



United States Postal Service

Click-N-Ship®: Direct Connect

User Guide

Last Updated – January 20th, 2026

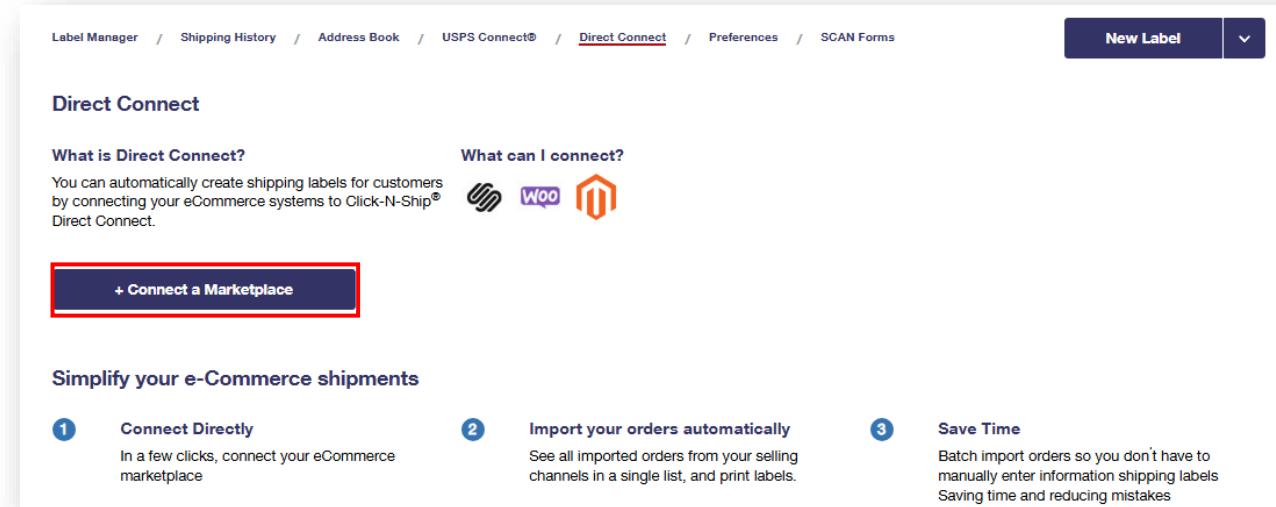
**Please note that this guide will be continuously updated.*

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



The screenshot shows the Click-N-Ship Direct Connect interface. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect (which is underlined in red), Preferences, and SCAN Forms. To the right of the navigation bar is a blue button labeled "New Label" with a dropdown arrow. Below the navigation bar, the page title is "Direct Connect". There are two sections: "What is Direct Connect?" and "What can I connect?". The "What is Direct Connect?" section contains text: "You can automatically create shipping labels for customers by connecting your eCommerce systems to Click-N-Ship® Direct Connect." Below this text is a red-bordered button labeled "+ Connect a Marketplace". The "What can I connect?" section contains the text "What can I connect?" and three icons representing different marketplaces: Squarespace (a blue square with white lines), WooCommerce (a purple square with white text "WOO"), and Magento (an orange square with a white stylized "M"). Below these sections, there is a heading "Simplify your e-Commerce shipments" followed by three numbered steps: 1. Connect Directly, 2. Import your orders automatically, and 3. Save Time.

