



United States Postal Service Click-N-Ship®: **Direct Connect** User Guide

Last Updated – January 20th, 2026

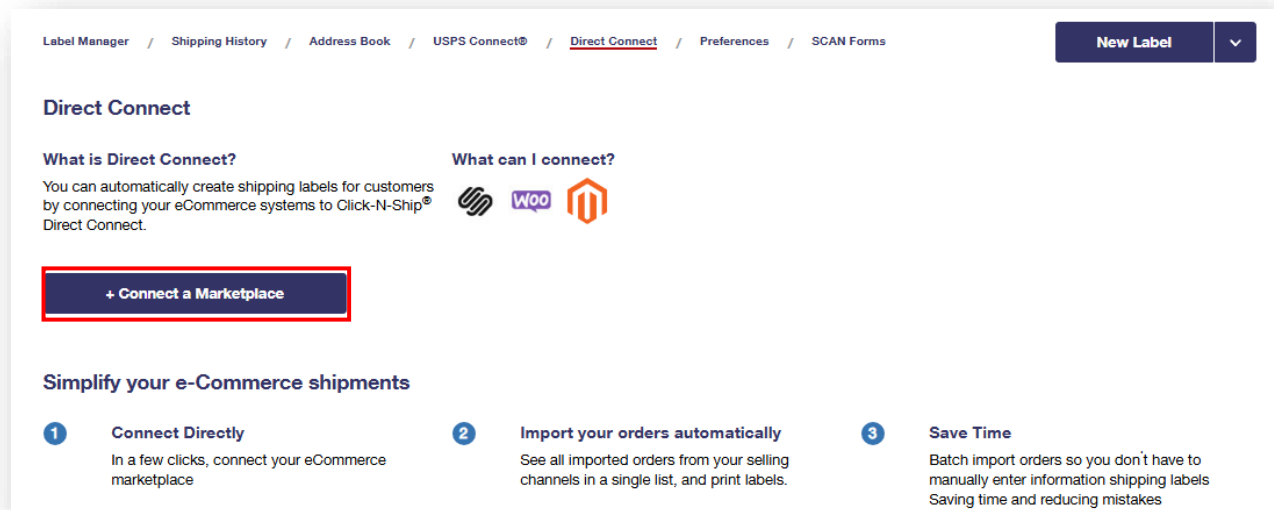
**Please note that this guide will be continuously updated.*

Direct Connect 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](#).

With **Direct Connect**, you can automatically create shipping labels for customers by connecting your eCommerce systems to Click-N-Ship® Direct Connect. The following online marketplaces are available:

- 1) Squarespace
- 2) WooCommerce
- 3) Magento



This user guide will cover all the functionalities and features available within the Click-N-Ship® **Direct Connect** 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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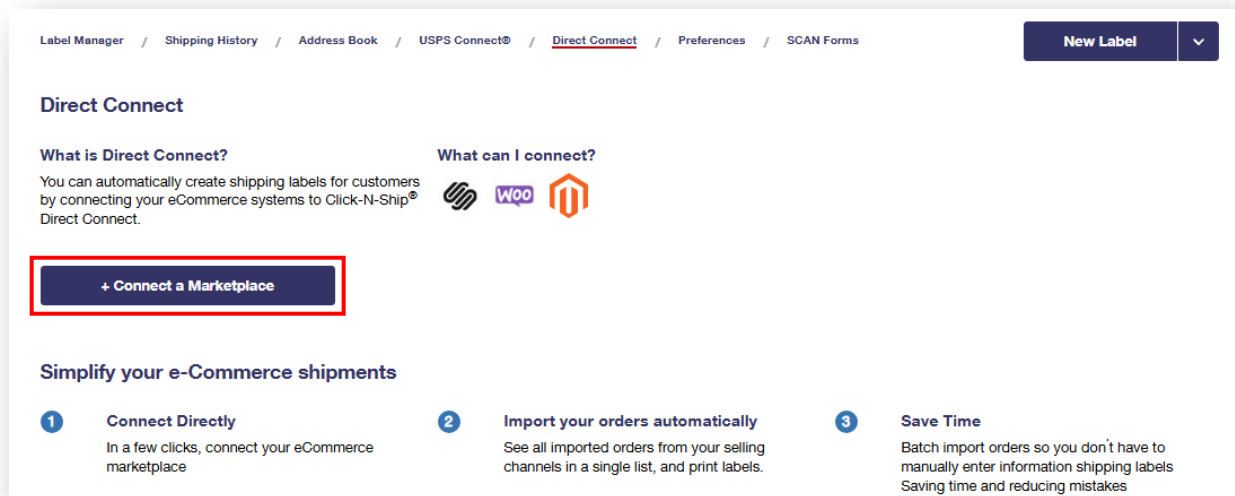
Direct Connect

