



United States Postal Service Click-N-Ship®: **Label Creation** User Guide

Last Updated – July 12th, 2026

**This guide will be updated as changes occur.*

Label Creation 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](#).

Click-N-Ship® offers five label creation methods:

- 1) **Create a Single Label:** create individual labels manually with our Classic or Quick-Flow label creation process.
- 2) **Create a Batch:** organize your labels into a batch and utilize our streamlined multi-label creation process.
- 3) **Import Labels:** import multiple labels via File Upload or an Online Marketplace and continue editing in Label Manager.
- 4) **Start From Address Book:** start multiple labels in Label Manager by Bringing in addresses from your Address Book.
- 5) **Create a Local XChange Label:** create a Local XChange label to drop off at a USPS Smart Locker.
- 6) **Create a PMOD/ Drop Shipment (Business Users Only):** create a shipment of packages or mail pieces to send to one postal facility for streamlined distribution.

This user guide will cover all the **Label Creation Methods** available within the Click-N-Ship® application and will serve as a step-by-step guide on how to use them. 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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Create a Single Label (Classic View)

Create individual labels manually with our improved classic label creation process.

Domestic Label

Create a domestic label for a single recipient following the steps below.

1) Begin Single Label Creation Process – Two Options

- a) **Option 1:** Click on **Create This Label** located on the landing page or **New Label** in the top right corner.

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

New Label

Shaw Waters
Account #:

Enter a Label or Tracking Number to View Label Details

Start Shipping

Please ensure you enter a full, valid address with the appropriate details such as apartment, suite or P.O. Box number if applicable.

Ship To ☐ Save to Address Book

Please provide first and last name and/or company.

Search your Address Book

First Name MI Last Name Company

*Country [Copy & Paste US Address](#)
United States of America

*Street Address Apt./Suite/Other

*City *State *ZIP Code™
Select State

☐ Send notifications ☐ Hold for Pickup at Post Office™

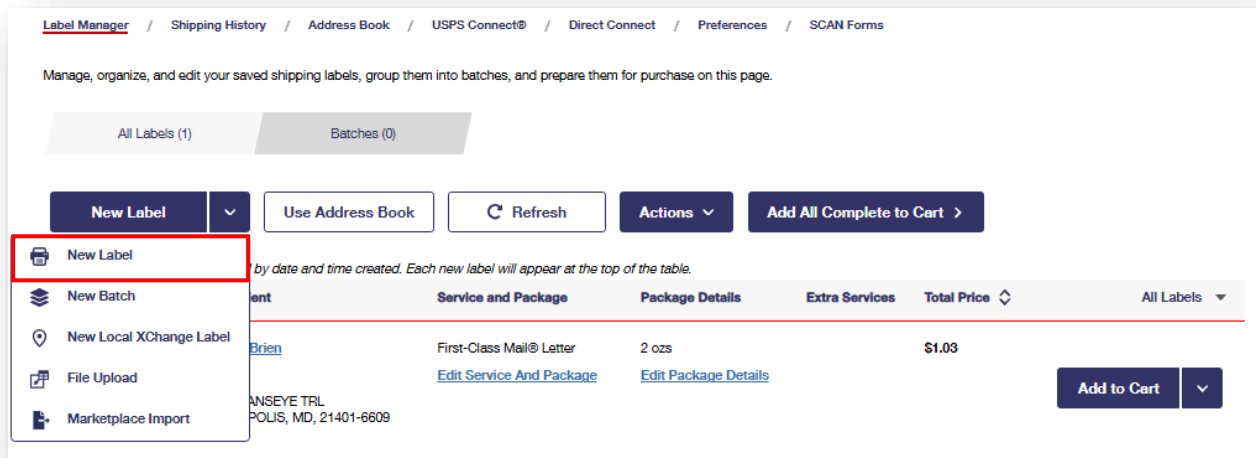
Reference Number / Note 1 (Will show on label) Reference Number / Note 2 (Will show on label)
Max Character Limit: 30

Create This Label

More Print & Ship Options

- Import Batch of Labels**
Import multiple labels from a file into a batch to edit within Label Manager.
- Import from Marketplace**
Connect eCommerce marketplaces & easily import labels for customer orders.
- Create a Batch**
Organize your labels into a batch and utilize our streamlined batch creation process.
- Create a PMOD / Drop Shipment**
Create a shipment of packages or mailpieces to send to one postal facility for streamlined distribution.
- Manage Your Preferences**
Manage your shipping preferences to accelerate your label creation and access all shipping features.
- Create a Local XChange Label**
Create a Local XChange label to drop off at a USPS Smart Locker nearby.

- b) **Option 2:** Click on **New Label** located on the Label Manager page.



2) Enter Sender Details

The Sender Details section is pre-populated by default based on the address associated with your account. To change or update this default address, refer to the Preferences tab located at the top of the landing page.

- a) To utilize a one-time return address, select the **Use a one-time return address** checkbox.

- b) If the **Use a one-time return address** is selected, a **New Return Address** modal will be displayed.

- i. To pre-populate the sender's information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.

New Return Address

Search your Address Book

- ii. **Sender Information:** enter the sender information in the **required*** text fields.

New Return Address

Search your Address Book

***Sender Information**

Please provide first and last name and/or company.

First Name

Enter your first name (max 50 characters).
First Name is required

MI

Last Name

Enter your last name (max 50 characters).
Last Name is required

Company

Enter your company name (max 50 characters).
Company is required

Phone (optional)

(012) 345-6789

Enter a valid US phone number (optional).
Please enter a valid U.S. phone number

*Email

Enter a valid email address.
Email is required

- iii. **Sender Address (option 1):** manually enter the sender address in the **required*** text fields.
- iv. **Sender Address (option 2):** enter the sender 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.

Sender Address [Copy & Paste US Address](#)

Please provide a valid address. Required fields are marked with an asterisk (*).

*Street Address Enter your street address. Street Address is required	Apt/Suite 	
*City Enter your city (max 50 characters). City is required	*State AL - Alabama ▼	*ZIP Code™ Enter your 5- or 9-digit ZIP Code™. ZIP Code is required

☐ Save to Address Book

- v. 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.

Sender Address

[Hide Copy and Paste US Address](#)

Please provide a valid address. Required fields are marked with an asterisk (*).

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.

*Street Address

Enter your street address.

Street Address is required

Apt/Suite

*City

Enter your city (max 50 characters).

City is required

*State

AL - Alabama ▼

*ZIP Code™

Enter your 5- or 9-digit ZIP Code™.

ZIP Code is required

- vi. To save the sender's information to your Address Book, select the **Save to Address Book** checkbox.
- vii. Once the sender's information is entered and you are ready to proceed, select **Next**.

☐ Save to Address Book

Save

- c) To utilize a previously saved return address, select the toggle down located under the **Select your return address** section, and select an address from the list.

Sender Details

You can manage your return addresses in [Preferences](#).

☐ Use a one-time return address ⓘ

*Select your return address

Clark Kent

300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

- i. Once selected, you will also be able to create a new return address by selecting the **Create a new Sender Address** hyperlinked option.

*Select your return address

Clark Kent

300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Clark Kent

300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

John Doe

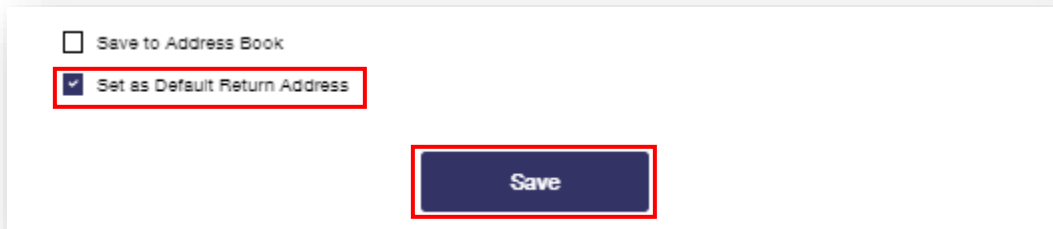
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ted Buckland Jr (FOLDER SHOP)

[Create a new Sender Address](#)

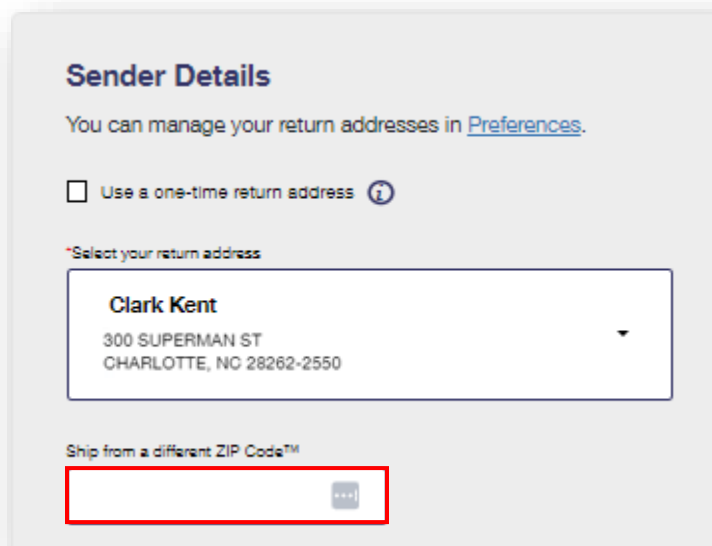
- d) If the **Create a new Sender Address** option was selected, a **New Return Address** modal will be displayed.
 - i. Refer to the [Edit Sender Details \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the step on how to enter the sender details.

- ii. To set the sender information as your default return address, select the **Set as Default Return Address** checkbox.
- iii. Once the sender's information is entered and you are ready to proceed, select **Next**.



A screenshot of a form with two checkboxes and a button. The first checkbox is labeled "Save to Address Book" and is unchecked. The second checkbox is labeled "Set as Default Return Address" and is checked; this checkbox and its label are enclosed in a red rectangular box. Below the checkboxes is a dark blue button with the word "Save" in white text, which is also enclosed in a red rectangular box.

- e) If you are shipping from a different ZIP Code™ than the ZIP Code™ indicated in your Return Address, please enter the correct shipping from ZIP Code™ in the **Ship from a different ZIP Code™** field (e.g.: *I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC*).



A screenshot of a form titled "Sender Details". Below the title is a link: "You can manage your return addresses in [Preferences](#)." There is an unchecked checkbox labeled "Use a one-time return address" with an information icon to its right. Below this is a section labeled "*Select your return address" containing a dropdown menu. The dropdown menu is open, showing the text "Clark Kent", "300 SUPERMAN ST", and "CHARLOTTE, NC 28262-2550". Below the dropdown is a section labeled "Ship from a different ZIP Code™" with a text input field and a small button with three dots; this entire section is enclosed in a red rectangular box.

- f) To opt into Sender Tracking Notifications, select the **Send me tracking notifications** checkbox.

Email
john.doe@gmail.com

Phone / SMS Text Message
(704) 780-2387

☐ Send me tracking notifications

- g) Once the **Send Me Tracking Notifications** checkbox is selected, a **Tracking Notifications for Sender** modal will be displayed.
- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Click-N-Ship® application).*
 - Select the **Type of Notifications** that you want to receive.
 - Select **Save** to save these changes.

(i)

(ii)

Tracking Notifications for Sender

Enter an email and/or phone number to receive notifications.

*Email	Phone Number
name@example.com	(012) 345-6799
Enter a valid email address (maximum 50 characters). Email is required	Enter a valid phone number. Please enter a valid U.S. phone number

Select which types of notifications you would like the user to receive.

Email **Text**

☒	☒	All Below Updates
☒	☒	Expected Delivery Updates
☒	☒	Day of Delivery Updates
☒	☒	Package Delivery
☒	☒	Available for Pick Up
☒	☒	Delivery Exception Updates
☒	☒	Package in Transit Updates

Save **Cancel**

(iii)

3) Enter Recipient Details

Within the Click-N-Ship® application, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - i. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

Step 1: **Recipient Details**

Search your Address Book  

[Manage Address Book](#)

- b) **Recipient Information:** manually enter the recipient's information in the **required*** text fields.

***Recipient Information**

Please provide first name and last name and/or company

First Name	MI	Last Name
 Enter your first name (up to 50 characters). First Name is required		 Enter your last name (up to 50 characters). Last Name is required

Company

- c) **Recipient Address (Option 1):** manually enter the recipient's information in the **required*** text fields.
- d) **Recipient Address (option 2):** enter the recipient 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.

Recipient Address

[Copy & Paste US Address](#)

Please provide a valid address. Required fields are marked with an asterisk (*)

*Country

United States of America



*Street Address

Apt/Suite/Other



Enter your street address.

Street Address is required

*City

*State

*ZIP Code™



AL - Alabama



Enter the city (up to 50 characters, emojis not allowed).

City is required

Enter your 5-digit or ZIP+4 code (e.g., 12345 or 12345-6789).

ZIP Code™ is required

- i. 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.

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

Please provide a valid address. Required fields are marked with an asterisk (*)

*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.

*Street Address Apt/Suite/Other

Enter your street address.
Street Address is required

*City *State *ZIP Code™

Enter the city (up to 50 characters, emojis not allowed).
City is required

AL - Alabama ▼

Enter your 5-digit or ZIP+4 code (e.g., 12345 or 12345-6789).
ZIP Code™ is required

- e) **Reference Number(s):** to have reference numbers or notes listed on your label, enter the reference numbers or notes in the **Reference Number / Note 1** and **Reference Number / Note 2** text fields.
- i. **Note:** the reference numbers / notes will be printed on the label and have a maximum character limit of 30 characters

Reference Number / Note 1 (Will show on label)

Reference Number / Note 2 (Will show on label)

Max Character Limit: 30

Max Character Limit: 30

- f) **Save to Address Book (optional):** if the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.
- i. Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

☒ Save to Address Book

☐ Send recipient tracking notifications

☐ Hold for Pickup at Post Office™

Next

- g) **Send Recipient Tracking Notifications (optional):** if you would like the recipient to receive text or email notifications about the package, select the **Send recipient tracking notifications** checkbox.
- Note, the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications.*
 - Note, First-Class Mail is not eligible for USPS Tracking.*

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

☐ Save to Address Book

☒ Send recipient tracking notifications

☐ Hold for Pickup at Post Office™

Next

- Once selected, a **Tracking Notifications for Recipient** modal will be displayed where you will be required to enter the recipient phone number and / or email
 - Note, international phone numbers are currently not supported by the Click-N-Ship® application.*
 - Note, First-Class Mail is not eligible for USPS Tracking.*

- iv. Select the **Type of Notifications** that you want the recipient to receive.
- v. Select **Save** to save these changes.

(i)

(ii)

Tracking Notifications for Recipient

Enter an email and/or phone number to receive notifications.

*Email

Enter a valid email address (maximum 50 characters).
Email is required

Phone Number

Enter a valid phone number.
Please enter a valid U.S. phone number

Select which types of notifications you would like the recipient to receive.

Email	Text	
☒	☒	All Below Updates
☒	☒	Expected Delivery Updates
☒	☒	Day of Delivery Updates
☒	☒	Package Delivery
☒	☒	Available for Pick Up
☒	☒	Delivery Exception Updates
☒	☒	Package in Transit Updates

Save

Cancel

(iii)

- h) **Hold for Pickup at Post Office™ (optional):** if you would like to have your package held at a designated Post Office™ location for pickup, select the **Hold for Pickup at Post Office™** checkbox.

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

☐ Save to Address Book

☐ Send recipient tracking notifications

☐ Hold for Pickup at Post Office™

Next

- i. Once selected, a **Hold for Pickup** modal will be displayed. To find the nearest Post Office™ location available for pickup, Enter the desire Zip Code™ in the **Enter the ZIP Code™** text field.

Hold for Pickup

If available, you can select a Post Office™ to hold the shipment until the recipient picks it up.

*Enter a ZIP Code™

Enter a valid ZIP Code™ and search to select a location

Nearest Location(s)

The shipment will be held until the recipient can pick it up.

- ii. Select the desired **Post Office™** from one of the options displayed.

- i) **Confirm Sender and Recipient Details:** once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (*Note, you will not be able to proceed to the next section unless this is selected*).

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

☐ Save to Address Book

☒ Send recipient tracking notifications

Email	Phone / SMS Text Message
john.doe@gmail.com	(704) 780-2387
Edit Notification Settings	

☒ Hold for Pickup at Post Office™

NORTH TRYON

6700 N TRYON ST CHARLOTTE, NC 28213-9798

Post Office™ Hours ⓘ

[Change Location](#)

Next

4) Select Hazardous Material Type

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select **‘View examples of mailable and nonmailable hazardous material’**.

- If your package DOES contain anything potentially hazardous, select **‘Yes, this parcel contains potentially hazardous materials (HAZMAT)’**.
- If your package DOES NOT contain anything potentially hazardous, select **‘No, I am not shipping anything potentially hazardous’** and you will be directed to the next section.
- As of July 12th, 2026** – there will be fees for domestic packages containing hazardous materials (HAZMAT), including a handling fee to cover costs associated with air transportation of mailable HAZMAT (applicable only to air transportation) and a noncompliance fee that will be returned as postage due. To learn more about this change, visit: <https://public-inspection.federalregister.gov/2026-09584.pdf>

Step 2: Hazardous Materials

Does this parcel contain anything potentially hazardous?

Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable.

[View what is mailable and what is nonmailable HAZMAT](#)



Do Not Mail Mercury! Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like barometers, thermometers, blood pressure cuffs, thermostats, and switches. [Learn more.](#)

(a)

Yes, this parcel contains potentially hazardous material (HAZMAT)

No, I am not shipping anything potentially hazardous

(b)

*What type of mailable HAZMAT are you mailing? (If not listed, it may not be mailable. [Learn More](#))

Select ▼

(c)

***Note:** A HAZMAT handling fee may be applied. Fees vary by service type and will show in your Label Summary once a service is selected.

- i. Once selected, a **HAZMAT** modal will be displayed. Read through the list of Mailable and Nonmailable HAZMAT types and select **I understand** to proceed with selecting a category type.
- ii. If you are not shipping a HAZMAT material and would like to go back to the previous page, select **Never mind, I am not shipping HAZMAT.**

HAZMAT

The following items are considered hazardous materials (HAZMAT) or Dangerous Goods (DG).

Here are examples of HAZMAT items which are regulated in the mail:

Mailable HAZMAT	Nonmailable HAZMAT (Prohibited)
Aerosol Sprays	Air Bags
Batteries (non-spillable)	Ammunition
Dry Ice	Bulk Shipments of HAZMAT
Flammable Liquids	Dynamite
Lighters (USPS authorization required)	Fireworks
Lithium Batteries	Gasoline
Matches	High Powered Lithium Batteries (i.e., Bikes, Electric Cars, Scooters)
Nail Polish Remover	Mercury*
Paint	Pure Acetone
Perfume	
Propane	

***Do Not Mail Mercury!** Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like barometers, thermometers, blood pressure cuffs, thermostats, and switches. (Exception: Items with very small amounts of mercury vapor, like compact fluorescent lamps, can be mailed domestically.) [Learn More](#)

Note: This is not an all inclusive list of mailable or prohibited items. Please refer to [USPS Publication 52 \(Pub 52\)](#) for quantity, packaging, and labeling guidance for mailable items and/or to ensure your shipment is not prohibited in the mail.

Shipping improperly prepared, undeclared or prohibited HAZMAT can result in civil and criminal penalties under federal law. The following tutorial will help you learn how to securely package, label, and ship HAZMAT for domestic destinations through USPS®. View tutorial at www.usps.com/hazmat

(i)

I understand

(ii)

I am not shipping HAZMAT

iii. Select the **HAZMAT type** from one of the options listed in the dropdown.

*What type of mailable HAZMAT are you mailing? (If not listed, it may not be mailable. [Learn More](#))

Select ▼

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)

Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)

5) Enter Items Information (optional)

- a) This **Items** section is optional for domestic packages and only required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.

Step 3: **Items (optional)** ⓘ

Add Item(s)

- b) Once selected, the section will expand. Enter the item information in the required fields.

