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.
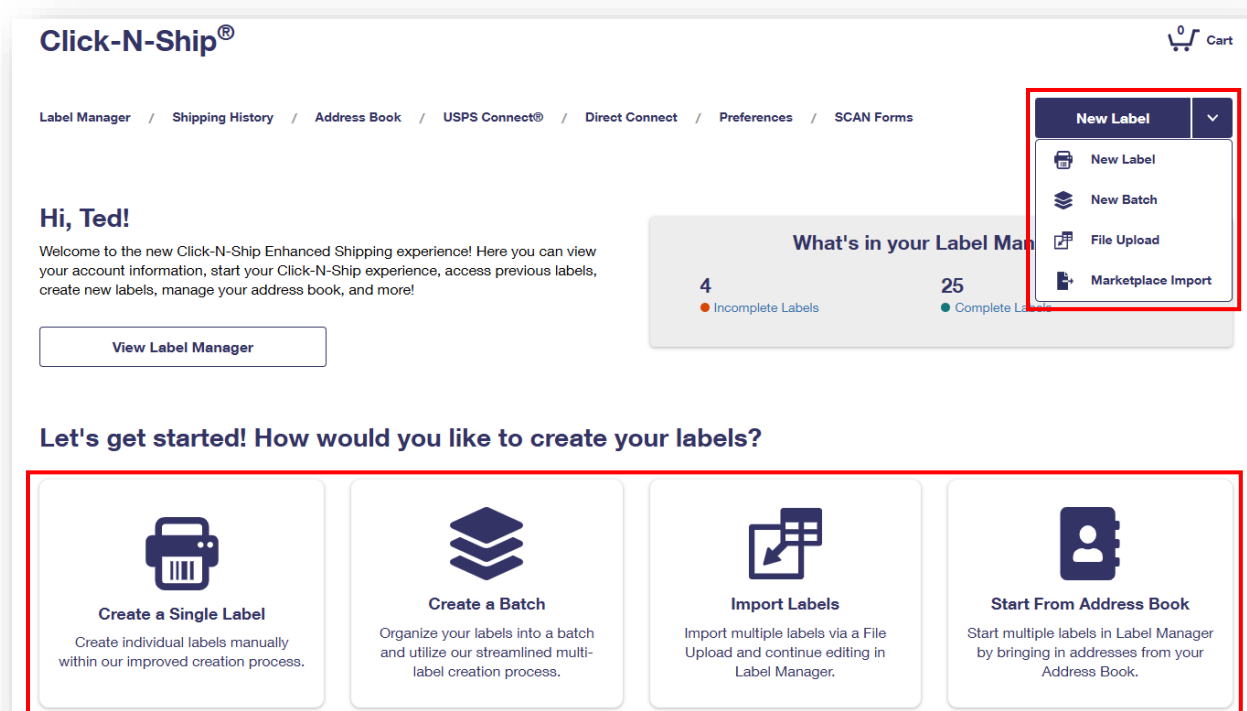
This user guide will cover all of the **Label Creation Methods** available within the Enhanced Click-N-Ship® application and will serve as a step-by-step guide on how to use them. To begin, proceed to the next page and review the Table of Contents. Thank you for choosing USPS® for your packing and shipping needs!

Table of Contents

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.

   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.

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. 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. 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.

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

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.

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** checkbox is selected, a **Tracking Notifications for Sender** modal will be displayed.
   i. Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application)*.
   ii. Select the **Type of Notifications** that you want to receive.
   iii. Select **Save** to save these changes.

Tracking Notifications for Sender

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

Email

(i)   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	
☑	☑	All Below Updates
☑	☑	Expect Delivery Updates
☑	☑	Day of Delivery Updates
☑	☑	Package Delivery
☑	☑	Available for Pick Up
☑	☑	Delivery Expectation Updates
☑	☑	Package in Transit Updates

(ii)

Save   (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'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

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

United States of America

*Street Address | Apt/Suite/Other

Street Address is required

*City | *State | *ZIP Code™

AL - Alabama

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: 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.

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.
    i. *Note, the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications*.

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.

Tracking Notifications for Recipient

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

Email

(i)

Email must be valid format

Phone

Phone is required

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

(ii)

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.

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.

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

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

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

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).*

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.

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).**

    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 | Quantity | Total Item(s) Weight | | Total Item(s) Value

[⊘]   [1 ▲▼]   [⊘ | lbs]   [⊘ | ozs]   [$ | ⊘]

Max: 30

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 | Quantity | Total Item(s) Weight | | Total Item(s) Value

[   ]   [1 ▲▼]   [| lbs]   [| ozs]   [$ |]

Max: 30

Add Item

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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)*.

