



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

Last Updated – February 2025

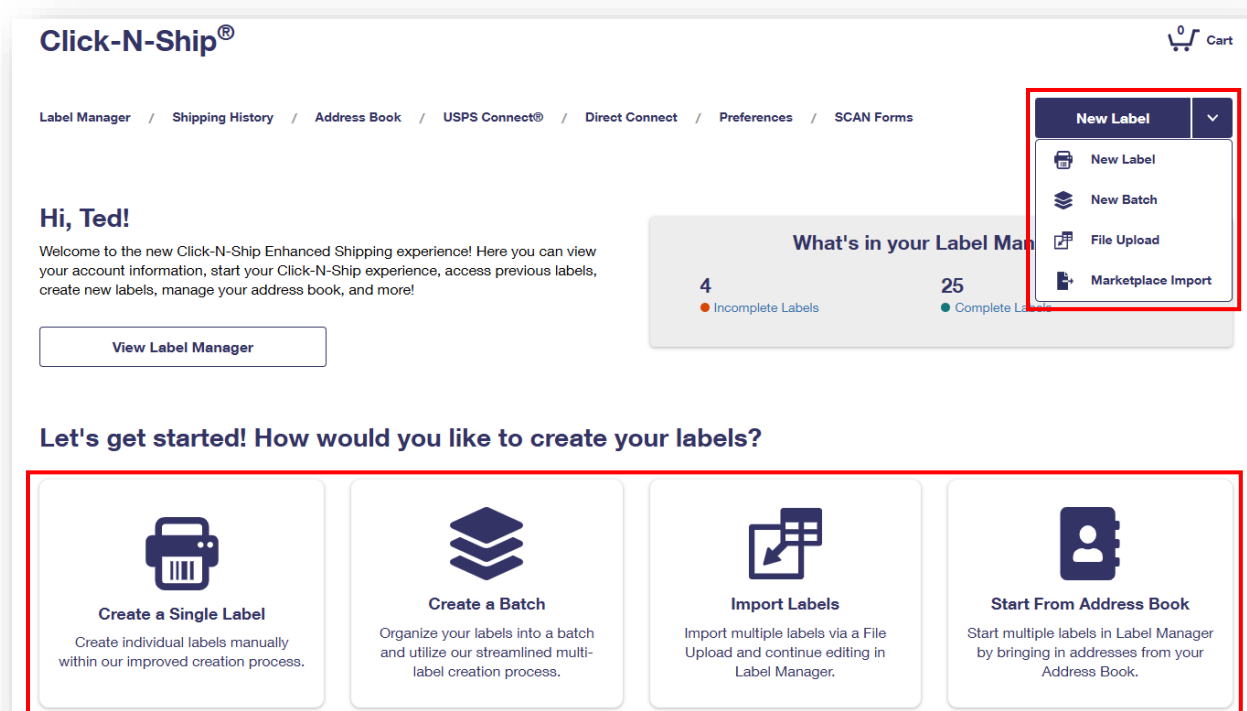
**Please note that this guide will be continuously updated.*

Label Creation Overview

The Enhanced Click-N-Ship® experience is specifically designed to allow business and personal account customers to more effectively and efficiently create, pay, and print their labels beyond the capabilities of the *Legacy Click-N-Ship®* application which was discontinued on February 27th, 2025. For more information on the Enhanced Click-N-Ship® application, see [Enhanced Click-N-Ship® Overview](#).

Enhanced Click-N-Ship® offers four label creation methods:

- 1) **Create a Single Label:** create individual labels manually within our improved creation process.
- 2) **Create a Batch:** organize your labels into a batch and utilize our streamlined multi-label creation process.
- 3) **Import Labels:** import multiple-labels via File Upload or an Online Marketplace and continue editing in Label Manager.
- 4) **Start From Address Book:** start multiple labels in Label Manager by Bringing in addresses from your Address Book.



This user guide will cover all of the **Label Creation Methods** available within the Enhanced Click-N-Ship® application and will serve as a step-by-step guide on how to use them. 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

Label Creation Overview	2
Create a Single Label	4
• Domestic Label	4
• International Label	33
• Domestic Label (Free Matter for the Blind Users)	58
• International Label (Free Matter for the Blind Users)	81
• Domestic Label (3 rd Party Authorization Business Users)	102
• International Label (3 rd Party Authorization Business Users)	128
Create a Batch	152
Import Labels	161
• Import Labels Via File Upload	161
• Import Labels from an Online Marketplace	175
Start from Address Book	186
Create a Return Label	189
• Create Return Labels via Single Label Creation	189
• Create Return Labels via Label Manager	191
• Viewing your Return Label(s)	195

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.

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

All Labels (2)
Batches (1)

[New Label](#)
[Use Address Book](#)
[Refresh](#)
[Actions](#)
[Add All Complete to Cart >](#)

New Label
 New Batch
 File Upload
 Marketplace Import

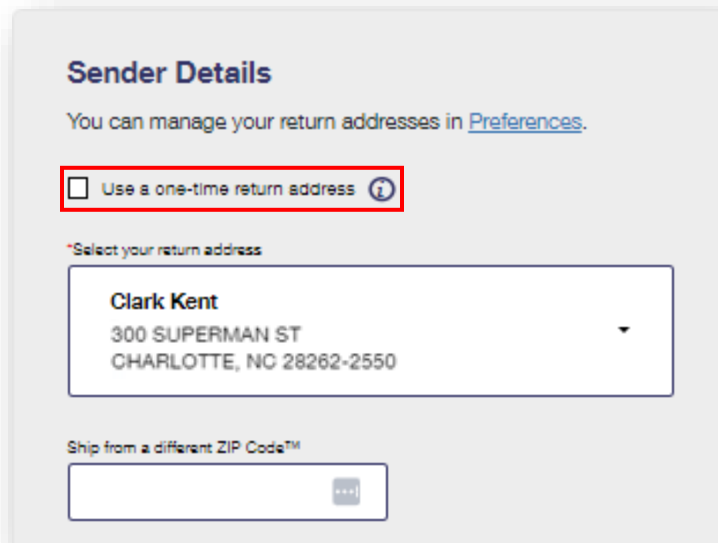
by date and time created. Each new label will appear at the top of the table.

	Service and Package	Package Details	Extra Services	Total Price	All Labels
Get Tracking ERMAN ST , IL, 60603- 5810	USPS Ground Advantage™ Cubic Choose Your Own Box Edit Service And Package	16 oz. Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 <i>Sender email is required.</i>	Edit

2) Enter Sender Details

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

- a) To utilize a one-time return address, select the **Use a one-time return address** checkbox.



The image shows a 'Sender Details' form. At the top, it says 'Sender Details' in bold. Below that, a link 'Preferences' is provided. A checkbox labeled 'Use a one-time return address' is highlighted with a red box. Below this, a dropdown menu is shown with the text 'Clark Kent', '300 SUPERMAN ST', and 'CHARLOTTE, NC 28262-2550'. At the bottom, there is a section for 'Ship from a different ZIP Code™' with an empty input field and a button with three dots.

Sender Details

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

☐ Use a one-time return address ⓘ

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

ⓘ

- b) If the **Use a one-time return address** is 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.
 - Once the sender information is entered and you are ready to proceed, select **Next**.

New Return Address

(i)

Search your Address Book

*Sender Information

Please provide first and last name and/or company.

First Name

MI

Last Name

First Name is Required

Last Name is Required

Company

Company Name is Required

Phone (optional)

Email (optional)

(ii)

Sender Address

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

*Street Address

Apt/Suite

Street Address is Required

*City

*State

*ZIP Code™

AL - Alabama

City is Required

Zip Code™ is Required

(iii)

☐ Save to Address Book

Save

(iv)

c) 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.

6

Preferences.' There is a checkbox labeled 'Use a one-time return address' with an information icon. Below that is a red asterisk and the text '*Select your return address'. A white box contains the address 'Clark Kent', '300 SUPERMAN ST', and 'CHARLOTTE, NC 28262-2550'. To the right of this box is a red square containing a downward arrow. Below the address box is the text 'Ship from a different ZIP Code™' and a white input field with a three-dot menu icon."/>

Sender Details

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

☐ Use a one-time return address ⓘ

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

- i. Once selected, will also be able to create a new return address by selecting the **Create a new Sender Address** hyperlinked option.

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

John Doe
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ted Buckland Jr (FOLDER SHOP)
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

[Create a new Sender Address](#)

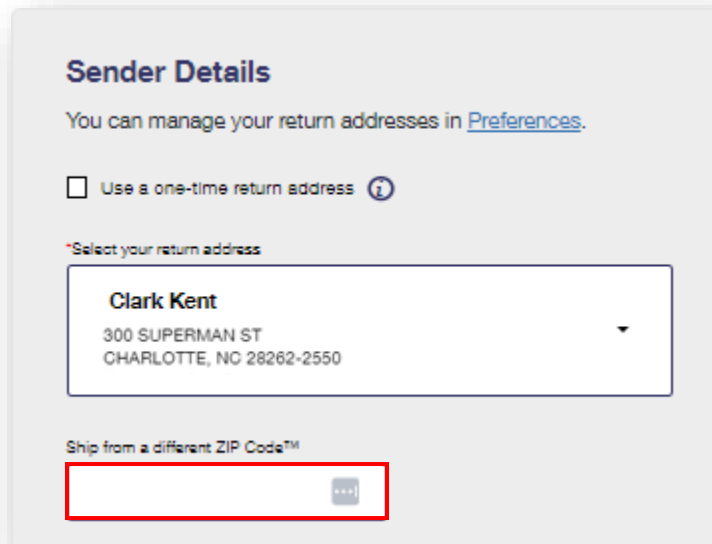
- d) If the **Create a new Sender Address** option was selected, a **New Return Address** modal will be displayed.
 - i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.

- (i)

(ii)

- (iii – iv)

- e) 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](#).

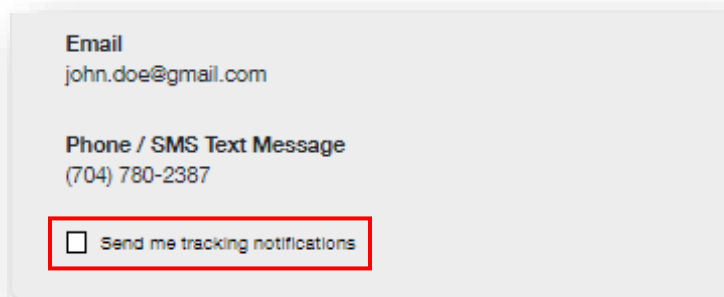
☐ Use a one-time return address ⓘ

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

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



Email
john.doe@gmail.com

Phone / SMS Text Message
(704) 780-2387

☐ Send me tracking notifications

- g) Once the **Send me** checkbox is 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

name@example.com

Email is required

Phone

Enter a U.S. phone number

Phone is required

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

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

Save

(iii)


3) Enter 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. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

10

Step 1: Recipient Details

Search your Address Book 

[Manage Address Book](#)

- b) To manually enter the recipient's information, enter the details in the **required*** text fields.





*Recipient Information

Please provide first and last name and/or company

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

Recipient Address

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

*Country		
<input type="text" value="United States of America"/>		
		
*Street Address 	Apt/Suite/Other	
<input type="text"/>	<input type="text"/>	
Street Address is required		
*City 	*State	*ZIP Code™ 
<input type="text"/>	<input type="text" value="AL - Alabama"/>	<input type="text"/>
City is required		
ZIP Code™ is required		

- c) 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).

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

Max Character Limit: 80

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.](#)

- d) **Save to Address Book (optional):** 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.
- Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.

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

- e) **Send Recipient Tracking Notifications (optional):** if you would like the recipient to receive text or email notifications about the package, select the **Send recipient tracking notifications** checkbox.
- Note, the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications.

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

- ii. Once selected, a **Tracking Notifications for Recipient** modal will be displayed where you will be required to enter the recipient phone number and / or email (*note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application*).
- iii. Select the **Type of Notifications** that you want the recipient to receive.
- iv. Select **Save** to save these changes.

(i)

(ii)

Tracking Notifications for Recipient

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

Email

Email must be valid format

Phone

Phone is required

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

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

Save

(iii)

- f) **Hold for Pickup at Post Office™ (optional):** if you would like to have your package held at a designated Post Office™ location for pickup, 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

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

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™

Enter a valid ZIP Code™ and search to select a location

Nearest Location(s)

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

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

- g) **Confirm Sender and Recipient Details:** once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (*Note, you will not be able to proceed to the next section unless this is selected*).

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

☐ Save to Address Book

☒ Send recipient tracking notifications

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

☒ Hold for Pickup at Post Office™

NORTH TRYON

6700 N TRYON ST CHARLOTTE, NC 28213-9798

Post Office™ Hours ⓘ

[Change Location](#)

Next

4) Select Hazardous Material Type

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select '**View examples of mailable and nonmailable hazardous material**'.

- a) If your package DOES NOT contain anything potentially hazardous, select '**No, I am not shipping anything potentially hazardous**' and you will be directed to the next section.
- b) If your package DOES contain anything potentially hazardous, select '**Yes, this parcel contains potentially hazardous materials (HAZMAT)**'.

Step 2: Hazardous Materials

Does this parcel contain anything potentially hazardous?

Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. [View what is mailable and what is nonmailable HAZMAT](#)



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

Yes, this parcel contains potentially hazardous material (HAZMAT)

(b)

No, I am not shipping anything potentially hazardous

(a)

- i. Once 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.
- ii. 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

- iii. Select the **HAZMAT type** from one of the options listed in the dropdown.

*What type of mailable HAZMAT are you mailing? (If not listed, it may not be mailable. [Learn More](#))

Select ▼

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

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

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

5) Enter Items Information (optional)

- a) This **Items** section is optional for domestic packages and only required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.

Step 3: **Items (optional)** ⓘ

Add Item(s)

- b) Once selected, the section will expand. Enter the item information in the required fields.

Step 3: **Items (optional)** ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value
No Items added			

Item Description

ⓘ

Max: 30

Quantity

1

Total Item(s) Weight

ⓘ

lbs

ⓘ

ozs

Total Item(s) Value

\$

ⓘ

Add Item

Error: All fields are required to add an item.
Please add item description. Pounds or ounces must be greater than zero. Value must be greater than zero.

c) Select **Add Item** to save the item information.

Step 3: **Items (optional)** ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value
Kitchen Mugs	1	1	\$100.00
Edit Remove			
In this package	1 Items	1.00 lbs	\$100.00

Item Description

ⓘ

Max: 30

Quantity

1

Total Item(s) Weight

lbs

ozs

Total Item(s) Value

\$

Add Item

6) Select Package Type

- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

The screenshot shows the 'Step 4: Packaging' section of a form. At the top, it says '*Ship Date (Choose a date up to 7 days away from today)'. Below this is a date input field showing '11/25/2024' with a calendar icon. A calendar dropdown is open, showing 'November 2024'. The date '25' is highlighted in blue, and the entire calendar area is enclosed in a red rectangle. To the right of the calendar, there is a link that says 'Update from Step 3'. Below the calendar, there are 'Clear' and 'Today' buttons.

- b) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items (if applicable).

The screenshot shows the 'Step 4: Packaging' section of a form. At the top, it says '*Ship Date (Choose a date up to 7 days away from today)'. Below this is a date input field showing '11/25/2024' with a calendar icon. Below the date field, it says 'Package Value (optional)' with an information icon. There is a text input field for the package value, showing '\$' and '0', which is enclosed in a red rectangle. To the right of this field is a link that says 'Update from Step 3', also enclosed in a red rectangle. Below the input field, it says 'Enter a value up to and including \$5,000.00 for insurance'.

- c) **Package Type:** select a USPS package type from the two options available (Flat Rate Packaging or Choose Your Own Packaging).
- i. If you would like to quickly fill in the package information with a saved favorite package type (via Preferences), select the **Quick-fill with a Favorite** dropdown.

Let us know what you're shipping ⓘ

Start from a favorite or select a packaging type

Quick-fill with a Favorite

Testing - Priority Mail Express® Legal Flat Rate Envelope
Value: \$345

Poly Bag - USPS Ground Advantage™ Choose Your Own Box 4" (L) X 5" (W) X 7" (H)
Weight: 5.25lbs, Value: \$200

Poly Bag 2 - Priority Mail Express® Choose Your Own Box 7" (L) X 7" (W) X 4" (H)
Weight: 3.19lbs, Value: \$500

Package Weight (includes packaging)

- d) **USPS® Flat Rate Packaging:** If I am shipping with USPS® Flat Rate Packaging is selected, you will be directed to the next step (Step 4: Services).

Let us know what you're shipping ⓘ

Start from a favorite or select a packaging type

Quick-fill with a Favorite

I am shipping with USPS® Flat Rate Packaging

I have my own packaging

- e) **Choose Your Own Packaging:** If I have my own packaging or envelope is selected, you will be required to enter the following Package Details:

Let us know what you're shipping ⓘ

Start from a favorite or select a packaging type

Quick-fill with a Favorite ▼

I am shipping with USPS® Flat Rate Packaging

I have my own packaging

- i. **Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).

Packaging Details

*Package Weight (includes packaging)

0 ⓘ lbs

0 ⓘ ozs

[Update from Step 3](#)

Please enter package weight. At least one field must be greater than 0.

- ii. **Package Dimensions:** manually enter the package dimensions. Note, if HAZMAT was selected, only Choose your Packaging will be available.

***Package Dimensions** ⓘ

Length

0 ⓘ in

Width

0 ⓘ in

Height

0 ⓘ in

Please enter package dimensions. At least two dimensions must be greater than 0.

- iii. **Girth:** If your package isn't a standard rectangular box or envelope, select **The packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

☒ The packaging is not a standard rectangular box or envelope

Girth ⓘ

0 ⓘ In

Please enter girth. Girth must be greater than 0.

- iv. **Non-Machinable Items:** If your package 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 package from the dropdown.

*Do any of the below characteristics apply to your packaging? ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

None ▼

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

- v. Select **Save & Get Rates** to proceed to the next step.

*Do any of the below characteristics apply to your packaging? ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

Glass container with more than 24oz of liquid ▼

Save & Get Rates

7) Select Service Type

- a) **Services:** based off the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Please note that the Shape, weight, and size affects the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by

All

Sort by: [Price](#) | [Delivery Time](#)



Priority Mail® Flat Rate Envelope
12-1/2" x 9-1/2"

2-Day Delivery |
Nov 29, 2024

\$8.68
~~\$9.99~~



Priority Mail® Small Flat Rate Envelope
6" x 10"

2-Day Delivery |
Nov 29, 2024

\$8.68
~~\$9.99~~



Priority Mail® Window Flat Rate Envelope
5" x 10" 12-1/2" x 9-1/2"

2-Day Delivery |
Nov 29, 2024

\$8.68
~~\$9.99~~

- b) **Filter / Sort By:** to more easily view all of the available Service types, you can **Filter by Type** or **Sort by Price** and / or **Delivery Time**.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by

All

Sort by: [Price](#) | [Delivery Time](#)

All

Envelope

Box

Poly Bag

Priority Mail

Priority Mail Express

USPS Connect



2-Day Delivery |
Nov 29, 2024

\$8.68
~~\$9.99~~



2-Day Delivery |
Nov 29, 2024

\$8.68
~~\$9.99~~



2-Day Delivery |

\$8.68

- c) If your address is eligible for the **USPS Connect® Local** Service Types, it will be displayed here. Eligibility is determined by the sender and recipient address entered in step 1.



Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

Some service standards to this location are not available at this time.

*Select your USPS Flat Rate Packaging ⓘ

Filter by USPS Connect Sort by: [Price](#) | [Delivery Time](#)


	USPS Connect® Local Mail Choose Your Own Box (Choose your own box)	<i>Same-Day or Next-Day</i>	\$2.95
	USPS Connect® Local Small Flat Rate Bag 9" x 12"	<i>Same-Day or Next-Day</i>	\$4.15

- d) If a **USPS Connect® Local** Service Type is selected, a nearby drop-off location will be displayed (*note, drop-off locations that are displayed are determined by the sender address entered in step 1*).

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

Some service standards to this location are not available at this time.




USPS Connect® Local Small Flat Rate Bag
9" x 12"

Same-Day or Next-Day

\$4.15

[Change Service Type](#)



Your Drop-Off Location

DDU: CHICAGO POST OFFICE
433 W HARRISON ST
CHICAGO, IL 60699

Extra Services

☐ Additional Insurance ⓘ

Fee Varies

☐ Signature Services ⓘ

Fee Varies

☐ Create a return label ⓘ

Charged upon use

☒ Hide Postage on Label ⓘ

Free

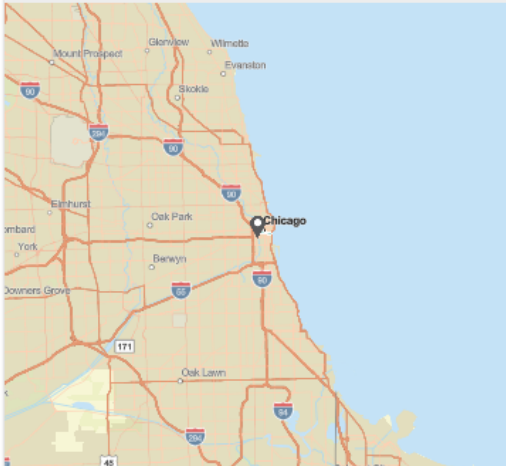
Your Drop-Off Location Details

DDU: CHICAGO POST OFFICE
433 W HARRISON ST
CHICAGO, IL 60699
Total Distance: 0.72 Miles away

Drop-off Hours

Mon-Fri	Sat	Sun	Lot Parking Available
Closed	Closed	Closed	

For Same-day delivery, you'll need to drop all your packages off before 8 a.m. local time of your selected ship date. Packages dropped off later may be delivered the next day.