Within Direct Connect, you will be able to connect your Online Marketplace storefront to then Click-N-Ship® application to process labels for orders from one place.

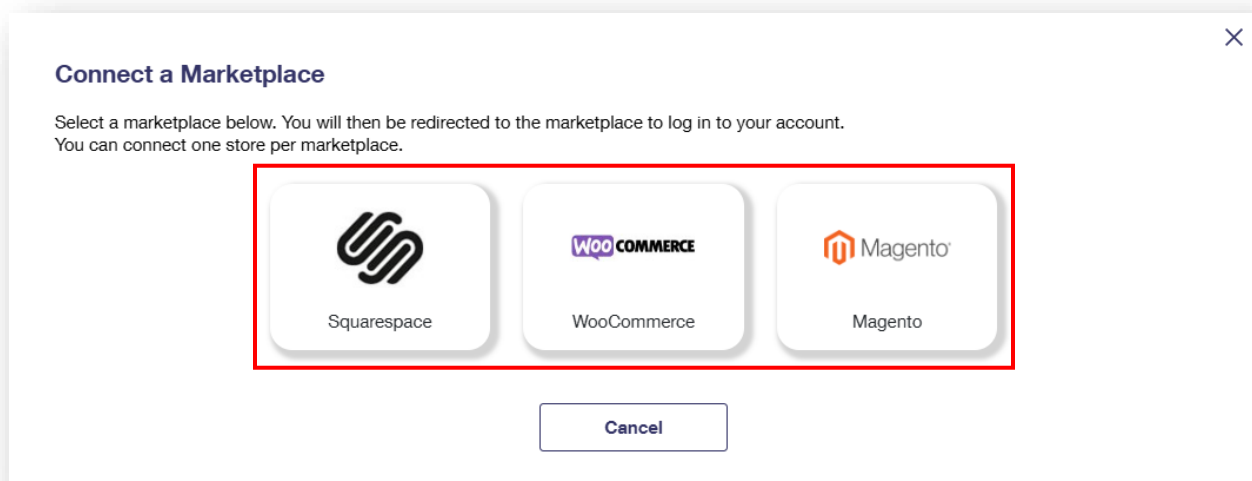
How to Connect to a Marketplace

1) Connect to a Marketplace

- a) To begin the connection process, click **+ Connect a Marketplace**.



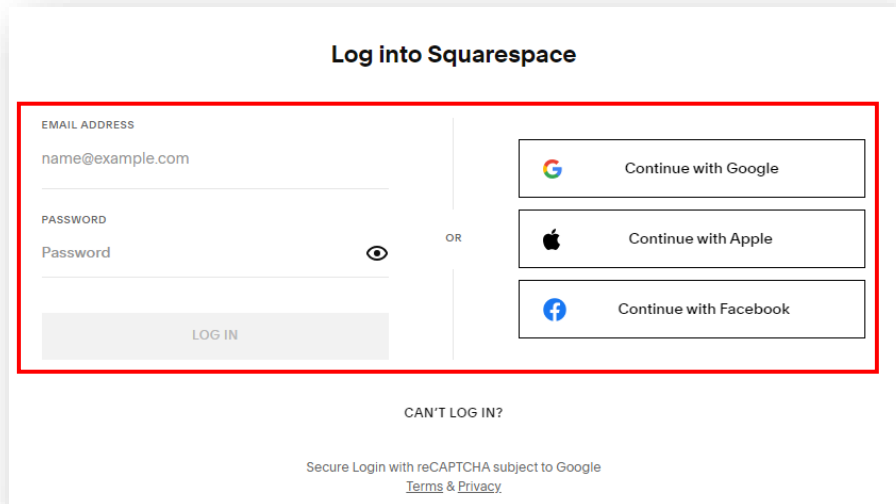
- b) Select a **Marketplace** from the options displayed.



