



United States Postal Service Enhanced Click-N-Ship[®]: **Label Cart** User Guide

Last Updated – February 2025

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

Label Cart 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](#).

The **Label Cart** provides the ability to view, manage, and pay for the labels that you've created using the Enhanced Click-N-Ship® application and that are ready for purchase:

The screenshot displays the USPS Label Cart interface. At the top, it says "Label Cart (2)" with a link to "Back to Label Manager" and a "Remove" button. Below is a table with two items, each with a checkbox, ship date, recipient, service and package, package details, package services, and price. The first item is a Flat Rate Envelope for \$8.40. The second item is Custom Packaging for \$24.17. Below the table is a section for "USPS® Shipping Supplies" with a "+ Add Shipping Supplies" button. At the bottom, there is a "Remove All" button and an "Order Total: \$32.57".

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<input checked="" type="checkbox"/>	03/03/2025	Test Test 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail® Flat Rate Envelope CNS Tracking Test		Flat Rate Envelope Insurance USPS Tracking®	\$8.40 Free Free
Total Label Cost						\$8.40
<input checked="" type="checkbox"/>	03/03/2025	Customer pick up at: Clark Kent SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-255	Priority Mail® Custom Packaging	240 oz	Custom Packaging Insurance USPS Tracking®	\$24.17 Free Free
Total Label Cost						\$24.17

USPS® Shipping Supplies

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

+ Add Shipping Supplies

Order Total: **\$32.57**

This user guide will cover all of the functionalities and features available within the Enhanced Click-N-Ship® **Label Cart** and will serve as a step-by-step guide on how to use it. To begin, proceed to the next page and review the Table of Contents.

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

Table of Contents

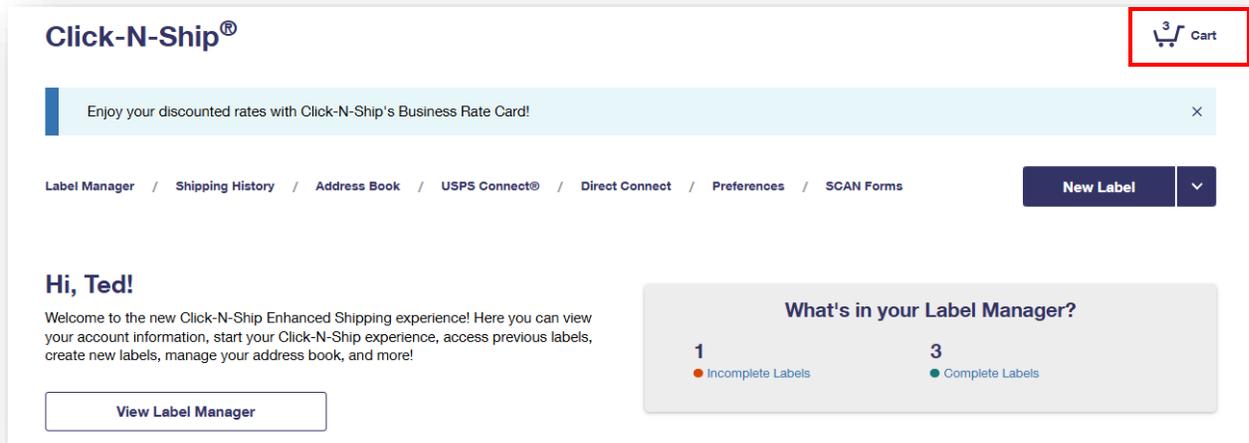
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Navigating the Label Cart

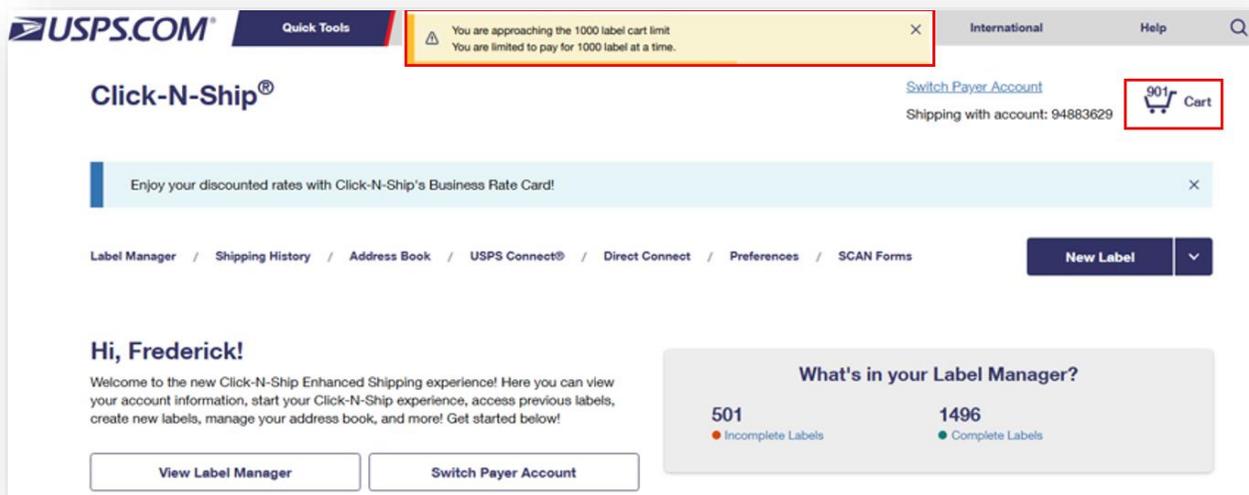
Within the Label Cart, you will be able to see an overview of the labels that you've created using the Enhanced Click-N-Ship® application and that are ready for purchase.

1) Navigate to Label Cart

- a) Click on the **Label Cart icon** located on the landing page.



- b) Once you have over 900 labels in your Label Cart, you will see the following **warning message** to let you know that you are approaching the 1,000 label cart limit.