8) Select Extra Service(s)

- Once the Service Type is selected, you will be able to select and add **Extra Services**. To add an extra service, select the **checkbox** of the interested extra service and choose an **Extra Service Type**.
 - Note, the extra services listed will vary depending on the service and package type that was selected.*

Extra Services

☐ Additional Insurance ⓘ

Fee Varies

☐ Signature Services ⓘ

Fee Varies

☐ Create a return label ⓘ

Charged upon use

☐ Hide Postage on Label ⓘ

Free

9) 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: Same-Day or Next-Day	
USPS Connect® Local Small Flat Rate Bag	\$4.15
USPS Tracking®	Free
Insurance	\$3.15
Priority Mail® Return	Free
<hr/>	
Total	\$7.30

10) 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**.
 - ii. 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

(a)

Save

(b)

11) Select to Ship to a USPS® Smart Locker (if applicable)

If the address that you are sending to is close to a secure, self-service USPS® Smart Locker, you will be notified via a banner located below the Label Summary of the Single Label Flow or in the Label Manager.

- a) **Option 1:** via **Label Cart** – after filling out the label information and before **adding it to the Label Cart**, you will be notified if a USPS® Smart Locker is available near the recipient's address via a banner located below the Label Summary. Select **Ship to Locker** to continue with shipping your item to a USPS® Smart Locker.

Label Summary

Estimated Delivery: 1-Day Delivery

Priority Mail® Custom Packaging	\$8.64
	<i>Retail \$10.75</i>
\$100 insurance included	Free
USPS Tracking®	Free
<hr/>	
Total	\$8.64

Add to Cart

Save

USPS® Smart Lockers Available!

The address you're sending to is close to a secure, self-service USPS® Smart Locker. For no extra cost, you can ship your package or envelope to a locker, where your recipient can securely pick it up with a code sent to their email.

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 via a banner. If you would like to ship your package to the USPS® Smart Locker, select **Ship to Locker**.

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

All Labels (1609)

Batches (92)

New Label

Use Address Book

Refresh

Actions

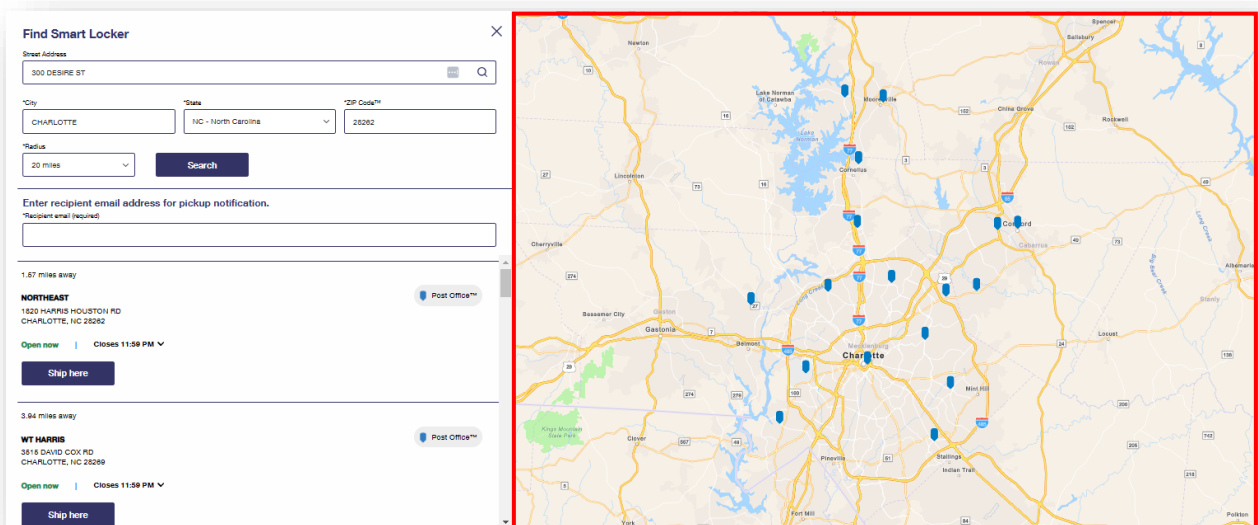
Add All Complete to Cart >

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

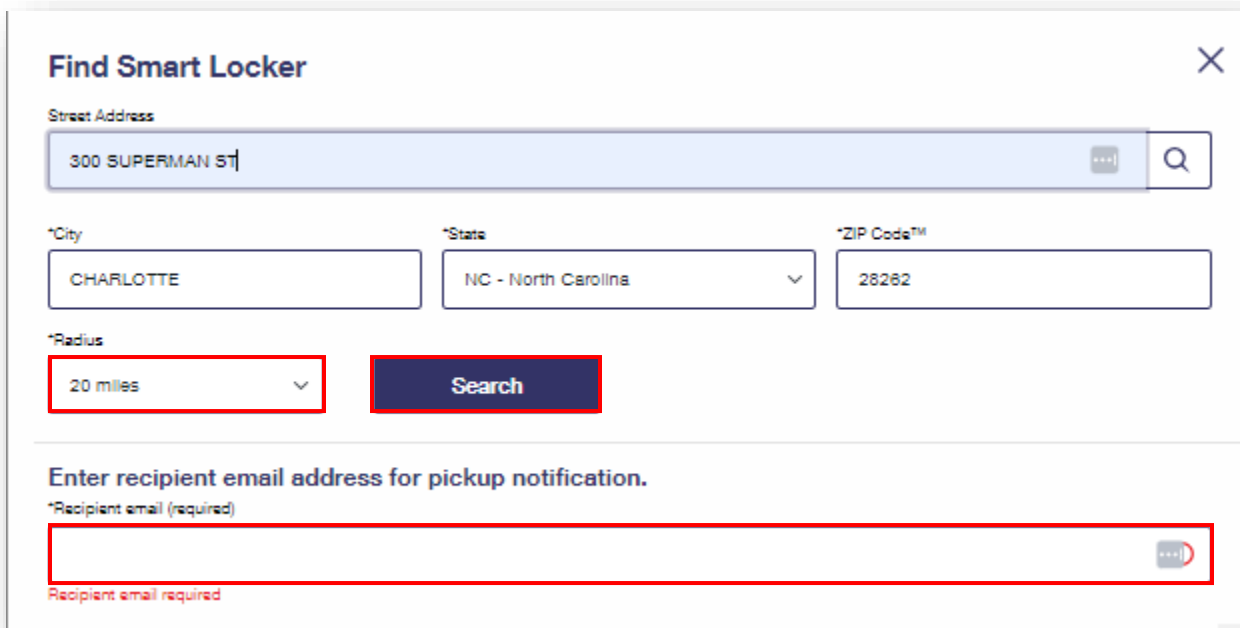
	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	11/26/2024	Johnny Parker 300 DESIRE ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	<div>Added to cart</div> Edit Label

A USPS® Smart Locker is available near the recipient's address.
 [Ship to locker](#)

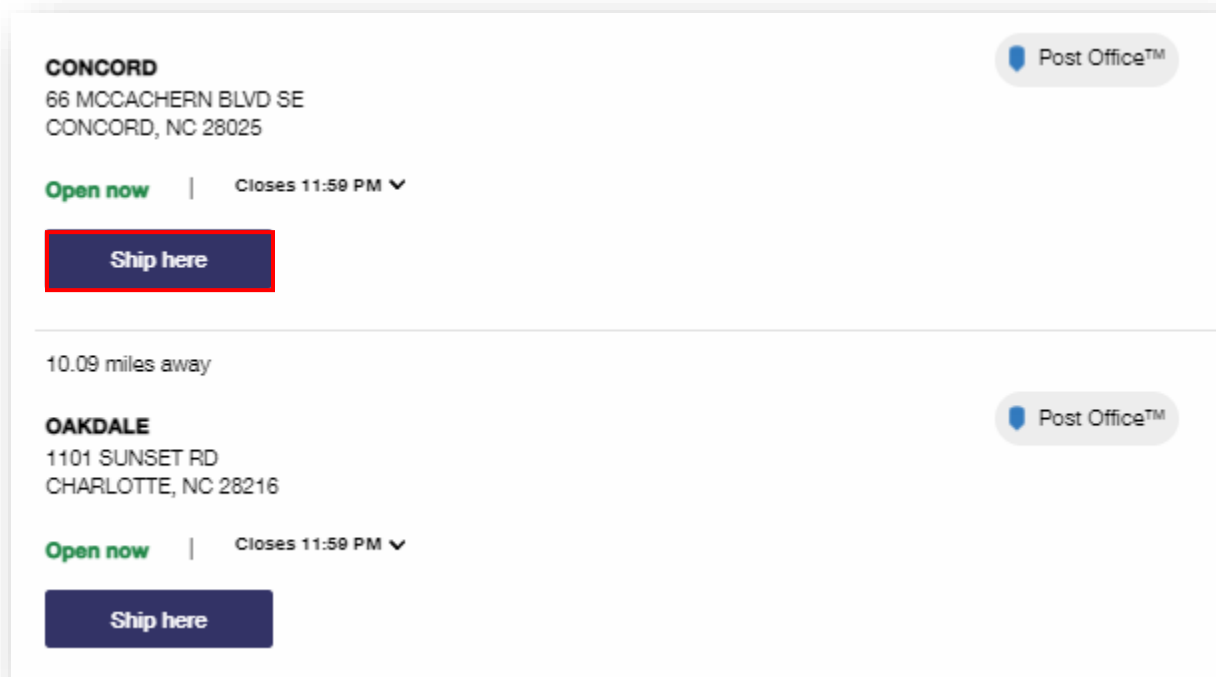
- c) Once **Ship to Locker** is selected, you will be redirected to the **Find Smart Locker** modal where you will be able to see the available USPS® Smart Locker locations.



- ii. Select the **Radius (5 mi – 25 mi)** dropdown and then select **Search**.
- iii. Enter the **recipients email address** so that they can receive a pickup notification.



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




International Label

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


1) Begin Single Label Creation Process – Two Options

- c) 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.

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

All Labels (2) Batches (1)

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 Package	Package Details	Extra Services	Total Price	All Labels
otton	USPS Ground Advantage™ Cubic Choose Your Own Box	16 oz Value: \$5	Insurance USPS Tracking® + Add Extra Services	\$6.97	
ERMAN ST	Box				
y, IL, 60803-	Edit Service And Package	Edit Package Details		Sender email is required.	Edit

2) Enter Sender Details

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

- a) To utilize a one-time return address, select the **Use a one-time return address** checkbox.

Sender Details

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

☐ Use a one-time return address ⓘ

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550 ▼

Ship from a different ZIP Code™

...

- b) If the **Use a one-time return address** is 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.
 - Once the sender information is entered and you are ready to proceed, select **Next**.

New Return Address

Search your Address Book

*Sender Information

Please provide first and last name and/or company.

First Name

MI

Last Name

First Name is Required

Last Name is Required

Company

Company Name is Required

Phone (optional)

Email (optional)

Sender Address

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

*Street Address

Apt/Suite

Street Address is Required

*City

*State

*ZIP Code™

AL - Alabama

City is Required

Zip Code™ is Required

☐ Save to Address Book

Save

(i)

(ii)

(iii)

(iv)

c) 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.

35

Sender Details

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

☐ Use a one-time return address ⓘ

*Select your return address

Clark Kent

300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

▼

Ship from a different ZIP Code™

- i. Once selected, will also be able to create a new return address by selecting the **Create a new Sender Address** hyperlinked option.

*Select your return address

Clark Kent

300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Clark Kent

300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

John Doe

300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ted Buckland Jr (FOLDER SHOP)

[Create a new Sender Address](#)

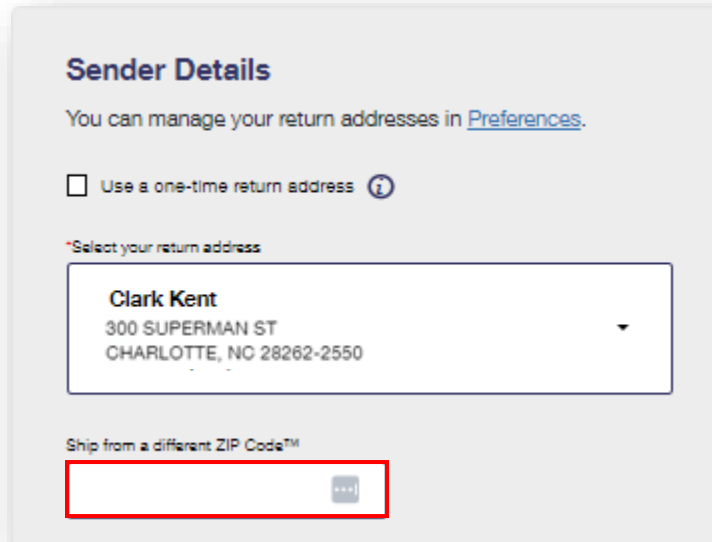
- d) If the **Create a new Sender Address** option was selected, a **New Return Address** modal will be displayed.
 - i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.

- (i)

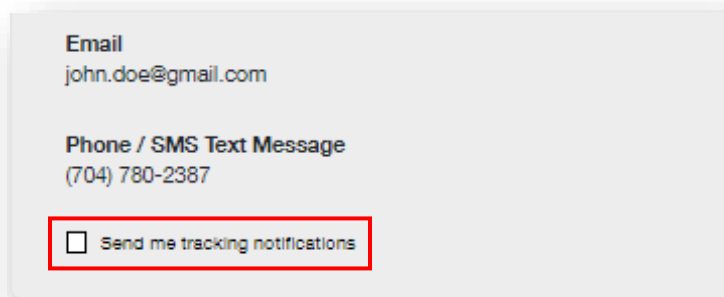
(ii)

(iii – iv)

- e) 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*).



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



- g) Once the **Send me tracking notifications** checkbox is 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

name@example.com

Email is required

Phone

Enter a U.S. phone number

Phone is required

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

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

Save

(iii)


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. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

39

Step 1: Recipient Details



[Manage Address Book](#)

- b) To manually enter the recipient information, enter the details in the **required*** text fields.

*Recipient Information

Please provide first and last name and/or company

First Name

MI

Last Name

First Name is required

Last Name is required

Company

Company is required

Recipient Address

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

*Country

Canada

▼

*Address 1

Address 2

Address 3

*City

Province

*Postal Code™

City is required

Postal Code is required

- c) **Reference Number (optional):** 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*).

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

Max Character Limit: 30

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.](#)

- d) **Save to Address Book (optional):** 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.
- i. Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.
- e) **Confirm Sender and Recipient Details:** 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

☐ Hold for Pickup at Post Office™

Next

4) Select Hazardous Material Type

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT


that are *not* mailable. To view a detailed list of HAZMAT examples, select '**View examples of mailable and nonmailable hazardous material.**

- a) If your package DOES NOT contain anything potentially hazardous, select '**No, I am not shipping anything potentially hazardous**' and you will be directed to the next section.
- b) If your package DOES contain anything potentially hazardous, select '**Yes, this parcel contains potentially hazardous materials (HAZMAT)**'.

Step 2: Hazardous Materials

Does this parcel contain anything potentially hazardous?

Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. [View what is mailable and what is nonmailable HAZMAT](#)

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

Yes, this parcel contains potentially hazardous material (HAZMAT)

No, I am not shipping anything potentially hazardous

(b)

(a)

- i. Once 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.
- ii. 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

- iii. Select the **HAZMAT type** from one of the options listed in the dropdown.

*What type of mailable HAZMAT are you mailing? (If not listed, it may not be mailable. [Learn More](#))

Select ▼

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

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

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

5) Enter Items Information (required)

- a) This **Items** section is required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.

Step 3: Items ⓘ

Required: At least one item is required for customs prior to selecting service and package type for this destination.

Max: 30

Description	HS Tariff	Origin	Quantity	Weight	Value
No items added					

Add Item

- b) **HS Tariff Code:** 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.
- i. if you do not have an HS Tariff Code for the item, select **no**.

×

Add Item

* indicates required field

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

- i. If you do have an HS Tariff Code for the item, select **Yes** and enter the code in the required text field.

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

*HS Tariff Code

- c) **Item Details:** enter the item description, quantity, and weight.

*Item Description

*Quantity

1

*Total Item(s) Weight

lbs

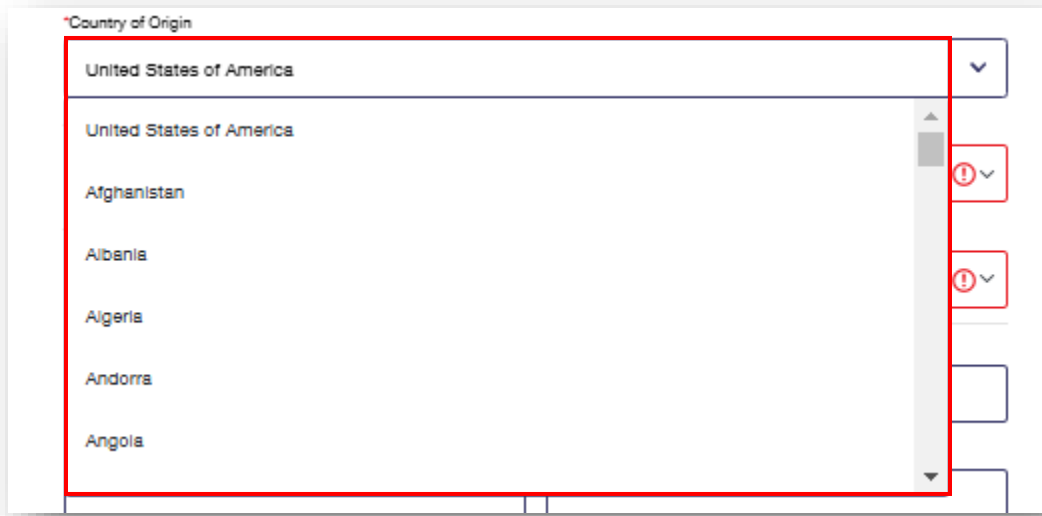
ozs

- d) **Item Value:** enter the total item(s) value.

*Total Item(s) Value

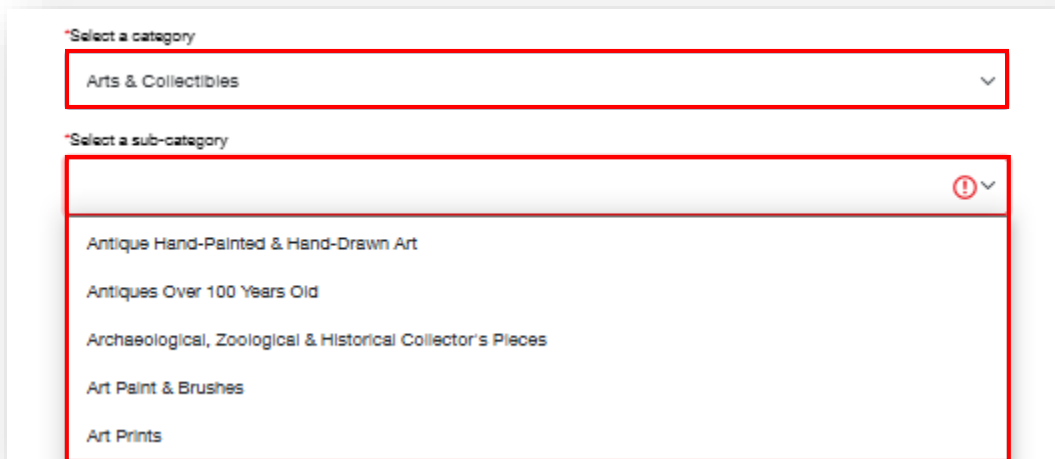
\$

e) **Country of Origin:** select the items country of origin.



A screenshot of a web form showing a dropdown menu for "Country of Origin". The menu is open, displaying a list of countries. The first two entries are "United States of America". Below them are "Afghanistan", "Albania", "Algeria", "Andorra", and "Angola". To the right of the list, there are three red boxes, each containing a white exclamation mark and a downward arrow, indicating a warning or error. The entire dropdown menu is enclosed in a red rectangular border.

f) **Category Type:** select the items category and subcategory type.



A screenshot of a web form showing two dropdown menus for "Category Type". The first dropdown menu is labeled "Select a category" and has "Arts & Collectibles" selected. The second dropdown menu is labeled "Select a sub-category" and is open, showing a list of subcategories: "Antique Hand-Painted & Hand-Drawn Art", "Antiques Over 100 Years Old", "Archaeological, Zoological & Historical Collector's Pieces", "Art Paint & Brushes", and "Art Prints". To the right of the subcategory list, there is a red box containing a white exclamation mark and a downward arrow, indicating a warning or error. The entire form area is enclosed in a red rectangular border.

g) **Other Optional Information:** enter the item UPC Code, Brand, and Product ID if desired. Once finished, select **Add Item** to save your information.

