



United States Postal Service

Click-N-Ship®: Address Book

User Guide

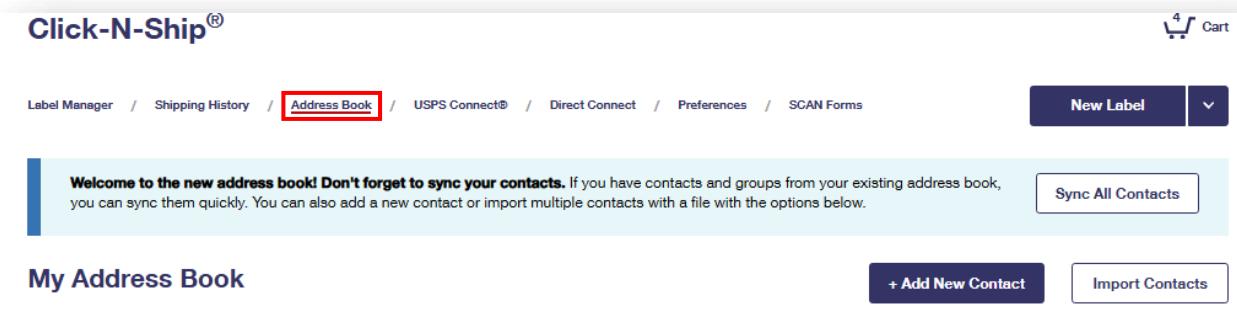
Last Updated – January 20th, 2026

**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!

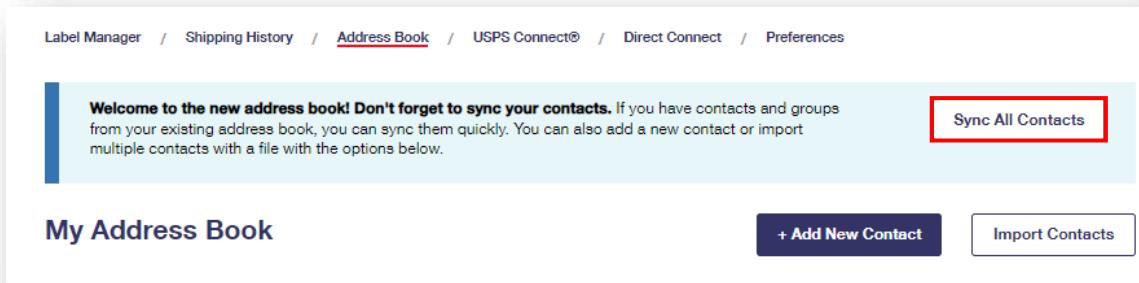
Table of Contents

Address Book Overview	2
How to Add New Contacts	4
• Sync All Contacts from your USPS® Address Book	4
• Importing Contacts via CSV File	5
• Adding a New Single Contact	6
All Actions for a Single Contact	10
• Create a New Label from a Single Contact.....	10
• Delete a Single Contact	11
• Export a Single Contact.....	11
• Add a Single Contact to a Group.....	11
• Remove a Single Contact from a Group	12
• Edit a Single Contact	12
All Actions for Multiple Contacts	14
• Create New Labels from Multiple Contacts	14
• Delete Multiple Contacts	15
• Export Multiple Contacts	15
• Add Multiple Contacts to a Group	15
• Remove Multiple Contacts from a Group	16
All Actions for a Group of Contacts	17
• View All Contacts within a Group	17
• Edit a Group of Contacts.....	17
• Delete a Group of Contacts.....	18
• Create a New Group of Contacts.....	19
All Other Actions Within Address Book	20
• Delete All Contacts	20
• Search for Contacts with Search Bar	20
• Filter your Contacts by Alphabetical Letter	21
• Sort your Contacts by Filter.....	21