6) Select Packaging

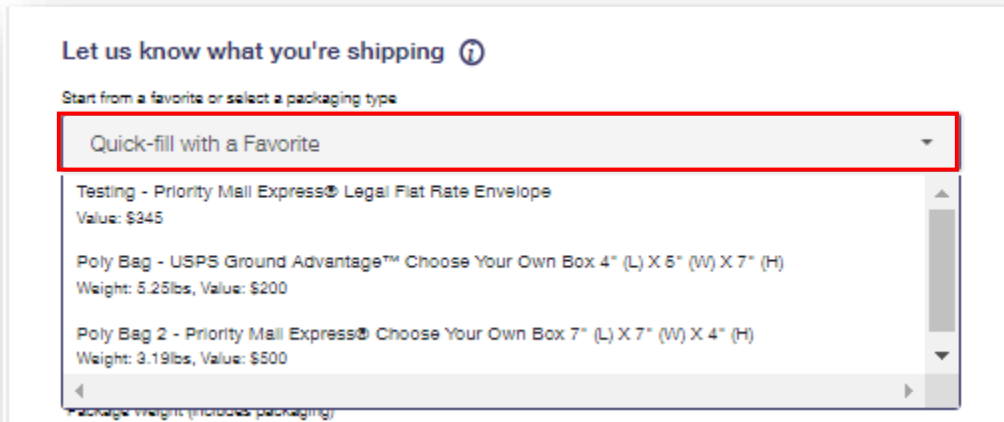
- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

The screenshot shows the 'Step 4: Packaging' interface. At the top, there is a date input field displaying '06/29/2026' with a calendar icon to its right. Below this, a calendar dropdown is open, showing the month of June. The date '29' is selected and highlighted in a dark blue box. To the left of the calendar, there is a 'Package Value' section with a dollar sign icon and a text input field containing '0'. Below the calendar, there are two checkboxes, both of which are unchecked, with labels 'I am sh' and 'I am sh'. At the bottom of the calendar, there is a 'Today' button. The background of the form is slightly blurred, showing other sections like 'USPS' and 'Type of Box or Envelope'.

- b) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items (if applicable).

The screenshot shows the 'Step 4: Packaging' interface. At the top, there is a date input field displaying '03/24/2026' with a calendar icon to its right. Below this, there is a 'Package Value (optional)' section with an information icon. The input field for the package value is highlighted with a red box, showing a dollar sign icon and the value '0'. Below the input field, there is a text label 'Enter a value up to and including \$5,000.00 for insurance'. At the bottom of the section, there is a link 'Update from Step 3' which is also highlighted with a red box.

- c) **Package Type:** select a USPS package type from the three options available (USPS Flat Rate Box or Envelope, Other Type of Box or Envelope and First-Class Mail Letter or Envelope).
- i. If you would like to quickly fill in the package information with a saved favorite package type (via Preferences), select the **Quick-fill with a Favorite** dropdown.



The screenshot shows a web form titled "Let us know what you're shipping" with an information icon. Below the title is the instruction "Start from a favorite or select a packaging type". A dropdown menu is open, showing the selected option "Quick-fill with a Favorite" at the top. Below it are three saved favorite package types:

- Testing - Priority Mail Express® Legal Flat Rate Envelope
Value: \$345
- Poly Bag - USPS Ground Advantage™ Choose Your Own Box 4" (L) X 6" (W) X 7" (H)
Weight: 5.25lbs, Value: \$200
- Poly Bag 2 - Priority Mail Express® Choose Your Own Box 7" (L) X 7" (W) X 4" (H)
Weight: 3.19lbs, Value: \$500

At the bottom of the dropdown, there is a small text label: "Package Weight (includes packaging)".

- d) **USPS® Flat Rate Box or Envelope Packaging:** If **USPS Flat Rate Box or Envelope** is selected, you will be directed to the next step (Step 5: Services).

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)

03/24/2026



Package Value (optional)

\$

0

Enter a value up to and including \$5,000.00 for insurance

Packaging Options

☐ I am shipping Live Animals or Perishable Goods.

☐ I am shipping [Cremated Remains](#)

USPS Flat Rate Box or Envelope

Prices based on packaging
70lbs (31.75kg) max

Free USPS Tracking®

Other Type of Box or Envelope

Pricing based on weight & size
70lbs (31.75kg) max

Free USPS Tracking®

First-Class Mail® Letter or Envelope

Items requiring postage stamp
13oz (368g) or less

USPS Tracking® Not Available

- e) **Other Type of Box or Envelope:** If **Other Type of Box or Envelope** is selected, you will be required to enter the following Package Details:

Packaging Options

☐ I am shipping Live Animals or Perishable Goods.

☐ I am shipping [Cremated Remains](#)

USPS Flat Rate Box or Envelope

Prices based on packaging
70lbs (31.75kg) max

Free USPS Tracking®

Other Type of Box or Envelope

Pricing based on weight & size
70lbs (31.75kg) max

Free USPS Tracking®

First-Class Mail® Letter or Envelope

Items requiring postage stamp
13oz (368g) or less

USPS Tracking® Not Available

- i. **Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).

- ii. If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.

Packaging Details

Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

*Weight (includes packaging) ⓘ

0	lbs	0	ozs	Connect
---	-----	---	-----	----------------

Max: 70lbs
[Update from Step 3](#)

- iii. **Package Dimensions:** manually enter the package dimensions. Note, if HAZMAT was selected, only Choose your Packaging will be available.

*Dimensions ⓘ

Length	Width	Height
0 ⓘ in	0 ⓘ in	0 ⓘ in
Enter the package length in inches (decimals allowed). Please enter package dimensions. At least two dimensions must be greater than 0.	Enter the package width in inches (decimals allowed). Please enter package dimensions. At least two dimensions must be greater than 0.	Enter the package height in inches (decimals allowed). Please enter package dimensions. At least two dimensions must be greater than 0.

- iv. **Girth:** If your package isn't a standard rectangular box or envelope, select **the packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

☒ The packaging is not a standard rectangular box or envelope

Girth ⓘ

0 ⓘ	in
-----	----

Please enter girth. Girth must be greater than 0.

- v. **Non-Machinable Items:** If your package is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your package from the dropdown.

***Do any of the below characteristics apply to your packaging?** ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

- f) **Letter or Envelope:** If **First-Class Mail Letter or Envelope** is selected, you will be required to enter the following Package Details:
- Note:** Letters and Large Envelope Packaging is not eligible for the USPS Smart Locker Service, Hold for Pickup Service, or the USPS Label Broker printing option.

Packaging Options ⓘ

☐ I am shipping Live Animals or Perishable Goods. ⓘ

☐ I am shipping [Cremated Remains](#) ⓘ

USPS Flat Rate Box or Envelope Prices based on packaging 70lbs (31.75kg) max <i>Free USPS Tracking®</i>	Other Type of Box or Envelope Pricing based on weight & size 70lbs (31.75kg) max <i>Free USPS Tracking®</i>	First-Class Mail® Letter or Envelope Items requiring postage stamp 13oz (368g) or less <i>USPS Tracking® Not Available</i>
--	--	---

- Letter or Envelope Weight:** manually enter the letter or envelope. *Note, the maximum weight for letter-size pieces is 3.5 ounce and the maximum weight for large envelopes is 13 ounces.*
 - If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.

Packaging Details

Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

*Weight (includes packaging) ⓘ

0	lbs	0	ozs	Connect
---	-----	---	-----	----------------

Max: 13oz for USPS First-Class Mail options

- iii. **Letter or Envelope Length:** manually enter the letter or envelope length.
Note, the minimum size limit for letters and envelopes in Click-N-Ship is 6" x 4".
- iv. **Letter or Envelope Height:** manually enter the letter or envelope height.
Note, the maximum size for letters is 11-1/2" x 6-1/8" x 1/4" thick and the maximum size for large envelopes is 15" x 12" x 3/4" thick.

*Dimensions ⓘ

Length

0	in
---	----

Enter the package length in inches (decimals allowed).

Height

0	in
---	----

Enter the package height in inches (decimals allowed).

Thickness

Select thickness	▼
------------------	---

Length is the dimension parallel to the address as read. Minimum dimensions accepted: 6" x 4"

Make sure your letter or flat is the appropriate size: [View Sample Label](#)

- v. **Letter or Envelope Thickness:** select a thickness option from the **Thickness Dropdown**. *Note, when a piece of First-Class Mail exceeds any one of the maximum measurements of a letter, it will be classified and priced as a large envelope (flat) and when a First-Class Mail item exceeds any one of the maximum measurements of a large envelope, it will be classified and priced as a package (parcel).*

Dimensions ⓘ

Length

0 in

Enter the package length in inches (decimals allowed).

Height

0 in

Enter the package height in inches (decimals allowed).

Length is the dimension parallel to the address as read. Minimum dimensions accepted are 1/2" x 1/2" x 1/2".

Make sure your letter or flat is the appropriate size: [View Sample Label](#)

☐ This mail is rigid, non-rectangular, non-uniformly thick, wrapped in plastic, or includes closures such as clasps. ⓘ

Thickness

Select thickness ▼

Select thickness

Less than 1/4"

Between 1/4" and 3/4"

Greater than 3/4"

- vi. **Non-Standard First-Class Mail:** if the mail is rigid, non-rectangular, non-uniformly thick, wrapped in plastic, or includes closures such as clasps, select a characteristic from the **dropdown**.

☒ This mail is rigid, non-rectangular, non-uniformly thick, wrapped in plastic, or includes closures such as clasps. ⓘ

None ▼

Letter is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn)

Poly-bagged or poly-wrapped

Wrapped in plastic material or material other than paper

Clasps, strings, buttons or similar closure device are present

Contains something rigid, such as pens, keys or coins that causes the thickness to be uneven

Is a self-mailer that is not prepared according to DMM 201.3.14

Is a booklet that is not prepared according to DMM 201.3.16

SITES

- vii. Select **Save & Get Rates** to proceed to the next step.

☒ This mail is rigid, non-rectangular, non-uniformly thick, wrapped in plastic, or includes closures such as clasps. ⓘ

None ▼

If multiple apply, please select one. Otherwise, choose 'None.'

Save & Get Rates

7) Select Service Type

- a) **Services:** based off the Package Type (USPS Flat Rate, Other Type of Box or Envelope, or Letters & Envelopes) that was previously selected, a specific list of available **Service Types** will be listed in this section. Note, the Shape, weight, and size affect the price for large packages. To learn more about this, select Learn **More**.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by: All ▼ Sort by: [Price](#) | [Delivery Time](#)

	Priority Mail® Flat Rate Envelope 12-1/2" x 9-1/2"	2-Day Delivery Nov 29, 2024	\$8.68 \$9.95
	Priority Mail® Small Flat Rate Envelope 6" x 10"	2-Day Delivery Nov 29, 2024	\$8.68 \$9.95
	Priority Mail® Window Flat Rate Envelope 5" x 10" 12-1/2" x 9-1/2"	2-Day Delivery Nov 29, 2024	\$8.68 \$9.95

- i. If you previously selected Letter or Envelope package type, and if the dimensions or weight **exceeded** the First-Class Mail service type limits, a

yellow warning message will be displayed along with a list of other service options available for your package.

Step 5: Services

*Select your service Type

Shape, weight, and size affect the price for large packages.



The dimensions or weight of your letter or large envelope exceeds the limits for USPS First-Class Mail

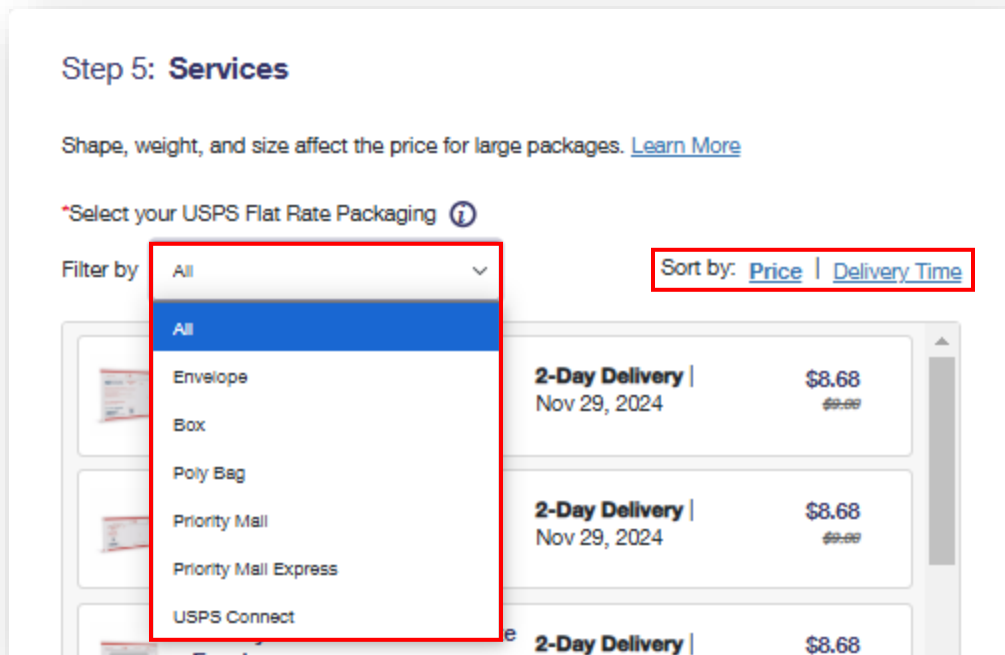
[Learn more about parcel size, weight, and fee standards](#)

*Select a Service Type:

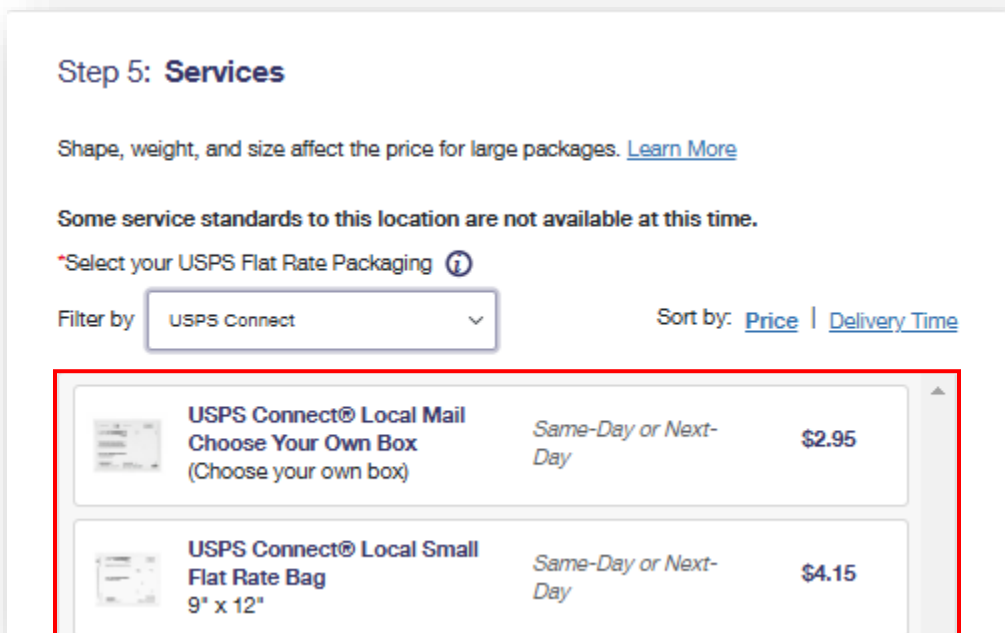
Sort by: [Price](#) | [Delivery Time](#)

USPS Ground Advantage® Cubic	3-Day Delivery Sep 27, 2025	\$7.73
USPS Ground Advantage®	3-Day Delivery Sep 27, 2025	\$10.66
Priority Mail® Cubic	3-Day Delivery Sep 27, 2025	\$10.68
Priority Mail®	3-Day Delivery Sep 27, 2025	\$17.34
Priority Mail Express®	2-Day Delivery Sep 26, 2025	\$57.65

- b) **Filter / Sort By:** to more easily view all the available Service types, you can **Filter by Type** or **Sort by Price** and / or **Delivery Time**.



- c) If your address is eligible for the **USPS Connect® Local** Service Types, it will be displayed here. Eligibility is determined by the sender and recipient address entered in step 1.



- d) If a **USPS Connect® Local** Service Type is selected, a nearby drop-off location will be displayed (*note, drop-off locations that are displayed are determined by the sender address entered in step 1*).

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

Some service standards to this location are not available at this time.



USPS Connect® Local Small Flat Rate Bag
9" x 12"

Same-Day or Next-Day

\$4.15

[Change Service Type](#)

Your Drop-Off Location

DDU: CHICAGO POST OFFICE
433 W HARRISON ST
CHICAGO, IL 60699

Extra Services

☐ Additional Insurance ⓘ	Fee Varies
☐ Signature Services ⓘ	Fee Varies
☐ Create a return label ⓘ	Charged upon use
☒ Hide Postage on Label ⓘ	Free

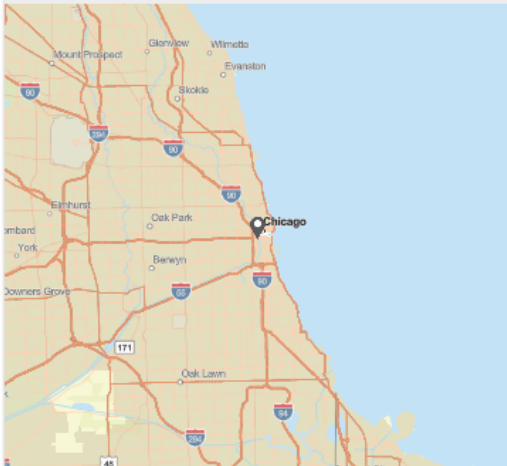
Your Drop-Off Location Details

DDU: CHICAGO POST OFFICE
433 W HARRISON ST
CHICAGO, IL 60699
Total Distance: 0.72 Miles away

Drop-off Hours

Mon-Fri	Sat	Sun	Lot Parking Available
Closed	Closed	Closed	

For Same-day delivery, you'll need to drop all your packages off before 6 a.m. local time of your selected ship date. Packages dropped off later may be delivered the next day.



8) Select Extra Service(s)

- a) Once the Service Type is selected, you will be able to select and add **Extra Services**. To add an extra service, select the **checkbox** of the interested extra service and choose an **Extra Service Type**.
- i. *Note, the extra services listed will vary depending on the service and package type that was selected. Return labels are only offered to Business accounts.*

Extra Services

☐ Additional Insurance ⓘ

Fee Varies

☐ Signature Services ⓘ

Fee Varies

☐ Create a return label ⓘ

Charged upon use

☐ Hide Postage on Label ⓘ

Free

9) Review Label Summary

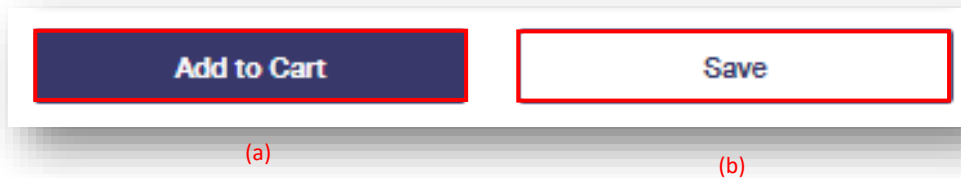
- a) Refer to the **Label Summary** to get a summary of your label order. The Label Summary will be a grey box located at the top right of the page.
 - i. Note, you will now see an estimated delivery date in green.

(i)

Label Summary	
Estimated Delivery: Same-Day or Next-Day	
USPS Connect® Local Small Flat Rate Bag	\$4.15
USPS Tracking®	Free
Insurance	\$3.15
Priority Mail® Return	Free
Total	\$7.30

10) Add Label to Cart or Save Label to Label Manager

- a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.
 - ii. Note, you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it.