UPC Code

Item Brand

Item Details

Product ID

Note: International weight limits vary. Not all services may be available. See weight limits based on country

Add Item

6) Select Package Type

- Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)

11/26/2024

November 2024

Su

Mo

Tu

We

Th

Fr

Sa

27

28

29

30

31

1

2

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4

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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

Clear

Today

Update from Step 3

With customs information


Shipping


Package type

- Package Value (required):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items.

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)


11/26/2024 

Package Value (optional) 


\$ 0 [Update from Step 3](#)

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

- c) **Package Type:** select a USPS package type from the two options available (Flat Rate Packaging or Choose Your Own Packaging).
- If you would like to quickly fill in the package information with a saved favorite package type (via Preferences), select the **Quick-fill with a Favorite** dropdown.

Let us know what you're shipping 

Start from a favorite or select a packaging type

Quick-fill with a Favorite 

Testing - Priority Mail Express® Legal Flat Rate Envelope
Value: \$345

Poly Bag - USPS Ground Advantage™ Choose Your Own Box 4" (L) X 6" (W) X 7" (H)
Weight: 5.25lbs, Value: \$200

Poly Bag 2 - Priority Mail Express® Choose Your Own Box 7" (L) X 7" (W) X 4" (H)
Weight: 3.19lbs, Value: \$500

Package Weight (includes packaging)

- d) **USPS® Flat Rate Packaging:** If I am shipping with USPS® Flat Rate Packaging is selected, you will be directed to the next step (Step 4: Services).

Let us know what you're shipping ⓘ

Start from a favorite or select a packaging type

Quick-fill with a Favorite ▼

I am shipping with USPS® Flat Rate Packaging

I have my own packaging

- e) **Choose Your Own Packaging:** If **I have my own packaging or envelope** is selected, you will be required to enter the following Package Details:

Let us know what you're shipping ⓘ

Start from a favorite or select a packaging type

Quick-fill with a Favorite ▼

I am shipping with USPS® Flat Rate Packaging

I have my own packaging

- i. **Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).

Packaging Details

*Package Weight (includes packaging)

0 ⓘ	lbs	0 ⓘ	ozs	Update from Step 3
-----	-----	-----	-----	------------------------------------

Please enter package weight. At least one field must be greater than 0.

- ii. **Package Dimensions:** manually enter the package dimensions. Note, if HAZMAT was selected, only Choose your Packaging will be available.

***Package Dimensions** ⓘ

Length		Width		Height
0 ⓘ	X	0 ⓘ	X	0 ⓘ

Please enter package dimensions. At least two dimensions must be greater than 0.

- iii. **Girth:** If your package isn't a standard rectangular box or envelope, select **The packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

☒ The packaging is not a standard rectangular box or envelope

Girth ⓘ

0 ⓘ	in
-----	----

Please enter girth. Girth must be greater than 0.

- iv. **Non-Machinable Items:** If your package 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 package from the dropdown.

***Do any of the below characteristics apply to your packaging?** ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

None ▼

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

- v. Select **Save & Get Rates** to proceed to the next step.

*Do any of the below characteristics apply to your packaging? ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

Glass container with more than 24oz of liquid ▼

Save & Get Rates

7) Select International Service Type




- a) **Services:** based off the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Please note that the Shape, weight, and size affects the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by All ▼ Sort by: [Price](#) | [Delivery Time](#)

	Padded Flat Rate Envelope 12-1/2" x 9-1/2"	\$30.90
	Priority Mail International® Small Flat Rate Envelope 6" x 10"	\$30.90
	Priority Mail International® Legal Flat Rate Envelope 15" x 9-1/2"	\$30.90

- b) **Filter / Sort By:** to more easily view all of the available Service types, you can **Filter by Type** or **Sort by Price** and / or **Delivery Time**.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by

All



All



Box

Envelope

Priority Mail® International

Priority Mail® Express International

Sort by: [Price](#) | [Delivery Time](#)

		
	Priority Mail International® Small Flat Rate Envelope 6" x 10"	\$45.15

8) Select Extra Service(s)

- If you are interested in adding an extra service to your package(s), select the **checkbox** of the interested extra service (*note, the extra services listed will vary depending on the international service and package type that was selected*).
- If no extra services are available, you will see a blue message bar letting you know to proceed to step 5.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

	Priority Mail International® Small Flat Rate Envelope 6" x 10"	\$30.90
---	--	----------------

[Change Service Type](#)

 More information is required for this label. Please scroll and proceed to **Step 6**.

Extra Services

9) Enter International & Customs Information

- a) **Non-Delivery Handling:** select how the package should be handled in the event that it cannot be delivered (*Return to Sender or Abandon*).

Step 5: International & Customs Information

*Non-delivery Handling

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

Return to Sender	Abandon
-------------------------	----------------

- b) **Contents Description:** international packages require you to select a **Content Type**. Select the **Select a Content Type** drop down and select the content type that best describes your package.

Contents Description

*Content Type

Merchandise

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

Postal Service or any
information at the US Census

- c) **US Census Bureau and Customs Information:** if your shipment requires 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.*

US Census Bureau and Customs Information

International packages within certain categories accepted by the Postal Service or any delivery company must display an AES Exemption. View more information at the US Census Bureau.

☒ This shipment requires an export license (Most U.S. commercial exports do not require a 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 ⓘ

AES/ITN must be 14 digits

- d) Enter a **Sender's Customer Reference Number** (optional).

Sender's Custom Reference Number

- e) If you are a Commercial Sender, select the **checkbox** and enter the **License Number, Certificate Number, and Invoice Number** (optional).

☒ I am a commercial sender (I have License, Certificate, and/or Invoice Number)

Commercial Senders Only

License Number ⓘ

Certificate Number ⓘ

Invoice Number ⓘ

10) Review Calculated Landed Cost Estimate

The Calculated Landed Cost Estimate is a brief summary located under the **Label Summary** that shows 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 Breakdown**.

Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**

***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.

[View Breakdown](#)

Email Total Landed Cost Breakdown

- i. Review the **Detailed Breakdown Summary** of the duties, fees, and taxes.

✕

Item Breakdown of Total Landed Cost Estimate

The Landed Cost Estimate is an estimate of the taxes, duties, import fees and other fees that will be imposed on your package and its contents as it is shipped to its delivery destination. The amount is not exact, but an estimate of what the recipient should pay upon delivery.

Description	HS Tariff	Origin	QTY	Weight	Value	Duties & Taxes
Notebook	None	US	1	1	\$100.00	Duties: \$0.00 Taxes: \$13.00

Estimated Fees Fee: \$0.00

Estimated Duties & Taxes: \$13.00

Estimated Total: \$13.00

- b) To receive a copy of your Total Landed Cost via email, enter your email and click **Send**.

Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**

***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.

[View Breakdown](#)

Email Total Landed Cost Breakdown

Send

11) 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

12) 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)

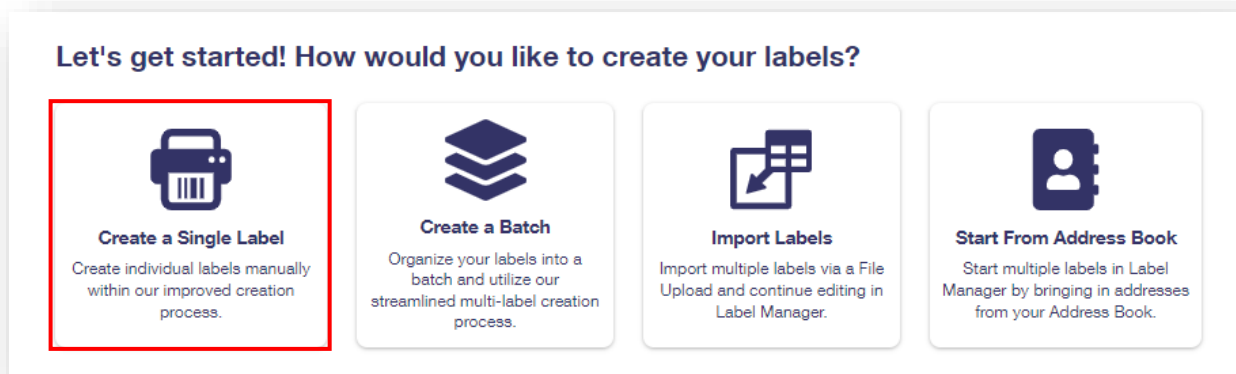
(b)

Domestic Label (Free Matter for the Blind Users)

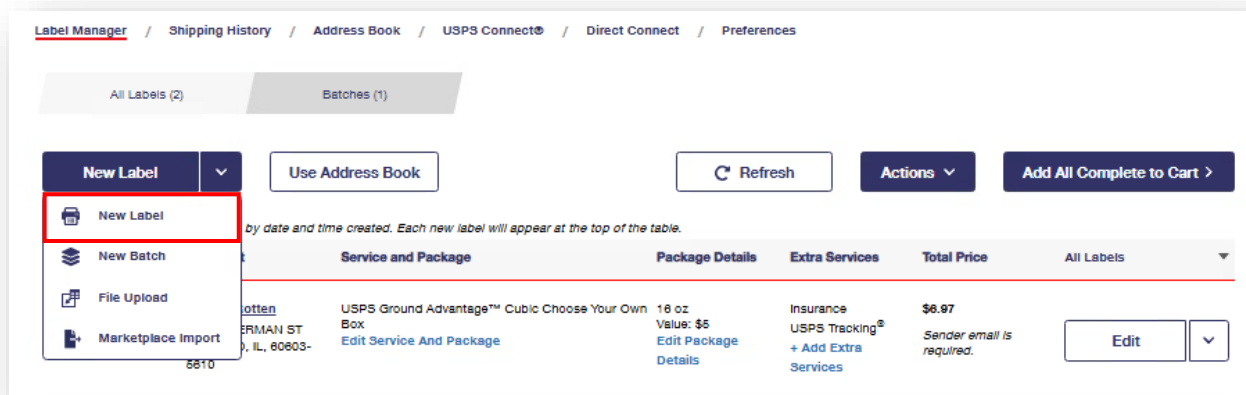
Create a domestic label for a single recipient free of postage through our eligible services if you are a qualifying member of the Free Matter for the Blind Program (FMB) by following the steps below.

1) Begin Single Label Creation Process – Two Options

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



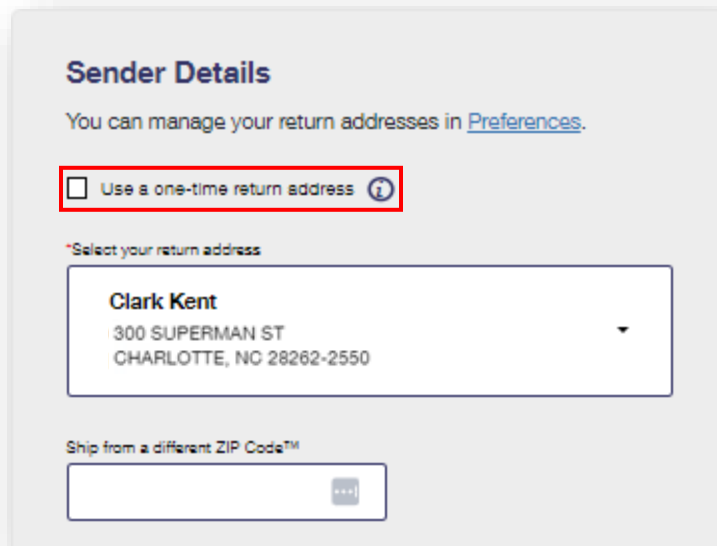
- b) Option 2: Click on **New Label** located on the Label Manager page.



2) Enter Sender Details

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

- a) To utilize a one-time return address, select the **Use a one-time return address** checkbox.

The image shows a 'Sender Details' form. At the top, it says 'Sender Details' in bold. Below that, a line of text says 'You can manage your return addresses in [Preferences](#).' There is a checkbox labeled 'Use a one-time return address' with an information icon to its right. Below this, a label reads '*Select your return address'. A dropdown menu is shown with the text 'Clark Kent', '300 SUPERMAN ST', and 'CHARLOTTE, NC 28262-2550'. At the bottom, there is a label 'Ship from a different ZIP Code™' and an empty input field with a three-dot menu icon to its right.

Sender Details

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

☐ Use a one-time return address ⓘ

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

- b) If the **Use a one-time return address** is 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.
 - Once the sender information is entered and you are ready to proceed, select **Next**.

New Return Address

(i)

Search your Address Book

*Sender Information

Please provide first and last name and/or company.

First Name

First Name is Required

MI

Last Name

Last Name is Required

Company

Company Name is Required

Phone (optional)

Email (optional)

(ii)

Sender Address

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

*Street Address

Street Address is Required

Apt/Suite

*City

City is Required

*State

AL - Alabama

*ZIP Code™

Zip Code™ is Required

(iii)

☐ Save to Address Book

Save

(iv)

c) 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.

60

Sender Details

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

☐ Use a one-time return address ⓘ

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

- i. Once selected, will also be able to create a new return address by selecting the **Create a new Sender Address** hyperlinked option.

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

John Doe
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ted Buckland Jr (FOLDER SHOP)

[Create a new Sender Address](#)

- d) If the **Create a new Sender Address** option was 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.
- v. Once the sender information is entered and you are ready to proceed, select **Next**.

(i)

(ii)

(iii – iv)

×

New Return Address

Search your Address Book

...

Q

*Sender Information

Please provide first and last name and/or company.

First Name

MI

Last Name

First Name Is Required

Last Name Is Required

Company

Company Name Is Required

Phone (optional)

Email (optional)

Sender Address

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

*Street Address

Apt/Suite

Street Address Is Required

*City

*State

*ZIP Code™

AL - Alabama

City Is Required

Zip Code™ Is Required

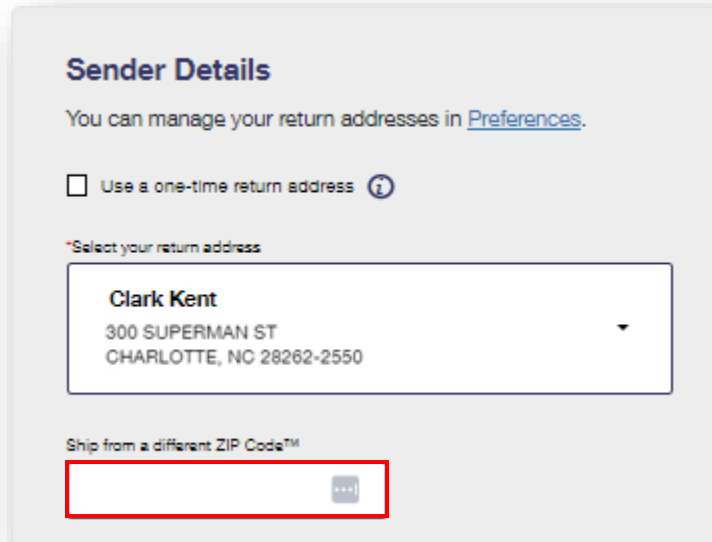
☐ Save to Address Book

☒ Set as Default Return Address

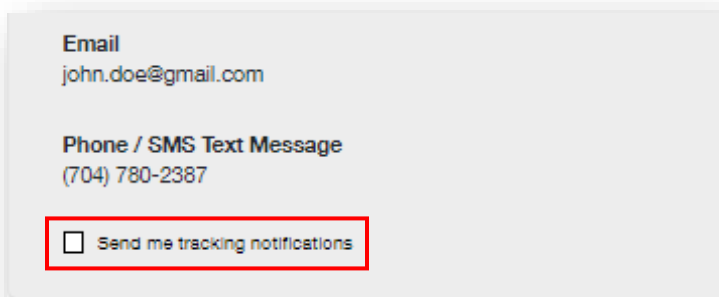
Save

(v)

- e) 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*).



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



- g) Once the **Send me tracking notifications** checkbox is 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

name@example.com

Email is required

Phone

Enter a U.S. phone number

Phone is required

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

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

Save



(iii)

3) Enter 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. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

Step 1: Recipient Details

Search your Address Book  

[Manage Address Book](#)

- b) To manually enter the recipient information, enter the details in the **required*** text fields.





*Recipient Information

Please provide first and last name and/or company

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

Recipient Address

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

*Country		
<input type="text" value="United States of America"/>		
*Street Address 	Apt/Suite/Other	
<input type="text"/>	<input type="text"/>	
Street Address is required		
*City 	*State	*ZIP Code™ 
<input type="text"/>	<input type="text" value="AL - Alabama"/>	<input type="text"/>
City is required		ZIP Code™ is required

- c) 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).

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

Max Character Limit: 80

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.](#)

- d) **Save to Address Book (optional):** 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.
- Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.

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

- e) **Send Recipient Tracking Notifications (optional):** if you would like the recipient to receive text or email notifications about the package, select the **Send recipient tracking notifications** checkbox.
- Note, the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications.

A screenshot of a USPS shipping options modal. At the top, a light blue banner contains text about USPS Smart Lockers and a 'Learn more' link. Below the banner are three unchecked checkboxes: 'Save to Address Book', 'Send recipient tracking notifications' (which is highlighted with a red rectangular border), and 'Hold for Pickup at Post Office™'. A dark blue 'Next' button is located at the bottom right of the modal.

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

- ii. Once selected, a **Tracking Notifications for Recipient** modal will be displayed where you will be required to enter the recipient phone number and / or email (*note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application*).
- iii. Select the **Type of Notifications** that you want to the recipient to receive.
- iv. Select **Save** to save these changes.

(i)

(ii)

×

Tracking Notifications for Recipient

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

Email

name@example.com

Email must be valid format

Phone

Enter a U.S. phone number

Phone is required

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

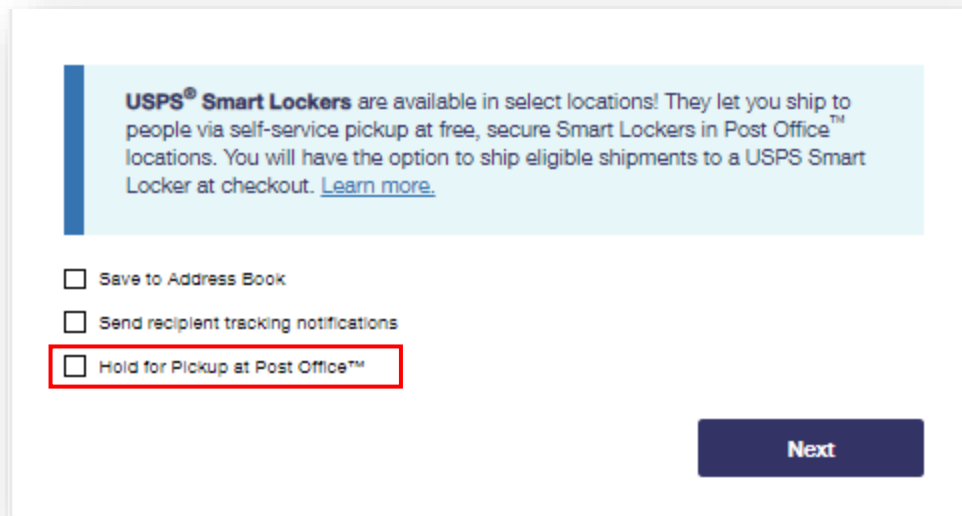
Email	Text	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expect Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day of Delivery Updates
<input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

Save

(iii)

f) **Hold for Pickup at Post Office™ (optional):** if you would like to have your package held at a designated Post Office™ location for pickup, select the **Hold for Pickup at Post Office™** checkbox.

68



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.](#)

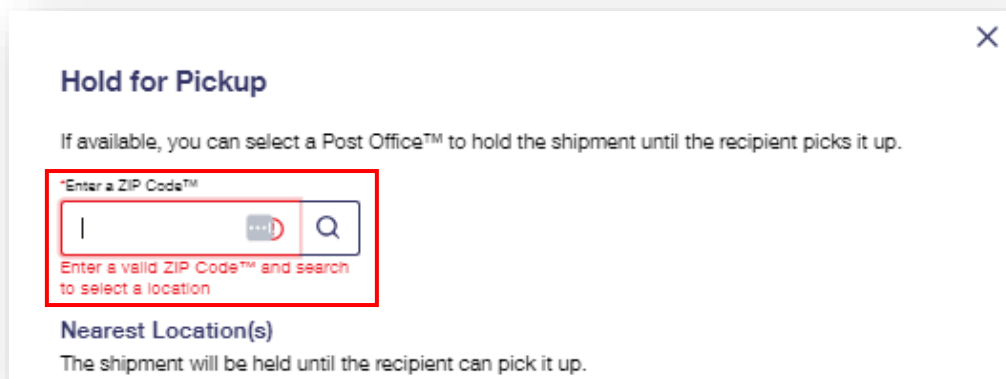
☐ Save to Address Book

☐ Send recipient tracking notifications

☐ Hold for Pickup at Post Office™

Next

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



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™

Enter a valid ZIP Code™ and search to select a location

Nearest Location(s)

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

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

- g) **Confirm Sender and Recipient Details:** once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (Note, you will not be able to proceed to the next section unless this is selected).