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).

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 (i)

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 (i)

Length   Width   Height

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.**

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    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 **Characterstic** that best describes your package from the dropdown.

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

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 ~~$9.00~~
	Priority Mail® Small Flat Rate Envelope 6" x 10"	**2-Day Delivery** | Nov 29, 2024	$8.68 ~~$9.00~~
	Priority Mail® Window Flat Rate Envelope 5" x 10" 12-1/2" x 9-1/2"	**2-Day Delivery** | Nov 29, 2024	$8.68 ~~$9.00~~

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 ~~$9.00~~

2-Day Delivery \| Nov 29, 2024 $8.68 ~~$9.00~~

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) | Same-Day or Next-Day | $2.95 |
| | USPS Connect® Local Small Flat Rate Bag 9" x 12" | Same-Day or Next-Day | $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
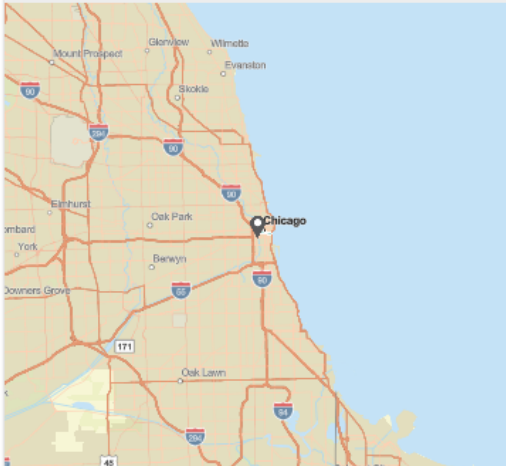
Your Drop-Off Location Details

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

Drop-off Hours   Lot Parking Available

Mon-Fri   Sat   Sun
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.

8) Select Extra Service(s)

   a) Once the Service Type if 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

☐ 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
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.*

(a)   (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**.**

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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.**

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.**

CONCORD
66 MCCACHERN BLVD SE
CONCORD, NC 28025

Post Office™

Open now | Closes 11:59 PM ⌄

Ship here

10.09 miles away

OAKDALE
1101 SUNSET RD
CHARLOTTE, NC 28216

Post Office™

Open now | Closes 11:59 PM ⌄

Ship here
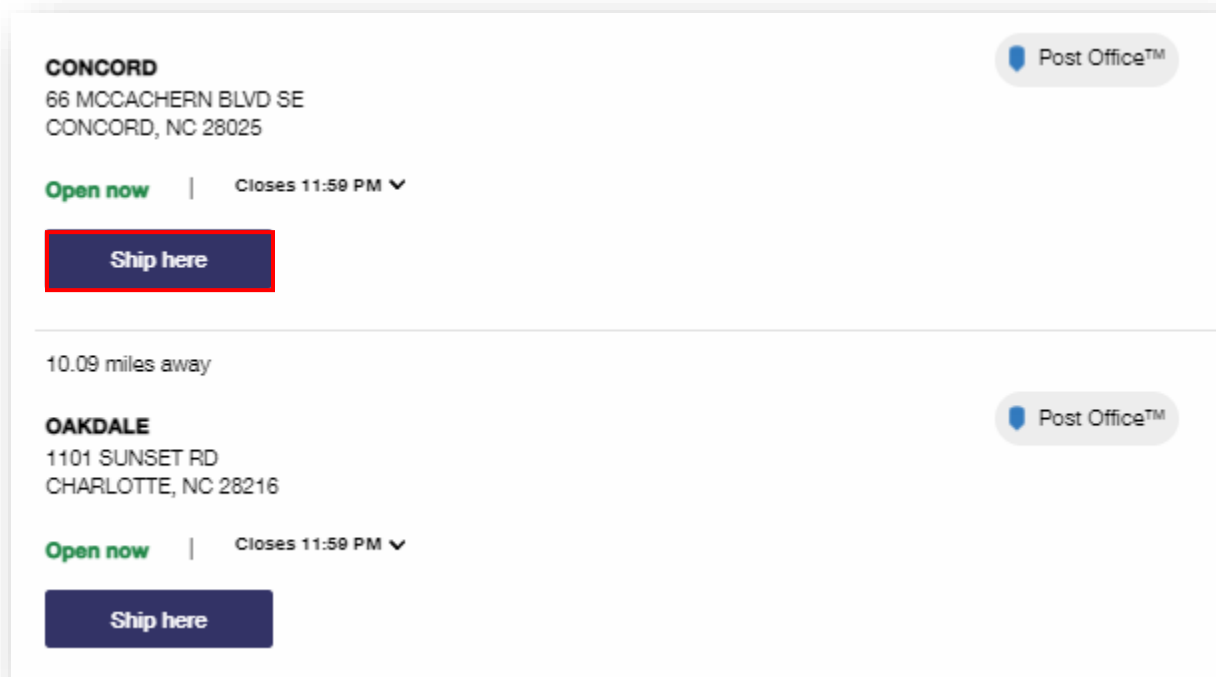
International Label

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

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

   c) 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.

