually enter the recipient information, enter the details in the **required\*** text fields.

**Step 1: Recipient Details**

(a)

Search your Address Book

[Manage Address Book](#)

Please provide first and last name and/or company

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company

(i)

**Recipient Address**

(b)

Please provide a valid address. Required fields are marked with an asterisk (\*)

\*Country

\*Street Address

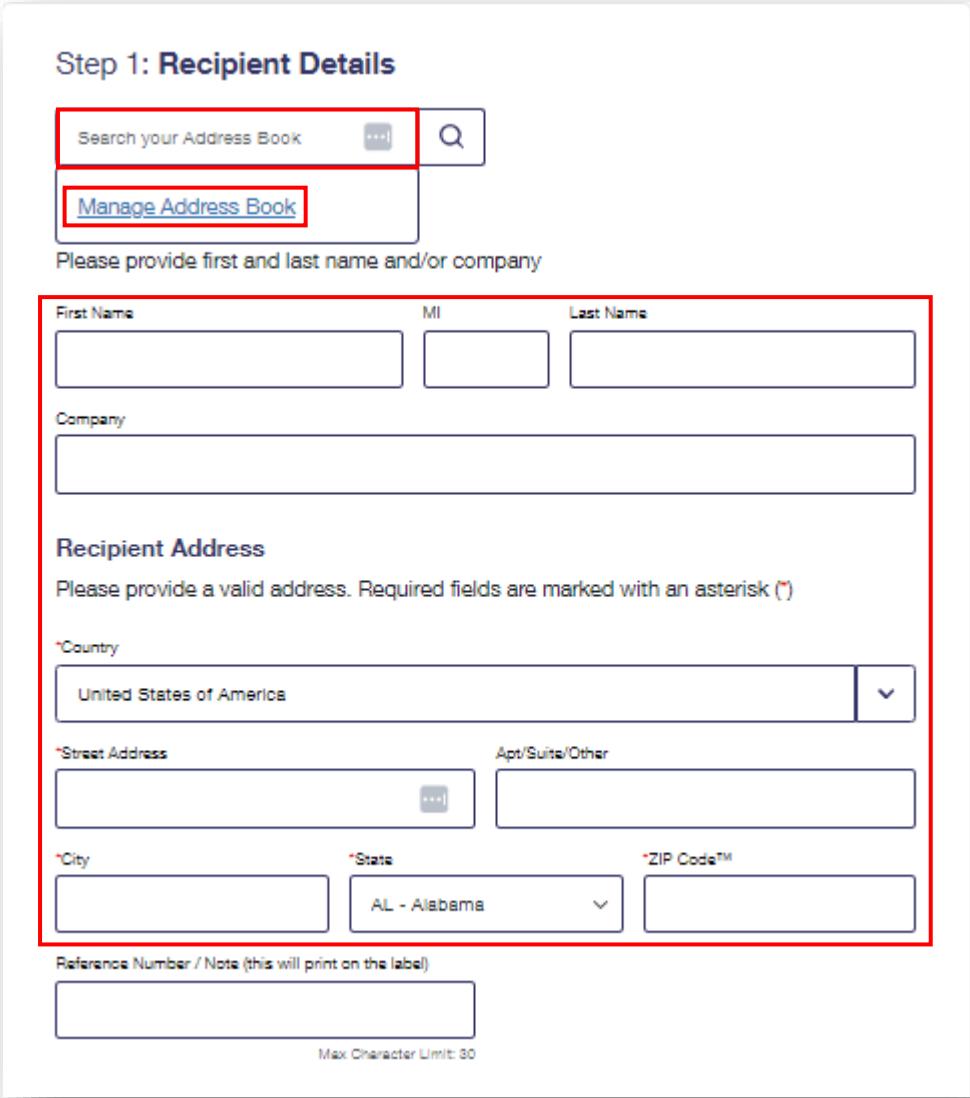
\*City

\*State

ZIP Code™

Reference Number / Note (this will print on the label)

Max Character Limit: 30



4) Enter the Reference Number (optional)

a) If you would like to enter a reference number, enter the number in the **Reference Number** text field (*note, this reference number will be printed on the label and has a maximum character limit of 30 characters*).

**Recipient Address**

Please provide a valid address. Required fields are marked with an asterisk (\*)

\*Country  
United States of America

\*Street Address  
Apt/Suite/Other

\*City  
\*State  
AL - Alabama

\*ZIP Code™

Reference Number / Note (this will print on the label)  
Max Character Limit: 30

5) Save the Recipient Information to your Address Book (optional)

a) If the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.

**USPS® Smart Lockers** are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more](#).

Save to Address Book

Send recipient tracking notifications

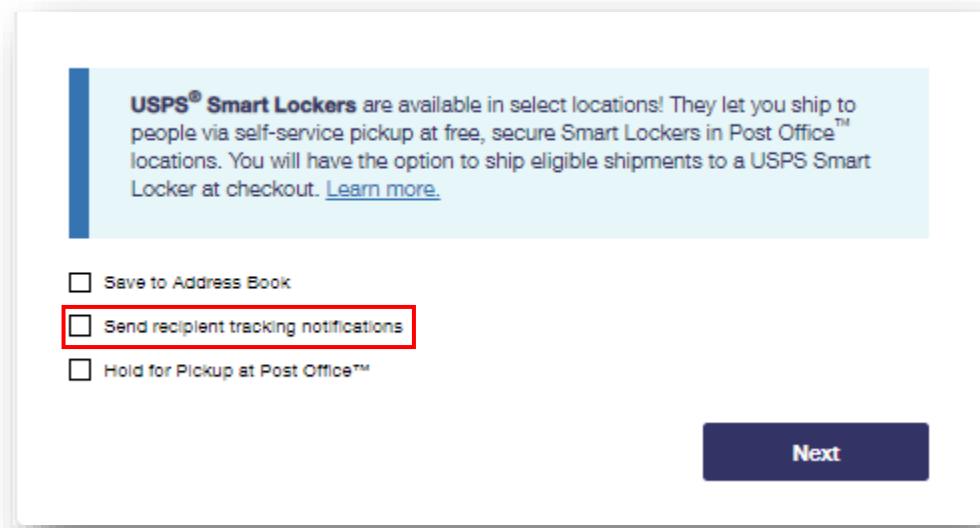
Hold for Pickup at Post Office™

**Next**

6) Select Recipient Status Notifications (optional)

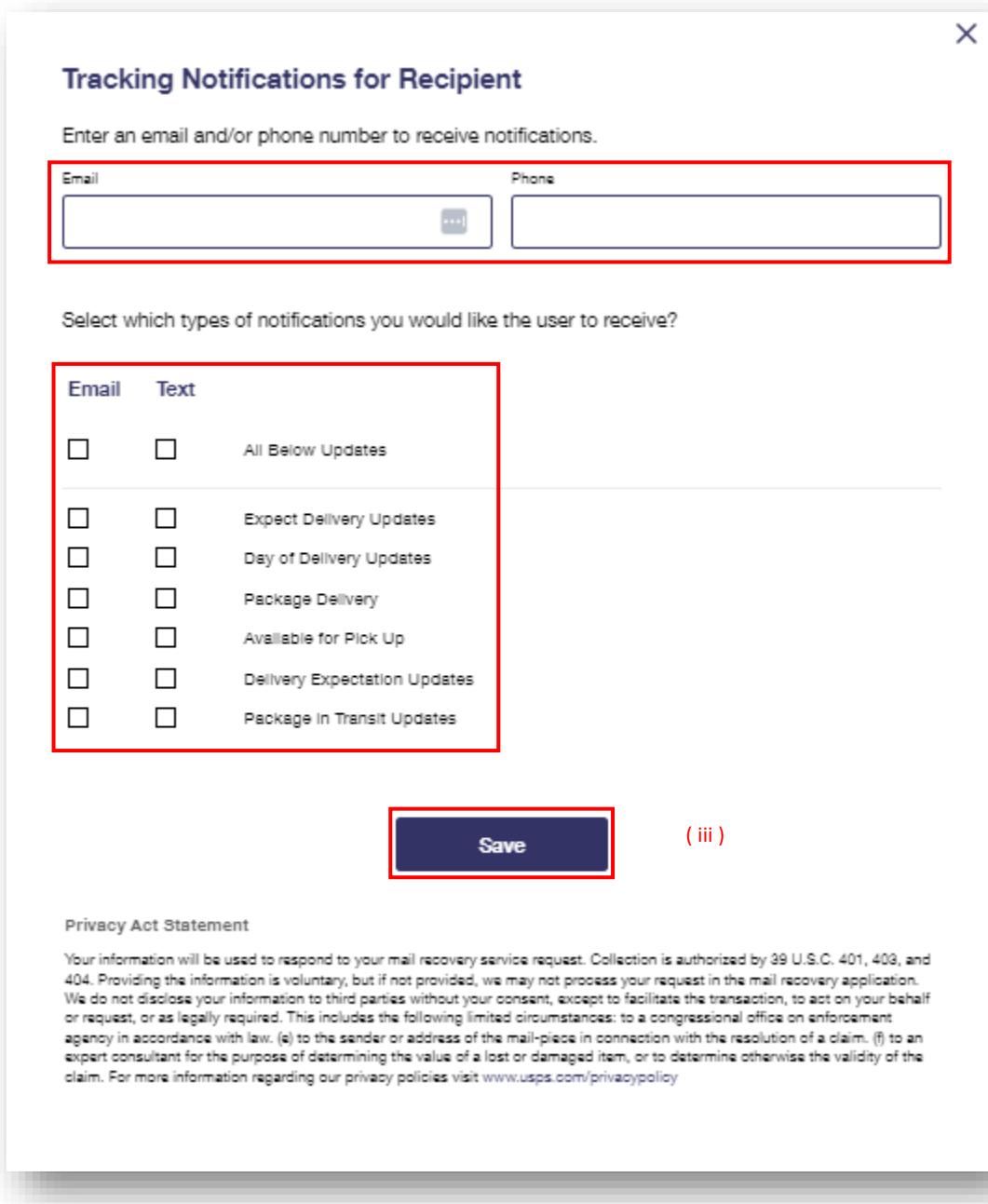
Within Enhanced Click-N-Ship®, you have the capability to have the recipient receive shipment status notifications via email, text, or both (*note, international phone numbers are currently not supported in the Enhanced Click-N-Ship® application and the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications*).

a) If you would like the recipient to receive text or email notifications about the mailpiece, select the **Send recipient tracking notifications** checkbox.



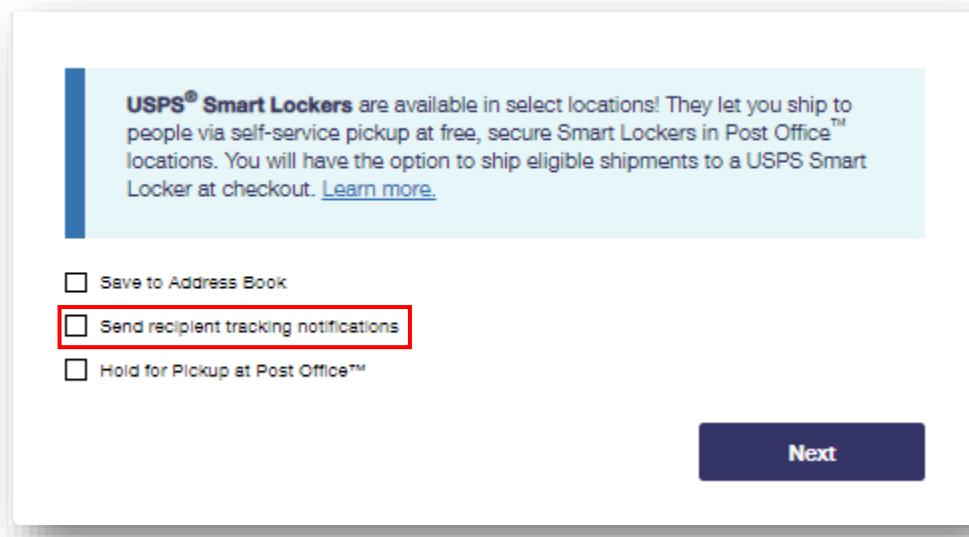
b) If the **Send recipient tracking notifications** checkbox was selected, a **Tracking Notifications for Recipient** modal will be displayed.

- i. Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Enhanced Click-N-SHIP® application).*
- ii. Select the **Type of Notifications** that you want to receive.
- iii. Select **Save** to save these changes.



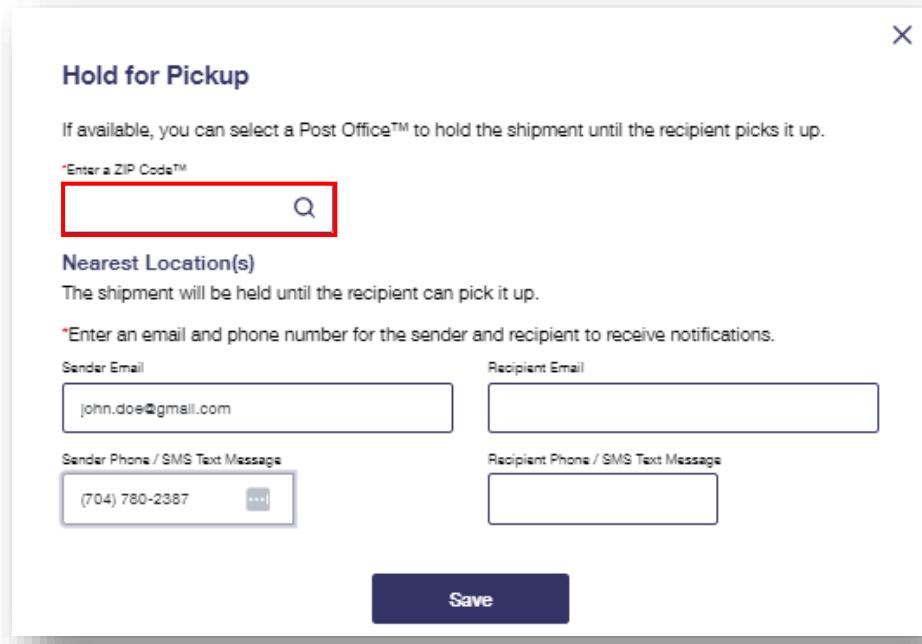
7) Select Hold For Pickup (optional)

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

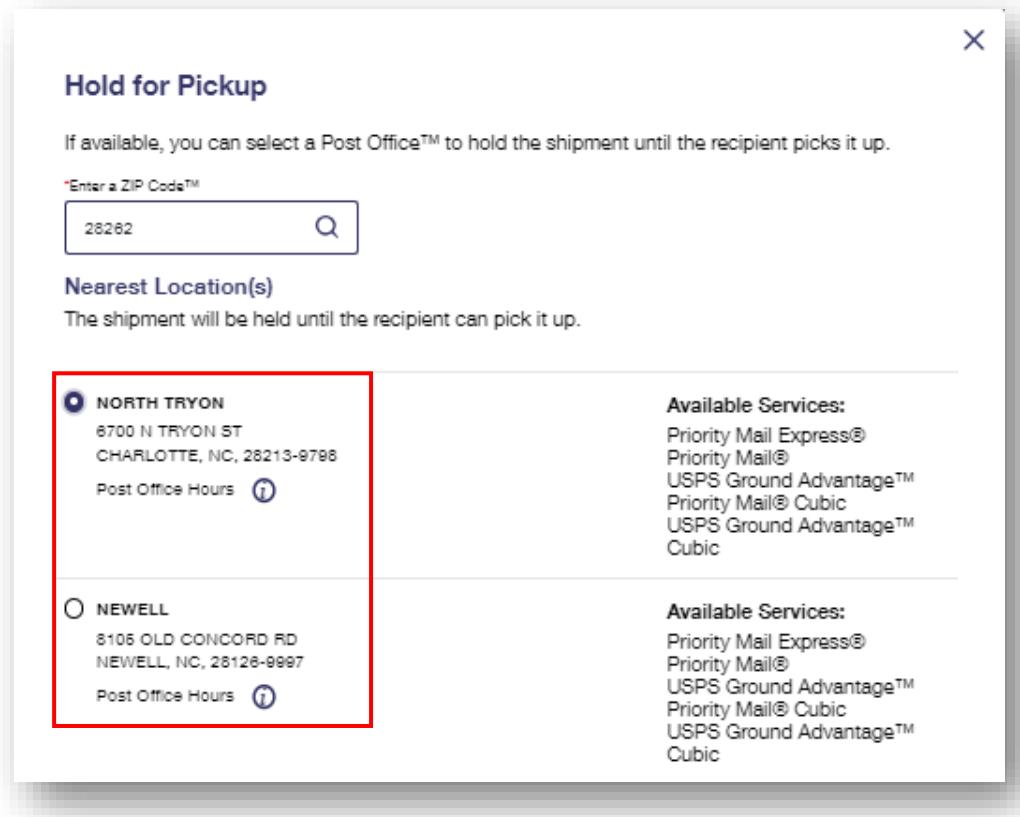


b) If the **Hold for Pickup at Post Office™** checkbox was selected, a **Hold for Pickup** modal will be displayed.

- To find the nearest Post Office™ location available for pickup, Enter the desire Zip Code in the **Enter the ZIP Code™** text field.

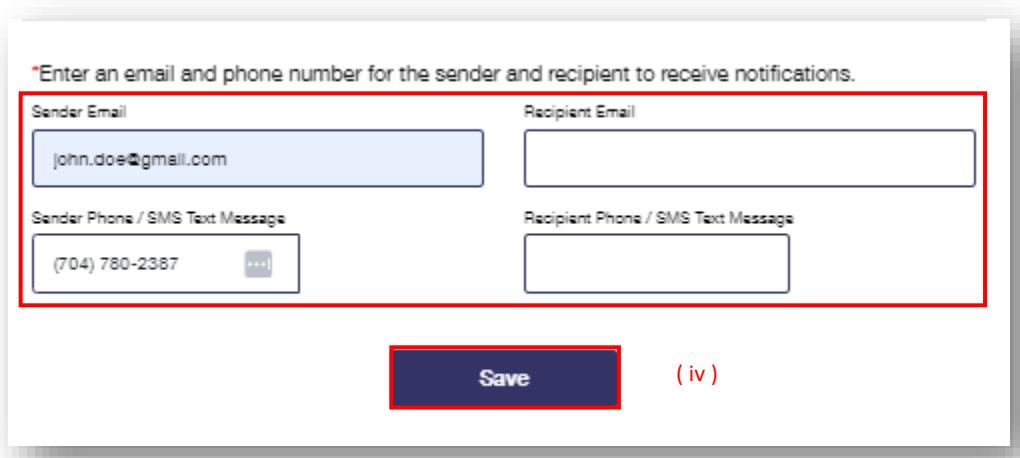


ii. Select the desired **Post Office™** from one of the options displayed.



iii. If you would like to receive **text and / or email notifications** to notify you or the recipient that the mailpiece is ready for pickup, enter the email and / or phone number in the respective text fields.

iv. Select **Save** to proceed to the next step.



8) Confirm Sender and Recipient Details

a) Once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (*Note, you will not be able to proceed to the next section unless this is selected*).

**USPS® Smart Lockers** are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

Save to Address Book

Send recipient tracking notifications

Email [john.doe@gmail.com](mailto:john.doe@gmail.com) Phone / SMS Text Message [\(704\) 780-2387](tel:(704)780-2387)

[Edit Notification Settings](#)

Hold for Pickup at Post Office™

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

Post Office™ Hours [i](#)

[Change Location](#)

**Next**

9) Select Hazardous Material Type (If Applicable)

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

**Does this parcel contain anything potentially hazardous?**

(i)

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

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

(a / b)

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

- Yes
- No

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

c) If YES was selected, a HAZMAT modal will be displayed.

- Read through the list of Mailable and Nonmailable HAZMAT types, and select **I understand** to proceed with selecting a category type.
- If you are not shipping a HAZMAT material and would like to go back to the previous page, select **Nevermind, I am not shipping HAZMAT**.

## HAZMAT

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

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

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

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

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

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

( i )

( ii )

**I understand**

**Nevermind, I am not shipping HAZMAT**

d) Click on the **dropdown** button and selecting the HAZMAT category type from one of the options listed.

Select

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

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

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

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

Sealed lead acid batteries

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

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

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

Dry Ice (limited to 6 lbs. if shipped via Air)

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

Magnetized Materials

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

Hydrogen peroxide (8 to 20% concentration)

Organic Peroxides

Toxic materials (pesticides, herbicides, etc.)

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

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

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

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

## 10) Select the Shipping Date

- a) Select the **date** you would like the mailpiece to ship (*you may now select a date up to 7 days from today*).

**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 7 days from today.

09/04/2024 

September 2024 

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	<b>4</b>	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

**Mailpiece Type**  
Select a [Priority Mail](#)® product or a [Priority Mail Express Flat Rate](#)® product for your packaging.

Please go to your local Post Office™.

[I am shipping as Free Matter for this mailpiece?](#)

## 11) Select the Shipping Date and FMB Service Type

- a) If you are a qualifying user of the Free Mater for the Blind (FMB) program, select the **I am shipping as Free Matter for the Blind** checkbox to proceed.
  - i. Note, refer to the following article for more information about [Free Matter for the Blind \(FMB\) Program](#).

**Step 2: Select Service and Mailpiece Type**  
Fill out the information below and select your service and mailpiece type.

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

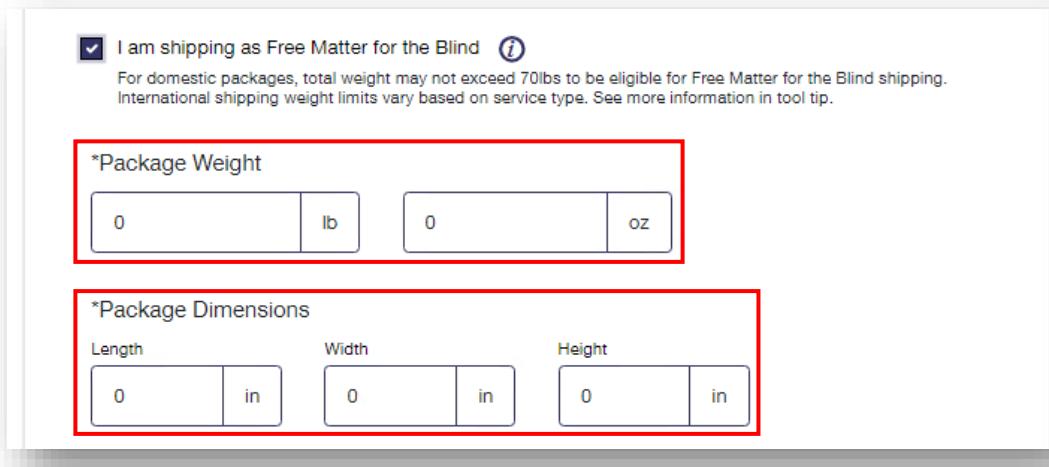
07/17/2024 

I am shipping as Free Matter for the Blind 

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

b) Once the **Free Matter for the Blind** Checkbox is selected, you will be required to enter the following package details:

- Enter the package **weight**.
- Enter the package **dimensions** (*if shipping a mailpiece greater than 12" long*).



I am shipping as Free Matter for the Blind [i](#)  
For domestic packages, total weight may not exceed 70lbs to be eligible for Free Matter for the Blind shipping. International shipping weight limits vary based on service type. See more information in tool tip.

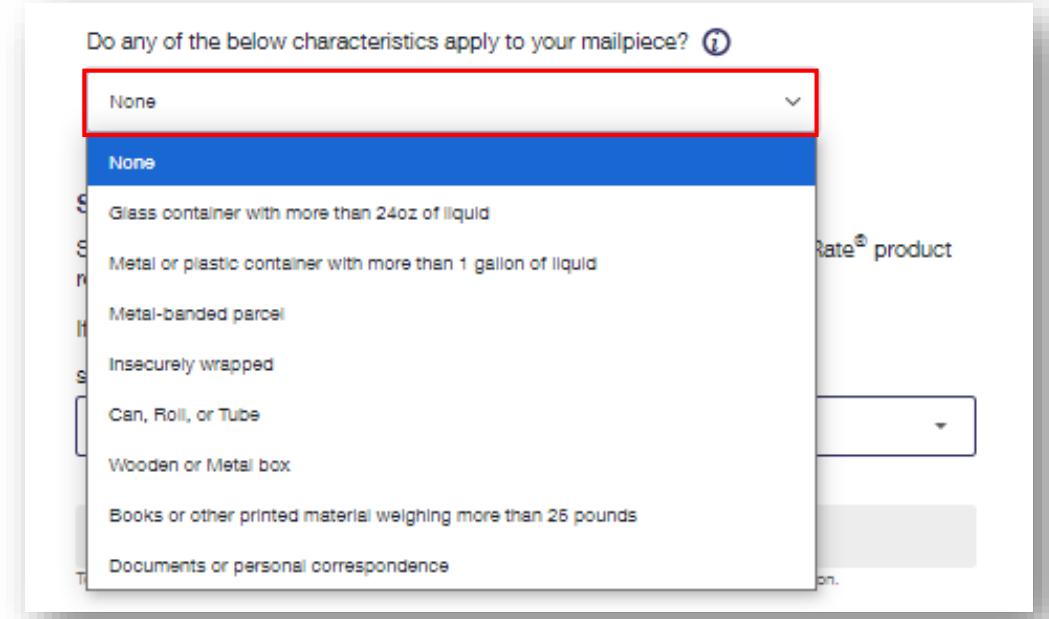
**\*Package Weight**

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

**\*Package Dimensions**

Length	Width	Height			
0	in	0	in	0	in

- If your mailpiece is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your mailpiece from the dropdown.



Do any of the below characteristics apply to your mailpiece? [i](#)

None	Rate® product
None	
Glass container with more than 24oz of liquid	
Metal or plastic container with more than 1 gallon of liquid	
Metal-banded parcel	
Insecurely wrapped	
Can, Roll, or Tube	
Wooden or Metal box	
Books or other printed material weighing more than 25 pounds	
Documents or personal correspondence	

12) Select the FMB Mailpiece Type

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

( a )

**View Mailpiece Types**

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

( b )

**Domestic Free Matter for the Blind** *(i)*

(Choose your own box)

**Service**

**standards to this  
location are not  
available at this  
time.**

**\$0.00**

Per Label

Matter may be sent free of charge if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. See tool tip for more information on what is considered Free Matter for the Blind or Handicapped.

### 13) Enter Content Details (Optional)

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

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

**Step 3: Content Details**

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

**Item Details**

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

Item #1 (a)  
Item Description

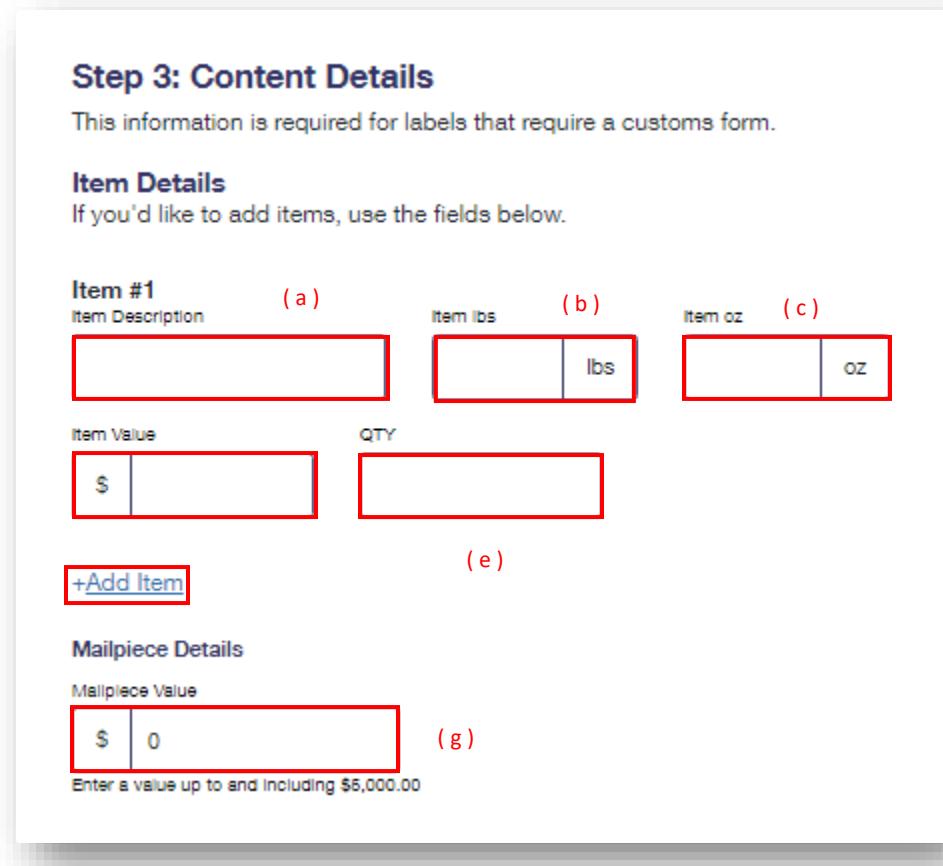
Item lbs (b)  
Item oz (c)

Item Value (d)  
QTY

(e) [+Add Item](#)

Mailpiece Details

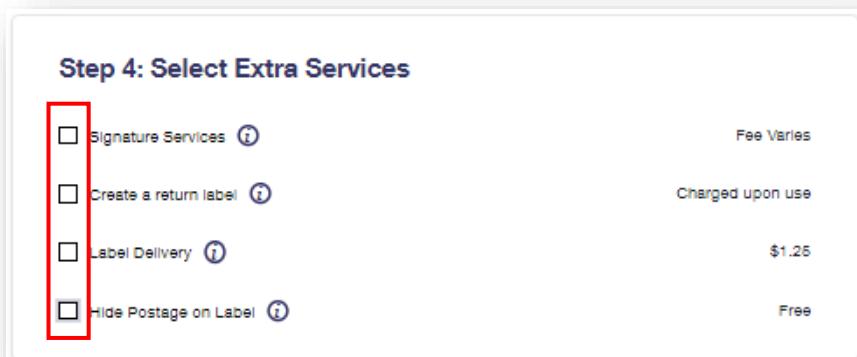
Mailpiece Value (g)  
Enter a value up to and including \$6,000.00



#### 14) Select Extra Services

a) If you are interested in adding extra services to your mailpiece(s), please select one of the available Insurance, Signature Delivery, and Return services.

i. *Note, any extra service selected will NOT be free and MUST be paid.*



#### 15) Review Label Summary

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



#### 16) Add Label to Cart or Save Label to Label Manager

a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.

b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.



( a )

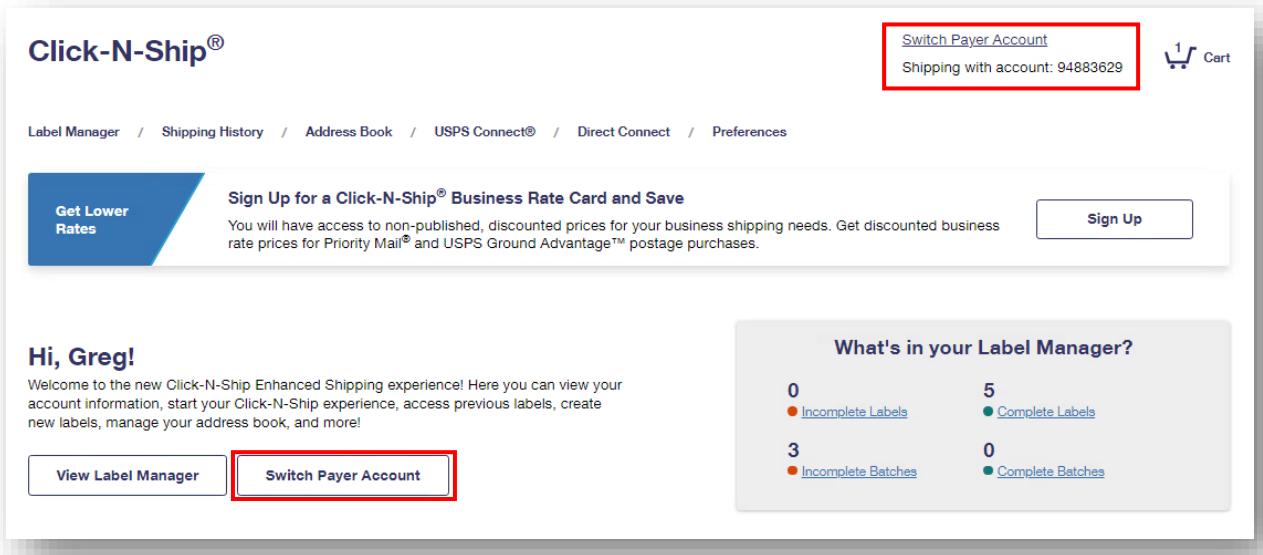
( b )

## Domestic and International Labels Using 3<sup>rd</sup> Party Authorization (Business)

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

### 1) Select a Payer Account

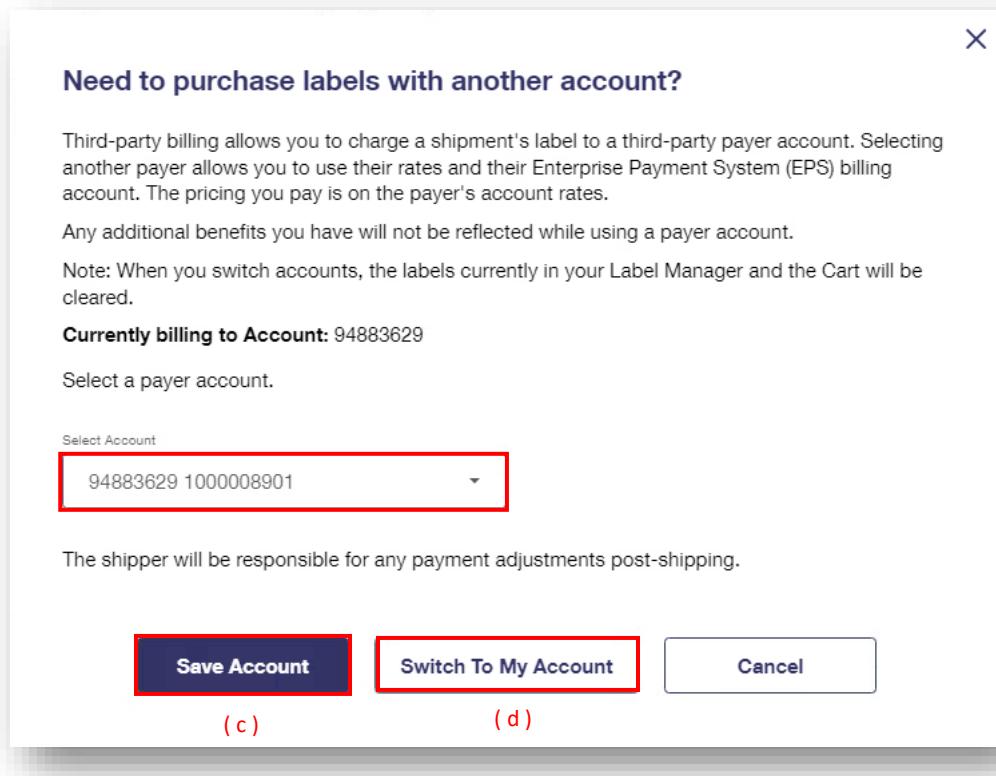
- a) On the Enhanced Click-N-SHIP® Homepage, select **Switch Payer Account** to choose the Payer's EPS account that you want to use to create the label(s) for.
  - i. *Note, you can also switch between payer accounts via the Label Cart and Preferences section.*



The screenshot shows the Click-N-SHIP® homepage. At the top right, there is a red box highlighting the "Switch Payer Account" button and the text "Shipping with account: 94883629". Below the header, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, and Preferences. A blue sidebar on the left says "Get Lower Rates". In the center, there is a "Sign Up for a Click-N-SHIP® Business Rate Card and Save" section with a "Sign Up" button. On the right, there is a "What's in your Label Manager?" section showing statistics for labels and batches, with a red box highlighting the "Incomplete Labels" and "Incomplete Batches" counts.

Category	Count	Status
Incomplete Labels	0	<a href="#">Incomplete Labels</a>
Complete Labels	5	<a href="#">Complete Labels</a>
Incomplete Batches	3	<a href="#">Incomplete Batches</a>
Complete Batches	0	<a href="#">Complete Batches</a>

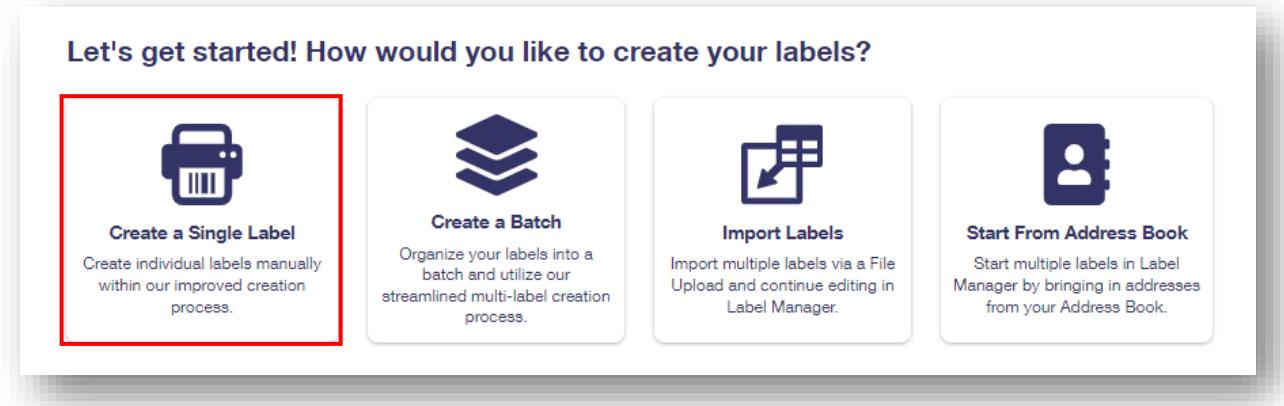
- b) Click on the dropdown under the **Select Account** section and select the Payer's EPS account that you want to use.
  - i. *Note, anytime you switch Payer EPS accounts, the label(s) in their Label Manager and Label Cart will be unique to that specific EPS account.*
- c) Once the Payer's EPS account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



## 2) Begin Single Label Creation Process – Two Options

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

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



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

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

**Click-N-SHIP®**

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

All Labels (67) Batches (72)

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

	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
<b>New Label</b> by date and time created. Each new label will appear at the top of the table.	Priority Mail® Flat Rate Envelope	Value: \$100 + Add Mailpiece Details	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage Edit Extra Services	<b>\$12.20</b>	Added to cart Edit Label
New Batch					
File Upload					
Marketplace Import					

### 3) Verify your Sender Details

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

- a) If you would like to utilize a one-time return address, select the **Use a one-time return address** checkbox.
- b) If you would like to utilize a previously saved return address, select the toggle down located under the **Select your return address** section, and select an address from the list. You will also be able to create a new return address within this section by selecting the **Create a new Sender Address** hyperlinked option.
- c) 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*).

**Sender Details**

You can manage your return addresses in [Preferences](#).

(a)  Use a one-time return address [i](#)

(b)  Select your return address

Sender Test  
800 N GLEBE RD  
ARLINGTON, VA, 22203

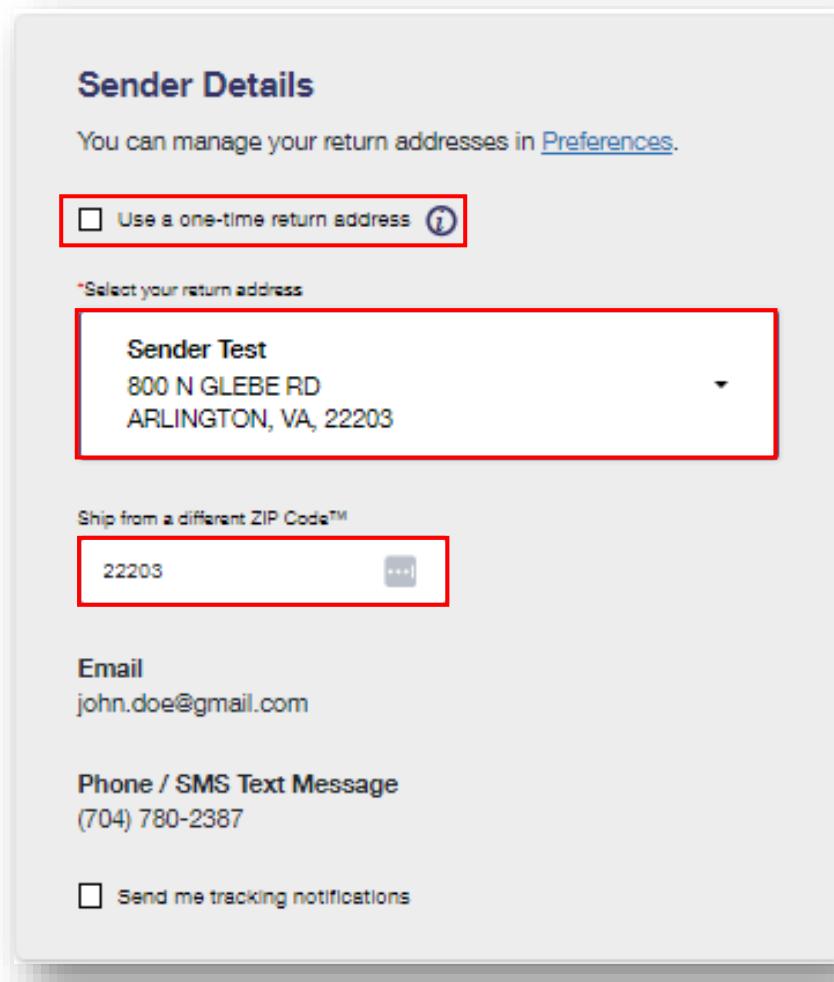
(c)  Ship from a different ZIP Code™

22203 [...](#)

Email  
john.doe@gmail.com

Phone / SMS Text Message  
(704) 780-2387

Send me tracking notifications



d) If the **Use a one-time return address** or **Create a new Sender Address** options were selected, a **New Return Address** modal will be displayed.

- i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
- ii. To manually enter the sender information, enter the details in the **required\*** text fields.
- iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
- iv. To set the sender information as your default return address, select the **Set as Default Return Address** checkbox (*note, this option is only displayed for the Create a New Sender Address option*).
- v. Once the sender information is entered and you are ready to proceed, select **Next**.

**New Return Address**

(i)

**\*Sender Information**

Please provide first and last name and/or company.

First Name  MI  Last Name

Company

Phone (optional)  Email (optional)

**Sender Address**

Please provide a valid address. Required fields are marked with an asterik (\*).

(ii)

\*Street Address  Apt/Suite

\*City  \*State  \*ZIP Code™

Save to Address Book  
 Set as Default Return Address

**Save** (v)

e) To opt into Sender Tracking Notifications, select the **Send me tracking notifications** checkbox.

**Sender Details**

You can manage your return addresses in [Preferences](#).

Use a one-time return address [i](#)

\*Select your return address

Sender Test  
800 N GLEBE RD  
ARLINGTON, VA, 22203

Ship from a different ZIP Code™

22203 [...](#)

Email  
john.doe@gmail.com

Phone / SMS Text Message  
(704) 780-2387

Send me tracking notifications

f) If the **Send me tracking notifications** checkbox was selected, a **Tracking Notifications for Sender** modal will be displayed.

- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Enhanced Click-N-SHIP® application).*
- Select the **Type of Notifications** that you want to receive.
- Select **Save** to save these changes.

X

### Tracking Notifications for Sender

Enter an email and/or phone number to receive notifications.

Email

Phone

(i) Select which types of notifications you would like the user to receive?

All Below Updates

Expect Delivery Updates

Day of Delivery Updates

Package Delivery

Available for Pick Up

Delivery Expectation Updates

Package in Transit Updates

(ii) Save

Privacy Act Statement (iii)

Your information will be used to respond to your mail recovery service request. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided, we may not process your request in the mail recovery application. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on enforcement agency in accordance with law. (e) to the sender or addressee of the mail-piece in connection with the resolution of a claim. (f) to an expert consultant for the purpose of determining the value of a lost or damaged item, or to determine otherwise the validity of the claim. For more information regarding our privacy policies visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy)

#### 4) Enter the Recipient Details

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

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
  - i. If you would like to be redirected to your CNSv2 Address Book, select the **Manage Address Book** hyperlink.
- b) To manually enter the recipient information, enter the details in the **required\*** text fields.

**Step 1: Recipient Details**

(a)

Search your Address Book

[Manage Address Book](#)

Please provide first and last name and/or company

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company

(i)

**Recipient Address**

Please provide a valid address. Required fields are marked with an asterisk (\*)

\*Country

\*Street Address

\*City

\*State

\*ZIP Code™

Reference Number / Note (this will print on the label)

Max Character Limit: 30

5) Enter the Reference Number (optional)

a) If you would like to enter a reference number, enter the number in the **Reference Number** text field (*note, this reference number will be printed on the label and has a maximum character limit of 30 characters*).

**Recipient Address**  
Please provide a valid address. Required fields are marked with an asterisk (\*)

\*Country  
 ▼

\*Street Address Apt/Suite/Other  
 ...

\*City \*State \*ZIP Code™  
  ▼

Reference Number / Note (this will print on the label)  
  
Max Character Limit: 30

1. Save the Recipient Information to your Address Book (optional)

a) If the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.

**USPS® Smart Lockers** are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more](#).

Save to Address Book ▼

Send recipient tracking notifications

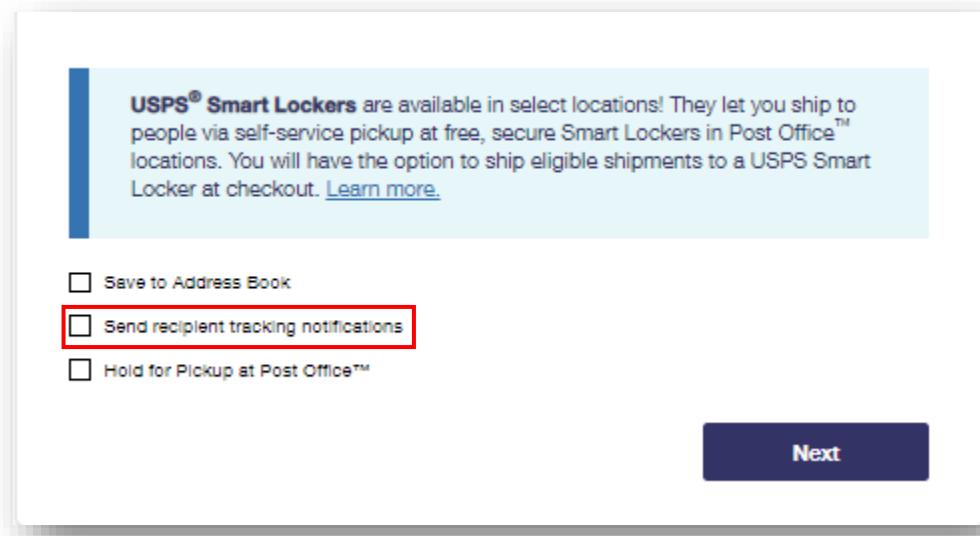
Hold for Pickup at Post Office™

Next

6) Select Recipient Status Notifications (optional)

Within Enhanced Click-N-Ship®, you have the capability to have the recipient receive shipment status notifications via email, text, or both (*note, international phone numbers are currently not supported in the Enhanced Click-N-Ship® application and the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications*).

a) If you would like the recipient to receive text or email notifications about the mailpiece, select the **Send recipient tracking notifications** checkbox.

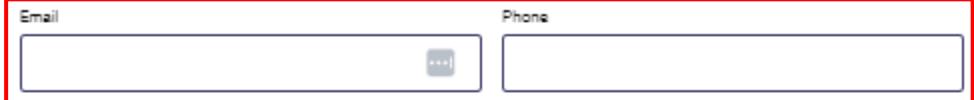


b) If the **Send recipient tracking notifications** checkbox was selected, a **Tracking Notifications for Recipient** modal will be displayed.

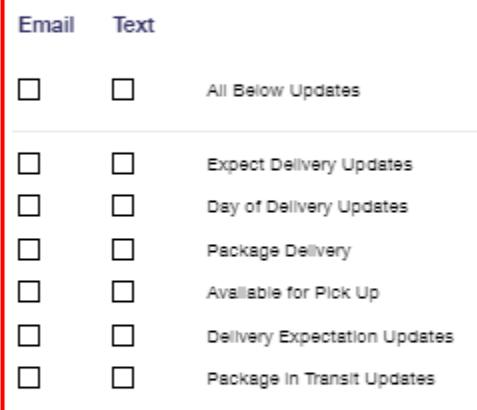
- i. Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Enhanced Click-N-SHIP® application).*
- ii. Select the **Type of Notifications** that you want to receive.
- iii. Select **Save** to save these changes.

**Tracking Notifications for Recipient**

Enter an email and/or phone number to receive notifications.

(i)  Email  Phone

Select which types of notifications you would like the user to receive?

(ii)  Email   All Below Updates  
  Expect Delivery Updates  
  Day of Delivery Updates  
  Package Delivery  
  Available for Pick Up  
  Delivery Expectation Updates  
  Package In Transit Updates

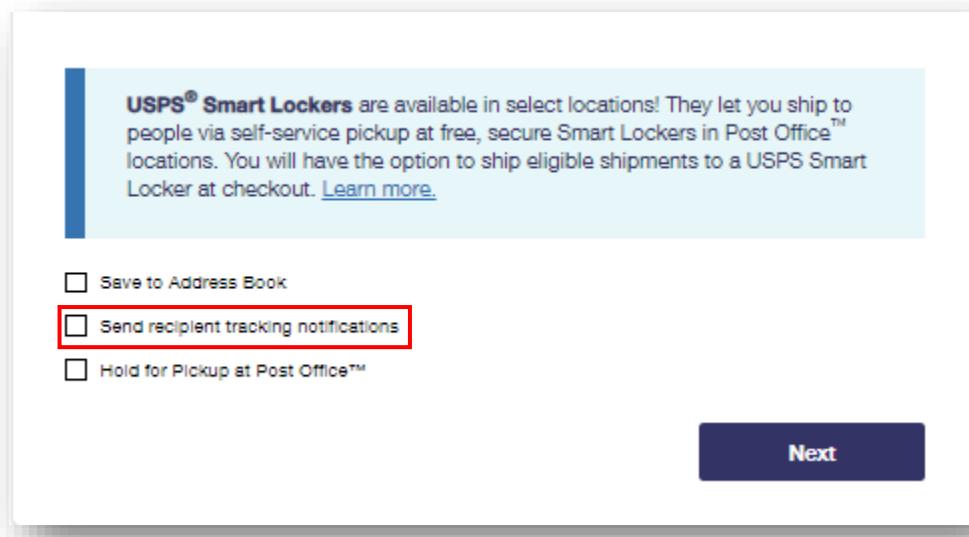
(iii)  Save

**Privacy Act Statement**

Your information will be used to respond to your mail recovery service request. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided, we may not process your request in the mail recovery application. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office or enforcement agency in accordance with law. (a) to the sender or address of the mail-piece in connection with the resolution of a claim. (f) to an expert consultant for the purpose of determining the value of a lost or damaged item, or to determine otherwise the validity of the claim. For more information regarding our privacy policies visit [www.usps.com/privacy/policy](http://www.usps.com/privacy/policy)

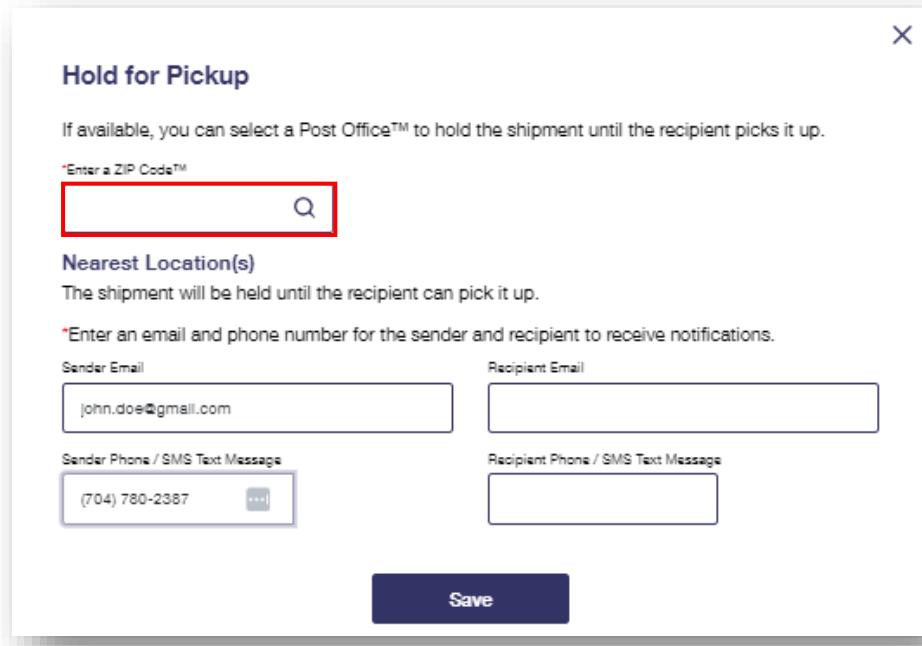
7) Select Hold For Pickup (optional)

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

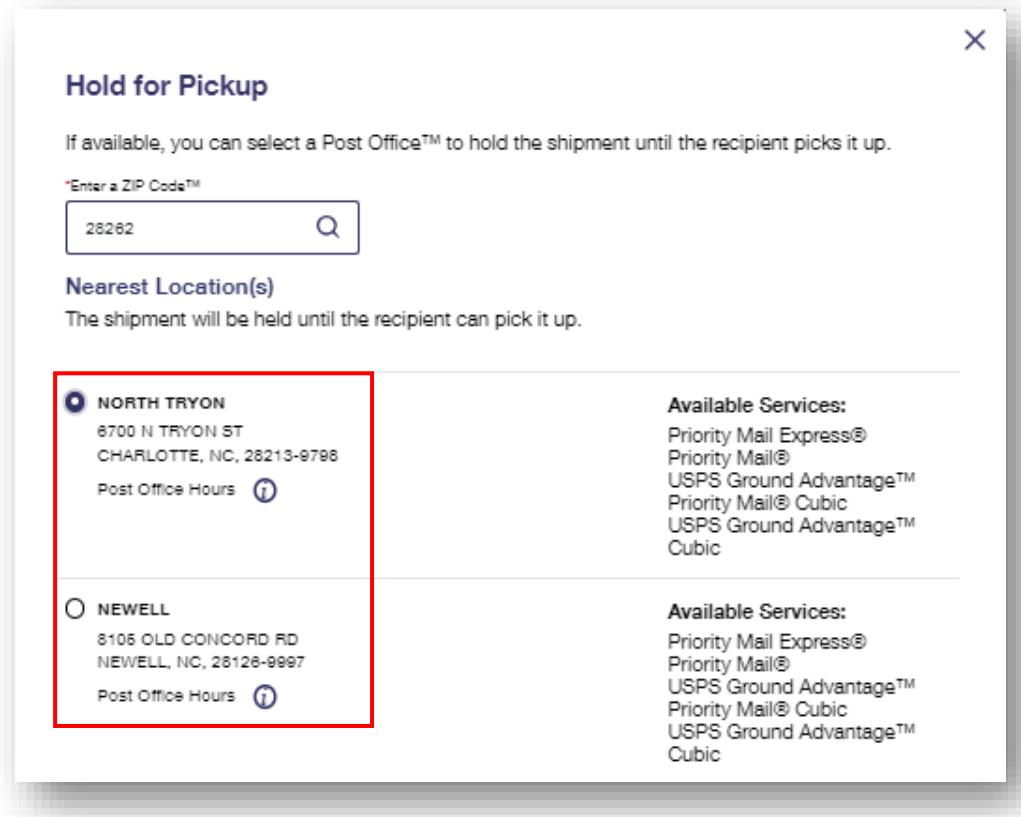


b) If the **Hold for Pickup at Post Office™** checkbox was selected, a **Hold for Pickup** modal will be displayed.

- To find the nearest Post Office™ location available for pickup, Enter the desire Zip Code™ in the **Enter the ZIP Code™** text field.

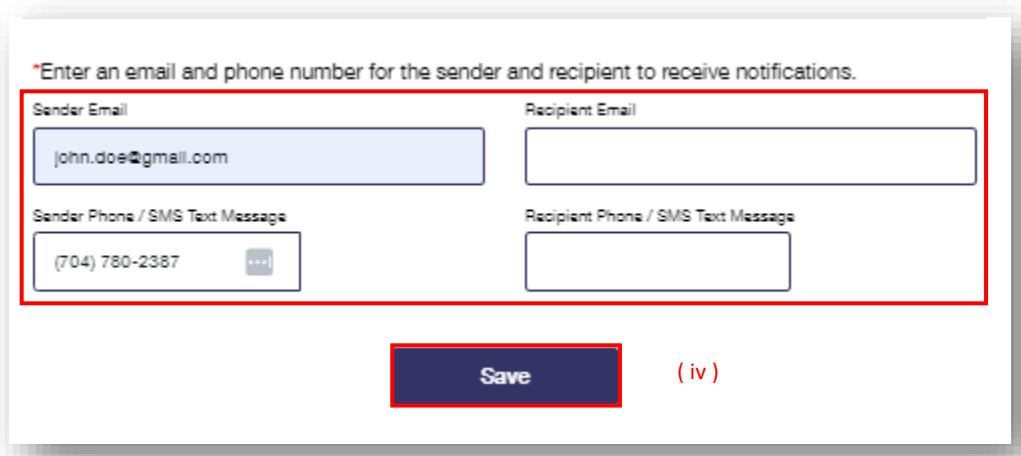


ii. Select the desired **Post Office™** from one of the options displayed.



iii. If you would like to receive **text and / or email notifications** to notify you or the recipient that the mailpiece is ready for pickup, enter the email and / or phone number in the respective text fields.

iv. Select **Save** to proceed to the next step.



8) Confirm Sender and Recipient Details

a) Once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (*Note, you will not be able to proceed to the next section unless this is selected*).

**USPS® Smart Lockers** are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

Save to Address Book

Send recipient tracking notifications

Email	Phone / SMS Text Message
john.doe@gmail.com	(704) 780-2387

[Edit Notification Settings](#)

Hold for Pickup at Post Office™

**NORTH TRYON**

6700 N TRYON ST CHARLOTTE, NC 28213-9798

Post Office™ Hours [i](#)

[Change Location](#)

**Next**

9) Select Hazardous Material Type (If Applicable)

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

**Does this parcel contain anything potentially hazardous?**

(i)

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

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

(a / b)

\*Are you shipping dangerous goods or hazardous materials? 

- Yes
- No

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

c) If YES was selected, a HAZMAT modal will be displayed.

- Read through the list of Mailable and Nonmailable HAZMAT types, and select **I understand** to proceed with selecting a category type.
- If you are not shipping a HAZMAT material and would like to go back to the previous page, select **Nevermind, I am not shipping HAZMAT**.

## HAZMAT

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

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

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

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

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

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

( i )

( ii )

[I understand](#)

[Nevermind, I am not shipping HAZMAT](#)

d) Click on the **dropdown** button and selecting the HAZMAT category type from one of the options listed.

Select

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

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

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

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

Sealed lead acid batteries

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

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

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

Dry Ice (limited to 6 lbs. if shipped via Air)

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

Magnetized Materials

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

Hydrogen peroxide (8 to 20% concentration)

Organic Peroxides

Toxic materials (pesticides, herbicides, etc.)

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

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

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

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

10) Select the Shipping Date

a) Select the **date** you would like the mailpiece to ship (*you may now select a date up to 7 days from today*).

**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 7 days from today.

09/04/2024 

September 2024 

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	<b>4</b>	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

**Mailpiece Type**  
Select a **product** or a **Priority Mail Express Flat Rate® product** for **flat rate packaging**.  
Or, **please go to your local Post Office™**.  
[Clear](#) [Today](#)

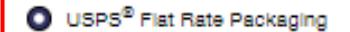
11) Select the Mailpiece and Service Type (Option 1)

a) Select the **USPS® Flat Rate Packaging** Mailpiece Type.

**Shipping Date**  
Choose a date up to 7 days from today.

09/04/2024 

**Choose Your Mailpiece Type**

**USPS® Flat Rate Packaging** 

Choose your own box

b) If you selected **USPS® Flat Rate Packaging**, click on the **Select a Service** dropdown and select a **Service Type**.

**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®	1-3 Day Delivery   Starting from \$7.90
Priority Mail Express®	1-2 Day Delivery   Starting from \$26.35

c) Once the **Service Type** is selected, select **View Mailpiece Types** to proceed with seeing all of the mailpiece type available for that specific service type and select a **Mailpiece Type**.

i. *Note, if you selected Priority Mail Express® as your Service Type, you will be able to view the drop-off locations available by selecting the hyperlink.*

(c)

**View Mailpiece Types**

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

Prices are based on shipping Priority Mail Express® from ZIP Code™ 78255 to 28262 on 09/04/2024.

(i)

**Priority Mail Express® Drop-Off Locations**

Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail Express® Flat Rate Envelope 12-1/2" x 9-1/2"	Sep 05, 2024 1-Day Delivery	\$26.35 Per Label
<input type="radio"/> Priority Mail Express® Legal Flat Rate Envelope 15" x 9-1/2"	Sep 05, 2024 1-Day Delivery	\$26.65 Per Label

12) Select the Mailpiece and Service Type (Option 2)

a) Select the **Choose Your Own Box** Mailpiece Type.

Shipping Date  
Choose a date up to 7 days from today.

09/04/2024 

Choose Your Mailpiece Type

**USPS® Flat Rate Packaging**

**Choose your own box**

b) If you selected **Choose your own box**, you will be required to enter further details about the box.

i. Enter the mailpiece **weight** and **dimensions** (*if shipping a mailpiece greater than 12" long*)

\*What is the weight of your mailpiece?

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

\*What are the dimensions of your mailpiece?

Length	Width	Height			
0	in	0	in	0	in

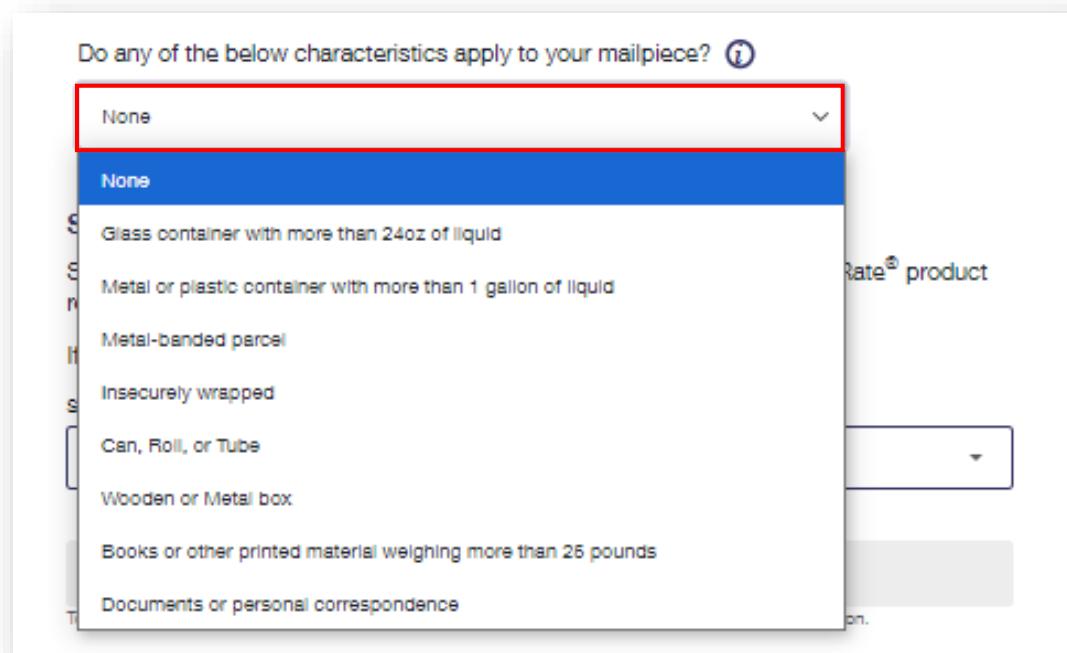
ii. If your mailpiece is not a standard rectangular box, select the **This mailpiece isn't a standard, rectangular box** checkbox and enter the **Girth** (*if applicable*).

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

Girth 

0	in
---	----

iii. If your mailpiece is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your mailpiece from the dropdown.



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?

(e)

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
USPS Ground Advantage™	2-5 Day Delivery / Starting from \$3.79
USPS Ground Advantage™ Cubic	2-5 Day Delivery / Starting from \$8.67
Priority Mail® Cubic	1-3 Day Delivery / Starting from \$8.01

(i)

d) If **USPS Connect® Local / Mail Service Types** was selected, click on the **View Mailpiece Types** button to view all of the mailpiece types available for that service type.

**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**

i. Select a **Mailpiece Type** from one of the options available based on your previous selections (*Note, as the Shipper – you will not be able to see the Payer's rates and prices when creating label(s) for them*).

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

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

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

e) After the **Mailpiece Type** is selected, select the **Drop-off Location** from the options displayed:

i. **Note:** *The same-day / next-day drop-off locations that are displayed are determined by the sender address entered in step 1. To view the full list of locations available, select **Show More Locations**.*

#### Choose Your Drop-off Location

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

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

(b)

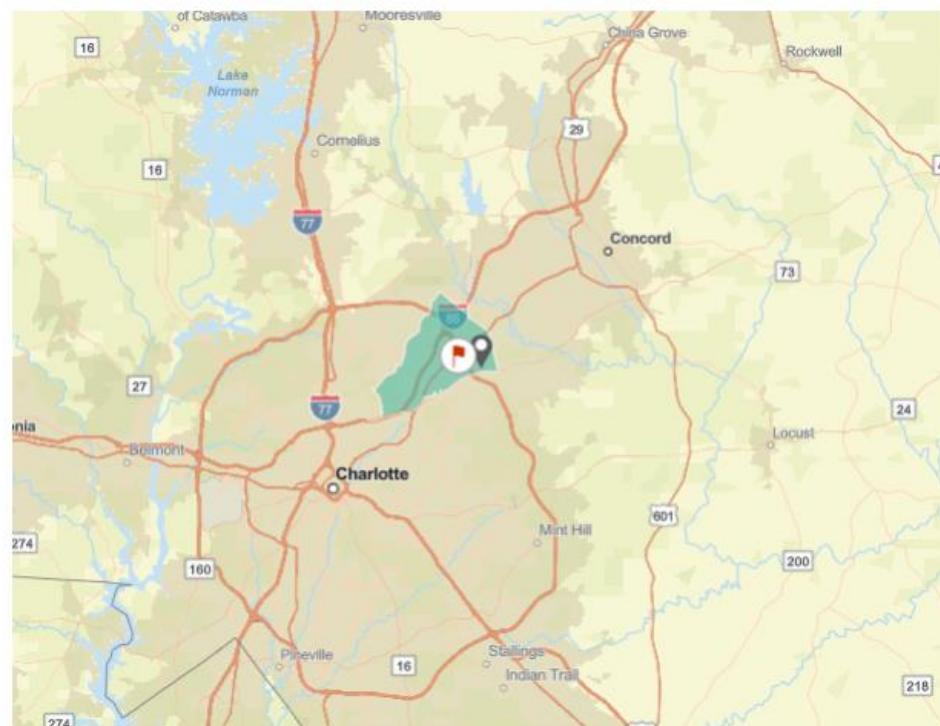
- DDU: NORTHEAST  
1820 HARRIS HOUSTON RD CHARLOTTE, NC 28262  
Total Distance: 1.5 Miles

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

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

(i)

[Show More Locations](#)



f) If you selected any of the other **Service Types** (Priority Mail®, Priority Mail Express®, Priority Mail® Cubic, USPS Ground Advantage®, or USPS Ground Advantage® Cubic), click on the **View Mailpiece Types** button to view all of the mailpiece types available for that service type.

**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**

i. Select a **Mailpiece Type** from one of the options available based on your previous selections (*Note, as the Shipper – you will not be able to see the Payer's rates and prices when creating label(s) for them*).

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

Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail® Flat Rate Envelope 12-1/2" x 9-1/2"	Apr 01, 2024 2-Day Delivery	\$—.—*
<input type="radio"/> Priority Mail® Large Flat Rate Box 12 1/4" x 12" x 6"	Apr 01, 2024 2-Day Delivery	\$—.—*
<input type="radio"/> Priority Mail® Legal Flat Rate Envelope 15" x 9-1/2"	Apr 01, 2024 2-Day Delivery	\$—.—*

### 13) Enter Content Details (Optional)

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

- a) Enter the **item description**.
- b) Enter the Item **weight (lbs.)** - *if not applicable, enter '0'*.
- c) Enter the item **weight (oz)** - *if not applicable, enter '0'*.
- d) Enter the **item value**.
- e) Enter the **item quantity**.
- f) To add another item, select **+Add Item**.
- g) Enter the **mailpiece value** (*you can enter a value up to and including \$5,000*).

**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  
Item Description (a)

Item lbs (b)  

	lbs
--	-----

Item oz (c)  

	oz
--	----

Item Value (d)  

\$	
----	--

QTY (e)

(f) [+Add Item](#)

**Mailpiece Details**

Mailpiece Value  

\$	0
----	---

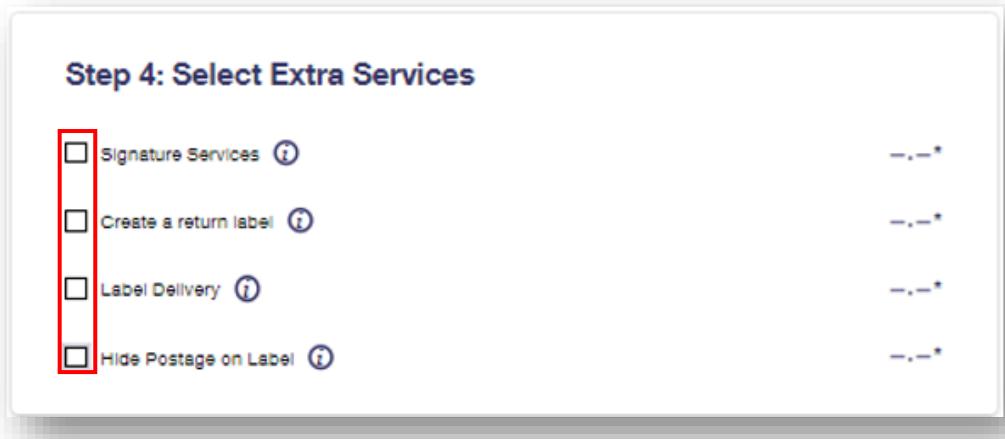
 (g)

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

#### 14) Select Extra Services

a) If you are interested in adding an extra service to your mailpiece(s), select the checkbox of the interested extra service (*note, the extra services listed will vary depending on the service and mailpiece type that was selected*).

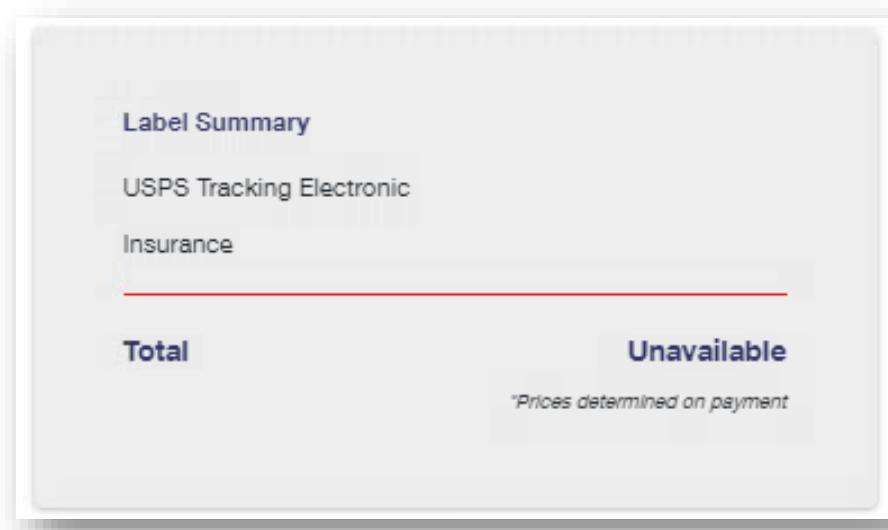
i. *Note, as the Shipper – you will not be able to see the Payer's rates and prices when creating label(s) for them.*



#### 15) Review Label Summary

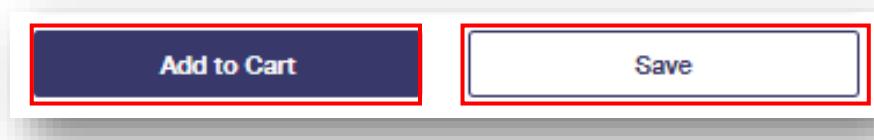
a) Refer to the **Label Summary** to get a brief summary of your label order. The Label Summary will be a grey box located at the top right or the bottom of the page.

i. *Note, as the Shipper – you will not be able to see the Payer's rates and prices when creating label(s) for them.*



16) Add Label to Cart or Save Label to Label Manager

- a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.



