



United States Postal Service Click-N-Ship®: **Address Book** User Guide

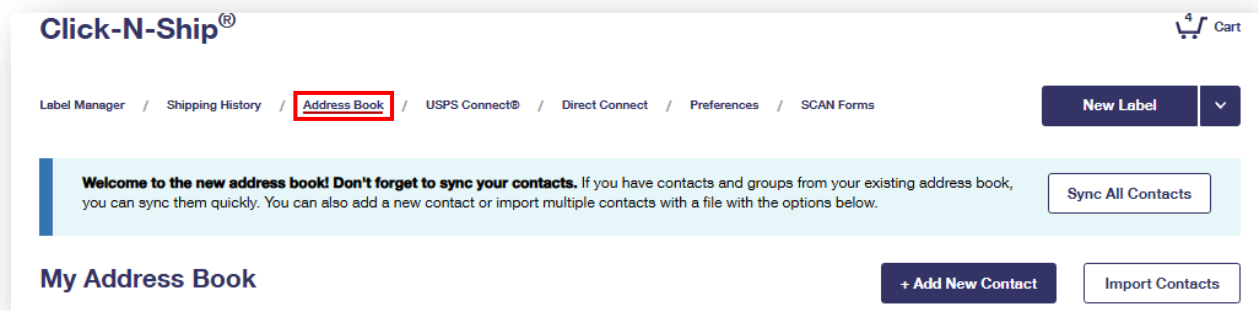
Last Updated – January 20th, 2026

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

Address Book Overview

Click-N-Ship® is specifically designed to allow business and personal account customers to more effectively and efficiently create, pay, and print their domestic and international labels. For more information on the Click-N-Ship® application, see [Click-N-Ship® - The Basics](#).

The Click-N-Ship® **Address Book** provides the ability to view, create, manage, import, and export your contacts individually or by group:



This user guide will cover all the functionalities and features available within the Click-N-Ship® **Address Book** 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!

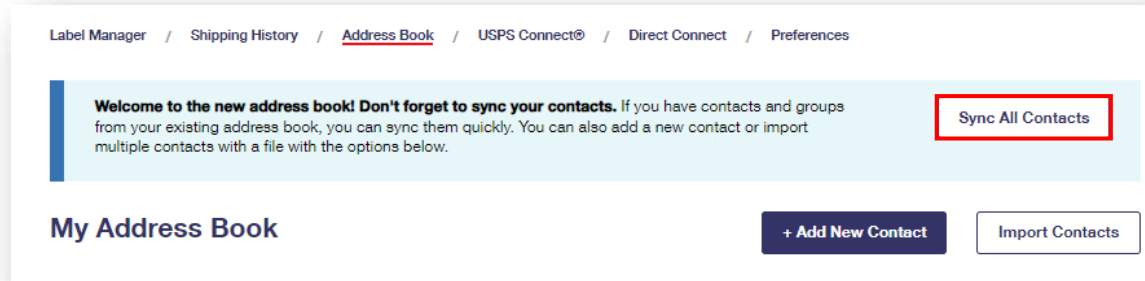
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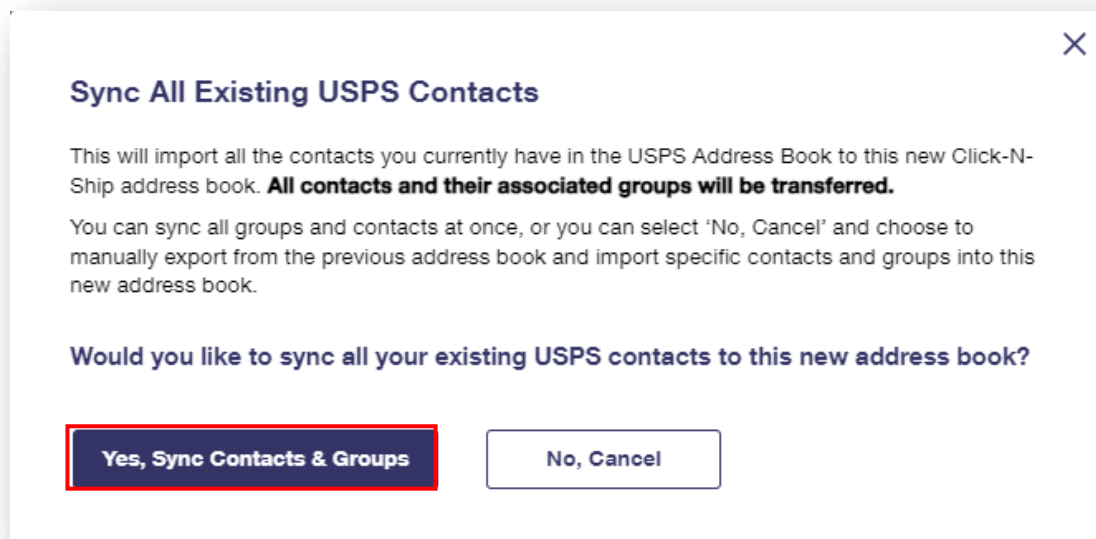
How to Add New Contacts

Sync All Contacts from your USPS® Address Book

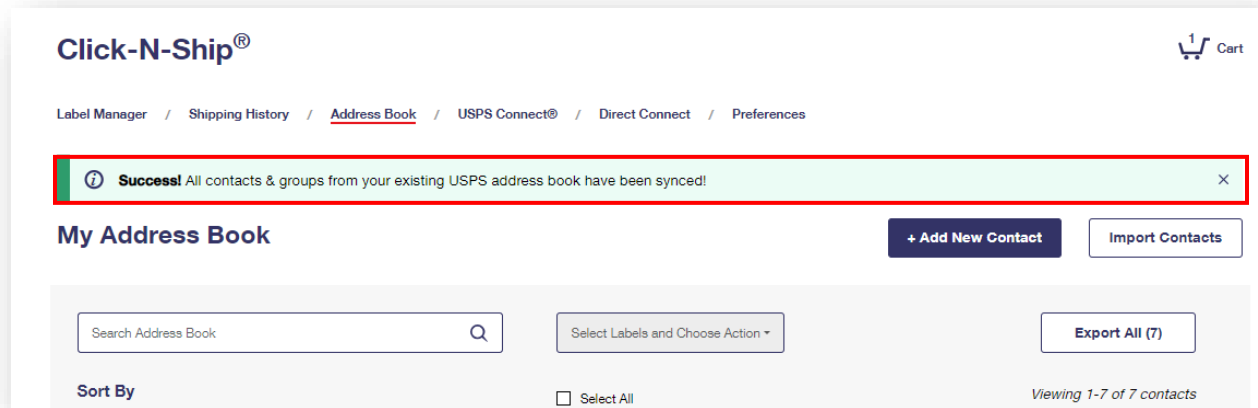
- a) To sync all your previous contacts from your USPS® Address Book, select **Sync All Contacts**.



