United States Postal Service
Enhanced Click-N-Ship®: **Preferences**
User Guide

Last Updated – November 2024

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

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Preferences 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 functionalities and features available within the Enhanced Click-N-Ship® **Preferences** and will serve as a step-by-step guide on how to use it.

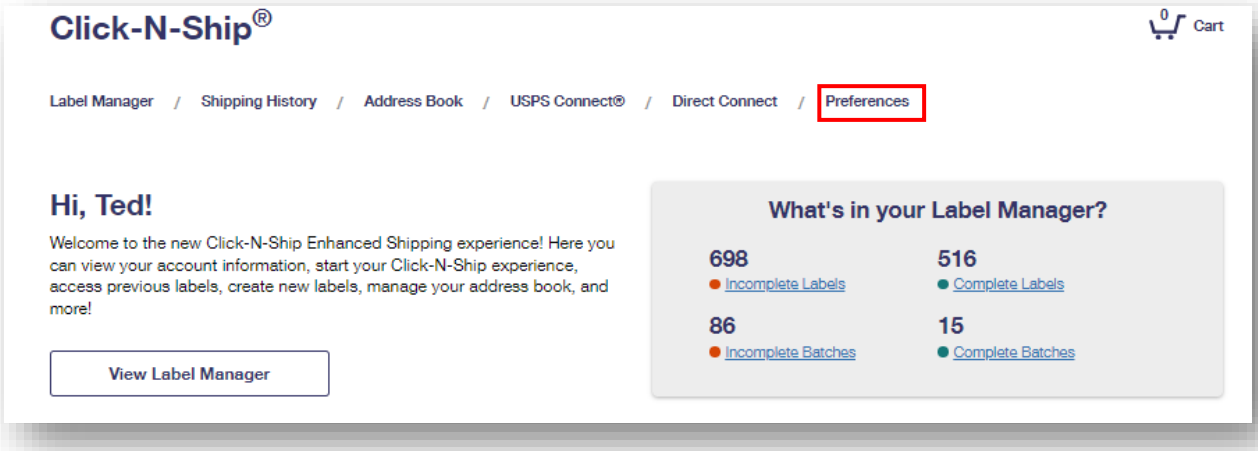
Thank you for choosing USPS® for your packing and shipping needs!

Preferences

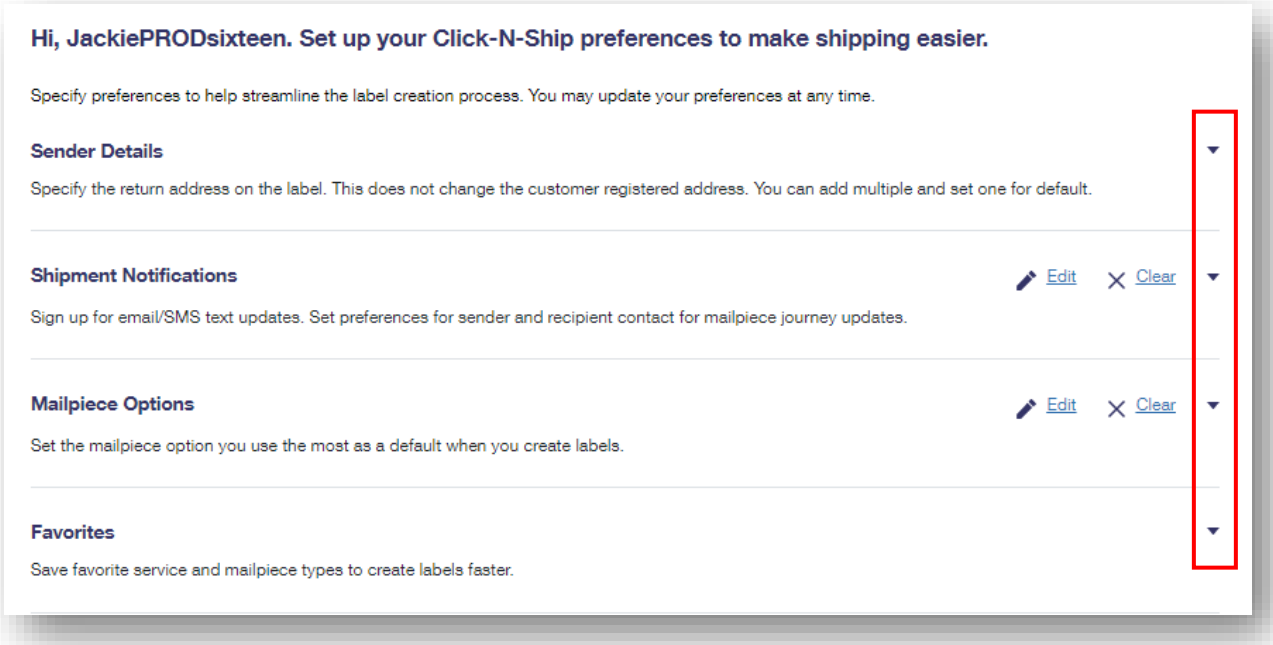
Within Preferences, you will be able to update your preferred settings when creating labels using the Enhanced Click-N-Ship® application to maximize your user experience.

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.