All Actions within Label Cart

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

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

Label Cart (2)

[Back to Label Manager](#)

Remove

<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	Customer pick up at: Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333-6354	Priority Mail® Legal Flat Rate Envelope	Value: \$100	Legal Flat Rate Envelope USPS Tracking Electronic Insurance	\$8.80 Free Free
Edit		Ship to: USPS SMART LOCKER CHARLOTTE, NC 28208-0300			Total Label Cost	\$8.80

- c) If a USPS Connect™ Local label was created, the drop-off location will be displayed above the **Ship Date** section.

Remove

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

	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
1 of 1 Edit	<input checked="" type="checkbox"/> 01/22/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333-6354	USPS Connect™ Local Large Flat Rate Bag		Large Flat Rate Bag USPS Tracking Electronic	\$4.95 Free
Total Label Cost						\$4.95

USPS® Shipping Supplies

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

+ Add Shipping Supplies

- d) If a label was previously added to a Batch, the associated **batch name and symbol** will be displayed for each label below the Package and Service Type.

Label Cart (1)

[< Back to Label Manager](#)

Remove

	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
1 of 1 Edit	<input type="checkbox"/> 03/03/2025	Test Test 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail® Flat Rate Envelope CNS Tracking Test		Flat Rate Envelope Insurance USPS Tracking®	\$8.40 Free Free
Total Label Cost						\$8.40

USPS® Shipping Supplies

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

+ Add Shipping Supplies

Editing 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.

The screenshot displays the USPS Label Cart interface. At the top, it says "Label Cart (2)" and includes a link to "Back to Label Manager". Below this is a "Remove" button. The main content is a table with columns: "Ship Date", "Recipient", "Service and Package", "Package Details", "Package Services", and "Price".

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<input type="checkbox"/>	03/03/2025	Test Test 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail® Flat Rate Envelope CNS Tracking Test		Flat Rate Envelope Insurance USPS Tracking®	\$8.40 Free Free
Total Label Cost						\$8.40
<input type="checkbox"/>	03/03/2025	Customer pick up at: Clark Kent SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-255	Priority Mail® Custom Packaging	240 oz	Custom Packaging Insurance USPS Tracking®	\$24.17 Free Free
Ship to: USPS SMART LOCKER RALEIGH, NC 27615-0100						
Total Label Cost						\$24.17

Below the table, there is a section for "USPS® Shipping Supplies" with the instruction "Add labels, tape, boxes and shipping supplies to the label order." and a "+ Add Shipping Supplies" button.

At the bottom of the cart, there is a "Remove All" button and the "Order Total: \$32.57".

Removing 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 Package	Package Details	Package Services	Price
<input checked="" type="checkbox"/>	03/03/2025	Test Test 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail® Flat Rate Envelope CNS Tracking Test		Flat Rate Envelope Insurance USPS Tracking®	\$8.40 Free Free
Total Label Cost						\$8.40
<input checked="" type="checkbox"/>	03/03/2025	Customer pick up at: Clark Kent SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail® Custom Packaging	240 oz	Custom Packaging Insurance USPS Tracking®	\$24.17 Free Free
Total Label Cost						\$24.17

Ship to:
USPS SMART LOCKER
RALEIGH, NC 27615-0100

USPS® Shipping Supplies

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

[+ Add Shipping Supplies](#)

[X Remove All](#) Order Total: **\$32.57**

Adding 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](#) v

[Pay Now](#)

Feedback

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

[< Back to Cart](#)

Select Shipping Supplies to Add to your Order



**CAUTION
HEAVY
35 lbs. and Over**

Label 8030-1, April 2016



CERTIFIED MAIL®

FOR USE ONLY WITH IMpb SHIPPING LABEL

Label 3800-N, January 2014 PSN 7690-17-000-0998



DELIVERY EMPLOYEE - Remove Copies 1 & 2 at Time of Delivery

COD

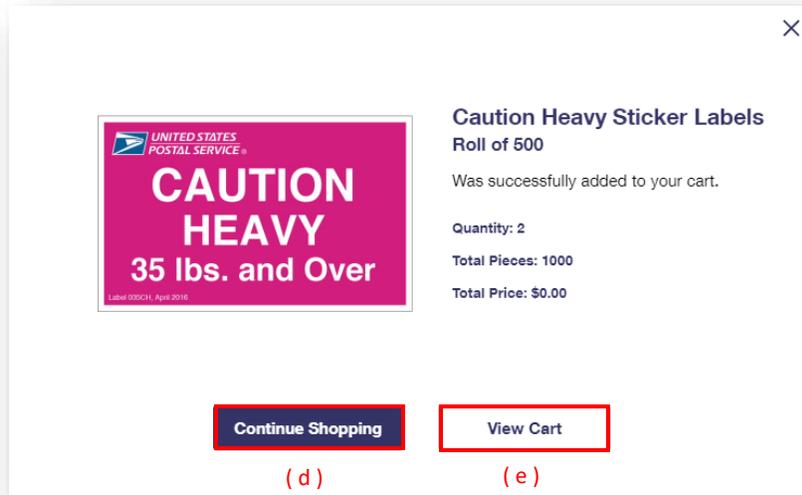
SAMPLE



**CREMATED
REMAINS**

Caution Heavy Sticker Labels	Certified Mail® Labels	Collect on Delivery Forms	Cremated Remains Kit 1
3-1/2" (W) x 5-1/2" (H)	3-1/4" (W) x 1-5/8" (H)	7-1/2" (W) x 4-1/4" (H)	14-3/4"(L) x 10-1/4"(W) x 10"(H)
Roll of 500 \$0.00	Roll of 600 \$0.00	Pack of 10 \$0.00	Single Kit \$0.00
- <input style="width: 40px; text-align: center;" type="text" value="2"/> +	- <input style="width: 40px; text-align: center;" type="text" value="0"/> +	- <input style="width: 40px; text-align: center;" type="text" value="2"/> +	- <input style="width: 40px; text-align: center;" type="text" value="0"/> +
Total Pieces: 1000 \$0.00	Total Pieces: 0 \$0.00	Total Pieces: 20 \$0.00	Total Pieces: 0 \$0.00
Add to Cart	Add to Cart	Add to Cart	Add to Cart

- d) Once a product is added to the cart, you will see this pop up model. If you would like to add more shipping supplies to your order, select **Continue Shopping**.
- e) If you would like to proceed to your label cart, select **View Cart**.