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

☐ Save to Address Book

☒ Send recipient tracking notifications

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

☒ Hold for Pickup at Post Office™

NORTH TRYON

6700 N TRYON ST CHARLOTTE, NC 28213-9798

Post Office™ Hours ⓘ

[Change Location](#)

Next

4) Select Hazardous Material Type

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select **‘View examples of mailable and nonmailable hazardous material.’**

- a) If your package DOES NOT contain anything potentially hazardous, select **‘No, I am not shipping anything potentially hazardous’** and you will be directed to the next section.
- b) If your package DOES contain anything potentially hazardous, select **‘Yes, this parcel contains potentially hazardous materials (HAZMAT)’**.

Step 2: Hazardous Materials

Does this parcel contain anything potentially hazardous?

Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. [View what is mailable and what is nonmailable HAZMAT](#)



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

Yes, this parcel contains potentially hazardous material (HAZMAT)

(b)

No, I am not shipping anything potentially hazardous

(a)

- i. Once 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.
- ii. 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

- iii. Select the **HAZMAT type** from one of the options listed in the dropdown.

*What type of mailable HAZMAT are you mailing? (If not listed, it may not be mailable. [Learn More](#))

Select ▼

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

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

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

5) Enter Items Information (optional)

- a) This **Items** section is optional for domestic packages and only required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.

Step 3: **Items (optional)** ⓘ

Add Item(s)

- b) Once selected, the section will expand. Enter the item information in the required fields.

Step 3: **Items (optional)** ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value
No Items added			

Item Description

ⓘ

Max: 30

Quantity

1

Total Item(s) Weight

ⓘ

lbs

ⓘ

ozs

Total Item(s) Value

\$

ⓘ

Add Item

Error: All fields are required to add an item.
Please add item description. Pounds or ounces must be greater than zero. Value must be greater than zero.

c) Select **Add Item** to save the item information.

Step 3: **Items (optional)** ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value
Kitchen Mugs	1	1	\$100.00
Edit Remove			
In this package	1 Items	1.00 lbs	\$100.00

Item Description

ⓘ

Max: 30

Quantity

1

Total Item(s) Weight

lbs

ozs

Total Item(s) Value

\$

Add Item

6) Select Package Type

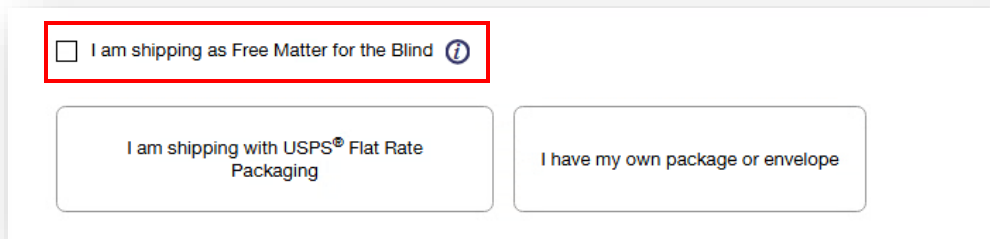
- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

The screenshot shows the 'Step 4: Packaging' section of a form. At the top, it says '*Ship Date (Choose a date up to 7 days away from today)'. Below this is a date input field showing '11/25/2024' with a calendar icon. A calendar dropdown is open, showing 'November 2024'. The date '25' is highlighted in blue, and the entire calendar area is enclosed in a red rectangular box. To the right of the calendar, there is a link that says 'Update from Step 3'. Below the date field, there is a section for 'Package Value (optional)' with a text input field containing '\$ 0' and a link 'Update from Step 3'. The text 'Enter a value up to and including \$5,000.00 for insurance' is visible below the input field.

- b) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items (if applicable).

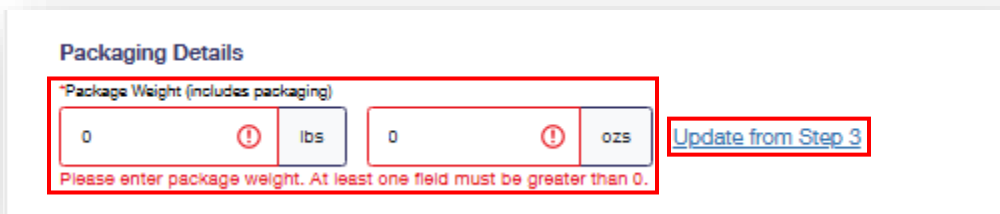
This screenshot shows the same 'Step 4: Packaging' form, but with the 'Package Value (optional)' section highlighted. The text input field contains '\$ 0' and is enclosed in a red rectangular box. To the right of the input field is a link 'Update from Step 3', also enclosed in a red rectangular box. Below the input field, the text 'Enter a value up to and including \$5,000.00 for insurance' is visible. The 'Ship Date' section above is also visible, showing '11/25/2024'.

- a) **Package Type:** 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 (*refer to the following article for more information about the [Free Matter for the Blind \(FMB\) Program](#)*).



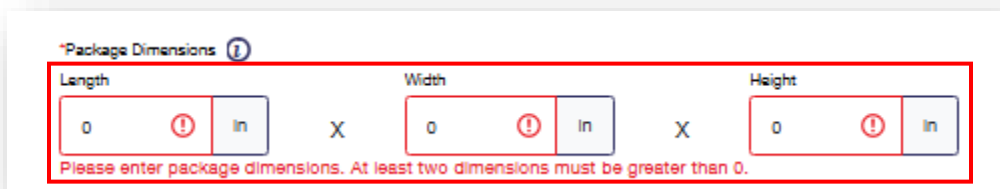
A screenshot of a shipping options form. At the top, there is a checkbox labeled "I am shipping as Free Matter for the Blind" with an information icon. Below this, there are two buttons: "I am shipping with USPS® Flat Rate Packaging" and "I have my own package or envelope".

- b) **Package Details:** once the **I am shipping as Free Matter for the Blind** is selected, you will be required to enter the following **package details**:
- Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).



A screenshot of the "Package Details" section. It shows two input fields for weight: "lbs" and "ozs", both containing the value "0" and marked with a red exclamation point icon. A red box highlights these fields and a message below them: "Please enter package weight. At least one field must be greater than 0." To the right of the fields is a button labeled "Update from Step 3".

- Package Dimensions:** manually enter the package dimensions. Note, if HAZMAT was selected, only Choose your Packaging will be available.



A screenshot of the "Package Dimensions" section. It shows three input fields for dimensions: "Length", "Width", and "Height", each containing the value "0" and marked with a red exclamation point icon. The units are "in" for all three. A red box highlights these fields and a message below them: "Please enter package dimensions. At least two dimensions must be greater than 0." The fields are separated by "X" symbols.

- Girth:** If your package isn't a standard rectangular box or envelope, select **The packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

☒ The packaging is not a standard rectangular box or envelope

Girth ⓘ

0 ⓘ In

Please enter girth. Girth must be greater than 0.

- iv. **Non-Machinable Items:** If your package 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 package from the dropdown.

*Do any of the below characteristics apply to your packaging? ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

None ▼

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

- v. Select **Save & Get Rates** to proceed to the next step.

*Do any of the below characteristics apply to your packaging? ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

Glass container with more than 24oz of liquid ▼

Save & Get Rates

7) Select Service Type

- a) **Services:** once the **Package Details** are entered, a **Domestic Free Matter for the Blind (FMB) Service Type** will automatically be selected for you. No further action is required here.
- i. Please note that the Shape, weight, and size affects the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

You selected that you are shipping Free Matter for the Blind. To change that selection, please uncheck the Free Matter for the Blind checkbox in Step 3.

Domestic Free Matter for the Blind ⓘ

Delivery time not available

Custom Packaging

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.

8) Select Extra Service(s)

- a) Once the **Free Matter for the Blind (FMB) Service Type** is selected, you will be able to select and add **Extra Services**. To add an extra service, select the **checkbox** of the interested extra service.
 - i. *Note, any extra service selected will NOT be free and MUST be paid.*

Extra Services

☐ Additional Insurance ⓘ

Fee Varies

☐ Create a return label ⓘ

Charged upon use

☐ Hide Postage on Label ⓘ

Free

9) 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 Choose Your Own Box	Free
USPS Tracking®	Free
Insurance	\$8.25
Priority Mail® Return	Free
Hide Postage on Label	Free
<hr/>	
Total	\$8.25

10) 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)


International Label (Free Matter for the Blind Users)

Create an international 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.


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


All Labels (2) Batches (1)

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.

	Service and Package	Package Details	Extra Services	Total Price	All Labels
Gotten	USPS Ground Advantage™ Cubic Choose Your Own Box	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 Sender email is required.	<div>Edit</div> <div></div>

2) Enter Sender Details

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

- a) To utilize a one-time return address, select the **Use a one-time return address** checkbox.

The screenshot shows a 'Sender Details' modal form. At the top, it says 'Sender Details' in bold. Below that, a link 'Preferences' is provided. A checkbox labeled 'Use a one-time return address' is highlighted with a red rectangle. Below the checkbox, a dropdown menu is shown with the text 'Clark Kent', '650 N PEARL ST', and 'DALLAS, TX, 75201'. At the bottom, there is a section titled 'Ship from a different ZIP Code™' with an empty input field and a button with three dots.

Sender Details

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

☐ Use a one-time return address ⓘ

*Select your return address

Clark Kent
650 N PEARL ST
DALLAS, TX, 75201

Ship from a different ZIP Code™

- b) If the **Use a one-time return address** is 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.
 - Once the sender information is entered and you are ready to proceed, select **Next**.

New Return Address

(i)

Search your Address Book

*Sender Information

Please provide first and last name and/or company.

First Name

MI

Last Name

First Name is Required

Last Name is Required

Company

Company Name is Required

Phone (optional)

Email (optional)

Sender Address

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

*Street Address

Apt/Suite

Street Address is Required

*City

*State

*ZIP Code™

AL - Alabama

City is Required

Zip Code™ is Required

(ii)

(iii)

☐ Save to Address Book

Save

(iv)

c) 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.

83

Sender Details

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

☐ Use a one-time return address ⓘ

*Select your return address

Clark Kent

300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

▼

Ship from a different ZIP Code™

- i. Once selected, will also be able to create a new return address by selecting the **Create a new Sender Address** hyperlinked option.

*Select your return address

Clark Kent

300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

▼

Clark Kent

300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

John Doe

300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ted Buckland Jr (FOLDER SHOP)

[Create a new Sender Address](#)

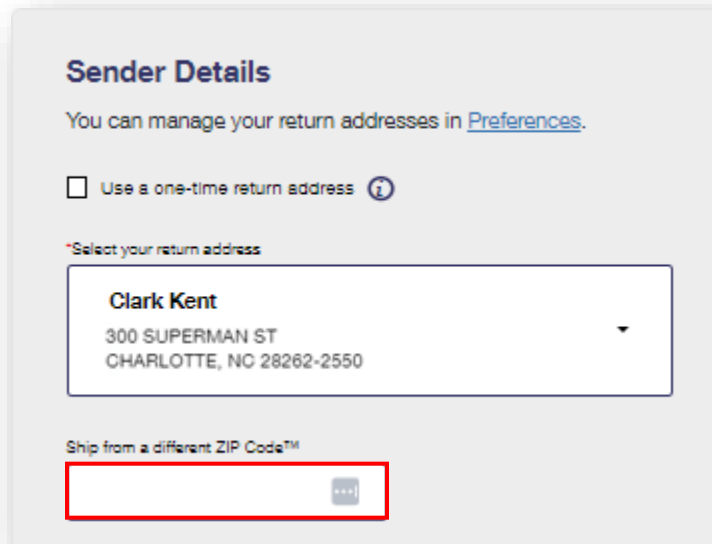
- d) If the **Create a new Sender Address** option was selected, a **New Return Address** modal will be displayed.
 - i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.

- (i)

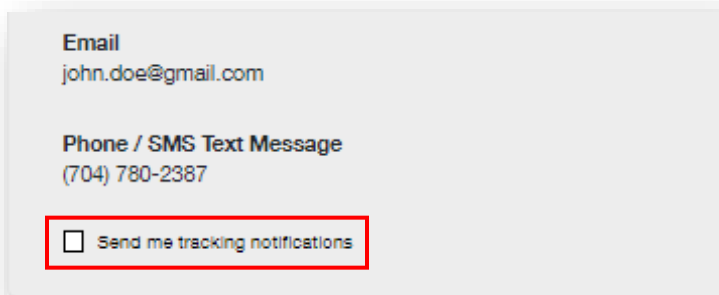
(ii)

(v)

- e) 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*).



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



- g) Once the **Send me tracking notifications** checkbox is 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

name@example.com

Email is required

Phone

Enter a U.S. phone number

Phone is required

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

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

Save


(iii)

3) Enter 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. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

Step 1: Recipient Details



[Manage Address Book](#)

- b) To manually enter the recipient information, enter the details in the **required*** text fields.

*Recipient Information

Please provide first and last name and/or company


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

Company

Company is required

Recipient Address

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

*Country		
<input type="text" value="Canada"/>		
*Address 1	Address 2	
<input type="text"/>	<input type="text"/>	
Address 3		
<input type="text"/>		
*City	Province	*Postal Code™
<input type="text"/>	<input type="text"/>	<input type="text"/>
City is required		Postal Code is required

- c) **Reference Number (optional):** 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*).

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

Max Character Limit: 30

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.](#)

- f) **Save to Address Book (optional):** 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.
- ii. Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.
- g) **Confirm Sender and Recipient Details:** 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

☐ Hold for Pickup at Post Office™

Next

4) Select Hazardous Material Type


Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select **‘View examples of mailable and nonmailable hazardous material**.

- a) If your package DOES NOT contain anything potentially hazardous, select '**No, I am not shipping anything potentially hazardous**' and you will be directed to the next section.
- b) If your package DOES contain anything potentially hazardous, select '**Yes, this parcel contains potentially hazardous materials (HAZMAT)**'.

Step 2: Hazardous Materials

Does this parcel contain anything potentially hazardous?

Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. [View what is mailable and what is nonmailable HAZMAT](#)

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

Yes, this parcel contains potentially hazardous material (HAZMAT)

No, I am not shipping anything potentially hazardous

(b)

(a)

- i. Once 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.
- ii. 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

- iii. Select the **HAZMAT type** from one of the options listed in the dropdown.

*What type of mailable HAZMAT are you mailing? (If not listed, it may not be mailable. [Learn More](#))

Select ▼

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

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

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

5) Enter Items Information (required)

- This **Items** section is required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.

Step 3: Items ⓘ

Required: At least one item is required for customs prior to selecting service and package type for this destination.

Max: 30

Description	HS Tariff	Origin	Quantity	Weight	Value
No items added					

Add Item

- HS Tariff Code:** 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.
 - if you do not have an HS Tariff Code for the item, select **no**.

×

Add Item

* indicates required field

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

- i. If you do have an HS Tariff Code for the item, select **Yes** and enter the code in the required text field.

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

*HS Tariff Code

!

- c) **Item Details:** enter the item description, quantity, and weight.

*Item Description

!

*Quantity

▲

▼

*Total Item(s) Weight

!

lbs

!

ozs

Max: 30

- d) **Item Value:** enter the total item(s) value.

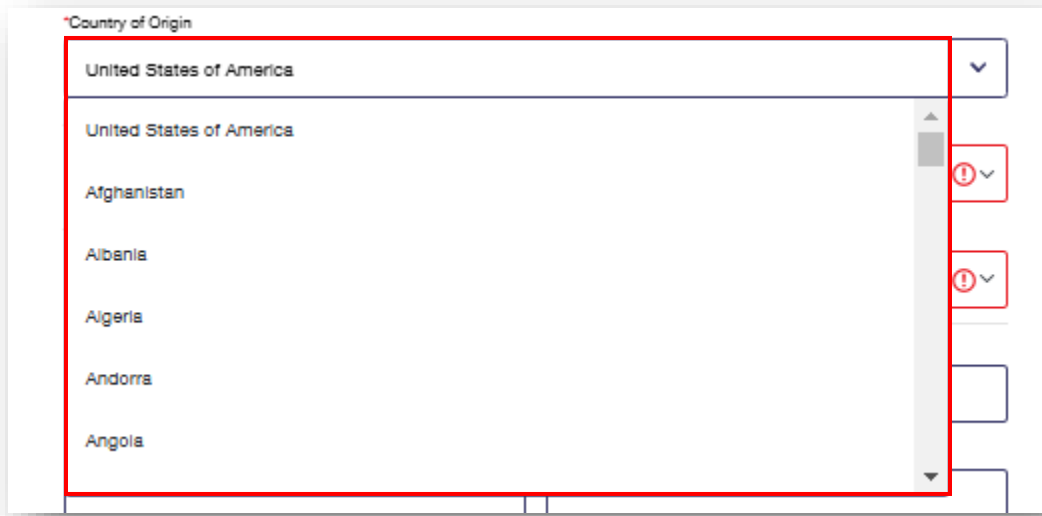
*Total Item(s) Value

\$

!

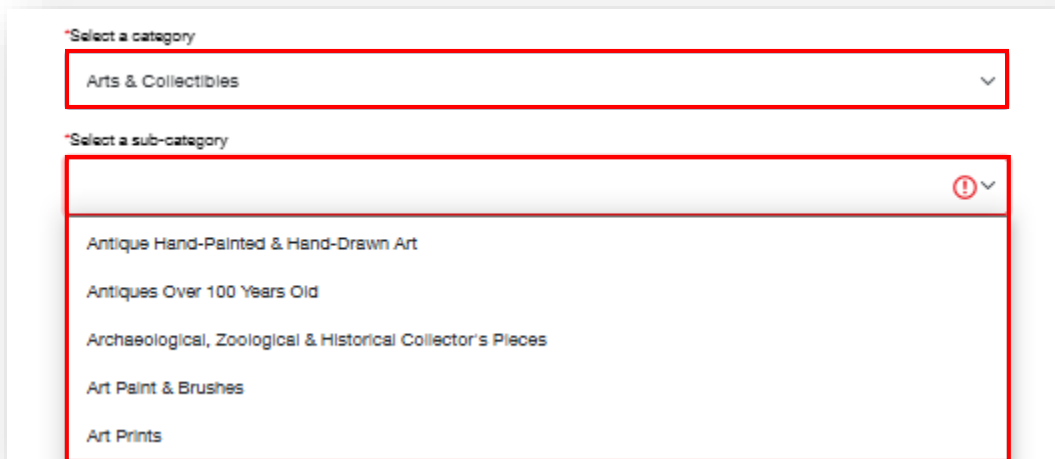
Max: 30

e) **Country of Origin:** select the items country of origin.



A screenshot of a web form showing a dropdown menu for "Country of Origin". The menu is open, displaying a list of countries. The first two entries are "United States of America". Below them are "Afghanistan", "Albania", "Algeria", "Andorra", and "Angola". To the right of the list, there are three red boxes, each containing a white exclamation mark and a downward arrow, indicating a warning or error. The entire dropdown menu is enclosed in a red rectangular border.

f) **Category Type:** select the items category and subcategory type.



A screenshot of a web form showing two dropdown menus for "Category Type". The first dropdown menu is labeled "Select a category" and has "Arts & Collectibles" selected. The second dropdown menu is labeled "Select a sub-category" and is open, showing a list of subcategories: "Antique Hand-Painted & Hand-Drawn Art", "Antiques Over 100 Years Old", "Archaeological, Zoological & Historical Collector's Pieces", "Art Paint & Brushes", and "Art Prints". To the right of the subcategory list, there is a red box containing a white exclamation mark and a downward arrow, indicating a warning or error. The entire form area is enclosed in a red rectangular border.

g) **Other Optional Information:** enter the item UPC Code, Brand, and Product ID if desired. Once finished, select **Add Item** to save your information.

UPC Code

Item Brand

Item Details

Product ID

Note: International weight limits vary. Not all services may be available. See weight limits based on country

Add Item

6) Select Package Type

- Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)

11/26/2024

November 2024

Su

Mo

Tu

We

Th

Fr

Sa

27

28

29

30

31

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

Clear

Today

Update from Step 3

00 for insurance

shipping

g type

- Package Value (required):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items (if applicable).

*Package Value ⓘ

\$	100	Update from Step 3
----	-----	------------------------------------

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

- c) **Package Type:** 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 (refer to the following article for more information about the [Free Matter for the Blind \(FMB\) Program](#)).

☐ I am shipping as Free Matter for the Blind ⓘ

I am shipping with USPS® Flat Rate Packaging

I have my own package or envelope

- d) **Package Details:** once the **I am shipping as Free Matter for the Blind** is selected, you will be required to enter the following **package details**:
- Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).

Packaging Details

Please ship with a standard rectangular box or envelope.

*Package Weight (includes packaging)

0	lbs	0	ozs	Update from Step 3
---	-----	---	-----	------------------------------------

Max. 70lbs

Save

7) Select Service Type

- a) Once the **Package Details** are entered, an international **Free Matter for the Blind (FMB) Service Type** will automatically be selected for you. No further action is required here.

- i. Please note that the Shape, weight, and size affects the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select a Service Type:

Sort by: [Price](#) | [Delivery Time](#)



**Priority Mail International® Free
Matter for the Blind Small Flat Rate
Box**
5-3/8" x 8-5/8" x 1-5/8"

8) Select Extra Service(s)

- a) If you are interested in adding an extra service to your packages(s), select the **checkbox** of the interested extra service (*note, the extra services listed will vary depending on the international service and package type that was selected*).
- b) If no extra services are available, you will see a blue message bar letting you know to proceed to step 5.