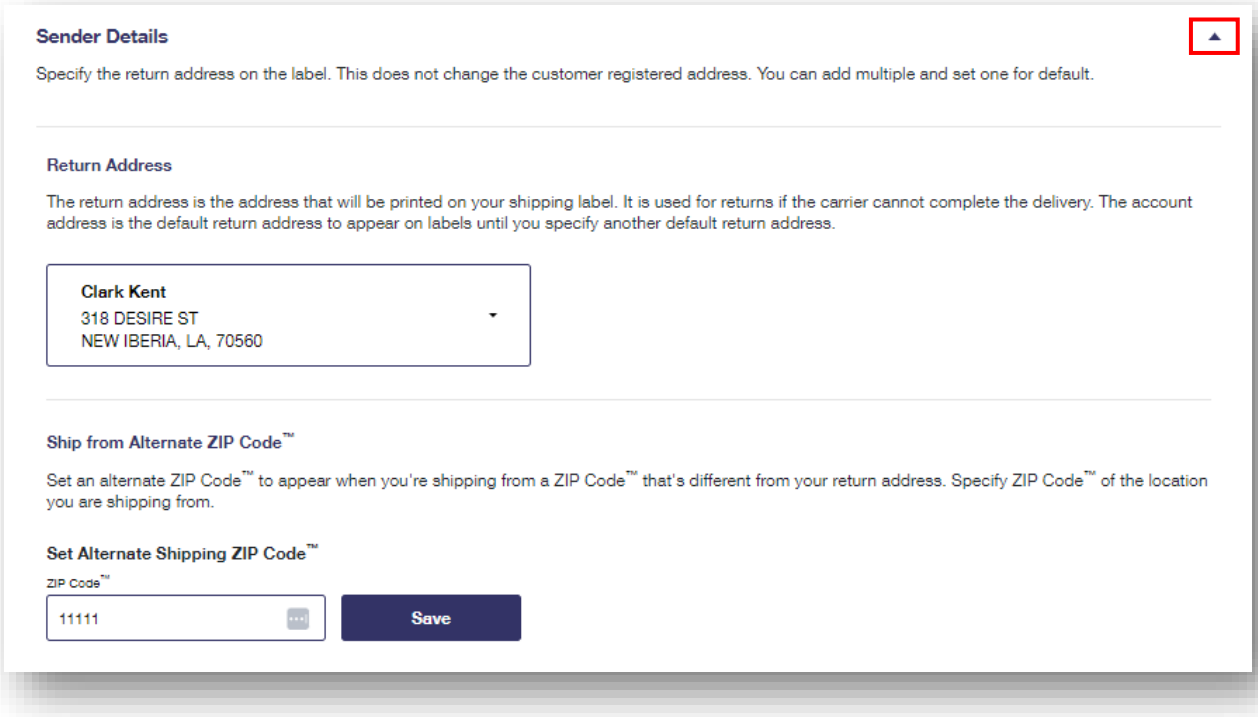


How to Edit your Preferences

1) Sender Details Preferences

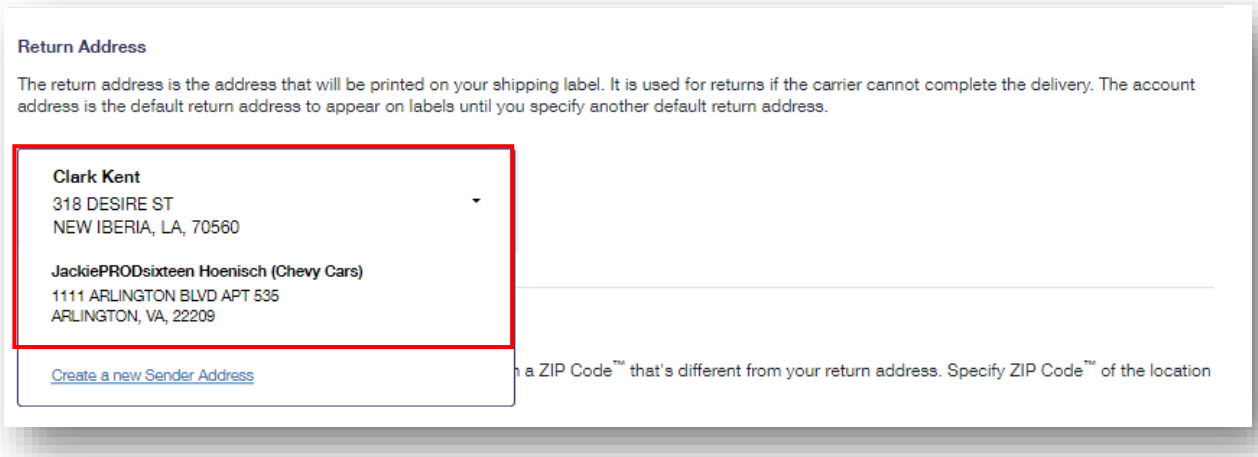
Specify a return address and alternate **ZIP Code™** for your labels. This does not change your customer registered address.

a) Select the **toggle down arrow** to expand the sender details preferences section.

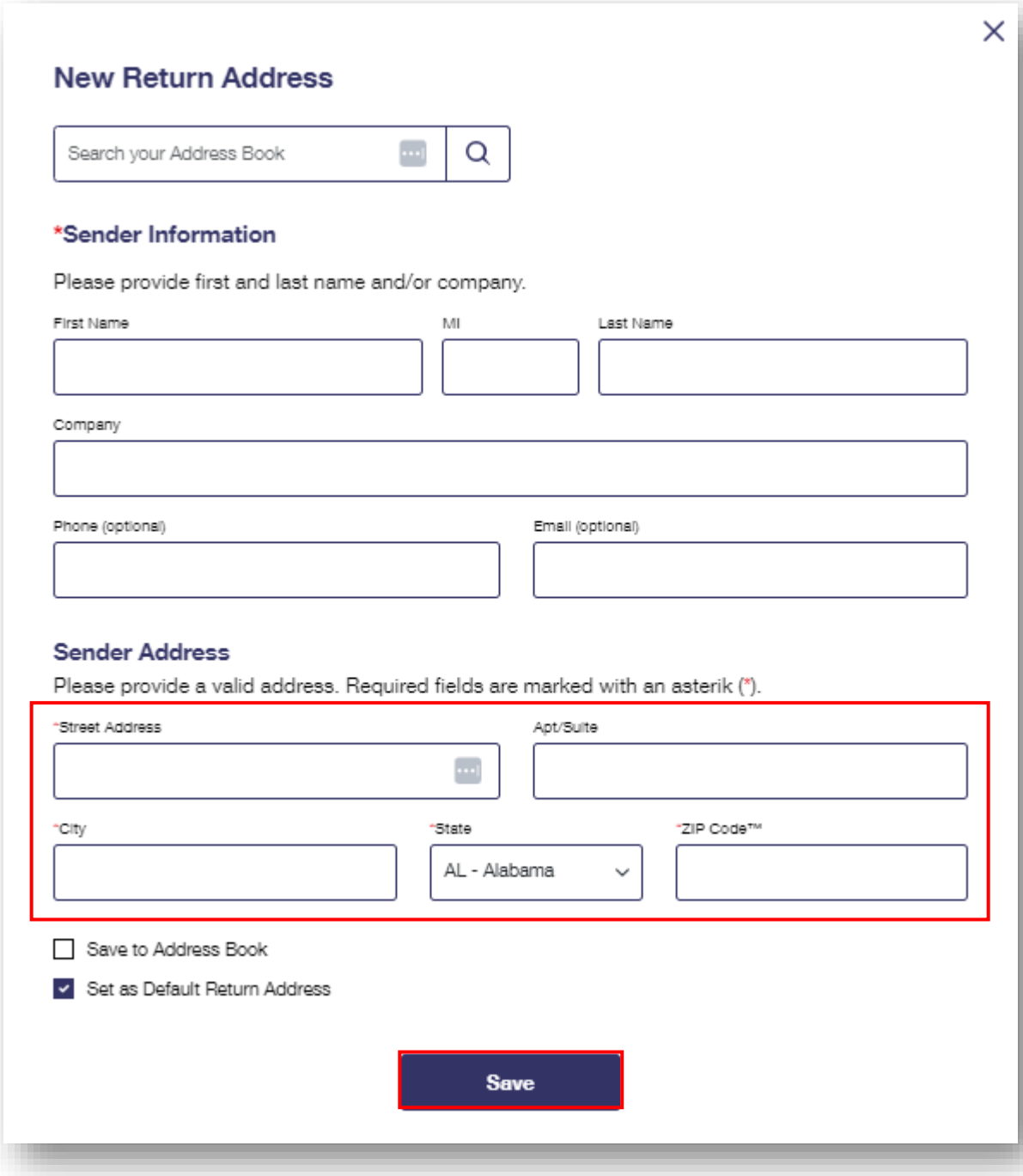


b) Select a default return address by selecting an address from the **Return Address** dropdown.