- f) Once you have returned to the label cart, **details** about the free shipping supplies that you selected will be displayed.

USPS® Shipping Supplies

Product	Quantity	Total Pieces	Total Price
Caution Heavy Sticker Labels Roll of 500 3-1/2" (W) x 5-1/2" (H) Remove	- 2 +	1000	Free
Collect on Delivery Forms Pack of 10 7-1/2" (W) x 4-1/4" (H) Remove	- 2 +	20	Free

Confirm Shipping Details for Supplies

Delivery Address [Edit](#)

CLARK KENT
SUPERMAN WAREHOUSE
100 SUPERMAN ST
WASHINGTON, DC 20005-3509

Select a Shipping Method

USPS Ground Advantage™ Service Free
Arrives in 5-7 business days

Priority Mail® Service \$28.22
Arrives in 2-3 business days

Shipping Supplies Summary

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

[Shop for More Supplies](#)

[Remove All](#)
Order Total: **\$32.57**

Editing the Delivery Address for your USPS® Shipping Supplies

You are now able to update the delivery address for your free shipping supplies.

- a) To update the Shipping Supplies delivery address, select **Edit** under the **Confirm Shipping Details for Supplies** section.

The screenshot displays the USPS Shipping Supplies interface. On the left, a table lists two products:

Product	Quantity	Total Pieces	Total Price
Caution Heavy Sticker Labels Roll of 500 3-1/2" (W) x 5-1/2" (H) Remove	- 2 +	1000	Free
Collect on Delivery Forms Pack of 10 7-1/2" (W) x 4-1/4" (H) Remove	- 2 +	20	Free

Below the table is a button labeled "Shop for More Supplies".

On the right, the "Confirm Shipping Details for Supplies" section shows the delivery address: "CLARK KENT SUPERMAN WAREHOUSE, 100 SUPERMAN ST, WASHINGTON, DC 20005-3509". An "Edit" link is highlighted with a red box. Below the address, there are two shipping method options: "USPS Ground Advantage™ Service" (Free, 6-7 business days) and "Priority Mail® Service" (\$28.22, 2-3 business days).

At the bottom right, a "Shipping Supplies Summary" table is shown:

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

At the bottom left, there is a "Remove All" button with an 'X' icon. At the bottom right, the "Order Total" is displayed as \$32.57.

- 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 that you would like your shipping supplies delivered

[Use Address Book](#)

*First Name M.I. *Last Name

Company

*Street Address Apt/Suite

*City *State *ZIP Code™

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

Create 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	

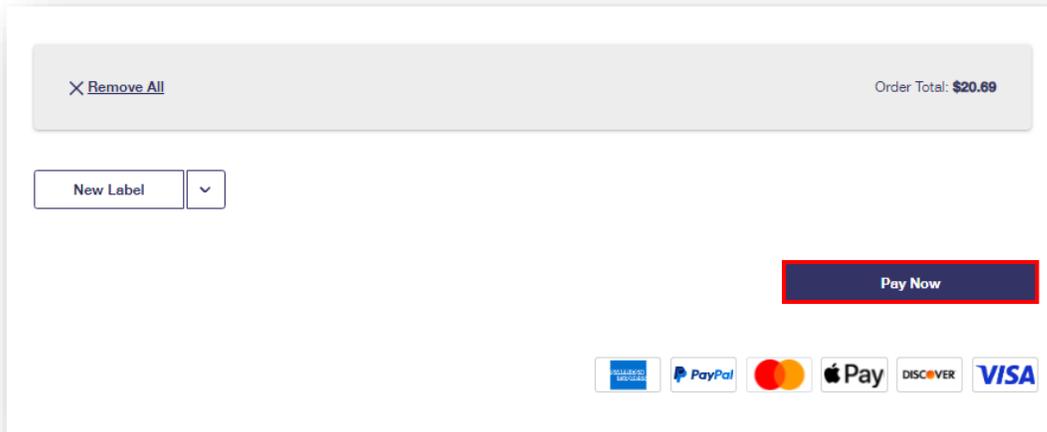
Pay Now



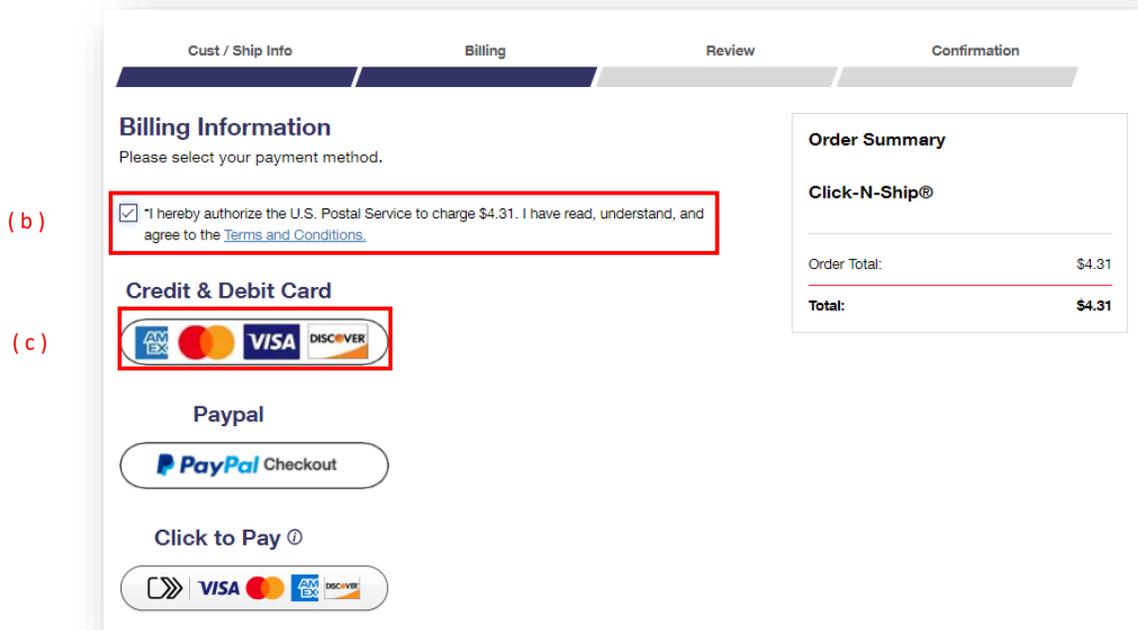
How to Pay for Label(s) – 7 Payment Methods