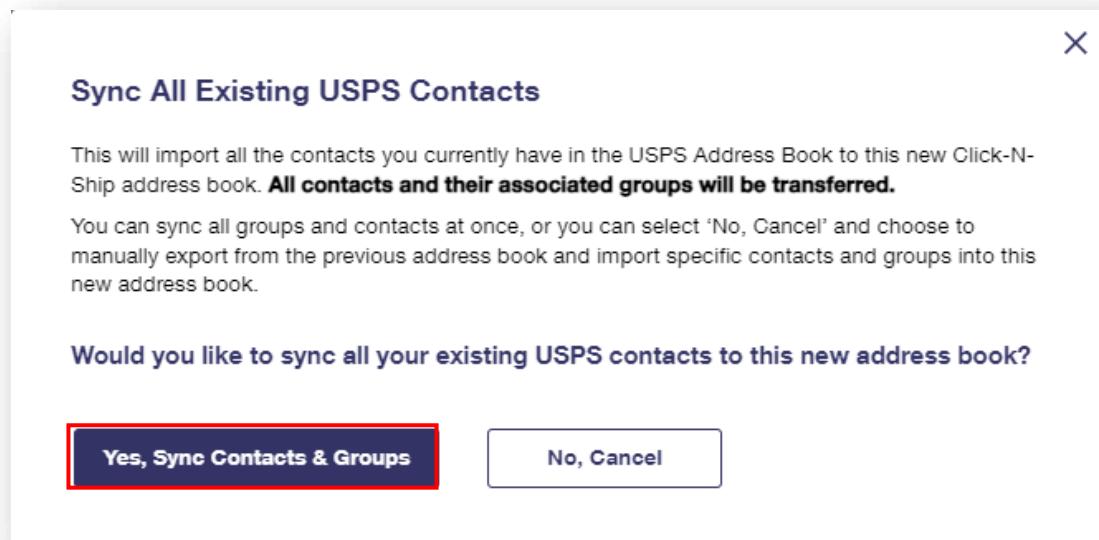
How to Add New Contacts

Sync All Contacts from your USPS® Address Book

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



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



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

The screenshot shows the Click-N-SHIP Address Book interface. At the top, there is a navigation bar with links to Label Manager, Shipping History, Address Book (underlined), USPS Connect®, Direct Connect, and Preferences. A success message box is displayed, stating "Success! All contacts & groups from your existing USPS address book have been synced!" with an "X" button to close it. Below the message, the "My Address Book" section is visible, featuring a search bar, a "Select Labels and Choose Action" dropdown, and an "Export All (7)" button. A "Sort By" dropdown is set to "Last Name A-Z". A "Select All" checkbox is present. The text "Viewing 1-7 of 7 contacts" is shown. At the top right, there is a "Cart" icon with a "1" and an "Import Contacts" button.

Importing Contacts via CSV File

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

The screenshot shows the Click-N-SHIP Address Book interface. The "Import Contacts" button is highlighted with a red box. The "My Address Book" section includes a search bar, a "Select Contacts and Choose Action" dropdown, and an "Export All" button. A "Sort By" dropdown is set to "Last Name A-Z". A "Select All" checkbox is present. The text "All Contacts (8) ▾" is shown. A contact entry for "International All" is displayed, showing "Postal Drive" and "Forrest, VA 78945" with "Edit", "Delete", and "New Label" buttons. The "Import Contacts" button is located at the top right of the main content area.

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 (i)

[Browse Files](#) (b)

File Selected: CNSv2 contacts.csv

Add to Groups (optional)

My Groups

Create New Group

+ Add Another Group

[Import Contacts](#) (c) [Cancel](#)

How to Import

- To begin, download an address book template. **You must use the headers provided in this 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](#) (a) [Import Contacts](#)

(b) [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 (c) All Contacts (8) [▼](#)

Sort By
Last Name A-Z (d)

International All	Edit	Delete	New Label
Postal Drive Forrest, VA 78945			

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

New Contact

Share with Company [\(i\)](#)

* Indicates a required field

Name (or Company)

This address is a business

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

*State AL - Alabama

*ZIP Code™ !
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



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

City is required

*State

AL - Alabama

*ZIP Code™



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

Enter a U.S. phone number

Email

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.

My Address Book

+ Add New Contact Import Contacts

Search Address Book

Select Contacts and Choose Action (b)

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 All Contacts (8) ▾

Sort By

My Groups

- All Contacts
- Mouse Company (2) [Edit](#) [Delete](#)
- Balmain Group (2) [Edit](#) [Delete](#)

International All

- Postal Drive
Forrest, VA 78945 [Edit](#) [Delete](#) [New Label](#)
- Rocky Moose Bullwinkle (Canada TV)
700 W PENDER ST 700 W PENDER ST, VANCOUVER, BC V8C 1G8, CANADA
VANCOUVER, BC, V8C 1G8, CA [Edit](#) [Delete](#) [New Label](#)
- Jane Doe
Postal Drive
Forrest, VA 78945 [Edit](#) [Delete](#) [New Label](#)

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**.

