



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

Enhanced Click-N-Ship® Overview	5
How to Access the Enhanced Click-N-Ship® Application.....	6
Create a Single Label	7
• Domestic Label.....	7
• International Label.....	41
• Domestic Label for Free Matter for the Blind Users.....	72
• Domestic and International Labels Using 3 rd Party Authorization (Business)	92
Create a Batch	120
Import Labels.....	129
• Import Labels Via File Upload	129
• Import Labels from an Online Marketplace.....	141
Start from Address Book	151
Create a Return Label.....	154
• 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
Label Manager – All Labels	166
• 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
Label Manager – Batches.....	195
• 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
Shipping History.....	207
• 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
Shipping Dashboard	223
• All Actions within Shipping Dashboard	224
Address Book.....	228
• 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
Direct Connect	245
• How to Connect to a Marketplace.....	245
• How to Import Label(s) from Squarespace	247
• How to Import Label(s) from WooCommerce	250
Preferences	253
• How to Edit your Preferences.....	254
Label Cart	268
• 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.

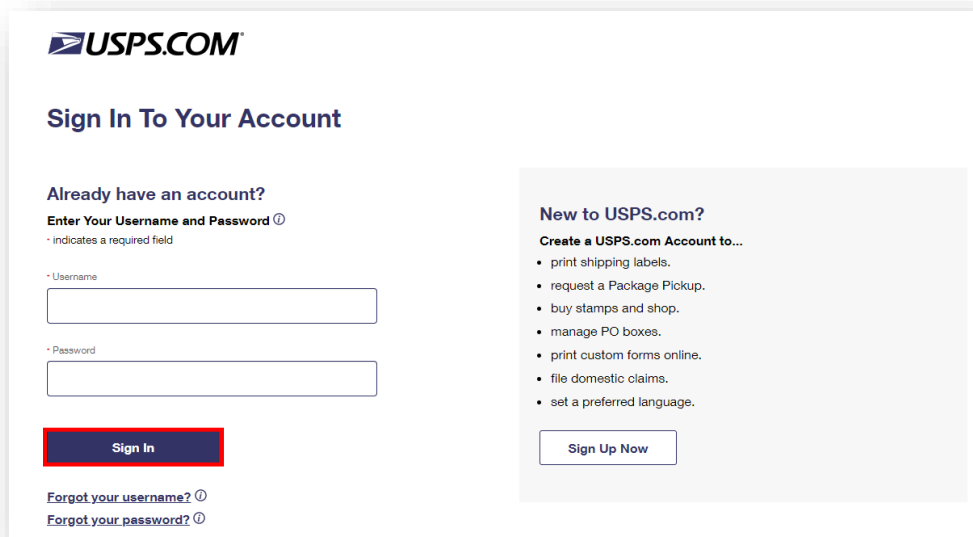
For more information on the Enhanced Click-N-Ship® application, see [Enhanced Click-N-Ship® Overview](#). This user guide will cover all of the current features within the Enhanced Click-N-Ship® application and will serve as a step-by-step guide on how to use them.

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

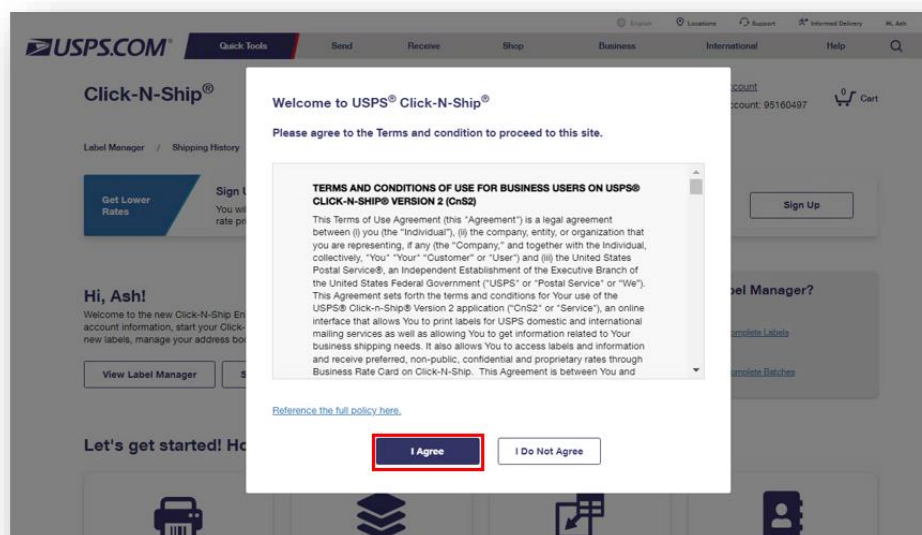
- Navigate to the [Enhanced Click-N-Ship® log in page](#).
- Enter your **USPS® username and password**.
- Click **Sign-In** and wait to be redirected to the Enhanced Click-N-Ship® landing page.



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

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

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



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

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

- a) **Option 1:** Click on **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.

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

Click-N-Ship®2 Cart

Label Manager

Shipping History

Address Book

USPS Connect®

Direct Connect

Preferences

All Labels (67)

Batches (72)

New Label

Use Address Book

Refresh

Actions

Add All Complete to Cart >

New Label

New Batch

File Upload

Marketplace Import

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

	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
Payaloune an Team LLC PERMAN ST SCOTT'S BLUFF, NE, 69361-5900	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage Edit Extra Services	\$12.20	<div>Added to cart</div> <div>Edit Label</div>

2) 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 ⓘ

*Select your return address

(b)

Sender Test
800 N GLEBE RD
ARLINGTON, VA, 22203

Ship from a different ZIP Code™

(c)

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.
- 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.
 - To manually enter the sender information, enter the details in the **required*** text fields.
 - To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
 - 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*).
 - Once the sender information is entered and you are ready to proceed, select **Next**.

(i)

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)

(ii)

Sender Address

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

*Street Address Apt/Suite

*City *State *ZIP Code™

(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 ⓘ

*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.

(i)

(ii)

×

Tracking Notifications for Sender

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

Email

john.doe@gmail.com

Phone

(704) 780-2387

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

Email

Text

☐☐

All Below Updates

☐☐

Expect Delivery Updates

☐☐

Day of Delivery Updates

☐☐

Package Delivery

☐☐

Available for Pick Up

☐☐

Delivery Expectation Updates

☐☐

Package In Transit Updates

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 on enforcement agency in accordance with law. (e) 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/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.

(a)

(i)

(b)

Step 1: Recipient Details

Search your Address Book

Q

[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

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

▼

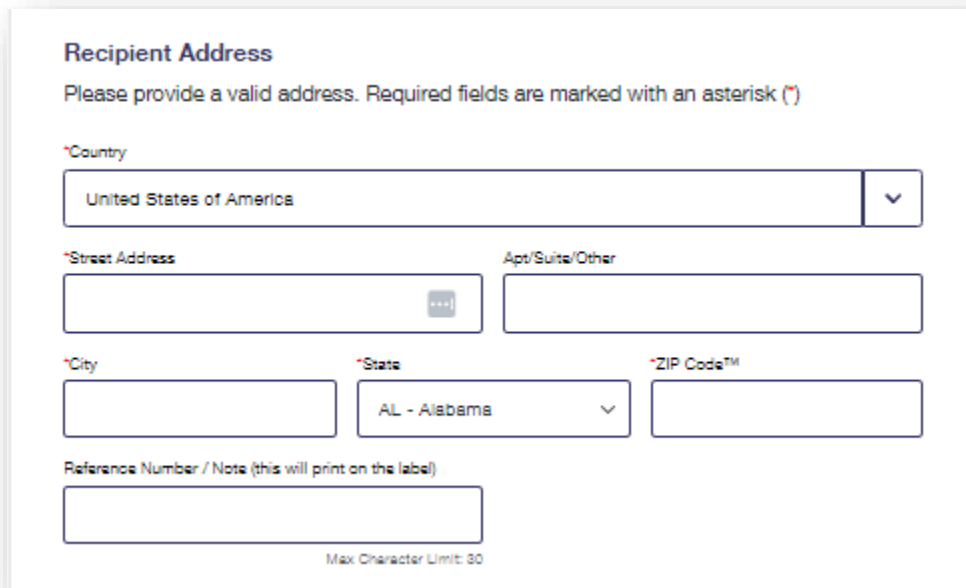
*ZIP Code™

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

Max Character Limit: 80

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

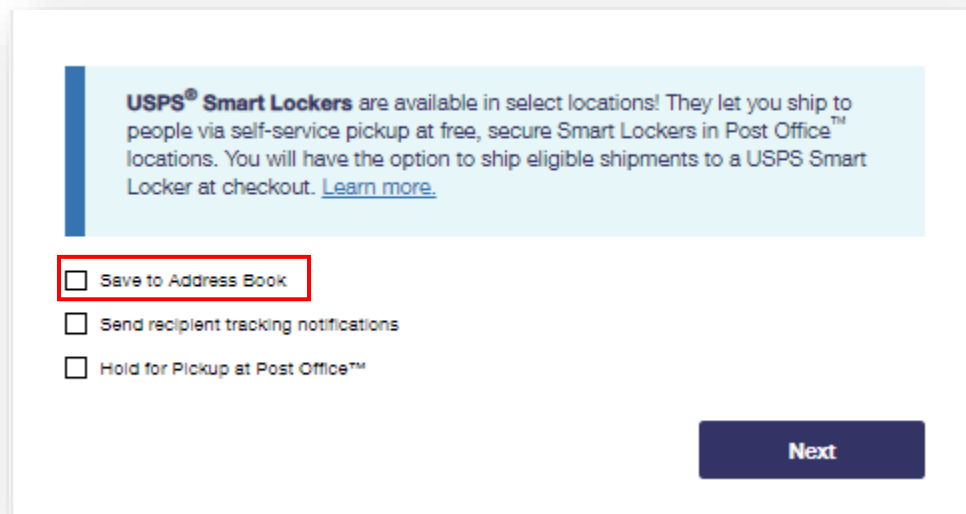
*City *State *ZIP Code™

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

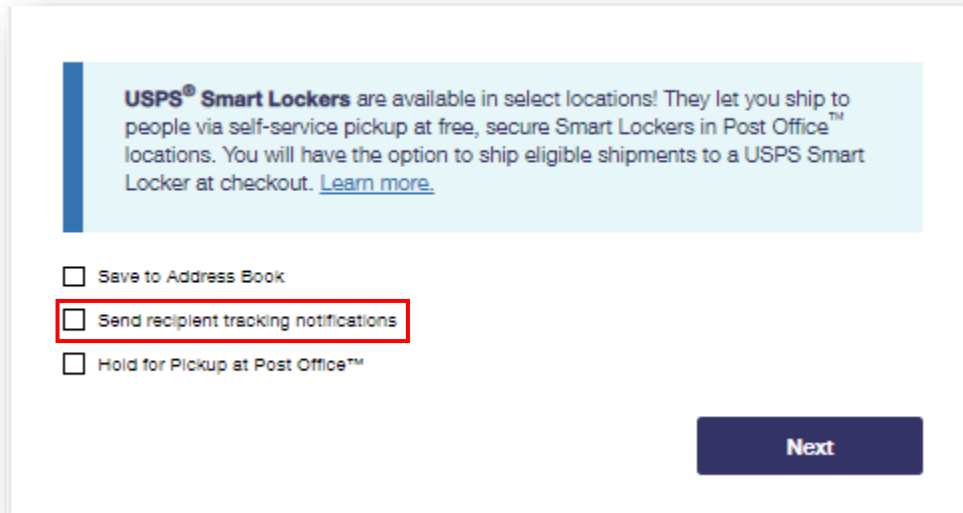
☐ Hold for Pickup at Post Office™

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.



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

- 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.

(i)

(ii)

×

Tracking Notifications for Recipient

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

Email

Phone

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

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 on enforcement agency in accordance with law. (e) 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/privacypolicy

(iii)

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.

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

- b) If the **Hold for Pickup at Post Office™** checkbox was selected, a **Hold for Pickup** modal will be displayed.
- i. To find the nearest Post Office™ location available for pickup, Enter the desire Zip Code™ in the **Enter the ZIP Code™** text field.

Hold for Pickup

If available, you can select a Post Office™ to hold the shipment until the recipient picks it up.

*Enter a ZIP Code™

Nearest Location(s)

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

*Enter an email and phone number for the sender and recipient to receive notifications.

Sender Email:

Recipient Email:

Sender Phone / SMS Text Message:

Recipient Phone / SMS Text Message:

Save

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

×

Hold for Pickup

If available, you can select a Post Office™ to hold the shipment until the recipient picks it up.

*Enter a ZIP Code™

28262

Q

Nearest Location(s)

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

<div><input checked="" type="radio"/> NORTH TRYON 6700 N TRYON ST CHARLOTTE, NC, 28213-9798 Post Office Hours ⓘ</div>	Available Services: Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic
<div><input type="radio"/> NEWELL 8106 OLD CONCORD RD NEWELL, NC, 28128-9997 Post Office Hours ⓘ</div>	Available Services: Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic

- 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.

(iii)

*Enter an email and phone number for the sender and recipient to receive notifications.

<div>Sender Email</div> <div>john.doe@gmail.com</div>	<div>Recipient Email</div> <div></div>
<div>Sender Phone / SMS Text Message</div> <div>(704) 780-2387 ⓘ</div>	<div>Recipient Phone / SMS Text Message</div> <div></div>

Save

(iv)

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
[Edit Notification Settings](#)

Phone / SMS Text Message
(704) 780-2387

☒ Hold for Pickup at Post Office™

NORTH TRYON
8700 N TRYON ST CHARLOTTE, NC 28213-8798
Post Office™ Hours ⓘ
[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

(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.

The image shows a software interface with a dropdown menu open. The dropdown is highlighted with a red border. The menu lists various hazardous materials categories. To the right of the dropdown is a button labeled 'Label Summary'.

Select ▼

Label Summary

- Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)
- Toy Propellant/Safety Fuse
- Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)
- Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)
- Air Eligible Corrosive Materials (certain cleaning or tree/weed killing compounds, etc.)
- Sealed lead acid batteries
- Lithium Batteries - New individual or spare lithium batteries (marked UN3480 or UN3090 only)
- Lithium Batteries - Used electronic devices containing or packaged with lithium batteries (markings required)
- Lithium Batteries - New electronic devices packaged with lithium batteries (marked UN3481 or UN3091)
- Dry Ice (limited to 5 lbs. if shipped via Air)
- Lithium Batteries - New electronic devices installed or packaged with lithium batteries (no marking)
- Magnetized Materials
- Safety/strike on box matches, book matches, 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

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

The screenshot shows the 'Step 2: Select Service and Mailpiece Type' section of the USPS shipping process. Under the 'Shipping Date' heading, there is a text input field containing '09/04/2024' and a calendar icon. A red rectangle highlights this input field. Below the input field, a calendar for September 2024 is displayed, with the 4th of September highlighted in blue. To the right of the calendar, the 'Mailpiece Type' section is partially visible, showing a heading and some text.

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	4	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

Clear Today

Mailpiece Type
Select a product or a Priority Mail Express Flat Rate® product
tagging.
Please go to your local Post Office™.
What would you like for this mailpiece?

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

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

The screenshot shows the 'Choose Your Mailpiece Type' section of the USPS shipping process. It features two radio button options: 'USPS® Flat Rate Packaging' and 'Choose your own box'. The first option is selected, and a red rectangle highlights it. Above this section, the 'Shipping Date' section is visible, showing the date '09/04/2024' and a calendar icon.

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)

(i)

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.

[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.

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

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Metal-banded parcel

Insecurely wrapped

Can, Roll, or Tube

Wooden or Metal box

Books or other printed material weighing more than 25 pounds

Documents or personal correspondence

Rate[®] product

on.

- 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.*

(e)

(i)

Select Your Service and Mailpiece Type

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

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

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

Select a Service ▼

Priority Mail®	1-3 Day Delivery Starting from \$7.80
Priority Mail Express®	1-2 Day Delivery Starting from \$30.45
USPS Connect® Local	1-2 Day Delivery Starting from \$3.95
USPS Connect® Local Mail	1-2 Day Delivery Starting from \$2.95
USPS Ground Advantage™	2-5 Day Delivery Starting from \$3.79
USPS Ground Advantage™ Cubic	2-5 Day Delivery Starting from \$8.67
Priority Mail® Cubic	1-3 Day Delivery Starting from \$8.01

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

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

- ii. 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.

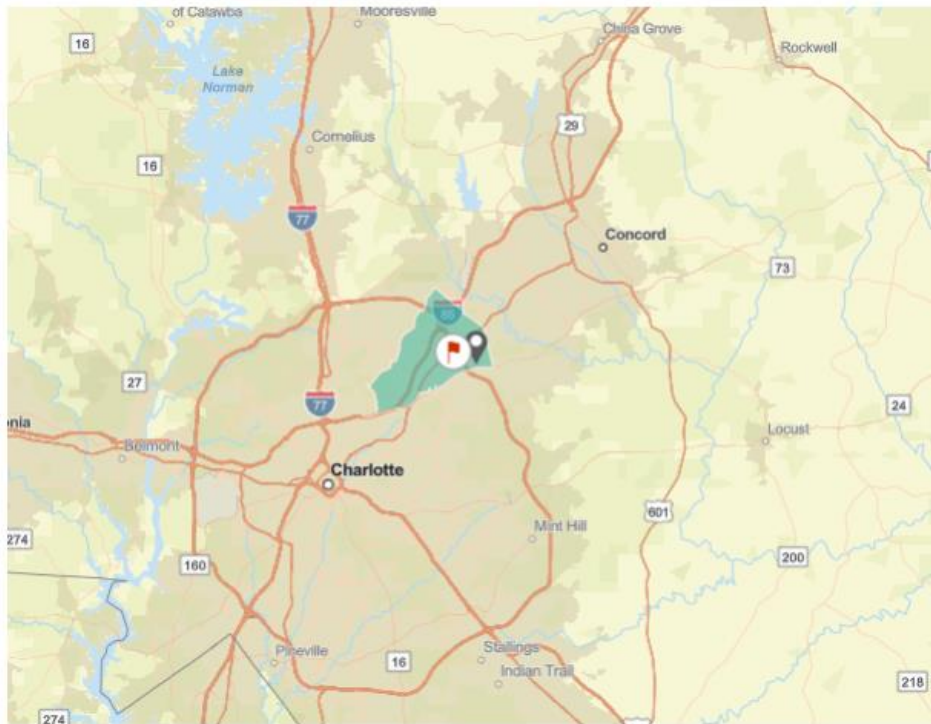
USPS Connect® Local - Destination Delivery Unit ("DDU")

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

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

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

Show More Locations



- 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.

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](#)

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

Priority Mail Express® Drop-Off Locations

POST_OFFICE
5837 DE ZAVALA RD SAN ANTONIO, TX 78249

Service Commitment
2-Day Delivery By 5:00 PM

Drop-off By
5:00 PM

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

(a) Item Description (b) Item lbs (c) Item oz

(d) \$ (e) +Add Item

Mailpiece Details

Mailpiece Value

(g) \$ 0

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

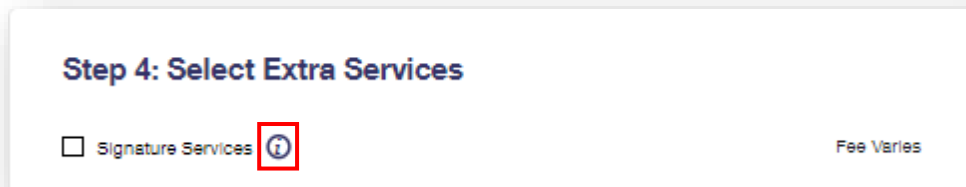
☒ Signature Services ⓘ Fee Varies

*Select type of signature service

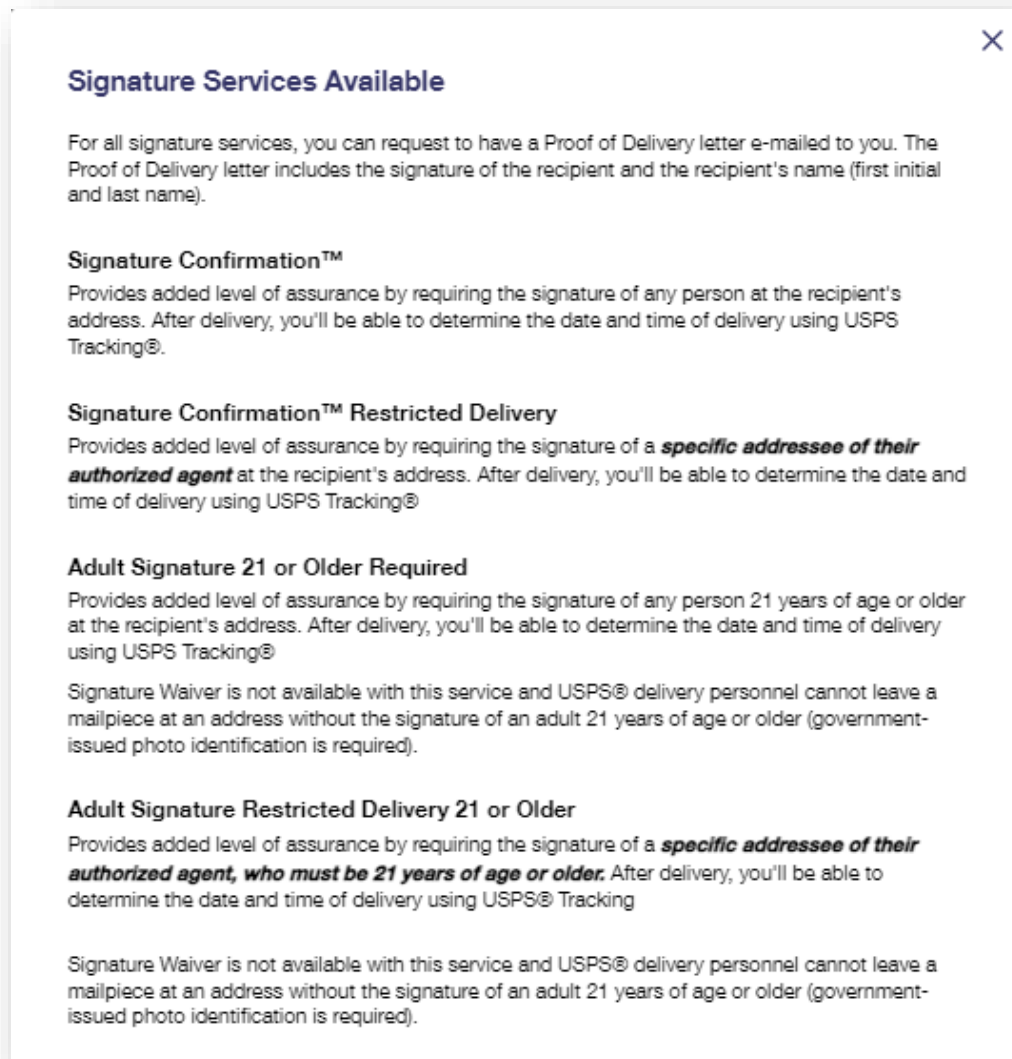
Select a signature service

<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.



- 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.

Step 4: Select Extra Services

☐ Signature Services ⓘ Fee Varies

☒ Create a return label ⓘ Charged upon use

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

*Select the service type for your return label

Select a return service

- ☐ Priority Mail® Return
- ☐ Priority Mail Express® Return
- ☐ USPS Ground Advantage™ Return

- 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.

Step 4: Select Extra Services

☐ Signature Services ⓘ Fee Varies

☒ Create a return label ⓘ Charged upon use

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

*Select the service type for your return label

Create a Return Label

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

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

- 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

☐ Signature Services ⓘ Fee Varies

☐ Create a return label ⓘ Charged upon use

☒ Label Delivery ⓘ \$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

☐ Hide Postage on Label ⓘ Free

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

Step 4: Select Extra Services

☐ Signature Services Fee Varies

☐ Create a return label Charged upon use

☒ Label Delivery ⓘ \$1.25

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

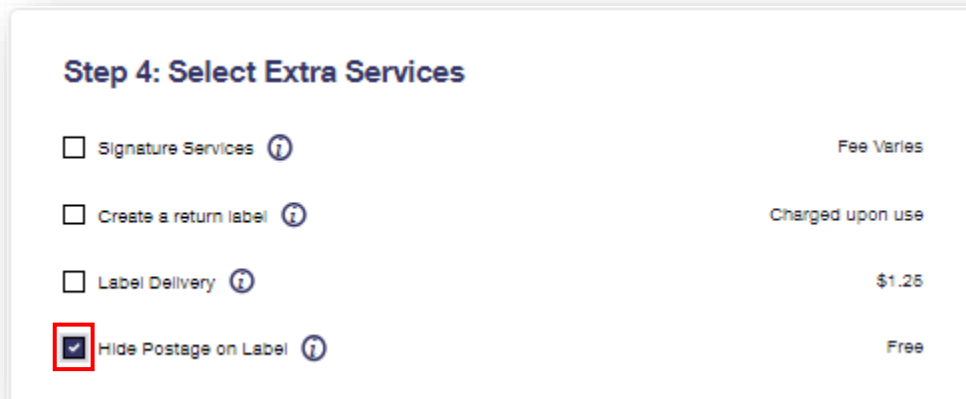
Earth Actually
8763 COMANCHE GAP
SAN ANTONIO, TX 78255

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.

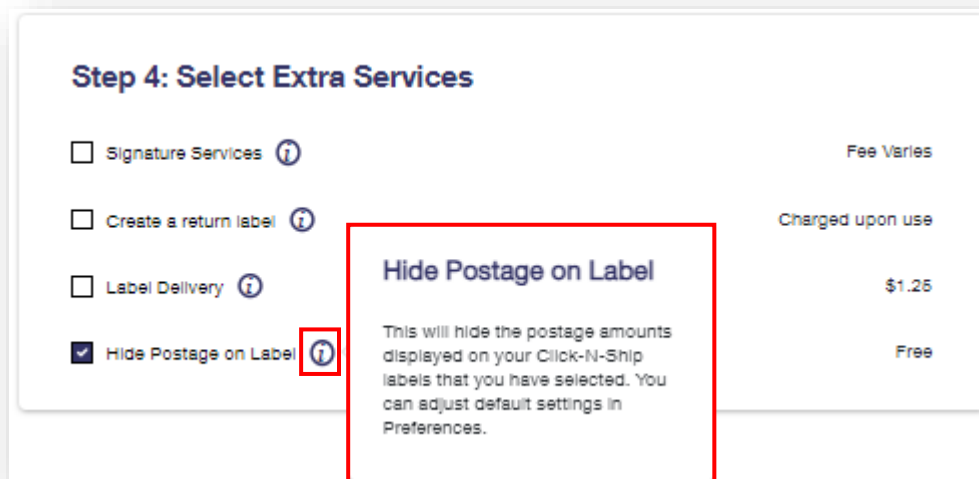
- e) If you would like to hide the postage on your label, select the **Hide Postage on Label** service checkbox.



The screenshot shows a form titled "Step 4: Select Extra Services". It contains four rows of service options, each with a checkbox, a service name, an information icon, and a fee. The "Hide Postage on Label" option is selected, indicated by a red box around its checkbox.

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

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



The screenshot shows the same "Step 4: Select Extra Services" form. The "Hide Postage on Label" option is selected, and its information icon is highlighted with a red box. A red-bordered tooltip is displayed next to it, providing additional information about the service.

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

Hide Postage on Label

This will hide the postage amounts displayed on your Click-N-Ship labels that you have selected. You can adjust default settings in Preferences.

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

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.*

Add to Cart	Save
--------------------	-------------

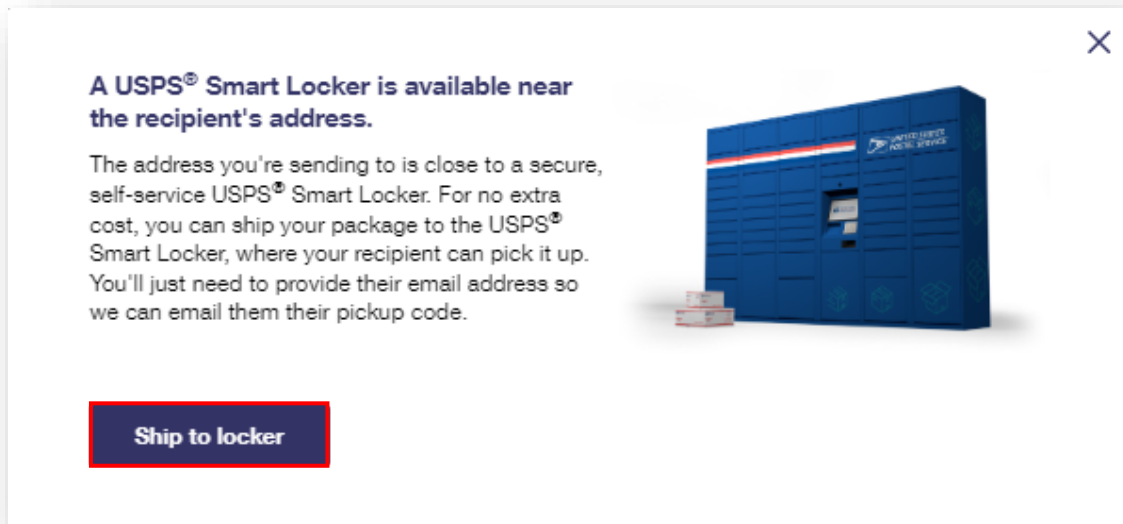
(a)

(b)

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**.

New Label

Use Address Book

Refresh

Actions

Add All Complete to Cart


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

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	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	\$26.95	<div>Add to Cart</div>

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

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

Ship to locker



- c) 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
300 SUPERMAN ST

*City
Charlotte

*State
NC - North Carolina

*ZIP Code™
28262

*Radius
10 miles

Search

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

1.5 miles away

NORTHEAST
1820 HARRIS HOUSTON 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

Post Office™

Map showing Charlotte, NC area with various streets and landmarks.

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

Find Smart Locker

Street Address
300 SUPERMAN ST

*City
Charlotte

*State
NC - North Carolina

*ZIP Code™
28262

*Radius
10 miles

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  Post Office™

1820 HARRIS HOUSTON RD
CHARLOTTE, NC 28262

Open now | **Closes 11:59 PM** ▼

Ship here

4.0 miles away

Wt Harris  Post Office™

3515 DAVID COX RD
CHARLOTTE, NC 28269

Open now | **Closes 11:59 PM** ▼

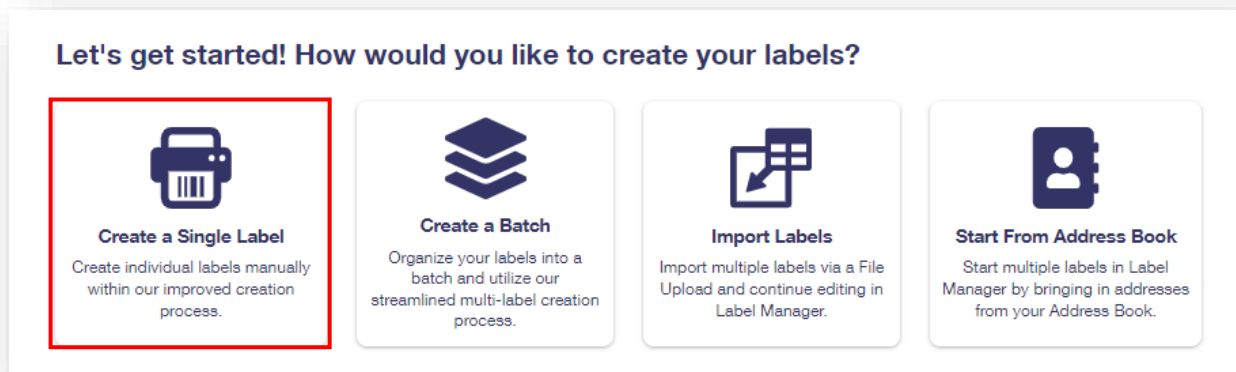
Ship here

International Label

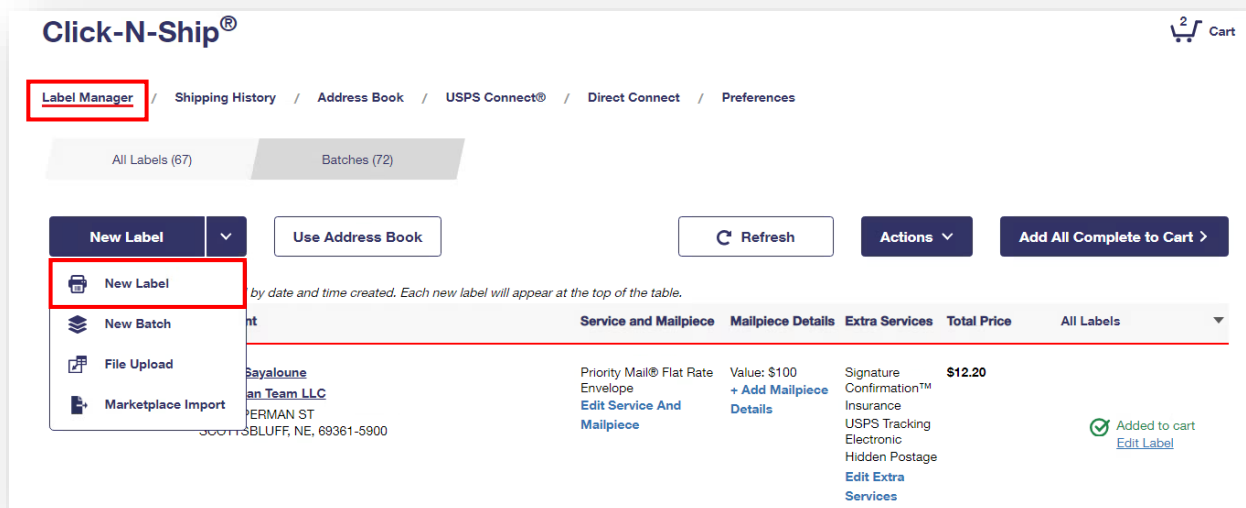
Create an international label for a single recipient following the steps below.

1) Begin Single Label Creation Process – Two Options

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



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



2) Verify your Sender Details

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

- a) If you 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 ⓘ

*Select your return address

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

Ship from a different ZIP Code™

(c) 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**.

(i)

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™

(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 ⓘ

*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.

(i)

(ii)

×

Tracking Notifications for Sender

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

Email

john.doe@gmail.com

Phone

(704) 780-2387

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

Email

Text

☐

☐

All Below Updates

☐

☐

Expect Delivery Updates

☐

☐

Day of Delivery Updates

☐

☐

Package Delivery

☐

☐

Available for Pick Up

☐

☐

Delivery Expectation Updates

☐

☐

Package In Transit Updates

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 on enforcement agency in accordance with law. (e) 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/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.

(a)

(i)

(b)

Step 1: Recipient Details

[Manage Address Book](#)

Please provide first and last name and/or company

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

Company

Recipient Address

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

*Country

*Address 1

Address 2

Address 3

*City

Province

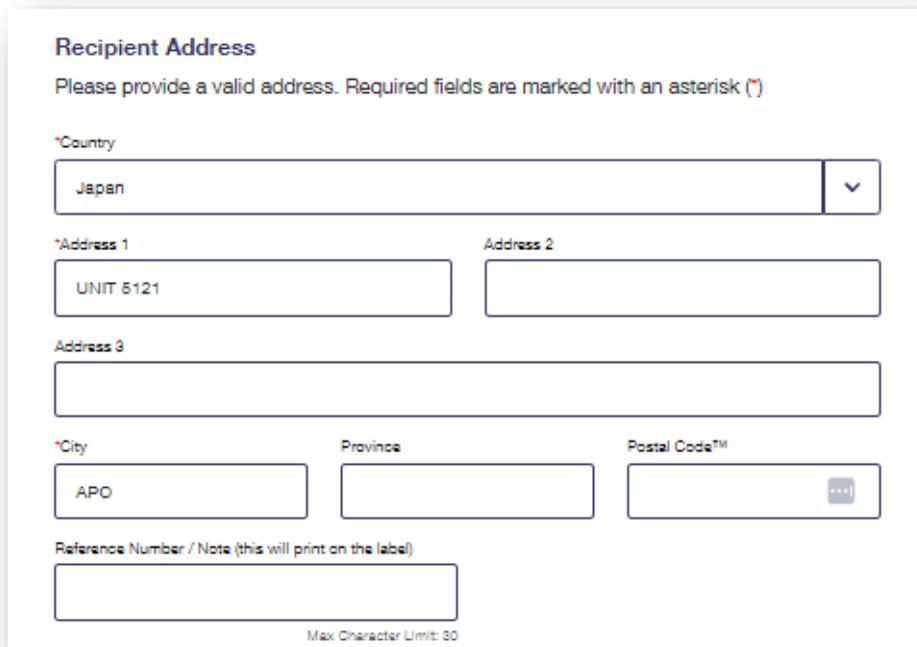
Postal Code™

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

Max Character Limit: 80

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

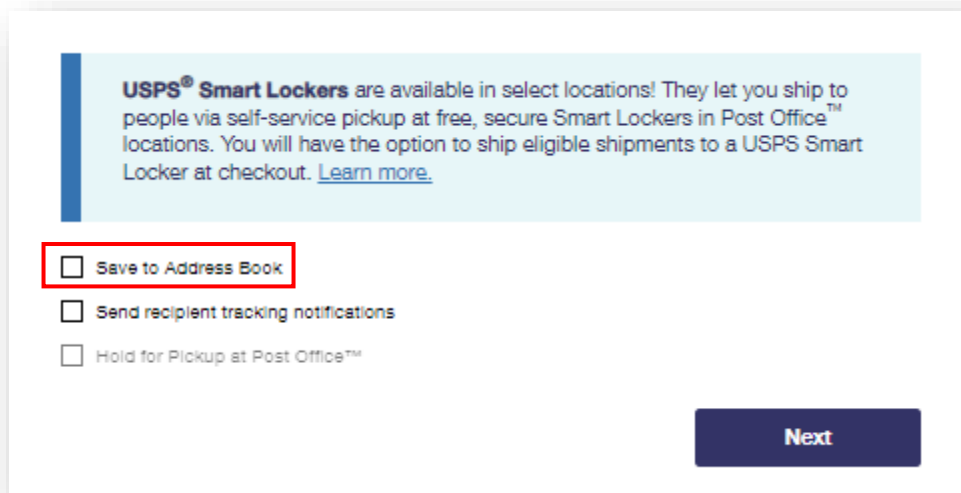
Postal Code™

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

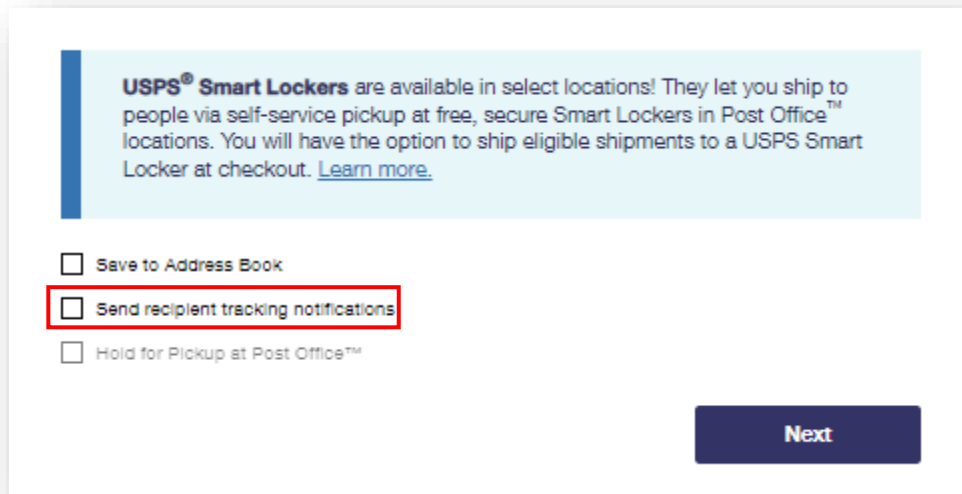
☐ Hold for Pickup at Post Office™

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.



The screenshot shows a USPS interface with a light blue header box containing text about USPS Smart Lockers. Below this, there are three checkboxes: 'Save to Address Book', 'Send recipient tracking notifications' (which is highlighted with a red rectangular box), and 'Hold for Pickup at Post Office™'. A dark blue 'Next' button is located at the bottom right of the form area.

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

- 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.

(i)

(ii)

✕

Tracking Notifications for Recipient

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

Email

Phone

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

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 on enforcement agency in accordance with law. (e) 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/privacypolicy

(iii)

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*).

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
[Edit Notification Settings](#)

Phone / SMS Text Message
(704) 780-2387

☐ Hold for Pickup at Post Office™

Next

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

(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 ▼

Label Summary


- Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)
- Toy Propellant/Safety Fuse
- Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)
- Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)
- Air Eligible Corrosive Materials (certain cleaning or tree/weed killing compounds, etc.)
- Sealed lead acid batteries
- Lithium Batteries - New individual or spare lithium batteries (marked UN3480 or UN3090 only)
- Lithium Batteries - Used electronic devices containing or packaged with lithium batteries (markings required)
- Lithium Batteries - New electronic devices packaged with lithium batteries (marked UN3481 or UN3091)
- Dry Ice (limited to 5 lbs. if shipped via Air)
- Lithium Batteries - New electronic devices installed or packaged with lithium batteries (no marking)
- Magnetized Materials
- Safety/strike on box matches, book matches, 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	4	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

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

Mailpiece Type
Select a product or a Priority Mail Express Flat Rate® product
tagging.
Please go to your local Post Office™.
What 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 \$39.63

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**.

(c)

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.