How to Import Label(s) from Squarespace

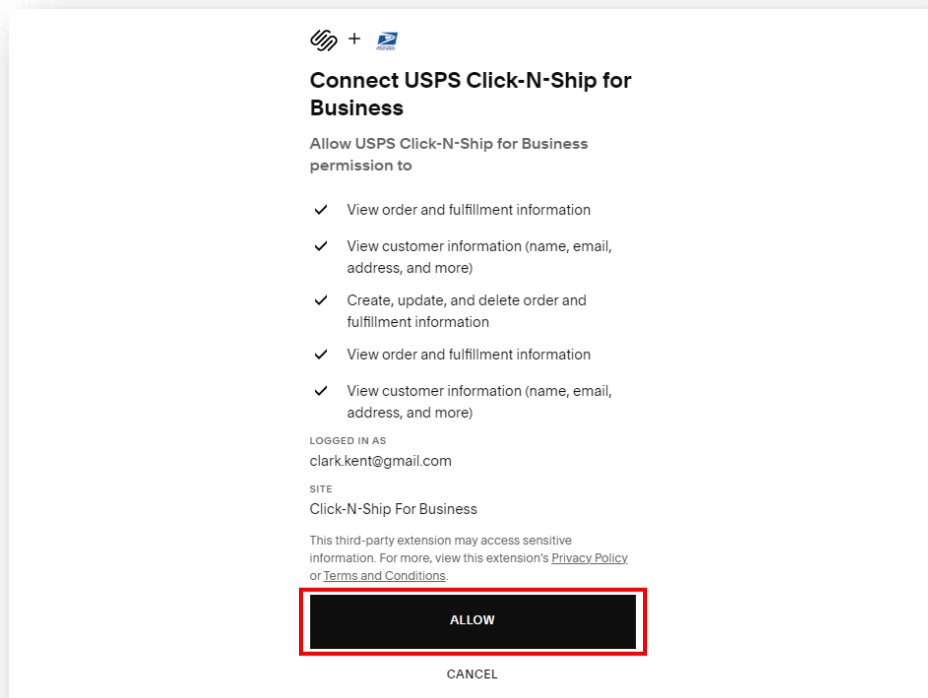
1) Connect to Squarespace

- a) To begin the connection process with the Squarespace, select **Squarespace** and you will be redirected to the login page. From there, enter your login details and select **Log In**.



The image shows the Squarespace login page titled "Log into Squarespace". It features a form with two main sections: a left section for email and password, and a right section for social login options. The left section has a label "EMAIL ADDRESS" with the text "name@example.com" entered, a "PASSWORD" label with "Password" entered, and a "LOG IN" button. The right section has three buttons: "Continue with Google", "Continue with Apple", and "Continue with Facebook". A red rectangle highlights the entire login form area. Below the form, there is a link "CAN'T LOG IN?" and a footer note "Secure Login with reCAPTCHA subject to Google [Terms & Privacy](#)".

- b) Once logged in, select **Allow** to proceed.



The image shows a permission screen for "Connect USPS Click-N-Ship for Business". At the top, there are logos for USPS and a plus sign. The title "Connect USPS Click-N-Ship for Business" is followed by the text "Allow USPS Click-N-Ship for Business permission to". Below this, there is a list of permissions with checkmarks: "View order and fulfillment information", "View customer information (name, email, address, and more)", "Create, update, and delete order and fulfillment information", "View order and fulfillment information", and "View customer information (name, email, address, and more)". Below the list, it says "LOGGED IN AS clark.kent@gmail.com" and "SITE Click-N-Ship For Business". A note at the bottom states "This third-party extension may access sensitive information. For more, view this extension's [Privacy Policy](#) or [Terms and Conditions](#)". At the bottom, there is a red rectangle highlighting a black button labeled "ALLOW", and a "CANCEL" link below it.

