



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

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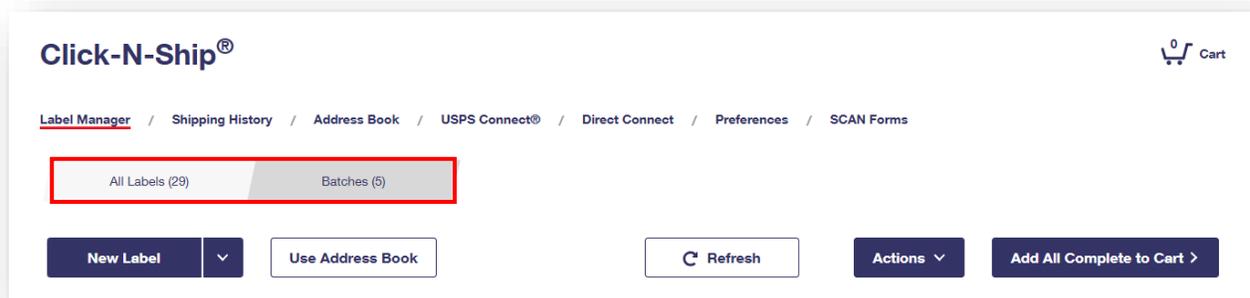
**Please note that this guide will be continuously updated.*

Label Manager 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](#).

The **Label Manager** is split up into two main sections:

- 1) **All Labels** – view and manage all of the individual labels saved to your Label Manager.
- 2) **Batches** – view and manage all of the batch of labels saved to your Label Manager.



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

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

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All Labels

Within the 'All Labels' Tab of the Label Manager, you'll be able to edit, organize, and store any label(s) prior to adding it to your label cart before purchase.

1) Access the Label Manager

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

Click-N-Ship® 3 Cart

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

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

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

View Label Manager

What's in your Label Manager?

- 1 Incomplete Labels
- 3 Complete Labels

2) Select All Labels Tab

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

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

All Labels (11) / Batches (1)

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

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

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|--------------------------|------------|--|---|---|--------------------------------------|----------------|-----------------------------------|
| 1 | 01/24/2025 | Japan International 29 POSTAL RD OSAKA, JP | Priority Mail International® Small Flat Rate Envelope Edit Service And Package | Items 1 Value: \$100 Edit Package Details | + Add Extra Services | \$45.15 | Add to Cart ▼ |

Single Label Creation via All Labels Tab

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

1) Create a Single Label

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

(a)

(b - e)

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

- If **Marketplace Import** is selected, a **Direct Connect: Marketplace Import** popup modal will be displayed. Select an **online marketplace** from the dropdown, select **Next**, and you'll be redirected to the **Direct Connect: Import Labels** page.

Direct Connect: Marketplace Import

Choose a Connected Marketplace to import labels

Select a Merchant Account

My Squarespace Store

My Squarespace Store

Connect New Marketplace

Next

All Actions for a Single Label

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

Add a Single Label to the Cart

- a) to add the selected label to the cart, select **Add to Cart**.
 - i. Note, if your label is missing any required information, you will not see the **Add to Cart** option, but you will see an **Edit** option instead. Once the required information is entered, you will be able to add the label to the cart from your Label Manager.

The screenshot shows the Label Manager interface with a table of labels. The selected label is highlighted, and the 'Add to Cart' button is highlighted with a red box.

| <input type="checkbox"/> | Ship Date Edit | Recipient Edit | Service and Package Edit | Package Details Edit | Extra Services Edit | Total Price | All Labels ▼ |
|---------------------------------------|-----------------------------------|---|---|---|---|-------------|----------------------|
| 1 <input checked="" type="checkbox"/> | 11/26/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart ▼ |

- b) Once selected, you will see a green **Added to Cart** message letting you know that the label was successfully added to the Label Cart.

The screenshot shows the Label Manager interface with the same label as in the previous screenshot. The 'Add to Cart' button is now replaced by a green checkmark and the text 'Added to cart' and 'Edit Label', which is highlighted with a red box.

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels ▼ |
|----------------------------|------------|---|---|---------------------------------------|---|-------------|--|
| 1 <input type="checkbox"/> | 11/26/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Added to cart Edit Label |

Saving a Single Label as Favorite

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

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

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|--------------------------|------------|---|---|---------------------------------------|---|---|---|
| 1 | 11/28/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c3e50; color: white; padding: 2px; text-align: center;">Add to Cart</div> <div style="border: 2px solid red; padding: 2px; text-align: center; background-color: #f39c12; color: white;">Save As Favorite</div> <div style="padding: 2px;">Edit</div> <div style="padding: 2px;">Add to Batch</div> <div style="padding: 2px;">Duplicate</div> <div style="padding: 2px;">Flag as Priority</div> <div style="padding: 2px;">Delete</div> <div style="border-top: 1px solid #ccc; padding: 2px; text-align: center;"> <div style="background-color: #2c3e50; color: white; padding: 2px; text-align: center;">Edit</div> <div style="float: right; border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 2px; text-align: center;">▼</div> </div> </div> |
| 2 | 11/28/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | |
| 3 | 11/28/2024 | Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra | \$8.68 <i>invalid recipient address.</i> | |

- b) Once selected, an **Add Favorite** popup modal will be displayed. Fill in the required fields and select **Save**.

×

Add Favorite

Save favorite packaging options to create new labels more quickly.

*Name of Favorite

*Service Type

Priority Mail®
▼

*Mailpiece Type

Large Flat Rate Box
▼

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

\$

Save

Cancel

Edit a Single Label

- a) to edit the selected label, select **Edit**, and you will be redirected to **Create a Label** page for that label.

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

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|--------------------------|-------------------------------------|---|---|---------------------------------------|---|---|---|
| 1 | <input type="checkbox"/> 11/28/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c3e50; color: white; padding: 2px; text-align: center; margin-bottom: 5px;">Add to Cart</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Save As Favorite</div> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;">Edit</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Add to Batch</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Duplicate</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Flag as Priority</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Delete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between;"> Edit ▼ </div> </div> |
| 2 | <input type="checkbox"/> 11/28/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | |
| 3 | <input type="checkbox"/> 11/28/2024 | Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 <i>Invalid recipient address.</i> | |

Add Single Label to a Batch

- a) to add the selected label to a Batch, select **Add to Batch**.
 - i. *Note, once the label is added to the batch, you will have the option to **Remove from Batch** and the associated batch name and batch symbol will be displayed for each label throughout the application for easier tracking.*

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

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|--------------------------|-------------------------------------|---|---|---------------------------------------|---|---|---|
| 1 | <input type="checkbox"/> 11/28/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c3e50; color: white; padding: 2px; text-align: center; margin-bottom: 5px;">Add to Cart</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Save As Favorite</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Edit</div> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;">Add to Batch</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Duplicate</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Flag as Priority</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Delete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between;"> Edit ▼ </div> </div> |
| 2 | <input type="checkbox"/> 11/28/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | |
| 3 | <input type="checkbox"/> 11/28/2024 | Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 <i>Invalid recipient address.</i> | |

- b) Once selected, an **Add to Batch** popup modal will be displayed. Select the type of batch, enter the required fields, select **Add to Batch**, and you will be redirected to the **Batch** page.

✕

Add to Batch (1 Label)

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

Existing Batch
 New Batch

Name this Batch

Batch Name (optional)

Batch Name

Batch Notes (optional)

Batch Notes

Add to Batch

Duplicate a Single Label to a Batch

- a) to duplicate the selected label, select **Duplicate**.

