



United States Postal Service  
Enhanced Click-N-Ship®: **SCAN Forms**  
User Guide

*Last Updated – February 2025*

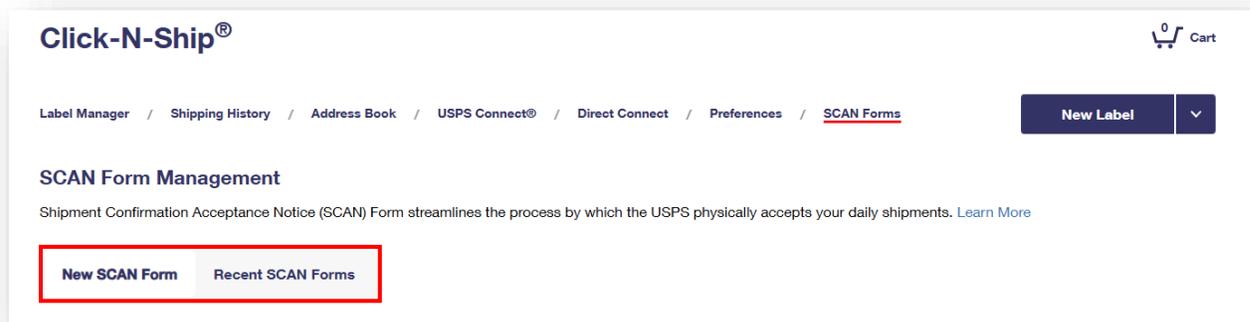
*\*Please note that this guide will be continuously updated.*

# SCAN Forms 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 27<sup>th</sup>, 2025. For more information on the Enhanced Click-N-Ship® application, see [Enhanced Click-N-Ship® Overview](#).

The **SCAN Forms** page is split up into two main sections:

- 1) **New SCAN Form** – create and manage new Shipment Confirmation Acceptance Notice (SCAN) Forms.
- 2) **Recent SCAN Forms** – view, print, and reprint recently created Shipment Confirmation Acceptance Notice (SCAN) Forms.



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

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

## Table of Contents

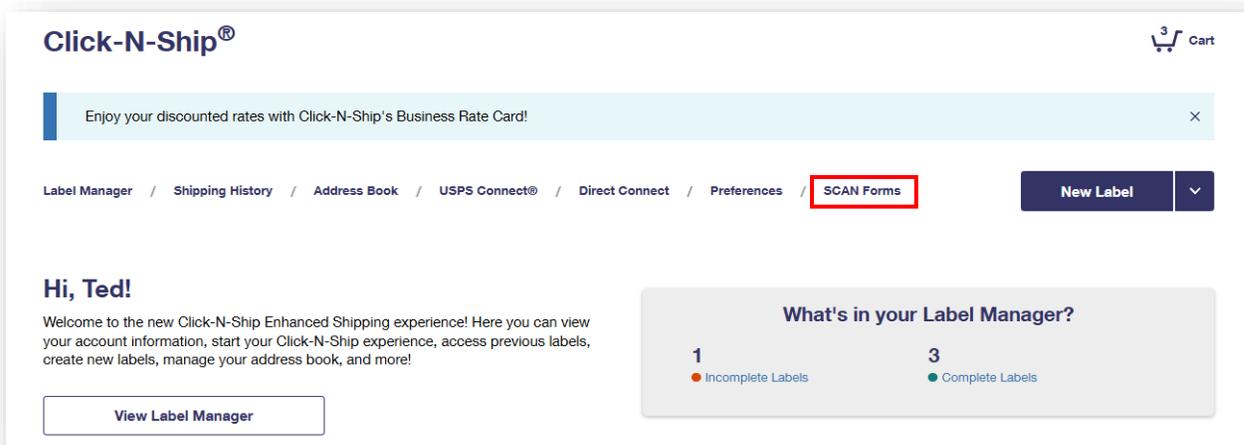
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# SCAN Form Management