- c) Once you have successfully connected to your Squarespace store, you will see a **green banner** at the top of the page.
- d) Enter the desired **Squarespace Store Name** in the textbox and select **submit** to proceed with importing your label(s)

(c)


Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences

1 Cart

Success! Your Squarespace Store has been connected

Manage Marketplace Connection



Name your store in Click-N-Ship® or disconnect.

*Squarespace Store Name

My Squarespace Store

Submit View All Connected Marketplaces

Feedback

(d)

2) Import Labels From Squarespace


- a) To begin importing your labels from your Squarespace store, select **Import Labels**.

Manage a Marketplace

Establish a direct connection and import label information from an online marketplace.

You currently have **1 Active** marketplace. You can edit connections below or add another marketplace.

+ Connect a Marketplace

Marketplace Name	Last Modified	Actions
 My Squarespace Store	05/31/2024	<p>Manage</p> <p>Import Labels</p>

You can connect one store per marketplace.

Feedback

- b) **Select the label(s)** that you would like to import by checking off the box of each individual label.
- c) Select the **tracking agreement** checkbox.
- d) Lastly, select **Import Labels**.

Import Labels

My Squarespace Store

Select transactions to import into Label Manager Refresh

#	<input type="checkbox"/>	Status	Order ID	Recipient Name	Destination	Number of Items
1	<input checked="" type="checkbox"/>	Sold and Paid	665636b4447555011c4cbb05	Mike Doe	Dallas, TX 75202	7
2	<input checked="" type="checkbox"/>	Sold and Paid	6656363c5fab4552d2252c05	Janice Doe	Dallas, TX 75202	4

Upon successful payment of these label(s), please download the tracking PDF after payment confirmation and update the tracking information in the respective marketplace portal if it did not automatically update. The tracking numbers should match in USPS and your marketplace.

☒ I understand I need to confirm tracking information was **sent/Passed** from USPS to my marketplace.

Import Labels Cancel Import

- e) Once labels are successfully imported, the labels will appear in your **Label Manager**.
- f) Before you can proceed with adding your imported label(s) to the cart, you will have to select the **Service and Package type** for each individual label.

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms New Label

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

All Labels (2) Batches (1)

New Label Use Address Book Refresh Actions Add All Complete to Cart

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
<input type="checkbox"/>	10/22/2024	Pam Beesley 123 MAIN STREET, APT 102 MOUNTAIN VIEW, CA 94043-6543	Priority Mail Medium Flat Rate Box Edit Service And Package	Edit Package Details	+ Add Extra Services	Unavailable Missing service type. Missing package type.	Edit ▼
<input type="checkbox"/>	10/22/2024	BILL CLINTON 123 MAIN STREET SUITE 1000 SCRANTON, PA 18501	Priority Mail® Small Flat Rate Box Edit Service And Package	Edit Package Details	+ Add Extra Services	Unavailable Missing service type. Missing package type.	Edit ▼

How to Import Label(s) from WooCommerce


1) Connect to WooCommerce

- To begin the connection process with the WooCommerce, select **WooCommerce**.
- Enter your **WooCommerce store's URL**.
- Enter your **WooCommerce store's Consumer Key**.
- Enter your **WooCommerce store's Consumer Secret**.
- Select **Connect** to proceed.

(a - d)

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Connect your WooCommerce Store



Enter your WooCommerce store's URL

*Store URL

Enter WooCommerce URL

Enter your WooCommerce Consumer Key

Store Consumer key

Enter WooCommerce Store Consumer key

Enter your WooCommerce Consumer Secret

Store Consumer Secret

Enter WooCommerce Store Consumer Secret

(e)

Connect

Cancel

Privacy Act Statement:

For more information on our privacy policies visit www.usps.com/privacypolicy.