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

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Metal-banded parcel

Insecurely wrapped

Can, Roll, or Tube

Wooden or Metal box

Books or other printed material weighing more than 25 pounds

Documents or personal correspondence

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

Select Your Service and Mailpiece Type

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

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

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

Select a Service

Priority Mail International® 6-10 Day Delivery / Starting from \$39.63

Priority Mail Express International® 3-5 Day Delivery / Starting from \$53.07

First-Class Package International Service® Varies by Destination / Starting from \$14.98

- 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

<input type="checkbox"/>	Additional Insurance ⓘ	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.

The screenshot shows a form titled "Step 4: Select Extra Services". It features a checkbox labeled "Additional Insurance" with an information icon to its right. Below the checkbox is a dropdown menu labeled "Select additional insurance". To the right of the dropdown, the text "Fee Varies" is displayed. Below the dropdown, a table lists the selected insurance option.

Insurance	\$177.65
-----------	----------

- i. To view more information about additional insurance, select the **Additional Insurance Tooltip**.
- ii. Once the tooltip is selected, an **Additional Insurance Popup Modal** will be displayed.

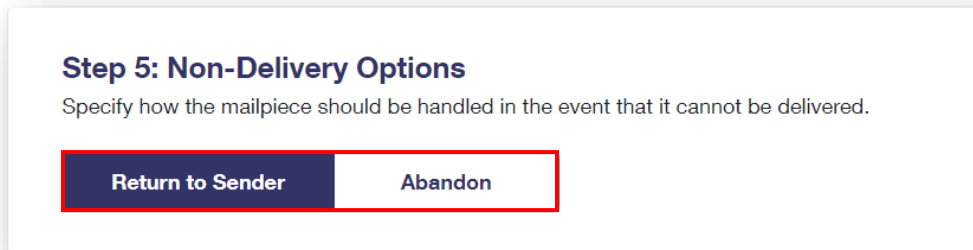
The screenshot shows the same form as before, but with a tooltip displayed over the information icon. The tooltip is titled "Additional Insurance" and contains the following text:

The service type you selected only covers part of the package or mallepiece value.

Additional insurance can be purchased to cover the balance.

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.

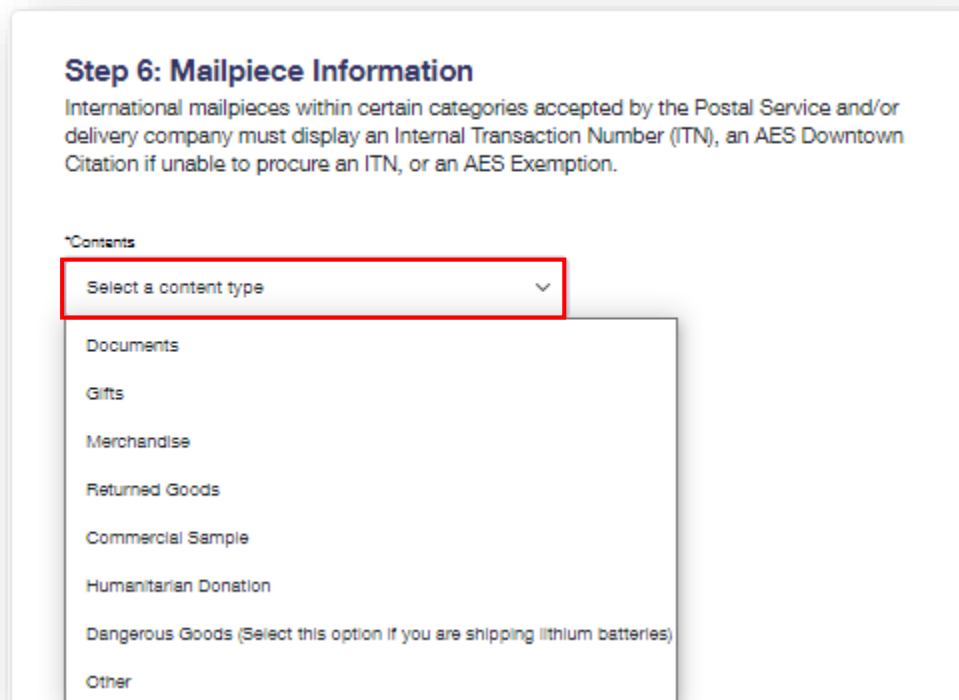
Return to Sender **Abandon**

This screenshot shows a step in a shipping process. It has a title 'Step 5: Non-Delivery Options' and a subtitle 'Specify how the mailpiece should be handled in the event that it cannot be delivered.' Below this, there are two buttons: 'Return to Sender' and 'Abandon'. The 'Return to Sender' button is highlighted with a red border.

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


This screenshot shows a step in a shipping process. It has a title 'Step 6: Mailpiece Information' and a subtitle '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.' Below this, there is a section labeled '*Contents' with a dropdown menu. The dropdown menu is open, showing a list of content types: Documents, Gifts, Merchandise, Returned Goods, Commercial Sample, Humanitarian Donation, Dangerous Goods (Select this option if you are shipping lithium batteries), and Other. The dropdown menu is highlighted with a red border.

- 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.

Describe Your Mailpiece

(b)

Additional Mailpiece Comments 


(c)

- 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 alphanumeric 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)


- 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)


(f)

Sender's Custom Reference Number

Commercial Senders Only

License Number 

Certificate Number 

Invoice Number 

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.

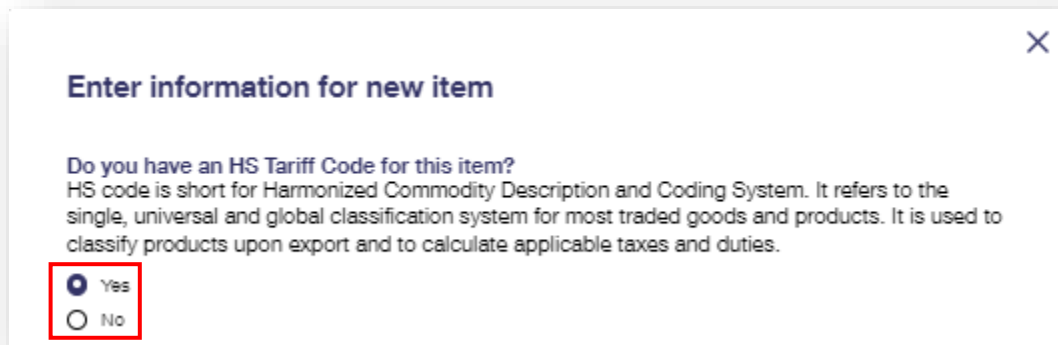
Enter information for each item Max 30 items

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.



Enter information for new item

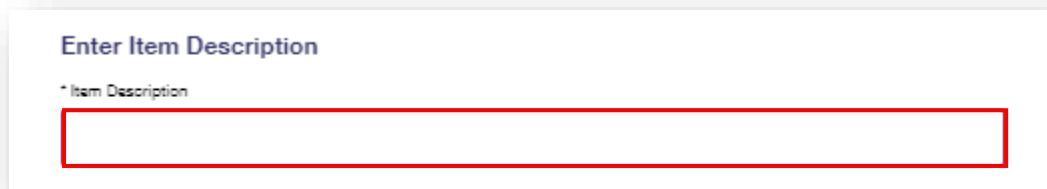
Do you have an HS Tariff Code for this item?

HS code is short for Harmonized Commodity Description and Coding System. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.

☒ Yes

☐ No

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



Enter Item Description

* 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.

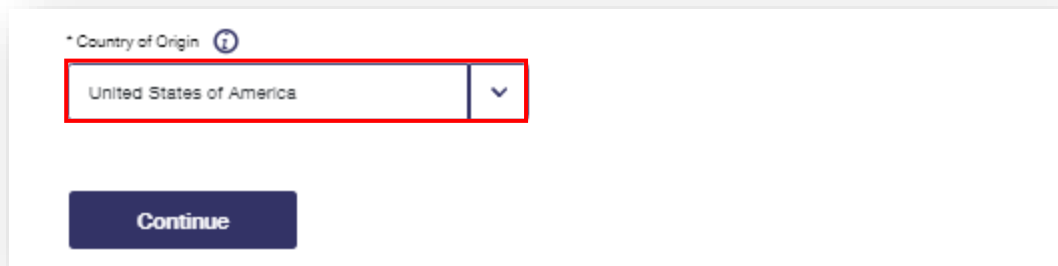
* Country of Origin ⓘ

United States of America

Afghanistan

Albania

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



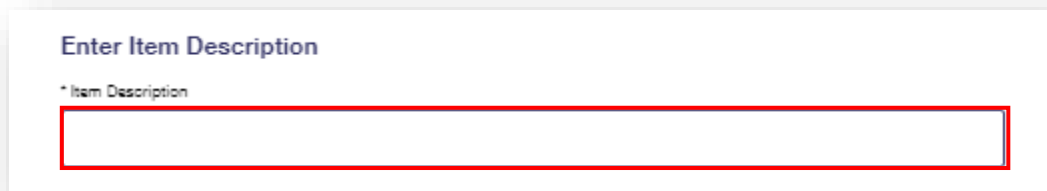
* Country of Origin ⓘ

United States of America ▼

Continue

This screenshot shows a form field for 'Country of Origin' with a dropdown menu currently displaying 'United States of America'. A red rectangle highlights the dropdown area. Below the field is a dark blue button labeled 'Continue'.

- d) If **No** is selected, you will be required to provide / select the following details:
- i. Enter the **item description**.

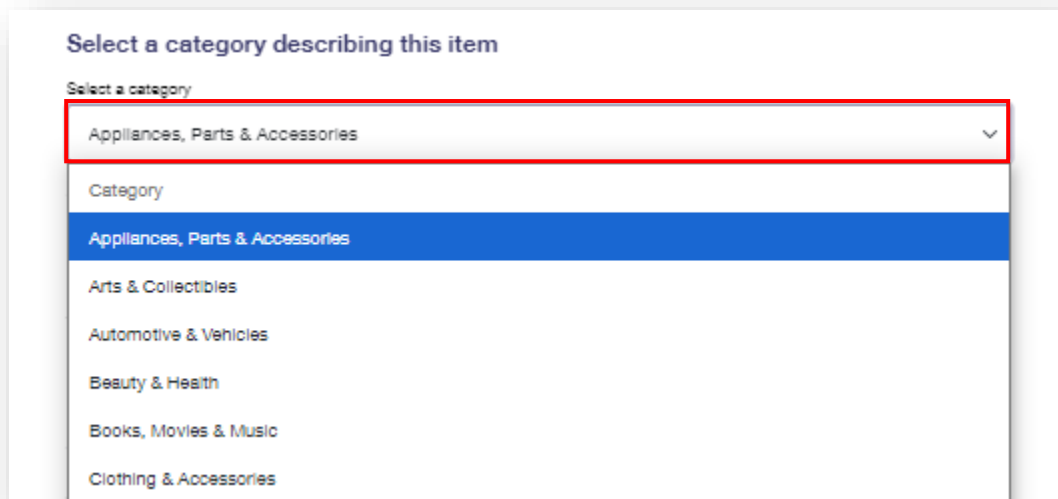


Enter Item Description

* Item Description

This screenshot shows a form titled 'Enter Item Description'. It contains a single text input field for the item description, which is highlighted with a red rectangle. The label '* Item Description' is positioned above the field.

- i. 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

This screenshot shows a category selection screen. At the top, it says 'Select a category describing this item'. Below this is a dropdown menu labeled 'Select a category' with 'Appliances, Parts & Accessories' selected and highlighted with a red rectangle. A list of other categories is shown below, with 'Appliances, Parts & Accessories' highlighted in blue.

- 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 ⓘ	UPC Code
<div>United States of America</div>	<input type="text"/>
Item Details	
<input type="text"/>	
Item Brand	UPC Code / Product ID
<input type="text"/>	<input type="text"/>

- 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
Total for Landed Cost	\$45.86

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

Optional: Email a copy of the Landed Cost

Enter Email

(b) **Submit**

- c) 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
HS Tariff #			
Origin: US			

Duties: \$31.91
Taxes: \$13.40

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.

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

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

- a) Option 1: Click on **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.

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

Click-N-Ship® 2 Cart

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

All Labels (67) Batches (72)

New Label ▾
New Batch
File Upload
Marketplace Import


Use Address Book

Refresh

Actions ▾

Add All Complete to Cart >

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

	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels ▾
Payaloune an Team LLC PERMAN ST BLUFF, NE, 69361-5900	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage Edit Extra Services	\$12.20	 Added to cart Edit Label

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 ⓘ

*Select your return address

(b)

Sender Test
800 N GLEBE RD
ARLINGTON, VA, 22203

Ship from a different ZIP Code™

(c)

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.
- 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.
 - To manually enter the sender information, enter the details in the **required*** text fields.
 - To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
 - 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*).
 - Once the sender information is entered and you are ready to proceed, select **Next**.

(i)

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)

(ii)

Sender Address

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

*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 ⓘ

*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.

(i)

(ii)

×

Tracking Notifications for Sender

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

Email

john.doe@gmail.com

Phone

(704) 780-2387

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

Email

Text

☐

☐

All Below Updates

☐

☐

Expect Delivery Updates

☐

☐

Day of Delivery Updates

☐

☐

Package Delivery

☐

☐

Available for Pick Up

☐

☐

Delivery Expectation Updates

☐

☐

Package In Transit Updates

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 on enforcement agency in accordance with law. (e) 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/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.

(a)

(i)

(b)

Step 1: Recipient Details

[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

Recipient Address

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

*Country

*Street Address	Apt/Suite/Other
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>

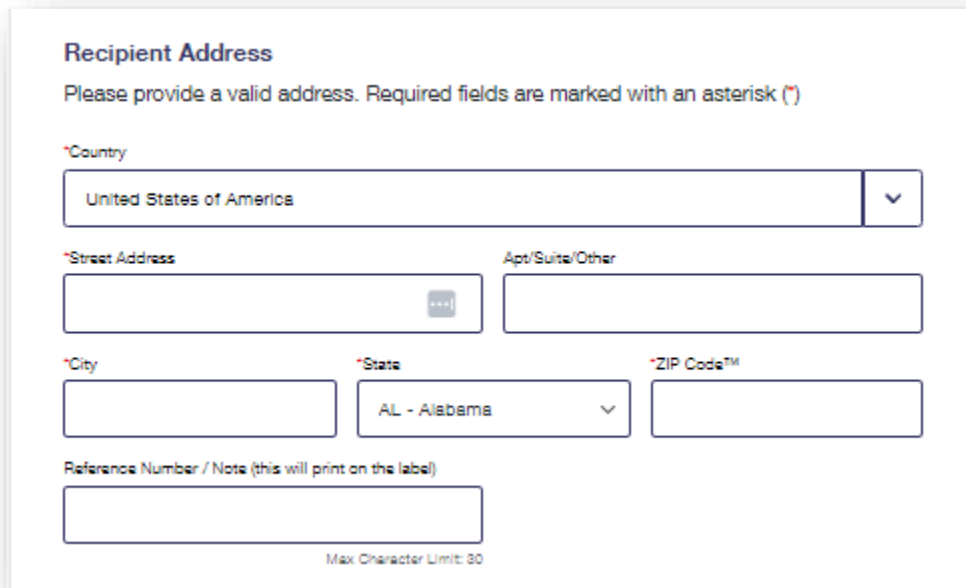
*City	*State	*ZIP Code™
<input type="text"/>	<input type="text" value="AL - Alabama"/> <input type="button" value="v"/>	<input type="text"/>

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

Max Character Limit: 80

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

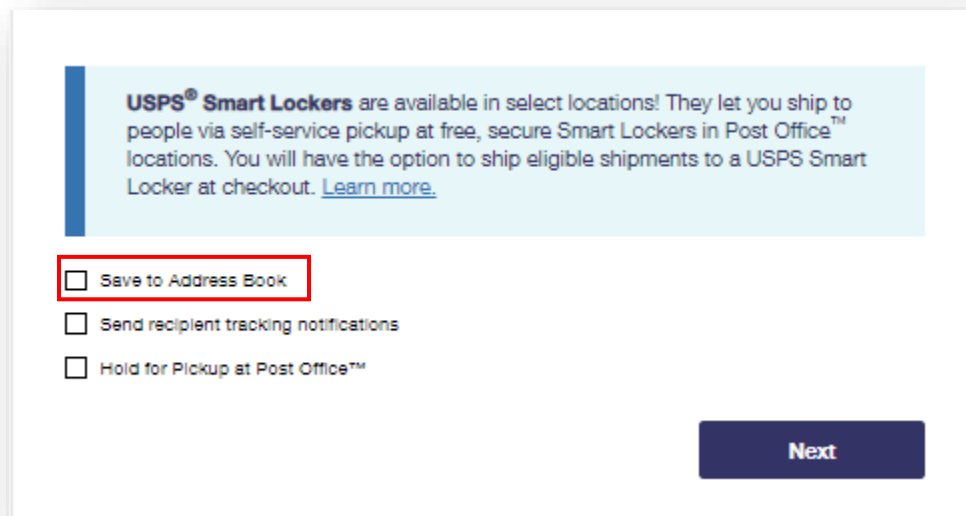
*City *State *ZIP Code™

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

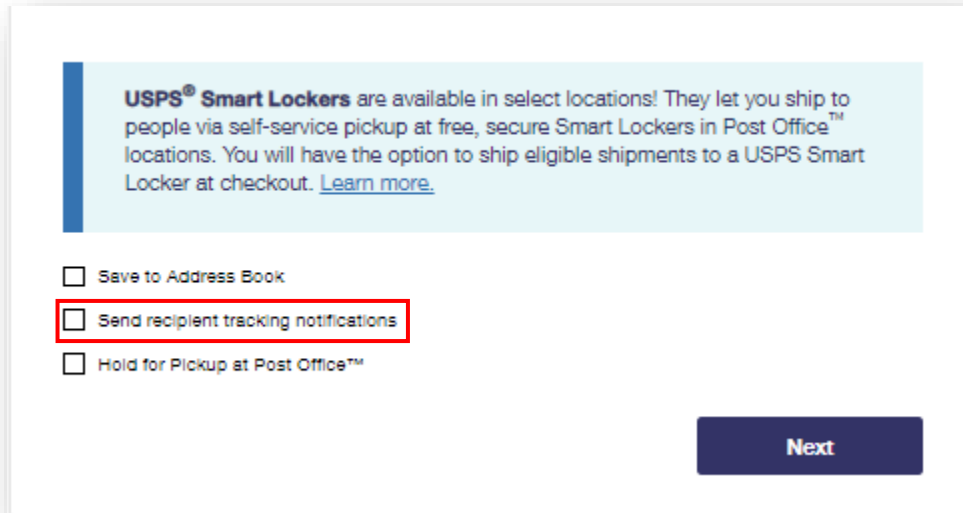
☐ Hold for Pickup at Post Office™

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.



The screenshot shows a white rectangular interface with a light blue header section. The header text reads: "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.](#)". Below the header, there are three checkboxes with labels: "Save to Address Book", "Send recipient tracking notifications", and "Hold for Pickup at Post Office™". The "Send recipient tracking notifications" checkbox is highlighted with a red rectangular border. In the bottom right corner, there is a dark blue button with the word "Next" in white text.

- 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.

(i)

(ii)

✕

Tracking Notifications for Recipient

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

Email

Phone

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

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 on enforcement agency in accordance with law. (e) 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/privacypolicy

(iii)

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.

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

- b) If the **Hold for Pickup at Post Office™** checkbox was selected, a **Hold for Pickup** modal will be displayed.
- i. To find the nearest Post Office™ location available for pickup, Enter the desire Zip Code in the **Enter the ZIP Code™** text field.

Hold for Pickup

If available, you can select a Post Office™ to hold the shipment until the recipient picks it up.

*Enter a ZIP Code™

Nearest Location(s)

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

*Enter an email and phone number for the sender and recipient to receive notifications.

Sender Email:

Recipient Email:

Sender Phone / SMS Text Message:

Recipient Phone / SMS Text Message:

Save

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

×

Hold for Pickup

If available, you can select a Post Office™ to hold the shipment until the recipient picks it up.

*Enter a ZIP Code™

28262

Q

Nearest Location(s)

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

<div><input checked="" type="radio"/> NORTH TRYON 6700 N TRYON ST CHARLOTTE, NC, 28213-9798 Post Office Hours ⓘ</div>	Available Services: Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic
<div><input type="radio"/> NEWELL 8106 OLD CONCORD RD NEWELL, NC, 28128-9997 Post Office Hours ⓘ</div>	Available Services: Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic

- 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.

(iii)

*Enter an email and phone number for the sender and recipient to receive notifications.

Sender Email <div>john.doe@gmail.com</div>	Recipient Email <div></div>
Sender Phone / SMS Text Message <div>(704) 780-2387 ⓘ</div>	Recipient Phone / SMS Text Message <div></div>

Save

(iv)

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
[Edit Notification Settings](#)

Phone / SMS Text Message
(704) 780-2387

☒ Hold for Pickup at Post Office™

NORTH TRYON
8700 N TRYON ST CHARLOTTE, NC 28213-8798
Post Office™ Hours ⓘ
[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

(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 ▼

Label Summary

- Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)
- Toy Propellant/Safety Fuse
- Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)
- Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)
- Air Eligible Corrosive Materials (certain cleaning or tree/weed killing compounds, etc.)
- Sealed lead acid batteries
- Lithium Batteries - New individual or spare lithium batteries (marked UN3480 or UN3090 only)
- Lithium Batteries - Used electronic devices containing or packaged with lithium batteries (markings required)
- Lithium Batteries - New electronic devices packaged with lithium batteries (marked UN3481 or UN3091)
- Dry Ice (limited to 5 lbs. if shipped via Air)
- Lithium Batteries - New electronic devices installed or packaged with lithium batteries (no marking)
- Magnetized Materials
- Safety/strike on box matches, book matches, 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 

Mailpiece Type
Select a product or a Priority Mail Express Flat Rate® product packaging.
Please go to your local Post Office™.

What would you like for this mailpiece?

11) Select the Shipping Date and FMB Service Type

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


Step 2: Select Service and Mailpiece Type


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

Shipping Date

Choose a date up to 3 days from today.

07/17/2024



☐ I am shipping as Free Matter for the Blind 

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

- 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 ⓘ

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? ⓘ

None ▼

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

Domestic Free Matter for the Blind ⓘ

(Choose your own box)

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

\$0.00
Per Label

(b)

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)

lbs

Item oz

(c)

oz

Item Value

(d)

\$

QTY

(f)

+Add Item

(e)

Mailpiece Details

Mailpiece Value

(g)

\$

0

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

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.*

Step 4: Select Extra Services

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

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.

Label Summary

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

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**.

Add to Cart **Save**

(a)

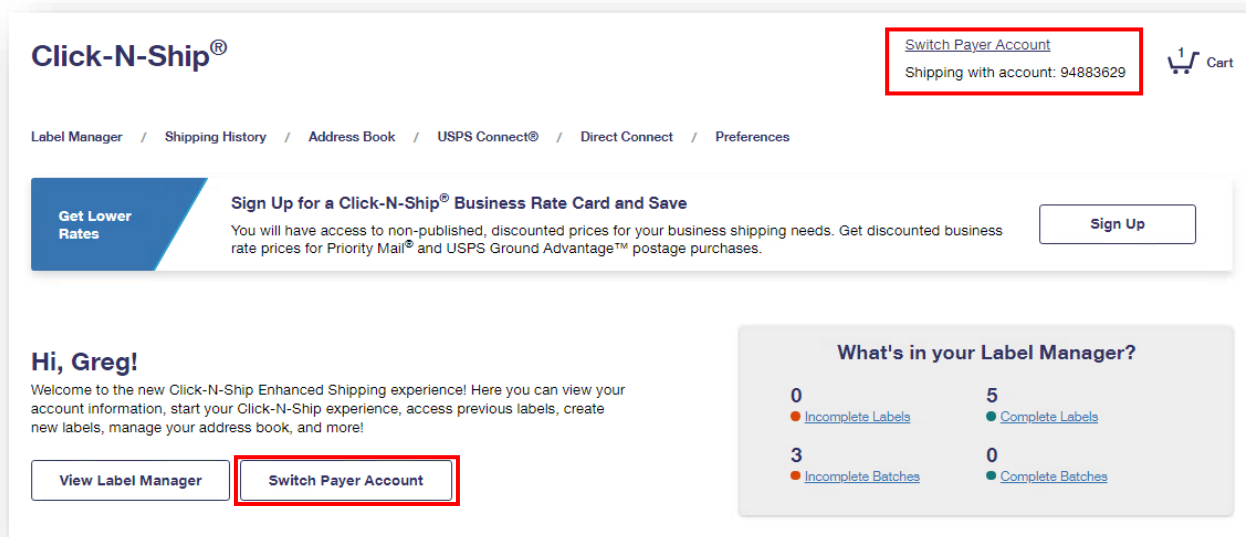
(b)

Domestic and International Labels Using 3rd 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.*



- 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**.

(b)

×

Need to purchase labels with another account?

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

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

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

Currently billing to Account: 94883629

Select a payer account.

Select Account

94883629 1000008901 ▾

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

Save Account

Switch To My Account


Cancel

(c) (d)

2) Begin Single Label Creation Process – Two Options


- 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).*

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




Create a Single Label

Create individual labels manually within our improved creation process.



Create a Batch

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



Import Labels

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



Start From Address Book

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

- b) Option 2: 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® 2 Cart

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

All Labels (67) Batches (72)

New Label ▾
New Batch
File Upload
Marketplace Import


Use Address Book

Refresh

Actions ▾

Add All Complete to Cart >

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

	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels ▾
Payalouna an Team LLC BERMAN ST SCOTT BLUFF, NE, 69361-5900	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage Edit Extra Services	\$12.20	 Added to cart Edit Label

3) Verify your Sender Details

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

- a) 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 ⓘ

*Select your return address

(b)

Sender Test
800 N GLEBE RD
ARLINGTON, VA, 22203

Ship from a different ZIP Code™

(c)

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.
- 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.
 - To manually enter the sender information, enter the details in the **required*** text fields.
 - To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
 - 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*).
 - Once the sender information is entered and you are ready to proceed, select **Next**.

(i)

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)

(ii)

Sender Address

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

*Street Address Apt/Suite

*City *State *ZIP Code™

(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 ⓘ

*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.

(i)

(ii)

×

Tracking Notifications for Sender

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

Email

john.doe@gmail.com

Phone

(704) 780-2387

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

Email

Text

☐

☐

All Below Updates

☐

☐

Expect Delivery Updates

☐

☐

Day of Delivery Updates

☐

☐

Package Delivery

☐

☐

Available for Pick Up

☐

☐

Delivery Expectation Updates

☐

☐

Package In Transit Updates

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 on enforcement agency in accordance with law. (e) 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/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.

(a)

(i)

(b)

Step 1: Recipient Details

[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

Recipient Address

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

*Country

*Street Address	Apt/Suite/Other
<input type="text"/>	<input type="text"/>

*City	*State	*ZIP Code™
<input type="text"/>	<input type="text" value="AL - Alabama"/> <input type="button" value="v"/>	<input type="text"/>

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

Max Character Limit: 80

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
United States of America

*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

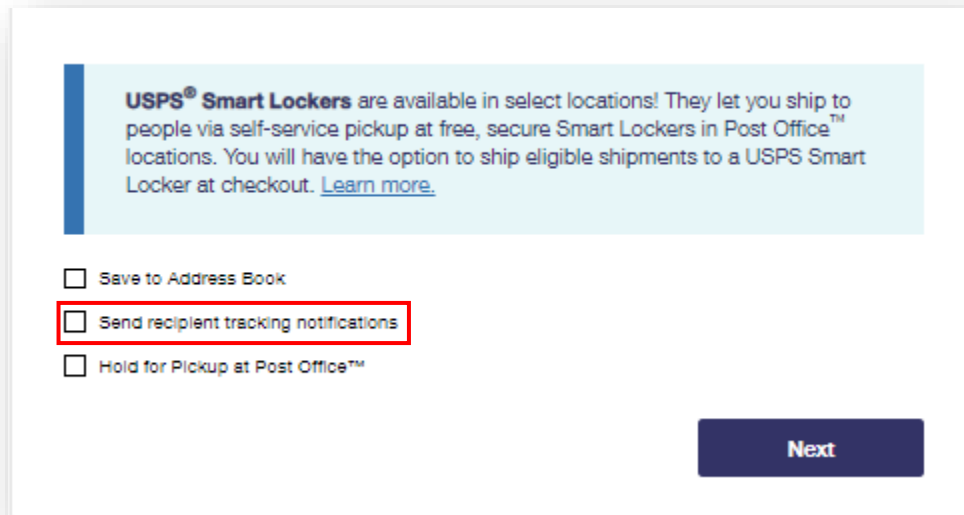
☐ Hold for Pickup at Post Office™

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.



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

- 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.

(i)

(ii)

(iii)

×

Tracking Notifications for Recipient

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

Email

Phone

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

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 on enforcement agency in accordance with law. (e) 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/privacypolicy

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.

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

- b) If the **Hold for Pickup at Post Office™** checkbox was selected, a **Hold for Pickup** modal will be displayed.
- i. To find the nearest Post Office™ location available for pickup, Enter the desire Zip Code™ in the **Enter the ZIP Code™** text field.

Hold for Pickup

If available, you can select a Post Office™ to hold the shipment until the recipient picks it up.

*Enter a ZIP Code™

Nearest Location(s)

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

*Enter an email and phone number for the sender and recipient to receive notifications.

Sender Email:

Recipient Email:

Sender Phone / SMS Text Message:

Recipient Phone / SMS Text Message:

Save

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

×

Hold for Pickup

If available, you can select a Post Office™ to hold the shipment until the recipient picks it up.

*Enter a ZIP Code™

28262

Q

Nearest Location(s)

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

<div><input checked="" type="radio"/> NORTH TRYON 6700 N TRYON ST CHARLOTTE, NC, 28213-9798 Post Office Hours ⓘ</div>	Available Services: Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic
<div><input type="radio"/> NEWELL 8106 OLD CONCORD RD NEWELL, NC, 28128-9997 Post Office Hours ⓘ</div>	Available Services: Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic

- 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.

(iii)

*Enter an email and phone number for the sender and recipient to receive notifications.

Sender Email <div>john.doe@gmail.com</div>	Recipient Email <div></div>
Sender Phone / SMS Text Message <div>(704) 780-2387 ⓘ</div>	Recipient Phone / SMS Text Message <div></div>

Save

(iv)

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
[Edit Notification Settings](#)

Phone / SMS Text Message
(704) 780-2387

☒ Hold for Pickup at Post Office™

NORTH TRYON
8700 N TRYON ST CHARLOTTE, NC 28213-8798
Post Office™ Hours ⓘ
[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

(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 ▼

Label Summary


- Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)
- Toy Propellant/Safety Fuse
- Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)
- Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)
- Air Eligible Corrosive Materials (certain cleaning or tree/weed killing compounds, etc.)
- Sealed lead acid batteries
- Lithium Batteries - New individual or spare lithium batteries (marked UN3480 or UN3090 only)
- Lithium Batteries - Used electronic devices containing or packaged with lithium batteries (markings required)
- Lithium Batteries - New electronic devices packaged with lithium batteries (marked UN3481 or UN3091)
- Dry Ice (limited to 5 lbs. if shipped via Air)
- Lithium Batteries - New electronic devices installed or packaged with lithium batteries (no marking)
- Magnetized Materials
- Safety/strike on box matches, book matches, 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

- 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	4	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

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

Mailpiece Type
Select a product or a Priority Mail Express Flat Rate® product
tagging.
Please go to your local Post Office™.
What would you like for this mailpiece?

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

- 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)

(i)

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.


[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.

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

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Metal-banded parcel

Insecurely wrapped

Can, Roll, or Tube

Wooden or Metal box

Books or other printed material weighing more than 25 pounds

Documents or personal correspondence

Rate[®] product

an.

- 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.*

(e)

(i)

Select Your Service and Mailpiece Type

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

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

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

Select a Service ▼

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

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

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

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.

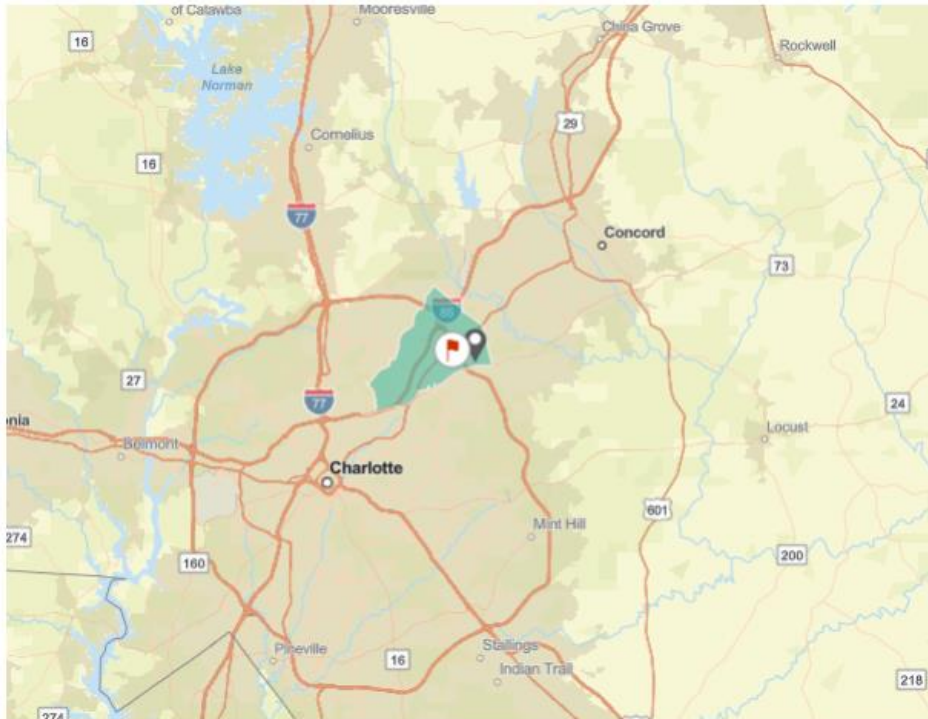
USPS Connect® Local - Destination Delivery Unit ("DDU")

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

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

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

Show More Locations



- 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 8"	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

(a)

Item Description

Item lbs

(b)

lbs

Item oz

(c)

oz

Item Value

(d)

\$

QTY

(e)

(f)

[+Add Item](#)

Mailpiece Details

Mailpiece Value

(g)

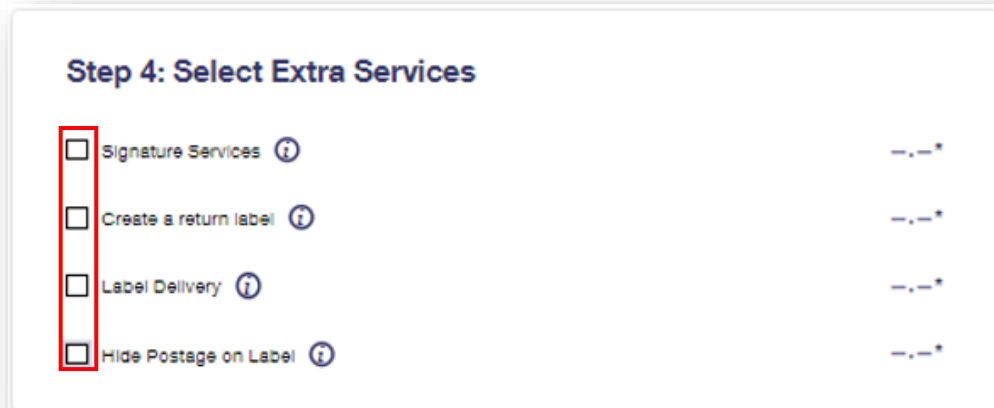
\$

0

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.*

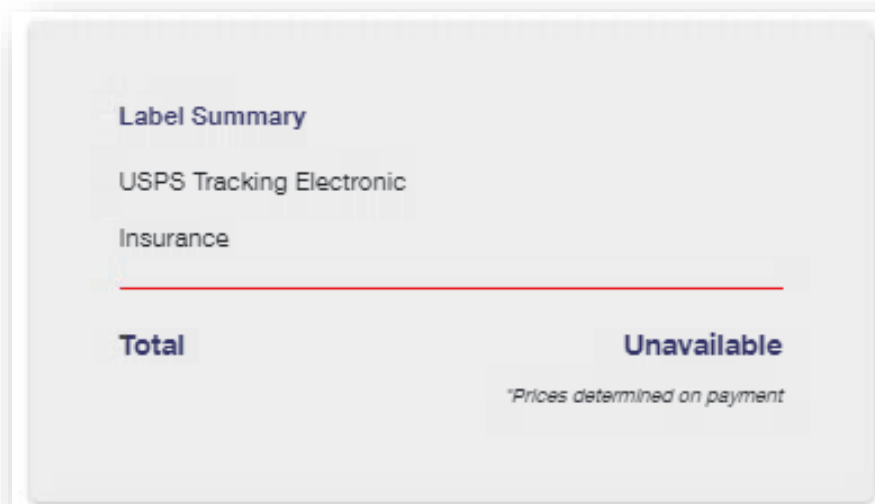


Step 4: Select Extra Services

<input type="checkbox"/>	Signature Services ⓘ	--. -- *
<input type="checkbox"/>	Create a return label ⓘ	--. -- *
<input type="checkbox"/>	Label Delivery ⓘ	--. -- *
<input type="checkbox"/>	Hide Postage on Label ⓘ	--. -- *

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.*



Label Summary

USPS Tracking Electronic

Insurance

Total **Unavailable**

*Prices determined on payment

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

- a) Option 1: Select **Create a Batch** 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.


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


Click-N-Ship® 2 Cart


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


All Labels (67) Batches (72)


New Label  **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

	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
Payaloun an Team LLC BERMAN ST BLUFF, NE, 69361-5900	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	Value: \$100 + Add Mailpiece Details	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage Edit Extra Services	\$12.20	 Added to cart Edit Label

2) Enter Batch Details

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

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)

(c)

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

3) Add Recipients to Batch (Two Options)

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

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: **John Doe (0 Labels)** [Edit](#) [Refresh](#)

Batch Summary

Select Services to see pricing ⓘ

Total \$0.00

Sender Information

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 33333

Batch Notes

1233

[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)

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (693)' and 'Batches (13)'. Below the tabs are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The main area is a table with columns: 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', and 'Extra'. A red box highlights the checkbox in the first row of the table. The 'Actions' dropdown menu is open, showing options: 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority', 'Create Return Label', 'Delete', and 'Delete All Labels'. A red box highlights the 'Add to Batch' option. To the right of the table, there is a red box labeled '(ii)' and a button labeled 'Add to Cart'.

- 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**

The screenshot shows the 'Add to Batch' popup modal. It has a title 'Add to Batch (1 Label)' and a question 'Would you like to add these labels to an existing batch or a new batch?'. There are two radio buttons: 'Existing Batch' (selected) and 'New Batch'. Below this is a section 'Name this Batch' with a text input field for 'Batch Name (optional)'. Below that is a text input field for 'Batch Notes (optional)'. At the bottom right is a button labeled '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**.

< 2 3 4 5 Next >

Batch Notes (optional)

Batch Notes

Add to Batch

- 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.

[< Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: John Doe (1 Label)

EditRefresh

Batch Summary

Sender Information

Batch Notes

Total\$27.60

Earth Actually
8763 COMANCHE GAP
SAN ANTONIO, TX, 78255

1233

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
<input type="checkbox"/>	09/13/2024	Clark Kent 300 SUPERMAN CHARLOTTE, NC, 28262-1234	Priority Mail Express® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Edit Extra Services	\$27.60	<div>Add to Cart</div> <div>▼</div>

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.

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	<div>Add to Cart</div> <div>▼</div>
2 <input 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	<div>Add to Cart</div> <div>▼</div>

- 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.

<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	Add to Cart ▼
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	Add to Cart ▼

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.

<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	Add to Cart ▼
2 <input 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	Add to Cart ▼

- 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.

<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	Add to Cart ▼
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	Add to Cart ▼

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.

<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	Add to Cart ▼
2	<input 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	Add to Cart ▼

- 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	Add to Cart v
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	Add to Cart v

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.

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


Add Recipient	Add From File Upload	Actions v	Add All Complete to Cart v
-------------------------------	--------------------------------------	---	--

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	Add to Cart v
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	Add to Cart v

Import Labels

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

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


Import Labels Via File Upload


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


1) Begin File Upload Process


a) **Option 1:** Select **Import Labels** 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.

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

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

All Labels (1202) Batches (96)

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

New Label New Batch File Upload Marketplace Import

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

Address	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
Doe Group PLUM CREEK DR MIDCOTTHIAN, TX, 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	\$6.95	

Add to Cart

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**.

(a)

Import a List of Labels

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

What file would you like to upload?

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

☐ I am uploading a file exported from an online marketplace

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

Select CSV File to Upload (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.

(c)

File Selected: Johnny File Upload.csv

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

(d)

Next

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.

(a)

(i)

Assign to a Batch

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

☒ Add to an Existing Batch

☐ Create a New Batch

Add Labels to an Existing Batch

Search for an Existing Batch

- [1706555347](#)
- [1706644542](#)
- [1707772780](#)
- [Batch 2024-04-01 16:23](#)
- [Batch 2024-04-01 16:26](#)
- [Batch 2024-04-01 16:32](#)
- [Batch 2024-04-01 16:35](#)

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

Assign to a Batch

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

☒ Add to an Existing Batch

☐ Create a New Batch

Add Labels to an Existing Batch

Clark Kent

- 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.

(b)

Assign to a Batch

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

☐ Add to an Existing Batch

☒ Create a New Batch

Add Labels to an New Batch

Name this Batch of Labels in Click-N-Ship

Batch Name (optional)

Batch Notes

Add note for yourself (optional)

(ii)

(iii)

Next: Import Labels

Back

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-Shipfields on the left. Your file may not have the same number of fields, and you only need to map the info you want to import. You can edit the mappings if needed. Unmapped fields will not be imported. Not all fields are required.