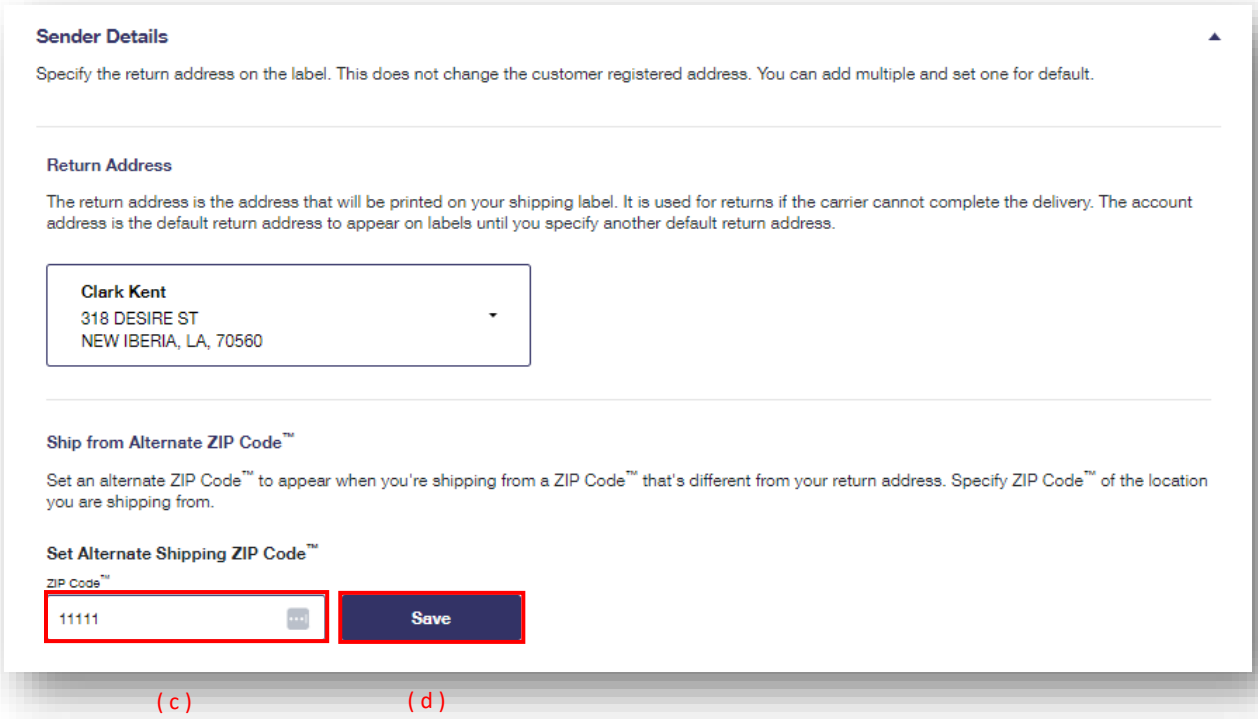
i. To create a new sender address, select **Create a New Sender Address.**



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



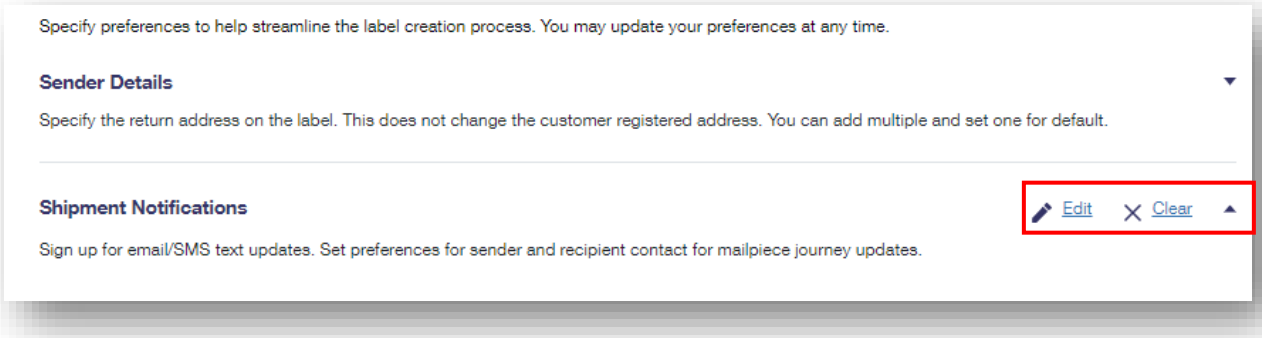
c) Manually enter an **alternate ZIP Code™** if shipping from a ZIP Code™ that is different from your return address.
d) Once finished, click on **Save** to save your updated preferences selections.



2) Shipment Notifications Preferences

Sign up for email / SMS updates. Set preferences for sender and recipients in regard to Package 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.



