



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

Last Updated – February 2025

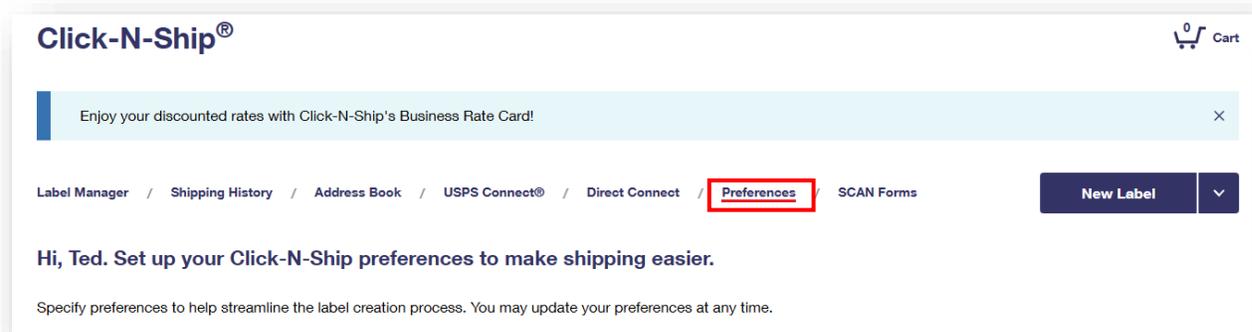
**Please note that this guide will be continuously updated.*

Preferences 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](#).

Within **Preferences**, you are able to set up and modify the following preferences to help streamline your label creation experience:

- 1) Sender Details
- 2) Shipment Notifications
- 3) Package Options
- 4) Default Filtering & Sorting
- 5) Favorite Service & Package Types
- 6) USPS Connect
- 7) Print Settings
- 8) Hide Postage on Labels



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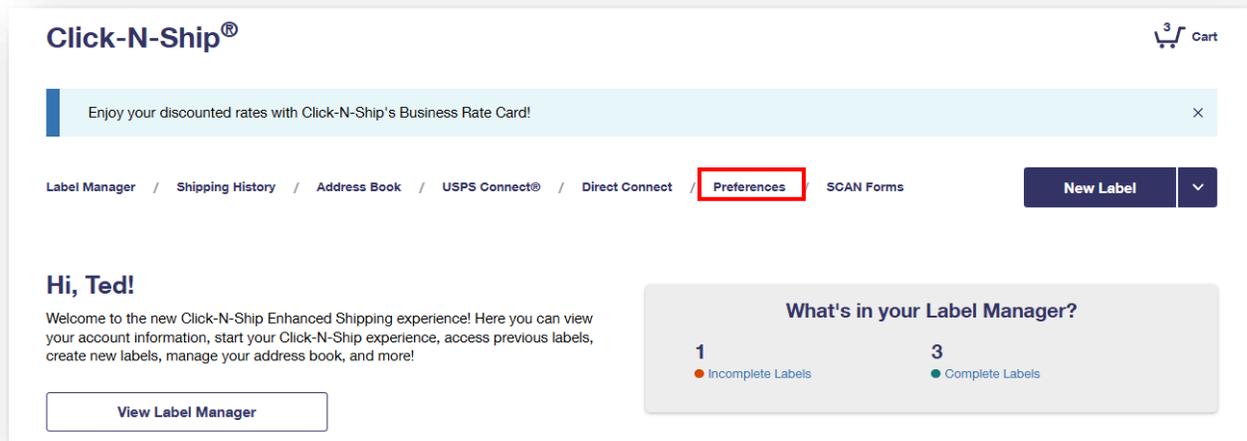
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Preferences