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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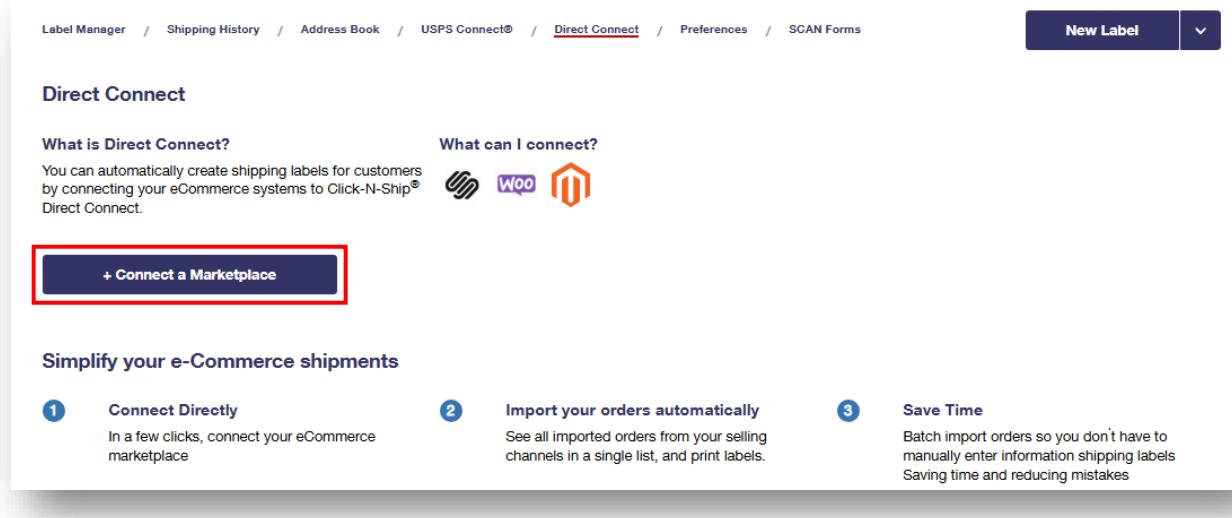
Direct Connect

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

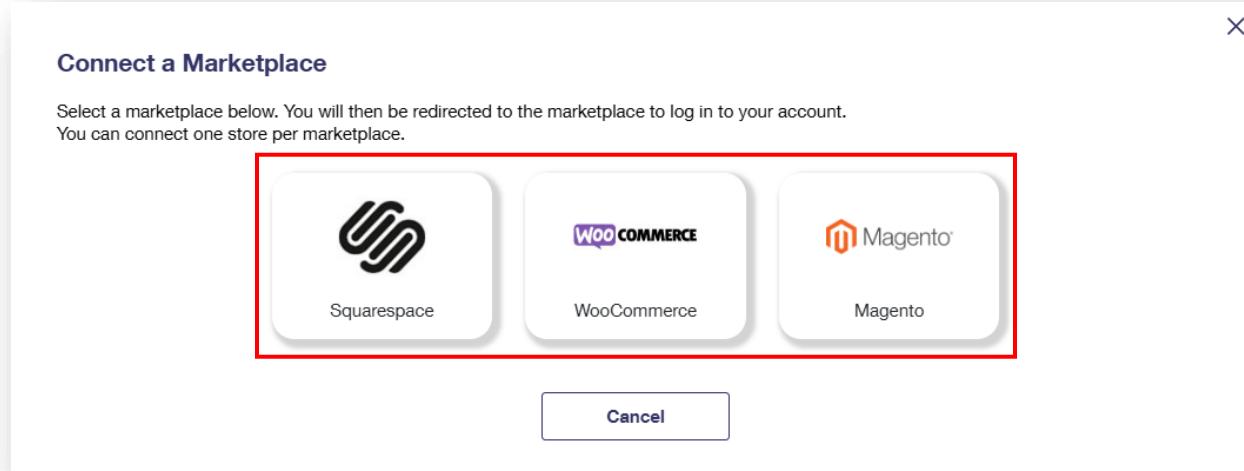
1) Connect to a Marketplace

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



The screenshot shows the Direct Connect section of the Click-N-Ship application. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect (which is underlined in red), Preferences, and SCAN Forms. On the far right, there are buttons for 'New Label' and a dropdown menu. Below the navigation, the title 'Direct Connect' is displayed. To the left, there is a section titled 'What is Direct Connect?' with a description and a 'Connect Directly' button. To the right, there is a section titled 'What can I connect?' with logos for Squarespace, WooCommerce, and Magento. At the bottom, there is a section titled 'Simplify your e-Commerce shipments' with three numbered steps: 1. Connect Directly, 2. Import your orders automatically, and 3. Save Time. The 'Connect Directly' button is highlighted with a red box.