Your information will be used to fulfill orders for USPS® products and services using Click-N-Ship® to create postage labels online, and to support the administration and enforcement of U.S. customs, export control, and export statistics laws. Collection is authorized by 39 U.S.C. 401, 403, 404, and 407; 13 U.S.C. 301-307; and 50 U.S.C. 1702. Supplying your information is voluntary, but if not provided, we may not be able to process your request or fulfill your online order for shipping labels. We do not disclose your information without your consent to third parties, except for the following limited circumstances: Incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters and for customer service purposes. Customs declaration records may be disclosed to domestic and foreign customs agencies and postal operators, as well as intermediary companies involved in electronic data exchanges, for the purpose of facilitating carriage, security protocols, foreign or domestic customs processing, payment to operators, or delivery; Records may be disclosed to the Office of Foreign Assets Control, the Bureau of Industry and Security, Customs and Border Protection, and other government authorities for the purpose of administering and enforcing export control laws, rules, and policies, including 50 U.S.C. 1702. Customs declaration records may be disclosed to the U.S. Census Bureau for export statistical purposes pursuant to 13 U.S.C. 301-307. For more information on our privacy policies visit.

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- f) Once you have successfully connected to your WooCommerce store, you will see a **green banner** at the top of the page.
- g) Enter the desired **WooCommerce Store Name** in the textbox.
- h) Select **Save Name** to proceed with importing your label(s)

Click-N-Ship® 1 Cart

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms

(f) Success! Your Store has been connected

Manage Marketplace Connection



Name your store in Click-N-Ship® or disconnect.

*WooCommerce Store Name

(g)

(h) Save Name Remove Connection View All Connected Marketplaces

Feedback



2) Import Labels From WooCommerce

- a) To begin importing your labels from your WooCommerce store, select **Import Labels**.

Manage a Marketplace

Establish a direct connection and import label information from an online marketplace.

You currently have **2 Active** marketplaces. You can edit connections below or add another marketplace. + Connect a Marketplace

Marketplace Name	Last Modified	Actions
 My WooCommerce Store	05/31/2024	Manage Import Labels
 My Squarespace Store	05/31/2024	Manage Import Labels

You can connect one store per marketplace.

- b) **Select the label(s)** that you would like to import by checking off the box of each individual label.
- c) Select the **tracking agreement** checkbox.
- d) Lastly, select **Import Labels**.

Import Labels

WooCommerce

My WooCommerce Store

Select transactions to import into Label Manager Refresh

#	<input type="checkbox"/>	Status	Order ID	Recipient Name	Destination	Number of Items
1	<input checked="" type="checkbox"/>	Sold and Paid	85	Jamie Doe	Dallas, TX 75202	12
2	<input checked="" type="checkbox"/>	Sold and Paid	84	Jamie Doe	Dallas, TX 75202	8

Upon successful payment of these label(s), please download the tracking PDF after payment confirmation and update the tracking information in the respective marketplace portal if it did not automatically update. The tracking numbers should match in USPS and your marketplace.

☒ I understand I need to confirm tracking information was **sent/Passed** from USPS to my marketplace.

Import Labels Cancel Import

- e) Once labels are successfully imported, the labels will appear in your **Label Manager**.
- f) Before you can proceed with adding your imported label(s) to the cart, you will have to select the **Service and Package type** for each individual label.

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms New Label

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

All Labels (2) Batches (1)

New Label Use Address Book Refresh Actions Add All Complete to Cart

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.


<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	10/22/2024	Pam Beesley 123 MAIN STREET, APT 102 MOUNTAIN VIEW, CA 94043-6543	Priority Mail Medium Flat Rate Box Edit Service And Package	Edit Package Details	+ Add Extra Services	Unavailable Missing service type. Missing package type.	Edit ▼
2	10/22/2024	BILL CLINTON SUITE 1000 SCRANTON, PA 18501	Priority Mail® Small Flat Rate Box Edit Service And Package	Edit Package Details	+ Add Extra Services	Unavailable Missing service type. Missing package type.	Edit ▼

How to Import Label(s) from Magento

1) Connect to Magento

- Enter your **Magento store's URL**.
- Enter your **Magento Consumer Key**.
- Enter your **Magento Consumer Secret**.
- Enter your **Magento Access Token**.
- Enter your **Magento Access Token Secret**.
- Select **Connect** to proceed.