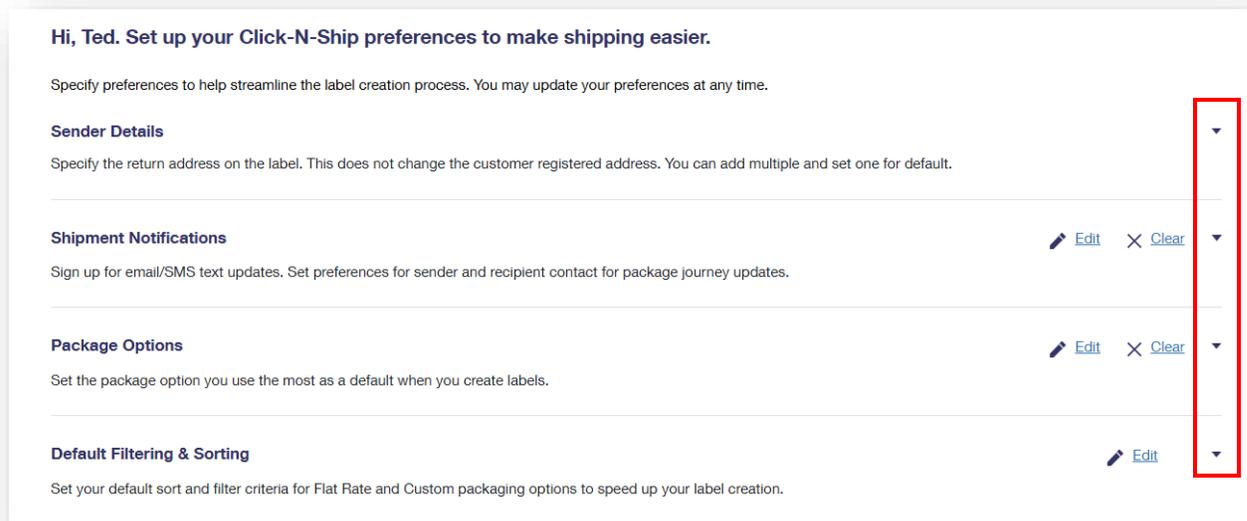
Within Preferences, you will be able to update your preferred settings when creating labels using the Enhanced Click-N-Ship® application to maximize your user experience.

1) Navigate to Preferences

- a) Click on the **Preferences** tab located on the landing page.



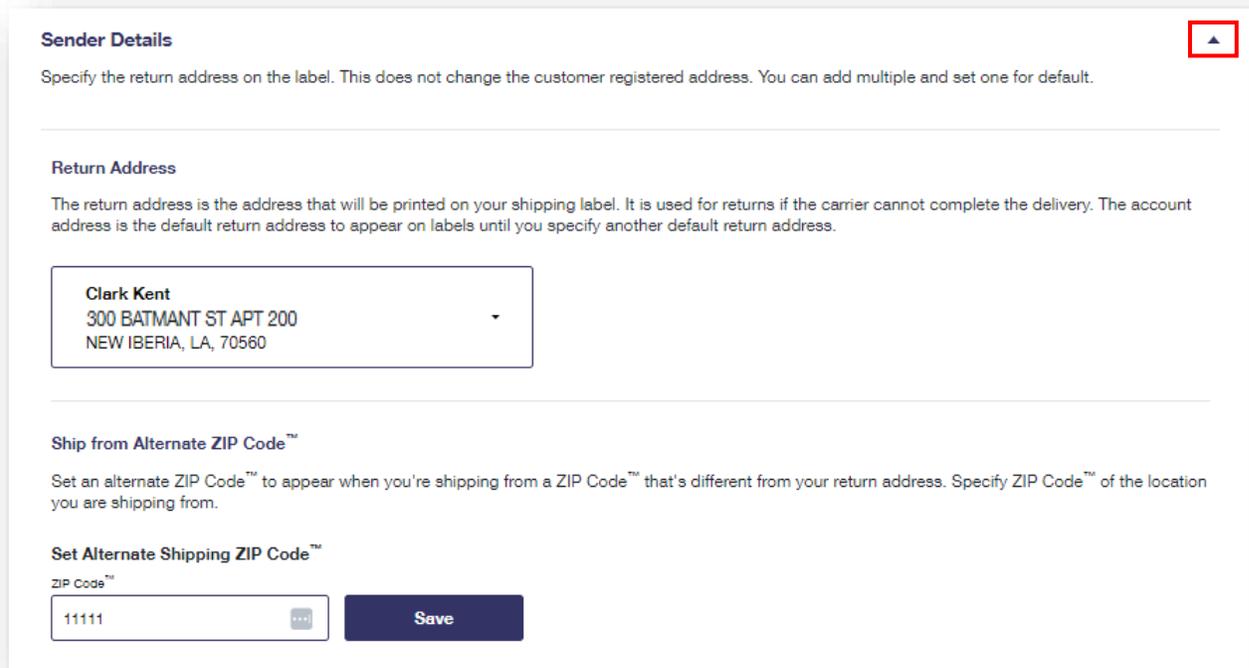
- b) By default, the preferences will be in a *condensed view*. To view more details on a specific preference section, select the **toggle down arrow** on the right hand side of the preference.