11) Select to Ship to a USPS® Smart Locker (if applicable)

If the address that you are sending to is close to a secure, self-service USPS® Smart Locker, you will be notified via a banner located below the Label Summary of the Single Label Flow or in the Label Manager.

- a) **Option 1:** via **Label Cart** – after filling out the label information and before **adding it to the Label Cart**, you will be notified if a USPS® Smart Locker is available near the recipient’s address via a banner located below the Label Summary. Select **Ship to Locker** to continue with shipping your item to a USPS® Smart Locker.

The screenshot shows the 'Label Summary' section of the USPS shipping interface. It includes a table with shipping details and costs. Below the table are 'Add to Cart' and 'Save' buttons. At the bottom, a light blue banner with a red border contains the text 'USPS® Smart Lockers Available!' and a 'Ship to Locker' button.

Label Summary	
Estimated Delivery: 1-Day Delivery	
Priority Mail® Custom Packaging	\$8.64 Retail \$10.75
\$100 insurance included	Free
USPS Tracking®	Free
Total	\$8.64

USPS® Smart Lockers Available!

The address you're sending to is close to a secure, self-service USPS® Smart Locker. For no extra cost, you can ship your package or envelope to a locker, where your recipient can securely pick it up with a code sent to their email.

Ship to Locker

- b) **Option 2:** via **Label Manager** – after saving the label to the Label Manager, you will be notified if a USPS® Smart Locker is available near the recipient’s address via a banner. If you would like to ship your package to the USPS® Smart Locker, select **Ship to Locker**.

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

Manage, organize, and edit your saved shipping labels, group them into batches, and prepare them for purchase on this page.

All Labels (1) Batches (0)

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 ☐ 04/21/2026	USPS Company 901 D ST NW WASHINGTON, DC, 20004	Priority Mail® Large Flat Rate Box Edit Service And Package	1 lbs 0 ozs Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$28.70	Add to Cart

A USPS® Smart Locker is available near the recipient's address. [Ship to locker](#)

- c) Once **Ship to Locker** is selected, you will be redirected to the **Find Smart Locker** modal where you will be able to see the available USPS® Smart Locker locations.

Find Smart Locker

Street Address
300 DESIRE ST

City
CHARLOTTE

State
NC - North Carolina

ZIP Code™
28262

Radius
20 miles

Search

Enter recipient email address for pickup notification.
(Recipient email required)

1.67 miles away
NORTHEAST
1820 HARRIS HOUSTON RD
CHARLOTTE, NC 28262
Open now | Closes 11:59 PM
[Ship here](#)

3.84 miles away
WT HARRIS
3515 DAVID COX RD
CHARLOTTE, NC 28269
Open now | Closes 11:59 PM
[Ship here](#)

- Select the **Radius (5 mi – 25 mi)** dropdown and then select **Search**.
- Enter the **recipients' email address** so that they can receive a pickup notification.

Find Smart Locker

Street Address

300 SUPERMAN ST

...

Q

*City

CHARLOTTE

*State

NC - North Carolina

...

*ZIP Code™

28262

*Radius

20 miles

...

Search

Enter recipient email address for pickup notification.

*Recipient email (required)

...

Recipient email required

- iii. Choose the USPS® Smart Locker of your choice from the options listed by selecting **Ship Here**.

CONCORD
66 MCCACHERN BLVD SE
CONCORD, NC 28025

Post Office™

Open now | Closes 11:59 PM

Ship here

10.09 miles away

OAKDALE
1101 SUNSET RD
CHARLOTTE, NC 28216

Post Office™

Open now | Closes 11:59 PM

Ship here

Domestic Label for Live Animals & Perishable Goods

Create a domestic label to ship Live Animals & Perishable Goods for a single recipient by following the steps below. Please note that you may ship live animals or perishables with select service types for an additional fee. Live Animal and Perishable Handling Fee is charged to cover the additional costs associated with handling and transporting of all live animals and perishables (fruit, meat, etc.)

1) Begin Single Label Flow Creation Process

- a) Refer to the [Create a Single Domestic Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.

2) Select Packaging

Once on **Step 4: Packaging**, you will need to complete the following details below:

- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

The screenshot shows the 'Step 4: Packaging' section of the USPS Click-N-Ship interface. At the top, the 'Ship Date' is set to 06/29/2026. Below this, a calendar for June is displayed, with the date 29 highlighted. To the left of the calendar, there is a 'Package Value' field with a dollar sign and the number 0. Below the calendar, there are checkboxes for 'I am shipping...' and a 'Today' button. The background of the form is slightly blurred, showing other fields like 'Package Value' and 'Type of Box or Envelope'.

- b) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance.

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)

05/27/2025



Package Value (optional)

\$

0

Enter a value up to and including \$5,000.00 for insurance

- c) **Live Animals & Perishable Goods:** if you are shipping Live Animals or Perishable Goods, select the **I am shipping Live Animals and Perishable Goods** checkbox. Once selected, you will be required to select an **Item Type** from the dropdown.

- i. **Note:** The Live Animals or Perishable Goods shipping service is not available with HAZMAT and if selected, the Live Animals or Perishable Goods option will be greyed out.

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)

03/24/2026



Package Value (optional)

\$

0

Enter a value up to and including \$5,000.00 for insurance

Packaging Options

☒ I am shipping Live Animals or Perishable Goods.

☐ I am shipping Cremated Remains

*What type of animals or perishable goods are you shipping??

Select



Live day-old chicks

Adult Birds

you select.

- d) **Package Details:** shipping **Live Animals** cannot be shipped in any USPS provided Flat Rate packaging; therefore, the **Other Type of Box or Envelope** will be selected by default, and you will be required to enter the **Package Weight** and **Package Dimensions**. **Perishable Goods** can be shipped in USPS packaging:

- i. If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.

Packaging Details

Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

You've selected that you are shipping Live Animals, which **cannot be shipped in an USPS provided Flat Rate Packaging.**

*Weight (includes packaging) ⓘ

0	lbs	0	ozs	Connect
---	-----	---	-----	---------

Max: 70lbs

*Dimensions ⓘ

Length	Width	Height
0	0	0
in	in	in

- e) **Girth:** If your package isn't a standard rectangular box or envelope, select **the packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

☒ The packaging is not a standard rectangular box or envelope

Girth ⓘ

0	in
---	----

Please enter girth. Girth must be greater than 0.

- f) **Non-Machinable Items:** If your package is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your package from the dropdown.

*Do any of the below characteristics apply to your packaging? ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

g) Select **Save & Get Rates** to proceed to the next step.

*Do any of the below characteristics apply to your packaging? ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

Glass container with more than 24oz of liquid

Save & Get Rates

3) Select Service Type

- a) **Services:** based on the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section.
 - i. **Note:** The Shape, weight, and size affect the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

*Select your service Type

Shape, weight, and size affect the price for large packages.

[Learn more about parcel size, weight, and fee standards](#)

Some service standards to this location are not available at this time.

*Select a Service Type:

Sort by: [Price](#) | [Delivery Time](#)

USPS Connect® Local	<i>Same-Day or Next-Day</i>	\$6.17
USPS Ground Advantage® Cubic	2-Day Delivery Sep 27, 2025	\$6.62
Priority Mail® Cubic	2-Day Delivery Sep 27, 2025	\$7.91
USPS Ground Advantage®	2-Day Delivery Sep 27, 2025	\$8.53 <i>Retail \$11.25</i>
Priority Mail®	2-Day Delivery Sep 27, 2025	\$10.15 <i>Retail \$12.60</i>
Priority Mail Express®	1-Day Delivery Sep 26, 2025	\$29.25 <i>Retail \$34.00</i>

- b) **Sort By:** to more easily view all the available Service types, you can **Sort by Price and / or Delivery Time**.

Step 5: Services

*Select your service Type

Shape, weight, and size affect the price for large packages.

[Learn more about parcel size, weight, and fee standards](#)

Some service standards to this location are not available at this time.

*Select a Service Type:

Sort by: [Price](#) | [Delivery Time](#)

USPS Connect® Local	<i>Same-Day or Next-Day</i>	\$6.17
----------------------------	-----------------------------	---------------

4) Select Extra Service(s)

- a) Once the Service Type is selected, you will be able to select and add **Extra Services**. To add an extra service, select the **checkbox** of the interested extra service and choose an **Extra Service Type**.

- i. **Note:** The Cremated Remains and Return Label Extra Services will not be available for Live Animals and Perishable Goods shipments.

Step 5: **Services**

Shape, weight, and size affect the price for large packages. [Learn More](#)

Priority Mail® Cubic Custom
Packaging

2-Day Delivery | May 29, 2025

\$11.99

[Change Service Type](#)

Extra Services

☐ Signature Services ⓘ	Fee Varies
☐ Label Delivery ⓘ	\$1.55
☐ Hide Postage on Label ⓘ	Free

5) **Review Label Summary**

Refer to the **Label Summary** to get a summary of your label order, the extra services selected, and the associated fees for shipping live animals or perishables

- a) **Live Animal and Perishable Goods Fee(s):** Priority Mail Express: \$7.50, Priority Mail: \$15.00, and Ground Advantage: \$7.50. An additional Live Animal Transportation Fee will be charged at \$0.20 per pound for Day Old Poultry for Priority Mail Express and Priority Mail Zones 5-9.

Label Summary	
Estimated Delivery: 2-Day Delivery	
Priority Mail® Cubic Custom Packaging	\$11.99
\$100 insurance included	Free
USPS Tracking®	Free
Live Animal Transportation Fee	\$1.20
Live Animal and Perishable Handling Fee	\$15.00
Total	\$28.19

6) Finalize Single Label Flow Creation Process

- a) Refer to the [Create a Single Domestic Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the final steps on how to save your label to the Label Manager or add the label to the Label Cart via the Single-Label Flow.

Domestic Label for Free Matter for the Blind (FMB)

Create a domestic label for a single recipient free of postage through our eligible services if you are a qualifying member of the Free Matter for the Blind Program (FMB) by following the steps below.

1) Begin Single Label Flow Creation Process

- a) Refer to the [Create a Single Domestic Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.

2) Select Packaging

Once on **Step 4: Packaging**, you will need to complete the following details below:

- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

The screenshot displays the 'Step 4: Packaging' form. At the top, the title 'Step 4: Packaging' is shown. Below it, a date field contains '06/29/2026' with a calendar icon to its right. A calendar pop-up is open, showing the month of June. The date '29' is selected and highlighted in a dark blue box. To the left of the calendar, there is a 'Package Value' section with a dollar sign and a '0' in a box, and a 'Packaging' section with two checkboxes, both of which are unchecked. At the bottom of the calendar pop-up, there is a 'Today' button. The background of the form shows other fields like 'USPS' and 'Type of Box or Envelope'.

- b) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items (if applicable).

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)

03/24/2026 

Package Value (optional) 

\$ 0

Enter a value up to and including \$5,000.00 for insurance

[Update from Step 3](#)

- a) **Free Matter for the Blind:** if you are a qualifying user of the [Free Matter for the Blind \(FMB\) Program](#), select the **I am shipping as Free Matter for the Blind** checkbox to proceed with using the service.

☒ I am shipping as Free Matter for the Blind 

Packaging Details

Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

*Weight (includes packaging) 

0 lbs 0 ozs [Connect](#)

Max: 70lbs

[Update from Step 3](#)

- b) **Package Type: Other Type of Box or Envelope** will be selected by default with the Live Animals & Perishable Goods service which you will be required to enter the following Package Details:
- Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).
 - If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.

Packaging Details

Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

*Weight (includes packaging) ⓘ

lbs
 ozs
 Connect

Max: 70lbs
[Update from Step 3](#)

- iii. **Package Dimensions:** manually enter the package dimensions. Note, if HAZMAT was selected, only Choose your Packaging will be available.

*Package Dimensions ⓘ

Length ⓘ in

X

Width ⓘ in

X

Height ⓘ in

Please enter package dimensions. At least two dimensions must be greater than 0.

- iv. **Girth:** If your package isn't a standard rectangular box or envelope, select **the packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

☒ The packaging is not a standard rectangular box or envelope

Girth ⓘ

ⓘ in

Please enter girth. Girth must be greater than 0.

- v. **Non-Machinable Items:** If your package is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your package from the dropdown.

*Do any of the below characteristics apply to your packaging? ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

None ▼
None
Glass container with more than 24oz of liquid
Metal or plastic container with more than 1 gallon of liquid

- vi. Select **Save & Get Rates** to proceed to the next step.

*Do any of the below characteristics apply to your packaging? ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

Glass container with more than 24oz of liquid ▼

Save & Get Rates

3) Select Service Type

- a) **Services:** once the **Package Details** are entered, a **Domestic Free Matter for the Blind (FMB) Service Type** will automatically be selected for you. No further action is required here.
 - i. **Note:** The Shape, weight, and size affect the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

You selected that you are shipping Free Matter for the Blind. To change that selection, please uncheck the Free Matter for the Blind checkbox in Step 3.

Domestic Free Matter for the Blind ⓘ

Delivery time not available

Custom Packaging

Matter may be sent free of charge if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. See tool tip for more information.

4) Select Extra Service(s)

- a) Once the **Free Matter for the Blind (FMB) Service Type** is selected, you will be able to select and add **Extra Services**. To add an extra service, select the **checkbox** of the interested extra service.
 - i. *Note, any extra service selected will NOT be free and MUST be paid.*

Extra Services

☐ Additional Insurance ⓘ

Fee Varies

☐ Create a return label ⓘ

Charged upon use

☐ Hide Postage on Label ⓘ

Free

5) Review Label Summary

- a) Refer to the **Label Summary** to get a summary of your label order. The Label Summary will be a grey box located at the top right of the page.

Label Summary

Domestic Free Matter for the Blind Choose Your Own Box	Free
USPS Tracking®	Free
Insurance	\$8.25
Priority Mail® Return	Free
Hide Postage on Label	Free
Total	\$8.25

6) Finalize Single Label Flow Creation Process

- a) Refer to the [Create a Single Domestic Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the final steps on how to save your label to the Label Manager or add the label to the Label Cart via the Single-Label Flow.

Domestic Label for Cremated Remains

*Create a domestic label to ship cremated remains by following the steps below. Please Note, the cremated remains service can only be shipped with **Priority Mail Express Custom Packaging**.*

1) Begin Single Label Flow Creation Process

- a) Refer to the [Create a Single Domestic Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.

2) Select Cremated Remains

- a) Select the **I am shipping Cremated Remains** checkbox.
 - i. **Note:** There are no extra fees for shipping Cremated Remains. Cremated Remains may only be shipped using Priority Mail Express® or Priority Mail Express International® services.

Packaging Options ⓘ

Note: If you are shipping Cremated Remains, more details can be found [here](#)

Start from a favorite or select a packaging type

Quick-fill with a Favorite ▼

☐ I am shipping Live Animals or Perishable Goods. ⓘ

☐ I am shipping [Cremated Remains](#) ⓘ

- b) Once selected, the **Packaging Details** section will be displayed. Select the USPS **branded packaging** (cremated remains box kit type) you are shipping cremated remains with from the dropdown.

Packaging Options ⓘ

Note: If you are shipping Cremated Remains, more details can be found [here](#)

Start from a favorite or select a packaging type

Quick-fill with a Favorite ▼

☐ I am shipping Live Animals or Perishable Goods. ⓘ

☒ I am shipping [Cremated Remains](#) ⓘ

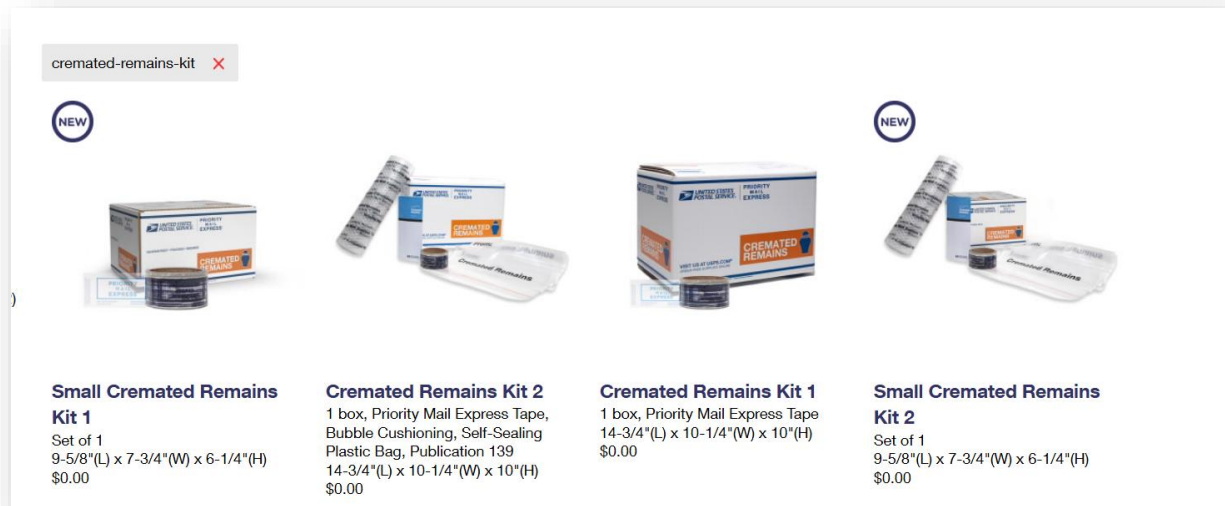
*Select the USPS branded packaging you are shipping in

Select ▼

Cremated Remains Small Box: 9"(L) x 7-1/4"(W) x 5"(H)

Cremated Remains Large Box: 14-3/4"(L) x 10-1/4"(W) x 10"(H)

- i. Please note that [Cremated Remains Priority Mail Express packaging](#) is required for all Cremated Remains shipments.



- c) **Weight:** enter the required Package **Weight**.
- I. If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.
- d) Select **Save & Get Rates** to proceed to the next step.

Packaging Details

Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

*Weight (includes packaging) ⓘ

0	lbs	0	ozs	Connect
---	-----	---	-----	----------------

Max: 70lbs

[Update from Step 3](#)

*Dimensions ⓘ

Length		Width		Height	
0	in	0	in	0	in

☐ The packaging is not a standard rectangular box or envelope

*Do any of the below characteristics apply to your packaging? ⓘ

None ▼

If multiple apply, please select one. Otherwise, choose 'None.'

Save & Get Rates

3) Select Service Type

- a) **Services:** Cremated Remains can only be shipped with **Priority Mail Express**, which will be preselected by default.

Step 5: **Services**

*Select your service Type

Shape, weight, and size affect the price for large packages.

[Learn more about parcel size, weight, and fee standards](#)

*Select a Service Type:

Sort by: [Price](#) | [Delivery Time](#)

Priority Mail Express®

1-Day Delivery | Sep 26, 2025

\$28.85

~~Retail \$33.50~~

4) **Select Cremated Remains Extra Service**

- a) Once the **Priority Mail Express** Service Type is selected, add an **Extra Service** by selecting the checkbox.

Step 5: **Services**

*Select your service Type

Shape, weight, and size affect the price for large packages.

[Learn more about parcel size, weight, and fee standards](#)

Priority Mail Express®

1-Day Delivery | Sep 26, 2025

\$28.85

Retail \$33.60

[Change Service Type](#)

Extra Services

- | | |
|--|------------------|
| ☐ Signature Services ⓘ | Fee Varies |
| ☐ Create a return label ⓘ | Charged upon use |
| ☐ Label Delivery ⓘ | \$1.55 |
| ☐ Hide Postage on Label ⓘ | Free |

5) **Review Label Summary**

- a) Refer to the **Label Summary** to get a summary of your label order. The Label Summary will be a grey box located at the top right of the page.

Label Summary

Estimated Delivery: 1-Day Delivery

Priority Mail Express® Custom Packaging \$77.25

Retail \$91.25

\$100 insurance included Free

USPS Tracking® Free

Total **\$77.25**

6) Finalize Single Label Flow Creation Process

- a) Refer to the [Create a Single Domestic Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the final steps on how to save your label to the Label Manager or add the label to the Label Cart via the Single-Label Flow.