Paying with Credit / Debit Card

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



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



- d) Once the payment method is selected, enter your **Credit or Debit Card Information**.

- i. Note, to save your card to your account, select **Save this card to my account**. To make this card your preferred card, select **Make this my preferred card**.

Credit & Debit Card

AM EX M A VISA DISCOVER

Credit or Debit Card Information

*Required Field

(d)

*Cardholder's Name as it appears on card	Card Nickname (Business Card, Personal Card, etc.)	
Rocky Balboa	Card Nickname	
*Card Number	*CVC ⓘ	*Expires on
		MM/YY

(i)

<input type="checkbox"/> Save this card to my account
<input type="checkbox"/> 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	
300 SUPERMAN ST		
*City	*State	*ZIP Code™
Charlotte	NC - North Carolina	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.

Paying with PayPal

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

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

New Label

Pay Now

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

Cust / Ship Info Billing Review Confirmation

Billing Information

Please select your payment method.

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

Credit & Debit Card



Paypal

(c)

Click to Pay



Order Summary

Click-N-Ship®

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/>).

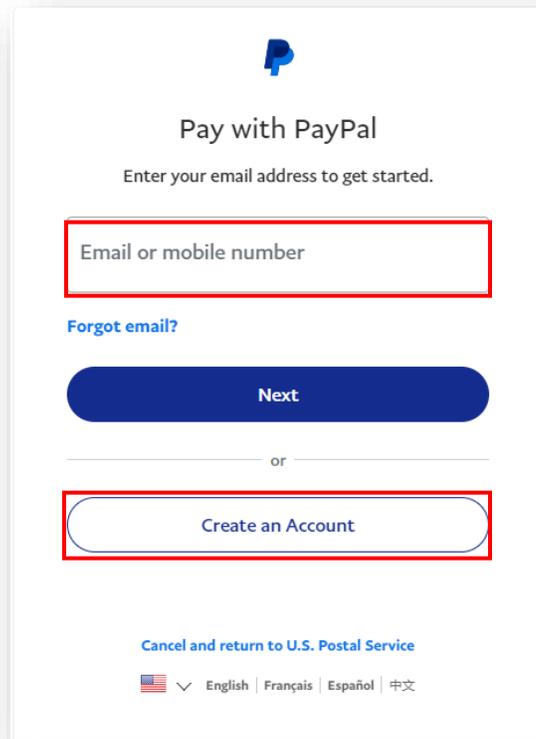
The mailing of Mercury is PROHIBITED. Failure to comply with this, or any other, prohibition can result in civil penalties up to \$100,000, plus the costs of clean-up and/or damages for each violation. Additionally, some hazardous materials, including but not limited to firearms ammunition, fireworks, 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.

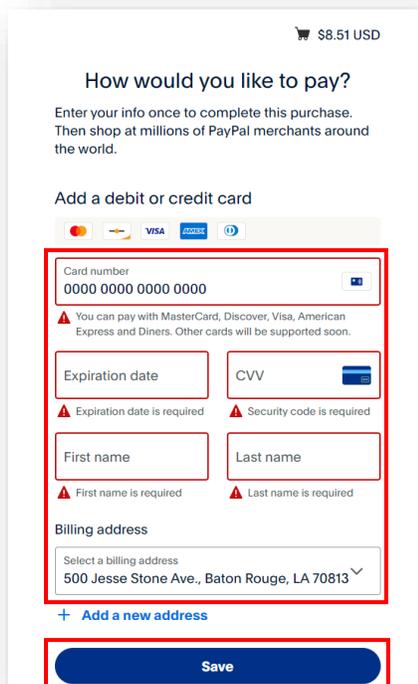
Any mailing containing cigarettes or smokeless tobacco must be presented to a Postal Service™ employee at a Retail Post Office™ location for proper acceptance.

You must accept to continue and place your order.

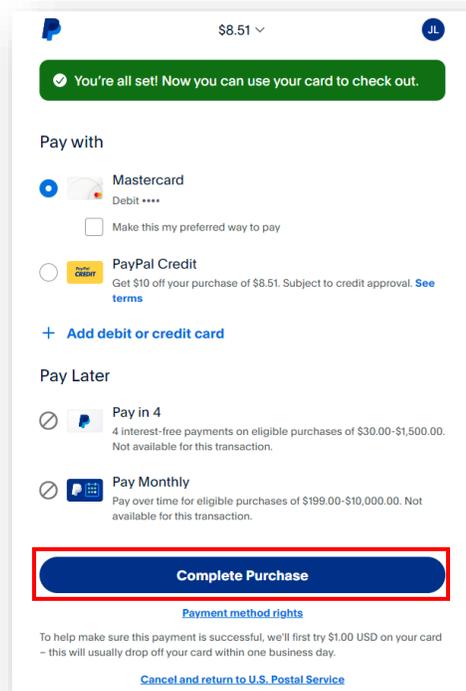
e) To proceed with paying with PayPal, **login** or **create a new account**.