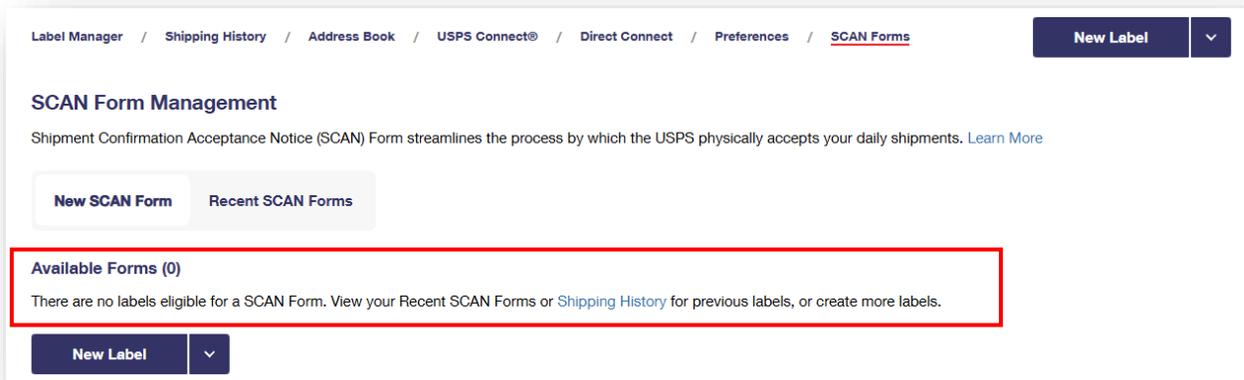
Within the SCAN Forms tab, you will be able to create, manage, print, and reprint Shipment Confirmation Acceptance Notice (SCAN) Forms which streamlines the process by which the USPS physically accepts your daily shipments.

## 1) Navigate to SCAN Forms

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



- b) Once the SCAN Form Management page, if no labels are eligible for a SCAN Form, the **New SCAN Form** tab will be empty, and this message will be displayed.



## AI Actions within New SCAN Form Tab

### Creating a New SCAN Form

To begin creating a New SCAN Form, you must have eligible labels for a SCAN Form. View your Recent SCAN Forms or [Shipping History](#) for previous labels or create more labels. Once you have eligible labels available for a SCAN Form, they will be displayed in the **New SCAN Form** tab.

- a) To begin creating a new SCAN Form, select the **New SCAN Form** tab from the SCAN Form Management page.
- b) Then, refer to the **Labels Available to Add to SCAN Form** section and select **Add** or **Add All**.

( a )

### SCAN Form Management

Shipment Confirmation Acceptance Notice (SCAN) Form streamlines the process by which the USPS physically accepts your daily shipments. [Learn More](#)

**New SCAN Form**   Recent SCAN Forms

**Available Forms (1)**

**You have 1 available SCAN Form.** A different SCAN Form will be created for each ship from ZIP Code™ for each Ship Date. Use the drop-downs to view labels eligible for each SCAN Form.

Ship From ZIP Code™

75201

**You have 1 labels eligible to be added to this SCAN Form.** You have until 11:59 PM Central Time of the Ship Date to create your SCAN Form.

\*I certify that every label listed under 'Labels Included on SCAN Form' will be shipped with this SCAN Form. I understand that those labels will be ineligible for refund requests if not shipped with this SCAN Form and that no changes can be made to the SCAN Form after printing.

Create SCAN Form

Ship Date: 01/27/2025

Labels Included on SCAN Form (0)				Labels Total: \$2.95	Labels Available to Add to SCAN Form (1)				Not Included on SCAN Form
Recipient	Service and Package	Label Cost		<a href="#">Remove All</a>	Recipient	Service and Package	Label Cost	<a href="#">Add All</a>	
No labels on SCAN Form					JANE DOE	USPS Connect® Local Mail	\$2.95	<a href="#">Add</a>	
					300 BATMANT ST APT 200	Custom Packaging			
					DALLAS, TX, 75202-3716				

( b )

- c) Once the label is added to a new SCAN Form, the recently added label will be listed in the **Labels Included on SCAN Form** section.
  - i. Note, a different SCAN Form will be created for each ship from ZIP Code™ for each Ship Date. You can utilize the drop-downs to view labels eligible for each SCAN Form.

**New SCAN Form**   Recent SCAN Forms

**Available Forms (1)**

**You have 1 available SCAN Form.** A different SCAN Form will be created for each ship from ZIP Code™ for each Ship Date. Use the drop-downs to view labels eligible for each SCAN Form.

Ship From ZIP Code™  
75201

**You have 1 labels eligible to be added to this SCAN Form.** You have until 11:59 PM Central Time of the Ship Date to create your SCAN Form.

\*I certify that every label listed under 'Labels Included on SCAN Form' will be shipped with this SCAN Form. I understand that those labels will be ineligible for refund requests if not shipped with this SCAN Form and that no changes can be made to the SCAN Form after printing.