International Label

Create an international label for a single recipient following the steps below.

1) Begin Single Label Creation Process – Two Options

- a. **Option 1:** Click on **Create This Label** located on the landing page or **New Label** in the top right corner.

The screenshot shows the USPS Label Manager interface. At the top, there is a navigation bar with links: Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms. A red button labeled "New Label" is in the top right corner. Below the navigation bar, the user is greeted with "Hi California!" and "Account #:". A search bar prompts the user to "Enter a Label or Tracking Number to View Label Details".

The main section is titled "Start Shipping". It includes a note: "Please ensure you enter a full, valid address with the appropriate details such as apartment, suite or P.O. Box number if applicable." Below this, there is a "Ship To" section with a checkbox for "Save to Address Book". A search bar for the address book is provided. Below the search bar, there are input fields for "First Name", "MI", "Last Name", and "Company".

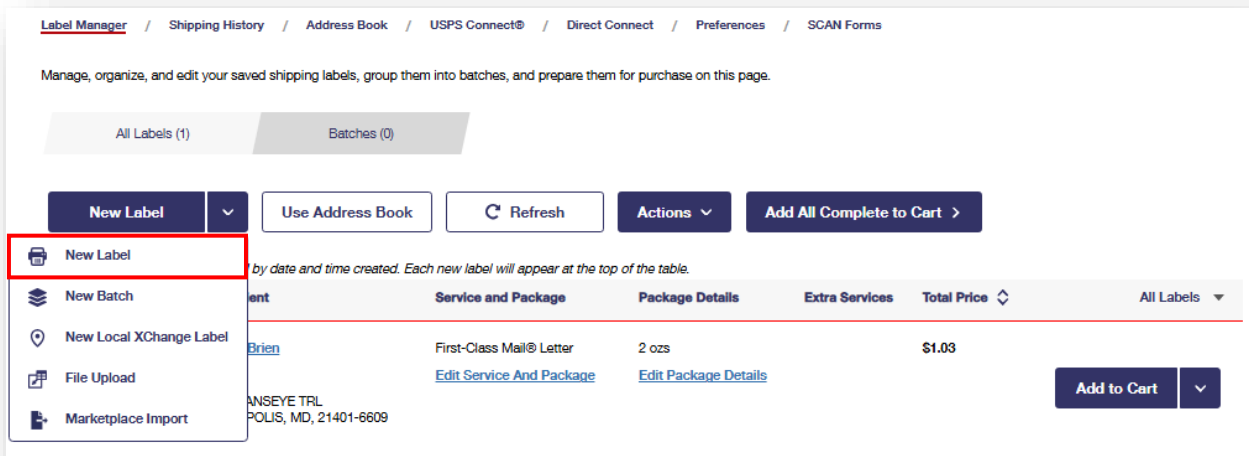
The "Country" dropdown menu is set to "United States of America", with a link to "Copy & Paste US Address". Below this, there are input fields for "Street Address" and "Apt./Suite/Other".

The "City", "State" (dropdown menu), and "ZIP Code™" fields are also present. There are checkboxes for "Send notifications" and "Hold for Pickup at Post Office™".

At the bottom, there are two input fields for "Reference Number / Note 1 (Will show on label)" and "Reference Number / Note 2 (Will show on label)", each with a "Max Character Limit: 90" warning. A red button labeled "Create This Label" is at the bottom left.

On the right side, there is a section titled "More Print & Ship Options" with four cards: "Import Batch of Labels", "Import from Marketplace", "Create a Batch", and "Manage Your Preferences".

- b) **Option 2:** Click on **New Label** located on the Label Manager page.



2) Enter Sender Details

The Sender Details section is pre-populated by default based on the address associated with your account. To change or update this default address, refer to the Preferences tab located at the top of the landing page.

- Refer to the [Edit Sender Details \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the steps on how to enter the sender details.
- To opt into Sender Tracking Notifications, select the **Send me tracking notifications** checkbox.

Email
john.doe@gmail.com

Phone / SMS Text Message
(704) 780-2387

☐ Send me tracking notifications

- Once the **Send me tracking notifications** checkbox is selected, a **Tracking Notifications for Sender** modal will be displayed.
 - Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Click-N-Ship® application).*
 - Select the **Type of Notifications** that you want to receive.
 - Select **Save** to save these changes.

(i)

(ii)

Tracking Notifications for Sender

Enter an email and/or phone number to receive notifications.

Email

name@example.com

Email is required

Phone

Enter a U.S. phone number

Phone is required

Select which types of notifications you would like the user to receive?

Email	Text	
☒	☒	All Below Updates
☒	☒	Expect Delivery Updates
☒	☒	Day of Delivery Updates
☒	☒	Package Delivery
☒	☒	Available for Pick Up
☒	☒	Delivery Expectation Updates
☒	☒	Package In Transit Updates

Save

(iii)

3) Enter the Recipient Details

Within the Click-N-Ship® application, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - i. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

Step 1: Recipient Details



[Manage Address Book](#)

- b) To manually enter the recipient information, enter the details in the **required*** text fields.

*Recipient Information

Please provide first and last name and/or company

First Name	MI	Last Name
First Name is required		Last Name is required
Company		
Company is required		

Recipient Address

Please provide a valid address. Required fields are marked with an asterisk (*)

*Country		
Canada 		
*Address 1	Address 2	
Address 1 is required		
Address 3		
*City	Province	*Postal Code™
City is required		Postal Code is required

- c) **Reference Number(s):** to have reference numbers or notes listed on your label, enter the reference numbers or notes in the **Reference Number / Note 1** and **Reference Number / Note 2** text fields.
- i. **Note:** each reference number / notes will be printed on the label and have a maximum character limit of 30 characters each.

Recipient Address

Please provide a valid address. Required fields are marked with an asterisk (*)

*Country

Canada

*Address 1

Address 2

Address 3

*City

Simcoe

Province

ON

*Postal Code™

Reference Number / Note 1 (Will show on label)

Reference Number / Note 2 (Will show on label)

Max Character Limit: 30

Max Character Limit: 30

- d) **Save to Address Book (optional):** if the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.
- i. **Note:** the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

☒ Save to Address Book

☐ Hold for Pickup at Post Office™

Next

- e) **Confirm Sender and Recipient Details:** once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (*Note, you will not be able to proceed to the next section unless this is selected*).

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

☐ Save to Address Book

☐ Hold for Pickup at Post Office™

Next

4) Select Hazardous Material Type

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select '**View examples of mailable and nonmailable hazardous material**'.

- a) If your package DOES contain anything potentially hazardous, select '**Yes, this parcel contains potentially hazardous materials (HAZMAT)**'.
- b) If your package DOES NOT contain anything potentially hazardous, select '**No, I am not shipping anything potentially hazardous**' and you will be directed to the next section.

- c) **As of July 12th, 2026** – there will be fees for domestic packages containing hazardous materials (HAZMAT), including a handling fee to cover costs associated with air transportation of mailable HAZMAT (applicable only to air transportation) and a noncompliance fee that will be returned as postage due. To learn more about this change, visit: <https://public-inspection.federalregister.gov/2026-09584.pdf>

Step 2: Hazardous Materials

Does this parcel contain anything potentially hazardous?

Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable.

[View what is mailable and what is nonmailable HAZMAT](#)

**Do Not Mail Mercury!** Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like barometers, thermometers, blood pressure cuffs, thermostats, and switches. [Learn more.](#)

(a) **Yes, this parcel contains potentially hazardous material (HAZMAT)**

No, I am not shipping anything potentially hazardous (b)

*What type of mailable HAZMAT are you mailing? (If not listed, it may not be mailable. [Learn More](#))

Select ▼

(c) ***Note:** A HAZMAT handling fee may be applied. Fees vary by service type and will show in your Label Summary once a service is selected.

- Once selected, a **HAZMAT** modal will be displayed. Read through the list of Mailable and Nonmailable HAZMAT types and select **I understand** to proceed with selecting a category type.
- If you are not shipping HAZMAT material and would like to go back to the previous page, select **I am not shipping HAZMAT**.

HAZMAT

The following items are considered hazardous materials (HAZMAT) or Dangerous Goods (DG).

Here are examples of HAZMAT items which are regulated in the mail:

Mailable HAZMAT	Nonmailable HAZMAT (Prohibited)
Aerosol Sprays	Air Bags
Batteries (non-spillable)	Ammunition
Dry Ice	Bulk Shipments of HAZMAT
Flammable Liquids	Dynamite
Lighters (USPS authorization required)	Fireworks
Lithium Batteries	Gasoline
Matches	High Powered Lithium Batteries (i.e., Bikes, Electric Cars, Scooters)
Nail Polish Remover	Mercury*
Paint	Pure Acetone
Perfume	
Propane	

***Do Not Mail Mercury!** Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like barometers, thermometers, blood pressure cuffs, thermostats, and switches. (Exception: Items with very small amounts of mercury vapor, like compact fluorescent lamps, can be mailed domestically.) [Learn More](#)

Note: This is not an all inclusive list of mailable or prohibited items. Please refer to [USPS Publication 52 \(Pub 52\)](#) for quantity, packaging, and labeling guidance for mailable items and/or to ensure your shipment is not prohibited in the mail.

Shipping improperly prepared, undeclared or prohibited HAZMAT can result in civil and criminal penalties under federal law. The following tutorial will help you learn how to securely package, label, and ship HAZMAT for domestic destinations through USPS®. View tutorial at www.usps.com/hazmat

I understand

(i)

I am not shipping HAZMAT

(ii)

iii. Select the **HAZMAT type** from one of the options listed in the dropdown.

*What type of mailable HAZMAT are you mailing? (If not listed, it may not be mailable. [Learn More](#))

Select

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)

Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)

5) Enter Items Information (required)

- Content Type:** international packages require you to select a **Content Type**. Select the **Select a Content Type** drop down and select the content type that best describes your package.

Step 3: **Items** ⓘ

*Content Type

Merchandise

Documents
Gifts
Merchandise
Returned Goods
Commercial Sample
Humanitarian Donation
Dangerous Goods (Select this option if you are shipping lithium batteries)
Other

- Additional Comments:** you can input comments about your package.

Additional Comments 

- c) Customs Reference Number Type: you can select from the dropdown to input a **Tax ID/Code, VAT Number, or Importers Code**:

Customs Reference Number Type

Select

Select

Tax Code

VAT Number

Importer Code

Sender's Customs Reference Number

Max Character Limit: 28

for customs prior to selecting service and package type for this destination.

- d) This **Items** section is required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.

Required: At least one item is required for customs prior to selecting service and package type for this destination.

Max: 30

Description	HS Tariff	Origin	Quantity	Weight	Value
No items added					

Add Item

- e) **HS Tariff Code:** HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.

- i. If you do not have an HS Tariff Code for the item, select **no**.

Add Item

* Indicates required field

Do you have an HS Tariff Code for this item?

HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.

☐ Yes ☒ No

- i. If you do have an HS Tariff Code for the item, select **Yes** and enter the code in the required text field.

Add Item

* Indicates required field

Do you have an HS Tariff Code for this item?

HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.

☒ Yes ☐ No

*HS Tariff Code

- f) **Item Details:** enter the item description, quantity, and weight.

*Item Description 	*Quantity 1	*Total Item(s) Weight 1 lbs 0.25
--	--	--

Max: 30

- g) **Item Value:** enter the total item(s) value.

*Total Item(s) Value Max: 80

\$	!
----	---

h) **Country of Origin:** select the items country of origin.

*Country of Origin

United States of America
United States of America
Afghanistan
Albania
Algeria
Andorra
Angola

▼
!▼
!▼
▼
▼

i) **Category Type:** select the items category and subcategory type.

*Select a category

Arts & Collectibles
▼

*Select a sub-category

!▼

Antique Hand-Painted & Hand-Drawn Art
Antiques Over 100 Years Old
Archaeological, Zoological & Historical Collector's Pieces
Art Paint & Brushes
Art Prints

6) Select Package Type

- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

The screenshot shows the 'Step 4: Packaging' form. At the top, there is a date input field displaying '06/29/2026' with a calendar icon to its right. Below this, a date picker calendar is open, showing the month of June. The date '29' is selected and highlighted in a dark blue box. To the left of the calendar, the text 'Package Value' is partially visible, along with a dollar sign '\$' and the number '0'. Below the calendar, there are two checkboxes, both of which are unchecked, with the text 'I am sh' partially visible next to them. At the bottom of the calendar, there is a 'Today' button. The background of the form is light gray, and the title 'Step 4: Packaging' is in a bold, dark blue font.

- b) **Package Value (required):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items.

The screenshot shows the 'Step 4: Packaging' form. At the top, there is a date input field displaying '11/26/2024' with a calendar icon to its right. Below this, the text 'Package Value (optional)' is followed by an information icon. The 'Package Value' field is highlighted with a red border, showing a dollar sign '\$' and the number '0'. To the right of this field is a button labeled 'Update from Step 3', which is also highlighted with a red border. Below the 'Package Value' field, there is a small text label that reads 'Enter a value up to and including \$5,000.00 for insurance'. The background of the form is light gray, and the title 'Step 4: Packaging' is in a bold, dark blue font.

- c) **Package Type:** select a USPS package type from the two options available (Flat Rate Packaging or Choose Your Own Packaging).

- i. If you would like to quickly fill in the package information with a saved favorite package type (via Preferences), select the **Quick-fill with a Favorite** dropdown.

Let us know what you're shipping ⓘ

Start from a favorite or select a packaging type

Quick-fill with a Favorite ▼

Testing - Priority Mail Express® Legal Flat Rate Envelope
Value: \$345

Poly Bag - USPS Ground Advantage™ Choose Your Own Box 4" (L) X 5" (W) X 7" (H)
Weight: 5.25lbs, Value: \$200

Poly Bag 2 - Priority Mail Express® Choose Your Own Box 7" (L) X 7" (W) X 4" (H)
Weight: 3.19lbs, Value: \$500

Package Weight (includes packaging)

- d) **USPS® Flat Rate Packaging:** If **USPS Flat Rate Box or Envelope** is selected, you will be directed to the next step (Step 4: Services).

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)

03/24/2026 📅

Package Value (optional) ⓘ

\$ 0

Enter a value up to and including \$5,000.00 for insurance

Packaging Options ⓘ

☐ I am shipping Live Animals or Perishable Goods. ⓘ

☐ I am shipping [Cremated Remains](#) ⓘ

USPS Flat Rate Box or Envelope Prices based on packaging 70lbs (31.75kg) max <i>Free USPS Tracking®</i>	Other Type of Box or Envelope Pricing based on weight & size 70lbs (31.75kg) max <i>Free USPS Tracking®</i>	First-Class Mail® Letter or Envelope Items requiring postage stamp 13oz (368g) or less <i>USPS Tracking® Not Available</i>
---	---	--

- e) **Other Type of Box or Envelope:** If **Other Type of Box or Envelope** is selected, you will be required to enter the following Package Details:

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)



Package Value (optional) 

\$

Enter a value up to and including \$5,000.00 for insurance

Packaging Options

☐ I am shipping Live Animals or Perishable Goods. 

☐ I am shipping [Cremated Remains](#) 

USPS Flat Rate Box or Envelope

Prices based on packaging
70lbs (31.75kg) max
Free USPS Tracking®

Other Type of Box or Envelope

Pricing based on weight & size
70lbs (31.75kg) max
Free USPS Tracking®

First-Class Mail® Letter or Envelope

Items requiring postage stamp
13oz (368g) or less
USPS Tracking® Not Available

- i. **Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).
- i. If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.

Packaging Details

Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

*Weight (includes packaging) 

lbs

ozs

Connect

Max: 13oz for USPS First-Class Mail options

- ii. **Package Dimensions:** manually enter the package dimensions. Note, if HAZMAT was selected, only Choose your Packaging will be available.

The screenshot shows a form titled "Dimensions" with an information icon. It contains three input fields: "Length", "Width", and "Height". Each field has a numeric input box containing the number "5" and a unit dropdown menu set to "in". The entire form is highlighted with a red border.

- iii. **Girth:** If your package isn't a standard rectangular box or envelope, select **The packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

The screenshot shows a form with a checkbox labeled "The packaging is not a standard rectangular box or envelope" which is checked. Below it is a "Girth" field with an information icon. The input box contains "0" and has a red error icon and the text "Please enter girth. Girth must be greater than 0." The unit dropdown is set to "in". The entire form is highlighted with a red border.

- iv. **Non-Machinable Items:** If your package is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your package from the dropdown.

The screenshot shows a dropdown menu titled "Do any of the below characteristics apply to your packaging?" with an information icon. Below the title is the instruction "If multiple apply, please select one. Otherwise, choose 'None.'". The dropdown list is open, showing the following options: "None", "None", "Glass container with more than 24oz of liquid", and "Metal or plastic container with more than 1 gallon of liquid". The entire form is highlighted with a red border.

- v. Select **Save & Get Rates** to proceed to the next step.

*Do any of the below characteristics apply to your packaging? ⓘ
If multiple apply, please select one. Otherwise, choose 'None.'

Glass container with more than 24oz of liquid ▼

Save & Get Rates

7) Select International Service Type

- a) **Services:** based on the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Please note that the Shape, weight, and size affect the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by All ▼ Sort by: [Price](#) | [Delivery Time](#)

	Padded Flat Rate Envelope 12-1/2" x 9-1/2"	\$30.90
	Priority Mail International® Small Flat Rate Envelope 6" x 10"	\$30.90
	Priority Mail International® Legal Flat Rate Envelope 15" x 9-1/2"	\$30.90

- b) **Filter / Sort By:** to more easily view all the available Service types, you can **Filter by Type** or **Sort by Price and / or Delivery Time**.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by All Sort by: [Price](#) | [Delivery Time](#)

	All Box Envelope Priority Mail® International Priority Mail® Express International	
	Priority Mail International® Small Flat Rate Envelope 6" x 10"	\$45.15

8) Select Extra Service(s)

- If you are interested in adding an extra service to your package(s), select the **checkbox** of the interested extra service (*note, the extra services listed will vary depending on the international service and package type that was selected*).
- If no extra services are available, you will see a blue message bar letting you know to proceed to step 5.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)



Priority Mail International® Small
Flat Rate Envelope
6" x 10"

\$30.90

[Change Service Type](#)



More information is required for this label. Please scroll and proceed to **Step 6**.

Extra Services

9) Additional International & Customs Information

- a) Before adding the label to the cart, you can opt-into prepaying for the **Duties, Fees, and Taxes** (Total Landed Cost Estimate) of your International Shipment and include additional customs information for your international package such as **Non-Delivery Handling** and **US Census Bureau and Customs Information**.
 - i. **Note:** currently, only Germany, UK, and Canada are available for TLC DDP.
- b) **Total Landed Cost:** The Calculated Landed Cost Estimate is a summary that shows your estimated landed cost for the international label (*includes the sum of the calculation of duties, taxes, and other import fees*). You can opt-into prepaying these fees for a recipient by selecting **Yes**.

Duties, Taxes, and Fees ⓘ

Duties, taxes, and fees

\$35.47

[View Breakdown](#)

*Would you like to pre-pay the duties, taxes, and import fees on behalf of the recipient now?

Yes, I would like to pre-pay now on behalf of the recipient (Landed Cost will be added to your total)

No, I would like the recipient to pay the duties, taxes, and import fees upon delivery

Email Total Landed Cost Breakdown

[Send Email](#)

- i. If **Yes** is selected, you will be required to accept the **Terms and Conditions**.

Duties, Taxes, and Fees ⓘ

This shipment contains an item considered high value. You will only need to agree to the terms and conditions below once for all items valued above the defined threshold. We will remember your agreement for future shipments containing high value items.

*Required: Please review and accept the Terms & Conditions to pre-pay duties, taxes and fees on behalf of the recipient.