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



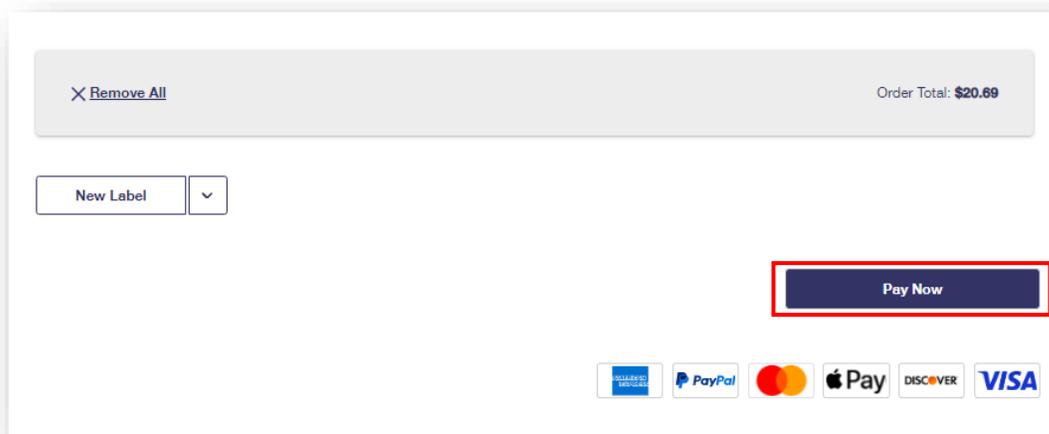
g) Select **Complete Purchase** to proceed with paying for your order.



Paying with Click to Pay (Quick Pay)

Click to Pay makes online shopping easier by storing your credit cards in a secure, single account for use across all your devices and any website that offers this payment method.

a) If everything is correct, you may proceed to payment by clicking **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 **Click to Pay** as your payment option.

The screenshot shows a checkout page with four tabs: Cust / Ship Info, Billing, Review, and Confirmation. The Billing tab is active. The main heading is "Billing Information" with the instruction "Please select your payment method." A red box labeled (b) highlights 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](#)." Below this are three payment options: "Credit & Debit Card" (with logos for AMEX, Mastercard, VISA, and DISCOVER), "Paypal" (with a "PayPal Checkout" button), and "Click to Pay" (with logos for AMEX, VISA, Mastercard, and DISCOVER). A red box labeled (c) highlights the "Click to Pay" option. On the right side, there is an "Order Summary" box titled "Click-N-Ship®" containing a table:

Order Total:	\$4.31
Total:	\$4.31

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

The screenshot shows a "Click to Pay" checkout window. At the top, it says "Easy and smart online checkout" and "Pay with confidence with Click to Pay". There are two tabs: "NEW" and "RETURNING". Below the tabs are input fields for "Card Number", "Expires", and "Security Code". A red box highlights the "NEW" tab and the "Card Number", "Expires", and "Security Code" fields. Below the input fields is a privacy notice: "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 is a blue "CONTINUE" button, also highlighted with a red box.

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

Easy and smart online checkout
Pay with confidence with Click to Pay

NEW RETURNING

Email Address

By continuing, you agree to Visa's [Privacy Notice](#).

CONTINUE

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

Discover it®
Ending in 0000
clarkkent@gmail.com

Remember me on this device ⓘ

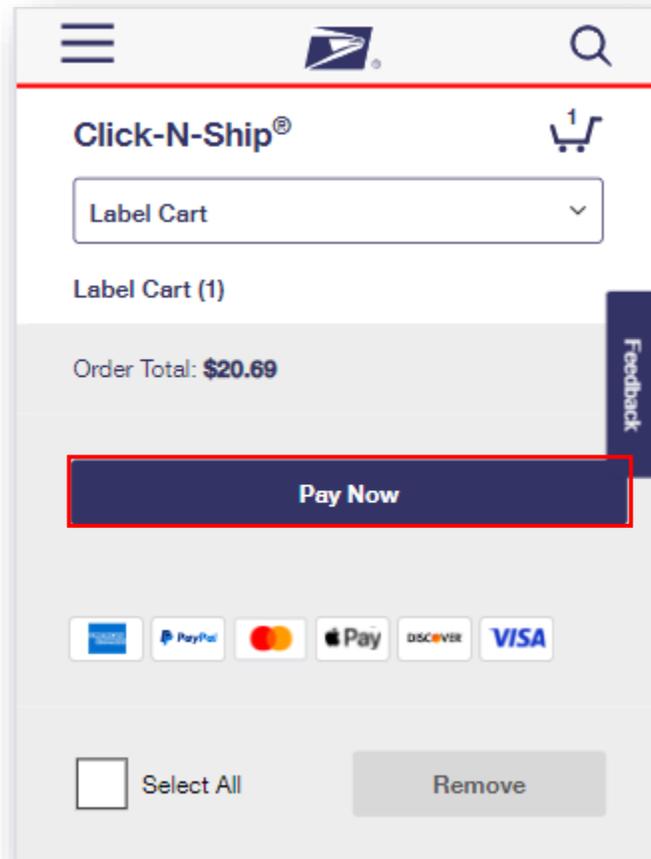
By clicking "Continue", you agree to our [Terms Of Use](#) and [Privacy Policy](#).