Apply a Saved Mapping

(a) (b)

- 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	<input type="text" value="Recipient ZIP Code"/>	Mapped (c)
Recipient Phone	<input type="text" value="Recipient Phone"/>	Mapped

(d)

- e) To save the current filed mappings as a template for future CSV uploads, enter the **Field Mapping Name** and select **Save as New Mapping** to save the template (*optional*).
 - i. *Note, unmapped fields will not be imported.*
- 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.)

Field Mapping Name

Enter Name for this Field Mapping

Save As New Mapping

Confirm Mapping & Import Labels

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.

(a)

Import Label Results

Total Labels Created

2 of 2

View Label Information in Click-N-Ship®

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

View In Label Manager

(b)

Import Another File

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

Upload a New File

(c)

- 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.

(d)

Labels that did not import (47)

Labels that had errors and didn't import

47 of 47

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

(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**.

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

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

EditRefresh

Batch Summary

Sender Information

Batch Notes

Total

\$27.60

Earth Actually
8763 COMANCHE GAP
SAN ANTONIO, TX, 78255

1233

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
<input type="checkbox"/>	09/13/2024	Clark Kent 300 SUPERMAN CHARLOTTE, NC, 28262-1234	Priority Mail Express® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Edit Extra Services	\$27.60	<div>Add to Cart▾</div>

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.

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	<div>Add to Cart▾</div>
2 <input type="checkbox"/>	09/13/2024	Clark Kent 900 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	<div>Add to Cart▾</div>

- 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 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	Add to Cart ▼
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	Add to Cart ▼

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	Add to Cart ▼
2	<input 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	Add to Cart ▼

- 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.

<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	Add to Cart ▼
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	Add to Cart ▼

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.

<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	Add to Cart ▼
2 <input 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	Add to Cart ▼

- 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	Add to Cart v
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	Add to Cart v

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.

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

Add Recipient	Add From File Upload	Actions v	Add All Complete to Cart v
-------------------------------	--------------------------------------	---	--

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

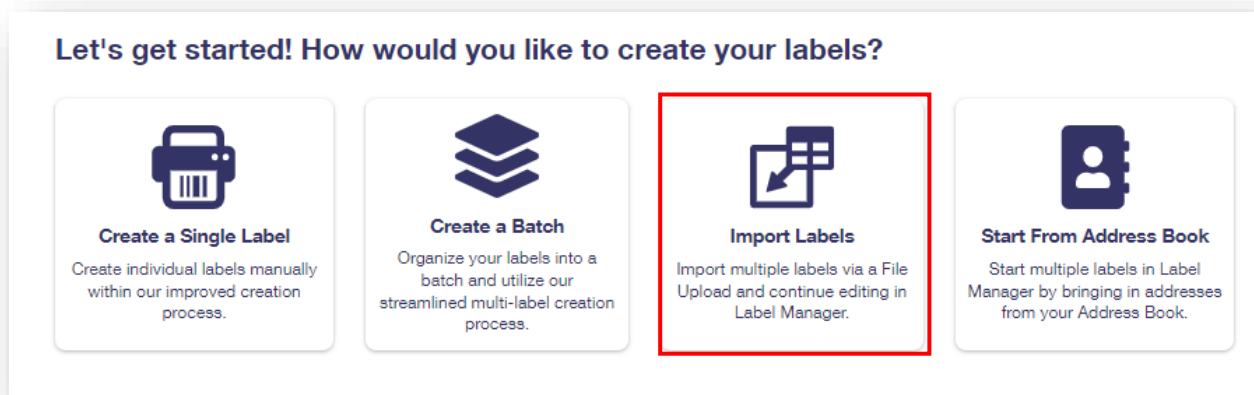
<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	09/11/2024	Jane Doe CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your 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	Add to Cart v
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	Add to Cart v

Import Labels from an Online Marketplace

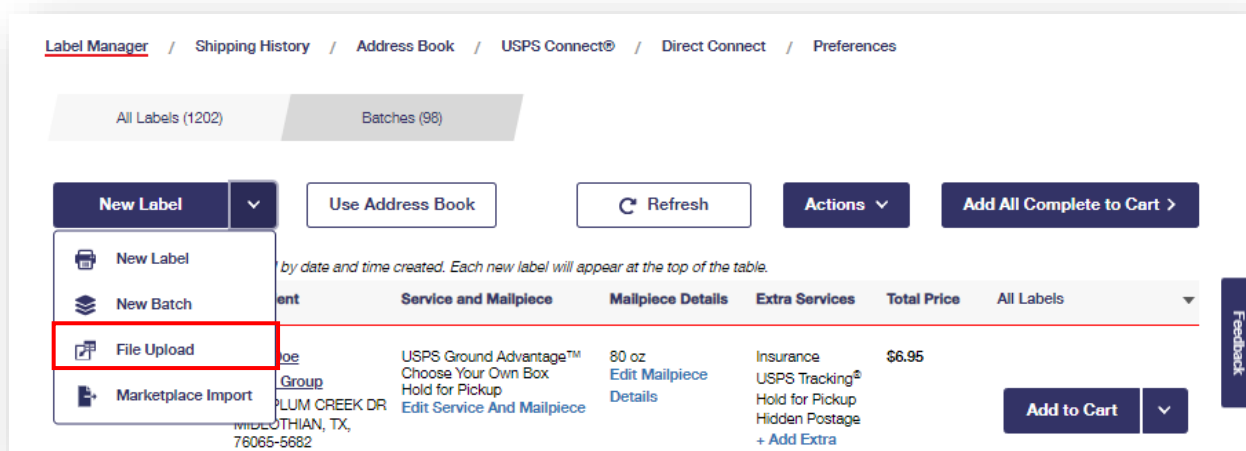
Import order exports from marketplaces such as Etsy, Shopify, BigCommerce, Rithum and directly upload them to Enhanced Click-N-Ship® to create labels by following the steps below.

1) Begin File Upload Process

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



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



2) Select File Type 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.

(a)

Import a List of Labels

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

What file would you like to upload?

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

☒ I am uploading a file exported from an online marketplace

Select a Marketplace File

Select a Marketplace File

Etsy

Shopify

BigCommerce

Rithum

(b)

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

Import a List of Labels

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

What file would you like to upload?

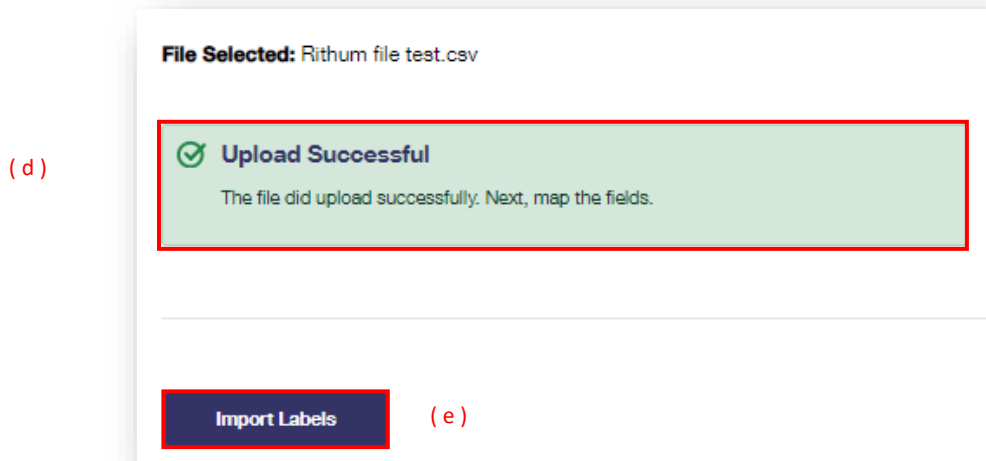
☐ I have my own file to upload (This includes the downloadable template provided)

☒ I am uploading a file exported from an online marketplace

Rithum

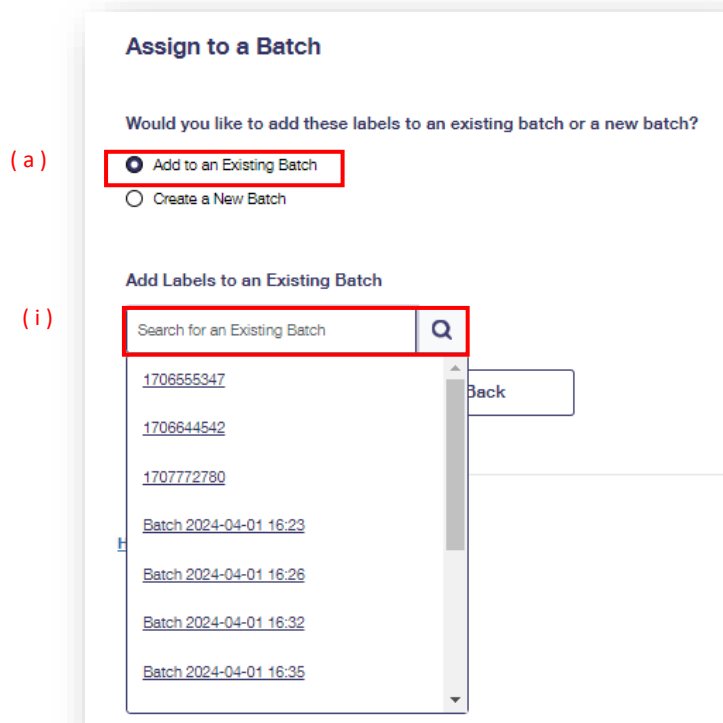
Select CSV File

- 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**.

The screenshot shows a dialog box titled "Assign to a Batch". It contains a question: "Would you like to add these labels to an existing batch or a new batch?". There are two radio buttons: "Add to an Existing Batch" (which is selected) and "Create a New Batch". Below this, there is a section titled "Add Labels to an Existing Batch" which includes a search input field containing "Clark Kent" and a magnifying glass icon. At the bottom, there are two buttons: "Next: Import Labels" (highlighted with a red border) and "Back".

- 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.

(b)

The screenshot shows the same "Assign to a Batch" dialog box, but with the "Create a New Batch" radio button selected. The "Add Labels to an Existing Batch" section is hidden, and the "Add Labels to a New Batch" section is visible. This section includes a label "Name this Batch of Labels in Click-N-Ship" above a text input field labeled "Batch Name (optional)". Below this is a section labeled "Batch Notes" with a text input field labeled "Add note for yourself (optional)". At the bottom, the "Next: Import Labels" button is highlighted with a red border. Red annotations are present: "(b)" next to the "Create a New Batch" radio button, "(i)" next to the "Batch Name (optional)" field, "(ii)" next to the "Add note for yourself (optional)" field, and "(iii)" next to the "Next: Import Labels" button.

(i)

(ii)

(iii)

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.

(a)

Import Label Results

Total Labels Created

2 of 2

View Label Information in Click-N-Ship®

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

View In Label Manager

(b)

Import Another File

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

Upload a New File

(c)

- 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.

(d)

Labels that did not import (47)

Labels that had errors and didn't import

47 of 47

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

(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**.

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

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

EditRefresh

Batch Summary

Sender Information

Batch Notes

Total

\$27.60

Earth Actually
8763 COMANCHE GAP
SAN ANTONIO, TX, 78255

1233

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
<input type="checkbox"/>	09/13/2024	Clark Kent 300 SUPERMAN CHARLOTTE, NC, 28262-1234	Priority Mail Express® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Edit Extra Services	\$27.60	<div>Add to Cart▾</div>

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.

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	<div>Add to Cart▾</div>
2 <input type="checkbox"/>	09/13/2024	Clark Kent 900 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	<div>Add to Cart▾</div>

- 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 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	Add to Cart ▼
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	Add to Cart ▼

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 Edit Service And Mailpiece	80 oz Edit Mailpiece Details	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra Services	\$6.95	Add to Cart ▼
2	<input 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	Add to Cart ▼

- 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.

<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	Add to Cart ▼
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	Add to Cart ▼

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.

<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	Add to Cart ▼
2 <input 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	Add to Cart ▼

- 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	Add to Cart ▼
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	Add to Cart ▼

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.

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

Add Recipient

Add From File Upload

Actions ▾

Add All Complete to Cart >

(b)

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	<div>(a)</div> <div>Add to Cart ▾</div>
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	<div>Add to Cart ▾</div>


Start from Address Book

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

1) Begin File Upload Process


a) **Option 1:** Select **Start From Address Book** 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.

b) **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 ▼

- New Label
- New Batch
- File Upload
- Marketplace Import

Use Address Book

Refresh

Actions ▼

Add All Complete to Cart >

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

Address	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
Doe Group PLUM CREEK DR WINDOTHIAN, TX, 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	\$6.95	Add to Cart ▼

Feedback

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 + Add New Contact Import Contacts

Search Address Book

Sort By: Last Name A-Z

My Groups: No groups

Create New Group Add

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

Select Labels and Choose Action ☐ Select All Export All (7) Viewing 1-7 of 7 contacts

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

- 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 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

Create Labels

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	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	Add to Cart <input type="button" value="v"/>
2 <input 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	Add to Cart <input type="button" value="v"/>

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

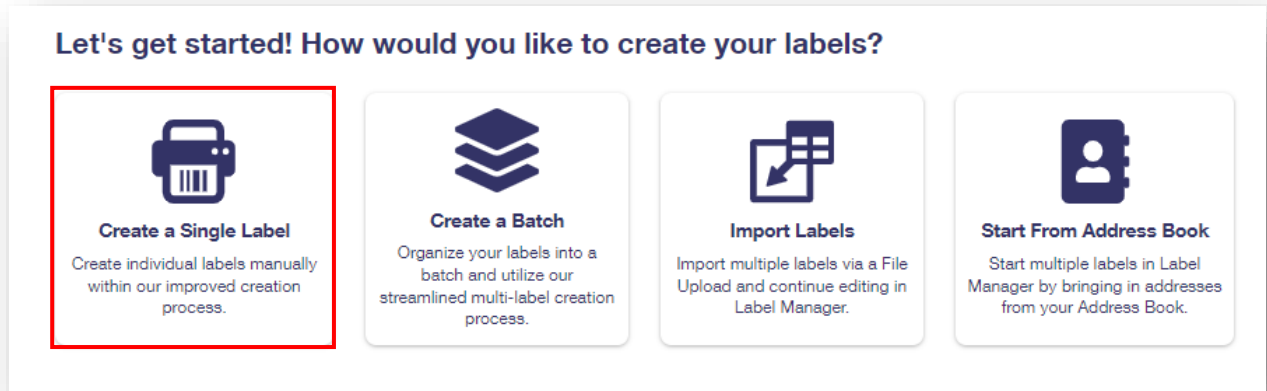
Create individual return labels manually within our improved return label creation process.

Create Return Labels via Single Label Creation

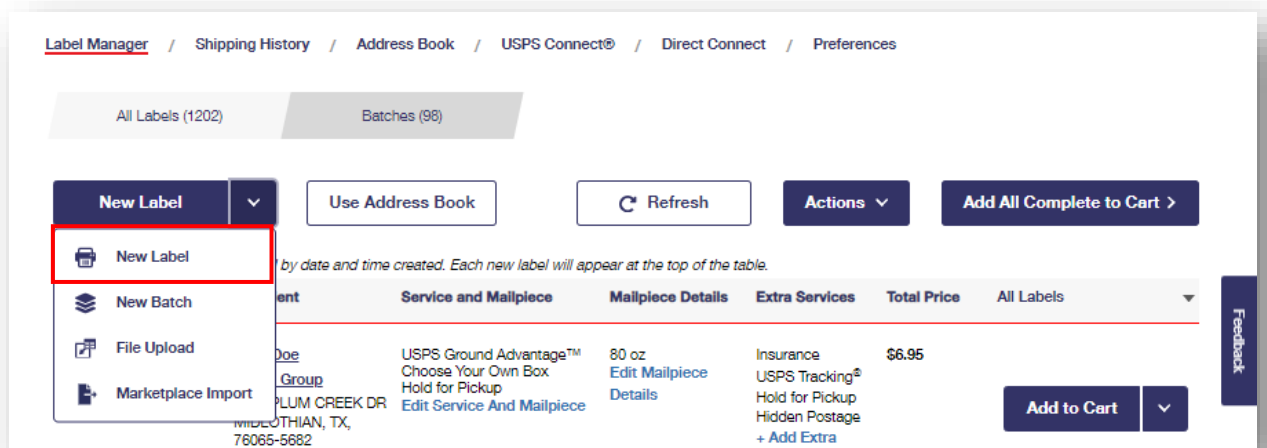
Create an individual return label for a single recipient following the steps below.

1) Begin Single Label Creation Process – Two Options

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



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



2) Follow Single Label Flow Creation Process

- a) 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.*

Step 4: Select Extra Services

☐ Signature Services ⓘ Fee Varies

☒ Create a return label ⓘ Charged upon use

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

*Select the service type for your return label

Select a return service

☐ Priority Mail® Return

☐ Priority Mail Express® Return

USPS Ground Advantage™ Return

- 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.

Step 4: Select Extra

Create a Return Label

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

☐ Signature Services ⓘ Fee Varies

☒ Create a return label ⓘ Charged upon use

You will not be charged for its use and a postage due will show up in your Shipping Cart.

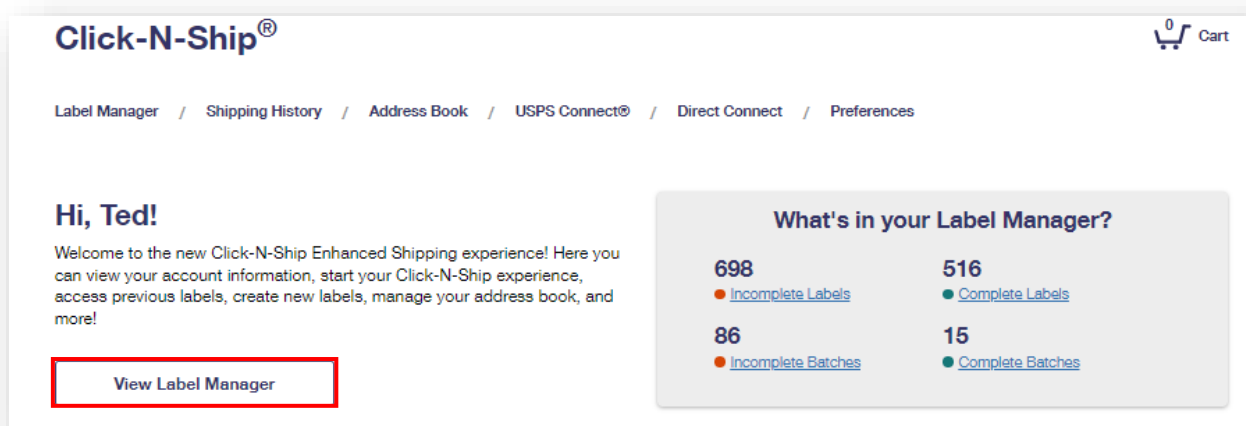
*Select the service type for your return label

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.

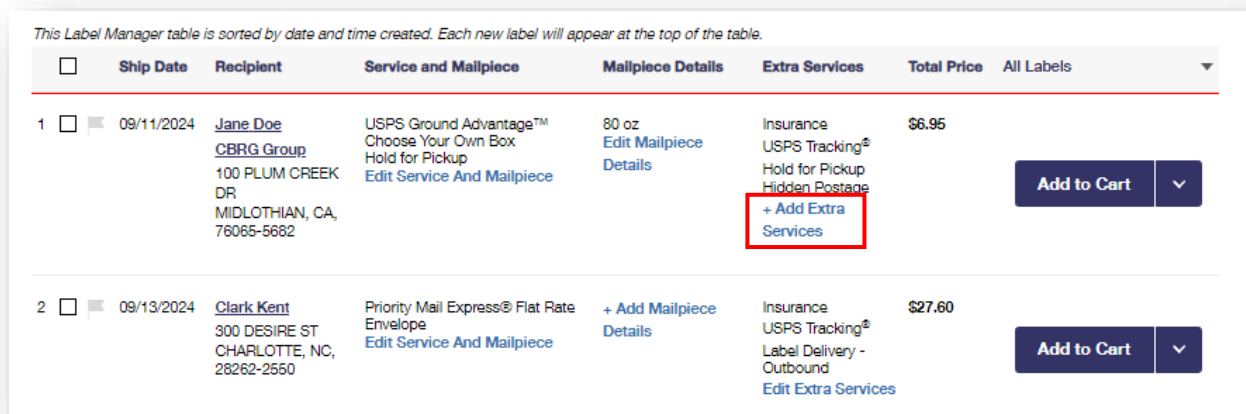


The screenshot shows the Click-N-Ship Label Manager landing page. At the top, there's a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect, Direct Connect, and Preferences. A shopping cart icon with '0' items is in the top right. The main content area has a greeting 'Hi, Ted!' and a welcome message. A red box highlights the 'View Label Manager' button. To the right, a box titled 'What's in your Label Manager?' shows statistics: 698 Incomplete Labels, 516 Complete Labels, 86 Incomplete Batches, and 15 Complete Batches.

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.



The screenshot shows a table of labels in the Click-N-Ship Label Manager. 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 Jane Doe, dated 09/11/2024, with a total price of \$6.95. The 'Extra Services' column for this row includes Insurance, USPS Tracking, Hold for Pickup, Hidden Postage, and a red box around the '+ Add Extra Services' link. The second row shows a label for Clark Kent, dated 09/13/2024, with a total price of \$27.60. The 'Extra Services' column for this row includes Insurance, USPS Tracking, Label Delivery - Outbound, and an 'Edit Extra Services' link.

	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 Edit Service And Mailpiece	80 oz Edit Mailpiece Details	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra Services	\$6.95	Add to Cart ▼
2	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	Add to Cart ▼

- 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 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	Add to Cart v
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	Add to Cart v

- 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

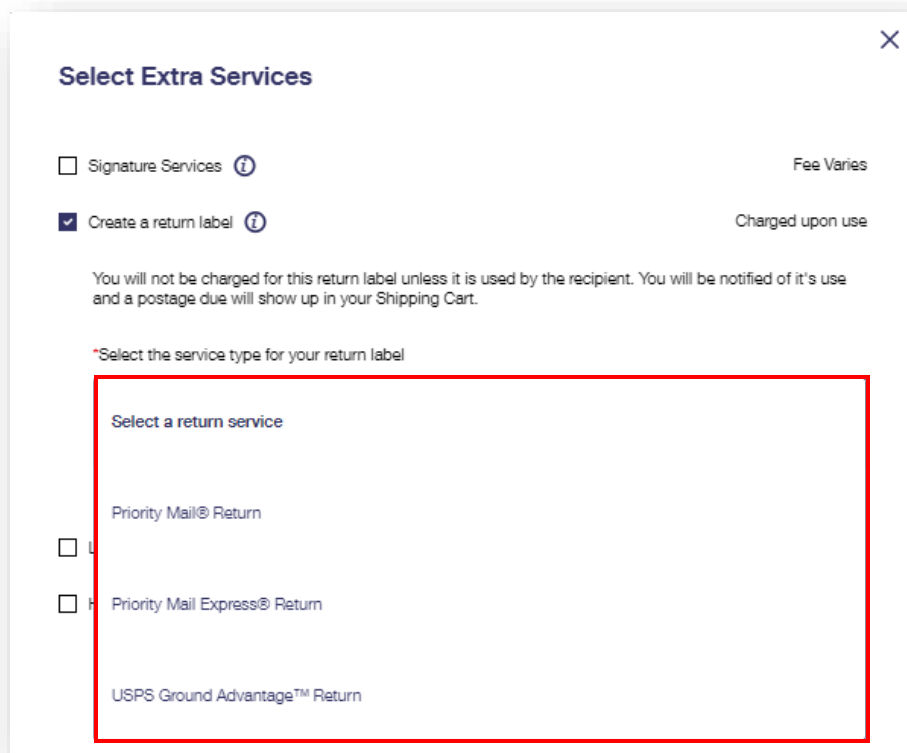
☒ Create a return label ⓘ Charged upon use

☐ Label Delivery ⓘ \$1.25

☐ Hide Postage on Label ⓘ Free

Save

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



Select Extra Services

☐ Signature Services ⓘ Fee Varies

☒ Create a return label ⓘ Charged upon use

You will not be charged for this return label unless it is used by the recipient. You will be notified of it's use and a postage due will show up in your Shipping Cart.

*Select the service type for your return label

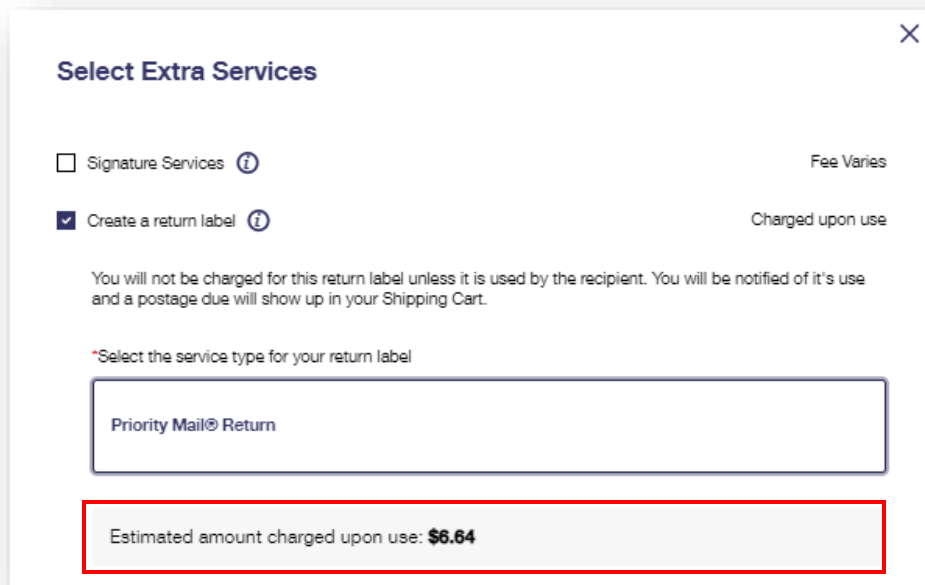
Select a return service

☐ Priority Mail® Return

☐ Priority Mail Express® Return

USPS Ground Advantage™ Return

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



Select Extra Services

☐ Signature Services ⓘ Fee Varies

☒ Create a return label ⓘ Charged upon use

You will not be charged for this return label unless it is used by the recipient. You will be notified of it's use and a postage due will show up in your Shipping Cart.

*Select the service type for your return label

Priority Mail® Return

Estimated amount charged upon use: **\$6.64**

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

×

Select Extra Services

☐ Signature Services ⓘ

Fee Varies

☒ Create a return label ⓘ

Charged upon use

You will not be charged for this return label unless it is used by the recipient. You will be notified of it's use and a postage due will show up in your Shipping Cart.

*Select the service type for your return label

Priority Mail® Return

Estimated amount charged upon use: **\$6.64**

☐ Label Delivery ⓘ

\$1.25

☐ Hide Postage on Label ⓘ

Free

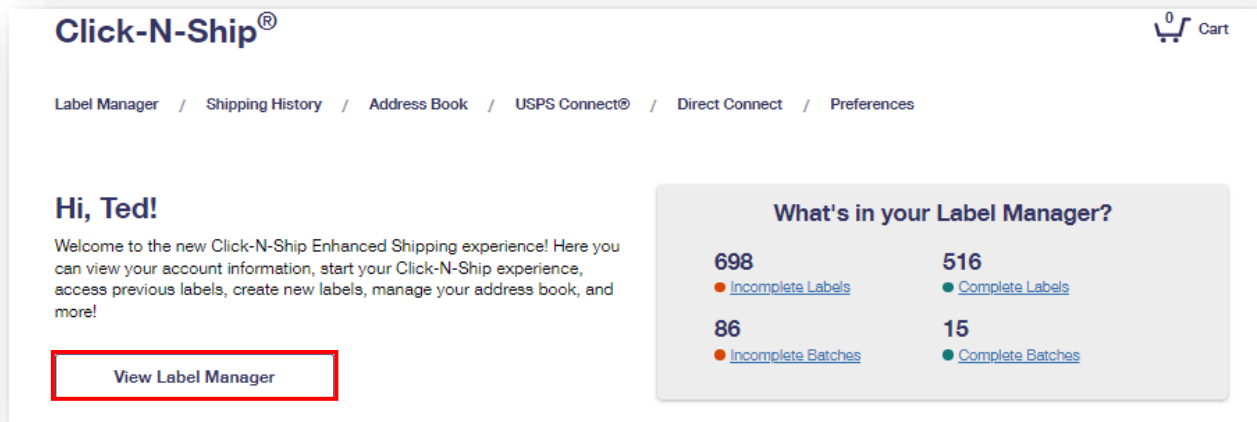
Save

Viewing your Return Label(s)

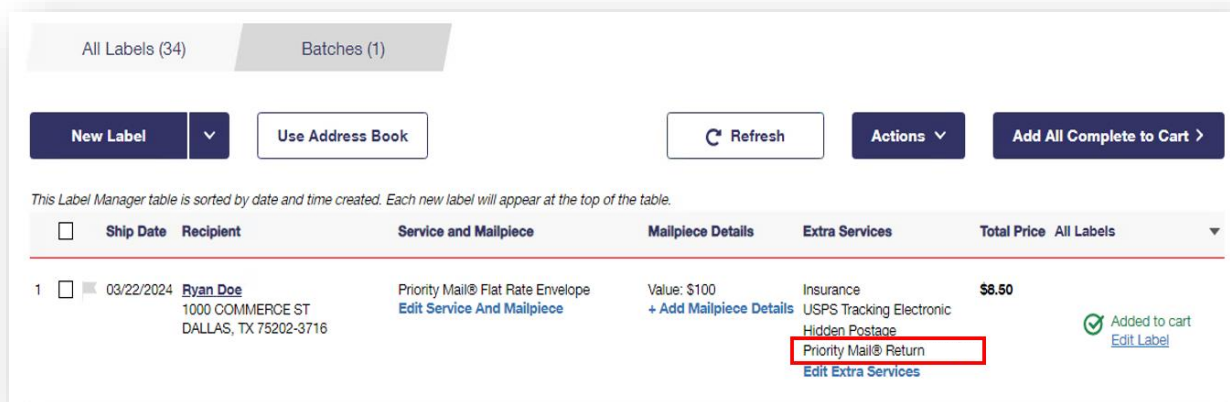
Within this section you will understand where to find and how to view your created Return Label(s).

1) View Return Labels via the Label Manager

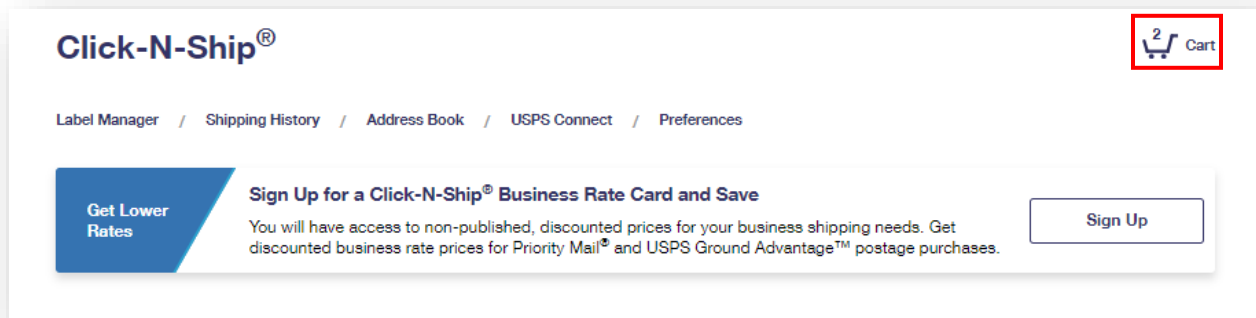
- a) Select **View Label Manager** located on the landing page.



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



- 2) 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.

Label Cart (2)

[Back to Label Manager](#)

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

[Remove](#)

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

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
\$28.85 (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

<input type="checkbox"/> Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/> 04/04/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	Priority Mail Express® Legal Flat Rate Envelope 2-Day Delivery	Value: \$100	Create	9471230109355000072855
	Return Label	Priority Mail® Return Service			9401930109355000019582

(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

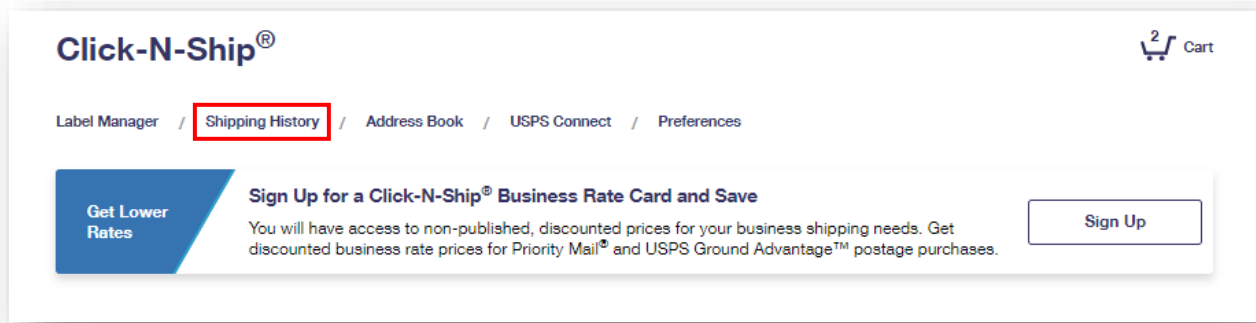
Save as PDF

Create Digital Banner

<input type="checkbox"/> Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/> 04/04/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	Priority Mail Express® Legal Flat Rate Envelope 2-Day Delivery	Value: \$100	Create	9471230109355000072855
	Return Label	Priority Mail® Return Service			9401930109355000019582

4) Viewing Return Labels via the Shipping History

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



- 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

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

Hi, Shippercat!

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

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

What's in your Label Manager?

0
Incomplete Labels

3
Complete Labels

0
Incomplete Batches

0
Complete Batches

You currently have **2** Postage Dues in your cart. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label. Click **View Details** to learn more about your postage dues and how to avoid any in the future.

*All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You may choose to pay only postage dues now or with other labels during your next transaction. The Order Total at the bottom of the Cart includes Postage Dues.

[View Details](#) ▼

\$21.00
Postage Dues

Pay Now

- b) 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).
- c) To pay for the Postage Due, select **Pay Now**.

You currently have **2** Postage Dues in your cart. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label. Click **View Details** to learn more about your postage dues and how to avoid any in the future.

*All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You may choose to pay only postage dues now or with other labels during your next transaction. The Order Total at the bottom of the Cart includes Postage Dues.

[View Details](#) ▼

	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

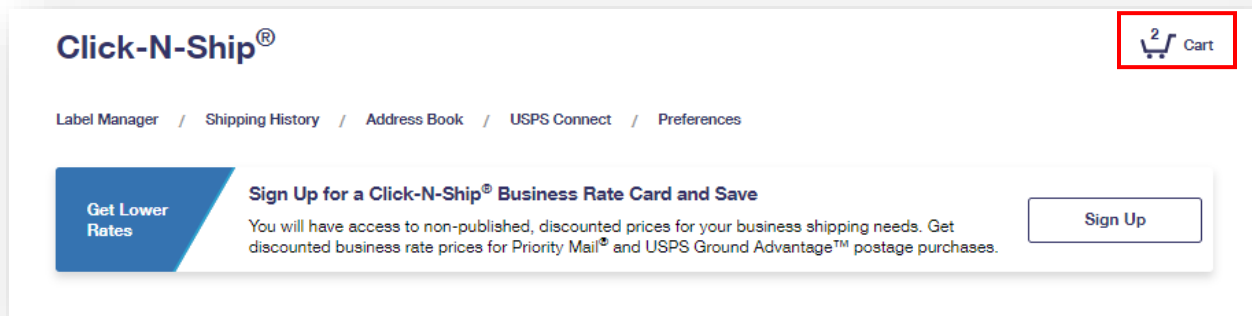
\$21.00
Postage Dues

Pay Now

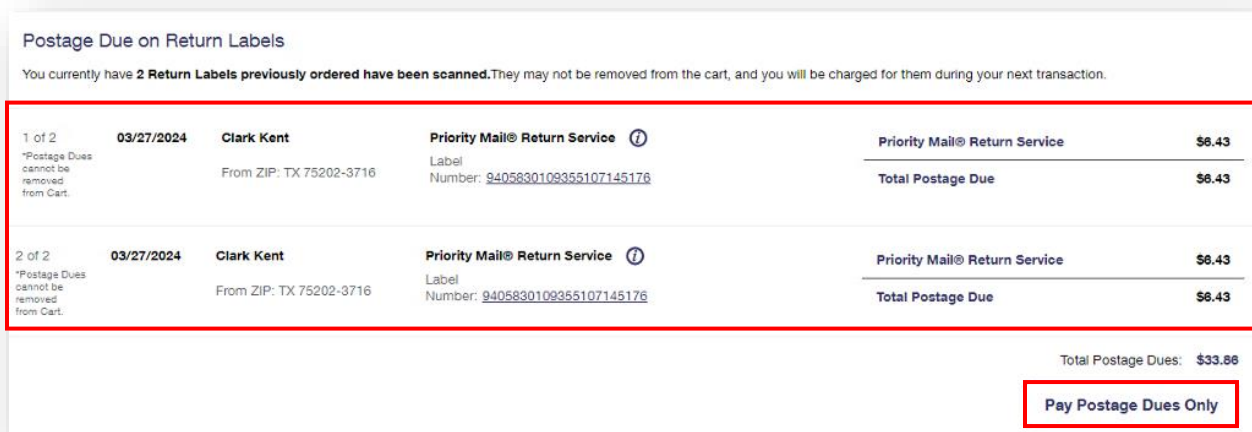
(b)

(c)

- 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**.



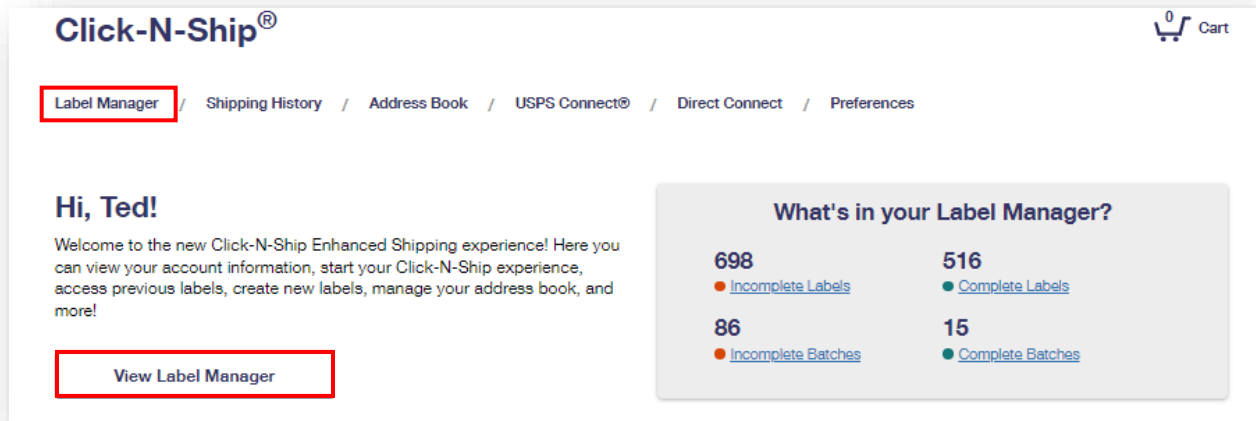
(c)

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.

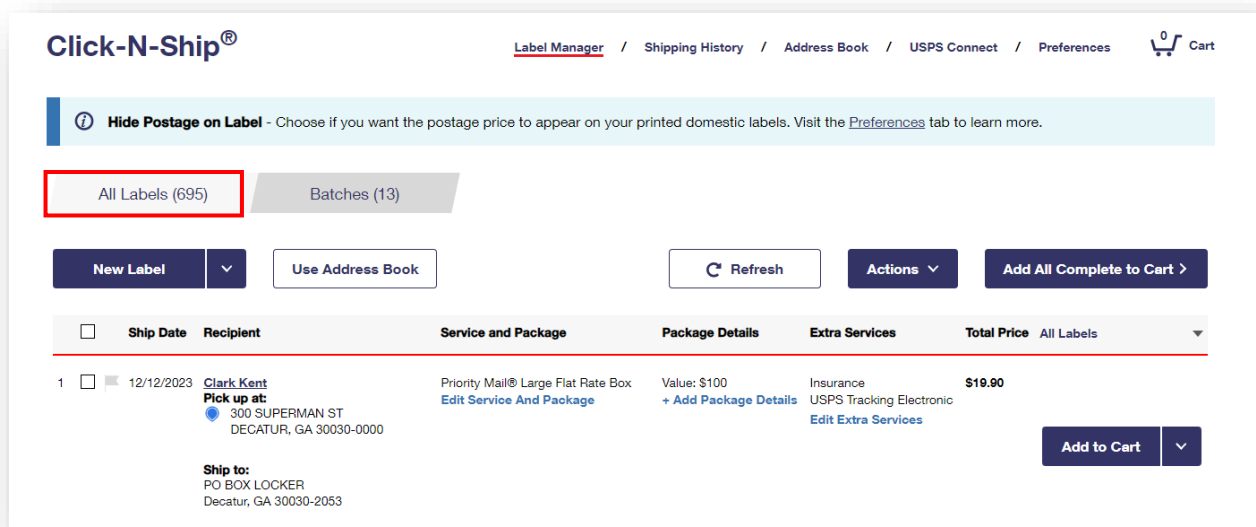
1) Access the Label Manager

- Option 1:** Click on **View Label Manager** located on the main landing page.
- Option 2:** Click on **Label Manager** tab in the navigation menu.



2) Select All Labels Tab

- By default, you will be in the **All Labels** view.

