

United States Postal Service Enhanced Click-N-Ship®: **Shipping History** User Guide

Last Updated – February 2025

*Please note that this guide will be continuously updated.

Shipping History 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 <u>Enhanced Click-N-Ship[®] Overview</u>.

The **Shipping History** is split up into three main sections:

- 1) The Enhanced Click-N-Ship® Order History
- 2) The Enhanced Click-N-Ship® Dashboard
- 3) The Legacy Click-N-Ship® Archived History

Click-N-Ship [®]	↓.Cart
Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Pro	oferences / SCAN Forms New Label V
Order History Dashboard Archived History	Export All Orders

This user guide will cover all of the functionalities and features available within the Enhanced Click-N-Ship[®] **Shipping History** and each of its sections 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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Enhanced Click-N-Ship Order History

Within the Enhanced Click-N-Ship® Order History, you will be able to view all of the previous Orders, Labels, and Transactions that you have made using the Enhanced Click-N-Ship® application.

1) Access the Enhanced Click-N-Ship[®] Order History

a) Click on **Shipping History** tab in the navigation menu.

Click-N-Ship [®]		Ļ.	³ Cart
Enjoy your discounted rates with Click-N-Ship's Business Rate Card!			×
Label Manager / Shipping History , Address Book / USPS Connect® / Direct Con	nnect / Preferences / SCAN Fo	ms New Label	~
Hi, Ted!			
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	What's in	your Label Manager?	
	What's in 1 • Incomplete Labels	your Label Manager? 3 • Complete Labets	

b) By default, you will be in the **Order History** view.

Click-N-Ship [®]	↓0 ↓↓↓ Carl
bel Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms	New Label 🗸 🗸
Order History Dashboard Archived History	Export All Orders
rt Date End Date	
mm/dd/yyyy 💼 mm/dd/yyyy 💼	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Shipper V

Searching for Orders within Order History

Within the Order History, you'll be able to filter the search for your purchased orders by different filters.

Search by Date Range

a) Select the **Calendar** icon from the **Start Date** section and select a date.

							Export All Orders
Start Date	Ind Date						
mm/dd/yyyy 🇰	mm/dd/yyyy						
February 2025 🗸 🔿 🥠							
Su Mo Tu We Th Fr Sa	Label	Number V Search		Payment M	ethod	~	Shipper
26 27 28 29 30 31 1							
2 3 4 5 6 7 8							
9 10 11 12 13 14 15							< >
16 17 18 19 20 21 22							
23 24 25 26 27 28 1		Date 🗘	Labels	Payment Method	Shipper	Total 🗘	
2 3 4 5 6 7 8					-		
Clear Today	234-79a92cdd09f7	January 7, 2025	1	AMEX-1008	тв	\$44.80	View Order

b) Select the **Calendar** icon from the **End Date** section and select a date.

irt Date		End Date					٦.								
01/01/2025	▦		dd/yyyy	y		韛									
arch by Order / Transaction	n Number	Februa	ary 202!	5 -		$\uparrow \downarrow$									
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	xxxxxxx	Su I	Vo Tu	We	Th	Fr Sa	~	Search		Payr	ment Method		~	pper	~
		26	27 28	29	30	31 1									
		2	3 4	5	6	78									
Orders (1)		9	10 11	12	13	14 15								<	>
		16	17 18	19	20	21 22									
Order 🗘		23	24 25	26	27	28 1	• ≎		Labels	Payment Method	Shipper	Total 🗘			
		2	3 4	5	6	7 8									
e9bc2781-ae	ec2-4ba4	Clea	r			Today	nary 7	7, 2025	1	AMEX-1008	тв	\$44.80		View	Order

c) Once the Start and End Date are selected, the associated order(s) will automatically be displayed in the **Orders Table.**

	r History Dashboard Archived	-					Export A	l Orders
Date 1/01/2								
	0rder / Transaction Number	bel Number 🗸 Search		Payment	Method	~	Shipper	`
Ord	ers (1)						<	>
Drd	ers (1) ^{Order} ≎	Date 🛟	Labels	Payment Method	Shipper	Total 🗘	<	>

Search by Order / Transaction Number

a) Enter the Order or Transaction Number in the **Search by Order / Transaction Number** textbox (please do not include any dashes or special symbols in the text box, otherwise the order will not populate as needed).

							Export All Orders
art Date mm/do		#					
	Order / Transaction Number	Number V Search		Payment M	ethod	~	Shipper ~
Ord	lers (6)						< >
	Order 🛟	Date 🛟	Labels	Payment Method	Shipper	Total 🗘	
	e9bc2781-aec2-4ba4-a234-79a92cdd09f7	January 7, 2025	1	AMEX-1008	ТВ	\$44.80	View Order

b) Once the Order or Transaction Number is entered, the associated order will automatically be displayed in the Order Table.

orde	r History Dashboard Archived H	istory					Export	All Orders
rt Date mm/dd		▦						
	Irder / Transaction Number	el Number 🗸 Search		Payment M	ethod	~	Shipper	~
Ord	ers (1)						<	>
Ord	ers (1) ^{Order} ≎	Date 🗘	Labels	Payment Method	Shipper	Total 🗘	<	>

Search by Label Number

a) Click on the action dropdown and select **Label Number.** Once selected, enter the 22-digit Label Number associated with a specific order in the **Search** textbox.

	er History Dashboard Archi	ved History						Export All Ord	ders
rt Date	End Date								
mm/do	d/yyyy 💼 mm/dd/yyyy	曲							
arch by	Order / Transaction Number								
xxxxxx	000000-0000-000000	Label Number 🗸 🗸	Search		Payment M	ethod	~	Shipper	~
		Label Number							
Ord	lers (6)	Recipient Name							
oru		Recipient Email						< >	
	Order 🛟	Recipient Address		Labels	Payment Method	Shipper	Total 🗘		
_	-01-07010 41-4 -004 70-00-4400	Refund Transaction	205		41157 1000		6 44.00		
	e9bc2781-aec2-4ba4-a234-79a92cdd09	Batch Name	025	1	AMEX-1008	тв	\$44.80	View Orde	er

b) Once the **Label Number** is entered, the associated order(s) will automatically be displayed.

	r History Dashboard Archived H	·					Export All Orde	ers
t Date	Ayyyy	曲						
		el Number - 943463010	09355016271155	Payment M	ethod	~	Shipper	~
Ord	ers (1)							
	ers (1)						< >	
Ord	ers (1) ^{Order} \$	Date 🗘	Labels	Payment Method	Shipper	Total ᅌ	< >	

Search by Recipient Name

a) Click on the action dropdown and select **Recipient Name.** Once selected, enter the Recipient Name associated with a specific order in the **Search** textbox.

									Export All Or	ders
irt Date	End	Date								
mm/dd/yyyy	#] [m	m/dd/yyyy	曲							
arch by Order / Transa	tion Number									
xxxxxxxxxxxxxxxxxx	X-XXXXXX		Recipient Name	 Yufien 		Payment M	lethod	~	Shipper	~
			Label Number							
Orders (1)			Recipient Name						< >	
			Recipient Email						~ /	
Order 🗘			Recipient Address		Labels	Payment Method	Shipper	Total 🗘		
5-15-704	0-00-1-01-0-7		Refund Transaction				-	65 00		
5d5a721e	-9c23-4c8f-afb7-	<u>te 17132620e0</u>	Batch Name	4, 2024	1	DISCOVER-5067	тв	\$5.98	View Ord	er

b) Once the **Recipient Name** is entered, the associated order(s) will automatically be displayed.

							Expo	ort All Orde	ers
t Date	End Date								
ım/dd	l/yyyy 🗰 mm/dd/yyyy								
ch by (Order / Transaction Number								
xxxxx	XXXXX-XXXX-XXXXXXX Reci	pient Name 🗸 Yufien		Payment N	lethod	~	Shipper		~
xxxxx	XXXXXXX-XXXXX-XXXXXXXXXXXXXXXXXXXXXXXX	pient Name Vyufien		Payment N	lethod	~	Shipper		_
	ers (1)	pient Name V Yufien		Payment M	lethod		Shipper	< >	_
	ers (1)						Shipper	< >	
		pient Name V <u>Yufien</u>	Labels	Payment Method	Shipper	Total 🗘	Shipper	< >	_
Ord	ers (1)		Labels					< >	

Search by Recipient Email

a) Click on the action dropdown and select **Recipient Email.** Once selected, enter the Recipient Email associated with a specific order in the **Search** textbox.

								Export All O	rders
art Date Er	nd Date								
mm/dd/yyyy 🛗	mm/dd/yyyy	#							
arch by Order / Transaction Number									
X00000000X-X00X-X00000X		Recipient Email 🗸	Search		Payment I	Vlethod	~	Shipper	~
		Label Number							
Orders (6)		Recipient Name						< >	
		Recipient Email						< 2	
Order 🗘		Recipient Address		Labels	Payment Method	Shipper	Total 🗘		
e9bc2781-aec2-4ba4-a2	04 70-00-440	Refund Transaction	205		414524 1000		¢44.00		
e9bc2781-aec2-4ba4-a2	<u>34-79892C000</u>	Batch Name	025	1	AMEX-1008	тв	\$44.80	View Or	der

b) Once the **Recipient Email** is entered, the associated order(s) will automatically be displayed.

							Export All C	orders
irt Date	End Date							
mm/do	d/yyyy 🗰 mm/dd/yyyy	曲						
arch by	Order / Transaction Number							
xxxxxx	000000X-X00X-X00XXXX Re	cipient Email 🗸 Search		Payment M	ethod	~	Shipper	~
				11			l	
]	L	
Ord	lers (6)] [<	>
							<	>
Ord	lers (6) Order 🗘	Date 🗘	Labels	Payment Method	Shipper	Total 🗘	<	>
		Date 🗘 January 7, 2025	Labels	Payment Method AMEX-1008	Shipper	Total 🗘 \$44.80	< View O	>

Search by Recipient Address

a) Click on the action dropdown and select **Recipient Address.** Once selected, enter the Recipient Address associated with a specific order in the **Search** textbox.

							Export All Orde	ers
irt Date	End Date							
mm/dd/yyyy	mm/dd/yyyy	曲						
arch by Order / Trans	action Number							
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xxx-xxxxx	Recipient Address 🗸 Search		Payment M	lethod	~	Shipper	~
	,	Label Number						
Orders (6)		Recipient Name						
Orders (0)		Recipient Email					< >	
Order :	\$	Recipient Address	Labels	Payment Method	Shipper	Total 🗘		
_		Refund Transaction						_
<u>e9bc27</u>	<u>81-aec2-4ba4-a234-79a92cdd</u>	Batch Name	1	AMEX-1008	тв	\$44.80	View Orde	r

b) Once the **Recipient Address** is entered, the associated order(s) will automatically be displayed.

									t All Orders
art Date		End Date							
mm/dd	и/уууу	mm/dd/yyyy	曲						
arch by C	Order / Transaction Nur	mber							
~~~~~						Mathed	~	China an	
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	XXXXX-XXXX-XXX	XXX F	Recipient Address 🗸 331		Payment	Method	~	Shipper	`
	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	XXX F	Recipient Address ~ 331		Payment	Method	~	Snipper	
		XXX	Recipient Address V 331		Payment	Method		Snipper	
	ers (1)	XXX	lecipient Address V 331		Payment	Method			< >
Orde			Date 🗘	Labels	Payment Method	Shipper	Total 🗘		
	ers (1) ^{Order} 🗘	4ba4-a234-79a92cdd09f7	Date 🗘	Labels				, <u> </u>	

Search by Refund Transaction

a) Click on the action dropdown and select **Refund Transaction.** Once selected, enter the Refund Transaction Number associated with a specific order in the **Search** textbox.

								Export All Order
art Date	End Date							
mm/dd/yyyy	mm/dd/yyyy	ŧ						
arch by Order / Transaction N	umber							
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	XXXXX	Refund Transaction~	Search		Payment M	lethod	~	Shipper
		Label Number						
Orders (6)		Recipient Name						< >
		Recipient Email						< >
Order 🗘		Recipient Address		Labels	Payment Method	Shipper	Total 🗘	
e9bc2781-aec2	2-4ba4-a234-79a92cdd0	Refund Transaction	25	1	AMEX-1008		\$44.80	[
		Batch Name				тв		View Order

b) Once the **Refund Transaction Number** is entered, the associated order(s) will automatically be displayed.

							Export All Orders
rt Date	End Date						
nm/dd	1/yyyy 🗰 mm/dd/yyyy	曲					
rch by (Order / Transaction Number						
00000	2000000X-2000X-20000X	d Transaction > 2		Payment	Method	~	Shipper 🗸
Ord	lers (1)						
Ord	iers (1)						< >
Ord	ers (1) ^{Order} ≎	Date 🗘	Labels	Payment Method	Shipper	Total 🛟	< >
Ord		Date 🗘 January 7, 2025	Labels	Payment Method AMEX-1008	Shipper	Total 🗘 \$44.80	< >

Search by Batch Name

a) Click on the action dropdown and select **Batch Name.** Once selected, enter the Batch Name associated with a specific order in the **Search** textbox.

art Date		End Date								
mm/dd/yyyy	#	mm/dd/yyyy	#							
arch by Order /	Transaction Number									
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	X-XXXX-XXXXXX		Batch Name 🗸 🗸	Search		Payment Me	ethod	~	Shipper	~
			Label Number							
Orders	(6)		Recipient Name							
Orders	(0)		Recipient Email						< >	
Ord	ler 🗘		Recipient Address		Labels	Payment Method	Shipper	Total 🗘		
			Refund Transaction							
<u>e9b</u>	c2781-aec2-4ba4-	-a234-79a92cdd0!	Batch Name	25	1	AMEX-1008	тв	\$44.80	View Ord	er

b) Once the **Batch Name** is entered, the associated order(s) will automatically be displayed.

								Export	All Orders
irt Date mm/dd	/yyyy End Date mm/dd/	Ууууу	 						
-	00000(-)000(-)0000000000000000000000000	Batch	Name 🗸 CNS Trac	king Test	Payment I	Nethod	~	Shipper	
Orde	ers (1)							<	>
Orde	ers (1) ^{Order} ≎		Date 🗘	Labels	Payment Method	Shipper	Total 🛇	<	>

Search by Payment Method

a) Select the **Payment Method** dropdown and select a payment method type.

						L
rt Date mm/dc	d/yyyy End Date mm/dd/yyyy					
urch by	Order / Transaction Number					
00000	Batch	Name V Search			Payment Method	Shipper
					Payment Method	
Ord	lers (139)				ACH Payment	< >
oru					Trust Account	
	Order 💠	Date 🗘	Labels	Payment	Credit Card	
_					Paypal Account	
	d6b5da2e-3287-4e66-a3af-f44de69b14fa	February 28, 2025	2	EPS-3770	Official Mail Accounting System	View Order
					EPS Debit Account	
_	505da2b9-b343-458b-ba55-9b82dfa9b0be	February 28, 2025	1	EPS-3770	Loyalty Credits	
	<u>30300203 0040 4300 0033 300201030000</u>	1001daly 20, 2020		LIGOIN	JG	View Order

b) Once the Payment Method type is selected, the associated order(s) will automatically be displayed.

rt Date		End Date								
nm/dd/	/уууу 🛗		ä							
00000	0000000-00000-00000	oox	Batch Nar	ne 🗸 Search		Credit Ca	rd	~	Shipper	
Orde	ers (1)									>
Orde	ers (1) _{Order} ᅌ			Date 🗘	Labels	Payment Method	Shipper	Total 🔷	<	>

Search by Shipper Type (Business Accounts)

- a) Select the Shipper dropdown and select a Shipper type.
 - i. Note, to view by a different shipper that is not yourself, an organization ID must be set up and connected.

Orde	r History Dashboard Archive	ed History					Export All Orders
t Date nm/dd		#					
	000000->0000->0000	Batch Name V Search		Payment N	fethod	~	Shipper V
Ord	ers (139)						Me (Johnny Goode) Others (All Shippers except for me)
	Order 🗘	Date ᅌ	Labels	Payment Method	Shipper	Total 🗘	P
	d6b5da2e-3287-4e66-a3af-f44de69b14fa	February 28, 2025	2	EPS-3770	JG	\$61.80	View Order

a) Once the Shipper is selected, the associated order(s) for the selected Shipper will automatically be displayed.

art Date	End Date						L
mm/do		#					
	Order / Transaction Number	n Name V Search		Payment N	lethod	~	Me (Johnny Goode) V
Ord	lers (139)						< >
Ord	ers (139) order ≎	Date 🗘	Labels	Payment Method	Shipper	Total 🗘	< >
		Date 🗘 February 28, 2025	Labels 2	Payment Method EPS-3770	Shipper JG	Total 🗘 \$61.80	< > View Order

All Actions for Orders within Order History

Within the Order History, you'll be able to perform multiple actions to one or multiple orders at a time.

Export All Order History via CSV File

a) To export your entire Order History at once, select **Export All Orders** button (this option will be displayed by default if no orders are selected).

rt Date	End Date						Export All Orders
nm/dd		曲					
rch by C	Order / Transaction Number						
~~~~~	Batc	h Name 🗸 Search		Payment N	fethod	~	Shipper
Orde	ers (139) ^{Order} ≎	Date 🗘	Labels	Payment Method	Shipper	Total 🗘	< >
		Date 🔷 February 28, 2025	Labels 2	Payment Method EPS-3770	Shipper	Total 🗘 \$61.80	< > View Order