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. 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. 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.

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

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.

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

Tracking Notifications for Sender

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

(i)

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	
☑	☑	All Below Updates
☑	☑	Expect Delivery Updates
☑	☑	Day of Delivery Updates
☑	☑	Package Delivery
☑	☑	Available for Pick Up
☑	☑	Delivery Expectation Updates
☑	☑	Package In Transit Updates

(ii)

Save (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.

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

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 1 is required

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).*

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).*

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)'**.

   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.

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).**

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.

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

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

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

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**
   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)

11/25/2024

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 ⓘ

e 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.

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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. 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

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).

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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:

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).

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

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.**

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 **Characterstic** that best describes your package from the dropdown.

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

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.

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

$45.15

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

$45.15

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 5: Services

Shape, weight, and size affect the price for large packages. Learn More

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

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.

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.*

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**.

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

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
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.

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. 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. 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.

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

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.

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

Tracking Notifications for Sender

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

(i)

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	
☑	☑	All Below Updates
☑	☑	Expect Delivery Updates
☑	☑	Day of Delivery Updates
☑	☑	Package Delivery
☑	☑	Available for Pick Up
☑	☑	Delivery Expectation Updates
☑	☑	Package In Transit Updates

(ii)

Save   (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.

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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

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

United States of America

*Street Address

Apt/Suite/Other

Street Address is required

*City

*State

*ZIP Code™

AL - Alabama

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: 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.

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.

    i.   *Note, the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications.*

 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.

Tracking Notifications for Recipient

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

(i)

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	
☑	☑	All Below Updates
☑	☑	Expect Delivery Updates
☑	☑	Day of Delivery Updates
☑	☑	Package Delivery
☑	☑	Available for Pick Up
☑	☑	Delivery Expectation Updates
☑	☑	Package In Transit Updates

(ii)

Save (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**.**

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.

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

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

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

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).*

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.

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).**

    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 | Quantity | Total Item(s) Weight | | Total Item(s) Value

[⚠] | 1 ⌃⌄ | [⚠] lbs | [⚠] ozs | $ [⚠]

Max: 30

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 | Quantity | Total Item(s) Weight | | Total Item(s) Value

[ ] | 1 ⌃⌄ | [ ] lbs | [ ] ozs | $ [ ]

Max: 30

Add Item

75

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)*.

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).

a) **Package Type:** if you are a qualifying user of the Free Mater for the Blind (FMB) program, select the **I am shipping as Free Matter for the Blind** checkbox to proceed *(refer to the following article for more information about the Free Matter for the Blind (FMB) Program)*.

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:**

   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).

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

   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.**

  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 **Characterstic** that best describes your package from the dropdown.

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

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.

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.*

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
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.

   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.

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. 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. 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)

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

(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.

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

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.**

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

Tracking Notifications for Sender

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

(i)

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	
☑	☑	All Below Updates
☑	☑	Expect Delivery Updates
☑	☑	Day of Delivery Updates
☑	☑	Package Delivery
☑	☑	Available for Pick Up
☑	☑	Delivery Expectation Updates
☑	☑	Package in Transit Updates

(ii)

Save   (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

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 1 is required

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).*

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).*

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)'**.

    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.

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).**

    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.**

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

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

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

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

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

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

    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)

11/25/2024

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

    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 (if applicable).

*Package Value (i)

$ 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 Mater 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)

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:**
   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

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.

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.

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)*.

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.

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*.

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**.

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

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

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**.

(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**.

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

(b) 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).*

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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.

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. 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. 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.

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

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.**

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

Tracking Notifications for Sender

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

(i)

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	
☑	☑	All Below Updates
☑	☑	Expect Delivery Updates
☑	☑	Day of Delivery Updates
☑	☑	Package Delivery
☑	☑	Available for Pick Up
☑	☑	Delivery Expectation Updates
☑	☑	Package In Transit Updates

(ii)

Save   (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

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

United States of America

*Street Address

Apt/Suite/Other

Street Address is required

*City

*State

*ZIP Code™

City is required

AL - Alabama

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).*

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) **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.

    i. *Note, the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications.*

  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.