Terms and Conditions
 General Site Usage
 Last Revised: December 16, 2013
 Welcome to www.lorem-ipsam.info. This site is provided as a service to our visitors and may be used for informational purposes only. Because the Terms and Conditions contain legal obligations, please read them carefully.
 1. YOUR AGREEMENT
 By using this Site, you agree to be bound by, and to comply with, these Terms and Conditions. If you do not agree to these Terms and Conditions, please do not use this site.

☐ I agree to the third-party terms and conditions required to pay international duties, taxes, and import fees, and certify that I am a seller shipping goods to a customer.

[Continue](#)

- c) **Non-Delivery Handling:** select how the package should be handled if it cannot be delivered (*Return to Sender or Abandon*).

***Non-delivery Handling**

Specify how the package should be handled in the event that it cannot be delivered

Return to Sender

Abandon

- d) **US Census Bureau and Customs Information:** if your shipment requires an export license, select the **Shipment requires an Export License** checkbox and enter the **AES Downtown Citation** from the U.S or **International Transaction Number (ITN)**.
- i. *Note, you can enter up to 14 alphanumerical values in this field.*

US Census Bureau and Customs Information

International packages within certain categories accepted by the Postal Service or any delivery company must display an [AES Exemption](#). View more information at the [US Census Bureau](#).

☒ This shipment requires an export license (Most U.S. commercial exports do not require a license)

Generate an Internal Transaction Number (ITN) or AES Downtown Citation from the U.S. Census Bureau or call 1-800-549-0595

[Generate AES/ITN >](#)

*AES/ITN ⓘ

- e) Enter a **Sender's Customer Reference Number** (optional).

Sender's Custom Reference Number

- f) If you are a Commercial Sender, select the **checkbox** and enter the **License Number, Certificate Number, and Invoice Number** (optional).

☒ I am a commercial sender (I have License, Certificate, and/or Invoice Number)

Commercial Senders Only

License Number ⓘ

Certificate Number ⓘ

Invoice Number ⓘ

10) Review Calculated Landed Cost Estimate

The Calculated Landed Cost Estimate is a summary located under the Label Summary that shows your estimated landed cost for the international label (includes the sum of the calculation of duties, taxes, and other import fees).

- a) To view a detailed breakdown of the duties, fees, and taxes, select **View Breakdown**.

Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**

***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.

[View Breakdown](#)

Email Total Landed Cost Breakdown

- i. Review the **Detailed Breakdown Summary** of the duties, fees, and taxes.

X

Item Breakdown of Total Landed Cost Estimate

The Landed Cost Estimate is an estimate of the taxes, duties, import fees and other fees that will be imposed on your package and its contents as it is shipped to its delivery destination. The amount is not exact, but an estimate of what the recipient should pay upon delivery.

Description	HS Tariff	Origin	QTY	Weight	Value	Duties & Taxes
Notebook	None	US	1	1	\$100.00	Duties: \$0.00 Taxes: \$13.00

Estimated Fees Fee: \$0.00
Estimated Duties & Taxes: \$13.00
Estimated Total: \$13.00

- a) To receive a copy of your Total Landed Cost via email, enter your email and click **Send**.

Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**

***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.

[View Breakdown](#)

Email Total Landed Cost Breakdown

Send

11) Review Label Summary

- a) Refer to the **Label Summary** to get a summary of your label order. The Label Summary will be a grey box located at the top right of the page.

Label Summary	
Priority Mail Express International® Flat Rate Envelope	\$72.80
Insurance	\$20.15
Total	\$92.95

12) Add Label to Cart or Save Label to Label Manager

- If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.



(a)

(b)

International Label for Free Matter for the Blind (FMB)

Create an international label for a single recipient free of postage through our eligible services if you are a qualifying member of the Free Matter for the Blind Program (FMB) by following the steps below.

1) Begin Single Label Flow Creation Process

- Refer to the [Create a Single International Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.

2) Select Package Type

- Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

Step 4: Packaging

06/29/2026

Package Value

\$ 0

Enter a value

Package

☐ I am shipping as Free Matter for the Blind

☐ I am shipping as Free Matter for the Blind

USPS

Today

Type of Box or Envelope

- b) **Package Value (required):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items (if applicable).

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)

03/24/2026

Package Value (optional) ⓘ

\$ 0

Enter a value up to and including \$5,000.00 for insurance

[Update from Step 3](#)

- c) **Package Type:** if you are a qualifying user of the Free Matter for the Blind (FMB) program, select the **I am shipping as Free Matter for the Blind** checkbox to proceed (refer to the following article for more information about the [Free Matter for the Blind \(FMB\) Program](#)).

☐ I am shipping Live Animals or Perishable Goods. [i](#)
☐ I am shipping [Cremated Remains](#) [i](#)
☐ I am shipping as Free Matter for the Blind [i](#)

USPS Flat Rate Box or Envelope Prices based on packaging 70lbs (31.75kg) max <i>Free USPS Tracking®</i>	Other Type of Box or Envelope Pricing based on weight & size 70lbs (31.75kg) max <i>Free USPS Tracking®</i>	First-Class Mail® Letter or Envelope Items requiring postage stamp 13oz (368g) or less <i>USPS Tracking® Not Available</i>
---	---	--

- d) **Package Details:** once the **I am shipping as Free Matter for the Blind** is selected, you will be required to enter the following **package details**:
- Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).
 - If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.

Packaging Options [i](#)

☒ I am shipping as Free Matter for the Blind [i](#)

Packaging Details

Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

***Weight (includes packaging)** [i](#)

0	lbs	0	ozs	Connect
---	-----	---	-----	----------------

Max: 70lbs
[Update from Step 3](#)

3) Select Service Type

- a) Once the **Package Details** are entered, an international **Free Matter for the Blind (FMB) Service Type** will automatically be selected for you. No further action is required here.
 - i. **Note:** shape, weight, and size affect the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select a Service Type: Sort by: [Price](#) | [Delivery Time](#)



Priority Mail International® Free Matter for the Blind Small Flat Rate Box
5-3/8" x 8-5/8" x 1-5/8"

4) Select Extra Service(s)

- a) If you are interested in adding an extra service to your package(s), select the **checkbox** of the interested extra service (*note, the extra services listed will vary depending on the international service and package type that was selected*).
- b) If no extra services are available, you will see a blue message bar letting you know to proceed to step 5.

Step 4: Services



Priority Mail International® Free Matter for the Blind Small Flat Rate Box
5-3/8" x 8-5/8" x 1-5/8"

[Change Service Type](#)

 More information is required for this label. Please scroll and proceed to **Step 5**.

5) Finalize Single Label Flow Creation Process

- a) Refer to the [Create a Single International Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the final steps on how to add further customs details and save your label to the Label Manager or add the label to the Label Cart via the Single-Label Flow.

International Label for Cremated Remains

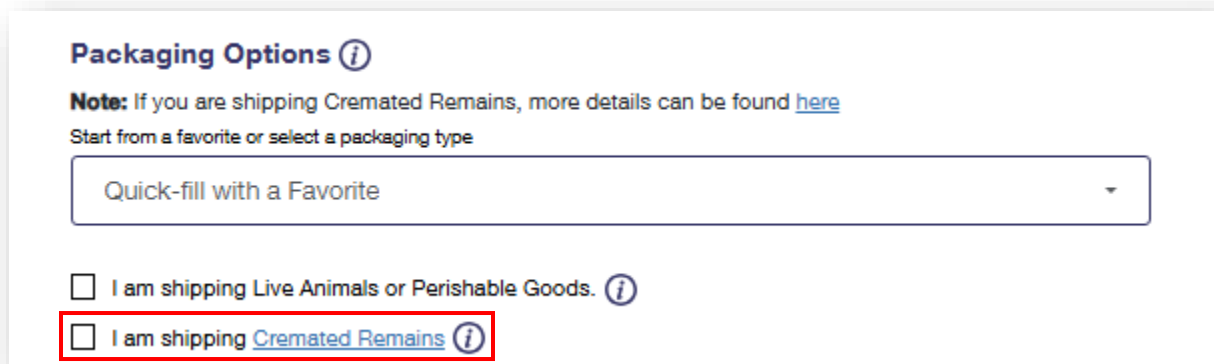
Create an international label to ship cremated remains by following the steps below.

1) Begin Single Label Flow Creation Process

- a) Refer to the [Create a Single International Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.

2) Select Cremated Remains

- a) Once on the **Packaging** step, select the **I am shipping Cremated Remains** checkbox.
 - i. **Note:** There are no extra fees for shipping Cremated Remains. Cremated Remains may only be shipped using Priority Mail Express® or Priority Mail Express International® services.



Packaging Options ⓘ

Note: If you are shipping Cremated Remains, more details can be found [here](#)

Start from a favorite or select a packaging type

Quick-fill with a Favorite ▼

☐ I am shipping Live Animals or Perishable Goods. ⓘ

☐ I am shipping [Cremated Remains](#) ⓘ

- b) Once selected, the **Packaging Details** section will be displayed. Select the USPS **branded packaging** (cremated remains box kit type) you are shipping cremated remains with from the dropdown.

Packaging Options ⓘ

Note: If you are shipping Cremated Remains, more details can be found [here](#)

Start from a favorite or select a packaging type

Quick-fill with a Favorite ▾

☐ I am shipping Live Animals or Perishable Goods. ⓘ

☒ I am shipping [Cremated Remains](#) ⓘ

*Select the USPS branded packaging you are shipping in

Select ▾

Cremated Remains Small Box: 9"(L) x 7-1/4"(W) x 5"(H)

Cremated Remains Large Box: 14-3/4"(L) x 10-1/4"(W) x 10"(H)

- i. Please note that [Cremated Remains Priority Mail Express packaging](#) is required for all Cremated Remains shipments.

cremated-remains-kit ✕



Small Cremated Remains Kit 1
Set of 1
9-5/8"(L) x 7-3/4"(W) x 6-1/4"(H)
\$0.00



Cremated Remains Kit 2
1 box, Priority Mail Express Tape, Bubble Cushioning, Self-Sealing Plastic Bag, Publication 139
14-3/4"(L) x 10-1/4"(W) x 10"(H)
\$0.00



Cremated Remains Kit 1
1 box, Priority Mail Express Tape
14-3/4"(L) x 10-1/4"(W) x 10"(H)
\$0.00



Small Cremated Remains Kit 2
Set of 1
9-5/8"(L) x 7-3/4"(W) x 6-1/4"(H)
\$0.00

- c) **Weight:** enter the required Package **Weight:**
- i. If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.
- d) Select **Save & Get Rates** to proceed to the next step.

Packaging Details

Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

You've selected that you are shipping Cremated Remains. **Cremated remains must be shipped in any USPS branded packaging.** [USPS.com store](#).

*Weight (includes packaging) ⓘ

0 lbs

0 ozs

Connect

Max: 70lbs

[Update from Step 3](#)

Save & Get Rates

3) Select Service Type

- a) **Services:** Cremated Remains can only be shipped with **Priority Mail Express**, which will be preselected by default.

Step 5: Services

*Select your service Type

Shape, weight, and size affect the price for large packages.

[Learn more about parcel size, weight, and fee standards](#)

Priority Mail Express International®

\$123.40

[Change Service Type](#)

Extra Services

☐ Additional Insurance ⓘ

Fee Varies

4) Select Cremated Remains Extra Service

- a) Once the **Priority Mail Express** Service Type is selected, add an **Extra Service** by selecting the checkbox.

Step 5: **Services**

*Select your service Type

Shape, weight, and size affect the price for large packages.

[Learn more about parcel size, weight, and fee standards](#)

Priority Mail Express International®

\$123.40

[Change Service Type](#)

Extra Services

☐ Additional Insurance ⓘ

Fee Varies

5) **Finalize Single Label Flow Creation Process**

- a) Refer to the [Step 6: International & Customs Information \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the final steps on how to finish creating your international label via the Single-Label Flow.

Create a Single Label (Quick-Flow View)

Create individual labels manually and quicker with our new Quick-Flow label creation process, where all label details will be displayed on one single page instead of our classic step-by-step format.

Domestic Label

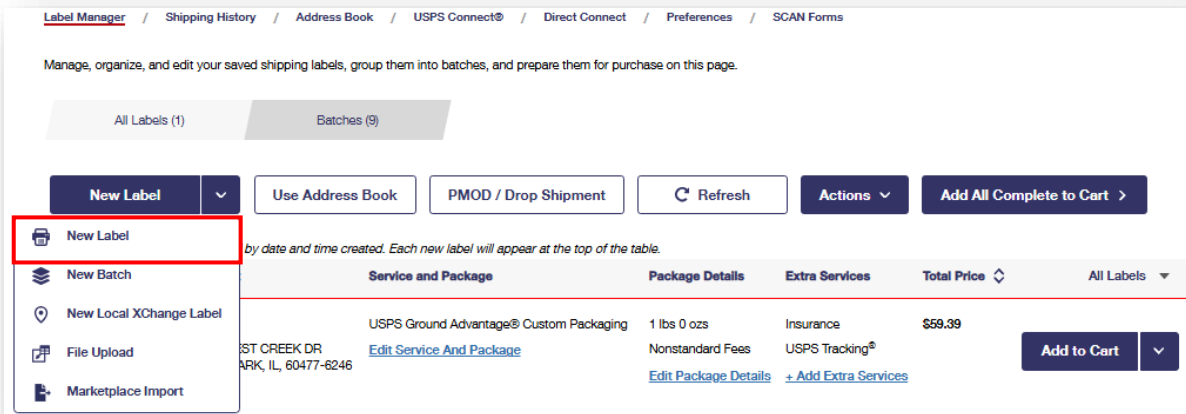
Create a domestic label for a single recipient following the steps below.

1) Begin Single Label Creation Process – Two Options

- a) **Option 1:** Click on **Create This Label** located on the landing page or **New Label** in the top right corner.
 - i. **Note:** Once you input all the Recipient address details and click **Create This Label**, you will be automatically redirected to the **Quick Flow** to input the rest of your label information.

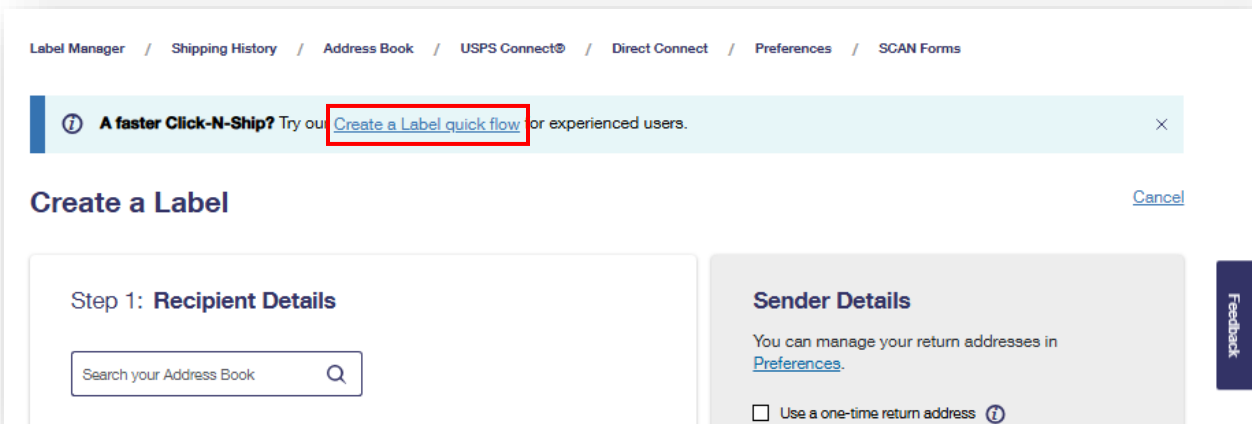
The screenshot shows the 'Create This Label' form in the USPS Label Manager. The top navigation bar includes links for Label Manager, Shipping History, Address Book, USPS Connect, Direct Connect, Preferences, and SCAN Forms. A 'New Label' button is in the top right corner. The main heading is 'Hi California!' with an 'Account #' field. The 'Start Shipping' section prompts the user to enter a full, valid address. It includes a 'Ship To' section with a 'Save to Address Book' checkbox and a search bar for the address book. Below this are fields for First Name, MI, Last Name, and Company. A 'Country' dropdown menu is set to 'United States of America'. There are fields for Street Address and Apt/Suite/Other. Below these are fields for City, State (a dropdown menu), and ZIP Code. There are checkboxes for 'Send notifications' and 'Hold for Pickup at Post Office'. At the bottom, there are two 'Reference Number / Note' fields, each with a 'Max Character Limit: 30'. A red box highlights the 'Create This Label' button at the bottom left. On the right side, there is a 'More Print & Ship Options' section with five cards: 'Import Batch of Labels', 'Import from Marketplace', 'Create a Batch', 'Manage Your Preferences', and 'Create a Local XChange Label'.

- b) **Option 2:** Click on **New Label** located on the Label Manager page.

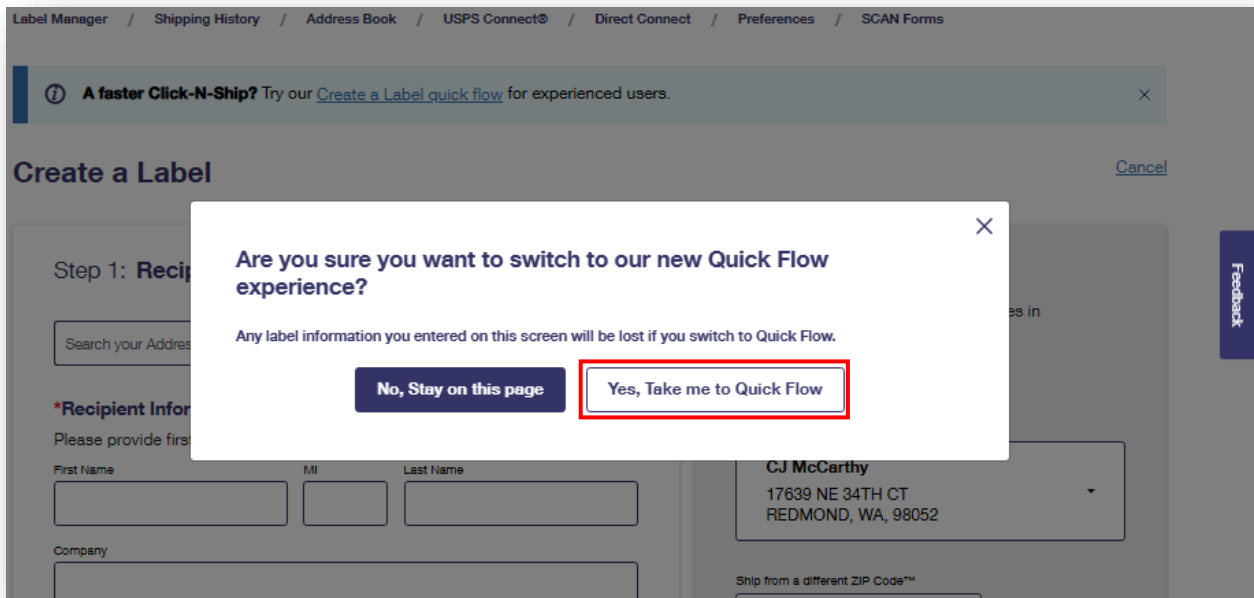


2) Opt Into the Quick Flow Label Creation Experience

- a) Once you are on the **Create a Single Label** page, you will be presented with a banner at the top of the page. To begin utilizing Quick Flow, select the **Create a Label Quick Flow** hyperlink and the Quick Flow view will be displayed.



- b) Once selected, a confirmation popup modal will be displayed. Select **Yes, Take me to Quick Flow**.



- c) Once selected the quick flow view will be displayed and you can begin creating your labels as needed.
- If you would like to make the Quick Flow view your default create a label view, select the **Make This Your Default** hyperlink. You can also do this by selecting **Quick Flow** from the **Default Create a Label Experience** section in **Preferences**.
 - If you would like to revert to the Classic View, select the **Classic View** hyperlink.

You're trying Create a Label quick flow: Go back to the [classic view](#) or [make this your default](#). You can edit your default experience in your [Preferences](#).