( a )

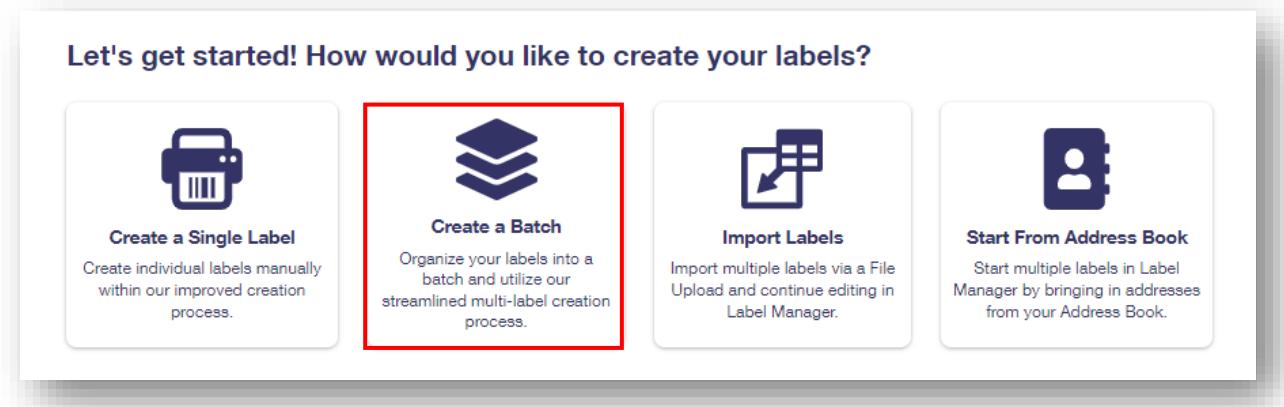
( b )

## Create a Batch

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

### 1) Begin Multi-Label Batch Process

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



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

**Click-N-SHIP®**

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

All Labels (67) Batches (72)

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

	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
<a href="#">New Label</a>	Priority Mail® Flat Rate Envelope	Value: \$100 + Add Mailpiece Details	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage Edit Extra Services	\$12.20	<a href="#">Added to cart</a> <a href="#">Edit Label</a>
<a href="#">New Batch</a>					
<a href="#">File Upload</a>					
<a href="#">Marketplace Import</a>					

## 2) Enter Batch Details

- 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.

**Create your Batch**

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

**Batch Details**

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

(a)

Batch Notes (optional)

(b)

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

(c)

## 3) Add Recipients to Batch (Two Options)

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

[Back to Batches](#)

Batch: John Doe (0 Labels)

Batch Summary

Select Services to see pricing (i)

Total \$0.00

Sender Information

Clark Kent  
300 SUPERMAN ST  
CHARLOTTE, NC 33333

Batch Notes

1233

[Edit](#) [Refresh](#) Feedback

[Add Recipient](#) **Add From File Upload** [Actions ▾](#) [Add All Complete to Cart >](#)

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

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
--------------------------	-----------	-----------	-----------------------	-------------------	----------------	-------------	------------

i. Once **Add from File Upload** is selected, you will be redirected to the **Import a List of Labels** page (refer to page 130 for detailed next steps).

b) **Option 2:** Add recipients to the newly created batch via [Label Manager](#) by selecting the **Label Manager** section at the top of the page.

- i. Once you're redirected to your Label Manager, select the **checkbox** of a label(s) that you would like to add to your newly created Batch.
- ii. Once the label(s) is selected, select the **Actions** dropdown and select **Add to Batch**.

(i) A red box highlights the checkbox of the selected label.

(ii) A red box highlights the 'Add to Batch' option in the Actions dropdown.

- iii. An **Add to Batch** popup modal will be displayed where you will be prompted to select the specific batch that you want to add the label(s) to. Select **Existing Batch**

Add to Batch (1 Label)

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

Existing Batch

New Batch

Name this Batch

Batch Name (optional)

Batch Name

Batch Notes (optional)

Batch Notes

Add to Batch

iv. **Search** up the name of your newly created batch and **select the batch** from the list of batches displayed.

Add to Batch (1 Label)

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

Existing Batch

New Batch

Choose Existing Batch

john doe	
----------	---

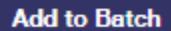
Batch Name	Number Labels
<input type="radio"/> John Doe	0

v. Once the batch is selected, select **Add to Batch**.



Batch Notes (optional)

Batch Notes



vi. Once Add to Batch is selected, will be **redirected** back to your recently created **Batch** where the newly added label(s) will be displayed.

Batch: John Doe (1 Label)

Batch Summary

Total **\$27.60**

Recipient: Earth Actually  
8763 COMANCHE GAP  
SAN ANTONIO, TX, 78255

Service and Mailpiece: Priority Mail Express® Flat Rate

Mailpiece Details: Envelope

Extra Services: + Add Mailpiece Details

Batch Notes: 1233

Actions: Edit, Refresh, Add All Complete to Cart

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

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
<input type="checkbox"/>	09/13/2024	Clark Kent 300 SUPERMAN CHARLOTTE, NC, 28262-1234	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	<b>\$27.60</b>	<a href="#">Add to Cart</a> <span style="border: 1px solid black; padding: 2px;">▼</span>

#### 4) 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.

a) **Individual Recipient Method:** If you would like service and details specific to each recipient you may click on the “Edit Service and Mailpiece” button in the recipient’s label row. A pop-up will appear where you can select the Service and Mailpiece type for a single recipient.

1  09/11/2024 Jane Doe  
CBRG Group  
100 PLUM CREEK  
DR  
MIDLOTHIAN, CA,  
76065-5682

2  09/13/2024 Clark Kent  
300 DESIRE ST  
CHARLOTTE, NC,  
28262-2560

Service and Mailpiece: USPS Ground Advantage™  
Choose Your Own Box  
Hold for Pickup

Mailpiece Details: 80 oz  
[Edit Mailpiece Details](#)

Extra Services: Insurance  
USPS Tracking®  
Hold for Pickup  
Hidden Postage  
+ Add Extra Services

Service and Mailpiece: Priority Mail Express® Flat Rate  
Envelope  
[Edit Service And Mailpiece](#)

Mailpiece Details: + Add Mailpiece Details

Extra Services: Insurance  
USPS Tracking®  
Label Delivery - Outbound  
[Edit Extra Services](#)

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
<input type="checkbox"/>	09/11/2024	Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra Services	\$6.95	<a href="#">Add to Cart</a> <span style="border: 1px solid black; padding: 2px;">▼</span>
<input type="checkbox"/>	09/13/2024	Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2560	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	<b>\$27.60</b>	<a href="#">Add to Cart</a> <span style="border: 1px solid black; padding: 2px;">▼</span>

b) **Bulk Action Method:** If all recipients have the same Service and Mailpiece details, select the checkbox on the top left corner and then 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.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.							
	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
	 Edit	 Edit	 Edit	 Edit	 Edit	 Edit	 Edit
1	<input checked="" type="checkbox"/> 09/11/2024	Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> 
2	<input checked="" type="checkbox"/> 09/13/2024	Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2560	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> 

## 5) Edit Mailpiece Details

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

a) **Individual Recipient Method:** If you would like to input Mailpiece details specific to each recipient you may click on the “Add Mailpiece Details” button in the recipient’s label row. A pop-up will appear where you can enter the Mailpiece details for a single recipient.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.							
	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
	<input type="checkbox"/> Edit	 Edit	 Edit	 Edit	 Edit	 Edit	 Edit
1	<input type="checkbox"/> 09/11/2024	Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> 
2	<input type="checkbox"/> 09/13/2024	Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2560	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> 

b) **Bulk Action:** 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.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.							
	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	09/11/2024	<u>Jane Doe</u> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <span>▼</span>
2 <input checked="" type="checkbox"/>	09/13/2024	<u>Clark Kent</u> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <span>▼</span>

## 6) Select Extra Services

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

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

a) **Individual Recipient Method:** If you would like to select Extra Services specific to each recipient you may click the “Edit Extra Services” button in the recipient’s label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.							
	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	09/11/2024	<u>Jane Doe</u> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <span>▼</span>
2 <input type="checkbox"/>	09/13/2024	<u>Clark Kent</u> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <span>▼</span>

b) **Bulk Action 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.

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 Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels	
1	<input type="checkbox"/>	09/11/2024 Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup Edit Service And Mailpiece	80 oz Edit Mailpiece Details	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra Services	\$6.95		<button>Add to Cart</button> <span>▼</span>
2	<input checked="" type="checkbox"/>	09/13/2024 Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Edit Extra Services	\$27.60		<button>Add to Cart</button> <span>▼</span>

## 7) Add Labels to Cart

Review all the recipient details, and if everything is correct begin adding labels to your cart for checkout. There are multiple ways to add labels to the cart. Steps (a)-(b) each outline a different method to add labels to the cart.

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

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

	<input checked="" type="checkbox"/> Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services	Total Price	All Labels	
1	<input checked="" type="checkbox"/>	09/11/2024 Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup Edit Service And Mailpiece	80 oz Edit Mailpiece Details	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra Services	\$6.95		<span>( a )</span> <button>Add to Cart</button> <span>▼</span>
2	<input checked="" type="checkbox"/>	09/13/2024 Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Edit Extra Services	\$27.60		<button>Add to Cart</button> <span>▼</span>

## Import Labels

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

 CNSv2JobAid_FileUpload.xlsx <a href="#">Download here</a>	<p>Please use this guide file and the steps below to understand the required fields and necessary inputs for Enhanced Click-N-SHIP® file upload.</p> <p><i>Note, an updated Job Aid is currently under development which will be included in this document once completed.</i></p>
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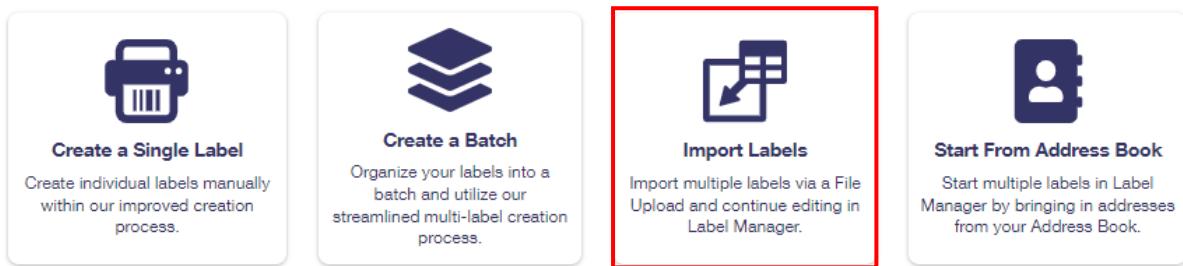
### Import Labels Via File Upload

Import multiple labels via our File Upload method by following the steps below.

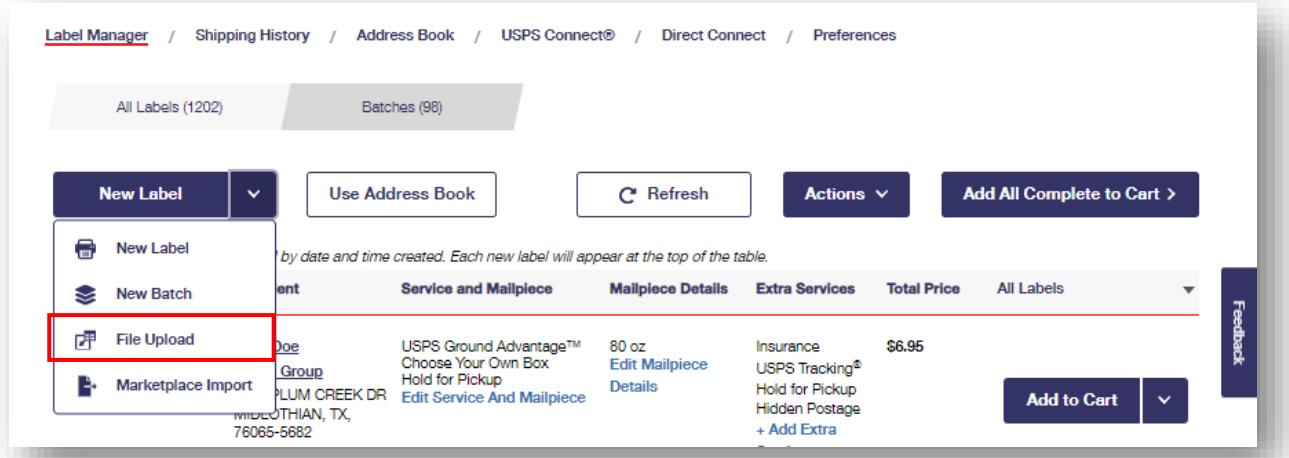
#### 1) Begin File Upload Process

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

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



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



The screenshot shows the Label Manager interface. At the top, there are tabs for Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, and Preferences. Below the tabs, there are buttons for All Labels (1202) and Batches (98). A navigation bar includes New Label, Use Address Book, Refresh, Actions, and Add All Complete to Cart. A dropdown menu shows options: New Label, New Batch, File Upload (highlighted with a red box), and Marketplace Import. The main table lists labels with columns for Name, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. The first row shows a label for "Doe" with a "File Upload" status. At the bottom right, there is an Add to Cart button and a Feedback link.

## 2) Select File Type and Upload CSV File

- a) To upload your own personal file, select **I have my own file to upload**.
- b) To select a file, click on **Select CSV File to Upload**.
  - i. 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. To download step by step instructions on how to fill out the template, select **Download Instructions**.

**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.

**Select CSV File to Upload** (b)

**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.

- c) If your personal file uploads successfully, you will see a green **Upload Successful** message box confirming that the upload was successful.
- d) Select **Next** to proceed to the next steps.

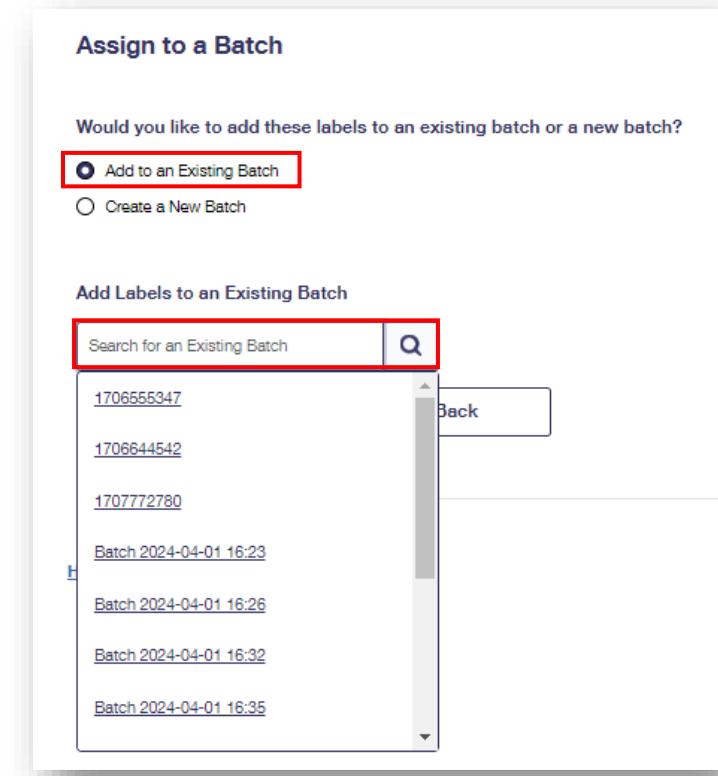
**File Selected:** Johnny File Upload.csv

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

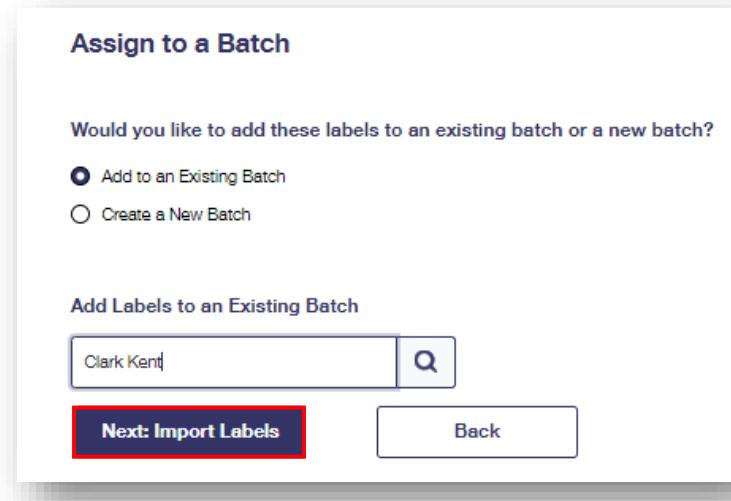
**Next** (d)

### 3) Assign to Batch

- a) To add the labels to an *existing batch*, select **Add to an Existing Batch**.
  - i. Search for an existing batch by name by entering it in the **Search for an Existing Batch** search box.



- ii. Once the existing batch is selected, select **Next: Import Labels**.



b) To add the labels to a *new batch*, select **Create a New Batch**

- i. If you want to name your new batch of labels, enter it in the **Batch Name (optional)** text field.
- ii. IF you want to add notes to your new batch, enter those in the **Add Note for yourself (optional)** text field.
- iii. Once ready, select **Next: Import Labels** to proceed to the next section.

The screenshot shows a user interface for assigning labels to a batch. The title is 'Assign to a Batch' with the sub-instruction 'Would you like to add these labels to an existing batch or a new batch?'. There are two radio button options: 'Add to an Existing Batch' and 'Create a New Batch', with 'Create a New Batch' being selected and highlighted with a red box. The next section, 'Add Labels to an New Batch', includes fields for 'Batch Name (optional)' and 'Batch Notes', both of which are also highlighted with red boxes. At the bottom are two buttons: 'Next: Import Labels' (highlighted with a red box) and 'Back'.

( b )

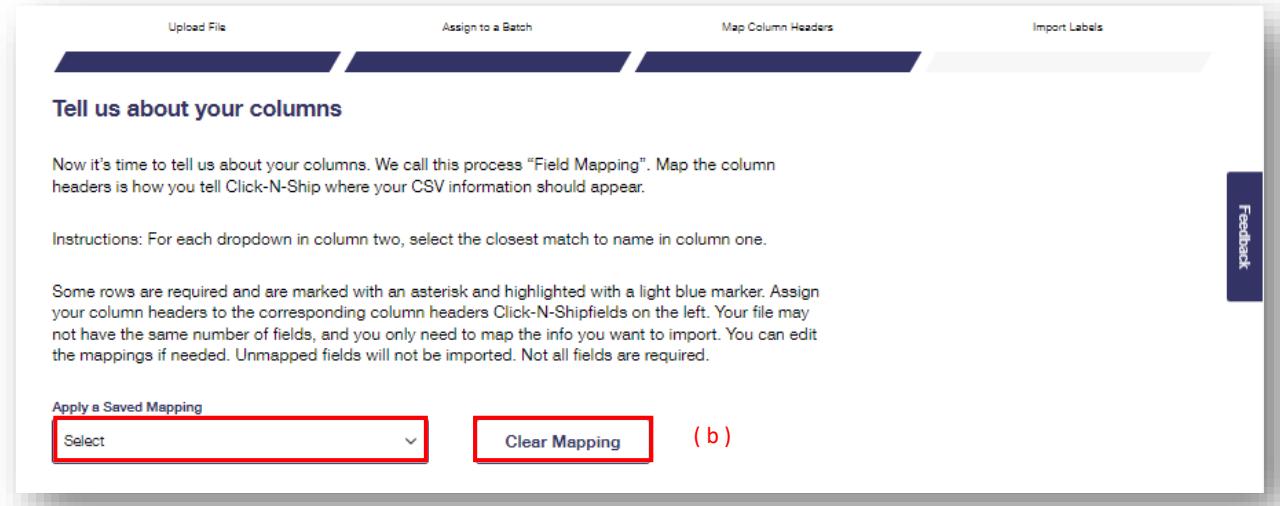
( i )

( ii )

( iii )

#### 4) Map Column Headers

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



Upload File      Assign to a Batch      Map Column Headers      Import Labels

**Tell us about your columns**

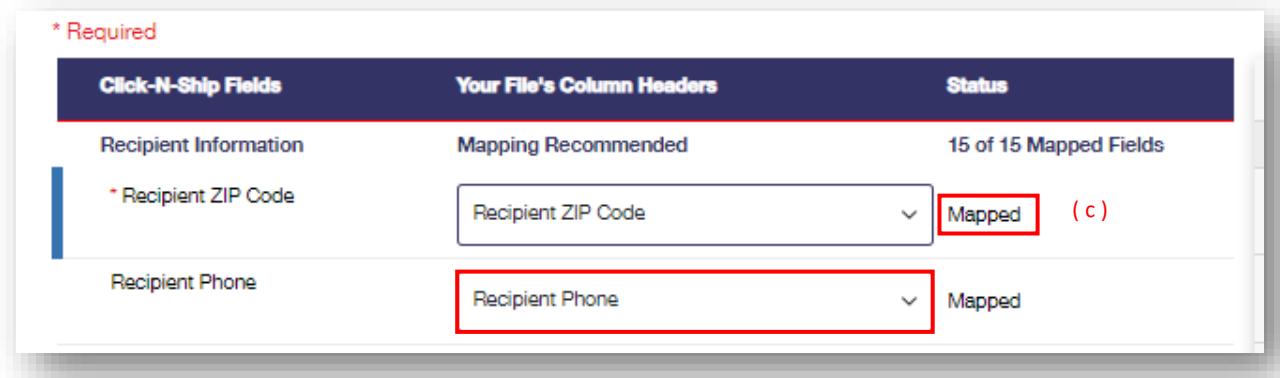
Now it's time to tell us about your columns. We call this process "Field Mapping". Map the column headers is how you tell Click-N-SHIP where your CSV information should appear.

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.

(a) **Select**      (b) **Clear Mapping**

- c) Verify that your **file's column headers** have been mapped to the Enhanced Click-N-SHIP® Label Manager fields.
- d) If a field is not correctly mapped, you may select another field from the **Mapping Recommended** dropdown.



\* Required

Click-N-SHIP Fields	Your File's Column Headers	Status
Recipient Information	Mapping Recommended	15 of 15 Mapped Fields
* Recipient ZIP Code	Recipient ZIP Code	Mapped (c)
Recipient Phone	Recipient Phone	Mapped

(d)

- e) To save the current field 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.*
- f) Otherwise, if all information is correct and you would like to proceed with importing your labels, select **Confirm Mapping & Import Labels**.

**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.)

(e)

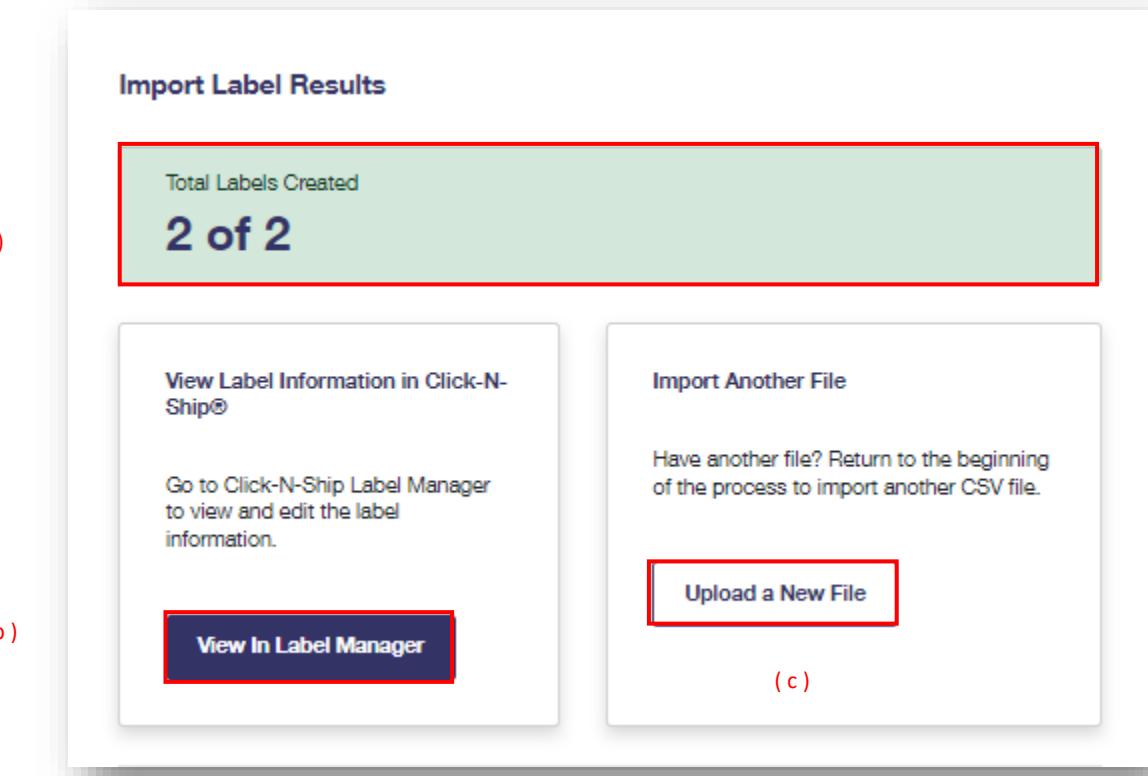
Field Mapping Name	<input type="text" value="Enter Name for this Field Mapping"/>	<input type="button" value="Save As New Mapping"/>
--------------------	--	--

(f)

<input type="button" value="Confirm Mapping &amp; Import Labels"/>	<input type="button" value="Back"/>
--	-------------------------------------

5) Review Import Label Results

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



d) If the label import was unsuccessful, you will see a **yellow box** with a total number of labels that were *not* imported successfully.

i. In this case, refer to the **Label Row and Reasons record failed to import** section to review the items that need to be updated within the file in order to meet the upload requirements.

e) Once the updates have been made to the file, select **Upload A File** to reupload the file until the labels are imported successfully.

**Labels that did not import (47)**

(d)

Labels that had errors and didn't import

**47 of 47**

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

(e)

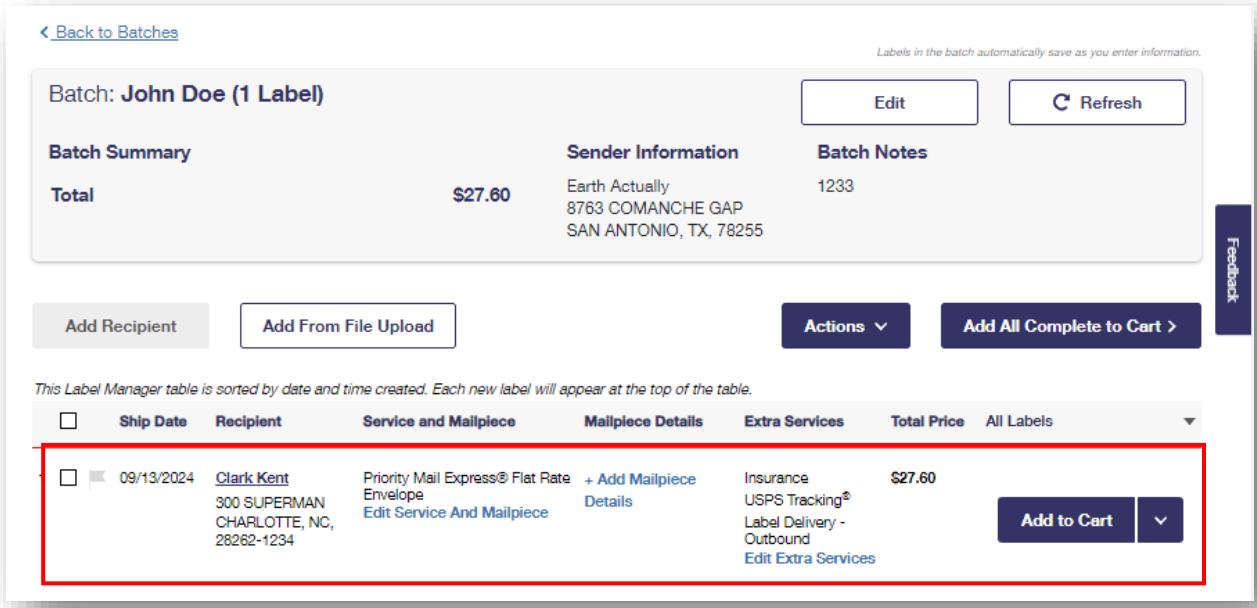
**Upload A File**

(i)

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

## 6) View Uploaded Labels in Label Manager

a) Once **View in Label Manager** is selected from the Import Labels results page, you will be redirected back to your **Label Manager** where your newly added label(s) will be displayed within a **Batch**.

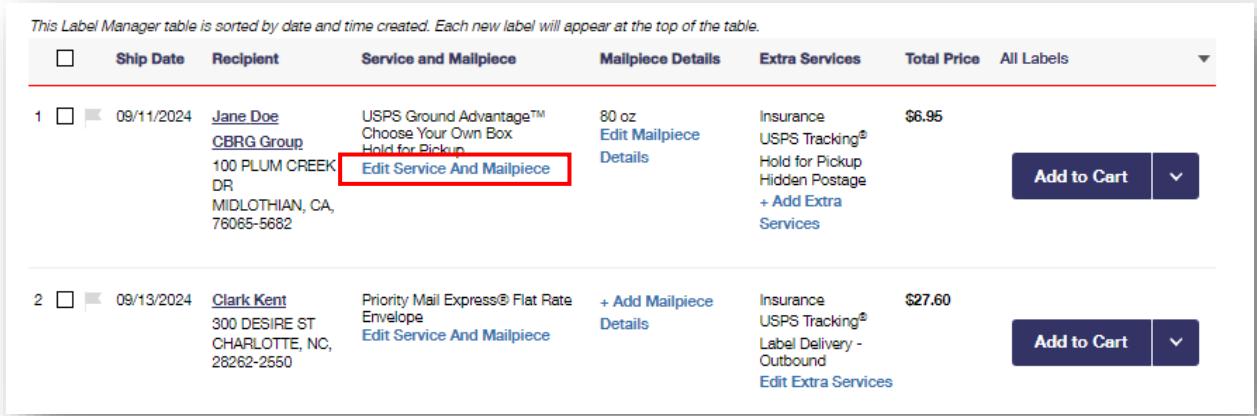


The screenshot shows the Label Manager interface. At the top, there is a header with a back link ('Back to Batches') and a note that labels in the batch automatically save as you enter information. Below the header, the title 'Batch: John Doe (1 Label)' is displayed, along with 'Edit' and 'Refresh' buttons. The main area is divided into 'Batch Summary' and 'Sender Information' sections. The 'Batch Summary' section shows a 'Total' of '\$27.60'. The 'Sender Information' section shows the address: 'Earth Actually', '8763 COMANCHE GAP', 'SAN ANTONIO, TX, 78255'. To the right, there is a 'Batch Notes' section with the text '1233'. At the bottom of the main area, there are buttons for 'Add Recipient', 'Add From File Upload', 'Actions', and 'Add All Complete to Cart'. A 'Feedback' button is located on the right side. A note at the bottom of the table area states: 'This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.' A table is shown with columns: 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', 'Total Price', and 'All Labels'. The first row, representing a label for 'Clark Kent' with address '300 SUPERMAN, CHARLOTTE, NC, 28262-1234', has a red box around it. The 'Edit Service And Mailpiece' link in the 'Service and Mailpiece' column is also highlighted with a red box. An 'Add to Cart' button is visible in the 'All Labels' column for this row.

## 7) Select Service and Mailpiece Types

There are multiple ways to select your Service and Mailpiece Types for labels within your batch.

a) **Individual Recipient Method:** If you would like to add a service and mailpiece type specific to each recipient, select **Edit Service and Mailpiece** located in the recipient's label row. A pop-up will appear where you can select the Service and Mailpiece type for a single recipient.



The screenshot shows the Label Manager interface with multiple labels in a batch. A note at the top states: 'This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.' A table is displayed with columns: 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', 'Total Price', and 'All Labels'. The first row, representing a label for 'Jane Doe' with address 'CBRG Group', '100 PLUM CREEK DR', 'MIDLOTHIAN, CA, 76065-5682', has a red box around the 'Edit Service And Mailpiece' link in the 'Service and Mailpiece' column. The 'Edit Mailpiece Details' link in the 'Mailpiece Details' column is also highlighted with a red box. An 'Add to Cart' button is visible in the 'All Labels' column for this row. The second row, representing a label for 'Clark Kent' with address '300 DESIRE ST', 'CHARLOTTE, NC, 28262-2560', is also shown. The 'Edit Service And Mailpiece' link in its 'Service and Mailpiece' column is also highlighted with a red box. An 'Add to Cart' button is visible in its 'All Labels' column.

b) **Bulk Action Method:** If all recipients have the same Service and Mailpiece details, select the checkbox on the top left corner and then select **Edit** located beneath the **Service and Mailpiece** section. A pop-up will appear where you can select the Service and Mailpiece type for all recipients.

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 Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/>	09/11/2024 Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup Edit Service And Mailpiece	80 oz Edit Mailpiece Details	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra Services	\$6.95	<input type="button" value="Add to Cart"/> <span>▼</span>
2	<input checked="" type="checkbox"/>	09/13/2024 Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2560	Priority Mail Express® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Edit Extra Services	\$27.60	<input type="button" value="Add to Cart"/> <span>▼</span>

## 8) Edit Mailpiece Details

There are multiple ways to add Mailpiece details for labels within your batch.

a) **Individual Recipient Method:** If you would like to add Mailpiece details specific to each recipient, select **Add Mailpiece Details** located in the recipient's label row. A pop-up will appear where you can enter the Mailpiece details for a single recipient.

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"/>	09/11/2024 Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup Edit Service And Mailpiece	80 oz Edit Mailpiece Details	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra Services	\$6.95	<input type="button" value="Add to Cart"/> <span>▼</span>
2	<input type="checkbox"/>	09/13/2024 Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2560	Priority Mail Express® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Edit Extra Services	\$27.60	<input type="button" value="Add to Cart"/> <span>▼</span>

b) **Bulk Action:** If all recipients have the same Mailpiece details, select the checkbox on the top left corner and then select **Edit** located beneath the **Mailpiece Details** section. A pop-up will appear where you can enter the Mailpiece details for all recipients.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.							
	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	09/11/2024	<u>Jane Doe</u> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <span>▼</span>
2 <input checked="" type="checkbox"/>	09/13/2024	<u>Clark Kent</u> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <span>▼</span>

## 9) Select Extra Services

There are multiple ways to add Extra Services for labels within your batch.

a) **Individual Recipient Method:** To add an Extra Service specific to each recipient, select **+Add Extra Services** locate in the recipient's label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.							
	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	09/11/2024	<u>Jane Doe</u> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <span>▼</span>
2 <input type="checkbox"/>	09/13/2024	<u>Clark Kent</u> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <span>▼</span>

b) **Bulk Action Method:** If your batch of labels all have the same Service and Mailpiece type and all recipients require the same Extra Services, select the checkbox on the top left corner and then select **Edit** located beneath the **Extra Services** section. A pop-up will appear where you can select the desired Extra Services for all recipients.

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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services <a href="#">Edit</a>	Total Price	All Labels	
1	<input type="checkbox"/>	09/11/2024 Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra Services	\$6.95		<a href="#">Add to Cart</a> <span>▼</span>
2	<input checked="" type="checkbox"/>	09/13/2024 Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60		<a href="#">Add to Cart</a> <span>▼</span>

## 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.

- Individual Recipient Method:** Individually add labels to cart by selecting **Add to Cart** located in the recipient's row.
- "Add All" Method:** Add all labels to cart by select the checkbox on the top left corner and then selecting **Add All Complete to Cart**.

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

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

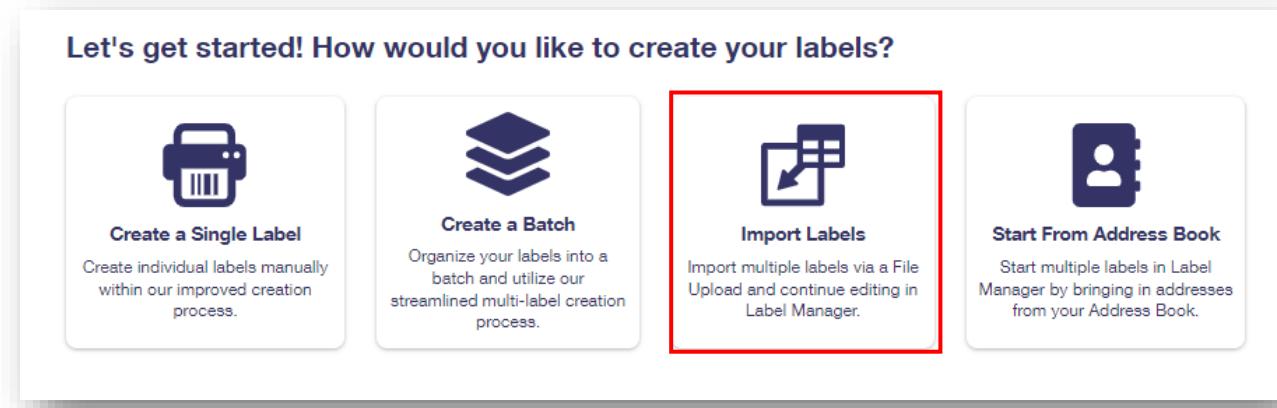
	<input checked="" type="checkbox"/> Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels	
1	<input checked="" type="checkbox"/>	09/11/2024 Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra Services	\$6.95		<b>Add to Cart</b> <span>▼</span>
2	<input checked="" type="checkbox"/>	09/13/2024 Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60		<a href="#">Add to Cart</a> <span>▼</span>

## Import Labels from an Online Marketplace

*Import order exports from marketplaces such as Etsy, Shopify, BigCommerce, Rithum and directly upload them to Enhanced Click-N-Ship® to create labels by following the steps below.*

### 1) Begin File Upload Process

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

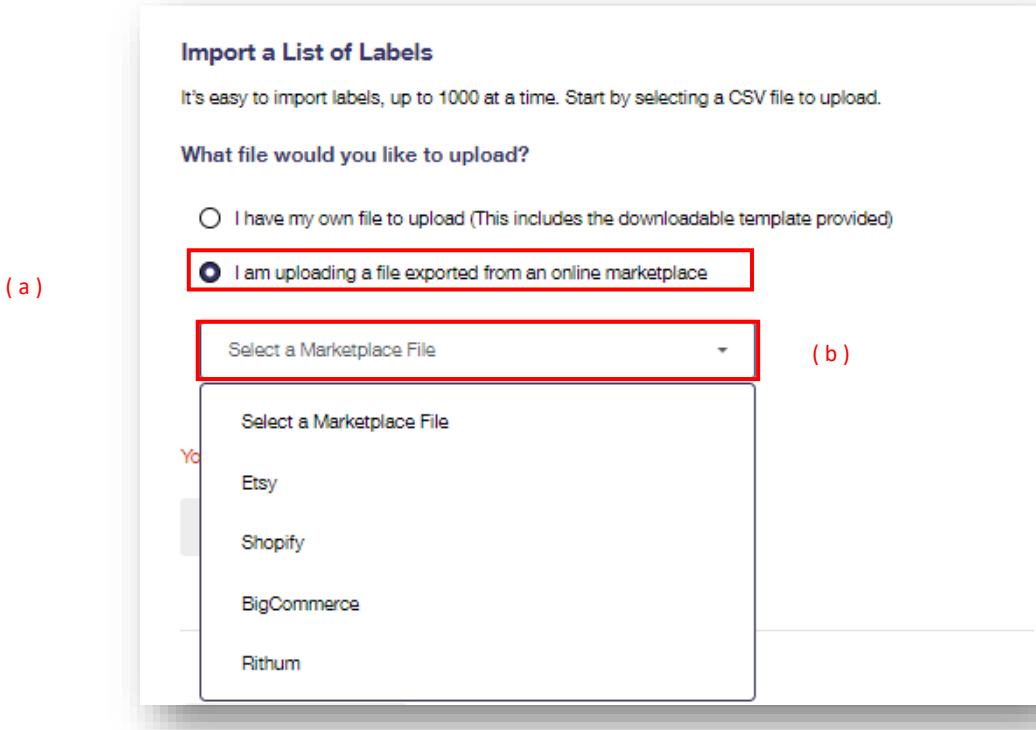


- Option 2: Select **File Upload** located on the Label Manager page.

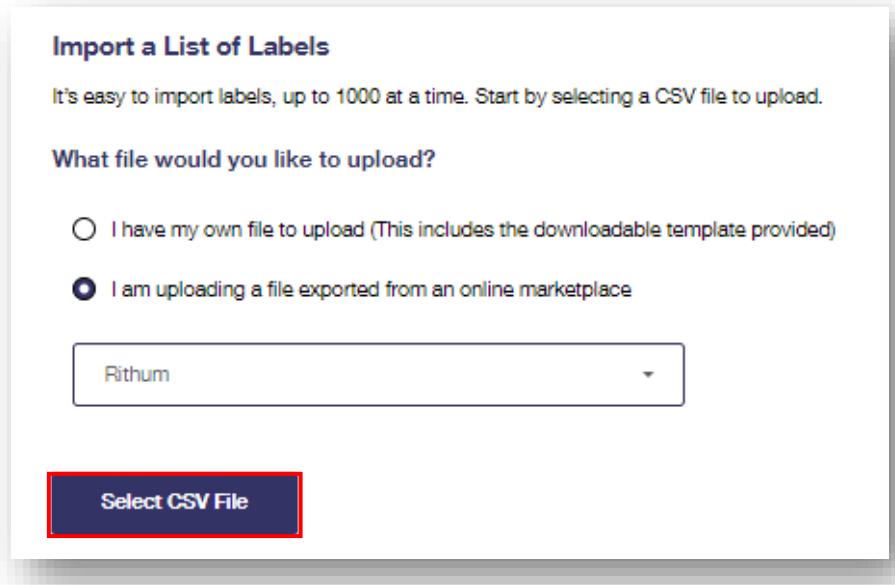
The screenshot shows the 'Label Manager' page with a navigation bar and tabs for 'All Labels (1202)' and 'Batches (98)'. The main area shows a table with columns: 'New Label', 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', 'Total Price', and 'All Labels'. The 'New Label' column has a dropdown menu with 'New Label', 'New Batch', 'File Upload', and 'Marketplace Import'. The 'File Upload' option is highlighted with a red box. The table data includes a row for a label with a total price of \$6.95. A 'Feedback' button is visible on the right.

2) Select File Type and Upload CSV File

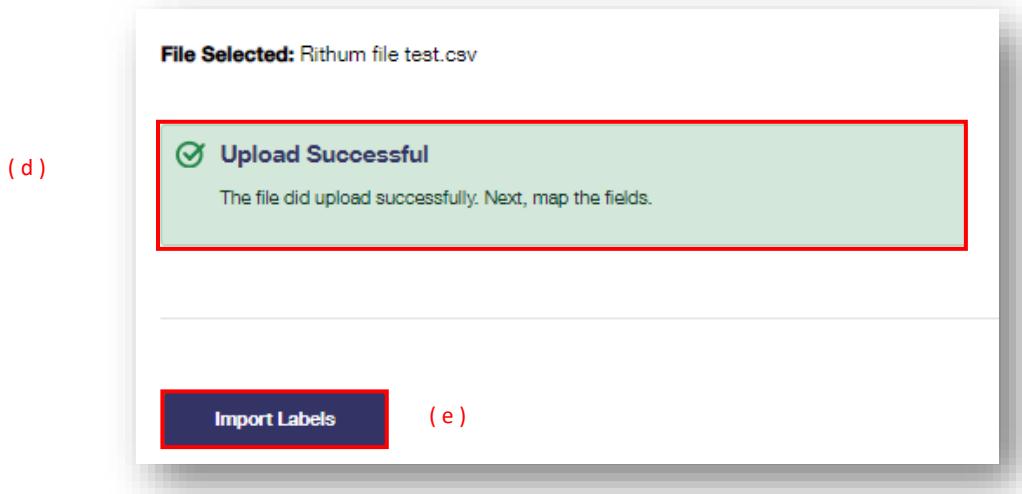
- a) To upload a file from an Online Marketplace, select **I am uploading a file exported from an Online Marketplace**.
- b) Click on the **Select a Marketplace File** dropdown and select a marketplace type.



- c) Once the marketplace is selected, click on the **Select CSV File** button to select your file.

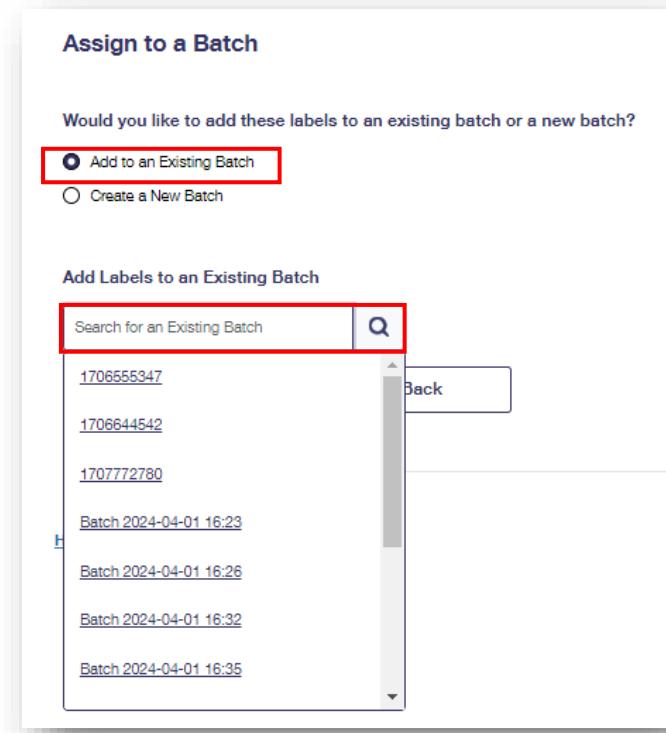


- d) If your online marketplace file uploads successfully, you will see a green **Upload Successful** message box confirming that the upload was successful.
- e) Select **Import Labels** to proceed to the next steps.

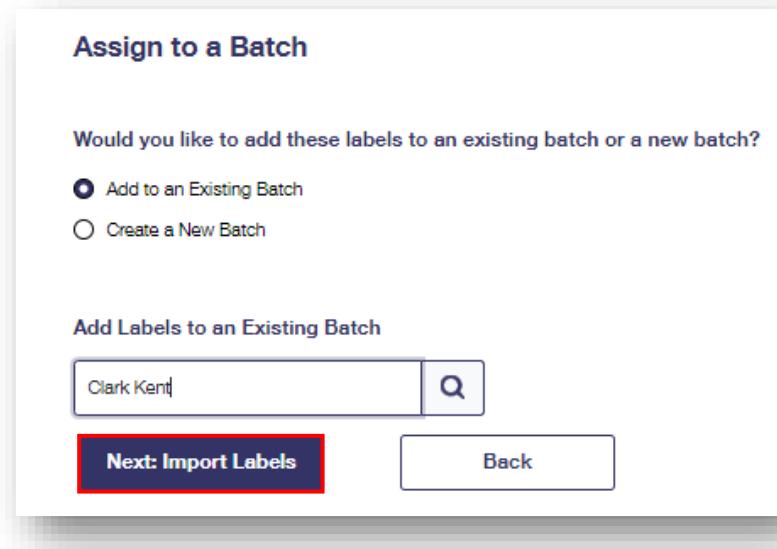


#### 4) Assign to Batch

- a) To add the labels to an *existing batch*, select **Add to an Existing Batch**.
  - i. Search for an existing batch by name by entering it in the **Search for an Existing Batch** search box.

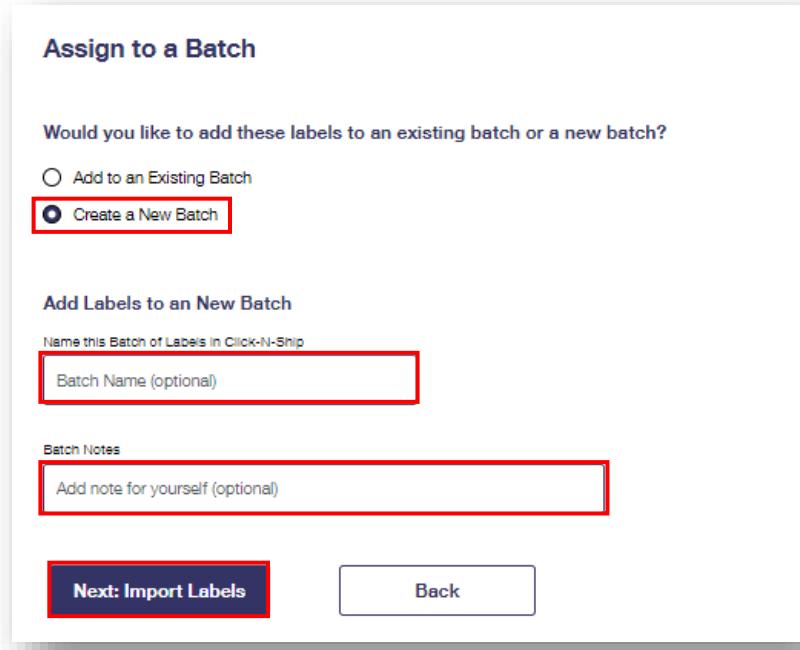


ii. Once the existing batch is selected, select **Next: Import Labels**.



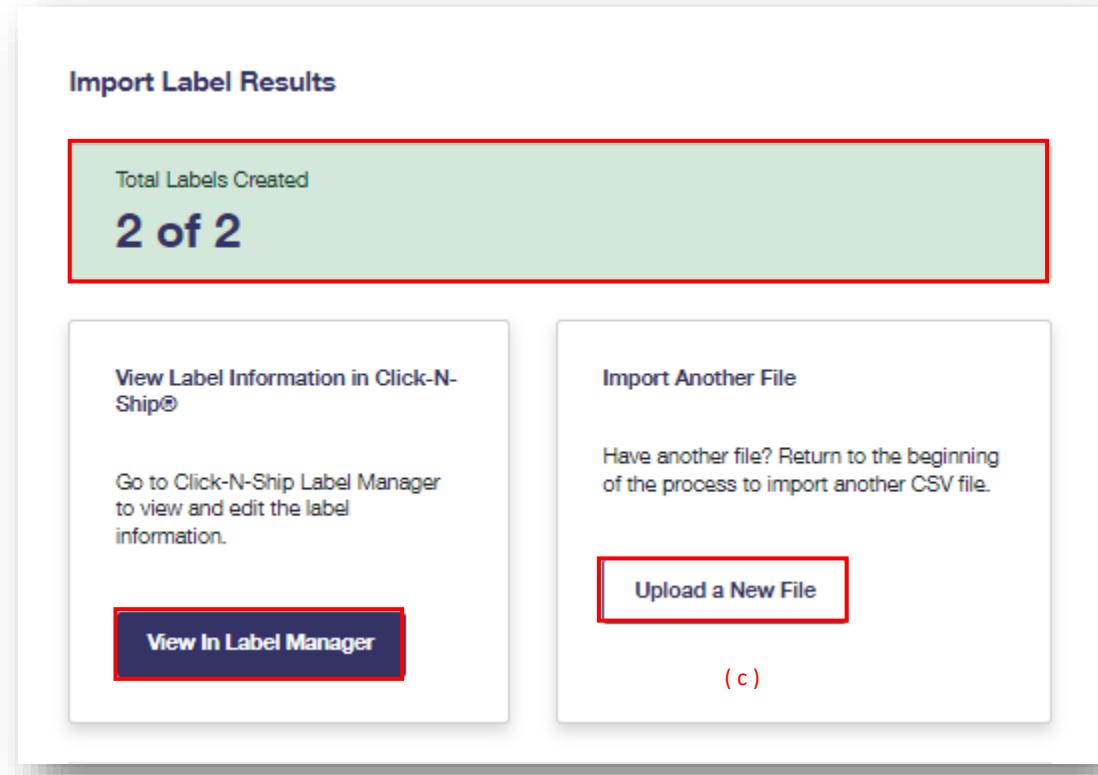
b) To add the labels to a *new batch*, select **Create a New Batch**

- If you want to name your new batch of labels, enter it in the **Batch Name (optional)** text field.
- If you want to add notes to your new batch, enter those in the **Add Note for yourself (optional)** text field.
- Once ready, select **Next: Import Labels** to proceed to the next section.



4) Review Import Label Results

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



d) If the label import was unsuccessful, you will see a **yellow box** with a total number of labels that were *not* imported successfully.

i. In this case, refer to the **Label Row and Reasons record failed to import** section to review the items that need to be updated within the file in order to meet the upload requirements.

e) Once the updates have been made to the file, select **Upload A File** to reupload the file until the labels are imported successfully.

**Labels that did not import (47)**

(d)

Labels that had errors and didn't import

**47 of 47**

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

(e)

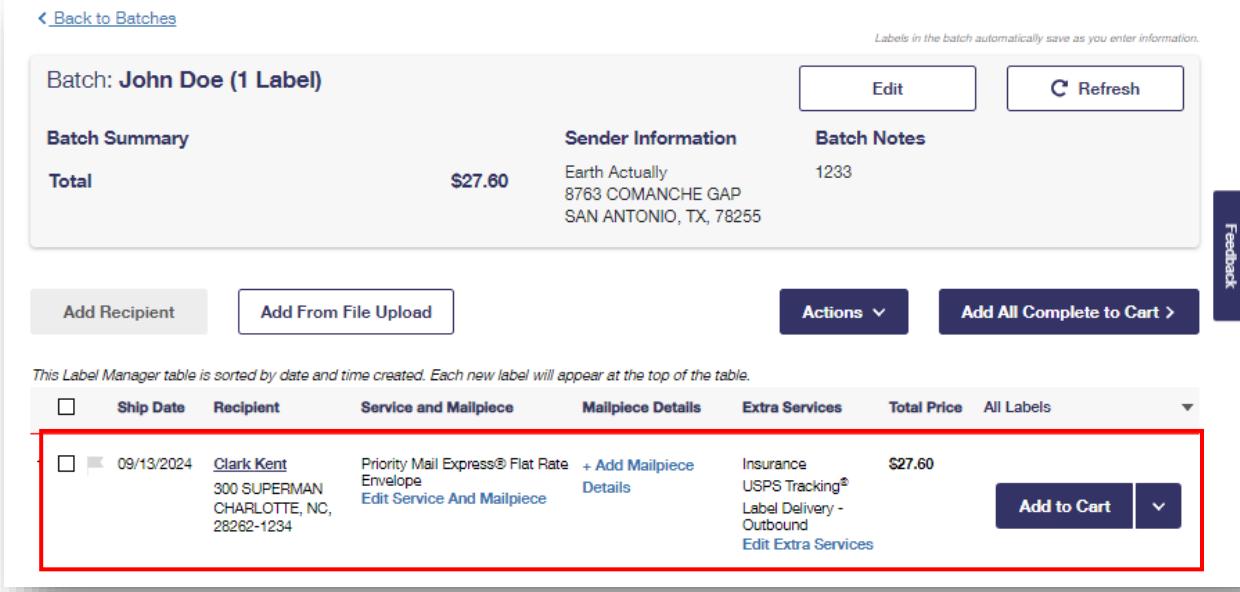
**Upload A File**

(i)

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

## 5) View Uploaded Labels in Label Manager

a) Once **View in Label Manager** is selected from the Import Labels results page, you will be redirected back to your **Label Manager** where your newly added label(s) will be displayed within a **Batch**.

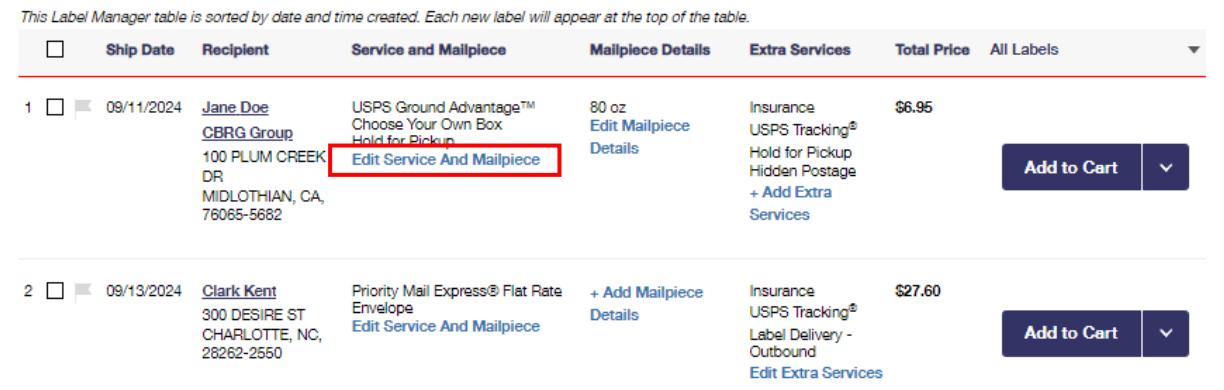


The screenshot shows the Label Manager interface. At the top, there is a header with a back link ('< Back to Batches') and a note that labels automatically save as you enter information. Below the header, a box displays 'Batch: John Doe (1 Label)'. The box contains 'Batch Summary' (Total: \$27.60), 'Sender Information' (Earth Actually, 8763 COMANCHE GAP, SAN ANTONIO, TX, 78255), and 'Batch Notes' (1233). There are 'Edit' and 'Refresh' buttons. Below this, there are buttons for 'Add Recipient', 'Add From File Upload', 'Actions', and 'Add All Complete to Cart'. A note below the table says 'This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.' A table follows, with a red box highlighting the first row. The table columns are: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. The first row shows a label for Clark Kent, dated 09/13/2024, with service Priority Mail Express® Flat Rate, envelope, and details. It includes links for 'Edit Service And Mailpiece', 'Details', 'Insurance', 'USPS Tracking®', 'Label Delivery - Outbound', and 'Edit Extra Services'. An 'Add to Cart' button is also present.

## 6) Select Service and Mailpiece Types

There are multiple ways to select your Service and Mailpiece Types for labels within your batch.

a) **Individual Recipient Method:** If you would like to add a service and mailpiece type specific to each recipient, select **Edit Service and Mailpiece** located in the recipient's label row. A pop-up will appear where you can select the Service and Mailpiece type for a single recipient.



The screenshot shows the Label Manager interface with multiple labels in a batch. A note at the top says 'This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.' A table follows, with a red box highlighting the second row. The table columns are: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. The second row shows a label for Jane Doe, dated 09/11/2024, with service USPS Ground Advantage™, choose your own box, hold for pickup, and details. It includes links for 'Edit Service And Mailpiece', 'Edit Mailpiece Details', 'Insurance', 'USPS Tracking®', 'Hold for Pickup', 'Hidden Postage', and '+ Add Extra Services'. An 'Add to Cart' button is also present. The first row shows a label for Clark Kent, dated 09/13/2024, with service Priority Mail Express® Flat Rate, envelope, and details. It includes links for 'Edit Service And Mailpiece', 'Details', 'Insurance', 'USPS Tracking®', 'Label Delivery - Outbound', and 'Edit Extra Services'. An 'Add to Cart' button is also present.

b) **Bulk Action Method:** If all recipients have the same Service and Mailpiece details, select the checkbox on the top left corner and then select **Edit** located beneath the **Service and Mailpiece** section. A pop-up will appear where you can select the Service and Mailpiece type for all recipients.

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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/>	09/11/2024 Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra Services	\$6.95	<a href="#">Add to Cart</a> <span>▼</span>
2	<input checked="" type="checkbox"/>	09/13/2024 Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2560	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <span>▼</span>

## 7) Edit Mailpiece Details

There are multiple ways to add Mailpiece details for labels within your batch.

a) **Individual Recipient Method:** If you would like to add Mailpiece details specific to each recipient, select **Add Mailpiece Details** located in the recipient's label row. A pop-up will appear where you can enter the Mailpiece details for a single recipient.

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"/>	09/11/2024 Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra Services	\$6.95	<a href="#">Add to Cart</a> <span>▼</span>
2	<input type="checkbox"/>	09/13/2024 Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2560	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <span>▼</span>

b) **Bulk Action:** If all recipients have the same Mailpiece details, select the checkbox on the top left corner and then select **Edit** located beneath the **Mailpiece Details** section. A pop-up will appear where you can enter the Mailpiece details for all recipients.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.							
	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	09/11/2024	<u>Jane Doe</u> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <span>▼</span>
2 <input checked="" type="checkbox"/>	09/13/2024	<u>Clark Kent</u> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <span>▼</span>

## 8) Select Extra Services

There are multiple ways to add Extra Services for labels within your batch.

a) **Individual Recipient Method:** To add an Extra Service specific to each recipient, select **+Add Extra Services** locate in the recipient's label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.							
	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	09/11/2024	<u>Jane Doe</u> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <span>▼</span>
2 <input type="checkbox"/>	09/13/2024	<u>Clark Kent</u> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <span>▼</span>

b) **Bulk Action Method:** If your batch of labels all have the same Service and Mailpiece type and all recipients require the same Extra Services, select the checkbox on the top left corner and then select **Edit** located beneath the **Extra Services** section. A pop-up will appear where you can select the desired Extra Services for all recipients.

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 Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels	
1	<input type="checkbox"/>	09/11/2024 Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup Edit Service And Mailpiece	80 oz Edit Mailpiece Details	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra Services	\$6.95		<b>Add to Cart</b> <span>▼</span>
2	<input checked="" type="checkbox"/>	09/13/2024 Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Edit Extra Services	\$27.60		<b>Add to Cart</b> <span>▼</span>

## 9) Add Labels to Cart

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

- Individual Recipient Method:** Individually add labels to cart by selecting **Add to Cart** located in the recipient's row.
- "Add All" Method:** Add all labels to cart by select the checkbox on the top left corner and then selecting **Add All Complete to Cart**.

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

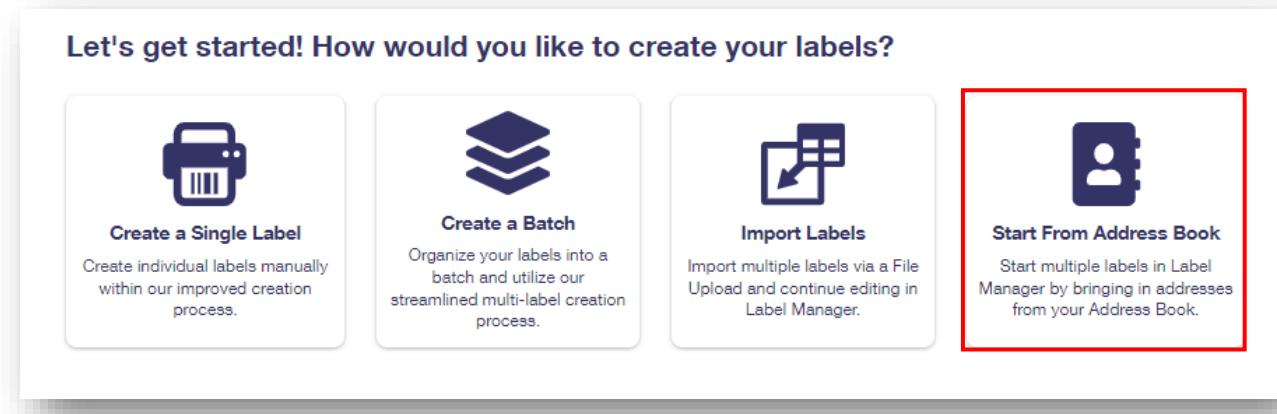
	<input checked="" type="checkbox"/> Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services	Total Price	All Labels	
1	<input checked="" type="checkbox"/>	09/11/2024 Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup Edit Service And Mailpiece	80 oz Edit Mailpiece Details	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra Services	\$6.95		<b>Add to Cart</b> <span>▼</span> ( a )
2	<input checked="" type="checkbox"/>	09/13/2024 Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Edit Extra Services	\$27.60		<b>Add to Cart</b> <span>▼</span>

## Start from Address Book

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

### 1) Begin File Upload Process

- Option 1: Select **Start From Address Book** located on the landing page.



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

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

All Labels (1202) Batches (98)

New Label	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
New Label	by date and time created. Each new label will appear at the top of the table.				
New Batch					
File Upload					
Marketplace Import					

**Use Address Book** Refresh Actions Add All Complete to Cart >

Add to Cart

2) Select Recipient from Address Book

a) If **Start From Address Book** was selected from the homepage, you will be redirected to the **My Address Book** section.

i. Search for and select the desired recipient by selecting **New Label**.

**My Address Book**

Search Address Book

Sort By

Select Labels and Choose Action

Export All (7)

Viewing 1-7 of 7 contacts

My Groups

Create New Group

CLARK KENT  310 SUPERMANT ST CHARLOTTE, NC, 33333-0000

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

b) If **Use Address Book** was selected from the Label Manager, an **Address Book** popup modal will be displayed.

i. Search for, select the **checkbox** of the desired recipient, and select **Create Labels**.

**Address Book**

Manage my Address Book > Search results 1-5 of 5 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 (5)

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

Name (Last, First)	Company	Location
<input checked="" type="checkbox"/> KENT, CLARK		310 SUPERMANT ST CHARLOTTE, NC, 33333-0000
<input type="checkbox"/> Doe, John		SKEIDSREINA 18 ULSTEINVIK, NO

### 3) View Labels in Label Manager

- a) The selected recipient addresses should now appear in your Label Manager along with any other labels that may have previously saved or created.

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"/>	09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <span>▼</span>	
2	<input type="checkbox"/>	09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <span>▼</span>	

### 4) Select / Edit Service and Mailpiece Details

Refer to **page 24** of the Enhanced Click-N-Ship® User Guide to follow the steps required to select your Service and Mailpiece details.

### 5) Select / Edit Extra Services

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

## Create a Return Label

Create individual return labels manually within our improved return label creation process.

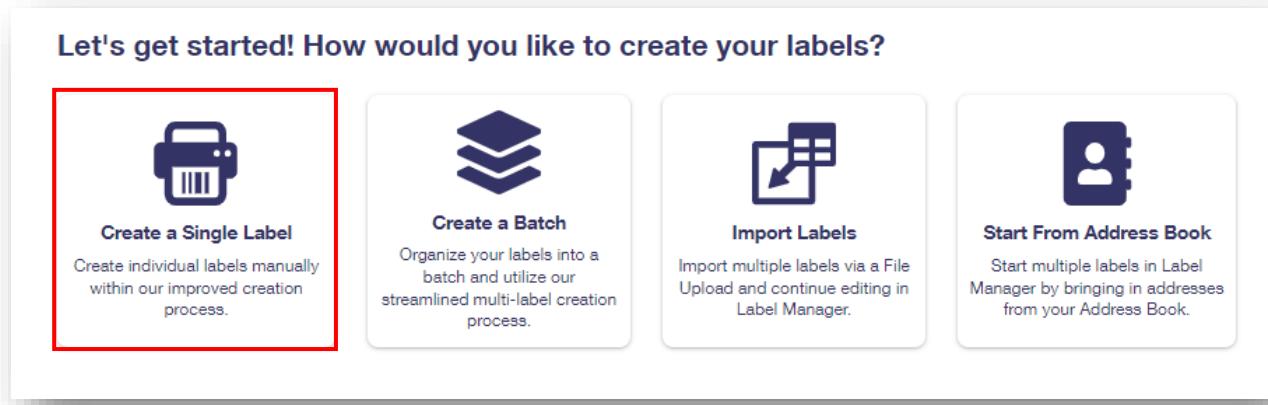
### Create Return Labels via Single Label Creation

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

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

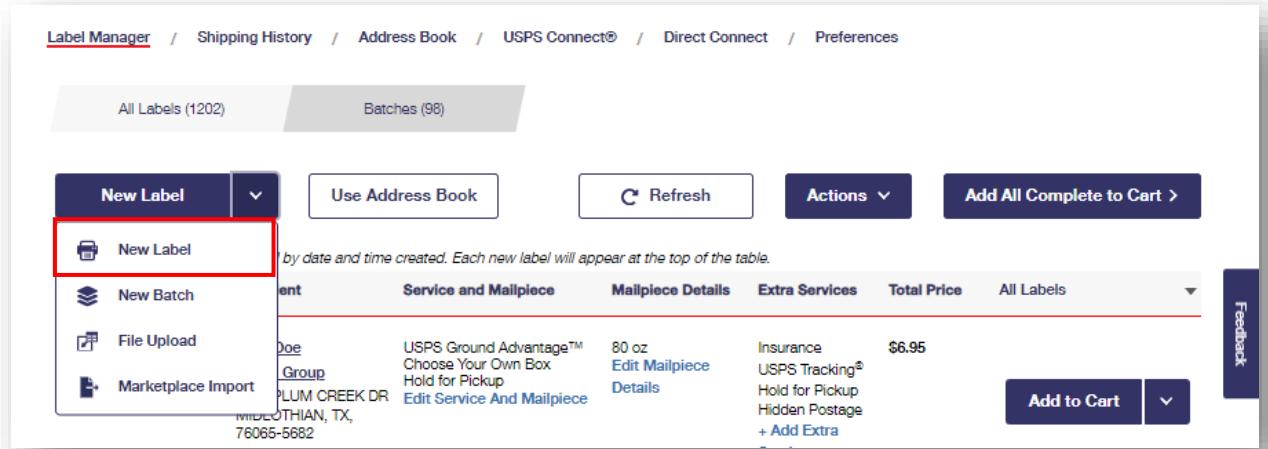
- Option 1: Select **Create a Single Label** located on the landing page.

**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.

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



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

All Labels (1202) Batches (98)

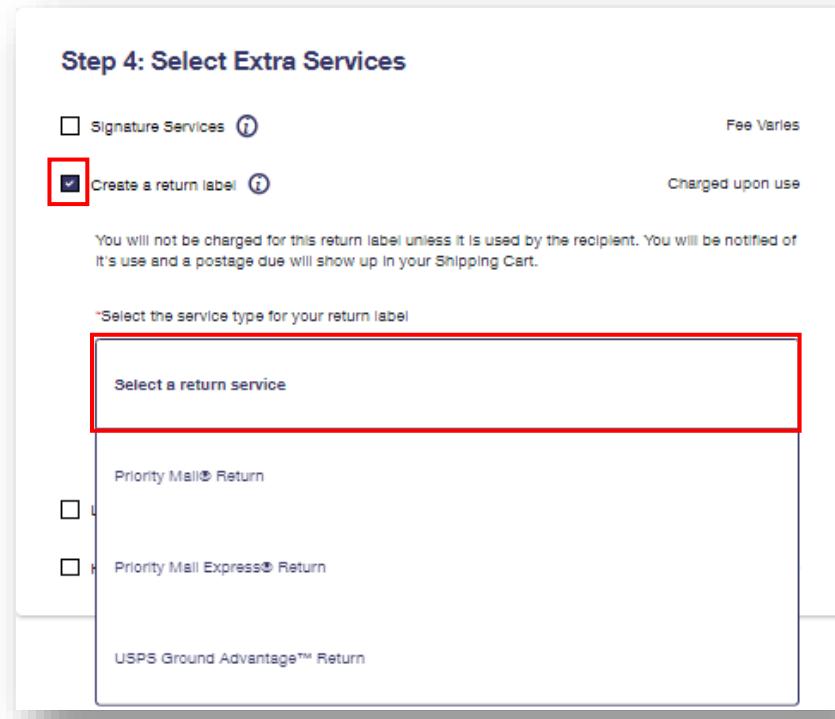
New Label	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
<input type="button" value="New Label"/> by date and time created. Each new label will appear at the top of the table.	Doe Group	USPS Ground Advantage™ Choose Your Own Box Edit Mailpiece Details	80 oz Insurance USPS Tracking® Hold for Pickup Edit Service And Mailpiece	\$6.95	<input type="button" value="Add to Cart"/>
<input type="button" value="New Batch"/>	PLUM CREEK DR				
<input type="button" value="File Upload"/>	WINDY CREEK DR				
<input type="button" value="Marketplace Import"/>	78065-5682				

#### 2) Follow Single Label Flow Creation Process

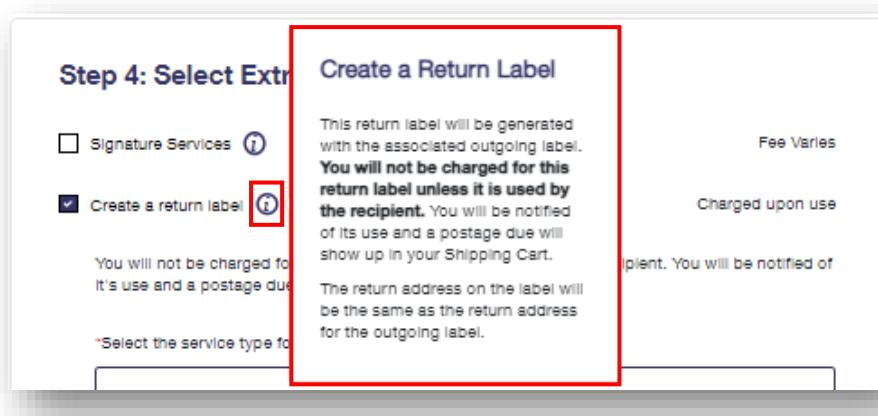
- Refer to **page 7** of the Enhanced Click-N-Ship® User Guide to follow the steps required to create your labels via the Single-Label Flow.

### 3) Select Return Label Extra Service

- 1) Once on the **Step 4: Select Extra Services** section, select the **Create a Return Label** checkbox and select a Return Service by selecting the **Select a return service** dropdown.
  - i. *Note: All return packaging is Choose Your Own Box packaging. An estimated price will be displayed in the Return Package table; however, you will not be charged for the Return Label until it is scanned and used.*



- i. To view more information on return label services, select the **Return Service Tooltip**.
- ii. Once the tooltip is selected, a **Create a Return Label Popup Modal** will be displayed.