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

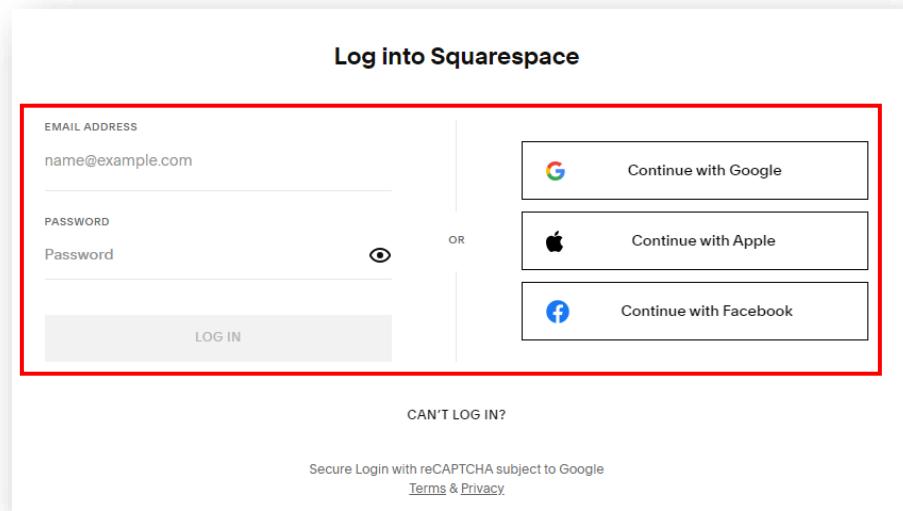


The screenshot shows a modal dialog box titled 'Connect a Marketplace'. It contains a message: 'Select a marketplace below. You will then be redirected to the marketplace to log in to your account. You can connect one store per marketplace.' Below the message, there are three buttons for Squarespace, WooCommerce, and Magento, each with its respective logo. The 'Squarespace' button is highlighted with a red box. At the bottom of the dialog, there is a 'Cancel' button.