b) Once selected, an **Export Shipping History** popup modal will be displayed. Select a time frame from the **Time Period** dropdown.

Past 7 days		~
Past 7 days		
Past 30 days		
Past 60 days	100 100 100 100 100 100 100 100 100	

c) Enter your email in the **Email** section to have the CSV file emailed to you (optional).

Past 30 days		~
	ill automatically download in your browser a ize exceeds the maximum limit, it will only b	

d) Select **Export** to export the CSV file.

Pariod Past 30 days	
Past 30 days	*
mail address. If the file size exce	natically download in your browser and be sent to the following ads the maximum limit, it will only be sent by email.
mail address. If the file size exce	adcary download in your browser and be sent to the following ads the maximum limit, it will only be sent by email.
mail address. If the file size exce	adcary download in your browser and be sent to the following eds the maximum limit, it will only be sent by email.
mail address. If the file size exce	adcary download in your browser and be sent to the following ads the maximum limit, it will only be sent by email.

## Export Specific Orders from Order History via CSV File

- a) To export specific orders from your Order History, select the **checkbox** of the Orders that you would like to export.
- b) Select the Export Selected Orders button.

Date	End Date						
	Vyyyy  mm/dd/yyyy	<b>#</b>					
	Order / Transaction Number	Name V Search		Payment N	Nethod	~	Shipper
Ord	ers (139)						< >
Ju							
]	Order 🗘	Date 🗘	Labels	Payment Method	Shipper	Total 🗘	
		Date 🗘 February 28, 2025	Labels 2	Payment Method EPS-3770	Shipper	Total 🗘 \$61.80	View Order

c) Once selected, an **Export Shipping History** popup modal will be displayed. Enter your email in the **Email** section to have the CSV file emailed to you (optional).

Export Shippin	ng History		
	ort will automatically dow file size exceeds the max	ser and be sent to the followi ly be sent by email.	ing
Email			
		Export	

d) Select **Export** to export the CSV file.

cally download in your browser and be sent to the following the maximum limit, it will only be sent by email.

#### View Order Details

a) To view the details of an order, select the **View Order** button or the **Order ID hyperlink** under the Order section.

								Export All Orders
art Date		id Date						
mm/dd	Иууууу 🛗	mm/dd/yyyy	曲					
arch by (	Order / Transaction Number							
			Name V Search		Payment M	lethod	~	Shipper
XXXXXX	X00000X-XXXX-X0000XX	Batch	Search					
XXXXXXX	XXXXX-XXXX-XXXXXX	Batch	Search					
	ers (139)	Batch	Search					< >
		Batch	Date 🗘	Labels	Payment Method	Shipper	Total 🗘	< >
Ord	ers (139)	(		Labels 2	Payment Method EPS-3770		Total 🗘 \$61.80	
Ord	<b>ers (139)</b> ^{Order} ≎	(	Date 🗘			Shipper		< > View Order

# Searching for Labels within Order Details Page

Within the Order Details page, you'll be able to filter search for your purchased labels by different filters.

#### Search by Label Number

a) Select Label Number from the dropdown and enter the Label Number in the Search textbox.

Order # D6B5DA2E-3	287-4E66-A3AF-F44DE	69B14FA J	G	Prin	t Labels	Export All Labels	;
Date	Charged to	Order Total			*only lab	oels available for print will be pr	inted
February 28, 2025	EPS-3770	\$61.80 (2 Lab	els)				
		_					
bel Number 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Statu	s ~	Service Type	~
bel Number						L	
cipient Name							
cipient Email						< >	
ecipient Address	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
ofund Transaction							
atch Name	JANE DOE 130 25 AVE SW	CP-PFRE S CNS Tracking Test	CA000588895US	Account Charged	\$30.90	Print	
	CALGARY, CA	Sono nacking lest					

b) Once the Label Number is entered, the associated label(s) will automatically be displayed.

Ore	der # D6B5DA2E-32	87-4E66-A3AF-F44DE	69B14FA JG		Prin	t Labels	Export All L	
Date Feb	e oruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (1 Label	)		⁺oniy la	ibels available for print v	vill be printed
.abel	Number ~	CA000588900US	mm/dd/yyyy	Shipped Status	✓ Payment Status	5 🗸	Service Type	
Lab	oels (1)						<	>
	Ship Date ᅌ	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
	February 28, 2025	JANE DOE 130 25 AVE SW	CP-PFRE	CA000588900US	Account Charged	\$30.90	Print	0 0 0

#### Search Recipient Name

a) Select **Recipient Name** from the dropdown and enter the recipient's name in the **Search** textbox.

Order # D6B5DA2E-3	287-4E66-A3AF-F44DE	69B14FA J	Э	Print	Labels	Export All L	abels
Date February 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lab	els)		*only lab	els available for print w	ill be printed
Recipient Name V	Search	mm/dd/yyyy	Shipped Status	✓ Payment Status	s ~	Service Type	~
Recipient Name Recipient Email						<	>
Recipient Address	Recipient ᅌ	Service Type	Tracking	Payment Status	Cost 🗘		
Refund Transaction Batch Name	JANE DOE 130 25 AVE SW	CP-PFRE S CNS Tracking Test	CA000588895US	Account Charged	\$30.90	Print	:

b) Once the recipient's name is entered, the associated label(s) will automatically be displayed.

oru	ler # D6B5DA2E-328	7-4E66-A3AF-F44DE	69B14FA J0	Э	Prir	t Labels	Export All La	bels
Date		Charged to	Order Total			*only lab	els available for print wil	be printed
Feb	ruary 28, 2025	EPS-3770	\$61.80 (2 Labe	els)				
acipie	ent Name 🗸 🗸							
	ant Marrie	Jane	mm/dd/yyyy	Shipped Status	✓ Payment Statu	is ~	Service Type	~
	els (2)	Jane	mm/dd/yyyy	Shipped Status	Payment State	s ~	Service Type	>
-		Recipient 🗘	Service Type	Shipped Status	Payment Status	s ✓ Cost ♦		

## Search Recipient Email

a) Select **Recipient Email** from the dropdown and enter the recipient's email in the **Search** textbox.

Order # D6B5DA2E-32	287-4E66-A3AF-F44DE	E69B14FA	IG	Print	Labels	Export All L	
Date	Charged to	Order Total			*only la	abels available for print w	vill be printed
February 28, 2025	EPS-3770	\$61.80 (2 Lab	els)				
Recipient Email 🛛 🗸	Search	mm/dd/yyyy	Shipped Status	~ Payment Status	~	Service Type	~
Label Number							
Recipient Name							
Recipient Email						<	>
Recipient Address	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
Refund Transaction							
Batch Name	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE S CNS Tracking Test	CA000588895US	Account Charged	\$30.90	Print	0 0 0

b) Once the recipient's email is entered, the associated label(s) will automatically be displayed.

Ord	ler # D6B5DA2E-328	7-4E66-A3AF-F44DE	69B14FA J	IG	Pri	nt Labels	Export All Lab	pels
Date Feb	ruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lab	els)		*only lab	els available for print will b	be printed
ecipie	ent Email 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	Payment State	us Y	Service Type	~
_	els (2)	Search	mm/dd/yyyy	Shipped Status	Payment State	us v	Service Type	>
_		Search	Service Type	Shipped Status	Payment Status	us ~		

## Search by Recipient Address

a) Select **Recipient Address** from the dropdown and enter the recipient's address in the **Search** textbox.

Order # D6B5DA2E-	3287-4E66-A3AF-F44DE	69B14FA JG		Print	t Labels	Export All L	abels
Date	Charged to	Order Total			*only la	abels available for print w	ill be printed
February 28, 2025	EPS-3770	\$61.80 (2 Labe	ls)				
Recipient Email 🛛 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Status	s 🗸	Service Type	
Label Number							
Label Number							
Laber Number Recipient Name							
						<	>
Recipient Name	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🔷	<	>

b) Once the recipient's address is entered, the associated label(s) will automatically be displayed.

Ord	er # D6B5DA2E-328	37-4E66-A3AF-F44DE	69B14FA	JG	Prin	t Labels	Export All L	abels
Date		Charged to	Order Total			*only la	abels available for print w	ill be printed
Febr	ruary 28, 2025	EPS-3770	\$61.80 (2 Lab	oels)				
ecipie	ent Email 🗸 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Statu	s v	Service Type	~
ecipie	ent Email 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	<ul> <li>✓</li> <li>✓</li> <li>Payment Statu</li> </ul>	s ×	Service Type	~
_	els (2)	Search	mm/dd/yyyy f	Shipped Status	✓ Payment Statu	s v	Service Type	>
_ab		Search	mm/dd/yyyy g	Shipped Status	Payment Statu Payment Status	s 🖍		
	els (2)							

## Search by Refund Transaction

a) Select **Refund Transaction** from the dropdown and enter the Refund Transaction ID in the **Search** textbox.

Order # D6B5DA2E-32	287-4E66-A3AF-F44DE	69B14FA Jo	Э	Prir	nt Labels	Export All L	
Date February 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Labe	els)		⁼oniy la	bels available for print w	rill be printed
Recipient Email V	Search	mm/dd/yyyy	Shipped Status	✓ Payment State	v zu	Service Type	
Recipient Name Recipient Email						<	>
Recipient Address	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
Refund Transaction Batch Name	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE S CNS Tracking Test	CA000588895US	Account Charged	\$30.90	Print	:

b) Once the refund transaction ID is entered, the associated label(s) will automatically be displayed.

	der # D6B5DA2E-328	7-4E66-A3AF-F44DE	69B14FA	JG	Prin	t Labels	Export All L	abels
Dat Fet	e oruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lab	oels)		*only lab	els available for print w	ill be printed
Refun	d Transaction 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	<ul> <li>✓</li> <li>✓</li> <li>Payment Statu</li> </ul>	s ~	Service Type	
Lat	oels (2)						<	>
	Ship Date ᅌ	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
					Account Charged	\$30.90		0 0 0

#### Search by Batch Name

a) Select **Batch Name** from the dropdown and enter the Batch Name the **Search** textbox.

Order # D6B5DA2E-3	287-4E66-A3AF-F44DE	E69B14FA	JG	Prir	nt Labels	Export All L	
Date February 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 La	bels)		*only lat	bels available for print w	ill be printed
Batch Name v	Search	mm/dd/yyyy	Shipped Status	✓ Payment Statu	IS Y	Service Type	
Recipient Name Recipient Email						<	>
Recipient Address	Recipient ᅌ	Service Type	Tracking	Payment Status	Cost 🗘		
Refund Transaction Batch Name	JANE DOE 130 25 AVE SW	CP-PFRE	CA000588895US	Account Charged	\$30.90	Print	•

b) Once the Batch Name is entered, the associated label(s) will automatically be displayed. The labels associated with a batch will have the batch name and symbol displayed below the service type.

Date	er # D6B5DA2E-32	287-4E66-A3AF-F44DE0 Charged to EPS-3770	Order Total \$61.80 (2 Label		Print	Labels *only ia	Export All Labels
atch I	Name 🗸	Search	mm/dd/yyyy 🛱	Shipped Status	✓ Payment Status	~	Service Type V
_ab	els (2)						< >
3	Ship Date ᅌ	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘	
	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE SCNS Tracking Test	CA000588895US	Account Charged	\$30.90	Print
]	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90	Print

# Search by Date

a) Select the calendar icon from the **Date** section.

Order # D6B5DA2E-	3287-4E66-A3AF-F44DE	69B14FA JG	Print	Labels	Export All Labels
Date	Charged to	Order Total		*only labe	els available for print will be printed
February 28, 2025	EPS-3770	\$61.80 (2 Labels)			
Batch Name 🗸 🗸	Search	mm/dd/yyyy 💼 Shipped Statu	us 🗸 Payment Status	~	Service Type
	odalon	mm/dd/yyyy 💼 Shipped Statu			
		February 2025 ▼ ↑ ↓			
Labels (2)					< >
Labels (2)	Recipient 🗘	February 2025 ✓         ↑         ↓           Su Mo Tu We Th Fr Sa         26         27         28         29         30         31         1           2         3         4         5         6         7         8         racking	Payment Status	Cost 🗘	< >
Labels (2)	Recipient 🗘	February 2025 ▼         ↑         ↓           Su Mo Tu We Th Fr Sa         26         27         28         29         30         31         1	Payment Status		
L <b>abels (2)</b> ] Ship Date ≎	Recipient 🛇	February 2025 √         ↑         ↓           Su         Mo         Tu         We         Th         Fr         Sa           26         27         28         29         30         31         1           2         3         4         5         6         7         8         Tacking           9         10         11         12         13         14         15	Payment Status	Cost 🗘	< > Print *

b) Once the date is selected, the associated label(s) will automatically be displayed.