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

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|--------------------------|--------------------------|--|---|---------------------------------------|---|---|--|
| 1 | <input type="checkbox"/> | 11/28/2024 Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5810 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | |
| 2 | <input type="checkbox"/> | 11/28/2024 Clerk AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px; text-align: center;">Add to Cart</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Save As Favorite</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Edit</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Add to Batch</div> <div style="border-bottom: 1px solid #ccc; padding: 2px; border: 2px solid red;">Duplicate</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Flag as Priority</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Delete</div> <div style="text-align: right; padding: 2px;"> <div style="border: 1px solid #ccc; padding: 2px; background-color: #0056b3; color: white;">Edit</div> <div style="border: 1px solid #ccc; padding: 2px;">▼</div> </div> </div> |
| 3 | <input type="checkbox"/> | 11/28/2024 Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra | \$8.68 <i>Invalid recipient address.</i> | |

Flag a Single Label as Priority

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

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

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|----------------------------|------------|---|---|---------------------------------------|---|---|--|
| 1 <input type="checkbox"/> | 11/28/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c3e50; color: white; padding: 2px 5px; display: inline-block; margin-bottom: 5px;">Add to Cart</div> <div style="margin-bottom: 5px;">Save As Favorite</div> <div style="margin-bottom: 5px;">Edit</div> <div style="margin-bottom: 5px;">Add to Batch</div> <div style="margin-bottom: 5px;">Duplicate</div> <div style="border: 2px solid red; padding: 2px 5px; display: inline-block; margin-bottom: 5px;">Flag as Priority</div> <div style="margin-bottom: 5px;">Delete</div> <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block; margin-bottom: 5px;">Edit</div> <div style="float: right; border: 1px solid #ccc; padding: 2px 5px;">▼</div> </div> |
| 2 <input type="checkbox"/> | 11/28/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | |
| 3 <input type="checkbox"/> | 11/28/2024 | Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 <i>Invalid recipient address.</i> | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block; margin-bottom: 5px;">Edit</div> <div style="float: right; border: 1px solid #ccc; padding: 2px 5px;">▼</div> </div> |

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

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

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|---------------------------------------|------------|---|---|---------------------------------------|---|-------------|---|
| 1 <input checked="" type="checkbox"/> | 11/27/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | <div style="background-color: #2c3e50; color: white; padding: 2px 5px; display: inline-block; margin-bottom: 5px;">Add to Cart</div> <div style="float: right; border: 1px solid #ccc; padding: 2px 5px;">▼</div> |
| 2 <input type="checkbox"/> | 11/28/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | <div style="background-color: #2c3e50; color: white; padding: 2px 5px; display: inline-block; margin-bottom: 5px;">Add to Cart</div> <div style="float: right; border: 1px solid #ccc; padding: 2px 5px;">▼</div> |

Delete a Single Label

a) To delete the selected label from your Label Manager, select **Delete**.

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

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|--------------------------|-------------------------------------|---|---|---------------------------------------|---|---|--|
| 1 | <input type="checkbox"/> 11/28/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart <input type="checkbox"/> |
| 2 | <input type="checkbox"/> 11/28/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Save As Favorite Edit Add to Batch Duplicate Flag as Priority Delete Edit <input type="checkbox"/> |
| 3 | <input type="checkbox"/> 11/28/2024 | Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 <i>Invalid recipient address.</i> | Edit <input type="checkbox"/> |

Edit the Service and Package Type of a Singel Label

You have the ability to edit a single label within the Label Manager by following the steps below.

- to edit the service and package type for a selected label, select **Edit Service and Package**.

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

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|--------------------------|--|---|---|---------------------------------------|---|-------------|--|
| 1 | <input checked="" type="checkbox"/> 11/27/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart <input type="checkbox"/> |
| 2 | <input type="checkbox"/> 11/28/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart <input type="checkbox"/> |

- Once selected, a **Select Service and Package** popup modal will be displayed. Select a **Package Type** and select **Next**.

Select Service and Package

Choose Your Package Type

- USPS® Flat Rate Packaging
- Choose your own box
- I want to start from a Favorite

Next

c) Select the **Service Type** and select **Next**.

| Package Type | Scheduled Delivery | Price |
|--|---|----------------------------|
| <input checked="" type="radio"/> Priority Mail® Large Flat Rate Box 12 1/4" x 12" x 6" | See Estimated Delivery in Label Manager | See Price in Label Manager |
| <input type="radio"/> Priority Mail® Medium Flat Rate Box 11" x 9-1/2" x 5-1/2" 12-5/8" x 11-7/8" x 3-3/8" | See Estimated Delivery in Label Manager | See Price in Label Manager |

d) If your label is eligible for the USPS Connect Local service, you will see the following banner displayed. Select the checkbox to add the service.

I want to ship eligible labels via USPS Connect[®] Local.

1 label is eligible for local drop-off USPS Connect[®] Local. To ship these labels via USPS Connect, select the checkbox to view shipping options on the next page. **All Remaining labels will ship via the service you select above.**

Back
Next

e) Confirm the Service and Package type and select **Save**.

✕

Select Service and Package

The table below reflects the Service and Package Types you have chosen for the 1 label you selected. Review the information below, and click Save to update your labels. Click 'Back' if you need to edit any of the previous information.

| Labels (#) | Service and Package Type | Scheduled Delivery | Price |
|------------|---|---|----------------------------|
| 1 Label | USPS Connect [®] Local Large Flat Rate Bag | See Estimated Delivery in Label Manager | See Price in Label Manager |

Note: When adding Service and Package Types to all labels, delivery dates may vary for each label, and 'Choose Your Own Box' prices will not be available until you save and view prices in the label table.

Back
Save

Edit the Package Details of a Singel Label

a) to edit the package details for a selected label, select **Edit Package Details**.

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

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|--------------------------|-------------------------------------|---|---|---------------------------------------|---|-------------|--|
| 1 | <input type="checkbox"/> 11/27/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart <input type="button" value="v"/> |
| 2 | <input type="checkbox"/> 11/28/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart <input type="button" value="v"/> |

- a) Once selected, a **Package Details** popup modal will be displayed. Enter the details as needed and select **Save**.

Package Details

Recipient(s)

Johnny Yi
300 SPIDERMAN ST APT 201
CHICAGO, IL 60603-5610

Item Details

This information is required for labels that require a customs form. You may enter item information below.

[+Add Item](#)

Package Details

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

\$

Edit the Extra Services of a Singel Label

- a) to edit the extra services for a selected label, select **+Add Extra Services**.