Step 4: Services



**Priority Mail International® Free
Matter for the Blind Small Flat Rate
Box**
5-3/8" x 8-5/8" x 1-5/8"

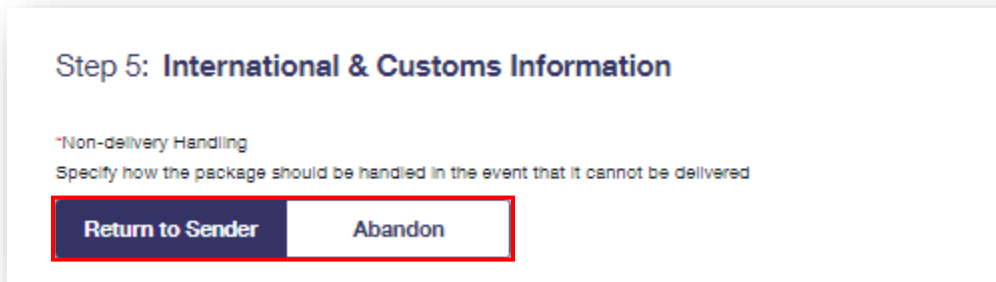
[Change Service Type](#)



More information is required for this label. Please scroll and proceed to **Step 5**.

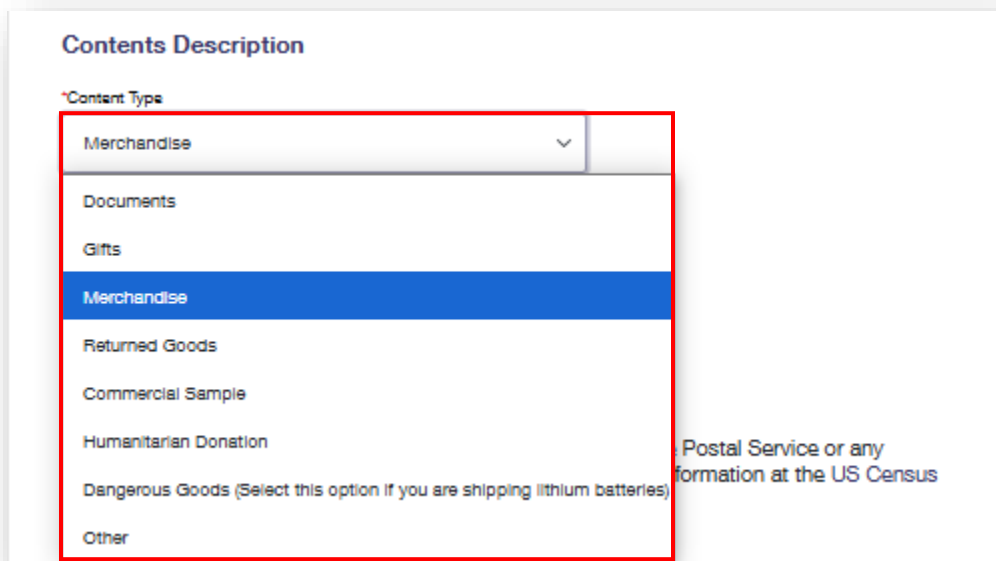
9) Enter International & Customs Information

- a) **Non-Delivery Handling:** select how the package should be handled in the event that it cannot be delivered (*Return to Sender or Abandon*).



The screenshot shows a form titled "Step 5: International & Customs Information". Below the title, there is a section for "Non-delivery Handling" with the instruction "Specify how the package should be handled in the event that it cannot be delivered". There are two buttons: "Return to Sender" and "Abandon". The "Return to Sender" button is highlighted with a red border.

- b) **Contents Description:** international packages require you to select a **Content Type**. Select the **Select a Content Type** drop down and select the content type that best describes your package.



The screenshot shows a form titled "Contents Description". Below the title, there is a section for "Content Type" with a dropdown menu. The dropdown menu is open, showing a list of options: "Merchandise", "Documents", "Gifts", "Merchandise" (highlighted in blue), "Returned Goods", "Commercial Sample", "Humanitarian Donation", "Dangerous Goods (Select this option if you are shipping lithium batteries)", and "Other". To the right of the dropdown menu, there is a link that says "Postal Service or any information at the US Census".

- c) **US Census Bureau and Customs Information:** if your shipment requires 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.

US Census Bureau and Customs Information

International packages within certain categories accepted by the Postal Service or any delivery company must display an AES Exemption. View more information at the US Census Bureau.

☒ This shipment requires an export license (Most U.S. commercial exports do not require a 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 ⓘ

AES/ITN must be 14 digits

- d) Enter a **Sender's Customer Reference Number** (optional).

Sender's Custom Reference Number

- e) If you are a Commercial Sender, select the **checkbox** and enter the **License Number, Certificate Number, and Invoice Number** (optional).

☒ I am a commercial sender (I have License, Certificate, and/or Invoice Number)

Commercial Senders Only

License Number ⓘ

Certificate Number ⓘ

Invoice Number ⓘ

10) Review Calculated Landed Cost Estimate

The Calculated Landed Cost Estimate is a brief summary located under the **Label Summary** that shows 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 Breakdown**.

Duties, Fees & Taxes Paid by Recipient ⓘ
Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**
***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.
[View Breakdown](#)
Email Total Landed Cost Breakdown

- i. Review the **Detailed Breakdown Summary** of the duties, fees, and taxes.

Item Breakdown of Total Landed Cost Estimate ✕
The Landed Cost Estimate is an estimate of the taxes, duties, import fees and other fees that will be imposed on your package and its contents as it is shipped to its delivery destination. The amount is not exact, but an estimate of what the recipient should pay upon delivery.

Description	HS Tariff	Origin	QTY	Weight	Value	Duties & Taxes
Notebook	None	US	1	1	\$100.00	Duties: \$0.00 Taxes: \$13.00

Estimated Fees Fee: \$0.00
Estimated Duties & Taxes: \$13.00
Estimated Total: \$13.00

- b) To receive a copy of your Total Landed Cost via email, enter your email and click **Send**.

Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**

***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.

[View Breakdown](#)

Email Total Landed Cost Breakdown

Send

11) 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 International® Free Matter for the Blind Small Flat Rate Box	Free
<hr/>	
Total	Free

12) 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)

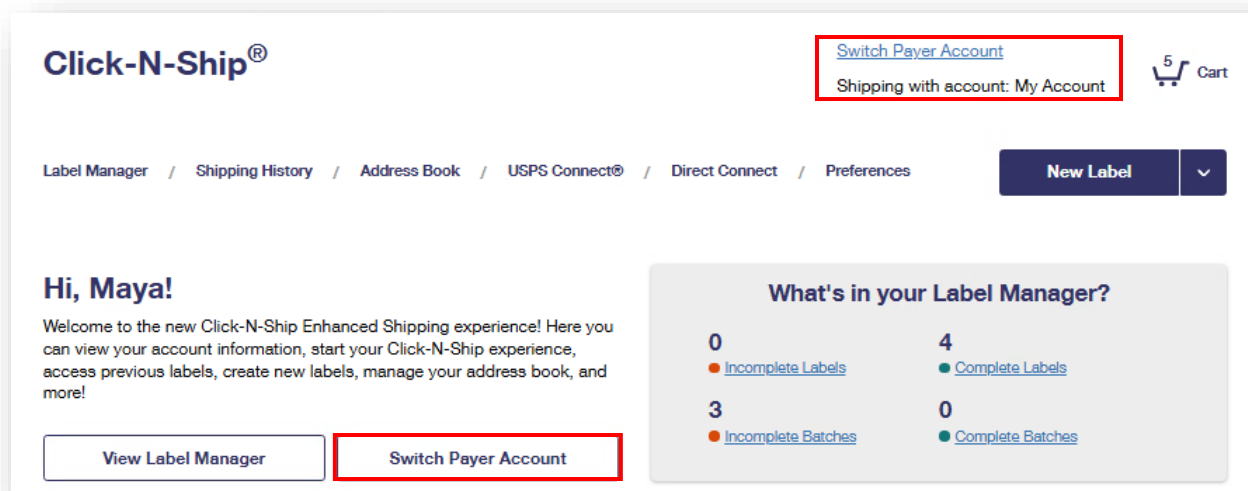
(b)

Domestic Label (3rd Party Authorization Business Users)

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.

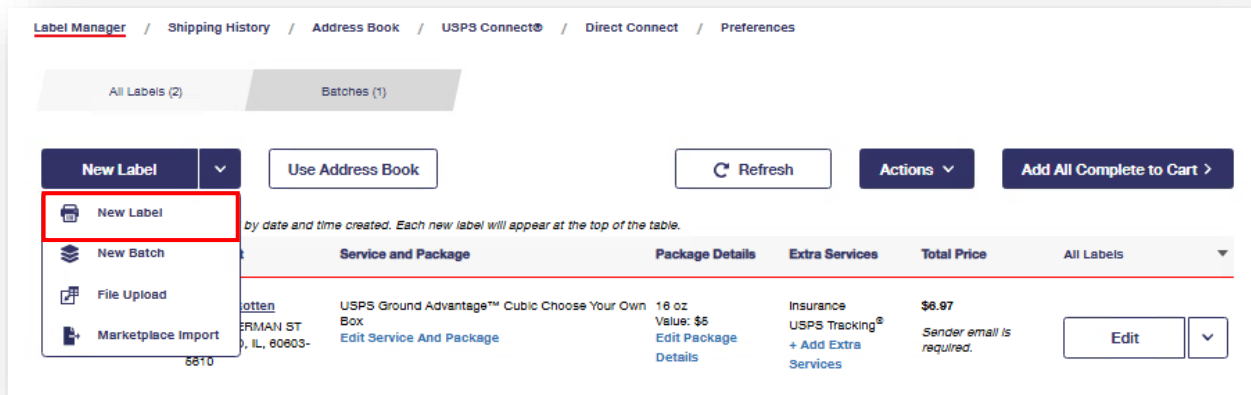


Import Labels
Import multiple labels via a File Upload and continue editing in Label Manager.



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).*



3) Enter Sender Details

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

- a) To utilize a one-time return address, select the **Use a one-time return address** checkbox.

The screenshot shows the 'Sender Details' form. At the top, it says 'You can manage your return addresses in [Preferences](#).' Below this, there is a checkbox labeled 'Use a one-time return address' which is highlighted with a red box. Below the checkbox, there is a dropdown menu for selecting a return address. The selected address is 'Clark Kent, 300 SUPERMAN ST, CHARLOTTE, NC 28262-2550'. Below the dropdown, there is a field for 'Ship from a different ZIP Code™' with a placeholder text '5810'.

- b) If the **Use a one-time return address** is 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)

(iii)

- (iv)

Preferences.' There is a checkbox labeled 'Use a one-time return address' with an information icon. Below that is a red asterisk and the text '*Select your return address'. A white box contains the address 'Clark Kent', '300 SUPERMAN ST', and 'CHARLOTTE, NC 28262-2550'. To the right of this box is a red square containing a downward arrow. Below the address box is the text 'Ship from a different ZIP Code™' and a white input field with a three-dot menu icon."/>

Sender Details

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

☐ Use a one-time return address ⓘ

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

- i. Once selected, will also be able to create a new return address by selecting the **Create a new Sender Address** hyperlinked option.

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

John Doe
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ted Buckland Jr (FOLDER SHOP)
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

[Create a new Sender Address](#)

- d) If the **Create a new Sender Address** option was 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.
- v. Once the sender information is entered and you are ready to proceed, select **Next**.

(i)

(ii)

(iii – iv)

New Return Address

Search your Address Book

*Sender Information

Please provide first and last name and/or company.

First Name

MI

Last Name

First Name Is Required

Last Name Is Required

Company

Company Name Is Required

Phone (optional)

Email (optional)

Sender Address

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

*Street Address

Apt/Suite

Street Address Is Required

*City

*State

*ZIP Code™

AL - Alabama

City Is Required

Zip Code™ Is Required

☐ Save to Address Book

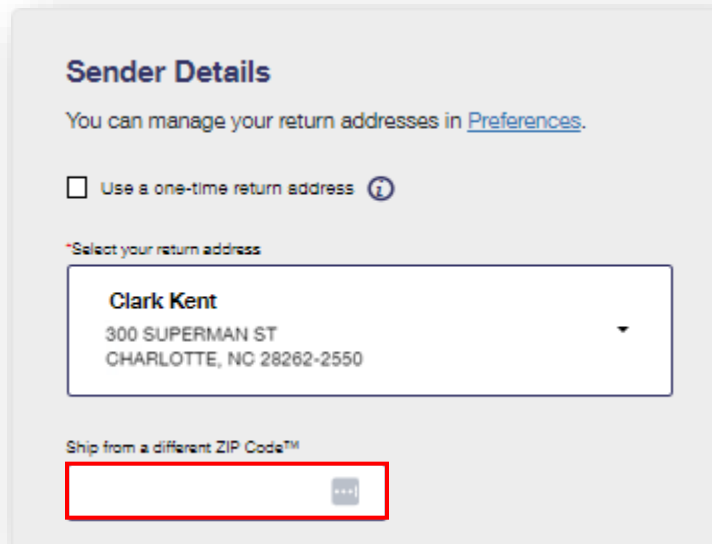
☒ Set as Default Return Address

Save

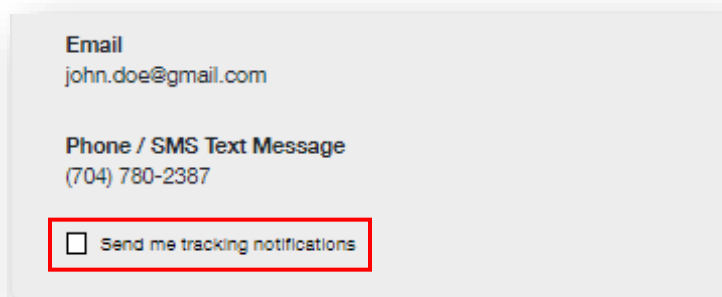
(v)

107

- e) 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*).



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



- g) Once the **Send me tracking notifications** checkbox is 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

name@example.com

Email is required

Phone

Enter a U.S. phone number

Phone is required

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

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

Save



(iii)

4) Enter 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. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

Step 1: Recipient Details

Search your Address Book  

[Manage Address Book](#)

- b) To manually enter the recipient information, enter the details in the **required*** text fields.






*Recipient Information

Please provide first and last name and/or company

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

Recipient Address

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

*Country		
<input type="text" value="United States of America"/> 		
*Street Address 	Apt/Suite/Other	
<input type="text"/>	<input type="text"/>	
Street Address is required		
*City 	*State	*ZIP Code™ 
<input type="text"/>	<input type="text" value="AL - Alabama"/> 	<input type="text"/>
City is required		ZIP Code™ is required

- c) 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).

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

Max Character Limit: 80

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.](#)

- d) **Save to Address Book (optional):** 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.
- Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.

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

- e) **Send Recipient Tracking Notifications (optional):** if you would like the recipient to receive text or email notifications about the package, select the **Send recipient tracking notifications** checkbox.
- Note, the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications.

A screenshot of a USPS shipping options modal. At the top, a light blue banner contains text about USPS Smart Lockers and a 'Learn more' link. Below the banner are three unchecked checkboxes: 'Save to Address Book', 'Send recipient tracking notifications' (which is highlighted with a red rectangular border), and 'Hold for Pickup at Post Office™'. A dark blue 'Next' button is located at the bottom right of the modal.

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

- ii. Once selected, a **Tracking Notifications for Recipient** modal will be displayed where you will be required to enter the recipient phone number and / or email (*note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application*).
- iii. Select the **Type of Notifications** that you want to the recipient to receive.
- iv. Select **Save** to save these changes.

(i)

(ii)

×

Tracking Notifications for Recipient

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

Email

Email must be valid format

Phone

Phone is required

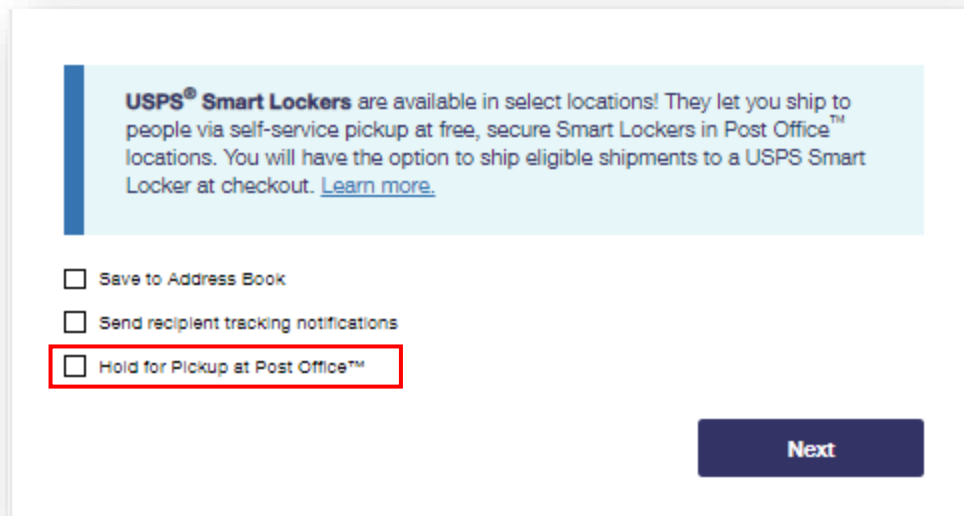
Select which types of notifications you would like the user to receive?

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

Save

(iii)

- f) **Hold for Pickup at Post Office™ (optional):** if you would like to have your package held at a designated Post Office™ location for pickup, 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.](#)

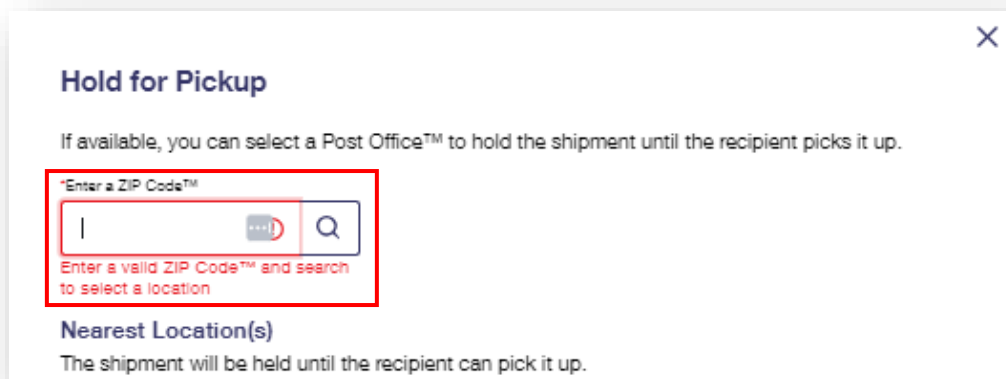
☐ Save to Address Book

☐ Send recipient tracking notifications

☐ Hold for Pickup at Post Office™

Next

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



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™

Enter a valid ZIP Code™ and search to select a location

Nearest Location(s)

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

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

(iii)

- (iv)

(iv)

- g) **Confirm Sender and Recipient Details:** once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (*Note, you will not be able to proceed to the next section unless this is selected*).

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

☐ Save to Address Book

☒ Send recipient tracking notifications

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

☒ Hold for Pickup at Post Office™

NORTH TRYON

6700 N TRYON ST CHARLOTTE, NC 28213-9798

Post Office™ Hours ⓘ

[Change Location](#)

Next

5) Select Hazardous Material Type

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select '**View examples of mailable and nonmailable hazardous material**'.

- a) If your package DOES NOT contain anything potentially hazardous, select '**No, I am not shipping anything potentially hazardous**' and you will be directed to the next section.
- b) If your package DOES contain anything potentially hazardous, select '**Yes, this parcel contains potentially hazardous materials (HAZMAT)**'.

Step 2: Hazardous Materials

Does this parcel contain anything potentially hazardous?

Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. [View what is mailable and what is nonmailable HAZMAT](#)



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

Yes, this parcel contains potentially hazardous material (HAZMAT)

(b)

No, I am not shipping anything potentially hazardous

(a)

- i. Once 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.
- ii. 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

- iii. Select the **HAZMAT type** from one of the options listed in the dropdown.

*What type of mailable HAZMAT are you mailing? (If not listed, it may not be mailable. [Learn More](#))

Select ▼

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

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

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

6) Enter Items Information (optional)

- a) This **Items** section is optional for domestic packages and only required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.

Step 3: **Items (optional)** ⓘ

Add Item(s)

- b) Once selected, the section will expand. Enter the item information in the required fields.

Step 3: **Items (optional)** ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value
No Items added			

Item Description

ⓘ

Max: 30

Quantity

1

Total Item(s) Weight

ⓘ

lbs

ⓘ

ozs

Total Item(s) Value

\$

ⓘ

Add Item

Error: All fields are required to add an item.
Please add item description. Pounds or ounces must be greater than zero. Value must be greater than zero.

c) Select **Add Item** to save the item information.