- b) Select **Yes, Sync Contacts & Groups** to begin importing your contacts.

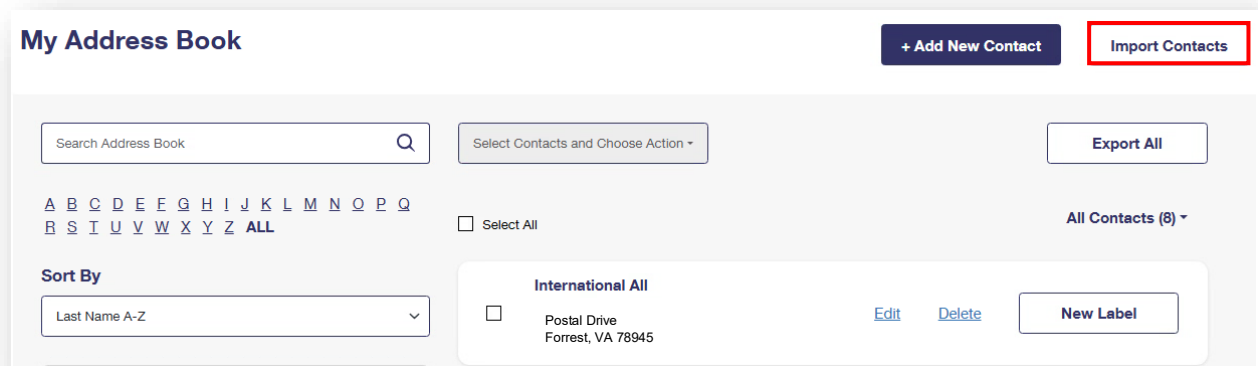


- c) Once your contacts have successfully imported, you will see a **green banner**.



Importing Contacts via CSV File

- a) To import your contacts via CSV file, select **Import Contacts**.



- b) Select **Browse Files** to select a CSV file with your contact list.
 c) Select **Import Contacts** once ready.
 d) If you would like to download the template that will assist you in successfully importing your contacts, select **Download Template**.

[← Back to Address Book](#)

Import Contacts

You can import all of your contacts at once. Or, you can upload specific files and put them in existing or new groups. You also have the ability to add to or remove from a group later.

Select your .csv file ⓘ

Browse Files

(b)

File Selected: CNSv2 contacts.csv

Add to Groups (optional)

My Groups

Create New Group

[+ Add Another Group](#)

Import Contacts

Cancel

How to Import

- To begin, download an address book template. **You must use the headers provided in this template.**

Download Template

(d)
- The CSV (.csv) file must contain the following:
 - First Name and Last Name OR Company
 - Address
 - City
 - State/Province
 - ZIP Code
- Choose the (.csv) file you would like to import by selecting **Browse Files**.
- (Optional) Add the contacts in your file to an existing group and/or create a new group.
- Select **Import Contacts** to import your file.

Adding a New Single Contact

- a) To add a contact with detailed Contact Information, select **+ Add a Contact**

My Address Book

+ Add New Contact

Import Contacts

Search Address Book

Q

Select Contacts and Choose Action

Export All

A B C D E F G H I J K L M N O P Q
R S T U V W X Y Z ALL

Sort By

Last Name A-Z

☐ Select All


International All

☐ Postal Drive
Forrest, VA 78945

[Edit](#) [Delete](#)

New Label

- b) **Contact Name:** manually enter the contact information within the **required details*** textbox.

New Contact Share with Company 

* Indicates a required field

Name (or Company)

☐ This address is a business

*First Name <input type="text"/> Enter the first name (required, up to 50 characters). First Name is required	MI <input type="text"/>	*Last Name <input type="text"/> Enter the last name (required, up to 50 characters). Last Name is required
--------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------	-----------------------------------------------------------------------------------------------------------------------------------

Nickname

- c) **Contact Address (Option 1):** manually enter the contact address in the **required*** text fields.
- d) **Contact Address (option 2):** enter the contact address in the **required*** text fields by utilizing our new **Copy & Paste** feature. Note, this feature is only available for US Domestic Addresses and does not support International Addresses.

Address [Copy & Paste US Address](#)

*Country
United States of America

*Address Apt/Suite/Other

*City *State *ZIP Code™

Enter the city name (required, up to 50 characters).
City is required

Enter your 5- or 9-digit ZIP Code™ (required).
Zip is required

- e) If the **Copy & Paste US Address** feature was selected an empty text box will expand. Once the address is copied & pasted into the textbox, the address details will automatically populate in the respective street address, city, and zip code text fields as needed.

Address [Hide Copy and Paste US Address](#)

*Country

United States of America

Address

Paste US address here and the form will auto-fill below. Use commas or line breaks between address lines. Please exclude name and company.

*Address Apt/Suite/Other

*City *State *ZIP Code™

AL - Alabama

Enter the city name (required, up to 50 characters).
City is required

Enter your 5- or 9-digit ZIP Code™ (required).
Zip is required

- f) **Contact Information:** enter the contact US phone number and email. Note, international phone numbers are not supported. Select **Save Contact** to save the contact.

Contact Information

Phone Number Email

Enter a U.S. phone number name@example.com

Save Contact Cancel

All Actions for a Single Contact

1) Select Contact

- Select the **checkbox** of the contact that you would like to perform an action on.
- Once the contact is selected, select the **Select Contacts and Choose** action dropdown.