Continue

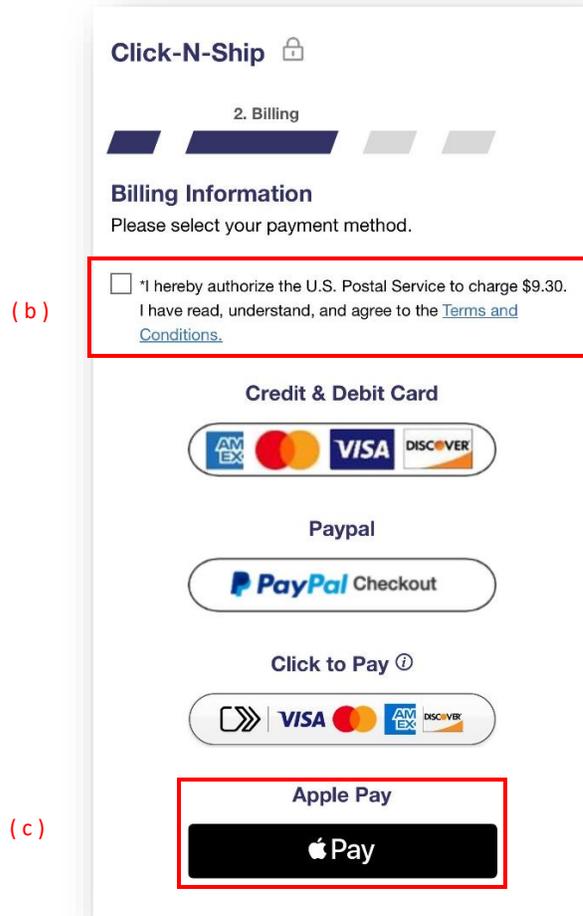
[Cancel and Return to Merchant](#)

Paying with Apple Pay (IOS users)

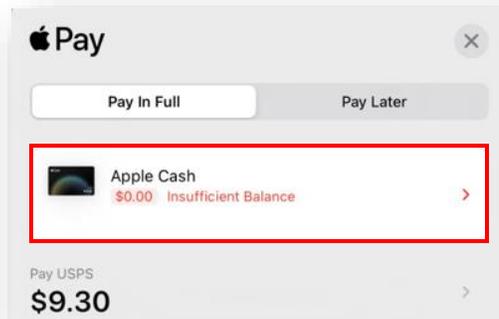
- a) If everything is correct, you may proceed to payment by clicking **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.



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

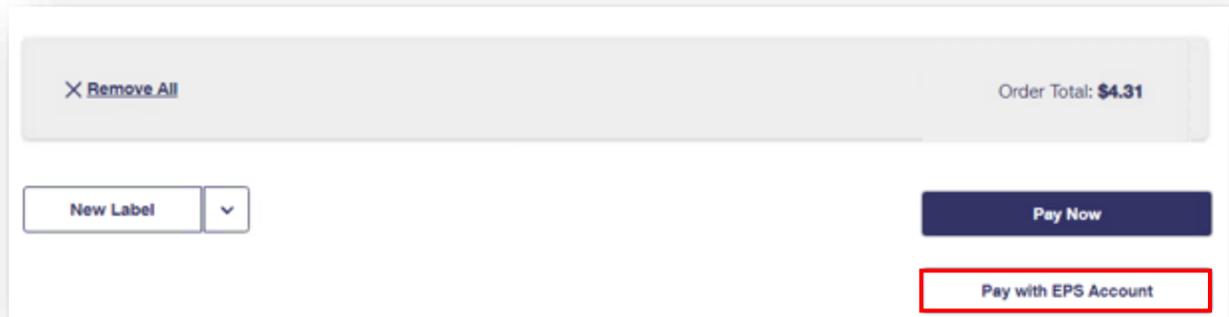


- d) Select an **Apple Payment Method (Apple Cash / Debit / Credit Card)** and proceed with paying for your order.

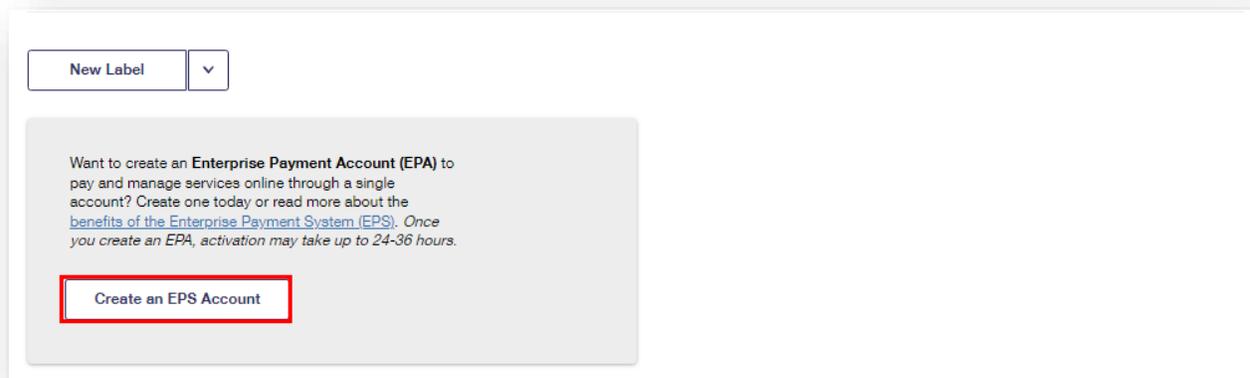


Paying with an Enterprise Payment System (EPS) Account

- a) If you already have an EPS Account, select **Pay with an EPS Account**.
- i. *Note, this option will only be displayed once an EPS Account has been created.*



- b) If you would like to create an **Enterprise Payment System (EPS) Account** to pay and or manage services online through a single account, select **Create an EPS Account**.



- c) Agree to the **Terms and Conditions** for creating an Enterprise Payment System (EPS) account by selecting the **checkbox** and selecting **Submit**.

Create a New EPS Account

The process to create a new Enterprise Payment account is simple. We'll ask you to verify a few details, setup payment method(s), and add your products and services.

Please review and accept the **Terms and Conditions** for Enterprise Payment System

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.