Step 3: **Items (optional)** ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value
Kitchen Mugs	1	1	\$100.00
Edit Remove			
In this package	1 Items	1.00 lbs	\$100.00

Item Description

ⓘ

Max: 30

Quantity

1

Total Item(s) Weight

lbs

ozs

Total Item(s) Value

\$

Add Item

7) Select Package Type

- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

The screenshot shows the 'Step 4: Packaging' section of a USPS shipping form. At the top, it says '*Ship Date (Choose a date up to 7 days away from today)'. Below this is a date input field showing '11/25/2024' with a calendar icon. A calendar dropdown is open, showing 'November 2024'. The date '25' is highlighted in blue, and the entire calendar area is enclosed in a red rectangular box. To the right of the calendar, there is a link that says 'Update from Step 3'. Below the calendar, there are 'Clear' and 'Today' buttons.

- b) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items (if applicable).

The screenshot shows the 'Step 4: Packaging' section of a USPS shipping form. It includes the same 'Ship Date' section as the previous image. Below that, it says 'Package Value (optional)' with an information icon. There is a text input field with a dollar sign '\$' and the number '0'. This input field and the 'Update from Step 3' link to its right are enclosed in a red rectangular box. Below the input field, there is a small note: 'Enter a value up to and including \$5,000.00 for insurance'.

- c) **Package Type:** select a USPS package type from the two options available (Flat Rate Packaging or Choose Your Own Packaging).
- i. **USPS® Flat Rate Packaging:** If **I am shipping with USPS® Flat Rate Packaging** is selected, you will be directed to the next step (Step 4: Services).

Let us know what you're shipping ⓘ

I am shipping with USPS® Flat Rate Packaging

I have my own package or envelope

- d) **Choose Your Own Packaging:** If **I have my own packaging or envelope** is selected, you will be required to enter the following Package Details:

Let us know what you're shipping ⓘ

I am shipping with USPS® Flat Rate Packaging

I have my own package or envelope

- i. **Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).

Packaging Details

*Package Weight (includes packaging)

0 ⓘ lbs

0 ⓘ ozs

[Update from Step 3](#)

Please enter package weight. At least one field must be greater than 0.

- ii. **Package Dimensions:** manually enter the package dimensions. Note, if HAZMAT was selected, only Choose your Packaging will be available.

*Package Dimensions ⓘ

Length

0 ⓘ in

X

Width

0 ⓘ in

X

Height

0 ⓘ in

Please enter package dimensions. At least two dimensions must be greater than 0.

- iii. **Girth:** If your package isn't a standard rectangular box or envelope, select **The packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

The screenshot shows a form with a checked checkbox labeled "The packaging is not a standard rectangular box or envelope". Below it is a "Girth" input field with a red border. The input field contains the number "0" and a red error icon. To the right of the input field is a button labeled "In". Below the input field is a red error message: "Please enter girth. Girth must be greater than 0."

- iv. **Non-Machinable Items:** If your package 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 package from the dropdown.

The screenshot shows a dropdown menu titled "Do any of the below characteristics apply to your packaging?" with a red border. The dropdown is open, showing the following options: "None", "None", "Glass container with more than 24oz of liquid", and "Metal or plastic container with more than 1 gallon of liquid".

- v. Select **Save & Get Rates** to proceed to the next step.

The screenshot shows the same dropdown menu as above, but now the "Glass container with more than 24oz of liquid" option is selected. Below the dropdown is a red button labeled "Save & Get Rates".

8) Select Service Type

- a) **Services:** based off the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Please note that the Shape,

weight, and size affects the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: **Services**


Shape, weight, and size affect the price for large packages. [Learn More](#)

Some service standards to this location are not available at this time.

*Select your USPS Flat Rate Packaging ⓘ

Filter by

All




Priority Mail® Flat Rate Envelope

12-1/2" x 9-1/2"

1-Day Delivery |

Nov 26, 2024




Priority Mail® Large Flat Rate Box

12 1/4" x 12" x 6"

1-Day Delivery |

Nov 26, 2024



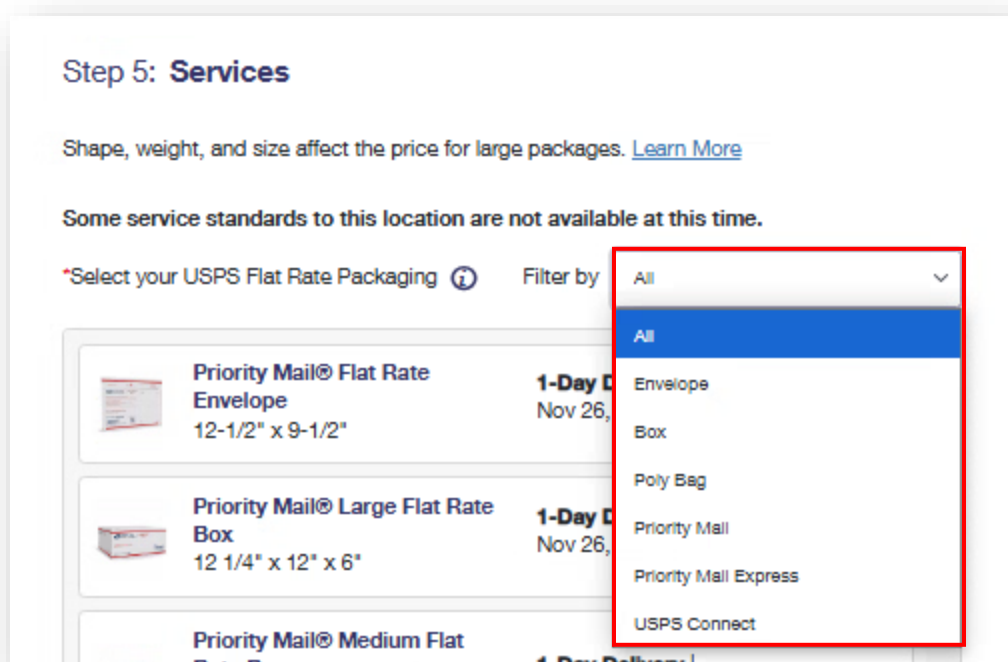
Priority Mail® Medium Flat Rate Box

11" x 8-1/2" x 5-1/2" 13-5/8" x 11-7/8" x 3-3/8"

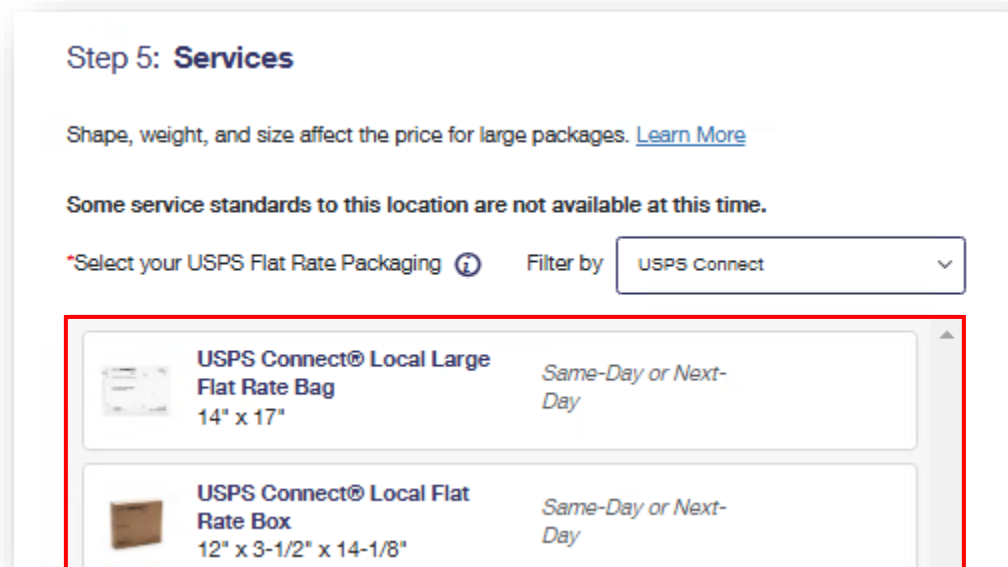
1-Day Delivery |

Nov 26, 2024

- b) **Filter By:** to more easily view all of the available Service types, you can **Filter by Type** by selecting a filter from the dropdown.



- c) If your address is eligible for the **USPS Connect® Local** Service Types, it will be displayed here. Eligibility is determined by the sender and recipient address entered in step 1.




- d) If a **USPS Connect® Local** Service Type is selected, a nearby drop-off location will be displayed (*note, drop-off locations that are displayed are determined by the sender address entered in step 1*).

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)


Some service standards to this location are not available at this time.



USPS Connect® Local Small Flat Rate Bag
9" x 12"

Same-Day or Next-Day

[Change Service Type](#)

**Your Drop-Off Location**
DDU: CHICAGO POST OFFICE
433 W HARRISON ST
CHICAGO, IL 60699

Extra Services

<input type="checkbox"/> Additional Insurance ⓘ	Fee Varies
<input type="checkbox"/> Signature Services ⓘ	Fee Varies
<input type="checkbox"/> Create a return label ⓘ	Charged upon use
<input checked="" type="checkbox"/> Hide Postage on Label ⓘ	Free

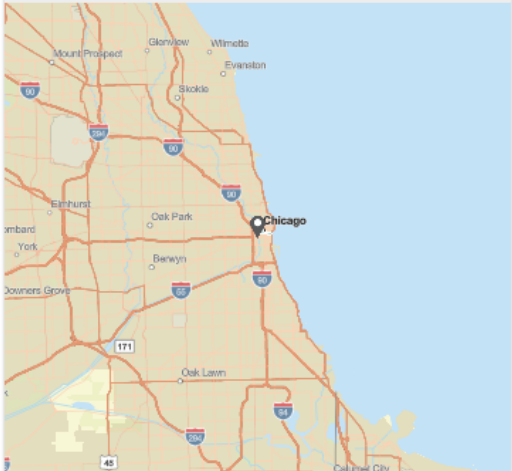
Your Drop-Off Location Details

DDU: CHICAGO POST OFFICE
433 W HARRISON ST
CHICAGO, IL 60699
Total Distance: 0.72 Miles away

Drop-off Hours

Mon-Fri	Sat	Sun	Lot Parking Available
Closed	Closed	Closed	

For Same-day delivery, you'll need to drop all your packages off before 6 a.m. local time of your selected ship date. Packages dropped off later may be delivered the next day.



9) Select Extra Service(s)

- a) Once the Service Type is selected, you will be able to select and add **Extra Services**. To add an extra service, select the **checkbox** of the interested extra service and choose an **Extra Service Type**.
- i. *Note, the extra services listed will vary depending on the service and package type that was selected.*

Extra Services

☐ Signature Services ⓘ Fee Varies

☐ Create a return label ⓘ Charged upon use

10) 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 be able to see the shippers account information.

Label Summary

Shipping with Account: 94883629
**Prices determined on payment*

Estimated Delivery: Same-Day or Next-Day

USPS Connect® Local Large Flat Rate Bag

USPS Tracking®

Total **Unavailable**
**Prices determined on payment*

11) 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)

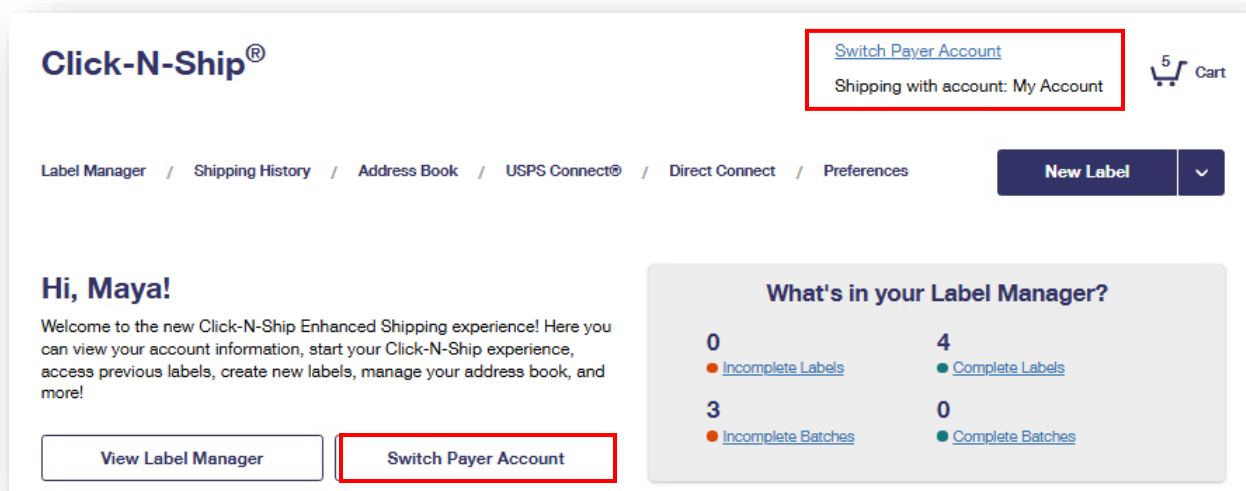
(b)

International Label (3rd Party Authorization Business Users)

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 international 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.

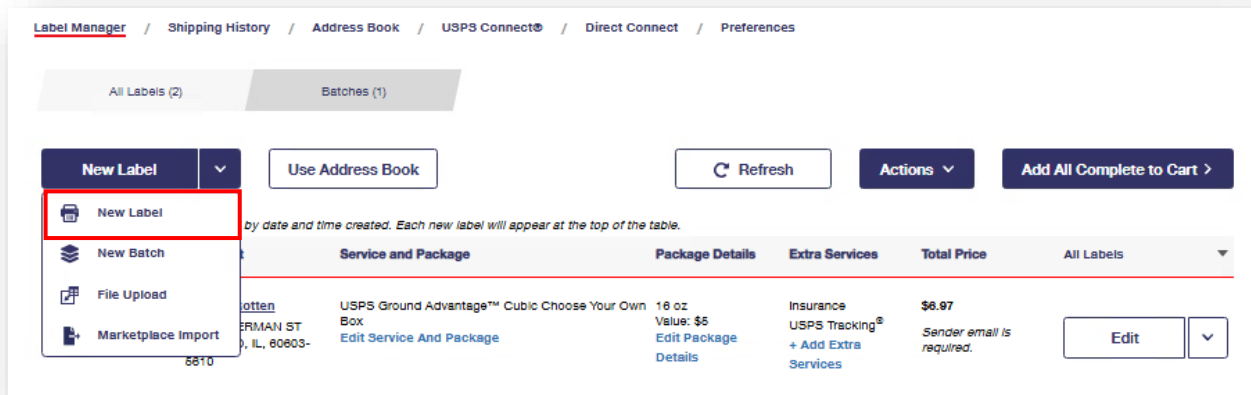


Import Labels
Import multiple labels via a File Upload and continue editing in Label Manager.



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).*



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.

- If you would like to utilize a one-time return address, select the **Use a one-time return address** checkbox.
- 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.
- 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**
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550 ▼

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.
- 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 asterisk (*).

*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

300 SUPERMAN ST

CHARLOTTE, NC 28262-2550

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

name@example.com

Phone

Enter a U.S. phone number

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. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

134

Step 1: Recipient Details



[Manage Address Book](#)

- b) To manually enter the recipient information, enter the details in the **required*** text fields.

*Recipient Information

Please provide first and last name and/or company

First Name

MI

Last Name

First Name is required

Last Name is required

Company

Company is required

Recipient Address

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

*Country

Canada

▼

*Address 1

Address 1 is required

Address 2

Address 3

*City

City is required

Province

*Postal Code™

Postal Code is required

- c) **Reference Number (optional):** 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*).

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

Max Character Limit: 30

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.](#)

- d) **Save to Address Book (optional):** 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.
- i. Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.
- e) **Confirm Sender and Recipient Details:** 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

☐ Hold for Pickup at Post Office™

Next

5) Select Hazardous Material Type

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT


that are *not* mailable. To view a detailed list of HAZMAT examples, select '**View examples of mailable and nonmailable hazardous material**'.

- a) If your package DOES NOT contain anything potentially hazardous, select '**No, I am not shipping anything potentially hazardous**' and you will be directed to the next section.
- b) If your package DOES contain anything potentially hazardous, select '**Yes, this parcel contains potentially hazardous materials (HAZMAT)**'.

Step 2: Hazardous Materials

Does this parcel contain anything potentially hazardous?

Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. [View what is mailable and what is nonmailable HAZMAT](#)

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

Yes, this parcel contains potentially hazardous material (HAZMAT)

No, I am not shipping anything potentially hazardous

(b)

(a)

- i. Once 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.
- ii. 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

- iii. Select the **HAZMAT type** from one of the options listed in the dropdown.

*What type of mailable HAZMAT are you mailing? (If not listed, it may not be mailable. [Learn More](#))

Select ▼

- Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)
- Toy Propellant/Safety Fuse
- Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)
- Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)

6) Enter Items Information (required)

- a) This **Items** section is required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.

Step 3: Items ⓘ

Required: At least one item is required for customs prior to selecting service and package type for this destination.

Max: 30

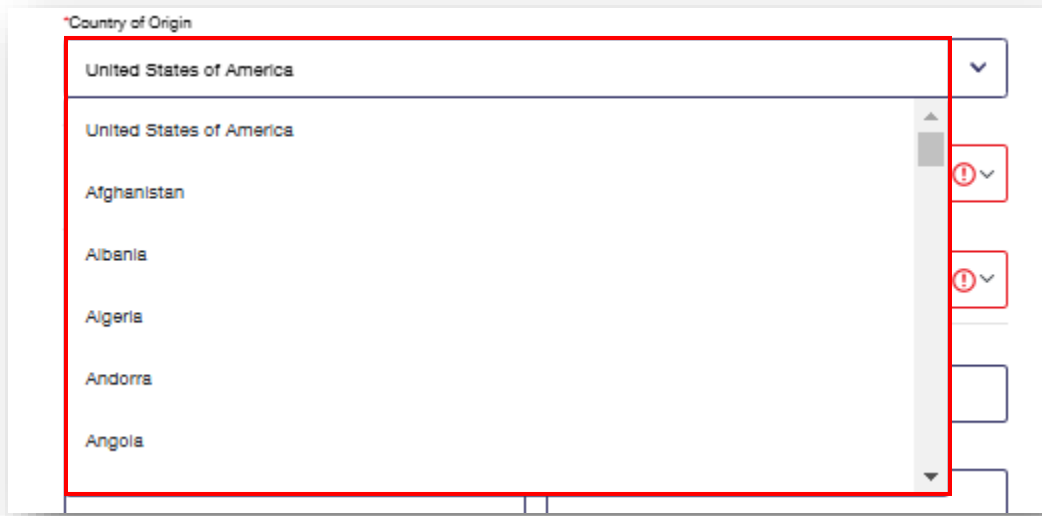
Description	HS Tariff	Origin	Quantity	Weight	Value
No items added					

Add Item

- b) **HS Tariff Code:** 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.
- i. if you do not have an HS Tariff Code for the item, select **no**.

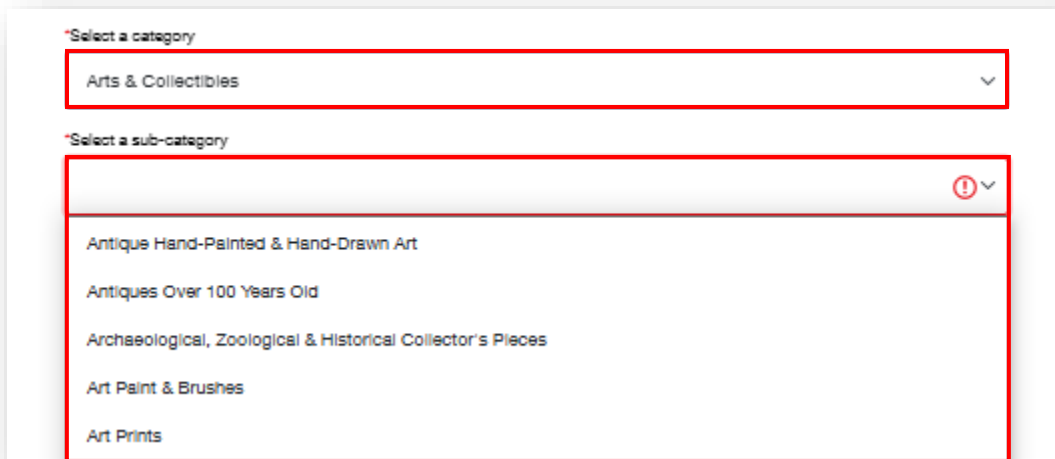
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e) **Country of Origin:** select the items country of origin.



A screenshot of a web form showing a dropdown menu for "Country of Origin". The menu is open, displaying a list of countries. The first two entries are "United States of America". Below them are "Afghanistan", "Albania", "Algeria", "Andorra", and "Angola". To the right of the list, there are three red boxes, each containing a white exclamation mark and a downward arrow, indicating a warning or error. The entire dropdown menu is enclosed in a red rectangular border.

f) **Category Type:** select the items category and subcategory type.



A screenshot of a web form showing two dropdown menus for "Category Type". The first dropdown menu is labeled "Select a category" and has "Arts & Collectibles" selected. The second dropdown menu is labeled "Select a sub-category" and is open, showing a list of subcategories: "Antique Hand-Painted & Hand-Drawn Art", "Antiques Over 100 Years Old", "Archaeological, Zoological & Historical Collector's Pieces", "Art Paint & Brushes", and "Art Prints". To the right of the subcategory list, there is a red box containing a white exclamation mark and a downward arrow, indicating a warning or error. The entire form area is enclosed in a red rectangular border.

g) **Other Optional Information:** enter the item UPC Code, Brand, and Product ID if desired. Once finished, select **Add Item** to save your information.