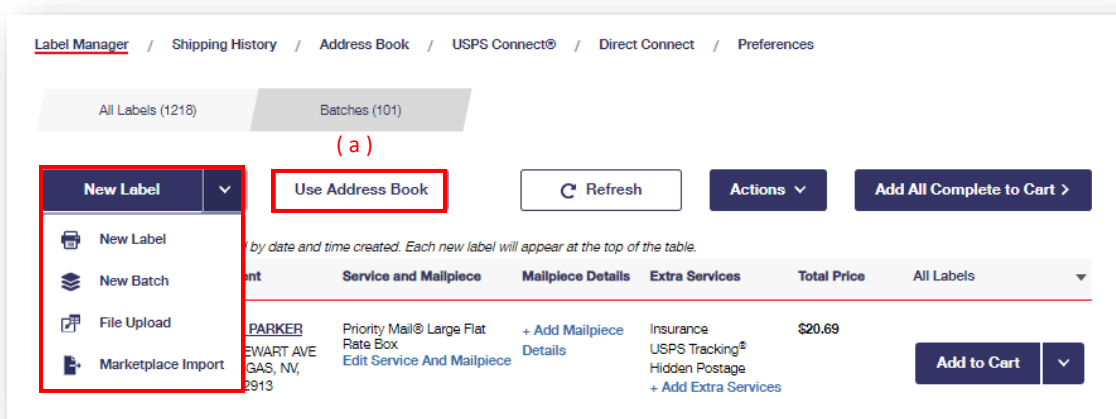


Label Creation via All Labels Tab

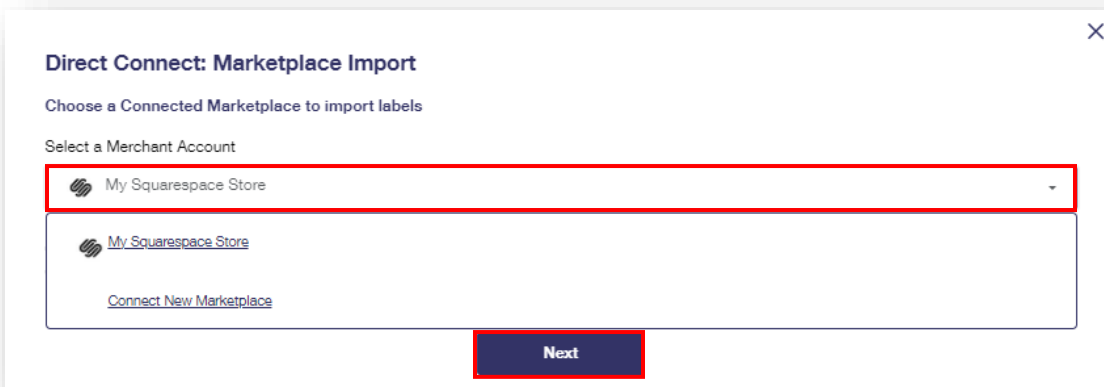
Create a label(s) through your Label Manager by utilizing our different creation methods available.

1) Create a Label or Batch

- To create a new single domestic or international label via your **Address Book**, select the **Use Address Book** button.
- 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.
- To create a Batch, select the **New Label dropdown**, select **New Batch**, and you'll be redirected to the **Create a Batch** page.
- 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.
- To Import order exports from an online marketplace via Direct Connect, select the **New Label dropdown**, and select **Marketplace Import**.



- 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 Label

There are multiple actions that you can take for singular label within your Label Manager.

1) Select a Label

- a) Select the **Checkbox** of the specific label that you would like to manage or modify.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for "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 note 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 columns: "Ship Date", "Recipient", "Service and Mailpiece", "Mailpiece Details", "Extra Services", "Total Price", and "All Labels". The first row of the table is highlighted, and its checkbox is selected (checked), which is highlighted with a red box. The data for this label is: Ship Date: 09/16/2024, Recipient: PETER PARKER, 400 STEWART AVE, LAS VEGAS, NV, 89101-2913, Service and Mailpiece: Priority Mail® Large Flat Rate Box, Mailpiece Details: + Add Mailpiece Details, Extra Services: Insurance, USPS Tracking®, Hidden Postage, + Add Extra Services, Total Price: \$20.69. To the right of the table, there is an "Add to Cart" button with a dropdown arrow.

	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	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	Add to Cart ▼

2) Perform an Action to the Label

- a) **Add to Cart:** to add the selected label to the cart, select **Add to Cart**.
 - i. 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.

The screenshot shows the USPS Label Manager interface, similar to the previous one, but with a different date (09/12/2024) and a different number of labels (1216). The first label is still highlighted, but its checkbox is not selected. The "Add to Cart" button is now highlighted with a red box, and it has a dropdown arrow next to it. The data for this label is: Ship Date: 09/12/2024, Recipient: PETER PARKER, 400 STEWART AVE, LAS VEGAS, NV, 89101-2913, Service and Mailpiece: Priority Mail® Large Flat Rate Box, Mailpiece Details: + Add Mailpiece Details, Extra Services: Insurance, USPS Tracking®, Hidden Postage, + Add Extra Services, Total Price: \$20.69.

	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	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	Add to Cart ▼

- 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.

All Labels (1216)

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"/>	09/12/2024	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	<div> Added to cart Edit Label</div>

- b) **Save As Favorite:** to save the selected label as a favorite, select **Save As Favorite**.

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.

<input type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels
1 <input checked="" type="checkbox"/>	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	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	<div><div>Add to Cart</div><div>Save As Favorite</div><div>Edit</div><div>Add to Batch</div><div>Duplicate</div><div>Flag as Priority</div><div>Delete</div></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	+ 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.

*Name of Favorite

*Service Type

Priority Mail®

*Mailpiece Type

Large Flat Rate Box

*Mailpiece Value (enter a value up to and including \$5,000)

\$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.

<input type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels
1	<input checked="" type="checkbox"/> 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	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	<div>Add to Cart</div> <div>Save As Favorite</div> <div>Edit</div> <div>Add to Batch</div> <div>Duplicate</div> <div>Flag as Priority</div> <div>Delete</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	+ Add Extra Services	Unavailable	

- d) **Add to Batch:** to add the selected label to a Batch, select **Add to Batch**.
- i. *Note, once the label is added to the batch, you will have the option to **Remove from Batch**.*

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.

<input type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels
1 <input checked="" type="checkbox"/>	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	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	
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	+ Add Extra Services	Unavailable	

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

- 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.

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

e) **Duplicate:** to duplicate the selected label, select **Duplicate**.

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.

<input type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels	
1	<input checked="" type="checkbox"/>	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	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	<div>Add to Cart</div> <div>Save As Favorite</div> <div>Edit</div> <div>Add to Batch</div> <div>Duplicate</div> <div>Flag as Priority</div> <div>Delete</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	+ Add Extra Services	Unavailable	

i. Once selected, you will see the **duplicated label** listed within your Label Manager.

All Labels (1216)

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.

1	<input 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	<div>Add to Cart</div>
2	<input 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	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	<div>Add to Cart</div>

f) **Flag as Priority:** to flag the selected label as a Priority, select **Flag as Priority**.

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.

<input type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels	
1	<input checked="" type="checkbox"/>	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	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	<div>Add to Cart</div> <div>Save As Favorite</div> <div>Edit</div> <div>Add to Batch</div> <div>Duplicate</div> <div>Flag as Priority</div> <div>Delete</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	+ Add Extra Services	Unavailable	

i. Once selected, you will see a **Red Flag** beside the ship date of the selected label.

All Labels (1216)

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 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	<div>Add to Cart</div>

g) **Delete:** to delete the selected label from your Label Manager, select **Delete**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (1215)' and 'Batches (101)'. Below these are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. A note states: '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	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	Add to Cart ▼
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	Save As Favorite Edit Add to Batch Duplicate Flag as Priority Delete
3	<input type="checkbox"/>	09/07/2024 Mary Jane	Edit Service And Mailpiece	+ Add Mailpiece	+ Add Extra Services	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**.

The screenshot shows the USPS Label Manager interface with the 'All Labels (1216)' tab selected. The table structure is identical to the previous screenshot. The first label is selected with a red flag icon. The link 'Edit Service And Mailpiece' under the 'Service and Mailpiece' column for the first label is highlighted with a red box.

	Ship Date Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	Total Price	All Labels
1	<input checked="" type="checkbox"/>	09/12/2024 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	Add to Cart ▼

- i. Once selected, a **Select Service and Mailpiece** popup modal will be displayed. Select / enter the required **Mailpiece Type information** and select **Next**.

The screenshot shows a modal titled "Select Service and Mailpiece" with a close button (X) in the top right corner. Under the heading "Choose Your Mailpiece Type", there are two radio button options: "USPS® Flat Rate Packaging" (unselected) and "Choose your own box" (selected). Below this, a question asks "What is the weight of your mailpiece?". It features two input fields: the first contains "0" with a unit selector set to "lb", and the second contains "5" with a unit selector set to "oz". Another question asks "What are the dimensions of your mailpiece?". It has three input fields for Length, Width, and Height, each with a unit selector set to "in". The values entered are 6, 4, and 4 respectively. Below the dimensions, there is a checkbox labeled "This mailpiece isn't a standard, rectangular box." which is unchecked. A dropdown menu asks "Do any of the below characteristics apply to your mailpiece?" with an information icon (i) and the selected option is "None". At the bottom right, there is a red-bordered "Next" button.

- ii. Select the **Mailpiece Type** and select **Next**.

The screenshot shows the same "Select Service and Mailpiece" modal, but with a list of mailpiece types. The modal has a close button (X) in the top right corner. The list is organized into three columns: "Mailpiece Type", "Scheduled Delivery", and "Price". The first row is highlighted with a red border and contains the following information:

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

At the bottom of the modal, there are two buttons: "Back" and "Next". The "Next" button is highlighted with a red border.

- iii. Confirm the Service and Mailpiece type and select **Save**.

×

Select Service and Mailpiece

The table below reflects the Service and Mailpiece Types you have chosen for the 1 label 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
1 Label	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

- b) **Mailpiece Details:** to edit the mailpiece details for a selected label, select **Edit Mailpiece Details**.

All Labels (1213)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.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	09/13/2024	Clark Kent CRGB 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® Hidden Postage HAZMAT + Add Extra Services	\$4.38	<div>Add to Cart</div>

- 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
CRGB 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 \$5,000.00

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

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	09/13/2024	Clark Kent CRGB 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® Hidden Postage HAZMAT + Add Extra Services	\$4.38	<div>Add to Cart</div>

- i. Once selected, a **Select Extra Services** popup modal will be displayed. Select an Extra Service and select **Save**.

×

Select Extra Services

☐ Signature Services ⓘ

☐ Create a return label ⓘ

☐ Label Delivery ⓘ

☒ Hide Postage on Label ⓘ

Fee Varies

Charged upon use

\$1.25

Free

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.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (1215)' and 'Batches (102)'. Below the tabs are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart >'. A note 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'. Two labels are listed: 1. Ship Date: 09/12/2024, Recipient: PETER PARKER, Service: Priority Mail® Large Flat Rate Box, Price: \$20.69. 2. Ship Date: 09/13/2024, Recipient: Clark Kent, Service: USPS Ground Advantage™, Price: \$5.63. Both labels have their checkboxes selected, and these checkboxes are highlighted by a red box.

	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	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	Add to Cart ▼
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	Add to Cart ▼

2) Perform an Action to the Label(s)

- Add to Cart:** to add the selected label(s) to the Label Cart.

The screenshot shows the USPS Label Manager interface with the 'Actions' dropdown menu open. The menu options are: 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority', 'Delete', and 'Delete All Labels'. The 'Add to Cart' option is highlighted by a red box. The table of labels is the same as in the previous screenshot.

	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	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$20.69	Add to Cart ▼
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	Add to Cart ▼

- i. 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.

All Labels (1215)

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 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	<div>✓ Added to cart Edit Label</div>
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	<div>✓ Added to cart Edit Label</div>

- b) **Add to Batch:** to add the selected label(s) to a Batch, select **Add to Batch**.

- i. *Note, once the label(s) are added to a batch, you will have the option to **Remove from Batch**.*

All Labels (1215)

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 Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Ser		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 Trac Hidden Po + Add Ext		<div>Add to Cart Add to Batch Duplicate Flag as Priority Delete Delete All Labels</div> <div>Add to Cart</div>
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	<div>Add to Cart</div>

- 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.

×

Add to Batch (2 Labels)

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

- c) **Duplicate**: to duplicate the selected label(s), select **Duplicate**.

All Labels (1215) 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 Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Ser	
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 Trac Hidden Po + Add Ext
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

Add to Cart

Add to Batch

Duplicate

Flag as Priority

Delete

Delete All Labels

Add to Cart

Add to Cart

181

- i. Once selected, you will see the **duplicated label(s)** listed within your Label Manager.

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"/>	09/12/2024	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	<div>Add to Cart</div>
2 <input 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	<div>Add to Cart</div>
3 <input 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	<div>Add to Cart</div>
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 Edit Service And Mailpiece	5 oz Edit Mailpiece Details	Insurance USPS Tracking® Label Delivery - Outbound Hidden Postage HAZMAT Edit Extra Services	\$5.63	<div>Add to Cart</div>

- d) **Flag as Priority:** to flag the selected label(s) as a Priority, select **Flag as Priority**.

All Labels (1215)

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 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® Label Delivery - Outbound Hidden Postage + Add Extra Services	\$20.69	<div>Add to Cart</div>
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	<div>Add to Cart</div>

Add to Cart

Add to Batch

Duplicate

Flag as Priority

Delete

Delete All Labels

- i. Once selected, you will see a **Red Flag** beside the ship date of the selected label(s).

All Labels (1215) 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 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	Add to Cart ▼
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	Add to Cart ▼

- e) **Delete:** to delete the selected label(s) from your Label Manager, select **Delete**.

All Labels (1215) 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 Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Ser	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	Add to Cart ▼
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	Add to Cart ▼

Add to Cart

Add to Batch

Duplicate

Flag as Priority

Delete

Delete All Labels

- 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).

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (1215)' and 'Batches (102)'. Below these 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, and Total Price. Two labels are visible. The 'Actions' dropdown menu is open, showing options: 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority', 'Delete', and 'Delete All Labels' (which is highlighted with a red box). The 'Add to Cart' button is also visible next to each label row.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price
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	Insurance USPS Tracking® Hidden Postage + Add Extra Services	
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

- i. Once the Label Manager is cleared, you will see the following message: **The Label table is empty. Add Labels using the actions above.**

The screenshot shows the USPS Label Manager interface with an empty table. The tabs at the top are 'All Labels (0)' and 'Batches (5)'. The buttons 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart' are still present. The message 'This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.' is still there. The table header is visible, but the body is empty. A red box highlights the message: 'The Label table is empty. Add labels using the actions above.'

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price
The Label table is empty. Add labels using the actions above.						

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*).

- a) **Ship Date:** to edit the ship date for multiple selected label(s), select **Edit** under the **Ship Date** section.

All Labels (1213)

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.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels	
1	<div><div><div></div><div>09/13/2024</div></div><div><div><div>Edit</div></div></div></div> <div><div>Clark Kent</div><div>CBRG Group</div><div>318 DESIRE ST</div><div>NEW IBERIA, LA,</div><div>70560</div></div> <div><div>USPS Ground Advantage™</div><div>Choose Your Own Box</div><div>Edit Service And Mailpiece</div></div> <div><div>5 oz</div><div>Edit Mailpiece Details</div></div> <div><div>Insurance</div><div>USPS Tracking®</div><div>Hidden Postage</div><div>HAZMAT</div><div>+ Add Extra Services</div></div> <div><div>\$4.38</div><div>Add to Cart</div></div>							
2	<div><div><div></div><div>09/12/2024</div></div><div><div><div></div></div></div></div> <div><div>PETER PARKER</div><div>400 STEWART AVE</div><div>LAS VEGAS, NV,</div><div>89101-2913</div></div> <div><div>Priority Mail® Large Flat Rate Box</div><div>Edit Service And Mailpiece</div></div> <div><div>+ Add Mailpiece Details</div></div> <div><div>Insurance</div><div>USPS Tracking®</div><div>Hidden Postage</div><div>+ Add Extra Services</div></div> <div><div>\$20.69</div><div>Add to Cart</div></div>							

- ii. 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.

All Labels (1213)

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 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® Hidden Postage HAZMAT + Add Extra Services	\$4.38	<div>Add to Cart</div> <div></div>
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	<div>Add to Cart</div> <div></div>

- 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

187

- c) **Service and Mailpiece type:** to edit the service and mailpiece type for multiple selected label(s), select **Edit** under the **Service and Mailpiece**.

All Labels (1213)

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 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® Hidden Postage HAZMAT + Add Extra Services	\$4.38	<div>Add to Cart</div> <div></div>
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	<div>Add to Cart</div> <div></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 (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

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**.

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.

All Labels (1213)

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 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® Hidden Postage HAZMAT + Add Extra Services	\$4.38	<div>Add to Cart</div>
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	<div>Add to Cart</div>

- 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
CRGB 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 \$5,000.00

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*).

All Labels (1213)

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 Edit	Recipient Edit	Service and Mailpiece Edit	Mailpiece Details Edit	Extra Services Edit	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® Hidden Postage HAZMAT + Add Extra Services	\$4.38	<div>Add to Cart</div>	<div>▼</div>
2	<input 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	<div>Add to Cart</div>	<div>▼</div>

- i. Once selected, a **Select Extra Services** popup modal will be displayed. Select an Extra Service and select **Save**.

Select Extra Services

☐ Signature Services ⓘ

☐ Create a return label ⓘ

☐ Label Delivery ⓘ

☒ Hide Postage on Label ⓘ

Fee Varies

Charged upon use

\$1.25

Free

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.

The screenshot shows the USPS Label Manager interface. At the top, there are two tabs: 'All Labels (1214)' and 'Batches (102)'. 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 >'. Below these buttons is a note: 'This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.' Below the note is a table with the following columns: 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', 'Total Price', and 'All Labels'. The first row of the table shows a label for 'Clark Kent' with a ship date of '09/13/2024' and a total price of '\$5.63'. The 'All Labels' column for this row has a dropdown menu open, showing the options: 'All Labels', 'Complete', 'Incomplete', and 'Flagged'. The dropdown menu is highlighted with a red box.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	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	<div>All Labels Complete Incomplete Flagged</div>

2) Refresh your Label Manager

- To refresh your Label Manager, select **Refresh**.

The screenshot shows the USPS Label Manager interface, similar to the previous one. The 'Refresh' button, which has a circular arrow icon, is highlighted with a red box. The table below it shows the same data as the previous screenshot, but the 'All Labels' dropdown menu is not open.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	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	<div>Add to Cart</div>

3) Add All Completed Labels to Label Cart

- a) 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	<div>Add to Cart</div>

4) Ship to a USPS® Smart Locker (if available)

- a) 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	<div>Add to Cart</div>

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

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

Ship to locker



- 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 Edit Service And Package	Value: \$100 + Add Package Details	Insurance USPS Tracking Electronic Edit Extra Services	\$19.90	<div>Add to Cart</div>

Ship to:

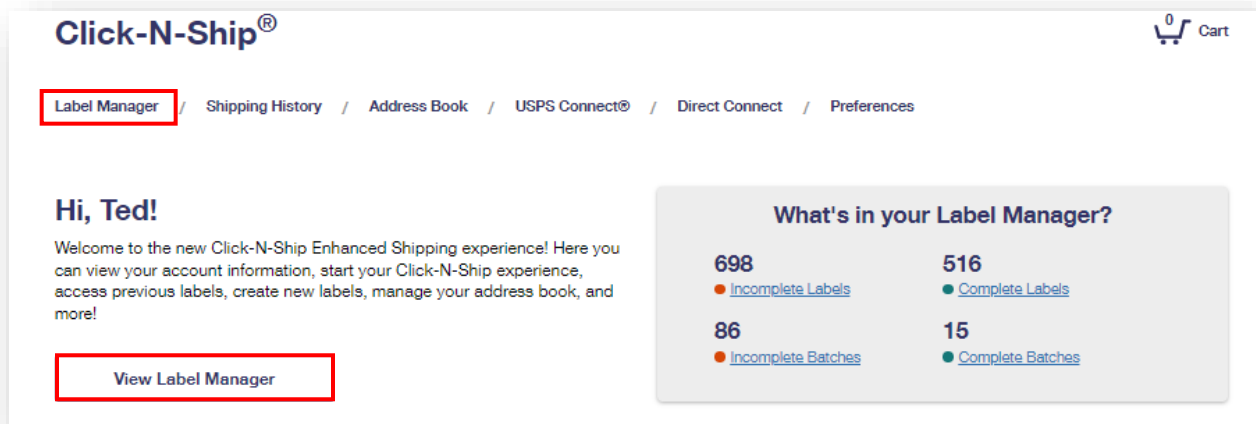
PO BOX LOCKER
Decatur, GA 30030-2053

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 your label cart before purchase.

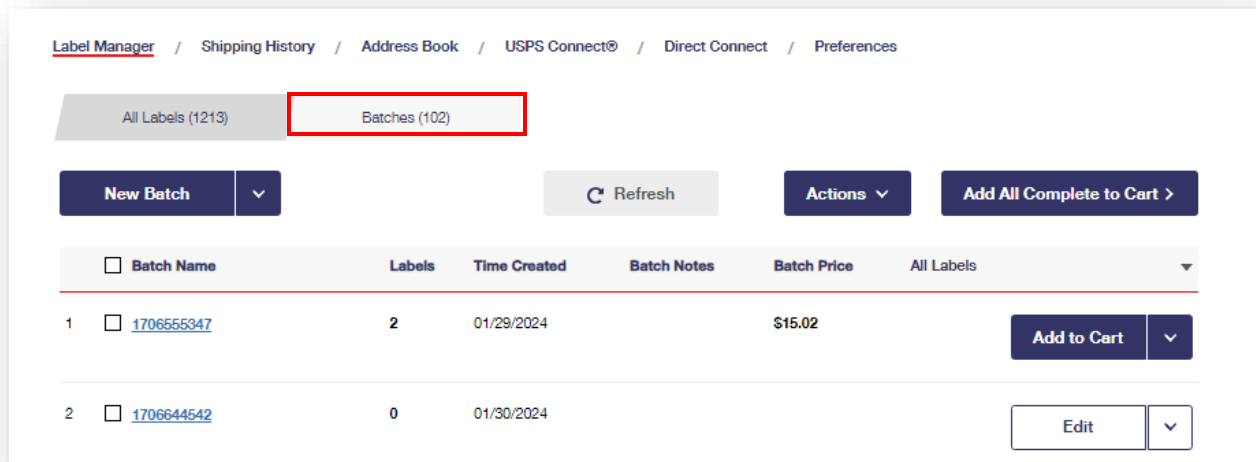
1) Access the Label Manager

- Option 1:** Click on **View Label Manager** located on the main landing page.
- Option 2:** Click on **Label Manager** tab in the navigation menu.



2) Select Batches View

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



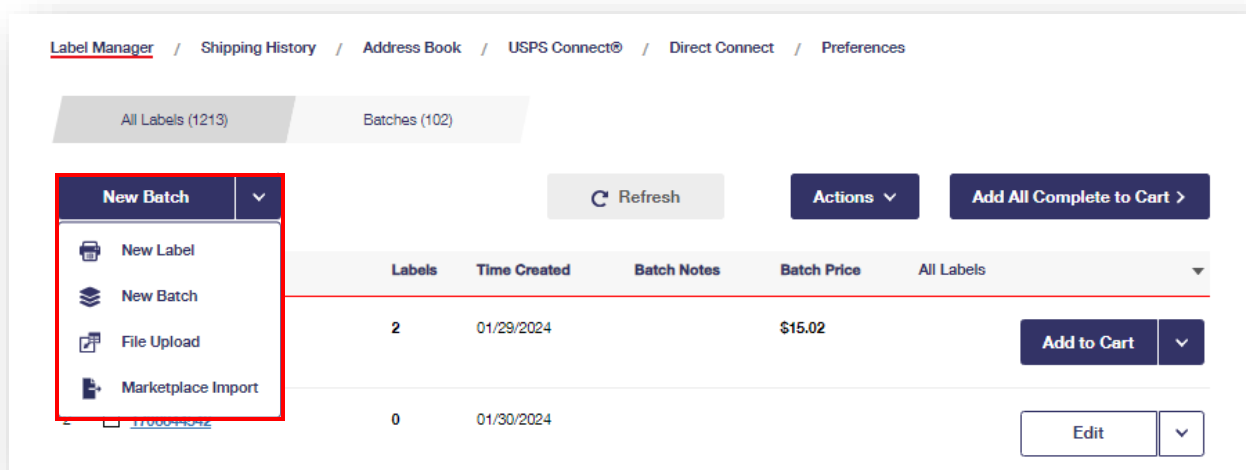
Label Creation via Batches Tab

Create label(s) through your Label Manager by utilizing our different creation methods available.

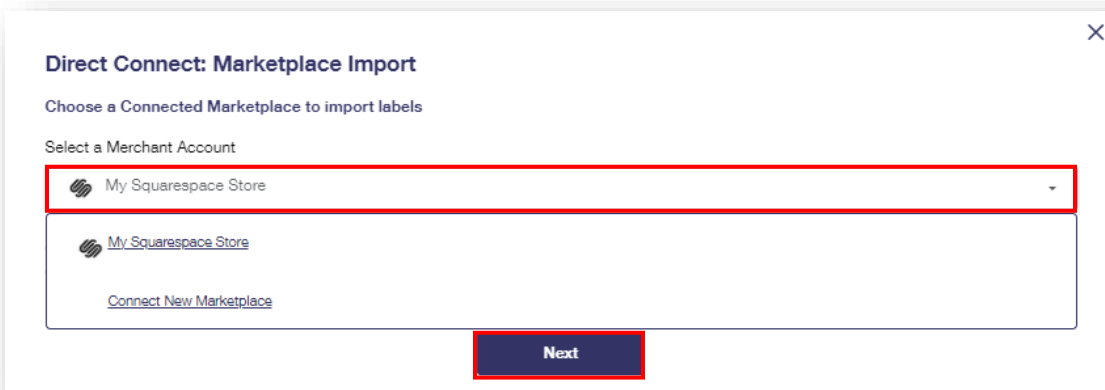
1) Create a Label or Batch

- 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.
- To create a Batch, select the **New Label dropdown**, select **New Batch**, and you'll be redirected to the **Create a Batch** page.
- 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.
- To Import order exports from an online marketplace via Direct Connect, select the **New Label dropdown**, and select **Marketplace Import**.

(a – d)



- 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.

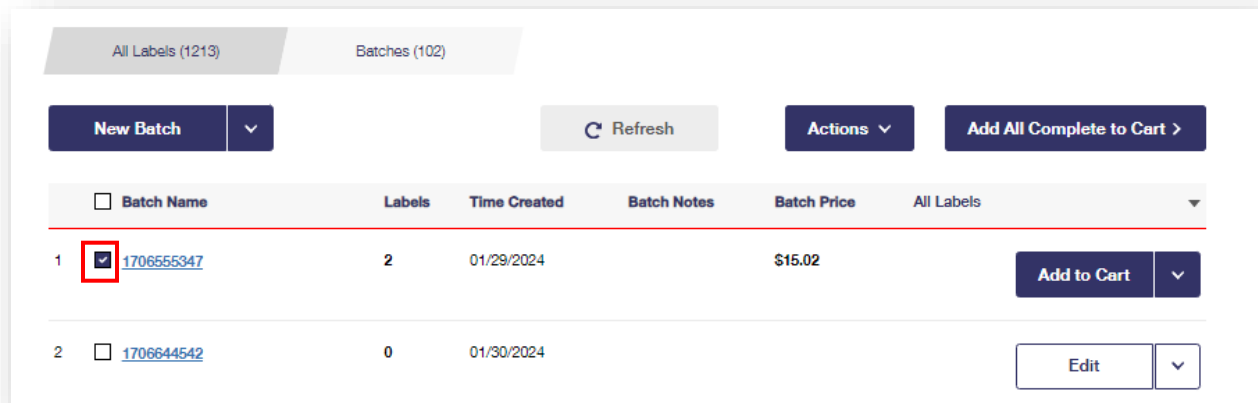


All Actions for a Single Batch

There are multiple actions that you can take for a single batch within your Label Manager.

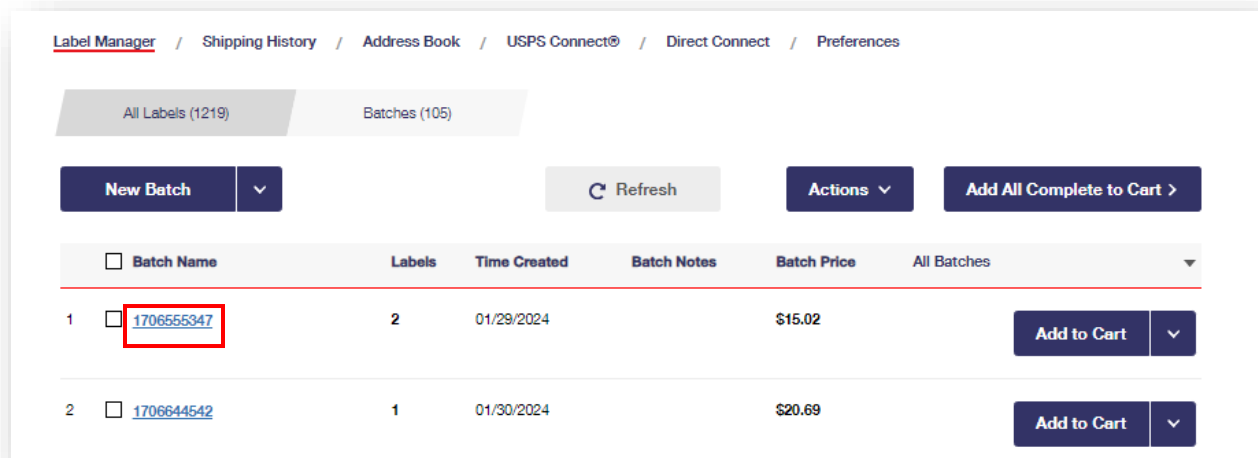
1) Select a Batch

- a) Select the **Checkbox** of the specific batch that you would like to manage or modify.



	<input type="checkbox"/> 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 type="checkbox"/> 1706644542	0	01/30/2024			<button>Edit</button> ▼

- b) If you would like to open up a single batch, you can also select the hyperlinked **Batch Name**.



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

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Batches
1	<input type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<button>Add to Cart</button> ▼
2	<input type="checkbox"/> 1706644542	1	01/30/2024		\$20.69	<button>Add to Cart</button> ▼

- i. Once selected, you will be able to see all of the **labels** within that specific batch.

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: **1706555347 (2 Labels)**

Edit

Refresh

Batch Summary

Sender Information

Batch Notes

Total

\$15.02

Earth Actually
8763 COMANCHE GAP
SAN ANTONIO, TX, 78255

None

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
1 <input type="checkbox"/>	09/12/2024	Clark Kent CGBS Group 318 DESIRE ST NEW IBERIA, LA, 70560 Ref#: 2	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® + Add Extra Services	\$8.18	<div>Add to Cart</div> <div></div>

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 >

<input type="checkbox"/>	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1 <input checked="" type="checkbox"/>	1706555347	2	01/29/2024		\$15.02	<div>Add to Cart</div> <div></div>
2 <input type="checkbox"/>	1706644542	0	01/30/2024			<div>Edit</div> <div></div>

- 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.

All Labels (1213)

Batches (102)

New Batch

Refresh

Actions

Add All Complete to Cart >

<input type="checkbox"/>	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<div>Added to cart View Batch</div>
2	<input type="checkbox"/> 1706644542	0	01/30/2024			<div>Edit</div>

- b) **Edit:** to edit the selected batch, select **Edit**, and you will be redirected to **Create a Batch** page.

All Labels (1213)

Batches (102)

New Batch

Refresh

Actions

Add All Complete to Cart >

<input type="checkbox"/>	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<div>Add to Cart</div>
2	<input type="checkbox"/> 1706644542	0	01/30/2024			<div>Edit</div>
3	<input type="checkbox"/> 1707772780	0	02/12/2024			<div>Duplicate</div>

c) **Duplicate:** to duplicate the selected batch, select **Duplicate**.

All Labels (1213)

Batches (102)

New Batch

Refresh

Actions

Add All Complete to Cart >

<input type="checkbox"/>	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<div>Add to Cart</div> <div>Edit</div> <div>Duplicate</div> <div>Flag</div> <div>Delete</div>
2	<input type="checkbox"/> 1706644542	0	01/30/2024			
3	<input type="checkbox"/> 1707772780	0	02/12/2024			

d) **Flag as Priority:** to flag the selected batch as a Priority, select **Flag as Priority**.

All Labels (1213)

Batches (102)

New Batch

Refresh

Actions

Add All Complete to Cart >

<input type="checkbox"/>	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<div>Add to Cart</div> <div>Edit</div> <div>Duplicate</div> <div>Flag</div> <div>Delete</div>
2	<input type="checkbox"/> 1706644542	0	01/30/2024			
3	<input type="checkbox"/> 1707772780	0	02/12/2024			

- i. Once selected, you will see a **Red Flag** beside the ship date of the labels within the selected batch.

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: **1706555347 (2 Labels)**

Edit

Refresh

Batch Summary

Sender Information

Batch Notes

Total

\$15.02

Earth Actually
8763 COMANCHE GAP
SAN ANTONIO, TX, 78255

None

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
1 <input type="checkbox"/>	09/12/2024	Clark Kent CGBS Group 318 DESIRE ST NEW IBERIA, LA, 70560 Ref#: 2	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking® + Add Extra Services	\$8.18	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

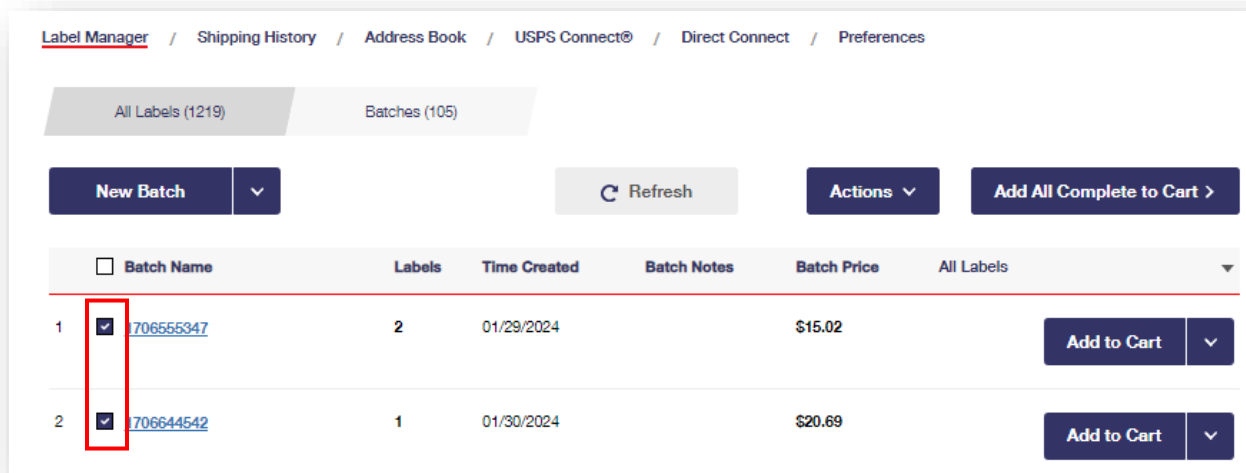
<input type="checkbox"/>	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1 <input type="checkbox"/>	1706555347	2	01/29/2024		\$15.02	Add to Cart
2 <input type="checkbox"/>	1706644542	0	01/30/2024			Edit Duplicate Flag Delete
3 <input type="checkbox"/>	1707772780	0	02/12/2024			

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.

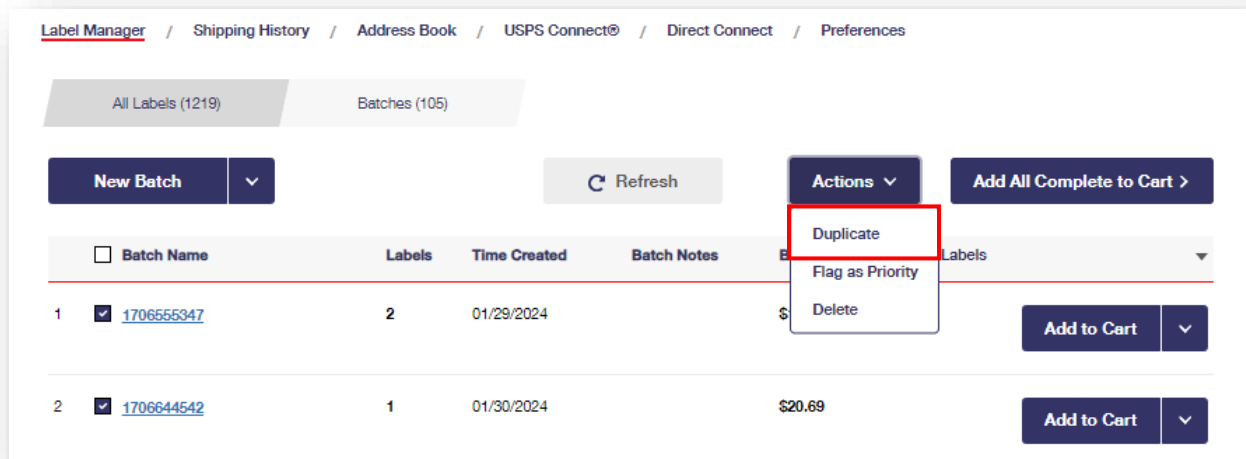


The screenshot shows the 'Label Manager' interface with a breadcrumb trail: [Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect®](#) / [Direct Connect](#) / [Preferences](#). Below the breadcrumb, there are tabs for 'All Labels (1219)' and 'Batches (105)'. The 'Batches (105)' tab is active. Above the table, 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 table has columns: 'Batch Name', 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels' (with a dropdown arrow). The first two rows are selected, with their checkboxes highlighted by a red box. The first row has a batch name '1706555347', 2 labels, and a price of \$15.02. The second row has a batch name '1706644542', 1 label, and a price of \$20.69. Each row has an 'Add to Cart' button with a dropdown arrow.

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	Add to Cart ▼
2	<input checked="" type="checkbox"/> 1706644542	1	01/30/2024		\$20.69	Add to Cart ▼

2) Perform an Action to the Batches

- Duplicate:** to duplicate the selected batches, select **Duplicate**.



The screenshot shows the 'Label Manager' interface with the same breadcrumb trail and tabs as the previous screenshot. The 'Actions' dropdown menu is open, showing three options: 'Duplicate', 'Flag as Priority', and 'Delete'. The 'Duplicate' option is highlighted by a red box. The table below shows the same two selected batches as in the previous screenshot.

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	Add to Cart ▼
2	<input checked="" type="checkbox"/> 1706644542	1	01/30/2024		\$20.69	Add to Cart ▼

b) **Flag as Priority:** to flag the selected batches as a Priority, select **Flag as Priority**.

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

All Labels (1219) Batches (105)

New Batch Refresh Actions Add All Complete to Cart >

<input type="checkbox"/>	Batch Name	Labels	Time Created	Batch Notes	B	Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$	<input type="button" value="Add to Cart"/> <input type="button" value="v"/>
2	<input checked="" type="checkbox"/> 1706644542	1	01/30/2024		\$20.69	<input type="button" value="Add to Cart"/> <input type="button" value="v"/>

Duplicate

Flag as Priority

Delete

i. Once selected, you will see a **Red Flag** beside the ship date of the labels within the selected batches.

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

Batch: **1706555347 (2 Labels)**

Batch Summary
Total **\$15.02**

Sender Information
Earth Actually
8763 COMANCHE GAP
SAN ANTONIO, TX, 78255

Batch Notes
None

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 checked="" type="checkbox"/> 09/12/2024	Clark Kent CGBS Group 318 DESIRE ST NEW IBERIA, LA, 70560 Ref#: 2	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"/> <input type="button" value="v"/>

c) **Delete:** to delete the selected batches from your Label Manager, select **Delete**.