Tracking Notifications for Recipient

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

(i)

Email

Email must be valid format

Phone

Phone is required

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

(ii)

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.

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.

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

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

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

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).*

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.

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).**

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

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Step 3: **Items (optional)** ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value

No Items added

Item Description	Quantity	Total Item(s) Weight		Total Item(s) Value
⚠	1 ▲▼	⚠ lbs	⚠ ozs	$ ⚠
Max: 30				

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	Quantity	Total Item(s) Weight		Total Item(s) Value
	1 ▲▼	lbs	ozs	$
Max: 30				

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)*.

    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).

    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).

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:

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).

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

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.**

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 **Characterstic** that best describes your package from the dropdown.

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

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.

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

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

*Select your USPS Flat Rate Packaging ⓘ   Filter by   All ⌄

| All |
| Envelope |
| Box |
| Poly Bag |
| Priority Mail |
| Priority Mail Express |
| USPS Connect |

Priority Mail® Flat Rate Envelope
12-1/2" x 9-1/2"   **1-Day D** Nov 26,

Priority Mail® Large Flat Rate Box
12 1/4" x 12" x 6"   **1-Day D** Nov 26,

Priority Mail® Medium Flat Rate Box   **1-Day Delivery**

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 ⌄

USPS Connect® Local Large Flat Rate Bag
14" x 17"   *Same-Day or Next-Day*

USPS Connect® Local Flat Rate Box
12" x 3-1/2" x 14-1/8"   *Same-Day or Next-Day*

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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).*

9) Select Extra Service(s)

    a) Once the Service Type if 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.*

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.

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**.

(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**.

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

(b)   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).*

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3) Verify your Sender Details

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

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

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

  c) If you are shipping from a different ZIP Code™ than the ZIP Code™ indicated in your Return Address, please enter the correct shipping from ZIP Code™ in the **Ship from a different ZIP Code™** field *(e.g.: I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC)*.

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(a)

(b)

(c)

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

   i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.

   ii. To manually enter the sender information, enter the details in the **required*** text fields.

   iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.

   iv. To set the sender information as your default return address, select the **Set as Default Return Address** checkbox *(note, this option is only displayed for the Create a New Sender Address option)*.

   v. Once the sender information is entered and you are ready to proceed, select **Next.**

New Return Address

(i)   Search your Address Book

*Sender Information

Please provide first and last name and/or company.

First Name   MI   Last Name

Company

Phone (optional)   Email (optional)

Sender Address

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

(ii)   *Street Address   Apt/Suite

*City   *State   *ZIP Code™

AL - Alabama

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

Save   (v)

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

f) If the **Send me tracking notifications** checkbox was selected, a **Tracking Notifications for Sender** modal will be displayed.
  i. Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application).*
  ii. Select the **Type of Notifications** that you want to receive.
  iii. Select **Save** to save these changes.

Tracking Notifications for Sender

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

(i)

Email | Phone
name@example.com | Enter a U.S. phone number

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

Email   **Text**

☐   ☐   All Below Updates

(ii)

☐   ☐   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.

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

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 1 is required

Address 3

*City | Province | *Postal Code™

City is required | | Postal Code is required

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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).*

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).*

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)'**.

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.

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).**

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

---

ii. 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

Max: 30

---

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

Max: 30

*Total Item(s) Value

$

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

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

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

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)*.

    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.

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).

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:

    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 | ⊘ | 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 **Characterstic** that best describes your package from the dropdown.

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

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 ▼

**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"

| All |
| Envelope |
| Box |
| Poly Bag |
| Priority Mail |
| Priority Mail Express |
| USPS Connect |

9) 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 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.

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.*

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).

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**.

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

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

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**.

(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.

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

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.

Create your Batch

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

Batch Details

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

(a)

Batch Notes (optional)

(b)

(c)

Cancel

Create Batch

3) Add Recipients to Batch (Two Options)

i.   **Option 1:** Add Recipients to the newly created batch via <u>File Upload</u> by selecting **Add from File Upload.**

‹ Back to Batches

Labels in the batch automatically save as you enter information.

Batch: John Doe (0 Labels)   Edit   ↻ Refresh

Batch Summary   **Sender Information**   **Batch Notes**

Select Services to see pricing ⓘ   **Clark Kent**   1233
                                            300 SUPERMAN ST
Total $0.00   CHARLOTTE, NC 33333

Add Recipient   Add From File Upload   Actions ⌄   Add All Complete to Cart ›

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

| ☐ | Ship Date | Recipient | Service and Mailpiece | Mailpiece Details | Extra Services | Total Price | All Labels | ▼ |

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)*.

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.