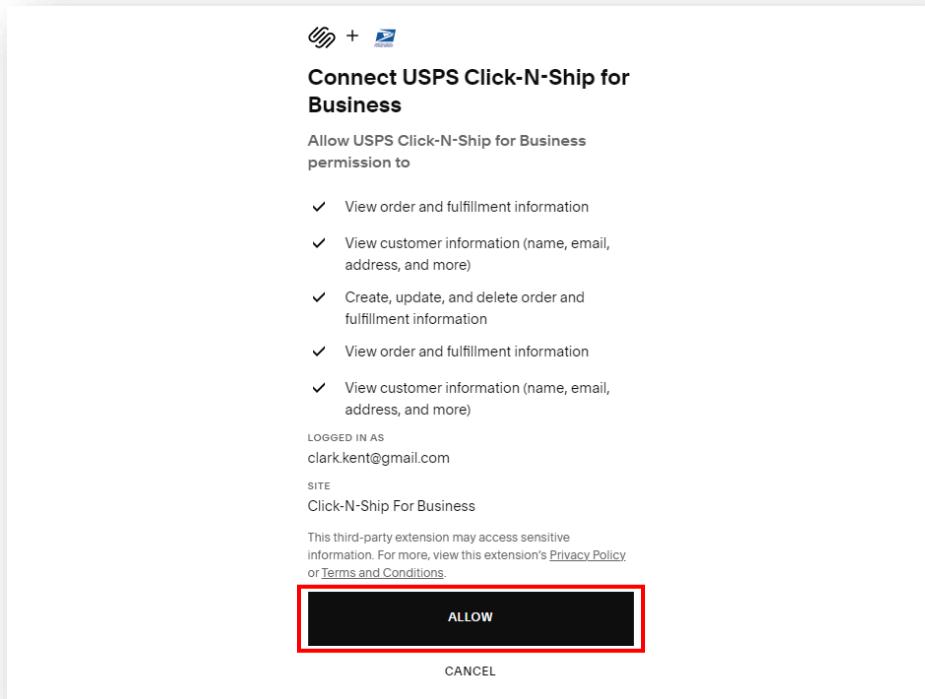
How to Import Label(s) from Squarespace

1) Connect to Squarespace

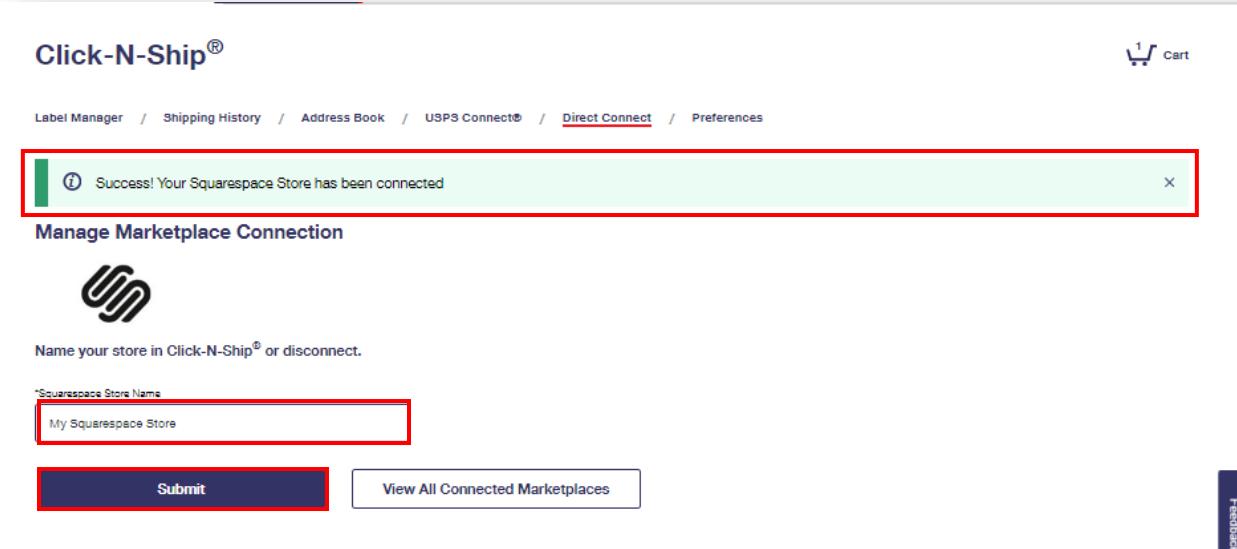
- a) To begin the connection process with the Squarespace, select **Squarespace** and you will be redirected to the login page. From there, enter your login details and select **Log In**.



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



- 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) Success! Your Squarespace Store has been connected

(d) Manage Marketplace Connection

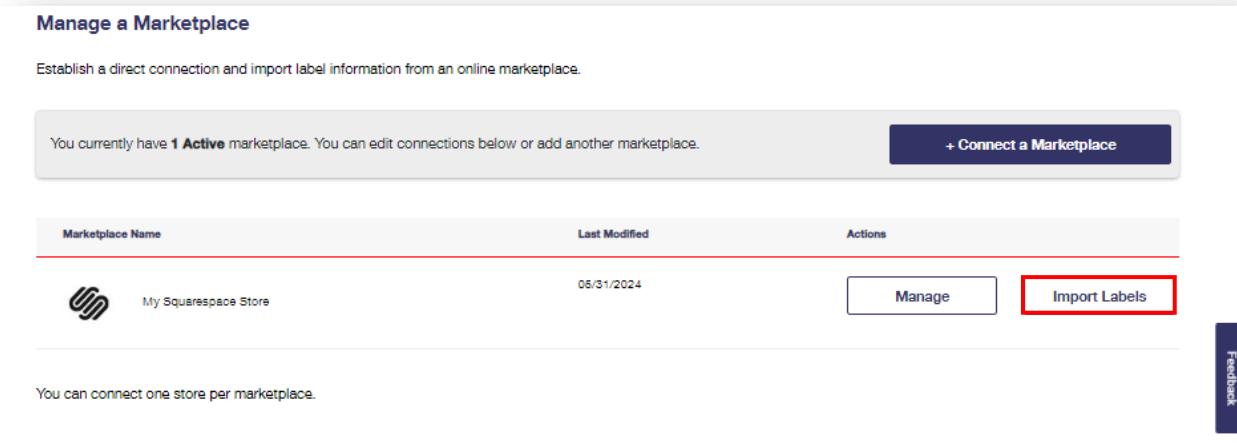
Name your store in Click-N-Ship® or disconnect.