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

All Labels (1219) Batches (105)

New Batch Refresh Actions Add All Complete to Cart >

<input type="checkbox"/>	Batch Name	Labels	Time Created	Batch Notes	B	Labels	<input type="button" value="v"/>
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$		<input type="button" value="Add to Cart"/> <input type="button" value="v"/>
2	<input checked="" type="checkbox"/> 1706644542	1	01/30/2024		\$20.69		<input type="button" value="Add to Cart"/> <input type="button" value="v"/>

Duplicate

Flag as Priority

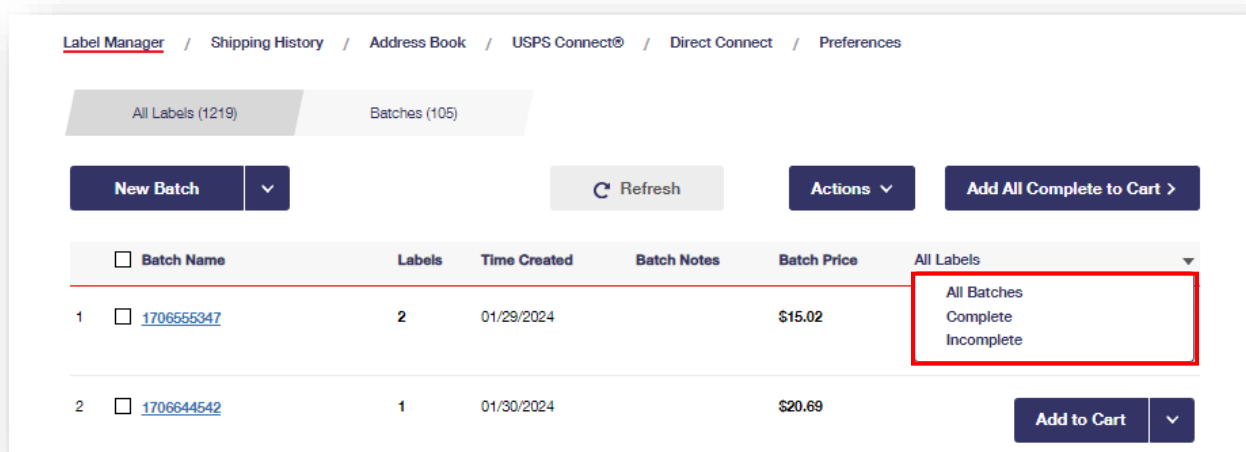
Delete

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

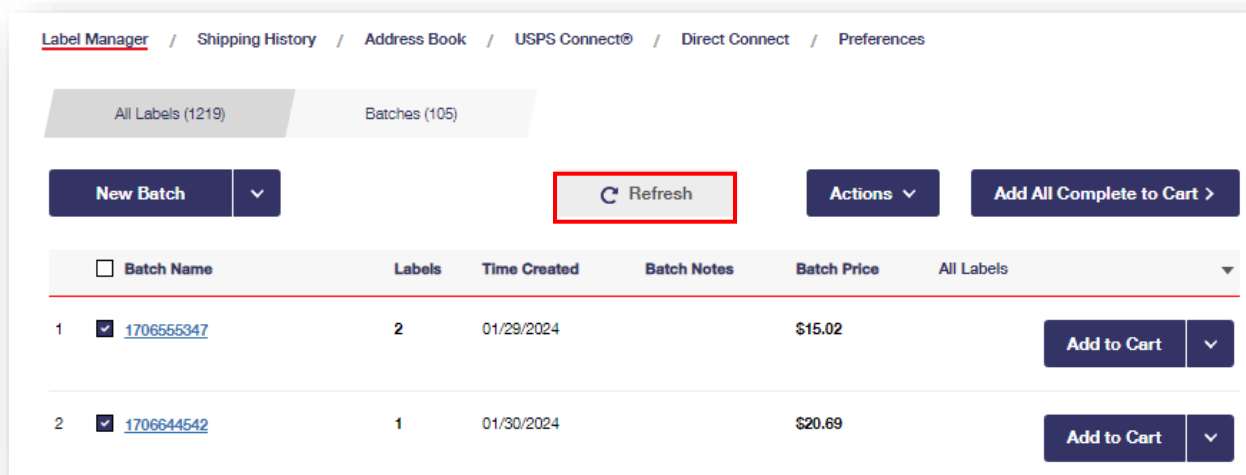
- To filter your label(s) by a certain category (*All Batches, Complete, or Incomplete*), select the **All Labels** dropdown located at the top of the table.



The screenshot shows the 'Label Manager' interface with the 'Batches' tab selected. The breadcrumb trail is 'Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences'. Below the breadcrumb, there are two tabs: 'All Labels (1219)' and 'Batches (105)'. The 'Batches' tab is active. Above the table, there are buttons for 'New Batch', 'Refresh', 'Actions', and 'Add All Complete to Cart >'. The table has columns: 'Batch Name', 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels'. The 'All Labels' column has a dropdown menu open, showing options: 'All Batches', 'Complete', and 'Incomplete'. The first row of the table shows a batch with ID '1706555347', 2 labels, created on 01/29/2024, with a price of \$15.02. The second row shows a batch with ID '1706644542', 1 label, created on 01/30/2024, with a price of \$20.69. There is an 'Add to Cart' button for the second batch.

2) Refresh your Label Manager

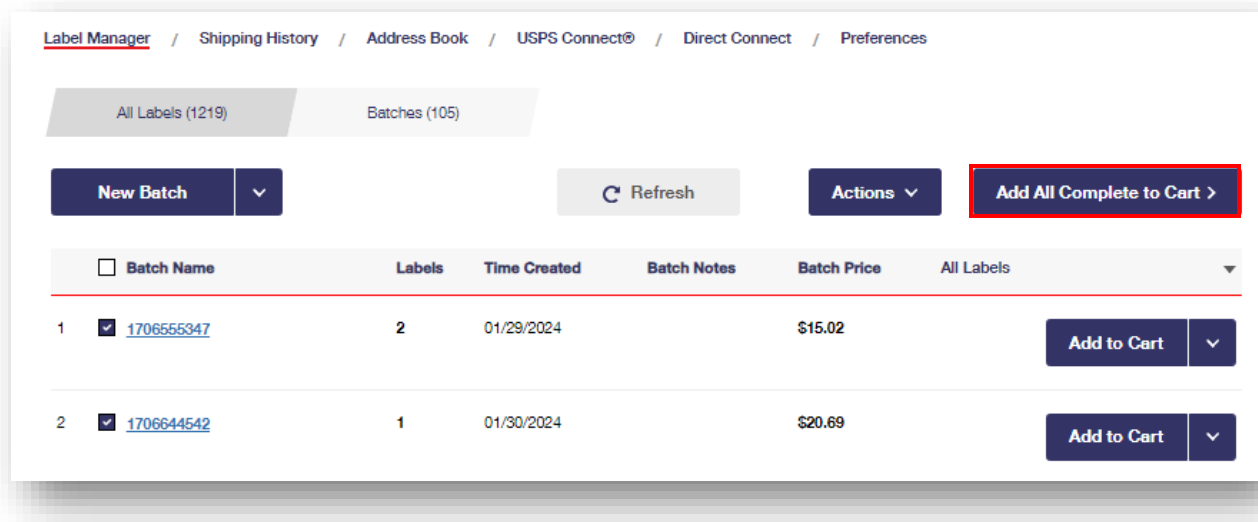
- To refresh your Label Manager, select **Refresh**.



The screenshot shows the 'Label Manager' interface with the 'Batches' tab selected. The breadcrumb trail is 'Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences'. Below the breadcrumb, there are two tabs: 'All Labels (1219)' and 'Batches (105)'. The 'Batches' tab is active. Above the table, there are buttons for 'New Batch', 'Refresh', 'Actions', and 'Add All Complete to Cart >'. The 'Refresh' button is highlighted with a red box. The table has columns: 'Batch Name', 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels'. The first row of the table shows a batch with ID '1706555347', 2 labels, created on 01/29/2024, with a price of \$15.02. The second row shows a batch with ID '1706644542', 1 label, created on 01/30/2024, with a price of \$20.69. There is an 'Add to Cart' button for the second batch.

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 displays the USPS Label Manager interface. At the top, there is a navigation bar with links: [Label Manager](#), [Shipping History](#), [Address Book](#), [USPS Connect®](#), [Direct Connect](#), and [Preferences](#). Below this, there are two tabs: **All Labels (1219)** and **Batches (105)**. The **Batches (105)** tab is active. In the top right corner, there is a button labeled **Add All Complete to Cart >**, which is highlighted with a red rectangular box. Below the tabs, there is a table with the following columns: **Batch Name**, **Labels**, **Time Created**, **Batch Notes**, **Batch Price**, and **All Labels**. The table contains two rows of data:

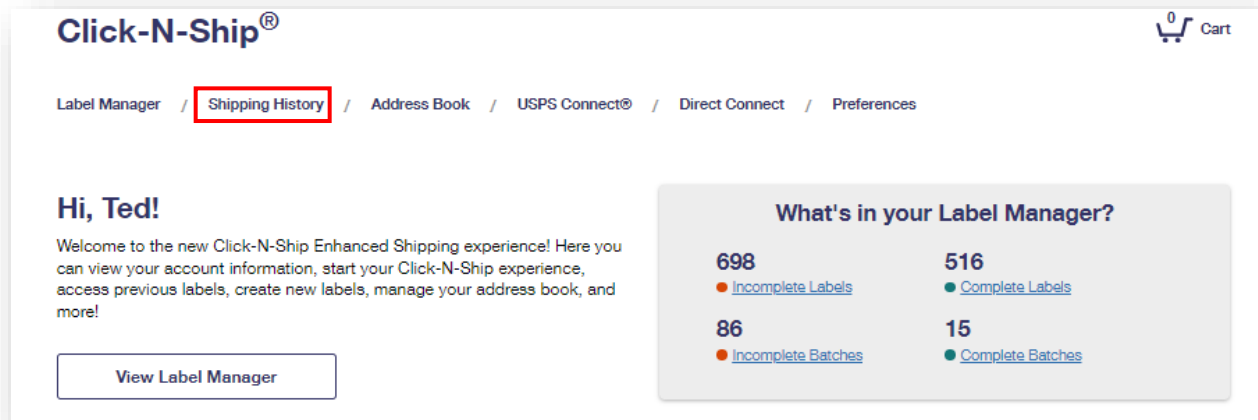
	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	Add to Cart <input type="button" value="v"/>
2	<input checked="" type="checkbox"/> 1706644542	1	01/30/2024		\$20.69	Add to Cart <input type="button" value="v"/>

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.

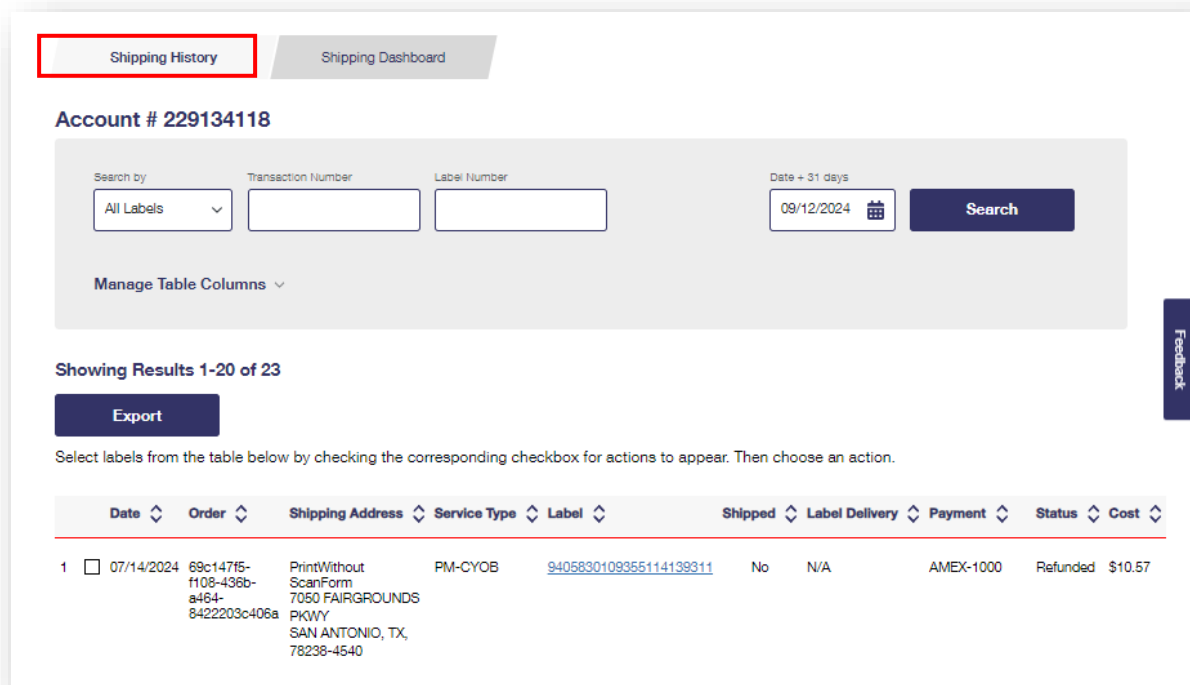
1) Access the Shipping History

- Click on **Shipping History** tab in the navigation menu.



2) Select Shipping History Tab

- By default, you will be in the **Shipping History** view.



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**.

(a)

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

Shipping History Shipping Dashboard

Account # 229134118

Search by Transaction Number Label Number Date + 31 days

All Labels (a)

09/12/2024 (b)

Search (c)

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**.

(a)

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

Shipping History Shipping Dashboard

Account # 229134118

Search by First Name Last Name Company Date + 31 days

Name/Company (a)

09/12/2024 (c)

Search (d)

3) Search Label(s) by Transaction or Label Number

- To search your Shipping History by a specific Transaction or Label Number, select **Transaction / Label** from the **Search By dropdown**.
- Enter the **Transaction Number** or **Label Number** in the respective text field.
- Select the specific **date**.
- Select **Search**.

(a)

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

Shipping History Shipping Dashboard

Account # 229134118

Search by

All Labels

All Labels

Name/Company

Transaction/Label

Refund Transaction

Transaction Number

Label Number

Date + 31 days

09/12/2024

Search

(b)

(c)

(d)

Showing Results 1-20 of 23

4) Search Label(s) by Refund Transaction

- To search your Shipping History by a specific refund transaction, select **Refund Transaction** from the **Search By dropdown**.
- Select the specific **date**.
- Select **Search**.

(a)

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

Shipping History Shipping Dashboard

Account # 229134118

Search by

Refund Transaction

All Labels

Name/Company

Transaction/Label

Refund Transaction

Date + 31 days

09/12/2024

Search

(b)

(c)

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.

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	9405830109355114139311	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

2) Perform an Action to the Label(s)

- a) **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.

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

Select Action

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

[Go](#)

	Date	Order	Shipping Address	Service Type	Label	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	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	AMEX-1000	Refunded	\$8.18

- i. Select **Go** and you will be redirected to the **USPS® Tracking** page for that label.

USPS Tracking®

[Tracking](#) / [FAQs](#)

[Track Packages Anytime, Anywhere](#) Get the free Informed Delivery® feature to receive automated notifications on your packages [Learn More](#)

Tracking Number:
9405830109355114139311

[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?](#)

[Remove](#)

- 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.

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

[Go](#)

	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

- 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.

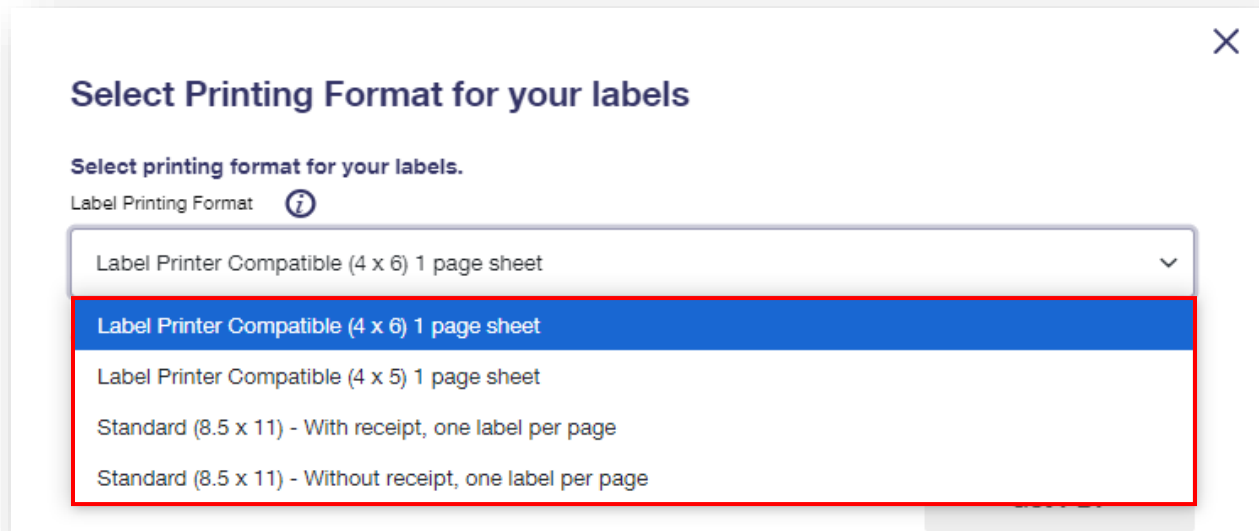
Labels can only be printed up until the label's Ship Date. If you were unable to print a label in time, request a refund for your label and create a new label.

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

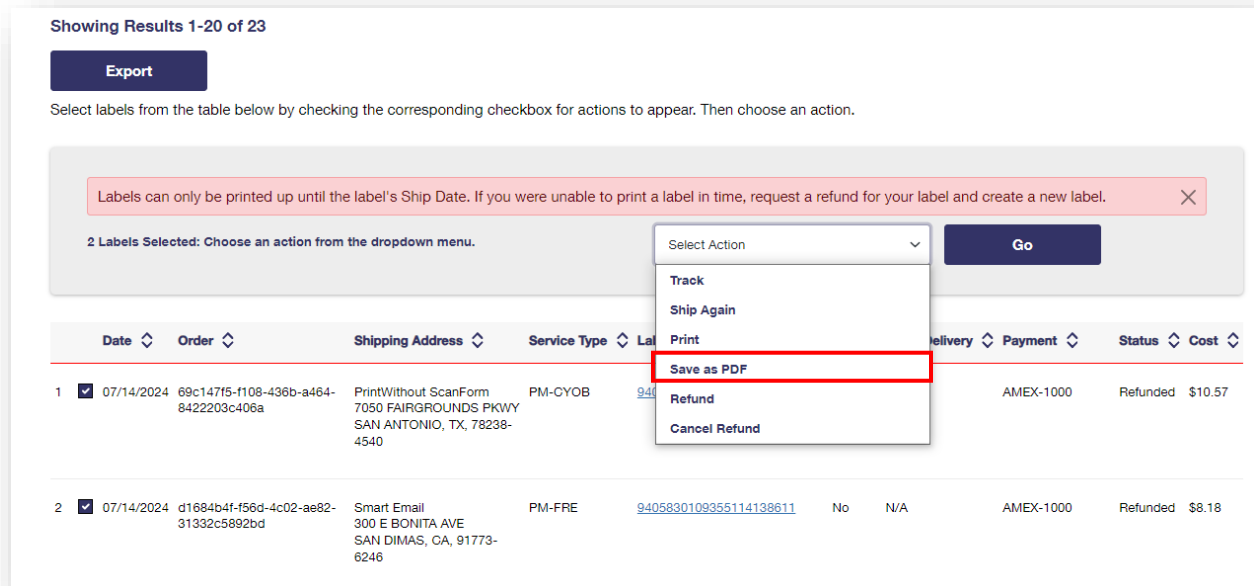
[Go](#)

	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

- 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**.



- 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.

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	9405830109355114139311	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	9405830109355114139611	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 **File 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
Jane Doe
300 SUPERMAN ST
DECATUR, GA 30000-0000
Jane.Doe@gmail.com
Package
Choose Your Own Box
Delivery Address
John Doe
300 SUPERMAN ST
DECATUR, GA 30000-0000
Service Type
USPS Ground Advantage™

Feedback

(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.

(a)

Tracking Number
420630219405830109355042887940

(b)



(c)

View Tracking History ▾

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.

View Tracking History ▾

Details

Account Number
228992420

Return Address
Jane Doe
300 SUPERMAN ST
DECATUR, GA 30000-0000
Jane.Doe@gmail.com

Package
Choose Your Own Box

Delivery Address
John Doe
300 SUPERMAN ST
DECATUR, GA 30000-0000 ↗

Service Type
USPS Ground Advantage™

Feedback

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.

(a)

Order Number 4B63542D-010E-4FCA-A969-CF3605454740	Service Type	Price
Transaction Type LABEL	Priority Mail® Legal Flat Rate Envelope	\$8.27
Payment Method PAYPAL	USPS Tracking Electronic	Free
Payment Status Refunded	Signature Confirmation™	\$3.50
	Insurance	Free
	Hidden Postage	Free
	Label Total	\$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

- To modify the columns that are displayed within the Shipping History table, select the **Manage Table Columns** dropdown.
- Select the **checkbox** of the columns that you would like to show or hide.
- Select **Update Columns**.

(a)

(b)

(c)

The screenshot displays the 'Shipping History' section of a dashboard. At the top, there are tabs for 'Shipping History' and 'Shipping Dashboard'. Below the tabs, the account number 'Account # 229134118' is shown. The main area contains search filters: 'Search by' (a dropdown menu set to 'All Labels'), 'Transaction Number' (a text input), and 'Label Number' (a text input). To the right of these inputs is a date range selector set to 'Date + 31 days' with a calendar icon and a date '09/12/2024'. A 'Search' button is located to the right of the date range. Below the search filters, a red box highlights the 'Manage Table Columns' dropdown menu. Below this dropdown, the text 'Select table columns to show and hide.' is displayed. A table of columns with checkboxes is shown, all of which are checked. The columns are: Transaction Date, Label Number, Payment Status, Order Number, Shipping Status, User, Service Type, Label Delivery, Cost, Shipping Address, and Payment Method. A red box highlights this table. Below the table, a red box highlights the 'Update Columns' button.

Shipping History Shipping Dashboard

Account # 229134118

Search by Transaction Number Label Number

All Labels

Date + 31 days

09/12/2024

Search

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"/> Shipping Address
<input checked="" type="checkbox"/> Label Number	<input checked="" type="checkbox"/> Shipping Status	<input checked="" type="checkbox"/> Label Delivery	<input checked="" type="checkbox"/> Payment Method
<input checked="" type="checkbox"/> Payment Status	<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Cost	

Update Columns

- 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
All Labels
Date + 31 days
09/12/2024

Manage Table Columns ^

Select table columns to show and hide.

☒ Transaction Date
☒ Label Number
☐ Payment Status

☒ Order Number
☐ Shipping Status
☐ User

☒ Service Type
☐ Label Delivery
☐ 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.

	<input type="checkbox"/>	Date	Order	Service Type	Label
1	<input type="checkbox"/>	07/14/2024	69c147f5-f108-436b-a464-8422203c406a	PM-CYOB	9405830109355114139311
2	<input type="checkbox"/>	07/14/2024	d1684b4f-f56d-4c02-ae82-31332c5892bd	PM-FRE	9405830109355114138611

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.

	<input type="checkbox"/>	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	9405830109355114139311	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	9405830109355114138611	No	N/A	AMEX-1000	Refunded	\$8.18

3) Export your Shipping History

- a) 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	9405830109355114139311	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	9405830109355114139611	No	N/A	AMEX-1000	Refunded	\$8.18

- b) Once selected, an **Export Shipping History** popup modal will be displayed. Select the **Time Period** as needed.

Export Shipping History

Time Period

Custom

Past 7 days

Past 30 days

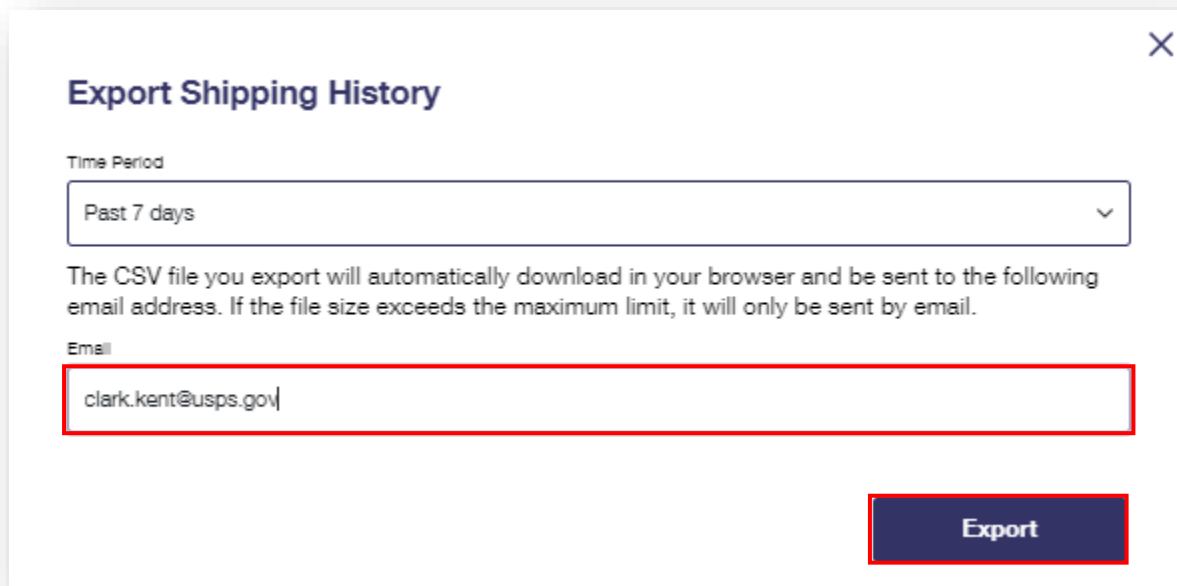
Past 60 days

Past 90 days

Custom

Export

- 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**.



Export Shipping History ✕

Time Period

Past 7 days ▼

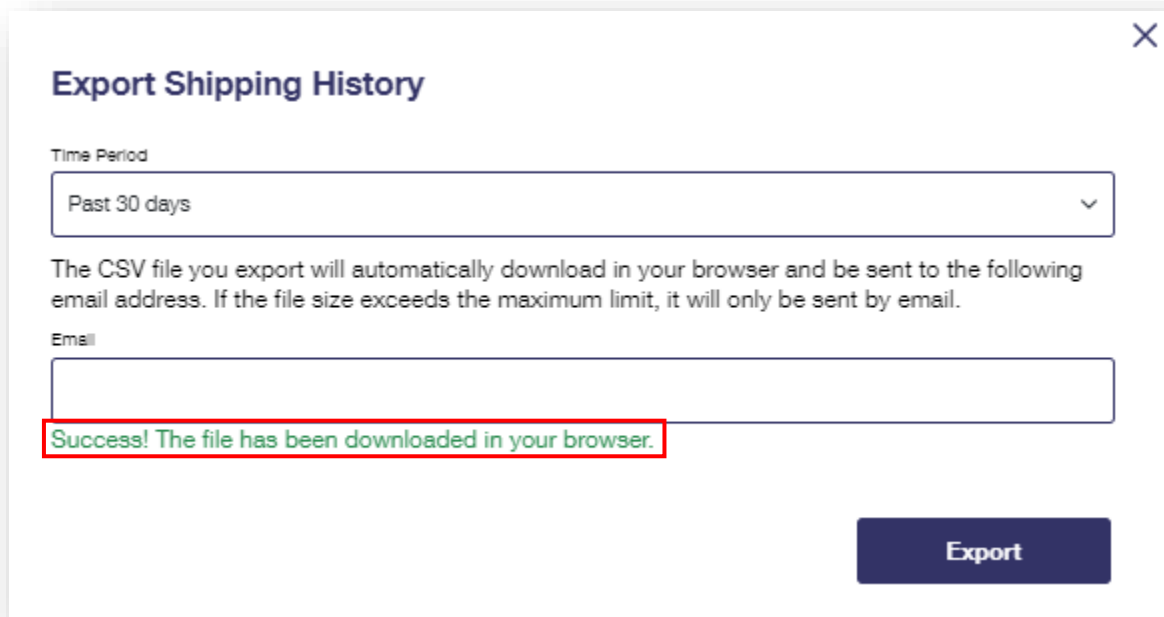
The CSV file you export will automatically download in your browser and be sent to the following email address. If the file size exceeds the maximum limit, it will only be sent by email.

Email

clark.kent@usps.gov

Export

- e) If the export is successful, you will see a green **Success message**.



Export Shipping History ✕

Time Period

Past 30 days ▼

The CSV file you export will automatically download in your browser and be sent to the following email address. If the file size exceeds the maximum limit, it will only be sent by email.

Email

Success! The file has been downloaded in your browser.

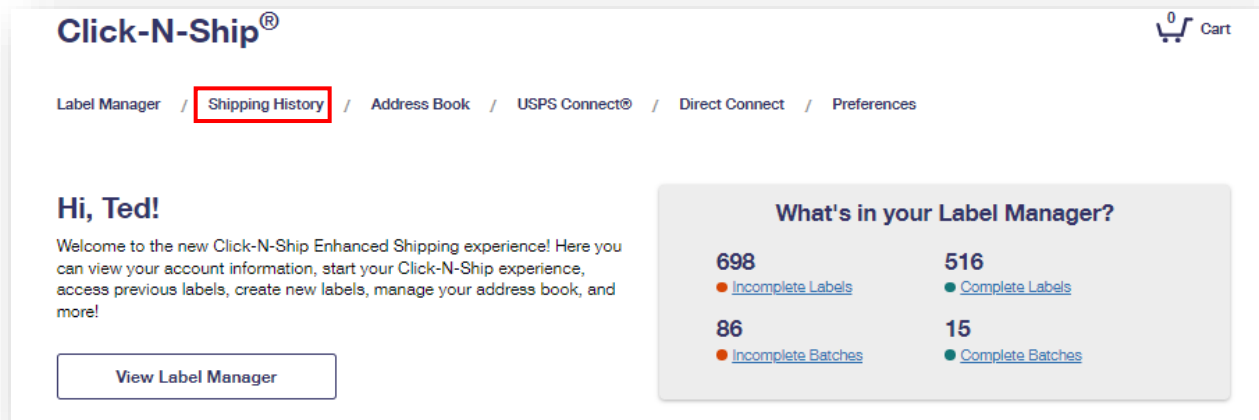
Export

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.

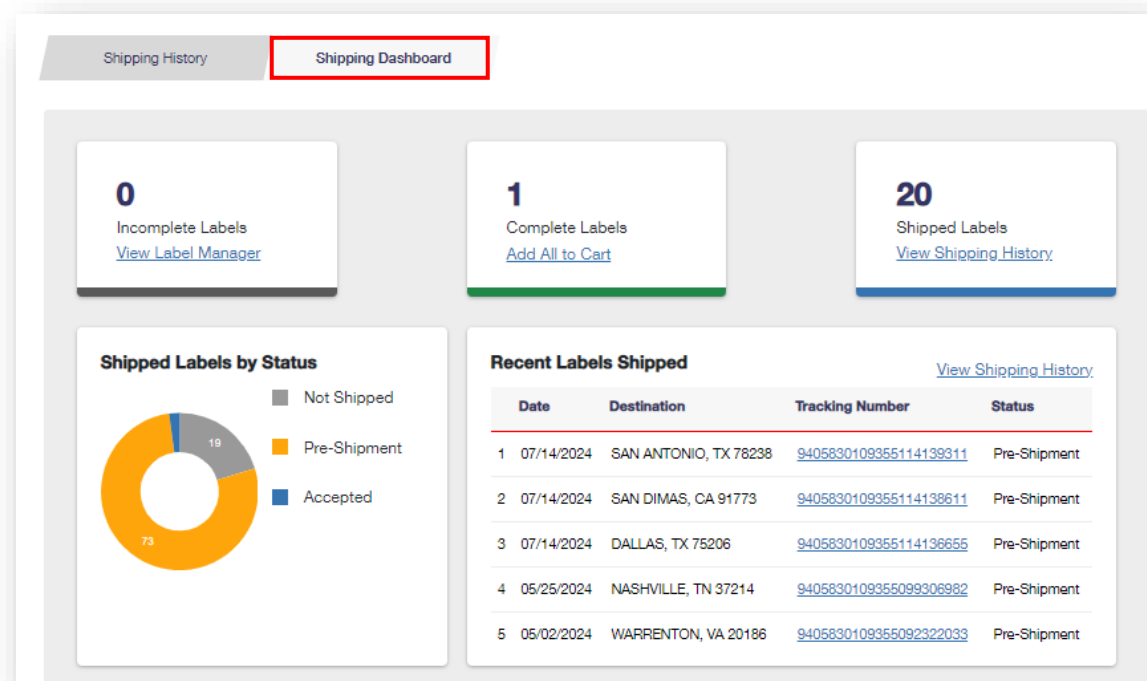
1) Access the Shipping History

- Click on **Shipping History** tab in the navigation menu.



2) Select Shipping Dashboard Tab

- By default, you will be in the **Shipping Dashboard** view.

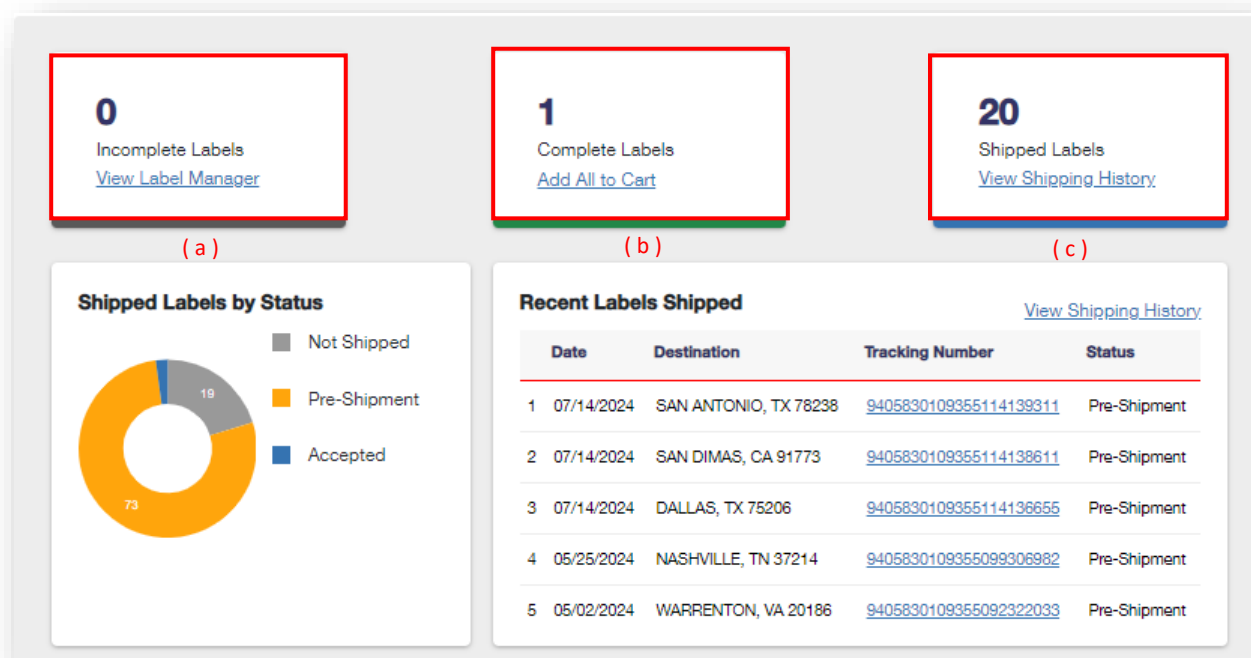


All Actions within Shipping Dashboard

Within the Shipping Dashboard, you'll be able to see and perform the following actions to the following sections.

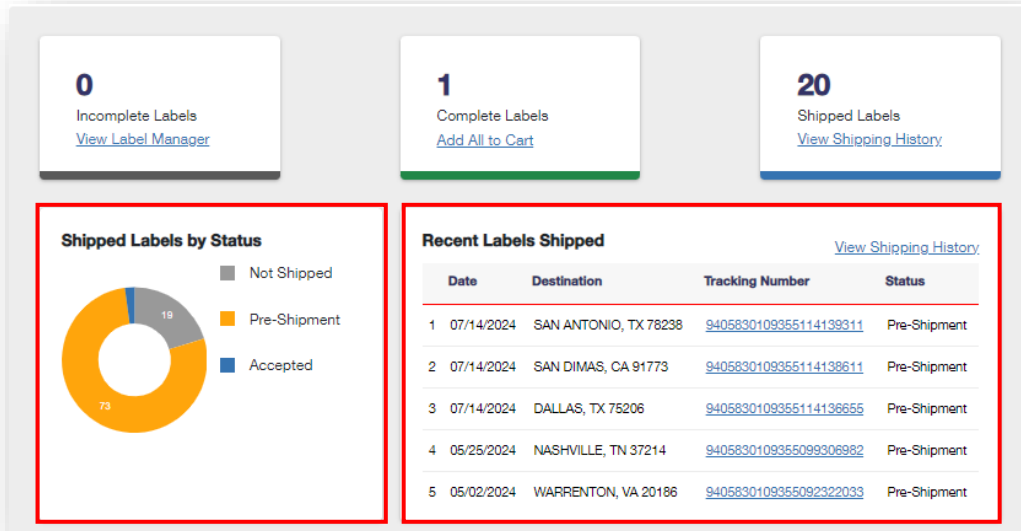
1) Incomplete, Complete, and Shipped Labels

- 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 incompletes labels via your Label Manager by selecting **View Label Manager**.
- 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**.
- 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

- To view a detailed breakdown of the total number of *shipped* labels by status, refer to the **Shipped Labels by Status** section.
- 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**.

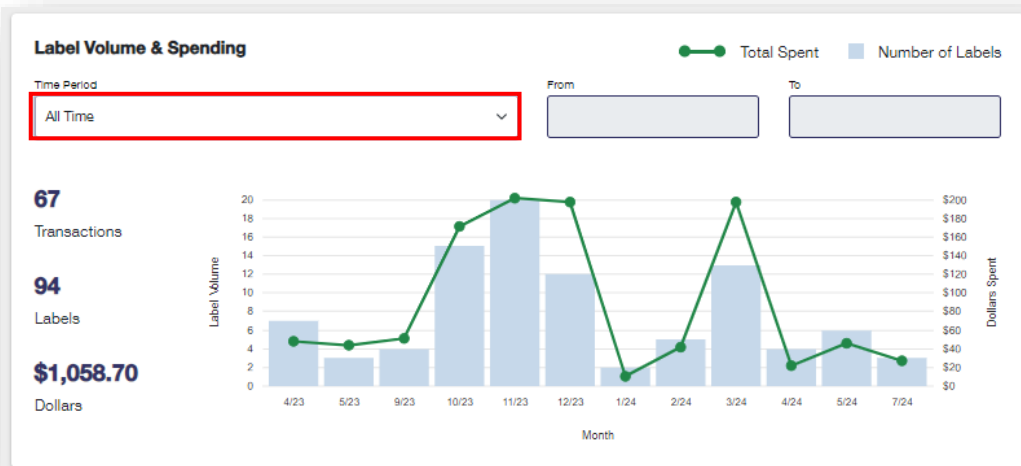


(a)

(b)

3) Label Volume & Spending

- To view a detailed breakdown of your label volume and spending, refer to the **Label Volume & Spending** section.
- 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 recurrently 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.

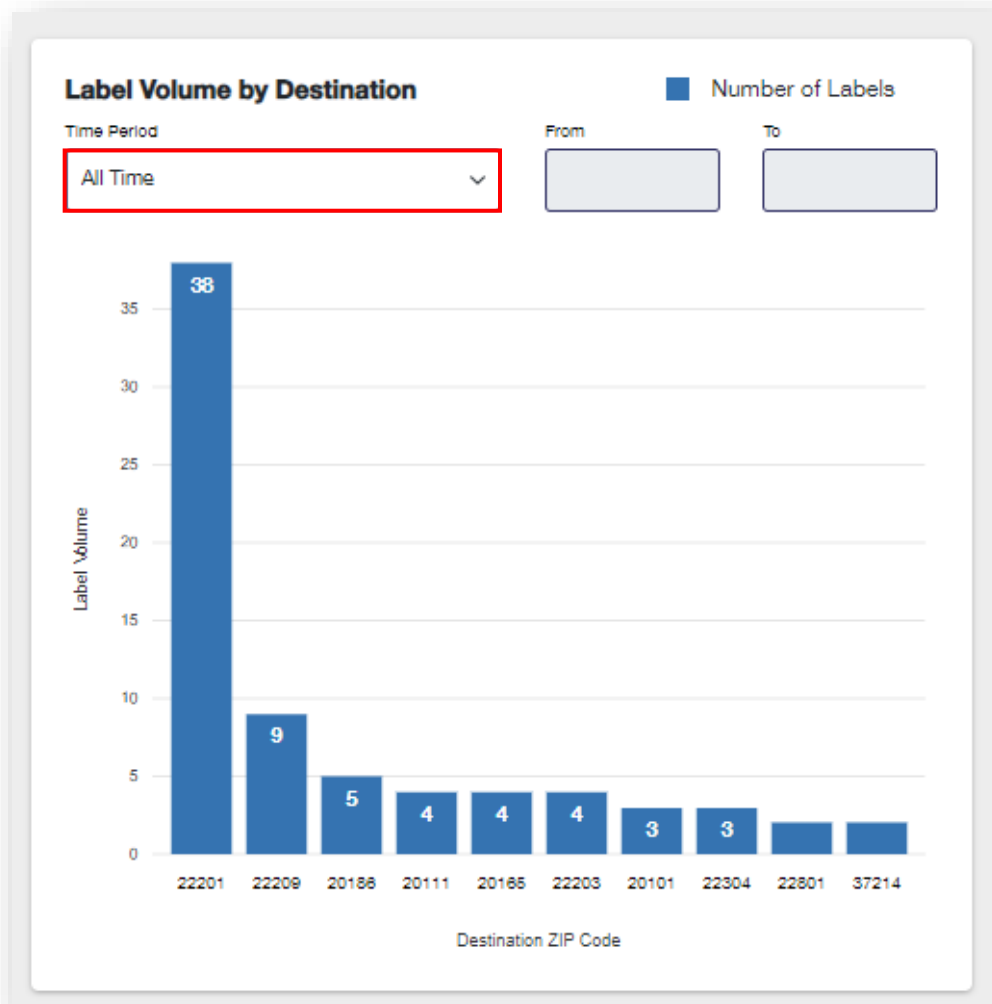
Top 10 Destinations

Click a destination to create a new label with the ZIP Code as the recipient ZIP Code

1. [ARLINGTON, VA 22201](#)
2. [ARLINGTON, VA 22209](#)
3. [WARRENTON, VA 20186](#)
4. [MANASSAS, VA 20111](#)
5. [STERLING, VA 20165](#)
6. [ARLINGTON, VA 22203](#)
7. [DULLES, VA 20101](#)
8. [ALEXANDRIA, VA 22304](#)
9. [HARRISONBURG, VA 22801](#)
10. [NASHVILLE, TN 37214](#)

5) Label Volume by Destination

- To view detailed breakdown of your label volume by destination (ZIP code™), refer to the **Label Volume by Destination** section.
- To filter by time period, select the **Time Period** dropdown, and select a time period from the options available.