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

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|--------------------------|-------------------------------------|---|---|---------------------------------------|---|-------------|--|
| 1 | <input type="checkbox"/> 11/27/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart <input type="button" value="v"/> |
| 2 | <input type="checkbox"/> 11/28/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart <input type="button" value="v"/> |

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

Select Extra Services

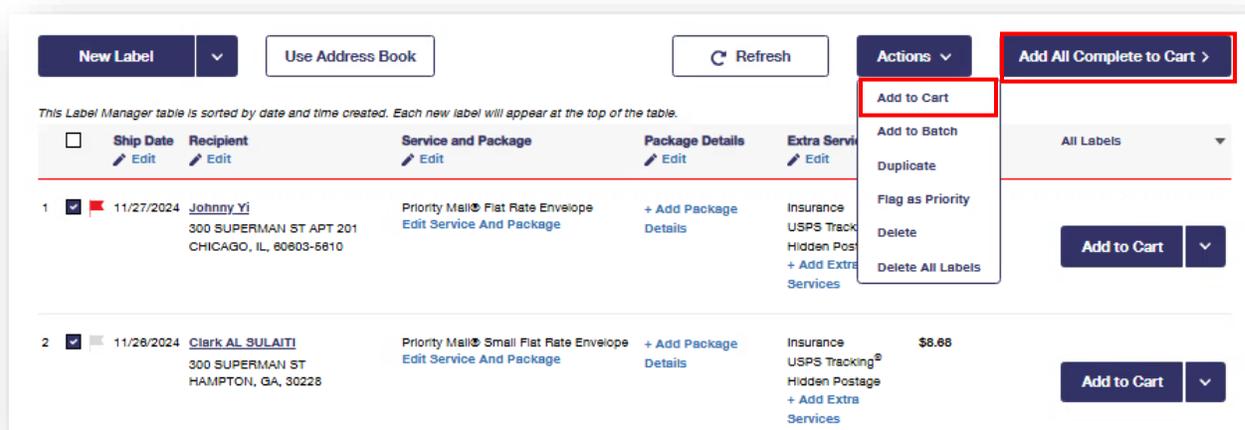
| | |
|--|------------------|
| <input type="checkbox"/> Signature Services <input type="button" value="i"/> | Fee Varies |
| <input type="checkbox"/> Create a return label <input type="button" value="i"/> | Charged upon use |
| <input type="checkbox"/> Label Delivery <input type="button" value="i"/>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

All Actions for Multiple Labels

There are multiple actions that you can take for multiple label(s) at one time within your Label Manager.

Add Multiple Labels to the Cart

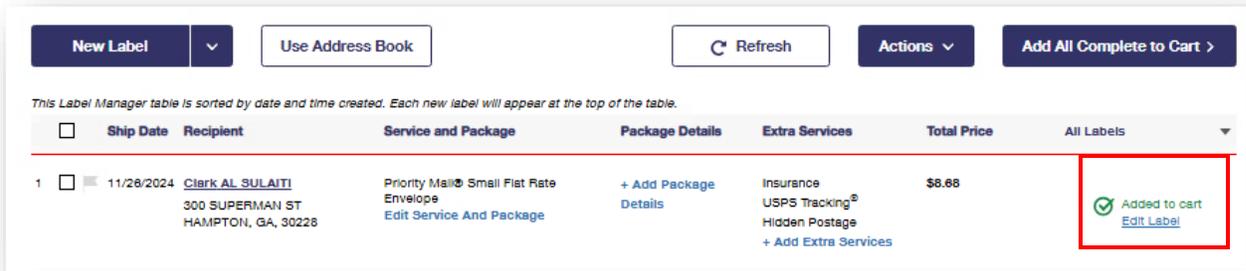
- a) add the selected label(s) to the Label Cart.



The screenshot displays the Label Manager interface. At the top, there are buttons for 'New Label', 'Use Address Book', and 'Refresh'. A dropdown menu labeled 'Actions' is open, showing options: 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority', 'Delete', and 'Delete All Labels'. The 'Add to Cart' option is highlighted with a red box. To the right of the 'Actions' menu, there is a button labeled 'Add All Complete to Cart >' also highlighted with a red box. Below the menu, a table lists labels with columns for 'Ship Date', 'Recipient', 'Service and Package', 'Package Details', and 'Extra Services'. Two labels are visible, both with 'Add to Cart' buttons at the bottom right of their respective rows.

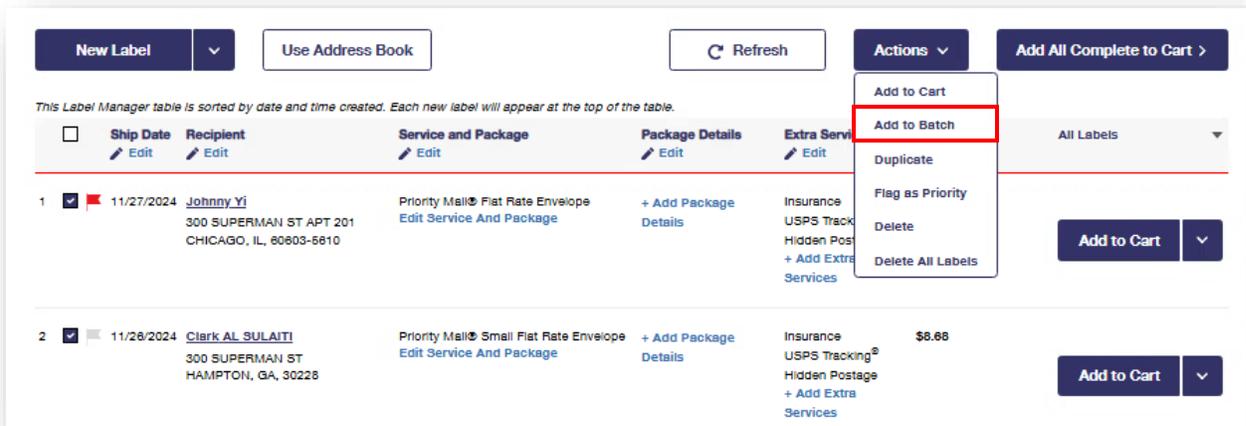
| | Ship Date | Recipient | Service and Package | Package Details | Extra Services | |
|---|------------|---|--|--------------------------|--|----------------------|
| 1 | 11/27/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Track Hidden Post + Add Extra Services | Add to Cart ▼ |
| 2 | 11/28/2024 | Clerk AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | Add to Cart ▼ |

- b) Once selected, you will see a green **Added to Cart** message letting you know that the label(s) were successfully added to the Label Cart.



Add Multiple Labels to a Batch

- a) to add the selected label(s) to a Batch, select **Add to Batch**.
 - i. *Note, once the label(s) are added to a batch, you will have the option to **Remove from Batch** and the associated batch name and batch symbol will be displayed for each label throughout the application for easier tracking.*



- b) Once selected, an **Add to Batch** popup modal will be displayed. Select the type of batch, enter the required fields, select **Add to Batch**, and you will be redirected to the **Batch** page.

X

Add to Batch (2 Labels)

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

Existing Batch

New Batch

Name this Batch

Batch Name (optional)

Batch Notes (optional)

Add to Batch

Duplicate Multiple Labels

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

New Label v
Use Address Book
Refresh
Actions v
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 <small>Edit</small> | Recipient <small>Edit</small> | Service and Package <small>Edit</small> | Package Details <small>Edit</small> | Extra Services <small>Edit</small> | |
|---|--|---|--|--|--|---|
| 1 | <input checked="" type="checkbox"/> 11/27/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope <small>Edit Service And Package</small> | <small>+ Add Package Details</small> | Insurance USPS Tracking® Hidden Postage <small>+ Add Extra Services</small> | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Add to Cart Add to Batch Duplicate Flag as Priority Delete Delete All Labels </div> <div style="text-align: right;"> Add to Cart v </div> |
| 2 | <input checked="" type="checkbox"/> 11/26/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30226 | Priority Mail® Small Flat Rate Envelope <small>Edit Service And Package</small> | <small>+ Add Package Details</small> | Insurance USPS Tracking® Hidden Postage <small>+ Add Extra Services</small> | <div style="text-align: right;"> Add to Cart v </div> |

Flag Multiple Labels as Priority

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

The screenshot shows the Label Manager interface. At the top, there are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. Below these is a table with columns: 'Ship Date', 'Recipient', 'Service and Package', 'Package Details', 'Extra Services', and 'Total Price'. The table contains two rows of labels. The first row is selected, and a dropdown menu is open over it, showing options: 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority' (highlighted with a red box), 'Delete', and 'Delete All Labels'. The 'Add to Cart' button is also visible to the right of the table.

| | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price |
|---|------------|---|---|--------------------------|--|-------------|
| 1 | 11/27/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Track Hidden Post + Add Extra Services | |
| 2 | 11/28/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 |

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

The screenshot shows the Label Manager interface after the 'Flag as Priority' action. The table now includes a 'Total Price' column. The first row is selected, and a red flag icon is visible next to the ship date '11/27/2024'. The 'Add to Cart' button is also visible to the right of the table.

| | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price |
|---|------------|---|---|--------------------------|--|-------------|
| 1 | 11/27/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 |
| 2 | 11/27/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 |

Delete Multiple Labels

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

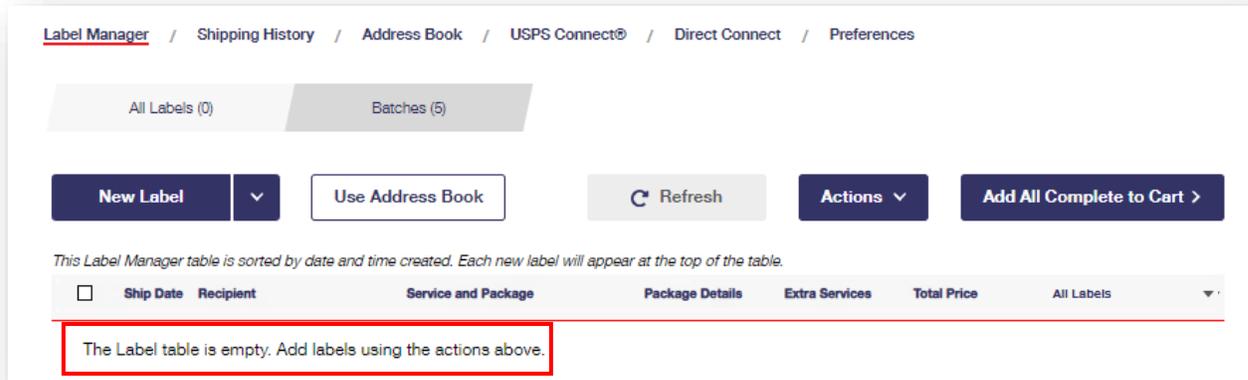
The screenshot shows the Label Manager interface. At the top, there are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. Below these is a table of labels. The first label is selected (checkbox checked) and has a red square icon. The 'Actions' dropdown menu is open, showing options: 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority', 'Delete', and 'Delete All Labels'. The 'Delete' and 'Delete All Labels' options are highlighted with a red box.

| | Ship Date | Recipient | Service and Package | Package Details | Extra Services | |
|---|------------|---|---|--------------------------|---|------------------------------|
| 1 | 11/27/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | Add to Cart |
| 2 | 11/28/2024 | Clark AL SULAJTI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 Add to Cart |

b) to delete all of the label(s) within your Label Manager at once, select **Delete All Labels** (Note, this action is nonreversible).

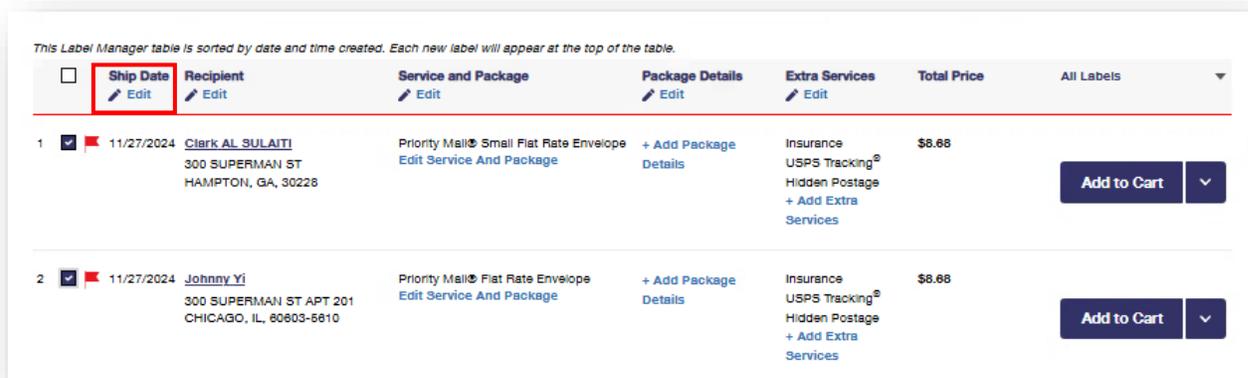
This screenshot is identical to the one above, but the 'Delete All Labels' option in the 'Actions' dropdown menu is highlighted with a red box.

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



Edit the Ship Date of Multiple Labels

- a) to edit the ship date for multiple selected label(s), select **Edit** under the **Ship Date** section. *(note, updating a section for one label, will update that same section across all selected labels).*



- b) Once selected, an **Edit Ship Date** popup modal will be displayed. Select **ship date** and then select **Save**.

✕

Edit Ship Date

Shipping Date
Choose a date up to 7 days from today.

09/12/2024 🗓

Save

Edit the Recipient Details of Multiple Labels

- a) to edit the recipient details for multiple selected label(s), select **Edit** under the **Recipient** section *(note, updating a section for one label, will update that same section across all selected labels).*

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

| | Ship Date Edit | Recipient Edit | Service and Package Edit | Package Details Edit | Extra Services Edit | Total Price | All Labels ▼ |
|---|-----------------------------------|---|---|---|---|-------------|-------------------------------|
| 1 | 11/27/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart ▼ |
| 2 | 11/27/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart ▼ |

- b) Once selected, an **Enter Recipient Details** popup modal will be displayed. Enter the recipient details and select **Save**.

✕

Enter Recipient Details

Recipient information is required before selecting package services.

 **USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship packages to people via self-service pickup at free, secure Smart Lockers in Post Office locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name M.I. Last Name

Company

Country ▼

*Street Address Apt/Suite

*City *State ▼ *ZIP Code™

Reference Number

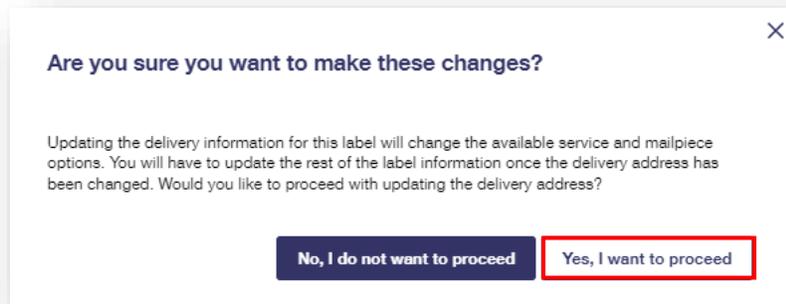
Save to Address Book

Status Notifications: OFF

Hold for Pickup at Post Office™

Save

- c) To proceed with updating the recipient details for all of the selected labels, select **Yes, I want to proceed.**



Edit the Service and Package Type of Multiple Labels

- a) to edit the Service and Package details for multiple selected label(s), select **Edit** under the **Service and Package** section (note, updating a section for one label, will update that same section across all selected labels).