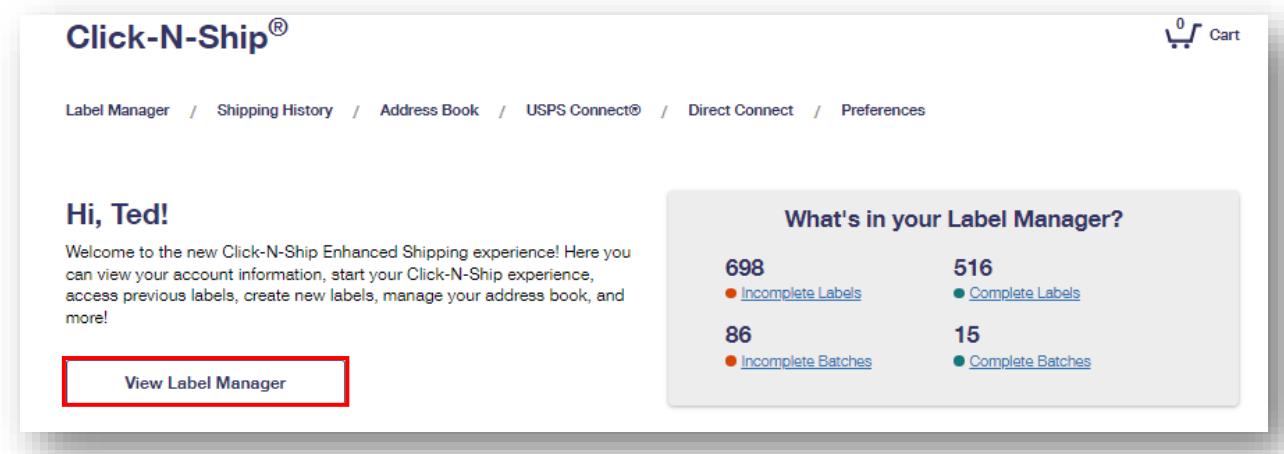


## Create Return Labels via Label Manager

Create an individual return label for a single recipient from your Label Manager following the steps below.

### 1) Proceed to your Label Manager

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



Click-N-Ship®

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

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!

**What's in your Label Manager?**

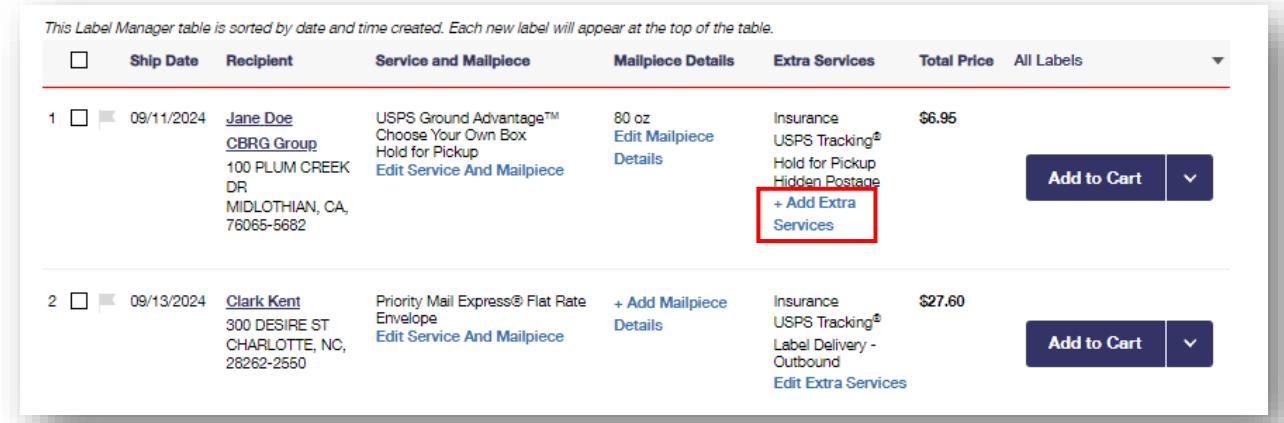
698	516
● <a href="#">Incomplete Labels</a>	● <a href="#">Complete Labels</a>
86	15
● <a href="#">Incomplete Batches</a>	● <a href="#">Complete Batches</a>

**View Label Manager**

### 2) Add the Return Label Extra Service

There are multiple ways to add the Return Label Extra Service for labels within your Label Manager.

- Individual Recipient Method:** To add an Extra Service specific to each recipient, select **+Add Extra Services** locate in the recipient's label row.



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

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	09/11/2024	Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <span>▼</span>
2	09/13/2024	Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2560	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <span>▼</span>

b) **Bulk Action Method:** If your batch of labels all have the same Service and Mailpiece type and all recipients require the same Extra Services, select the checkbox on the top left corner and then select **Edit** located beneath the **Extra Services** section.

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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	<b>Extra Services</b> <a href="#">Edit</a>	Total Price	All Labels	
1	<input type="checkbox"/>	09/11/2024 Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95		<a href="#">Add to Cart</a> <span>▼</span>
2	<input checked="" type="checkbox"/>	09/13/2024 Clark Kent 300 DESIRE ST CHARLOTTE, NC, 28262-2560	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60		<a href="#">Add to Cart</a> <span>▼</span>

c) Once either option is selected, the **Select Extra Services** popup modal will appear. Select **Create a return label** checkbox.

**Select Extra Services**

Signature Services  ⓘ  Fee Varies

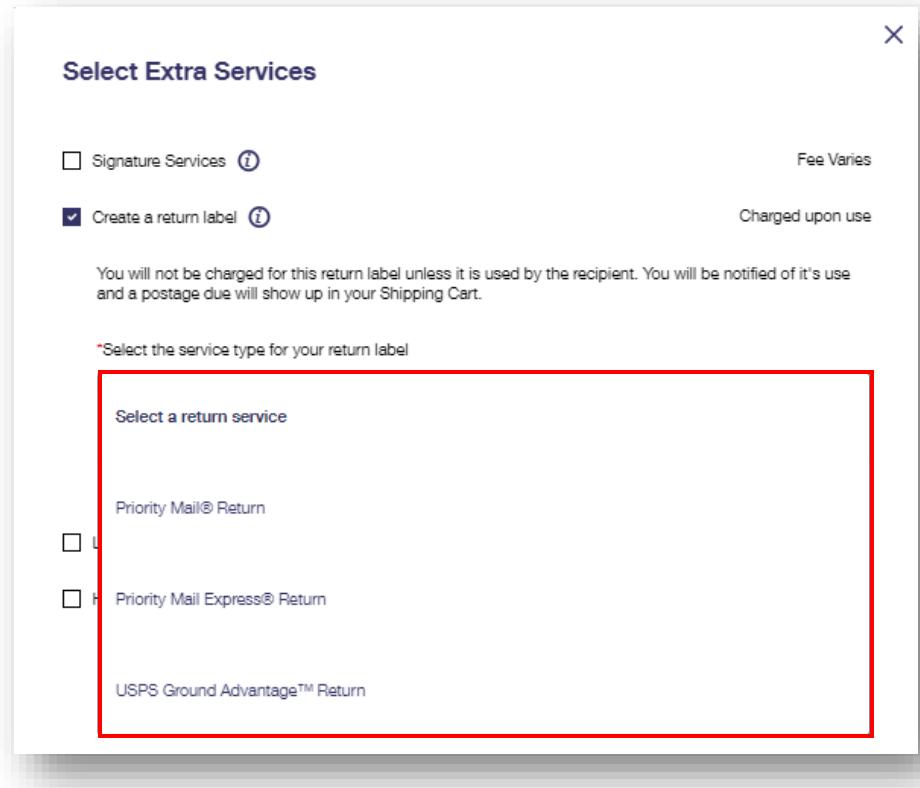
Create a return label  ⓘ  Charged upon use

Label Delivery  ⓘ  \$1.25

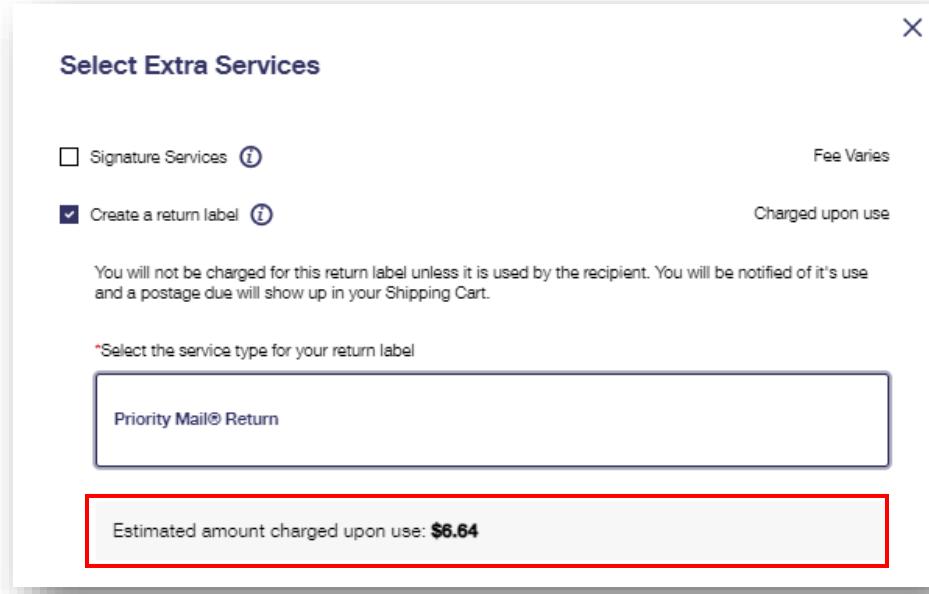
Hide Postage on Label  ⓘ  Free

**Save**

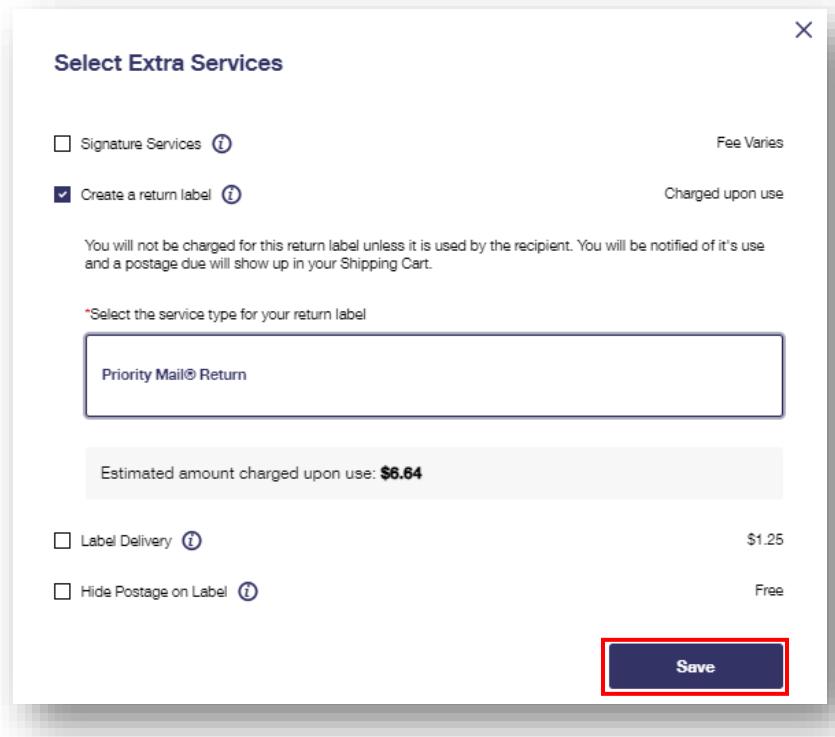
d) Select a return service type from the **Select a return service** dropdown.



e) Once the Return Service type is selected, you will see the estimated amount charged for the Return Label if it is used.



f) To proceed, select **Save**.

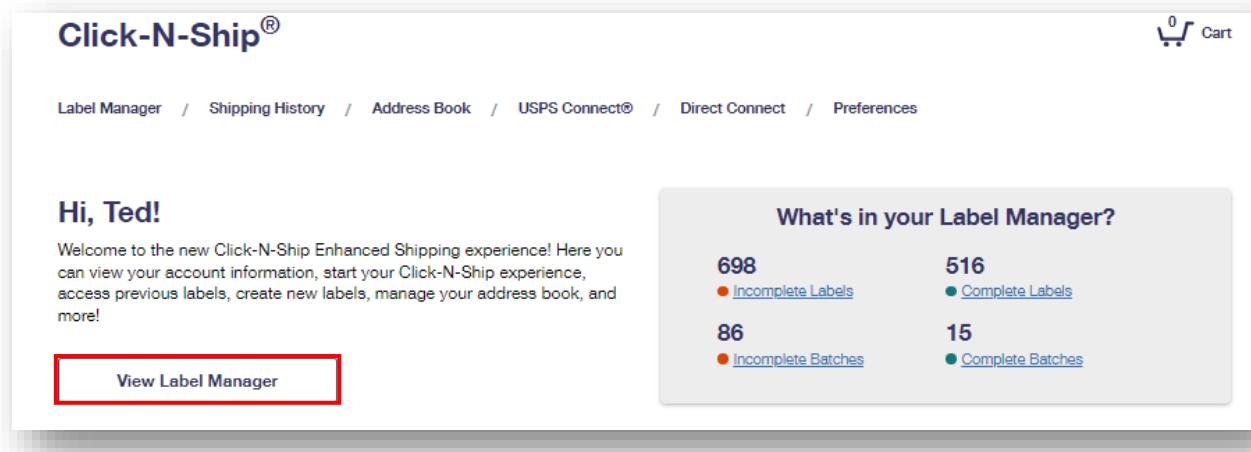


## Viewing your Return Label(s)

Within this section you will understand where to find and how to view your created Return Label(s).

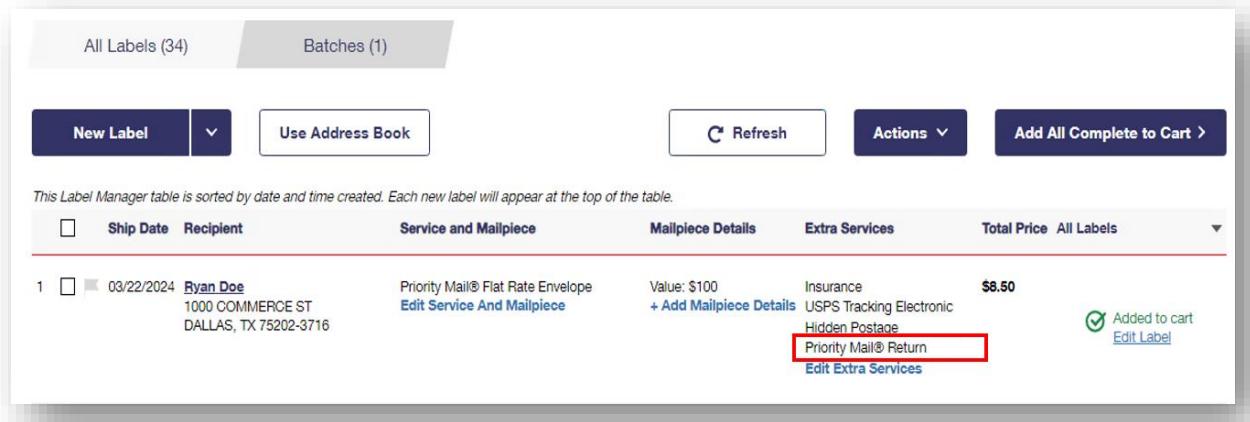
### 1) View Return Labels via the Label Manager

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



The screenshot shows the Click-N-Ship Label Manager landing page. At the top, it says "Click-N-Ship®" and "Cart 0". Below that is a navigation bar with links: Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences. A "Hi, Ted!" greeting is followed by a welcome message: "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!". To the right, a box titled "What's in your Label Manager?" displays statistics: 698 Incomplete Labels (red dot), 516 Complete Labels (green dot), 86 Incomplete Batches (red dot), and 15 Complete Batches (green dot). At the bottom left is a red-bordered "View Label Manager" button.

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



The screenshot shows the Click-N-Ship Label Manager table. The top navigation bar includes "All Labels (34)" and "Batches (1)". Below are buttons for "New Label", "Use Address Book", "Refresh", "Actions", and "Add All Complete to Cart". A note says: "This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table." The table has columns: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. The first row shows a label for "Ryan Doe" with service "Priority Mail® Flat Rate Envelope" and mailpiece value "\$100". The "Extra Services" column shows "Priority Mail® Return" with a red box around it. The "Total Price" is "\$8.50". To the right, there are "Added to cart" and "Edit Label" buttons.

2) View Return Labels via the Label Cart

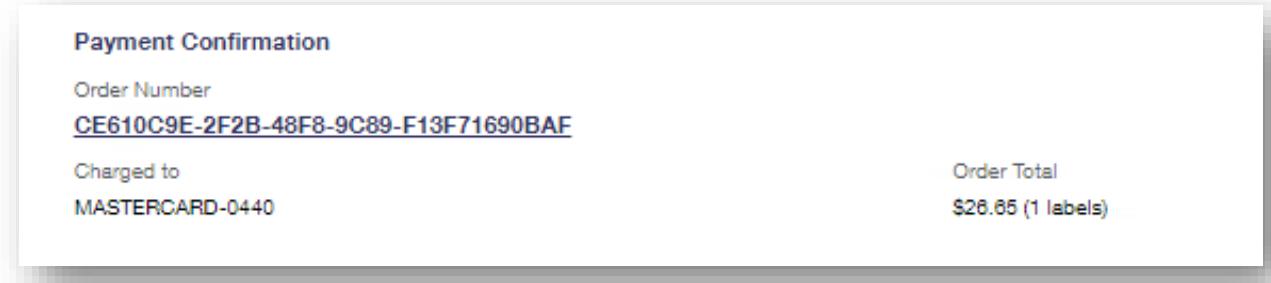
a) Select **Label Cart** located on the landing page.

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

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

3) View Return Labels via the Payment Confirmation Page

a) Once you've purchased a label, you will always be redirected to the **Payment Confirmation page**.



**Payment Confirmation**

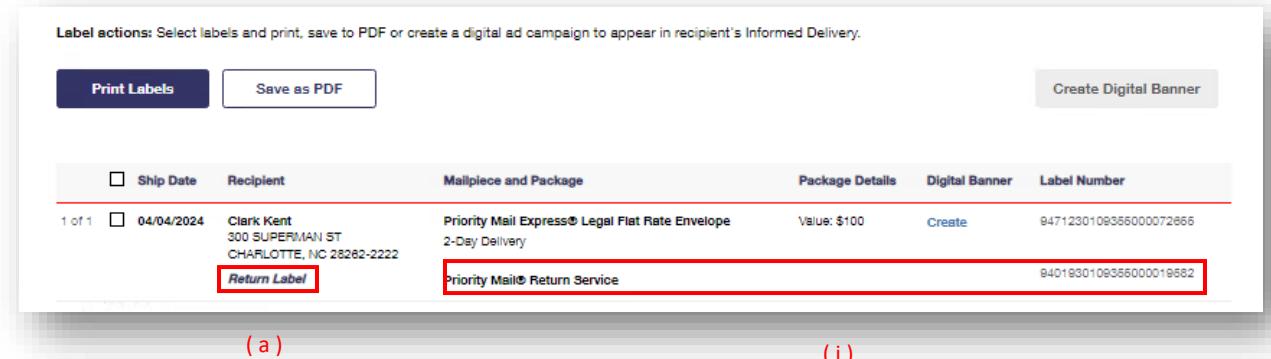
Order Number  
CE610C9E-2F2B-48F8-9C89-F13F71690BAF

Charged to  
MASTERCARD-0440

Order Total  
**\$26.65 (1 labels)**

b) Within the Payment Confirmation page, there will be a **Return Label indicator** for each outbound Label with a Return Label.

i. *Note, you will also see the Return Label service type and tracking number in (a) the payment confirmation Label Table beneath its associated Outbound Label.*



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

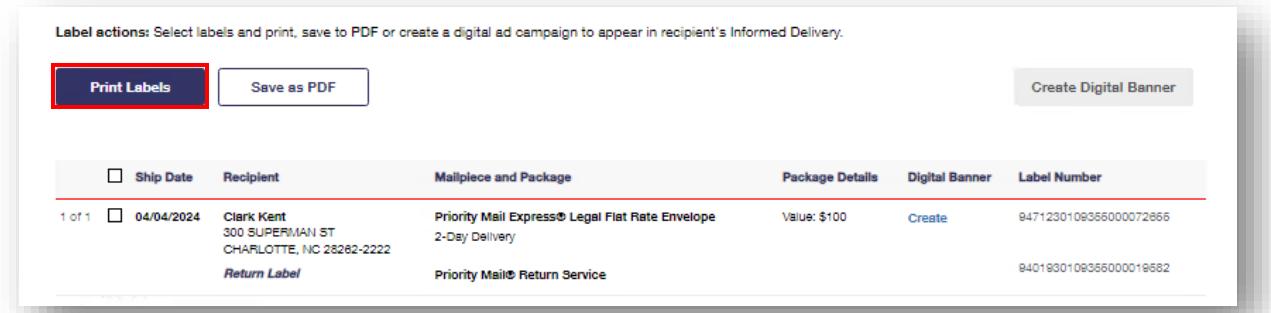
**Print Labels** **Save as PDF** **Create Digital Banner**

	Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1	<input type="checkbox"/> 04/04/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222 <b>Return Label</b>	Priority Mail Express® Legal Flat Rate Envelope 2-Day Delivery	Value: \$100	<b>Create</b>	9471230109355000072865
			Priority Mail® Return Service			9401930109355000019682

( a ) ( i )

c) To print your Return Labels, select **Print Labels** located under the **Label Actions** section at the bottom of the payment confirmation page.

i. *Note, your Return Labels which will be printed out with their associated Outbound Label.*



**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**

	Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1	<input type="checkbox"/> 04/04/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222 <b>Return Label</b>	Priority Mail Express® Legal Flat Rate Envelope 2-Day Delivery	Value: \$100	<b>Create</b>	9471230109355000072865
			Priority Mail® Return Service			9401930109355000019682

4) Viewing Return Labels via the Shipping History

a) Select **Shipping History** located on the landing page.

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

b) Within the Shipping History, your **purchased Return Labels** will be listed as their own line items.

c) To distinguish a return label from a regular outbound label, refer to the **Service Type** section and look for **RTN**, which stands for **Return**.

i. *Note, you will also be able to view other **Return Label details** such as the shipping address, label number, and label use status (e. g. Pending Use).*

Showing Results 1-1 of 1

Export

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

Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost	User
1	<input type="checkbox"/> 04/02/2024 23d04049-0d81-4283-a76a-8398d1691bef	Clark Kent SAINT LOUIS, MO 63103 From ZIP: NC 28262	PM-RTN	9405830109355107149525 Outgoing Label Ending: 2570	No	N/A	EPS-8901	Pending Use	\$0.00 *charged upon use	TB

(c) (i)

## Paying for Scanned Return Labels (Postage Dues)

Return Labels that are scanned and used will be listed a Postage Due on your account, that you will have to pay for. Pay for these Postage Dues by following the steps below.

### 1) Pay for Scanned Return Labels via the Homepage

- Return Labels that are scanned and used, will appear as a **Postage Due** on the **Landing Page**.

The screenshot shows the Click-N-Ship Enhanced Shipping homepage. At the top, it says "Hi, Shippercat!". Below that, a message states: "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!" There are two buttons: "View Label Manager" and "Switch Payer Account". To the right, a box titled "What's in your Label Manager?" shows statistics: 0 Incomplete Labels (red dot), 3 Complete Labels (green dot); 0 Incomplete Batches (red dot), 0 Complete Batches (green dot). Below this, a red-bordered box contains a message: "You currently have 2 Postage Dues in your cart. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label. Click [View Details](#) to learn more about your postage dues and how to avoid any in the future." A note below says: "All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You may choose to pay only postage dues now or with other labels during your next transaction. The Order Total at the bottom of the Cart includes Postage Dues." A "View Details" link is underlined. To the right, it says "\$21.00 Postage Dues" and a "Pay Now" button is visible.

- To view more details of the Postage Due, select **View Details**. Once selected, you'll see which Return Labels were scanned, the reasoning for the Postage Due, and the postage cost owed for the scanned Return Label(s).
- To pay for the Postage Due, select **Pay Now**.

The screenshot shows the Click-N-Ship Enhanced Shipping homepage with a red box around the postage due message. The message is identical to the one in the previous screenshot. Below it, a "View Details" link is underlined. To the right, it says "\$21.00 Postage Dues" and a "Pay Now" button is visible. A red box surrounds the table below, which lists the two postage dues. The table has columns: Ship Date, Label Number, Reason for Postage Due, and Postage Due. The first row (b) has Ship Date 03/27/2024, Label Number 9405830109355 107145176, Reason for Postage Due Weight (incorrect weight), and Postage Due \$12.00. The second row (c) has Ship Date 03/27/2024, Label Number 9405830109355 107145169, Reason for Postage Due Weight (incorrect weight), and Postage Due \$9.00.

Ship Date	Label Number	Reason for Postage Due	Postage Due
1 03/27/2024	9405830109355 107145176	Weight Incorrect Weight: When entering the weight of the mailpiece, make sure all items are in the mailpiece so the weight logged is accurate.	\$12.00
2 03/27/2024	9405830109355 107145169	Weight Incorrect Weight: When entering the weight of the mailpiece, make sure all items are in the mailpiece so the weight logged is accurate.	\$9.00

- 2) Pay for Scanned Return Labels via the Label Cart
  - a) Select the **Label Cart** located on the landing page.

- b) Return Labels that are scanned and used, will appear under the **Postage Due on Return Labels** section of the Label Cart.
- c) To pay for these postage dues, select **Pay Postage Dues Only**.

Postage Due on Return Labels						
You currently have <b>2 Return Labels</b> previously ordered have been scanned. They may not be removed from the cart, and you will be charged for them during your next transaction.						
1 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent	Priority Mail® Return Service ⓘ Label Number: <a href="#">9405830109355107145176</a>	Priority Mail® Return Service	\$8.43	
				Total Postage Due	\$8.43	
( b )	2 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent	Priority Mail® Return Service ⓘ Label Number: <a href="#">9405830109355107145176</a>	Priority Mail® Return Service	\$8.43
				Total Postage Due	\$8.43	
Total Postage Dues: \$33.86						
<b>Pay Postage Dues Only</b>						

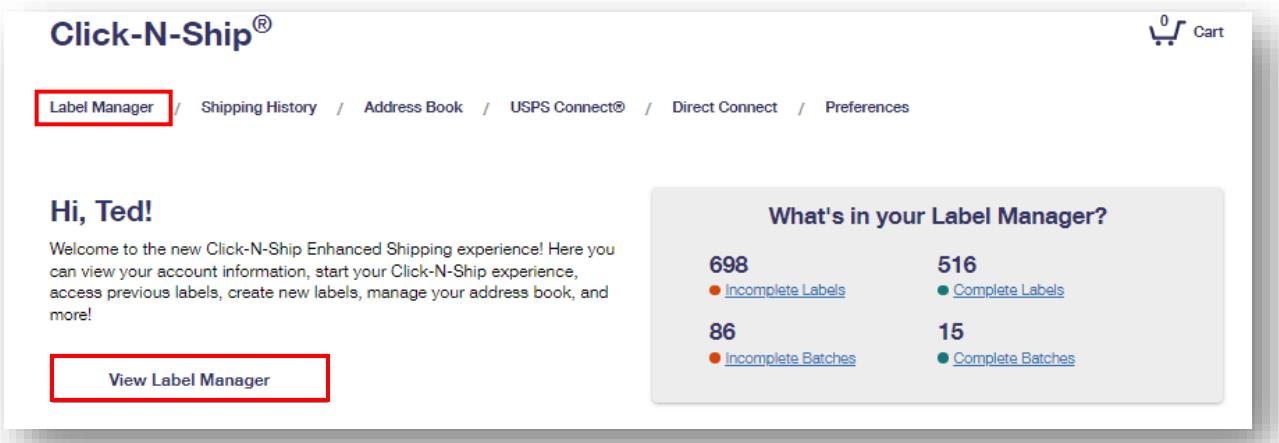
( c )

## Label Manager – All Labels

Within the 'All Labels' Tab of the Label Manager, you'll be able to edit, organize, and store any label(s) prior to adding it your label cart before purchase.

### 1) Access the Label Manager

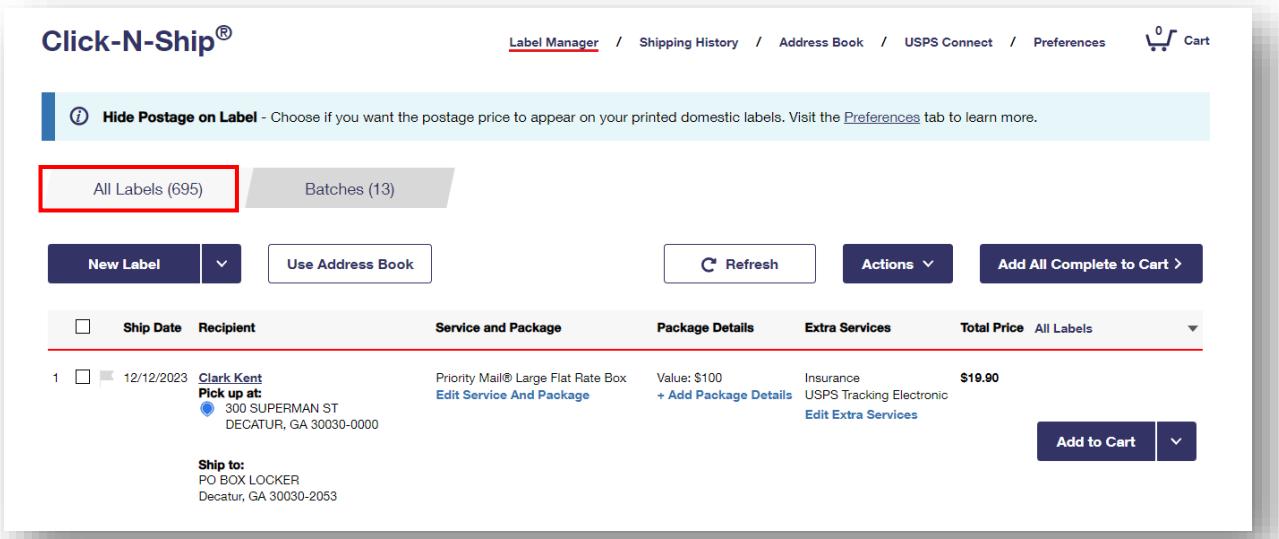
- Option 1: Click on **View Label Manager** located on the main landing page.
- Option 2: Click on **Label Manager** tab in the navigation menu.



The screenshot shows the Click-N-Ship main landing page. At the top, the Click-N-Ship logo is on the left, and a shopping cart icon with '0' is on the right. Below the logo, a navigation bar has 'Label Manager' highlighted with a red box. Other menu items include 'Shipping History', 'Address Book', 'USPS Connect®', 'Direct Connect', and 'Preferences'. The main content area starts with a greeting 'Hi, Ted!'. To the right is a box titled 'What's in your Label Manager?' containing statistics: 698 Incomplete Labels (red dot), 516 Complete Labels (green dot), 86 Incomplete Batches (red dot), and 15 Complete Batches (green dot). A 'View Label Manager' button is highlighted with a red box. The bottom of the page has a 'Cart' section.

### 2) Select All Labels Tab

- By default, you will be in the **All Labels** view.



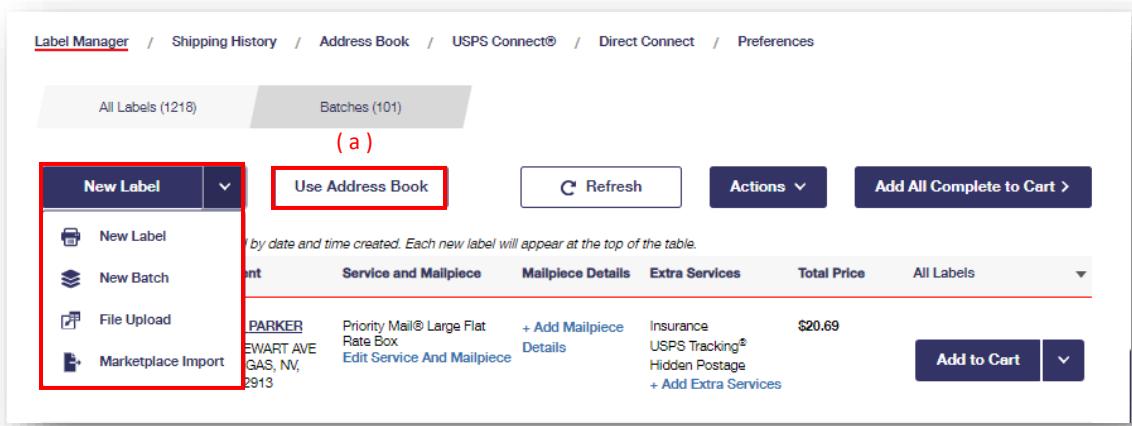
The screenshot shows the Click-N-Ship Label Manager - All Labels view. At the top, the Click-N-Ship logo is on the left, and a shopping cart icon with '0' is on the right. Below the logo, a navigation bar has 'Label Manager' highlighted with a red box. Other menu items include 'Shipping History', 'Address Book', 'USPS Connect', and 'Preferences'. A message bar says 'Hide Postage on Label' with a note to visit the 'Preferences' tab. Below the message bar, a 'All Labels (695)' button is highlighted with a red box, and a 'Batches (13)' button is next to it. There 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 Package', 'Package Details', 'Extra Services', 'Total Price', and 'Actions'. One row is shown for a package to 'Clark Kent' with a value of \$100 and a total price of \$19.90. A 'Ship to:' section at the bottom lists 'PO BOX LOCKER' and 'Decatur, GA 30030-2053'. An 'Add to Cart' button is at the bottom right.

## Label Creation via All Labels Tab

Create a label(s) through your Label Manager by utilizing our different creation methods available.

### 1) Create a Label or Batch

- a) To create a new single domestic or international label via your **Address Book**, select the **Use Address Book** button.
- b) To create a new single domestic or international label, select the **New Label dropdown**, select **New Label**, and you'll be redirected to the **Create a Label** page.
- c) To create a Batch, select the **New Label dropdown**, select **New Batch**, and you'll be redirected to the **Create a Batch** page.
- d) To Import a list of labels via File Upload, select the **New Label dropdown**, select **File Upload**, and you'll be redirected to the **Import a List of Labels** page.
- e) To Import order exports from an online marketplace via Direct Connect, select the **New Label dropdown**, and select **Marketplace Import**.



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

All Labels (1218) Batches (101) (a)

New Label	Use Address Book	Refresh	Actions	Add All Complete to Cart >
New Label	by date and time created. Each new label will appear at the top of the table.			
New Batch				
File Upload				
Marketplace Import				

(b - e)

PARKER  
123 E WART AVE  
LAS VEGAS, NV,  
89134

Priority Mail® Large Flat  
Rate Box  
Edit Service And Mailpiece

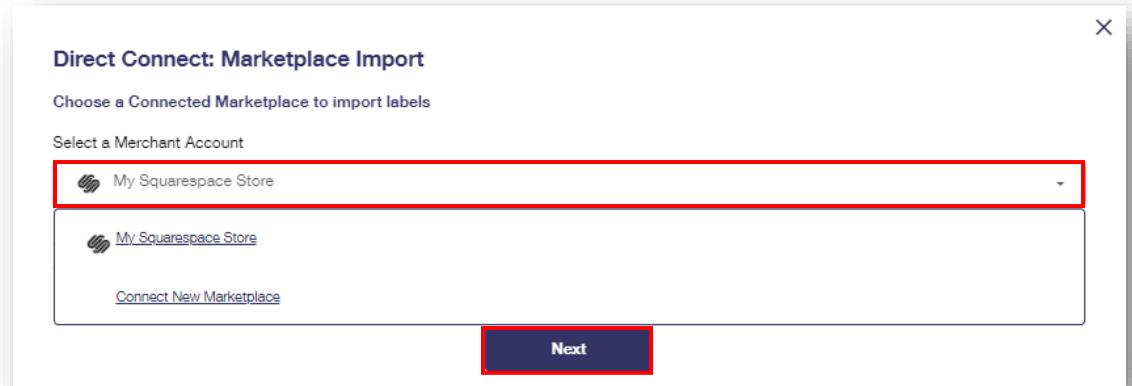
+ Add Mailpiece  
Details

Insurance  
USPS Tracking®  
Hidden Postage  
+ Add Extra Services

Total Price: \$20.69

Add to Cart

- f) If **Marketplace Import** is selected, a **Direct Connect: Marketplace Import** popup modal will be displayed. Select an **online marketplace** from the dropdown, select **Next**, and you'll be redirected to the **Direct Connect: Import Labels** page.



Direct Connect: Marketplace Import

Choose a Connected Marketplace to import labels

Select a Merchant Account

My Squarespace Store

My Squarespace Store

Connect New Marketplace

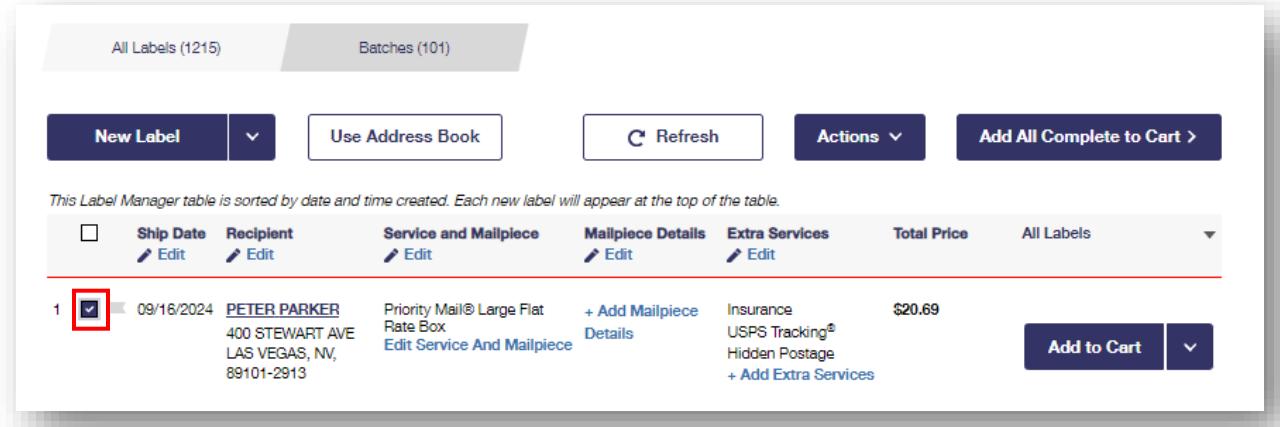
Next

## All Actions for a Single Label

*There are multiple actions that you can take for singular label within your Label Manager.*

### 1) Select a Label

- Select the **Checkbox** of the specific label that you would like to manage or modify.

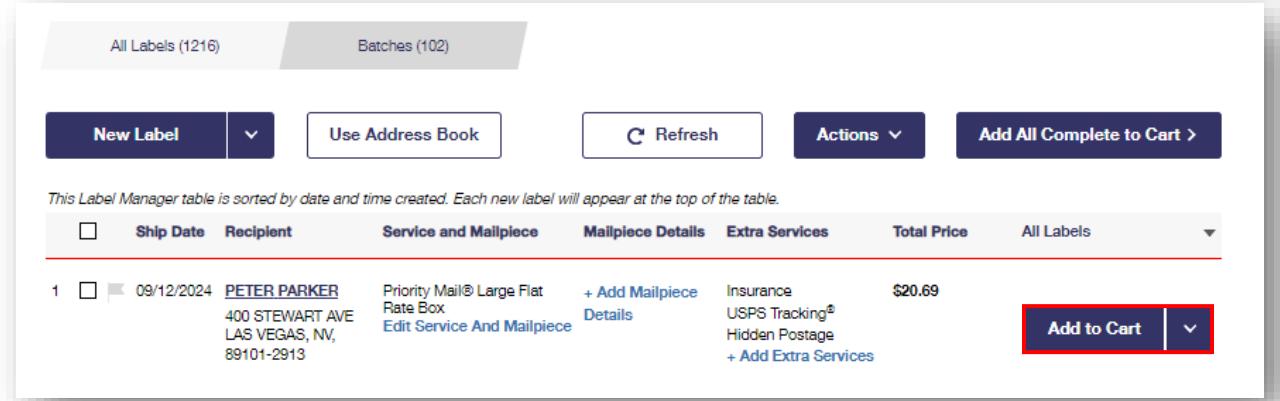


This screenshot shows the 'Label Manager' interface. At the top, there are two tabs: 'All Labels (1215)' and 'Batches (101)'. Below the tabs are several buttons: 'New Label' (with a dropdown arrow), 'Use Address Book', 'Refresh' (with a circular arrow icon), 'Actions' (with a dropdown arrow), and 'Add All Complete to Cart >'. A message below the buttons states: 'This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.' The main area is a table with the following columns: 'All Labels' (checkbox), 'Ship Date' (with an 'Edit' link), 'Recipient' (with an 'Edit' link), 'Service and Mailpiece' (with an 'Edit' link), 'Mailpiece Details' (with an 'Edit' link), 'Extra Services' (with an 'Edit' link), 'Total Price' (\$20.69), and 'All Labels' (dropdown arrow). The first row in the table is highlighted with a red border, indicating it is selected. The recipient's name is PETER PARKER, and the service is Priority Mail® Large Flat Rate Box. The 'Edit Service And Mailpiece' link is visible. To the right of the table are two buttons: 'Add to Cart' and a dropdown arrow. The 'Add to Cart' button is highlighted with a red box.

### 2) Perform an Action to the Label

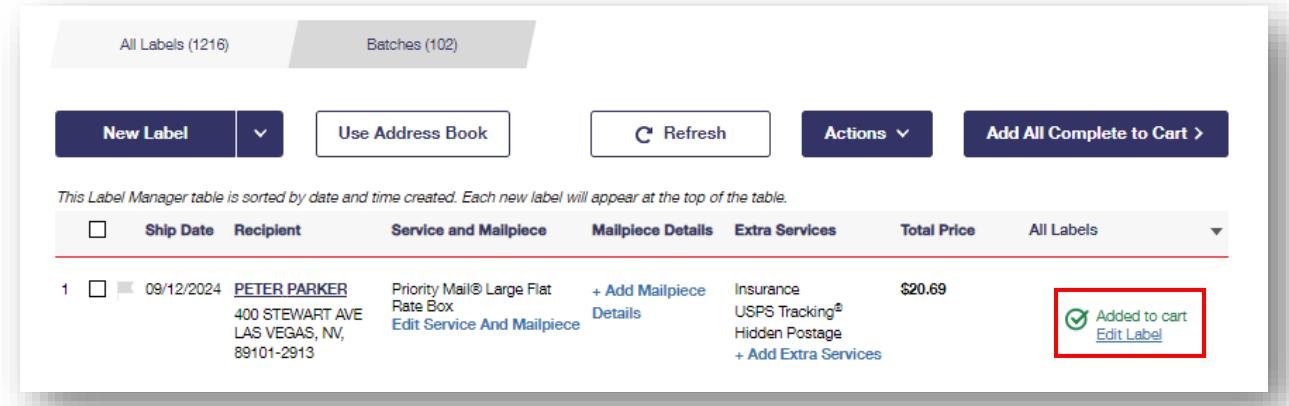
- Add to Cart:** to add the selected label to the cart, select **Add to Cart**.

- Note, if your label is missing any required information, you will not see the **Add to Cart** option, but you will see an **Edit** option instead. Once the required information is entered, you will be able to add the label to the cart from your Label Manager.*



This screenshot shows the 'Label Manager' interface after an action has been performed. The layout is identical to the previous screenshot, with tabs, buttons, and the sorting message. The table now shows a single row with a checkbox that is unchecked. The 'Add to Cart' button is highlighted with a red box, indicating it is the active button. The rest of the interface remains the same, including the highlighted row and the dropdown arrow on the right.

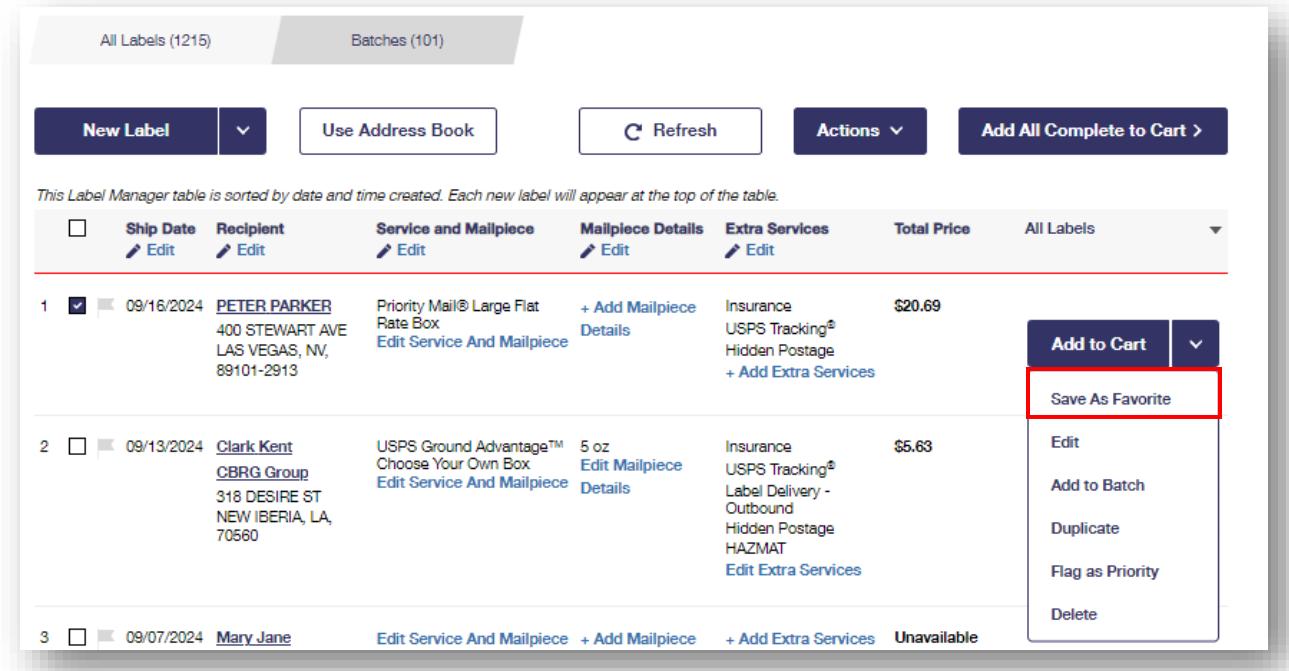
ii. Once selected, you will see a green **Added to Cart** message letting you know that the label was successfully added to the Label Cart.



This screenshot shows a table of labels. The first row, representing a label for 'PETER PARKER', has a green checkmark icon in the 'Actions' column, with a red box highlighting the text 'Added to cart' and 'Edit Label' next to it. The table includes columns for Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	09/12/2024	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	+ Add Mailpiece Details Edit Service And Mailpiece	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	<input checked="" type="checkbox"/>  Added to cart Edit Label

b) **Save As Favorite:** to save the selected label as a favorite, select **Save As Favorite**.



This screenshot shows a table of labels. The first row, representing a label for 'PETER PARKER', has a checked checkbox in the 'Actions' column. A context menu is open over this row, with the 'Save As Favorite' option highlighted by a red box. The menu also includes options like 'Edit', 'Add to Batch', 'Duplicate', 'Flag as Priority', and 'Delete'.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	09/16/2024	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	+ Add Mailpiece Details Edit Service And Mailpiece	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	<input checked="" type="checkbox"/>  Add to Cart Save As Favorite Edit Add to Batch Duplicate Flag as Priority Delete
2	09/13/2024	Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box Edit Service And Mailpiece	5 oz Edit Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT Edit Extra Services	\$5.63	
3	09/07/2024	Mary Jane	Edit Service And Mailpiece	+ Add Mailpiece	+ Add Extra Services	Unavailable	

i. Once selected, an **Add Favorite** popup modal will be displayed. Fill in the required fields and select **Save**.

**Add Favorite**

Save favorite packaging options to create new labels more quickly.

<sup>\*</sup>Name of Favorite

<sup>\*</sup>Service Type

Priority Mail®

<sup>\*</sup>Mailpiece Type

Large Flat Rate Box

<sup>\*</sup>Mailpiece Value (enter a value up to and including \$6,000)

\$ 0

**Save** **Cancel**

c) **Edit:** to edit the selected label, select **Edit**, and you will be redirected to **Create a Label** page for that label.

All Labels (1215) Batches (101)

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

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

	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels
1 <input checked="" type="checkbox"/>	09/16/2024	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	+ Add Mailpiece Details Edit Service And Mailpiece	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	<input style="width: 100px; height: 30px; border: 1px solid #000; background-color: #333; color: white; font-weight: bold; padding: 5px; margin-bottom: 5px;" type="button" value="Add to Cart"/> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9; width: 100px; height: 150px; display: inline-block; vertical-align: top;"> <span style="font-size: 10px; margin-bottom: 5px;">Save As Favorite</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block; background-color: #fff; color: #000; font-weight: bold; font-size: 10px; margin-bottom: 5px;">Edit</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block; background-color: #fff; color: #000; font-weight: bold; font-size: 10px; margin-bottom: 5px;">Add to Batch</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block; background-color: #fff; color: #000; font-weight: bold; font-size: 10px; margin-bottom: 5px;">Duplicate</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block; background-color: #fff; color: #000; font-weight: bold; font-size: 10px; margin-bottom: 5px;">Flag as Priority</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block; background-color: #fff; color: #000; font-weight: bold; font-size: 10px; margin-bottom: 5px;">Delete</span> </div>
2 <input type="checkbox"/>	09/13/2024	Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box Edit Service And Mailpiece	5 oz Edit Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT Edit Extra Services	\$5.63	
3 <input type="checkbox"/>	09/07/2024	Mary Jane	Edit Service And Mailpiece	+ Add Mailpiece Edit Extra Services	Unavailable		

d) **Add to Batch:** to add the selected label to a Batch, select **Add to Batch**.

- Note, once the label is added to the batch, you will have the option to Remove from Batch.*

This screenshot shows the Label Manager interface. At the top, there are tabs for 'All Labels (1215)' and 'Batches (101)'. Below the tabs are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. A message states, 'This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.' The table has columns: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. The first row (label 1) has a checked checkbox and is for 'PETER PARKER' with a priority mail service. The second row (label 2) has an unchecked checkbox and is for 'Clark Kent' with a ground advantage service. The third row (label 3) has an unchecked checkbox and is for 'Mary Jane' with an unavailable service. To the right of the second row, a context menu is open with options: 'Add to Cart', 'Save As Favorite', 'Edit', 'Add to Batch' (which is highlighted with a red box), 'Duplicate', 'Flag as Priority', and 'Delete'.

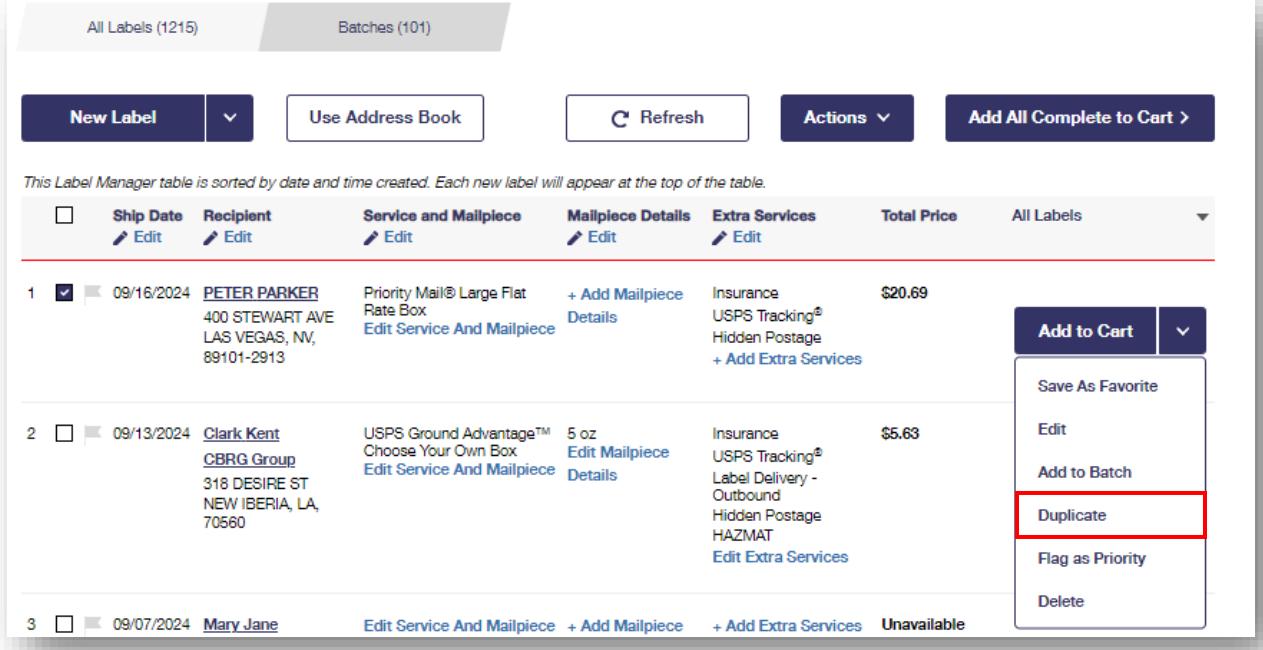
	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/16/2024	<u>PETER PARKER</u> 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	<a href="#">Add to Cart</a> <a href="#">Save As Favorite</a> <a href="#">Edit</a> <a href="#">Add to Batch</a> <a href="#">Duplicate</a> <a href="#">Flag as Priority</a> <a href="#">Delete</a>
2	<input type="checkbox"/> 09/13/2024	<u>Clark Kent</u> <u>CBRG Group</u> 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT <a href="#">Edit Extra Services</a>	\$5.63	
3	<input type="checkbox"/> 09/07/2024	<u>Mary Jane</u>	<a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a>	<a href="#">+ Add Extra Services</a>	Unavailable	

ii. Once selected, an **Add to Batch** popup modal will be displayed. Select the type of batch, enter the required fields, select **Add to Batch**, and you will be redirected to the **Batch** page.

The 'Add to Batch' modal has the following fields and buttons:

- Add to Batch (1 Label)**
- Would you like to add these labels to an existing batch or a new batch?**
  - Existing Batch
  - New Batch
- Name this Batch**
- Batch Name (optional)** (input field: Batch Name)
- Batch Notes (optional)** (input field: Batch Notes)
- Add to Batch** button (highlighted with a red box)

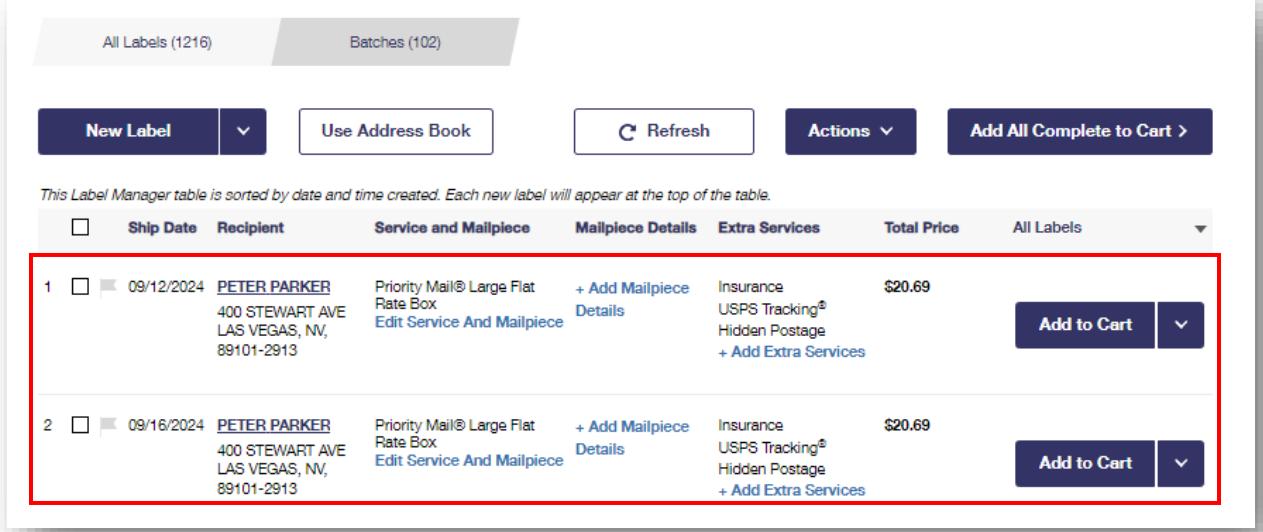
e) **Duplicate:** to duplicate the selected label, select **Duplicate**.



This screenshot shows the 'Label Manager' table interface. The table is sorted by date and time created, with the most recent label at the top. The first row, labeled '1', is selected and shows details for 'PETER PARKER' at '400 STEWART AVE LAS VEGAS, NV, 89101-2913'. The 'Actions' dropdown menu for this row is open, and the 'Duplicate' option is highlighted with a red box.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/16/2024	<a href="#">PETER PARKER</a> 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	<a href="#">Add to Cart</a> <span style="float: right;">▼</span> <a href="#">Save As Favorite</a> <a href="#">Edit</a> <a href="#">Add to Batch</a> <b>Duplicate</b> <span style="border: 2px solid red; padding: 2px;"> </span> <a href="#">Flag as Priority</a> <a href="#">Delete</a>
2	<input type="checkbox"/> 09/13/2024	<a href="#">Clark Kent</a> CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT <a href="#">Edit Extra Services</a>	\$5.63	
3	<input type="checkbox"/> 09/07/2024	<a href="#">Mary Jane</a>	<a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a>	<a href="#">+ Add Extra Services</a>	Unavailable	

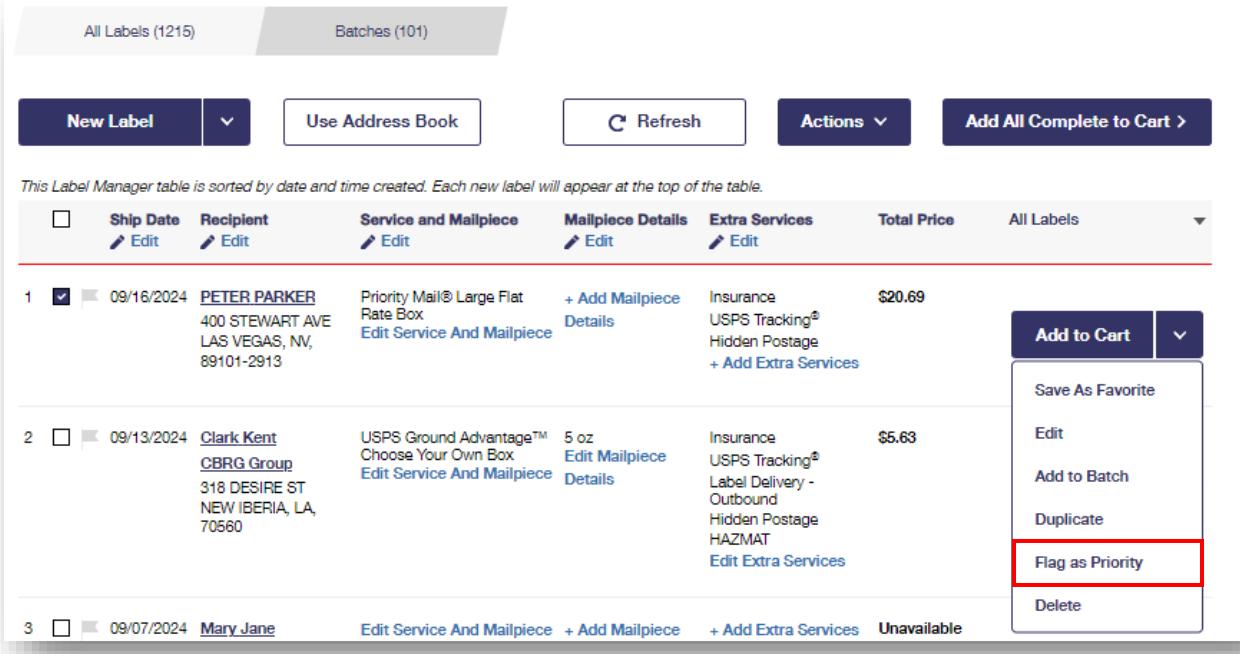
i. Once selected, you will see the **duplicated label** listed within your Label Manager.



This screenshot shows the 'Label Manager' table after a label has been duplicated. The table is sorted by date and time created. The first row, labeled '1', is the original label for 'PETER PARKER'. The second row, labeled '2', is the duplicated label for 'PETER PARKER' at the same address. Both rows have a red box around them, indicating they are the same item. The 'Actions' dropdown menu for the second row is open, showing the 'Duplicate' option.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 09/12/2024	<a href="#">PETER PARKER</a> 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	<a href="#">Add to Cart</a> <span style="float: right;">▼</span>
2	<input type="checkbox"/> 09/16/2024	<a href="#">PETER PARKER</a> 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	<a href="#">Add to Cart</a> <span style="float: right;">▼</span>

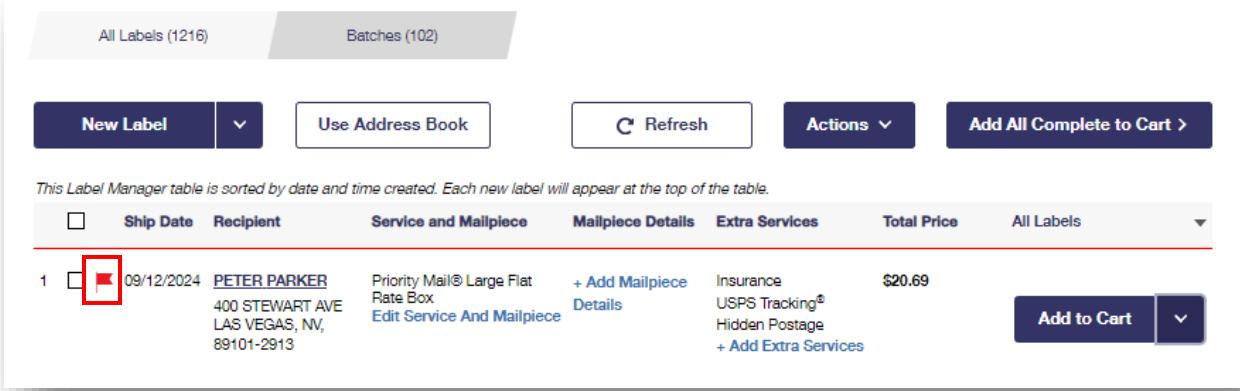
f) **Flag as Priority:** to flag the selected label as a Priority, select **Flag as Priority**.



This screenshot shows the 'Label Manager' table interface. The table is sorted by date and time created. Each new label appears at the top of the table. The columns include: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. Row 1 shows a selected label for 'PETER PARKER' with a red flag icon. A context menu is open for this row, listing options: Add to Cart, Save As Favorite, Edit, Add to Batch, Duplicate, Flag as Priority (which is highlighted with a red box), and Delete.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/16/2024	<b>PETER PARKER</b> 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	
2	<input type="checkbox"/>	09/13/2024 <b>Clark Kent</b> CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT <a href="#">Edit Extra Services</a>	\$5.63	
3	<input type="checkbox"/>	09/07/2024 <b>Mary Jane</b>	<a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a>	<a href="#">+ Add Extra Services</a>	Unavailable	

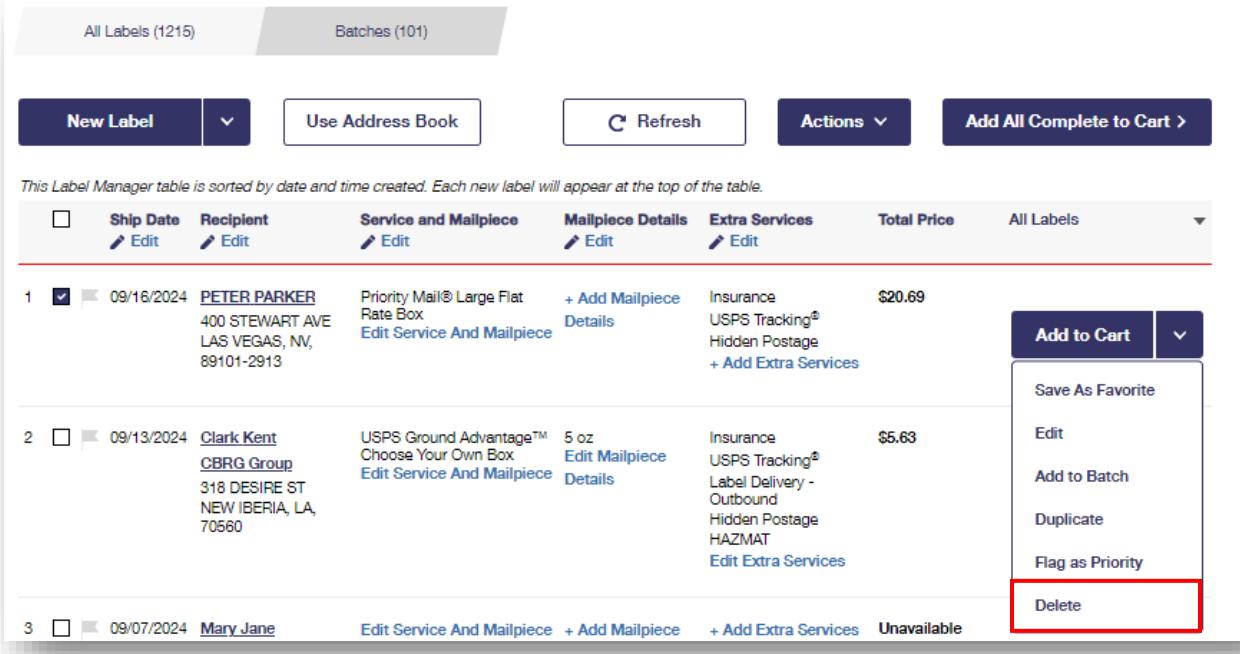
i. Once selected, you will see a **Red Flag** beside the ship date of the selected label.



This screenshot shows the 'Label Manager' table interface. The table is sorted by date and time created. Each new label appears at the top of the table. The columns include: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. Row 1 shows a selected label for 'PETER PARKER' with a red flag icon. A context menu is open for this row, listing options: Add to Cart, Save As Favorite, Edit, Add to Batch, Duplicate, Flag as Priority (which is highlighted with a red box), and Delete. The red flag icon is also highlighted with a red box in the context menu.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> <span style="color: red;">Flag</span> 09/12/2024	<b>PETER PARKER</b> 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	

g) **Delete:** to delete the selected label from your Label Manager, select **Delete**.



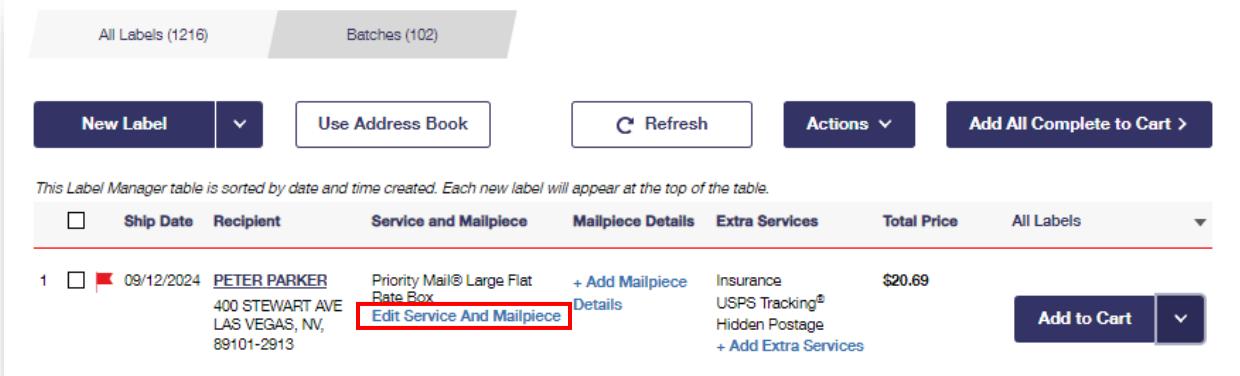
This screenshot shows the 'Label Manager' table interface. The table is sorted by date and time created. Each new label appears at the top of the table. The columns are: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. A context menu is open for the first row (label 1), which includes options: Add to Cart, Save As Favorite, Edit, Add to Batch, Duplicate, Flag as Priority, and Delete. The 'Delete' option is highlighted with a red box.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/16/2024	<b>PETER PARKER</b> 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <a href="#">Add to Cart</a> <span style="margin-left: 10px;">▼</span> </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-top: 10px;"> <a href="#">Save As Favorite</a>  <a href="#">Edit</a>  <a href="#">Add to Batch</a>  <a href="#">Duplicate</a>  <a href="#">Flag as Priority</a>  <a href="#">Delete</a> </div>
2	<input type="checkbox"/> 09/13/2024	<b>Clark Kent</b> CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT <a href="#">Edit Extra Services</a>	\$5.63	
3	<input type="checkbox"/> 09/07/2024	<b>Mary Jane</b>	<a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a>	<a href="#">+ Add Extra Services</a>	Unavailable	

### 3) Edit a Label

You have the ability to edit a single label within the Label Manager by following the steps below.

a) **Service and Mailpiece Type:** to edit the service and mailpiece type for a selected label, select **Edit Service and Mailpiece**.



This screenshot shows the 'Label Manager' table interface. The table is sorted by date and time created. Each new label appears at the top of the table. The columns are: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. A context menu is open for the first row (label 1), which includes options: Add to Cart, Save As Favorite, Edit, Add to Batch, Duplicate, Flag as Priority, and Delete. The 'Edit Service And Mailpiece' option is highlighted with a red box.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 09/12/2024	<b>PETER PARKER</b> 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <b><a href="#">Edit Service And Mailpiece</a></b>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <a href="#">Add to Cart</a> <span style="margin-left: 10px;">▼</span> </div>

i. Once selected, a **Select Service and Mailpiece** popup modal will be displayed. Select / enter the required **Mailpiece Type information** and select **Next**.

Select Service and Mailpiece

Choose Your Mailpiece Type

USPS® Flat Rate Packaging

Choose your own box

\*What is the weight of your mailpiece?

0  lb 5  oz

\*What are the dimensions of your mailpiece?

Length: 6  in    Width: 4  in    Height: 4  in

This mailpiece isn't a standard, rectangular box.

Do any of the below characteristics apply to your mailpiece? [?](#)

None

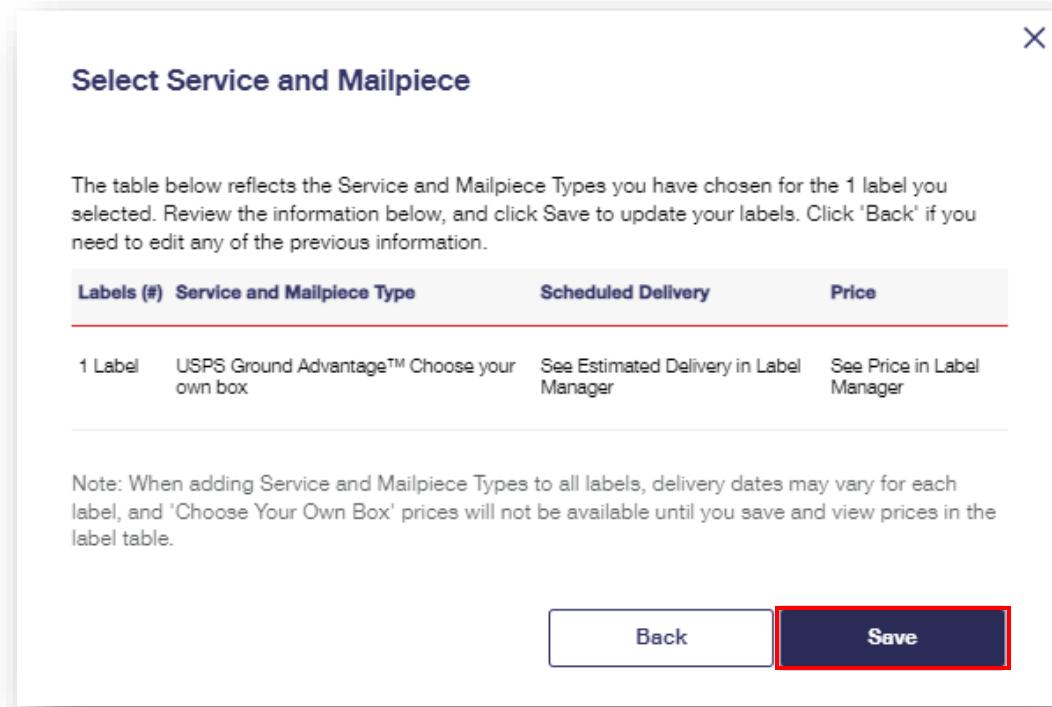
**Next**

ii. Select the **Mailpiece Type** and select **Next**.

Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> USPS Ground Advantage™ Choose Your Own Box (Choose your own box)	See Estimated Delivery in Label Manager	See Price in Label Manager
<input type="radio"/> USPS Ground Advantage™ Cubic Choose Your Own Box (Choose your own box)	See Estimated Delivery in Label Manager	See Price in Label Manager
<input type="radio"/> Priority Mail Express® Choose Your Own Box (Choose your own box)	See Estimated Delivery in Label Manager	See Price in Label Manager
<input type="radio"/> Priority Mail® Cubic Choose Your Own Box (Choose your own box)	See Estimated Delivery in Label Manager	See Price in Label Manager
<input type="radio"/> Priority Mail® Choose Your Own Box (Choose your own box)	See Estimated Delivery in Label Manager	See Price in Label Manager

**Back** **Next**

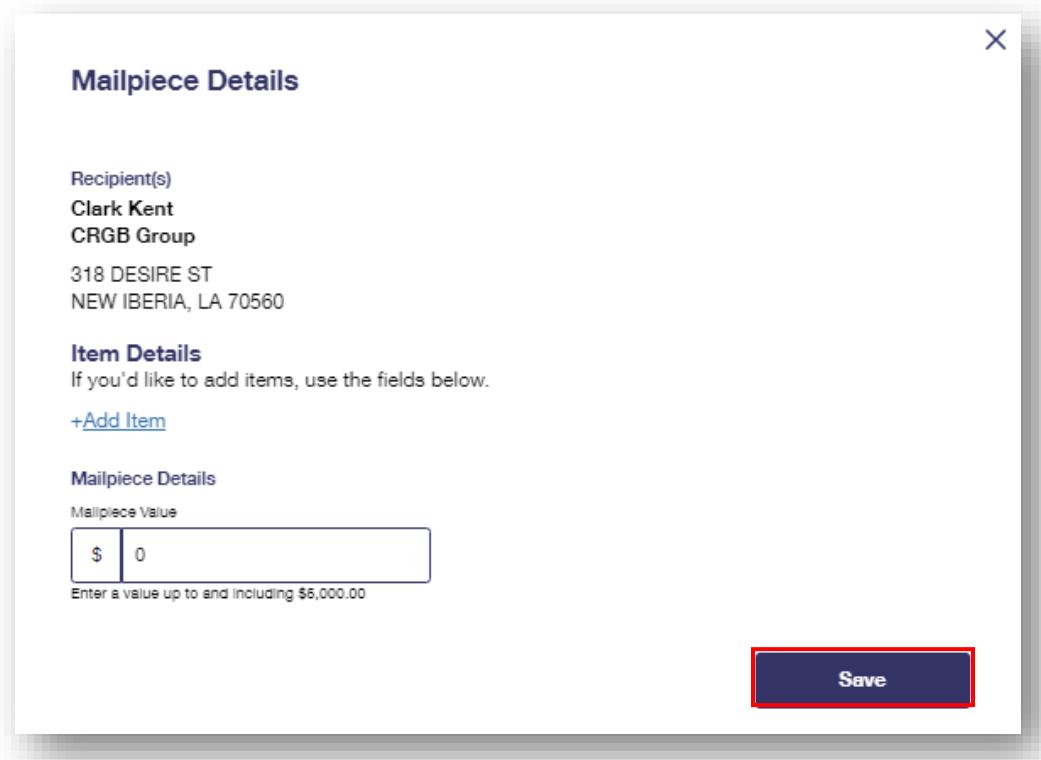
iii. Confirm the Service and Mailpiece type and select **Save**.



b) **Mailpiece Details:** to edit the mailpiece details for a selected label, select **Edit Mailpiece Details**.

All Labels (1213)		Batches (102)							
		Actions		Actions		Actions			
		New Label	▼	Use Address Book	Refresh	Actions	▼	Add All Complete to Cart	▼
<i>This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.</i>									
1	<input type="checkbox"/> 09/13/2024	Clark Kent <a href="#">CRGB Group</a> 318 DESIRE ST NEW IBERIA, LA, 70560	Service and Mailpiece	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage HAZMAT <a href="#">+ Add Extra Services</a>	\$4.38	<a href="#">Add to Cart</a>	▼

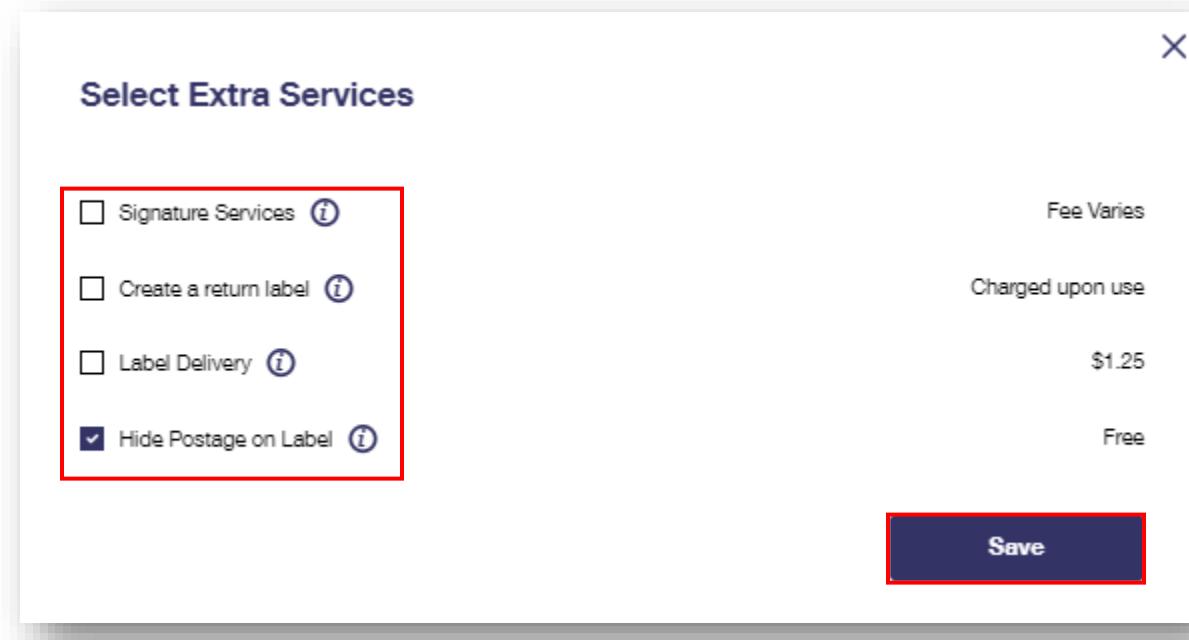
i. Once selected, a **Mailpiece Details** popup modal will be displayed. Enter the details as needed and select **Save**.



c) **Extra Services:** to edit the extra services for a selected label, select **+Add Extra Services**.

All Labels (1213)		Batches (102)							
New Label		Use Address Book		Actions		Add All Complete to Cart >			
		Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels	
1	<input type="checkbox"/>	09/13/2024	Clark Kent CRGB Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage HAZMAT <a href="#">+ Add Extra Services</a>	\$4.38	<a href="#">Add to Cart</a> <span style="float: right;">▼</span>	

i. Once selected, a **Select Extra Services** popup modal will be displayed. Select an Extra Service and select **Save**.

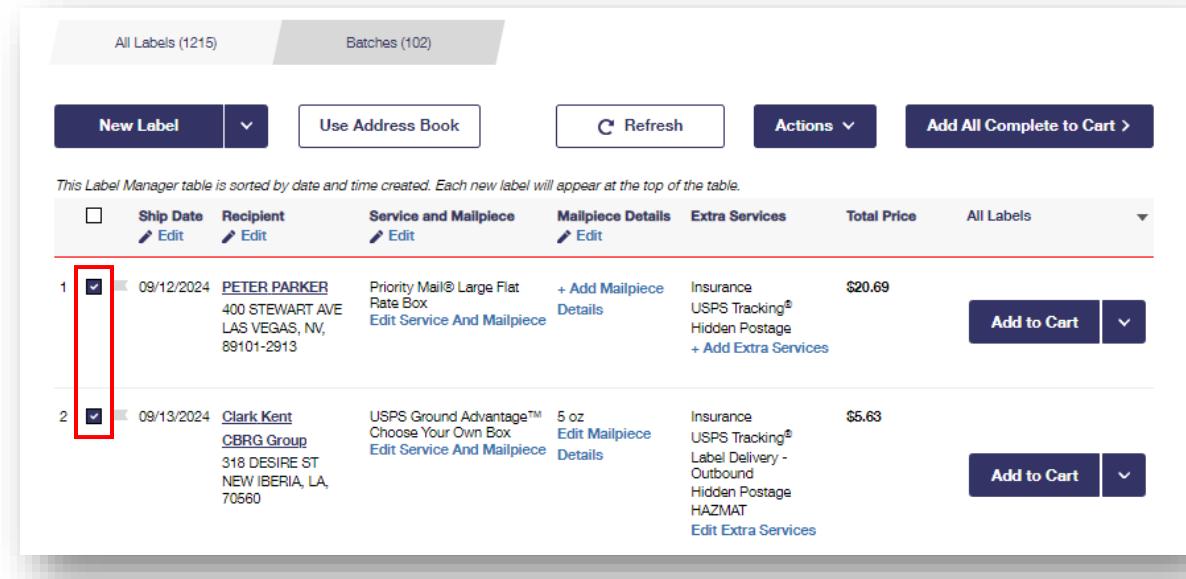


## All Actions for Multiple Labels

There are multiple actions that you can take for multiple label(s) at one time within your Label Manager.

### 1) Select Multiple Label(s)

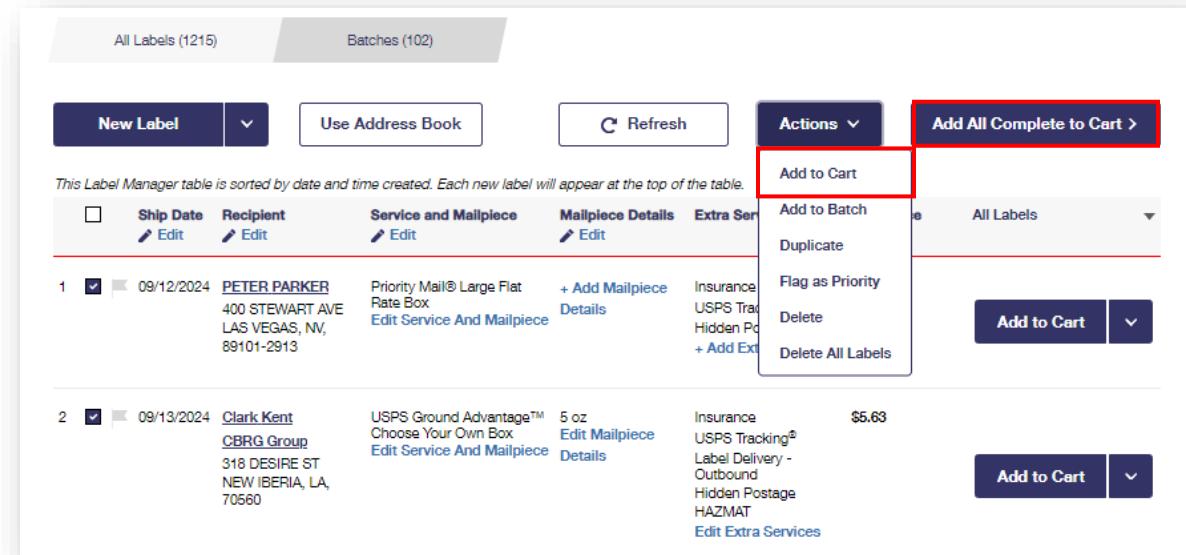
- Select the **Checkbox** of the specific label(s) that you would like to manage or modify.



	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/12/2024	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	<b>Add to Cart</b>
2	<input checked="" type="checkbox"/> 09/13/2024	Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box Edit Service And Mailpiece	5 oz Edit Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT Edit Extra Services	\$5.63	<b>Add to Cart</b>

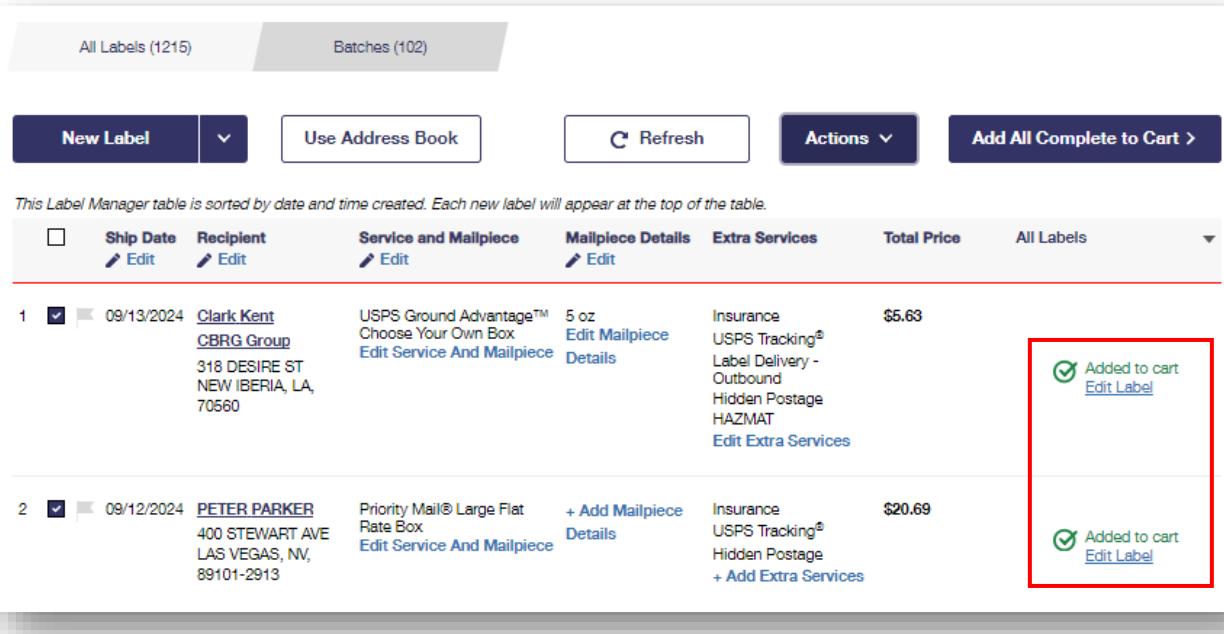
### 2) Perform an Action to the Label(s)

- Add to Cart:** to add the selected label(s) to the Label Cart.



	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/12/2024	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	<b>Add to Cart</b>
2	<input checked="" type="checkbox"/> 09/13/2024	Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box Edit Service And Mailpiece	5 oz Edit Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT Edit Extra Services	\$5.63	<b>Add to Cart</b>

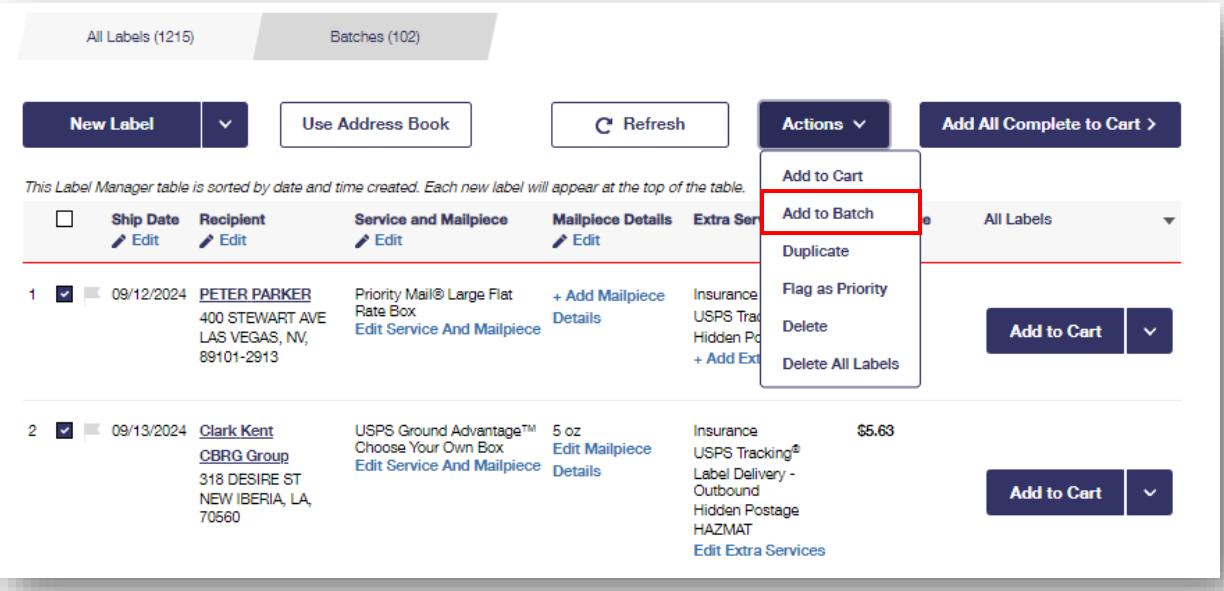
- Once selected, you will see a green **Added to Cart** message letting you know that the label(s) were successfully added to the Label Cart.



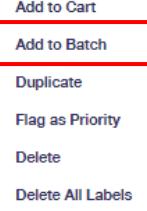
This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

	<input type="checkbox"/> Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/13/2024	Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT <a href="#">Edit Extra Services</a>	\$5.63	 <a href="#">Added to cart</a> <a href="#">Edit Label</a>
2	<input checked="" type="checkbox"/> 09/12/2024	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	 <a href="#">Added to cart</a> <a href="#">Edit Label</a>

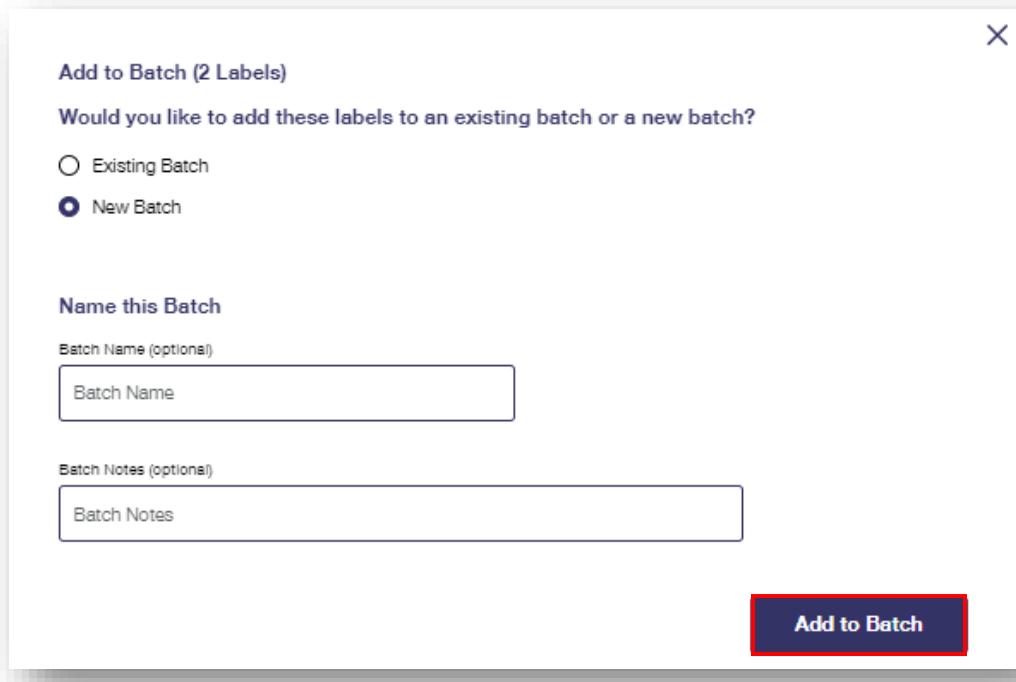
- Add to Batch:** to add the selected label(s) to a Batch, select **Add to Batch**.
  - Note, once the label(s) are added to a batch, you will have the option to Remove from Batch.*



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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/12/2024	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	 <a href="#">Add to Cart</a> <a href="#">Add to Batch</a> <a href="#">Duplicate</a> <a href="#">Flag as Priority</a> <a href="#">Delete</a> <a href="#">Delete All Labels</a>
2	<input checked="" type="checkbox"/> 09/13/2024	Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT <a href="#">Edit Extra Services</a>	\$5.63	 <a href="#">Add to Cart</a>

ii. Once selected, an **Add to Batch** popup modal will be displayed. Select the type of batch, enter the required fields, select **Add to Batch**, and you will be redirected to the **Batch** page.



c) **Duplicate:** to duplicate the selected label(s), select **Duplicate**.

	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services <a href="#">Edit</a>	Actions
1	<input checked="" type="checkbox"/> 09/12/2024	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece <a href="#">Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	<a href="#">Add to Cart</a> <a href="#">Add to Batch</a> <b>Duplicate</b> <span style="border: 1px solid red; padding: 2px;"> </span> <a href="#">Flag as Priority</a> <a href="#">Delete</a> <a href="#">Delete All Labels</a>
2	<input checked="" type="checkbox"/> 09/13/2024	Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT <a href="#">Edit Extra Services</a>	<a href="#">Add to Cart</a>

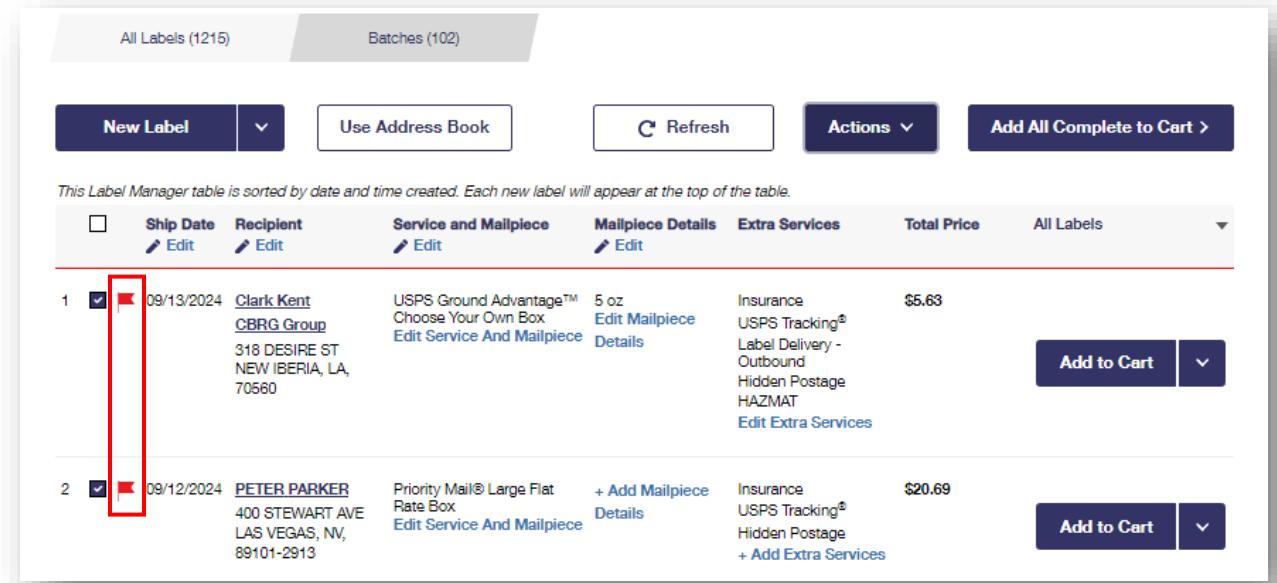
i. Once selected, you will see the **duplicated label(s)** listed within your Label Manager.

	<input type="checkbox"/> Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels	
<i>This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.</i>								
1	<input type="checkbox"/>	09/12/2024 Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT <a href="#">Edit Extra Services</a>	\$5.63	<a href="#">Add to Cart</a> <span>▼</span>	
2	<input type="checkbox"/>	09/12/2024 PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	<a href="#">Add to Cart</a> <span>▼</span>	
3	<input type="checkbox"/>	09/12/2024 PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	<a href="#">Add to Cart</a> <span>▼</span>	
4	<input type="checkbox"/>	09/13/2024 Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT <a href="#">Edit Extra Services</a>	\$5.63	<a href="#">Add to Cart</a> <span>▼</span>	

d) **Flag as Priority:** to flag the selected label(s) as a Priority, select **Flag as Priority**.

	<input type="checkbox"/> Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	<a href="#">Actions</a> <span>▼</span>	<a href="#">Add All Complete to Cart</a> >	
<i>This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.</i>								
1	<input checked="" type="checkbox"/>	09/12/2024 PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	<a href="#">Add to Cart</a> <a href="#">Add to Batch</a> <a href="#">Duplicate</a> <b>Flag as Priority</b> <a href="#">Delete</a> <a href="#">Delete All Labels</a>	<a href="#">Add to Cart</a> <span>▼</span>	
2	<input checked="" type="checkbox"/>	09/13/2024 Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT <a href="#">Edit Extra Services</a>	\$5.63	<a href="#">Add to Cart</a> <span>▼</span>	

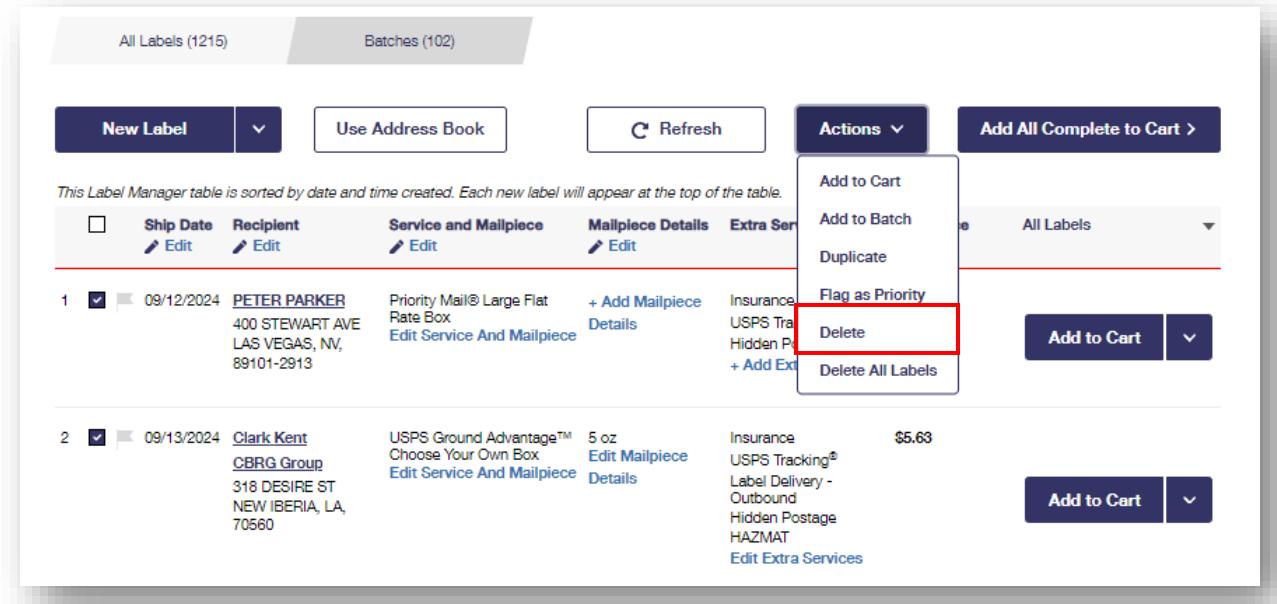
i. Once selected, you will see a **Red Flag** beside the ship date of the selected label(s).



This screenshot shows the 'Label Manager' table interface. The table is sorted by date and time created, with the most recent labels at the top. Two labels are selected, indicated by a checked checkbox in the first column. Each selected row has a red flag icon next to the ship date. The columns include: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. The 'Actions' and 'Add All Complete to Cart' buttons are visible at the top right.

	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/13/2024	Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box Edit Service And Mailpiece	5 oz Edit Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT Edit Extra Services	\$5.63	<b>Add to Cart</b>
2	<input checked="" type="checkbox"/> 09/12/2024	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	<b>Add to Cart</b>

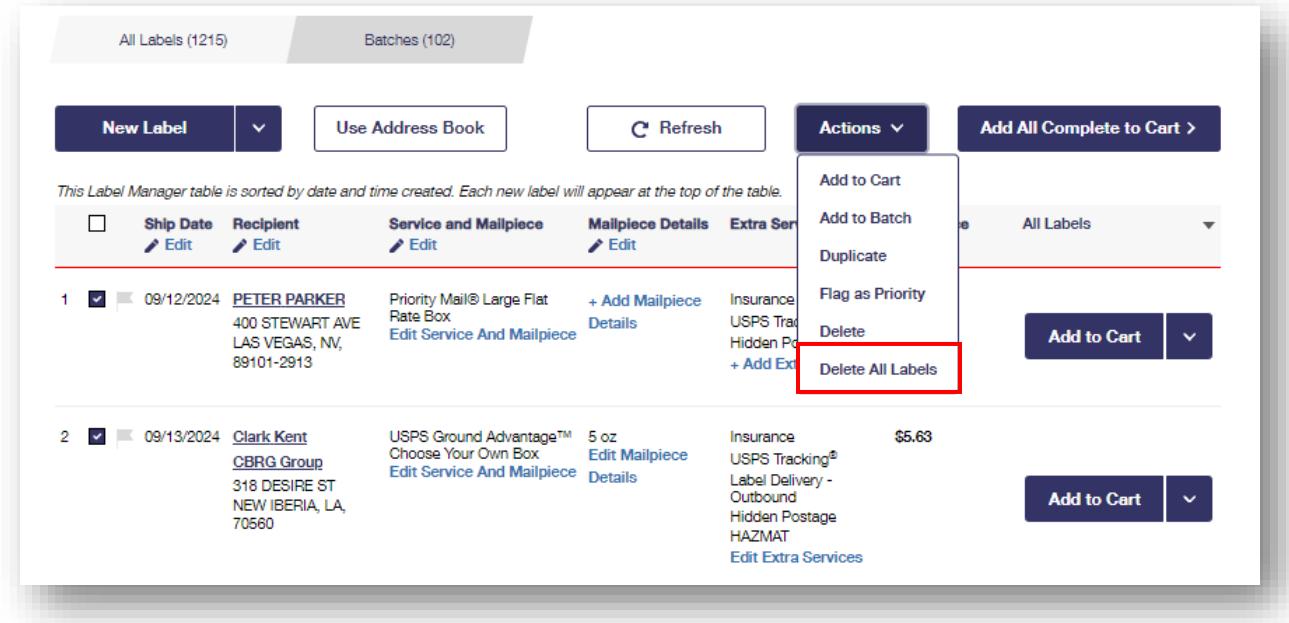
e) **Delete:** to delete the selected label(s) from your Label Manager, select **Delete**.



This screenshot shows the 'Label Manager' table with the 'Actions' dropdown menu open for a selected label. The 'Delete' option is highlighted with a red box. The table structure is identical to the one in the previous screenshot, showing two selected labels with red flags on their ship dates.

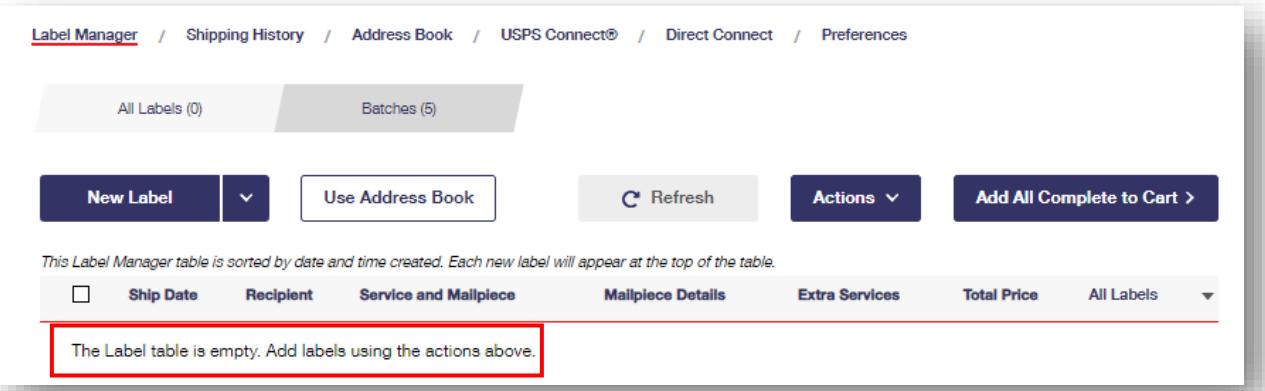
	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/12/2024	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tra Hidden P + Add Ext	\$20.69	<b>Add to Cart</b>
2	<input checked="" type="checkbox"/> 09/13/2024	Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box Edit Service And Mailpiece	5 oz Edit Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT Edit Extra Services	\$5.63	<b>Add to Cart</b>

f) **Delete All Labels:** to delete all of the label(s) within your Label Manager at once, select **Delete All Labels** (*Note, this action is nonreversible*).



This screenshot shows the 'Label Manager' interface. At the top, there are two tabs: 'All Labels (1215)' and 'Batches (102)'. Below the tabs are several buttons: 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The 'Actions' button is open, showing a dropdown menu with options: 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority', 'Delete', and 'Delete All Labels'. The 'Delete All Labels' option is highlighted with a red box. The main table below shows two rows of label information. Row 1 is for 'PETER PARKER' with a checked checkbox. Row 2 is for 'Clark Kent' with a checked checkbox. Each row contains columns for 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', 'Total Price', and an 'Actions' button.

i. Once the Label Manager is cleared, you will see the following message: **The Label table is empty. Add Labels using the actions above.**

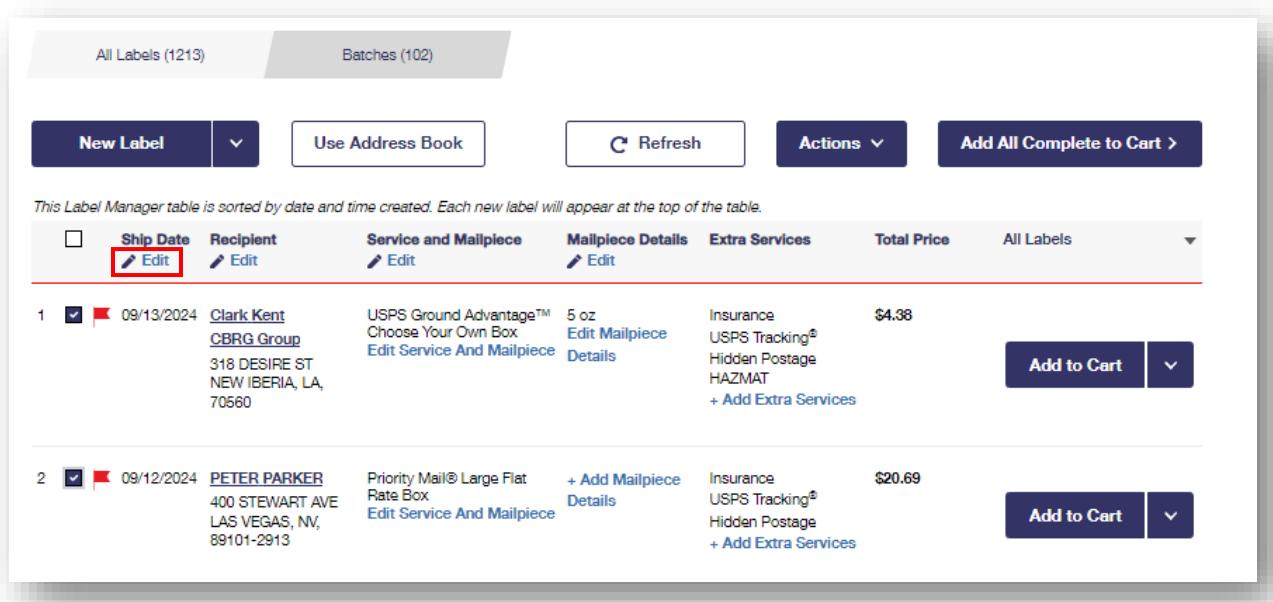


This screenshot shows the 'Label Manager' interface after all labels have been deleted. The top navigation bar includes 'Label Manager', 'Shipping History', 'Address Book', 'USPS Connect®', 'Direct Connect', and 'Preferences'. Below the navigation are the same buttons as the first screenshot: 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The 'Actions' button is open, showing the same dropdown menu. The main table is empty, and a message 'The Label table is empty. Add labels using the actions above.' is displayed in a box at the bottom of the table area, also highlighted with a red box.

### 3) Edit Multiple Label(s)

Within the label manager, you have the ability to edit multiple labels at once (*note, updating a section for one label, will update that same section across all selected labels*).

- Ship Date:** to edit the ship date for multiple selected label(s), select **Edit** under the **Ship Date** section.



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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/13/2024	<a href="#">Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560</a>	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage HAZMAT <a href="#">+ Add Extra Services</a>	\$4.38	<a href="#">Add to Cart</a> <span style="font-size: 10px;">▼</span>
2	<input checked="" type="checkbox"/> 09/12/2024	<a href="#">PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913</a>	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	<a href="#">Add to Cart</a> <span style="font-size: 10px;">▼</span>

- Once selected, an **Edit Ship Date** popup modal will be displayed. Select **ship date** and then select **Save**.



### Edit Ship Date

Shipping Date  
Choose a date up to 7 days from today.

09/12/2024

[Save](#)

b) **Recipient Details:** to edit the recipient details for multiple selected label(s), select **Edit** under the **Recipient** section.

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 Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/>	09/13/2024 <a href="#">Clark Kent</a> CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz Edit Mailpiece Details	Insurance USPS Tracking® Hidden Postage HAZMAT <a href="#">+ Add Extra Services</a>	\$4.38	<a href="#">Add to Cart</a> <span style="float: right;">▼</span>
2	<input checked="" type="checkbox"/>	09/12/2024 <a href="#">PETER PARKER</a> 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	<a href="#">Add to Cart</a> <span style="float: right;">▼</span>

i. Once selected, an **Enter Recipient Details** popup modal will be displayed. Enter the recipient details and select **Save**.

**Enter Recipient Details**  
Recipient information is required before selecting mailpiece services.

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

**Use Address Book**

First Name: Clark      M.I.:      Last Name: Kent

Company: CRGB Group

Country: United States of America

\*Street Address: 318 DESIRE ST      Apt/Suite:

\*City: NEW IBERIA      \*State: LA - Louisiana      \*ZIP Code™: 70560

Reference Number:

Save to Address Book  
 Status Notifications: OFF  
 Hold for Pickup at Post Office™

**Save**

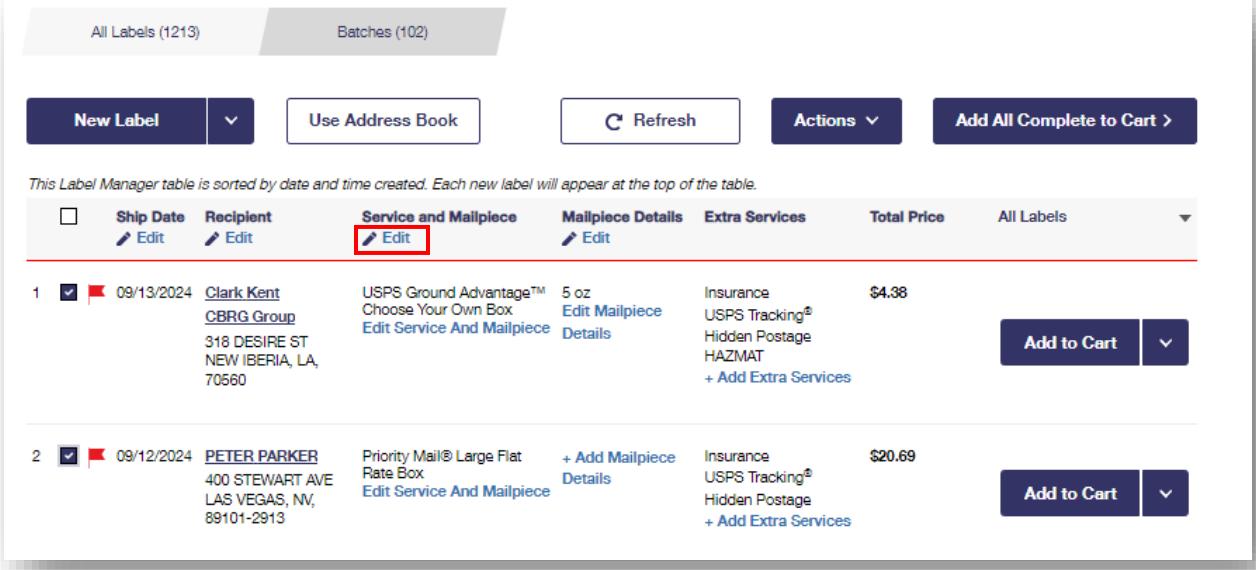
ii. To proceed with updating the recipient details for all of the selected label(s), select **Yes, I want to proceed**.

Are you sure you want to make these changes?

Updating the delivery information for this label will change the available service and mailpiece options. You will have to update the rest of the label information once the delivery address has been changed. Would you like to proceed with updating the delivery address?

**No, I do not want to proceed**      **Yes, I want to proceed**

c) **Service and Mailpiece type:** to edit the service and mailpiece type for multiple selected label(s), select **Edit** under the **Service and Mailpiece**.



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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/>	09/13/2024 <a href="#">Clark Kent</a> <a href="#">CBRG Group</a> 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz Edit Mailpiece Details	Insurance USPS Tracking® Hidden Postage HAZMAT <a href="#">+ Add Extra Services</a>	\$4.38	<a href="#">Add to Cart</a>
2	<input checked="" type="checkbox"/>	09/12/2024 <a href="#">PETER PARKER</a> 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	<a href="#">Add to Cart</a>

i. Once selected, a **Select Service and Mailpiece** popup modal will be displayed. Select / enter the required **Mailpiece Type information** and select **Next**.

**Select Service and Mailpiece (2)**

**Choose Your Mailpiece Type**

USPS® Flat Rate Packaging  
 Choose your own box

Please enter your total weight for these labels. **This will apply to all selected labels.**

These mailpieces have different weights

\*What is the weight of your mailpiece?

0	lb	5	oz
---	----	---	----

\*What are the dimensions of your mailpiece?

Length 6	Width 4	Height 4
-------------	------------	-------------

This mailpiece isn't a standard, rectangular box.

Do any of the below characteristics apply to your mailpiece? [?](#)

None
------

**Next**

ii. Select the **Mailpiece Type** and select **Next**.

**Select Service and Mailpiece (2)**

Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> USPS Ground Advantage™ Choose Your Own Box (Choose your own box)	See Estimated Delivery in Label Manager	See Price in Label Manager
<input type="radio"/> USPS Ground Advantage™ Cubic Choose Your Own Box (Choose your own box)	See Estimated Delivery in Label Manager	See Price in Label Manager
<input type="radio"/> Priority Mail Express® Choose Your Own Box (Choose your own box)	See Estimated Delivery in Label Manager	See Price in Label Manager
<input type="radio"/> Priority Mail® Cubic Choose Your Own Box (Choose your own box)	See Estimated Delivery in Label Manager	See Price in Label Manager
<input type="radio"/> Priority Mail® Choose Your Own Box (Choose your own box)	See Estimated Delivery in Label Manager	See Price in Label Manager

**Back** **Next**

iii. Confirm the Service and Mailpiece type and select **Save**.

**Select Service and Mailpiece (2)**

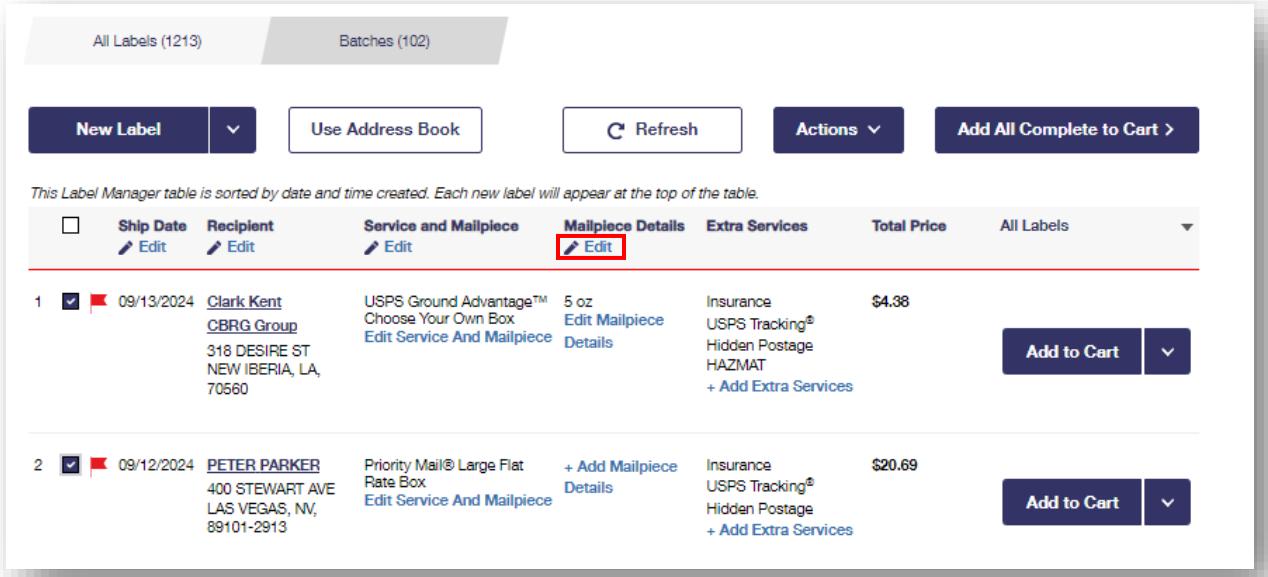
The table below reflects the Service and Mailpiece Types you have chosen for the 2 labels you selected. Review the information below, and click Save to update your labels. Click 'Back' if you need to edit any of the previous information.

Labels (#)	Service and Mailpiece Type	Scheduled Delivery	Price
2 Labels	USPS Ground Advantage™ Choose your own box	See Estimated Delivery in Label Manager	See Price in Label Manager

Note: When adding Service and Mailpiece Types to all labels, delivery dates may vary for each label, and 'Choose Your Own Box' prices will not be available until you save and view prices in the label table.

**Back** **Save**

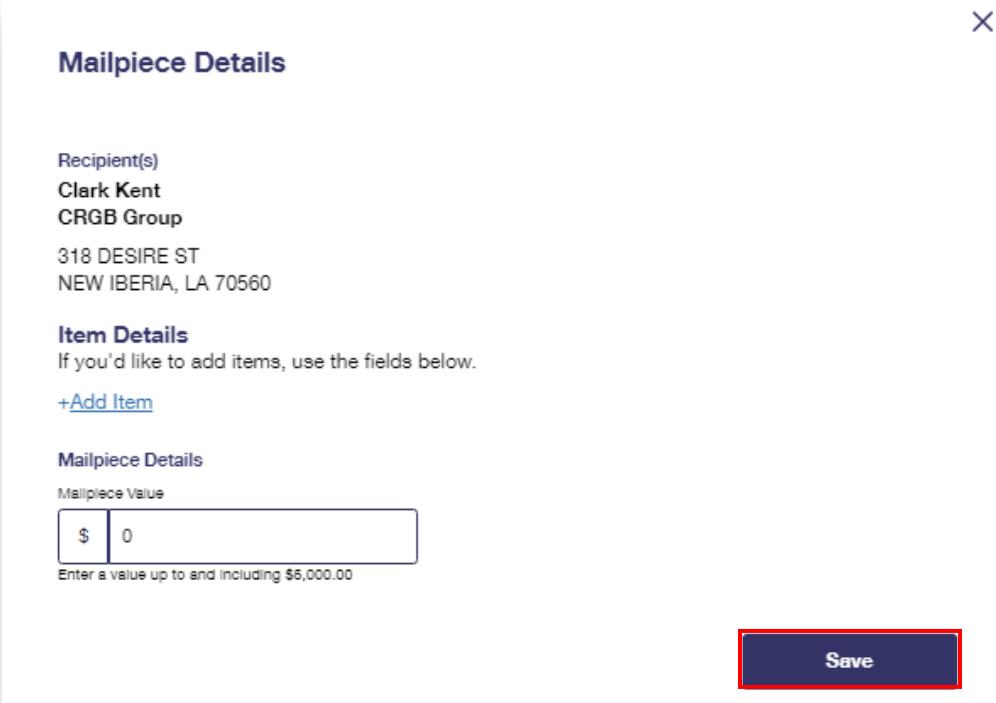
d) **Mailpiece Details:** to edit the mailpiece details for multiple selected label(s), select **Edit** under the **Mailpiece Details** section.



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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/>	09/13/2024	Clark Kent CRBG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage HAZMAT <a href="#">+ Add Extra Services</a>	\$4.38	<a href="#">Add to Cart</a> <span style="font-size: 2em;">▼</span>
2	<input checked="" type="checkbox"/>	09/12/2024	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$20.69	<a href="#">Add to Cart</a> <span style="font-size: 2em;">▼</span>

i. Once selected, a **Mailpiece Details** popup modal will be displayed. Enter the details as needed and select **Save**.



**Mailpiece Details**

**Recipient(s)**  
Clark Kent  
CRBG Group  
318 DESIRE ST  
NEW IBERIA, LA 70560

**Item Details**  
If you'd like to add items, use the fields below.  
[+Add Item](#)

**Mailpiece Details**

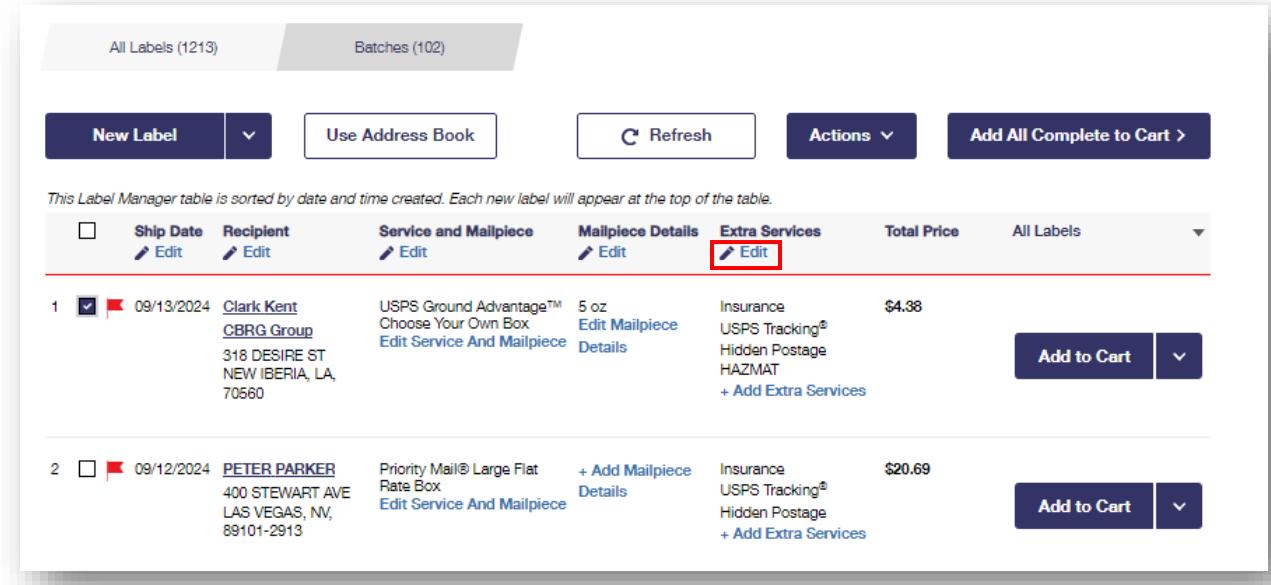
**Mailpiece Value**

\$	0
----	---

Enter a value up to and including \$6,000.00

**Save**

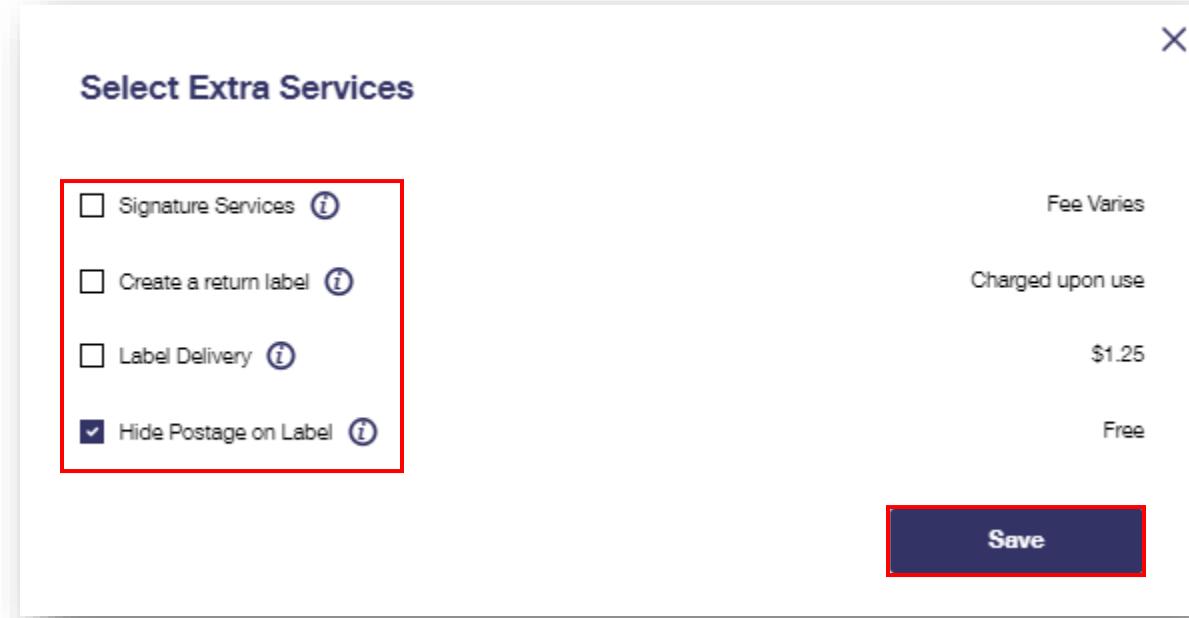
e) **Extra Services:** to edit the extra services for multiple selected label(s), select **Edit** under the **Extra Services** section (*Note, this option will only be available if the selected labels have the same extra services*).



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

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
	<input type="checkbox"/> <a href="#">Edit</a>	<input type="checkbox"/> <a href="#">Edit</a>	<input type="checkbox"/> <a href="#">Edit</a>	<input type="checkbox"/> <a href="#">Edit</a>	<input type="checkbox"/> <a href="#">Edit</a>	<a href="#">\$4.38</a>	<a href="#">▼</a>
1	<input checked="" type="checkbox"/>	09/13/2024 <a href="#">Clark Kent</a> <a href="#">CBRG Group</a> 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	5 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage HAZMAT <a href="#">+ Add Extra Services</a>	<a href="#">\$4.38</a>	<a href="#">Add to Cart</a>
2	<input type="checkbox"/>	09/12/2024 <a href="#">PETER PARKER</a> 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	<a href="#">\$20.69</a>	<a href="#">Add to Cart</a>

i. Once selected, a **Select Extra Services** popup modal will be displayed. Select an Extra Service and select **Save**.

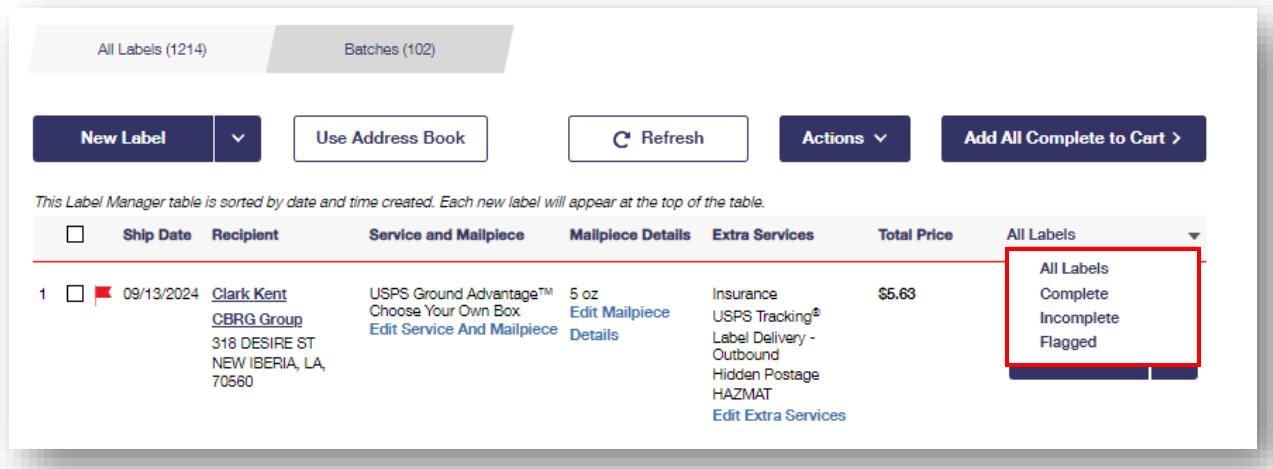


## All Other Actions in All Labels Tab

*There are multiple other actions that you can take within the All Labels tab of your Label Manager.*

### 1) Filter your Label(s)

- To filter your label(s) by a certain category (*All Labels, Complete, Incomplete, or Flagged*), select the **All Labels** dropdown located at the top of the table.

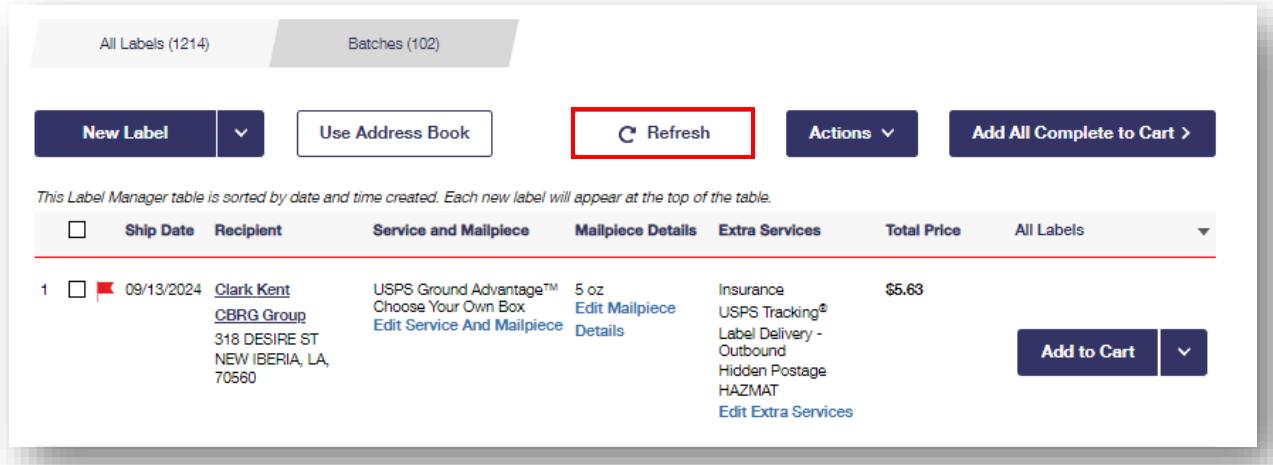


This screenshot shows the 'All Labels' tab in a Label Manager interface. At the top, there are two tabs: 'All Labels (1214)' and 'Batches (102)'. Below the tabs are several buttons: 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. A message below the buttons states, 'This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.' The main area is a table with columns: 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', 'Total Price', and 'All Labels'. The 'All Labels' column contains a dropdown menu with four options: 'All Labels', 'Complete', 'Incomplete', and 'Flagged'. The 'Incomplete' option is highlighted with a red box.

Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
09/13/2024	Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box Edit Service And Mailpiece	5 oz Edit Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT Edit Extra Services	\$5.63	<ul style="list-style-type: none"><li>All Labels</li><li>Complete</li><li>Incomplete</li><li>Flagged</li></ul>

### 2) Refresh your Label Manager

- To refresh your Label Manager, select **Refresh**.



This screenshot shows the 'All Labels' tab in a Label Manager interface. The layout is identical to the previous screenshot, with tabs for 'All Labels (1214)' and 'Batches (102)', and buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. A message below the buttons states, 'This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.' The main table has the same structure as the previous screenshot. The 'Refresh' button is highlighted with a red box. The 'Incomplete' option in the 'All Labels' dropdown is also highlighted with a red box.

Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
09/13/2024	Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box Edit Service And Mailpiece	5 oz Edit Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT Edit Extra Services	\$5.63	<ul style="list-style-type: none"><li>Add to Cart</li></ul>

### 3) Add All Completed Labels to Label Cart

- To add all of the *completed* labels within your Label Manager to the Label Cart at once, select **Add All Complete to Cart**.

All Labels (1214) Batches (102)

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

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

	<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/>	09/13/2024	Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box Edit Service And Mailpiece	5 oz Edit Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT Edit Extra Services	\$5.63	<b>Add to Cart</b>

### 4) Ship to a USPS® Smart Locker (if available)

- If the address for a label is close to a USPS® Smart Locker, you will see a **USPS® Smart Locker banner** displayed underneath that specific label. To select a locker, select **Ship to Locker**.

All Labels (1214) Batches (102)

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

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

	<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/>	09/13/2024	Clark Kent CBRG Group 318 DESIRE ST NEW IBERIA, LA, 70560	USPS Ground Advantage™ Choose Your Own Box Edit Service And Mailpiece	5 oz Edit Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT Edit Extra Services	\$5.63	<b>Add to Cart</b>

**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**



b) Once selected, a **Find Smart Locker** popup modal will be displayed. Select **Ship Here** of the desired USPS® Smart Locker.

**Find Smart Locker**

Street Address: 50 MASSACHUSETTS AVE NE

\*City: WASHINGTON, \*State: DC - District of C, \*ZIP Code™: 20002

\*Radius: 20 miles

**Search**

Enter recipient email address for pickup notification. \*Recipient email (required): email@email.com

7.76 miles away

**Baileys Crossroads Branch**  
6021 LEESBURG PIKE  
FALLS CHURCH, VA 22041

Open now | Closes 11:59 PM

**Ship here**

8.92 miles away

**LINCOLNIA**  
6137 LINCOLNIA RD  
ALEXANDRIA, VA 22312

Open now | Closes 11:59 PM

**Ship here**

c) Once complete, you will see the **Smart Locker logo and details** displayed underneath the Recipient name.

All Labels (695) Batches (13)

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

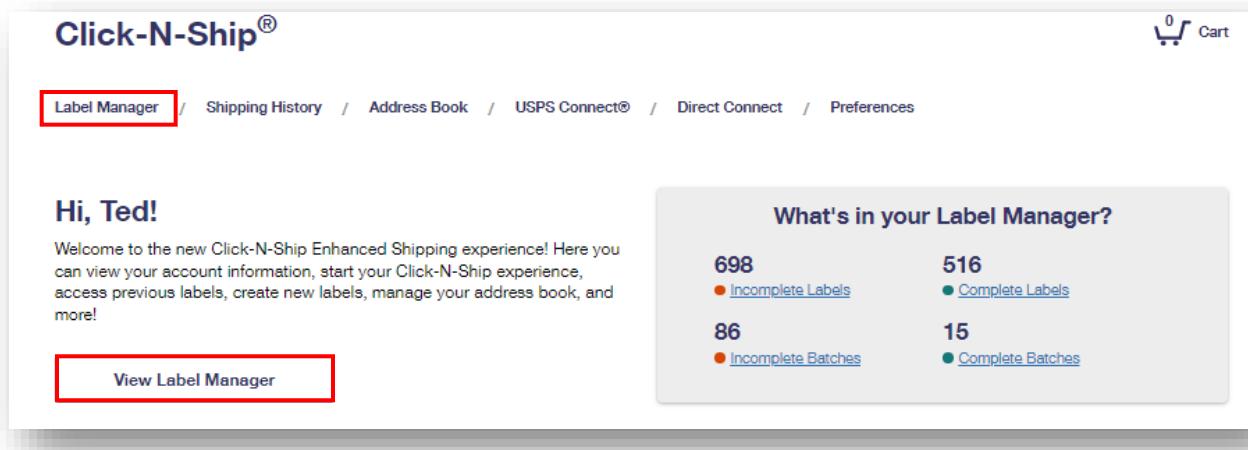
<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 12/12/2023	Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Package</a>	Value: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

## Label Manager – Batches

Within the Batches tab of the Label Manager, you'll be able to edit, organize, and store any batches prior to adding it to your label cart before purchase.

### 1) Access the Label Manager

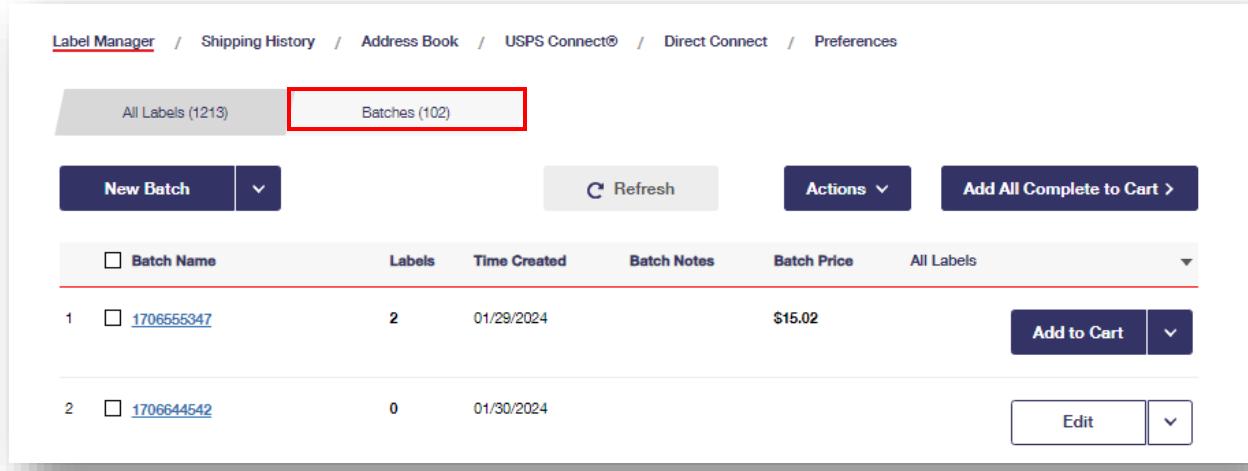
- Option 1: Click on **View Label Manager** located on the main landing page.
- Option 2: Click on **Label Manager** tab in the navigation menu.



The screenshot shows the Click-N-Ship® main landing page. At the top, there is a navigation bar with links: Label Manager (highlighted with a red box), Shipping History, Address Book, USPS Connect®, Direct Connect, and Preferences. To the right of the navigation bar is a shopping cart icon with '0' and the word 'Cart'. Below the navigation bar, a greeting 'Hi, Ted!' is displayed. A large call-to-action button 'View Label Manager' is highlighted with a red box. To the right, a box titled 'What's in your Label Manager?' displays statistics: 698 Incomplete Labels (red dot) and 516 Complete Labels (green dot) in the top row, and 86 Incomplete Batches (red dot) and 15 Complete Batches (green dot) in the bottom row.

### 2) Select Batches View

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



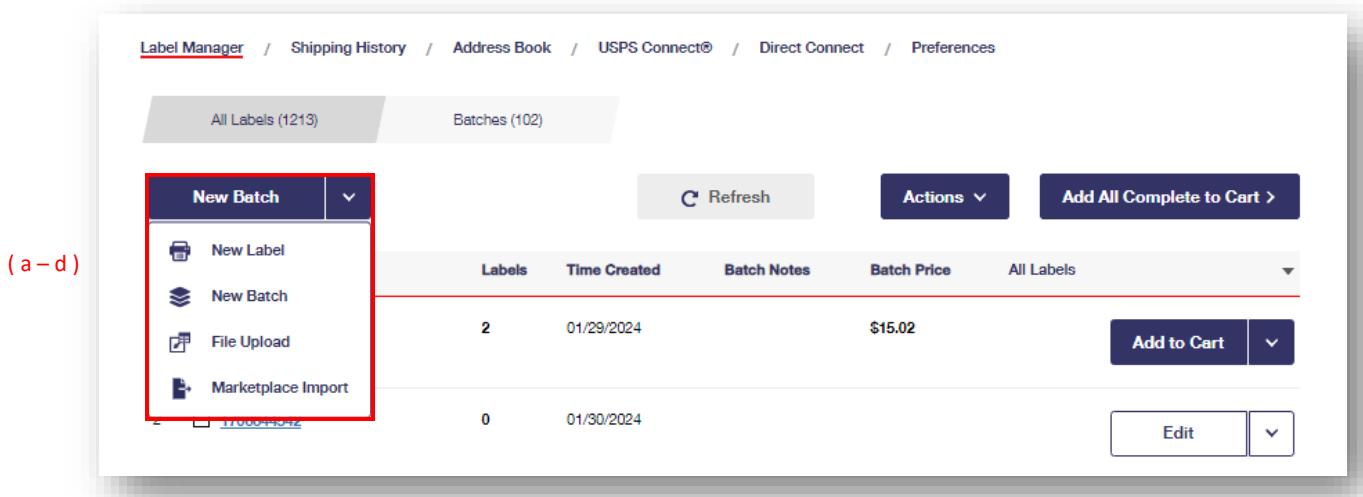
The screenshot shows the Click-N-Ship® Batches view. At the top, there is a navigation bar with links: Label Manager (highlighted with a red box), Shipping History, Address Book, USPS Connect®, Direct Connect, and Preferences. Below the navigation bar, there are two tabs: 'All Labels (1213)' and 'Batches (102)', with 'Batches (102)' highlighted with a red box. Below the tabs, there are buttons for 'New Batch' (with a dropdown arrow), 'Refresh' (with a circular arrow icon), 'Actions' (with a dropdown arrow), and 'Add All Complete to Cart >'. The main area displays a table of batches. The columns are: Batch Name (checkbox), Labels, Time Created, Batch Notes, Batch Price, and All Labels (dropdown arrow). Two batches are listed: 1. Batch Name: 1706555347, Labels: 2, Time Created: 01/29/2024, Batch Price: \$15.02. 2. Batch Name: 1706644542, Labels: 0, Time Created: 01/30/2024. For the first batch, there is an 'Add to Cart' button with a dropdown arrow. For the second batch, there is an 'Edit' button with a dropdown arrow.

## Label Creation via Batches Tab

Create label(s) through your Label Manager by utilizing our different creation methods available.

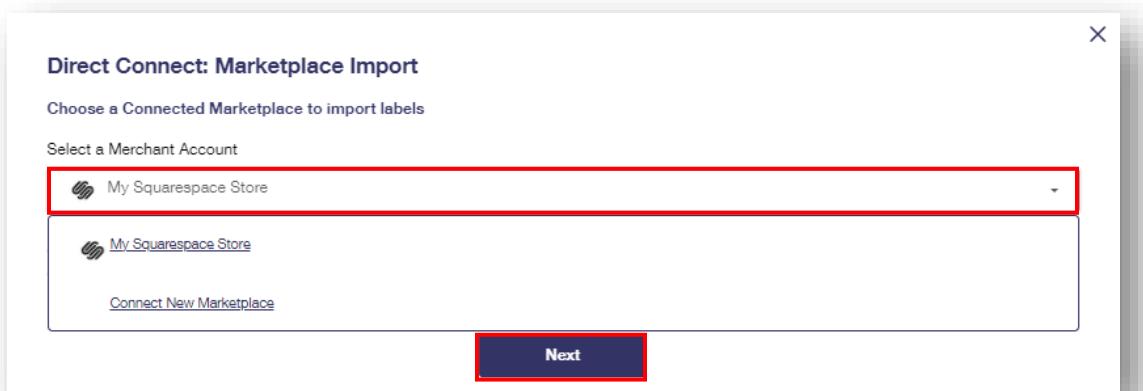
### 1) Create a Label or Batch

- a) To create a new single domestic or international label, select the **New Label dropdown**, select **New Label**, and you'll be redirected to the **Create a Label** page.
- b) To create a Batch, select the **New Label dropdown**, select **New Batch**, and you'll be redirected to the **Create a Batch** page.
- c) To Import a list of labels via File Upload, select the **New Label dropdown**, select **File Upload**, and you'll be redirected to the **Import a List of Labels** page.
- d) To Import order exports from an online marketplace via Direct Connect, select the **New Label dropdown**, and select **Marketplace Import**.



(a – d)

- e) If **Marketplace Import** is selected, a **Direct Connect: Marketplace Import** popup modal will be displayed. Select an **online marketplace** from the dropdown, select **Next**, and you'll be redirected to the **Direct Connect: Import Labels** page.