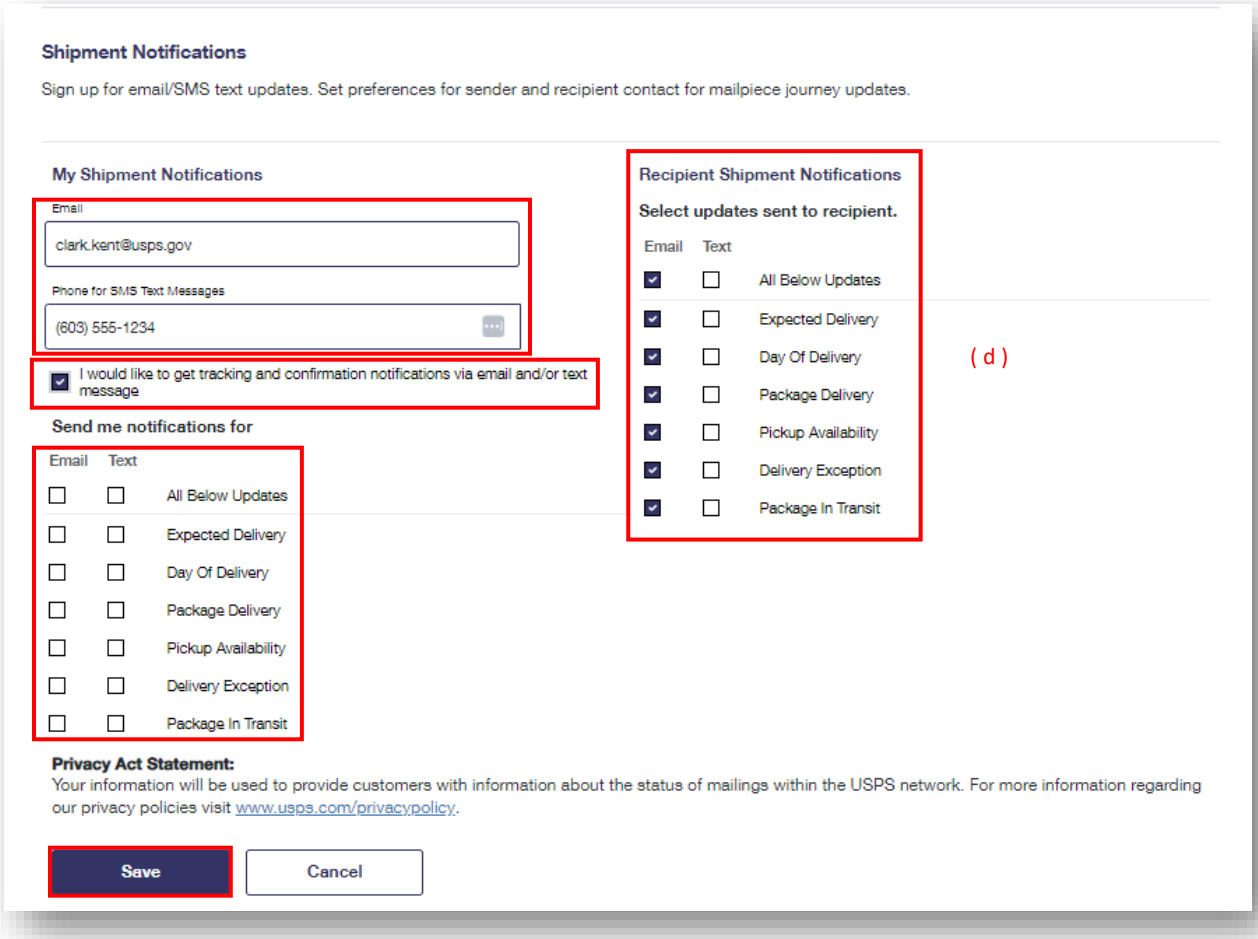
c) For Sender Tracking notifications – refer to the **My Shipment Notifications** section and enter your **Email** and **Phone Number.**

   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.

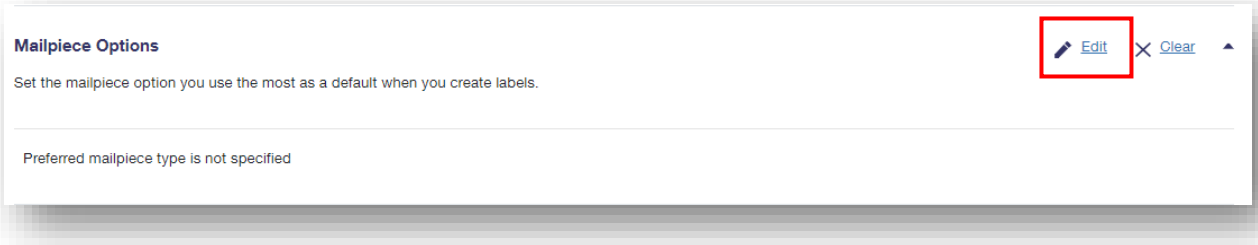
e) Click **Save** to save the changes made to the Shipment Notifications preferences.



3) Package Options Preferences

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

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



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



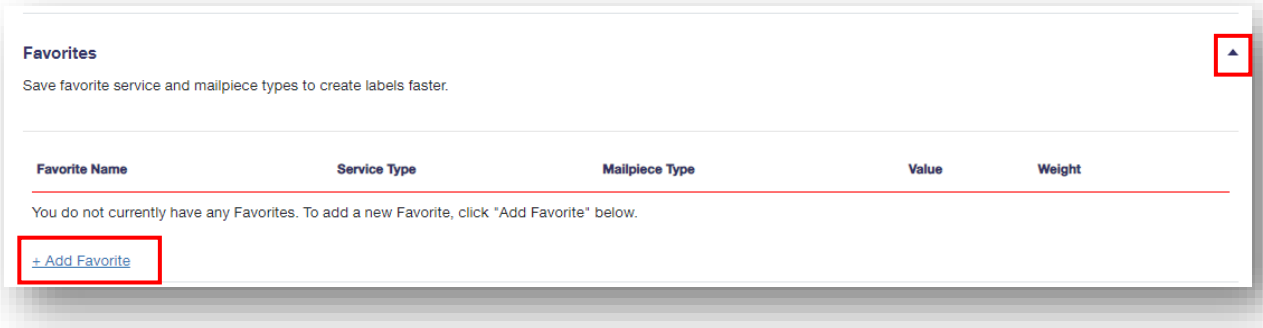
(c)

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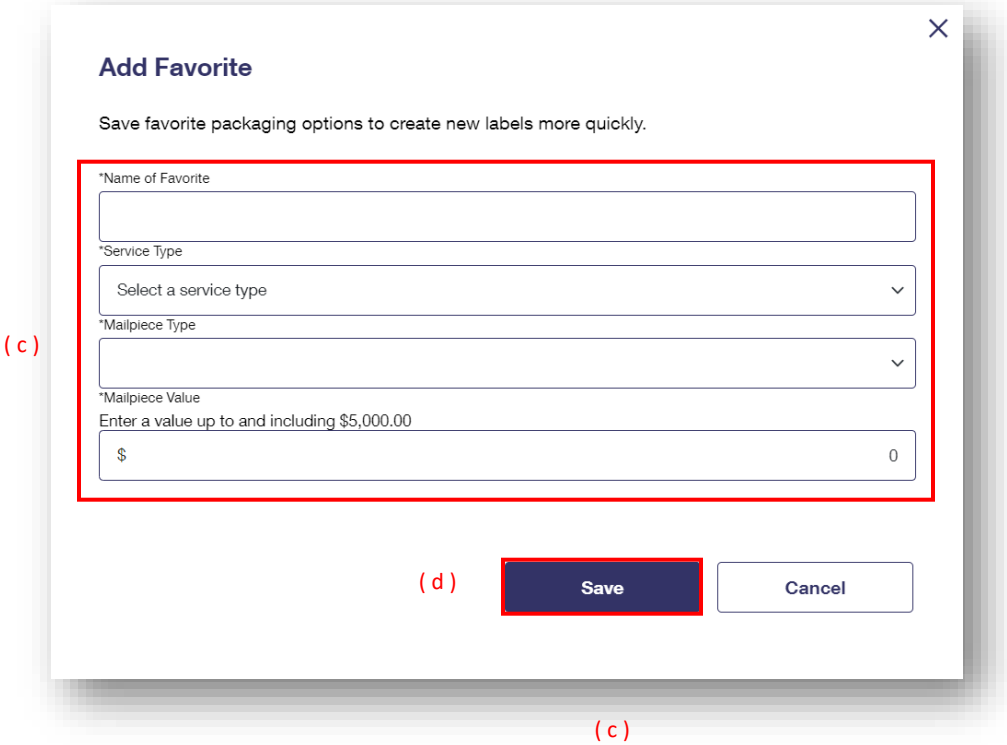
4) Favorites Preferences

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.