The screenshot shows the 'My Address Book' interface. At the top right are buttons for '+ Add New Contact' and 'Import Contacts'. Below the header is a search bar labeled 'Search Address Book' and a dropdown menu labeled 'Select Contacts and Choose Action' (highlighted with a red box and labeled '(b)'). To the right of the dropdown is an 'Export All' button. Below the search bar is a list of letters for filtering contacts. On the left, there is a 'Sort By' dropdown set to 'Last Name A-Z' and a 'My Groups' section with 'All Contacts', 'Mouse Company (2)', and 'Balmain Group (2)'. The main area displays a list of contacts. The first contact is 'International All' with a checkbox. The second is 'Rocky Moose Bullwinkle (Canada TV)' with a checkbox. The third is 'Jane Doe' with a checkbox (highlighted with a red box). Each contact has 'Edit' and 'Delete' links and a 'New Label' button.

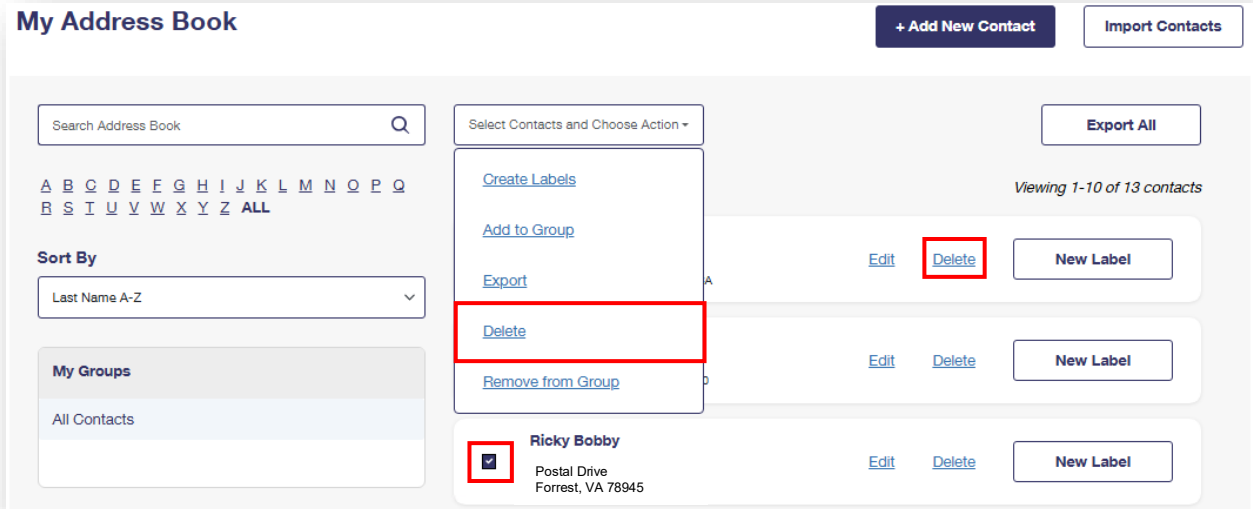
Create a New Label from a Single Contact

- To create a label using the information from the selected contact, select **Create Labels** from the dropdown or select **New Label**.

The screenshot shows the 'My Address Book' interface. The 'Select Contacts and Choose Action' dropdown menu is open, showing options: 'Create Labels' (highlighted with a red box), 'Add to Group', 'Export', 'Delete', and 'Remove from Group'. Below the dropdown, the 'Jane Doe' contact is selected (checkbox highlighted with a red box). To the right of the contact list, the 'New Label' button is highlighted with a red box. The interface also shows a search bar, a 'Sort By' dropdown, and a 'My Groups' section.

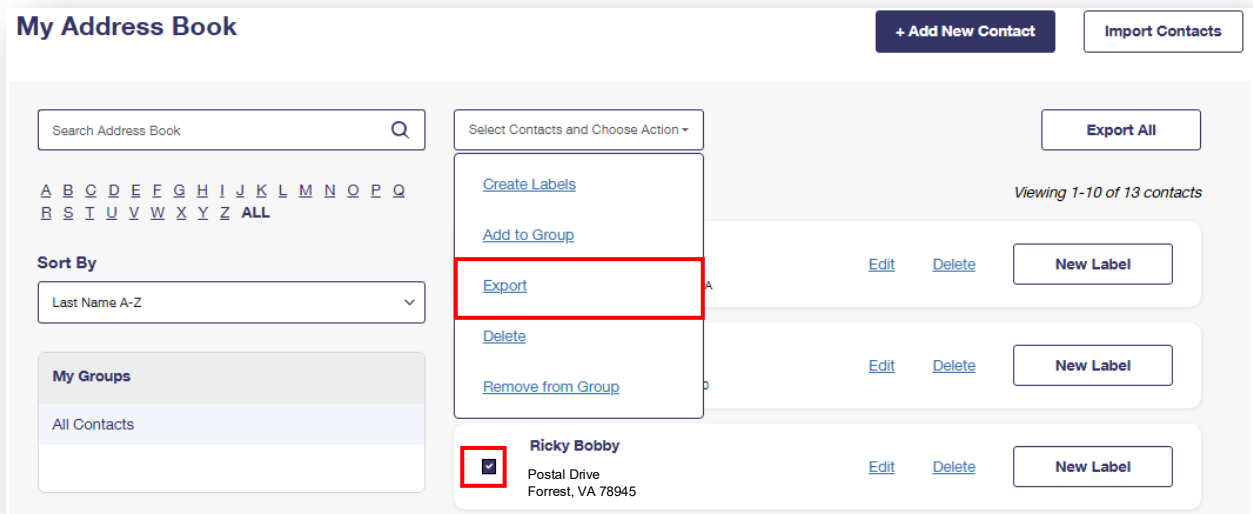
Delete a Single Contact

- a) To delete the selected contact from your Address Book, select **Delete** from the dropdown or select the hyperlinked **Delete** button.