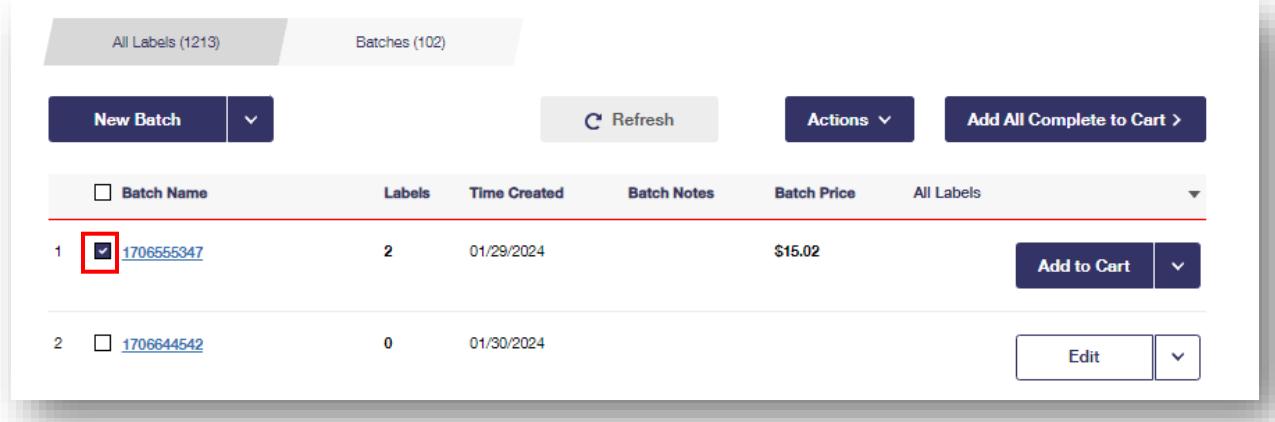


## All Actions for a Single Batch

*There are multiple actions that you can take for a single batch within your Label Manager.*

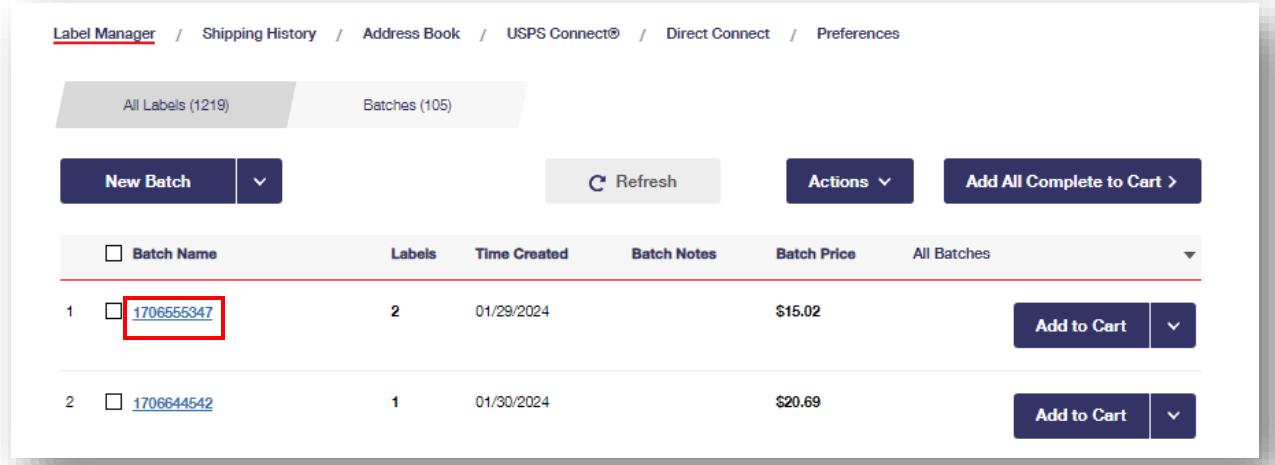
### 1) Select a Batch

- Select the **Checkbox** of the specific batch that you would like to manage or modify.



	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<a href="#">1706555347</a> <input checked="" type="checkbox"/>	2	01/29/2024		\$15.02	<a href="#">Add to Cart</a>
2	<a href="#">1706644542</a> <input type="checkbox"/>	0	01/30/2024			<a href="#">Edit</a>

- If you would like to open up a single batch, you can also select the hyperlinked **Batch Name**.



	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Batches
1	<a href="#">1706555347</a> <input type="checkbox"/>	2	01/29/2024		\$15.02	<a href="#">Add to Cart</a>
2	<a href="#">1706644542</a> <input type="checkbox"/>	1	01/30/2024		\$20.69	<a href="#">Add to Cart</a>

i. Once selected, you will be able to see all of the **labels** within that specific batch.

[Back to Batches](#)

Batch: 1706555347 (2 Labels)

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

Total	\$15.02	Earth Actually 8763 COMANCHE GAP SAN ANTONIO, TX, 78255	None
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**Add Recipient** **Add From File Upload** **Actions** **Add All Complete to Cart**

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

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 09/12/2024	Clark Kent CGBS Group 318 DESIRE ST NEW IBERIA, LA, 70660 Reft#: 2	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® <a href="#">+ Add Extra Services</a>	\$8.18	<b>Add to Cart</b> <input type="button" value="▼"/>

## 2) Perform an Action to the Batch

a) **Add to Cart:** to add the selected batch to the cart, select **Add to Cart**.

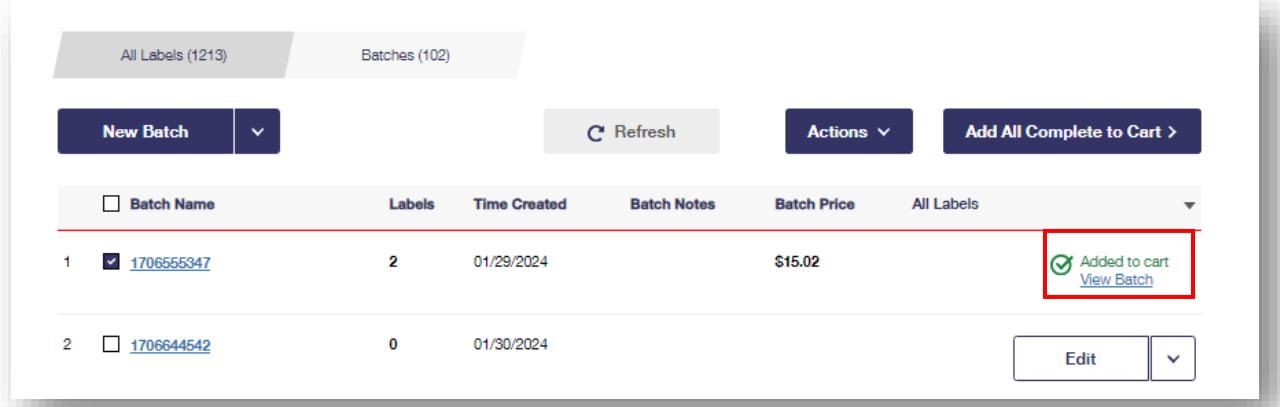
i. *Note, if your batch is missing any required information, you will not see the **Add to Cart** option, but you will see an **Edit** option instead. Once the required information is entered, you will be able to add the batch to the cart from your Label Manager.*

All Labels (1213) Batches (102)

**New Batch** **Refresh** **Actions** **Add All Complete to Cart**

	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<b>Add to Cart</b> <input type="button" value="▼"/>
2	<input type="checkbox"/> 1706644542	0	01/30/2024			<b>Edit</b> <input type="button" value="▼"/>

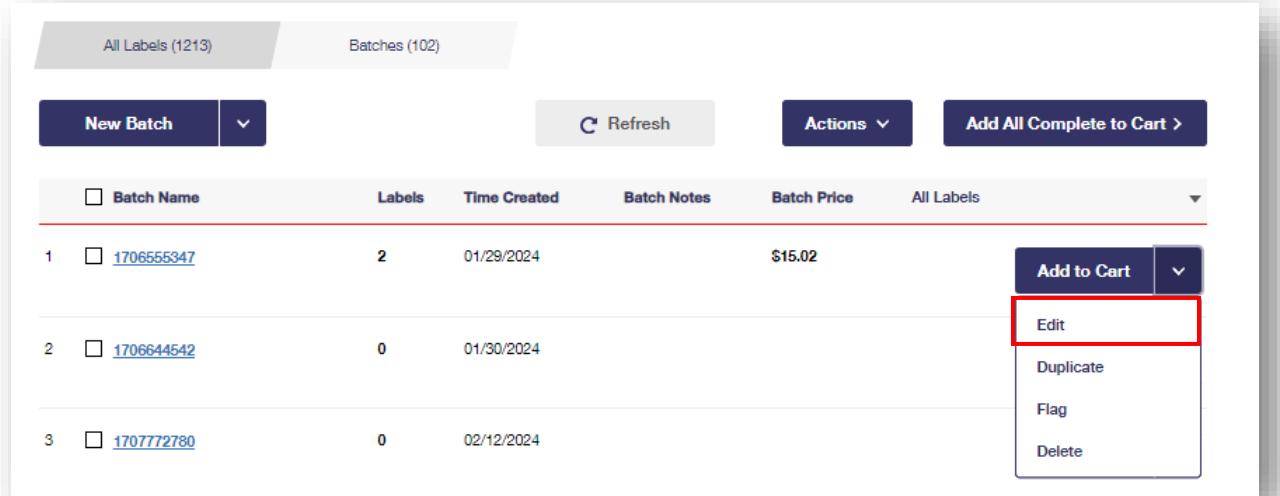
ii. Once selected, you will see a green **Added to Cart** message letting you know that the batch was successfully added to the Label Cart.



The screenshot shows a table of batches. The first row, with ID 1 and name 1706555347, has a checked checkbox. To the right of this row is a green checkmark icon with the text 'Added to cart' and a link 'View Batch', which is enclosed in a red box. The table has columns: Batch Name, Labels, Time Created, Batch Notes, Batch Price, and All Labels.

	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	 Added to cart <a href="#">View Batch</a>
2	<input type="checkbox"/> 1706644542	0	01/30/2024			<a href="#">Edit</a> <a href="#">View</a>

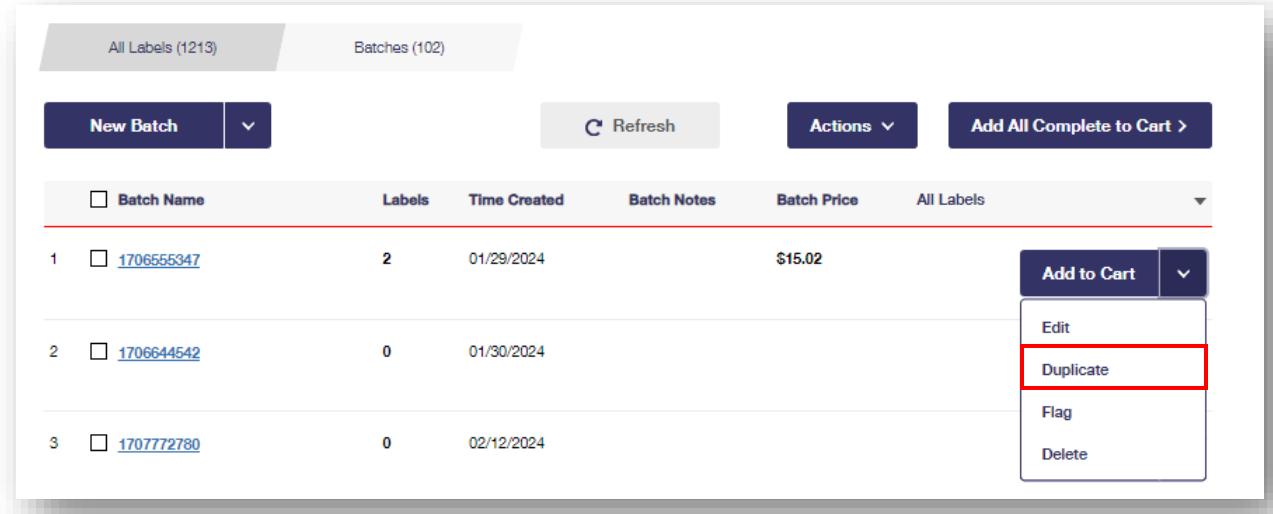
b) **Edit:** to edit the selected batch, select **Edit**, and you will be redirected to **Create a Batch** page.



The screenshot shows a table of batches. The first row, with ID 1 and name 1706555347, has an unchecked checkbox. To the right of this row is a context menu with the following options: 'Add to Cart', 'Edit' (which is highlighted with a red box), 'Duplicate', 'Flag', and 'Delete'. The table has columns: Batch Name, Labels, Time Created, Batch Notes, Batch Price, and All Labels.

	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<a href="#">Add to Cart</a> <a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Flag</a> <a href="#">Delete</a>
2	<input type="checkbox"/> 1706644542	0	01/30/2024			
3	<input type="checkbox"/> 1707772780	0	02/12/2024			

c) **Duplicate:** to duplicate the selected batch, select **Duplicate**.

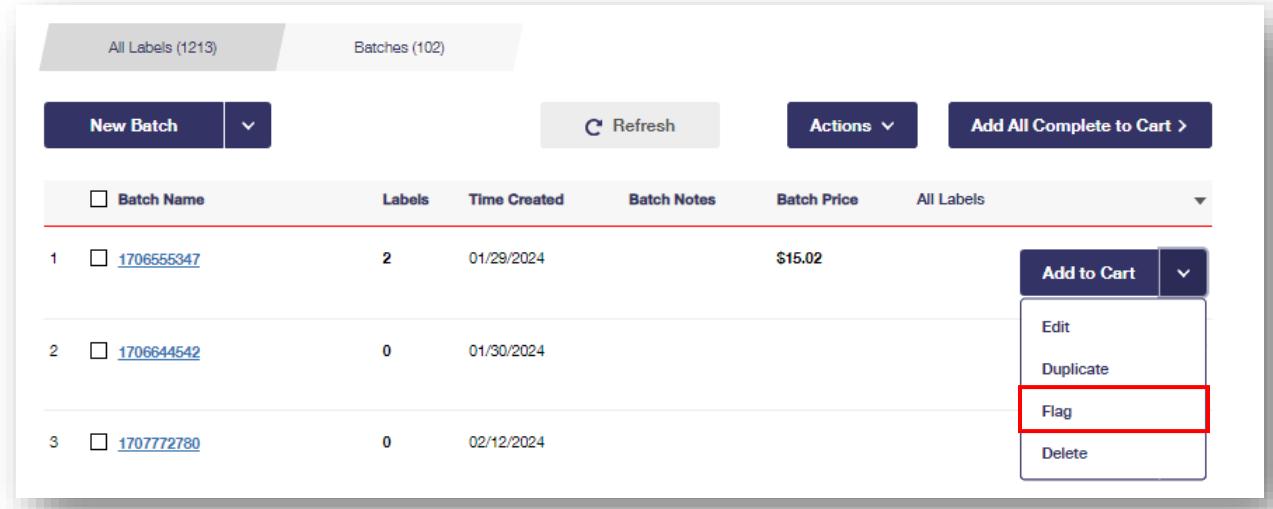


The screenshot shows a software interface for managing batches. At the top, there are two tabs: 'All Labels (1213)' and 'Batches (102)'. Below the tabs, there are buttons for 'New Batch', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The main area is a table with columns: 'Batch Name', 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels'. There are three rows of data:

	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<a href="#">1706555347</a>	2	01/29/2024		\$15.02	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"><span>Add to Cart</span> <span>▼</span></div>
2	<a href="#">1706644542</a>	0	01/30/2024			
3	<a href="#">1707772780</a>	0	02/12/2024			

A context menu is open over the first batch (row 1). The menu options are: 'Add to Cart', 'Edit', 'Duplicate', 'Flag', and 'Delete'. The 'Duplicate' option is highlighted with a red box.

d) **Flag as Priority:** to flag the selected batch as a Priority, select **Flag as Priority**.



The screenshot shows the same software interface as the previous one, but the context menu for the first batch (row 1) has changed. The 'Flag' option is now highlighted with a red box.

- i. Once selected, you will see a **Red Flag** beside the ship date of the labels within the selected batch.

[◀ Back to Batches](#)

Batch: 1706555347 (2 Labels)

Labels in the batch automatically save as you enter information.

Batch Summary		Sender Information		Batch Notes	
Total	\$15.02	Earth Actually 8763 COMANCHE GAP SAN ANTONIO, TX, 78255		None	
				Edit	⟳ Refresh
				Actions ▾	Add All Complete to Cart >

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

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/12/2024	Clark Kent CGBS Group 318 DESIRE ST NEW IBERIA, LA, 70560	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® + Add Extra Services	\$8.18	<input type="button" value="Add to Cart"/> ▾

- e) **Delete:** to delete the selected batch from your Label Manager, select **Delete**.

All Labels (1213)      Batches (102)

[New Batch](#) ▾      ⟳ Refresh      Actions ▾      Add All Complete to Cart >

	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<input type="button" value="Add to Cart"/> ▾
2	<input checked="" type="checkbox"/> 1706644542	0	01/30/2024			
3	<input checked="" type="checkbox"/> 1707772780	0	02/12/2024			

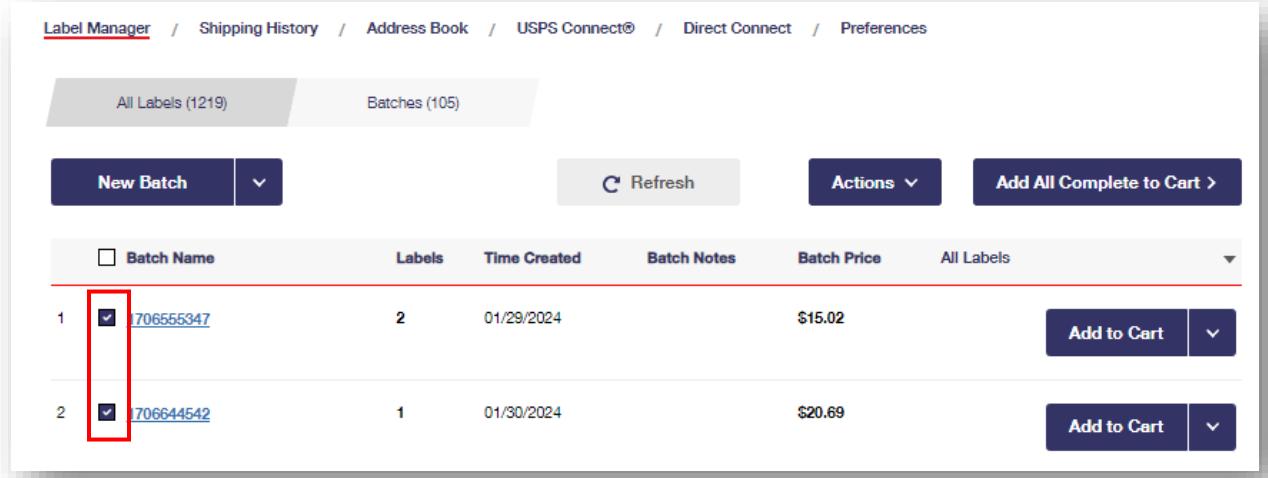
(Delete is highlighted with a red box)

## All Actions for Multiple Batches

*There are multiple actions that you can take for multiple batches at one time within your Label Manager.*

### 1) Select Multiple Batches

- Select the **Checkbox** of the Batches that you would like to manage or modify.

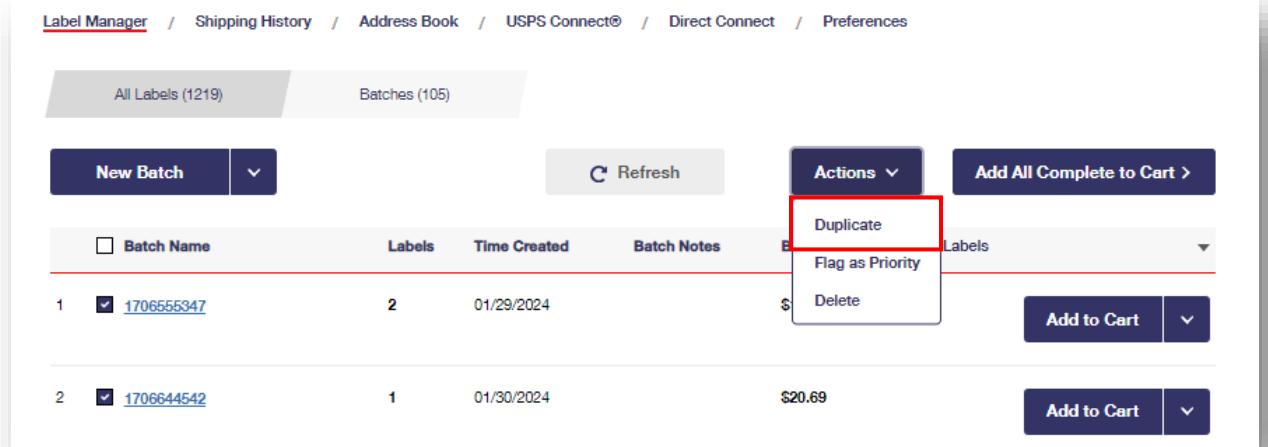


The screenshot shows the 'Label Manager' interface with the 'Batches' tab selected. Two batches are listed: '1706555347' and '1706644542'. Each batch has a checkbox next to its name, which is checked for both. The 'Actions' button is visible above the table, and a 'Batch Name' filter is applied. The table columns include Batch Name, Labels, Time Created, Batch Notes, Batch Price, and an 'Add to Cart' button.

	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<button>Add to Cart</button>
2	<input checked="" type="checkbox"/> 1706644542	1	01/30/2024		\$20.69	<button>Add to Cart</button>

### 2) Perform an Action to the Batches

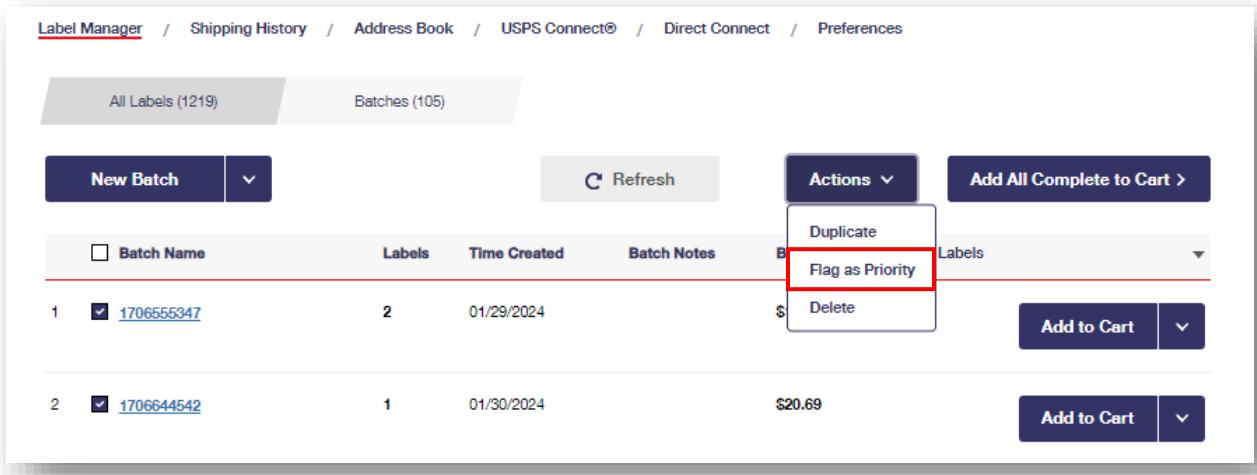
- Duplicate:** to duplicate the selected batches, select **Duplicate**.



The screenshot shows the 'Label Manager' interface with the 'Batches' tab selected. Two batches are listed: '1706555347' and '1706644542'. The 'Actions' button is selected, and a dropdown menu is open, showing 'Duplicate' as the first option. The 'Batch Name' filter is applied. The table columns include Batch Name, Labels, Time Created, Batch Notes, Batch Price, and an 'Add to Cart' button.

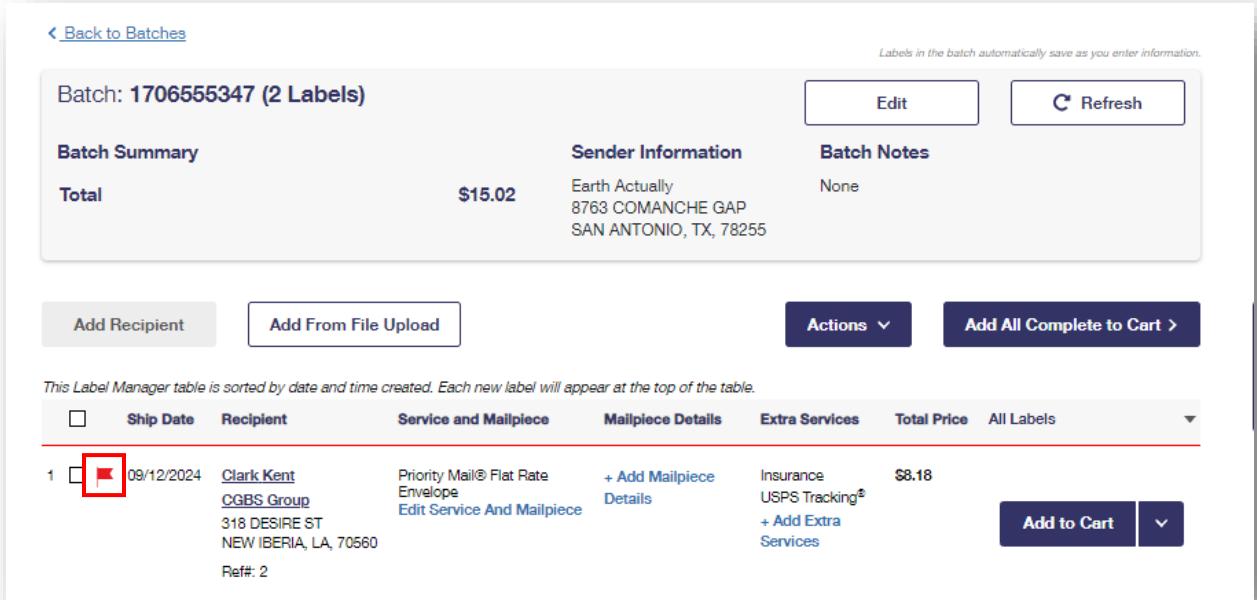
	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<button>Add to Cart</button>
2	<input checked="" type="checkbox"/> 1706644542	1	01/30/2024		\$20.69	<button>Add to Cart</button>

b) **Flag as Priority:** to flag the selected batches as a Priority, select **Flag as Priority**.



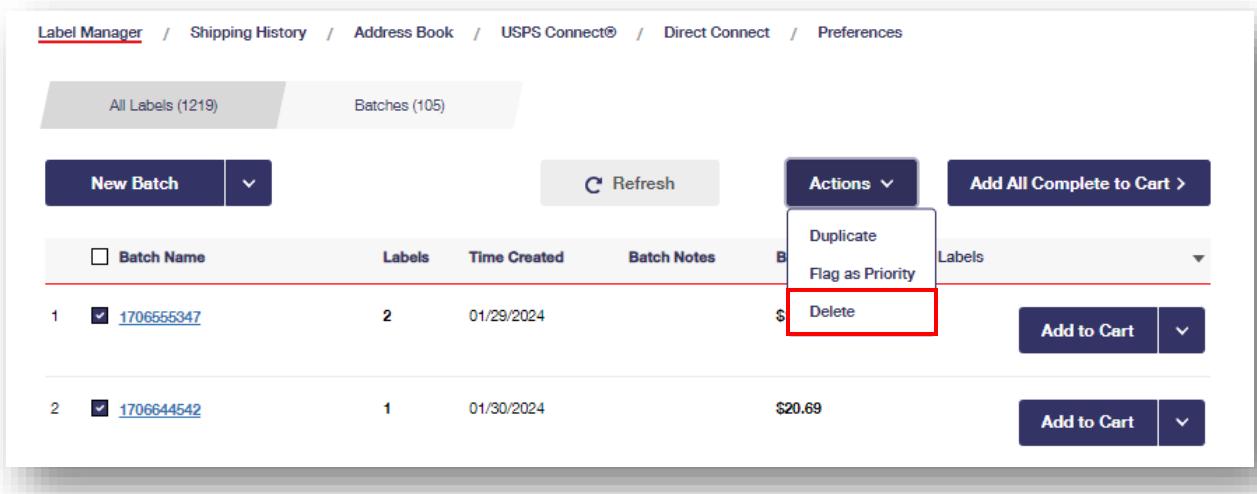
The screenshot shows the 'Label Manager' interface with the 'Batches' tab selected. A dropdown menu is open over a selected batch, with the 'Flag as Priority' option highlighted by a red box. Other options in the menu include 'Duplicate', 'Edit', and 'Delete'.

i. Once selected, you will see a **Red Flag** beside the ship date of the labels within the selected batches.



The screenshot shows the details for a selected batch. The 'Batch Summary' table includes a 'Total' of \$15.02 and a 'Sender Information' section for 'Earth Actually' with the address '8763 COMANCHE GAP, SAN ANTONIO, TX, 78255'. The 'Batch Notes' section is empty. Below the summary is a table with columns: 'Add Recipient', 'Add From File Upload', 'Actions', and 'Add All Complete to Cart'. The 'Actions' column contains a red box around the 'Flag as Priority' icon. The 'Batch Notes' section is empty. The 'Batch' table at the bottom shows the selected label with a red box around the 'Flag as Priority' icon next to the ship date.

c) **Delete:** to delete the selected batches from your Label Manager, select **Delete**.



The screenshot shows the 'Label Manager' interface with the 'Batches' tab selected. A context menu is open over the first batch in the list, with the 'Delete' option highlighted. The menu also includes 'Duplicate' and 'Flag as Priority' options. The table below shows two batches: one with 2 labels created on 01/29/2024 and another with 1 label created on 01/30/2024.

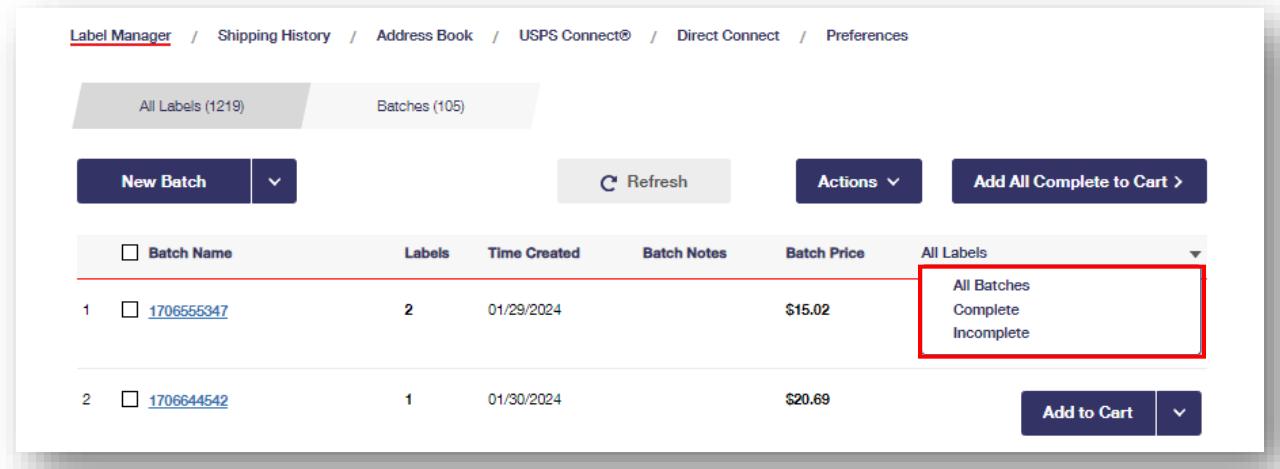
	Batch Name	Labels	Time Created	Batch Notes	
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		<input type="button" value="Delete"/> <input type="button" value="Add to Cart"/>
2	<input checked="" type="checkbox"/> 1706644542	1	01/30/2024	\$20.69	<input type="button" value="Add to Cart"/>

## All Other Actions in Batches Tab

*There are multiple other actions that you can take within the Batch tab of the Label Manager.*

### 1) Filter your Batches

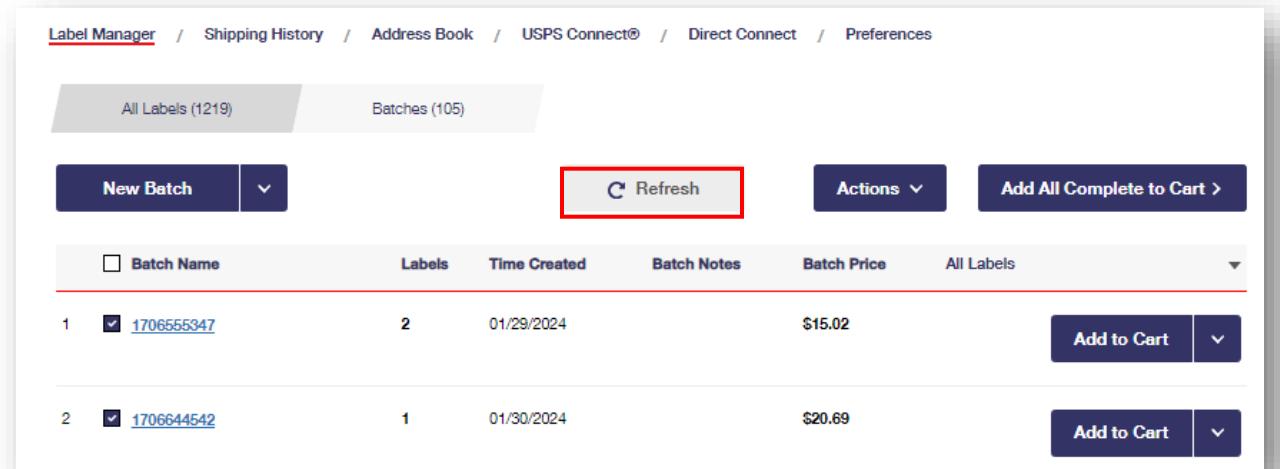
- To filter your label(s) by a certain category (*All Batches, Complete, or Incomplete*), select the **All Labels** dropdown located at the top of the table.



The screenshot shows the 'Label Manager' interface with the 'Batches' tab selected. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, and Preferences. Below the navigation bar, there are two buttons: 'All Labels (1219)' and 'Batches (105)'. A 'New Batch' button with a dropdown arrow is on the left. In the center, there is a 'Refresh' button with a circular arrow icon. To the right of the refresh button are 'Actions' and 'Add All Complete to Cart' buttons. A dropdown menu titled 'All Labels' is open, showing three options: 'All Batches', 'Complete', and 'Incomplete', all of which are highlighted with a red box. The main table below the dropdown shows two batches: Batch 1 (Batch Name: 1706555347, Labels: 2, Time Created: 01/29/2024, Batch Price: \$15.02) and Batch 2 (Batch Name: 1706644542, Labels: 1, Time Created: 01/30/2024, Batch Price: \$20.69). Each row has an 'Add to Cart' button.

### 2) Refresh your Label Manager

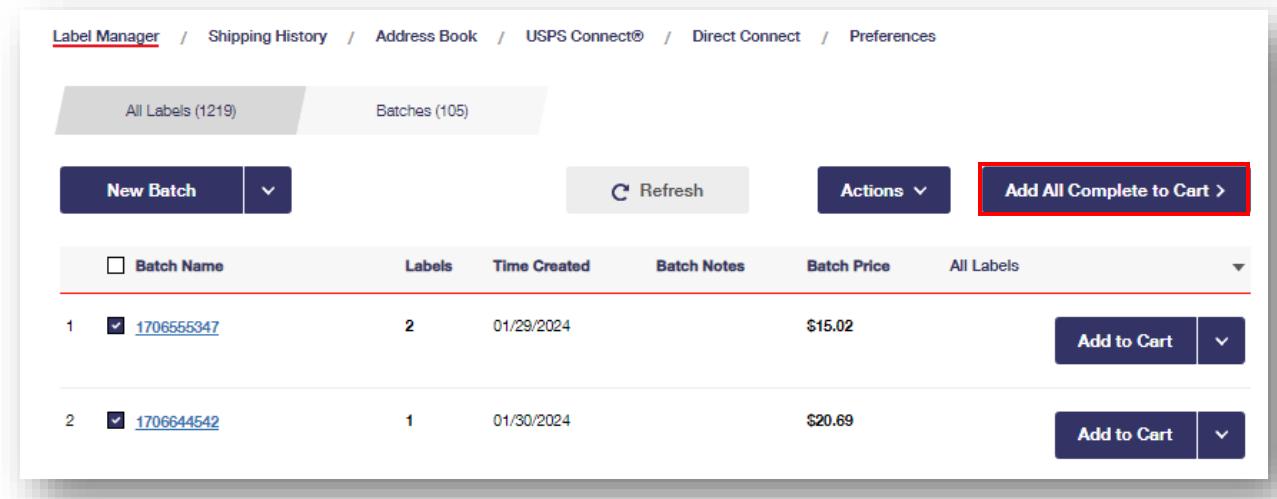
- To refresh your Label Manager, select **Refresh**.



The screenshot shows the 'Label Manager' interface with the 'Batches' tab selected. The layout is identical to the previous screenshot, but the 'Refresh' button in the center is highlighted with a red box. The 'All Labels' dropdown menu is closed. The main table shows the same two batches as before: Batch 1 (Batch Name: 1706555347, Labels: 2, Time Created: 01/29/2024, Batch Price: \$15.02) and Batch 2 (Batch Name: 1706644542, Labels: 1, Time Created: 01/30/2024, Batch Price: \$20.69). Each row has an 'Add to Cart' button.

3) Add All Completed Batches to Label Cart

a) To add all of the *completed* batches within your Label Manager to the Label Cart at once, select **Add All Complete to Cart**.



The screenshot shows the 'Label Manager' interface with the 'Batches' tab selected. There are two completed batches listed:

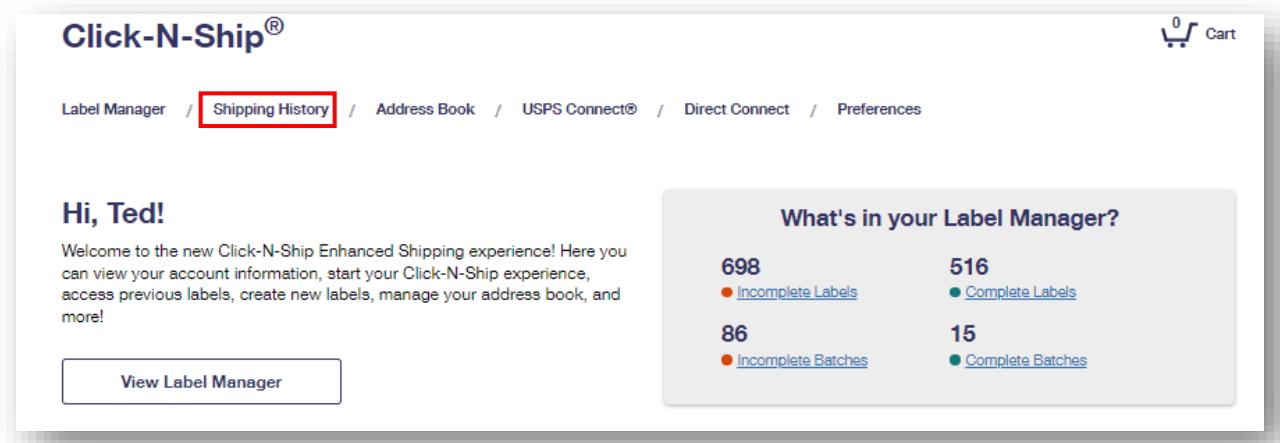
	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 170655347	2	01/29/2024		\$15.02	<b>Add to Cart</b> <span style="float: right;">▼</span>
2	<input checked="" type="checkbox"/> 1706644542	1	01/30/2024		\$20.69	<b>Add to Cart</b> <span style="float: right;">▼</span>

## Shipping History

Within your Shipping History, you will be able to view all the labels or batch of labels that you have purchased through the Enhanced Click-N-Ship® application.

### 1) Access the Shipping History

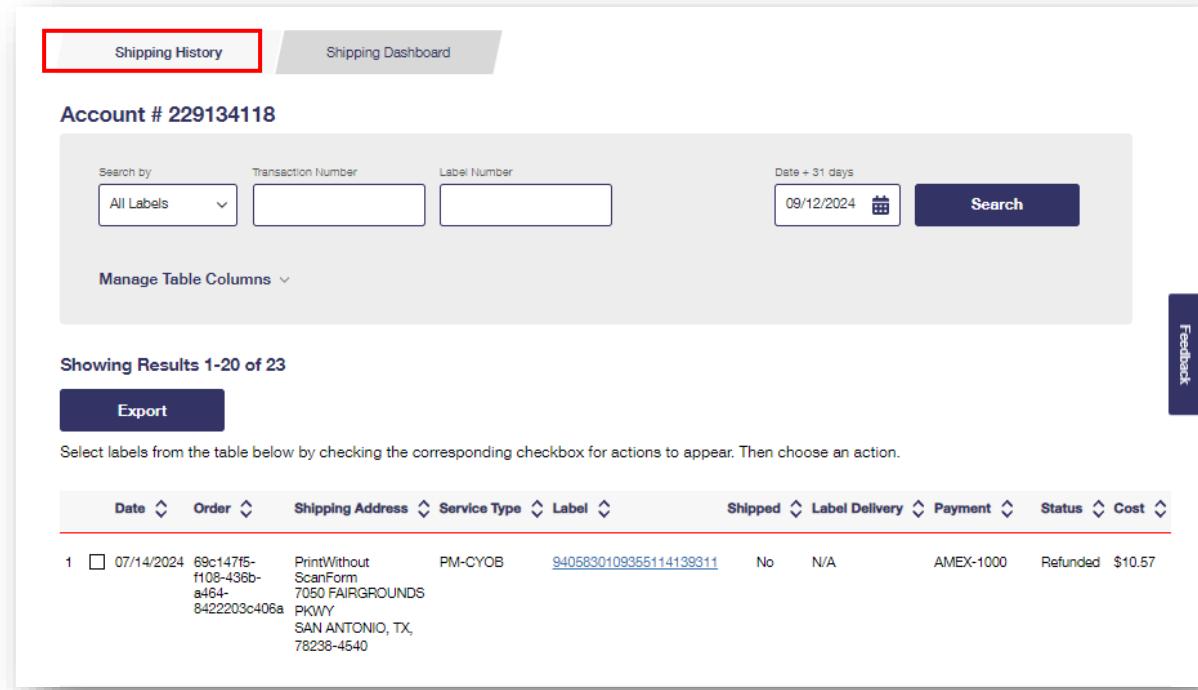
- Click on **Shipping History** tab in the navigation menu.



The screenshot shows the Click-N-Ship application interface. At the top, there is a navigation bar with links: Label Manager, Shipping History (which is highlighted with a red box), Address Book, USPS Connect®, Direct Connect, and Preferences. In the top right corner, there is a shopping cart icon showing '0' items. The main content area starts with a greeting 'Hi, Ted!'. Below the greeting is a welcome message: '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!'. Below this message is a button labeled 'View Label Manager'. To the right of the message is a box titled 'What's in your Label Manager?'. This box contains four items: '698' (Incomplete Labels), '516' (Complete Labels), '86' (Incomplete Batches), and '15' (Complete Batches). Each item has a red dot next to it. The entire screenshot is framed by a thick gray border.

### 2) Select Shipping History Tab

- By default, you will be in the **Shipping History** view.



The screenshot shows the Click-N-Ship Shipping History view. At the top, there is a navigation bar with 'Shipping History' (highlighted with a red box) and 'Shipping Dashboard'. Below the navigation bar is a section titled 'Account # 229134118'. This section includes search fields for 'Search by' (set to 'All Labels'), 'Transaction Number', 'Label Number', and a date range 'Date + 31 days' (set to '09/12/2024') with a calendar icon. There is also a 'Search' button. Below these search fields is a 'Manage Table Columns' dropdown. The main area shows a table with the heading 'Showing Results 1-20 of 23'. There is a 'Export' button. Below the table, a message says 'Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.' The table has columns: Date, Order, Shipping Address, Service Type, Label, Shipped, Label Delivery, Payment, Status, and Cost. The first row of the table is as follows:

	Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost
1	<input type="checkbox"/> 07/14/2024	69c147f5-f108-436b-a464-8422203c406a	PrintWithoutScanForm 7050 FAIRGROUNDS PKWY SAN ANTONIO, TX, 78238-4540	PM-CYOB	<a href="#">9405830109355114139311</a>	No	N/A	AMEX-1000	Refunded	\$10.57

## Searching for Label(s) with Shipping History

Within the Shipping History, you'll be able to filter search for your purchased labels by different categories.

### 1) Search All Labels

- To search your Shipping History by all labels, select **All Labels** from the **Search By dropdown**.
- Select the specific **date**.
- Select **Search**.

The screenshot shows the 'Shipping History' tab selected in the navigation bar. The search bar has 'All Labels' selected in the dropdown. The date range is set to '09/12/2024' and 'Date + 31 days'. The 'Search' button is highlighted with a red box. The results section shows 'Showing Results 1-20 of 23'.

### 2) Search Label(s) by Recipient or Company Name

- To search your Shipping History by Recipient or Company Name, select **Name / Company** from the **Search By dropdown**.
- Enter the **First Name, Last Name, or Company Name** in the respective text field.
- Select the specific **date**.
- Select **Search**.

The screenshot shows the 'Shipping History' tab selected in the navigation bar. The search bar has 'Name/Company' selected in the dropdown. The date range is set to '09/12/2024' and 'Date + 31 days'. The 'Search' button is highlighted with a red box. The results section shows 'Showing Results 1-20 of 23'.

### 3) Search Label(s) by Transaction or Label Number

- a) To search your Shipping History by a specific Transaction or Label Number, select **Transaction / Label** from the **Search By** dropdown.
- b) Enter the **Transaction Number** or **Label Number** in the respective text field.
- c) Select the specific **date**.
- d) Select **Search**.

The screenshot shows the 'Shipping History' section of the Label Manager. At the top, there are tabs for 'Shipping History' (which is selected and highlighted in blue) and 'Shipping Dashboard'. Below the tabs, the account number 'Account # 229134118' is displayed. The search interface is centered, featuring a dropdown menu labeled 'Search by' with options: 'All Labels', 'Name/Company', 'Transaction/Label' (which is highlighted in blue), and 'Refund Transaction'. To the right of the dropdown are two input fields: 'Transaction Number' and 'Label Number', both of which are highlighted with a red box. Further to the right is a date selector labeled 'Date + 31 days' with the date '09/12/2024' and a calendar icon, also highlighted with a red box. A large blue 'Search' button is positioned to the right of the date selector, also highlighted with a red box. The text '(a)', '(b)', '(c)', and '(d)' are placed in red boxes to the left of the corresponding search parameters: the dropdown, the input fields, the date, and the search button respectively.

### 4) Search Label(s) by Refund Transaction

- a) To search your Shipping History by a specific refund transaction, select **Refund Transaction** from the **Search By** dropdown.
- b) Select the specific **date**.
- c) Select **Search**.

The screenshot shows the 'Shipping History' section of the Label Manager. The layout is identical to the previous one, with tabs for 'Shipping History' and 'Shipping Dashboard', and the account number 'Account # 229134118'. The 'Search by' dropdown menu is open, showing 'Refund Transaction' (highlighted in blue), 'All Labels', 'Name/Company', 'Transaction/Label', and 'Refund Transaction' again (highlighted in blue). To the right of the dropdown are the 'Date + 31 days' date selector (with date '09/12/2024' and calendar icon) and the large blue 'Search' button. The text '(a)', '(b)', and '(c)' are placed in red boxes to the left of the corresponding search parameters: the dropdown, the date, and the search button respectively.

## All Actions for Labels within Shipping History

Within the Shipping History, you'll be able to perform multiple actions to one or multiple labels at a time.

### 1) Select Label(s)

- Select the **Checkbox** of the specific label(s) that you would like to modify.

Showing Results 1-20 of 23

**Export**

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

Labels can only be printed up until the label's Ship Date. If you were unable to print a label in time, request a refund for your label and create a new label. X

2 Labels Selected: Choose an action from the dropdown menu. Select Action Go

	Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost
1	<input checked="" type="checkbox"/> 07/14/2024	69c147f5-f108-436b-a464-8422203c406a	PrintWithout ScanForm 7050 FAIRGROUNDS PKWY SAN ANTONIO, TX, 78238-4540	PM-CYOB	<a href="#">9405830109355114139311</a>	No	N/A	AMEX-1000	Refunded	\$10.57
2	<input checked="" type="checkbox"/> 07/14/2024	d1684b4f-f56d-4c02-ae82-31332c5892bd	Smart Email 300 E BONITA AVE SAN DIMAS, CA, 91773-6246	PM-FRE	<a href="#">9405830109355114138611</a>	No	N/A	AMEX-1000	Refunded	\$8.18

## 2) Perform an Action to the Label(s)

- Track:** If you would like to view the USPS® tracking for the selected label, select **Track**.

Showing Results 1-20 of 23

**Export**

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

Labels can only be printed up until the label's Ship Date. If you were unable to print a label in time, request a refund for your label and create a new label. X

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

	Date	Order	Shipping Address	Service Type	Label	Delivery	Payment	Status	Cost
1	<input checked="" type="checkbox"/> 07/14/2024	69c147f5-f108-436b-a464-8422203c406a	PrintWithout ScanForm 7050 FAIRGROUNDS PKWY SAN ANTONIO, TX, 78238-4540	PM-CYOB	<a href="#">9405830109355114138611</a>	No	N/A	AMEX-1000	Refunded \$10.57
2	<input checked="" type="checkbox"/> 07/14/2024	d1684b4f-f56d-4c02-ae82-31332c5892bd	Smart Email 300 E BONITA AVE SAN DIMAS, CA, 91773-6246	PM-FRE	<a href="#">9405830109355114138611</a>	No	N/A	AMEX-1000	Refunded \$8.18

**Select Action** Go

- Track** (Selected)
- Ship Again
- Print
- Save as PDF
- Refund
- Cancel Refund

- Select **Go** and you will be redirected to the **USPS® Tracking page** for that label.

**USPS Tracking®**

**Tracking** / **FAQs >**

**Track Packages Anytime, Anywhere** **Learn More**

Get the free Informed Delivery® feature to receive automated notifications on your packages

Tracking Number: **9405830109355114139311** Remove X

**Copy**  **Add to Informed Delivery**

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

**Get More Out of USPS Tracking:**  **USPS Tracking Plus®**

**Pre-Shipment**  
Shipping Label Created, USPS Awaiting Item  
ARLINGTON, VA 22209  
July 14, 2024, 4:24 pm

**Pre-Shipment, USPS Awaiting Item**  
July 14, 2024

**What Do USPS Tracking Statuses Mean?**

b) **Ship Again:** If you would like to ship the same label again, select **Ship Again**.  
i. Select **Go** and the label will be readded to your Label Cart.

Showing Results 1-20 of 23

**Export**

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

Labels can only be printed up until the label's Ship Date. If you were unable to print a label in time, request a refund for your label and create a new label. X

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

Date	Order	Shipping Address	Service Type	Label	Delivery	Payment	Status	Cost
1 <input checked="" type="checkbox"/> 07/14/2024	69c147f5-f108-436b-a464-8422203c406a	PrintWithout ScanForm 7050 FAIRGROUNDS PKWY SAN ANTONIO, TX, 78238-4540	PM-CYOB	9405830109355114138611	No	N/A	AMEX-1000	Refunded \$10.57
2 <input checked="" type="checkbox"/> 07/14/2024	d1684b4f-f56d-4c02-ae82-31332c5892bd	Smart Email 300 E BONITA AVE SAN DIMAS, CA, 91773-6246	PM-FRE	9405830109355114138611	No	N/A	AMEX-1000	Refunded \$8.18

Select Action Go

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

c) **Print:** If you would like to print the selected label, select **Print**.

Showing Results 1-20 of 23

**Export**

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

Labels can only be printed up until the label's Ship Date. If you were unable to print a label in time, request a refund for your label and create a new label. X

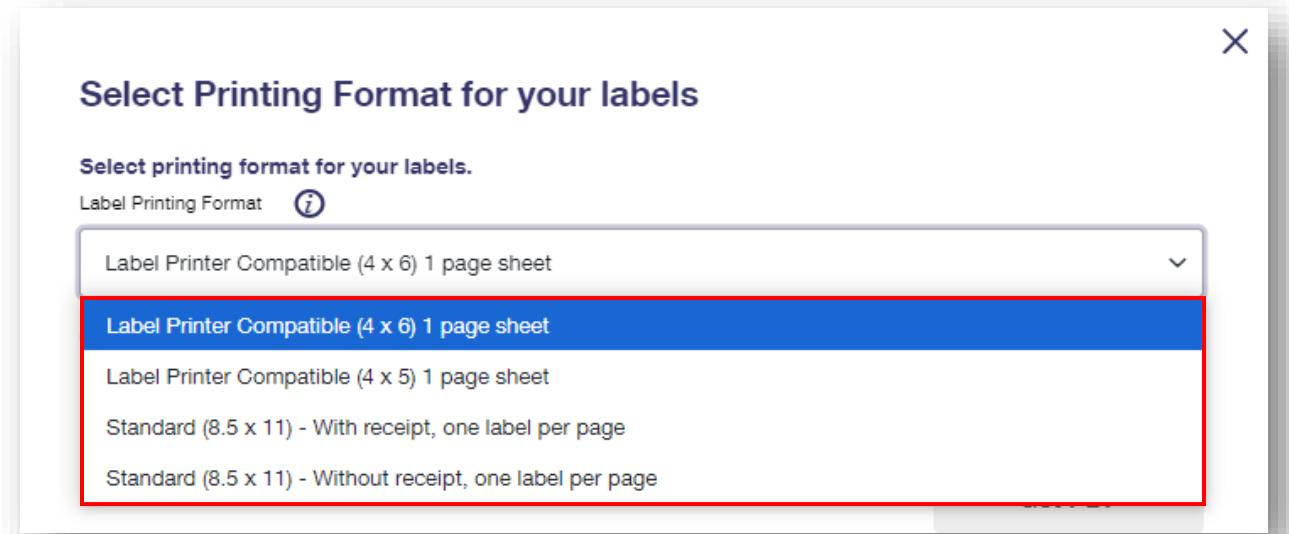
2 Labels Selected: Choose an action from the dropdown menu.

Date	Order	Shipping Address	Service Type	Label	Delivery	Payment	Status	Cost
1 <input checked="" type="checkbox"/> 07/14/2024	69c147f5-f108-436b-a464-8422203c406a	PrintWithout ScanForm 7050 FAIRGROUNDS PKWY SAN ANTONIO, TX, 78238-4540	PM-CYOB	9405830109355114138611	No	N/A	AMEX-1000	Refunded \$10.57
2 <input checked="" type="checkbox"/> 07/14/2024	d1684b4f-f56d-4c02-ae82-31332c5892bd	Smart Email 300 E BONITA AVE SAN DIMAS, CA, 91773-6246	PM-FRE	9405830109355114138611	No	N/A	AMEX-1000	Refunded \$8.18

Select Action Go

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

i. Select **Go** and a **Select Printing Format for your Labels** popup modal will be displayed. Select a **printing format type** and select **Get PDF** to print.



d) **Save as PDF:** If you would like to save the selected label as a PDF, select **Save as PDF**.

Showing Results 1-20 of 23

**Export**

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

Labels can only be printed up until the label's Ship Date. If you were unable to print a label in time, request a refund for your label and create a new label. X

Date		Order		Shipping Address		Service Type		Label		Delivery		Payment		Status		Cost	
1	<input checked="" type="checkbox"/>	07/14/2024	69c147f5-f108-436b-a464-8422203c406a	PrintWithout ScanForm	7050 FAIRGROUNDS PKWY	SAN ANTONIO, TX, 78238-4540	PM-CYOB	940	AMEX-1000	Refunded	\$10.57						
2	<input checked="" type="checkbox"/>	07/14/2024	d1684b4f-f56d-4c02-ae82-31332c5892bd	Smart Email	300 E BONITA AVE	SAN DIMAS, CA, 91773-6246	PM-FRE	9405830109355114138611	No	N/A	AMEX-1000	Refunded	\$8.18				

Select Action

Track

Ship Again

Print

**Save as PDF**

Refund

Cancel Refund

**Go**

i. Select **Go** and a **Select Printing Format for your Labels** popup modal will be displayed. Select a **printing format type** and select **Get PDF** to print.

## Select Printing Format for your labels

Select printing format for your labels.

Label Printing Format 

Label Printer Compatible (4 x 6) 1 page sheet

**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, one label per page

- e) **Refund:** If you would like to request a refund for the selected label, select **Refund**.
- f) **Cancel Refunded:** If you have requested a refund for the selected label and would like to cancel a refund, select **Cancel Refund**.

Showing Results 1-20 of 23

**Export**

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

Labels can only be printed up until the label's Ship Date. If you were unable to print a label in time, request a refund for your label and create a new label. 

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

Select Action

Go

Track

Ship Again

Print

Save as PDF

**Refund**

**Cancel Refund**

(e - f)

	Date	Order	Shipping Address	Service Type	Label	Delivery	Payment	Status	Cost	
1	<input checked="" type="checkbox"/> 07/14/2024	69c147f5-f108-436b-a464-8422203c406a	PrintWithout ScanForm 7050 FAIRGROUNDS PKWY SAN ANTONIO, TX, 78238-4540	PM-CYOB	<a href="#">94...</a>		AMEX-1000	Refunded	\$10.57	
2	<input checked="" type="checkbox"/> 07/14/2024	d1684b4f-f56d-4c02-ae82-31332c5892bd	Smart Email 300 E BONITA AVE SAN DIMAS, CA, 91773-6246	PM-FRE	<a href="#">9405830109355114138611</a>	No	N/A	AMEX-1000	Refunded	\$8.18

## All Actions within a Label(s) Details Page

Within the Shipping History Label Details page, you'll be able to perform multiple actions to that specific label.

### 1) Select Label Number

- Select the **hyperlinked Label Number** of the label that you would like to view.

Showing Results 1-20 of 23

**Export**

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

	Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost
1	<input type="checkbox"/> 07/14/2024	69c147f5-f108-436b-a464-8422203c406a	PrintWithout ScanForm 7050 FAIRGROUNDS PKWY SAN ANTONIO, TX, 78238-4540	PM-CYOB	<a href="#">9405830109355114139311</a>	No	N/A	AMEX-1000	Refunded	\$10.57
2	<input type="checkbox"/> 07/14/2024	d1684b4f-f56d-4c02-ae82-31332c5892bd	Smart Email 300 E BONITA AVE SAN DIMAS, CA, 91773-6246	PM-FRE	<a href="#">9405830109355114138611</a>	No	N/A	AMEX-1000	Refunded	\$8.18

2) Perform an Action to the Label

- a) **USPS® Tracking:** If you would like to view the USPS® tracking for the selected label, select **USPS Track** and you'll be redirected to the USPS® tracking page for that label.
- b) **Ship Again:** If you would like to ship the same label again, select **Ship Again** and the label will be readded to your Label Cart.
- c) **Print /Re-Print:** If you would like to print or reprint your label, select **Print / Re-print**, and a **Select Printing Format for your Labels** popup modal will be displayed where you'll be able to select a **printing format type**.
- d) **Print at the Post Office:** If you would like to print your label at a nearby USPS® Post Office™, select **Print at the Post Office**.
- e) **Save PDF:** If you would like to save your label as a PDF, select **Save PDF**, and a **Select Printing Format for your Labels** popup modal will be displayed where you'll be able to select a **printing format type**.
- f) **Shipping Supplies Status:** If you would like to view the status for your shipping supplies (if selected), select **Shipping Supplies Status**.
- g) **File an Insurance Claim:** If you would like to file an insurance claim for this label, select **Fine an Insurance Claim** and you will be redirected to the [USPS® Claims Portal](#).
- h) **Request a Refund:** If you would like to request a refund, select **Request a Refund**.
- i) **Request a Service Refund:** If you would like to request a service refund, select **Request a Service Refund** and you will be redirected to the [USPS® Service Refund Portal](#).

< Back to Shipping History

Label # 9416430109355005822375

**Terms**

Acceptance Cutoff  
11/02/2023  
12:00 AM

Acceptance Time  
No data

Scheduled Date  
11/06/2023  
12:00 AM

**More Actions** ⓘ

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

**Need Help?** ⓘ

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

**Delivery Status**

Tracking Number  
420630219405830109355042887940

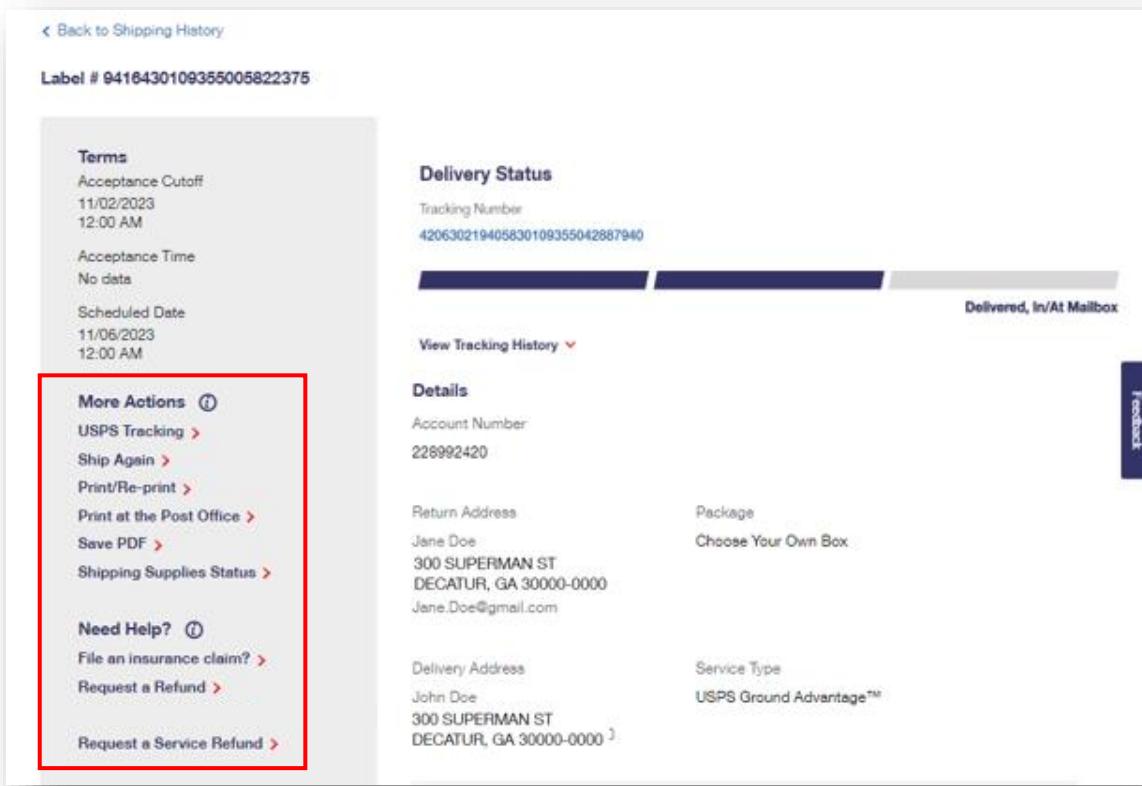
**Delivered, In/At Mailbox**

[View Tracking History](#) ▾

**Details**

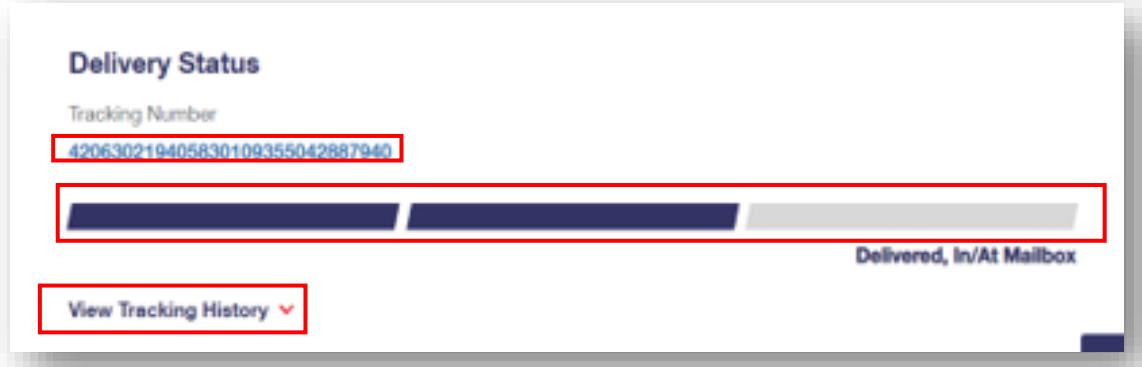
Account Number	228992420
Return Address	Package
Jane Doe	Choose Your Own Box
300 SUPERMAN ST	
DECATUR, GA 30000-0000	
Jane.Doe@gmail.com	
Delivery Address	Service Type
John Doe	USPS Ground Advantage™
300 SUPERMAN ST	
DECATUR, GA 30000-0000	

(a - i)



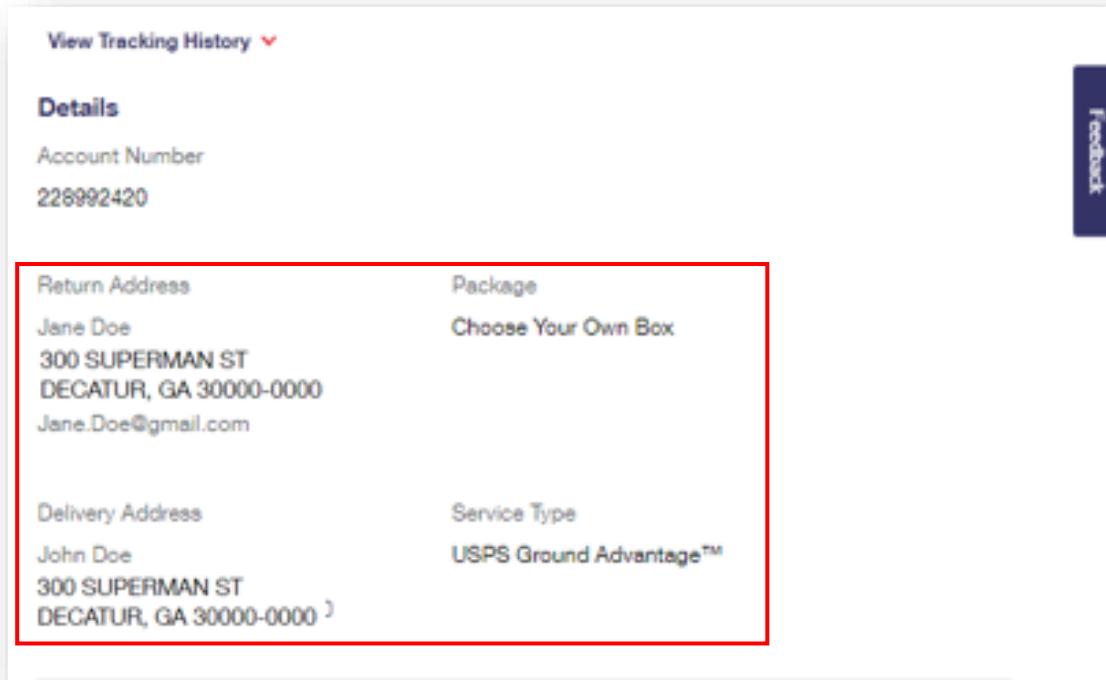
### 3) View Tracking and Delivery Status

- a) If you would like to view the USPS® tracking for the label, select the **hyperlinked Tracking Number** and you'll be redirected to the USPS® tracking page for that label.
- b) If you would like to view the delivery status of the package, refer to the **Delivery Status progress bar**.
- c) To view the entire tracking history, select the **View Tracking History** toggle.



### 4) View Package Details

- a) To view the package details (*such as Return Address, Delivery Address, Package Type, and Service Type*), refer to the **Details** section of the Label Details page.



## 5) View Order Details and Label Summary

- a) To view the **Order Details** (such as the Order Number ID, Transaction Type, Payment Method Type, and Payment Status), refer to the left side of the **Details** section.
- b) To view the **Label Summary**, refer to the right side of the **Details** section.

Service Type	Price
Priority Mail® Legal Flat Rate Envelope	\$8.27
USPS Tracking Electronic	Free
Signature Confirmation™	\$3.50
Insurance	Free
Hidden Postage	Free
<b>Label Total</b>	<b>\$11.77</b>

## 6) View Label History Table

- a) To view all actions made toward the label, refer to the **Label History table** at the bottom of the Label Details page. Here you will see the timestamp along with the action that was performed on that specific label (such as paying, printing, requesting a refund, etc.).

Timestamp	Message
05/01/2024 8:18 PM	LABEL PRINTED: LETTER
05/01/2024 8:18 PM	Getting Payment
05/01/2024 8:16 PM	Setting Payment

## All Other Actions within Shipping History

### 1) Manage Shipping History Table Columns

- a) To modify the columns that are displayed within the Shipping History table, select the **Manage Table Columns** dropdown.
- b) Select the **checkbox** of the columns that you would like to show or hide.
- c) Select **Update Columns**.

The screenshot shows the Shipping History interface with the following elements:

- Header: Shipping History and Shipping Dashboard.
- Section: Account # 229134118.
- Search bar: Search by (All Labels dropdown), Transaction Number, Label Number, Date + 31 days (09/12/2024), and a Search button.
- Section (a): Manage Table Columns (dropdown).
- Section (b): A grid of checkboxes for selecting table columns. The columns are grouped into four columns:
  - Transaction Date, Label Number, Payment Status (checked)
  - Order Number, Shipping Status, User (checked)
  - Service Type, Label Delivery, Cost (checked)
  - Shipping Address, Payment Method (checked)
- Section (c): Update Columns button.

d) Once the table columns are updated, the Shipping History table view will update.  
 Example shown below:

Account # 229134118

Search by  Transaction Number  Label Number  09/12/2024

**Manage Table Columns**

Select table columns to show and hide.

<input checked="" type="checkbox"/> Transaction Date	<input checked="" type="checkbox"/> Order Number	<input checked="" type="checkbox"/> Service Type
<input checked="" type="checkbox"/> Label Number	<input type="checkbox"/> Shipping Status	<input type="checkbox"/> Label Delivery
<input type="checkbox"/> Payment Status	<input type="checkbox"/> User	<input type="checkbox"/> Cost

Shipping Address  
 Payment Method

Showing Results 1-20 of 23

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

	Date	Order	Service Type	Label
1	<input type="checkbox"/> 07/14/2024	69c147f5-f108-436b-a464-8422203c406a	PM-CYOB	<a href="#">9405830109355114139311</a>
2	<input type="checkbox"/> 07/14/2024	d1684b4f-f56d-4c02-ae82-31332c5892bd	PM-FRE	<a href="#">9405830109355114138611</a>

## 2) Sort your Shipping History Table

a) To sort the labels listed within your shipping history table by a specific order, select the **upward** or **downward arrow** of the section that you want to sort by.

Showing Results 1-20 of 23

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

	Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost
1	<input type="checkbox"/> 07/14/2024	69c147f5-f108-436b-a464-8422203c406a	PrintWithout ScanForm 7050 FAIRGROUNDS PKWY SAN ANTONIO, TX, 78238-4540	PM-CYOB	<a href="#">9405830109355114139311</a>	No	N/A	AMEX-1000	Refunded	\$10.57
2	<input type="checkbox"/> 07/14/2024	d1684b4f-f56d-4c02-ae82-31332c5892bd	Smart Email 300 E BONITA AVE SAN DIMAS, CA, 91773-6246	PM-FRE	<a href="#">9405830109355114138611</a>	No	N/A	AMEX-1000	Refunded	\$8.18

### 3) Export your Shipping History

- To export your Shipping History, select **Export** located right above the Shipping History table.