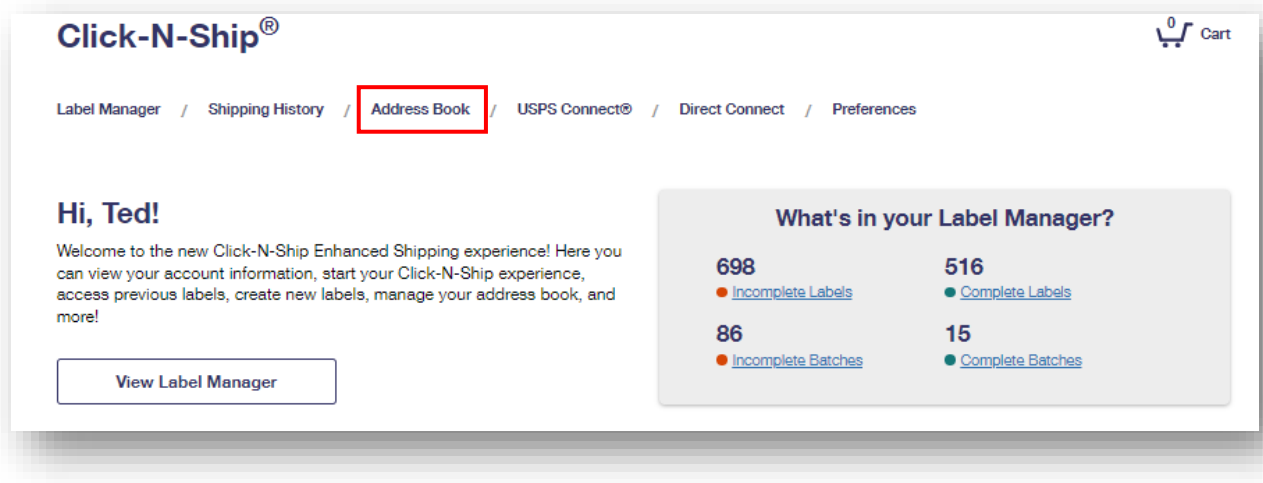


Address Book

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.



How to Add a Contact

1) Sync All Contacts from your USPS® Address Book

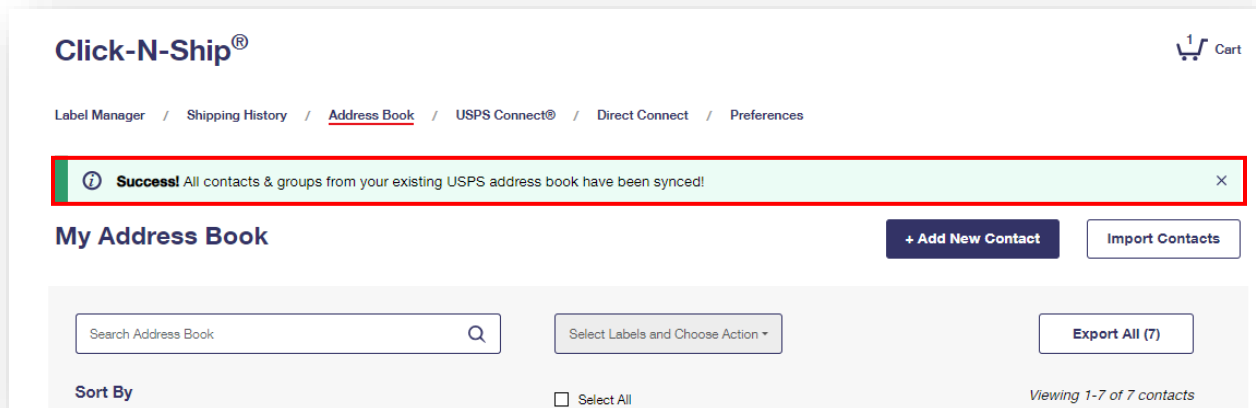
- a) To sync all of your previous contacts from your USPS® Address Book, select **Sync All Contacts**.

The screenshot shows the USPS Address Book interface. At the top, there is a navigation bar with links: Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences. Below this, a light blue banner contains the text: "Welcome to the new address book! Don't forget to sync your contacts. If you have contacts and groups from your existing address book, you can sync them quickly. You can also add a new contact or import multiple contacts with a file with the options below." A red box highlights the "Sync All Contacts" button in the top right corner of the banner. Below the banner, the main section is titled "My Address Book". It includes a search bar, a "Select Contacts and Choose Action" dropdown, and an "Export All" button. There is also a "Sort By" dropdown set to "Last Name A-Z". On the left, under "My Groups", there are two options: "Select All (1 groups)" and "test (2)". On the right, there are two contact entries, each with a "New Label" button. The first contact is "Military test" with address "3118 WASHINGTON BLVD ARLINGTON, VA, 22201-4470". The second contact is "Military" with address "PSC 1234 FPO, AE".

- b) Select **Yes, Sync Contacts & Groups** to begin importing your contacts.

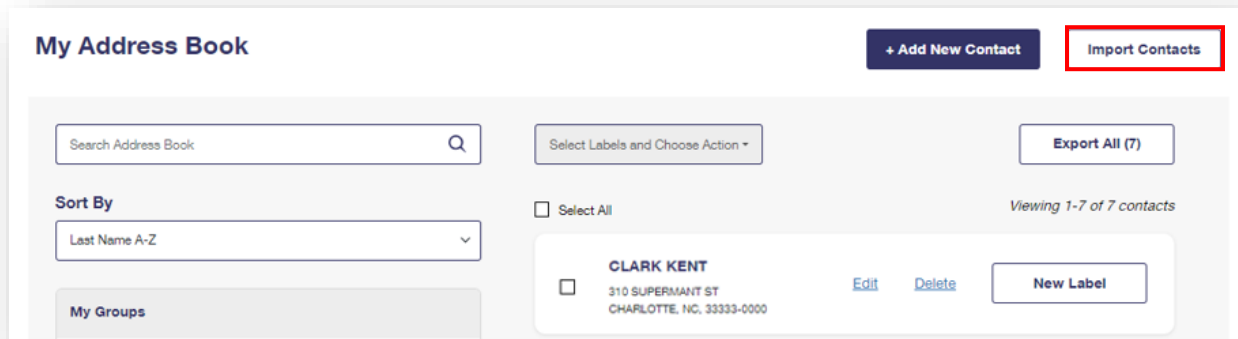
The screenshot shows a confirmation dialog box titled "Sync All Existing USPS Contacts". The text inside reads: "This will import all the contacts you currently have in the USPS Address Book to this new Click-N-Ship address book. **All contacts and their associated groups will be transferred.** You can sync all groups and contacts at once, or you can select 'No, Cancel' and choose to manually export from the previous address book and import specific contacts and groups into this new address book." Below this text, it asks: "Would you like to sync all your existing USPS contacts to this new address book?". At the bottom, there are two buttons: "Yes, Sync Contacts & Groups" (highlighted with a red box) and "No, Cancel".

c) Once your contacts have successfully imported, you will see a **green banner**.



2) Importing Contacts via CSV File

a) To import your contacts via CSV file, select **Import Contacts**.



- b) Select **Browse Files** to select a CSV file with your contact list.
- c) Select **Import Contacts** once ready.
- d) If you would like to download the template that will assist you in successfully importing your contacts, select **Download Template**.

[Back to Address Book](#)

Import Contacts

You can import all of your contacts at once. Or, you can upload specific files and put them in existing or new groups. You also have the ability to add to or remove from a group later.

Select your .csv file [?](#)

Browse Files

(b)

File Selected: CNSv2 contacts.csv

Add to Groups (optional)

My Groups

Create New Group

+ Add Another Group

Import Contacts

Cancel

How to Import

- To begin, download an address book template. **You must use the headers provided in this template.**

Download Template

(d)
- The CSV (.csv) file must contain the following:
 - First Name and Last Name OR Company
 - Address
 - City
 - State/Province
 - ZIP Code
- Choose the (.csv) file you would like to import by selecting **Browse Files**.
- (Optional) Add the contacts in your file to an existing group and/or create a new group.
- Select **Import Contacts** to import your file.

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

Import Contacts

Search Address Book

Select Labels and Choose Action

Export All (7)

Sort By

Last Name A-Z

My Groups

CLARK KENT

310 SUPERMANT ST

CHARLOTTE, NC, 33333-0000

Edit

Delete

New Label

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

[Back to Address Book](#)

New Contact

* Indicates a required field

Name (or Company)

☐ This address is a business

*First Name

MI

*Last Name

Nickname

Address

*Country

United States of America

▼

*Address

Apt./Suite/Other

*City

*State

AL - Alabama

ZIP Code

Contact Information

Phone Number

Email

Reference Number

Save Contact

Cancel

Add to Groups (optional)

My Groups

Create New Group

[+ Add Another Group](#)

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. At the top right are buttons for '+ Add New Contact' and 'Import Contacts'. Below these is a search bar labeled 'Search Address Book' and a dropdown menu labeled 'Select Contacts and Choose Action' (highlighted with a red box and labeled '(b)'). To the left of the contact list is a 'Sort By' dropdown set to 'Last Name A-Z' and a 'My Groups' section with a 'Select All (3 groups)' checkbox and a 'Clear Selection' link. The contact list shows three contacts: 'John Doe' (checkbox checked, highlighted with a red box and labeled '(a)'), 'CLARK E KENT', and 'Peter Parker (CBRG Group)'. Each contact has 'Edit', 'Delete', and 'New Label' links. At the bottom, there is a 'Results per page' dropdown set to '10'.

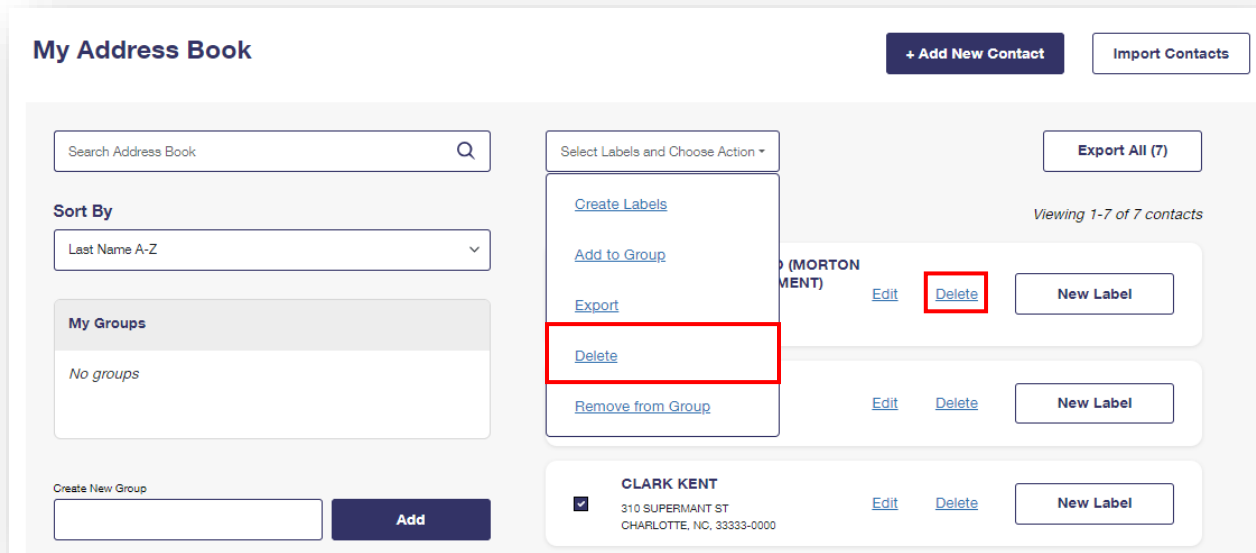
2) Create Labels

- 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 with the 'Select Labels and Choose Action' dropdown menu open. The menu options are 'Create Labels' (highlighted with a red box), 'Add to Group', 'Export', 'Delete', and 'Remove from Group'. In the background, the contact list is visible, and the 'New Label' button for the selected contact 'CLARK KENT' is also highlighted with a red box.

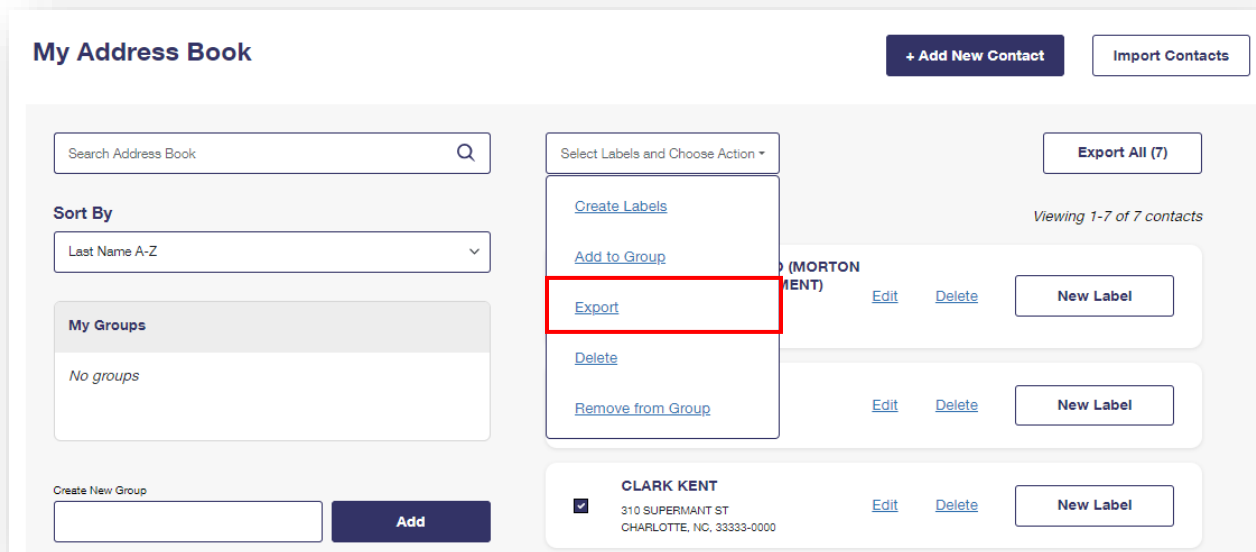
3) Delete Contact

- a) To delete the selected contact from your Address Book, select **Delete** from the dropdown or select the hyperlinked **Delete** button.



4) Export Contact

- a) To export the selected contact from your Address Book, select **Export** from the dropdown.



5) Add Contact to a Group

- a) To add the selected contact to a Group, select **Add to Group** from the dropdown.

The screenshot shows the 'My Address Book' interface. At the top right, there are buttons for '+ Add New Contact' and 'Import Contacts'. Below the title, there is a search bar labeled 'Search Address Book' and a 'Sort By' dropdown menu set to 'Last Name A-Z'. On the left, there is a 'My Groups' section with the text 'No groups' and a 'Create New Group' form with an 'Add' button. In the center, a dropdown menu is open under the heading 'Select Labels and Choose Action', with the 'Add to Group' option highlighted by a red box. To the right, there is a list of contacts. The first contact is partially visible, showing '(MORTON' and 'MENT)'. The second contact is 'CLARK KENT' with address '310 SUPERMANT ST CHARLOTTE, NC, 33333-0000'. This contact has a checkbox selected (highlighted with a red box) and buttons for 'Edit', 'Delete', and 'New Label'. An 'Export All (7)' button is located at the top right of the contact list area.

6) Remove Contact from a Group

- a) To remove the selected contact (if in a group) from a group, select **Remove from Group** from the dropdown.

This screenshot is identical to the one above, showing the 'My Address Book' interface. However, in this instance, the 'Remove from Group' option in the dropdown menu is highlighted with a red box, while the 'Add to Group' option is no longer highlighted. The contact 'CLARK KENT' remains selected with its checkbox.

7) Edit Contact

- a) 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's a title 'My Address Book' and two buttons: '+ Add New Contact' and 'Import Contacts'. Below the title, there's a search bar labeled 'Search Address Book' and a button 'Select Labels and Choose Action'. To the right is a button 'Export All (7)'. Below the search bar, there's a 'Sort By' dropdown menu set to 'Last Name A-Z'. To the right of the dropdown is a checkbox 'Select All' and the text 'Viewing 1-7 of 7 contacts'. Below the dropdown is a section 'My Groups'. The main content area shows a contact entry for 'CLARK KENT' with address '310 SUPERMAN ST, CHARLOTTE, NC, 33333-0000'. To the right of the contact name is a red-bordered 'Edit' button, a 'Delete' button, and a 'New Label' button.

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

The screenshot shows the 'Edit Contact' form. At the top left is a link '< Back to Address Book'. The form is titled 'Edit Contact' with a note '* Indicates a required field'. The 'Name (or Company)' section has a checkbox 'This address is a business'. The 'First Name' field contains 'CLARK', the 'MI' field contains 'E', and the 'Last Name' field contains 'KENT'. There is a 'Nickname' field. The 'Address' section has a 'Country' dropdown set to 'United States of America', an 'Address' field containing '310 SUPERMAN ST', and an 'Apt/Suite/Other' field. The 'City' field contains 'CHARLOTTE', the 'State' dropdown contains 'NC - North', and the 'ZIP Code' field contains '33333-0000'. The 'Contact Information' section has fields for 'Phone Number', 'Email', and 'Reference Number'. At the bottom, there are two buttons: 'Save Contact' (highlighted with a red border) and 'Cancel'. On the right side, there's a section 'Add to Groups (optional)' with a 'My Groups' dropdown, a 'Create New Group' field, and a link '+ Add Another Group'.

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.

The screenshot shows the 'My Address Book' interface. At the top right are buttons for '+ Add New Contact' and 'Import Contacts'. Below these is a search bar labeled 'Search Address Book' and a dropdown menu labeled 'Select Contacts and Choose Action' (highlighted with a red box and labeled '(b)'). To the left of the main list is a 'Sort By' dropdown set to 'Last Name A-Z' and a 'My Groups' section with checkboxes for 'Select All (3 groups)', 'test 2 (1)', '123 (0)', and 'test 1 (1)'. The 'Select All' checkbox is highlighted with a red box and labeled '(a)'. The main list displays three contacts: 'John Doe', 'CLARK E KENT', and 'Peter Parker (CBRG Group)'. Each contact has a checkbox, 'Edit' and 'Delete' links, and a 'New Label' button. All three checkboxes are checked. At the bottom right, there is a 'Results per page' dropdown set to '10'.

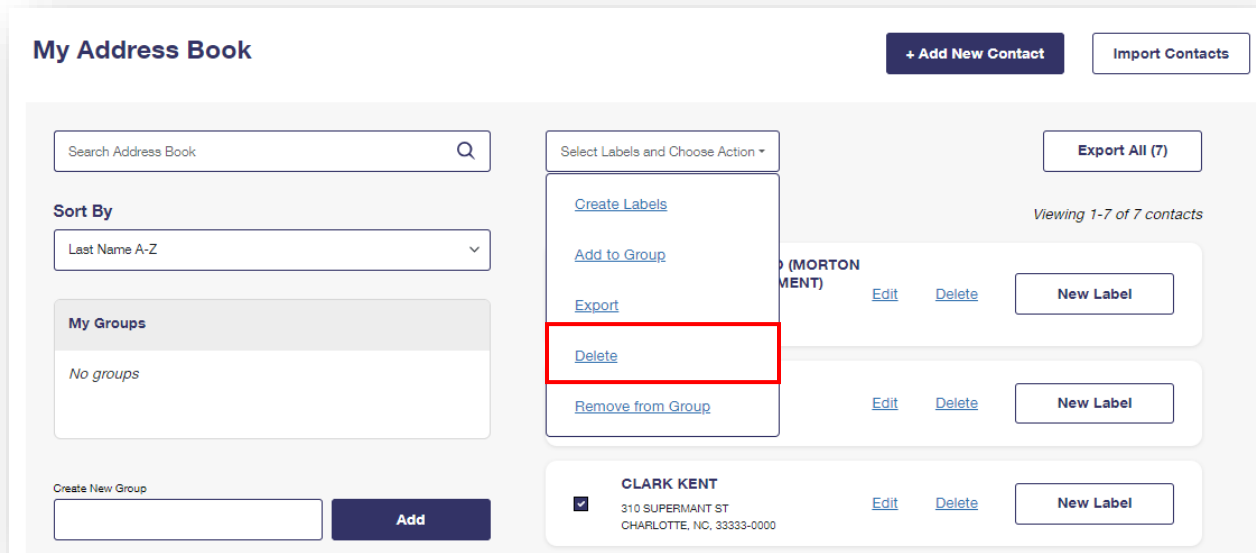
2) Create Labels

- To create a label using the information from the selected contacts, select **Create Labels** from the dropdown.

This screenshot shows the 'My Address Book' interface after selecting contacts. The 'Select Labels and Choose Action' dropdown menu is open, showing options: 'Create Labels' (highlighted with a red box), 'Add to Group', 'Export', 'Delete', and 'Remove from Group'. The main list now shows only one contact, 'CLARK KENT', with a checked checkbox and 'Edit', 'Delete', and 'New Label' options. The 'Export All (7)' button at the top right now reflects the 7 selected contacts. The 'My Groups' section on the left shows 'No groups' and a 'Create New Group' form at the bottom.

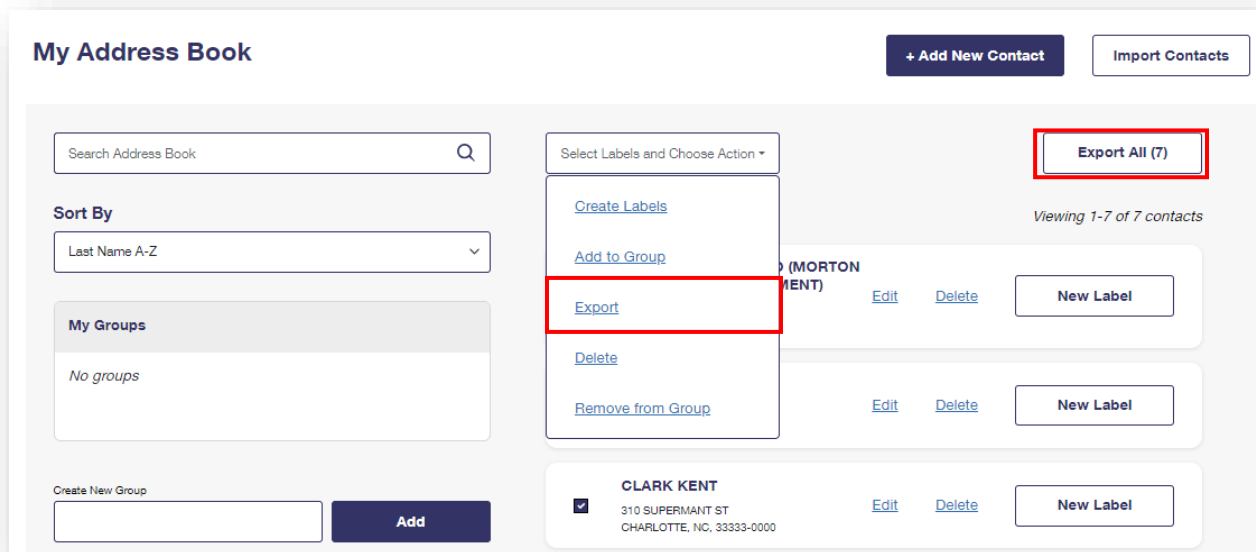
3) Delete Contacts

- a) To delete the selected contacts from your Address Book, select **Delete** from the dropdown.



4) Export Contacts

- a) 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.



5) Add Contacts to a Group

- a) To add the selected contacts to a Group, select **Add to Group** from the dropdown.

The screenshot shows the 'My Address Book' interface. At the top right, there are buttons for '+ Add New Contact' and 'Import Contacts'. Below these, there is a search bar labeled 'Search Address Book' and a button 'Export All (7)'. On the left, there is a 'Sort By' dropdown menu set to 'Last Name A-Z' and a 'My Groups' section showing 'No groups'. A 'Create New Group' section with an input field and an 'Add' button is at the bottom left. The main area displays a list of contacts. A dropdown menu is open over the first contact, showing options: 'Create Labels', 'Add to Group' (highlighted with a red box), 'Export', 'Delete', and 'Remove from Group'. The contact list includes 'CLARK KENT' with address '310 SUPERMANT ST, CHARLOTTE, NC, 33333-0000' and buttons for 'Edit', 'Delete', and 'New Label'.

6) Remove Contacts from a Group

- a) To remove the selected contacts (if they are in a group) from a group, select **Remove from Group** from the dropdown.

This screenshot is identical to the one above, showing the 'My Address Book' interface. However, the dropdown menu is open over the first contact, and the 'Remove from Group' option is highlighted with a red box instead of 'Add to Group'. The rest of the interface, including the search bar, sort menu, and contact list, remains the same.

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

Search Address Book

Select Contacts and Choose Action

Export All

Sort By
First Name Z-A

My Groups

- ☒ Select All (3 groups) [Clear Selection](#)
- ☒ test 2 (1) [Edit](#) [Delete](#)
- ☒ 123 (2) [Edit](#) [Delete](#)
- ☒ test 1 (1) [Edit](#) [Delete](#)

Viewing 1-3 of 3 contacts

- ☐ **Peter Parker (CBRG Group)**
318 DESIRE ST
NEW IBERIA, LA, 70560 [Edit](#) [Delete](#) New Label
- ☐ **John Doe**
SKEIDSREINA 18
ULSTEINVIK, NO [Edit](#) [Delete](#) New Label
- ☐ **CLARK E KENT**
310 SUPERMANT ST
CHARLOTTE, NC, 33333-0000 [Edit](#) [Delete](#) New Label

Results per page 10

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

Search Address Book

Select Contacts and Choose Action

Export All

Sort By
First Name Z-A

My Groups

- ☐ Select All (3 groups) [Clear Selection](#)
- ☐ test 2 (1) [Edit](#) [Delete](#)
- ☒ 123 (2) [Edit](#) [Delete](#)
- ☐ test 1 (1) [Edit](#) [Delete](#)

Viewing 1-2 of 2 contacts

- ☐ **Peter Parker (CBRG Group)**
318 DESIRE ST
NEW IBERIA, LA, 70560 [Edit](#) [Delete](#) New Label
- ☐ **CLARK E KENT**
310 SUPERMANT ST
CHARLOTTE, NC, 33333-0000 [Edit](#) [Delete](#) New Label

Results per page 10

3) Edit a Group

- a) To edit the name of a group, select the hyperlinked **Edit** button beside the group name.

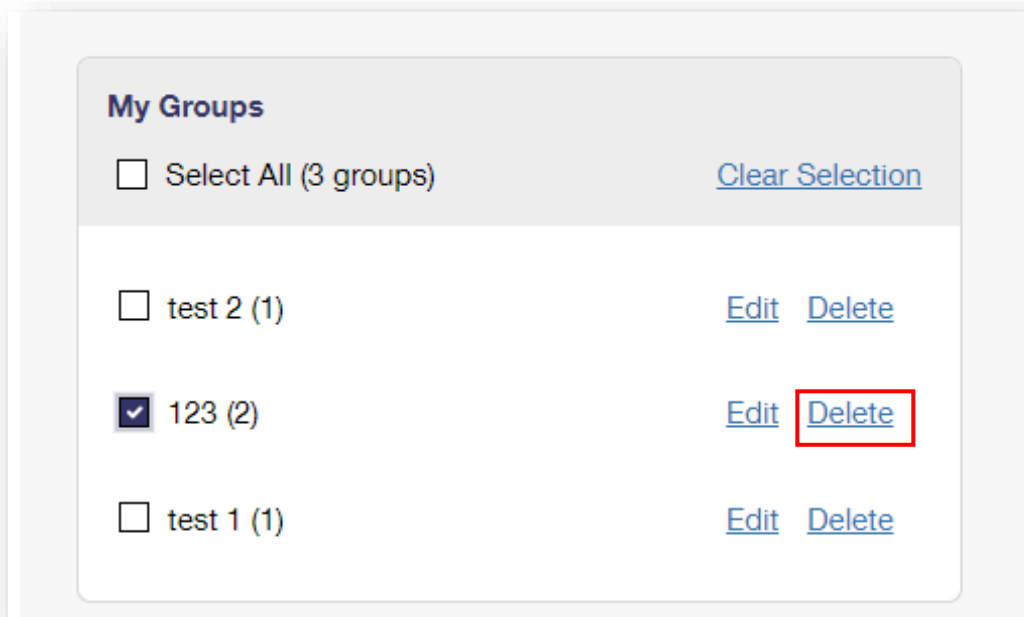
The screenshot shows a web interface titled "My Groups". At the top, there is a header bar with a checkbox labeled "Select All (3 groups)" and a link "Clear Selection". Below this, a list of groups is displayed. The first group is "test 2 (1)" with "Edit" and "Delete" links. The second group, "123 (2)", is selected (indicated by a checked checkbox) and its "Edit" link is highlighted with a red rectangular box. The third group is "test 1 (1)" with "Edit" and "Delete" links.

- b) Once selected, a **text field** will be displayed. Edit the group name as needed and once finished, select **Save**.

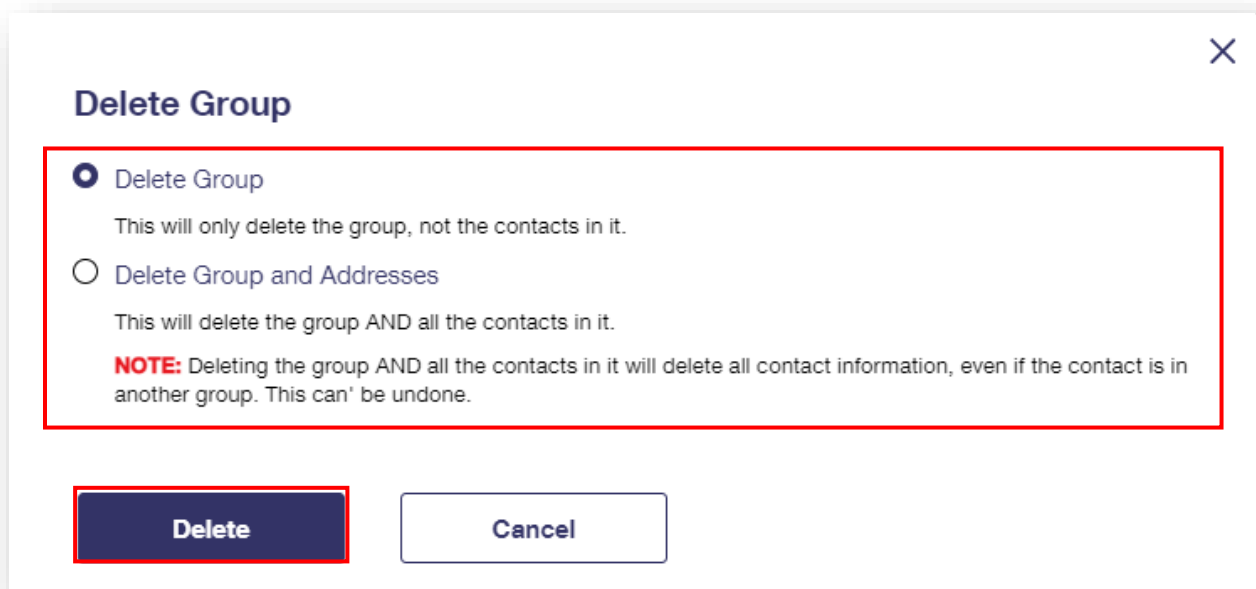
This screenshot shows the same "My Groups" interface, but the group "test 2" is now being edited. The group name "test 2" is displayed inside a text input field, which is outlined with a red box. To the right of the input field, the "Save" button is also highlighted with a red box, along with a "Cancel" link. The other groups in the list, "test 2 (1)" and "test 1 (1)", remain unchanged with their respective "Edit" and "Delete" links.

4) Delete a Group

- a) To delete a group from your Address Book, select the hyperlinked **Delete** button beside the group name.



- b) Once selected, a **Delete Group** popup modal will be displayed. Select a **delete option**, then select **Delete** to proceed.



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**.

My Groups

☐ Select All (3 groups) [Clear Selection](#)

☐ test 2 (1) [Edit](#) [Delete](#)

☐ 123 (2) [Edit](#) [Delete](#)

☐ test 1 (1) [Edit](#) [Delete](#)

Create New Group

(a)

Add

(b)

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 right are buttons for '+ Add New Contact' and 'Import Contacts'. Below these is a search bar containing '318' with a magnifying glass icon. To the right of the search bar is a button labeled 'Select Contacts and Choose Action'. Further right is an 'Export All' button. Below the search bar is a 'Sort By' dropdown menu set to 'Last Name A-Z'. To the left of the main contact list is a 'My Groups' section with a 'Select All (3 groups)' checkbox and a 'Clear Selection' link. The main contact list shows one contact, 'Peter Parker (CBRG Group)', with address '318 DESIRE ST, NEW IBERIA, LA, 70560'. To the right of the contact name are 'Edit' and 'Delete' links, and a 'New Label' button. A 'Results per page' dropdown is set to '10'. The status bar at the bottom right says 'Viewing 1-1 of 1 contacts'.

2) Sort your Contacts

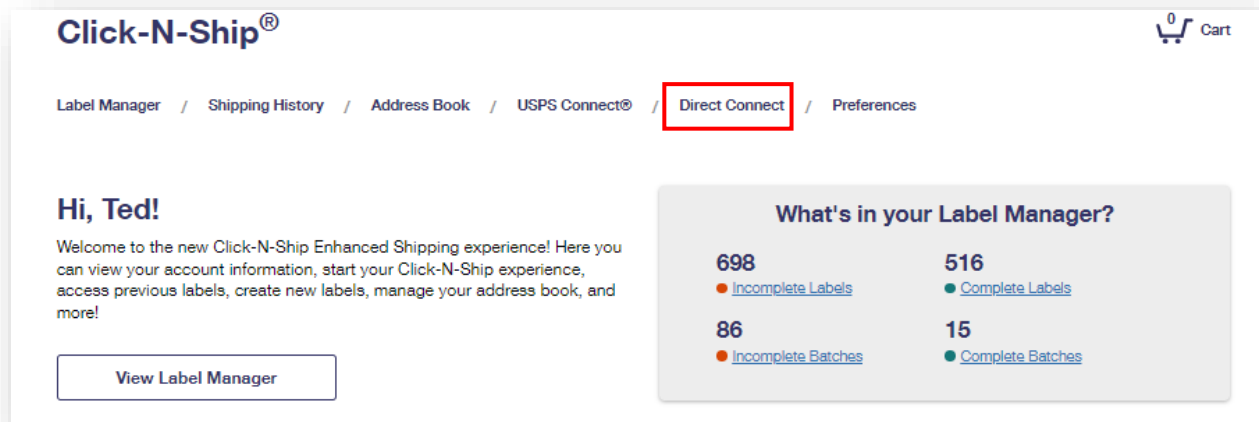
- To sort the contacts within your Address Book by a specific order, select the **Sort By** dropdown and select a sorting option.

The screenshot shows the 'My Address Book' interface with the 'Sort By' dropdown menu open. The dropdown menu lists several sorting options: 'Last Name A-Z', 'Last Name Z-A', 'First Name A-Z', 'First Name Z-A', 'Company A-Z', and 'Company Z-A'. The 'Last Name A-Z' option is currently selected and highlighted in blue. The main contact list now displays three contacts: 'John Doe' (318 DESIRE ST, NEW IBERIA, LA, 70560), 'CLARK E KENT' (310 SUPERMANT ST, CHARLOTTE, NC, 33333-0000), and 'Peter Parker (CBRG Group)' (318 DESIRE ST, NEW IBERIA, LA, 70560). Each contact has 'Edit' and 'Delete' links and a 'New Label' button. The status bar at the bottom right says 'Viewing 1-3 of 3 contacts'.

Direct Connect

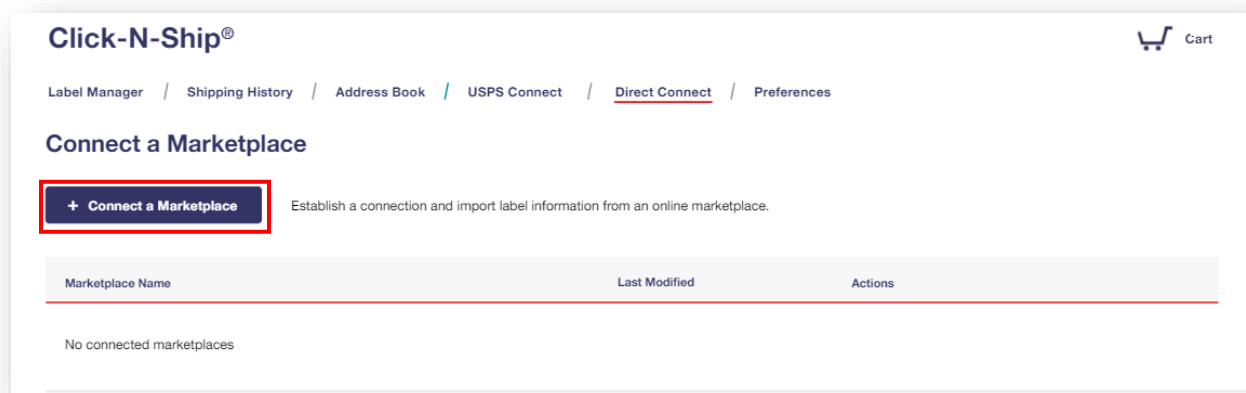
Within Direct Connect, you will be able to connect your Online Marketplace storefront to then Enhanced Click-N-Ship® application to process labels for orders from one place.

- 1) Navigate to the Direct Connect section
 - a) Click on the **Direct Connect** tab located on the landing page.



How to Connect to a Marketplace

- 1) Connect to a Marketplace
 - a) To begin the connection process, click + **Connect a Marketplace**.




b) Select a **Marketplace** from the options displayed.


×

Connect a Marketplace

Select a marketplace below. You will then be redirected to the marketplace to log in to your account.



Squarespace



WooCommerce

You can connect one store per marketplace.

Privacy Act Statement:
For more information on our privacy policies visit www.usps.com/privacypolicy.

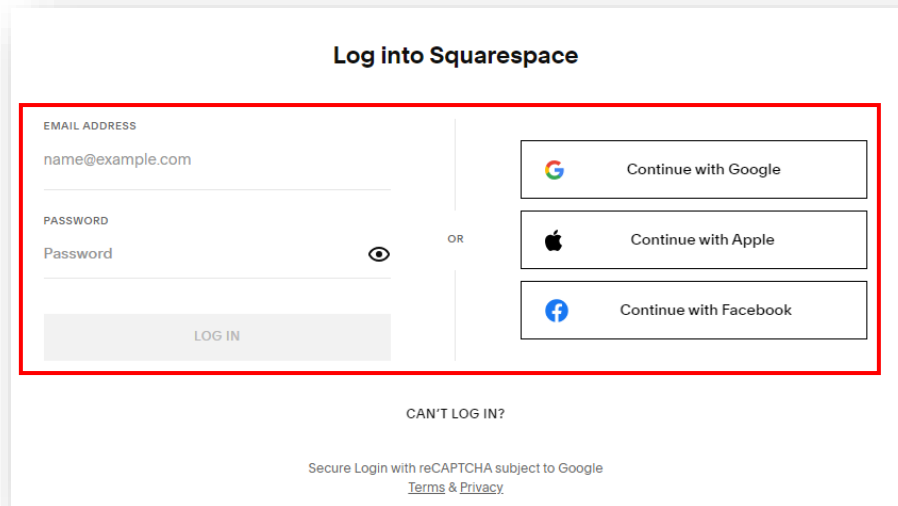
Your information will be used to fulfill orders for USPS® products and services using Click-N-Ship® to create postage labels online, and to support the administration and enforcement of U.S. customs, export control, and export statistics laws. Collection is authorized by 39 U.S.C. 401, 403, 404, and 407; 13 U.S.C. 301-307; and 50 U.S.C. 1702. Supplying your information is voluntary, but if not provided, we may not be able to process your request or fulfill your online order for shipping labels. We do not disclose your information without your consent to third parties, except for the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters and for customer service purposes. Customs declaration records may be disclosed to domestic and foreign customs agencies and postal operators, as well as intermediary companies involved in electronic data exchanges, for the purpose of facilitating carriage, security protocols, foreign or domestic customs processing, payment to operators, or delivery; Records may be disclosed to the Office of Foreign Assets Control, the Bureau of Industry and Security, Customs and Border Protection, and other government authorities for the purpose of administering and enforcing export control laws, rules, and policies, including 50 U.S.C. 1702. Customs declaration records may be disclosed to the U.S. Census Bureau for export statistical purposes pursuant to 13 U.S.C. 301-307. For more information on our privacy policies visit.

Cancel

How to Import Label(s) from Squarespace

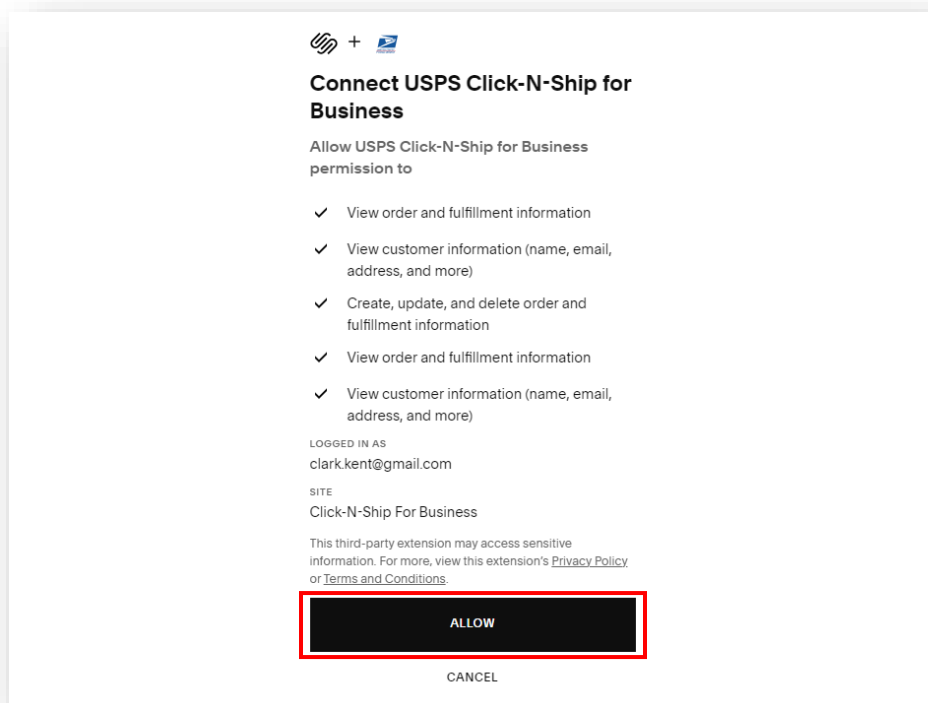
1) Connect to Squarespace

- 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**.