Sender Details Preferences

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

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



Sender Details ▲

Specify the return address on the label. This does not change the customer registered address. You can add multiple and set one for default.

Return Address

The return address is the address that will be printed on your shipping label. It is used for returns if the carrier cannot complete the delivery. The account address is the default return address to appear on labels until you specify another default return address.

Clark Kent
300 BATMANT ST APT 200
NEW IBERIA, LA, 70560

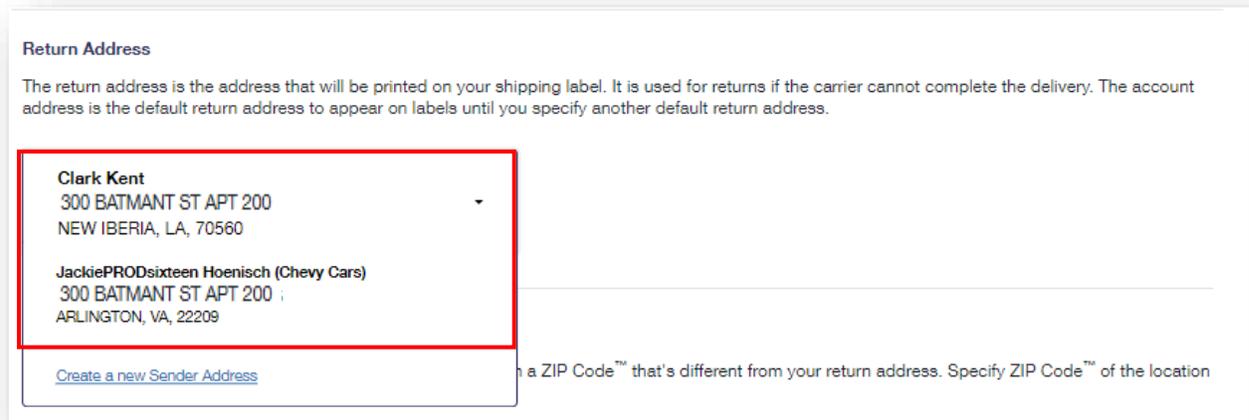
Ship from Alternate ZIP Code™

Set an alternate ZIP Code™ to appear when you're shipping from a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location you are shipping from.

Set Alternate Shipping ZIP Code™

ZIP Code™

- b) Select a default return address by selecting an address from the **Return Address** dropdown.
 - i. To create a new sender address, select **Create a New Sender Address**.



Return Address

The return address is the address that will be printed on your shipping label. It is used for returns if the carrier cannot complete the delivery. The account address is the default return address to appear on labels until you specify another default return address.