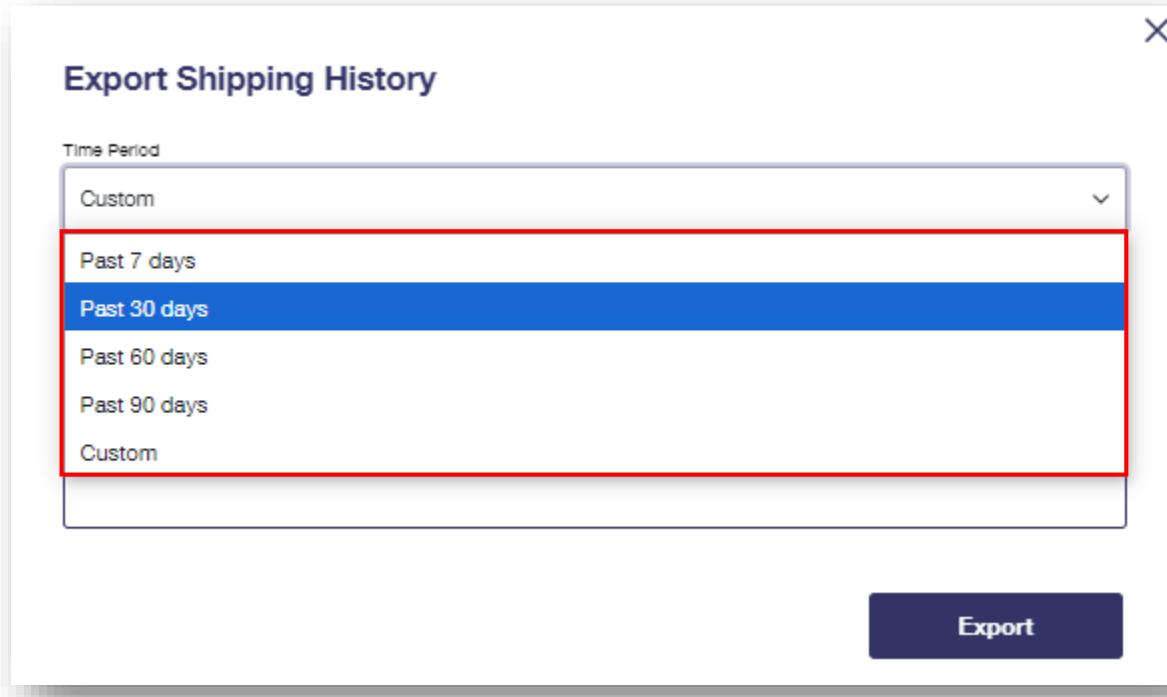
Showing Results 1-20 of 23

**Export**

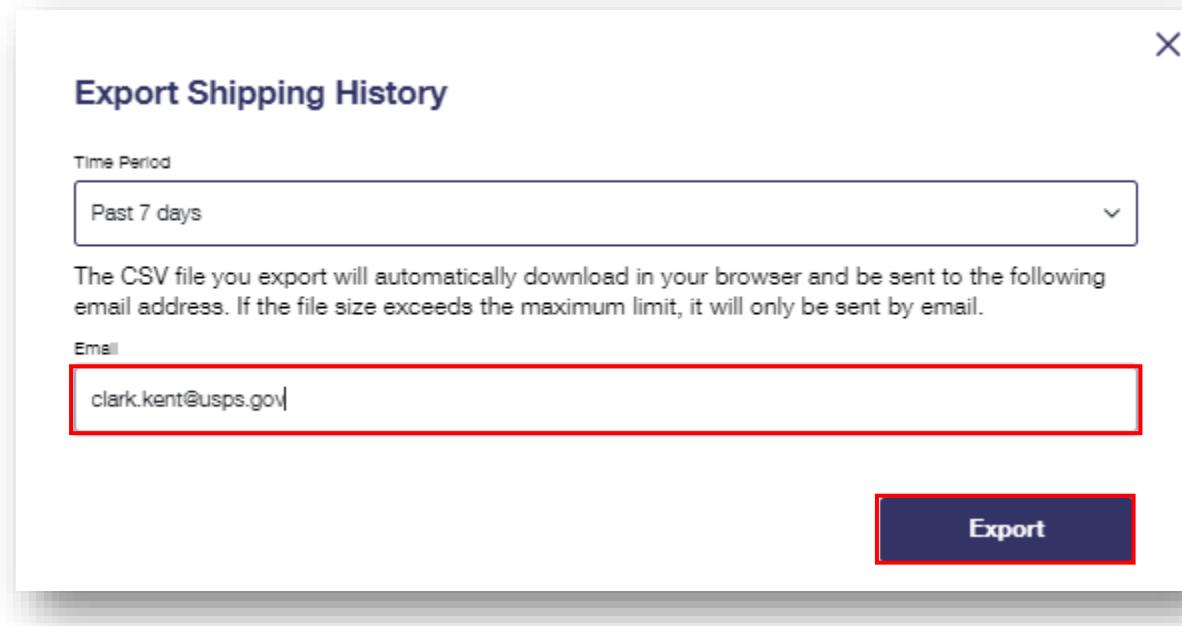
Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

	Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost
1	<input type="checkbox"/> 07/14/2024	69c147f5-f108-436b-a464-8422203c406a	PrintWithout ScanForm 7050 FAIRGROUNDS PKWY SAN ANTONIO, TX, 78238-4540	PM-CYOB	<a href="#">9405830109355114139311</a>	No	N/A	AMEX-1000	Refunded	\$10.57
2	<input type="checkbox"/> 07/14/2024	d1684b4f-f56d-4c02-ae82-31332c5892bd	Smart Email 300 E BONITA AVE SAN DIMAS, CA, 91773-6246	PM-FRE	<a href="#">9405830109355114138611</a>	No	N/A	AMEX-1000	Refunded	\$8.18

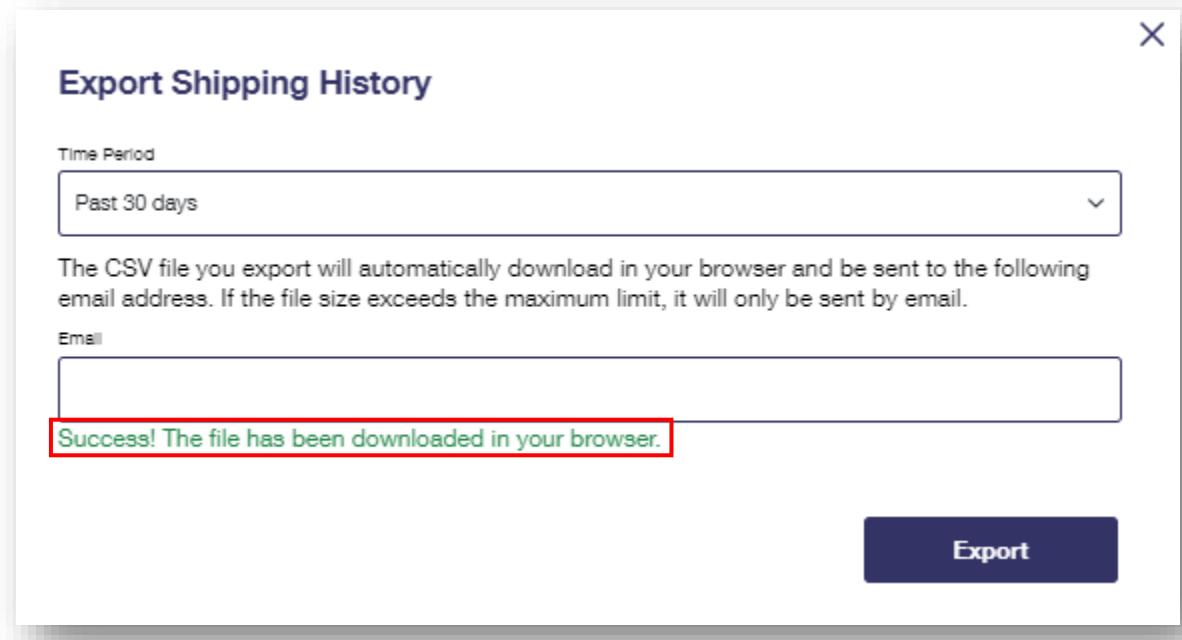
- Once selected, an **Export Shipping History** popup modal will be displayed. Select the **Time Period** as needed.



- c) Once the Time Period is selected, you can also choose to receive a copy of the exported Shipping History CSV file via email by entering it in the **Email** text field (optional).
- d) Once ready to export, select **Export**.



- e) If the export is successful, you will see a green **Success** message.

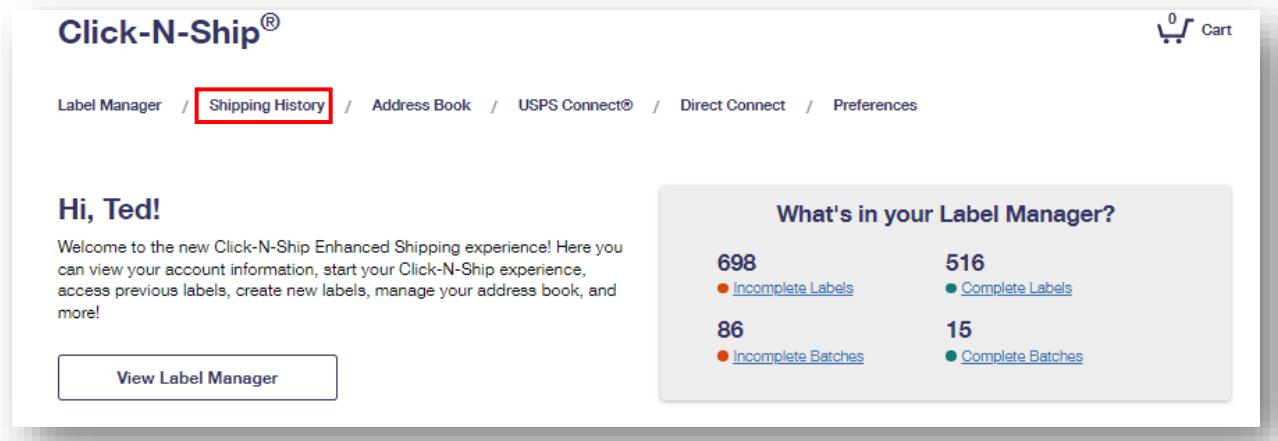


## Shipping Dashboard

Within your Shipping Dashboard, you will be able to see an analytical overview of the labels that you have created, purchased, and shipped through the Enhanced Click-N-SHIP® application.

### 1) Access the Shipping History

- Click on **Shipping History** tab in the navigation menu.



Click-N-SHIP®

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

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!

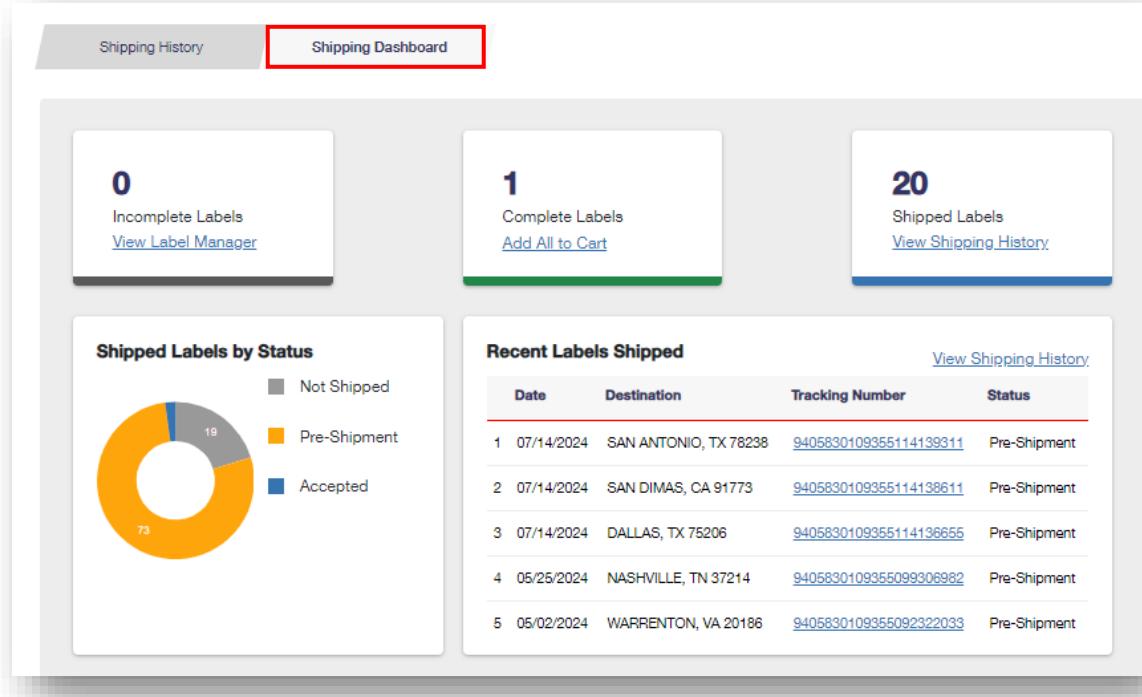
[View Label Manager](#)

**What's in your Label Manager?**

698	516
● <a href="#">Incomplete Labels</a>	● <a href="#">Complete Labels</a>
86	15
● <a href="#">Incomplete Batches</a>	● <a href="#">Complete Batches</a>

### 2) Select Shipping Dashboard Tab

- By default, you will be in the **Shipping Dashboard** view.



Shipping History / **Shipping Dashboard**

**0** Incomplete Labels [View Label Manager](#)

**1** Complete Labels [Add All to Cart](#)

**20** Shipped Labels [View Shipping History](#)

**Shipped Labels by Status**

Not Shipped	19
Pre-Shipment	73
Accepted	0

**Recent Labels Shipped**

Date	Destination	Tracking Number	Status
1 07/14/2024	SAN ANTONIO, TX 78238	<a href="#">9405830109355114139311</a>	Pre-Shipment
2 07/14/2024	SAN DIMAS, CA 91773	<a href="#">9405830109355114138611</a>	Pre-Shipment
3 07/14/2024	DALLAS, TX 75206	<a href="#">9405830109355114136655</a>	Pre-Shipment
4 05/25/2024	NASHVILLE, TN 37214	<a href="#">9405830109355099306982</a>	Pre-Shipment
5 05/02/2024	WARRENTON, VA 20186	<a href="#">9405830109355092322033</a>	Pre-Shipment

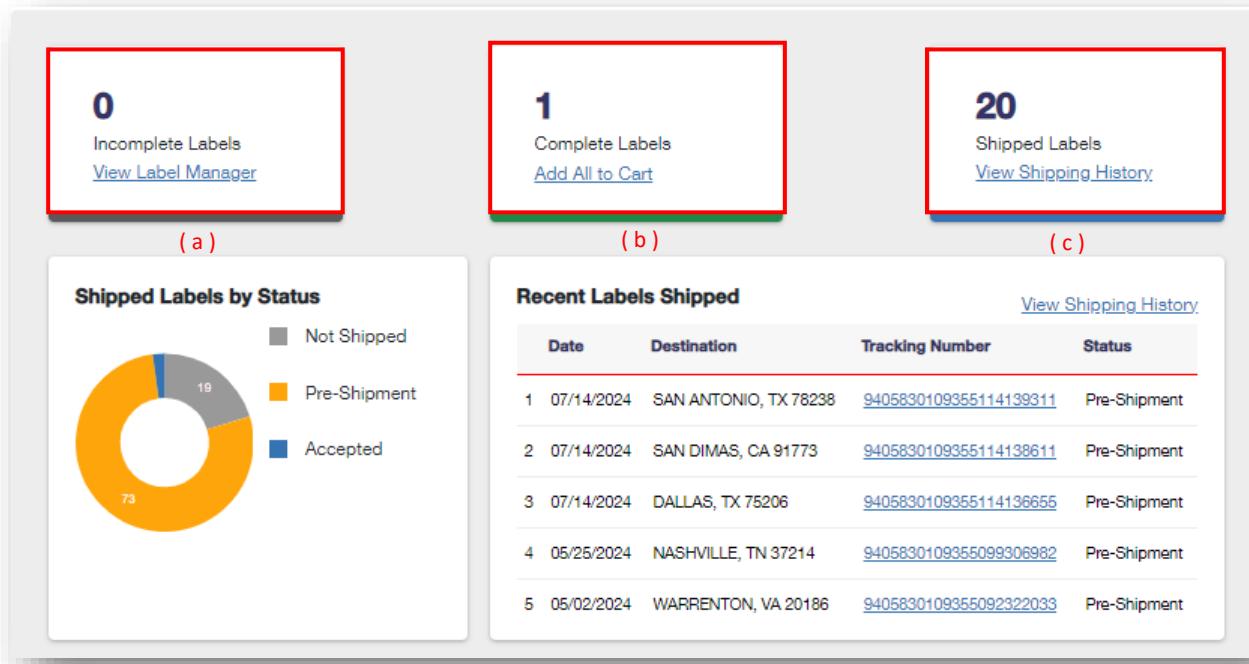
[View Shipping History](#)

## All Actions within Shipping Dashboard

Within the Shipping Dashboard, you'll be able to see and perform the following actions to the following sections.

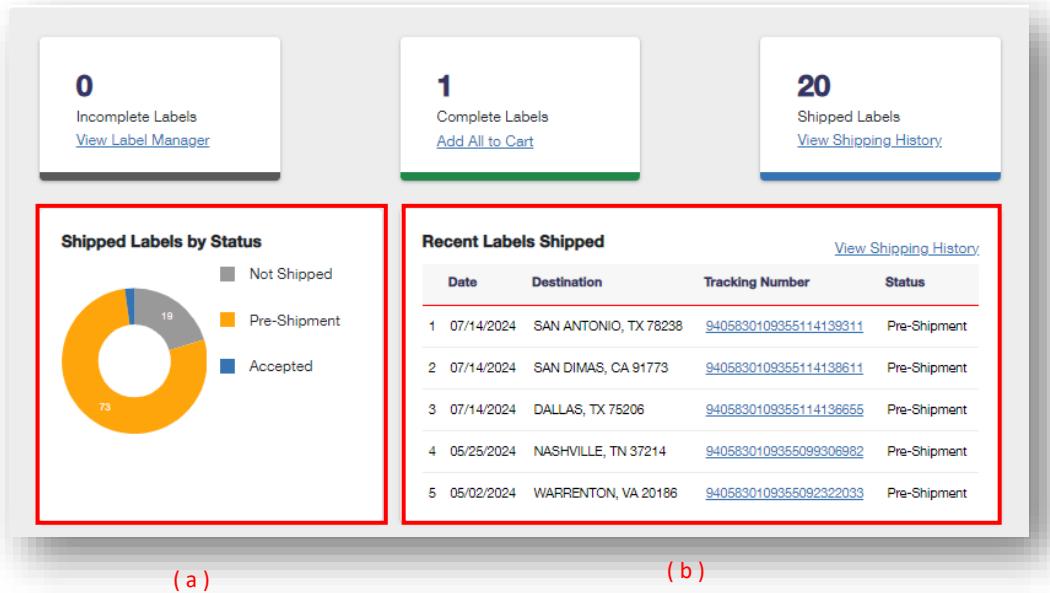
### 1) Incomplete, Complete, and Shipped Labels

- a) To view the total number of *incomplete* labels that are in your Label Manager, refer to the **Incomplete Labels** section. You can also choose to view the incomplete labels via your Label Manager by selecting **View Label Manager**.
- b) To view the total number of *complete* labels that are in your Label Manager, refer to the **Complete Labels** section. You can also choose to add all of the completed labels that are within your Label Manager to the Label Cart by selecting **Add All to Cart**.
- c) To view the total number of *shipped* labels that are in your Shipping History, refer to the **Shipped Labels** section. You can also choose to view all the shipped labels via your Shipping History by selecting **View Shipping History**.



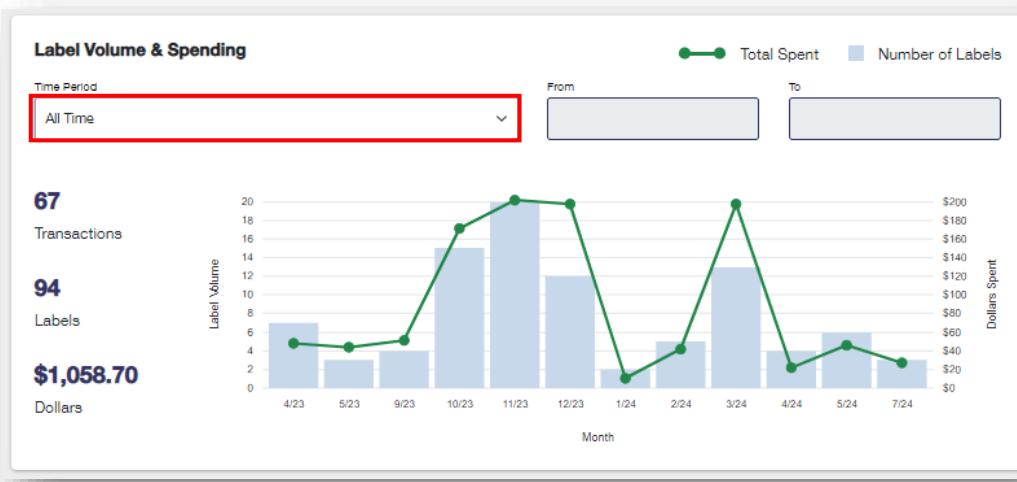
## 2) Shipped Labels by Status and Recent Labels Shipped

- a) To view a detailed breakdown of the total number of *shipped* labels by status, refer to the **Shipped Labels by Status** section.
- b) To view a list of the most recent labels that you've shipped, refer to the **Recent Labels Shipped** section. You can also choose to view the recently shipped labels via your Shipping History by selecting **View Shipping History**.



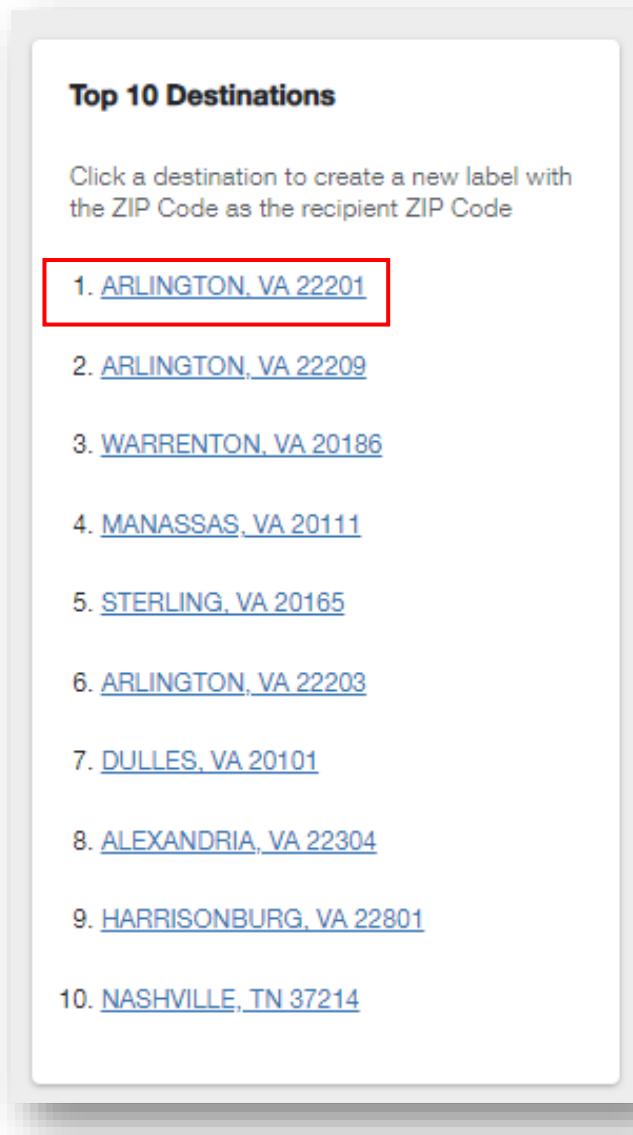
## 3) Label Volume & Spending

- a) To view a detailed breakdown of your label volume and spending, refer to the **Label Volume & Spending** section.
- b) To filter by time period, select the **Time Period** dropdown, and select a time period from the options available.



4) Top 10 Destinations

- a) To view a list of the top ten destinations that you most recurringly ship to refer to the **Top 10 Destinations** section.
- b) You can also choose to create a label by selecting on the **City hyperlink**. Once selected, you will be redirected to the single label flow page where you'll be able to create a label with the prepopulated city, state, and zip code™ fields.



The screenshot shows a list of top 10 destinations. The first item, '1. ARLINGTON, VA 22201', is highlighted with a red rectangular border around its text. The other items are listed below it in a standard black font.

Rank	Destination
1.	<a href="#">ARLINGTON, VA 22201</a>
2.	<a href="#">ARLINGTON, VA 22209</a>
3.	<a href="#">WARRENTON, VA 20186</a>
4.	<a href="#">MANASSAS, VA 20111</a>
5.	<a href="#">STERLING, VA 20165</a>
6.	<a href="#">ARLINGTON, VA 22203</a>
7.	<a href="#">DULLES, VA 20101</a>
8.	<a href="#">ALEXANDRIA, VA 22304</a>
9.	<a href="#">HARRISONBURG, VA 22801</a>
10.	<a href="#">NASHVILLE, TN 37214</a>

5) Label Volume by Destination

- a) To view detailed breakdown of your label volume by destination (ZIP code™), refer to the **Label Volume by Destination** section.
- b) To filter by time period, select the **Time Period** dropdown, and select a time period from the options available.

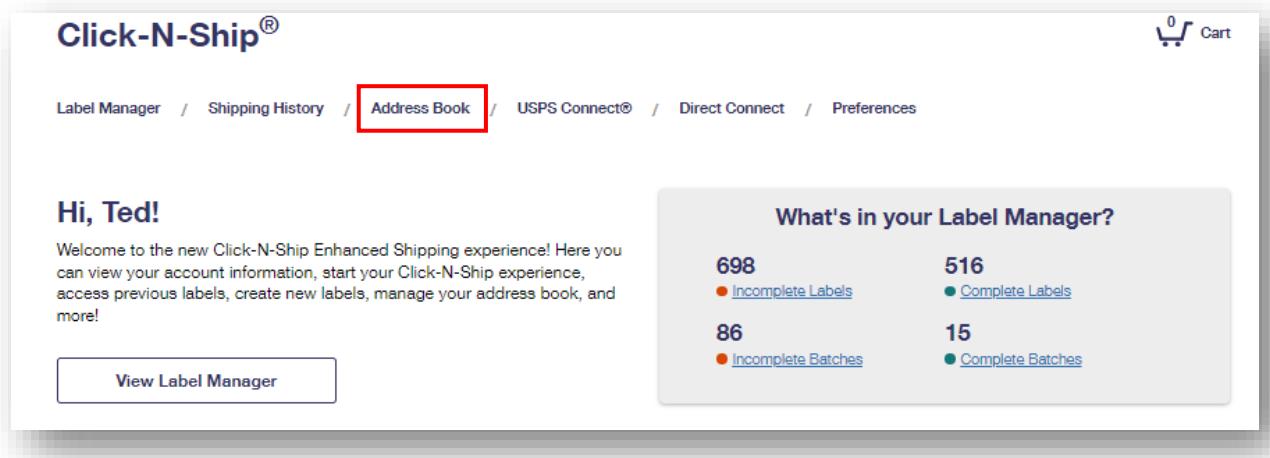


## Address Book

Within your Address Book, you will be able to view all your contacts and groups.

### 1) Navigate to Address Book

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



The screenshot shows the Click-N-Ship website interface. At the top, there is a navigation bar with links: Label Manager, Shipping History, **Address Book** (which is highlighted with a red box), USPS Connect®, Direct Connect, and Preferences. On the far right, there is a shopping cart icon showing '0' items. Below the navigation bar, there is a greeting 'Hi, Ted!' and a welcome message: '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!'. To the right of this message is a box titled 'What's in your Label Manager?' containing the following data:

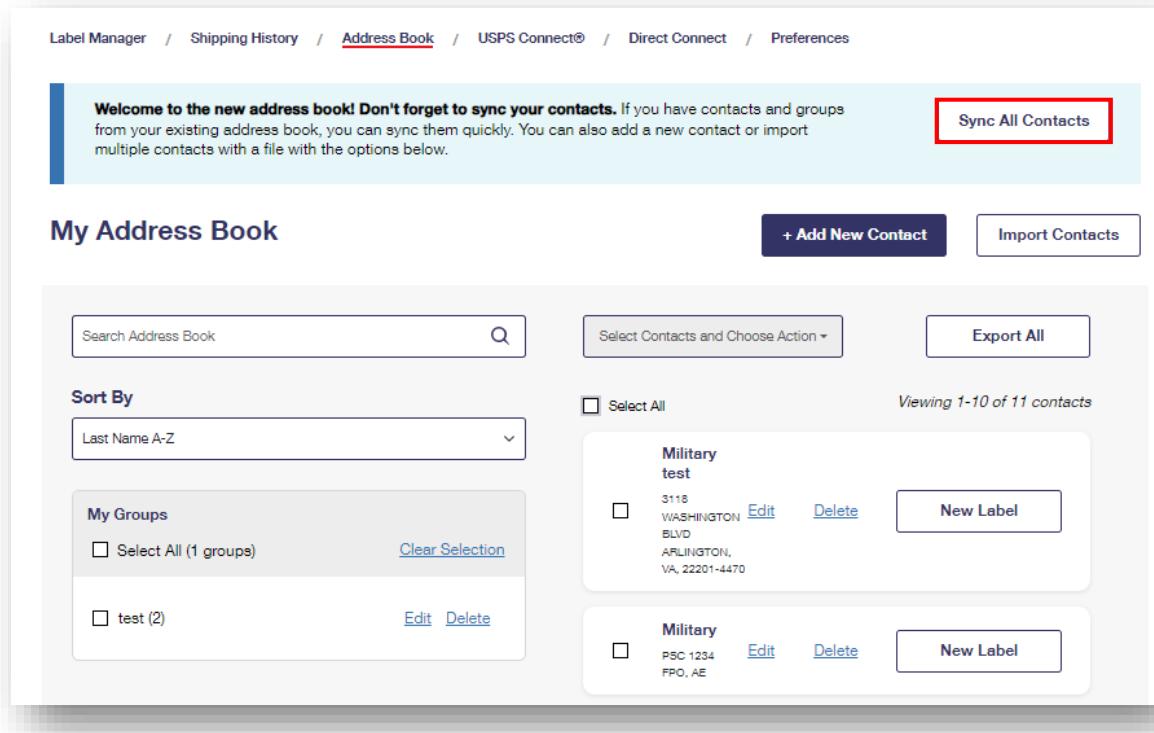
Category	Count	Link
Incomplete Labels	698	<a href="#">Incomplete Labels</a>
Complete Labels	516	<a href="#">Complete Labels</a>
Incomplete Batches	86	<a href="#">Incomplete Batches</a>
Complete Batches	15	<a href="#">Complete Batches</a>

At the bottom left of the main content area is a button labeled 'View Label Manager'.

## How to Add a Contact

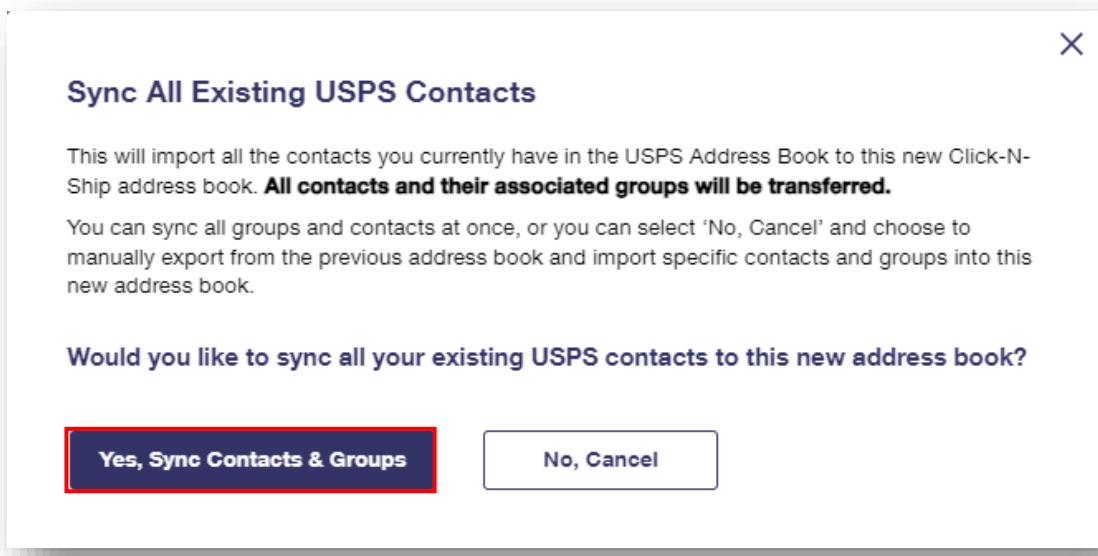
### 1) Sync All Contacts from your USPS® Address Book

- To sync all of your previous contacts from your USPS® Address Book, select **Sync All Contacts**.



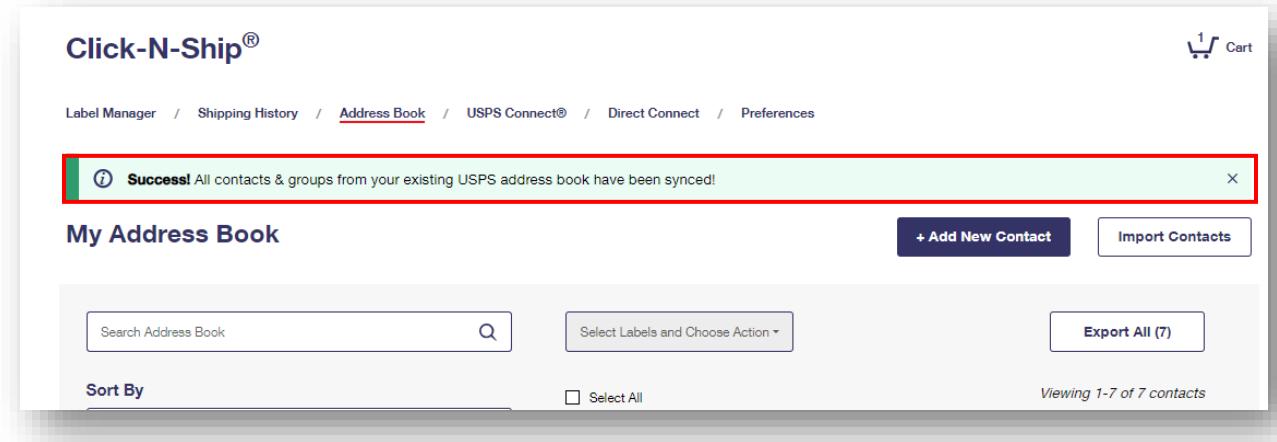
The screenshot shows the 'Address Book' section of the Click-N-SHIP interface. At the top, there are navigation links: Label Manager, Shipping History, Address Book (which is underlined), USPS Connect®, Direct Connect, and Preferences. A welcome message says 'Welcome to the new address book! Don't forget to sync your contacts.' It explains that you can sync contacts from an existing address book, add a new contact, or import multiple contacts. A red box highlights the 'Sync All Contacts' button. Below this, the 'My Address Book' section is shown. It includes a search bar, a 'Select Contacts and Choose Action' dropdown, and an 'Export All' button. A 'Sort By' dropdown is set to 'Last Name A-Z'. On the left, a 'My Groups' section shows one group named 'test' with two contacts. On the right, a list of contacts is displayed, including 'Military test' and 'Military'. Each contact entry includes an 'Edit' and 'Delete' link and a 'New Label' button. The contact list shows 'Viewing 1-10 of 11 contacts'.

- Select **Yes, Sync Contacts & Groups** to begin importing your contacts.



The modal dialog is titled 'Sync All Existing USPS Contacts'. It contains a message: 'This will import all the contacts you currently have in the USPS Address Book to this new Click-N-SHIP address book. **All contacts and their associated groups will be transferred.**' Below this, it says: 'You can sync all groups and contacts at once, or you can select 'No, Cancel' and choose to manually export from the previous address book and import specific contacts and groups into this new address book.' At the bottom, the question 'Would you like to sync all your existing USPS contacts to this new address book?' is asked. Two buttons are present: a red 'Yes, Sync Contacts & Groups' button and a white 'No, Cancel' button.

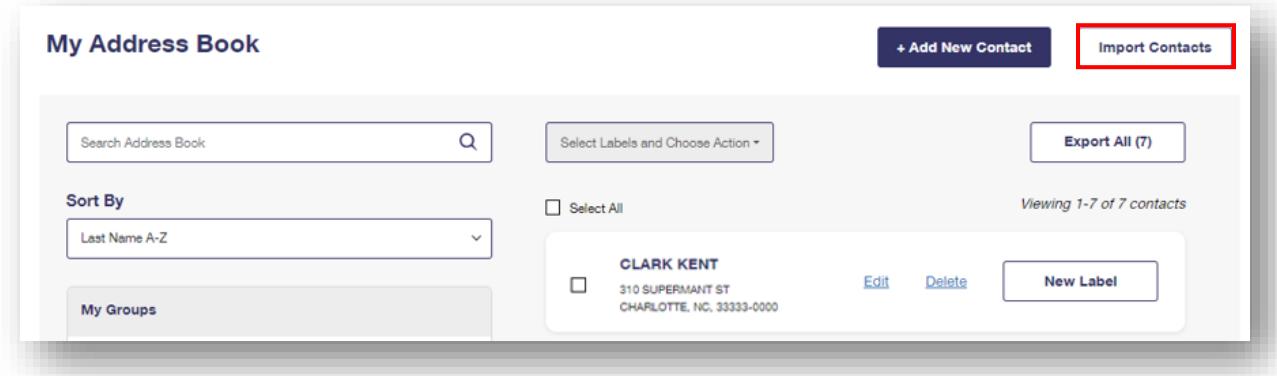
c) Once your contacts have successfully imported, you will see a **green banner**.



The screenshot shows the Click-N-Ship Address Book interface. At the top, there are navigation links: Label Manager, Shipping History, Address Book (which is underlined to indicate it's the current page), USPS Connect®, Direct Connect, and Preferences. In the top right corner, there is a 'Cart' icon with a '1' next to it. A green success banner at the top of the page reads: 'Success! All contacts & groups from your existing USPS address book have been synced!' with a close 'X' button. Below the banner, the page title 'My Address Book' is displayed, along with 'Add New Contact' and 'Import Contacts' buttons. There are search and filter options: 'Search Address Book' with a magnifying glass icon, 'Select Labels and Choose Action', and 'Export All (7)'. A 'Sort By' dropdown is set to 'Last Name A-Z'. A 'Select All' checkbox is available. The text 'Viewing 1-7 of 7 contacts' is shown. The main content area displays a contact entry for 'CLARK KENT' with address '310 SUPERMANT ST CHARLOTTE, NC, 33333-0000', and buttons for 'Edit', 'Delete', and 'New Label'.

## 2) Importing Contacts via CSV File

a) To import your contacts via CSV file, select **Import Contacts**.



The screenshot shows the Click-N-Ship Address Book interface. The 'Import Contacts' button is highlighted with a red box. The rest of the interface is identical to the previous screenshot, including the success banner, search/filter options, sort dropdown, and contact list.

- b) Select **Browse Files** to select a CSV file with your contact list.
- c) Select **Import Contacts** once ready.
- d) If you would like to download the template that will assist you in successfully importing your contacts, select **Download Template**.

[Back to Address Book](#)

**Import Contacts**

You can import all of your contacts at once. Or, you can upload specific files and put them in existing or new groups. You also have the ability to add to or remove from a group later.

Select your .csv file (i)

**Browse Files** (b)

**File Selected:** CNSv2 contacts.csv

Add to Groups (optional)

My Groups

Create New Group

+ Add Another Group

**Import Contacts** (c) **Cancel**

**How to Import**

1. To begin, download an address book template. **You must use the headers provided in this template.**
2. The CSV (.csv) file must contain the following:
  - First Name and Last Name OR Company
  - Address
  - City
  - State/Province
  - ZIP Code
3. Choose the (.csv) file you would like to import by selecting **Browse Files**.
4. (Optional) Add the contacts in your file to an existing group and/or create a new group.
5. Select **Import Contacts** to import your file.

**Download Template** (d)

### 3) Adding a Contact (Traditional Method)

- a) To add a contact with a detailed Contact Information, select **+ Add a Contact**

**My Address Book**

**+ Add New Contact** (a) Import Contacts

Search Address Book  (i)

Select Labels and Choose Action (i)

Export All (7)

Sort By (i)

Last Name A-Z

My Groups

Select All

Viewing 1-7 of 7 contacts

**CLARK KENT**  
310 SUPERMANT ST  
CHARLOTTE, NC, 33333-0000

Edit (i) Delete (i) New Label

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

[Back to Address Book](#)

**New Contact**

\* Indicates a required field

**Name (or Company)**

This address is a business

\*First Name  MI  \*Last Name

Nickname

---

**Address**

\*Country

\*Address  Apt/Suite/Other

\*City  \*State  \*ZIP Code™  AL - Alabama

---

**Contact Information**

Phone Number

Email

Reference Number

---

Add to Groups (optional)

My Groups

Create New Group

+ Add Another Group

## All Actions for a Single Contact

### 1) Select Contact

- Select the **checkbox** of the contact that you would like to perform an action on.
- Once the contact is selected, select the **Select Contacts and Choose** action dropdown.

The screenshot shows the 'My Address Book' interface. On the left, there is a search bar and a 'Sort By' dropdown set to 'Last Name A-Z'. Below these are 'My Groups' and 'My Labels' sections. In the center, there is a list of contacts: 'John Doe' (selected, highlighted with a red box), 'CLARK E KENT', and 'Peter Parker (CBRG Group)'. Each contact has 'Edit' and 'Delete' links and a 'New Label' button. On the right, there is a 'Select Contacts and Choose Action' dropdown (highlighted with a red box) and an 'Export All' button. The status bar at the bottom indicates 'Viewing 1-3 of 3 contacts'.

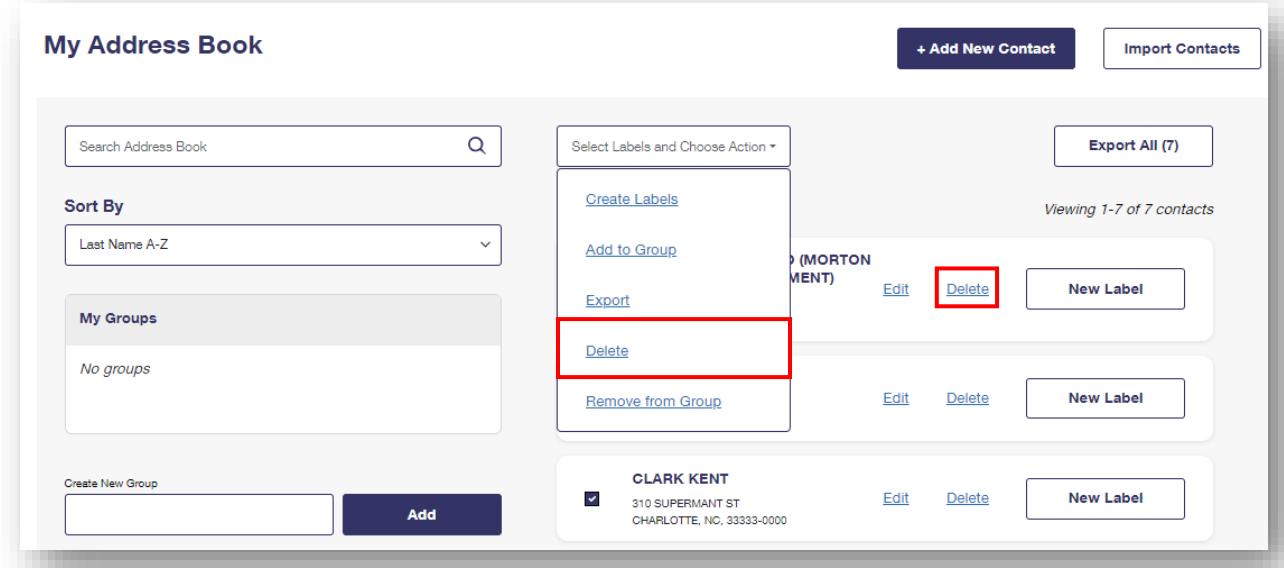
### 2) Create Labels

- To create a label using the information from the selected contact, select **Create Labels** from the dropdown or select **New Label**.

The screenshot shows the 'My Address Book' interface. The 'Select Contacts and Choose Action' dropdown is open, with the 'Create Labels' option highlighted with a red box. The contact 'CLARK E KENT' is selected. The status bar at the bottom indicates 'Viewing 1-7 of 7 contacts'.

### 3) Delete Contact

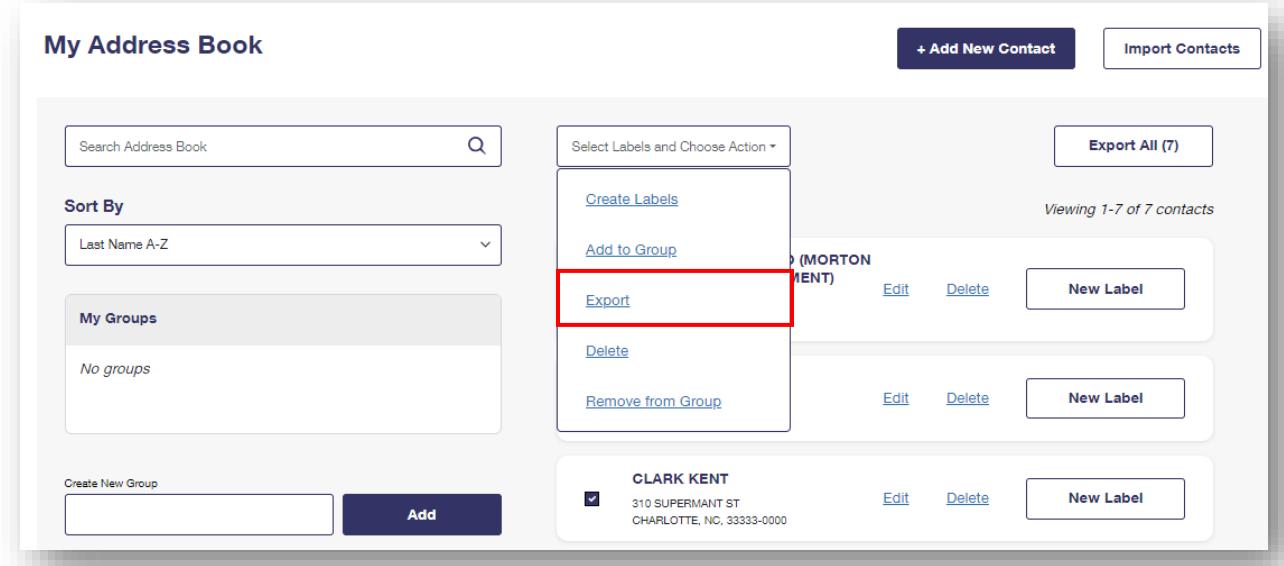
- To delete the selected contact from your Address Book, select **Delete** from the dropdown or select the hyperlinked **Delete** button.



The screenshot shows the 'My Address Book' interface. At the top right are buttons for '+ Add New Contact' and 'Import Contacts'. Below that is a search bar and a 'Select Labels and Choose Action' dropdown. A large red box highlights the 'Delete' button in the context menu for a contact named 'JOHN MORTON'. The contact list shows 'JOHN MORTON' and 'CLARK KENT' with their respective details and edit/delete/new label buttons. On the left, there are sections for 'Sort By' (set to 'Last Name A-Z'), 'My Groups' (empty), and a 'Create New Group' input field with an 'Add' button.

### 4) Export Contact

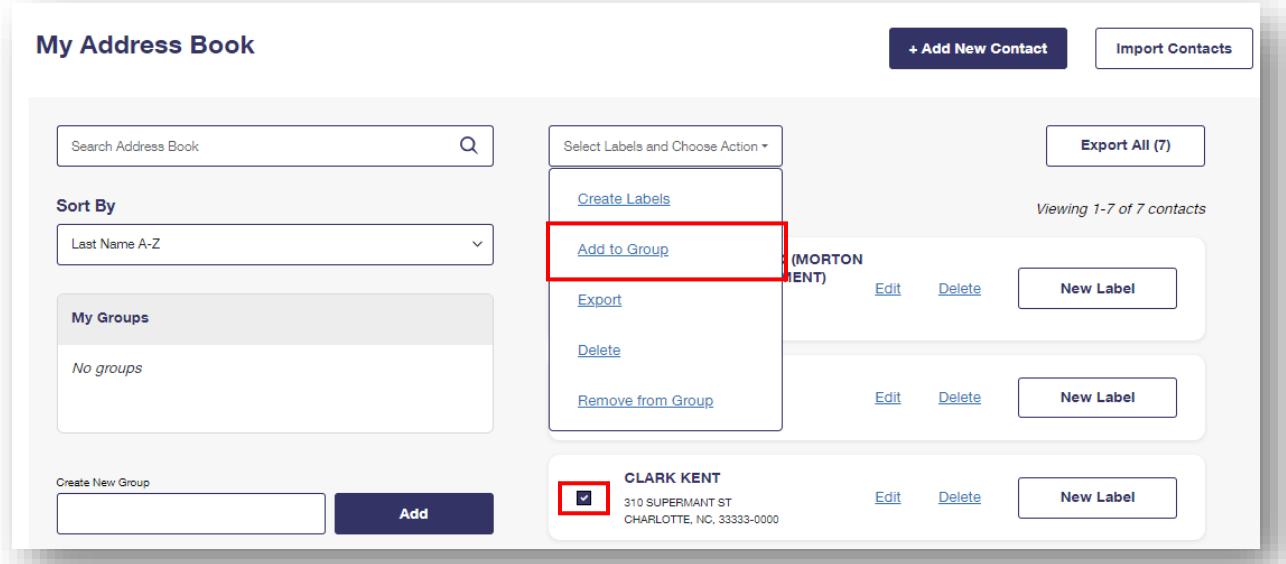
- To export the selected contact from your Address Book, select **Export** from the dropdown.



The screenshot shows the 'My Address Book' interface, identical to the previous one but with a different highlighted action. A large red box highlights the 'Export' button in the context menu for the same contact 'JOHN MORTON'. The contact list and other interface elements are the same as in the previous screenshot.

## 5) Add Contact to a Group

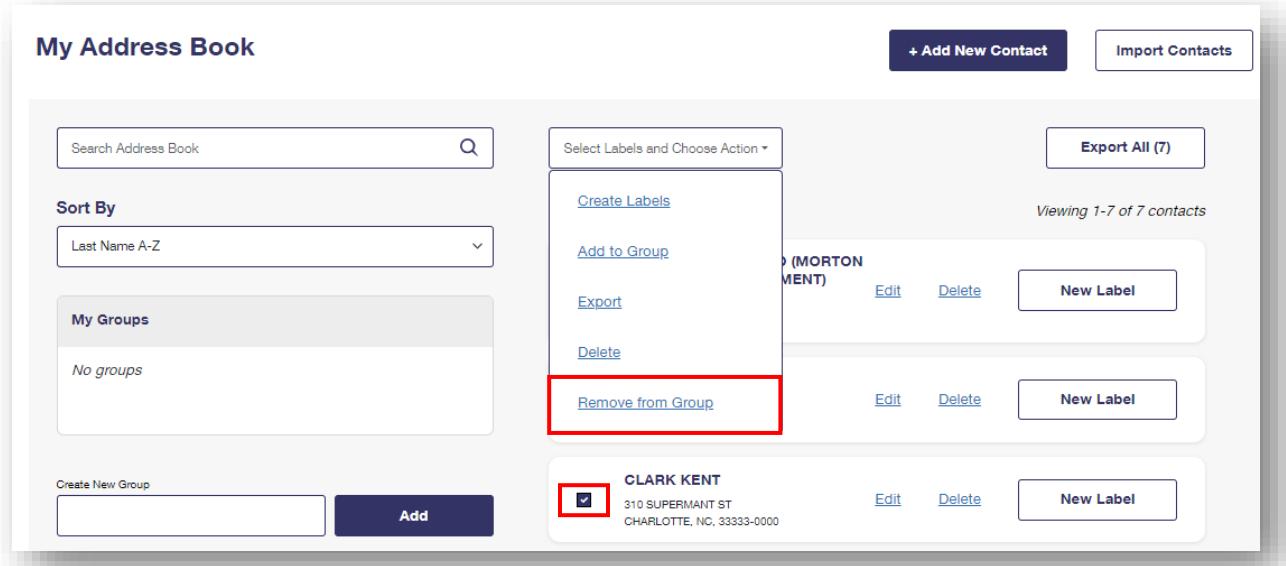
- To add the selected contact to a Group, select **Add to Group** from the dropdown.



The screenshot shows the 'My Address Book' interface. On the right, a contact card for 'CLARK KENT' is displayed with a checked checkbox. A context menu is open over the contact card, with the 'Add to Group' option highlighted by a red box. The menu also includes 'Create Labels', 'Export', 'Delete', and 'Remove from Group' options. At the top right of the page, there are buttons for '+ Add New Contact', 'Import Contacts', 'Export All (7)', and 'Viewing 1-7 of 7 contacts'.

## 6) Remove Contact from a Group

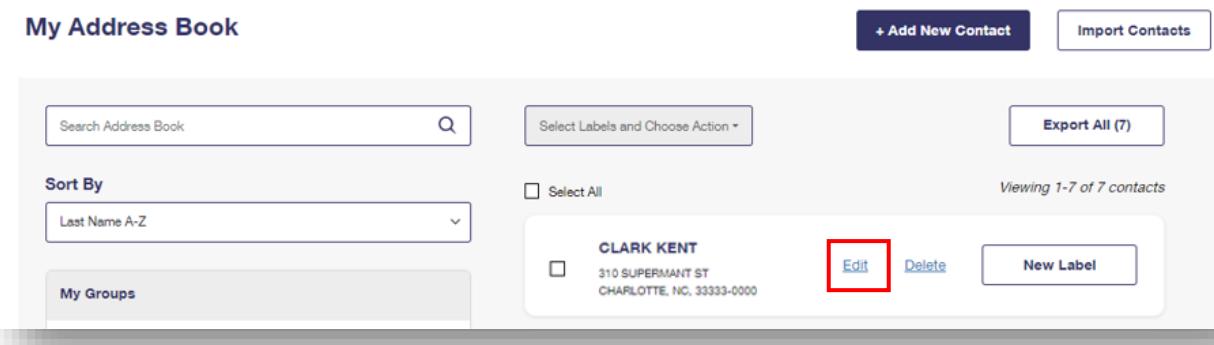
- To remove the selected contact (if in a group) from a group, select **Remove from Group** from the dropdown.



The screenshot shows the 'My Address Book' interface. On the right, a contact card for 'CLARK KENT' is displayed with a checked checkbox. A context menu is open over the contact card, with the 'Remove from Group' option highlighted by a red box. The menu also includes 'Create Labels', 'Add to Group', 'Export', 'Delete', and 'New Label' options. At the top right of the page, there are buttons for '+ Add New Contact', 'Import Contacts', 'Export All (7)', and 'Viewing 1-7 of 7 contacts'.

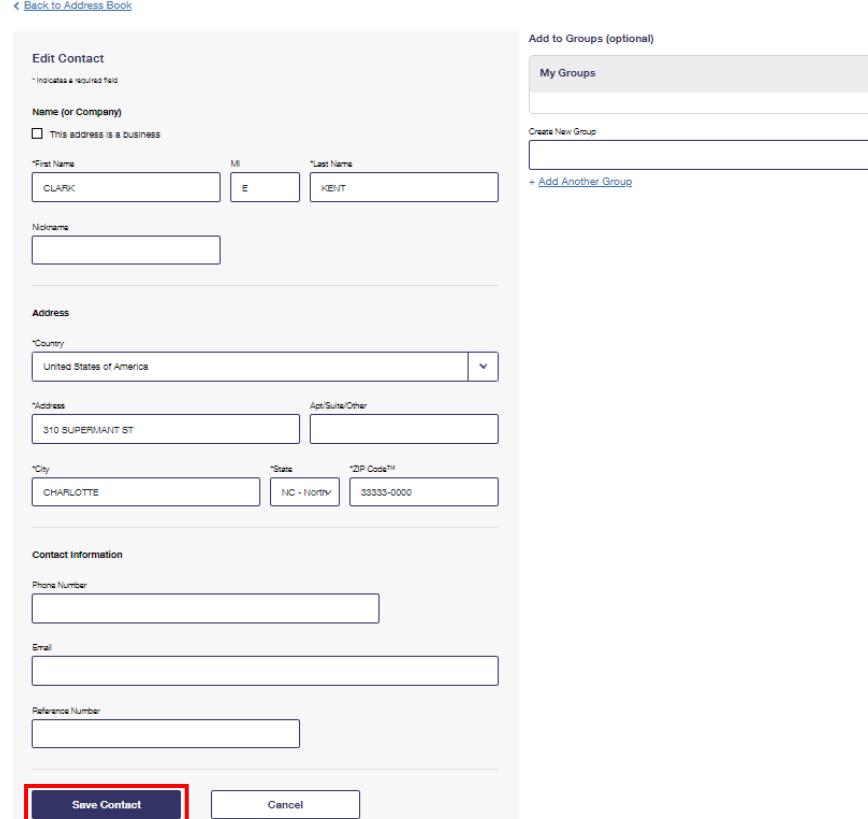
## 7) Edit Contact

- To edit the selected contact, select the hyperlinked **Edit** that is located on the right of the contact information.



The screenshot shows the 'My Address Book' interface. At the top, there are buttons for '+ Add New Contact' and 'Import Contacts'. Below that is a search bar 'Search Address Book' and a 'Select Labels and Choose Action' dropdown. On the right, there is a 'Export All (7)' button and a message 'Viewing 1-7 of 7 contacts'. The main area shows a list of contacts. One contact, 'CLARK KENT' (310 SUPERMANT ST, CHARLOTTE, NC, 33333-0000), is selected. To the right of this contact are buttons for 'Edit' (which is highlighted with a red box), 'Delete', and 'New Label'.

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



The screenshot shows the 'Edit Contact' form for 'CLARK KENT'. The form includes fields for Name (First Name: CLARK, MI: E, Last Name: KENT), Address (Address: 310 SUPERMANT ST, City: CHARLOTTE, State: NC - North, Zip Code: 33333-0000), Contact Information (Phone Number, Email, Reference Number), and Add to Groups (optional) sections. The 'Save Contact' button at the bottom is highlighted with a red box.

## All Actions for Multiple Contacts

### 1) Select Multiple Contacts

- Select the **checkbox** of the contacts that you would like to perform an action on or select the **Select All Checkbox** to select all contacts.
- Once contacts are selected, select the **Select Contacts and Choose** action dropdown.

My Address Book

Search Address Book

Sort By: Last Name A-Z

My Groups:

- Select All (3 groups) [Clear Selection](#)
- test 2 (1) [Edit](#) [Delete](#)
- 123 (0) [Edit](#) [Delete](#)
- test 1 (1) [Edit](#) [Delete](#)

Select Contacts and Choose Action (b)

Viewing 1-3 of 3 contacts

Contact	Actions
John Doe SKEIDSREINA 18 ULSTEINVIK, NO	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New Label</a>
CLARK E KENT 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New Label</a>
Peter Parker (CBRG Group) 318 DESIRE ST NEW IBERIA, LA, 70560	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New Label</a>

Results per page: 10

### 2) Create Labels

- To create a label using the information from the selected contacts, select **Create Labels** from the dropdown.

My Address Book

Search Address Book

Sort By: Last Name A-Z

My Groups:

No groups

Create New Group  [Add](#)

Select Labels and Choose Action

Create Labels (a)

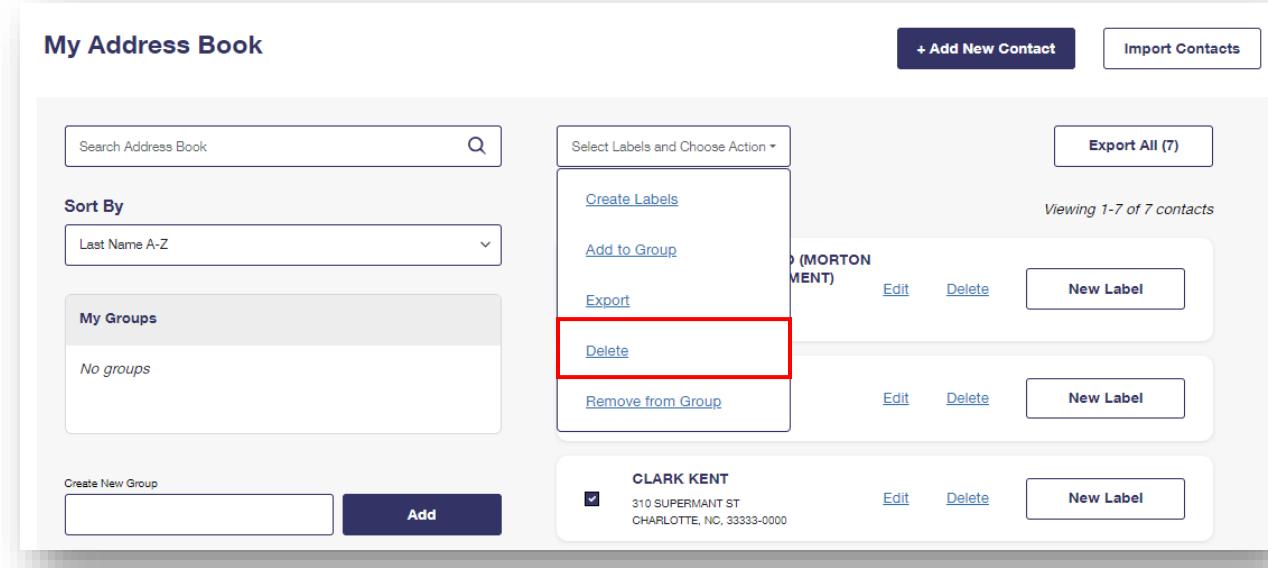
Viewing 1-7 of 7 contacts

Contact	Actions
CLARK KENT 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New Label</a>
MORTON (MENT)	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New Label</a>
CLARK KENT 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New Label</a>
MORTON (MENT)	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New Label</a>
CLARK KENT 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New Label</a>
MORTON (MENT)	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New Label</a>
CLARK KENT 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">New Label</a>

Results per page: 10

### 3) Delete Contacts

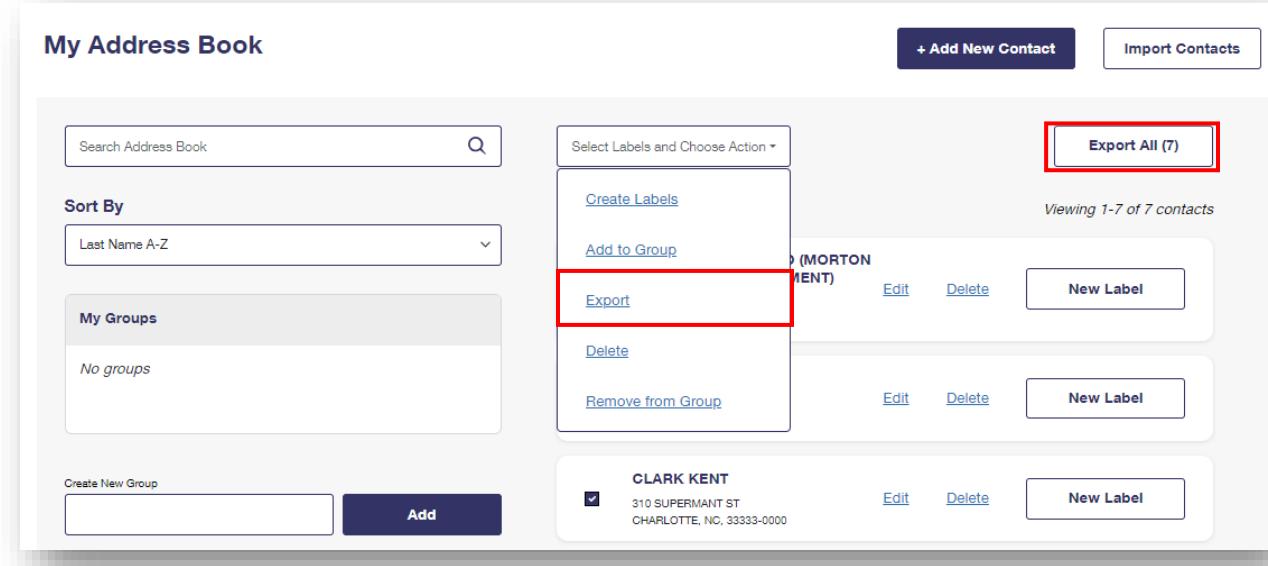
- To delete the selected contacts from your Address Book, select **Delete** from the dropdown.



The screenshot shows the 'My Address Book' interface. At the top right are buttons for '+ Add New Contact' and 'Import Contacts'. Below that is a search bar and a 'Sort By' dropdown set to 'Last Name A-Z'. A 'My Groups' section shows 'No groups'. On the right, a contact list for 'JOHN MORTON' is displayed with options to 'Edit', 'Delete', and 'New Label'. A red box highlights the 'Delete' button. Below this is another contact for 'CLARK KENT' with similar edit and label options. At the bottom left is a 'Create New Group' input field and an 'Add' button. At the top right, a button for 'Export All (7)' is also highlighted with a red box.

### 4) Export Contacts

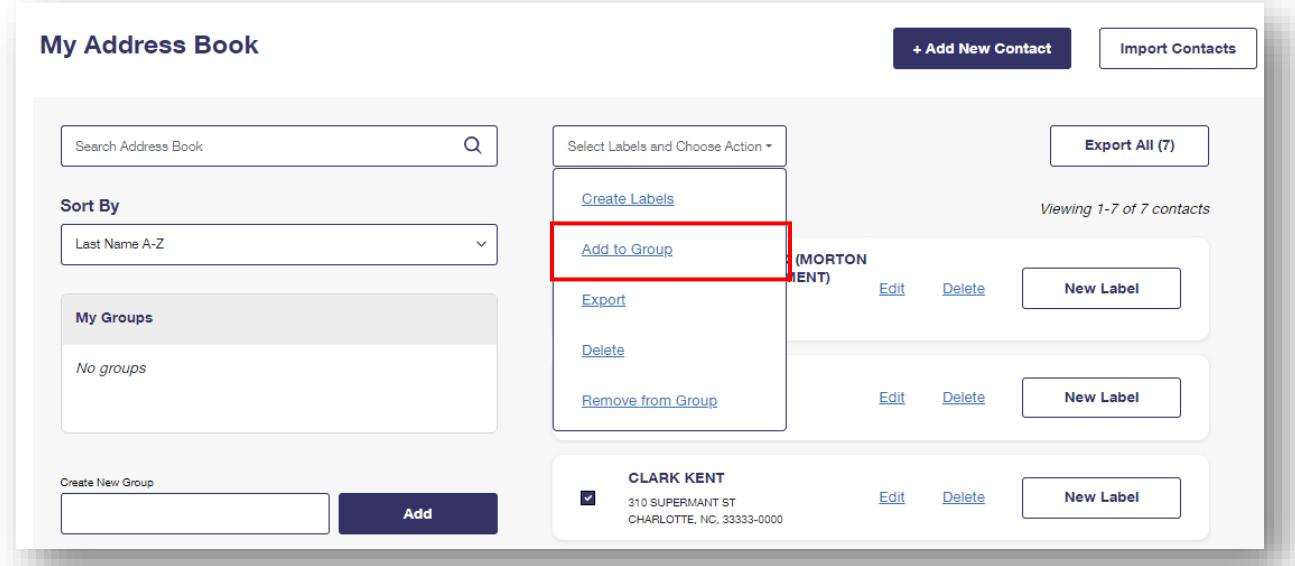
- To export the selected contacts from your Address Book, select **Export** from the dropdown or select **Export All** to export *all* of the contacts within your Address Book.



The screenshot shows the 'My Address Book' interface, identical to the previous one but with a different highlighted action. The 'Export All (7)' button at the top right is highlighted with a red box. The contact list and other interface elements are the same, including the 'Delete' option highlighted in the previous screenshot.

## 5) Add Contacts to a Group

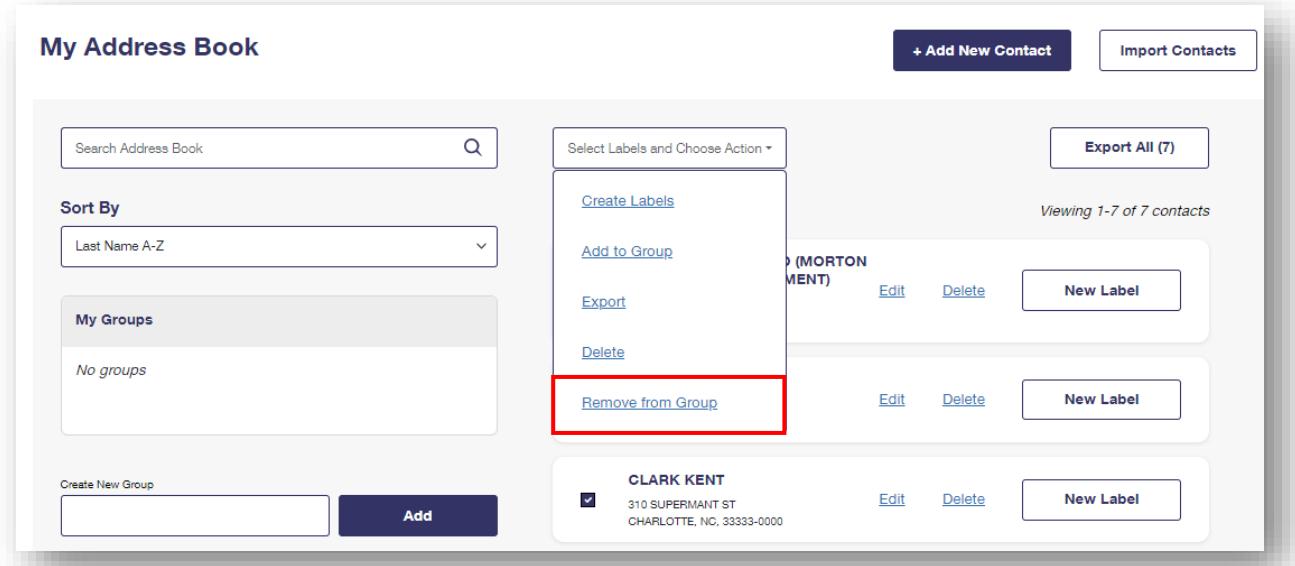
- To add the selected contacts to a Group, select **Add to Group** from the dropdown.



The screenshot shows the 'My Address Book' interface. On the right, a contact for 'CLARK KENT' is listed with the address '310 SUPERMANT ST CHARLOTTE, NC, 33333-0000'. A context menu is open over this contact, with the 'Add to Group' option highlighted by a red box. Other options in the menu include 'Create Labels', 'Export', 'Delete', and 'Remove from Group'. On the left, there are search and sort filters, and a 'My Groups' section indicating 'No groups'.

## 6) Remove Contacts from a Group

- To remove the selected contacts (if they are in a group) from a group, select **Remove from Group** from the dropdown.



The screenshot shows the 'My Address Book' interface, similar to the previous one but with a different context menu. The 'Remove from Group' option is highlighted by a red box in the menu for the 'CLARK KENT' contact. The contact details and the 'My Groups' section are identical to the previous screenshot.

## All Actions for a Group

### 1) Select a Group

- Select the **checkbox** of the group that you would like to perform an action on or select the **Select All** checkbox to select all your groups at once.

**My Address Book**

+ Add New Contact Import Contacts Export All

Search Address Book

Sort By

Select Contacts and Choose Action

Viewing 1-3 of 3 contacts

Select All

	Peter Parker (CBRG Group)	Edit	Delete	New Label
<input type="checkbox"/>	318 DESIRE ST NEW IBERIA, LA, 70560	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">New Label</a>

	John Doe	Edit	Delete	New Label
<input type="checkbox"/>	SKEIDSREINA 18 ULSTEINVIK, NO	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">New Label</a>

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

Results per page

**My Groups**

Select All (3 groups) [Clear Selection](#)

test 2 (1) [Edit](#) [Delete](#)

123 (2) [Edit](#) [Delete](#)

test 1 (1) [Edit](#) [Delete](#)

### 2) View Contacts within a Group

- Once the group(s) are selected, the **contacts** that are in that specific group(s) will be displayed on the right side where you can perform actions to, if needed.

**My Address Book**

+ Add New Contact Import Contacts Export All

Search Address Book

Sort By

Select Contacts and Choose Action

Viewing 1-2 of 2 contacts

Select All

	Peter Parker (CBRG Group)	Edit	Delete	New Label
<input type="checkbox"/>	318 DESIRE ST NEW IBERIA, LA, 70560	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">New Label</a>

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

Results per page

**My Groups**

Select All (3 groups) [Clear Selection](#)

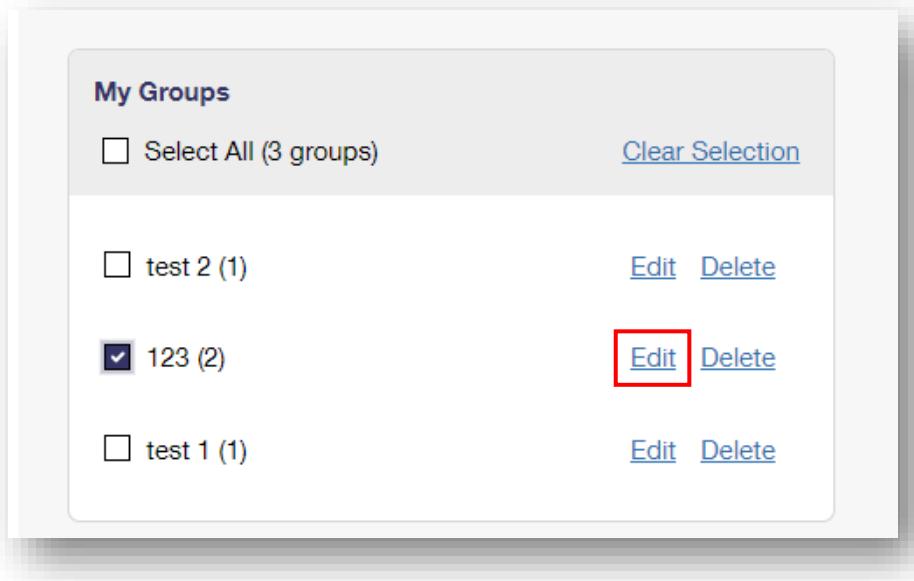
test 2 (1) [Edit](#) [Delete](#)

123 (2) [Edit](#) [Delete](#)

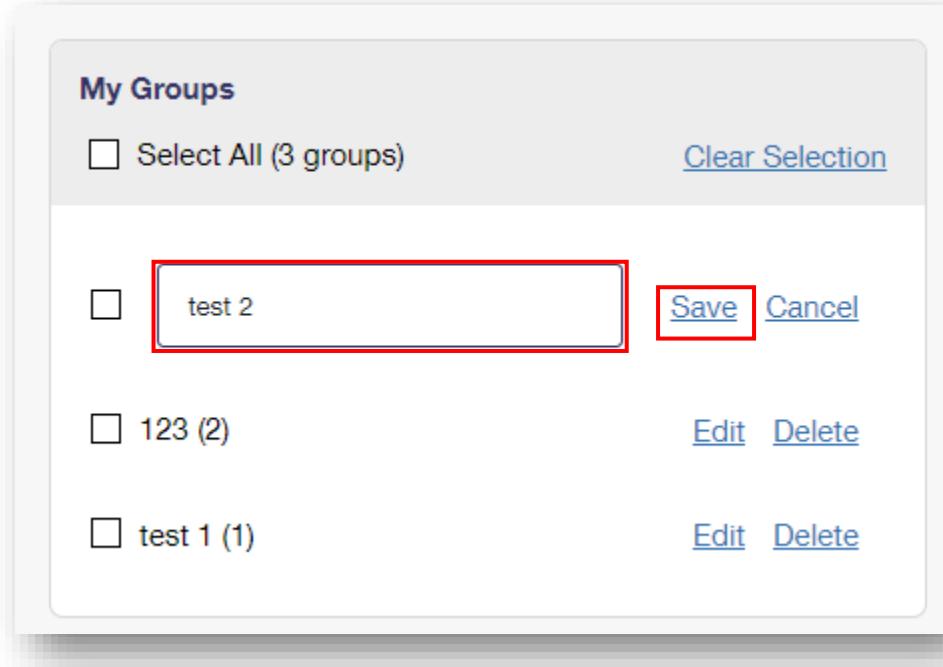
test 1 (1) [Edit](#) [Delete](#)

### 3) Edit a Group

a) To edit the name of a group, select the hyperlinked **Edit** button beside the group name.