1. Shipping Information

Ship Date

03/26/2026

Ship From [Manage Return Addresses](#)

California Diego

425 L ST NW APT 1001 WASHINGTON DC, 20001

☐ Ship From Different ZIP Code™
 ☐ Use a one-time return address

Ship To ☐ Save to Address Book

Search your Address Book

First Name

MI

Last Name

Company

*Country [Copy & Paste US Address](#)

United States of America

*Street Address Apt/Suite/Other

*City

*State *ZIP Code™

Select State

☐ Send Notifications
 ☐ Hold For Pickup at Post Office™

Email Phone Number

name@example.com

Enter a U.S. phone number

Reference Number / Note 1 (Will show on label) Reference Number / Note 2 (Will show on label)

Max Character Limit: 30 Max Character Limit: 30

2. Content & Packaging Information

Contents

Add Item

☐ This package contains [hazardous material](#).
 ☐ I am shipping Live Animals or Perishable Goods.
 ☐ I am shipping [Cremated Remains](#)

Packaging

*Packaging Type Package Value (optional)

Other Type of Box or Envelope

\$ 0

For additional insurance

*Weight [View scale requirements](#)

0 lbs

0 ozs

Connect

Max: 70 lbs

Dimensions (required for custom packaging)

Length

Width

Height

0 in

0 in

0 in

At least two dimensions must be greater than 0

☐ The package is not a standard rectangular box or envelope

*Nonstandard and Special Handling Options

None

Get Rates

3. Shipping Options

Provide Shipping and Package Information & click [Get Rates](#) to see Shipping Options

Label Summary

No Shipping Services selected

Total \$0.00

Add to Cart

Save to Label Manager

Shipping Information

1) Select Ship Date

- Select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

1. Shipping Information

Please ensure you enter a full, valid address with the appropriate details such as apartment, suite or P.O. Box number if applicable.

Ship Date
06/29/2026

Ship From
John Doe
901 D St NE V

☐ Ship From Code™

Ship To
Search you

First Name

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	29	30	1	2	3	4

Today

Manage Return Addresses

Address Book

2) Enter Sender Details

- Ship From:** the Sender Details section is pre-populated by default based on the address associated with your account. To change or update this default address, select **Manage Return Addresses**.
- To utilize a saved return address, select the toggle down and select an address from the list.

1. Shipping Information

Ship Date

03/25/2026 

Ship From [Manage Return Addresses](#)

DC Test
1000 Superman St Washington DC, 20005

DC Test
1000 Superman St Washington DC, 20005

DC Test
1000 Superman St Washington DC, 20005

DC Test
1000 Superman St Washington DC, 20005

- c) To utilize a one-time return address, select the **Use a one-time return address** checkbox.

1. Shipping Information

Ship Date

04/28/2025 

Ship From [Manage Return Addresses](#)

DC Test
1000 Superman St Washington DC, 20005

☐ Ship From Different ZIP Code™

☐ Use a one-time return address

Ship To ☐ Save to Address Book

Search your Address Book 

- d) If the **Use a one-time return address** is selected, a **New Return Address** modal will be displayed.
- i. To pre-populate the sender's information from a saved contact in your Address Book, enter the contact's name in the **Address Book** text field and select the suggested contact.

×

New Return Address

Search your Address Book

Q

- ii. **Sender Information:** enter the sender information in the **required*** text fields.

New Return Address

Search your Address Book

Q

***Sender Information**

Please provide first and last name and/or company.

First Name

!

Enter your first name (max 50 characters).
First Name is required

MI

Last Name

!

Enter your last name (max 50 characters).
Last Name is required

Company

!

Enter your company name (max 50 characters).
Company is required

Phone (optional)

(012) 345-6789

!

Enter a valid US phone number (optional).
Please enter a valid U.S. phone number

*Email

!

Enter a valid email address.
Email is required

- iii. **Sender Address (option 1):** manually enter the sender address in the **required*** text fields.
- iv. **Sender Address (option 2):** enter the sender 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.

Sender Address

[Copy & Paste US Address](#)

Please provide a valid address. Required fields are marked with an asterisk (*).

*Street Address		Apt/Suite
Enter your street address. Street Address is required		
*City	*State	*ZIP Code™
	AL - Alabama ▼	
Enter your city (max 50 characters). City is required		Enter your 5- or 9-digit ZIP Code™. ZIP Code is required
☐ Save to Address Book		

- v. 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.

Sender Address

[Hide Copy and Paste US Address](#)

Please provide a valid address. Required fields are marked with an asterisk (*).

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.		
*Street Address		Apt/Suite
Enter your street address. Street Address is required		
*City	*State	*ZIP Code™
	AL - Alabama ▼	
Enter your city (max 50 characters). City is required		Enter your 5- or 9-digit ZIP Code™. ZIP Code is required

- e) If you are shipping from a different ZIP Code™ than the ZIP Code™ indicated in your Return Address, select the **Ship from a different ZIP Code™** checkbox and enter the alternate zip code (e.g.: *I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC*).

1. Shipping Information

Ship Date
04/28/2025

Ship From [Manage Return Addresses](#)
DC Test
1000 Superman St Washington DC, 20005

☒ Ship From Different ZIP Code™ ☐ Use a one-time return address

Alternate Ship From ZIP Code™

3) Enter Recipient Details

Within the Click-N-Ship® application, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
- i. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

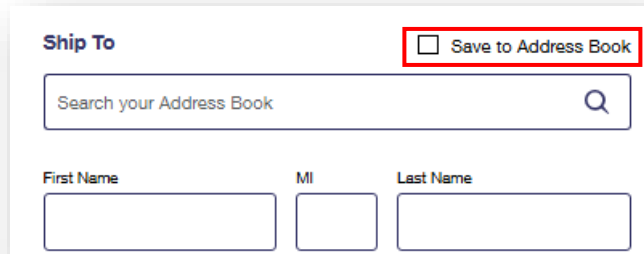
Ship To ☐ Save to Address Book

Search your Address Book

[Manage Address Book](#)

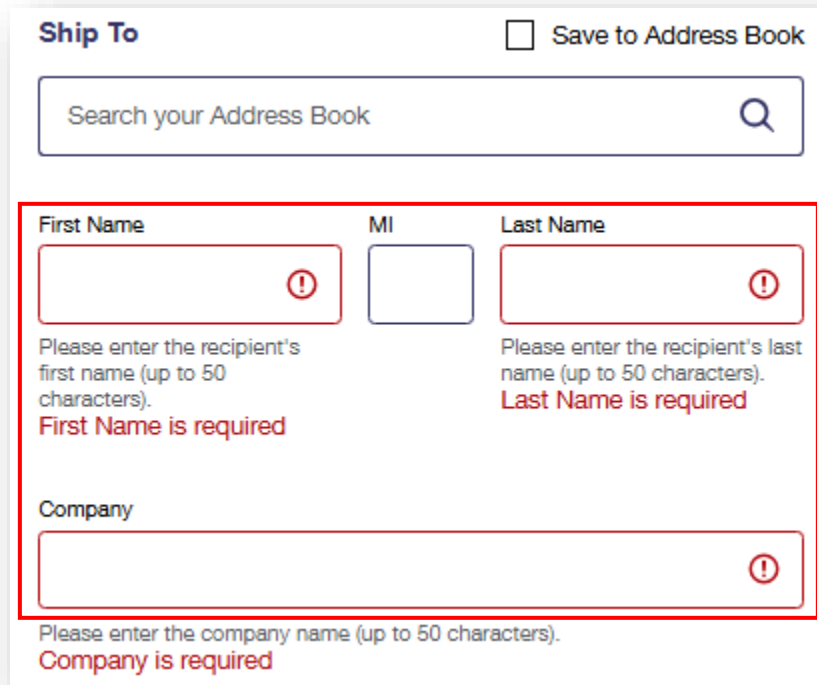
First Name is required Last Name is required

- b) **Save to Address Book (optional):** if the recipient information that you are entering is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.
- i. Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.



The screenshot shows the 'Ship To' form. At the top right, there is a checkbox labeled 'Save to Address Book' which is highlighted with a red rectangular box. Below this is a search bar with the placeholder text 'Search your Address Book' and a magnifying glass icon. Underneath the search bar are three input fields labeled 'First Name', 'MI', and 'Last Name'.

- c) **Recipient Information:** to manually enter the recipient's information, enter the details in the **required*** text fields.



The screenshot shows the 'Ship To' form with the recipient information fields highlighted by a red rectangular box. The fields are 'First Name', 'MI', 'Last Name', and 'Company'. Each of these fields has a red exclamation mark icon in the bottom right corner, indicating a required field. Below the 'First Name' field, there is a message: 'Please enter the recipient's first name (up to 50 characters). First Name is required'. Below the 'Last Name' field, there is a message: 'Please enter the recipient's last name (up to 50 characters). Last Name is required'. Below the 'Company' field, there is a message: 'Please enter the company name (up to 50 characters). Company is required'. The 'Save to Address Book' checkbox is visible at the top right.

- d) **Recipient Address (Option 1):** manually enter the recipient's information in the **required*** text fields.
- e) **Recipient Address (option 2):** enter the recipient 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.

*Country [Copy & Paste US Address](#)

United States of America ▼

*Street Address Apt/Suite/Other

! !

Please enter the recipient's street address (required).
Street Address is required

*City

! !

Please enter the recipient's city (required, up to 50 characters, emojis not allowed).
City is required

*State *ZIP Code™

AL - Alabama ▼ !

Enter recipient's 5-digit ZIP code or ZIP+4 (e.g., 12345 or 12345-6789).
ZIP Code™ is required

- i. 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.

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

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.

*Street Address ! Apt/Suite/Other

Please enter the recipient's street address (required).
Street Address is required

*City !

Please enter the recipient's city (required, up to 50 characters, emojis not allowed).
City is required

*State AL - Alabama ▼ *ZIP Code™ !

Enter recipient's 5-digit ZIP code or ZIP+4 (e.g., 12345 or 12345-6789).
ZIP Code™ is required

- f) To opt for Recipient Tracking Notifications, select the **Send Notifications** checkbox.

☐ Send Notifications
 ☐ Hold For Pickup at Post Office™

Reference Number / Note 1 (Will show on label)

 Max Character Limit: 30

Reference Number / Note 2 (Will show on label)

 Max Character Limit: 30

- g) Once the checkbox is selected, a **Tracking Notifications for Recipient** modal will be displayed.
- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Click-N-Ship® application).*
 - Select the **Type of Notifications** that you want to receive.
 - Select **Save** to save these changes.

(i)

Tracking Notifications for Recipient

Enter an email and/or phone number to receive notifications.

*Email

 Enter a valid email address (maximum 50 characters).
Email is required

Phone Number

 Enter a valid phone number.
Please enter a valid U.S. phone number

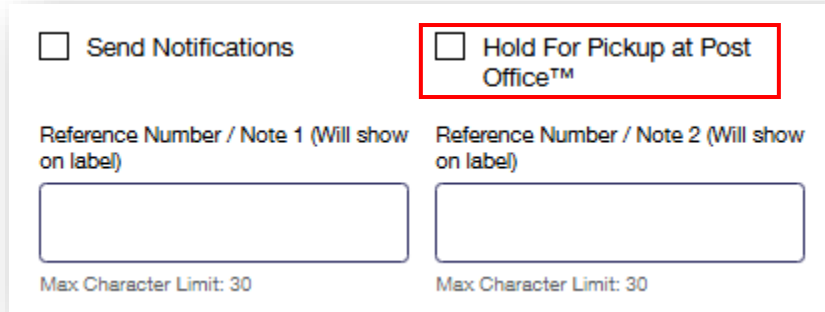
Select which types of notifications you would like the recipient to receive.

Email	Text	
☒	☒	All Below Updates
☒	☒	Expected Delivery Updates
☒	☒	Day of Delivery Updates
☒	☒	Package Delivery
☒	☒	Available for Pick Up
☒	☒	Delivery Exception Updates
☒	☒	Package in Transit Updates

(ii)

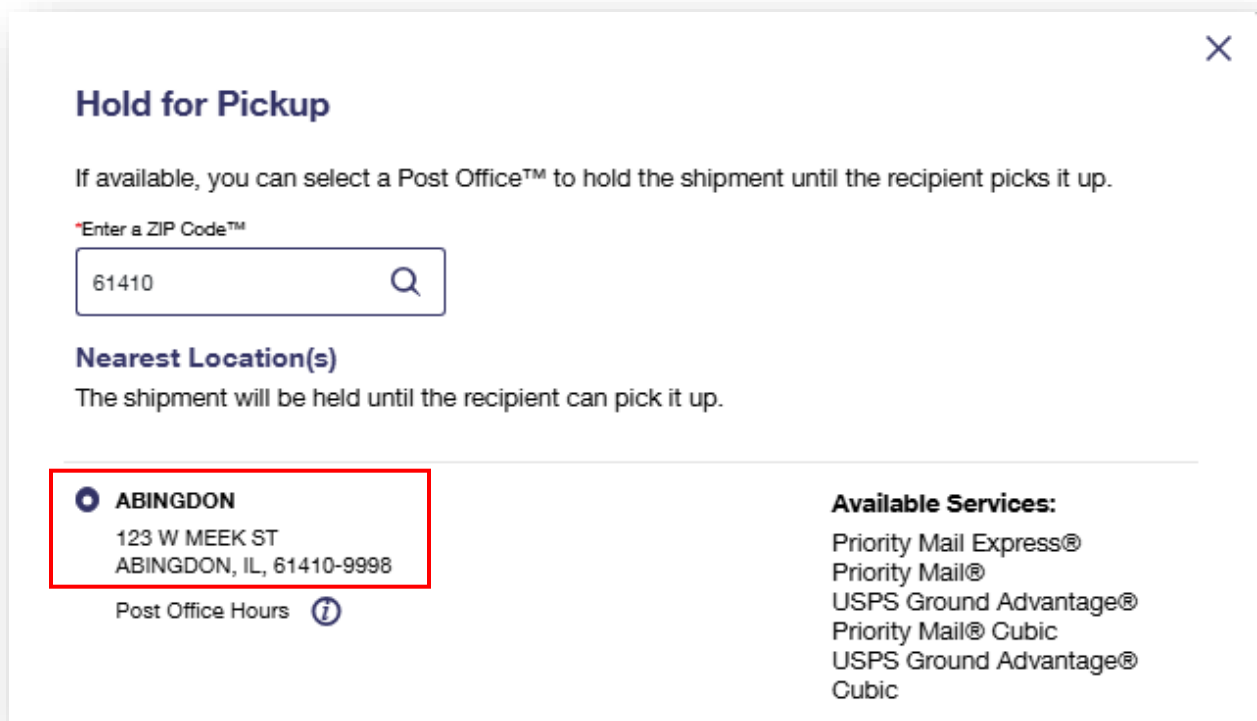
(iii)

- h) **Hold for Pickup at Post Office™ (optional):** if you would like to have your package held at a designated Post Office™ location for pickup, select the **Hold for Pickup at Post Office™** checkbox.



This screenshot shows a form section with two columns. The left column has a checkbox labeled 'Send Notifications' and a text input field for 'Reference Number / Note 1 (Will show on label)'. The right column has a checkbox labeled 'Hold For Pickup at Post Office™' (highlighted with a red border) and a text input field for 'Reference Number / Note 2 (Will show on label)'. Below each input field is a 'Max Character Limit: 30' label.

- i. Once selected, a **Hold for Pickup** modal will be displayed. To find the nearest Post Office™ location available for pickup. Enter the desired Zip Code™ in the **Enter the ZIP Code™** text field. Select the desired **Post Office™** from one of the options displayed.



This screenshot shows a 'Hold for Pickup' modal window. At the top right is a close button (X). The title is 'Hold for Pickup'. Below the title is a message: 'If available, you can select a Post Office™ to hold the shipment until the recipient picks it up.' There is a search field with the placeholder text '*Enter a ZIP Code™' and the value '61410'. Below the search field is the section 'Nearest Location(s)' with the text 'The shipment will be held until the recipient can pick it up.' A list of locations is shown, with the first one, 'ABINGDON', highlighted with a red border. The address for ABINGDON is '123 W MEEK ST, ABINGDON, IL, 61410-9998'. Below the address is a link for 'Post Office Hours' with an information icon. To the right of the location list is a section titled 'Available Services:' which lists: 'Priority Mail Express®', 'Priority Mail®', 'USPS Ground Advantage®', 'Priority Mail® Cubic', 'USPS Ground Advantage® Cubic'.

- ii. To receive **text and / or email notifications** to notify you or the recipient that the package is ready for pickup, enter the email and / or phone number in the respective text fields. Select **Save** to proceed to the next step.

*Enter an email and phone number for the sender and recipient to receive notifications.

Sender Email Enter a valid sender email address (e.g., you@example.com). Sender Email is required	Recipient Email Enter the recipient's email address (e.g., someone@example.com). Recipient Email is required
Sender Phone / SMS Text Message (012) 345-6789 Enter a valid phone number for SMS notifications. Please enter a valid U.S. phone number	Recipient Phone / SMS Text Message Enter a valid phone number for SMS notifications. Recipient Phone / SMS Text Message is required

Save

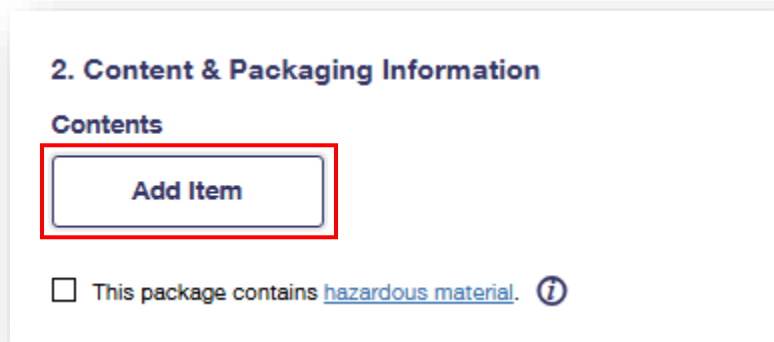
- i) **Reference Number(s):** to have reference numbers or notes listed on your label, enter the reference numbers or notes in the **Reference Number / Note 1** and **Reference Number / Note 2** text fields.
- i. **Note:** each reference number / note will be printed on the label and have a maximum character limit of 30 characters each.

*State AL - Alabama	*ZIP Code™
☐ Send Notifications	☐ Hold For Pickup at Post Office™
Reference Number / Note 1 (Will show on label) Max Character Limit: 30	Reference Number / Note 2 (Will show on label) Max Character Limit: 30

Content & Package Information

1) Enter Content Details

- a) This **Items** section is optional for domestic packages and only required for packages that require a Customs Form (such as *International* or *military based addresses*). To enter your items information, select **Add Item(s)**.