My Address Book

+ Add New Contact Import Contacts

Search Address Book

Select Contacts and Choose Action (b)

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

My Groups

- All Contacts

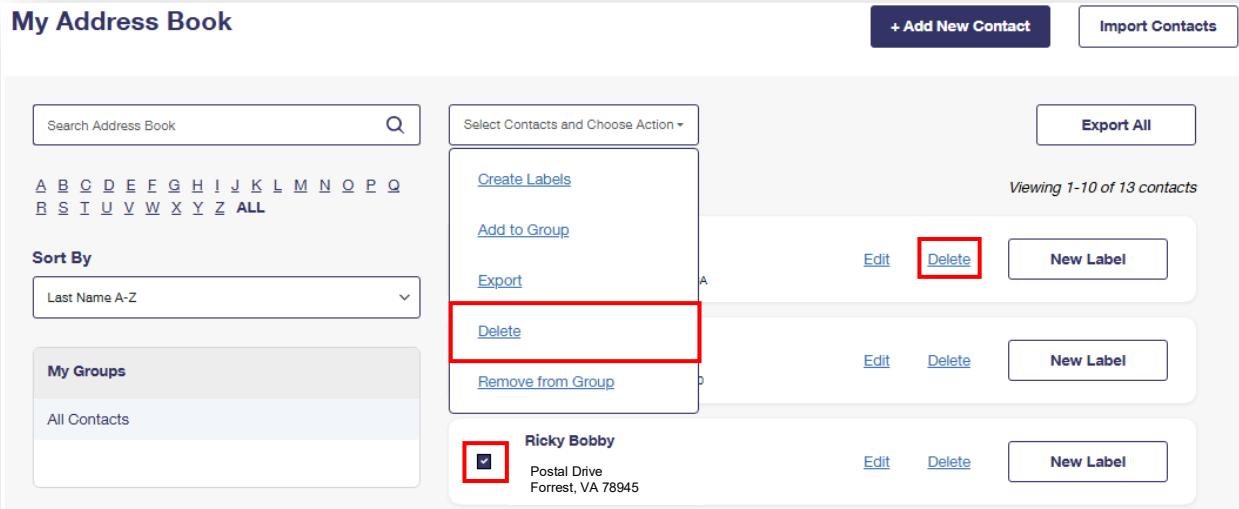
Create Labels

- [Add to Group](#)
- [Export](#)
- [Delete](#)
- [Remove from Group](#)

Ricky Bobby
Postal Drive
Forrest, VA 78945 [Edit](#) [Delete](#) [New Label](#)

Delete a Single Contact

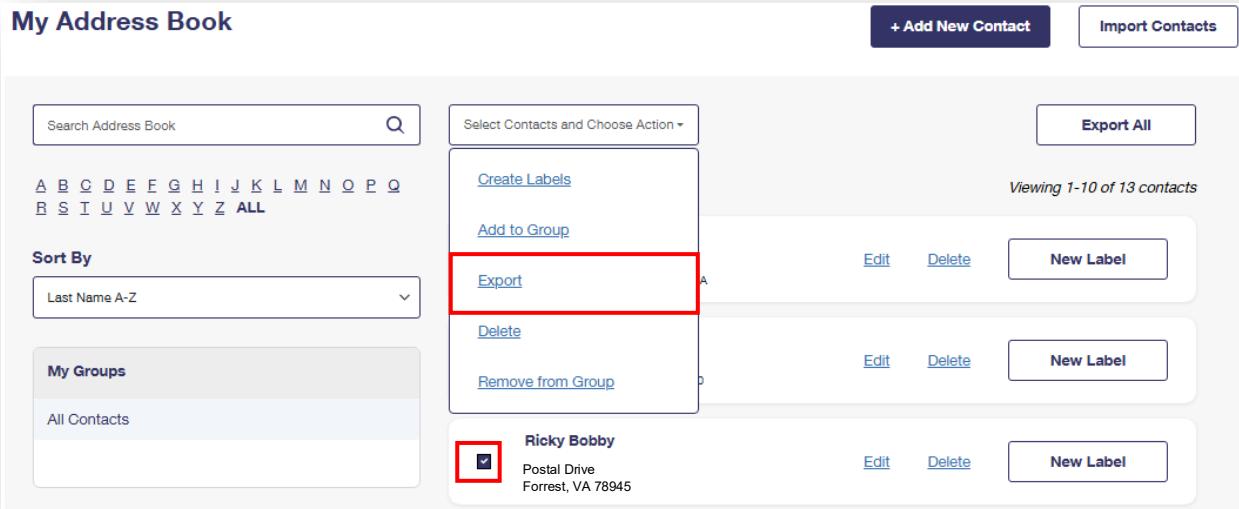
a) To delete the selected contact from your Address Book, select **Delete** from the dropdown or select the hyperlinked **Delete** button.