Ord	ler # D6B5DA2E-328	7-4E66-A3AF-F44DI	E69B14FA J	G	Prin	t Labels	Export All L	abels
Date Feb	e ruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lab	els)		*only lab	els available for print w	ill be printed
abel I	Number 🗸	Search	02/28/2025	Shipped Status	✓ Payment Statu	s ~	Service Type	
	· · ·							
Lab	els (2)						<	>
Lab	els (2)	Recipient ᅌ	Service Type	Tracking	Payment Status	Cost 🗘	<	>

# Search by Shipped Status

a) Select a Shipped Status type from the **Shipped Status** section.

0.0	ler # D6B5DA2E-328	7-4E66-A3AF-F44DE	E69B14FA J0	3	Prir	nt Labels	Export All L	abels
Date Febi	ruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Labe	els)		*only lab	els available for print w	ill be printed
abel N	Number 🗸	Search	02/28/2025	Shipped Status Shipped Status	Payment State	× a	Service Type	
Lab	els (2)			Yes No			<	>
	Ship Date ᅌ	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
7	February 28, 2025	JANE DOE	CP-PFRE	CA000588895US	Account Charged	\$30.90	Print	

b) Once the Shipped Status is selected, the associated label(s) will automatically be displayed.

	der # D6B5DA2E-328	37-4E66-A3AF-F44DE	69B14FA	JG	Prir	t Labels	Export All Label	s
Date Feb	ə oruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lab	oels)		*only lal	bels available for print will be p	rinted
abel	Number 🗸	Search	02/28/2025	No	✓ Payment Statu	IS Y	Service Type	~
Lab	oels (2)						< >	
Lab	ship Date 🗘	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘	< >	
		Recipient JANE DOE 130 25 AVE SW CALGARY, CA	Service Type CP-PFRE & CNS Tracking Test	Tracking CA000588895US	Payment Status Account Charged	Cost 🗘 \$30.90	< > Print	

# Search by Payment Status

a) Select a Payment Status type from the **Payment Status** section.

OI	der # D6B5DA2E-328	37-4E66-A3AF-F44DE	69B14FA	JG		Print Labels	Export A	All Labels
Date Feb	e oruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lat	oels)		*c	only labels available for p	rint will be printed
abel.	Number 🗸	Search	mm/dd/yyyy	Shipped Status	~	Payment Status	✓ Service Typ	ie v
Lab	oels (2)					Account Charged Refunded		< >
	Ship Date ᅌ	Recipient 🗘	Service Type	Tracking	Paymei	Refund Failed		
		JANE DOE	CP-PFRE	CA000588895US	Accour	Refund Pending Refund Cancelled		

b) Once the Payment Status is selected, the associated label(s) will automatically be displayed.

	der # DOB5DAZE-520	7-4E66-A3AF-F44DE	69B14FA JG	1	Prir	nt Labels	Export All Labe	s
Date Feb	e ruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Labe	ls)		*only lab	els available for print will be	orinted
		Search	mm/dd/yyyy	Shipped Status	Account Charge	ged v	Service Type	~
.ab	oels (2)						< :	>
]	Ship Date 🗘	Recipient ᅌ	Service Type	Tracking	Payment Status	Cost 🗘		
]	Ship Date 🔇 February 28, 2025	Recipient 🗘 JANE DOE 130 25 AVE SW CALGARY, CA	Service Type CP-PFRE SCNS Tracking Test	Tracking CA000588895US	Payment Status	Cost 🗘 \$30.90	Print	

# Search by Service Type

a) Select a Service Type from the **Service Type** dropdown.

	ler # D6B5DA2E-328	37-4E66-A3AF-F44DE	69B14FA	JG	Prin	nt Labels	Export All Labels
Date Feb	e ruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lai	bels)		°only la	abels available for print will be printed
bel I	Number v	Search	mm/dd/yyyy	Shipped Status	✓ Payment State	ls V	Service Type ~
.ab	els (2)						Priority Mail® Priority Mail® Express
]	Ship Date ᅌ	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘	Priority Mail® Cubic
]	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE S CNS Tracking Test	CA000588895US	Account Charged	\$30.90	USPS Ground Advantage® USPS Ground Advantage® Cubic Priority Mail® International Priority Mail® Express International
	February 28, 2025	JANE DOE 130 25 AVE SW	CP-PFRE	CA000588900US	Account Charged	\$30.90	First Class Package International Service

b) Once the Service Type is selected, the associated label(s) will automatically be displayed.

Jiu	er # D6B5DA2E-32	87-4E66-A3AF-F44DE	69B14FA J0	Э	Prin	t Labels	Export All Labels
Date Febr	uary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Labe	els)		*only lab	els available for print will be printed
oel N	umber 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Statu:	s v	Priority Mail® International~
.ab	els (2)						< >
.ab	<b>els (2)</b> Ship Date ♀	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘	< >
		Recipient JANE DOE 130 25 AVE SW CALGARY, CA	Service Type CP-PFRE Stracking Test	Tracking CA000588895US	Payment Status Account Charged	Cost 🗘 \$30.90	< > Print

## All Actions for Labels within Order Details Page

Within the Order Details page, you'll be able to perform multiple actions to one or multiple labels at a time.

#### a) Select Label(s)

a) Select the **Checkbox** of the specific label(s) that you would like to modify.

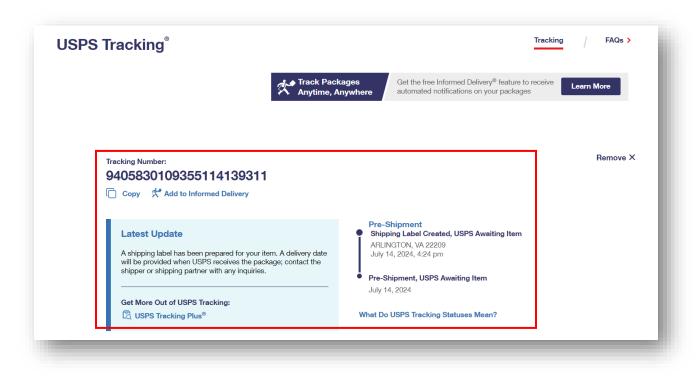
Order # D6B5DA2E-3	3287-4E66-A3AF-F44DE6	9B14FA JG		Print Labels	Export Selected Lab	els (2)
					*only labels available for print w	
Date	Charged to	Order Total			ony labels available for print in	in be printed
February 28, 2025	EPS-3770	\$61.80 (2 Labels	)			
bel Number 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Status	<ul> <li>✓ Service Type</li> </ul>	- Track Ship Again Save as PDF
abels (2)	Note: not all actions are available for the labels selected	2 Labels Track	Ship Again Save as PDF	Refund Cancel Refund	Create Return Label	Refund
Ship Date ᅌ	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘	Cancel Refund
February 28, 2025	JANE DOE	CP-PFRE	CA000588895US	Account Charged	\$30.90 Print	0

#### **View USPS Tracking**

a) If you would like to view the USPS® tracking for the selected label, select Track.

Ord	er # D6B5DA2E-3	287-4E66-A3AF-F44DE69	B14FA	JG	Print Labels	Export Selected Lab	
ate ebr	ruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lab	oels)		"only labels available for print t	vill be printed
el N	lumber 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Status	✓ Service Type	Track Ship Again
ab	els (2)	Note: not all actions are available for the labels selected	Z Labels Track	Ship Again Save as PDF	Refund Cancel Refund	Create Return Label	Save as PDF Refund
	Ship Date 💲	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘	Cancel Refund Create Return Label
	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	<u>CA000588895US</u>	Account Charged	\$30.90 Print	* *
	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE SCNS Tracking Test	CA000588900US	Account Charged	\$30.90 Print	0 0 0

b) Once selected, you will be redirected to the USPS® Tracking page for that label.



#### Ship Label Again

a) If you would like to ship the same label again, select Ship Again.

Ord	ler # D6B5DA2E-3	287-4E66-A3AF-F44DE6	9B14FA	JG	Print Labels	Export Selected Labe	
eb	ruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lat	oels)		*only labels available for print w	ill be printed
el N	Number V	Search	mm/dd/yyyy	Shipped Status	✓ Payment Status	✓ Service Type	Track Ship Again
ab	els (2)	Note: not all actions are available for the labels selected	2 Labels Track	Ship Again Save as PDF	Refund Cancel Refund	Create KReturn Label	Save as PDF Refund
	Ship Date 🗘	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘	Cancel Refund
	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE SCNS Tracking Test	CA000588895US	Account Charged	\$30.90 Print	e e e e e e e e e e e e e e e e e e e
	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE SCNS Tracking Test	CA000588900US	Account Charged	\$30.90 Print	0 0 0

b) Once selected, a new label with the exact same details will be readded to your Label Cart and the following **green message bar** will be displayed at the top of the page.

	Success! Added D21E5188-4E89-4646-B444-2DD497A8538A to Cart.         International         Help         Q
Click-N-Ship [®]	Switch Payer Account Shipping with account: My Account
Label Manager / <u>Shipping History</u> / Addre	ss Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms New Label V
Back to Order History	

#### Print / Re-print Labels

a) If you would like to print or re-print the selected label, select the **Print Labels** button.

Ord	ler # D6B5DA2E-32	287-4E66-A3AF-F44DE6	9B14FA	JG	Print Labels	Export Selected La	bels (2)
Date Feb	ruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lab	oels)		"only labels available for print	will be printed
ibel I	Number 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Status	✓ Service Type	Track Ship Again Save as PDF
.ab	els (2)	Note: not all actions are available for the labels selected		Ship Again Save as PDF	Refund Cancel Refund	Create Return Label	Refund
	Ship Date 💲	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘	Cancel Refund Create Return Label
	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE S CNS Tracking Test	<u>CA000588895US</u>	Account Charged	\$30.90 Print	*
	February 28, 2025	JANE DOE 130 25 AVE SW	CP-PFRE S CNS Tracking Test	CA000588900US	Account Charged	\$30.90 Print	0 0

b) A Select Printing Format for your Labels popup modal will be displayed. Select a printing format type and select Get PDF to print.

Select Printing Format for your labels	
elect printing format for your labels. abel Printing Format 🕡	
Standard (8.5 x 11) - With receipt, one label per page	~
Label Printer Compatible (4 x 6) 1 page sheet	
Label Printer Compatible (4 x 5) 1 page sheet	
Standard (8.5 x 11) - With receipt, one label per page	
Standard (8.5 x 11) - Without receipt, one label per page	

## Save Label(s) as PDF

a) If you would like to save the selected label as a PDF, select **Save as PDF**.

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B1		JG JG		Print Labels	Export Selected La		
Date Feb	e ruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Labe	ls)		"only labels available for print	will be printed
oel 1	Number 🗸	Search	mm/dd/yyyy	Shipped Status	Payment Status	<ul> <li>✓ Service Type</li> </ul>	Track Ship Again
ab	els (2)	Note: not all actions are available for the labels selected	Z Labels Track	Ship Again Save as PDF	Refund Cancel Refund	Create Keturn Label	Save as PDF Refund
			Service Type	Tracking	Payment Status	Cost 🗘	Cancel Refund Create Return Label
	Ship Date ᅌ	Recipient 🗘					
	Ship Date 🗘 February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90 Print	0 0 0

b) A **Select Printing Format for your Labels** popup modal will be displayed. Select a **printing format type** and select **Get PDF** to print.

elect Printing Format for your labels	
elect printing format for your labels. bel Printing Format 🕜	
Standard (8.5 x 11) - With receipt, one label per page	~
Label Printer Compatible (4 x 8) 1 page sheet	
Label Printer Compatible (4 x 5) 1 page sheet	
Standard (8.6 x 11) - With receipt, one label per page	
Standard (8.5 x 11) - Without receipt, one label per page	
Print later at Post Office	

# Request / Cancel Refund for Label(s)

a) If you would like to request a refund for the selected label, select **Refund.** 

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14			JG JG		Print Labels	Export Selected Labels (2)	
Date Feb	ruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lab	oels)		"only labels available for print	will be printed
oel I	Number V	Search	mm/dd/yyyy	Shipped Status	Payment Status	✓ Service Type	Track Ship Again Save as PDF
ab	els (2)	Note: not all actions are available for the labels selected	2 Labels Track	Ship Again Save as PDF	Refund Cancel Refund		Refund
	Ship Date 🗘	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘	Cancel Refund Create Return Label
	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE SCNS Tracking Test	<u>CA000588895US</u>	Account Charged	\$30.90 Print	
	February 28, 2025	JANE DOE 130 25 AVE SW	CP-PFRE SCNS Tracking Test	CA000588900US	Account Charged	\$30.90 Print	0 0

b) If the refund is successful, you will see the following green message bar displayed at the top of the page.

	sk Tools	88-4e89-4646-b444-2dd497a8538a Ir	nternational Help	Q
Click-N-Ship [®]		Switch Payer Shipping with	Account account: My Account	Γ _{Cart}
Label Manager / Shipping Histor	y / Address Book / USPS Connect® / Direct Conr	nect / Preferences / SCAN Forms	New Label	~

c) If you have requested a refund for the selected label and would like to cancel a refund, select **Cancel Refund.** 

Orde	er # D6B5DA2E-3	287-4E66-A3AF-F44DE6	9B14FA JC	3	Print Labels	Export Selected Labo	els (1)
ate		Observed to	Order Total			*only labels available for print w	ill be printed
	iary 28, 2025	Charged to EPS-3770	\$61.80 (2 Labe	els)			
el Ni	umber V	Search	mm/dd/yyyy	Shipped Status	Payment Status	✓ Service Type	Track
							Ship Again
abe	els (2)	Note: not all actions are available for the labels selected	I Track	Ship Again Save as PDF	Refund Cancel Refund	Create Return Label	Save as PDF
abe	<b>els (2)</b> Ship Date \$		I Label Track		Pofund	Create	Save as PDF

d) If the refund is successfully canceled, you will see the following **green message bar** displayed at the top of the page.

■USPS.COM°	Quick Tools	Success: cancelled refund(s) for d21e5188-4e89-4646-b444-2dd497a8	× ^C Locatio 8538a	ns 🥥 Support	* Informed Delivery	Hi, Johnny Q
Click-N-Ship	)®			r <u>er Account</u> rith account: My Acc	ount 🗘 car	t
Label Manager / Shippi	ing History / Address	Book / USPS Connect® / Direct Connect / Preferences / SCAI	N Forms	Ne	w Label 🗸 🗸 🗸	

#### Create a Return Label

a) To create a return label or the selected label, select **Create Return Label** (note, you will not be charged for this return label unless it is used by the recipient).

Oro	ler # D6B5DA2E-3	287-4E66-A3AF-F44DE6	9B14FA	IG	Print Labels	Export Selected Lab	
ate eb	ruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lab	els)		*only labels available for print s	will be printed
el I	Number 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Status	✓ Service Type	Track Ship Again Save as PDF
ab	els (2)	Note: not all actions are available for the labels selected	Z 2 Track	Ship Again Save as PDF	Refund Cancel Refund	Create Return Label <	Refund
	Ship Date 🗘	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘	Cancel Refund Create Return Label
	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	<u>CA000588895US</u>	Account Charged	\$30.90 Print	0 0
	February 28, 2025	JANE DOE 130 25 AVE SW	CP-PFRE	CA000588900US	Account Charged	\$30.90 Print	:

b) Once selected, a **Create a Return Label** popup modal will be displayed. Select the **Service Type** for your Return Label.