Clark Kent
300 BATMANT ST APT 200
NEW IBERIA, LA, 70560

JackiePRODsixteen Hoenisch (Chevy Cars)
300 BATMANT ST APT 200 ;
ARLINGTON, VA, 22209

[Create a new Sender Address](#)

h a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location

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

New Return Address

Search your Address Book

***Sender Information**

Please provide first and last name and/or company.

First Name MI Last Name

Company

Phone (optional) *Email

Sender Address

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

*Street Address Apt/Suite

*City *State *ZIP Code™

Save to Address Book

Set as Default Return Address

Save

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

Sender Details ▲

Specify the return address on the label. This does not change the customer registered address. You can add multiple and set one for default.

Return Address

The return address is the address that will be printed on your shipping label. It is used for returns if the carrier cannot complete the delivery. The account address is the default return address to appear on labels until you specify another default return address.

Clark Kent
300 BATMANT ST APT 200
NEW IBERIA, LA, 70560

Ship from Alternate ZIP Code™

Set an alternate ZIP Code™ to appear when you're shipping from a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location you are shipping from.

Set Alternate Shipping ZIP Code™

ZIP Code™

11111

Save

(c)

(d)

Shipment Notifications Preferences

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

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

Specify preferences to help streamline the label creation process. You may update your preferences at any time.

Sender Details ▼

Specify the return address on the label. This does not change the customer registered address. You can add multiple and set one for default.

Shipment Notifications ✎ Edit ✕ Clear ▲

Sign up for email/SMS text updates. Set preferences for sender and recipient contact for mailpiece journey updates.

- c) For Sender Tracking notifications – refer to the **My Shipment Notifications** section and enter your **Email** and **Phone Number**.
 - i. Then select the **I would like to get tracking and confirmation notifications via email and / or text message** checkbox.
 - ii. Lastly, select the checkbox for the **types of updates** that you would like to receive via email and / or text.

- d) For Set Recipient Tracking notifications – refer to the **Recipient Shipment Notifications** section and select the **types of updates** that you would like for the recipient to receive.
- e) Click **Save** to save the changes made to the Shipment Notifications preferences.

Shipment Notifications
 Sign up for email/SMS text updates. Set preferences for sender and recipient contact for mailpiece journey updates.

My Shipment Notifications

Email

Phone for SMS Text Messages

I would like to get tracking and confirmation notifications via email and/or text message

Send me notifications for

Email	Text	
<input type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input type="checkbox"/>	<input type="checkbox"/>	Expected Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Day Of Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Pickup Availability
<input type="checkbox"/>	<input type="checkbox"/>	Delivery Exception
<input type="checkbox"/>	<input type="checkbox"/>	Package In Transit

Recipient Shipment Notifications
 Select updates sent to recipient.

Email	Text	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected Delivery
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Day Of Delivery
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pickup Availability
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delivery Exception
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Package In Transit

Privacy Act Statement:
 Your information will be used to provide customers with information about the status of mailings within the USPS network. For more information regarding our privacy policies visit www.usps.com/privacypolicy.

Save

Package Options Preferences

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

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

Package Options ▲

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

Preferred package type is not specified

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

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

Preferred package type is not specified

(c) **Choose your Package Type**

(d) USPS® Flat Rate Packaging
 Custom packaging

Save Cancel

Default Filtering & Sorting Preferences

Set your default sort and filter criteria for Flat Rate and Custom packaging options to speed up your label creation.

- a) Select the **toggle down arrow** to expand the section.
- b) Click **Edit** and an expanded form will appear.

Default Filtering & Sorting Edit

Set your default sort and filter criteria for Flat Rate and Custom packaging options to speed up your label creation.

Flat Rate Default Sort Price	Custom Packaging Default Sort Price
Flat Rate Default Filter All	

- c) Select a **Flat Rate Default Sort**.
- d) Select a **Custom Packaging Default Sort**.
- e) Select a **Flat Rate Default Filter** from the options available in the dropdown.
- f) To save your new preferences, select **Save**.