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

| <input checked="" type="checkbox"/> | Ship Date Edit | Recipient Edit | Service and Package Edit | Package Details Edit | Extra Services | Total Price | All Labels |
|-------------------------------------|--|---|---|---|---|-------------|--|
| 1 | <input checked="" type="checkbox"/> 11/27/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.88 | Add to Cart <input type="button" value="v"/> |
| 2 | <input checked="" type="checkbox"/> 11/27/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.88 | Add to Cart <input type="button" value="v"/> |

- b) Once selected, a **Select Service and Package** popup modal will be displayed. Select a **Package Type** and select **Next**.

Select Service and Package

Choose Your Package Type

- USPS® Flat Rate Packaging
- Choose your own box
- I want to start from a Favorite

Next

c) Select the **Service Type** and select **Next**.

| Package Type | Scheduled Delivery | Price |
|--|---|----------------------------|
| <input checked="" type="radio"/> Priority Mail® Large Flat Rate Box 12 1/4" x 12" x 6" | See Estimated Delivery in Label Manager | See Price in Label Manager |
| <input type="radio"/> Priority Mail® Medium Flat Rate Box 11" x 9-1/2" x 5-1/2" 12-5/8" x 11-7/8" x 3-3/8" | See Estimated Delivery in Label Manager | See Price in Label Manager |

d) If your label is eligible for the USPS Connect Local service, you will see the following banner displayed. Select the checkbox to add the service.

I want to ship eligible labels via USPS Connect[®] Local.

1 label is eligible for local drop-off USPS Connect[®] Local. To ship these labels via USPS Connect, select the checkbox to view shipping options on the next page. **All Remaining labels will ship via the service you select above.**

Back
Next

e) Confirm the Service and Package type and select **Save**.

✕

Select Service and Package

The table below reflects the Service and Package Types you have chosen for the 1 label you selected. Review the information below, and click Save to update your labels. Click 'Back' if you need to edit any of the previous information.

| Labels (#) | Service and Package Type | Scheduled Delivery | Price |
|------------|---|---|----------------------------|
| 1 Label | USPS Connect [®] Local Large Flat Rate Bag | See Estimated Delivery in Label Manager | See Price in Label Manager |

Note: When adding Service and Package Types to all labels, delivery dates may vary for each label, and 'Choose Your Own Box' prices will not be available until you save and view prices in the label table.

Back
Save

Edit the Package Details of Multiple Labels

- a) to edit the Package details for multiple selected label(s), select **Edit** under the **Package Details** section (*note, updating a section for one label, will update that same section across all selected labels*).

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

| <input checked="" type="checkbox"/> | Ship Date Edit | Recipient Edit | Service and Package Edit | Package Details Edit | Extra Services | Total Price | All Labels |
|-------------------------------------|--|---|---|---|---|-------------|--|
| 1 | <input checked="" type="checkbox"/> 11/27/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart <input type="checkbox"/> |
| 2 | <input checked="" type="checkbox"/> 11/27/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart <input type="checkbox"/> |

- b) Once selected, a **Package Details** popup modal will be displayed. Enter the details as needed and select **Save**.

✕

Package Details

Recipient(s)

Johnny Yi
300 SPIDERMAN ST APT 201
CHICAGO, IL 60603-5610

Item Details

This information is required for labels that require a customs form. You may enter item information below.

[+Add Item](#)

Package Details

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

\$

Save

Edit the Extra Services of Multiple Labels

- a) to edit the extra services for multiple selected label(s), select **Edit** under the **Extra Services** section (Note, this option will only be available if the selected labels have the same extra services).

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

| <input checked="" type="checkbox"/> | Ship Date Edit | Recipient Edit | Service and Package Edit | Package Details Edit | Extra Services | Total Price | All Labels |
|-------------------------------------|--|---|---|---|---|-------------|--|
| 1 | <input checked="" type="checkbox"/> 11/27/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart <input type="checkbox"/> |
| 2 | <input checked="" type="checkbox"/> 11/27/2024 | Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610 | Priority Mail® Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | Add to Cart <input type="checkbox"/> |

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

✕

Select Extra Services

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

[Save](#)

All Other Actions in All Labels Tab

There are multiple other actions that you can take within the All Labels tab of your Label Manager.

Filtering Labels in Label Manager

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

The screenshot shows the Label Manager interface. At the top, there are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. Below these is a table with columns: 'Ship Date', 'Recipient', 'Service and Package', 'Package Details', 'Extra Services', 'Total Price', and 'All Labels'. The 'All Labels' column has a dropdown menu open, showing options: 'All Labels', 'Complete', 'Incomplete', and 'Flagged'. The 'Refresh' button is highlighted with a red box.

| | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|---|------------|---|---|--------------------------|--|-------------|---|
| 1 | 11/27/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | All Labels Complete Incomplete Flagged |

Refreshing the Label Manager

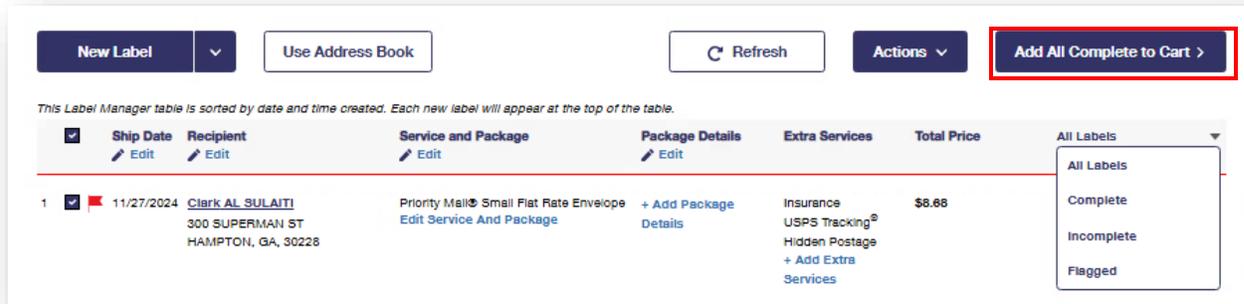
- To refresh your Label Manager, select **Refresh**.

The screenshot shows the Label Manager interface, similar to the previous one. The 'Refresh' button is highlighted with a red box. The table below it shows the same data as the previous screenshot.

| | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|---|------------|---|---|--------------------------|--|-------------|---|
| 1 | 11/27/2024 | Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228 | Priority Mail® Small Flat Rate Envelope Edit Service And Package | + Add Package Details | Insurance USPS Tracking® Hidden Postage + Add Extra Services | \$8.68 | All Labels Complete Incomplete Flagged |

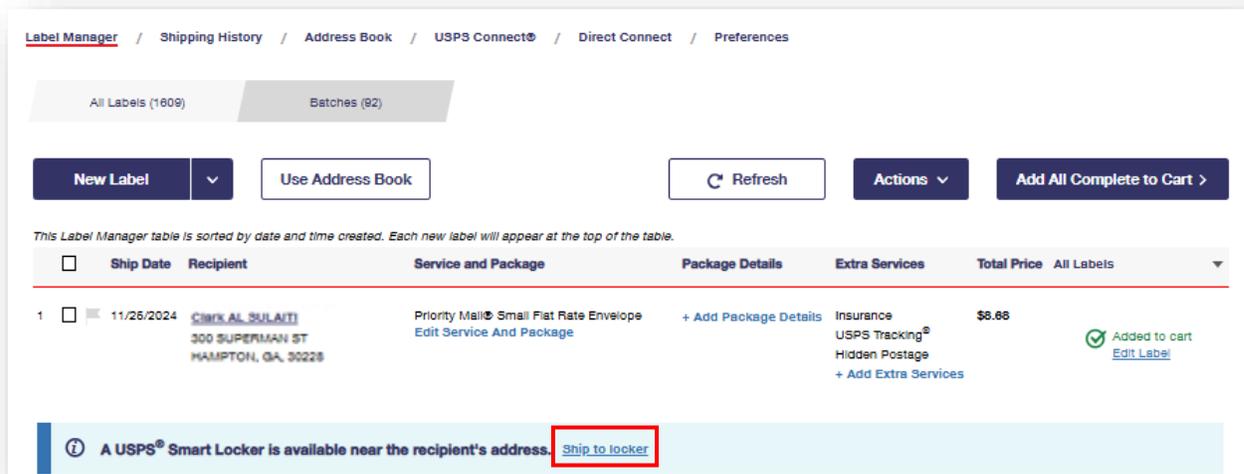
Add All Completed Labels to Label Cart

- To add all of the *completed* labels within your Label Manager to the Label Cart at once, select **Add All Complete to Cart**.