The screenshot shows the 'My Address Book' interface. On the left, there are search, sort, and group filters. The main area displays a list of contacts with a 'Select Contacts and Choose Action' dropdown menu open. The 'Delete' option in this menu is highlighted with a red box. Below the menu, a contact for 'Ricky Bobby' is selected, indicated by a checked checkbox. The contact details show 'Postal Drive, Forrest, VA 78945'. To the right of the contact are 'Edit', 'Delete', and 'New Label' buttons. The 'Delete' button is also highlighted with a red box. The top right of the interface shows 'Viewing 1-10 of 13 contacts'.

Export a Single Contact

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



The screenshot shows the 'My Address Book' interface. The layout is identical to the previous 'Delete' screenshot, with search, sort, and group filters on the left. The 'Select Contacts and Choose Action' dropdown menu is open, and the 'Export' option is highlighted with a red box. The contact for 'Ricky Bobby' is selected, with a checked checkbox. The contact details are the same: 'Postal Drive, Forrest, VA 78945'. The 'Edit', 'Delete', and 'New Label' buttons are present to the right of the contact. The top right shows 'Viewing 1-10 of 13 contacts'.

Add a Single Contact to a Group

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

My Address Book

+ Add New Contact

Import Contacts

The screenshot shows a list of contacts with a context menu open over the first contact, 'Ricky Bobby'. The menu options are: Create Labels, Add to Group (which is highlighted with a red box), Export, Delete, and Remove from Group. The contact 'Ricky Bobby' is selected, indicated by a checked checkbox. The contact information shown is 'Postal Drive, Forrest, VA 78945'. There are 'Edit' and 'Delete' links and 'New Label' buttons for each contact.

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.

My Address Book

+ Add New Contact

Import Contacts

The screenshot shows a list of contacts with a context menu open over the first contact, 'Ricky Bobby'. The menu options are: Create Labels, Add to Group, Export, Delete, and Remove from Group (which is highlighted with a red box). The contact 'Ricky Bobby' is selected, indicated by a checked checkbox. The contact information shown is 'Postal Drive, Forrest, VA 78945'. There are 'Edit' and 'Delete' links and 'New Label' buttons for each contact.

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](#) [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](#) Canada AddressPostal Drive
Forrest, VA 78945[Edit](#)[Delete](#)[New Label](#)

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.

My Address Book

Search Address Book

Select Contacts and Choose Action

Select All (b)

Viewing 1-10 of 13 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

My Groups (a)

All Contacts

Canada Address
Postal Drive
Forrest, VA 78945

Betty Bo
Postal Drive
Forrest, VA 78945

Ricky Bobby
Postal Drive
Forrest, VA 78945

Export All

Create New Labels from Multiple Contacts

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

My Address Book

Search Address Book

Select Contacts and Choose Action

Viewing 1-10 of 13 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

My Groups

All Contacts

Ricky Bobby
Postal Drive
Forrest, VA 78945

Export All

Delete Multiple Contacts

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

My Address Book

The screenshot shows the 'My Address Book' interface. At the top right are buttons for '+ Add New Contact' and 'Import Contacts'. Below them is a search bar and a navigation menu with letters A through Q and 'ALL'. A 'Sort By' dropdown is set to 'Last Name A-Z'. On the left, there are 'My Groups' and 'All Contacts' sections. The main area displays a list of contacts, with the first contact, 'Ricky Bobby', selected. A context menu is open over this contact, with the 'Delete' option highlighted by a red box. The menu also includes 'Create Labels', 'Add to Group', 'Export', and 'Remove from Group'. To the right of the contact list, it says 'Viewing 1-10 of 13 contacts'. Each contact card includes 'Edit', 'Delete', and 'New Label' buttons.

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.