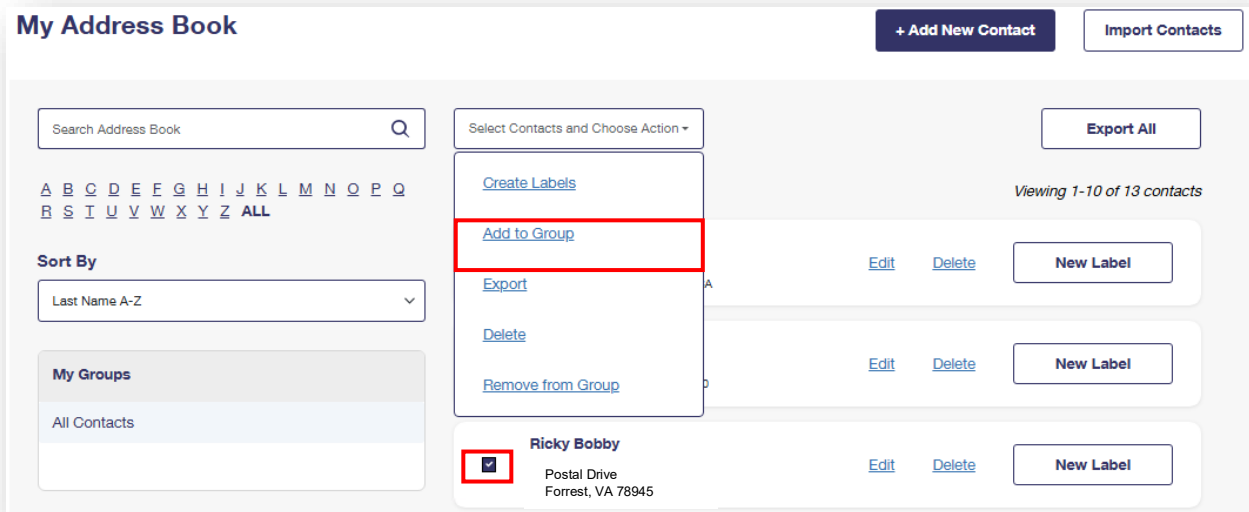
Export a Single Contact

- a) To export the selected contact from your Address Book, select **Export** from the dropdown.



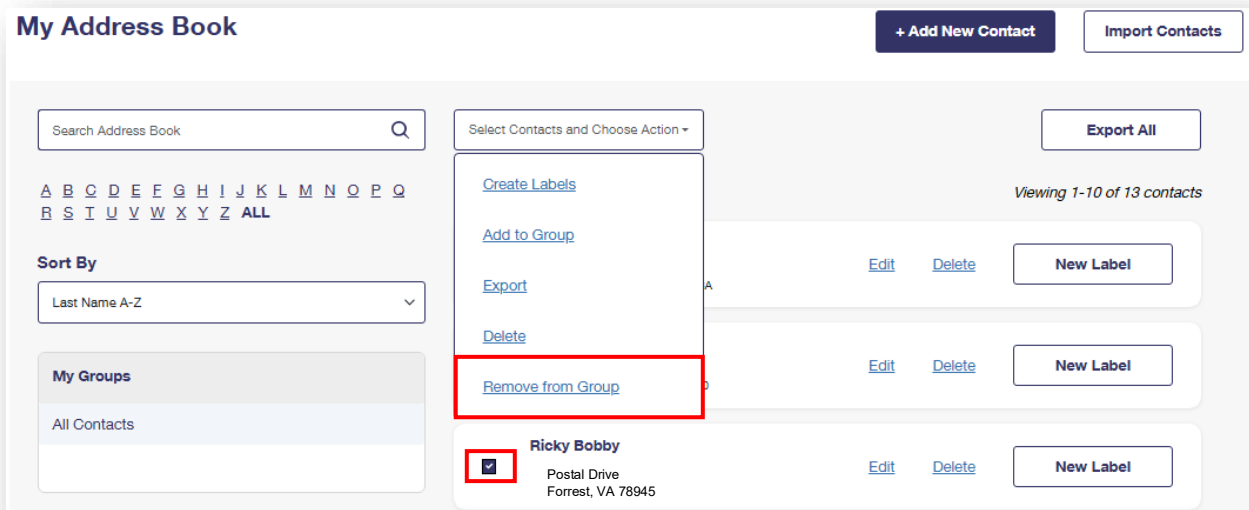
Add a Single Contact to a Group

- a) To add the selected contact to a Group, select **Add to Group** from the dropdown.



Remove a Single Contact from a Group

- To remove the selected contact (if in a group) from a group, select **Remove from Group** from the dropdown.



Edit a Single Contact

- To edit the selected contact, select the hyperlinked **Edit** that is located on the right of the contact information.

My Address Book + Add New Contact Import Contacts

Search Address Book Select Contacts and Choose Action ▾ Export All

A B C D E F G H I J K L M N O P Q
R S T U V W X Y Z ALL

Sort By
Last Name A-Z ▾

☐ Select All Viewing 1-10 of 13 contacts

☐ **Canada Address** Edit Delete New Label

Postal Drive
Forrest, VA 78945

b) Edit the **Contact Information** and select **Save Contact** when finished.

New Contact Share with Company ⓘ

* Indicates a required field

Name (or Company)