Ship a Label to a USPS® Smart Locker

- a) If the address for a label is close to a USPS® Smart Locker, you will see a **USPS® Smart Locker banner** displayed underneath that specific label. To select a locker, select **Ship to Locker**.



- b) Once selected, a **Find Smart Locker** popup modal will be displayed. Select **Ship Here** of the desired USPS® Smart Locker.

Find Smart Locker

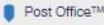
Street Address

*City: WASHINGTON *State: DC - District of Co. *ZIP Code™: 20002

*Radius: 20 miles

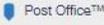
Enter recipient email address for pickup notification.
*Recipient email (required):

7.76 miles away

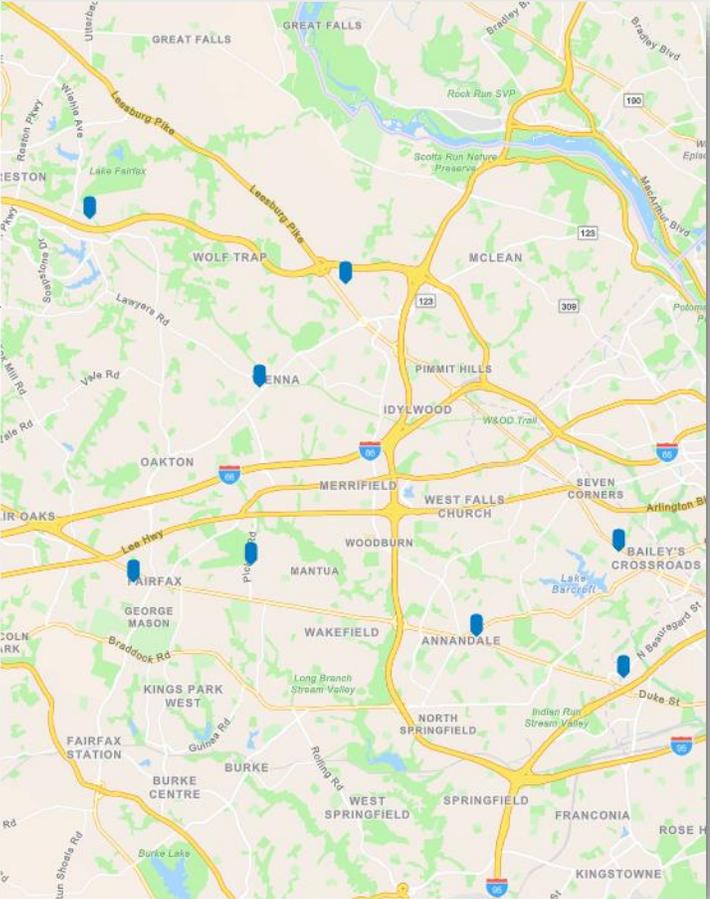
Baileys Crossroads Branch  Post Office™
6021 LEESBURG PIKE
FALLS CHURCH, VA 22041

Open now | Closes 11:59 PM

8.92 miles away

LINCOLNIA  Post Office™
6137 LINCOLNIA RD
ALEXANDRIA, VA 22312

Open now | Closes 11:59 PM



c) Once complete, you will see the **Smart Locker logo and details** displayed underneath the Recipient name.

All Labels (695) Batches (13)

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|--------------------------|------------|--|--|---|--|----------------|--|
| 1 | 12/12/2023 | Clark Kent Pick up at:  300 SUPERMAN ST DECATUR, GA 30030-0000 | Priority Mail® Large Flat Rate Box Edit Service And Package | Value: \$100 + Add Package Details | Insurance USPS Tracking Electronic Edit Extra Services | \$19.90 | <input type="button" value="Add to Cart"/> |

Ship to:
PO BOX LOCKER
Decatur, GA 30030-2053

Batches

Within the Batches tab of the Label Manager, you'll be able to edit, organize, and store any batches prior to adding it to your label cart before purchase.

1) Access the Label Manager

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

Click-N-Ship® 3 Cart

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

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

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

View Label Manager

What's in your Label Manager?

- 1 ● Incomplete Labels
- 3 ● Complete Labels

2) Select Batches View

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

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

All Labels (1213) **Batches (102)**

New Batch ▾ Refresh Actions ▾ Add All Complete to Cart >

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

Batch Label Creation via Batches Tab

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

1) Create a Single Batch

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

(a-d)

The screenshot shows the 'Label Manager' interface with a navigation breadcrumb: [Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect®](#) / [Direct Connect](#) / [Preference](#) / [SCAN Forms](#). Below the breadcrumb are two tabs: 'All Labels (1213)' and 'Batches (102)'. A 'New Batch' dropdown menu is open, showing options: 'New Label', 'New Batch', 'File Upload', and 'Marketplace Import'. The 'Marketplace Import' option is highlighted. Below the menu is a table with columns: 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels'. The table contains two rows of data. The first row has 2 labels, created on 01/29/2024, with a batch price of \$15.02. The second row has 0 labels, created on 01/30/2024. There are buttons for 'Refresh', 'Actions', 'Add All Complete to Cart', 'Add to Cart', and 'Edit'.

| Labels | Time Created | Batch Notes | Batch Price | All Labels |
|--------|--------------|-------------|-------------|------------|
| 2 | 01/29/2024 | | \$15.02 | |
| 0 | 01/30/2024 | | | |

- If **Marketplace Import** is selected, a **Direct Connect: Marketplace Import** popup modal will be displayed. Select an **online marketplace** from the dropdown, select **Next**, and you'll be redirected to the **Direct Connect: Import Labels** page.

The screenshot shows a popup modal titled 'Direct Connect: Marketplace Import'. The modal contains the text 'Choose a Connected Marketplace to import labels' and 'Select a Merchant Account'. Below this is a dropdown menu with 'My Squarespace Store' selected. There is a link for 'Connect New Marketplace' and a 'Next' button at the bottom.

All Actions for a Single Batch

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

Viewing a Single Batch

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

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

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

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

Add a Single Batch to the Cart

- a) to add the selected batch to the cart, select **Add to Cart**.
 - i. Note, if your batch is missing any required information, you will not see the **Add to Cart** option, but you will see an **Edit** option instead. Once the required information is entered, you will be able to add the batch to the cart from your Label Manager.