Default Filtering & Sorting

Set your default sort and filter criteria for Flat Rate and Custom packaging options to speed up your label creation.

Flat Rate Default Sort

Price

Delivery
Time

Custom Packaging Default Sort

Price

Delivery
Time

Flat Rate Default Filter

All ▼

Save

Cancel

Favorites Preferences

Save favorite packaging options to create new labels more quickly.

- a) Select the **toggle down arrow** to expand the favorites preferences section.
- b) Click **Add Favorite** within the Favorites section and an expanded form will appear.

Favorites ▲

Save favorite service and mailpiece types to create labels faster.

Favorite Name	Service Type	Mailpiece Type	Value	Weight
You do not currently have any Favorites. To add a new Favorite, click "Add Favorite" below.				
+ Add Favorite				

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

Add Favorite ×

Save favorite packaging options to create new labels more quickly.

(c)

*Name of Favorite

*Service Type
Select a service type ▼

*Mailpiece Type
 ▼

*Mailpiece Value
Enter a value up to and including \$5,000.00
\$

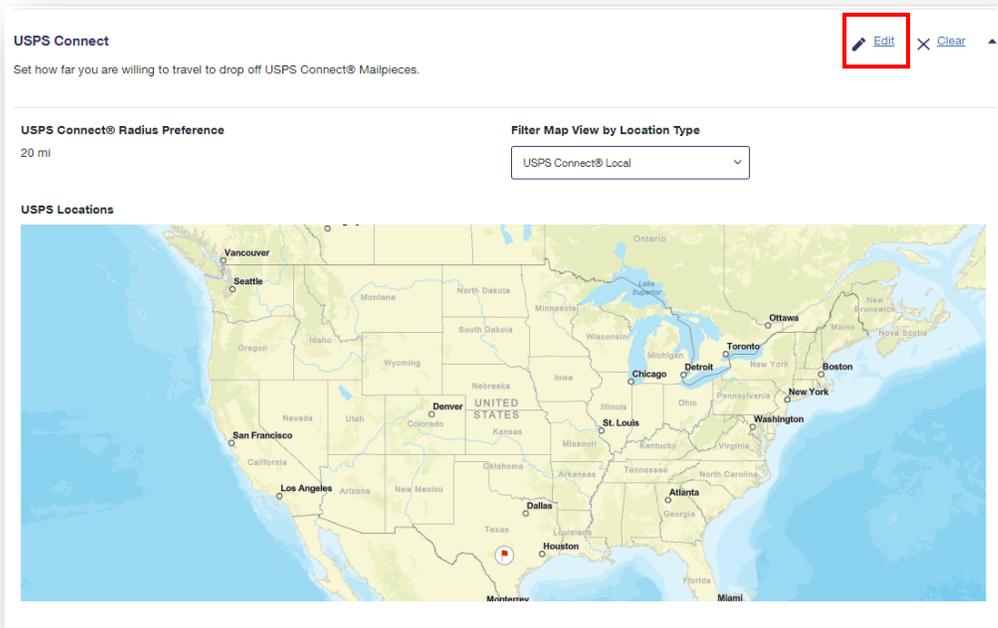
(d) **Save** Cancel

(c)