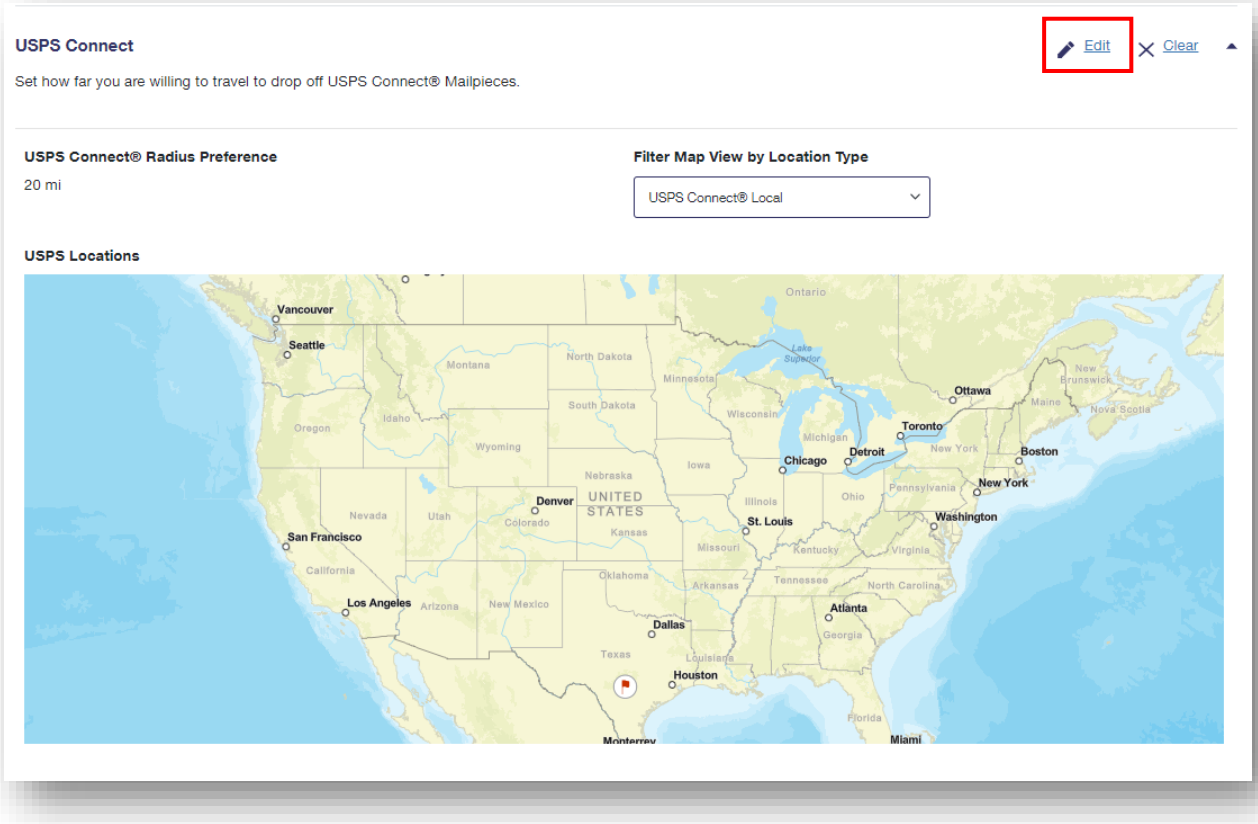
c) **Name your Package, select a Service Type, Package Type, and enter a Package Value** (up to and including $5,000.00). When creating a label, select "Start from Favorite" to generate a label based on your favorite preferences.
d) Once finished, click on **Save** to save your updated preferences selections.