Squarespace Store Name: My Squarespace Store

Submit View All Connected Marketplaces

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	Manage Import Labels

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

#	Status	Order ID	Recipient Name	Destination	Number of Items
1	<input checked="" type="checkbox"/> Sold and Paid	86593804447555011c4cbbc8	Mike Doe	Dallas, TX 75202	7
2	<input checked="" type="checkbox"/> Sold and Paid	865938058feb4852d2252c06	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.

- 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](#)

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)

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

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input checked="" 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.	<input type="button" value="Edit"/>
2	<input checked="" 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.	<input type="button" value="Edit"/>

How to Import Label(s) from WooCommerce

1) Connect to WooCommerce

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

Connect your WooCommerce Store

WOO COMMERCE

Enter your WooCommerce store's URL
*Store URL
Enter WooCommerce URL

Enter your WooCommerce Consumer Key
Store Consumer key
Enter WooCommerce Store Consumer key

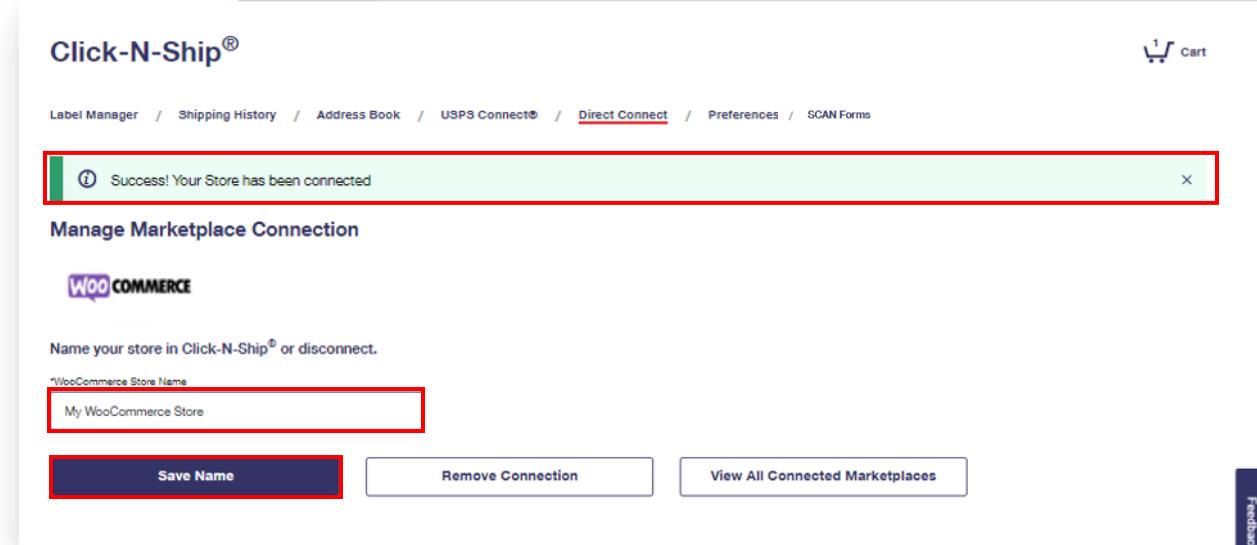
Enter your WooCommerce Consumer Secret
Store Consumer Secret
Enter WooCommerce Store Consumer Secret

(a - d) (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 60 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 60 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.