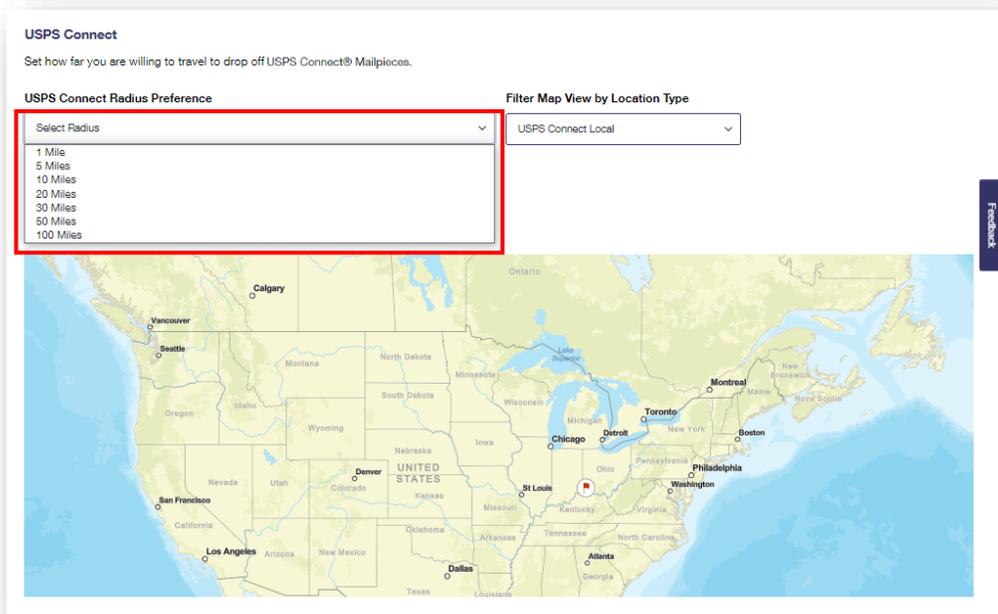
USPS Connect Preferences

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

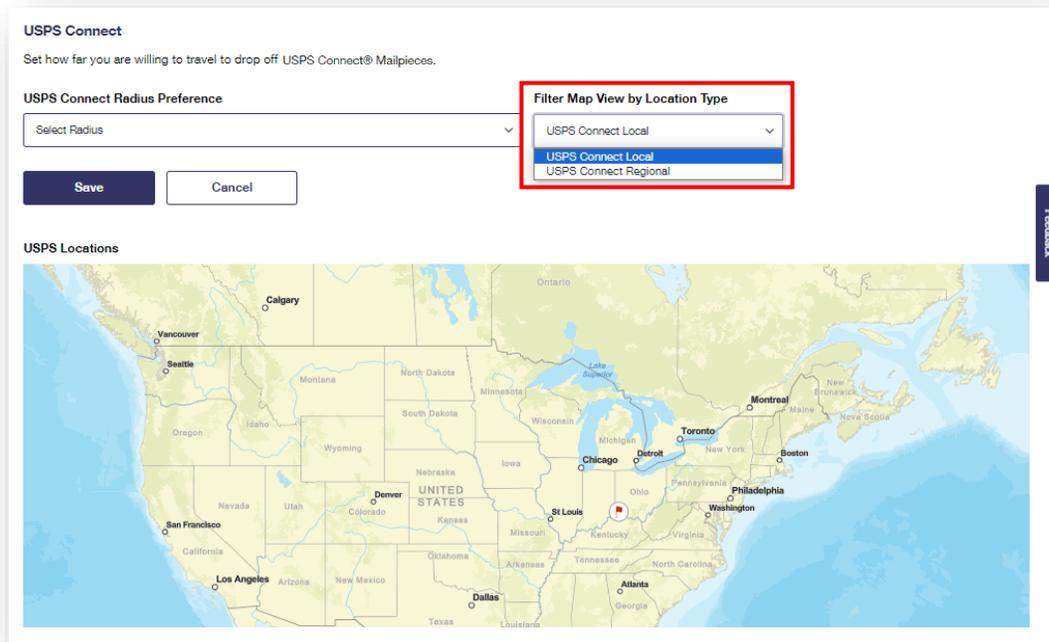
- a) Select the **toggle down arrow** to expand the USPS Connect® preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.