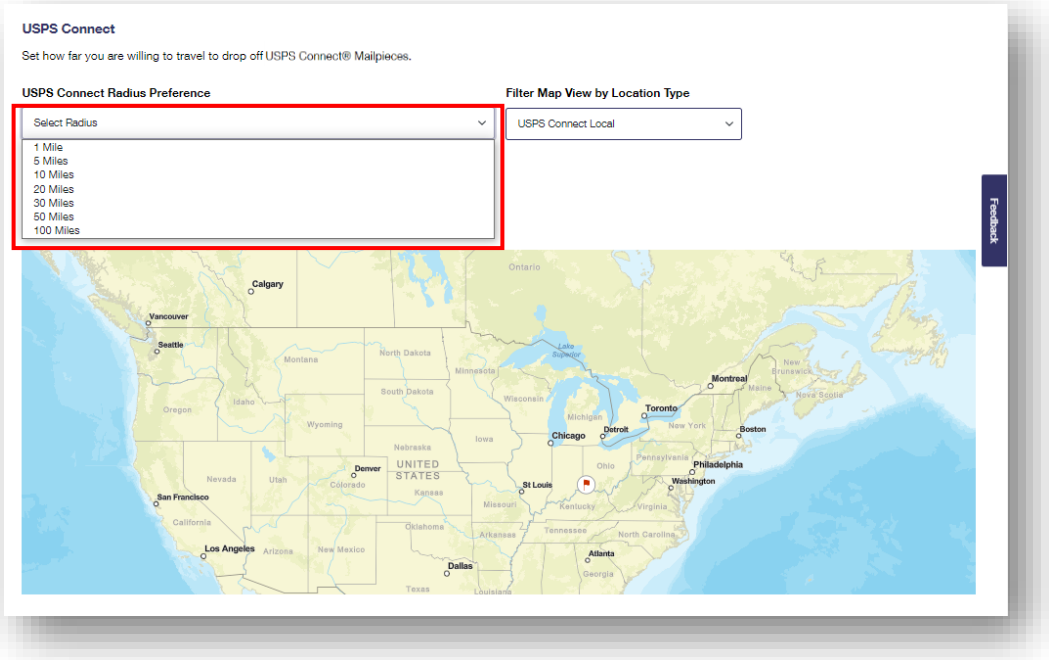
5) USPS Connect® Preferences

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

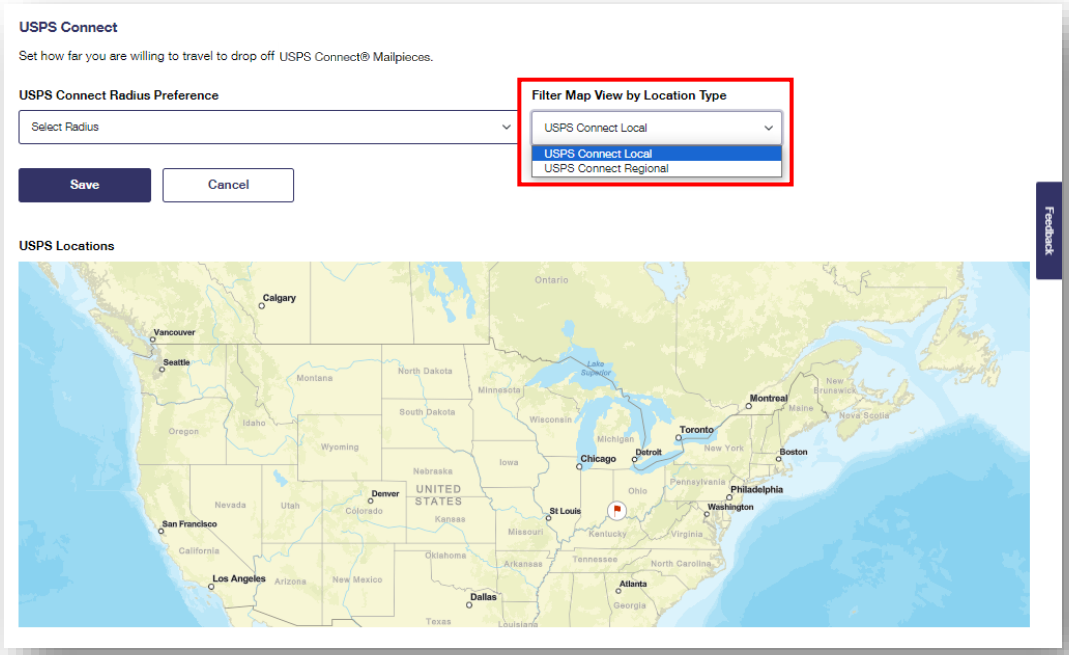
a) Select the **toggle down arrow** to expand the USPS Connect® preferences section.
b) Select **Edit** on the top right of the section and an expanded form will appear.



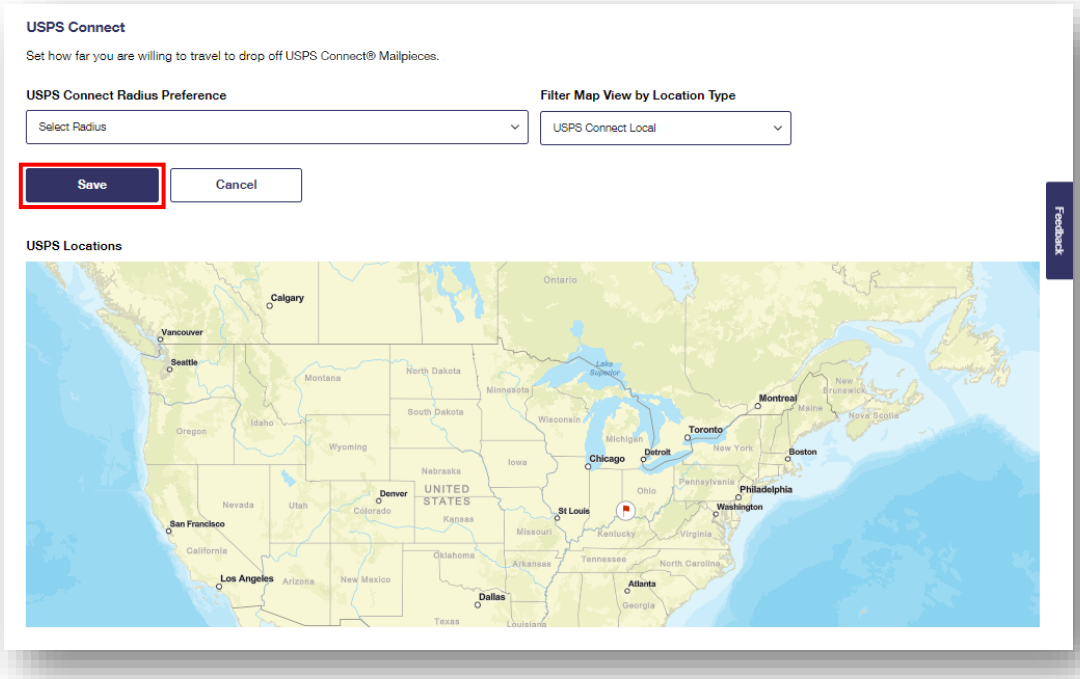
c) Select the **USPS Connect® Radius Preference dropdown** and selecting a radius from the options listed.



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



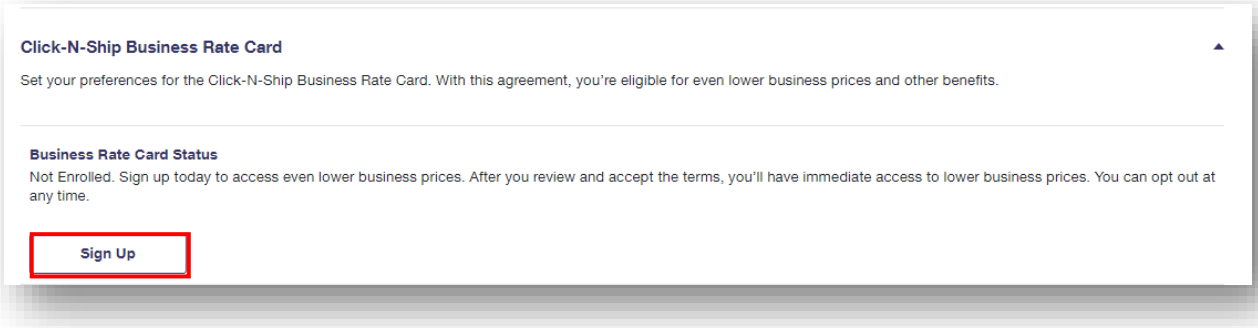
e) Once finished, click on **Save** to save your updated preferences selections.