UPC Code

Item Brand

Item Details

Product ID

Note: International weight limits vary. Not all services may be available. See weight limits based on country

Add Item

7) **Select Package Type**

- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)

11/26/2024

November 2024

Su

Mo

Tu

We

Th

Fr

Sa

27

28

29

30

31

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

Clear

Today

Update from Step 3

With customs information


Shipping


Package type

- b) **Package Value (required):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items.

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)


11/26/2024 

Package Value (optional) 

\$ 0 [Update from Step 3](#)

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


- c) **Package Type:** select a USPS package type from the two options available (Flat Rate Packaging or Choose Your Own Packaging).
- i. **USPS® Flat Rate Packaging:** If I am shipping with USPS® Flat Rate Packaging is selected, you will be directed to the next step (Step 4: Services).

Let us know what you're shipping 

I am shipping with USPS® Flat Rate Packaging

I have my own package or envelope

- d) **Choose Your Own Packaging:** If I have my own packaging or envelope is selected, you will be required to enter the following Package Details:

Let us know what you're shipping 

I am shipping with USPS® Flat Rate Packaging

I have my own package or envelope

- i. **Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).

Packaging Details

*Package Weight (includes packaging)

0	!	lbs	0	!	ozs
---	---	-----	---	---	-----

[Update from Step 3](#)

Please enter package weight. At least one field must be greater than 0.

- ii. **Package Dimensions:** manually enter the package dimensions. Note, if HAZMAT was selected, only Choose your Packaging will be available.

*Package Dimensions ⓘ

Length											
0	!	in	X	0	!	in	X	0	!	in	

Please enter package dimensions. At least two dimensions must be greater than 0.

- iii. **Girth:** If your package isn't a standard rectangular box or envelope, select **The packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

☒ The packaging is not a standard rectangular box or envelope

Girth ⓘ

0	!	in
---	---	----

Please enter girth. Girth must be greater than 0.

- iv. **Non-Machinable Items:** If your package 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 package from the dropdown.

*Do any of the below characteristics apply to your packaging? ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

- v. Select **Save & Get Rates** to proceed to the next step.

*Do any of the below characteristics apply to your packaging? ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

Glass container with more than 24oz of liquid

Save & Get Rates

8) Select Service Type

- a) **Services:** based off the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Please note that the Shape, weight, and size affects the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by

All



Priority Mail Express
International® Flat Rate
Envelope
12-1/2" x 9-1/2"



Priority Mail Express
International® Legal Flat Rate
Envelope
15" x 9-1/2"



Priority Mail Express
International® Padded Flat
Rate Envelope
12-1/2" x 9-1/2"

- b) **Filter By:** to more easily view all of the available Service types, you can **Filter by Type** by selecting a filter from the dropdown.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by

All

All

Envelope

Box

Poly Bag

Priority Mail

Priority Mail Express

USPS Connect



Priority Mail Express
International® Flat Rate
Envelope
12-1/2" x 9-1/2"




Priority Mail Express
International® Legal Flat Rate
Envelope
15" x 9-1/2"

9) Select Extra Service(s)

- a) If you are interested in adding an extra service to your package(s), select the **checkbox** of the interested extra service (*note, the extra services listed will vary depending on the international service and package type that was selected*).
- b) If no extra services are available, you will see a blue message bar letting you know to proceed to step 5.


Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)



**Priority Mail Express
International® Legal Flat Rate
Envelope**
15" x 9-1/2"

[Change Service Type](#)

 More information is required for this label. Please scroll and proceed to **Step 6**.

Extra Services

10) Enter International & Customs Information

- a) **Non-Delivery Handling:** select how the package should be handled in the event that it cannot be delivered (*Return to Sender or Abandon*).

Step 6: International & Customs Information

*Non-delivery Handling
Specify how the package should be handled in the event that it cannot be delivered

Return to Sender

Abandon

- b) **Contents Description:** international packages require you to select a **Content Type**. Select the **Select a Content Type** drop down and select the content type that best describes your package.

The screenshot shows a form titled "Contents Description". Below the title is a label "*Content Type" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "Merchandise", "Documents", "Gifts", "Merchandise" (highlighted in blue), "Returned Goods", "Commercial Sample", "Humanitarian Donation", "Dangerous Goods (Select this option if you are shipping lithium batteries)", and "Other". To the right of the dropdown menu, there is a link: "Postal Service or any information at the US Census".

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

The screenshot shows a form titled "US Census Bureau and Customs Information". Below the title is a paragraph: "International packages within certain categories accepted by the Postal Service or any delivery company must display an AES Exemption. View more information at the US Census Bureau." Below this paragraph is a checkbox labeled "This shipment requires an export license (Most U.S. commercial exports do not require a license)". The checkbox is checked. Below the checkbox is a paragraph: "Generate an Internal Transaction Number (ITN) or AES Downtown Citation from the U.S. Census Bureau or call 1-800-549-0595". Below this paragraph is a link: "Generate AES/ITN >". Below the link is a label "*AES/ITN" followed by an information icon. Below the label is a text input field. Below the input field is a red error message: "AES/ITN must be 14 digits".

- d) Enter a **Sender's Customer Reference Number** (optional).

Sender's Custom Reference Number

- e) If you are a Commercial Sender, select the **checkbox** and enter the **License Number**, **Certificate Number**, and **Invoice Number** (optional).

☒ I am a commercial sender (I have License, Certificate, and/or Invoice Number)

Commercial Senders Only

License Number ⓘ

Certificate Number ⓘ

Invoice Number ⓘ

11) Review Calculated Landed Cost Estimate

The Calculated Landed Cost Estimate is a brief summary located under the **Label Summary** that shows 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 Breakdown**.

Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**

***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.

[View Breakdown](#)

Email Total Landed Cost Breakdown

- ii. Review the **Detailed Breakdown Summary** of the duties, fees, and taxes.

X

Item Breakdown of Total Landed Cost Estimate

The Landed Cost Estimate is an estimate of the taxes, duties, import fees and other fees that will be imposed on your package and its contents as it is shipped to its delivery destination. The amount is not exact, but an estimate of what the recipient should pay upon delivery.

Description	HS Tariff	Origin	QTY	Weight	Value	Duties & Taxes
Notebook	None	US	1	1	\$100.00	Duties: \$0.00 Taxes: \$13.00

Estimated Fees Fee: \$0.00
Estimated Duties & Taxes: \$13.00
Estimated Total: \$13.00

- b) To receive a copy of your Total Landed Cost via email, enter your email and click **Send**.

Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**

***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.

[View Breakdown](#)

Email Total Landed Cost Breakdown

Send

12) 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 be able to see the shippers account information.

Label Summary

Shipping with Account: 94883629
**Prices determined on payment*

Priority Mail Express International® Legal Flat Rate Envelope

Total	Unavailable <small>*Prices determined on payment</small>
--------------	--

13) 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)


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.

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

All Labels (2) Batches (1)

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.

	Service and Package	Package Details	Extra Services	Total Price	All Labels
5810	USPS Ground Advantage™ Cubic Choose Your Own Box Edit Service And Package	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 Sender email is required.	Edit

2) Enter Batch Details

- a) Enter a **Batch Name**. If no name is entered, it will autogenerate a batch name.
- i. Note, once a batch name is entered, the associated batch name and batch symbol will automatically be tracked for each label that is included in that batch.
- b) Enter **Batch Notes (Optional)**
- c) Select **Create Batch** to be directed to the **Batch Summary** page and start adding recipients.

<

3) Add Recipients to Batch (Two Options)

- i. **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)**

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 ([click here for detailed instructions](#)).

Upload File

Assign to a Batch

Map Column Headers

Import Labels

Import a List of Labels

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

What file would you like to upload?

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

☐ I am uploading a file exported from an online marketplace

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

Download a Template and Instructions

A template CSV file is available

Download CSV Template

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

Download Instructions

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

- ii. **Option 2:** Add recipients to the newly created batch via Label Manager by selecting the **Label Manager** section at the top of the page.

Click-N-Ship®

Label Manager

Shipping History

Address Book

USPS Connect

Preferences

0 Cart

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

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: John Doe (1 Label)

Batch Summary

Total	\$14.75
-------	---------

Sender Information

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 33333

Batch Notes

Edit

Refresh

Add Recipient

Add From File Upload

Actions

Add All Complete to Cart

- 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)

(ii)

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (1609)' and 'Batches (93)'. 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.' The table has columns: 'Ship Date', 'Recipient', 'Service and Package', 'Package Details', 'Price', and 'All Labels'. The first row is highlighted, and its checkbox is marked with a red box (i). The 'Actions' dropdown menu is open, and the 'Add to Batch' option is highlighted with a red box (ii). The menu options are: 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority', 'Delete', and 'Delete All Labels'. A green checkmark and 'Added to cart' message are visible at the bottom right.

- 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 (1 Label)' popup modal. It has a close button (X) in the top right corner. The main heading is 'Add to Batch (1 Label)'. Below it is the 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 highlighted with a red box) and 'New Batch'. Below this is the section 'Name this Batch'. It contains two optional fields: 'Batch Name (optional)' and 'Batch Notes (optional)'. At the bottom right is a blue button labeled 'Add to Batch'.

- iv. **Search** for 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**.

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

Batch Notes (optional)

Batch Notes

Add to Batch

- vi. Once Add to Batch is selected, it will be **redirected** back to your recently created **Batch** where the newly added label(s) will be displayed.
- i. *Note, the associated batch name and batch symbol will be displayed throughout the application for easier tracking.*

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

Batch: **February 27th Release (1 Label)**

Edit
Refresh

Batch Summary

Sender Information

Batch Notes

Total

\$46.25

Superhero Inc
2750 RANDOM ST
WALNUT CREEK, CA, 94597-2732

None

Add From File Upload

Actions
Add All Complete to Cart

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

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	<div>Add to Cart</div> <div></div>

4) Select Service and Package Details

There are multiple ways to select your Service and Package Types. Steps (a)-(c) each outline a different method to select service and package details for the recipients.

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

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

All Labels (20)

Batches (1)

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 Package	Package Details	Extra Services	Total Price	All Labels
1	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	<div>Edit</div> <div></div>
2	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	<div>Edit</div> <div></div>

- ii. **Bulk Action Method:** If all recipients have the same Service and package details, select the checkbox on the top left corner and then select the “Edit” button located beneath the “Service and package” title. A pop-up will appear where you can select the Service and package 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 Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit v
2 <input checked="" type="checkbox"/>	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.66 <i>Invalid recipient address.</i>	Edit v

5) Edit Package Details

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

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

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

All Labels (20) Batches (1)

[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 Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit v
2 <input type="checkbox"/>	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit v

- ii. **Bulk Action:** If all recipients have the same package details, you may select the “Edit” button located beneath the “Package Details” title. A pop-up will appear where you can enter the package 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 Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit ▼
2	<input checked="" type="checkbox"/> 11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 Invalid recipient address.	Edit ▼

6) Select Extra Services

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

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

- i. **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.

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

All Labels (20) Batches (1)

[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 Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit ▼
2	<input type="checkbox"/> 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit ▼

- ii. **Bulk Action Method:** If your batch of labels all have the same Service and Package 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 checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit ▼
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 Invalid recipient address.	Edit ▼

7) Add Labels to Cart

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

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

[← Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: **February 27th Release (1 Label)** [Edit](#) [Refresh](#)

Batch Summary	Sender Information	Batch Notes
Total \$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None


[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 Package	Package Details	Extra Services	Total Price	All Labels
1	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Add to Cart ▼

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>
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Import Labels Via File Upload


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


1) Begin File Upload Process


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 (2) Batches (1)

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 Package	Package Details	Extra Services	Total Price	All Labels
USPS Ground Advantage™ Cubic Choose Your Own Box 8000 PERMAN ST CHICAGO, IL, 60603- Edit Service And Package	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 Sender email is required.	Edit ▼

8810

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. Select **Next** to proceed to the next steps.

(c)

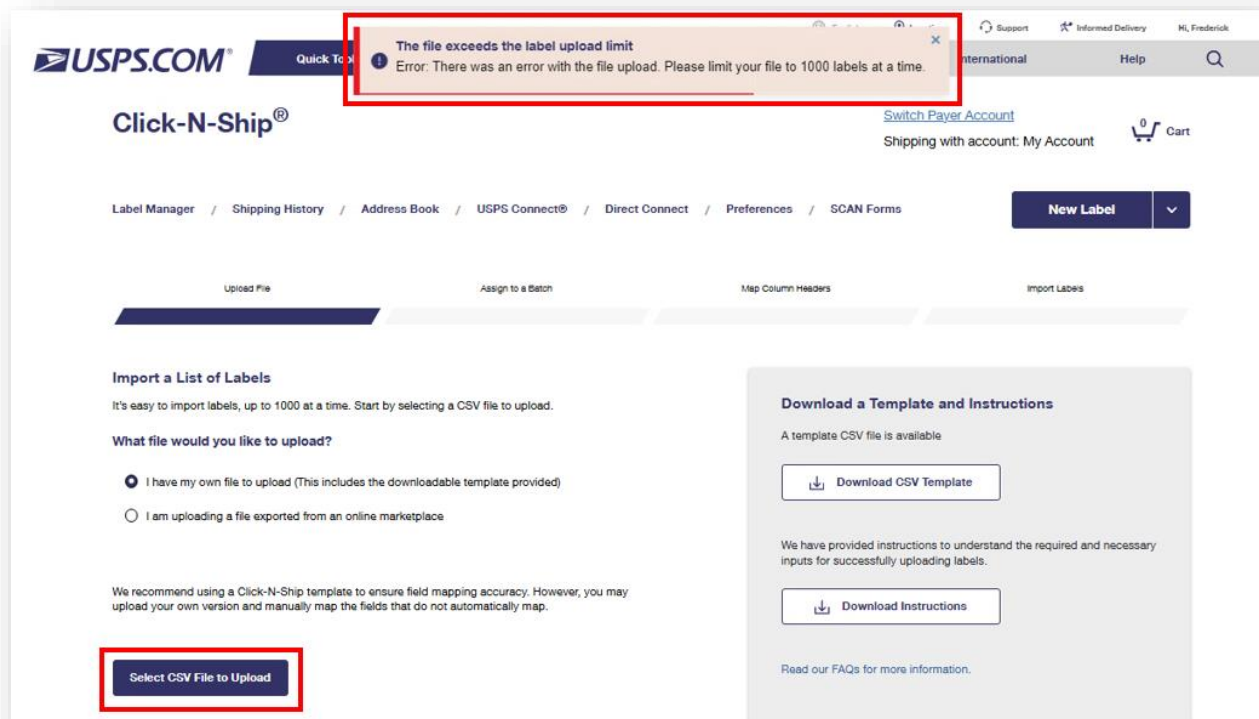
File Selected: Johnny File Upload.csv

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

(d)

Next

- d) If you attempt to upload a .CSV file that has exceeded the 1,000-file upload limit, you will see the following error message and you will need to remove some of the labels in your file to proceed with uploading the .CSV file:



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

- b) To add the labels to a *new batch*, select **Create a New Batch**
- i. If you want to name your new batch of labels, enter it in the **Batch Name (optional)** text field.

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

Assign to a Batch

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

(b) ☐ Add to an Existing Batch

☒ Create a New Batch

Add Labels to an New Batch

Name this Batch of Labels in Click-N-Ship

(i)

Batch Notes

(ii)

(iii)

4) Map Column Headers

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

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

Tell us about your columns

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

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

Some rows are required and are marked with an asterisk and highlighted with a light blue marker. Assign your column headers to the corresponding column headers Click-N-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) Select Clear Mapping (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	Recipient ZIP Code	Mapped (c)
Recipient Phone	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 the 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, referring 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**.
 - i. *Note, the associated batch name and batch symbol will automatically be tracked for each label that is included in that batch.*

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

Batch: **February 27th Release (1 Label)**

EditRefresh

Batch Summary

Total\$46.25

Sender Information

Superhero Inc
2750 RANDOM ST
WALNUT CREEK, CA, 94597-2732

Batch Notes

None

Add From File Upload

ActionsAdd 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 Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	<div>Add to Cart</div>

7) Select Service and Package Types

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

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

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

All Labels (20) Batches (1)

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 Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit <input type="button" value="v"/>
2 <input type="checkbox"/>	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit <input type="button" value="v"/>

- b) **Bulk Action Method:** If all recipients have the same Service and Package details, select the checkbox on the top left corner and then select **Edit** located beneath the **Service and Package** section. A pop-up will appear where you can select the Service and Package 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 Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit <input type="button" value="v"/>
2 <input checked="" type="checkbox"/>	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.66 <i>Invalid recipient address.</i>	Edit <input type="button" value="v"/>

Feedback

8) Edit Package Details

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

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

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

All Labels (20) Batches (1)

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 Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit <input type="button" value="v"/>
2 <input type="checkbox"/>	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit <input type="button" value="v"/>

- b) **Bulk Action:** If all recipients have the same Package details, select the checkbox on the top left corner and then select **Edit** located beneath the **Package Details** section. A pop-up will appear where you can enter the Package 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	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
<input checked="" type="checkbox"/>	Edit	Edit	Edit	Edit			
1 <input checked="" type="checkbox"/>	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit <input type="button" value="v"/>
2 <input checked="" type="checkbox"/>	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.66 <i>Invalid recipient address.</i>	Edit <input type="button" value="v"/>

Feedback

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** located in the recipient's label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.

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

All Labels (20) Batches (1)

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 Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit ▼
2 <input type="checkbox"/>	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit ▼

- b) **Bulk Action Method:** If your batch of labels all have the same Service and Package 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 checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2 <input checked="" type="checkbox"/>	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 <i>Invalid recipient address.</i>	Edit ▼

Feedback

10) Add Labels to Cart

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

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

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: **February 27th Release (1 Label)**

Edit

Refresh

Batch Summary

Total

\$46.25

Sender Information

Superhero Inc
2750 RANDOM ST
WALNUT CREEK, CA, 94597-2732

Batch Notes

None

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 Package	Package Details	Extra Services	Total Price	All Labels ▾
1 <input type="checkbox"/>	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Add to Cart ▾


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.

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 (2) Batches (1)

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.

Service and Package	Package Details	Extra Services	Total Price	All Labels ▾
USPS Ground Advantage™ Cubic Choose Your Own Box Edit Service And Package	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 Sender email is required.	<div>Edit</div> <div>▾</div>

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?

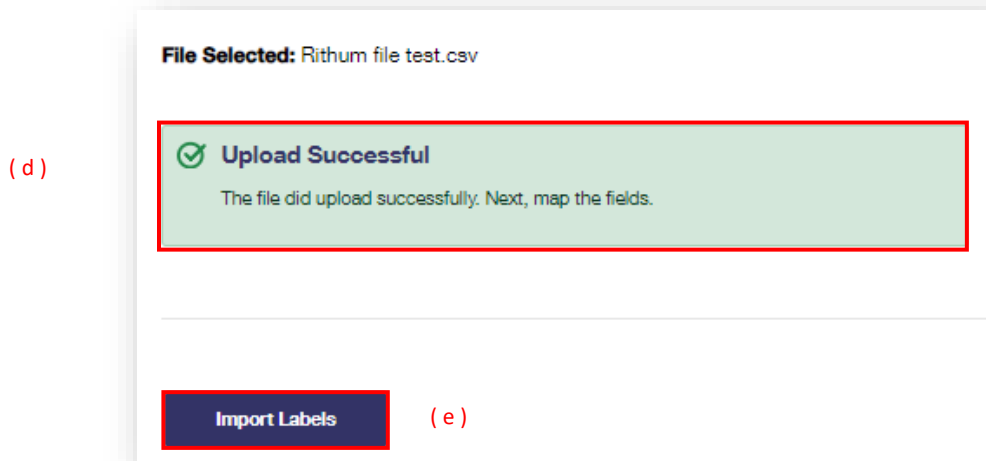
☐ I have my own file to upload (This includes the downloadable template provided)

☒ I am uploading a file exported from an online marketplace

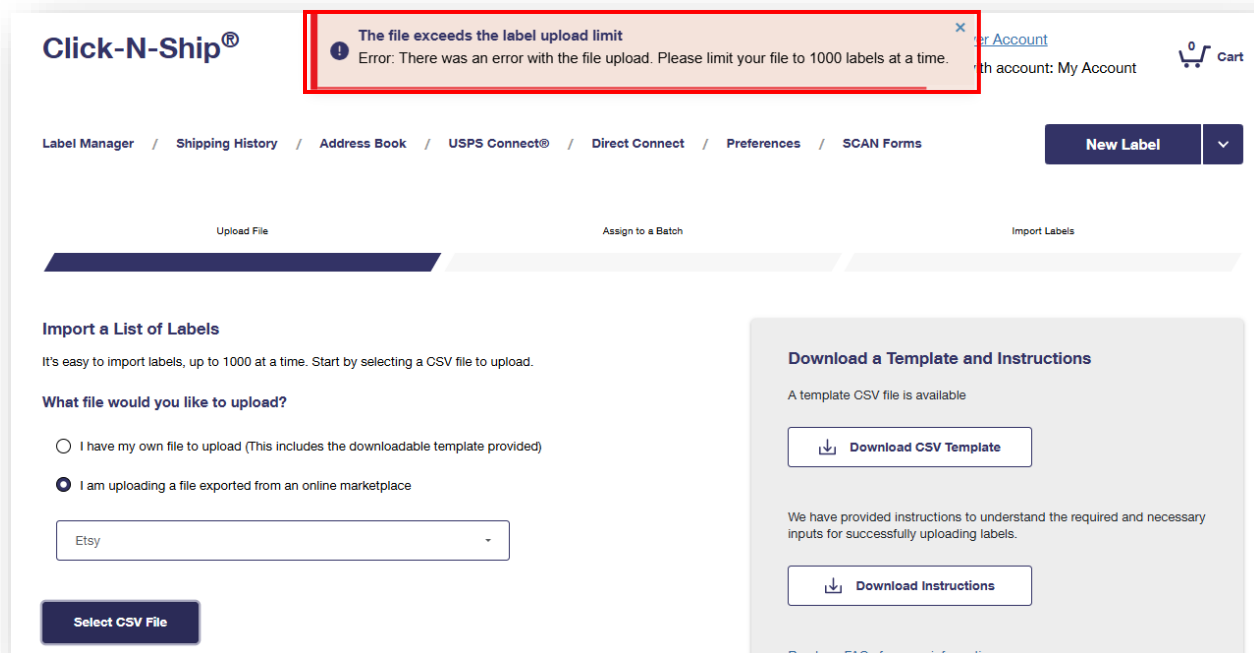
Rithum

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.