			>
Create Ret	urn Label		
	d for this return label unless it is show up in your Shipping Cart.	s used by the recipient. You will be notified of its	use
The return address on a	a return label will be the same as t	he Sender address for the outgoing label.	
Select the service type	for your return label		
Select a return servic	e		~
Priority Mail® Retur	'n		
Priority Mail Expres	s® Return		
USPS Ground Adva	ntage⊚ Return		
	Create & Print Now	Create & Save as PDF	
	Create & F	Print Later	

c) Once the Service Type is selected, the estimated charge amount when used will be displayed. Then, select the **Label Printing Format.** 

You will not be charged for this return label unless it is used by the recipient. You will be no and a postage due will show up in your Shipping Cart.	otified of its use
The return address on a return label will be the same as the Sender address for the outgoing lab	bel.
"Select the service type for your return label	
Priority Mail® Return 2-Day Delivery	~
Estimated amount charged upon use: \$7.42	
Select printing format for your labels. Label Printing Format 🕡	
Label Printer Compatible (4 x 6) 1 page sheet	~
Label Printer Compatible (4 x 6) 1 page sheet	
Label Printer Compatible (4 x 5) 1 page sheet	
Standard (8.5 x 11) - With receipt, one label per page	

d) Finally, review the Return Label details and select the **Create & Print Now, Create & Save as PDF,** or **Create & Print Later**.

<b>You will not be charged for this</b> and a postage due will show up in	return label unless it is used by the recipient. You will be notified of its use a your Shipping Cart.
he return address on a return lab	el will be the same as the Sender address for the outgoing label.
Select the service type for your re	eturn label
Priority Mail® Return 2-Day Delivery	~
Estimated amount charged	upon use: \$7.42
elect printing format for your la	
elect printing format for your la	abels.
elect printing format for your la abel Printing Format	abels.
elect printing format for your la abel Printing Format () Label Printer Compatible (4 x 6)	abels.

### Export All Labels from an Order via CSV File

a) to export all labels via CSV file, select the **Export All** button (this option is selected by default if no labels are selected).

0.0	ler # D6B5DA2E-328	7-4E66-A3AF-F44DE	69B14FA J	G	Prin	t Labels	Export All L	abels
Date Feb	ruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lab	els)		"only lab	oels available for print w	ill be printed
abel I	Number V	Search	mm/dd/yyyy	Shipped Status	✓ Payment Status	5 ~	Service Type	~
.ab	els (2)						<	>
1	Ship Date 🗘	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
-				CA000588895US	Refund Pending	\$30.90	Print	0 0
]	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE S CNS Tracking Test	<u></u>				

b) Once selected, an **Export Shipping History** popup modal will be displayed. Enter your email in the **Email** section to have the CSV file emailed to you (optional).

Export Shippir	ng History			
The CSV file you exp email address. If the			d be sent to the follow ent by email.	ing
Email				
			Export	

c) Select **Export** to export the CSV file.

Export Shipp	ng History		
	port will automatically a file size exceeds the r		owser and be sent to the following
email address. If th Email	a me size exceeds the r	naximum ilmit, it will	oniy be sent by effidit.
			Export

# Export Specific Labels from an Order via CSV File

a) to export selected labels via CSV file, select the checkbox of the labels and then select the **Export Selected Labels** button.

	r # D6B5DA2E-3	287-4E66-A3AF-F44DE6	9B14FA JC	à	Print Labels	Export Selected L	abels (2)
Date Februa	ary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Labe	ls)		*only labels available for p	rint will be printed
bel Nur	mber 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Status	<ul> <li>✓ Service Typ</li> </ul>	e Ship Again Save as PDF
abe	ls (2)	Note: not all actions are available for the labels selected	Z 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Ship Again Save as PDF	Refund Cancel Refund	Create Return Label	< Refund
	Ship Date ᅌ	Recipient 💠	Service Type	Tracking	Payment Status	Cost 🗘	Cancel Refund
	February 28, 2025	JANE DOE 130 25 AVE SW	CP-PFRE S CNS Tracking Test	CA000588895US	Account Charged	\$30.90 Print	
	February 28, 2025	CALGARY, CA					

b) Once selected, an **Export Shipping History** popup modal will be displayed. Enter your email in the **Email** section to have the CSV file emailed to you (optional).

	ping History			
		atically download ir eds the maximum li	d be sent to the following sent by email.	l.
Email			_	_
				_
			Errort	
			Export	

c) Select **Export** to export the CSV file.

Export Ship	ping History			
		y download in your brows maximum limit, it will or	ser and be sent to the following	
Email	The fire Size Exceeds the	indomoniani, it will of	ny be sent by enfail.	
			Export	

# All Actions within the Label Details Page

Within the Label Details page of a selected label, you'll be able to perform multiple actions to that specific label.

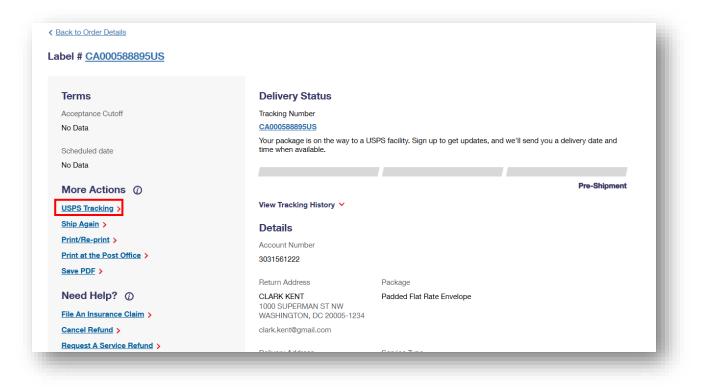
### 1) Select a Label to View

a) Select the Label Number hyperlink of the label that you would like to view.

ore	der # D6B5DA2E-328	37-4E66-A3AF-F44DE	69B14FA	JG	Print	Labels	Export All L	abels
Date Feb	a ruary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Lab	oels)		*only la	bels available for print w	rill be printed
ıbel I	Number 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	Payment Status	~	Service Type	
.ab	oels (2)						<	>
]	Ship Date ᅌ	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
]	Ship Date 🗘 February 28, 2025	Ane DOE 130 25 AVE SW CALGARY, CA	Service Type CP-PFRE S CNS Tracking Test	Tracking CA000588895US	Payment Status Refund Pending	Cost 🗘 \$30.90	Print	0 0

### View USPS Tracking for Label

a) If you would like to view the USPS[®] tracking for the label, select **USPS Tracking** from the **More Actions** section, and you'll be redirected to the USPS[®] tracking page for that label.



b) Once selected, you will be redirected to the USPS® Tracking page for that label.

Copy Add to Informed Delivery           Latest Update           A shipping label has been prepared for your item. A delivery date will be provided when USPS receives the package; contact the	<ul> <li>Pre-Shipment</li> <li>Shipping Label Created, USPS Awaiting Item WASHINGTON, DC 20005</li> <li>February 28, 2025, 4:00 pm</li> </ul>	
Shipper or shipping partner with any inquiries.	What Do USPS Tracking Statuses Mean?	
Text & Email Updates		$\sim$
USPS Tracking Plus®		$\checkmark$
Product Information		$\sim$

### Ship Label Again

a) If you would like to ship the same label again, select Ship Again.

el # <u>CA000588895US</u>			
<u>OA000000000000000000000000000000000000</u>			
Terms	Delivery Status		
Acceptance Cutoff	Tracking Number		
No Data	CA000588895US		
Scheduled date	Your package is on the way to a Us time when available.	SPS facility. Sign up to get updates, and we'll send you a delivery date and	ł
No Data			
More Actions (i)		Pre-Shipm	ent
<b>U</b>	View Tracking History 💙		
USPS Tracking >			
<u>Ship Again</u> ≻	Details		
Print/Re-print >	Account Number		
Print at the Post Office >	3031561222		
Save PDF >			
	Return Address	Package	
Need Help? ()	CLARK KENT 1000 SUPERMAN ST NW	Padded Flat Rate Envelope	
File An Insurance Claim >	WASHINGTON, DC 20005-1234		
Cancel Refund >	clark.kent@gmail.com		
Request A Service Refund >			

b) Once selected, a new label with the exact same details will be readded to your Label Cart and the following **green message bar** will be displayed at the top of the page.

Success! Added D21E5188-4E89-4646-B444-2DD497A8538A	×		🕥 support 🛛 🛠 ॥ ational	nformed Delivery	Hi, Johnny Q
Click-N-Ship [®]		witch Payer Accorn	ount ount: My Accoun	t ↓1	Cart
Label Manager / <u>Shipping History</u> / Address Book / USPS Connect® / Direct Connect / Preferences / S	SCAN Forms	s	New L	abel	~
Back to Order History					

### Print / Re-Print Label

a) If you would like to print or re-print the selected label, select the **Print Labels** button.

el # <u>CA000588895US</u>		
ērms	Delivery Status	
Acceptance Cutoff	Tracking Number	
lo Data	CA000588895US	
cheduled date	Your package is on the way to a U time when available.	SPS facility. Sign up to get updates, and we'll send you a delivery date and
lo Data		
More Actions (2)		Pre-Shipment
ISPS Tracking >	View Tracking History 💙	
ihip Again >	Details	
rint/Re-print >	Account Number	
rint at the Post Office >	3031561222	
ave PDF >		
	Return Address	Package
leed Help? (j)	CLARK KENT	Padded Flat Rate Envelope
ile An Insurance Claim >	1000 SUPERMAN ST NW WASHINGTON, DC 20005-1234	
ancel Refund >	clark.kent@gmail.com	
Request A Service Refund >		

b) A **Select Printing Format for your Labels** popup modal will be displayed. Select a **printing format type** and select **Get PDF** to print.

elect Printing Format for your labels	
elect printing format for your labels.	
bel Printing Format	
Standard (8.5 x 11) - With receipt, one label per page	~
Label Printer Compatible (4 x 8) 1 page sheet	
Label Printer Compatible (4 x 5) 1 page sheet	
Standard (8.5 x 11) - With receipt, one label per page	
Standard (8.5 x 11) - Without receipt, one label per page	
Print later at Post Office	

Print Label at the Post Office (Label Broker)

a) If you would like to print your label at a nearby USPS[®] Post Office[™], select **Print at the Post Office.** 

oel # <u>CA000588895US</u>			
Terms	Delivery Status		
Acceptance Cutoff	Tracking Number		
No Data	CA000588895US		
Scheduled date	Your package is on the way to a U time when available.	SPS facility. Sign up to get updates, and we'll send you a delivery date and	
No Data			
	_	Pre-Shipme	nt
More Actions ①			
USPS Tracking >	View Tracking History 🗡		
Ship Again >	Details		
Print/Re-print >	Account Number		
Print at the Post Office >	3031561222		
Save PDF >			
	Return Address	Package	
Need Help? ⑦	CLARK KENT	Padded Flat Rate Envelope	
File An Insurance Claim >	1000 SUPERMAN ST NW WASHINGTON, DC 20005-1234		
Cancel Refund >	clark.kent@gmail.com		
Request A Service Refund >			

b) Enter the email in the provided textbox to and select **Submit** to receive a QR code that can be scanned at the USPS[®] Post Office[™].

Print at the Po	st Office	
When choosing this option, I Locations. For more informa	JSPS will send you an e-mail containing a QR code that can be scanned at participating USPS Retail tion, visit Label Broker FAQs	
Enter your email to receive th	e QR code.	
1	••••	
Submit		
Gubinit		

# Save Label as PDF

a) If you would like to save the selected label as a PDF, select **Save as PDF**.

el # <u>CA000588895US</u>			
Terms	Delivery Status		
acceptance Cutoff	Tracking Number		
lo Data	CA000588895US		
icheduled date	Your package is on the way to a time when available.	USPS facility. Sign up to get updates, and we'll send y	ou a delivery date and
lo Data			
Nore Actions ⑦			Pre-Shipment
ISPS Tracking >	View Tracking History 💙		
hip Again >	Details		
rint/Re-print >	Account Number		
rint at the Post Office >	3031561222		
ave PDF >	COCTOCILLE		
	Return Address	Package	
leed Help? (j)	CLARK KENT	Padded Flat Rate Envelope	
ile An Insurance Claim >	1000 SUPERMAN ST NW WASHINGTON, DC 20005-1234		
ancel Refund >	clark.kent@gmail.com		
Request A Service Refund >	Dalisson Address		

b) A **Select Printing Format for your Labels** popup modal will be displayed. Select a **printing format type** and select **Get PDF** to print.

elect Printing Format for your labels	
elect printing format for your labels.	
bel Printing Format 🕡	
Standard (8.5 x 11) - With receipt, one label per page	~
Label Printer Compatible (4 x 8) 1 page sheet	
Label Printer Compatible (4 x 5) 1 page sheet	
Standard (8.5 x 11) - With receipt, one label per page	
Standard (8.5 x 11) - Without receipt, one label per page	
Print later at Post Office	

### Create a Return Label

a) To create a return label or the selected label, select **Create Return Label** (note, you will not be charged for this return label unless it is used by the recipient).

oel # <u>9405530109355109327661</u>		
Terms	Delivery Status	
Acceptance Cutoff	Tracking Number	
03/03/2025	42028203517794055301093	355109327661
12:00 AM		
Scheduled date		Status Not Availab
03/05/2025		e incorrect or the status update is not yet available. Please verify your tracking
12:00 AM	number and try again later.	
Mara Astiona ()	Details	
More Actions ②	Account Number	
USPS Tracking >	3031500001	
Ship Again >		
Print/Re-print >	Return Address	Package
Print at the Post Office >	CLARK KENT SUPERMAN WAREHOUSE	Flat Rate Envelope
Save PDF >	1400 SUPERMAN ST NW	
Create Return Label >	WASHINGTON, DC 20005-1	1224
	clark.kent@gmail.com	
Need Help? ②	Delivery Address	Service Type
File An Insurance Claim >	JOE BOB	Priority Mail®
Request a Refund >	1414 S BURGER ST	
Request A Service Refund >	CHARLOTTE, NC 28203-51	77

b) Once selected, a **Create a Return Label** popup modal will be displayed. Select the **Service Type** for your Return Label.

Create Ret	ırn Label		
	d for this return label unless it how up in your Shipping Cart.	is used by the recipient. You will b	e notified of its use
ne return address on a	return label will be the same as	the Sender address for the outgoin	g label.
elect the service type	for your return label		
Select a return servic	9		~
Priority Mail® Retur	ı		
Priority Mail Express	® Return		
USPS Ground Advar	tage® Return		
	Create & Print Now	Create & Save as PDF	

c) Once the Service Type is selected, the estimated charge amount when used will be displayed. Then, select the **Label Printing Format.** 

and a postage due will show up in your Shipping Cart.	se
The return address on a return label will be the same as the Sender address for the outgoing label.	
Select the service type for your return label	
Priority Mail® Return 2-Day Delivery	~
Estimated amount charged upon use: \$7.42	
Select printing format for your labels.	
Label Printing Format for your labels. Label Printing Format () Label Printer Compatible (4 x 6) 1 page sheet	~
Label Printing Format	~
Label Printing Format () Label Printer Compatible (4 x 6) 1 page sheet	~

d) Finally, review the Return Label details and select the **Create & Print Now, Create & Save as PDF,** or **Create & Print Later**.