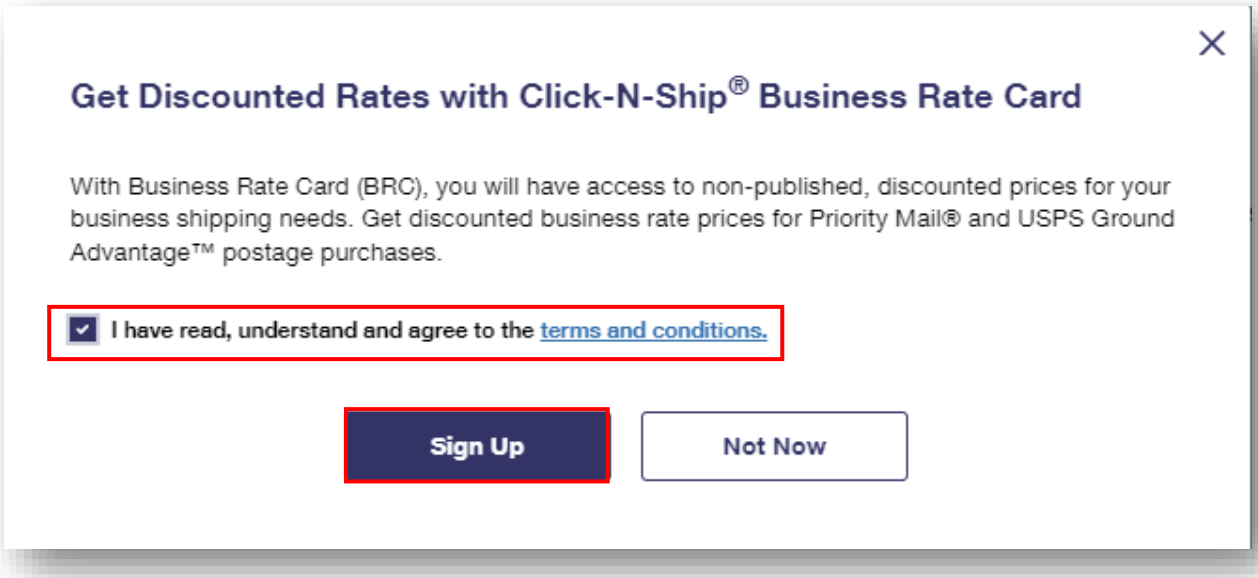
7) Click-N-Ship® Business Rate Card Preferences

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.

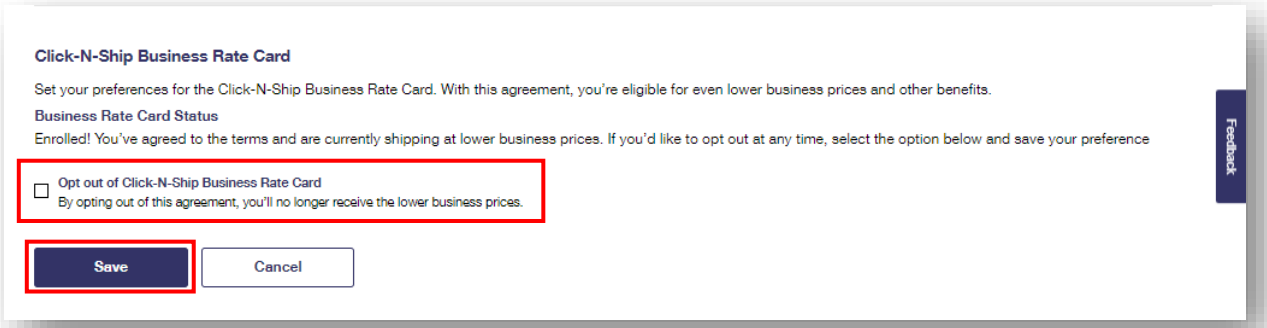
a) Select the **toggle down arrow** to expand the CNS Business Rate Card preferences section.
b) Select **Sign Up** to enroll into the Business Rate Card program.



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.



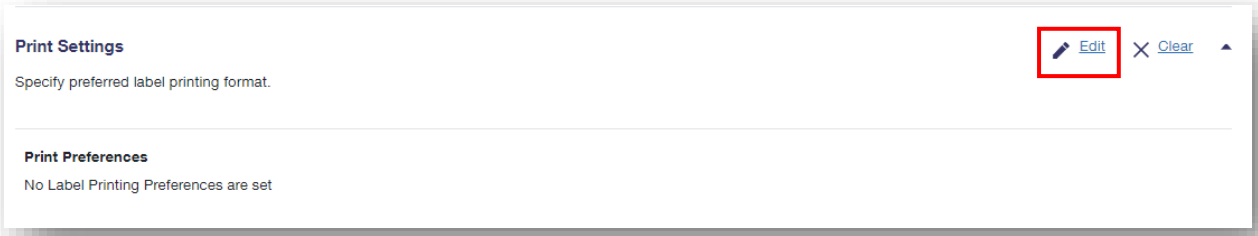
d) Once enrolled, you can select to opt-out of the Click-N-Ship® Business Rate Card by selecting the **Business Rate Card Status checkbox**.
e) Once finished, click on **Save** to save your updated preferences selections.



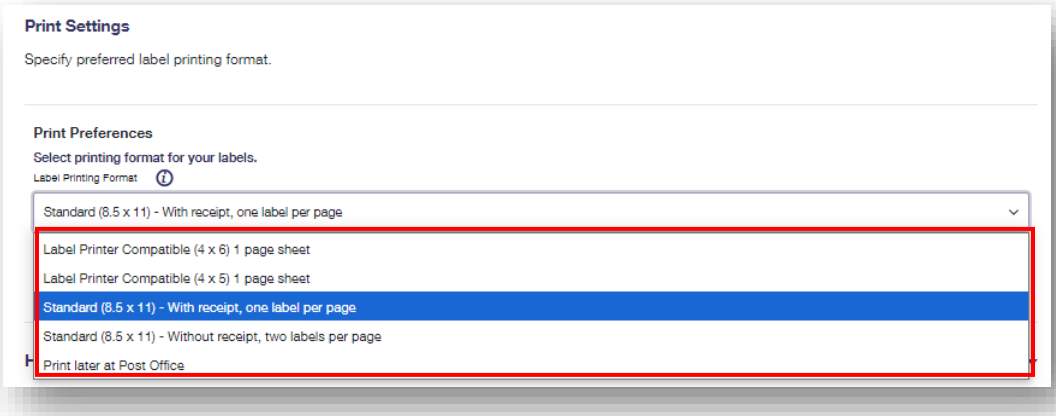
8) Printing Settings Preferences

Specify a preferred label printing format.

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



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



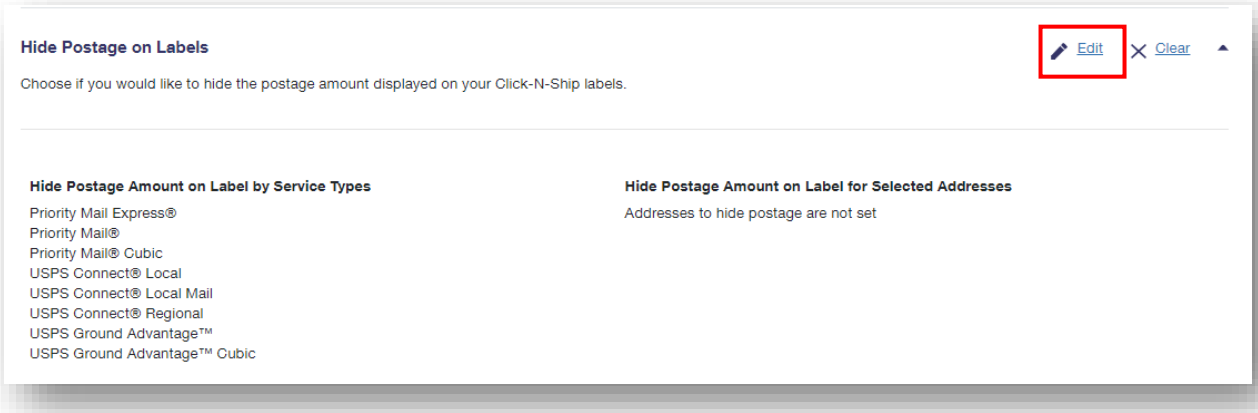
d) Once finished, click on **Save** to save your updated preferences selections.