☐ This address is a business

*First Name MI *Last Name

Nickname

Address

*Country ▾

*Address Apt/Suite/Other

*City *State *ZIP Code™

Contact Information

Phone Number

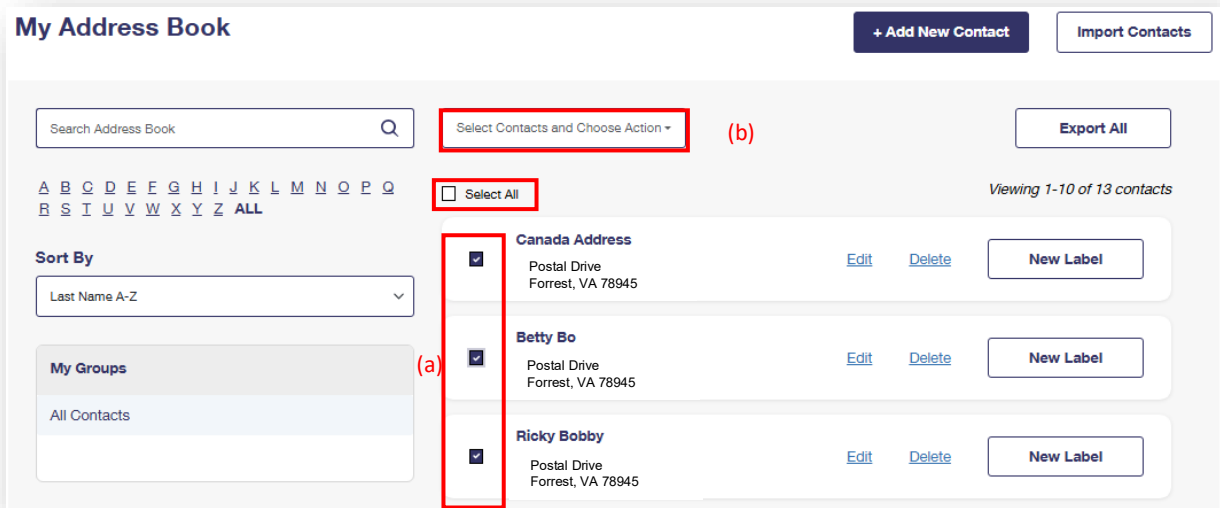
Email

Save Contact Cancel

All Actions for Multiple Contacts

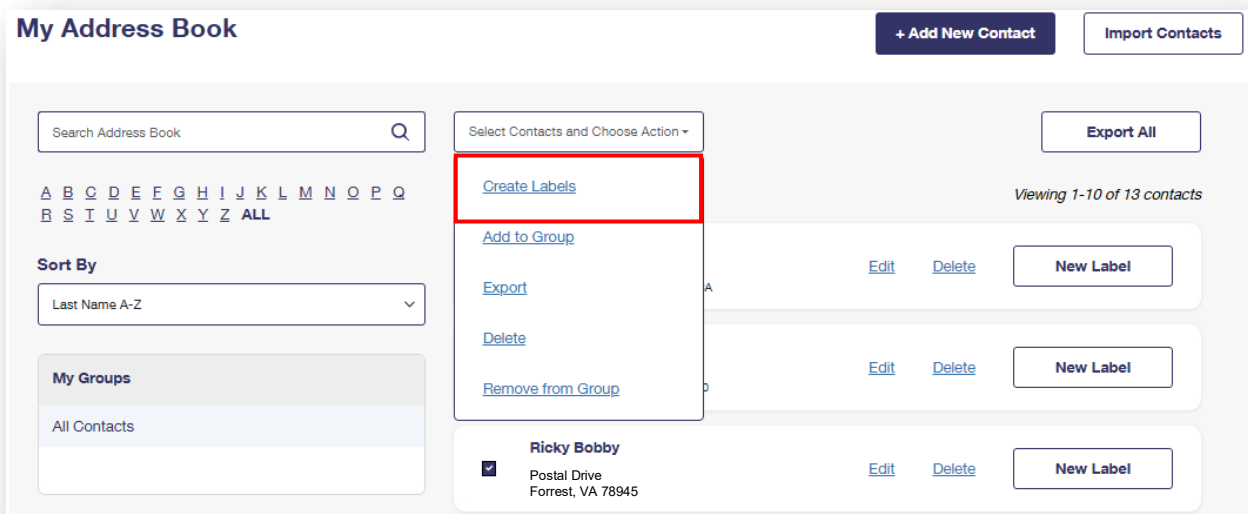
1) Select Multiple Contacts

- Select the **checkbox** of the contacts that you would like to perform an action on or select the **Select All Checkbox** to select all contacts.
- Once contacts are selected, select the **Select Contacts and Choose** action dropdown.



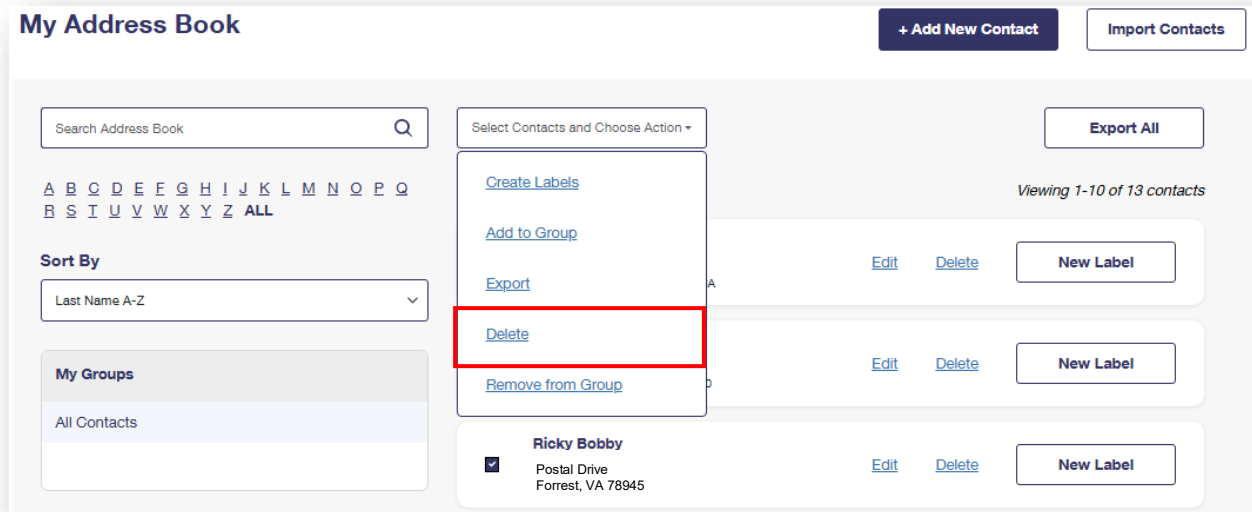
Create New Labels from Multiple Contacts

- To create a label using the information from the selected contacts, select **Create Labels** from the dropdown.