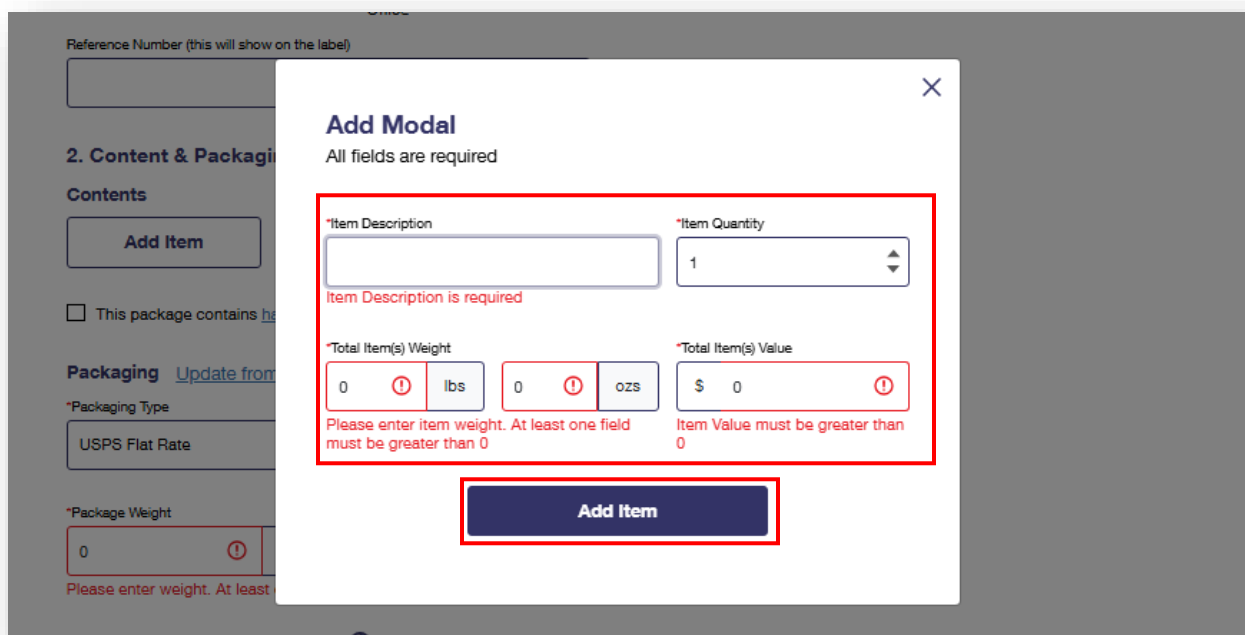
2. Content & Packaging Information

Contents

Add Item

☐ This package contains [hazardous material](#). 

- i. Once selected, the section will expand. Enter the item information in the required fields.



Reference Number (this will show on the label)

2. Content & Packaging Information

Contents

Add Item

☐ This package contains [hazardous material](#)

Packaging [Update from previous](#)

*Packaging Type
USPS Flat Rate

*Package Weight
0 
Please enter weight. At least

Add Modal

All fields are required

*Item Description

Item Description is required

*Item Quantity
1

*Total Item(s) Weight
0  lbs 0  ozs

*Total Item(s) Value
\$ 0 
Please enter item weight. At least one field must be greater than 0
Item Value must be greater than 0

Add Item

- ii. Select **Add Item** to save the item information. Once saved, the item details will be displayed in the **Contents Table**.

2. Content & Packaging Information

Contents

^	Item	Weight	Value	
	Used Locks (1)	5.31 lbs	\$235.00	Edit Remove
	1 item	5.31 lbs	\$235.00	

Add Item

2) Select Hazardous Materials Type (if applicable)

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select ***hazardous materials*** hyperlink.

- If your package DOES NOT contain anything potentially hazardous, do not select the checkbox.
- If your package DOES contain anything potentially hazardous, select the **This Package Contains Hazardous Materials** checkbox.

2. Content & Packaging Information

Contents

Item	Weight	Value	
Used Locks (1)	5.31 lbs	\$235.00	Edit Remove
1 item	5.31 lbs	\$235.00	

Add Item

☐ This package contains [hazardous material](#). [i](#)

- i. Once selected, a **HAZMAT** section will be displayed. Select the **HAZMAT type** from one of the options listed in the dropdown. Note, if HAZMAT is selected, the **Other Type of Box or Envelope** type will be preselected by default.
- ii. **As of July 12th, 2026** – there will be fees for domestic packages containing hazardous materials (HAZMAT), including a handling fee to cover costs associated with air transportation of mailable HAZMAT (applicable only to air transportation) and a noncompliance fee that will be returned as postage due. To learn more about this change, visit: <https://public-inspection.federalregister.gov/2026-09584.pdf>

☒ This package contains [hazardous material](#). [i](#)

*What type of mailable HAZMAT are you mailing?

Select HAZMAT type

If not listed, it may not be mailable. [Learn more about USPS shipping restrictions](#)

***Note:** A HAZMAT handling fee may be applied. Fees vary by service type and will show in your Label Summary once a service is selected.

3) Select Package Type

- a) **Packaging Type:** select a USPS package type from the three options available (Flat Rate Packaging, Other Type of Box or Envelope, or First-Class Letter & Large Envelope).
 - i. If you would like to quickly fill in the package information with a saved favorite package type (via Preferences), select a **Favorite** from the dropdown.

The screenshot shows the 'Packaging' section of a USPS form. A red box highlights the '*Packaging Type' dropdown menu, which is currently set to 'Select'. Below the dropdown, under the 'Favorites' section, three options are listed: 'USPS Flat Rate Box or Envelope', 'Other Type of Box or Envelope', and 'First-Class Letter or Envelope'. To the right of the dropdown, there is a 'Package Value (optional)' field with a '\$' symbol and a '0' value, and a note 'For additional insurance'.

- b) **USPS® Flat Rate Box or Envelope Packaging (Default):** If **USPS® Flat Rate Box or Envelope** is selected, you will be directed to the next step where you will be required (only for Business users) to enter the **Weight**.
 - i. Note: Flat Rate Packaging does not support HAZMAT materials. If HAZMAT was selected, please select **Other Type of Box or Envelope** as your package type.

The screenshot shows the 'Packaging' section of a USPS form. The '*Packaging Type' dropdown is now set to 'USPS Flat Rate Box or Envelope...'. Below this, a red box highlights the '*Weight' section, which includes a help icon, two input fields for weight (one with '0' and 'lbs', the other with '0' and 'ozs'), and a 'Connect' button. A link 'View scale requirements' is also visible. Below the weight section is a 'Get Rates' button.

- c) **Other Type of Box or Envelope:** If **Other Type of Box or Envelope** is selected, you will be directed to the next step where you will be required to enter the **Package Weight** and **Package Dimensions**:

- i. If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.

The screenshot shows the 'Packaging' section of the USPS Click-N-Ship form. The 'Packaging Type' dropdown is set to 'Other Type of Box or Envelope'. The 'Package Value (optional)' field is set to '\$ 0'. The 'Weight' section is highlighted with a red box and contains the following fields: 'Weight' (0), 'Unit' (lbs), 'Weight' (0), 'Unit' (ozs), and a 'Connect' button. Below the weight fields is a note: 'Max: 70 lbs'. The 'Dimensions (required for custom packaging)' section is also highlighted with a red box and contains the following fields: 'Length' (0), 'Unit' (in), 'Width' (0), 'Unit' (in), and 'Height' (0), 'Unit' (in). Below the dimensions fields is a note: 'At least two dimensions must be greater than 0'. There is a 'View scale requirements' link next to the weight fields.

- d) **First-Class Letter or Envelope Packaging:** If **First-Class Letter or Envelope** is selected, you will be required to enter the **Letter or Envelope Weight**. *Note, the maximum weight for letter-size pieces is 3.5 ounce and the maximum weight for large envelopes is 13 ounces.*

The screenshot shows the 'Packaging' section of the USPS Click-N-Ship form. The 'Packaging Type' dropdown is set to 'First-Class Letter or Envelope'. The 'Package Value (optional)' field is set to '\$ 0'. The 'Weight' section is highlighted with a red box and contains the following fields: 'Weight' (0), 'Unit' (lbs), 'Weight' (0), 'Unit' (ozs), and a 'Connect' button. Below the weight fields is a note: 'Max: 13oz for USPS First-Class Mail options'. There is a 'View scale requirements' link next to the weight fields.

- i. **Letter or Envelope Length:** manually enter the letter or envelope length. *Note, the minimum size limit for letters and envelopes in Click-N-Ship is 6" x 4".*

Dimensions ⓘ

Length	Height	Thickness
0 in	0 in	Select ▼ in

Length is the dimension parallel to the address as read. Minimum dimensions accepted: 6" x 4"

Make sure your letter or flat is the appropriate size: [View Sample Label](#)

*Nonstandard and Special Handling Options ⓘ

None ▼

- ii. **Letter or Envelope Height:** manually enter the letter or envelope height. *Note, the maximum size for letters is 11-1/2" x 6-1/8" x 1/4" thick and the maximum size for large envelopes is 15" x 12" x 3/4" thick.*

Dimensions ⓘ

Length	Height	Thickness
0 in	0 in	Select ▼ in

Length is the dimension parallel to the address as read. Minimum dimensions accepted: 6" x 4"

Make sure your letter or flat is the appropriate size: [View Sample Label](#)

*Nonstandard and Special Handling Options ⓘ

None ▼

- iii. **Letter or Envelope Thickness:** select a thickness option from the **Thickness Dropdown**. *Note, when a piece of First-Class Mail exceeds any one of the maximum measurements of a letter, it will be classified and priced as a large envelope (flat) and when a First-Class Mail item exceeds any one of the maximum measurements of a large envelope, it will be classified and priced as a package (parcel).*

Dimensions ⓘ

Length	Height	Thickness
0 in	0 in	Select ▼ in

Length is the dimension parallel to the address as read. Minimum dimensions accepted: 6" x 4"

Make sure your letter or flat is the appropriate size: [View Sample Label](#)

*Nonstandard and Special Handling Options ⓘ

None ▼

- iv. **Non-Standard First-Class Mail:** if the mail is rigid, non-rectangular, non-uniformly thick, wrapped in plastic, or includes closures such as clasps, select a characteristic from the **dropdown**.

Make sure your letter or flat is the appropriate size:
[View Sample Label](#)

*Nonstandard and Special Handling Options ⓘ

None ▼

Letter is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn)

Poly-bagged or poly-wrapped

Wrapped in plastic material or material other than paper

Clasps, strings, buttons or similar closure device are present

Contains something rigid, such as pens, keys or coins that causes the thickness to be uneven

Is a self-mailer that is not prepared according to DMM 201.3.14

Is a booklet that is not prepared according to DMM 201.3.16

- e) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Items** to auto populate the package value and weight that you entered in the Items step (if applicable).

Packaging [Update from items](#)

*Packaging Type

Other Type of Box or Envelope ▼

Package Value (optional)

\$ 0

For additional insurance

- f) **Girth:** If your package isn't a standard rectangular box or envelope, select **the packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

☒ The package is not a standard rectangular box or envelope

Girth ⓘ

0 in

Girth must be greater than 0

- g) **Non-Machinable Items:** If your package is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your package from the dropdown.

*Nonstandard and Special Handling Options ⓘ

None ▼

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Insecurely wrapped

Can, Roll, or Tube

Wooden or Metal box

- h) Select **Get Rates** to proceed to the next step.

*Nonstandard and Special Handling Options ⓘ

None ▾

Get Rates

Shipping Options

1) Select Service Type

- a) **Services:** based off the Package Type (USPS Flat Rate Box or Envelope, Other Type of Box or Envelope, or First-Class Letters & Envelopes) that was previously selected, a specific list of available **Service Types** will be listed in this section.
 - i. **Note:** the service type with the lowest cost will always be selected by default.

3. Shipping Options

Shape, weight, and size affect the price for large packages and mail.
[Learn More](#)

Sort by: [Price](#) | [Delivery Time](#)

USPS Ground Advantage®	\$4.45
3-Day Delivery	Retail \$7.39
Sep 29, 2025	
Priority Mail®	\$10.28
3-Day Delivery	Retail \$12.19

- b) If you previously selected Letter or Envelope package type, and if the dimensions or weight **exceeded** the First-Class Mail service type limits, a **yellow warning message** will be displayed along with a list of other service options available for your package.
 - i. **Note:** Letters and Large Envelope Packaging is not eligible for the USPS Smart Locker Service, Hold for Pickup Service, or the USPS Label Broker printing option.

3. Shipping Options

Shape, weight, and size affect the price for large packages and mail. [Learn More](#)



The dimensions or weight of your letter or large envelope exceeds the limits for USPS First-Class Mail

Sort by: [Price](#) | [Delivery Time](#)

USPS Ground Advantage® Cubic 2-Day Delivery Sep 26, 2025	\$6.96
---	--------

- c) **Filter / Sort By:** to more easily view all the available Service types, you can **Sort by Price and / or Delivery Time.**

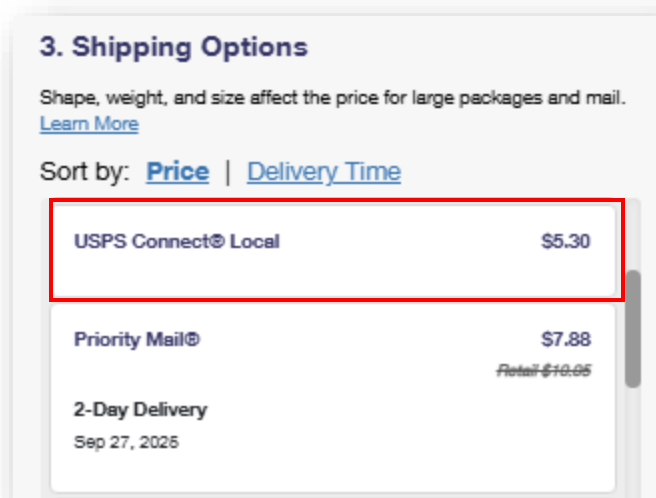
3. Shipping Options

Shape, weight, and size affect the price for large packages and mail. [Learn More](#)

Sort by: [Price](#) | [Delivery Time](#)

USPS Ground Advantage® 3-Day Delivery Sep 29, 2025	\$4.45 <i>Retail \$7.99</i>
Priority Mail® 3-Day Delivery	\$10.28 <i>Retail \$12.19</i>

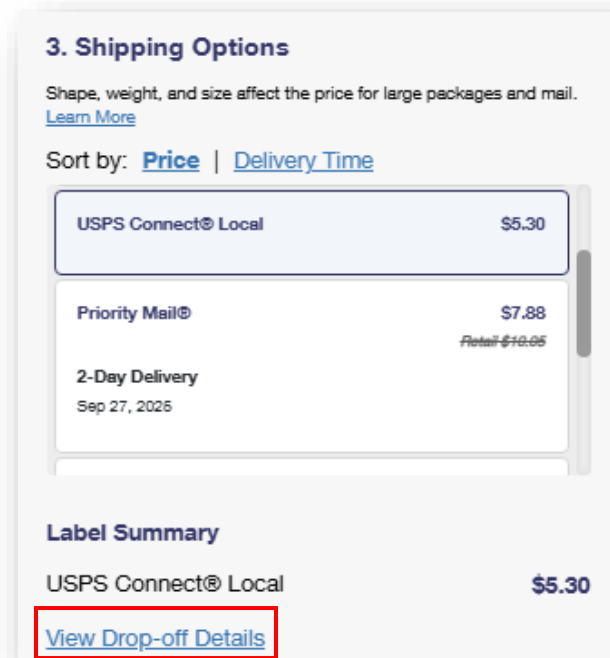
- d) If your address is eligible for the **USPS Connect® Local** Service Types, it will be displayed here. Eligibility is determined by the sender and recipient address entered in step 1.



2) Label Summary

Within the Label Summary of the Quick Flow Label creation experience, you will be able to add extra services to your Label as needed.

- a) If a **USPS Connect® Local** Service Type is selected, a nearby drop-off location will be displayed via the Label Summary (*note, drop-off locations that are displayed are determined by the sender address entered*).
 - i. Select **View Drop-Off Details** to view the drop off location information.



- ii. Once selected, the **Your Drop-Off Location Details** popup modal will be displayed.

×

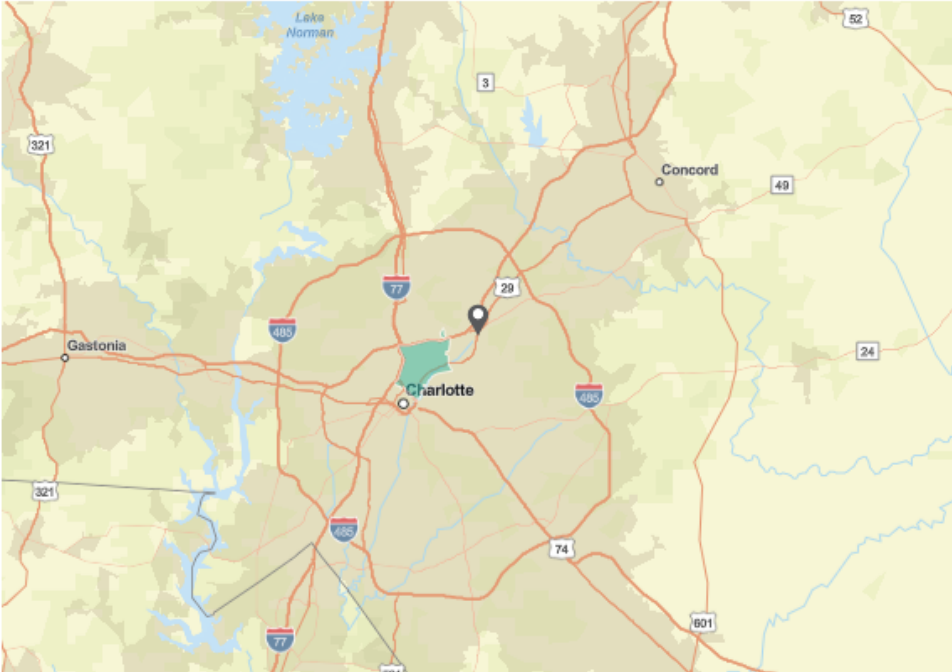
Your Drop-off Location Details

NORTH TRYON - POST OFFICE
6700 N TRYON ST
CHARLOTTE, NC 28213
Total Distance: 4.11 miles away

Drop-off Hours
*Lot parking available

Mon-Fri	Sat	Sun
7:00 AM-4:00 PM	7:00 AM-4:00 PM	Closed

*Same day delivery is expected but not guaranteed if USPS receives item by 7:00 am otherwise next day delivery expected. Next day delivery may be impacted by Holidays and Sunday delivery availability. Additional restrictions may apply. Speak to your USPS representative for more details.



- b) **Ship to a USPS® Smart Locker (if applicable):** if the address that you are sending to is close to a secure, self-service USPS® Smart Locker, you will be notified via a **Ship to a USPS® Smart Locker** hyperlink located below the Label Summary of the Single Label Flow.
 - i. Select the **Ship to a USPS® Smart Locker** hyperlink to continue with shipping your item to a USPS® Smart Locker.

Label Summary

 Ship to a USPS® Smart Locker	
USPS Ground Advantage®	\$4.20
\$100 insurance included	Free
USPS Tracking®	Free

- ii. Once **Ship to Locker** is selected, you will be redirected to the **Find Smart Locker** modal where you will be able to see the available USPS® Smart Locker locations.

Find Smart Locker

Street Address
300 DESIRE ST

City
CHARLOTTE

State
NC - North Carolina

ZIP CodeTM
28202

Radius
20 miles

Search

Enter recipient email address for pickup notification.
(Recipient email required)

1.87 miles away

NORTHEAST
1820 HARRIS HOUSTON RD
CHARLOTTE, NC 28262

Open now | Closes 11:59 PM

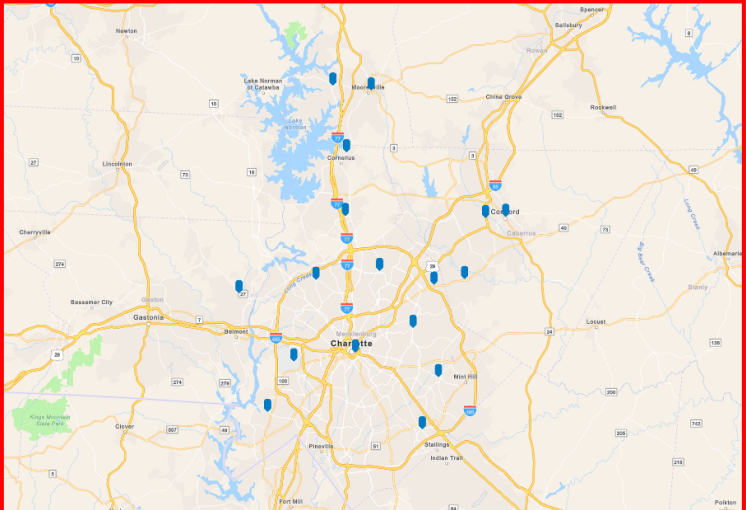
Ship here

3.64 miles away

WT HARRIS
3518 DAVID COX RD
CHARLOTTE, NC 28209

Open now | Closes 11:59 PM

Ship here



- iii. Select the **Radius (5 mi – 25 mi)** dropdown and then select **Search**.
- iv. Enter the **recipients email address** so that they can receive a pickup notification.