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)

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**

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

v. Once the batch is selected, select **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.*

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.

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.

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.

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.

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.

   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.

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.

    i.   **Individual Recipient Method:** Individually add labels to cart by selecting **Add to Cart** in the recipient's row.

    ii.   **"Add All" Method:** Add all labels to cart by selecting **Add All Complete to Cart**.

Import Labels

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

![Excel icon] **CNSv2JobAid_FileUpload.xlsx** [Download here](#)	Please use this guide file and the steps below to understand the required fields and necessary inputs for Enhanced Click-N-Ship® file upload. *Note, an updated Job Aid is currently under development which will be included in this document once completed.*

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.

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

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.**

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.

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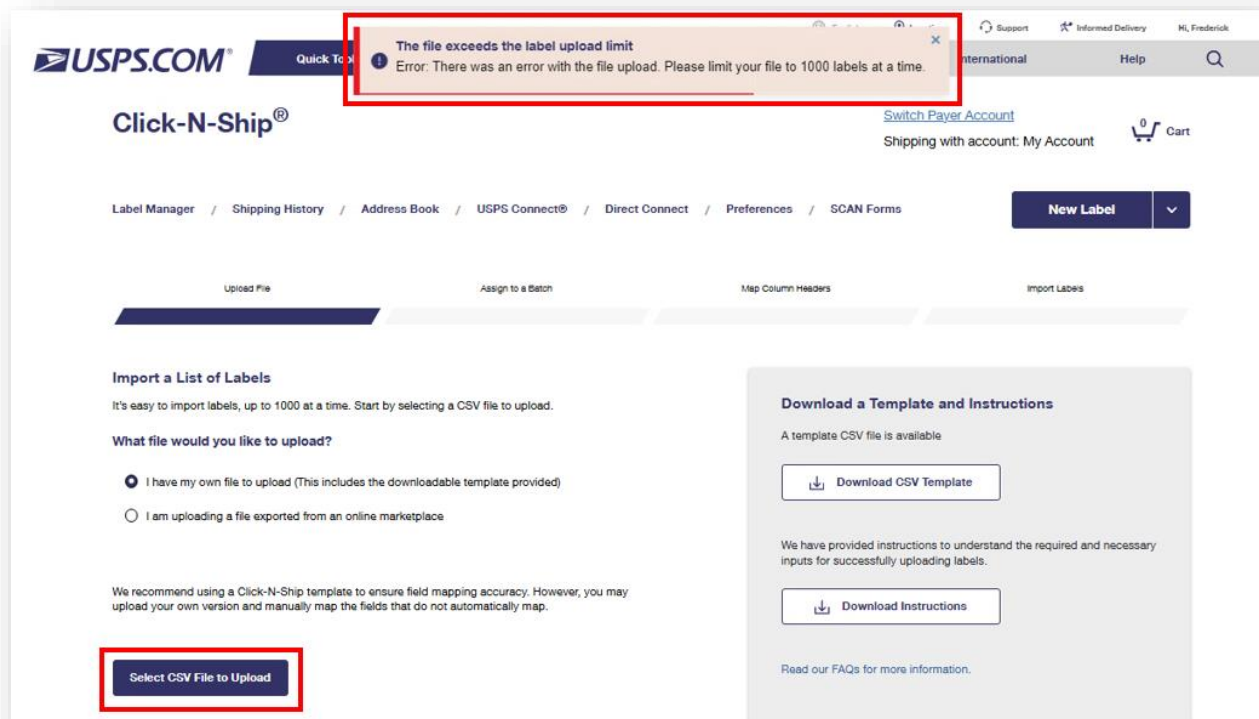
3) Assign to Batch
   a) To add the labels to an *existing batch*, select **Add to an Existing Batch.**
   i.   Search for an existing batch by name by entering it in the **Search for an Existing Batch** search box.

(a)

(i)

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

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

ii. IF you want to add notes to your new batch, enter those in the **Add Note for yourself (optional)** text field.

iii. Once ready, select **Next: Import Labels** to proceed to the next section.

Assign to a Batch

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

○ Add to an Existing Batch

(b)   ● 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) 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.**

    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.

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

(e) | Enter Name for this Field Mapping | **Save As New Mapping**

(f)   **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.

Import Label Results

Total Labels Created
2 of 2

(a)

View Label Information in Click-N-Ship®

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

(b)   **View In Label Manager**

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.