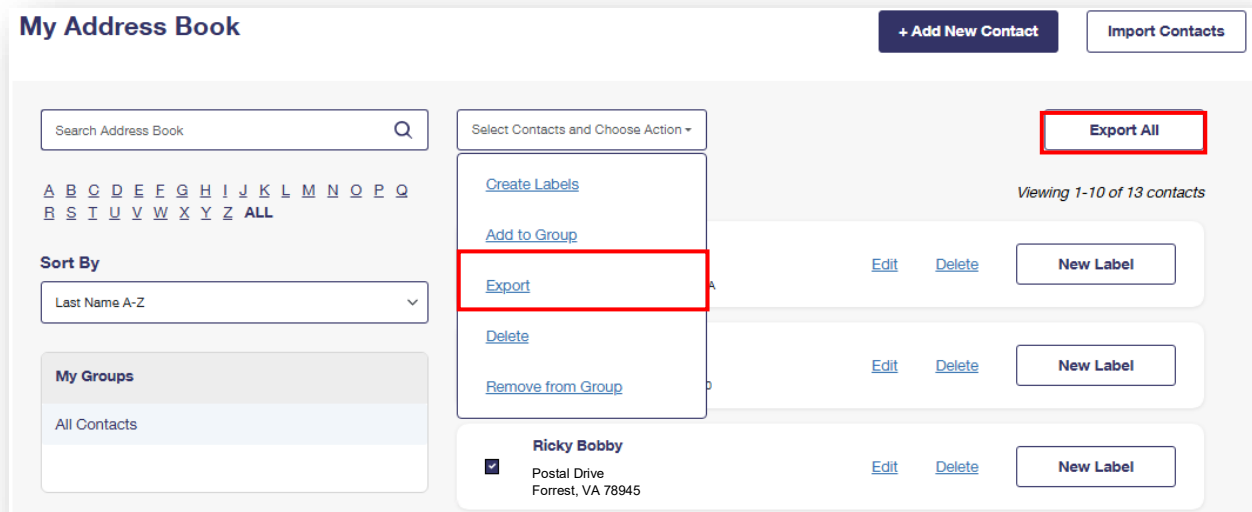
Delete Multiple Contacts

- a) To delete the selected contacts from your Address Book, select **Delete** from the dropdown.



Export Multiple Contacts

- a) To export the selected contacts from your Address Book, select **Export** from the dropdown or select **Export All** to export *all* of the contacts within your Address Book.



Add Multiple Contacts to a Group

- a) To add the selected contacts to a Group, select **Add to Group** from the dropdown.

My Address Book

[+ Add New Contact](#)[Import Contacts](#)

A B C D E F G H I J K L M N O P Q
R S T U V W X Y Z ALL

Sort By

Last Name A-Z

My Groups

All Contacts

Select Contacts and Choose Action

[Create Labels](#)[Add to Group](#)[Export](#)[Delete](#)[Remove from Group](#)[Export All](#)

Viewing 1-10 of 13 contacts

[Edit](#)[Delete](#)[New Label](#)[Edit](#)[Delete](#)[New Label](#)[Edit](#)[Delete](#)[New Label](#)

Ricky Bobby



Postal Drive
Forrest, VA 78945

Remove Multiple Contacts from a Group

- a) To remove the selected contacts (if they are in a group) from a group, select **Remove from Group** from the dropdown.

My Address Book

[+ Add New Contact](#)[Import Contacts](#)

A B C D E F G H I J K L M N O P Q
R S T U V W X Y Z ALL

Sort By

Last Name A-Z

My Groups

All Contacts

Select Contacts and Choose Action

[Create Labels](#)[Add to Group](#)[Export](#)[Delete](#)[Remove from Group](#)[Export All](#)

Viewing 1-10 of 13 contacts

[Edit](#)[Delete](#)[New Label](#)[Edit](#)[Delete](#)[New Label](#)[Edit](#)[Delete](#)[New Label](#)

Ricky Bobby



Postal Drive
Forrest, VA 78945

All Actions for a Group of Contacts

1) Select a Group

- Select the group that you would like to perform an action on.

The screenshot shows the 'My Address Book' interface. At the top right are buttons for '+ Add New Contact' and 'Import Contacts'. Below these is a search bar labeled 'Search Address Book' and a dropdown menu 'Select Contacts and Choose Action'. To the right of the search bar is an 'Export All' button. Below the search bar is a list of letters A-Z and 'ALL'. To the left of the main contact list is a 'Sort By' dropdown set to 'Last Name A-Z'. Below the sort dropdown is a 'My Groups' sidebar. In this sidebar, 'Group 1 (2)' is highlighted with a red box, and it has 'Edit' and 'Delete' links next to it. The main contact list on the right shows three contacts: 'Canada Address', 'Betty Bo', and 'Ricky Bobby', each with 'Edit', 'Delete', and 'New Label' links. A status bar at the bottom right says 'Viewing 1-10 of 13 contacts'.

View All Contacts within a Group

- Once the group is selected, the **contacts** that are in that specific group will be displayed on the right side where you can perform actions to, if needed.

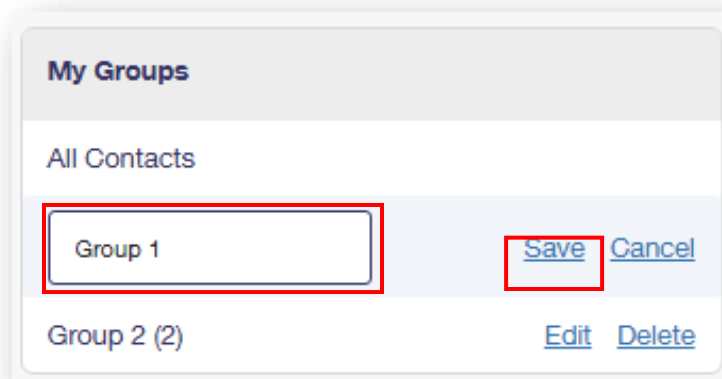
This screenshot shows the 'My Address Book' interface with 'Group 1 (2)' selected in the 'My Groups' sidebar. The main contact list now displays only the two contacts in that group: 'Canada Address' and 'Betty Bo'. The 'My Groups' sidebar still shows 'Group 1 (2)' as selected. A 'Results per page' dropdown is now visible at the bottom of the contact list, set to '10'. The status bar at the bottom right now says 'Viewing 1-2 of 2 contacts'.