**Create SCAN Form**

Ship Date: 01/27/2025

Labels Included on SCAN Form (1)				Labels Total: \$2.95	Labels Available to Add to SCAN Form (0)				Not Included on SCAN Form
Recipient	Service and Package	Label Cost	<a href="#">Remove All</a>		Recipient	Service and Package	Label Cost	<a href="#">Add All</a>	
JANE DOE 1000 COMMERCE ST DALLAS, TX, 75202-3716	USPS Connect® Local Mail Custom Packaging	\$2.95	<a href="#">Remove</a>		No labels available				

(i)

(c)

- d) To proceed with creating your new SCAN Form, you will be **required** to select the **checkbox** indicating that “SCAN Form labels are nonrefundable if they are not shipped with the SCAN form and that no changes can be made to the SCAN Form after printing”.
- e) Once selected, select the **Create SCAN Form** button.

**New SCAN Form**   Recent SCAN Forms

**Available Forms (1)**

**You have 1 available SCAN Form.** A different SCAN Form will be created for each ship from ZIP Code™ for each Ship Date. Use the drop-downs to view labels eligible for each SCAN Form.

Ship From ZIP Code™  
75201

**You have 1 labels eligible to be added to this SCAN Form.** You have until 11:59 PM Central Time of the Ship Date to create your SCAN Form.

\*I certify that every label listed under 'Labels Included on SCAN Form' will be shipped with this SCAN Form. I understand that those labels will be ineligible for refund requests if not shipped with this SCAN Form and that no changes can be made to the SCAN Form after printing.

**Create SCAN Form**

(d)

(e)

- f) The new SCAN Form will then be downloaded as a PDF, and you will see the following **SCAN Form Confirmation** popup modal.

## SCAN Form Management

Shipment Confirmation Acceptance Notice (SCAN) Form streamlines the process by which the USPS physically accepts your daily shipments. [Learn More](#)

New SCAN Form

Recent S

Available Forms (0)

There are no labels eligible for a SCA

New Label



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### SCAN Form Confirmation

SCAN Form #: **9475030109355200799507**

1 label included:

**9482930109355000116866**

**Thank you for choosing the United States Postal Service®.**

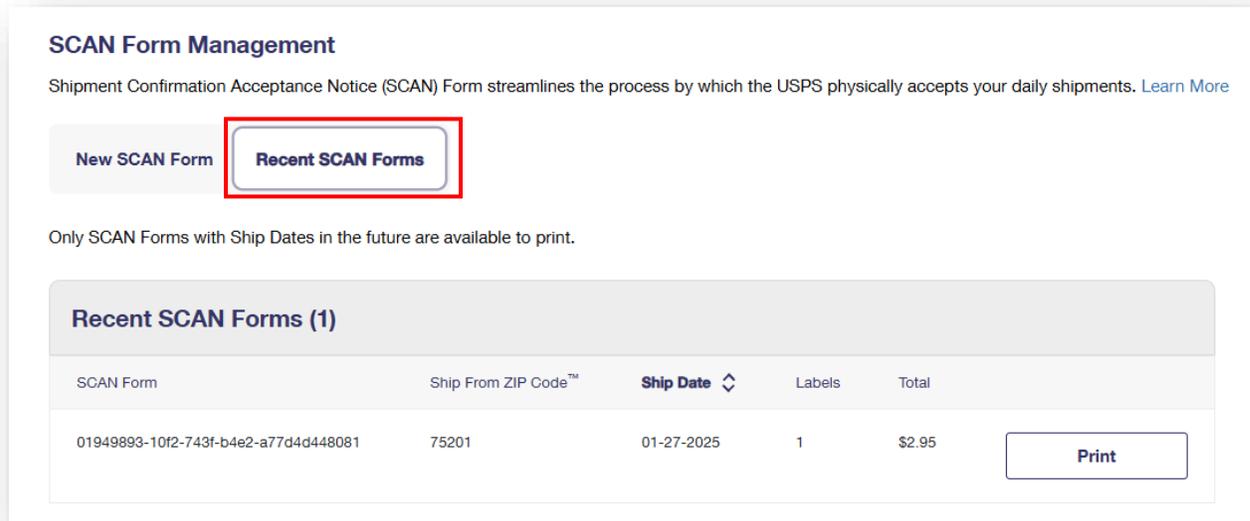
- Please bring the Shipment Formation Acceptance Notice (SCAN) Form with you to the Post Office or prominently display it with your package(s) for your carrier.
- Once the carrier has scanned the SCAN Form, it will be left for you to keep.
- Only one SCAN Form per day can be used for Package Pickup. All others from the same day will need to be taken with packages to the Post Office.
- Use your individual label numbers to track your packages via Track & Confirm on USPS.com.