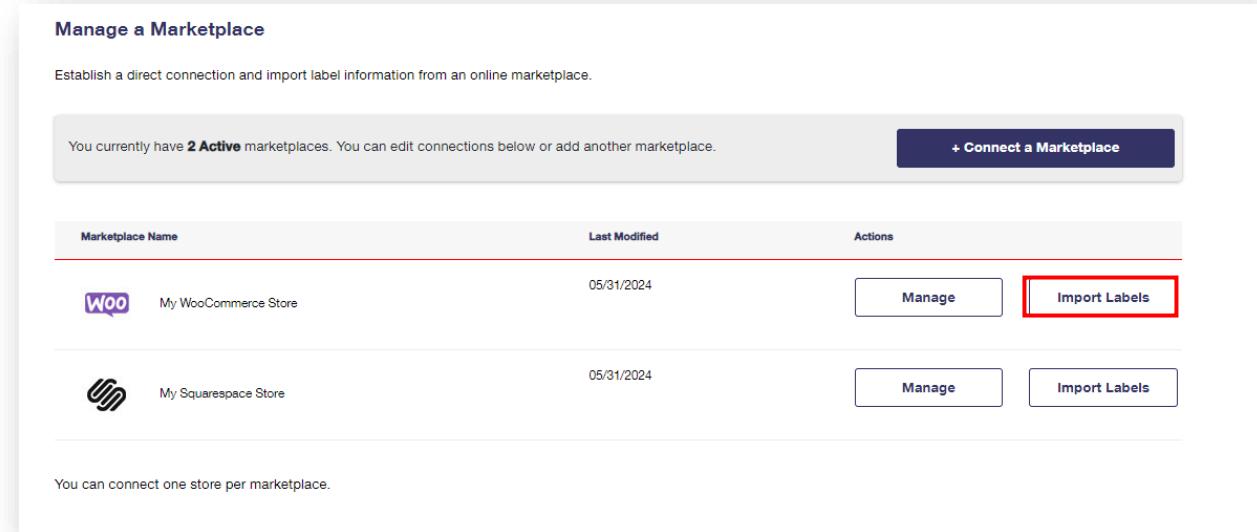
- f) Once you have successfully connected to your WooCommerce store, you will see a **green banner** at the top of the page.
- g) Enter the desired **WooCommerce Store Name** in the textbox.
- h) Select **Save Name** to proceed with importing your label(s)



The screenshot shows the Click-N-Ship Direct Connect interface. At the top, there is a green banner with the text "Success! Your Store has been connected". Below this, the page title is "Manage Marketplace Connection" and the sub-section is "WOO COMMERCE". A sub-instruction "(f)" points to the success message. A sub-instruction "(g)" points to the "WooCommerce Store Name" input field, which contains "My WooCommerce Store". A sub-instruction "(h)" points to the "Save Name" button. Other buttons visible are "Remove Connection" and "View All Connected Marketplaces". The top right corner shows a cart icon with "1" item.

2) Import Labels From WooCommerce

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



The screenshot shows the Click-N-Ship "Manage a Marketplace" page. It displays a list of connected marketplaces. The first entry is "WOO My WooCommerce Store" with a "Last Modified" date of "05/31/2024". The "Actions" column for this entry contains two buttons: "Manage" and "Import Labels", with "Import Labels" being highlighted with a red box. The second entry is "Squarespace My Squarespace Store" with a "Last Modified" date of "05/31/2024". The "Actions" column for this entry also contains "Manage" and "Import Labels" buttons. A note at the bottom states "You can connect one store per marketplace." A sub-instruction "(g)" points to the "Import Labels" button for the WooCommerce entry.

- 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

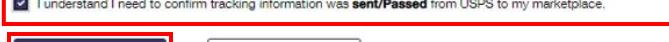
WooCommerce

My WooCommerce Store

Select transactions to import into Label Manager

(b) 

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.

(c) 

(d) 

- 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. X

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.