You will not be charged for this re nd a postage due will show up in y	eturn label unless it is used by the recipient. You will be notified of its use
ia a postage que will snow up in y	your snipping care.
e return address on a return labe	I will be the same as the Sender address for the outgoing label.
elect the service type for your ret	urn label
Priority Mail® Return	,
2-Day Delivery	· ·
-	•
elect printing format for your lak	•
elect printing format for your lak	bels.
· · ·	bels.
elect printing format for your lat abel Printing Format (j) Label Printer Compatible (4 x 6) 1	bels.

#### View Free Shipping Supplies Order Details & Status

- a) To view the status of your shipping supplies (if they were added to your order at purchase), select **Shipping Supplies Status.** 
  - i. Note, the Free Shipping Supplies will be displayed as its own line item within the Order Details page as shown below. To view the Shipping Supplies details page, select the Shipping Supplies Order ID.

Ora	er # D6B5DA2E-328	7-4E66-A3AF-F44DE69	B14FA JG	)	Print L	abels	Export All L	abels
Date Febr	uary 28, 2025	Charged to EPS-3770	Order Total \$61.80 (2 Labels	)		*only lai	bels available for print w	ill be printed
bel N	lumber 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	~ Payment Status	~	Service Type	
ab	els (2)						<	>
1	Ship Date ᅌ	Recipient 🛇	Service Type	Tracking	Payment Status	Cost 🗘		
		CLARK KENT	None	<u>O 1095X</u>	Account Charged	\$0.00	Print	:

- b) Once on the Free Shipping Supplies, select **Shipping Supplies Status** and you will be redirected to your USPS Activity History.
- c) To view details about the selected Free Shipping Supplies, refer to the **Details** section.

bel # <u>O_1095X</u>				
Terms	Details			
Acceptance Cutoff	Account Number			
No Data	303156648			
Scheduled date	No Return Address			
No Data	Delivery Address	Service Type		
More Actions ②	CLARK KENT SUPERMAN WAREHOUSE	USPS Ground	Advantage® Service	
USPS Tracking >	1400 SUPERMAN ST NW			
Ship Again >	WASHINGTON, DC 20005-12	224		
Print/Re-print >	clark.kent@gmail.com			
Print at the Post Office >				
Save PDF >				
Shipping Supplies Status >	Order Number		Service Type	Price
	1149C94F-19CA-4BE0-BFC	D-1A91E5C52B2A	USPS Ground Advantage®	0.0
Need Help? ①	Transaction Type		Service Military Care Kit (2)	Fre
File An Insurance Claim >	FREE_SUPPLY		Priority Mail® Side-Loading Large	Fre
Request a Refund >			Box (2)	110
Request A Service Refund >	Payment Method			
	EPS-3770		Label Total	Free
	Payment Status			
	Account Charged			

# File an Insurance Claim for the Label

a) If you would like to file an insurance claim for the selected label, refer to the **Need Help** section and select **File an Insurance Claim** and you will be redirected to the <u>USPS® Claims</u> <u>Portal</u>.

bel # <u>9405530109355109327661</u>		
Terms	Delivery Status	
Acceptance Cutoff	Tracking Number	
03/03/2025	4202820351779405530109	0355109327661
12:00 AM		
Scheduled date		Status Not Availat
03/05/2025	The tracking number may t number and try again later.	be incorrect or the status update is not yet available. Please verify your tracking
12:00 AM	number and try again later.	
More Actions ()	Details	
USPS Tracking >	Account Number	
Ship Again >	3031500001	
	Return Address	Package
Print/Re-print > Print at the Post Office >	CLARK KENT SUPERMAN WAREHOUSE	Flat Rate Envelope
Save PDF >	1400 SUPERMAN ST NW WASHINGTON, DC 20005-	1004
Create Return Label >	clark.kent@gmail.com	1224
Need Help? ()	Gark.Kentegmail.com	
	Delivery Address	Service Type
File An Insurance Claim >	JOE BOB	Priority Mail®
Request a Refund >	1414 S BURGER ST CHARLOTTE, NC 28203-5	

# Request / Cancel a Refund

e) If you would like to request a refund for the selected label, refer to the **Need Help** section and select **Request a Refund.** 

bel # <u>9405530109355109327661</u>		
Terms	Delivery Status	
	-	
Acceptance Cutoff	Tracking Number	10007001
03/03/2025	<u>4202820351779405530109355</u>	109327661
12:00 AM		
Scheduled date		Status Not Availab
03/05/2025		correct or the status update is not yet available. Please verify your tracking
12:00 AM	number and try again later.	
More Actions (j)	Details	
USPS Tracking >	Account Number	
Ship Again >	3031500001	
	Return Address	Package
Print/Re-print >	CLARK KENT	Flat Rate Envelope
Print at the Post Office >	SUPERMAN WAREHOUSE	
Save PDF >	1400 SUPERMAN ST NW	
Create Return Label >	WASHINGTON, DC 20005-1224	4
Need Hele 0	clark.kent@gmail.com	
Need Help? ⑦	Delivery Address	Service Type
File An Insurance Claim >	JOE BOB	Priority Mail®
Request a Refund >	1414 S BURGER ST	
Request A Service Refund >	CHARLOTTE, NC 28203-5177	

f) Once selected, a confirmation popup will be displayed. Select **Yes** to proceed with requesting a refund.

Are you sure you want to refund	this item?		×
	NO	YES	
			_

g) If the refund is successful, you will see the following green message bar displayed at the top of the page.

USPS.COM°	Quick Tools	Success: refunded item(s): d21e5188-4e89-4646-b444-2dd497a8538	×	O Support 🛠 Informed I	Hi, Johnny
Click-N-Sh	ip [®]		Switch Payer Accord		↓0↓ Cart
Label Manager / Shi	pping History / Address Book	/ USPS Connect® / Direct Connect / Preferences / SCAN f	orms	New Label	~

h) If you have requested a refund for the selected label, refer to the **Need Help** section again and select **Cancel Refund.** 

bel # 9405530109355109327661		
Terms	Delivery Status	
Acceptance Cutoff	Tracking Number	
03/03/2025	42028203517794055301093	<u>55109327661</u>
12:00 AM		
		Status Not Available
Scheduled date	The tracking number may be	incorrect or the status update is not yet available. Please verify your tracking
03/05/2025	number and try again later.	incorrect of the status update is not yet available. Please verify your tracking
12:00 AM		
More Actions @	Details	
<b>v</b>	Account Number	
USPS Tracking >	3031500001	
<u>Ship Again</u> >		
Print/Re-print >	Return Address	Package
Print at the Post Office >	CLARK KENT SUPERMAN WAREHOUSE	Flat Rate Envelope
Save PDF >	1400 SUPERMAN ST NW	
Create Return Label >	WASHINGTON, DC 20005-1	224
	clark.kent@gmail.com	
Need Help? ()		
File An Insurance Claim >	Delivery Address	Service Type
Cancel Refund >	JOE BOB	Priority Mail®
Request A Service Refund >	1414 S BURGER ST CHARLOTTE, NC 28203-517	7

i) If the refund is successfully canceled, you will see the following **green message bar** displayed at the top of the page.

≥USPS.COM°	Quick Tools	Success: cancelled refund(s) for d21e5188-4e89-4646-b444-2d		Coostions 🕜 Support 🛪	f Informed Delivery Hi, Johnny Help Q
Click-N-Sh	ip [®]			tch Payer Account oping with account: My Acco	unt Cart
Label Manager / Shi	pping History / Address	: Book / USPS Connect® / Direct Connect / Preferences /	SCAN Forms	New	Label

### Request a Service Refund

a) To request a refund for an unused or unwanted extra service, refer to the **Need Help** section and select **Request a Service Refund** and you will be redirected to the <u>USPS®</u> <u>Service Refund Portal</u>.

bel # <u>9405530109355109327661</u>		
Terms	Delivery Status	
Acceptance Cutoff	Tracking Number	
03/03/2025	420282035177940553010935	<u>5109327661</u>
12:00 AM	_	
Scheduled date		Status Not Availabl
03/05/2025		ncorrect or the status update is not yet available. Please verify your tracking
12:00 AM	number and try again later.	
More Actions (7)	Details	
•	Account Number	
USPS Tracking >	3031500001	
Ship Again >		
Print/Re-print >	Return Address	Package
Print at the Post Office >	CLARK KENT SUPERMAN WAREHOUSE	Flat Rate Envelope
Save PDF >	1400 SUPERMAN ST NW	
Create Return Label >	WASHINGTON, DC 20005-122	24
	clark.kent@gmail.com	
Need Help? ①	Delivery Address	Service Type
File An Insurance Claim >	JOE BOB	Priority Mail®
Cancel Refund >	1414 S BURGER ST	riony marc
Request A Service Refund >	CHARLOTTE, NC 28203-5177	,

### View Label's Delivery Status

- a) To view the label's Delivery Status, refer to the **Delivery Status** section and select the hyperlinked **Tracking Number** to be redirected to the USPS[®] tracking page for that label.
  - *i.* Note, this can also select **USPS Tracking** from the **More Actions** section, and you'll be redirected to the USPS® tracking page for that label.
- b) To view the delivery status of the package, refer to the **Delivery Status progress bar**.
- c) To view the entire tracking history, select the **View Tracking History** toggle.

abel # CA000588895US		
<u></u>		
Terms		Delivery Status
Acceptance Cutoff		Tracking Number
No Data	( a )	CA000588895US
Scheduled date		Your package is on the way to a USPS facility. Sign up to get updates, and we'll send you a delivery date and time when available.
No Data		
Ho bulu	(b)	
More Actions ()		Pre-Shipmer
USPS Tracking > ( j )	( c )	View Tracking History 🔨
Ship Again >		
Print/Re-print >		2025-02-28, Invalid Date
Print at the Post Office >		Shipping Label Created, USPS Awaiting Item
Save PDF >		WASHINGTON, DC 20005 A shipping label has been prepared for your item. A delivery date will be provided when USPS
		receives the package; contact the shipper or shipping partner with any inquiries.
Need Help? (j)		

# View Label Details & Order Summary

a) To view the label details (*such as Return Address, Delivery Address, Package Type, and Service Type*), refer to the **Details** section of the Label Details page.

01 # 0405520100255100207661			
el # <u>9405530109355109327661</u>			
Terms	<b>Delivery Status</b>		
Acceptance Cutoff	Tracking Number		
03/03/2025	4202820351779405530109355	109327661	
12:00 AM	_		
			Status Not Availab
Scheduled date 03/05/2025	The tracking number may be in	correct or the status update is not yet	
12:00 AM	number and try again later.	concer of the status update is not yet	available. Fieldoe verify your dataking
12:00 AM	D. I. T.		
More Actions ()	Details		
USPS Tracking >	Account Number		
	3031500001		
Ship Again >	Return Address	Package	
Print/Re-print >	CLARK KENT	Flat Rate Envelope	
Print at the Post Office >	SUPERMAN WAREHOUSE		
Save PDF >	1400 SUPERMAN ST NW		
Create Return Label >	WASHINGTON, DC 20005-122 clark.kent@gmail.com	4	
Need Help? ()	Garkitentwyman.com		
	Delivery Address	Service Type	
File An Insurance Claim >	JOE BOB	Priority Mail®	
Cancel Refund >	1414 S BURGER ST		
Request A Service Refund >	CHARLOTTE, NC 28203-5177		

- b) To view the **Order Details** (such as the Order Number ID, Transaction Type, Payment Method Type, and Payment Status), refer to the left side of the **Details** section.
- c) To view the Label Summary, refer to the right side of the Details section.

( a )

Order Number	Service Type	Price
E9BC2781-AEC2-4BA4-A234-79A92CDD09F7	Priority Mail International® Small Flat	\$44.80
Transaction Type	Rate Envelope	
LABEL	Label Total	\$44.80
Payment Method		
AMEX-1008	( b )	
Payment Status		
Refunded		

# View Labels Action History Table

a) To view all actions made toward the label, refer to the **Label History table** at the bottom of the Label Details page. Here you will see the timestamp along with the action that was performed on that specific label (such as paying, printing, requesting a refund, etc.).

Timestamp	Message	
05/01/2024 8:18 PM	LABEL PRINTED: LETTER	
05/01/2024 8:18 PM	Getting Payment	
05/01/2024 8:16 PM	Setting Payment	

# **Enhanced Click-N-Ship Shipping History Dashboard**

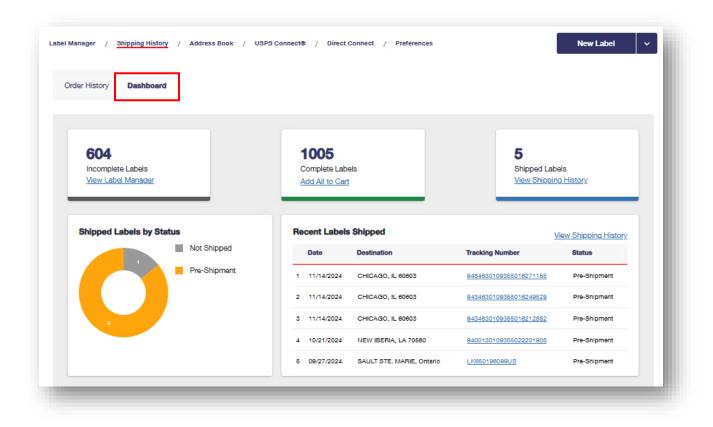
Within your Shipping History Dashboard, you will be able to see an analytical overview of the labels that you have created, purchased, and shipped through the Enhanced Click-N-Ship® application.

- 1) Access the Shipping History Dashboard
  - a) Click on **Shipping History** tab in the navigation menu.

Click-N-Ship [®]			Cart
Enjoy your discounted rates with Click-N-Ship's Business Rate Card!			×
Label Manager / Shipping History / Address Book / USPS Connect® / Direct C	connect / Preferences / SCAN Forms	New Label	~
Hi, Ted! Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view	What's in you	r Label Manager?	

### 2) View the Shipping History Dashboard

a) By default, you will be in the Order History view. Select the **Dashboard** tab.

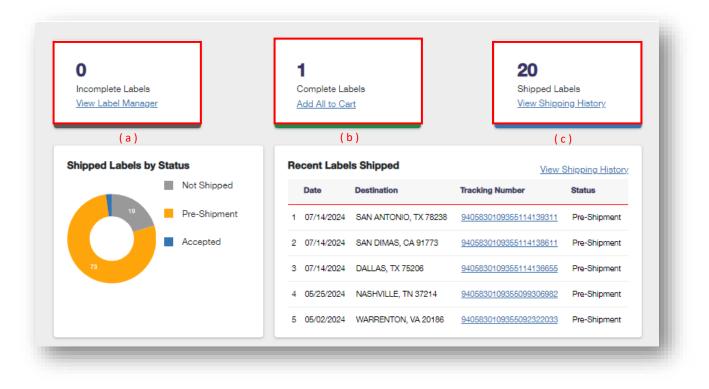


# All Actions within Shipping History Dashboard

Within the Shipping History Dashboard, you'll be able to see and perform the following actions to the following sections.