## All Actions within Recent SCAN Forms Tab

### Printing / Reprinting a SCAN Form

Within the **Recent SCAN Forms** tab, you will be able view and reprint any of the previously created SCAN Forms (if eligible). Note, SCAN Forms created before 1/19/2025. Only new SCAN Forms created **after 1/19/2025** will be able to be viewed and reprinted.

- a) To begin select the **Recent SCAN Forms** tab from the SCAN Form Management page.



**SCAN Form Management**

Shipment Confirmation Acceptance Notice (SCAN) Form streamlines the process by which the USPS physically accepts your daily shipments. [Learn More](#)

**New SCAN Form** **Recent SCAN Forms**

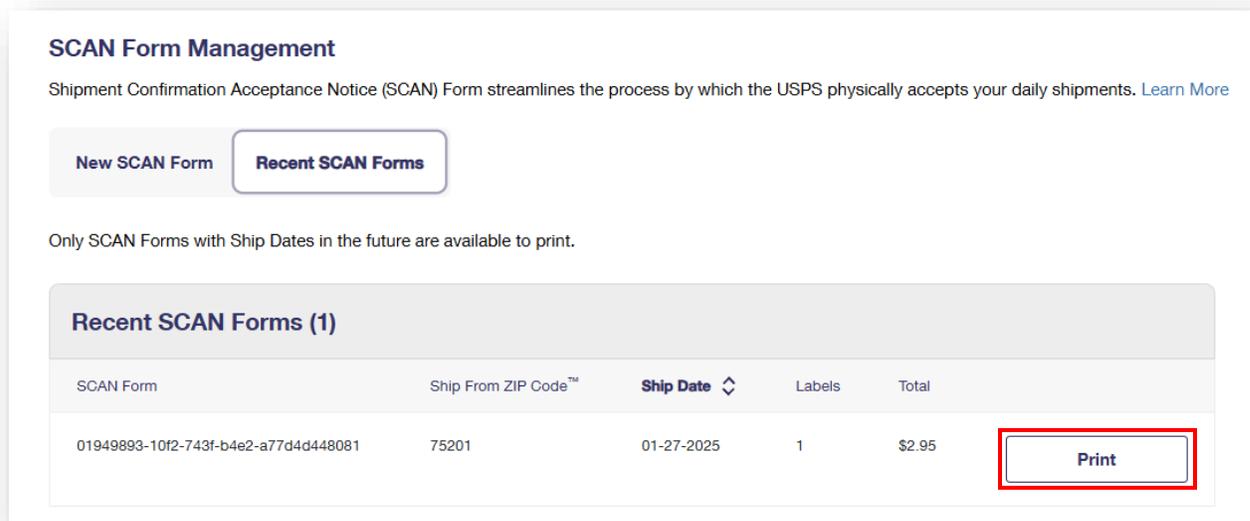
Only SCAN Forms with Ship Dates in the future are available to print.

**Recent SCAN Forms (1)**

SCAN Form	Ship From ZIP Code™	Ship Date ↕	Labels	Total	
01949893-10f2-743f-b4e2-a77d4d448081	75201	01-27-2025	1	\$2.95	<b>Print</b>

- b) To reprint a previously created SCAN Form, select the **Print** button and the SCAN Form will then be downloaded as a PDF.

- i. *Note, only SCAN Forms with Ship Dates in the future are available to print (until 11:59 Central Standard Time of the SCAN Forms Ship Date).*



**SCAN Form Management**

Shipment Confirmation Acceptance Notice (SCAN) Form streamlines the process by which the USPS physically accepts your daily shipments. [Learn More](#)

**New SCAN Form** **Recent SCAN Forms**

Only SCAN Forms with Ship Dates in the future are available to print.

**Recent SCAN Forms (1)**

SCAN Form	Ship From ZIP Code™	Ship Date ↕	Labels	Total	
01949893-10f2-743f-b4e2-a77d4d448081	75201	01-27-2025	1	\$2.95	<b>Print</b>