Connect your Magento Store

 **Magento**

Enter your Magento store URL
*Store URL

Enter your Magento Consumer Key
Consumer Key

Enter your Magento Consumer Secret
Consumer Secret

Enter your Magento Access Token
Access Token

Enter your Magento Access Token Secret
Access Token Secret

Connect **Cancel**

Magento Single Sign-On

Magento Digital Storefront

Magento Support

Magento Integration Steps

1. Log in to your **Magento Admin Panel** and go to **System > Extensions > Integrations**.
2. Click the **Add New Integration** button.
3. Fill out all required fields indicated with an **asterisk**.
4. On the left panel, click the **API tab**.
5. Select **All** from **Resource Access** dropdown for the integration.
6. Return to the **Integrations** page. Find your new integration and click the **Activate**.
7. Review the resources access and permissions, then click **Allow**.
8. The following integration tokens will be displayed on the screen: Consumer Key, Consumer Secret, Access Token, and Access Token Secret.

Use the generated information to connect your store to USPS Click-N-Ship.

(a - e)


(f)

- Once you have successfully connected to your Magento store, you will see a **green banner** at the top of the page.
- Enter the desired **Magento Store Name** in the textbox.
- Select **Save Name** to proceed with importing your label(s)

(g)

Success. Your Magento store is connected.

Manage Marketplace Connection



Name your store in Click-N-Ship® or disconnect.

*Magento Store Name

My Magento Store

Submit

View All Connected Marketplaces

(g)

(i)

2) Import Labels From Magento



- a) To begin importing your labels from your Magento store, select **Import Labels**.

Direct Connect

You can automatically create shipping labels for customers by connecting your eCommerce systems to Click-N-Ship® Direct Connect.

Connected Marketplaces (1)

+ Connect a Marketplace

Marketplace Name	Last Modified	Actions
 My Magento Store	10/16/2024	<div>Manage</div> <div>Import Labels</div>
 My Rithum Store	06/12/2024	<div>Manage</div> <div>Import Labels</div>

- b) **Select the label(s)** that you would like to import by checking off the box of each individual label.
- c) Select the **tracking agreement** checkbox.
- d) Lastly, select **Import Labels**.

Import Labels



My Magento Store Name

Select transactions to import into Label Manager

Refresh

#	<input checked="" type="checkbox"/>	Status	Order ID	Recipient Name	Destination	Number of Items
1	<input checked="" type="checkbox"/>	Sold and Paid	902-1845936-5435065	N/A	N/A	0
2	<input checked="" type="checkbox"/>	Sold and Paid	902-8745147-1934268	N/A	N/A	0

Upon successful payment of these label(s), please download the tracking PDF after payment confirmation and update the tracking information in the respective marketplace portal if it did not automatically update. The tracking numbers should match in USPS and your marketplace.

☒ I understand I need to confirm tracking information was **sent/Passed** from USPS to my marketplace.

Import Labels

Cancel Import

e) Once labels are successfully imported, the labels will appear in your **Label Manager**.

f) Before you can proceed with adding your imported label(s) to the cart, you will have to select the **Service and Package type** for each individual label.

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms

New Label

Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.

All Labels (2) Batches (1)

New Label Use Address Book Refresh Actions Add All Complete to Cart

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	10/22/2024	Pam Beesley 123 MAIN STREET, APT 102 MOUNTAIN VIEW, CA 94043-6543	Priority Mail Medium Flat Rate Box Edit Service And Package	Edit Package Details	+ Add Extra Services	Unavailable Missing service type. Missing package type.	Edit
2	10/22/2024	BILL CLINTON 123 MAIN STREET SUITE 1000 SCRANTON, PA 18501	Priority Mail® Small Flat Rate Box Edit Service And Package	Edit Package Details	+ Add Extra Services	Unavailable Missing service type. Missing package type.	Edit