Edit a Group of Contacts

- To edit the name of a group, select the hyperlinked **Edit** button beside the group name.



- b) Once selected, a **text field** will be displayed. Edit the group name as needed and once it is finished, select **Save**.

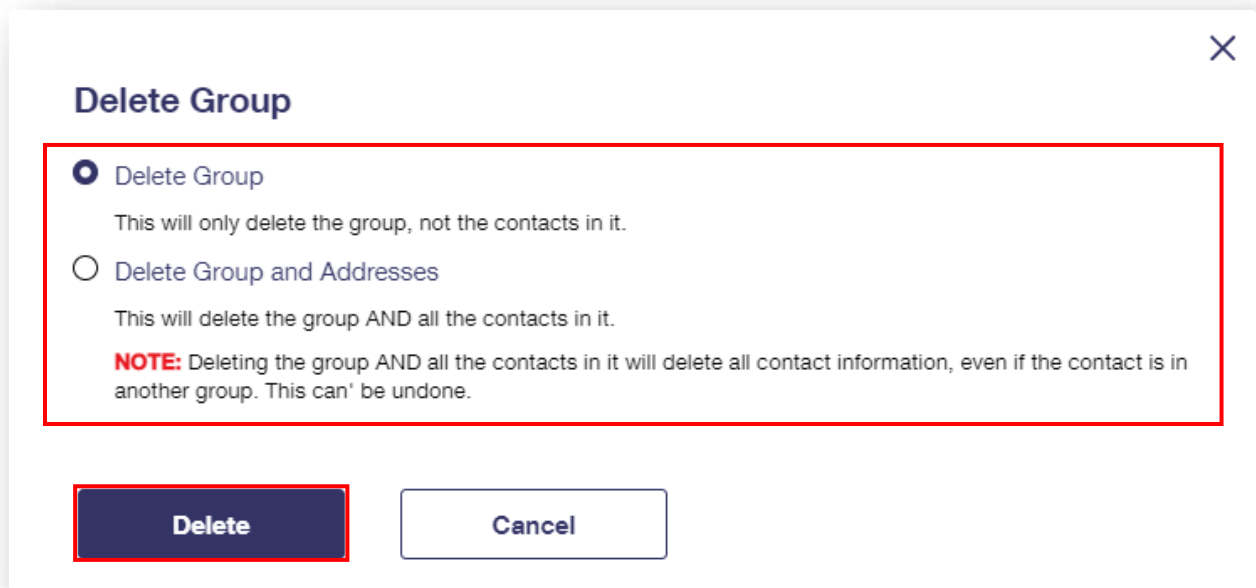


Delete a Group of Contacts

- a) To delete a group from your Address Book, select the hyperlinked **Delete** button beside the group name.



- b) Once selected, a **Delete Group** popup modal will be displayed. Select a **delete option**, then select **Delete** to proceed.



The image shows a 'Delete Group' modal dialog. It has a title bar with a close button (X) in the top right corner. The main content area contains two radio button options. The first option, 'Delete Group', is selected and highlighted with a red box. Below it is a description: 'This will only delete the group, not the contacts in it.' The second option is 'Delete Group and Addresses', with a description: 'This will delete the group AND all the contacts in it.' Below these options is a red **NOTE**: 'Deleting the group AND all the contacts in it will delete all contact information, even if the contact is in another group. This can't be undone.' At the bottom of the modal are two buttons: 'Delete' (highlighted with a red box) and 'Cancel'.

Delete Group

☒ Delete Group
This will only delete the group, not the contacts in it.

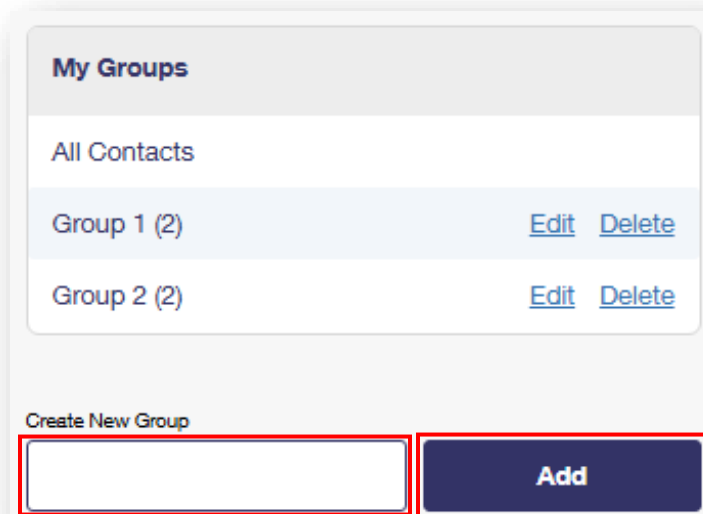
☐ Delete Group and Addresses
This will delete the group AND all the contacts in it.

NOTE: Deleting the group AND all the contacts in it will delete all contact information, even if the contact is in another group. This can't be undone.

Delete Cancel

Create a New Group of Contacts

- a) To create a new group, refer to the bottom of the Address Book page and in the **Create New Group** textbox, enter the **Group Name**.
- b) Then, select **Add**.



The image shows a 'My Groups' section. It has a header 'My Groups' and a list of groups: 'All Contacts', 'Group 1 (2)', and 'Group 2 (2)'. Each group has 'Edit' and 'Delete' links. Below the list is a 'Create New Group' section with a text input field (highlighted with a red box) and an 'Add' button (highlighted with a red box).