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](#)

[Cancel](#)

Feedback

- 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® 1 Cart

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

Create a New EPS Account

1. Verify Details 2. Select CRID 3. Complete & Payment Setup

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)



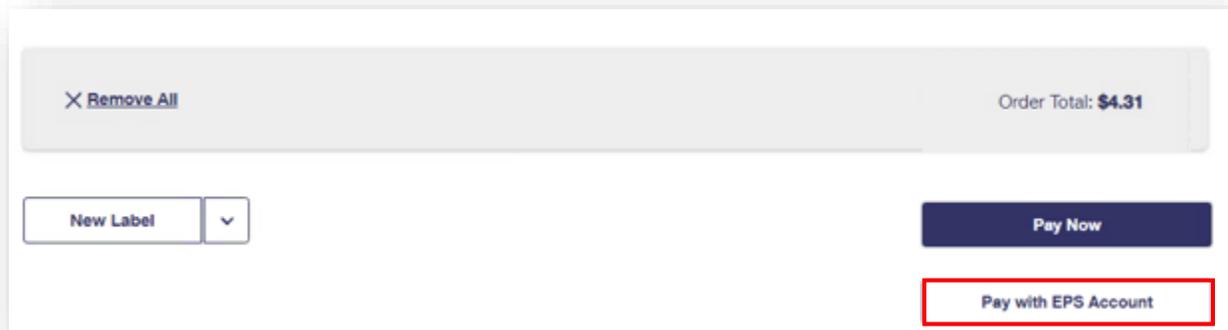
ACH Debit
Designate a debit-enabled bank account for all charges.

Create an Account

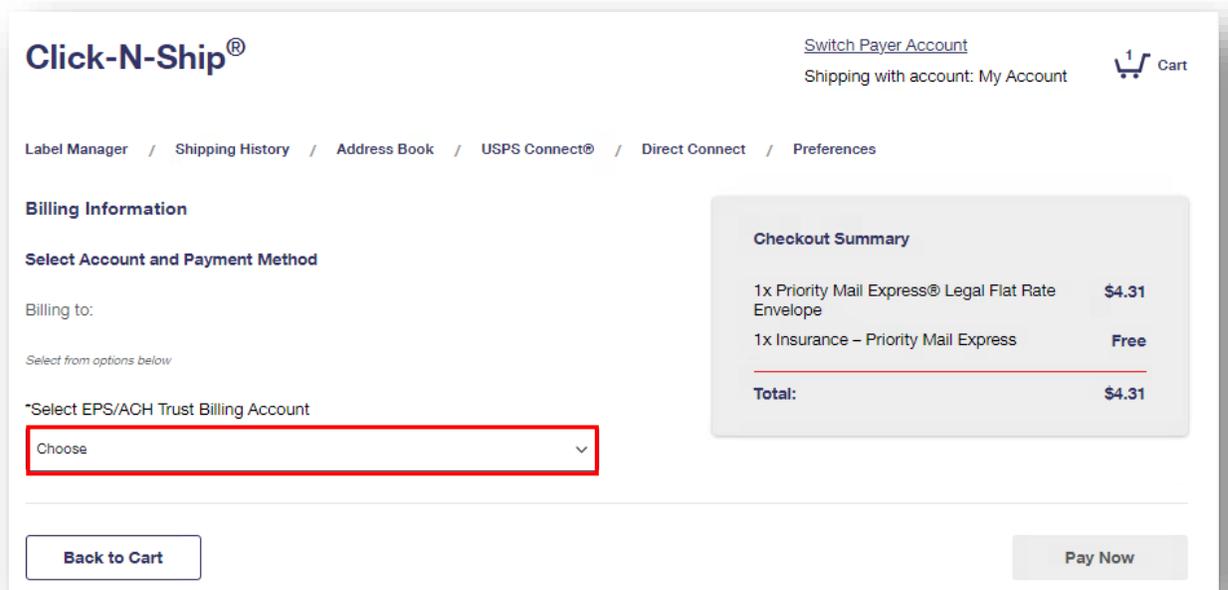
(h)

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

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



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



- 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.

The screenshot shows the Click-N-Ship checkout interface. At the top left is the logo "Click-N-Ship®". To the right, there is a link "Switch Payer Account" and the text "Shipping with account: My Account". A shopping cart icon with "1" and the word "Cart" is also present. Below the logo is a breadcrumb trail: "Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences".

The main content area is divided into two sections. On the left, under the heading "Billing Information", there is a sub-heading "Select Account and Payment Method". Below this, it says "Billing to:" followed by "EPS Account Ending in 8955 (USPS)" and "TRUST Account". A balance of "\$84,066.00" is displayed. There are two dropdown menus: the first is labeled "*Select EPS/ACH Trust Billing Account" and is currently set to "EPS Account Ending in 8955 (USPS)"; the second is labeled "*Select Account Payment Method" and is currently set to "TRUST Account". A red box highlights the "TRUST Account" dropdown, with a red "(1)" next to it.

On the right side, there is a "Checkout Summary" box. It contains a table with the following items:

Checkout Summary	
1x Priority Mail Express® Legal Flat Rate Envelope	\$4.31
1x Insurance – Priority Mail Express	Free
Total:	\$4.31

At the bottom of the page, there are two buttons: "Back to Cart" on the left and "Pay Now" on the right. The "Pay Now" button is highlighted with a red box, and a red "(m)" is placed to its right.

Paying with 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](#)

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

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

**Prices determined on payment*

(i)

Shipping with account: 94883629
[Switch Payer 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 Does 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 Package	Package Details	Package Services	Price
Postage Due						
<p>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.</p> <p>* 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.</p>						
1 of 2 <small>*Postage Dues Cannot be removed from Cart</small>	03/18/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	Postage Due ⓘ Priority Mail® Choose Your Own Box Label Number: 098765434567890	16 oz	Reason for Postage Due: Zone	\$0.25
					Total Postage Due	\$0.25
2 of 2 <small>*Postage Dues Cannot be removed from Cart</small>	03/18/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	Postage Due ⓘ Priority Mail® Small Flat Rate Box Label Number: 098765434567890	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

Paying with OMAS (Official Mail Accounting System)

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

A screenshot of a web interface showing a 'New Label' dropdown menu at the top left. In the bottom right corner, there is a prominent blue button labeled 'Pay Now' which is highlighted with a red rectangular border. Below the button, there are logos for 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**.