Labels that did not import (47)

(d)

Labels that had errors and didn't import

47 of 47

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

(e)

Upload A File

(i)

Label Row	Reasons record failed to Import
10	Unable to find rate
42	Unable to find rate
8	You have entered a non-deliverable Delivery Address. Please verify address, including apartment, suite, etc. Additional assistance is available at Find Zip Codes. Unable to find rate

6) View Uploaded Labels in Label Manager

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

        i. *Note, the associated batch name and batch symbol will automatically be tracked for each label that is included in that batch.*

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.

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.

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.

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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.

9) **Select Extra Services**

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

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

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.

10) Add Labels to Cart

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

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

b) **"Add All" Method:** Add all labels to cart by select the checkbox on the top left corner and then selecting **Add All Complete to Cart**.

< 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.

☐	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 from an Online Marketplace

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

1) Begin File Upload Process

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

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

2) Select File Type and Upload CSV File

a) To upload a file from an Online Marketplace, select **I am uploading a file exported from an Online Marketplace.**

b) Click on the **Select a Marketplace File** dropdown and select a marketplace type.

(a)

(b)

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

d) If your online marketplace file uploads successfully, you will see a green **Upload Successful** message box confirming that the upload was successful.

e) Select **Import Labels** to proceed to the next steps.

(d)

(e)

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.

      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.*

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.

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.

Import Label Results

(a)

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.

(b)

View In Label Manager

Import Another File

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

Upload a New File

(c)

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

Labels that did not import (47)

(d)

Labels that had errors and didn't import

47 of 47

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

(e)

Upload A File

(i)

Label Row	Reasons record failed to Import
10	Unable to find rate
42	Unable to find rate
8	You have entered a non-deliverable Delivery Address. Please verify address, including apartment, suite, etc. Additional assistance is available at Find Zip Codes. Unable to find rate

5) View Uploaded Labels in Label Manager
   a) Once **View in Label Manager** is selected from the Import Labels results page, you will be **redirected** back to your **Label Manager** where your newly added label(s) will be displayed within a **Batch**.
      i. *Note, the associated batch name and batch symbol will be displayed throughout the application for easier tracking.*

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.

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.

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.

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.

8) Select Extra Services

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

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

    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.

9) Add Labels to Cart

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

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

Start from Address Book

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

1) Begin File Upload Process

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

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

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**.

   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.**

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.

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.

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

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.

i. To view more information on return label services, select the **Return Service Tooltip**.

ii. Once the tooltip is selected, a **Create a Return Label Popup Modal** will be displayed.
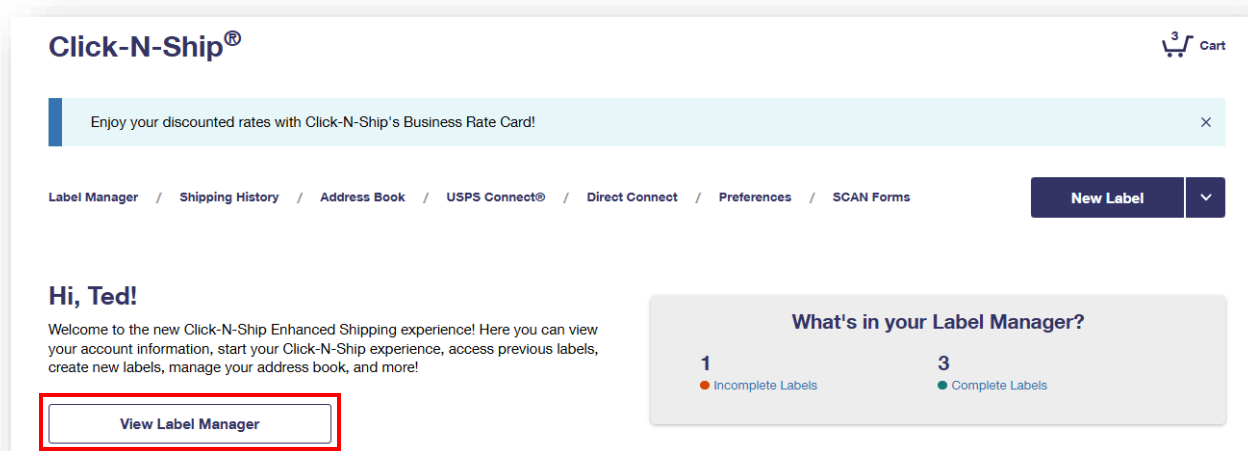
Create Return Labels via Label Manager