The screenshot shows a web interface for managing batches. At the top, there are two tabs: 'All Labels (1213)' and 'Batches (102)'. Below the tabs are several buttons: 'New Batch' with a dropdown arrow, a 'Refresh' button with a circular arrow icon, 'Actions' with a dropdown arrow, and 'Add All Complete to Cart >'. The main content is a table with the following columns: 'Batch Name', 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels'. The table has two rows. The first row is selected, indicated by a checked checkbox in the 'Batch Name' column. The 'Add to Cart' button in the 'All Labels' column of this row is highlighted with a red box. The second row is not selected and has an 'Edit' button in the 'All Labels' column.

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

b) Once selected, you will see a green **Added to Cart** message letting you know that the batch was successfully added to the Label Cart.

This screenshot shows the same interface as the previous one, but with a confirmation message. In the 'All Labels' column of the first row, there is now a green checkmark icon followed by the text 'Added to cart' and a blue link 'View Batch'. This entire notification area is highlighted with a red box. The 'Add to Cart' button is no longer visible in this state.

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

Edit a Single Batch

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

All Labels (1213) Batches (102)

New Batch Refresh Actions Add All Complete to Cart >

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

Actions menu for selected batch:

- Add to Cart
- Edit**
- Duplicate
- Flag
- Delete

b) Once selected, you will be able to see all of the **labels** within that specific batch. (Note, the associated batch name and batch symbol will be displayed throughout the application for easier tracking).

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

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

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

Add From File Upload Actions Add All Complete to Cart >

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

| <input type="checkbox"/> | Ship Date | Recipient | Service and Package | Package Details | Extra Services | Total Price | All Labels |
|--------------------------|------------|--|---|---|------------------------------------|-------------|------------|
| 1 | 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 | |

Duplicate a Single Batch

a) to duplicate the selected batch, select **Duplicate**.

All Labels (1213) Batches (102)

New Batch Refresh Actions Add All Complete to Cart >

| <input type="checkbox"/> | Batch Name | Labels | Time Created | Batch Notes | Batch Price | All Labels |
|--------------------------|---|--------|--------------|-------------|-------------|--|
| 1 | <input type="checkbox"/> 1706555347 | 2 | 01/29/2024 | | \$15.02 | <input type="checkbox"/> Add to Cart <input type="checkbox"/> <ul style="list-style-type: none"> Edit Duplicate Flag Delete |
| 2 | <input type="checkbox"/> 1706644542 | 0 | 01/30/2024 | | | |
| 3 | <input type="checkbox"/> 1707772780 | 0 | 02/12/2024 | | | |

Flag a Single Batch as Priority

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

All Labels (1213) Batches (102)

New Batch Refresh Actions Add All Complete to Cart >

| <input type="checkbox"/> | Batch Name | Labels | Time Created | Batch Notes | Batch Price | All Labels |
|--------------------------|---|--------|--------------|-------------|-------------|--|
| 1 | <input type="checkbox"/> 1706555347 | 2 | 01/29/2024 | | \$15.02 | <input type="checkbox"/> Add to Cart <input type="checkbox"/> <ul style="list-style-type: none"> Edit Duplicate Flag Delete |
| 2 | <input type="checkbox"/> 1706644542 | 0 | 01/30/2024 | | | |
| 3 | <input type="checkbox"/> 1707772780 | 0 | 02/12/2024 | | | |

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

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

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

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

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

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

Delete a Single Batch

- a) to delete the selected batch from your Label Manager, select **Delete**.

All Labels (1213) Batches (102)

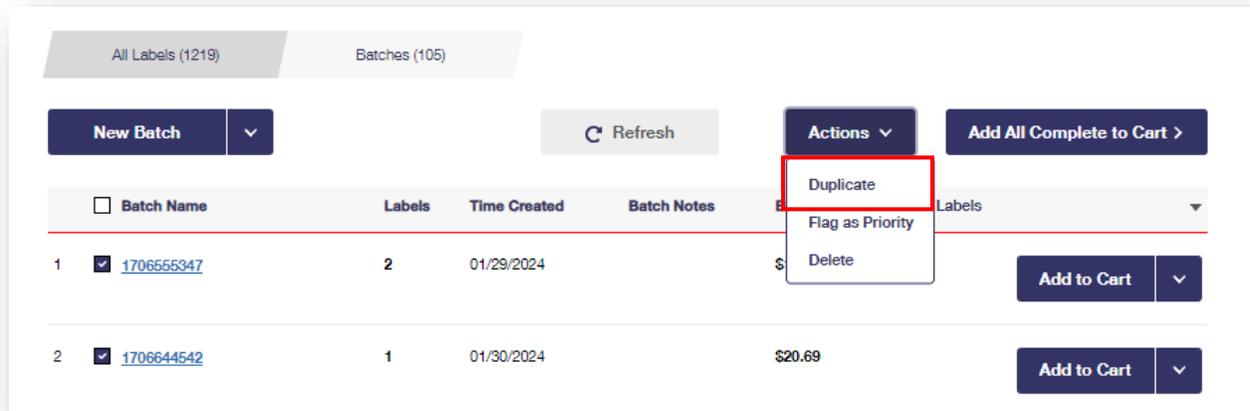
| <input type="checkbox"/> | Batch Name | Labels | Time Created | Batch Notes | Batch Price | All Labels |
|----------------------------|----------------------------|--------|--------------|-------------|-------------|--|
| 1 <input type="checkbox"/> | 1706555347 | 2 | 01/29/2024 | | \$15.02 | <input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

All Actions for Multiple Batches

There are multiple actions that you can take for multiple batches at one time within your Label Manager.

Duplicate Multiple Batches

- a) to duplicate the selected batches, select **Duplicate**.

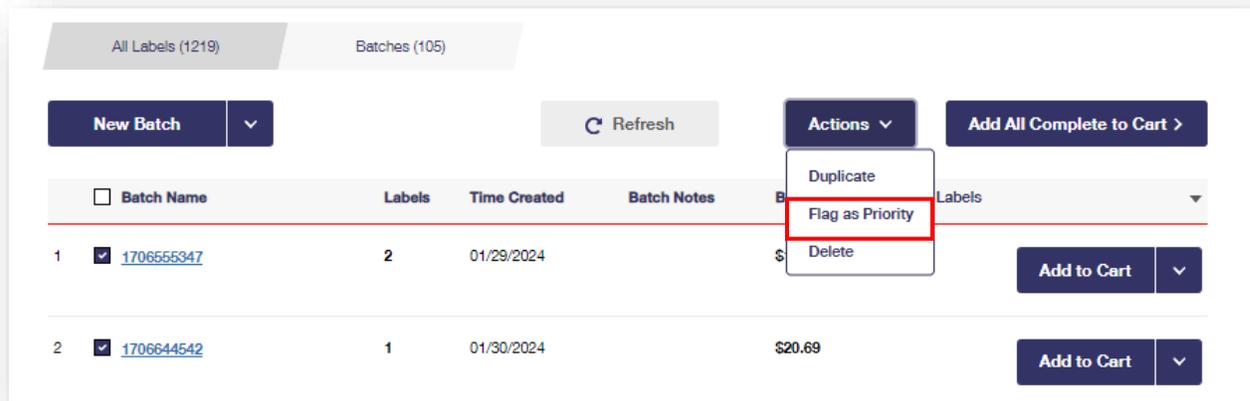


The screenshot shows the 'Batches (105)' view in the Label Manager. The interface includes a 'New Batch' button, a 'Refresh' button, and an 'Actions' dropdown menu. The 'Actions' menu is open, showing options: 'Duplicate', 'Flag as Priority', and 'Delete'. The 'Duplicate' option is highlighted with a red box. Below the menu is a table with columns: 'Batch Name', 'Labels', 'Time Created', 'Batch Notes', and 'Add to Cart'. Two batches are listed:

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

Flag Multiple Batches as Priority

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



The screenshot shows the same 'Batches (105)' view as above. The 'Actions' dropdown menu is open, and the 'Flag as Priority' option is highlighted with a red box. The table below shows the same two batches as in the previous screenshot:

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

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

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

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

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

[Add From File Upload](#) [Actions](#) [Add All Complete to Cart](#)

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

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

Delete Multiple Batches

- a) to delete the selected batches from your Label Manager, select **Delete**.