A screenshot of the 'Billing Information' page. The page is divided into two main sections. The left section is titled 'Billing Information' and contains the following text: 'Use OMAS', 'Paying with OMAS is safe and easy. All the information is encrypted and transmitted securely. For more details, see our [Privacy Policy](#). Depending on the payment method you choose, you may also be subject to the Privacy Policy and Terms and Conditions of the associated company.', 'Agency ID: 123', and 'Please confirm that you agree to these shipping fees being charged to your agency's OMAS account by completing these fields:'. Below this text are three input fields: '*Your Name' (containing 'Elie Consolvo'), 'Agency Cost Code', and '*Your Email Address'. A red box highlights the 'Your Name' field with the annotation '(b)'. Another red box highlights the 'Agency Cost Code' field with the annotation '(c)'. A third red box highlights the 'Your Email Address' field with the annotation '(d)'. Below the input fields is a checkbox with the text 'I hereby authorize the U.S. Postal Service to charge \$8.60. I have read, understand, and agree to the [Terms and Conditions](#)'. A red box highlights this checkbox area with the annotation '(e)'. At the bottom of the page is a green button labeled 'Print and Pay' with a red box around it and the annotation '(f)'. The right section of the page is titled 'Order Summary' and contains the following information: 'Order Summary: 2b1e257e955940e88c38120f77c3912c', 'Click-N-Ship®', and a table showing 'Order Total: \$8.60' and 'Total: \$8.60'.

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

Payment Confirmation Page Overview

- 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.

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)

Print your Labels at the Post Office™ (Label Broker)

- a) All international and domestic outgoing / return labels will have the option to print at the Post Office™. If this option is available, enter the **email address** that you want the Label Broker® QR code to be sent to and select **Submit**.
- b) Once the Label Broker® QR code is sent to your email, a list of local Post Office(s)™ where you can print your label(s) will be displayed.

Print Your Labels

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

Select printing format for your labels.

Label Printing Format 

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.

(a)

Your labels are ready to print at the Post Office!

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

Post Offices near: 45202

Showing Top 25 Results

(b)

- QUEEN CITY
525 VINE ST STE 1 CINCINNATI, OH 45202

Request a Pickup

- a) If you would like your Package 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	Service and Package	Package Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/> 09/12/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333-8364	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 with 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**

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 Packages 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.*

<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 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail Express® Padded Flat Rate Envelope 2-Day Delivery		Create	9470130109355000377112

[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** and the SCAN Form will be downloaded as a PDF. To reprint the SCAN Form, refer to the SCAN Form tab in the main menu.

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	Package Details	Service	Price	Actions
Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Ship Date: 09/12/2024 From: 28262-2550	Priority Mail Express® Padded Flat Rate Envelope	\$26.85	X Remove

[X 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.

[Back](#) [Create and Print SCAN Form](#) [Create Another Label](#)

(b)

(c)

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	Service and Package	Package Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/> 09/12/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	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)

Create a Label from Payment Confirmation Page

- 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	Service and Package	Package Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/> 09/12/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail Express® Padded Flat Rate Envelope 2-Day Delivery		Create	9470130109355000377112

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

How to Pay for Postage Dues & Scanned Return Labels

USPS uses an **Automated Package Verification (APV)** system automatically identify Postage Adjustments in the form of a **Short Paid** (customer did not pay enough for a shipment due to the use of an inaccurate package type, weight, dimensions, or ship from zone) or an **Over Paid** (customer overpaid for a shipment and USPS applies the overpaid amount to the account in a form of a refund). Return Labels that are scanned and used are also listed as Postage Due on your account, that you will have to pay for. To learn more about the APV system and how to dispute a postage adjustment, [click here](#).

Paying for Postage Dues via the Homepage

- a) Postage Dues or Return Labels that are scanned and used will appear as **Postage Due** on the **Landing Page**.
- b) If you overpaid for a previous shipment, a green message will be displayed, and an **overpaid** refund will be applied to your account.

Enjoy your discounted rates with Click-N-Ship's Business Rate Card! ×

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

New Label ▼

Hi, Tariq!

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

[View Label Manager](#)

What's in your Label Manager?

10 ● [Incomplete Labels](#) 1046 ● [Complete Labels](#)

You currently have **5** 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. 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 ▼

\$38.00
Postage Dues

[Pay Now](#)

You have received a refund of **\$6.33**. We apologize for the inconvenience. ×

- c) 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).
- d) 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)

Paying for Postage Dues via Label Cart

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

Click-N-Ship® 3 Cart

Enjoy your discounted rates with Click-N-Ship's Business Rate Card!

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

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

[View Label Manager](#)

What's in your Label Manager?

- 1 Incomplete Labels
- 3 Complete Labels

b) Return Labels that are scanned and used, will appear under the **Postage Due on Return Labels** section of the Label Cart.

c) To pay for these postage dues, select **Pay Postage Dues Only**.

Postage Due on Return Labels

You currently have **2 Return Labels previously ordered have been scanned**. They may not be removed from the cart, and you will be charged for them during your next transaction.

1 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent From ZIP: TX 75202-3716	Priority Mail® Return Service ⓘ Label Number: 9405830109355107145176	Priority Mail® Return Service	\$6.43
				Total Postage Due	\$6.43
2 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent From ZIP: TX 75202-3716	Priority Mail® Return Service ⓘ Label Number: 9405830109355107145176	Priority Mail® Return Service	\$6.43
				Total Postage Due	\$6.43

Total Postage Dues: \$33.86

[Pay Postage Dues Only](#)

(c)