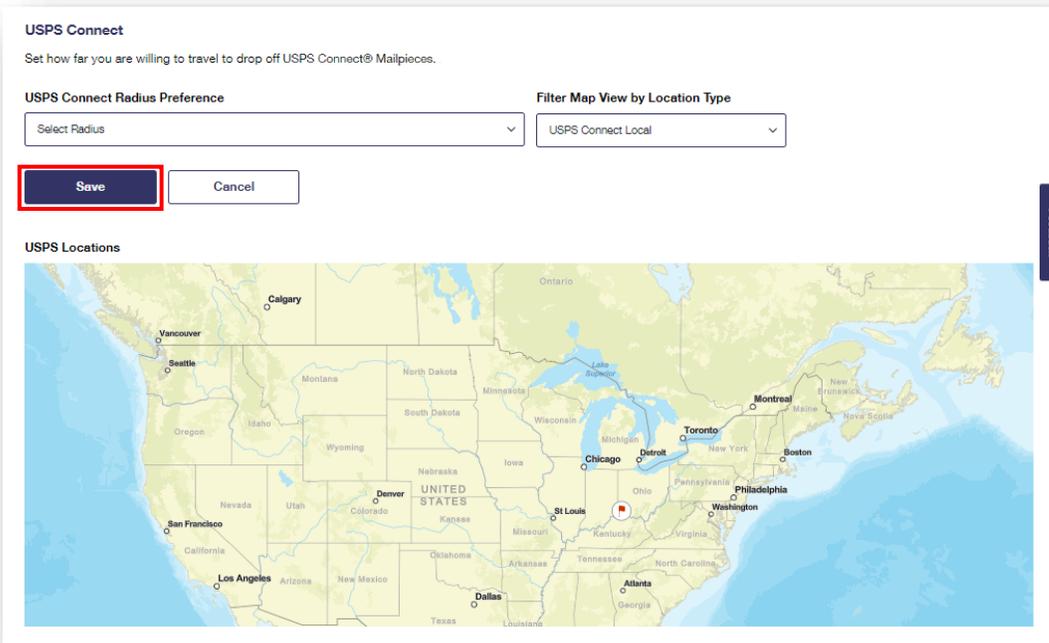
- c) Select the **USPS Connect® Radius Preference dropdown** and selecting a radius from the options listed.



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



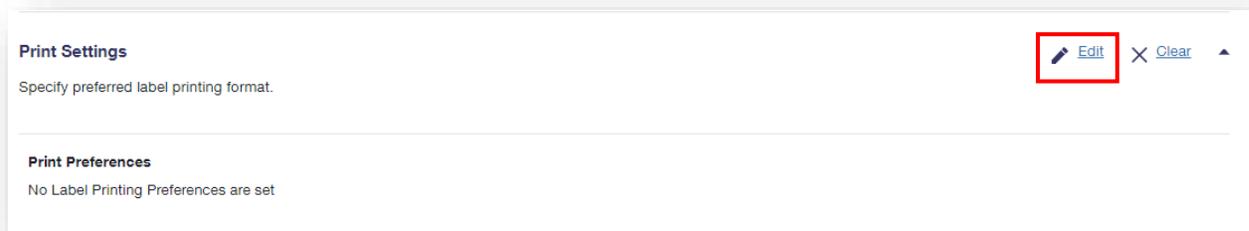
e) Once finished, click on **Save** to save your updated preferences selections.



Print Settings Preferences

Specify a preferred label printing format.