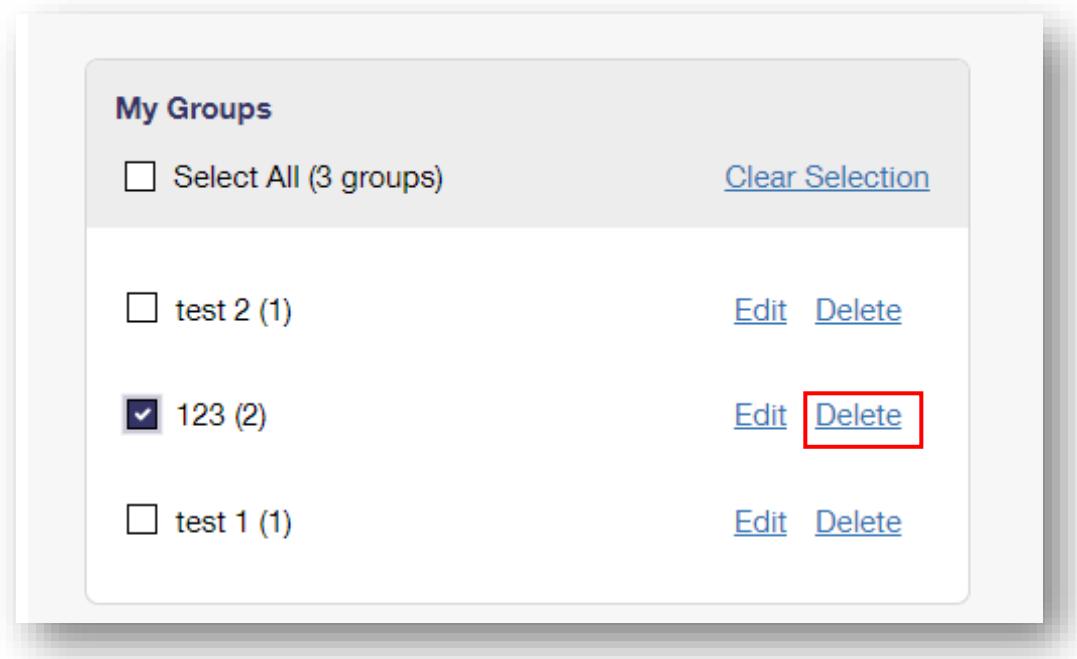


b) Once selected, a **text field** will be displayed. Edit the group name as needed and once finished, select **Save**.



#### 4) Delete a Group

- To delete a group from your Address Book, select the hyperlinked **Delete** button beside the group name.



**My Groups**

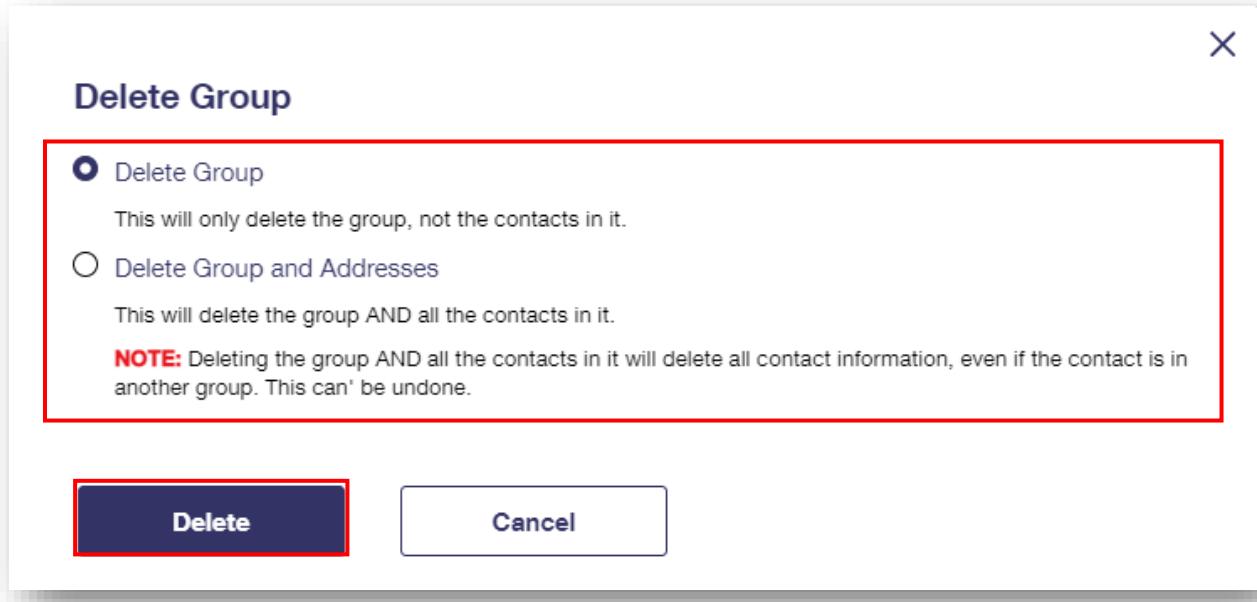
Select All (3 groups) [Clear Selection](#)

test 2 (1) [Edit](#) [Delete](#)

123 (2) [Edit](#) [Delete](#)

test 1 (1) [Edit](#) [Delete](#)

- Once selected, a **Delete Group** popup modal will be displayed. Select a **delete option**, then select **Delete** to proceed.



**Delete Group**

Delete Group  
This will only delete the group, not the contacts in it.

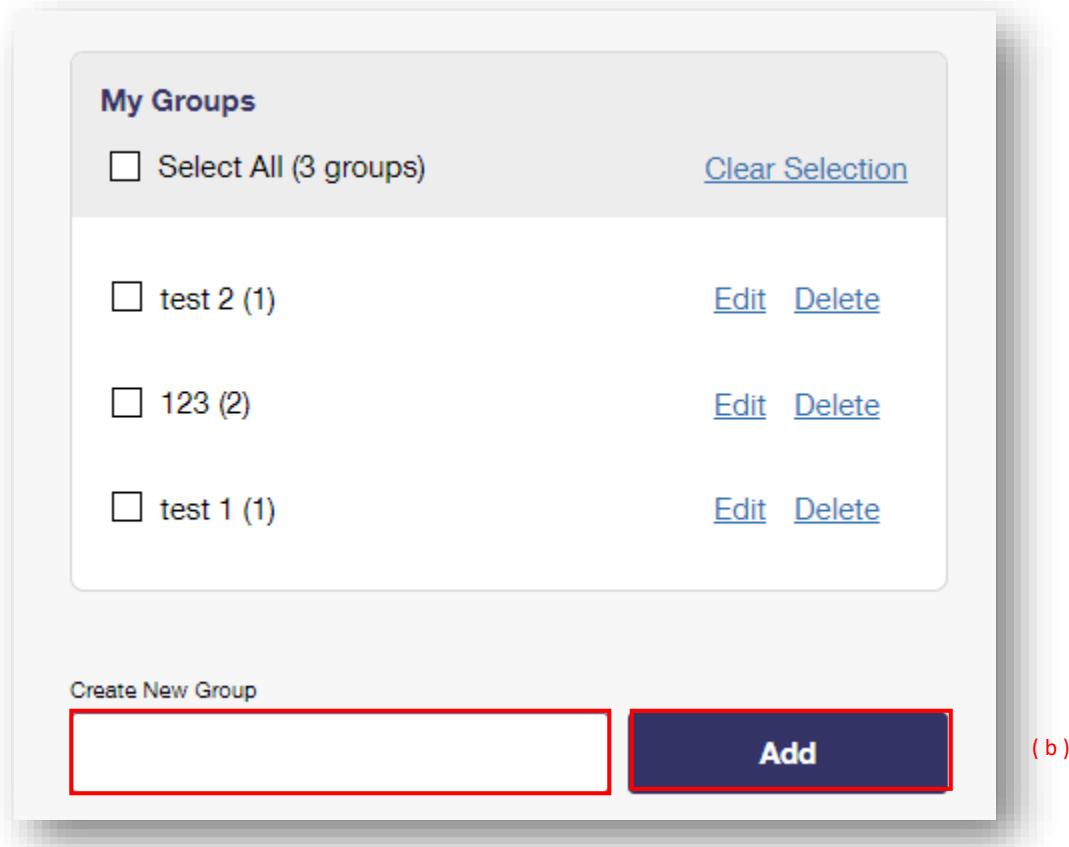
Delete Group and Addresses  
This will delete the group AND all the contacts in it.

**NOTE:** Deleting the group AND all the contacts in it will delete all contact information, even if the contact is in another group. This can't be undone.

[Delete](#) [Cancel](#)

5) Create a New Group

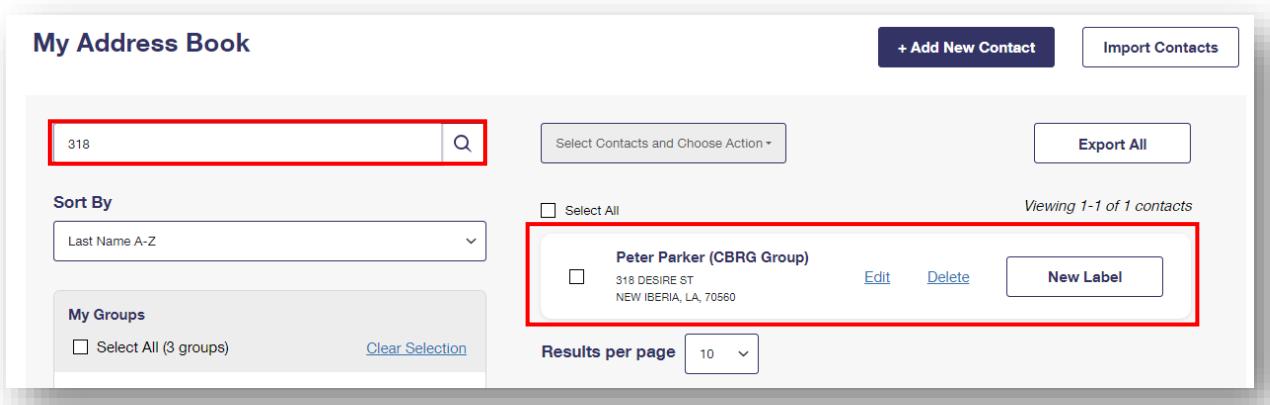
- a) To create a new group, refer to the bottom of the Address Book page and in the **Create New Group** textbox, enter the **Group Name**.
- b) Then, select **Add**.



## All Other Actions Within Address Book

### 1) Search for Contacts

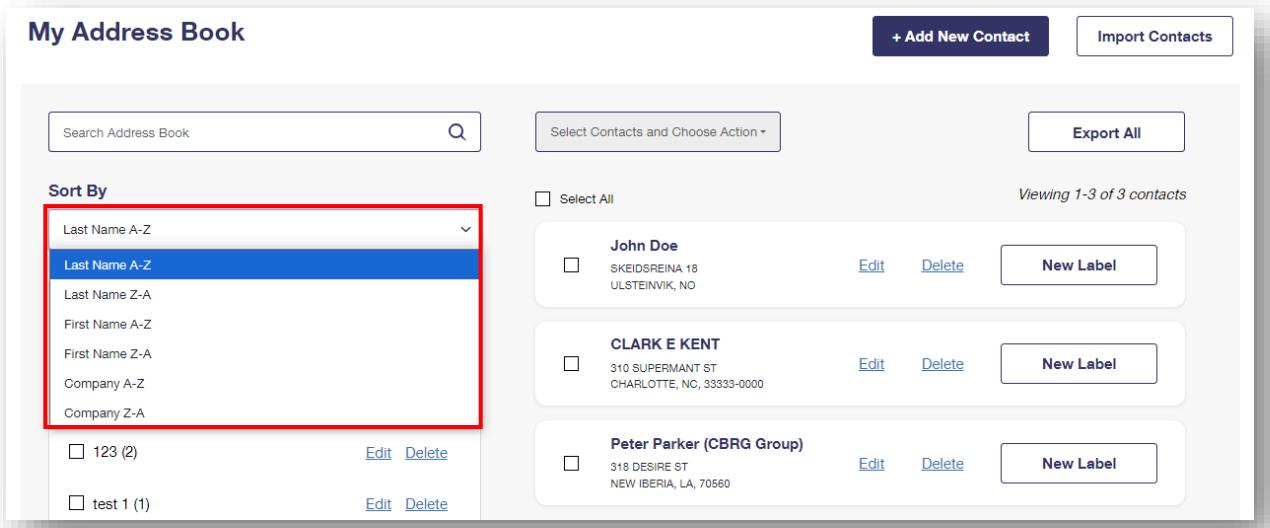
- To search for a specific contact within your Address Book, type in the contact's name (first, last, or company) or address in the **contact search bar**. As you type in the contact's information, the suggested contact(s) will be displayed.



The screenshot shows the 'My Address Book' interface. At the top, there is a search bar containing '318' with a magnifying glass icon. To the right of the search bar are buttons for '+ Add New Contact' and 'Import Contacts'. Below the search bar is a 'Sort By' dropdown set to 'Last Name A-Z'. On the left, there is a 'My Groups' section with a 'Select All' checkbox and a 'New Label' button. The main area displays a contact list with one entry: 'Peter Parker (CBRG Group)' with address '318 DESIRE ST NEW IBERIA, LA, 70560'. There are 'Edit' and 'Delete' links next to the contact's name, and a 'New Label' button. At the bottom, there is a 'Results per page' dropdown set to '10'.

### 2) Sort your Contacts

- To sort the contacts within your Address Book by a specific order, select the **Sort By** dropdown and select a sorting option.



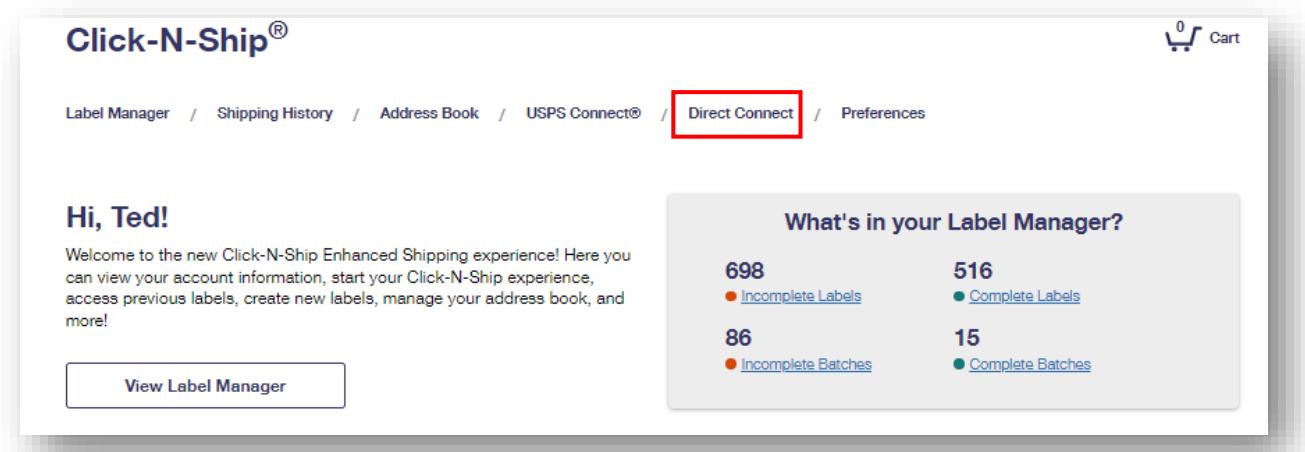
The screenshot shows the 'My Address Book' interface. At the top, there is a search bar containing 'Search Address Book' with a magnifying glass icon. To the right of the search bar are buttons for '+ Add New Contact' and 'Import Contacts'. Below the search bar is a 'Sort By' dropdown with the following options: 'Last Name A-Z' (selected and highlighted with a red box), 'Last Name Z-A', 'First Name A-Z', 'First Name Z-A', 'Company A-Z', and 'Company Z-A'. The main area displays a contact list with three entries: 'John Doe' (address: SKEIDSREINA 18 ULSTEINVIK, NO), 'CLARK E KENT' (address: 310 SUPERMANT ST CHARLOTTE, NC, 33333-0000), and 'Peter Parker (CBRG Group)' (address: 318 DESIRE ST NEW IBERIA, LA, 70560). Each contact has an 'Edit' and 'Delete' link and a 'New Label' button. At the bottom, there is a 'Results per page' dropdown set to '10'.

## Direct Connect

Within Direct Connect, you will be able to connect your Online Marketplace storefront to then Enhanced Click-N-Ship® application to process labels for orders from one place.

### 1) Navigate to the Direct Connect section

- Click on the **Direct Connect** tab located on the landing page.



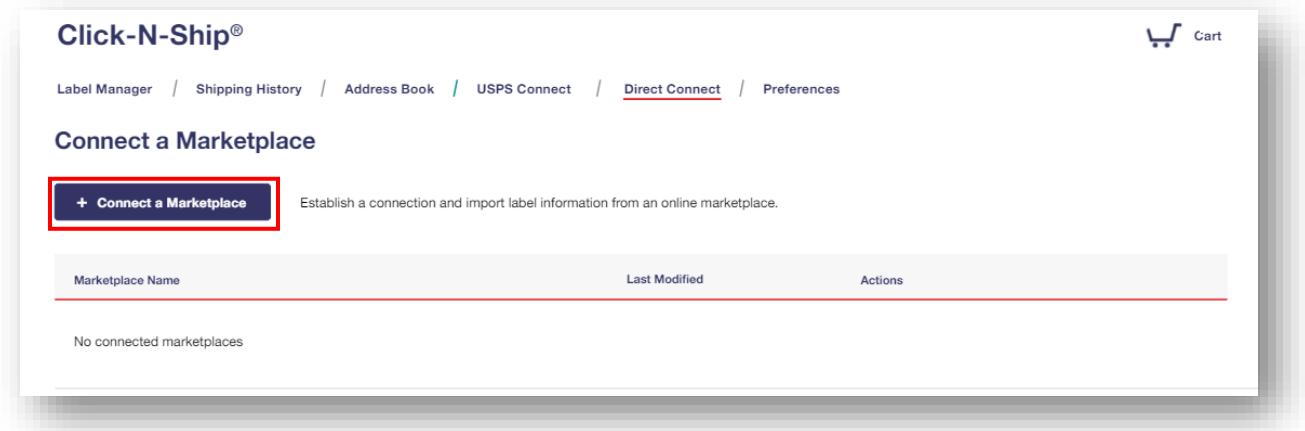
The screenshot shows the Click-N-Ship® landing page. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect (which is highlighted with a red box), and Preferences. Below the navigation bar, there is a greeting "Hi, Ted!" and a welcome message: "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!". Below this message is a button labeled "View Label Manager". To the right, there is a box titled "What's in your Label Manager?" containing the following data:

Count	Label Status
698	Incomplete Labels
516	Complete Labels
86	Incomplete Batches
15	Complete Batches

## How to Connect to a Marketplace

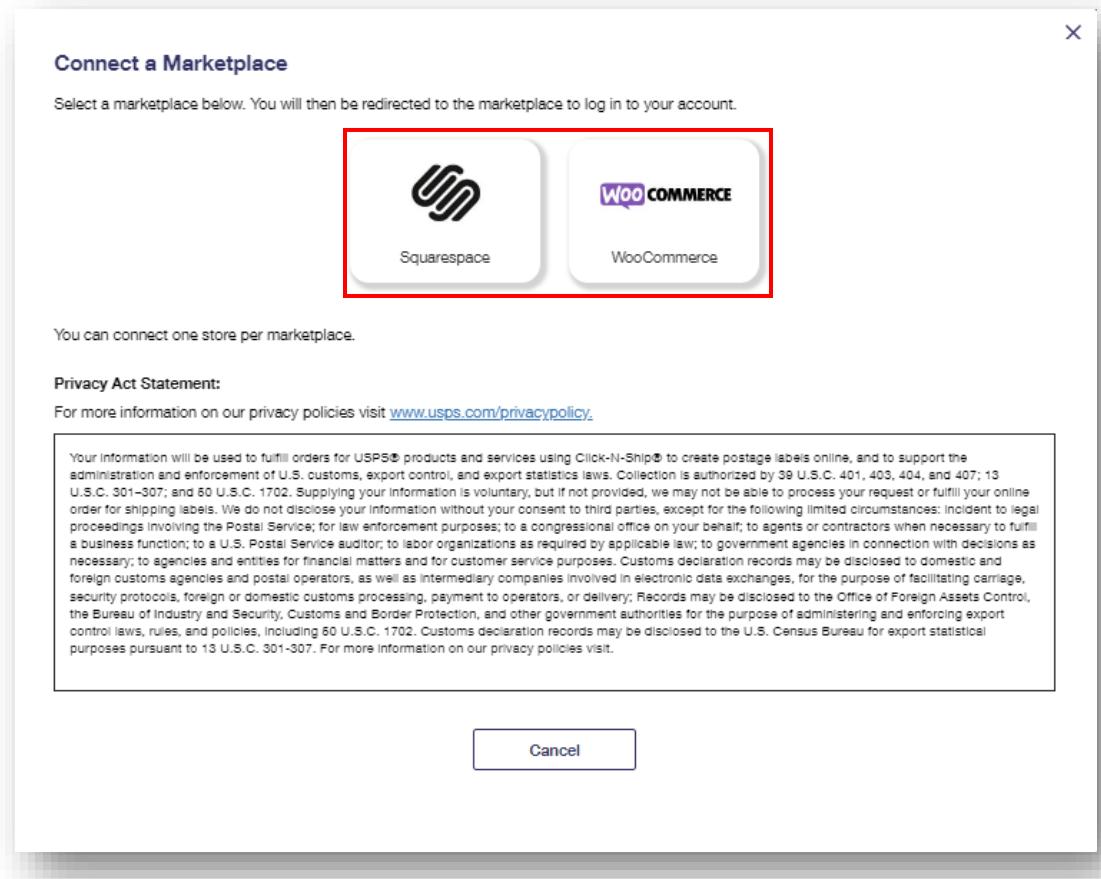
### 1) Connect to a Marketplace

- To begin the connection process, click **+ Connect a Marketplace**.



The screenshot shows the "Connect a Marketplace" page. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect® (which is highlighted with a red box), Direct Connect, and Preferences. Below the navigation bar, there is a heading "Connect a Marketplace" and a button labeled "+ Connect a Marketplace" (which is highlighted with a red box). To the right of the button, there is a description: "Establish a connection and import label information from an online marketplace." Below this, there is a table with the following columns: Marketplace Name, Last Modified, and Actions. The table currently displays the message "No connected marketplaces".

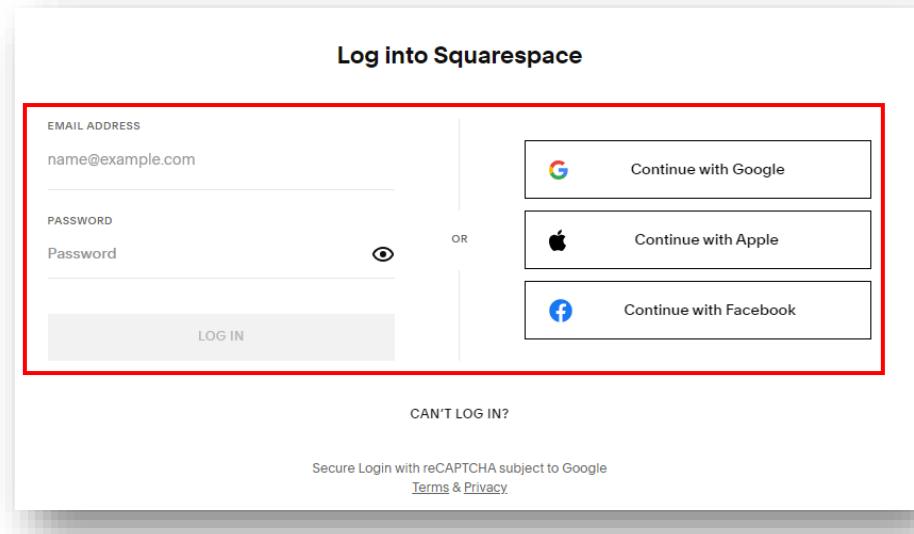
b) Select a **Marketplace** from the options displayed.



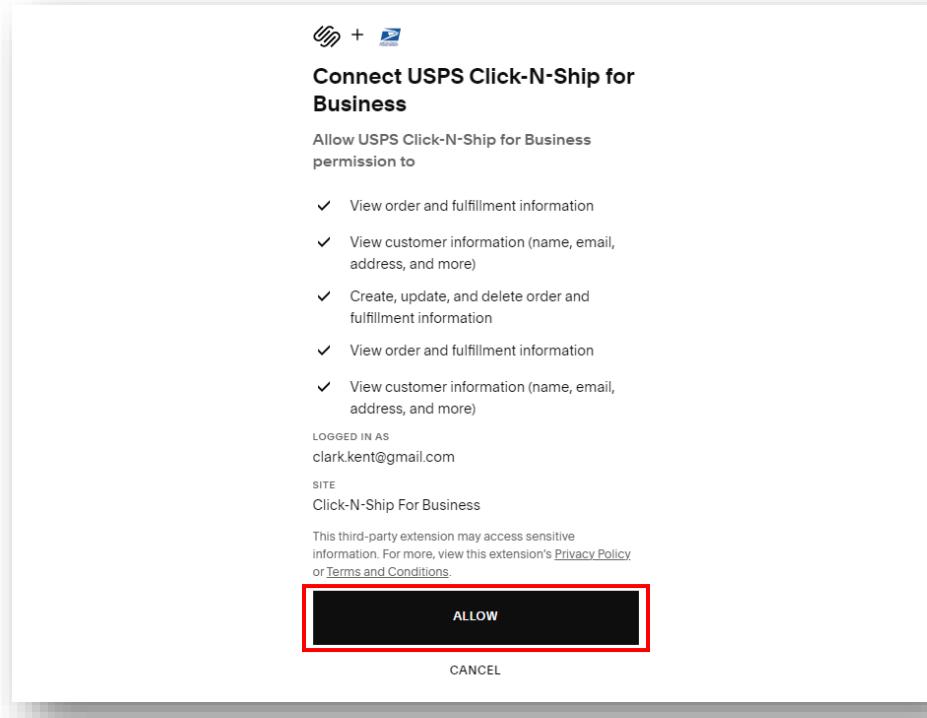
## How to Import Label(s) from Squarespace

### 1) Connect to Squarespace

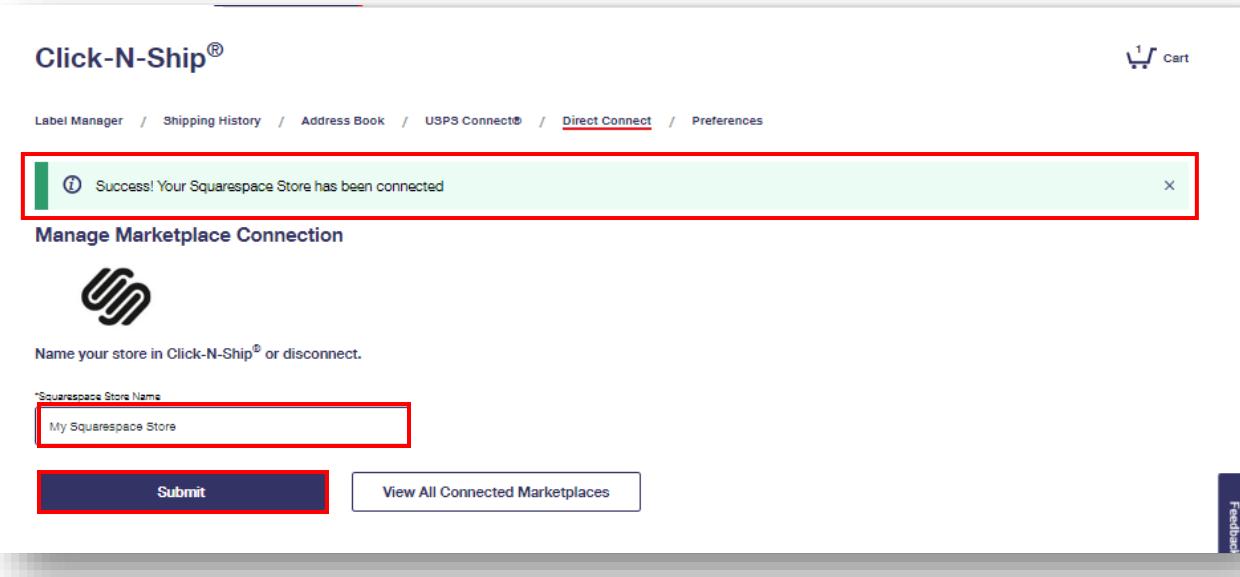
- a) To begin the connection process with the Squarespace, select **Squarespace** and you will be redirected to the login page. From there, enter your login details and select **Log In**.



- b) Once logged in, select **Allow** to proceed.



- c) Once you have successfully connected to your Squarespace store, you will see a **green banner** at the top of the page.
- d) Enter the desired **Squarespace Store Name** in the textbox and select **submit** to proceed with importing your label(s)



(c) Success! Your Squarespace Store has been connected

(d) Manage Marketplace Connection

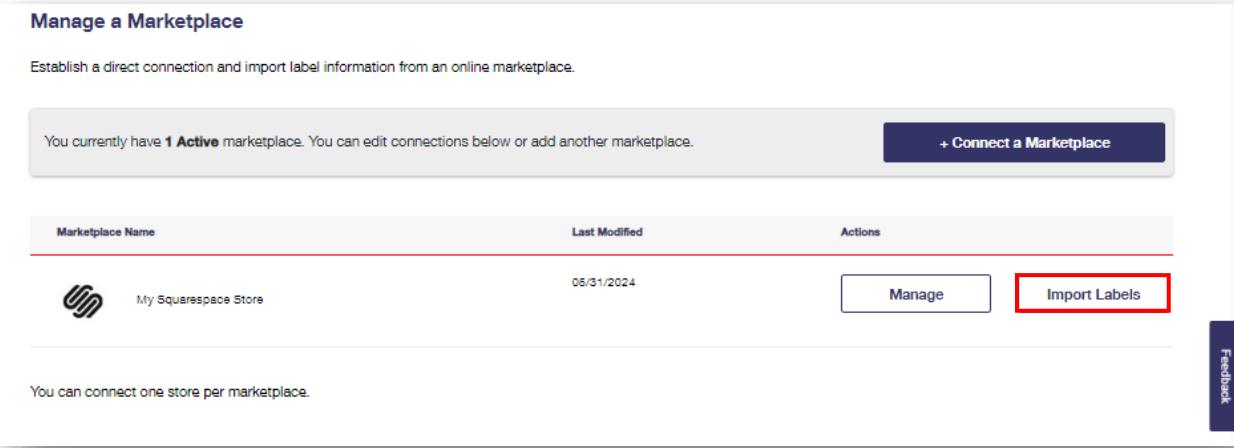
Name your store in Click-N-Ship® or disconnect.

Squarespace Store Name: My Squarespace Store

Submit View All Connected Marketplaces

## 2) Import Labels From Squarespace

- a) To begin importing your labels from your Squarespace store, select **Import Labels**.



Manage a Marketplace

Establish a direct connection and import label information from an online marketplace.

You currently have **1 Active** marketplace. You can edit connections below or add another marketplace.

+ Connect a Marketplace

Marketplace Name	Last Modified	Actions
 My Squarespace Store	05/31/2024	Manage Import Labels

You can connect one store per marketplace.

Feedback

- b) Select the label(s) that you would like to import by checking off the box of each individual label.
- c) Select the **tracking agreement** checkbox.
- d) Lastly, select **Import Labels**.

**Import Labels**



My Squarespace Store

Select transactions to import into Label Manager

#	Status	Order ID	Recipient Name	Destination	Number of Items
1	<input checked="" type="checkbox"/> Sold and Paid	86593804447555011c4cbbc0	Mike Doe	Dallas, TX 75202	7
2	<input checked="" type="checkbox"/> Sold and Paid	86593805feb4852d2252c06	Janice Doe	Dallas, TX 75202	4

Upon successful payment of these label(s), please download the tracking PDF after payment confirmation and update the tracking information in the respective marketplace portal if it did not automatically update. The tracking numbers should match in USPS and your marketplace.

I understand I need to confirm tracking information was **sent/Passed** from USPS to my marketplace.

- e) Once labels are successfully imported, the labels will appear in your **Label Manager**.
- f) Before you can proceed with adding your imported label(s) to the cart, you will have to select the **Service and Mailpiece type** for each individual label.

All Labels (26) Batches (71)

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

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 06/31/2024	Mike Doe 1000 COMMERCE STREET DALLAS, TX, 75202	<input checked="" type="button"/> Edit Service And Mailpiece	Items 1 Edit Mailpiece Details	+ Add Extra Services	Unavailable Missing service type. Missing package type.	<input type="button"/> <input type="button"/>
2	<input type="checkbox"/> 06/31/2024	Janice Doe 1000 COMMERCE STREET DALLAS, TX, 75202	<input type="button"/> Edit Service And Mailpiece	Items 1 Edit Mailpiece Details	+ Add Extra Services	Unavailable Missing service type. Missing package type.	<input type="button"/> <input type="button"/>

## How to Import Label(s) from WooCommerce

### 1) Connect to WooCommerce

- a) To begin the connection process with the WooCommerce, select **WooCommerce**.
- b) Enter your **WooCommerce store's URL**.
- c) Enter your **WooCommerce store's Consumer Key**.
- d) Enter your **WooCommerce store's Consumer Secret**.
- e) Select **Connect** to proceed.

Connect your WooCommerce Store

WOO COMMERCE

Enter your WooCommerce store's URL  
\*Store URL  
Enter WooCommerce URL

Enter your WooCommerce Consumer Key  
Store Consumer key  
Enter WooCommerce Store Consumer key

Enter your WooCommerce Consumer Secret  
Store Consumer Secret  
Enter WooCommerce Store Consumer Secret

( a - d ) ( e ) Connect Cancel

**Privacy Act Statement:**  
For more information on our privacy policies visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy).

Your information will be used to fulfill orders for USPS® products and services using Click-N-Ship® to create postage labels online, and to support the administration and enforcement of U.S. customs, export control, and export statistics laws. Collection is authorized by 39 U.S.C. 401, 403, 404, and 407; 18 U.S.C. 301-307; and 60 U.S.C. 1702. Supplying your information is voluntary, but if not provided, we may not be able to process your request or fulfill your online order for shipping labels. We do not disclose your information without your consent to third parties, except for the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters and for customer service purposes. Customs declaration records may be disclosed to domestic and foreign customs agencies and postal operators, as well as intermediary companies involved in electronic data exchanges, for the purpose of facilitating carriage, security protocols, foreign or domestic customs processing, payment to operators, or delivery; Records may be disclosed to the Office of Foreign Assets Control, the Bureau of Industry and Security, Customs and Border Protection, and other government authorities for the purpose of administering and enforcing export control laws, rules, and policies, including 60 U.S.C. 1702. Customs declaration records may be disclosed to the U.S. Census Bureau for export statistical purposes pursuant to 13 U.S.C. 301-307. For more information on our privacy policies visit.

- f) Once you have successfully connected to your WooCommerce store, you will see a **green banner** at the top of the page.
- g) Enter the desired **WooCommerce Store Name** in the textbox.
- h) Select **Save Name** to proceed with importing your label(s)

**Click-N-Ship®**

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

(f) Success! Your Store has been connected X

**Manage Marketplace Connection**

**WOO** COMMERCE

Name your store in Click-N-Ship® or disconnect.

\*WooCommerce Store Name

My WooCommerce Store

**Save Name** Remove Connection View All Connected Marketplaces

## 2) Import Labels From WooCommerce

- a) To begin importing your labels from your WooCommerce store, select **Import Labels**.

**Manage a Marketplace**

Establish a direct connection and import label information from an online marketplace.

You currently have **2 Active** marketplaces. You can edit connections below or add another marketplace. + Connect a Marketplace

Marketplace Name	Last Modified	Actions
My WooCommerce Store	05/31/2024	<span style="border: 1px solid #ccc; padding: 2px; margin-right: 10px;">Manage</span> <span style="border: 2px solid red; padding: 2px;">Import Labels</span>
My Squarespace Store	05/31/2024	<span style="border: 1px solid #ccc; padding: 2px; margin-right: 10px;">Manage</span> <span style="border: 1px solid #ccc; padding: 2px;">Import Labels</span>

You can connect one store per marketplace.

- b) Select the **label(s)** that you would like to import by checking off the box of each individual label.
- c) Select the **tracking agreement** checkbox.
- d) Lastly, select **Import Labels**.

**Import Labels**

**WooCommerce**

My WooCommerce Store

Select transactions to import into Label Manager

C Refresh

#	Status	Order ID	Recipient Name	Destination	Number of Items
1	<input checked="" type="checkbox"/> Sold and Paid	85	Jamie Doe	Dallas, TX 75202	12
2	<input checked="" type="checkbox"/> Sold and Paid	84	Jamie Doe	Dallas, TX 75202	8

Upon successful payment of these label(s), please download the tracking PDF after payment confirmation and update the tracking information in the respective marketplace portal if it did not automatically update. The tracking numbers should match in USPS and your marketplace.

(j)  I understand I need to confirm tracking information was **sent/Passed** from USPS to my marketplace.

(k) Import Labels Cancel Import

- e) Once labels are successfully imported, the labels will appear in your **Label Manager**.
- f) Before you can proceed with adding your imported label(s) to the cart, you will have to select the **Service and Mailpiece type** for each individual label.

All Labels (26) Batches (71)

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

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

	<input type="checkbox"/> Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 05/31/2024	Mike Doe 1000 COMMERCE STREET DALLAS, TX, 75202	<span style="border: 1px solid red; padding: 2px;">Edit Service And Mailpiece</span>	Items 1 <a href="#">Edit Mailpiece Details</a>	+ Add Extra Services	Unavailable <i>Missing service type. Missing package type.</i>	<span style="border: 1px solid red; padding: 2px;">Edit</span> <span style="border: 1px solid red; padding: 2px;">▼</span>
2	<input type="checkbox"/> 05/31/2024	Janice Doe 1000 COMMERCE STREET DALLAS, TX, 75202	<span style="border: 1px solid red; padding: 2px;">Edit Service And Mailpiece</span>	Items 1 <a href="#">Edit Mailpiece Details</a>	+ Add Extra Services	Unavailable <i>Missing service type. Missing package type.</i>	<span style="border: 1px solid red; padding: 2px;">Edit</span> <span style="border: 1px solid red; padding: 2px;">▼</span>

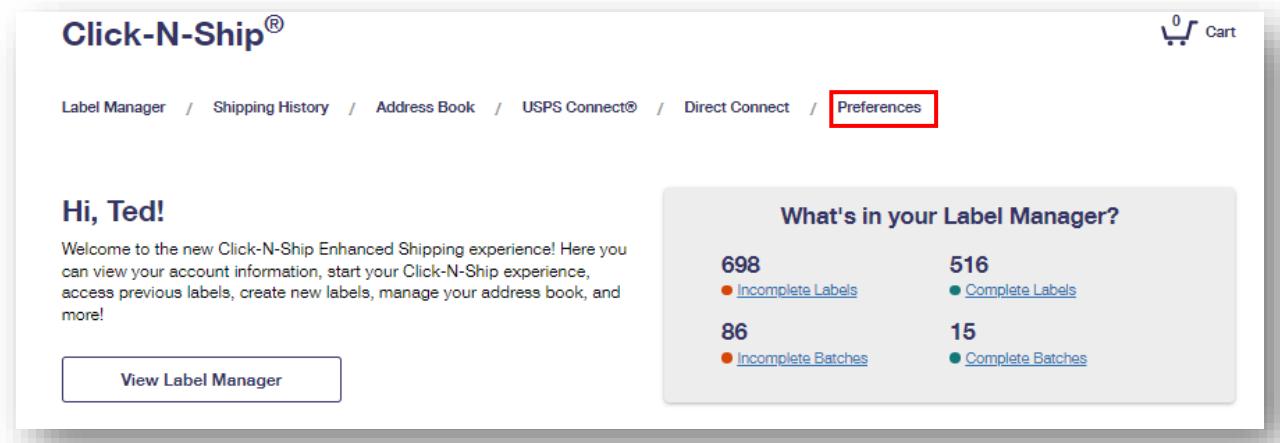
Feedback

## Preferences

Within Preferences, you will be able to update your preferred settings when creating labels using the Enhanced Click-N-Ship® application to maximize your user experience.

### 1) Navigate to Preferences

- Click on the **Preferences** tab located on the landing page.

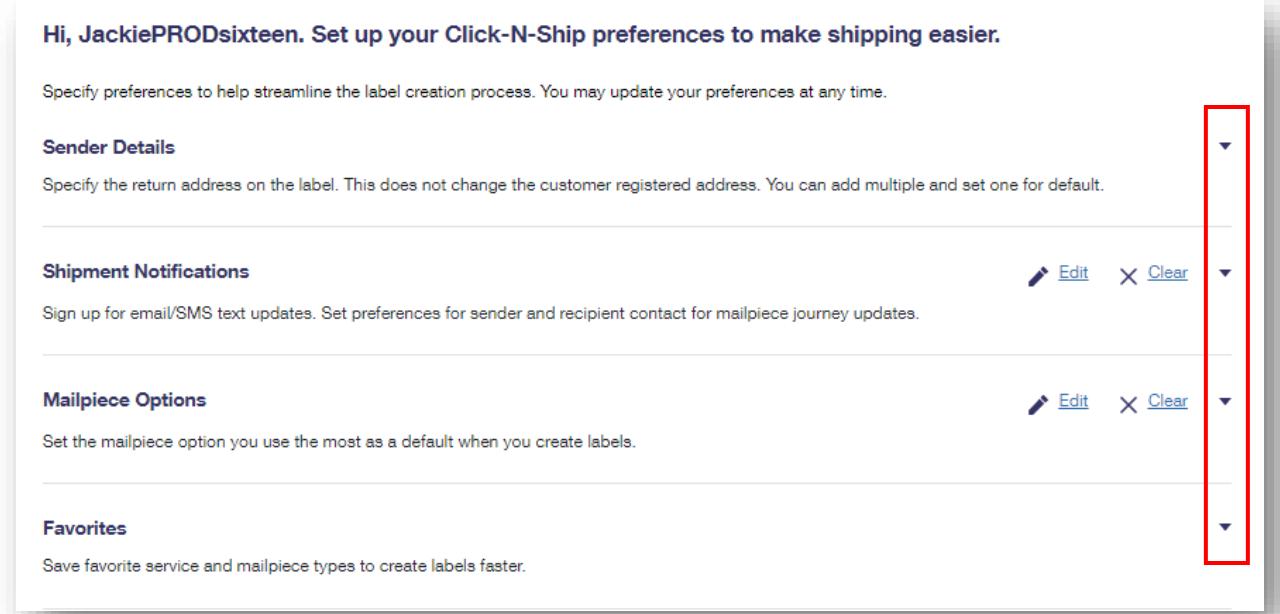


The screenshot shows the Click-N-Ship landing page. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, and Preferences. The 'Preferences' link is highlighted with a red box. In the center, there is a welcome message 'Hi, Ted!' and a summary box titled 'What's in your Label Manager?'. The summary box contains the following data:

Category	Count	Link
Incomplete Labels	698	<a href="#">Incomplete Labels</a>
Complete Labels	516	<a href="#">Complete Labels</a>
Incomplete Batches	86	<a href="#">Incomplete Batches</a>
Complete Batches	15	<a href="#">Complete Batches</a>

Below the summary box, there is a button labeled 'View Label Manager'.

- By default, the preferences will be in a *condensed view*. To view more details on a specific preference section, select the **toggle down arrow** on the right hand side of the preference.



The screenshot shows the Click-N-Ship Preferences page. The page title is 'Hi, JackiePRODsixteen. Set up your Click-N-Ship preferences to make shipping easier.' Below the title, there is a general note: 'Specify preferences to help streamline the label creation process. You may update your preferences at any time.' The page is divided into several sections, each with an 'Edit' and 'Clear' button and a '▼' icon to the right:

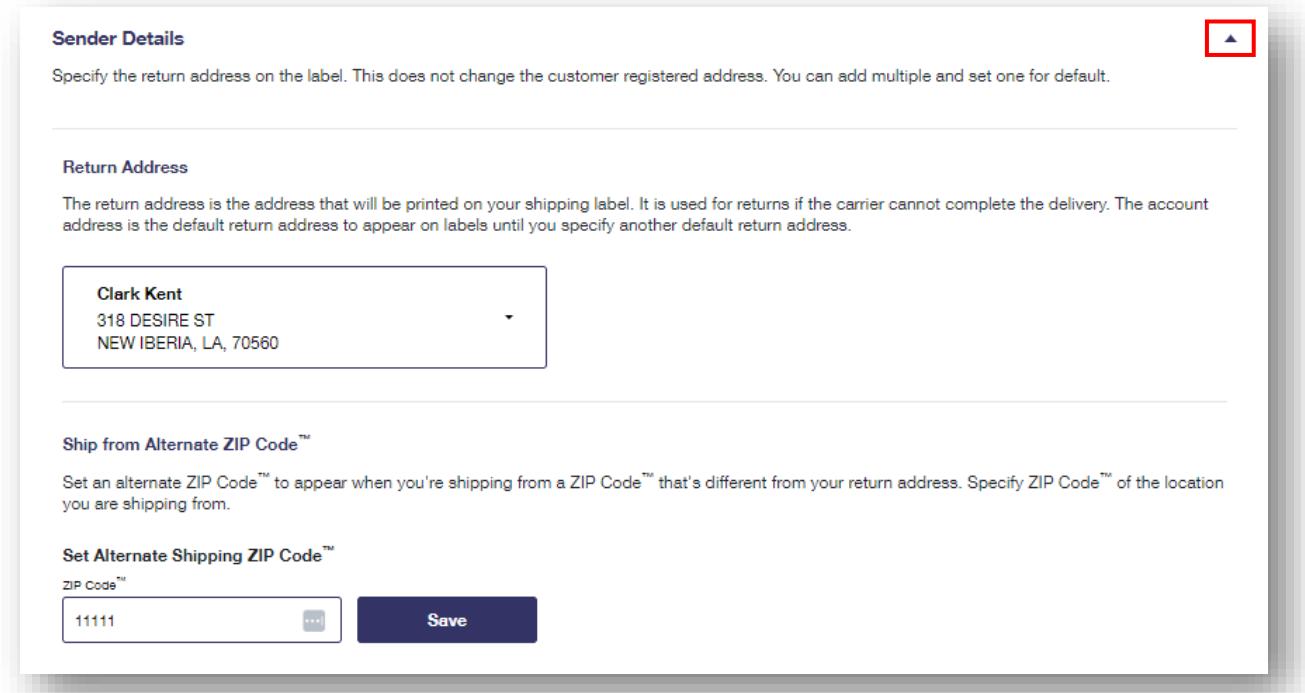
- Sender Details**: 'Specify the return address on the label. This does not change the customer registered address. You can add multiple and set one for default.'
- Shipment Notifications**: 'Sign up for email/SMS text updates. Set preferences for sender and recipient contact for mailpiece journey updates.'
- Mailpiece Options**: 'Set the mailpiece option you use the most as a default when you create labels.'
- Favorites**: 'Save favorite service and mailpiece types to create labels faster.'

## How to Edit your Preferences

### 1) Sender Details Preferences

Specify a return address and alternate **ZIP Code™** for your labels. This does not change your customer registered address.

- Select the **toggle down arrow** to expand the sender details preferences section.



**Sender Details**

Specify the return address on the label. This does not change the customer registered address. You can add multiple and set one for default.

**Return Address**

The return address is the address that will be printed on your shipping label. It is used for returns if the carrier cannot complete the delivery. The account address is the default return address to appear on labels until you specify another default return address.

Clark Kent  
318 DESIRE ST  
NEW IBERIA, LA, 70560

**Ship from Alternate ZIP Code™**

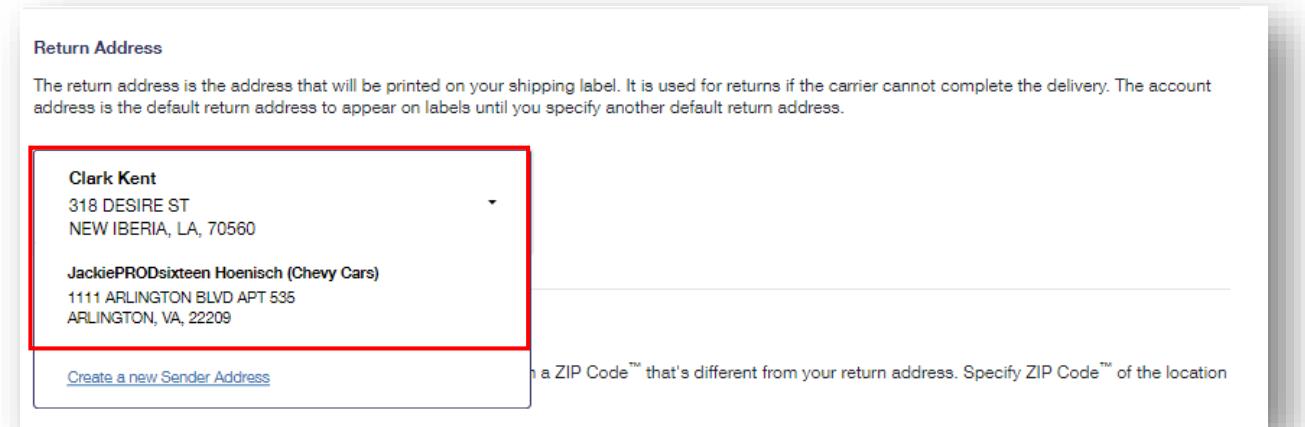
Set an alternate ZIP Code™ to appear when you're shipping from a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location you are shipping from.

**Set Alternate Shipping ZIP Code™**

ZIP Code™

11111  **Save**

- Select a default return address by selecting an address from the **Return Address** dropdown.
- To create a new sender address, select **Create a New Sender Address**.



**Return Address**

The return address is the address that will be printed on your shipping label. It is used for returns if the carrier cannot complete the delivery. The account address is the default return address to appear on labels until you specify another default return address.

Clark Kent  
318 DESIRE ST  
NEW IBERIA, LA, 70560

JackiePRODsixteen Hoenisch (Chevy Cars)  
1111 ARLINGTON BLVD APT 535  
ARLINGTON, VA, 22209

[Create a new Sender Address](#)

ii) Once selected, a **New Return Address** popup modal will be displayed. Enter the required sender details and select **Save**.

X

### New Return Address

Search your Address Book

**\*Sender Information**

Please provide first and last name and/or company.

First Name  MI  Last Name

Company

Phone (optional)  Email (optional)

**Sender Address**

Please provide a valid address. Required fields are marked with an asterik (\*).

Street Address  Apt/Suite

City  State  ZIP Code™

Save to Address Book  Set as Default Return Address

**Save**

- c) Manually enter an **alternate ZIP Code™** if shipping from a ZIP Code™ that is different from your return address.
- d) Once finished, click on **Save** to save your updated preferences selections.

**Sender Details**

Specify the return address on the label. This does not change the customer registered address. You can add multiple and set one for default.

---

**Return Address**

The return address is the address that will be printed on your shipping label. It is used for returns if the carrier cannot complete the delivery. The account address is the default return address to appear on labels until you specify another default return address.

Clark Kent  
318 DESIRE ST  
NEW IBERIA, LA, 70560

---

**Ship from Alternate ZIP Code™**

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

**Set Alternate Shipping ZIP Code™**

ZIP Code™

11111

...
Save

( c )
( d )

## 2) Shipment Notifications Preferences

Sign up for email / SMS updates. Set preferences for sender and recipients in regard to Mailpiece journey updates.

- a) Select the **toggle down arrow** to expand the shipment notifications preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.

Specify preferences to help streamline the label creation process. You may update your preferences at any time.

**Sender Details**

Specify the return address on the label. This does not change the customer registered address. You can add multiple and set one for default.

---

**Shipment Notifications**

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

Edit
Clear
▲

- c) For Sender Tracking notifications – refer to the **My Shipment Notifications** section and enter your **Email** and **Phone Number**.
  - i. Then select the **I would like to get tracking and confirmation notifications via email and / or text message** checkbox.
  - ii. Lastly, select the checkbox for the **types of updates** that you would like to receive via email and / or text.
- d) For Set Recipient Tracking notifications – refer to the **Recipient Shipment Notifications** section and select the **types of updates** that you would like for the recipient to receive.
- e) 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**

Email

Phone for SMS Text Messages

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

**Recipient Shipment Notifications**

Select updates sent to recipient.

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

( c )
( i )
( d )

( ii )

( e )

**Send me notifications for**

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

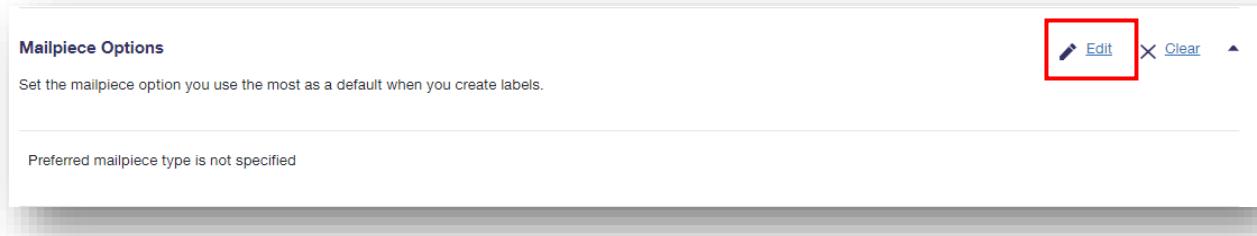
**Privacy Act Statement:**  
Your information will be used to provide customers with information about the status of mailings within the USPS network. For more information regarding our privacy policies visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy).

**Save** **Cancel**

### 3) Mailpiece Options Preferences

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

- a) Select the **toggle down arrow** to expand the mailpiece options preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.



Mailpiece Options

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

Preferred mailpiece type is not specified

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

- c) Select a **Mailpiece Type** – either **USPS® Flat Rate Packaging** or **Choose your own box**. If you select “Choose your own box” please enter Mailpiece weight, dimensions (if applicable), and girth (if applicable)
- d) Click **Save** to save any changes and set your Mailpiece option preferences.



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

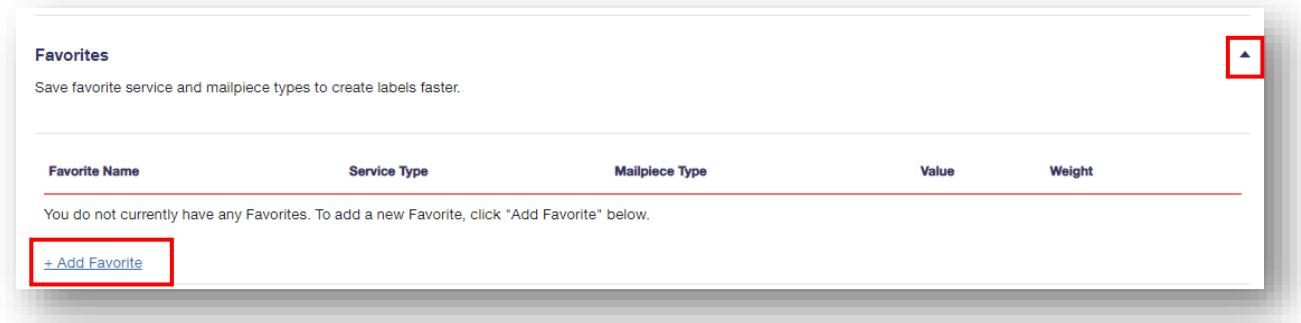
[Save](#) [Cancel](#)

Feedback

#### 4) Favorites Preferences

Save favorite packaging options to create new labels more quickly.

- a) Select the **toggle down arrow** to expand the favorites preferences section.
- b) Click **Add Favorite** within the Favorites section and an expanded form will appear.

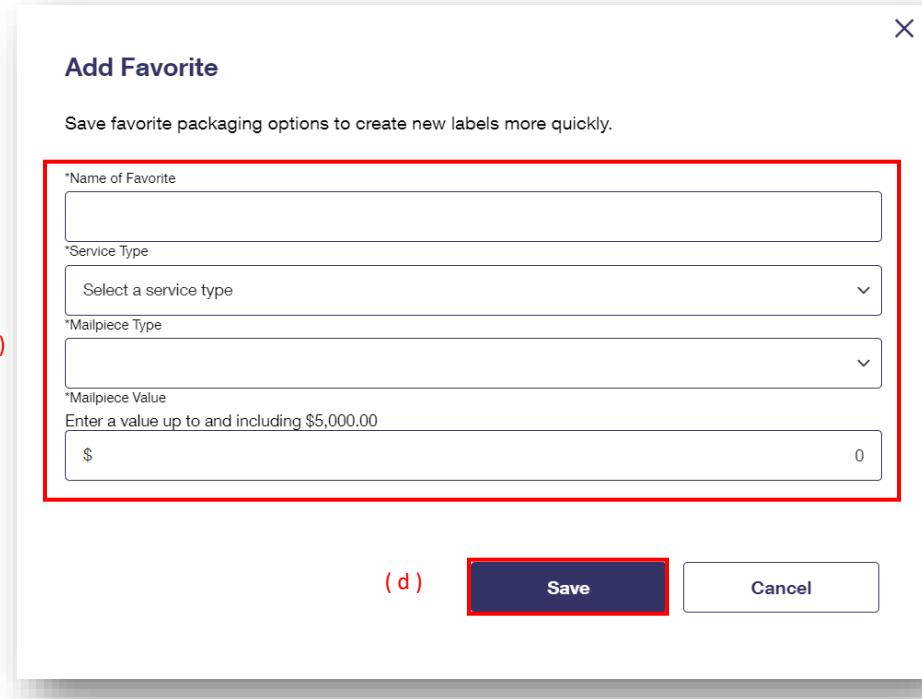


Favorites

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.				
<a href="#">+ Add Favorite</a>				

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



Add Favorite

Save favorite packaging options to create new labels more quickly.

(c)

(d)

Save

Cancel

## 5) USPS Connect® Preferences

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

- a) Select the **toggle down arrow** to expand the USPS Connect® preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.

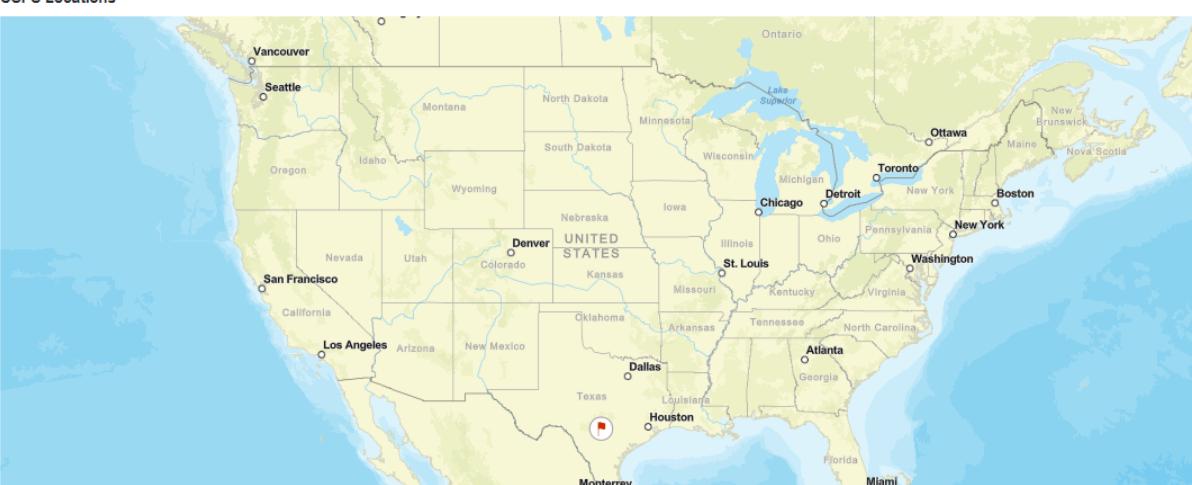
**USPS Connect**

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

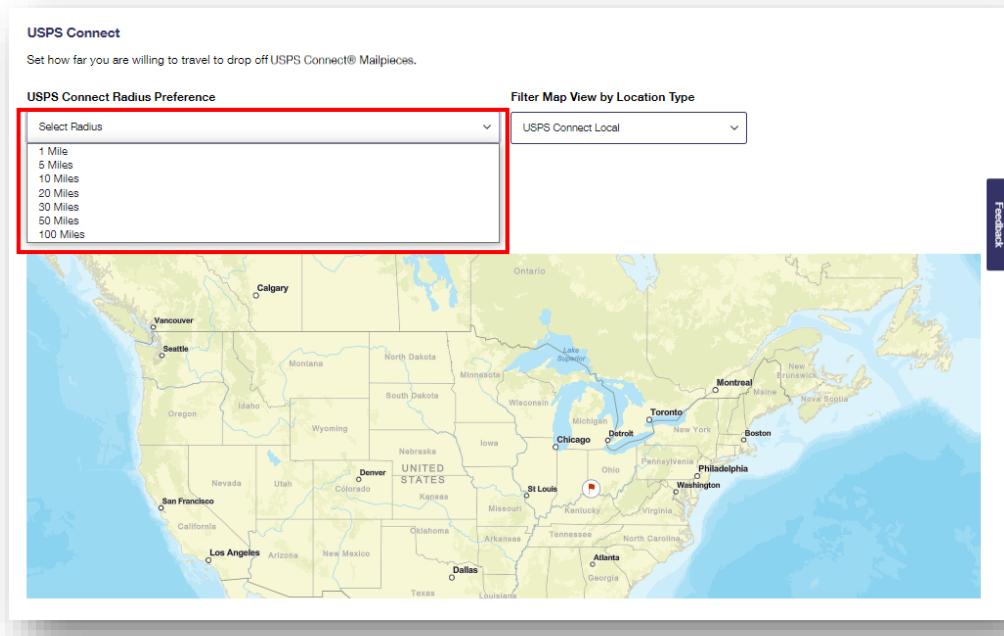
**USPS Connect® Radius Preference**  
20 mi

**Filter Map View by Location Type**  
USPS Connect® Local

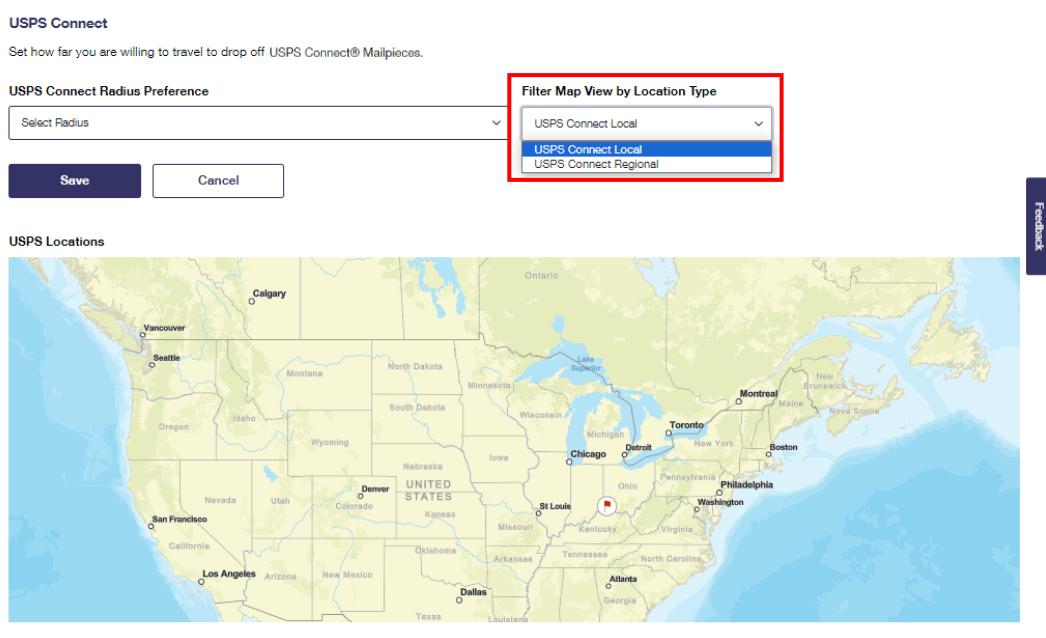
**USPS Locations**



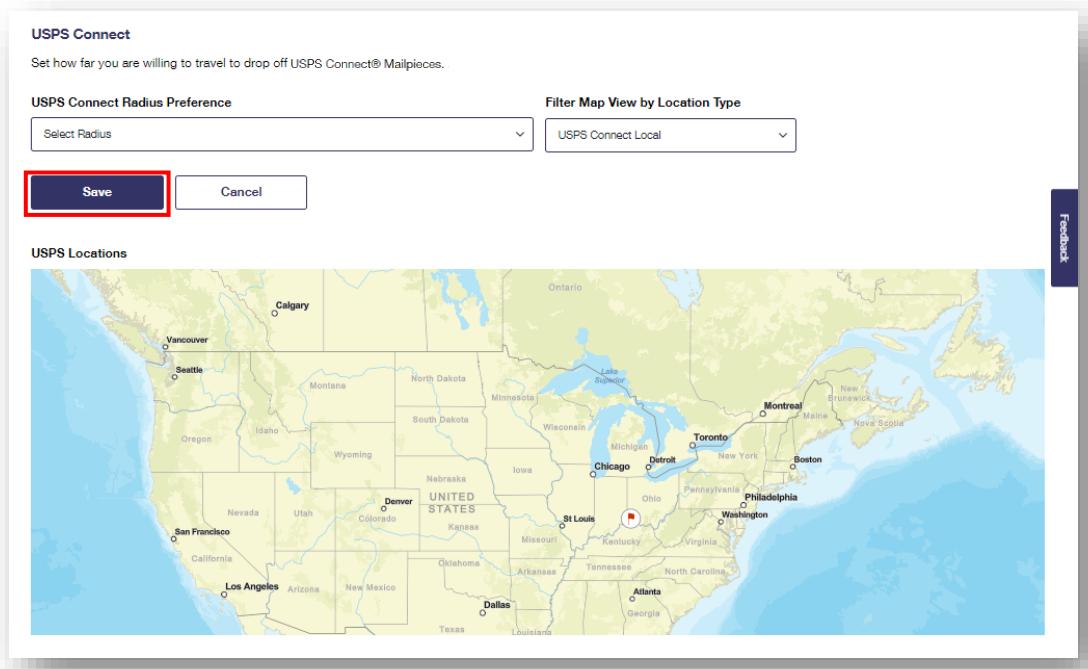
c) Select the **USPS Connect® Radius Preference dropdown** and selecting a radius from the options listed.



d) To Filter the Map View by Location Type (USPS Connect® Local or USPS Connect® Regional), select the **Filter Map View by Location Type dropdown** and select your option.



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



## 6) Click-N-Ship® Business Rate Card Preferences

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

- a) Select the **toggle down arrow** to expand the CNS Business Rate Card preferences section.
- b) Select **Sign Up** to enroll into the Business Rate Card program.

### 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

Not Enrolled. Sign up today to access even lower business prices. After you review and accept the terms, you'll have immediate access to lower business prices. You can opt out at any time.

[Sign Up](#)

- c) Agree to the Business Rate Card Terms and Conditions by selecting the **terms and conditions checkbox** and selecting **sign up**. No further action is required after enrolling.

### Get Discounted Rates with Click-N-Ship® Business Rate Card

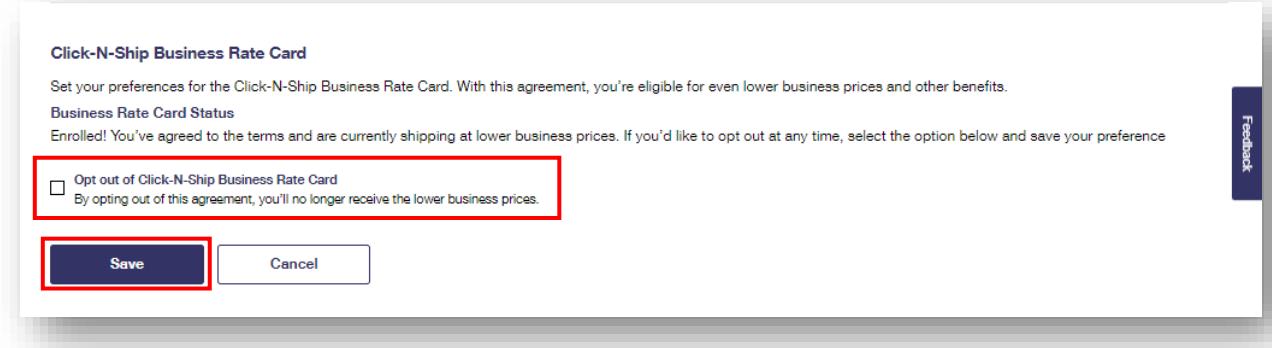
With Business Rate Card (BRC), you will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.

I have read, understand and agree to the [terms and conditions](#).

[Sign Up](#)

[Not Now](#)

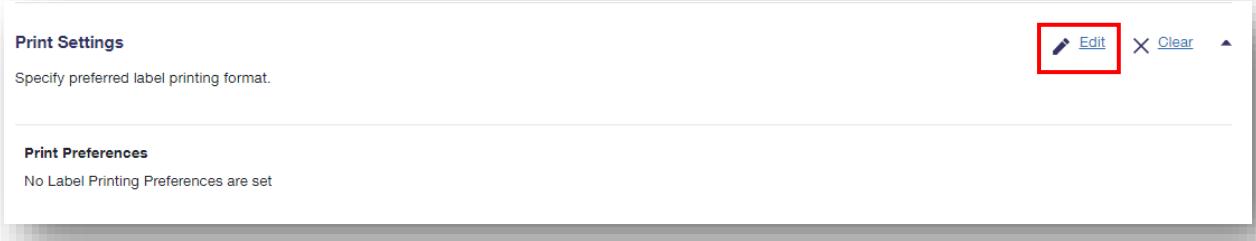
- d) Once enrolled, you can select to opt-out of the Click-N-Ship® Business Rate Card by selecting the **Business Rate Card Status checkbox**.
- e) Once finished, click on **Save** to save your updated preferences selections.



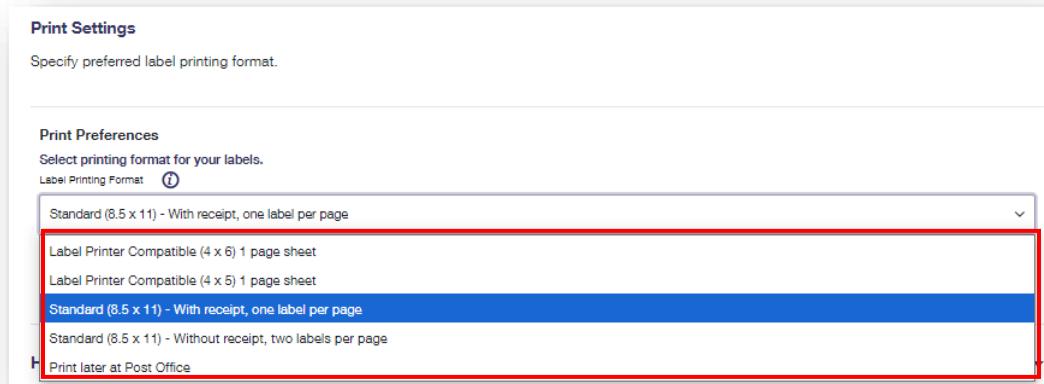
## 7) Printing Settings Preferences

Specify a preferred label printing format.

- a) Select the **toggle down arrow** to expand the print settings preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.



- c) Select the printing format for your labels by clicking on the dropdown button and choosing a default **Label Printing Format**.



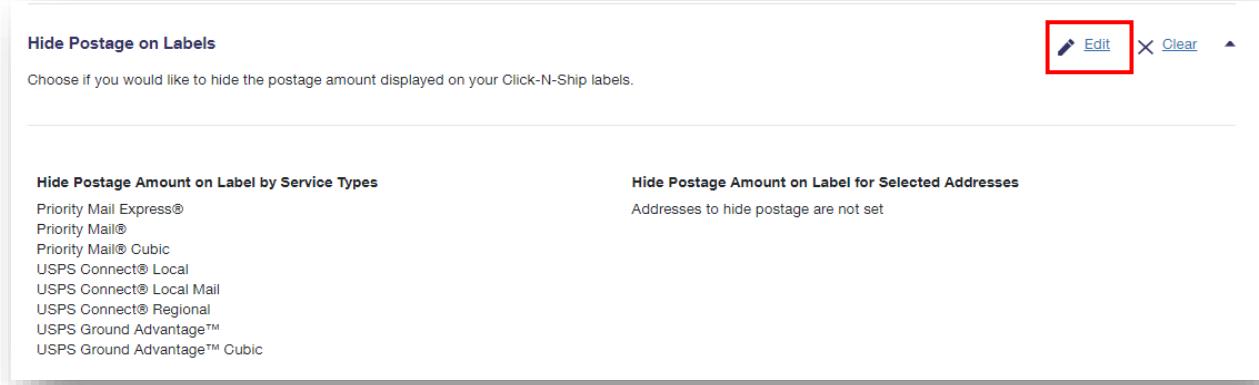
d) Once finished, click on **Save** to save your updated preferences selections.



## 8) Hide Postage on Label Preferences

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

- Select the **toggle down arrow** to expand the hide postage on label preferences section.
- Select **Edit** on the top right of the section and an expanded form will appear.



- c) **Hide postage preferences by service type** by choosing the mail classes you wish to hide postage displayed on your labels for.
- d) **Hide postage preferences by address** by using the Address Book to add labels to the list below that you wish to hide postage displayed on your labels for:
- e) Click **Save** to save any changes and set your suppressed postage preferences.

#### Hide Postage on Labels

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

You can hide postage by Service Type and you can choose specific addresses to hide postage from.