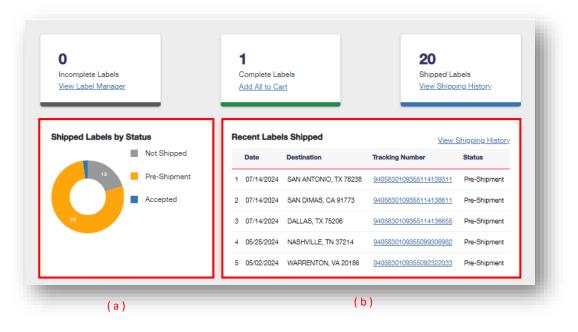
## View Incomplete, Complete, and Shipped Labels

- a) To view the total number of *incomplete* labels that are in your Label Manager, refer to the **Incomplete Labels** section. You can also choose to view the incompletes labels via your Label Manager by selecting **View Label Manager**.
- b) To view the total number of *complete* labels that are in your Label Manager, refer to the **Complete Labels** section. You can also choose to add all of the completed labels that are within your Label Manager to the Label Cart by selecting **Add All to Cart.**
- c) To view the total number of *shipped* labels that are in your Shipping History, refer to the Shipped Labels section. You can also choose to view all the shipped labels via your Shipping History by selecting View Shipping History.



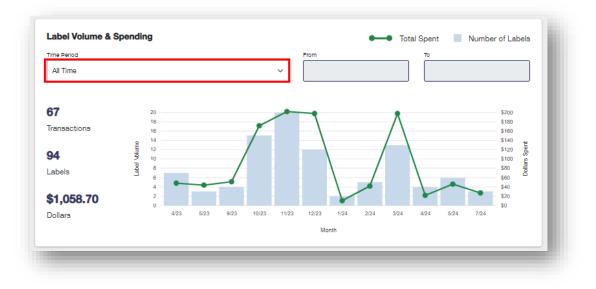
## View Shipped Labels by Status and Recent Labels Shipped

- a) To view a detailed breakdown of the total number of *shipped* labels by status, refer to the **Shipped Labels by Status** section.
- b) To view a list of the most recent labels that you've shipped, refer to the **Recent Labels Shipped** section. You can also choose to view the recently shipped labels via your Shipping History by selecting **View Shipping History**.



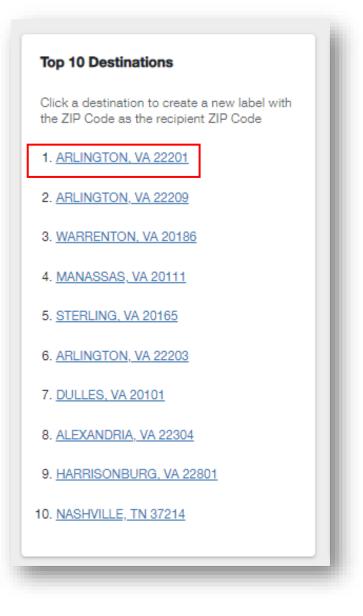
### View Label Volume & Spending

- a) To view a detailed breakdown of your label volume and spending, refer to the **Label Volume & Spending** section.
- b) To filter by time period, select the **Time Period** dropdown, and select a time period from the options available.



### View Your Top 10 Shipping Destinations

- a) To view a list of the top ten destinations that you most recurringly ship to refer to the **Top 10 Destinations** section.
- b) You can also choose to create a label by selecting on the City hyperlink. Once selected, you will be redirected to the single label flow page where you'll be able to create a label with the prepopulated city, state, and zip code[™] fields.



### View Label Volume by Destination

- a) To view detailed breakdown of your label volume by destination (ZIP code[™]), refer to the **Label Volume by Destination** section.
- b) To filter by time period, select the **Time Period** dropdown, and select a time period from the options available.



# Legacy Click-N-Ship Archived History

Within the Legacy Click-N-Ship[®] Archived History, you will be able to view all of the previous Orders, Labels, and Transactions that you have made using the Legacy Click-N-Ship[®] application over the last 12 months (**February 20**th, **2024 – February 20**th, **2025**).

# 1) Access the Legacy Click-N-Ship® Archived History

a) Click on **Shipping History** 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 Co	nnect / Preferences / SCAN Fe	orms New L	abel 🗸
Hi, Ted!			
Hi, Ted! Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view	What's in	your Label Manager?	
	What's in 1 • Incomplete Labels	your Label Manager? 3 • Complete Labels	

b) By default, you will be in the Order History view. Select the **Archive History** tab to proceed with viewing the Legacy CNS Order History.

	History Da	shboard Archived	lietery				Export All Orders	
art Date	yyy 🛗	End Date mm/dd/yyyy						
	rder / Transaction Num		ber v Si	earch			Payment Method	~
Orde	ers (3)						< >	
	Order 🗘	Date 🗘		Labels	Payment Method	Total 🗘		
	<u>605719152</u>	October 21, 2024		1	DISC-5067	\$10.45	View Order	]

# Searching for Legacy Orders within Archived History

Within the Archived History, you'll be able to filter the search for your purchased Legacy orders by different filters.

### Search by Date Range

a) Select the **Calendar** icon from the **Start Date** section and select a date.

irt Date	E	d Date					
mm/dd/yyyy		mm/dd/yyyy					
March 2025 ▼ ↑	↓	Label Number	Search			Payment Method	
23 24 25 26 27 28							
2 3 4 5 6 7	8						
9 10 11 12 13 14							< >
16         17         18         19         20         21           23         24         25         26         27         28		Date 🛟	Labels	Payment Method	Total 🗘		
30 31 1 2 3 4 Clear To	5 iday	October 21, 2024	1	DISC-5067	\$10.45		View Order
605283289		September 27, 2024	1	DISC-5067	\$24.80		View Order

b) Select the **Calendar** icon from the **End Date** section and select a date.

art Date	End D	ate										
mm/dd/yyyy	ti mn	n/dd/yyj	y		▦							
arch by Order / Transaction N	umbe Mar	ch 2025 ·	,		$\uparrow \downarrow$							
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		Mo T	u We	Th	Fr Sa	~	Search			Payment Method		`
		24 2										
o	2				78							
Orders (3)	9				14 15						<	>
Order 🗘		17 1 24 2					Labels	Payment Method	Total 🗘			
605719152	30	31 1	2	3	4 5		1	DISC-5067	\$10.45			

c) Once the Start and End Date are selected, the associated order(s) will automatically be displayed in the **Orders Table.** 

						Export All Orders
rt Date		End Date				
10/01/20	024	mm/dd/yyyy				
rch by Or	rder / Transaction Numbe					
					P	
000000	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Label No	umber V Search		Payme	ent Method 💊
~~~~~	000000-000000	Label Nu	umber V Search		Payme	ent Method
		Label Nu	umber V Search		Payme	
	ers (1)	Label N	umber V Search		Рауте	ant Method
		Date 🗘	umber V Search Labels	Payment Method	Total 🗘	
Orde	ers (1)			Payment Method DISC-5067		

Search by Order / Transaction Number

a) Enter the Legacy Order or Transaction Number in the **Search by Order / Transaction Number** textbox (please do not include any dashes or special symbols in the text box, otherwise the order will not populate as needed).

		End Date						
rt Date mm/dd/j	yyyy 🛗	mm/dd/yyyy	₩					
	rder / Transaction Number		Label Number	✓ Search			Payment Method	~
Orde	ers (3)							< >
Orde	order ᅌ	Date 🗘		Labels	Payment Method	Total 🗘		< >

b) Once the Legacy Order or Transaction Number is entered, the associated order will automatically be displayed in the Order Table.

order	History [ashboard A	rchived History					Export All Ord	lers
nt Date mm/dd/y		End Date mm/dd/yyy	vy 🛗						
arch by Or 6057191	rder / Transaction Ni 52	umber	Label Number	✓ Search			Payment Method		~
Orde	ers (1)							< >	
	Order 🗘	Date	• ♦	Labels	Payment Method	Total 💲			
	<u>605719152</u>	Octo	ober 21, 2024	1	DISC-5067	\$10.45		View Orde	er

Search by Label Number

a) Click on the action dropdown and select **Label Number.** Once selected, enter the 22-digit Legacy Label Number associated with a specific Legacy order in the **Search** textbox.

								Export All Orders
rt Date	E	ind Date						
nm/dd/	уууу 🗰	mm/dd/yyyy	iiii					
rch by O	rder / Transaction Number							
~~~~~	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		Label Number 🗸 🗸	Search			Payment Method	~
			Label Number					
Orders (3)			Recipient Name					
		Recipient Email						< >
	Order 💲	Date 🗘	Recipient Address	Labels	Payment Method	Total 🗘		
	005710150	Ostabas	Refund Transaction	1	DISC-5067	¢10.45		
	<u>605719152</u>	October 2	21, 2024	1	DISC-5007	\$10.45		View Order

b) Once the Legacy Label Number is entered, the associated Legacy order(s) will automatically be displayed.

Order Hi	Istory Da	shboard	Archive	d History					Export All	Orders
tart Date End Da		End Date	ate							
mm/dd/yyy	ry 🛗	mm/d	d/yyyy	曲						
Irch by Order	r / Transaction Num	er								
	r / Transaction Numi			Label Number	✓ 9405503699300	718846654	Рау	ment Method		~
000000000	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			Label Number	9405503699300	718846654	Payr	ment Method		~
	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			Label Number	✓ 9405503699300	718846654	Pay	ment Method	<	>
000000000	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	X	Date 🗘	Label Number	✓ 9405503699300 Labels	718846654 Payment Method	Total 🛟	ment Method	<	>

# Search by Recipient Name

a) Click on the action dropdown and select **Recipient Name.** Once selected, enter the Recipient Name associated with a specific Legacy order in the **Search** textbox.

								Export All Orders
rt Date		End Date						
mm/dd/	/уууу 🛗	mm/dd/yyyy	t					
arch by C	Order / Transaction Number							
xxxxxx	000000-x000x-x00000x		Recipient Name 🗸	Search			Payment Method	~
			Label Number					
Orders (3)		Recipient Name					< >	
			Recipient Email					
	Order 🛟	Date 🗘	Recipient Address	Labels	Payment Method	Total 🗘		
	605719152	October 2	Refund Transaction	1	DISC-5067	\$10.45		
	000710102	000001	1,2024		2100-3007	010.45		View Order

b) Once the **Recipient Name** is entered, the associated Legacy order(s) will automatically be displayed.

Order History	Dashboard Arc	hived History				Export All Orders
art Date mm/dd/yyyy	End Date mm/dd/yyyy	曲				
arch by Order / Transactio		Recipient Name 🗸	Johnny		Payment	Method ~
Orders (2)						< >
Order 🗘	Date 🔇	>	Labels	Payment Method	Total 💲	
6057191	52 October	r 21, 2024	1	DISC-5067	\$10.45	View Order
	<u>90</u> Septem	ber 26, 2024	1	DISC-5067	\$9.85	View Order

## Search by Recipient Email

a) Click on the action dropdown and select **Recipient Email.** Once selected, enter the Recipient Email associated with a specific Legacy order(s) in the **Search** textbox.

art Date		End Date						
mm/dd/		mm/dd/yyyy	曲					
-	000000-0000000000000000000000000000000		Recipient Email 🗸 🗸	Search			Payment Method	~
			Label Number					
Orde	ers (3)		Recipient Name					< >
	.,		Recipient Email					
	Order 🗘	Date 🗘	Recipient Address	Labels	Payment Method	Total 🗘		
	<u>605719152</u>	October 2	Refund Transaction 1, 2024	1	DISC-5067	\$10.45		View Order

b) Once the **Recipient Email** is entered, the associated Legacy order(s) will automatically be displayed.

		5.10.				
nrt Date mm/dd/		End Date mm/dd/yyyy				
	)rder / Transaction Number	Recipient Email	✓ Search		Paymer	nt Method ~
Orde	ers (3)					< >
Orde	Order 🗘	Date 🗘	Labels	Payment Method	Total 🗘	< >

## Search by Recipient Address

a) Click on the action dropdown and select **Recipient Address.** Once selected, enter the Recipient Address associated with a specific Legacy order in the **Search** textbox.

Order History	Dashboard		ved History					Export All Order	rs
t Date nm/dd/yyyy		d/yyyy	₩						
rch by Order / Transact			Recipient Address 🗸	Search			Payment Method		~
			Label Number						
Orders (3)			Recipient Name Recipient Email					< >	
Order	ا	Date 🗘	Recipient Address	Labels	Payment Method	Total 🗘			
605719	<u>152</u> (	October 2	Refund Transaction 1, 2024	1	DISC-5067	\$10.45		View Order	٦

b) Once the **Recipient Address** is entered, the associated Legacy order(s) will automatically be displayed.

t Date		End Date				
nm/dd/	ww 🛱	mm/dd/yyyy 🛗				
-	rder / Transaction Number	Recipient Address ~	318		Рауг	ment Method
Orde	ers (2)					< >
_	e <b>rs (2)</b> ^{Order} ≎	Date 🛟	Labels	Payment Method	Total 🗘	< >
Orde		Date 🗘 October 21, 2024	Labels 1	Payment Method DISC-5067	Total 🗘 \$10.45	< >

### Search by Refund Transaction

a) Click on the action dropdown and select **Refund Transaction.** Once selected, enter the Legacy Refund Transaction Number associated with a specific Legacy order in the **Search** textbox.

	r History Dashbo	ard Archi	ved History					Export All Orders
art Date		End Date						
mm/dd/	/уууу 🛗	mm/dd/yyyy	ä					
arch by O	Order / Transaction Number							
XXXXXXXXX	000000-0000-0000000		Refund Transaction~	Search			Payment Method	~
			Label Number					
Orde	ers (3)		Recipient Name					< >
oruc	010 (0)		Recipient Email					
	Order 🛟	Date 🗘	Recipient Address	Labels	Payment Method	Total 🛟		
	<u>605719152</u>	October 2	Refund Transaction	1	DISC-5067	\$10.45		View Order
								View Order

b) Once the Legacy **Refund Transaction Number** is entered, the associated Legacy order(s) will automatically be displayed.

Date	yyyy 🛗	End Date mm/dd/yyyy				
-	rder / Transaction Number	Refund Transactio	n∨ Search		Paymen	Method
Drde	ers (3)					< >
				Deverseek Mathead	Total 🗘	
]	Order 🛟	Date 🛟	Labels	Payment Method	iotai 🗸	

## Search by Payment Method

a) Select the **Payment Method** dropdown and select a payment method type.