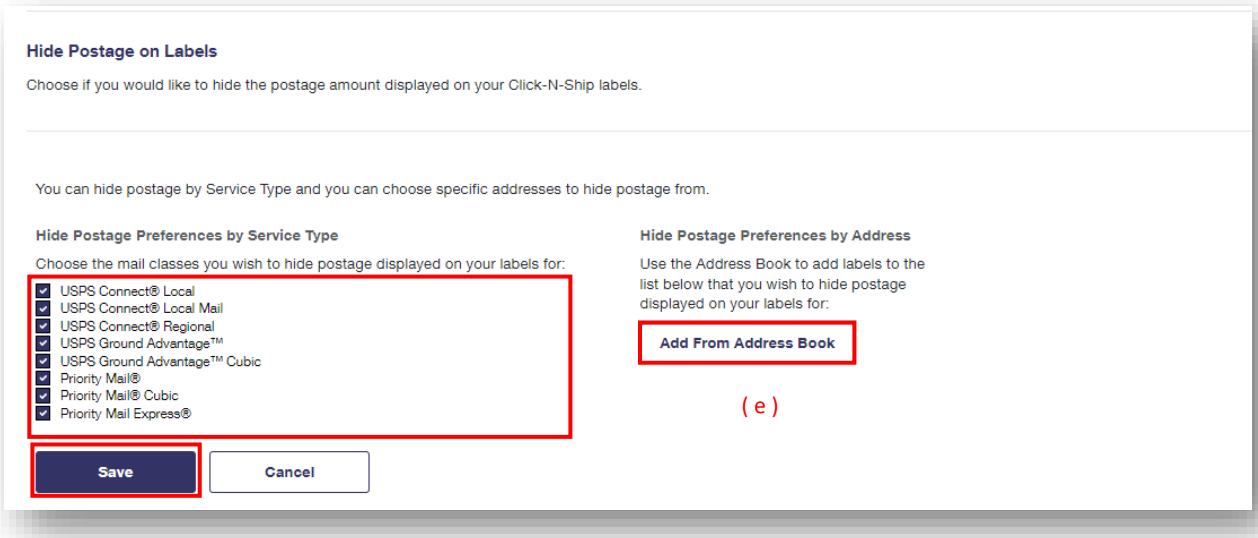
9) Hide Postage on Label Preferences

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.



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.



(c)

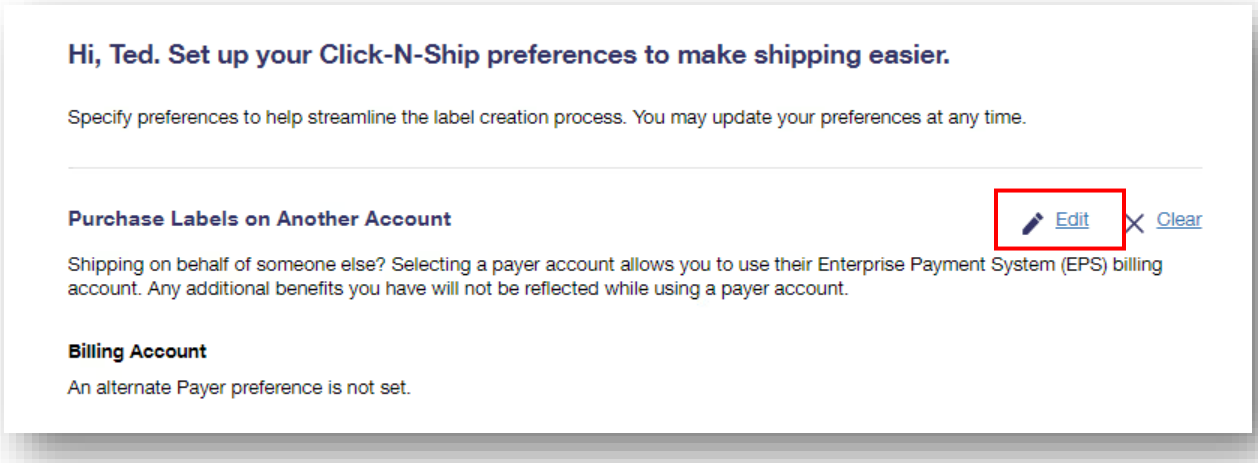
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(e)

10) Purchase Labels on Another Account (Business Accounts)

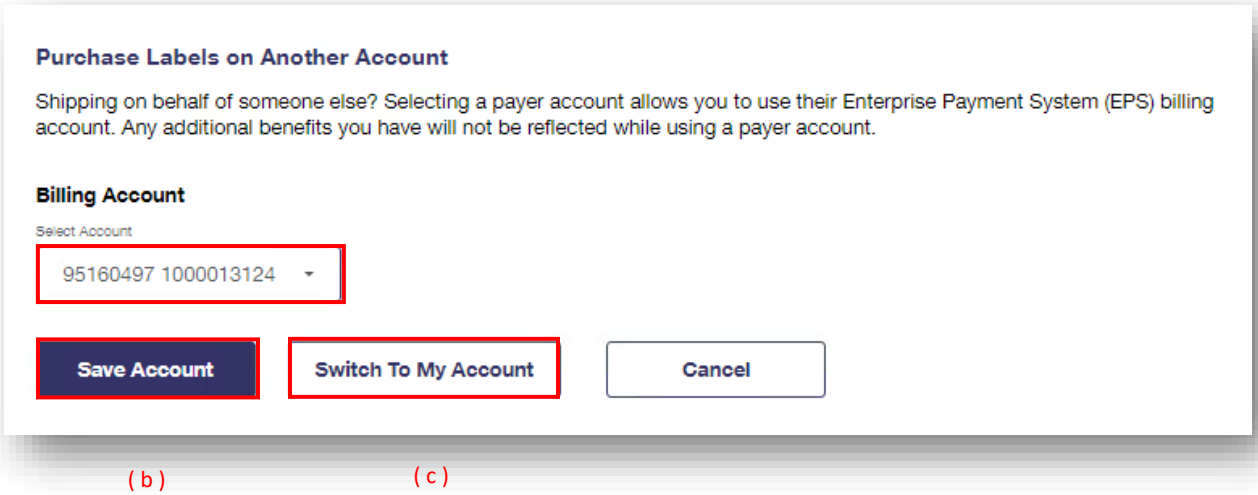
Set a preference to utilize an Enterprise Payment System (EPS) billing account of another user to create, purchase, and ship label(s) on their behalf.

a) Click **Edit**" under Purchase Labels on Another Account. An expanded form will appear.



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)