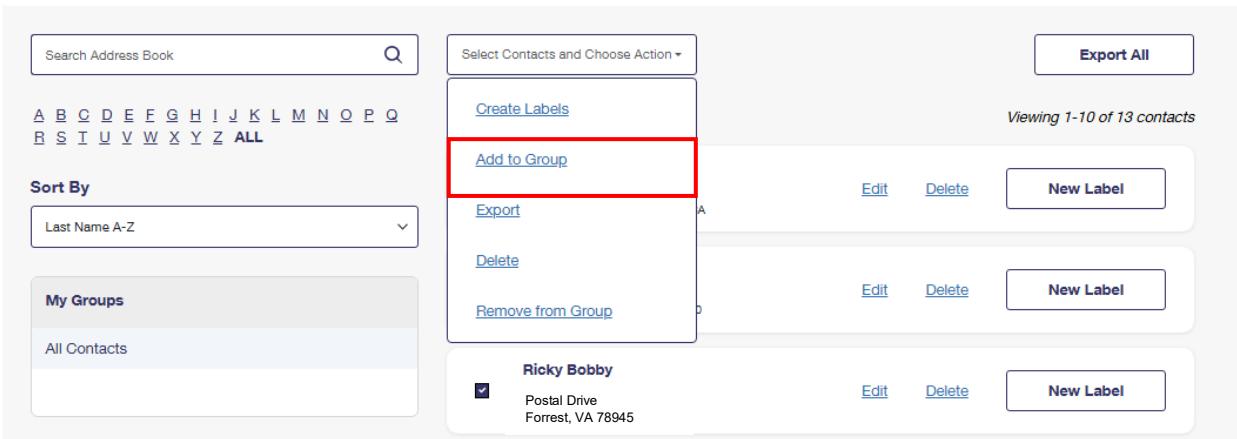
My Address Book

The screenshot shows the 'My Address Book' interface, identical to the previous one but with a different highlighted action. The 'Export All' option in the context menu for the selected contact 'Ricky Bobby' is highlighted with a red box. The rest of the interface and contact list are the same as the previous screenshot.

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](#)

Search Address Book

Select Contacts and Choose Action

Export All

Viewing 1-10 of 13 contacts

Sort By Last Name A-Z

My Groups All Contacts

Create Labels

Add to Group

Export

Delete

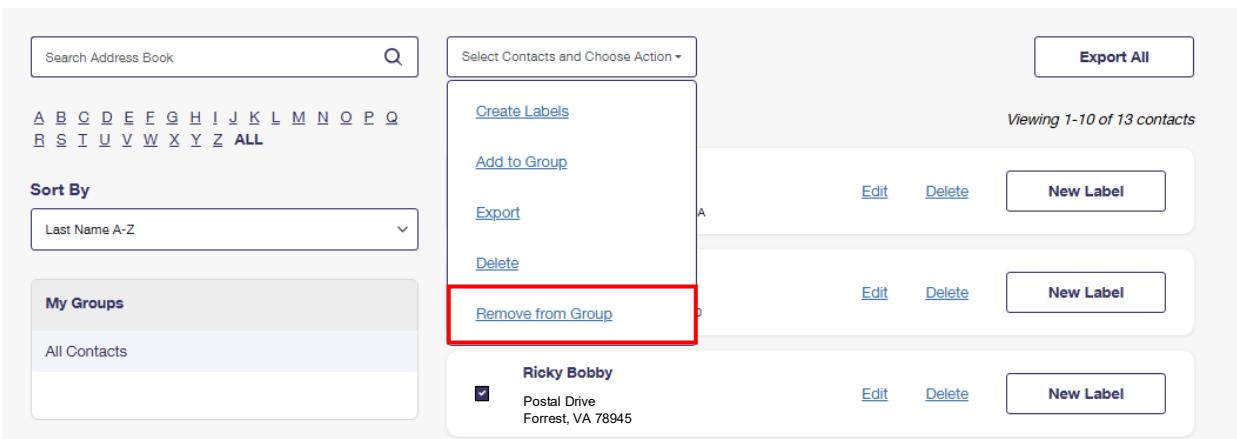
Remove from Group

Ricky Bobby Postal Drive, Forrest, VA 78945

Remove Multiple Contacts from a Group

- 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](#)

Search Address Book

Select Contacts and Choose Action

Export All

Viewing 1-10 of 13 contacts

Sort By Last Name A-Z

My Groups All Contacts

Create Labels

Add to Group

Export

Delete

Remove from Group

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.