All Labels (1219) Batches (105)

[New Batch](#) [Refresh](#) [Actions](#) [Add All Complete to Cart](#)

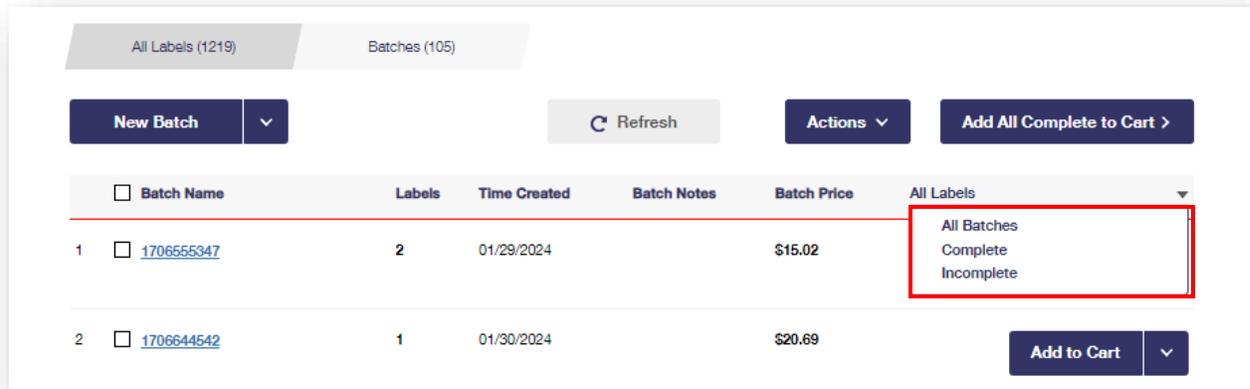
| <input type="checkbox"/> | Batch Name | Labels | Time Created | Batch Notes | Labels |
|---------------------------------------|----------------------------|--------|--------------|-------------|-----------------------------|
| 1 <input checked="" type="checkbox"/> | 1706555347 | 2 | 01/29/2024 | | Add to Cart |
| 2 <input checked="" type="checkbox"/> | 1706644542 | 1 | 01/30/2024 | | Add to Cart |

All Other Actions in Batches Tab

There are multiple other actions that you can take within the Batch tab of the Label Manager.

Filtering Batches in Label Manager

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

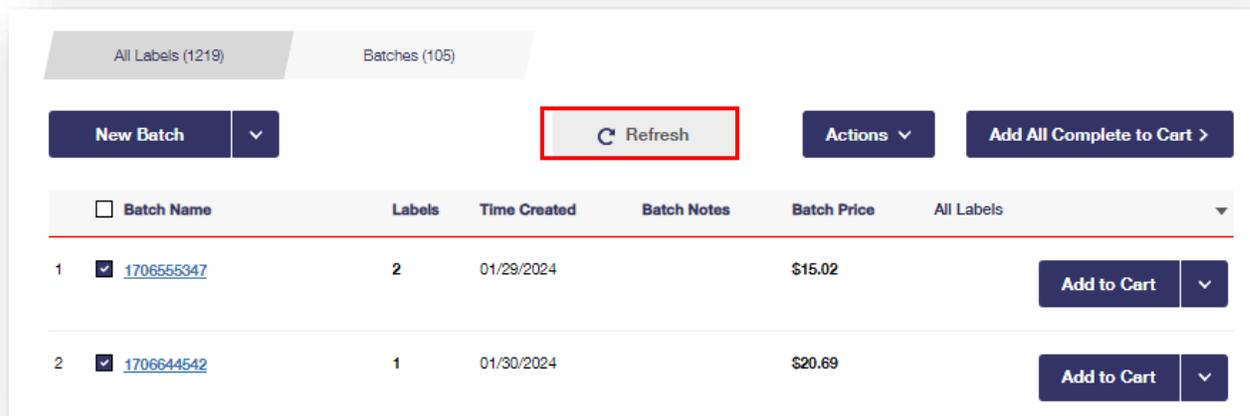


The screenshot shows the 'Batches (105)' tab selected. At the top, there are buttons for 'New Batch', 'Refresh', 'Actions', and 'Add All Complete to Cart'. Below these is a table with columns: 'Batch Name', 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels'. The 'All Labels' dropdown menu is open, showing options: 'All Batches', 'Complete', and 'Incomplete'. The table contains two rows of batch data.

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

Refreshing Batches in Label Manager

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

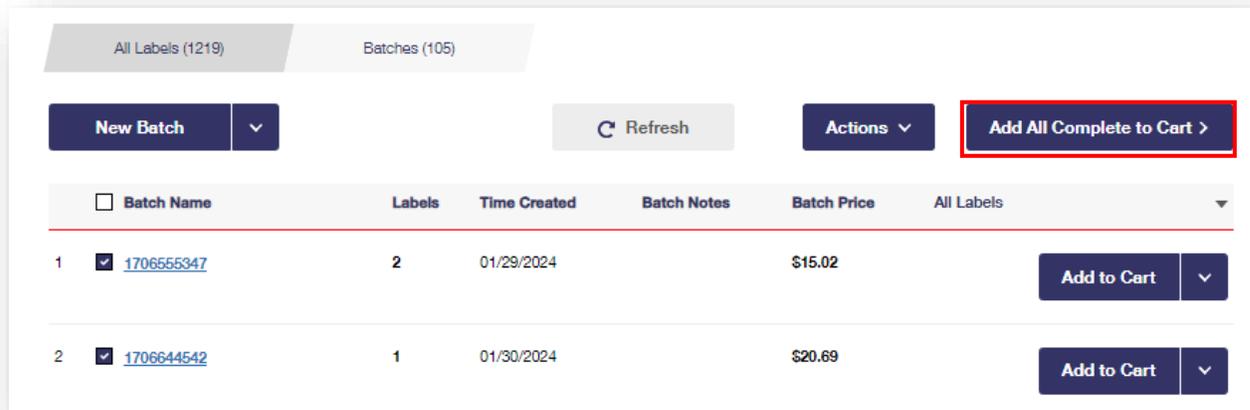


The screenshot shows the 'Batches (105)' tab selected. The 'Refresh' button is highlighted with a red box. The table below shows the same two rows of batch data, but now with checkboxes selected in the 'Batch Name' column.

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

Add All Completed Batches to Label Cart

- a) To add all of the *completed* batches within your Label Manager to the Label Cart at once, select **Add All Complete to Cart**.



The screenshot displays the 'Batches (105)' section of a Label Manager interface. At the top, there are two tabs: 'All Labels (1219)' and 'Batches (105)'. Below the tabs, there is a 'New Batch' button with a dropdown arrow, a 'Refresh' button, and an 'Actions' dropdown menu. A red box highlights the 'Add All Complete to Cart >' button. Below these buttons is a table with the following columns: 'Batch Name', 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels'. The table contains two rows of data, each with a checked checkbox in the 'Batch Name' column and an 'Add to Cart' button with a dropdown arrow in the 'All Labels' column.

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