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

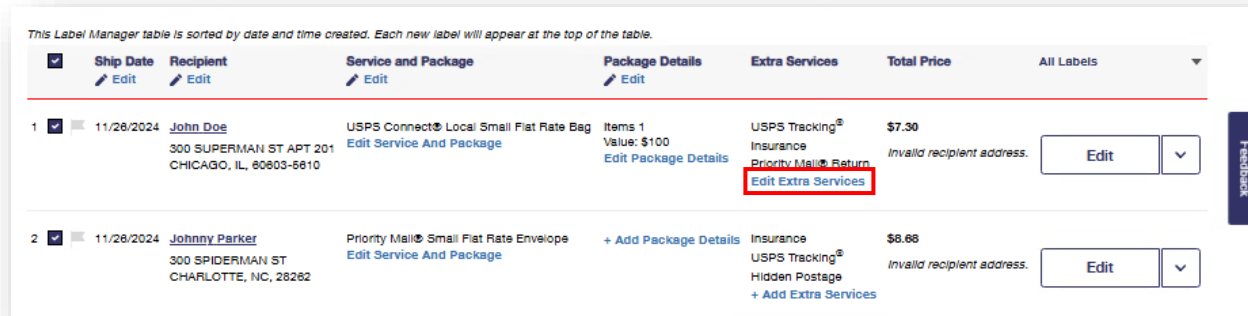1) **Proceed to your Label Manager**

   a) 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.

   a) **Individual Recipient Method:** To add an Extra Service specific to each recipient, select +**Add Extra Services** locate 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.

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

d) Select a return service type from 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.*

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

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

Select Extra Services

☐ Signature Services ⓘ   Fee Varies

☑ Create a return label ⓘ   Charged upon use

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

*Select the service type for your return label

Priority Mail® Return

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

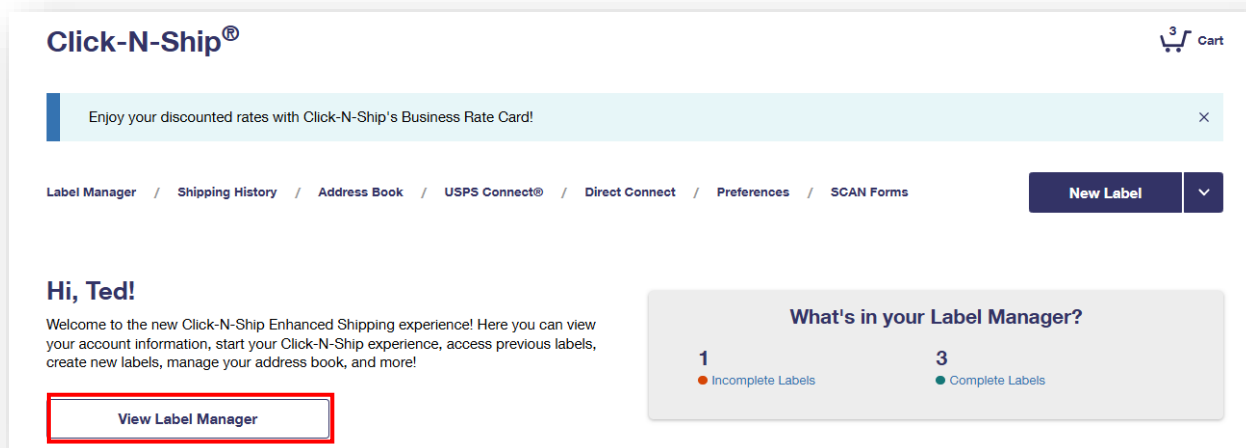☐ Label Delivery ⓘ $1.25

☐ Hide Postage on Label ⓘ   Free

Save

Viewing your Return Label(s)

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

1) View Return Labels via the Label Manager

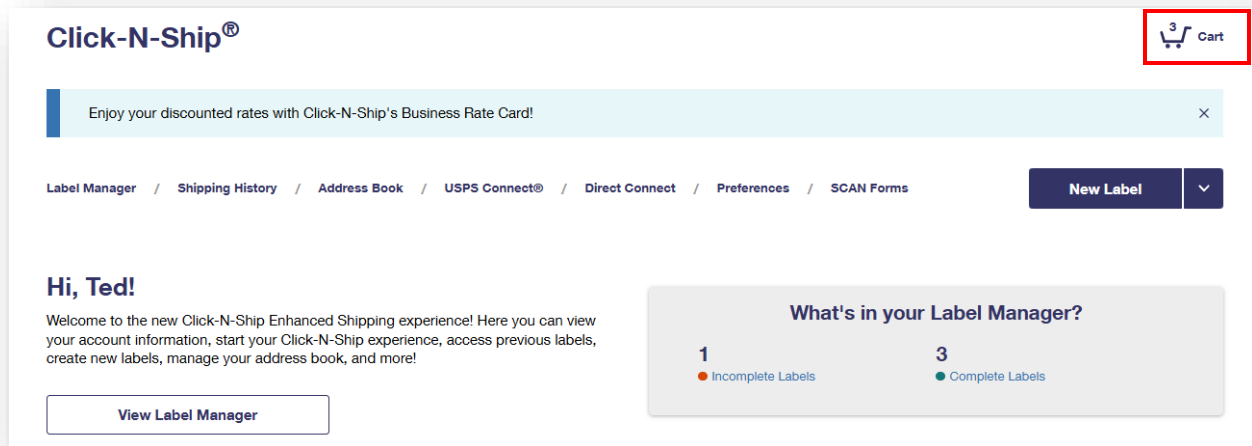   a) Select **View Label Manager** located on the landing page.