	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 Woo	Priority Mail Medium Flat Rate Box Edit Service And Package	Edit Package Details Edit Service And Package	+ 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 Woo	Priority Mail® Small Flat Rate Box Edit Service And Package	Edit Package Details Edit Service And Package	+ Add Extra Services	Unavailable Missing service type. Missing package type.	Edit

How to Import Label(s) from Magento

1) Connect to Magento

- a) Enter your **Magento store's URL**.
- b) Enter your **Magento Consumer Key**.
- c) Enter your **Magento Consumer Secret**.
- d) Enter your **Magento Access Token**.
- e) Enter your **Magento Access Token Secret**.
- f) Select **Connect** to proceed.

Connect your Magento Store

 Magento®

Enter your Magento store URL
*Store URL
Enter Magento URL

Enter your Magento Consumer Key
Consumer Key
Enter Consumer Key

Enter your Magento Consumer Secret
Consumer Secret
Enter Consumer Secret

Enter your Magento Access Token
Access Token
Enter Access Token

Enter your Magento Access Token Secret
Access Token Secret
Enter consumer Access Token Secret

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.

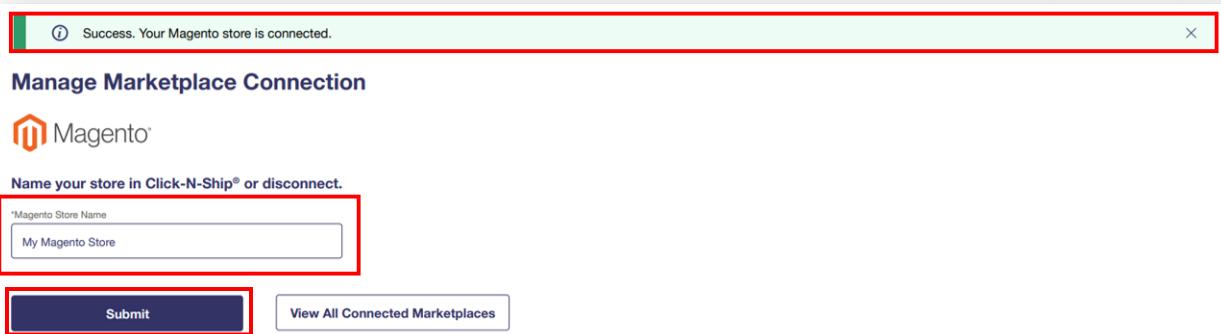
(a - e)

(f)

Connect **Cancel**

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

(g)



Success. Your Magento store is connected.

Manage Marketplace Connection

Magento

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

(g) *Magento Store Name
My Magento Store

Submit View All Connected Marketplaces

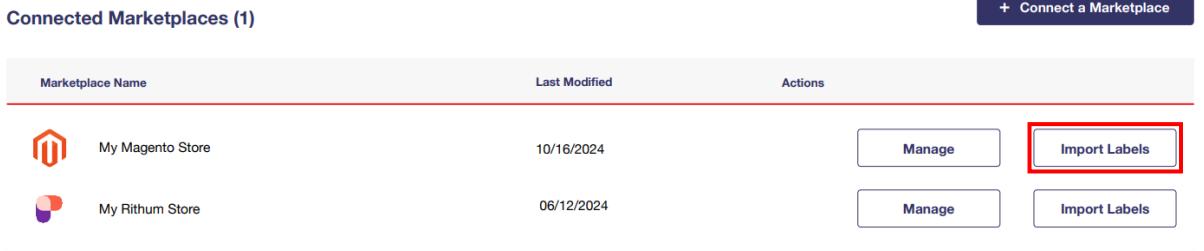
(i)

2) Import Labels From Magento

- 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)

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

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

Import Labels



My Magento Store Name

Select transactions to import into Label Manager

Refresh

#	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.

(b)

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

(c)

Import Labels

Cancel Import

(d)

- 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								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)				Actions		Add All Complete to Cart >
<i>This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.</i>										
	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels			
1	<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			
2	<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			