My Groups

All Contacts

Group 1 (2) [Edit](#) [Delete](#)

Group 2 (2) [Edit](#) [Delete](#)

Create New Group

Add

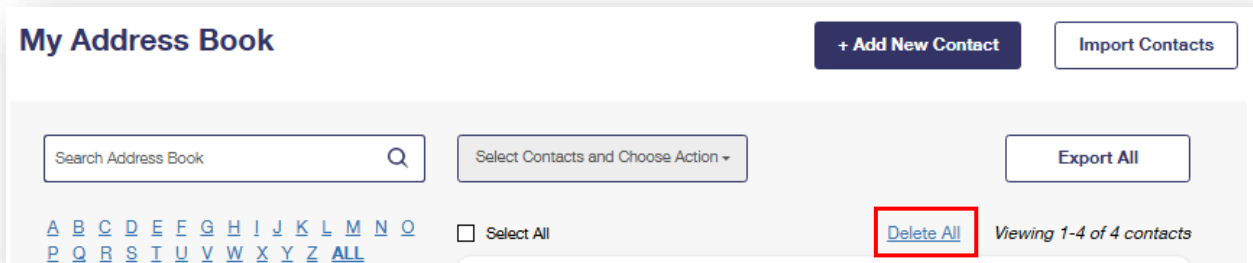
(a)

(b)

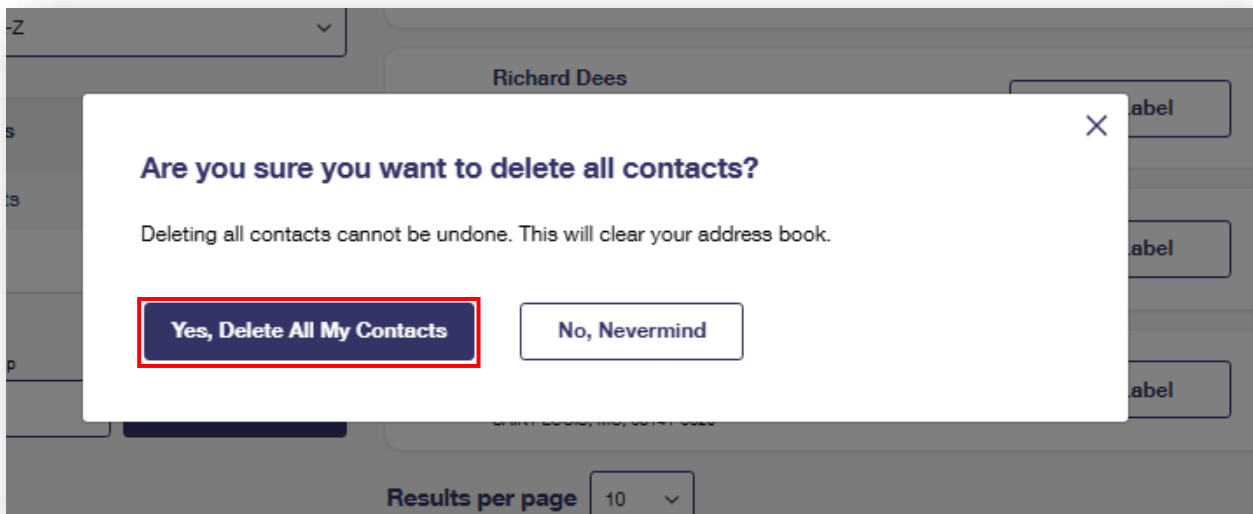
All Other Actions Within Address Book

Delete All Contacts

- a) To delete all your saved contacts within your Address Book at once, select the **Delete All** button located at the top of the page.



- b) Once selected, you will be presented with a popup modal. To proceed with deleting all your contacts, select **Yes, Delete All My Contacts**.
- i. **Note:** Deleting all contacts cannot be undone. This will clear your address book.



Search for Contacts with Search Bar

- a) To search for a specific contact within your Address Book, type in the contact's name (first, last, or company) or address in the **contact search bar**. As you type in the contact information, the suggested contact(s) will be displayed.

My Address Book

[+ Add New Contact](#)[Import Contacts](#)[Select Contacts and Choose Action](#)[Export All](#)

A B C D E F G H I J K L M N O P Q
R S T U V W X Y Z ALL

☐ Select All

Viewing 1-3 of 3 contacts

Sort By

Last Name A-Z

**Betty Bo**Postal Drive
Forrest, VA 78945[Edit](#)[Delete](#)[New Label](#)

Filter your Contacts by Alphabetical Letter

- a) To sort the contacts within your Address Book by alphabetical letter(s), select a specific letter and the contacts will be displayed.

My Address Book

[+ Add New Contact](#)[Import Contacts](#)[Select Contacts and Choose Action](#)[Export All](#)

A B C D E F G H I J K L M N O P Q
R S T U V W X Y Z ALL

☐ Select All

Viewing 1-10 of 13 contacts

Sort By

Last Name A-Z

Last Name A-Z

Last Name Z-A

First Name A-Z

First Name Z-A

Company A-Z

Company Z-A

Group 2 (2)

[Edit](#) [Delete](#)**Canada Address**Postal Drive
Forrest, VA 78945[Edit](#)[Delete](#)[New Label](#)**Betty Bo**Postal Drive
Forrest, VA 78945[Edit](#)[Delete](#)[New Label](#)**Ricky Bobby**Postal Drive
Forrest, VA 78945[Edit](#)[Delete](#)[New Label](#)

Sort your Contacts by Filter

- a) To sort the contacts within your Address Book by a specific order and filter, select the **Sort By** dropdown and select a sorting option.

My Address Book

[+ Add New Contact](#)[Import Contacts](#)[Select Contacts and Choose Action](#)[Export All](#)

A B C D E F G H I J K L M N O P Q
R S T U V W X Y Z ALL

☐ Select All

Viewing 1-10 of 13 contacts

Sort By

Last Name A-Z



Last Name A-Z

Last Name Z-A

First Name A-Z

First Name Z-A

Company A-Z

Company Z-A

Group 2 (2)

[Edit](#) [Delete](#)



Canada Address

Postal Drive
Forrest, VA 78945

[Edit](#)[Delete](#)[New Label](#)

Betty Bo

Postal Drive
Forrest, VA 78945

[Edit](#)[Delete](#)[New Label](#)

Ricky Bobby

Postal Drive
Forrest, VA 78945

[Edit](#)[Delete](#)[New Label](#)