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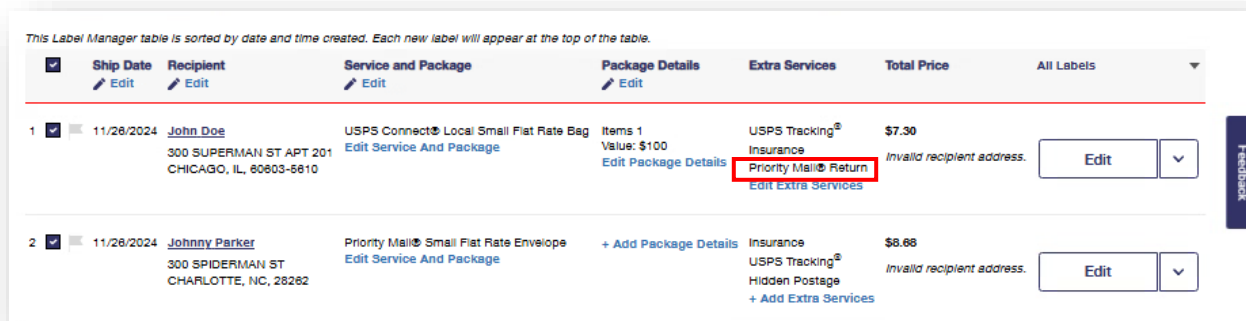
2) View Return Labels via the Label Cart

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

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

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   Order Total
MASTERCARD-0440 $26.65 (1 labels)

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

	Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1	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	9471230109355000072655
		Return Label	Priority Mail® Return Service			9401930109355000019682

(a)   (i)

c) To print your Return Labels, select **Print Labels** located under the **Label Actions** section at the bottom of the payment confirmation page.
   i. *Note, your Return Labels which will be printed out with their associated Outbound Label.*

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

	Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1	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	9471230109355000072655
		Return Label	Priority Mail® Return Service			9401930109355000019682

4) **Viewing Return Labels via the Shipping History**
   a) Select **Shipping History** located on the landing page.
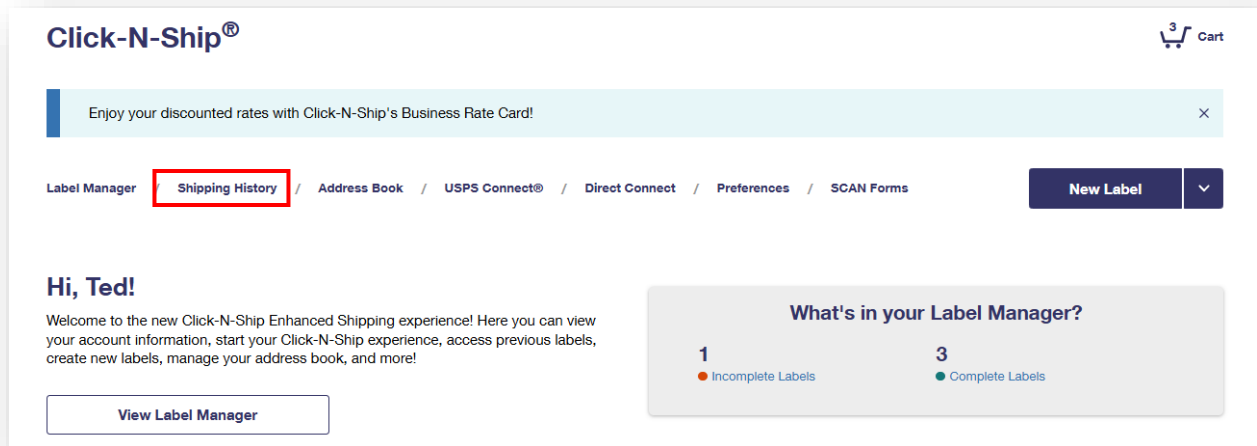
b) Within the Shipping History, your **purchased Return Labels** will be listed as their own line items.

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).*

(c)   (i)