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

Viewing 1-10 of 13 contacts

Sort By

Select All

Canada Address
Postal Drive
Forrest, VA 78945

Betty Bo
Postal Drive
Forrest, VA 78945

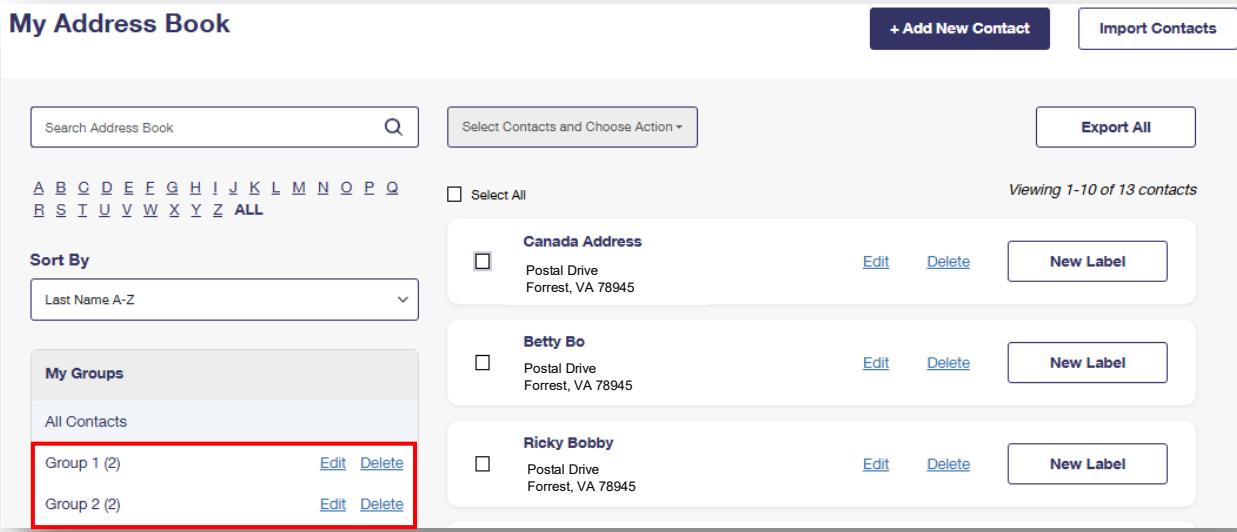
Ricky Bobby
Postal Drive
Forrest, VA 78945

My Groups

All Contacts

Group 1 (2)

Group 2 (2)



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.

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

Viewing 1-2 of 2 contacts

Sort By

Select All

Group 1 (2)

Canada Address
Postal Drive
Forrest, VA 78945

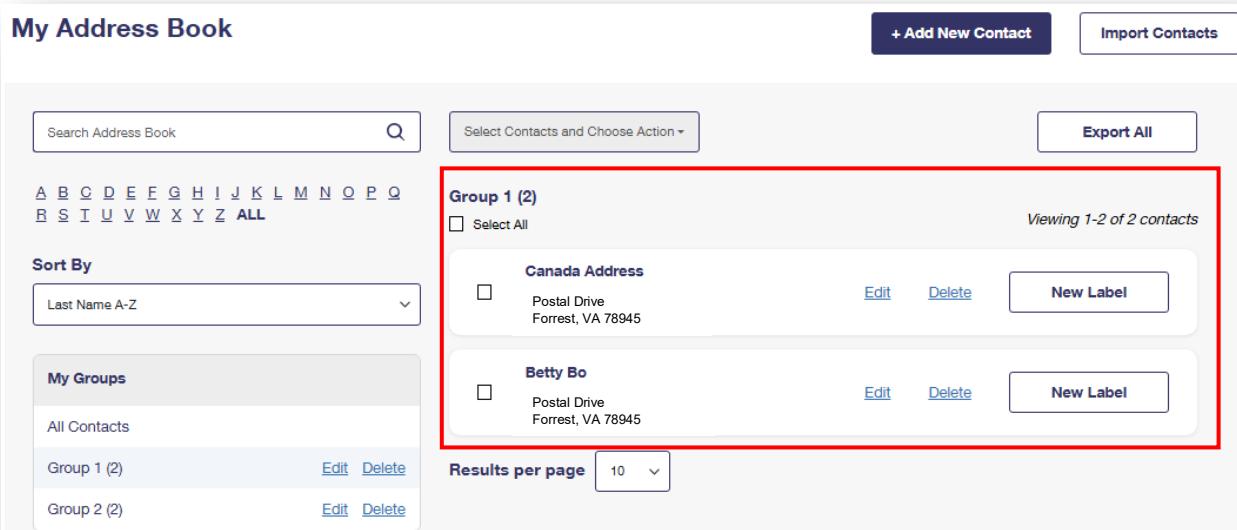
Betty Bo
Postal Drive
Forrest, VA 78945

All Contacts

Group 1 (2)