The image shows the Squarespace login page titled "Log into Squarespace". It features a red rectangular border around the login fields. On the left, there are two input fields: "EMAIL ADDRESS" with the placeholder "name@example.com" and "PASSWORD" with the placeholder "Password" and an eye icon. Below these is a "LOG IN" button. On the right, there are three social login buttons: "Continue with Google", "Continue with Apple", and "Continue with Facebook". Below the login fields, there is a link "CAN'T LOG IN?" and a footer note "Secure Login with reCAPTCHA subject to Google [Terms & Privacy](#)".

- b) Once logged in, select **Allow** to proceed.



The image shows a screen titled "Connect USPS Click-N-Ship for Business". It lists permissions: "View order and fulfillment information", "View customer information (name, email, address, and more)", and "Create, update, and delete order and fulfillment information". Below the permissions, it says "LOGGED IN AS clark.kent@gmail.com" and "SITE Click-N-Ship For Business". At the bottom, there is a red rectangular border around an "ALLOW" button and a "CANCEL" button below it. A footer note states: "This third-party extension may access sensitive information. For more, view this extension's [Privacy Policy](#) or [Terms and Conditions](#)."

- 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)


The screenshot shows the Click-N-Ship® interface. At the top, there's a navigation bar with links: Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences. A green banner at the top states: "Success! Your Squarespace Store has been connected". Below this, the "Manage Marketplace Connection" section features the Squarespace logo and the instruction: "Name your store in Click-N-Ship® or disconnect." A text input field labeled "Squarespace Store Name" contains "My Squarespace Store". Below the input field are two buttons: "Submit" and "View All Connected Marketplaces". A "Feedback" button is visible in the bottom right corner.

(d)

2) Import Labels From Squarespace

- a) To begin importing your labels from your Squarespace store, select **Import Labels**.

The screenshot shows the "Manage a Marketplace" section. It includes the instruction: "Establish a direct connection and import label information from an online marketplace." A status bar indicates: "You currently have 1 Active marketplace. You can edit connections below or add another marketplace." A "+ Connect a Marketplace" button is present. Below this is a table with the following data:

Marketplace Name	Last Modified	Actions
 My Squarespace Store	05/31/2024	Manage Import Labels

Below the table, it states: "You can connect one store per marketplace." A "Feedback" button is visible in the bottom right corner.


- 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**.

(f)

(g)

(h)

Import Labels



My Squarespace Store

Select transactions to import into Label Manager Refresh

#	<input type="checkbox"/>	Status	Order ID	Recipient Name	Destination	Number of Items
1	<input checked="" type="checkbox"/>	Sold and Paid	665636b4447555011c4cbb05	Mike Doe	Dallas, TX 75202	7
2	<input checked="" type="checkbox"/>	Sold and Paid	6656363c5fab4852d2282c05	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.

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 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	<u>Mike Doe</u> 1000 COMMERCE STREET DALLAS, TX, 75202	Edit Service And Mailpiece	Items 1 Edit Mailpiece Details	+ Add Extra Services	Unavailable <small>Missing service type. Missing package type.</small>	Edit ▼
2	<input type="checkbox"/> 05/31/2024	<u>Janice Doe</u> 1000 COMMERCE STREET DALLAS, TX, 75202	Edit Service And Mailpiece	Items 1 Edit Mailpiece Details	+ Add Extra Services	Unavailable <small>Missing service type. Missing package type.</small>	Edit ▼


How to Import Label(s) from WooCommerce

1) Connect to WooCommerce

- To begin the connection process with the WooCommerce, select **WooCommerce**.
- Enter your **WooCommerce store's URL**.
- Enter your **WooCommerce store's Consumer Key**.
- Enter your **WooCommerce store's Consumer Secret**.
- Select **Connect** to proceed.

(a - d)

Connect your WooCommerce Store



Enter your WooCommerce store's URL

*Store URL

Enter your WooCommerce Consumer Key

Store Consumer key

Enter your WooCommerce Consumer Secret

Store Consumer Secret

(e)

Connect

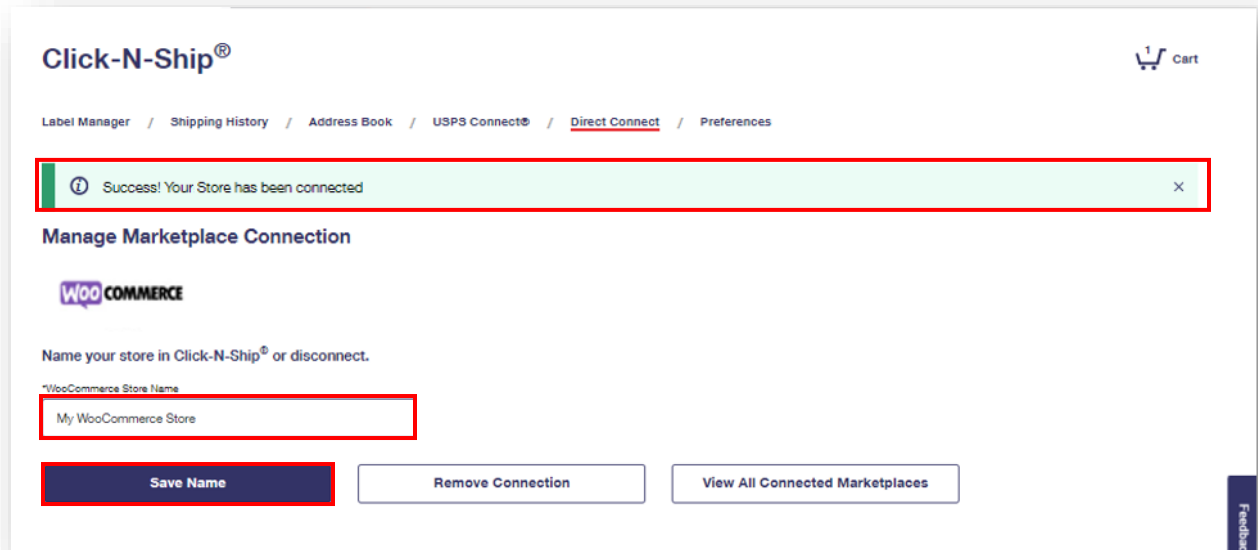
Cancel

Privacy Act Statement:

For more information on our privacy policies visit www.usps.com/privacypolicy.

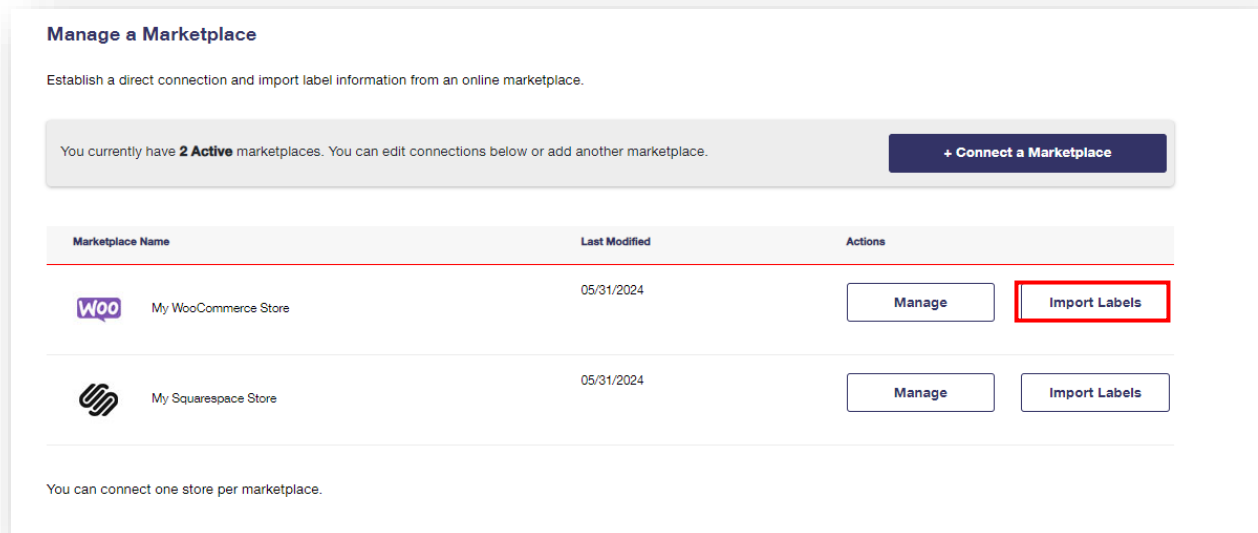
Your information will be used to fulfill orders for USPS® products and services using Click-N-Ship® to create postage labels online, and to support the administration and enforcement of U.S. customs, export control, and export statistics laws. Collection is authorized by 39 U.S.C. 401, 403, 404, and 407; 13 U.S.C. 301-307; and 50 U.S.C. 1702. Supplying your information is voluntary, but if not provided, we may not be able to process your request or fulfill your online order for shipping labels. We do not disclose your information without your consent to third parties, except for the following limited circumstances: Incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters and for customer service purposes. Customs declaration records may be disclosed to domestic and foreign customs agencies and postal operators, as well as intermediary companies involved in electronic data exchanges, for the purpose of facilitating carriage, security protocols, foreign or domestic customs processing, payment to operators, or delivery; Records may be disclosed to the Office of Foreign Assets Control, the Bureau of Industry and Security, Customs and Border Protection, and other government authorities for the purpose of administering and enforcing export control laws, rules, and policies, including 50 U.S.C. 1702. Customs declaration records may be disclosed to the U.S. Census Bureau for export statistical purposes pursuant to 13 U.S.C. 301-307. For more information on our privacy policies visit.

- f) Once you have successfully connected to your WooCommerce store, you will see a **green banner** at the top of the page.
- g) Enter the desired **WooCommerce Store Name** in the textbox.
- h) Select **Save Name** to proceed with importing your label(s)



2) Import Labels From WooCommerce

- a) To begin importing your labels from your WooCommerce store, select **Import Labels**.



- 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**.

(j)

Import Labels

WooCommerce

My WooCommerce Store

Select transactions to import into Label Manager Refresh

#	<input type="checkbox"/>	Status	Order ID	Recipient Name	Destination	Number of Items
1	<input checked="" type="checkbox"/>	Sold and Paid	85	Jamie Doe	Dallas, TX 75202	12
2	<input checked="" type="checkbox"/>	Sold and Paid	84	Jamie Doe	Dallas, TX 75202	8

☒ I understand I need to confirm tracking information was **sent/Passed** from USPS to my marketplace.

(k)

(l)

- 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.

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	05/31/2024	Mike Doe 1000 COMMERCE STREET DALLAS, TX, 75202	Edit Service And Mailpiece	Items 1 Edit Mailpiece Details	+ Add Extra Services	Unavailable Missing service type. Missing package type.	<input type="button" value="Edit"/> <input type="button" value="v"/>
2	05/31/2024	Janice Doe 1000 COMMERCE STREET DALLAS, TX, 75202	Edit Service And Mailpiece	Items 1 Edit Mailpiece Details	+ Add Extra Services	Unavailable Missing service type. Missing package type.	<input type="button" value="Edit"/> <input type="button" value="v"/>

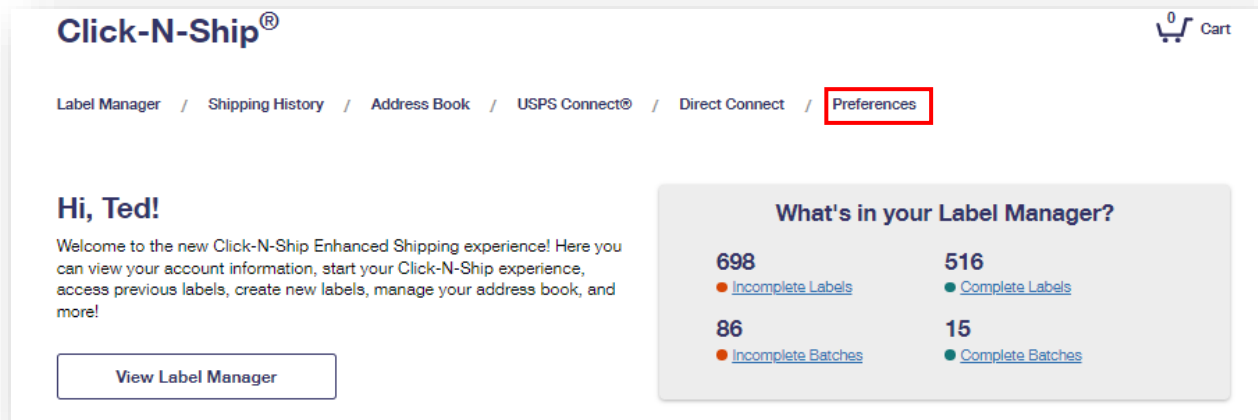
Feedback

Preferences

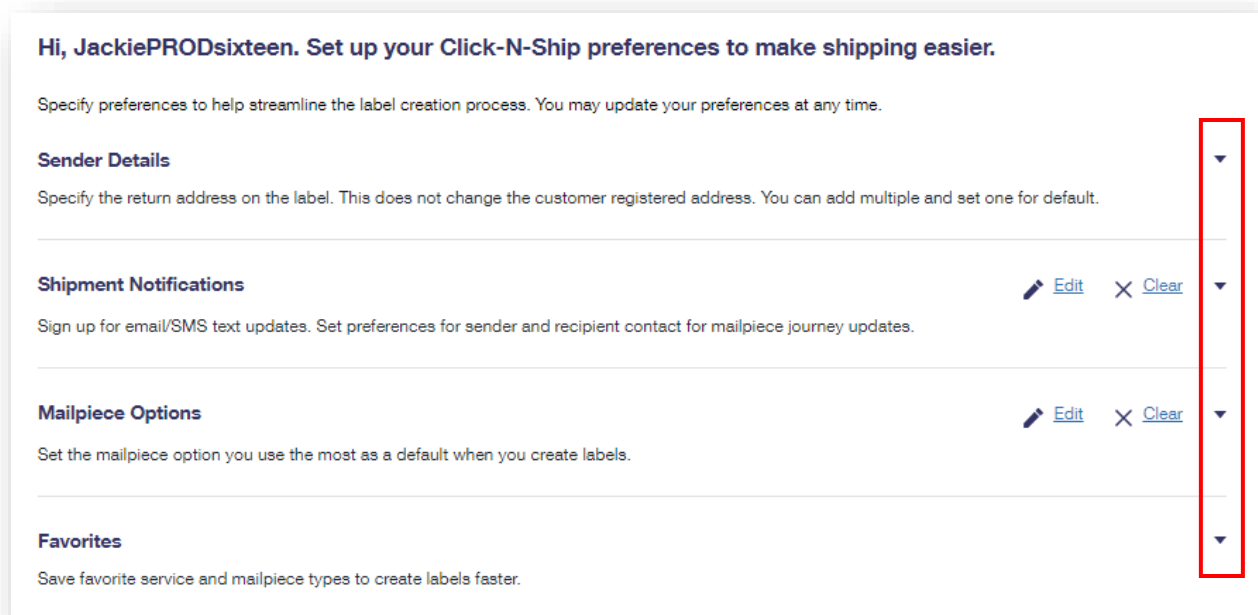
Within Preferences, you will be able to update your preferred settings when creating labels using the Enhanced Click-N-Ship® application to maximize your user experience.

1) Navigate to Preferences

- a) Click on the **Preferences** tab located on the landing page.



- b) 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.

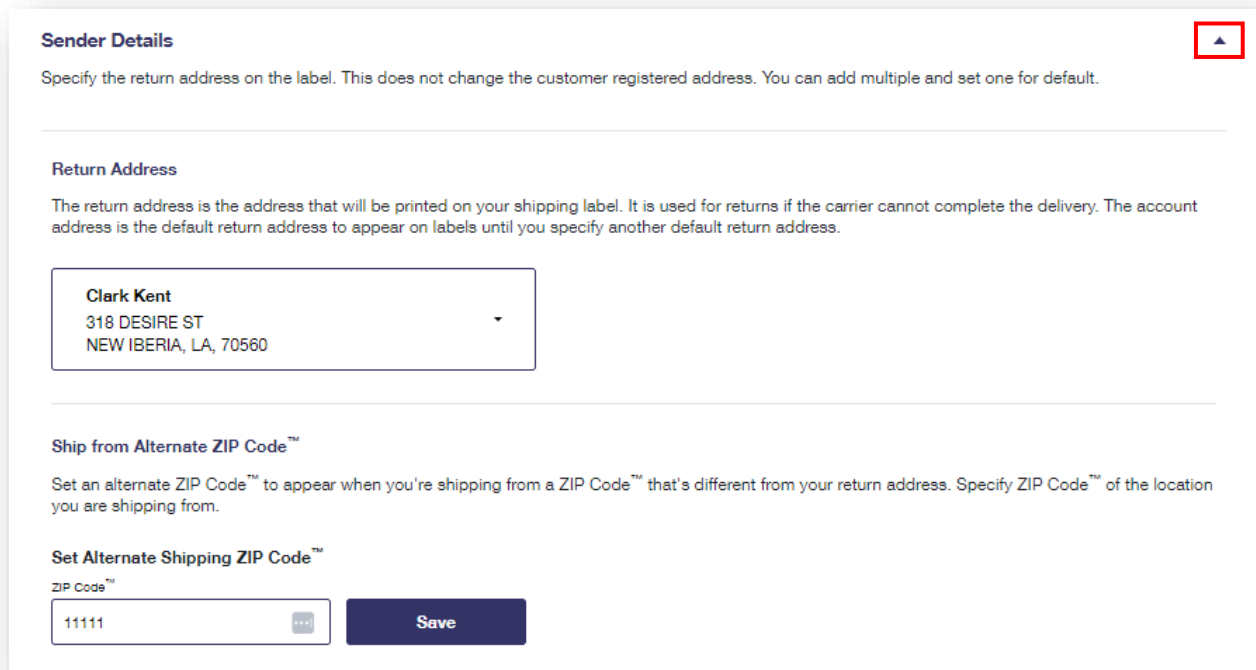



How to Edit your Preferences

1) Sender Details Preferences

Specify a return address and alternate **ZIP Code™** for your labels. This does not change your customer registered address.

- a) 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.

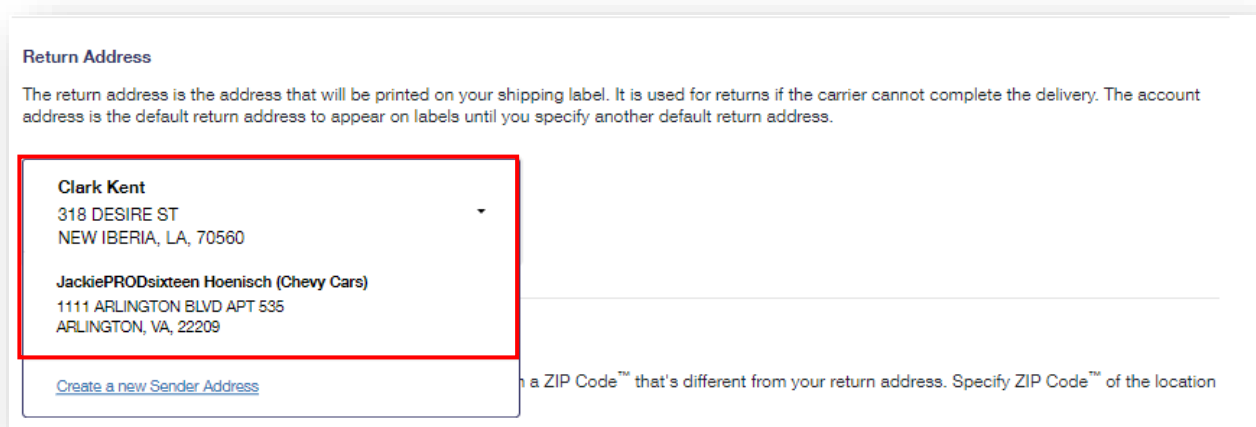
Set Alternate Shipping ZIP Code™

ZIP Code™



Save

- b) Select a default return address by selecting an address from the **Return Address** dropdown.
 - i) 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](#)

h a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location

- ii) Once selected, a **New Return Address** popup modal will be displayed. Enter the required sender details and select **Save**.

×

New Return Address

Search your Address Book

...

Q

***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 asterisk (*).

*Street Address

Apt/Suite

*City

*State

*ZIP Code™

...

AL - Alabama

▼

☐ Save to Address Book

☒ Set as Default Return Address

Save

255

- 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

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

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

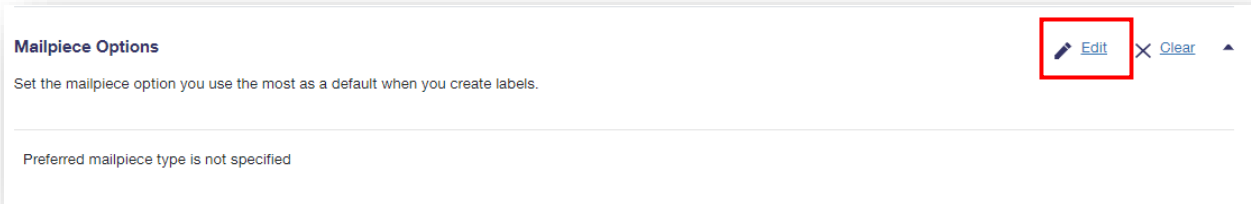
Privacy Act Statement:
 Your information will be used to provide customers with information about the status of mailings within the USPS network. For more information regarding our privacy policies visit www.usps.com/privacypolicy.

Save **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.



The image shows the top of the 'Mailpiece Options' section. The title 'Mailpiece Options' is on the left. On the right, there is an 'Edit' button with a pencil icon, a 'Clear' button with an 'X' icon, and a small upward-pointing triangle. The 'Edit' button is highlighted with a red rectangle.

- c) Select a **Mailpiece Type** – either **USPS® Flat Rate Packaging** or **Choose your own box**. If you select “Choose your own box” please enter Mailpiece weight, dimensions (if applicable), and girth (if applicable)
- d) Click **Save** to save any changes and set your Mailpiece option preferences.

(c)

(d)



The image shows the expanded 'Mailpiece Options' form. It includes the title 'Mailpiece Options' and the instruction 'Set the mailpiece option you use the most as a default when you create labels.' Below this is the section 'Preferred Mailpiece Option' with the text 'Preferred mailpiece type is not specified'. Underneath, there is a heading 'Choose your Mailpiece Type' followed by two radio button options: 'USPS® Flat Rate Packaging' (which is selected) and 'Choose your own box'. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red rectangle. A 'Feedback' button is visible on the right side of the form.

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.

[+ Add Favorite](#)

- 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)

*Name of Favorite

*Service Type

Select a service type

*Mailpiece Type

*Mailpiece Value

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

\$ 0

(d)

Save Cancel




(c)

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.

- Select the **toggle down arrow** to expand the USPS Connect® preferences section.
- Select **Edit** on the top right of the section and an expanded form will appear.

USPS Connect

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

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


USPS Connect® Radius Preference

20 mi

Filter Map View by Location Type

USPS Connect® Local

USPS Locations



- c) Select the **USPS Connect® Radius Preference** dropdown and selecting a radius from the options listed.

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

USPS Connect Radius Preference


Select Radius

- 1 Mile
- 5 Miles
- 10 Miles
- 20 Miles
- 30 Miles
- 50 Miles
- 100 Miles

Filter Map View by Location Type

USPS Connect Local

USPS Locations



- d) To Filter the Map View by Location Type (USPS Connect® Local or USPS Connect® Regional), select the **Filter Map View by Location Type** dropdown and select your option.

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

USPS Connect Radius Preference


Select Radius

Filter Map View by Location Type

- USPS Connect Local
- USPS Connect Local
- USPS Connect Regional

Save **Cancel**

USPS Locations



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

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

USPS Connect Radius Preference


Select Radius

Filter Map View by Location Type

USPS Connect Local

Save

Cancel

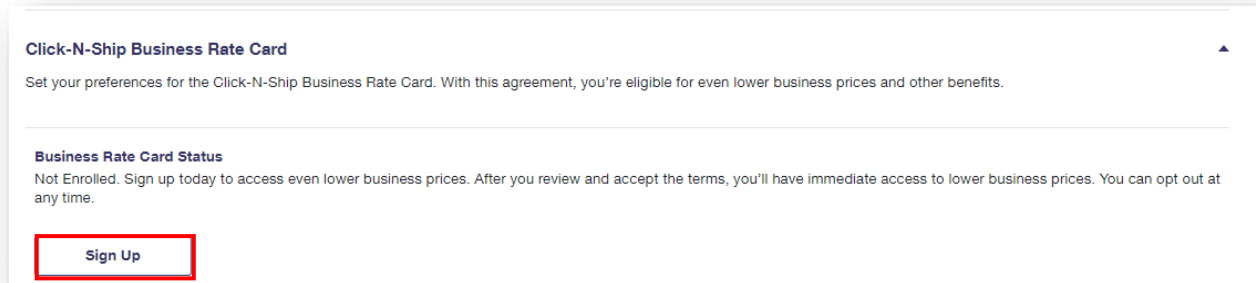
USPS Locations


Feedback

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.



This screenshot shows the 'Click-N-Ship Business Rate Card' section. It includes a title, a brief description of the benefits, and a 'Business Rate Card Status' section. The status section indicates that the user is 'Not Enrolled' and provides instructions on how to sign up. A red box highlights the 'Sign Up' button.

Click-N-Ship Business Rate Card

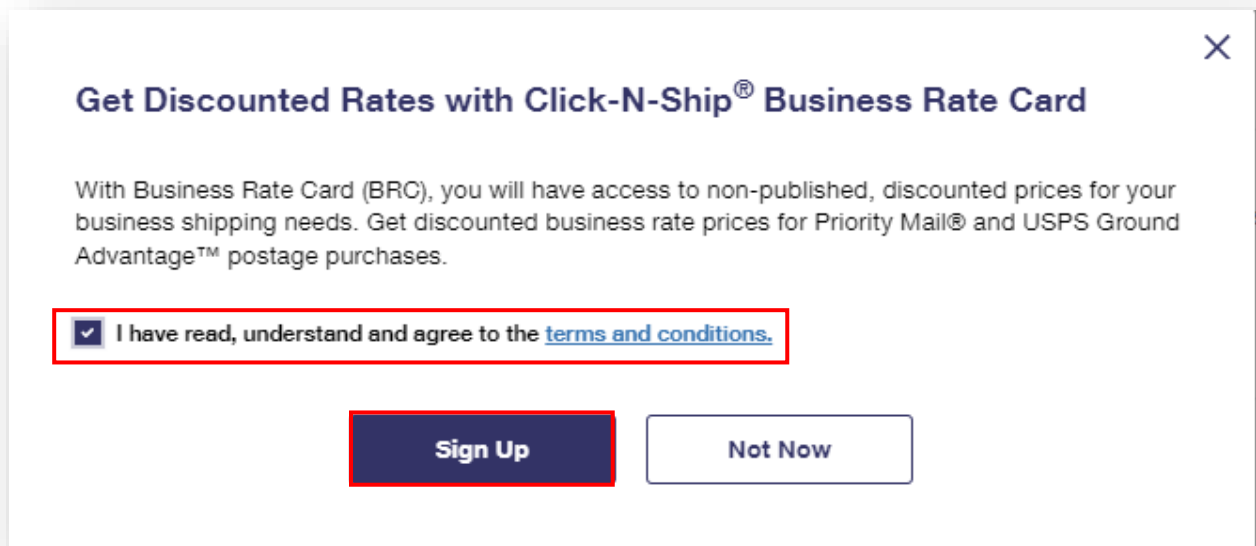
Set your preferences for the Click-N-Ship Business Rate Card. With this agreement, you're eligible for even lower business prices and other benefits.

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.



This screenshot shows a modal window titled 'Get Discounted Rates with Click-N-Ship® Business Rate Card'. It explains the benefits of the Business Rate Card (BRC) and includes a checkbox for agreeing to the terms and conditions. A red box highlights the checkbox and the 'Sign Up' button.

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.

Click-N-Ship Business Rate Card

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

Business Rate Card Status

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

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



(e) **Save** Cancel

Feedback

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.

Print Settings  [Clear](#) 

Specify preferred label printing format.

Print Preferences

No Label Printing Preferences are set


- c) Select the printing format for your labels by clicking on the dropdown button and choosing a default **Label Printing Format**.

Print Settings

Specify preferred label printing format.

Print Preferences

Select printing format for your labels.

Label Printing Format 

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

Label Printer Compatible (4 x 6) 1 page sheet

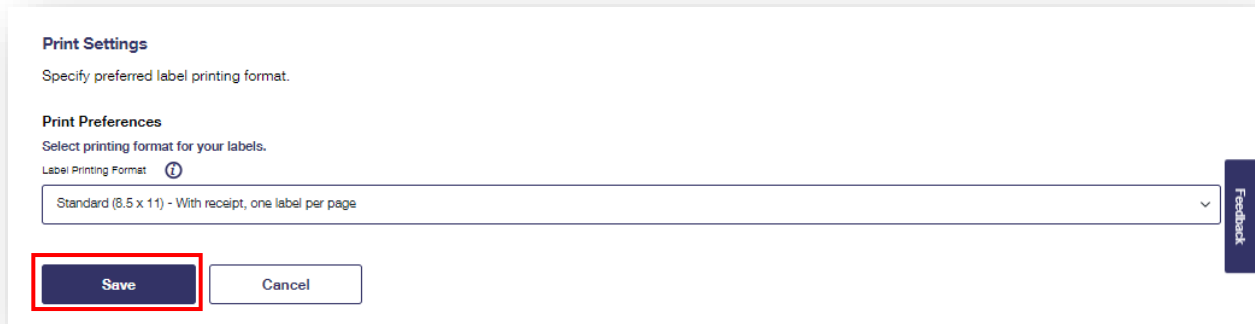
Label Printer Compatible (4 x 5) 1 page sheet

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

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

Print later at Post Office

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

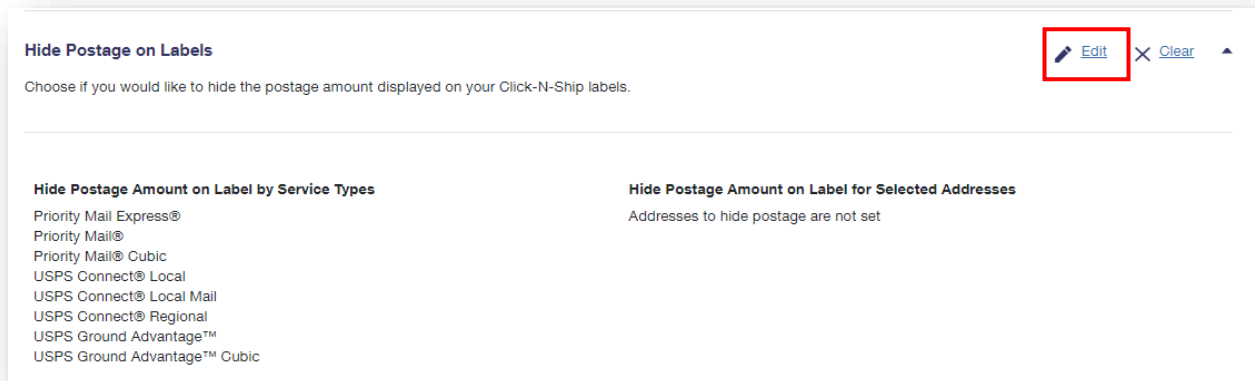


The image shows a 'Print Settings' dialog box. At the top, it says 'Print Settings' and 'Specify preferred label printing format.' Below this is a 'Print Preferences' section with the instruction 'Select printing format for your labels.' There is a 'Label Printing Format' dropdown menu with a blue information icon to its right. The selected option is 'Standard (8.5 x 11) - With receipt, one label per page'. At the bottom left, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular border. On the far right, there is a vertical 'Feedback' button.

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.

- a) Select the **toggle down arrow** to expand the hide postage on label preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.



The image shows the 'Hide Postage on Labels' settings page. At the top, it says 'Hide Postage on Labels' and 'Choose if you would like to hide the postage amount displayed on your Click-N-Ship labels.' In the top right corner, there are two buttons: 'Edit' (with a pencil icon) and 'Clear' (with an 'X' icon). The 'Edit' button is highlighted with a red rectangular border. Below the buttons, there are two sections: 'Hide Postage Amount on Label by Service Types' and 'Hide Postage Amount on Label for Selected Addresses'. The first section lists several service types: Priority Mail Express®, Priority Mail®, Priority Mail® Cubic, USPS Connect® Local, USPS Connect® Local Mail, USPS Connect® Regional, USPS Ground Advantage™, and USPS Ground Advantage™ Cubic. The second section says 'Addresses to hide postage are not set'.

- c) **Hide postage preferences by service type** by choosing the mail classes you wish to hide postage displayed on your labels for.
- d) **Hide postage preferences by address** by using the Address Book to add labels to the list below that you wish to hide postage displayed on your labels for:
- e) Click **Save** to save any changes and set your suppressed postage preferences.

Hide Postage on Labels

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

You can hide postage by Service Type and you can choose specific addresses to hide postage from.

Hide Postage Preferences by Service Type

Choose the mail classes you wish to hide postage displayed on your labels for:

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

Save

Cancel

Hide Postage Preferences by Address

Use the Address Book to add labels to the list below that you wish to hide postage displayed on your labels for:

Add From Address Book

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



Edit



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)

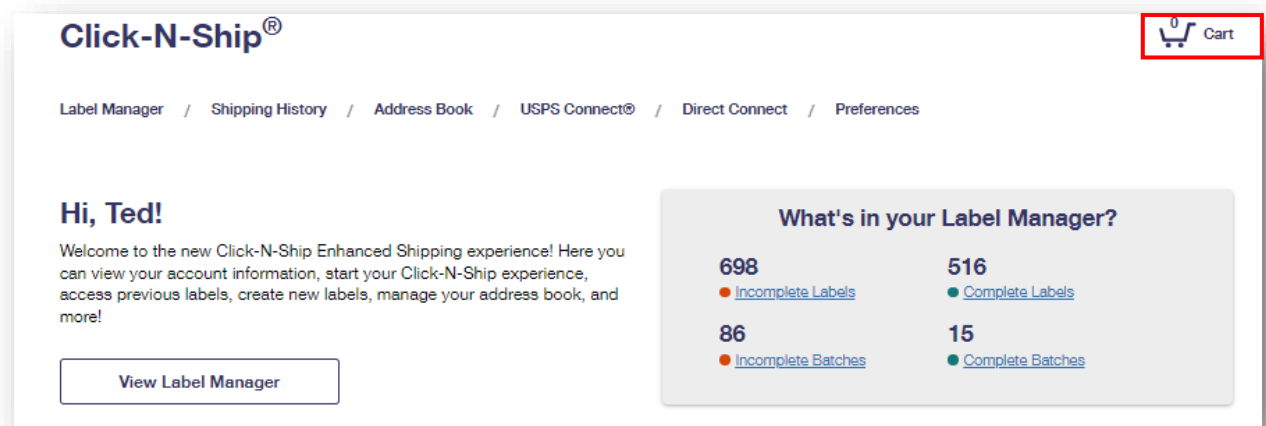
(c)

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.



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

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

- b) If a USPS® Smart Locker was selected, it will be displayed under the **Recipient** Section.

Label Cart (2)
[Back to Label Manager](#)

Remove

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

- 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

	<input checked="" type="checkbox"/> 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	\$4.95 Free
Edit					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

	<input checked="" type="checkbox"/> 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	\$20.69 Free Free Free
Edit					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 checked="" type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
<input checked="" type="checkbox"/> 1 of 2 Edit	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	\$20.69 Free Free Free
Total Label Cost						\$20.69
<input checked="" type="checkbox"/> 2 of 2 Edit	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	\$20.69 Free Free Free
Total Label Cost						\$20.69

USPS® Shipping Supplies

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

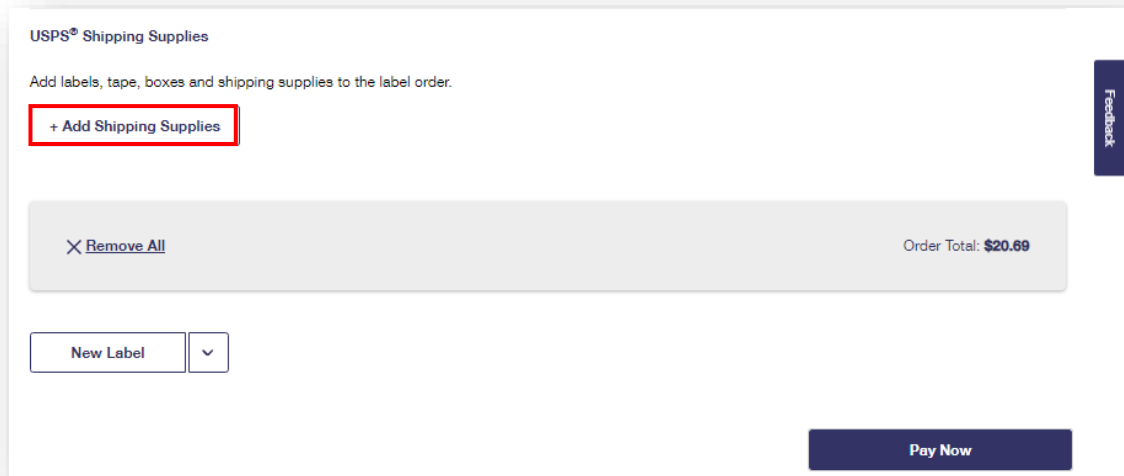
+ Add Shipping Supplies

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

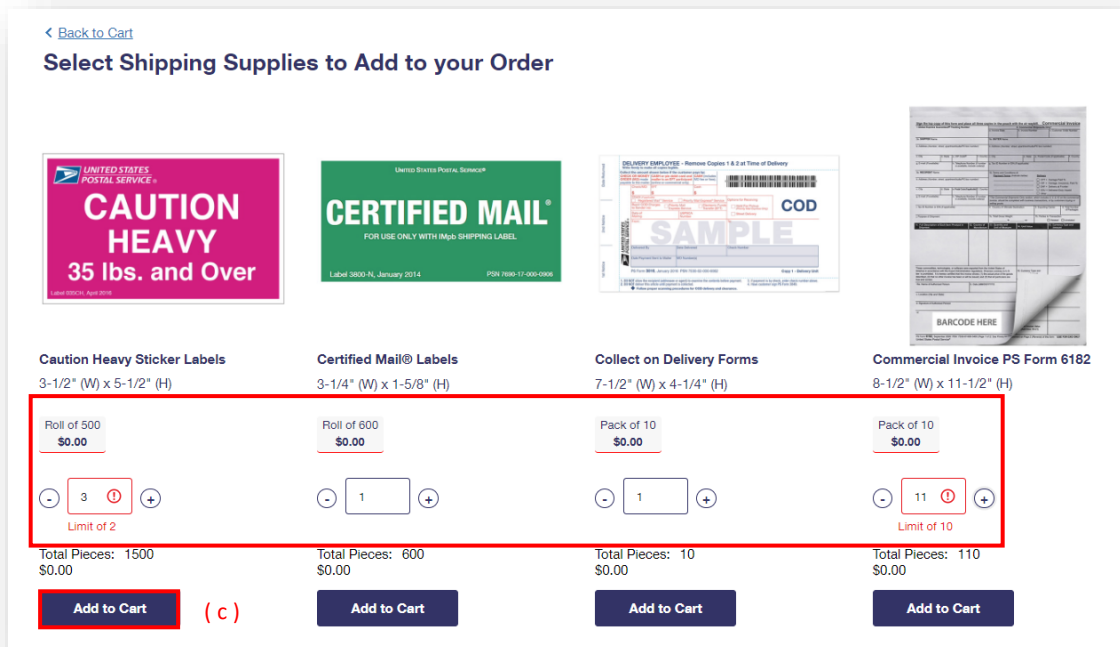
[X Remove All](#) Order Total: **\$20.69**

New Label

Pay Now




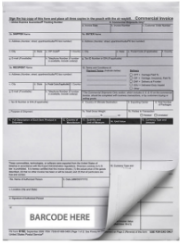
- b) Select the **type** and **quantity** of shipping supplies that you would like to add to your order (*Note, each shipping supply product will display the different pack sizes and the minimum / maximum quantity available that it comes with*).
- c) To add a product to your order select **Add to Cart**.