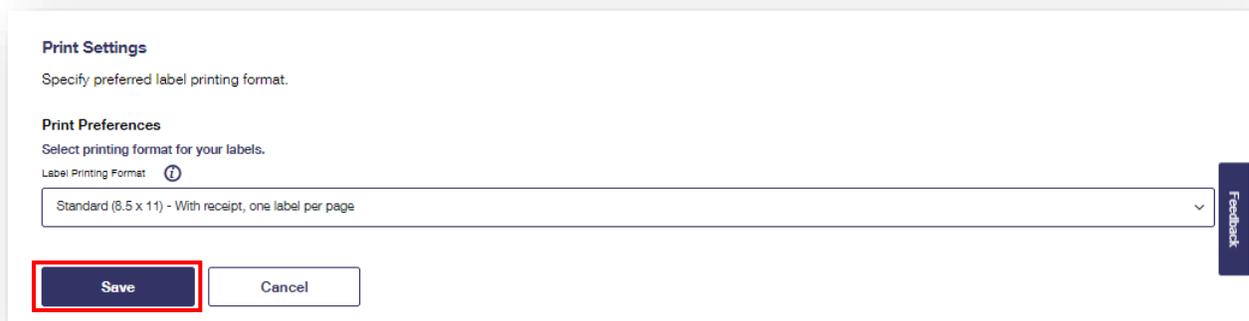
- a) Select the **toggle down arrow** to expand the print settings preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.



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



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



Hide Postage on Label Preferences

Set a preference to hide the postage amounts displayed on your Enhanced Click-N-Ship® labels. You can hide postage by Service Type, and you can choose specific addresses to hide postage from.

- Select the **toggle down arrow** to expand the hide postage on label preferences section.
- Select **Edit** on the top right of the section and an expanded form will appear.

The screenshot shows the 'Hide Postage on Labels' settings page in a collapsed state. At the top right, there is an 'Edit' button with a pencil icon and a 'Clear' button with an 'X' icon, both highlighted with a red box. Below the title, there is a brief instruction: 'Choose if you would like to hide the postage amount displayed on your Click-N-Ship labels.' The main content area is divided into two sections: 'Hide Postage Amount on Label by Service Types' and 'Hide Postage Amount on Label for Selected Addresses'. The first section lists various USPS service types, and the second section states 'Addresses to hide postage are not set'.

- Hide postage preferences by service type** by choosing the mail classes you wish to hide postage displayed on your labels for.
- Hide postage preferences by address** by using the Address Book to add labels to the list below that you wish to hide postage displayed on your labels for:
- Click **Save** to save any changes and set your suppressed postage preferences.

The screenshot shows the 'Hide Postage on Labels' settings page in an expanded state. The 'Edit' button is no longer visible. The page contains the following elements:

- Hide Postage Preferences by Service Type:** A section with the instruction 'Choose the mail classes you wish to hide postage displayed on your labels for:'. Below this is a list of checkboxes, all of which are checked. This list is highlighted with a red box and labeled with '(c)'.
- Hide Postage Preferences by Address:** A section with the instruction 'Use the Address Book to add labels to the list below that you wish to hide postage displayed on your labels for:'. Below this is a button labeled 'Add From Address Book', which is highlighted with a red box and labeled with '(e)'.
- Buttons:** At the bottom of the form, there are two buttons: 'Save' (highlighted with a red box and labeled with '(d)') and 'Cancel'.

Purchase Labels on Another Account Preferences (Business Accounts)

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

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

Hi, Ted. Set up your Click-N-Ship preferences to make shipping easier.

Specify preferences to help streamline the label creation process. You may update your preferences at any time.

Purchase Labels on Another Account  [Edit](#)  [Clear](#)

Shipping on behalf of someone else? Selecting a payer account allows you to use their Enterprise Payment System (EPS) billing account. Any additional benefits you have will not be reflected while using a payer account.

Billing Account
An alternate Payer preference is not set.

- b) To choose an EPS Billing Account of another user, select an account from the dropdown and select **Save Account**.
- i. *Note, anytime you switch Payer EPS accounts, the label(s) in their Label Manager and Label Cart will be unique to that specific EPS account.*
- c) To switch back to using your personal EPS Billing Account, select **Switch To My Account**.

Purchase Labels on Another Account

Shipping on behalf of someone else? Selecting a payer account allows you to use their Enterprise Payment System (EPS) billing account. Any additional benefits you have will not be reflected while using a payer account.

Billing Account

Select Account

95160497 1000013124 ▾

Save Account **Switch To My Account** Cancel

(b)

(c)