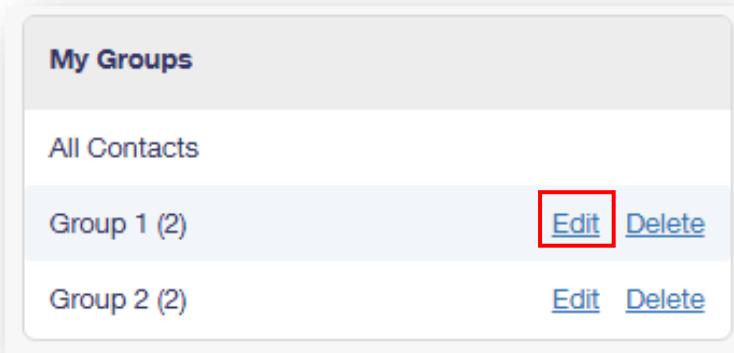
Group 2 (2)

Results per page

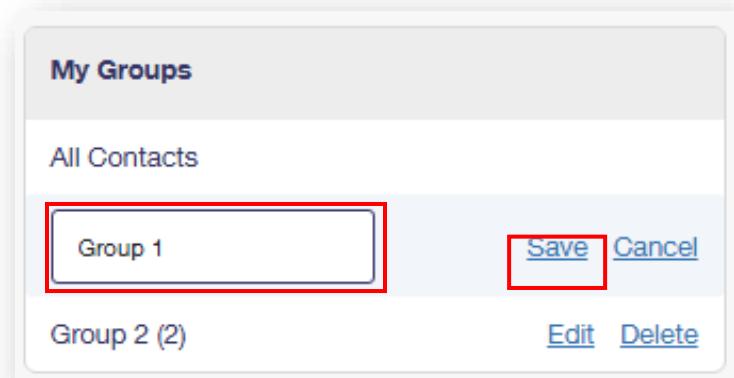


Edit a Group of Contacts

- 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**.