- f) If you attempt to upload a .CSV file that has exceeded the 1,000-file upload limit, you will see the following error message and you will need remove some of the labels in your file to proceed with uploading the .CSV file:



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)

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

(i)

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

Back

- i. Once the existing batch is selected, select **Next: Import Labels**. *Note, the associated batch name and batch symbol will automatically be tracked for each label that is included in that batch.*

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

Next: Import Labels

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)

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

(i)

Batch Name (optional)

Batch Notes

(ii)

Add note for yourself (optional)

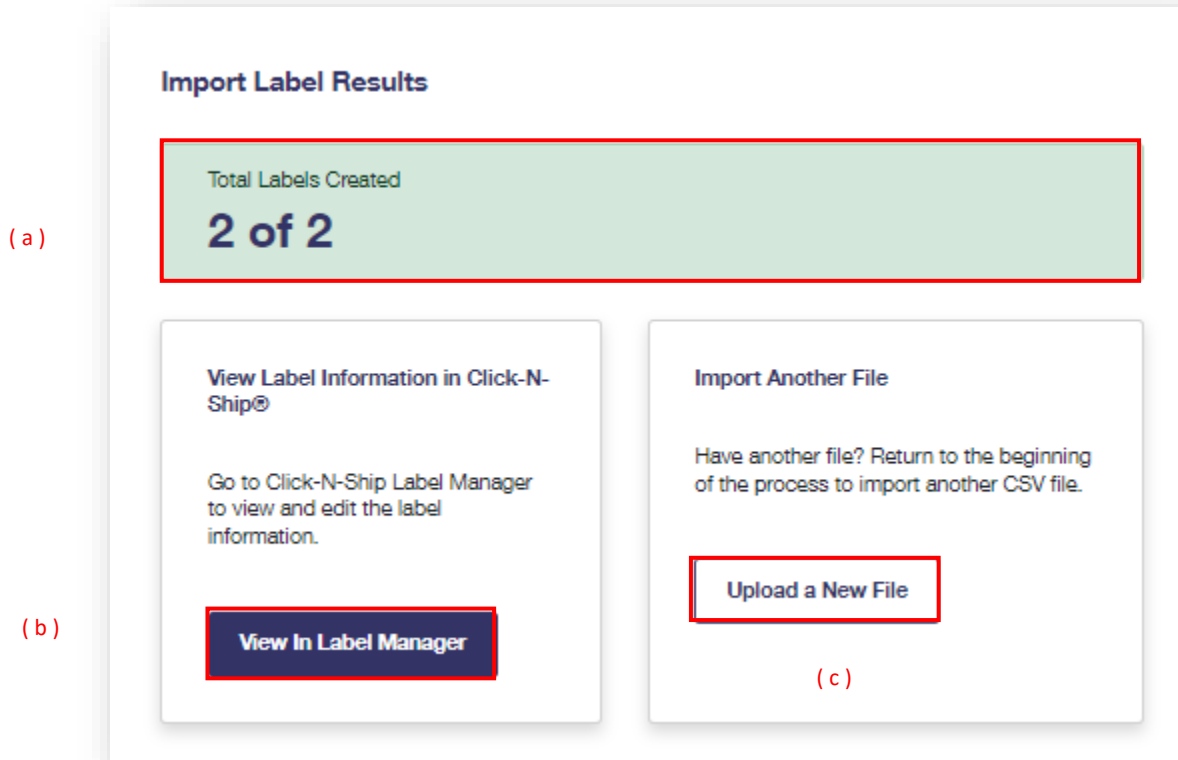
(iii)

Next: Import Labels

Back

4) Review Import Label Results

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



- d) If the label import was unsuccessful, you will see a **yellow box** with a total number of labels that were *not* imported successfully.
 - i. In this case, refer to the **Label Row** and **Reasons record failed to import** section to review the items that need to be updated within the file in order to meet the upload requirements.
- e) Once the updates have been made to the file, select **Upload A File** to reupload the file until the labels are imported successfully.

(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**.
 - i. *Note, the associated batch name and batch symbol will be displayed throughout the application for easier tracking.*

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: **February 27th Release (1 Label)** Edit Refresh

Batch Summary		Sender Information	Batch Notes
Total	\$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None

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 Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Add to Cart ▼

6) Select Service and Package Types

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

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

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

All Labels (20) Batches (1)

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 Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit ▼
2 <input type="checkbox"/>	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit ▼

- b) **Bulk Action Method:** If all recipients have the same Service and Package details, select the checkbox on the top left corner and then select **Edit** located beneath the

Service and Package section. A pop-up will appear where you can select the Service and Package 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 Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit ▼
2	<input checked="" type="checkbox"/> 11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 Invalid recipient address.	Edit ▼

7) Edit Package Details

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

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

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

All Labels (20) Batches (1)

[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 Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services Services	\$46.25	Edit ▼
2	<input type="checkbox"/> 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services Services	\$46.25	Edit ▼

- b) **Bulk Action:** If all recipients have the same Package details, select the checkbox on the top left corner and then select **Edit** located beneath the **Package Details** section. A pop-up will appear where you can enter the Package 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 Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit v
2	<input checked="" type="checkbox"/> 11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.66 Invalid recipient address.	Edit v

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** located in the recipient's label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.

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

All Labels (20) Batches (1)

[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 Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit v
2	<input type="checkbox"/> 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit v

- b) **Bulk Action Method:** If your batch of labels all have the same Service and Package 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 checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit ▼
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 Invalid recipient address.	Edit ▼

9) Add Labels to Cart

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

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

[← Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: **February 27th Release (1 Label)** [Edit](#) [Refresh](#)

Batch Summary	Sender Information	Batch Notes
Total \$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None

[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 Package	Package Details	Extra Services	Total Price	All Labels
1	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Add to Cart ▼

2) Select Recipient from Address Book

- a) If **Start From Address Book** was selected from the homepage, you will be redirected to the **My Address Book** section.
 - i. Search for and select the desired recipient by selecting **New Label**.

My Address Book + Add New Contact Import Contacts

Search Address Book Select Contacts and Choose Action ▾ Export All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL ☐ Select All Viewing 1-10 of 13 contacts

Sort By
Last Name A-Z ▾

My Groups
All Contacts
Group 1 (2) Edit Delete
Group 2 (2) Edit Delete

Canada Address Edit Delete **New Label**
Postal Drive
Forrest, VA 78945

Betty Bo Edit Delete **New Label**
Postal Drive
Forrest, VA 78945

Ricky Bobby Edit Delete **New Label**
Postal Drive
Forrest, VA 78945

- b) If **Use Address Book** was selected from the Label Manager, an **Address Book** popup modal will be displayed.
 - i. Search for, select the **checkbox** of the desired recipient, and select **Create Labels**.

Address Book ×

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

Search Contacts All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

All Contacts (5)

Missing contacts from your existing USPS Address Book?
Sync All Contacts

Name (Last, First)	Company	Location
<input checked="" type="checkbox"/> KENT, CLARK		310 SUPERMANT ST CHARLOTTE, NC, 33333-0000
<input type="checkbox"/> Doe, John		300 SUPERMAN ST CHARLOTTE, NC 28262-2550

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 Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	11/26/2024	Johnny Parker Pick up at: 300 SPIDERMAN ST CHARLOTTE, NC 28262-9191 Ship to: USPS SMART LOCKER CHARLOTTE, NC 28262-0900	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart <input type="button" value="v"/>

4) Select / Edit Service and Package Details

Refer to the [Package and Service Type](#) section of the Enhanced Click-N-Ship® User Guide to follow the steps required to select your Service and Package details.

5) Select / Edit Extra Services

Refer to [Extra Services](#) section 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 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.


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 **New Label** located on the Label Manager page.

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

All Labels (2) Batches (1)

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 Package	Package Details	Extra Services	Total Price	All Labels
5810	USPS Ground Advantage™ Cubic Choose Your Own Box Edit Service And Package	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 Sender email is required.	Edit

2) Follow Single Label Flow Creation Process

- a) Refer to the [Create a Single Label](#) section 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

- a) Once on the **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, if this package contains any Hazardous Materials, the Return Service types displayed in Step 4: Services will be dependent on the HAZMAT type that was selected in Step 2: Hazardous Materials.
- ii. 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.

Extra Services

☐ Additional Insurance ⓘ Fee Varies

☐ 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.

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 recipient's address on the label will be the same as the return address for the outgoing label.

Charged upon use

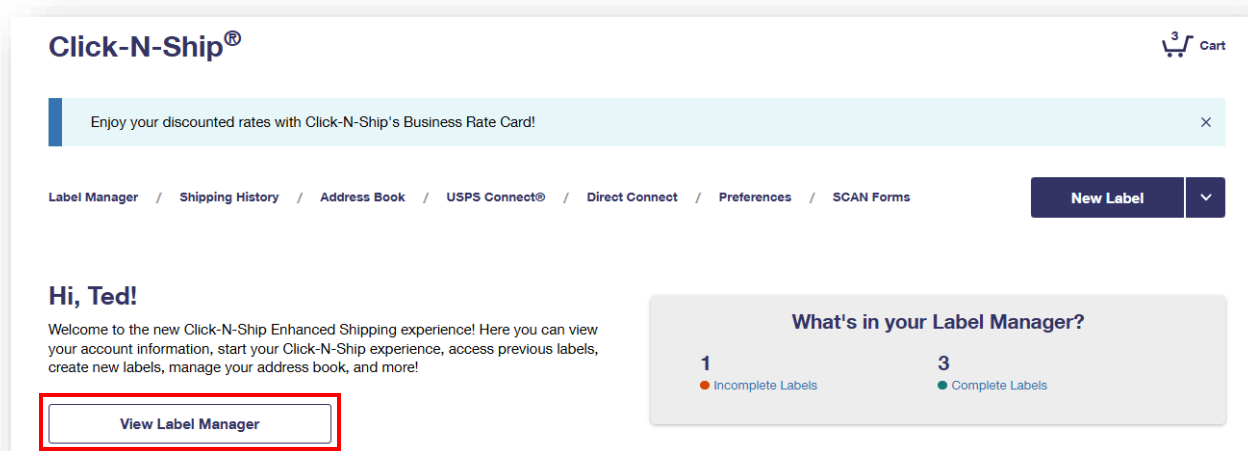
You will be notified of its use

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

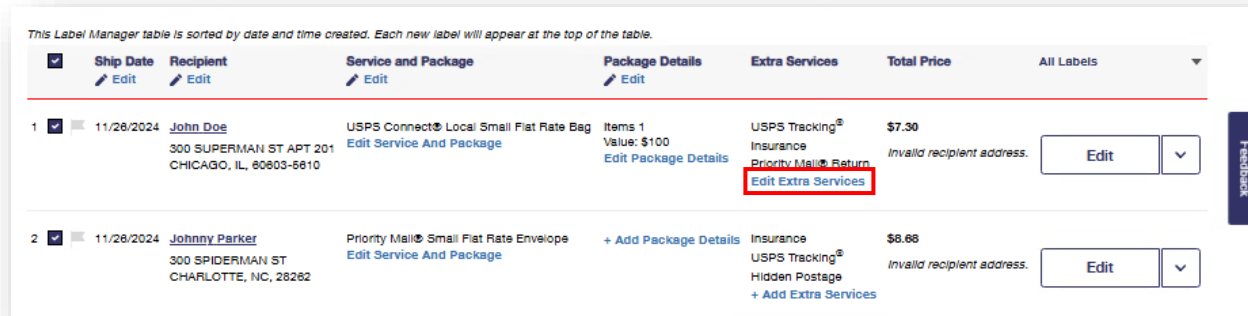
- Select **View Label Manager** located on the landing page.



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** located in the recipient's label row.



- b) **Bulk Action Method:** If your batch of labels all have the same Service and Package 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 checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2 <input checked="" type="checkbox"/>	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 <i>Invalid recipient address.</i>	Edit ▼

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

×

Select Extra Services

Extra Services

☐ Additional Insurance ⓘ Fee Varies

☐ Signature Services ⓘ Fee Varies

☒ Create a return label ⓘ Charged upon use

☐ Hide Postage on Label ⓘ Free

Save

- d) Select a return service type from the **Select a return service** dropdown.
- Note, if this package contains any Hazardous Materials, the Return Service types displayed in Step 4: Services will be dependent on the HAZMAT type that was selected in Step 2: Hazardous Materials.

×

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

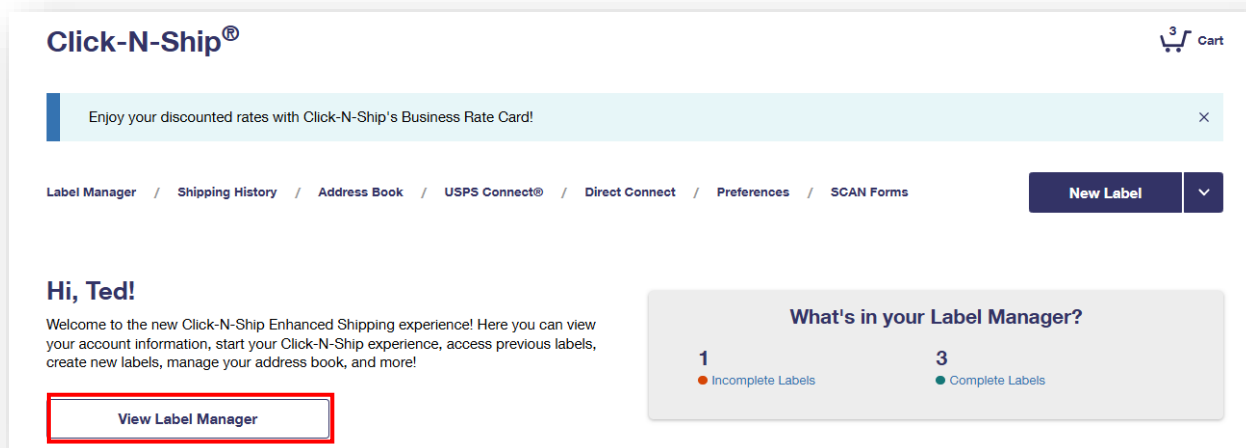
Save

Viewing your Return Label(s)

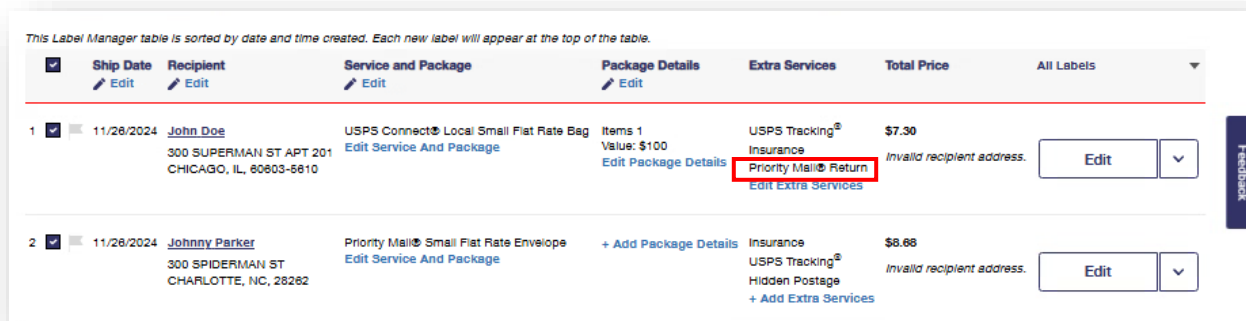
Within this section you will understand where to find and how to view your created Return Label(s).

1) View Return Labels via the Label Manager

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

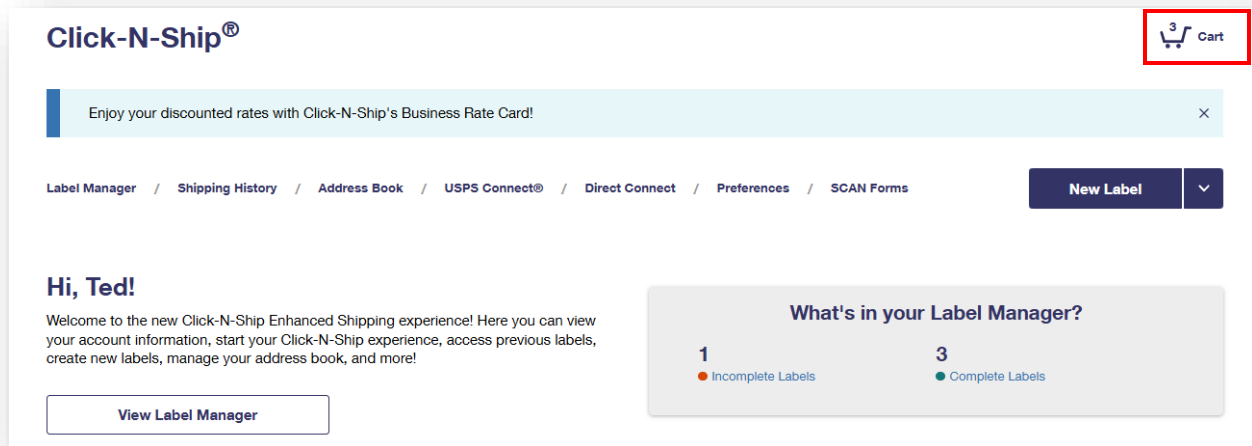


- If a Return Label has been added to an Outbound Label, the Return Label will be displayed within the **Extra Services section** of the Outbound Label.



2) View Return Labels via the Label Cart

- 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 Edit	<input type="checkbox"/> 03/22/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	Priority Mail® Flat Rate Envelope	Value: \$100	Fiat Rate Envelope Hidden Postage Priority Mail® Return	\$8.50 Free Free
					Total Label Cost	\$8.50
2 of 2 Edit	<input type="checkbox"/> 03/22/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	Priority Mail® Flat Rate Envelope	Value: \$100	Fiat 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

\$28.65 (1 labels)

- b) Within the Payment Confirmation page, there will be a **Return Label indicator** for each outbound Label with a Return Label.
- i. Note, you will also see the Return Label service type and tracking number ^(a) in 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

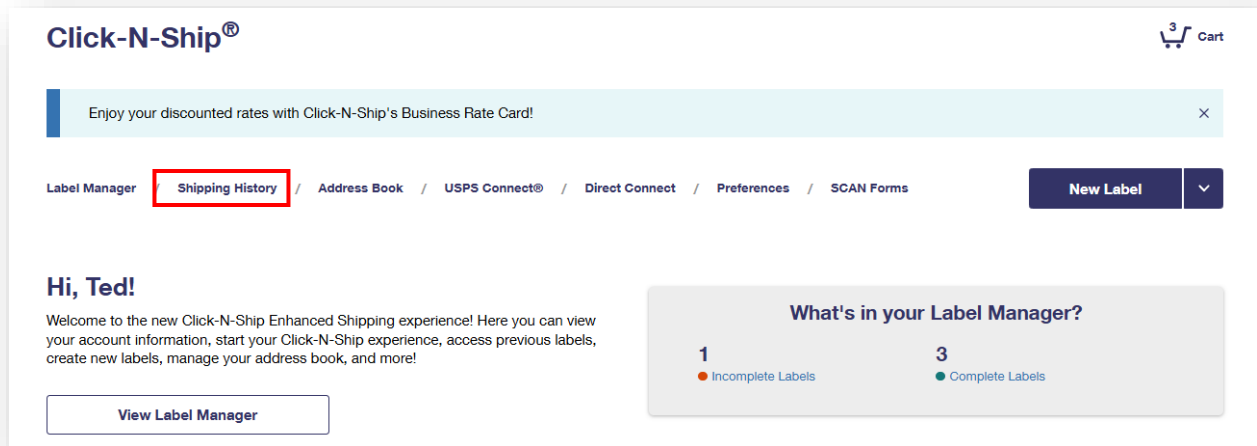
Save as PDF

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 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	PM-RTN	9405830109355107149525 Outgoing Label Ending: 2570	No	N/A	EPS-8901	Pending Use	\$0.00 *charged upon use	TB

(c)

(i)