							· ·	All Orders
tart Date		End Date						
mm/dd/	уууу 🛗	mm/dd/yyyy	曲					
earch by O	rder / Transaction Numb	er						
xxxxxxx	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	x	Refund Transaction~	Search			Payment Method	~
							Payment Method	
							ACH Payment	
Orde	ers (3)						Trust Account	
	Order 🗘	Date 🔇	<b>`</b>	Labels	Payment Method	Total 🗘	Credit Card	
		Date	/	Labels	r ayment method	iotai 🗸	Paypal Account	
	<u>605719152</u>	October	r 21, 2024	1	DISC-5067	\$10.45	EPS Debit Account	
							Loyalty Credits	

b) Once the Payment Method type is selected, the associated Legacy order(s) will automatically be displayed.

art Date	E	ind Date					
mm/dd/yy	луу 🗰	mm/dd/yyyy 🛗					
arch by Ord	er / Transaction Number						
00000000	XXXXX-XXXXX-XXXXXXX	Refund Transaction	<ul> <li>Search</li> </ul>			Credit Card	
Order	rs (3)						< >
	Order 🗘	Date ᅌ	Labels	Payment Method	Total 🗘		
		Date ᅌ October 21, 2024	Labels	Payment Method DISC-5067	Total 🗘		View Order
	Order 🛟						View Order
	Order 🛟						View

## All Actions for Legacy Orders within Archived History

Within the Archived History, you'll be able to perform multiple actions to one or multiple Legacy orders at a time.

## Export All Order History via CSV File

a) To export your entire Legacy Order History at once, select **Export All Orders** button (this option will be displayed by default if no Legacy orders are selected).

t Date		End Date				
nm/dd/y	ууу 💼	mm/dd/yyyy 🛗				
ch by Ore	der / Transaction Number					
xxxxxxx	00000-0000-0000000	Refund Transaction	Search		Cre	dit Card
Orde	rs (3)					< >
[	Order 🛟	Date 🛟	Labels	Payment Method	Total 🛟	
]	Order 🗘	Date 🗘 October 21, 2024	Labels 1	Payment Method DISC-5067	Total 🗘 \$10.45	View Order
						View Order View Order

b) Once selected, an **Export Shipping History** popup modal will be displayed. Select a time frame from the **Time Period** dropdown.

Export Shipping History	
Time Period	
Past 7 days	~
Past 7 days	
Past 30 days	
Past 60 days	
Past 90 days	
Custom	

c) Enter your email in the **Email** section to have the CSV file emailed to you (optional).

~	ast 30 days
	ail address. If the file size exceeds the maximum limit, it will only be sent by email.
	a

d) Select **Export** to export the CSV file.

Past 30 days	~
he CSV file you export will	automatically download in your browser and be sent to the following
mail address. If the file size	exceeds the maximum limit, it will only be sent by email
email address. If the file size	exceeds the maximum limit, it will only be sent by email.
email address. If the file size	exceeds the maximum limit, it will only be sent by email.
email address. If the file size	exceeds the maximum limit, it will only be sent by email.
email address. If the file size	exceeds the maximum limit, it will only be sent by email.
mail address. If the file size	exceeds the maximum limit, it will only be sent by email.

## Export Specific Legacy Orders from Archived History via CSV File

- a) To export specific Legacy orders from your Archived History, select the **checkbox** of the Legacy Orders that you would like to export.
- b) Select the Export Selected Orders button.

t Date		End Date				
nm/dd/	уууу 🗰	mm/dd/yyyy				
-	Order / Transaction Number	Refund Transaction	<ul> <li>Search</li> </ul>		Cr	edit Card 🗸 🗸
Orde	ers (3)					< >
	Order 💲	Date 🗘	Labels	Payment Method	Total 🔷	
2	<u>605719152</u>	October 21, 2024	1	DISC-5067	\$10.45	View Order
2	<u>605283289</u>	September 27, 2024	1	DISC-5067	\$24.80	View Order
	605274290	September 26, 2024	1	DISC-5067	\$9.85	

c) Once selected, an **Export Shipping History** popup modal will be displayed. Enter your email in the **Email** section to have the CSV file emailed to you (optional).

Export Shippin	ng History		
	ort will automatically dow file size exceeds the max	ser and be sent to the followi ly be sent by email.	ing
Email			
		Export	

d) Select **Export** to export the CSV file.

cally download in your browser and be sent to the following the maximum limit, it will only be sent by email.

#### View Order Details

a) To view the details of a Legacy order, select the **View Order** button or the **Order ID hyperlink** under the Order section.

							Export All Orders
rt Date mm/dd.	Иууууу 🛗	End Date mm/dd/yyyy					
-	Order / Transaction Number		Search			Payment Method	~
	(0)						
Ord	ers (3)						< >
	Order 🗘	Date ᅌ	Labels	Payment Method	Total 🔷		< >
		Date 🗘 October 21, 2024	Labels 1	Payment Method DISC-5067	Total 🗘 \$10.45		< > View Order

## Searching for Legacy Labels within Legacy Order Details Page

Within the Leacy Order Details page, you'll be able to filter search for your purchased labels by different filters. A banner will also be displayed to let you know that 'you are currently viewing Shipping History from the Legacy version of Click-N-Ship. Limited functionality is available'.

#### Search by Label Number

a) Select **Label Number** from the dropdown and enter the Legacy Label Number in the **Search** textbox.

You are currently vie <u>History.</u>	ewing Shipping History from the L	egacy version of Cli	ck-N-Ship. Limited functionality	is available. To view ar	ny new labels, vi	iew your <u>current Sh</u>	lipping
abel Number 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Sta	tus 🗸	Service Type	8
Label Number Recipient Name Recipient Email						<	>
Recipient Address	Recipient 🛇	Service Type	Tracking	Payment Status	Cost 🗘		
October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST	PM-FRE	<u>9405503699300718846654</u>	Refunded	\$10.45	Ship Again	*

b) Once the Label Number is entered, the associated Legacy label(s) will automatically be displayed.

Label	Number 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Stat	us Y	Service Type	~
Lat	bels (1)						<	>
	Ship Date 💲	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
	October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	<u>9405503699300718846654</u>	Refunded	\$10.45	Ship Again	0 0 0

## Search Recipient Name

a) Select **Recipient Name** from the dropdown and enter the recipient's name in the **Search** textbox.

<ul> <li>You are currently vi</li> </ul>	ewing Shipping History from the L	egacy version of Cli	ck-N-Ship, Limited functionality	is available. To view ar	ny new labels, vie	w your current Sh	pripping
O You are currently vi <u>History.</u>							
abel Number 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Sta	tus 🗸	Service Type	~
Label Number						377	
Recipient Name							
Recipient Email						<	>
Recipient Address	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE	PM-FRE	9405503699300718846654	Refunded	\$10.45	Ship Again	:
	300 SUPERMAN ST CHARLOTTE, NC 28262-2550						

b) Once the recipient's name is entered, the associated Legacy label(s) will automatically be displayed.

Recip	ient Name 🗸 🗸	Johnny	mm/dd/yyyy	Shipped Status	✓ Payment State	us v	Service Type	~
Lat	oels (1)						<	>
	Ship Date ᅌ	Recipient 🛟	Service Type	Tracking	Payment Status	Cost 🗘		
	October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	<u>9405503699300718846654</u>	Refunded	\$10.45	Ship Again	) :

## Search Recipient Email

a) Select **Recipient Email** from the dropdown and enter the recipient's email in the **Search** textbox.

You are currently vi <u>History.</u>	ewing Shipping History from the L	egacy version of Cli	ck-N-Ship. Limited functionality	is available. To view a	ny new labels, vie	ew your current SI	nipping
<u>motory</u>							
Label Number 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Sta	itus 🗸	Service Type	v
Label Number							
Recipient Name							
Recipient Email						<	>
Recipient Address	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE	PM-FRE	9405503699300718846654	Refunded	\$10.45	Ship Again	:
	300 SUPERMAN ST CHARLOTTE, NC 28262-2550						,

b) Once the recipient's email is entered, the associated Legacy label(s) will automatically be displayed.

ecip	ient Email 🛛 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment State	us V	Service Type	`
Lat	oels (1)						<	>
	Ship Date 🗘	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
	October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45	Ship Again	0 0 0

## Search by Recipient Address

a) Select **Recipient Address** from the dropdown and enter the Recipient Address in the **Search** textbox.

	wing Shipping History from the Le	egacy version of Clic	ck-N-Ship. Limited functionality	is available. To view ar	iy new labels, vie	w your current SI	nipping
History.							
abel Number 🗸 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment State	tus 🗸	Service Type	~
abel Number							
lecipient Name							
Recipient Email						<	>
Recipient Address	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE	PM-FRE	9405503699300718846654	Refunded	\$10.45	Ship Again	]:
	300 SUPERMAN ST CHARLOTTE, NC 28262-2550						,

b) Once the Recipient Address is entered, the associated Legacy label(s) will automatically be displayed.

ecip	ient Address V	31	mm/dd/yyyy	Shipped Status	Payment Stat	us Y	Service Type	~
Lat	oels (1)						<	>
	Ship Date 🗘	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
	October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	<u>9405503699300718846654</u>	Refunded	\$10.45	Ship Again	0 0 0

# Search by Date

a) Select the calendar icon from the **Date** section.

Label Number	✓ Search	mm	n/dd/	уууу					Shipped Status	~	Payment Statu	s ~	Service Type		~
Labels (1)			Mo 24	Tu		Th	Fr						<	>	
Ship Date 🗘	Recipient 🗘	2	3	4	5	6	7	8		Рау	yment Status	Cost 🗘			
October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	16	17 24	18	12 19 26 2	20	21 28	22	28699300718846654	Ref	funded	\$10.45	Ship Again	0 0 0	

b) Once the date is selected, the associated Legacy label(s) will automatically be displayed.

Label	Number ~	Search	10/21/2024	Shipped Status	✓ Payment Stat	us v	Service Type	
Lab	oels (1)						<	>
	Ship Date 🗘	Recipient 🛟	Service Type	Tracking	Payment Status	Cost 🗘		
	October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	<u>9405503699300718846654</u>	Refunded	\$10.45	Ship Again	0 0 0

## Search by Shipped Status

a) Select a Shipped Status type from the **Shipped Status** section.

abel	Number 🗸	Search	10/21/2024	曲	Shipped Status	~	Payment Status	· ·	Service Type		~
					Shipped Status						
Lab	oels (1)				Yes				<	>	
	Ship Date ᅌ	Recipient 🗘	Service Type	Tracki	1	Pay	ment Status	Cost 🗘			
	October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	<u>94055</u>	03699300718846654	Ref	lunded	\$10.45	Ship Again	000	

b) Once the Shipped Status is selected, the associated Legacy label(s) will automatically be displayed.

Label	Number ~	Search	10/21/2024	Shipped Status	Payment Sta	tus 🗸	Service Type	~
Lat	oels (1)						<	>
	Ship Date 🗘	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
	October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45	Ship Again	0 0 0

## Search by Payment Status

a) Select a Payment Status type from the **Payment Status** section.

abel	Number 🗸	Search	mm/dd/yyyy	Shipped Status	~	Payment Status 🗸 🗸	Service Type	~
						Payment Status		
ab	els (1)					Account Charged	4	>
						Refunded		
]	Ship Date 💲	Recipient 🗘	Service Type	Tracking	Pa	Refund Failed		
						Refund Pending		_
]	September 26, 2024	CLARK KENT SUPERMAN WAREHOUSE	PM-FRE	9405503699300714547326	Re	Refund Cancelled	Ship Again	:
		300 SUPERMAN ST CHARLOTTE, NC 28262-2550						

b) Once the Payment Status is selected, the associated Legacy label(s) will automatically be displayed.

abel	Number ~	Search	mm/dd/yyyy	Shipped Status	~ Refunded	~	Service Type	~
Lal	oels (1)						<	>
	Ship Date 🗘	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
	September 26, 2024	CLARK KENT SUPERMAN WAREHOUSE	PM-FRE	9405503699300714547326	Refunded	\$9.85	Ship Again	0 0 0
		300 SUPERMAN ST CHARLOTTE, NC 28262-2550						

## Search by Service Type

a) Select a Service Type from the **Service Type** dropdown.

Label	Number 🗸	Search	mm/dd/yyyy	Shipped Status	~ Refunded	~	Service Type
Lab	oels (1)						Service Type Priority Mail® Priority Mail® Express
	Ship Date 💲	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘	Priority Mail® Cubic
	September 26, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300714547326	Refunded	\$9.85	USPS Ground Advantage® USPS Ground Advantage® Cubic Priority Mail® International Priority Mail® Express International
lesult	s per page 20	CHARLOTTE, NC 28262-2550					

b) Once the Service Type is selected, the associated Legacy label(s) will automatically be displayed.

_abel	Number 🗸	Search	mm/dd/yyyy	Shipped Status	~ Refunded	~	Priority Mail®	~
Lal	oels (1)						< :	ò
	Ship Date 💲	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
	September 26, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300714547326	Refunded	\$9.85	Ship Again	0 0 0

## All Actions for Legacy Labels within Legacy Order Details Page

Within the Legacy Order Details page, you'll be able to perform multiple actions to one or multiple Legacy labels at a time. A banner will also be displayed to let you know that 'you are currently viewing Shipping History from the Legacy version of Click-N-Ship. Limited functionality is available'. Please note, the **Printing functionality is not available for Legacy labels**.

### 1) Select Label(s)

a) Select the **Checkbox** of the specific label(s) that you would like to modify.

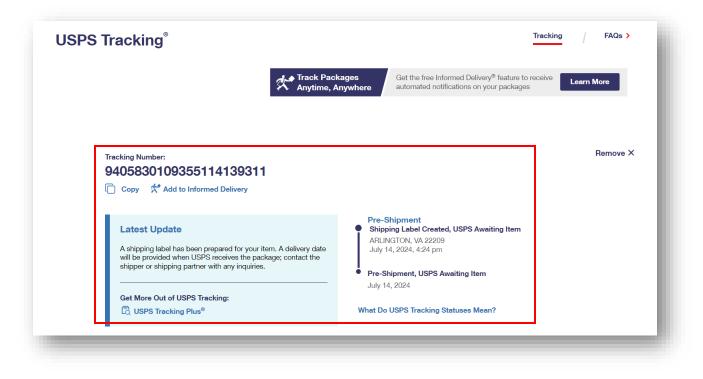
D You are currently vi	iewing Shipping History from the Le	gacy version of Cl	ick-N-Ship. Limited functionality i	is available. To view any	new labels, vi	ew your <u>current Sh</u>	lipping
History.							
vel Number V	Search	mm/dd/yyyy	Shipped Status	Payment Statu	s ~	Service Type	~
abels (1)	Note: not all actions are available for the la	bels selected 🔽 1	Label Track Ship Again	Refund Canc Refur			>
Ship Date ᅌ	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE	PM-FRE	<u>9405503699300718846654</u>	Refunded	\$10.45	Ship Again	
-	300 SUPERMAN ST CHARLOTTE, NC 28262-2550						Track Ship Again
	× l						Refund
lits per page 20							Cancel Refund

## View USPS Tracking

a) If you would like to view the USPS® tracking for the selected Legacy label, select **Track.** 

O History.			ck-N-Ship. Limited functionality is		,		<u>1997-9</u>
abel Number 🗸 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	<ul> <li>✓</li> <li>✓</li> <li>Payment Stat</li> </ul>	us v	Gervice Type	~
Labels (1)	Note: not all actions are available for the la	abels selected 🔽 1 L	abel Track Ship Again	Refund Can Refu		<	>
Ship Date 🗘	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
Cctober 21, 2024	CLARK KENT SUPERMAN WAREHOUSE	PM-FRE	9405503699300718846654	Refunded	\$10.45	Ship Again	0 0
	300 SUPERMAN ST CHARLOTTE, NC 28262-2550						Track
							Ship Again
							Refund

b) Once selected, you will be redirected to the USPS® Tracking page for that Legacy label.