##### Hide Postage Preferences by Service Type

Choose the mail classes you wish to hide postage displayed on your labels for:

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

##### Hide Postage Preferences by Address

Use the Address Book to add labels to the list below that you wish to hide postage displayed on your labels for:

[Add From Address Book](#)

(c)

(e)

[Save](#)

[Cancel](#)

(d)

## 9) Purchase Labels on Another Account (Business Accounts)

Set a preference to utilize an Enterprise Payment System (EPS) billing account of another user to create, purchase, and ship label(s) on their behalf.

- a) Click **Edit** under Purchase Labels on Another Account. An expanded form will appear.

**Hi, Ted. Set up your Click-N-Ship preferences to make shipping easier.**

Specify preferences to help streamline the label creation process. You may update your preferences at any time.

#### Purchase Labels on Another Account

[!\[\]\(39c7701a791c314449a0f8e6c216f8fd\_img.jpg\) Edit](#) [!\[\]\(9d012cdb8eeea0aba999e4827bc62511\_img.jpg\) Clear](#)

Shipping on behalf of someone else? Selecting a payer account allows you to use their Enterprise Payment System (EPS) billing account. Any additional benefits you have will not be reflected while using a payer account.

#### Billing Account

An alternate Payer preference is not set.

- b) To choose an EPS Billing Account of another user, select an account from the dropdown and select **Save Account**.
  - i. *Note, anytime you switch Payer EPS accounts, the label(s) in their Label Manager and Label Cart will be unique to that specific EPS account.*
- c) To switch back to using your personal EPS Billing Account, select **Switch To My Account**.

**Purchase Labels on Another Account**

Shipping on behalf of someone else? Selecting a payer account allows you to use their Enterprise Payment System (EPS) billing account. Any additional benefits you have will not be reflected while using a payer account.

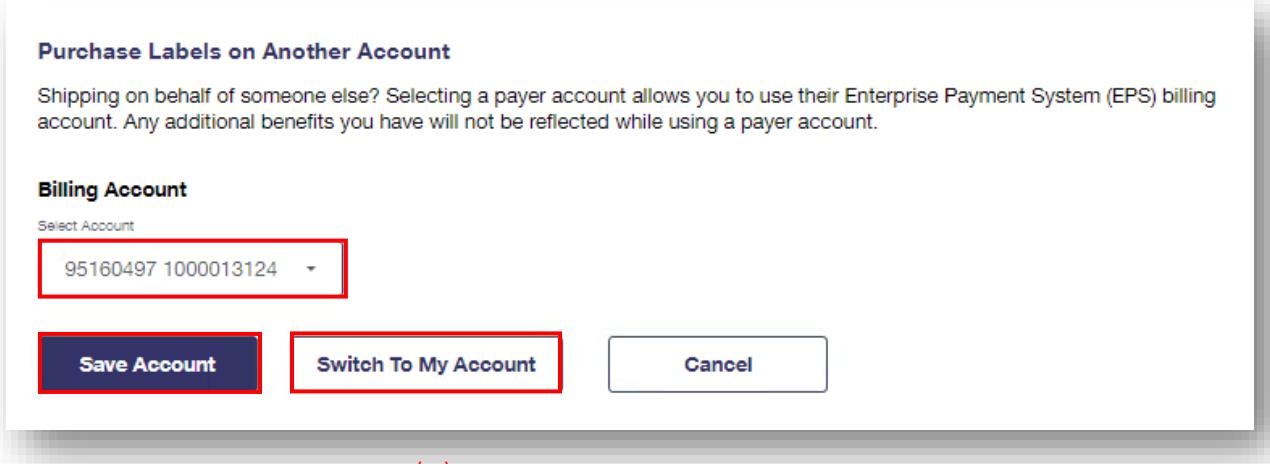
**Billing Account**

Select Account

95160497 1000013124 ▾

**Save Account** **Switch To My Account** **Cancel**

( b ) ( c )

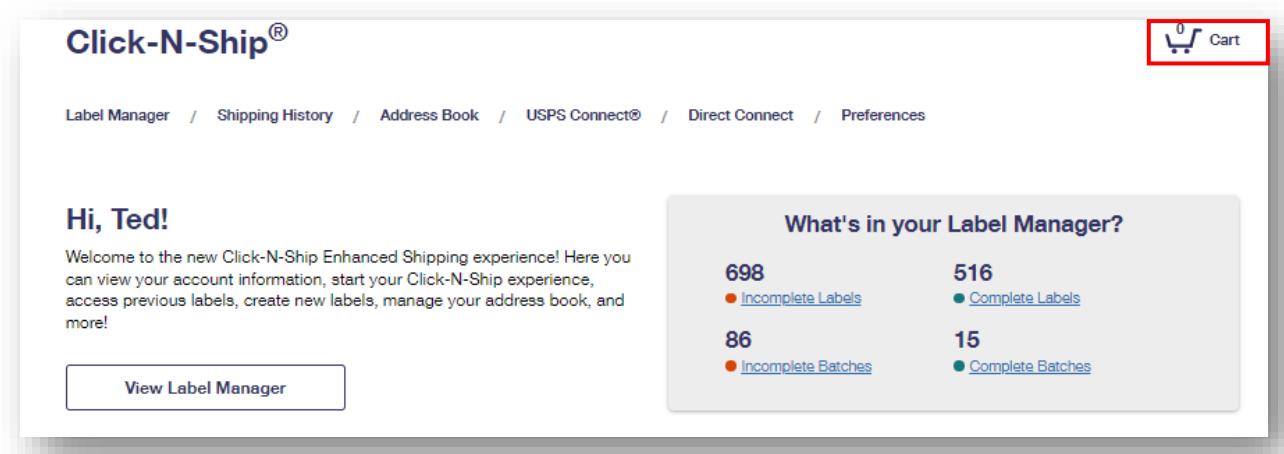


## Label Cart

Within the Label Cart, you will be able to see an overview of the labels that you've created using the Enhanced Click-N-Ship® application and that are ready for purchase.

### 1) Navigate to Label Cart

- a) Click on the **Label Cart icon** located on the landing page.



The screenshot shows the Click-N-Ship® landing page. At the top right, there is a red box highlighting the 'Cart' icon with a '0' next to it. Below the header, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, and Preferences. The main content area starts with a greeting 'Hi, Ted!'. Below the greeting is a paragraph of text: '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!'. To the right of this text is a callout box with the heading 'What's in your Label Manager?'. The callout contains the following data:

Category	Count	Link
Incomplete Labels	698	<a href="#">Incomplete Labels</a>
Complete Labels	516	<a href="#">Complete Labels</a>
Incomplete Batches	86	<a href="#">Incomplete Batches</a>
Complete Batches	15	<a href="#">Complete Batches</a>

At the bottom left of the main content area, there is a button labeled 'View Label Manager'.

## All Actions within Label Cart

### 1) Review Labels in Label Cart

a) If any labels were added to the cart, review the **label information** for accuracy.

**Label Cart (2)**

[◀ Back to Label Manager](#)

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

b) If a USPS® Smart Locker was selected, it will be displayed under the **Recipient** Section.

**Label Cart (2)**

[◀ Back to Label Manager](#)

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

c) If a USPS Connect™ Local label was created, the drop-off location will be displayed above the **Ship Date** section.

**Remove**

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

	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
1 of 1	<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	Free	\$4.95
						Total Label Cost
						\$4.95

**USPS® Shipping Supplies**

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

**+ Add Shipping Supplies**

## 2) Edit Labels within Label Cart

a) If you would like to edit a label within your Label Cart, select **Edit** and you will be redirected to the single label creation page for that specific label.

**Label Cart (2)**

[◀ Back to Label Manager](#)

**Remove**

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 2	<input checked="" type="checkbox"/> 09/12/2024	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913	Priority Mail® Large Flat Rate Box	Large Flat Rate Box Insurance USPS Tracking® Hidden Postage	Free Free Free Free	\$20.69
						Total Label Cost
						\$20.69

### 3) Remove Labels from Label Cart

a) If you would like to remove a label from your Label Cart, select the checkbox of the label and then select **Remove**. To remove all labels at once, select **X Remove All**.

**Label Cart (2)**

[◀ Back to Label Manager](#)

**Remove**

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
<input checked="" type="checkbox"/>	09/12/2024 1 of 2	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913 <a href="#">Edit</a>	Priority Mail® Large Flat Rate Box		Large Flat Rate Box Insurance USPS Tracking® Hidden Postage	\$20.69 Free Free Free
	09/12/2024 2 of 2	PETER PARKER 400 STEWART AVE LAS VEGAS, NV, 89101-2913 <a href="#">Edit</a>	Priority Mail® Large Flat Rate Box		Large Flat Rate Box Insurance USPS Tracking® Hidden Postage	\$20.69 Free Free Free
					Total Label Cost	<b>\$20.69</b>
					Total Label Cost	<b>\$20.69</b>

**USPS® Shipping Supplies**

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

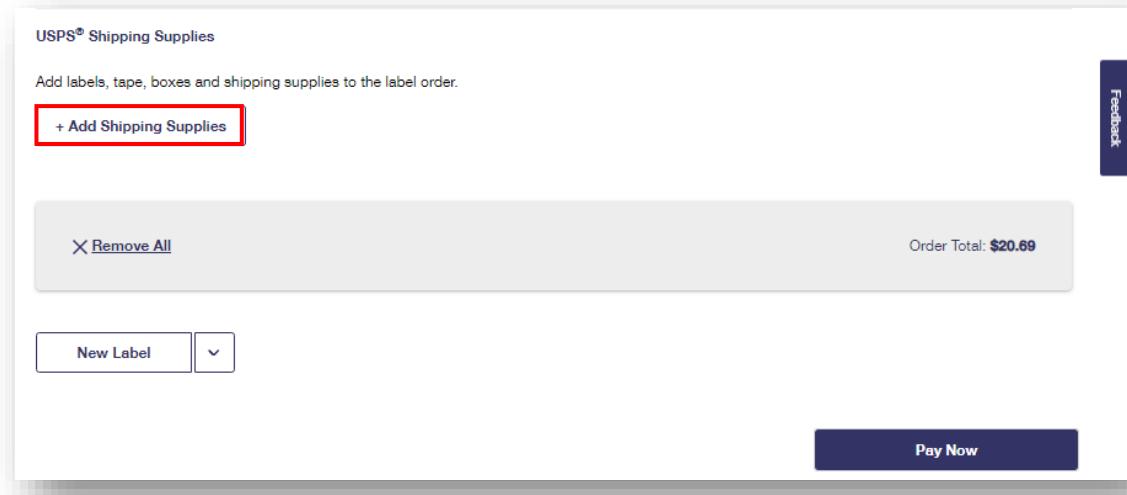
[+ Add Shipping Supplies](#)

**X Remove All**

Order Total: **\$41.38**

4) Add Free USPS® Shipping Supplies to your Order

a) To add free supplies, click **+Add Shipping Supplies** option located under USPS® Shipping Supplies.



USPS® Shipping Supplies

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

**+ Add Shipping Supplies**

**Remove All**

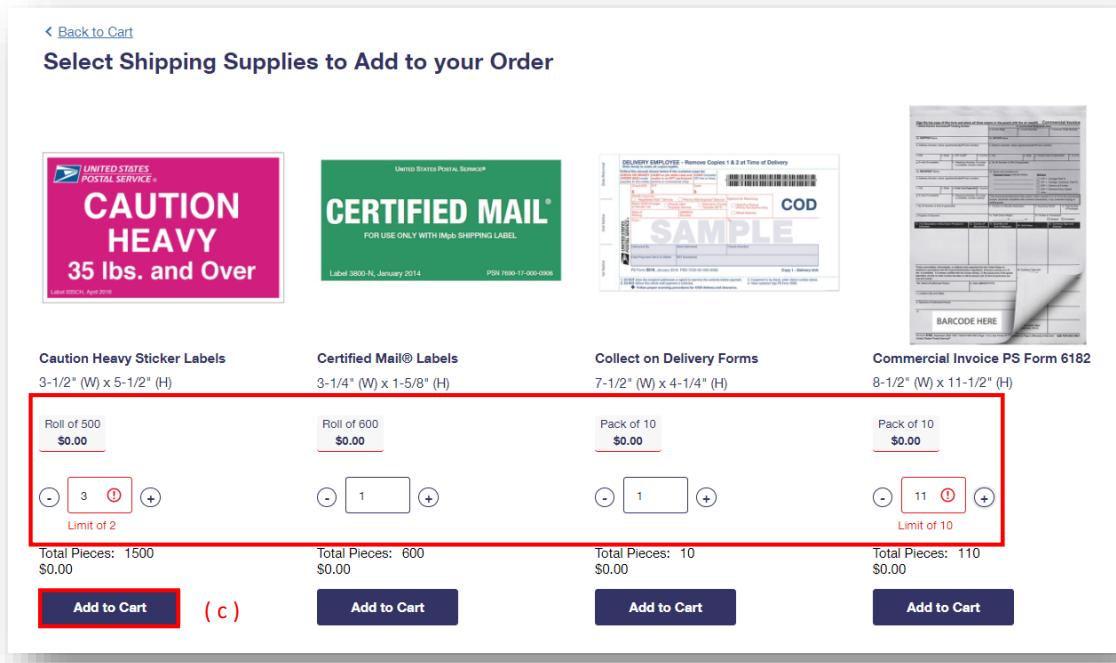
Order Total: **\$20.69**

New Label **▼**

**Pay Now**

b) Select the **type** and **quantity** of shipping supplies that you would like to add to your order (Note, each shipping supply product will display the different pack sizes and the minimum / maximum quantity available that it comes with).

c) To add a product to your order select **Add to Cart**.



[Back to Cart](#)

**Select Shipping Supplies to Add to your Order**

**Caution Heavy Sticker Labels**  
3-1/2" (W) x 5-1/2" (H)

**Certified Mail® Labels**  
3-1/4" (W) x 1-5/8" (H)

**Collect on Delivery Forms**  
7-1/2" (W) x 4-1/4" (H)

**Commercial Invoice PS Form 6162**  
8-1/2" (W) x 11-1/2" (H)

(b)

Roll of 500  
\$0.00

3    Limit of 2

(c)

Roll of 600  
\$0.00

1

Pack of 10  
\$0.00

1

Pack of 10  
\$0.00

11    Limit of 10

Total Pieces: 1500  
\$0.00

Total Pieces: 600  
\$0.00

Total Pieces: 10  
\$0.00

Total Pieces: 110  
\$0.00

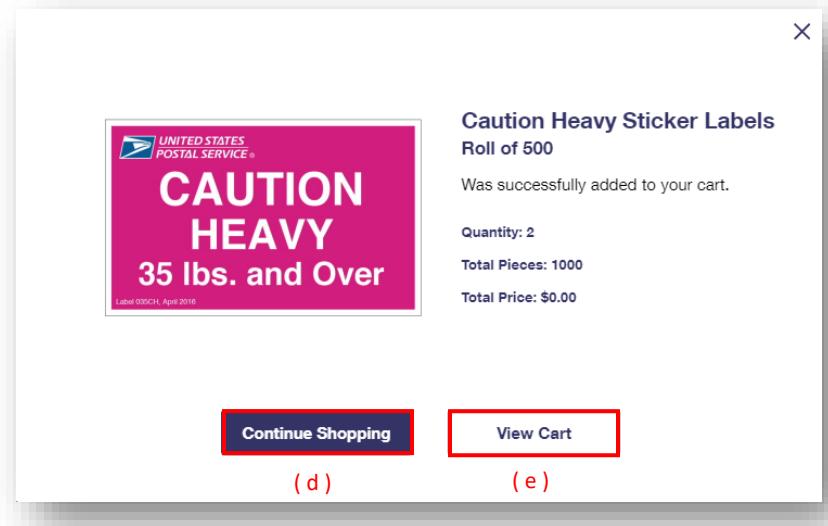
**Add to Cart** (b)

**Add to Cart** (c)

**Add to Cart**

**Add to Cart**

- d) Once a product is added to the cart, you will see this pop up model. If you would like to add more shipping supplies to your order, select **Continue Shopping**.
- e) If you would like to proceed to your label cart, select **View Cart**.



- f) Once you have returned to the label cart, **details** about the free shipping supplies that you selected will be displayed.

USPS® Shipping Supplies

Product	Quantity	Total Pieces	Total Price
Dual-Use Priority Mail / Priority Mail Express Medium Tube - 1098 Pack of 10 38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H)	3	30	Free
<a href="#">Remove</a>			
Caution Heavy ID Sticker Roll of 500 3-1/2" (W) x 5-1/2" (H)	2	1000	Free
<a href="#">Remove</a>			
Priority Mail Box - 1097 Pack of 10 12-7/16"(L) x 11-5/8"(W) x 2-1/2"(H)	3	20	Free
<a href="#">Remove</a>			
Priority Mail Flat Rate® Large Box - LARGEFRB Pack of 10 12-1/4"(L) x 12"(W) x 6"(H)	2	20	Free
<a href="#">Remove</a>			

[Shop for More Supplies](#)

**Confirm Shipping Details for Supplies**

Delivery Address [Edit](#)  
Abby Moore  
4664 Happy Drive  
Arlington, VA 22202

Select a Shipping Method

**Parcel Select® Service** Free  
Arrives in 5-7 business days

**Priority Mail® Service** \$25.95  
Arrives in 2-3 business days

**Shipping Supplies Summary**

Subtotal	\$0.00
Shipping - Priority Mail®	\$25.95
<b>Shipping Supplies Total</b>	<b>\$25.95</b>

## 5) Edit Delivery Address for your USPS® Shipping Supplies

You are now able to update the delivery address for your free shipping supplies.

- To update the Shipping Supplies delivery address, select **Edit** under the **Confirm Shipping Details for Supplies** section.

The screenshot shows the USPS Shipping Supplies interface. On the left, a list of items in the cart is displayed:

- Dual-Use Priority Mail / Priority Mail Express Medium Tube - 1096 Pack of 10**  
38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H)  
Quantity: 3
- Caution Heavy ID Sticker Roll of 500**  
3-1/2" (W) x 5-1/2" (H)  
Quantity: 2
- Priority Mail Box - 1097 Pack of 10**  
13-7/16"(L) x 11-5/8"(W) x 2-1/2"(H)  
Quantity: 3 (Limit of 2)
- Priority Mail Flat Rate® Large Box - LARGEFRB Pack of 10**  
12-1/4"(L) x 12"(W) x 6"(H)  
Quantity: 2

On the right, the **Confirm Shipping Details for Supplies** section is shown:

- Delivery Address:** [Edit](#) (The 'Edit' link is highlighted with a red box.)  
Abby Moore  
4664 Happy Drive  
Arlington, VA 22202
- Select a Shipping Method:**
  - Parcel Select® Service**  
Arrives in 5-7 business days
  - Priority Mail® Service**  
Arrives in 2-3 business days

At the bottom, the **Shipping Supplies Summary** shows:

Subtotal	\$0.00
Shipping - Priority Mail®	\$25.95
Shipping Supplies Total	\$25.95

[Shop for More Supplies](#)

- b) Update the Shipping Supplies address manually or select one from your address book by selecting **Use Address Book**.
- c) Once finished, select **Save**.

## Shipping Supplies Delivery Address

Please provide a delivery address for you would like your shipping supplies delivered.

[Use Address Book](#)

\*First Name  MI  \*Last Name

Company

Phone  Email

\*Country

\*Street Address  Apt/Suite/Other

\*City  \*State  \*ZIP Code™

**Save** **Cancel**

6) Creating a New Label from Label Cart

a) To create a new label from your Label Cart – refer to bottom of the Label Cart page, select the **New Label dropdown**, and select a label creation method.

USPS® Shipping Supplies

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

+ Add Shipping Supplies

[X Remove All](#)

Order Total: \$20.69

New Label

New Label

New Batch

File Upload

Pay Now

AMEX

PayPal

MasterCard

Apple Pay

Discover

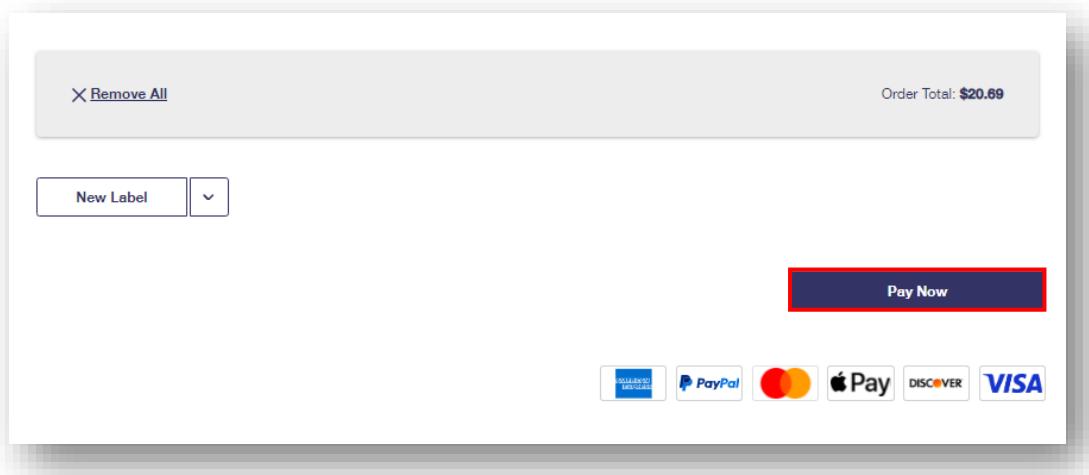
VISA

## How to Pay for Your Label(s) – 7 Payment Methods

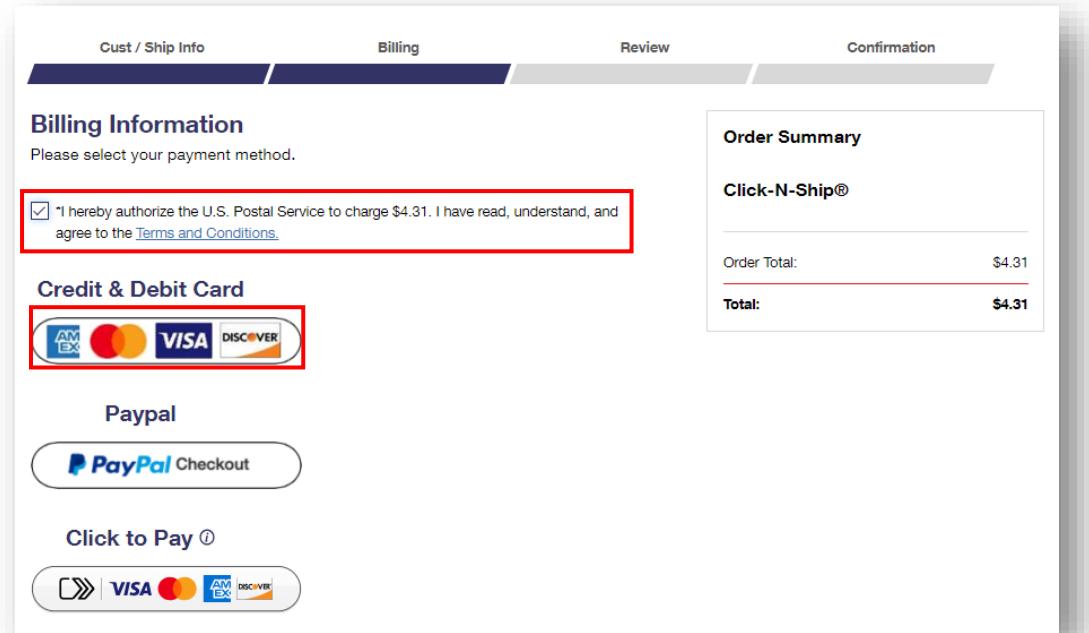
Within Enhanced Click-N-Ship®, customers can pay for their label(s) via Debit / Credit Card, PayPal, Click to Pay, Apple Pay, EPS, 3<sup>rd</sup> Party Authorization (business), or OMAS.

### 1) Option 1 – Paying with Credit / Debit Card

- 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.



- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Credit & Debit Card** as the payment option.



d) Once the payment method is selected, enter your **Credit or Debit Card Information**.  
 i. *Note, to save your card to your account, select **Save this card to my account**. To make this card your preferred card, select **Make this my preferred card**.*

**Credit & Debit Card**



**Credit or Debit Card Information**

\*Required Field

(d)

*Cardholder's Name as it appears on card Rocky Balboa	Card Nickname (Business Card, Personal Card, etc.) Card Nickname
*Card Number [Redacted]	*CVC <small>(i)</small> [Redacted]
	*Expires on MM/YY

(i)

Save this card to my account  
 Make this my preferred card

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

**Billing Address**

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

Use USPS.com account address

*Address 1 300 SUPERMAN ST	Address 2 [Redacted]	
*City Charlotte	*State NC - North Carolina	*ZIP Code™ 33333

**Print and Pay**

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

X

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

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

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

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

**Accept & Continue**

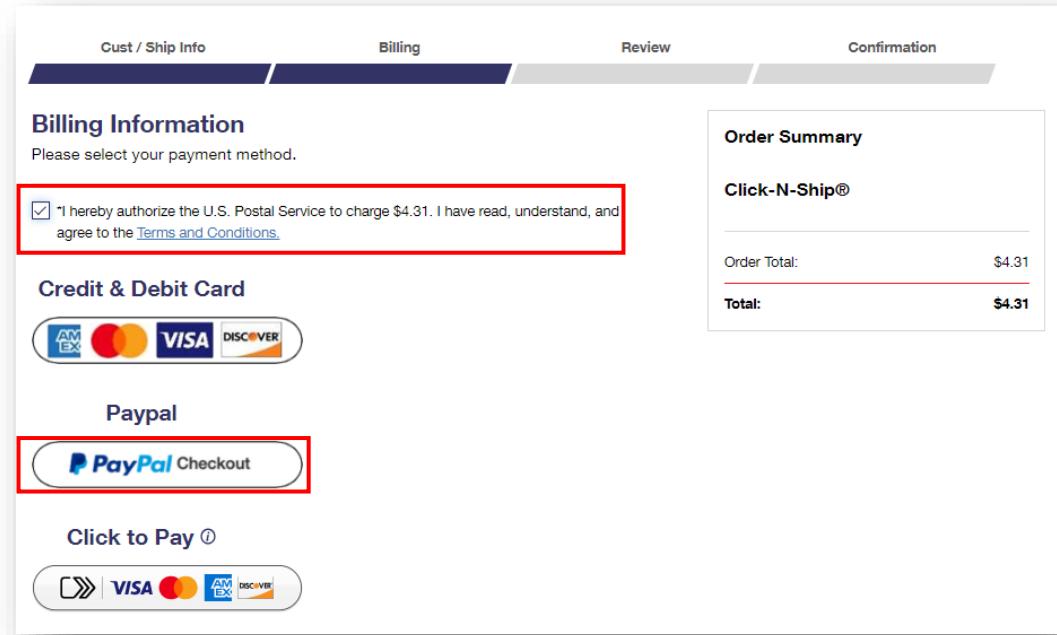
You must accept to continue and place your order.

## 2) Option 2 – Paying with PayPal

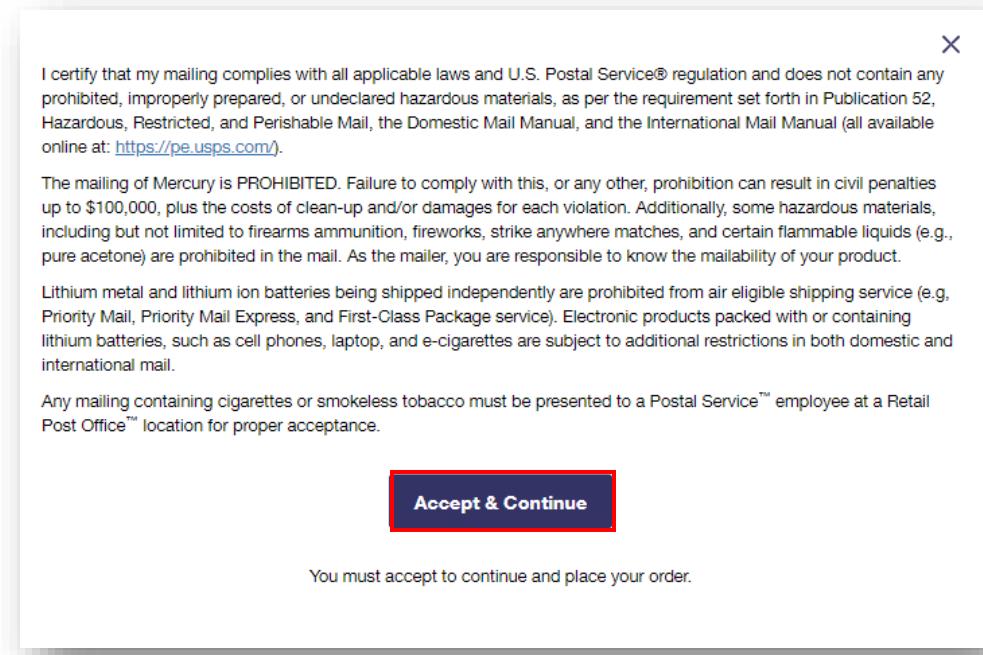
- If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.



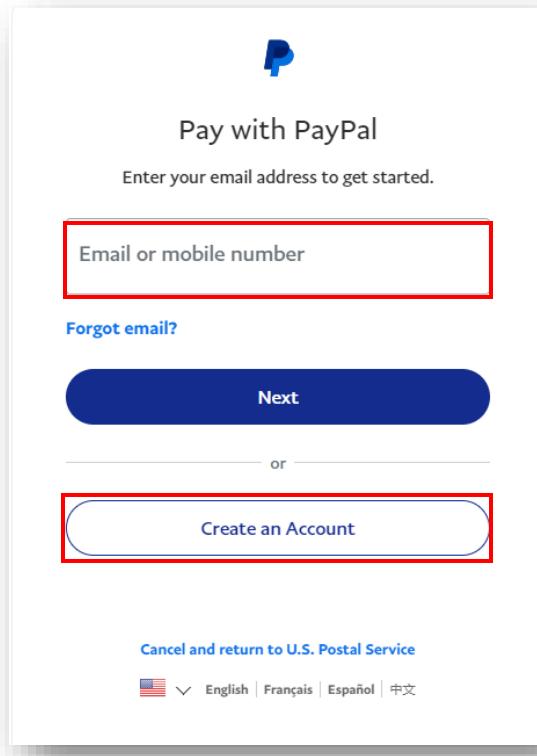
- Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- Select **PayPal** as the payment option.



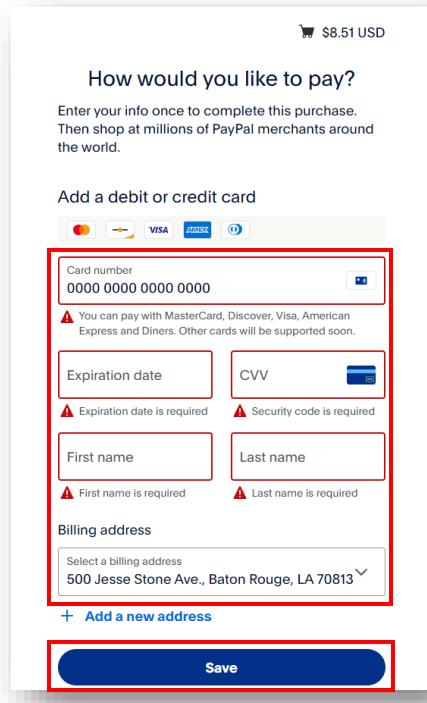
d) Select **Accept & Continue** to proceed with paying for your order.



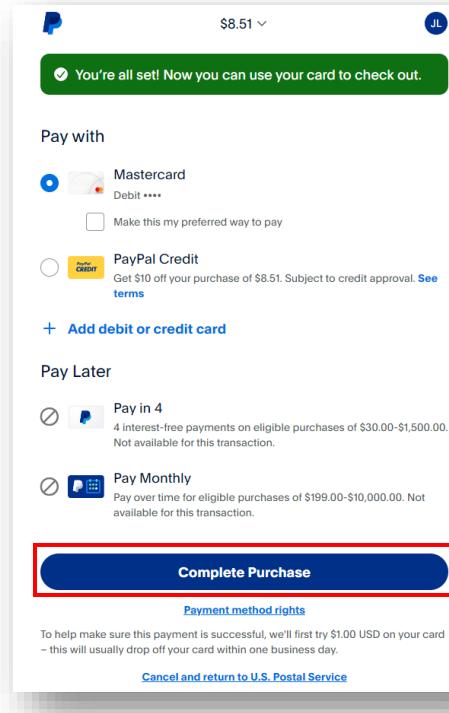
e) To proceed with paying with PayPal, **login** or **create a new account**.



f) Once logged in, enter your **Debit / Credit Card and Billing Information**, and select **Save**.

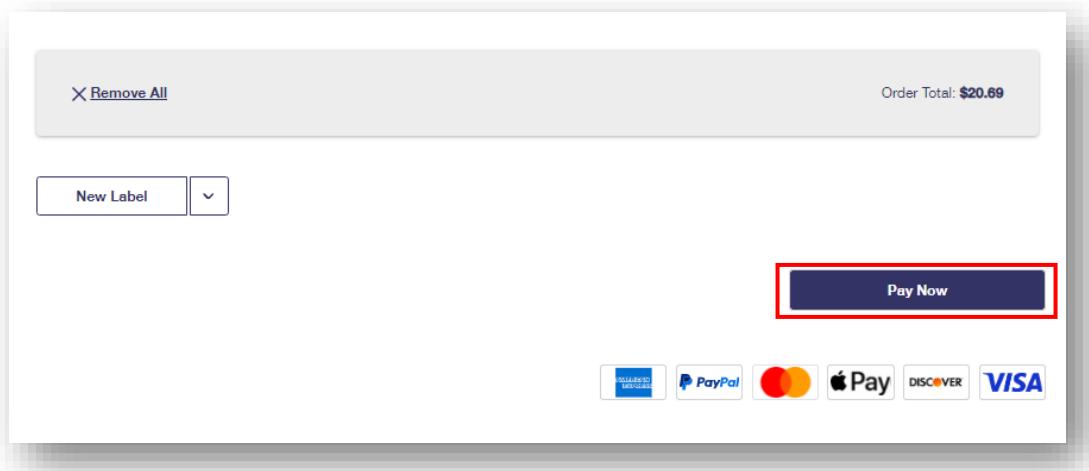


g) Select **Complete Purchase** to proceed with paying for your order.

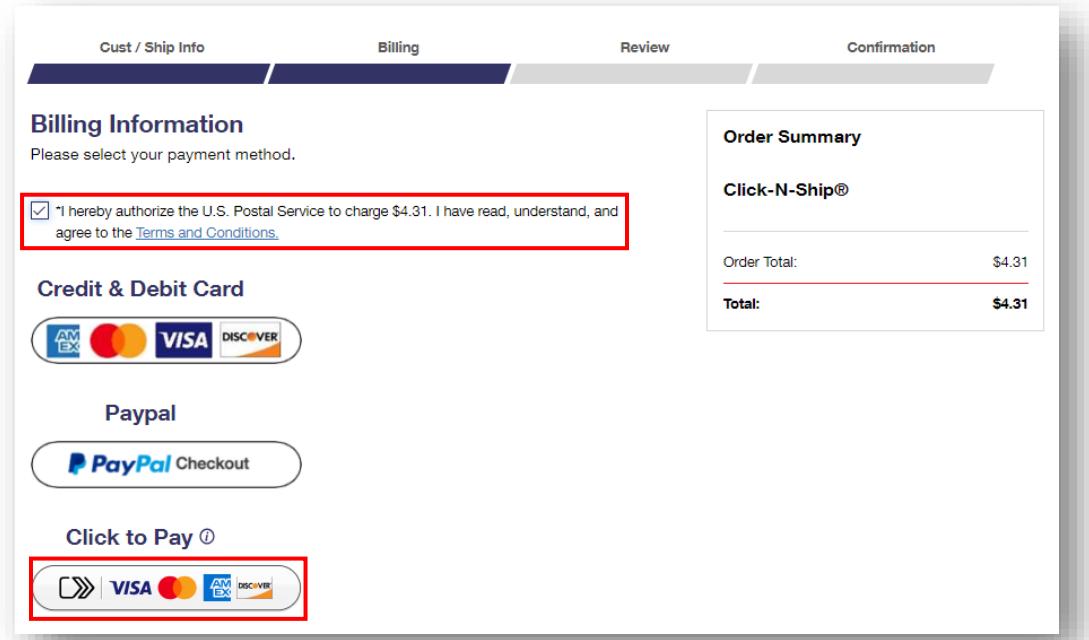


### 3) Option 3 – Paying with Click to Pay

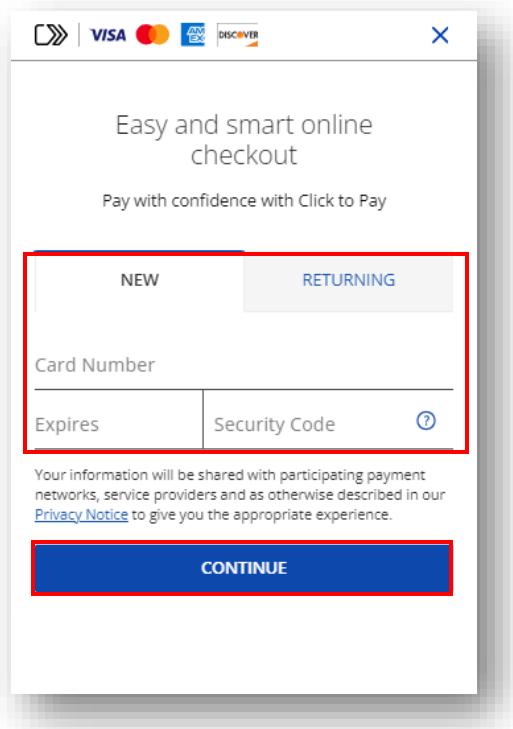
- If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.



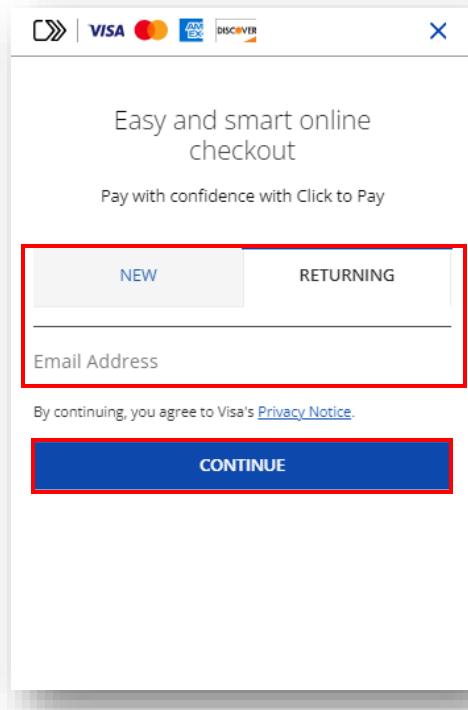
- Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- Select **Click to Pay** as your payment option.



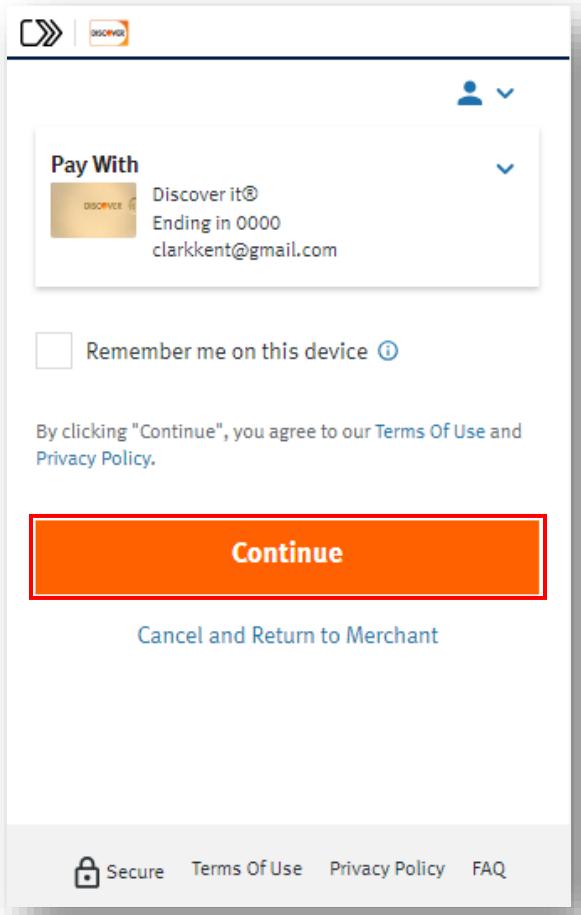
d) If you're a new user, enter your **Credit / Debit Card information** and select **Continue**.



e) If you are a returning user, enter your **email address** and select **Continue**.

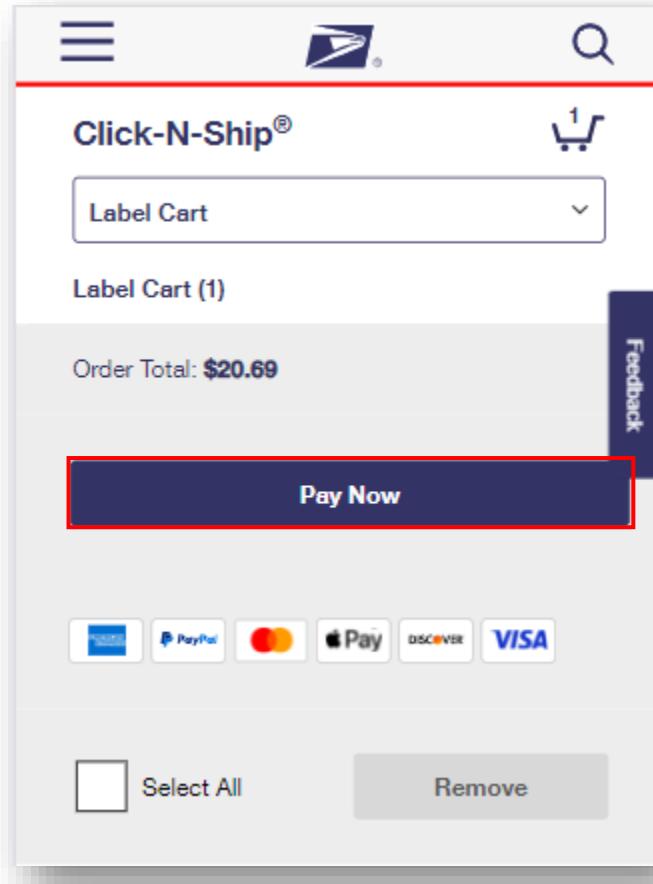


f) Ensure that the saved card is correct and select **Continue** to proceed with paying for your order.

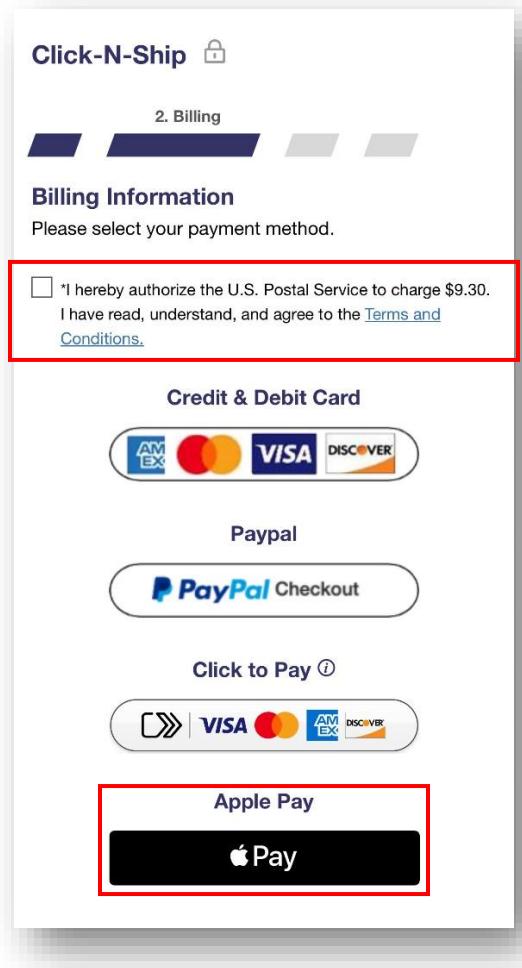


4) Option 4 – Paying with Apple Pay (IOS users only)

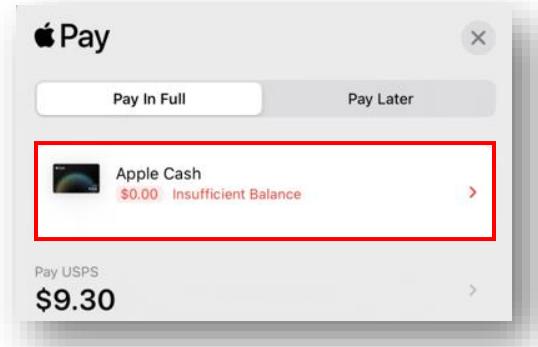
- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.



- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Apple Pay** as your payment option



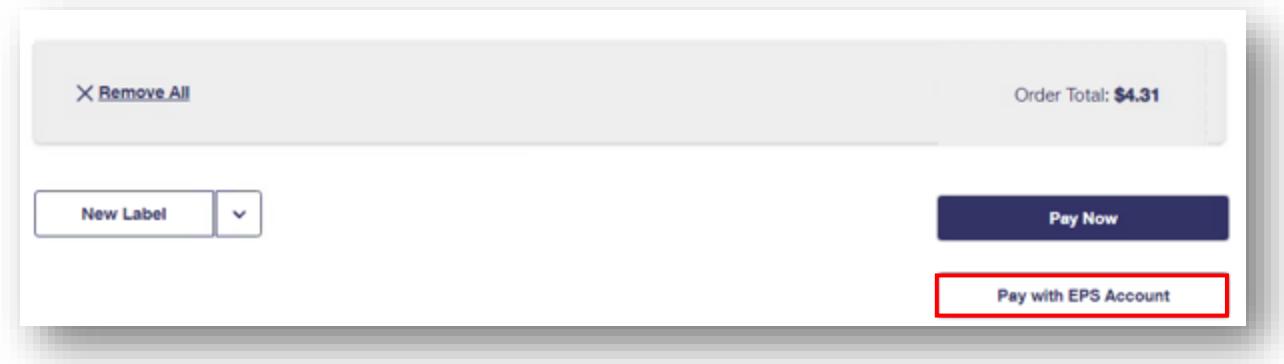
- d) Select an **Apple Payment Method (Apple Cash / Debit / Credit Card)** and proceed with paying for your order.



5) Option 5 – Paying with an Enterprise Payment System (EPS) Account

a) If you already have an EPS Account, select **Pay with an EPS Account**.

i. *Note, this option will only be displayed once an EPS Account has been created.*



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



c) Agree to the **Terms and Conditions** for creating an Enterprise Payment System (EPS) account by selecting the **checkbox** and selecting **Submit**.

## Create a New EPS Account

The process to create a new Enterprise Payment account is simple. We'll ask you to verify a few details, setup payment method(s), and add your products and services.

Please review and accept the Terms and Conditions for Enterprise Payment System

<a href="#">Terms and Conditions</a>	<a href="#">Print Terms and Conditions</a>
<p><b>ENTERPRISE PAYMENT SYSTEM</b></p> <p>By checking the "AGREE" box, you acknowledge that you have read, understand and agree to the terms and conditions set forth for the Enterprise Payment System (EPS) as described below.</p> <p>This Terms and Conditions of Use Agreement (this "Agreement") is a legal agreement between you ("You" or "Your" or "User" or "Mailer") and the United States Postal Service, an Independent Establishment of the Executive Branch of the United States Federal Government ("USPS" or "Postal Service"). The Agreement sets forth the terms and conditions for Your use of the USPS Enterprise Payment System. User acknowledges and agrees that he, she or the entity User has accepted the Agreement on behalf of is solely responsible for and shall abide by these Terms and Conditions of Use as well as all policies, procedures and regulations of the United States Postal Service.</p> <p>To the extent that the terms and conditions are not consistent with any provisions of the Domestic Mail Manual (DMM) or any other regulations or rulings of the USPS applicable to its mail, products or services presented pursuant to this Agreement or any other service agreement participant has with the USPS, the DMM and those regulations and rulings will prevail.</p> <p>The Postal Service reserves the right to change the terms, conditions, and notices under which the USPS Enterprise Payment System is offered. If You do not agree to, or cannot comply with, the Agreement as amended, You must stop using the USPS Enterprise Payment System. You will be deemed to have accepted the Agreement as amended if You continue to use the system. User agrees to review these Terms of Use from time to time to ensure compliance with these terms and conditions. The Terms of Use can be accessed at any time by clicking here:<a href="https://postalpro.usps.com/eps/terms">https://postalpro.usps.com/eps/terms</a>. User acknowledges and agrees that his or her use of the service is subject to any such changes and that Mailer's use of the service constitutes acceptance of such changed terms whether such terms have been modified or whether User has received actual notice of any changes to these Terms.</p> <p>To use an Enterprise Payment Account (EPA), an account under EPS, You or a designated representative(s) of Your company who desires and enables its users to access EPS agree as follows:</p> <p>1. Enrollment and Linking of Products and Services</p> <p>The Business Location or Customer Registration ID (CRID) number under which You were provided by the Business Customer Gateway (BCG) will be linked to Your EPA. The information captured from said Business Location includes Your First and Last Name, Company Name, Location (address), Email Address and Telephone Number. For information regarding USPS Privacy Policy, visit <a href="http://about.usps.com/who-we-are/privacy-policy/welcome.htm">http://about.usps.com/who-we-are/privacy-policy/welcome.htm</a>.</p>	
<p><input checked="" type="checkbox"/> I have read and agree to the terms and conditions for creating an Enterprise Payment System account.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Submit"/></p>	

d) Verify that your EPS Account Details / Information is correct and select **Next** to proceed to the next section.

The screenshot shows the Click-N-SHIP® website interface for creating a new EPS account. The top navigation bar includes links for Label Manager, Shipping History, Address Book, USPS Connect®, and Preferences. A shopping cart icon with a '1' is also present. The main title is 'Create a New EPS Account'. A progress bar at the top indicates three steps: 1. Verify Details (highlighted in dark blue), 2. Select CRID, and 3. Complete & Payment Setup. Below the progress bar, the first step is titled 'Step 1: Verify Details' with the sub-instruction 'Please verify your information.' A red box highlights the input fields for 'Full Name', 'Phone Number', and 'Email Address'. The 'Full Name' field contains 'Clark Kent'. The 'Phone Number' field contains '(704) 000-0000'. The 'Email Address' field contains 'clarkkent@gmail.com'. To the right of these fields, there is a link to 'Notice something incorrect?' and 'Click here to update your account'. A 'Feedback' link is located on the right side of the page. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. The 'Next' button is highlighted with a red box.

e) Select the **Business Location** to associate with the EPS account and select **Next** to proceed to the next section.

i. *Note, the Business Location that you select will determine what users are eligible for access to the account. You will be able to determine individual access and roles in the next step.*

**Click-N-Ship®**

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

Cart

**Create a New EPS Account**

1. Verify Details      2. Select CRID      3. Complete & Payment Setup

**Step 2: Select CRID**

**Please select a Business Location to associate with this EPS account.**

The Business Location you select will determine what users are eligible for access to the account. You will be able to determine individual access and roles in the next step.

*\*Only one Business Location can be selected.*

Showing 1-2 out of 2 accounts

<input checked="" type="radio"/> 94827777
Principal Account Contact: 300 SUPERMAN ST, KALAMAZOO, MI 00000-0000
<input type="radio"/> 94821234
Principal Account Contact: 320 SPIDERMAN ST, DALLAS, TX 00000-0000

[Cancel](#) [Back](#) [Next](#)

- f) To manage user roles, transfers, withdrawals, or products and services, select the **Here** hyperlink.
- g) To proceed with setting up a payment method via a **Trust Account**, select **Deposit Instructions**.
  - i. *Note, a Trust account has already been set up for you and only needs a deposit to be activated.*
- h) To Proceed with setting up a payment method via **ACH Debit**, select **Create an Account**.
  - i. *Note, you can also add an ACH Debit as a payment method. One is required for setup, and you can easily add another one later.*
- i) To set up your payment methods later, select **Set up later and go back to Label Manager**.

**Click-N-Ship®** 1 Cart

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

### Create a New EPS Account

1. Verify Details      2. Select CRID      3. Complete & Payment Setup

**Congratulations! Your EPS account is created!**

 Your EPS Number is: 1000013677

(f) You can manage user roles, transfers, withdrawals, and products and services [here](#)

**Next Steps**

The next step is to set up a payment method. A trust has already been set up for you and only needs a deposit to be activated. You can also add ACH Debit as a payment method. One is required for setup, and you can easily add another one later.



**Trust Account**  
Deposit funds to USPS bank for all charges

**Deposit Instructions**



**ACH Debit**  
Designate a debit-enabled bank account for all charges.

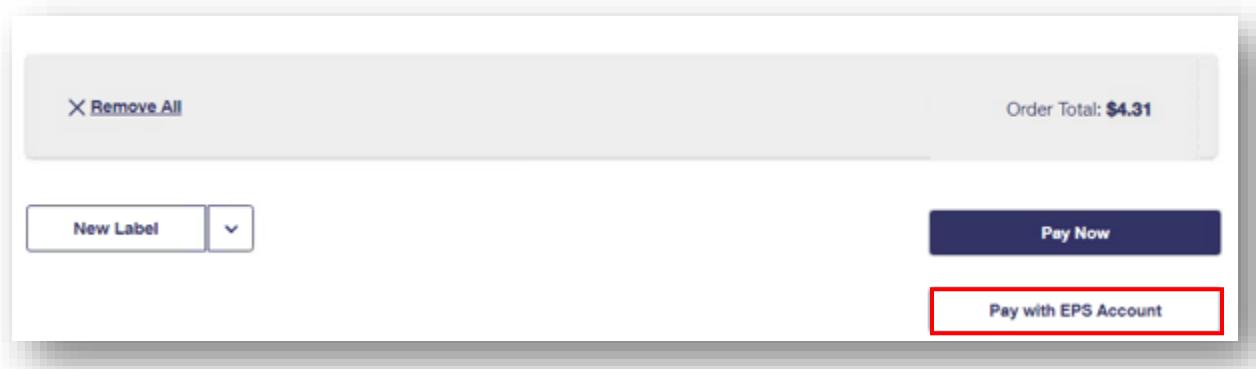
**Create an Account**

(g) (f)

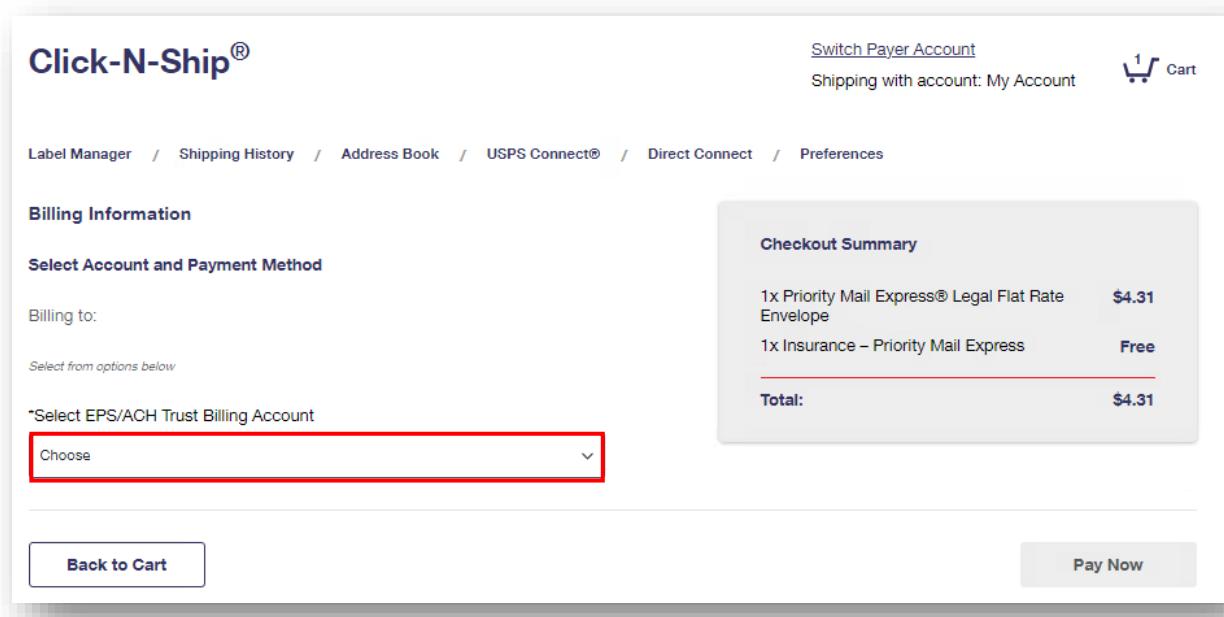
(h) (g)

(i) Set up later and go back to Label Manager

j) Once your EPS Account and Payment Method has been created select **Pay with an EPS Account** to proceed with paying for your order.



k) Select a **Billing Account** to pay for your label(s) by clicking on the dropdown and choosing an account.



- I) Select a **Payment Method** by clicking on the dropdown and choosing a payment method.
- m) Once the Billing Account and Payment Method have been selected, click on the **Pay Now** button to proceed with payment.

**Click-N-Ship®**

Switch Payer Account  
Shipping with account: My Account

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

**Billing Information**

**Select Account and Payment Method**

Billing to:  
**EPS Account Ending in 8955 (USPS)**  
**TRUST Account**

Balance: \$84,066.00

\*Select EPS/ACH Trust Billing Account  
EPS Account Ending in 8955 (USPS)

\*Select Account Payment Method  
TRUST Account (1) (m)

**Checkout Summary**

1x Priority Mail Express® Legal Flat Rate Envelope	\$4.31
1x Insurance – Priority Mail Express	Free
<b>Total:</b>	<b>\$4.31</b>

**Back to Cart** **Pay Now**

6) Option 6 – Pay Using 3<sup>rd</sup> Party Authorization (Business Accounts)

a) If you created label(s) via the Enhanced Click-N-Ship® 3<sup>rd</sup> Party feature and would like to proceed with paying for the label(s) with the Payers EPS Account, select **Pay with EPS** to proceed to the Payment Confirmation page.

i. *Note, as the Shipper – you will not be able to see the Payer's rates and prices when creating label(s) for them.*

**Label Cart (2)**

[◀ Back to Label Manager](#)

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
<input type="checkbox"/>	03/31/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	Priority Mail Express® Legal Flat Rate Envelope	Value: \$100	Legal Flat Rate Envelope Insurance – Priority Mail Express Hidden Postage	\$—.*
<input type="checkbox"/>	03/29/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 77777-8888	Priority Mail® Flat Rate Envelope	Value: \$100	Flat Rate Envelope Insurance USPS Tracking Electronic	\$—.*

**USPS® Shipping Supplies** (i)

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

[+ Add Shipping Supplies](#)

[X Remove All](#)

\*Prices determined on payment

[New Label](#) (a)

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

[Pay with EPS Account](#)

b) If you have any outstanding Postage Dues listed on your account, you will encounter the following error at the top of the Label Cart page. To proceed with paying off the outstanding Postage Dues, select **Pay Postage Dues** or **Pay Postage Dues with EPS**.

i. *Note, you will not be able to proceed with shipping unless the Postage Dues are paid in full. All Postage Dues must be paid with your own account, not the payers.*

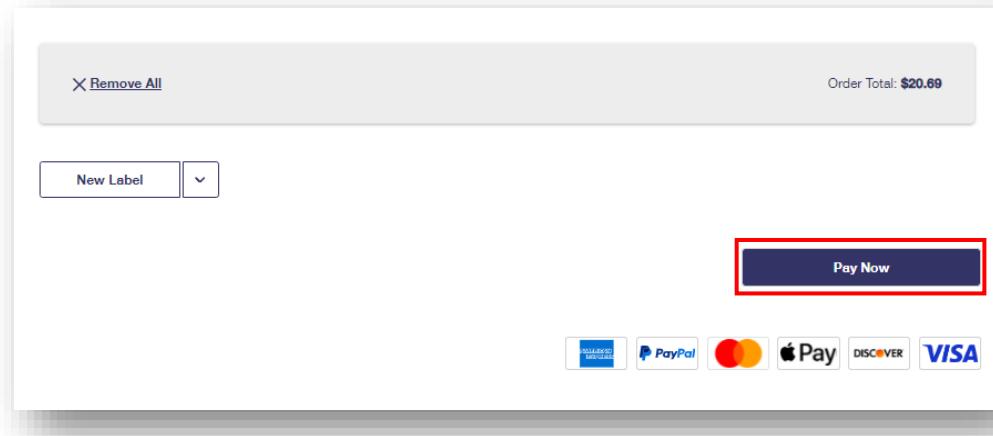
Error: Postage dues must be paid for using your own account. Switch to your account and pay for the postage dues to continue shipping.

[Remove](#)

<input type="checkbox"/> Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
<b>Postage Due</b>					
You currently have 3 postage dues in your Cart as shown below. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label.					
* All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You can choose to pay only Postage Dues or pay Postage Dues along with your Next label transaction. The Order Total at the bottom of the Cart includes Postage Dues.					
1 of 2	03/18/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888 <small>*Postage Dues Cannot be removed from Cart</small>	<b>Postage Due</b> ⓘ Priority Mail® Choose Your Own Box <b>Label Number:</b> 098765434567890	16 oz	Reason for Postage Due: Zone <b>\$0.25</b> <b>Total Postage Due</b> <b>\$0.25</b>
2 of 2	03/18/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888 <small>*Postage Dues Cannot be removed from Cart</small>	<b>Postage Due</b> ⓘ Priority Mail® Small Flat Rate Box <b>Label Number:</b> 098765434567890	16 oz	Reason for Postage Due: Zone <b>\$0.25</b> <b>Total Postage Due</b> <b>\$0.25</b>
<a href="#">Remove</a> <div style="text-align: right;"> <small>You must pay with your account.</small> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <a href="#">Pay Postage Dues</a> </div> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> <a href="#">Pay Postage Dues With EPS</a> </div> </div>					

## 7) Option 7 – Pay Using OMAS (Official Mail Accounting System)

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.



- b) Enter the **Your Name** (*required field*).
- c) Enter the **Cost Code** (*not required*).
- d) Enter the **Email** associated with your OMAS account (*required field*).
- e) Accept the **Terms and Conditions** by selecting the checkbox.
- f) Once you are ready to proceed with the payment, select **Print and Pay**.

**Billing Information**

**Use OMAS**

Paying with OMAS is safe and easy. All the information is encrypted and transmitted securely. For more details, see our [Privacy Policy](#). Depending on the payment method you choose, you may also be subject to the Privacy Policy and Terms and Conditions of the associated company.

Agency ID: 123

Please confirm that you agree to these shipping fees being charged to your agency's OMAS account by completing these fields:

\*Required Field

(b) **\*Your Name**

(c) **Agency Cost Code**

(d) **\*Your Email Address**

(e) If this is not your account, or have questions about your OMAS account, please send an email to [OMAS.SHQ@usps.com](mailto:OMAS.SHQ@usps.com).  
 I hereby authorize the U.S. Postal Service to charge \$8.60. I have read, understand, and agree to the [Terms and Conditions](#).

(f) **Print and Pay**

**Order Summary:**  
2b1e257e955940e88c38120f77c3912c

**Click-N-Ship®**

Order Total: \$8.60

Total: \$8.60

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

X

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.

## All Actions within Payment Confirmation Page

### 1) Review Payment Confirmation

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

*i. Note, if you utilized the Enhanced Click-N-Ship® 3<sup>rd</sup> Party Authorization feature to create and ship label(s), you will not be able to see the Payer's rates and prices on the Payment Confirmation page.*

The screenshot shows the Click-N-Ship Payment Confirmation page. At the top, it says "Click-N-Ship®" and "Label Manager / Shipping History / Address Book / USPS Connect / Preferences". There is a "Cart" icon with "0" items.

Thank you for choosing the United States Postal Service®.

**Payment Confirmation**

Order Number	<b>DC42B932-884E-4521-9BCD-FFADE56B19C1</b>
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 as PDF

- a) 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.*
- b) Once the printing format is selected, select **Print Labels**.
- c) If you want to download and save the label(s) as a PDF, select **Save as PDF**.

**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 

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

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

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

I am creating more labels today.

**Advertise to your buyers for free with Informed Delivery®**

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

**Select Labels**

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

**Upload Ad Banner**

Upload a digital ad banner and details.

**Enter URL**

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

**Digital Banner displayed via Informed Delivery**

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

[Learn more about Informed Delivery®](#)

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

Print Labels Save as PDF Create Digital Banner

( b )

( c )

3) Print your Labels at the Post Office™

- a) All international and domestic outgoing / return labels will have the option to print at the Post Office™. If this option is available, enter the **email address** that you want the Label Broker® QR code to be sent to and select **Submit**.
- b) Once the Label Broker® QR code is sent to your email, a list of local Post Office(s)™ where you can print your label(s) will be displayed.

**Print Your Labels**

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

Select printing format for your labels.

Label Printing Format 

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.

(a)

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**

(b) 

- QUEEN CITY  
525 VINE ST STE 1 CINCINNATI, OH 45202

#### 4) Request a Pickup

- a) If you would like your Mailpiece to be picked up for shipping, select **Request a Pickup**.
  - i. Note, if your return address is eligible for Carrier Pickup, you can follow the steps outlined above to request a Carrier Pickup.

Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/> 09/12/2024	Clark Kent 12911 ASBURY DR FORT WASHINGTON, MD, 20744-6437	Priority Mail Express® Padded Flat Rate Envelope 2-Day Delivery	<a href="#">Create</a>		947013010935500377112

[Request a Pickup](#) [View SCAN Form](#) [Create A Label](#)

- b) Once selected, a **Pickup Request** modal will be displayed. Select the **pickup location**.
- c) Agree to the **Pickup Terms and Conditions** by selecting the checkbox.
- d) Select **Request a Pickup**.

**Pickup Request**

Pick-up location:  
Clark Kent  
300 SUPERMAN ST  
CHARLOTTE, NC 28262-2550

**Tell us about the pickup location**

Where will you leave the mailpiece?

( b )

Is there a dog at this address?  
 Yes, there is a dog at this address.  
 No, there isn't a dog at this address.

Enter any additional information

( c )

I have read, understand, and agree to the Terms and Conditions.  
Be sure to place your mailpiece(s) in a secure location for pick up. The United States Postal Service® bears no liability for lost, stolen, or damaged mailpieces. The USPS® is also not responsible for service delays when the mailpiece has incorrect postage, incomplete postage information, or is otherwise not ready for shipment.

[Back](#) [Request a Pickup](#)

( d )

## 5) View SCAN Form

- a) If you have a batch of labels, you are eligible for a SCAN form. SCAN forms provide a master barcode that represents all the Mailpiece's in your batch(es) and allow for better visibility while tracking your online labels. Select **View SCAN Form**.
  - i. *Note, there will be a message displayed notifying you if you are eligible for a SCAN form.*

Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/> 09/12/2024	Clark Kent 12911 ASBURY DR FORT WASHINGTON, MD, 20744-6437	Priority Mail Express® Padded Flat Rate Envelope 2-Day Delivery	<a href="#">Create</a>		9470130109355000377112
<a href="#">Request a Pickup</a> <span style="border: 2px solid red; padding: 2px 10px; margin: 0 10px;">View SCAN Form</span>		<a href="#">Create A Label</a>			

- b) Once selected, you will be redirected to the **SCAN Form Open** page. Agree to the SCAN Form terms and conditions.
- c) Select **Create and Print SCAN Form**.

**Shipping Confirmation Acceptance Notice (SCAN) Form Open**

You have 1 label eligible to be added to a SCAN Form. You have until 11:59 Central Time of the Ship Date to create and print your SCAN Form.

SCAN Form ZIP Code™	Mailpiece Details	Service	Price	Actions
28262	Ship Date: 09/12/2024 From: 28262-2550	Priority Mail Express® Padded Flat Rate Envelope	\$26.85	<a href="#">X Remove</a>
<span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;">Cancel All SCAN Form(s)</span> <span>Label(s) Total (1): <b>26.85</b></span>				

(b)  I certify that every label listed above will be shipped with this SCAN Form. I understand that the labels above will be ineligible for refund requests if not shipped with this SCAN Form and that no changes can be made to this SCAN Form after printing.

[Back](#)
Create and Print SCAN Form
[Create Another Label](#)

(c)

## 6) Create a Digital Banner

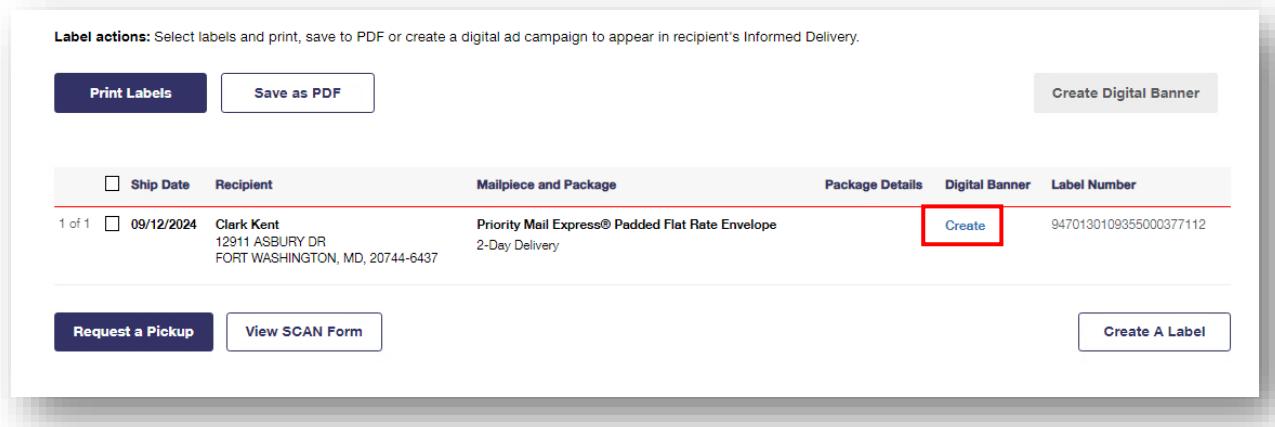
- If you would like to create a Digital Banner, select the **Create** hyperlink.

**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**

Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1 09/12/2024	Clark Kent 12911 ASBURY DR FORT WASHINGTON, MD, 20744-6437	Priority Mail Express® Padded Flat Rate Envelope 2-Day Delivery		<b>Create</b>	947013010935500377112

**Request a Pickup** **View SCAN Form** **Create A Label**



- Enter the **Brand Display Name**.
- Enter the **Link URL**.
- Upload an **Image** from your saved files.
- Select **Save**.

**Configure Digital Banner Details**

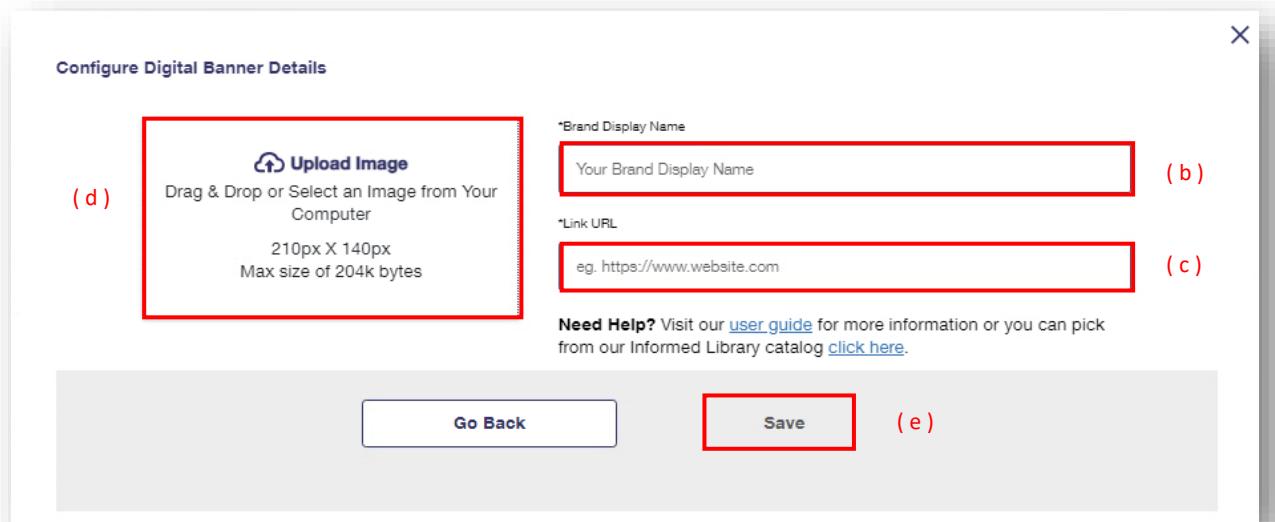
**( d )** **Upload Image**  
Drag & Drop or Select an Image from Your Computer  
210px X 140px  
Max size of 204k bytes

**( b )** \*Brand Display Name  
Your Brand Display Name

**( c )** \*Link URL  
eg. <https://www.website.com>

**Need Help?** Visit our [user guide](#) for more information or you can pick from our Informed Library catalog [click here](#).

**Go Back** **Save** **( e )**



## 7) Create a New Label

- a) If you would like to create more labels, select **Create A Label** and you will be redirected to the **Create a Label** page.

**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	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/> 09/12/2024	Clark Kent 12911 ASBURY DR FORT WASHINGTON, MD, 20744-6437	Priority Mail Express® Padded Flat Rate Envelope 2-Day Delivery	<a href="#">Create</a>		947013010935500377112

[Request a Pickup](#) [View SCAN Form](#) [Create A Label](#)