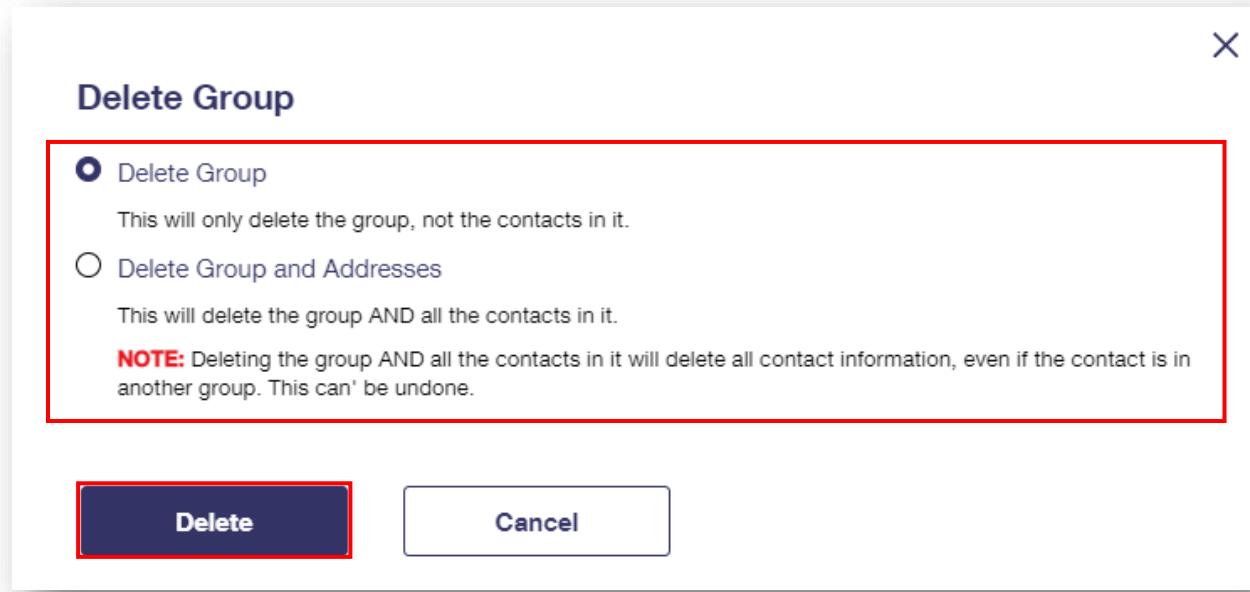


Delete a Group of Contacts

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



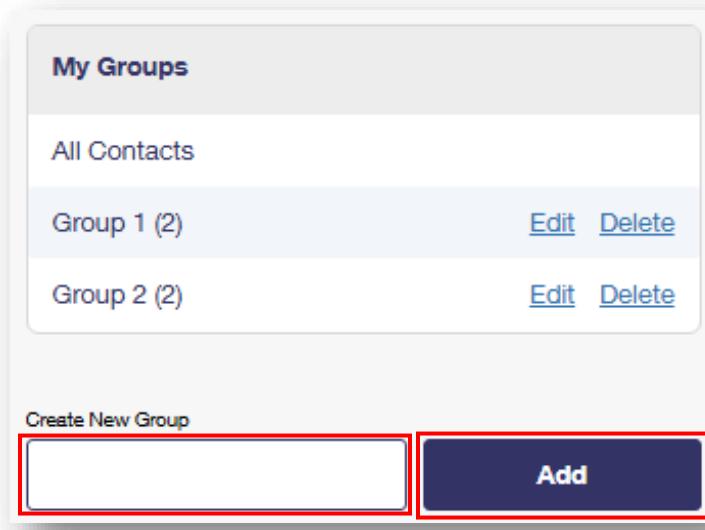
b) Once selected, a **Delete Group** popup modal will be displayed. Select a **delete option**, then select **Delete** to proceed.



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**.



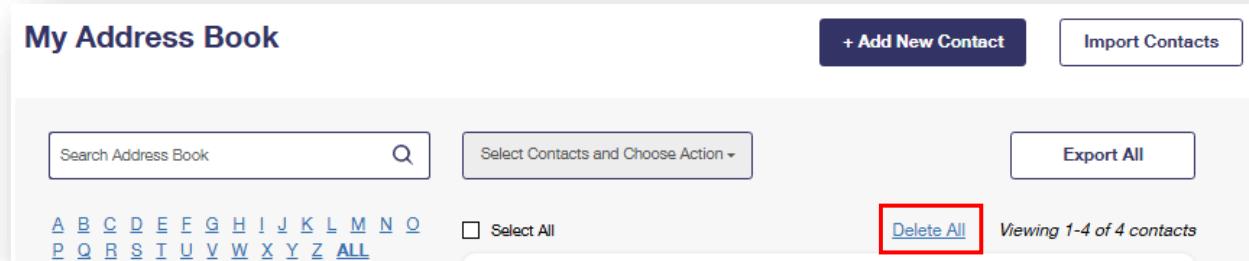
(a)

(b)

All Other Actions Within Address Book

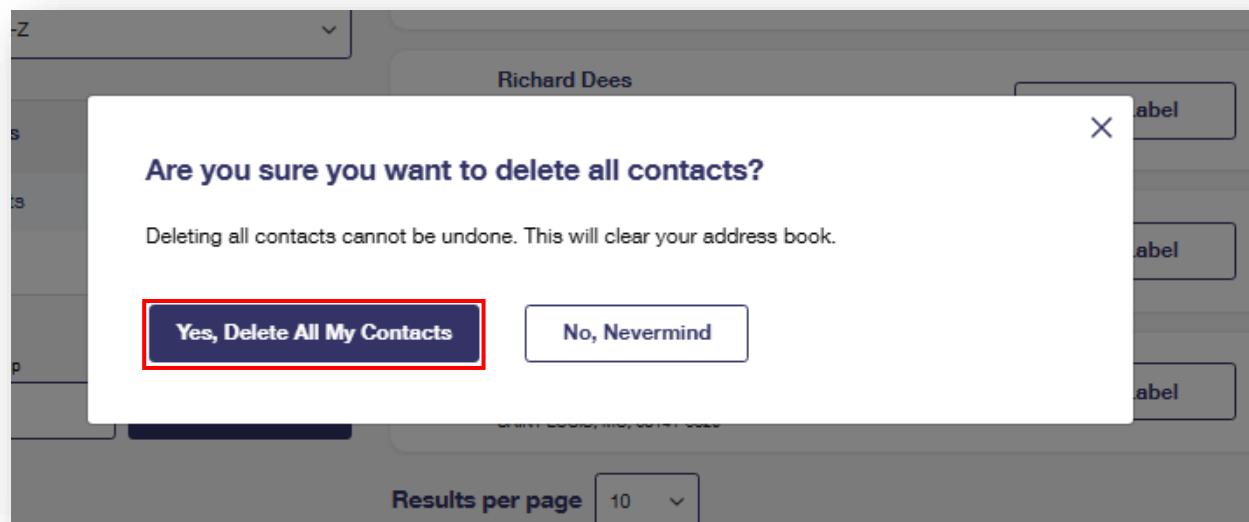
Delete All Contacts

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



- 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

- 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

20



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

- 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

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

Select All

Viewing 1-10 of 13 contacts

Sort By

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

- 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](#)

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[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](#)