### Ship Label Again

a) If you would like to ship the same label again, select Ship Again.

O You are currently vie <u>History.</u>	wing Shipping History from the L	egacy version of Cli	ick-N-Ship. Limited functionality i	s available. To view any	r new labels, view your <u>current S</u>	Shipping
abel Number 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	✓ Payment Statu	is v Service Type	~
Labels (1)	Note: not all actions are available for the I	labels selected 🔽 1 L	abel Track Ship Again	Refund Cano Refu		>
Ship Date ᅌ	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘	
October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE	PM-FRE	9405503699300718846654	Refunded	\$10.45 Ship Again	0 0
	300 SUPERMAN ST CHARLOTTE, NC 28262-2550					Track
						Ship Again
						Refund

b) Once selected, a new label with the exact same details will be readded to your Label Cart and the following **green message bar** will be displayed at the top of the page.

SUSPS.COM [®] Quick Tools	538A to Cart.	International	Help Q
Click-N-Ship [®]		ayer Account with account: My Account	↓ Cart
Label Manager / <u>Shipping History</u> / Address Book / USPS Connect® / Direct Connect / Preferences	/ SCAN Forms	New La	ibel 🗸
< Back to Order History			

#### Request / Cancel Refund for Label(s)

a) If you would like to request a refund for the selected Legacy label, select **Refund.** 

D You are currently v History.	viewing Shipping History from the Le	egacy version of Cli	ck-N-Ship. Limited functionality	is available. To view any new labels, v	view your current Sh	hipping
el Number 🔹 🤊	/ Search	mm/dd/yyyy	Shipped Status	✓ Payment Status ✓	Service Type	~
bels (1)	Note: not all actions are available for the la	abels selected 🛛 1 L	abel Track Ship Again	Refund Cancel Create Refund Lat		>
Ship Date 🗘	Recipient 🗘	Service Type	Tracking	Payment Status Cost 🗘		
October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE	PM-FRE	9405503699300718846654	Account Charged \$10.45	Ship Again	8 8 9
	300 SUPERMAN ST CHARLOTTE, NC 28262-2550					Track
						Ship Again
						Refund
	~					Cancel Refund
s per page 20						

b) If the refund is successful, you will see the following green message bar displayed at the top of the page.

Click-N-Ship® Switch Payer Account Shipping with account: My Account Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms New Label	≥USPS.COM°	Nuick Tools	c): d21e5188-4e89-4646-b444-2dd497a8	S38a O Locations	⊖ support	ormed Delivery Help	Hi, Johnny Q
Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms New Label	Click-N-Ship [®]					↓0 ca	rt
	Label Manager / Shipping His	tory / Address Book / USPS Connect® / I	Direct Connect / Preferences / SC,	AN Forms	New La	bel 🗸	

c) If you have requested a refund for the selected Legacy label and would like to cancel a refund, select **Cancel Refund.** 

O You are currently vie <u>History.</u>	ewing Shipping History from the Le	acy version of Cli	ick-N-Ship. Limited functionality	is available. To view any	new labels, vie	w your <u>current St</u>	nipping
abel Number V	Search	nm/dd/yyyy	Shipped Status	✓ Payment Statu	is v	Service Type	~
abels (1)	Note: not all actions are available for the lab	els selected 🗾 1 l	Label Track Ship Again	Refund Refu		turn <	>
Ship Date 🗘	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST	PM-FRE	<u>9405503699300718846654</u>	Refund Pending	\$10.45	Ship Again	
	CHARLOTTE, NC 28262-2550						Track Ship Again
	~						Refund
sults per page 20							Cancel Refund

d) If the refund is successfully canceled, you will see the following **green message bar** displayed at the top of the page.

■USPS.COM°	Quick Tools	efund(s) for d21e5188-4e89-4646-b444-	2dd497a8538a	Support & informed Delivery Hi, John national Help C	
Click-N-Ship	®		Switch Payer Acc Shipping with ac	count count: My Account	
Label Manager / Shippi	ng History / Address Book / USPS Connect®	/ Direct Connect / Preferences	/ SCAN Forms	New Label 🗸 🗸 🗸	

## All Actions within the Legacy Label Details Page

Within the Legacy Label Details page of a selected Legacy label, you'll be able to perform multiple actions to that specific label. A banner will also be displayed to let you know that 'you are currently viewing Shipping History from the Legacy version of Click-N-Ship. Limited functionality is available'. Please note, the **Printing functionality is not available for Legacy labels**.

### 1) Select a Label to View

a) Select the Label Number hyperlink of the Legacy label that you would like to view.

History.	ewing Shipping History from the I	egacy version of Clic	k-N-Ship. Limited functionality is	s available. To view an	/ new labels, vi	ew your <u>current Sh</u>	<u>aipping</u>
el Number 🗸 🗸	Search	mm/dd/yyyy	Shipped Status	<ul> <li>✓</li> <li>✓</li> <li>Payment Stat</li> </ul>	v at	Service Type	~
bels (1)	Note: not all actions are available for the	labels selected 🔽 1 La	abel Track Ship Again	Refund Can Refu			>
Ship Date 💲	Recipient 🗘	Service Type	Tracking	Payment Status	Cost 🗘		
October 21, 2024	JOHNNY LOPEZ JOHNNY'S BAKERY	PM-FRE	<u>9405503699300718846654</u>	Refunded	\$10.45	Ship Again	0 0
	300 SUPERMAN ST CHARLOTTE, NC 28262-2550						Track Ship Again
							Ship Again
							Refund

## View USPS Tracking for Label

a) If you would like to view the USPS[®] tracking for the Legacy label, select **USPS Tracking** from the **More Actions** section, and you'll be redirected to the USPS[®] tracking page for that label.

bel # <u>940550369930071884665</u>	<u>4</u>	
You are currently viewing a label creat	ed with the Legacy version of Click-N-Ship. Limited functionality is available.	
More Actions ① USPS Tracking > Ship Again >	Delivery Status Tracking Number 420282629405503699300718846654	
Need Help? ① File An Insurance Claim >		Delivered
Request a Refund > Request A Service Refund >	View Tracking History 💙	

b) Once selected, you will be redirected to the USPS® Tracking page for that label.

A000588895US Copy Add to Informed Delivery Latest Update	<ul> <li>Pre-Shipment</li> <li>Shipping Label Created, USPS Awaiting Item</li> </ul>	
A shipping label has been prepared for your item. A delivery date will be provided when USPS receives the package; contact the shipper or shipping partner with any inquiries. Get More Out of USPS Tracking:	WASHINGTON, DC 20005 February 28, 2025, 4:00 pm What Do USPS Tracking Statuses Mean?	
Text & Email Updates		~
USPS Tracking Plus®		$\checkmark$
Product Information		$\sim$

## Ship Label Again

a) If you would like to ship the same label again, select Ship Again.

bel # <u>940550369930071884665</u>	4	
② You are currently viewing a label creation	ed with the Legacy version of Click-N-Ship. Limited functionality is available.	
More Actions ① USPS Tracking > Ship Again >	Delivery Status Tracking Number 420282629405503699300718846654	
Need Help? () File An Insurance Claim > Request a Refund >	View Tracking History	Delivered

b) Once selected, a new label with the exact same details will be readded to your Label Cart and the following **green message bar** will be displayed at the top of the page.

Click-N-Ship [®]	Switch Payer Account Shipping with account: My Account
Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / S	SCAN Forms New Label V
< Back to Order History	

#### File an Insurance Claim for the Label

a) If you would like to file an insurance claim for the selected Legacy label, refer to the **Need Help** section and select **File an Insurance Claim** and you will be redirected to the <u>USPS®</u> <u>Claims Portal</u>.

bel # <u>94055036993007188466</u>	<u>54</u>
0	
You are currently viewing a label created in the second	ated with the Legacy version of Click-N-Ship. Limited functionality is available.
More Actions ①	Delivery Status
USPS Tracking >	Sola Balan Sela Sala Ala Ala Ala Bala Chena da C
Ship Again >	Tracking Number 420282629405503699300718846654
	420202023403303033300710040034
Need Help? ①	
File An Insurance Claim >	Status Not Available
Request a Refund >	The tracking number may be incorrect or the status update is not yet available. Please verify your tracking
Request A Service Refund >	number and try again later.

## Request / Cancel a Refund

a) If you would like to request a refund for the selected Legacy label, refer to the **Need Help** section and select **Request a Refund.** 

bel # <u>94055036993007188466</u>	<u>54</u>
You are currently viewing a label creater	ated with the Legacy version of Click-N-Ship. Limited functionality is available.
tere Arliene O	
More Actions ①	Delivery Status
ISPS Tracking >	Tracking Number
Ship Again >	420282629405503699300718846654
Need Help? ①	
ile An Insurance Claim >	Status Not Available
Request a Refund >	The tracking number may be incorrect or the status update is not yet available. Please verify your tracking
Request A Service Refund >	number and try again later.

b) Once selected, a confirmation popup will be displayed. Select **Yes** to proceed with requesting a refund.

Are you sure you want to refund	this item?		×
	NO	YES	
			-

c) If the refund is successful, you will see the following green message bar displayed at the top of the page.

Click-N-Ship® Switch Payer Account Shipping with account: My Account Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms New Label		Success: refunded item(s): d21e5188-4e89-4646-b444-2dd497a8538a	© Locations ∩ Support ≭ Informed Delivery Hi, Johanny International Help Q
Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms New Label 🗸	Click-N-Ship [®]		\Cart
	Label Manager / Shipping History / Address B	ok / USPS Connect® / Direct Connect / Preferences / SCAN For	ns New Label V

d) If you have requested a refund for the selected Legacy label, refer to the **Need Help** section again and select **Cancel Refund.** 

bel # <u>94055036993007188466</u>	<u>54</u>
You are currently viewing a label creater	ated with the Legacy version of Click-N-Ship. Limited functionality is available.
More Actions ①	Delivery Status
JSPS Tracking >	Tracking Number
Ship Again >	420282629405503699300718846654
Need Help? ①	
ile An Insurance Claim >	Status Not Available
Cancel Refund >	The tracking number may be incorrect or the status update is not yet available. Please verify your tracking
Request A Service Refund >	number and try again later.

e) If the refund is successfully canceled, you will see the following **green message bar** displayed at the top of the page.

Click-N-Ship® Switch Payer Account Shipping with account: My Account Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms New Label	i, Johnny Q		🛠 Informed D	O Support ternational	Constitutions		188-4e89-4646-b444	d refund(s) for d2	Success: cancelled	s Ø	Quick Tools	OM°	USPS.CC
Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms New Label 🗸		↓ Cart	Account								ip [®]	-N-Sh	Click-
		~	New Label		5	SCAN Forms	ect / Preferences	t® / Direct C	/ USPS Connect	Address Book	oping History /	nger / Shij	Label Manag

### Request a Service Refund

a) To request a refund for an unused or unwanted extra service, refer to the **Need Help** section and select **Request a Service Refund** and you will be redirected to the <u>USPS®</u> <u>Service Refund Portal</u>.

bel # <u>940550369930071884665</u>	<u>4</u>
-	
You are currently viewing a label creat	ted with the Legacy version of Click-N-Ship. Limited functionality is available.
More Actions ①	Dullare Obtain
	Delivery Status
USPS Tracking >	Tracking Number
Ship Again >	420282629405503699300718846654
Need Help? ①	
File An Insurance Claim >	Status Not Available
Request a Refund >	The tracking number may be incorrect or the status update is not yet available. Please verify your tracking
Request A Service Refund >	number and try again later.

### View Label's Delivery Status

- a) To view the Legacy label's Delivery Status, refer to the **Delivery Status** section and select the hyperlinked **Tracking Number** to be redirected to the USPS[®] tracking page for that Legacy label.
  - *i.* Note, this can also select **USPS Tracking** from the **More Actions** section, and you'll be redirected to the USPS® tracking page for that label.
- b) To view the delivery status of the package, refer to the **Delivery Status progress bar**.

	40054	
abel # <u>94055036993007188</u>	40004	
② You are currently viewing a lab	el created with the Le	egacy version of Click-N-Ship. Limited functionality is available.
More Actions ①		Delivery Status
USPS Tracking > ( i )		Tracking Number
Ship Again >	(a)	420282629405503699300718846654
Need Help? ①	(	
File An Insurance Claim >	(b)	Status Not Available
Request a Refund >		The tracking number may be incorrect or the status update is not yet available. Please verify your tracking

### View Label Details & Order Summary

a) To view the Legacy label details (*such as Return Address, Delivery Address, Package Type, and Service Type*), refer to the **Details** section of the Legacy Label Details page.

bel # <u>9405503699300718846654</u>			
You are currently viewing a label created with the Leg	acy version of Click-N-Ship. Limited fu	inctionality is available.	
More Actions () USPS Tracking > Ship Again >	Delivery Status Tracking Number 4202826294055036993007188466	54	
Need Help? () <u>File An Insurance Claim</u> > <u>Request a Refund</u> >	The tracking number may be incom number and try again later.	ect or the status update is not yet avail	Status Not Available able. Please verify your tracking
Request A Service Refund >	Details Account Number 2289922211 Return Address CLARK KENT SUPERMAN WAREHOUSE 1400 SUPERMAN ST NW WASHINGTON, DC 20005-1224 clark.kent@gmail.com	Package Flat Rate Envelope	
	Delivery Address JOE BOB 1414 S BURGER ST CHARLOTTE, NC 28203-5177	Service Type Priority Mail®	

- b) To view the **Order Details** (such as the Order Number ID, Transaction Type, Payment Method Type, and Payment Status), refer to the left side of the **Details** section.
- c) To view the Label Summary, refer to the right side of the Details section.

(b)

2E984587-4391-61C8-E063-8A042A3896C1	Priority Mail® Flat Rate Envelope	\$10.45
Transaction Type	Еписюре	
ABEL	Label Total	\$10.45
Payment Method	(c)	
DISC-5067		
Payment Status		
Refunded		

## View Labels Action History Table

a) To view all actions made toward the label, refer to the **Label History table** at the bottom of the Legacy Label Details page. Here you will see the timestamp along with the action that was performed on that specific label (*such as paying, printing, requesting a refund, etc.*).

Timestamp	Message
0/21/2024 11:43 AM	LABEL REPRINTED
0/21/2024 11:42 AM	LABEL PRINTED
0/21/2024 11:42 AM	Getting Payment
0/21/2024 12:03 PM	REFUND PROCESSED : Refund transaction successfully processed
0/21/2024 11:41 AM	Setting Payment