(b)



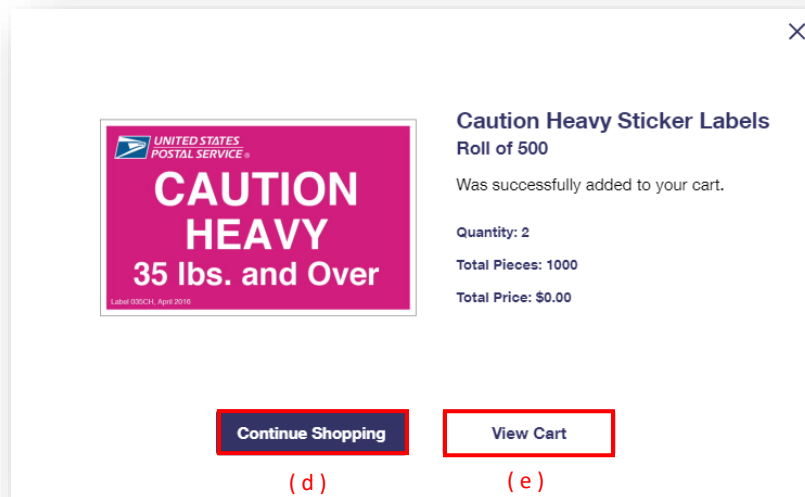
[Back to Cart](#)

Select Shipping Supplies to Add to your Order

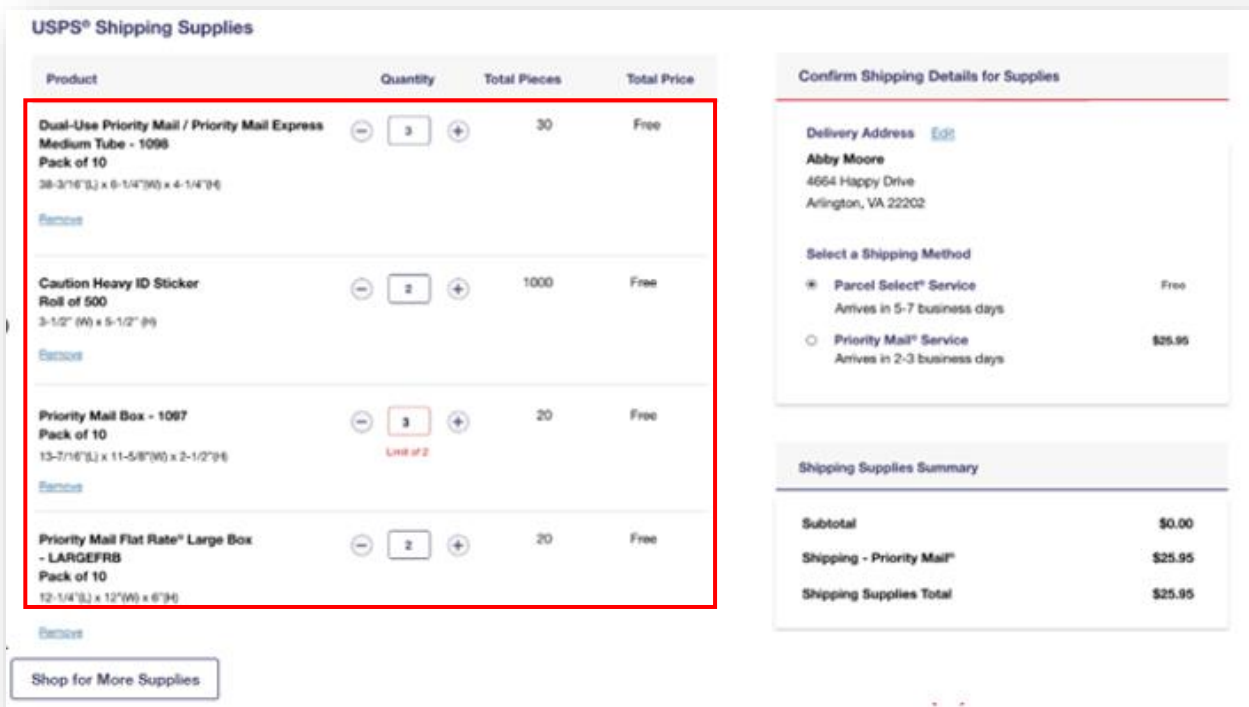
 Caution Heavy Sticker Labels 3-1/2" (W) x 5-1/2" (H)	 Certified Mail® Labels 3-1/4" (W) x 1-5/8" (H)	 Collect on Delivery Forms 7-1/2" (W) x 4-1/4" (H)	 Commercial Invoice PS Form 6182 8-1/2" (W) x 11-1/2" (H)
Roll of 500 \$0.00	Roll of 600 \$0.00	Pack of 10 \$0.00	Pack of 10 \$0.00
<input type="button" value="-"/> <input type="text" value="3"/> <input type="button" value="+"/> Limit of 2	<input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/>	<input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/>	<input type="button" value="-"/> <input type="text" value="11"/> <input type="button" value="+"/> 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	Add to Cart	Add to Cart	Add to Cart

(c)

- 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.



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.

USPS® Shipping Supplies

Product	Quantity	Total Pieces	Total Price
Dual-Use Priority Mail / Priority Mail Express Medium Tube - 1098 Pack of 10 38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) Remove	<div><div>-</div><div>3</div><div>+</div></div>	30	Free
Caution Heavy ID Sticker Roll of 500 3-1/2" (W) x 5-1/2" (H) Remove	<div><div>-</div><div>2</div><div>+</div></div>	1000	Free
Priority Mail Box - 1097 Pack of 10 13-7/16"(L) x 11-5/8"(W) x 2-1/2"(H) Remove	<div><div>-</div><div>3</div><div>+</div></div> <div>Limit of 2</div>	20	Free
Priority Mail Flat Rate® Large Box - LARGEFRB Pack of 10 12-1/4"(L) x 12"(W) x 6"(H) Remove	<div><div>-</div><div>2</div><div>+</div></div>	20	Free

Shop for More Supplies

Confirm Shipping Details for Supplies

Delivery Address [Edit](#)
Abby Moore
4664 Happy Drive
Arlington, VA 22202

Select a Shipping Method

☒ Parcel Select® Service
Arrives in 5-7 business days

☐ Priority Mail® Service
Arrives in 2-3 business days

Free

\$25.95

Shipping Supplies Summary

Subtotal	\$0.00
Shipping - Priority Mail®	\$25.95
Shipping Supplies Total	\$25.95

- b) Update the Shipping Supplies address manually or select one from your address book by selecting **Use Address Book**.
- c) Once finished, select **Save**.

Shipping Supplies Delivery Address

Please provide a delivery address for you would like your shipping supplies delivered.

Use Address Book

*First Name

Abby

MI

*Last Name

Moore

Company

Phone

864-675-0046

Email

*Country

United States

*Street Address

4664 Happy Drive

Apt/Suite/Other

*City

Arlington

*State

VA

*ZIP Code™

22202

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







✕ Remove All

Order Total: **\$20.69**

New Label ▾

-  New Label
-  New Batch
-  File Upload

Pay Now

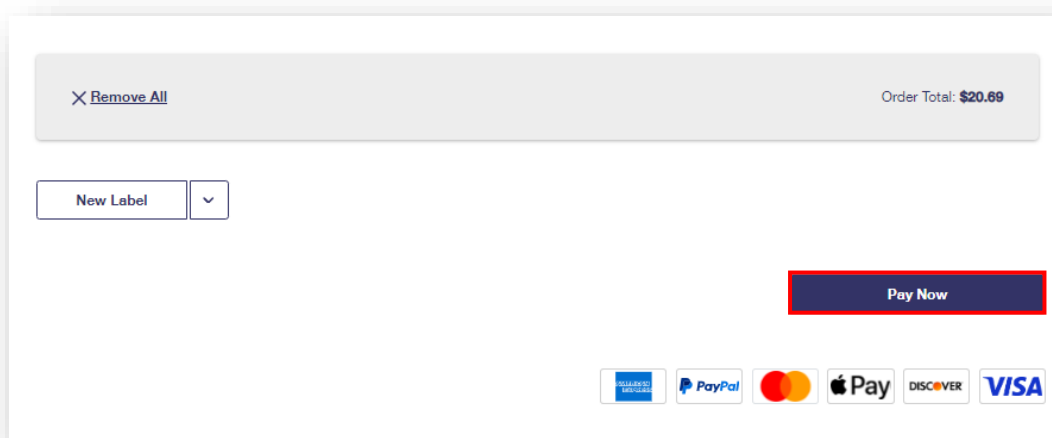


How to Pay for Your Label(s) – 7 Payment Methods

Within Enhanced Click-N-Ship®, customers can pay for their label(s) via Debit / Credit Card, PayPal, Click to Pay, Apple Pay, EPS, 3rd 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.

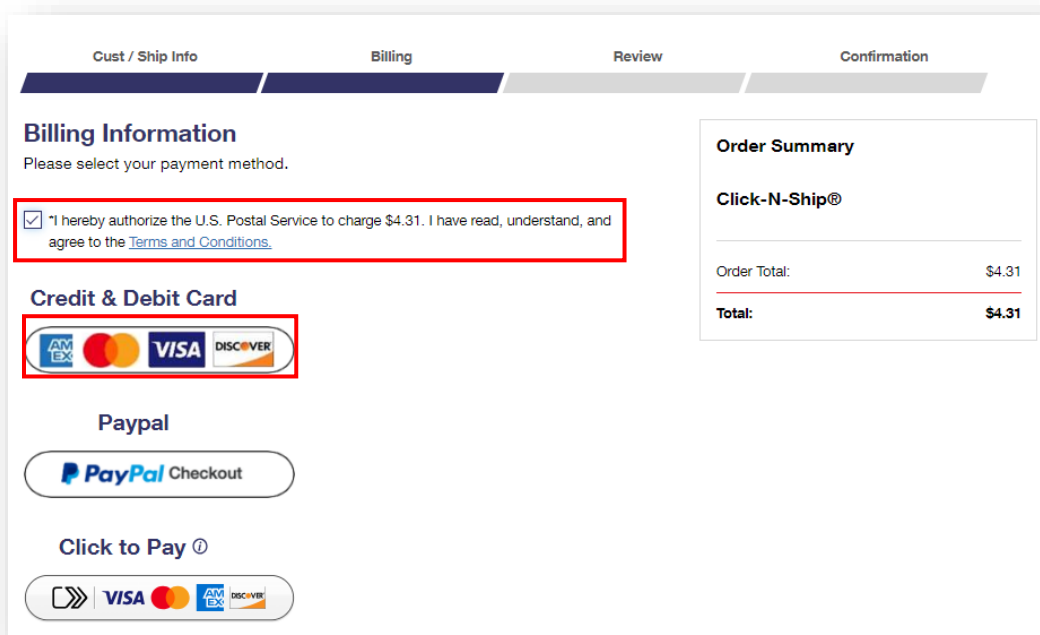


The image shows a 'Label Cart' interface. At the top left, there is a link to 'Remove All'. At the top right, the 'Order Total' is \$20.69. Below this, there is a 'New Label' button with a dropdown arrow. A large red 'Pay Now' button is positioned on the right side. At the bottom, there are icons for American Express, PayPal, Mastercard, Apple Pay, Discover, and Visa.

- 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.

(b)


(c)



The image shows a payment page with a progress bar at the top indicating the current step is 'Billing'. The 'Billing Information' section asks the user to select a payment method. A checkbox is checked, authorizing the U.S. Postal Service to charge \$4.31. Below this, the 'Credit & Debit Card' section is highlighted with a red box, showing icons for American Express, Mastercard, Visa, and Discover. The 'Paypal' section shows a 'PayPal Checkout' button. The 'Click to Pay' section shows a 'Click to Pay' button with icons for Visa, Mastercard, and Discover. On the right, the 'Order Summary' shows the 'Click-N-Ship®' order with a total of \$4.31.

- d) Once the payment method is selected, enter your **Credit or Debit Card Information**.
- i. *Note, to save your card to your account, select **Save this card to my account**. To make this card your preferred card, select **Make this my preferred card**.*


Credit & Debit Card



Credit or Debit Card Information

*Required Field

(d)

*Cardholder's Name as it appears on card	Card Nickname (Business Card, Personal Card, etc.)	
<input type="text" value="Rocky Balboa"/>	<input type="text" value="Card Nickname"/>	
*Card Number	*CVC ⓘ	*Expires on
<input type="text" value=""/> 	<input type="text" value=""/>	<input type="text" value="MM/YY"/>

(i)

☐ 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

(d)

*Address 1	Address 2	
<input type="text" value="300 SUPERMAN ST"/>	<input type="text" value=""/>	
*City	*State	*ZIP Code™
<input type="text" value="Charlotte"/>	<input type="text" value="NC - North Carolina"/>	<input type="text" value="33333"/>

(i)

Print and Pay

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

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

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

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

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

Accept & Continue

You must accept to continue and place your order.

2) Option 2 – Paying with PayPal

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

The screenshot shows a 'Label Cart' interface. At the top left, there is a link 'X Remove All'. At the top right, it says 'Order Total: \$20.69'. Below this, there is a 'New Label' button and a dropdown arrow. At the bottom right, a dark blue button labeled 'Pay Now' is highlighted with a red rectangular box. At the very bottom, there are logos for American Express, PayPal, Mastercard, Apple Pay, Discover, and Visa.

- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **PayPal** as the payment option.

The screenshot shows a payment page with a progress bar at the top: 'Cust / Ship Info', 'Billing' (active), 'Review', and 'Confirmation'. The main section is titled 'Billing Information' with the instruction 'Please select your payment method.'.

(b) A red box highlights the following text: ☒ "I hereby authorize the U.S. Postal Service to charge \$4.31. I have read, understand, and agree to the [Terms and Conditions](#)."

Below this is the 'Credit & Debit Card' section with logos for AMEX, Mastercard, VISA, and DISCOVER.


(c) A red box highlights the 'Paypal' section, which contains a button labeled 'PayPal Checkout'.

At the bottom is the 'Click to Pay' section with logos for VISA, Mastercard, AMEX, and DISCOVER.

On the right side, there is an 'Order Summary' box. It is titled 'Click-N-Ship®' and contains the following information:

Order Total:	\$4.31
Total:	\$4.31

- d) Select **Accept & Continue** to proceed with paying for your order.



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

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


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

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

Accept & Continue

You must accept to continue and place your order.

- e) To proceed with paying with PayPal, **login** or **create a new account**.



Pay with PayPal

Enter your email address to get started.

Email or mobile number



[Forgot email?](#)

Next

or

Create an Account

[Cancel and return to U.S. Postal Service](#)

  English | Français | Español | 中文

- f) Once logged in, enter your **Debit / Credit Card and Billing Information**, and select **Save**.

How would you like to pay?

Enter your info once to complete this purchase. Then shop at millions of PayPal merchants around the world.

Add a debit or credit card

Card number
0000 0000 0000 0000

You can pay with MasterCard, Discover, Visa, American Express and Diners. Other cards will be supported soon.

Expiration date
CVV

Expiration date is required
Security code is required

First name
Last name

First name is required
Last name is required

Billing address
Select a billing address
500 Jesse Stone Ave., Baton Rouge, LA 70813

+ Add a new address

Save

- g) Select **Complete Purchase** to proceed with paying for your order.

You're all set! Now you can use your card to check out.

Pay with

Mastercard
Debit ****
Make this my preferred way to pay

PayPal Credit
Get \$10 off your purchase of \$8.51. Subject to credit approval. [See terms](#)

+ Add debit or credit card

Pay Later

Pay in 4
4 interest-free payments on eligible purchases of \$30.00-\$1,500.00. Not available for this transaction.

Pay Monthly
Pay over time for eligible purchases of \$199.00-\$10,000.00. Not available for this transaction.

Complete Purchase

[Payment method rights](#)

To help make sure this payment is successful, we'll first try \$1.00 USD on your card - this will usually drop off your card within one business day.

[Cancel and return to U.S. Postal Service](#)

3) Option 3 – Paying with Click to Pay

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

The screenshot shows a 'Label Cart' page. At the top left, there is a link 'X Remove All'. At the top right, the 'Order Total' is '\$20.69'. Below this, there is a 'New Label' button and a dropdown arrow. At the bottom right, the 'Pay Now' button is highlighted with a red rectangular box. At the bottom center, there are logos for American Express, PayPal, Mastercard, Apple Pay, Discover, and Visa.

- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Click to Pay** as your payment option.

The screenshot shows the 'Billing Information' section of a payment page. The page has a progress bar at the top with four steps: 'Cust / Ship Info', 'Billing', 'Review', and 'Confirmation'. The 'Billing' step is currently active. The 'Billing Information' section has the heading 'Billing Information' and the instruction 'Please select your payment method.' Below this, there is a checkbox with the text 'I hereby authorize the U.S. Postal Service to charge \$4.31. I have read, understand, and agree to the [Terms and Conditions](#).' This checkbox is highlighted with a red rectangular box and labeled with a red '(b)'. Below the checkbox, there are three payment method sections: 'Credit & Debit Card' with logos for AMEX, Mastercard, VISA, and DISCOVER; 'Paypal' with a 'PayPal Checkout' button; and 'Click to Pay' with a 'Click to Pay' icon and logos for VISA, Mastercard, AMEX, and DISCOVER. The 'Click to Pay' section is highlighted with a red rectangular box and labeled with a red '(c)'. To the right of the 'Billing Information' section, there is an 'Order Summary' box. It has the heading 'Order Summary' and the sub-heading 'Click-N-Ship®'. Below this, it shows 'Order Total: \$4.31' and 'Total: \$4.31'.

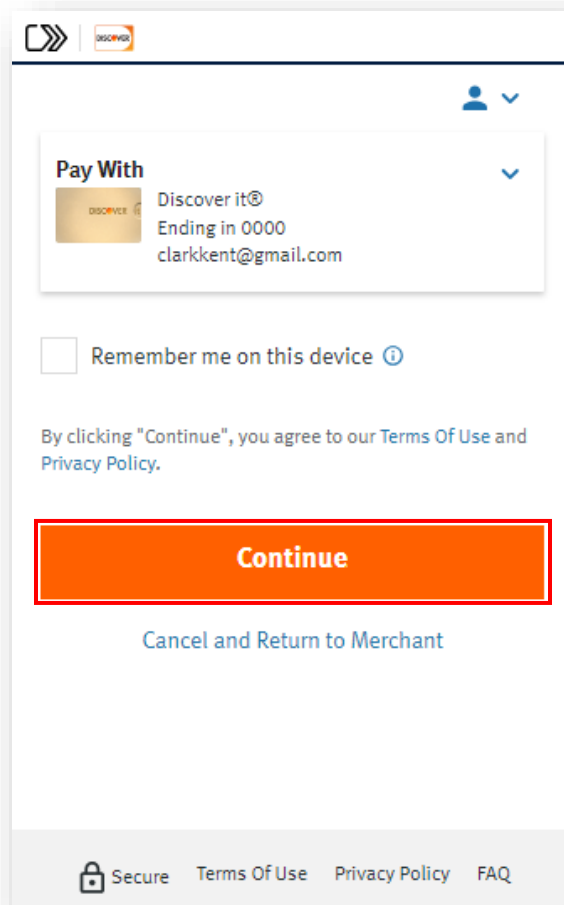
d) If you're a new user, enter your **Credit / Debit Card information** and select **Continue**.

The screenshot shows a checkout form titled "Easy and smart online checkout" with the subtitle "Pay with confidence with Click to Pay". At the top, there are logos for Visa, Mastercard, American Express, and Discover. Below the title, there are two tabs: "NEW" (selected) and "RETURNING". The "NEW" tab is highlighted with a red border. Below the tabs, there is a "Card Number" input field. Below that, there are two input fields: "Expires" and "Security Code", with a help icon to the right of the "Security Code" field. Below these fields, there is a line of text: "Your information will be shared with participating payment networks, service providers and as otherwise described in our [Privacy Notice](#) to give you the appropriate experience." At the bottom, there is a blue "CONTINUE" button, also highlighted with a red border.

e) If you are a returning user, enter your **email address** and select **Continue**.

The screenshot shows the same checkout form as above, but with the "RETURNING" tab selected. The "NEW" tab is now greyed out. Below the tabs, there is an "Email Address" input field. Below this field, there is a line of text: "By continuing, you agree to Visa's [Privacy Notice](#)." At the bottom, there is a blue "CONTINUE" button, also highlighted with a red border.

- f) Ensure that the saved card is correct and select **Continue** to proceed with paying for your order.



The image shows a mobile payment interface. At the top, there is a header with a logo and the word "DISCOVER". Below this, a user profile icon is visible. The main section is titled "Pay With" and displays a Discover card with the text "Discover it®", "Ending in 0000", and "clarkkent@gmail.com". Below the card information, there is a checkbox labeled "Remember me on this device" with an information icon. A disclaimer states: "By clicking 'Continue', you agree to our [Terms Of Use](#) and [Privacy Policy](#)." A large orange button labeled "Continue" is prominently displayed and highlighted with a red border. Below it, a link "Cancel and Return to Merchant" is visible. At the bottom, a footer contains a lock icon, the word "Secure", and links for "Terms Of Use", "Privacy Policy", and "FAQ".

Pay With

Discover it®
Ending in 0000
clarkkent@gmail.com

☐ Remember me on this device ⓘ

By clicking "Continue", you agree to our [Terms Of Use](#) and [Privacy Policy](#).

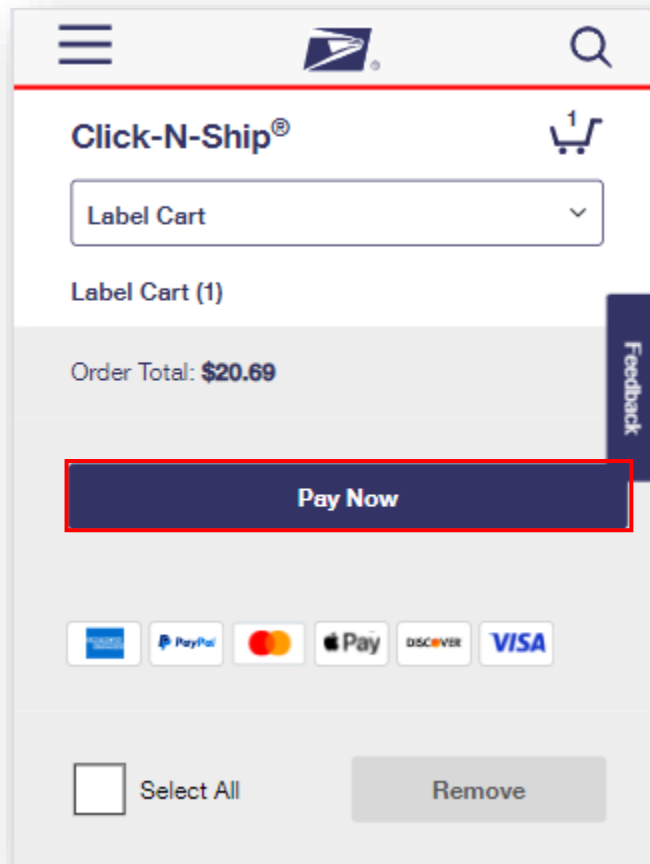
Continue

[Cancel and Return to Merchant](#)

Secure [Terms Of Use](#) [Privacy Policy](#) [FAQ](#)


4) Option 4 – Paying with Apple Pay (IOS users only)

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.



- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Apple Pay** as your payment option

(b)





Click-N-Ship 

2. Billing


Billing Information
Please select your payment method.


☐ *I hereby authorize the U.S. Postal Service to charge \$9.30.
I have read, understand, and agree to the [Terms and Conditions](#).






Credit & Debit Card

Paypal




Click to Pay 


    

(c)



Apple Pay




- d) Select an **Apple Payment Method (Apple Cash / Debit / Credit Card)** and proceed with paying for your order.

Apple Pay 

Pay In Full **Pay Later**

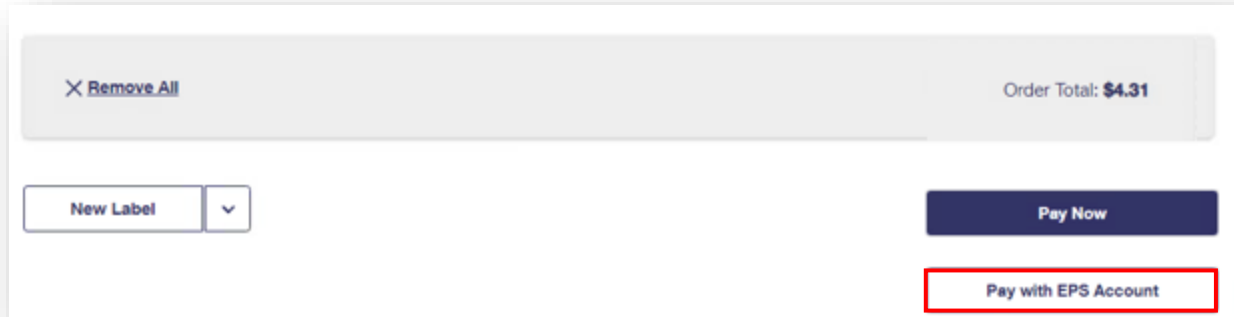
 **Apple Cash**
\$0.00 Insufficient Balance 

Pay USPS 
\$9.30

5) Option 5 – Paying with an Enterprise Payment System (EPS) Account

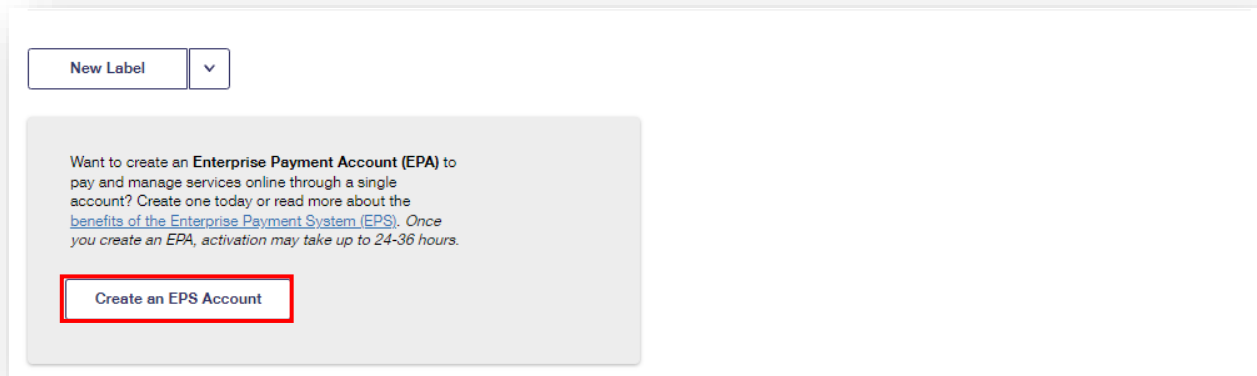
a) If you already have an EPS Account, select **Pay with an EPS Account**.

i. *Note, this option will only be displayed once an EPS Account has been created.*



The screenshot shows a payment interface. At the top left, there is a link 'X Remove All'. At the top right, it says 'Order Total: \$4.31'. Below this, on the left, is a 'New Label' button with a dropdown arrow. On the right, there are two buttons: 'Pay Now' and 'Pay with EPS Account'. The 'Pay with EPS Account' button is highlighted with a red rectangular border.

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**.



The screenshot shows a form for creating an Enterprise Payment Account (EPA). At the top left, there is a 'New Label' button with a dropdown arrow. Below this, there is a text box containing the following text: 'Want to create an Enterprise Payment Account (EPA) to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.' Below the text box, there is a button labeled 'Create an EPS Account', which is highlighted with a red rectangular border.

(a)

- 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

Terms and Conditions

[Print Terms and Conditions](#)

ENTERPRISE PAYMENT SYSTEM

By checking the "AGREE" box, you acknowledge that you have read, understand and agree to the terms and conditions set forth for the Enterprise Payment System (EPS) as described below.

This Terms and Conditions of Use Agreement (this "Agreement") is a legal agreement between you ("You" or "Your" or "User" or "Mailer") and the United States Postal Service, an Independent Establishment of the Executive Branch of the United States Federal Government ("USPS" or "Postal Service"). The Agreement sets forth the terms and conditions for Your use of the USPS Enterprise Payment System. User acknowledges and agrees that he, she or the entity User has accepted the Agreement on behalf of is solely responsible for and shall abide by these Terms and Conditions of Use as well as all policies, procedures and regulations of the United States Postal Service.

To the extent that the terms and conditions are not consistent with any provisions of the Domestic Mail Manual (DMM) or any other regulations or rulings of the USPS applicable to its mail, products or services presented pursuant to this Agreement or any other service agreement participant has with the USPS, the DMM and those regulations and rulings will prevail.

The Postal Service reserves the right to change the terms, conditions, and notices under which the USPS Enterprise Payment System is offered. If You do not agree to, or cannot comply with, the Agreement as amended, You must stop using the USPS Enterprise Payment System. You will be deemed to have accepted the Agreement as amended if You continue to use the system. User agrees to review these Terms of Use from time to time to ensure compliance with these terms and conditions. The Terms of Use can be accessed at any time by clicking here: <https://postalpro.usps.com/eps/terms>. User acknowledges and agrees that his or her use of the service is subject to any such changes and that Mailer's use of the service constitutes acceptance of such changed terms whether such terms have been modified or whether User has received actual notice of any changes to these Terms.

To use an Enterprise Payment Account (EPA), an account under EPS, You or a designated representative(s) of Your company who desires and enables its users to access EPS agree as follows:

1. Enrollment and Linking of Products and Services

The Business Location or Customer Registration ID (CRID) number under which You were provided by the Business Customer Gateway (BCG) will be linked to Your EPA. The information captured from said Business Location includes Your First and Last Name, Company Name, Location (address), Email Address and Telephone Number. For information regarding USPS Privacy Policy, visit <http://about.usps.com/who-we-are/privacy-policy/welcome.htm>.

☒ I have read and agree to the terms and conditions for creating an Enterprise Payment System account.

Cancel

Submit

Feedback

- d) Verify that your EPS Account Details / Information is correct and select **Next** to proceed to the next section.

Click-N-Ship®

1 Cart

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

Create a New EPS Account

1. Verify Details

2. Select CRID

3. Complete & Payment Setup

Step 1: **Verify Details**

Please verify your information.

Full Name
Clark
Kent

Phone Number
(704) 000-0000

Email Address
clarkkent@gmail.com

Notice something incorrect?
[Click here to update your account](#)

Feedback


[Cancel](#)

Back

Next

- e) Select the **Business Location** to associate with the EPS account and select **Next** to proceed to the next section.
- i. *Note, the Business Location that you select will determine what users are eligible for access to the account. You will be able to determine individual access and roles in the next step.*

Click-N-Ship®

 Cart

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

Create a New EPS Account

1. Verify Details

2. Select CRID

3. Complete & Payment Setup

Step 2: Select CRID

Please select a Business Location to associate with this EPS account.

The Business Location you select will determine what users are eligible for access to the account. You will be able to determine individual access and roles in the next step.

*Only **one** Business Location can be selected.

Showing 1-2 out of 2 accounts

☒ 94827777

Principal Account Contact:
300 SUPERMAN ST, KALAMAZOO, MI 00000-0000

☐ 94821234

Principal Account Contact:
320 SPIDERMAN ST, DALLAS, TX 00000-0000

[Cancel](#)

Back

Next

- f) To manage user roles, transfers, withdrawals, or products and services, select the **Here** hyperlink.
- g) To proceed with setting up a payment method via a **Trust Account**, select **Deposit Instructions**.
 - i. *Note, a Trust account has already been set up for you and only needs a deposit to be activated.*
- h) To Proceed with setting up a payment method via **ACH Debit**, select **Create an Account**.
 - i. *Note, you can also add an ACH Debit as a payment method. One is required for setup, and you can easily add another one later.*
- i) To set up your payment methods later, select **Set up later and go back to Label Manager**.

Click-N-Ship®

Cart

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

Create a New EPS Account

1. Verify Details

2. Select CRID

3. Complete & Payment Setup


Congratulations! Your EPS account is created!

✓ Your EPS Number is: 1000013577

(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

(g)



ACH Debit
Designate a debit-enabled bank account for all charges.

Create an Account

(h)

[Set up later and go back to Label Manager](#)

(i)

- j) Once your EPS Account and Payment Method has been created select **Pay with an EPS Account** to proceed with paying for your order.

This screenshot shows a payment selection interface. At the top left, there is a link to 'Remove All' with an 'X' icon. At the top right, the 'Order Total' is displayed as '\$4.31'. Below these, on the left, is a 'New Label' button with a dropdown arrow. On the right, there are two buttons: 'Pay Now' and 'Pay with EPS Account'. The 'Pay with EPS Account' button is highlighted with a red rectangular border.


- k) Select a **Billing Account** to pay for your label(s) by clicking on the dropdown and choosing an account.

This screenshot shows the Click-N-Ship checkout page. The header includes the 'Click-N-Ship' logo, a 'Switch Payer Account' link, and a shopping cart icon with '1' item. Below the header is a navigation bar with links: 'Label Manager', 'Shipping History', 'Address Book', 'USPS Connect', 'Direct Connect', and 'Preferences'. The main content area is divided into two sections. On the left, under 'Billing Information', is the 'Select Account and Payment Method' section. It includes a 'Billing to:' label, a note to 'Select from options below', and a dropdown menu labeled '*Select EPS/ACH Trust Billing Account' with the text 'Choose' and a dropdown arrow. This dropdown menu is highlighted with a red rectangular border. On the right is the 'Checkout Summary' box, which lists the items and their costs: '1x Priority Mail Express® Legal Flat Rate Envelope' for '\$4.31' and '1x Insurance – Priority Mail Express' for 'Free'. The 'Total' is '\$4.31'. At the bottom of the page, there is a 'Back to Cart' button on the left and a 'Pay Now' button on the right.

- l) Select a **Payment Method** by clicking on the dropdown and choosing a payment method.
- m) Once the Billing Account and Payment Method have been selected, click on the **Pay Now** button to proceed with payment.

Click-N-Ship®

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

 Cart

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

Billing Information
Select Account and Payment Method

Billing to:
EPS Account Ending in 8955 (USPS)
TRUST Account

Balance: \$84,066.00

*Select EPS/ACH Trust Billing Account

EPS Account Ending in 8955 (USPS)

*Select Account Payment Method

TRUST Account

Back to Cart

Pay Now

Checkout Summary

1x Priority Mail Express® Legal Flat Rate Envelope **\$4.31**
1x Insurance – Priority Mail Express **Free**

Total: **\$4.31**

(l) (m)

6) Option 6 – Pay Using 3rd Party Authorization (Business Accounts)

- a) If you created label(s) via the Enhanced Click-N-Ship® 3rd Party feature and would like to proceed with paying for the label(s) with the Payers EPS Account, select **Pay with EPS** to proceed to the Payment Confirmation page.
- i. *Note, as the Shipper – you will not be able to see the Payer’s rates and prices when creating label(s) for them.*

Label Cart (2)
[Back to Label Manager](#)

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
<div><input type="checkbox"/> 1 of 2 Edit</div>	03/31/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	Priority Mail Express® Legal Flat Rate Envelope	Value: \$100	Legal Flat Rate Envelope Insurance – Priority Mail Express Hidden Postage	\$—.—*
<div><input type="checkbox"/> 2 of 2 Edit</div>	03/29/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 77777-8888	Priority Mail® Flat Rate Envelope	Value: \$100	Fiat Rate Envelope Insurance USPS Tracking Electronic	\$—.—*

USPS® Shipping Supplies
Add labels, tape, boxes and shipping supplies to the label order.

+ Add Shipping Supplies

[Remove All](#)

*Prices determined on payment

New Label

▼

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

Pay with EPS Account

- b) If you have any outstanding Postage Dues listed on your account, you will encounter the following error at the top of the Label Cart page. To proceed with paying off the outstanding Postage Dues, select **Pay Postage Dues** or **Pay Postage Dues with EPS**.
- i. *Note, you will not be able to proceed with shipping unless the Postage Dues are paid in full. All Postage Dues must be paid with your own account, not the payers.*

Error: Postage dues must be paid for using your own account. Switch to your account and pay for the postage dues to continue shipping.

Remove

<input type="checkbox"/> Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
Postage Due					
You currently have 3 postage dues in your Cart as shown below. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label.					
* All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You can choose to pay only Postage Dues or pay Postage Dues along with your Next label transaction. The Order Total at the bottom of the Cart includes Postage Dues.					
1 of 2	03/18/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	Postage Due ⓘ Priority Mail® Choose Your Own Box Label Number: <u>098765434567890</u>	16 oz	Reason for Postage Due: Zone \$0.25 Total Postage Due \$0.25
2 of 2	03/18/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	Postage Due ⓘ Priority Mail® Small Flat Rate Box Label Number: <u>098765434567890</u>	16 oz	Reason for Postage Due: Zone \$0.25 Total Postage Due \$0.25

Remove

You must pay with your account.

Pay Postage Dues

Pay Postage Dues With EPS

7) Option 7 – Pay Using OMAS (Official Mail Accounting System)

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

The screenshot shows a 'Label Cart' interface. At the top left, there is a link to 'Remove All' with a small 'X' icon. At the top right, the 'Order Total' is displayed as '\$20.69'. Below this, there is a 'New Label' button and a dropdown arrow. On the right side, a dark blue 'Pay Now' button is highlighted with a red rectangular box. At the bottom, there are logos for various payment methods: American Express, PayPal, Mastercard, Apple Pay, Discover, and Visa.

- 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**.

(b)

(c)

(d)

(e)

(f)

The screenshot shows the 'Billing Information' page. On the left, under the heading 'Use OMAS', there is a paragraph explaining that OMAS is safe and easy, and that all information is encrypted. Below this, the 'Agency ID' is listed as '123'. A note asks the user to confirm they agree to shipping fees being charged to their OMAS account. There are three input fields, each with a red border: the first is labeled '*Your Name' and contains 'Elle Consolvo'; the second is labeled 'Agency Cost Code' and is empty; the third is labeled '*Your Email Address' and is empty. Below these fields, there is a checkbox and a line of text: 'I hereby authorize the U.S. Postal Service to charge \$8.50. I have read, understand, and agree to the [Terms and Conditions](#).' The checkbox is currently unchecked. At the bottom, a green 'Print and Pay' button is highlighted with a red rectangular box. On the right side, there is an 'Order Summary' section showing the 'Click-N-Ship' logo, the 'Order Total' as '\$8.50', and the 'Total' as '\$8.50'.

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



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

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

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

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

Accept & Continue


You must accept to continue and place your order.

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® 3rd Party Authorization feature to create and ship label(s), you will not be able to see the Payer's rates and prices on the Payment Confirmation page.*

Click-N-Ship®

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

Thank you for choosing the United States Postal Service®.

Payment Confirmation

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

Charged to
MASTERCARD-5991

Order Total
\$8.96 (1 labels)

Print Your Labels

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

Select printing format for your labels.

Label Printing Format ⓘ
Standard (8.5 x 11) - With receipt, one label per page

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

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

Advertise to your buyers for free with Informed Delivery®

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

Select Labels

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

Upload Ad Banner

Upload a digital ad banner and details.

2) Print and Save your Labels 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**.

(a)

Print Your Labels

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

Select printing format for your labels.

Label Printing Format ⓘ

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

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

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

☒ I am creating more labels today.

Advertise to your buyers for free with Informed Delivery®

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

Select Labels

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

Upload Ad Banner

Upload a digital ad banner and details.

Enter URL

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

Digital Banner displayed via Informed Delivery

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

[Learn more about Informed Delivery®](#)

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

Print Labels

Save as PDF

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.

(a)

Print Your Labels

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

Select printing format for your labels.

Label Printing Format ⓘ

Print later at Post Office

When choosing this option, USPS will send you an e-mail containing a QR code that can be scanned at participating USPS Retail Locations. For more information, visit [Label Broker FAQs](#)

Enter your email to receive the QR code.

Your labels are ready to print at the Post Office!

Your Label Broker ID® code has been emailed to you and is ready to use to print your labels at the Post Office™.

Post Offices near: 45202

(b)

Showing Top 25 Results

- 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.*

	<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		Create	9470130109355000377112

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?
Front Door

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

☐ 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

(b)

(c)

(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.*

The screenshot shows a table with columns: Ship Date, Recipient, Mailpiece and Package, Package Details, Digital Banner, and Label Number. The first row shows a label for Clark Kent, ship date 09/12/2024, Priority Mail Express Padded Flat Rate Envelope, 2-Day Delivery, and label number 9470130109355000377112. Below the table are three buttons: Request a Pickup, View SCAN Form (highlighted with a red box), and Create A Label.

Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
09/12/2024	Clark Kent 12911 ASBURY DR FORT WASHINGTON, MD, 20744-6437	Priority Mail Express® Padded Flat Rate Envelope 2-Day Delivery		Create	9470130109355000377112

Buttons: Request a Pickup, View SCAN Form, Create A Label

- 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**.

The screenshot shows the 'Shipping Confirmation Acceptance Notice (SCAN) Form Open' page. It includes a message: '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.' Below this is a dropdown for 'SCAN Form ZIP Code™' with the value '28262'. A table lists the label details: Shipping Address (Clark Kent, 12911 ASBURY DR, FORT WASHINGTON, MD 20744-6437), Mailpiece Details (Ship Date: 09/12/2024, From: 28262-2550), Service (Priority Mail Express® Padded Flat Rate Envelope), Price (\$26.85), and Actions (Cancel, Remove). Below the table is a section with a 'Cancel All SCAN Form(s)' button and a 'Label(s) Total (1): 26.85' display. A checkbox is checked, indicating agreement to the terms. At the bottom are three buttons: Back, Create and Print SCAN Form (highlighted with a red box), and Create Another Label.

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™
28262

Shipping Address	Mailpiece Details	Service	Price	Actions
Clark Kent 12911 ASBURY DR FORT WASHINGTON, MD 20744-6437	Ship Date: 09/12/2024 From: 28262-2550	Priority Mail Express® Padded Flat Rate Envelope	\$26.85	Cancel Remove

Cancel All SCAN Form(s) Label(s) Total (1): 26.85

☒ 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.

Buttons: Back, Create and Print SCAN Form, Create Another Label

(b)

(c)

6) Create a Digital Banner

- a) 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](#)


<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		Create	9470130109355000377112

[Request a Pickup](#) [View SCAN Form](#) [Create A Label](#)

- b) Enter the **Brand Display Name**.
c) Enter the **Link URL**.
d) Upload an **Image** from your saved files.
e) 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

*Brand Display Name

 (b)

*Link URL

 (c)

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		Create	9470130109355000377112

[Request a Pickup](#)[View SCAN Form](#)[Create A Label](#)