Find Smart Locker

Street Address

300 SUPERMAN ST

Q

*City

CHARLOTTE

*State

NC - North Carolina

*ZIP Code™

28262

*Radius

20 miles

Search

Enter recipient email address for pickup notification.

*Recipient email (required)

Recipient email required

- v. Choose the USPS® Smart Locker of your choice from the options listed by selecting **Ship Here**.

CONCORD
66 MCCACHERN BLVD SE
CONCORD, NC 28025

Post Office™

Open now | Closes 11:59 PM

Ship here

10.09 miles away

OAKDALE
1101 SUNSET RD
CHARLOTTE, NC 28216

Post Office™

Open now | Closes 11:59 PM

Ship here

- vi. Once a Smart Locker is selected, the locker information will be displayed in the Label Summary:

Label Summary

 Ship to Locker For Pickup [Remove](#)
NORTHEAST
1820 HARRIS HOUSTON RD
CHARLOTTE, NC 28262

3) Select Extra Service(s)

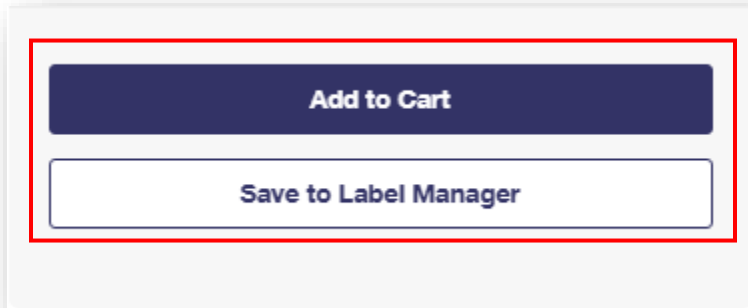
- a) To add an extra service from the Label Summary, select the **checkbox** of the interested extra service and choose an **Extra Service Type**.
- ii. *Note, the extra services listed will vary depending on the service and package type that was selected. Some extra services are not eligible for certain service and package type combinations. Return labels are only offered to Business accounts.*

USPS Ground Advantage®	\$10.30
Cubic Custom Packaging	
\$100 insurance included	Free
USPS Tracking®	Free
☐ Additional Insurance 	Fee varies
☐ Signature Services 	Fee Varies
☐ Create a Return Label 	Charged upon use
☐ Label Delivery 	\$1.55
☐ Hide Postage on Label 	
Total	\$10.30

4) Add Label to Cart or Save Label to Label Manager

- a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.

- b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save to Label Manager**.
 - i. *Note, you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it.*



Domestic Label for Live Animals & Perishable Goods

Create a domestic label to ship Live Animals or Perishable Goods for a single recipient via Quick-Flow by following the steps below.

1) Begin Single Label Flow Creation Process

- a) Refer to the [Create a Single Domestic Label \(Quick-Flow View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.

Content & Package Information

1) Enter Content Details

This **Items** section is optional for domestic packages and only required for packages that require a Customs Form (such as *International or military based addresses*).

- a) **The Live Animals or Perishable Goods shipping service is not available for Military addresses (such as FPO, DPO, and APO)** and if selected, the Live Animals or Perishable Goods option will be greyed out.

2. Content & Packaging Information

Contents

Required: At least one item is required for customs prior to selecting service and package type for this destination.

[Add Item](#)

☐ This package contains [hazardous material](#).

☐ I am shipping Live Animals or Perishable Goods

2) Select Hazardous Materials Type (if applicable)

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select ***hazardous materials*** hyperlink.

- a) The Live Animals or Perishable Goods shipping service is not available with HAZMAT and if selected, the Live Animals or Perishable Goods option will be greyed out. To proceed with shipping Live Animals or Perishable Goods, do not select HAZMAT.

2. Content & Packaging Information

Contents

Add Item

☒ This package contains [hazardous material](#). ⓘ

*What type of mailable HAZMAT are you mailing?

Select HAZMAT type ▼

If not listed, it may not be mailable. [Learn more](#)

☐ I am shipping Live Animals or Perishable Goods ⓘ

3) Select Live Animals or Perishable Goods Type

You may ship live animals or perishables with select service types for an additional fee. Live Animal and Perishable Handling Fee is charged to cover the additional costs associated with handling and transporting of all live animals and perishables (fruit, meat, etc.).

- a) Select the **I am Shipping Live Animals or Perishable Goods** checkbox and then select the **Item Type** from the dropdown.
 - i. **Note:** some service types may not be available depending on the type of animals or goods you select.

2. Content & Packaging Information

Contents

Add Item

☐ This package contains [hazardous material](#). ⓘ

☒ I am shipping Live Animals or Perishable Goods ⓘ

*What type of animals or perishable goods are you shipping?

Select ▼

Live day-old chicks
 Adult Birds
 Scorpions
 Bees

Packaging:
 You'll need:
 Cost:
 Handling on the type:
 or Perishable:
 padded Flat:

4) Select Packaging

- a) **Packaging Type:** shipping **Live Animals** cannot be shipped in any USPS provided Flat Rate packaging, there **Other Type of Box or Envelope** will be selected by default. **Perishable Goods** are eligible for USPS packaging.
- b) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Items** to auto populate the package value and weight that you entered in the Items step (if applicable).

Packaging [Update from items](#)

You've selected that you are shipping Live Animals or Perishable Goods, which **cannot be shipped in any USPS provided Flat Rate packaging.**

*Packaging Type

Other Type of Box or Envelope ▼

Package Value (optional)

\$ 0

For additional insurance

- c) **Package Details:** The **Package Weight** and **Package Dimensions** are required for **Other Type of Box or Envelope**:
 - i. If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.

Packaging

You've selected that you are shipping Live Animals, which **cannot be shipped in any USPS provided Flat Rate packaging.**

*Packaging Type: Other Type of Box or Envelope

Package Value (optional): \$ 0

For additional insurance

*Weight *i*: 0 lbs, 0 ozs

[View scale requirements](#)

Max: 70lbs

Dimensions (required for custom packaging) *i*:

Length: 0 in, Width: 0 in, Height: 0 in

At least two dimensions must be greater than 0

Connect

- d) **Girth:** If your package isn't a standard rectangular box or envelope, select **the packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

☒ The packaging is not a standard rectangular box or envelope

Girth *i*:

0 in

Please enter girth. Girth must be greater than 0.

- e) **Non-Machinable Items:** If your package is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your package from the dropdown.

☒ The package is not a standard rectangular box or envelope

Girth ⓘ

20	in
----	----

Girth must be greater than 0

*Nonstandard and Special Handling Options ⓘ

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Insecurely wrapped

Can, Roll, or Tube

Wooden or Metal box

f) Select **Get Rates** to proceed to the next step.

Package Dimensions (required for custom packaging) ⓘ

5	in	5	in	5	in
---	----	---	----	---	----

At least two dimensions must be greater than 0

☒ The package is not a standard rectangular box or envelope

Girth ⓘ

20	in
----	----

Girth must be greater than 0

*Nonstandard and Special Handling Options ⓘ

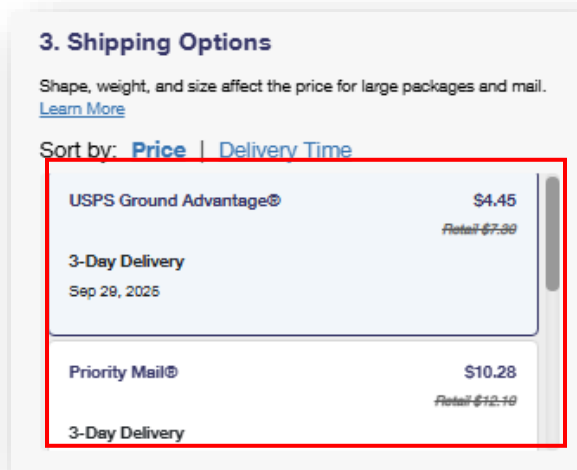
None

Get Rates

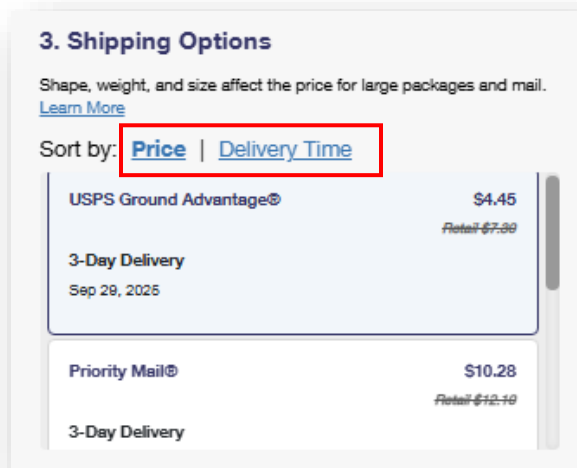
Shipping Options

1) Select Service Type

- a) **Services:** based on the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Select a service type from the options displayed in this section.
- i. **Note:** the service type with the lowest cost will always be selected by default.



- b) **Filter / Sort By:** to more easily view all the available Service types, you can **Sort by Price and / or Delivery Time**.



2) Label Summary

Within the Label Summary, you will see the extra services selected along with the associated fees for shipping live animals or perishables.

- a) **Live Animal and Perishable Goods Fee(s):** Priority Mail Express: \$7.50, Priority Mail: \$15.00, and Ground Advantage: \$7.50. An additional Live Animal Transportation Fee will be charged at \$0.20 per pound for Day Old Poultry for Priority Mail Express and Priority Mail Zones 5-9.

Label Summary	
Priority Mail® Cubic Custom Packaging	\$11.99
Live Animal Transportation Fee	\$1.20
Live Animal and Perishable Handling Fee	\$15.00

3) Select Extra Service(s)

- a) To add an extra service, select the **checkbox** of the interested extra service and choose an **Extra Service Type**.
- i. **Note:** The Cremated Remains and Return Label Extra Services will not be available for Live Animals and Perishable Goods shipments.

Note: Enter a Package Value of more than \$500 to see Additional Insurance services

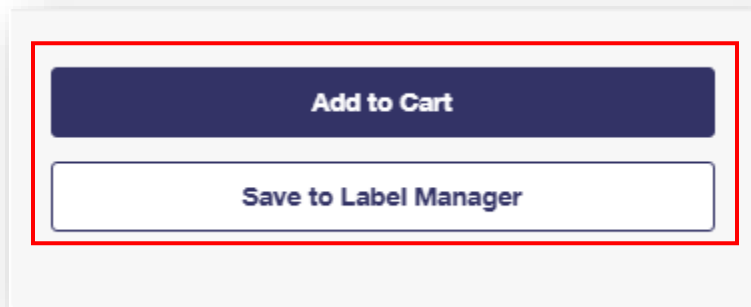
☐ Signature Services ⓘ	Fee Varies
☐ Label Delivery ⓘ	\$1.55
☐ Hide Postage on Label ⓘ	

Total	\$11.99
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4) Add Label to Cart or Save Label to Label Manager

- a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save to Label Manager**.

- i. **Note:** you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it.



Domestic Label for Cremated Remains

Create a domestic label to ship cremated remains for a single recipient via Quick-Flow by following the steps below.

1) Begin Single Label Flow Creation Process

- a) Refer to the [Create a Single Domestic Label \(Quick-Flow View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.

Content & Package Information

1) Enter Content Details

This **Items** section is optional for domestic packages and only required for packages that require a Customs Form (such as *International or military based addresses*).

2) Select Hazardous Materials Type (if applicable)

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select ***hazardous materials*** *hyperlink*.

- a) The Cremated Remains service is not available with HAZMAT and if selected, the Cremated Remains option will be greyed out. To proceed with Cremated Remains, **do not select HAZMAT**.

2. Content & Packaging Information

Contents

Add Item

☒ This package contains [hazardous material](#). [i](#)

*What type of mailable HAZMAT are you mailing?

Select HAZMAT type

If not listed, it may not be mailable. [Learn more about USPS shipping restrictions](#)

***Note:** A HAZMAT handling fee may be applied. Fees vary by service type and will show in your Label Summary once a service is selected.

☐ I am shipping Live Animals or Perishable Goods. [i](#)

☐ I am shipping [Cremated Remains](#) [i](#)

3) Select Cremated Remains Shipping

Cremated Remains may only be shipped using Priority Mail Express® or Priority Mail Express International® services.

- Select the **Cremated Remains Shipping** checkbox.

☐ This package contains [hazardous material](#). [i](#)

☐ I am shipping Live Animals or Perishable Goods. [i](#)

☒ I am shipping [Cremated Remains](#) [i](#)

*Select the USPS branded packaging you are shipping in

Cremated Remains Large Box: 14-3/4"(L) x 10-1/4"(W) x 10"(H)

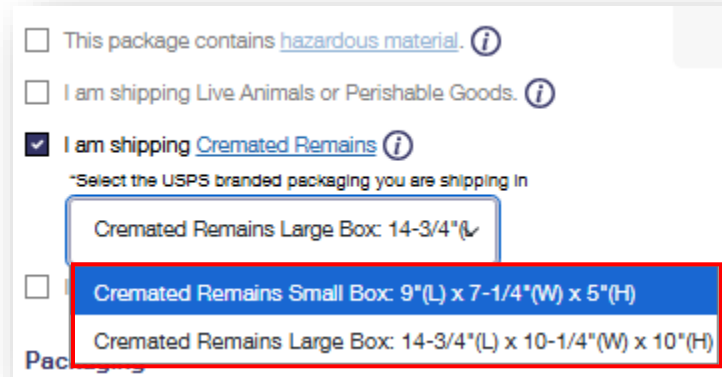
Cremated Remains Small Box: 9"(L) x 7-1/4"(W) x 5"(H)

Cremated Remains Large Box: 14-3/4"(L) x 10-1/4"(W) x 10"(H)

Packaging

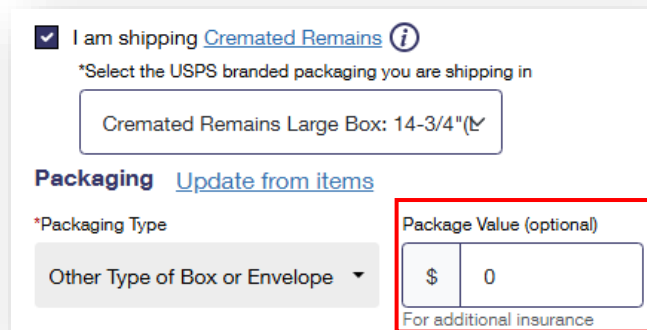
4) Select Packaging

- a) **Packaging Type:** shipping Cremated Remains can only be shipped in USPS branded packaging. **Other Type of Box or Envelope** will be selected by default, and the button will be greyed out. Select the type USPS branded packaging you want to use to ship your cremated remains in from the dropdown:



This screenshot shows a web form with three checkboxes: "This package contains hazardous material.", "I am shipping Live Animals or Perishable Goods.", and "I am shipping Cremated Remains". The third checkbox is checked. Below it, a dropdown menu is open, showing three options: "Cremated Remains Large Box: 14-3/4\"(L)", "Cremated Remains Small Box: 9\"(L) x 7-1/4\"(W) x 5\"(H)", and "Cremated Remains Large Box: 14-3/4\"(L) x 10-1/4\"(W) x 10\"(H)". The second option is highlighted in blue. A red rectangle highlights the entire dropdown menu area.

- b) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Items** to auto populate the package value and weight that you entered in the Items step (if applicable).



This screenshot shows the same web form as above, but with the "Update from items" link selected under the "Packaging" section. Below this, there is a "Package Value (optional)" section with a red rectangle around it. This section contains a dropdown menu for "Package Value (optional)" with a dollar sign and the number "0" selected, and a label "For additional insurance" below it.

- c) **Package Details:** The **Package Weight** is required for **Other Type of Box or Envelope**:
- If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.

Packaging [Update from items](#)

*Packaging Type Package Value (optional)

Other Type of Box or Envelope ▼ \$ 0

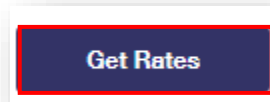
For additional insurance

*Weight ⓘ [View scale requirements](#)

0	lbs	0	ozs	Connect
---	-----	---	-----	----------------

Max: 70lbs

d) Select **Get Rates** to proceed to the next step.



Shipping Options

5) Select Service Type

- a) **Services:** Cremated Remains may only be shipped using Priority Mail Express® or Priority Mail Express International® services which will be listed in this section. Select the service type from the options displayed in this section.

3. Shipping Options

Shape, weight, and size affect the price for large packages and mail. [Learn More](#)

Sort by: [Price](#) | [Delivery Time](#)

Priority Mail Express®	\$80.90
	<i>Retail \$96.65</i>
2-Day Delivery	
Sep 28, 2025	

6) Label Summary

Within the Label Summary, you will see the extra services selected along with the total price of shipping Cremated Remains.

- a) **Live Animal and Perishable Goods Fee(s):** Priority Mail Express: \$7.50, Priority Mail: \$15.00, and Ground Advantage: \$7.50. An additional Live Animal Transportation Fee will be charged at \$0.20 per pound for Day Old Poultry for Priority Mail Express and Priority Mail Zones 5-9.

Label Summary	
Priority Mail Express®	\$80.90
View Drop-off Location	
\$100 insurance included	Free
USPS Tracking®	Free

7) Select Extra Service(s)

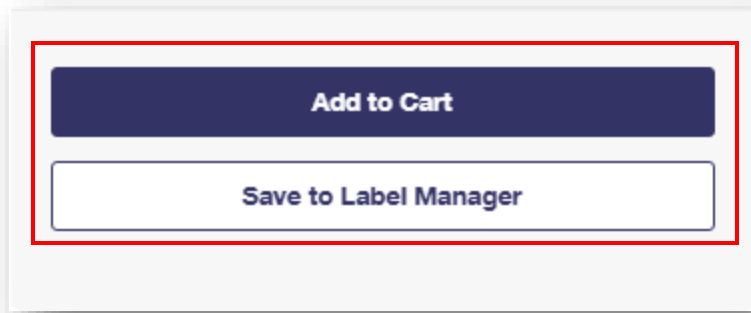
- a) To add an extra service, select the **checkbox** of the interested extra service and choose an **Extra Service Type**.

Note: Enter a Package Value of more than \$500 to see Additional Insurance services

☐ Signature Services ⓘ	Fee Varies
☐ Create a Return Label ⓘ	Charged upon use
☐ Label Delivery ⓘ	\$1.55
☐ Hide Postage on Label ⓘ	Free

8) Add Label to Cart or Save Label to Label Manager

- a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save to Label Manager**.



International Label

Create an international label for a single recipient via quick flow by following the steps below.

1) Begin Single Label Creation Process – Two Options

- a) **Option 1:** Click on **Create This Label** located on the landing page or **New Label** in the top right corner.
 - i. **Note:** Once you input all the Recipient address details and click **Create This Label**, you will be automatically redirected to the **Quick Flow** to input the rest of your label information.

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

New Label

Hi California!
Account #:

Enter a Label or Tracking Number to View Label Details

Start Shipping

Please ensure you enter a full, valid address with the appropriate details such as apartment, suite or P.O. Box number if applicable.

Ship To ☐ Save to Address Book

Please provide first and last name and/or company.

Search your Address Book

First Name

MI

Last Name

Company

Country

United States of America

Copy & Paste US Address

Street Address

Apt./Suite/Other

City

State

ZIP Code™

☐ Send notifications
☐ Hold for Pickup at Post Office™

Reference Number / Note 1 (Will show on label)

Reference Number / Note 2 (Will show on label)

Max Character Limit: 80

Max Character Limit: 80

Create This Label

More Print & Ship Options

Import Batch of Labels

Import multiple labels from a file into a batch to edit within Label Manager.

Import from Marketplace

Connect eCommerce marketplaces & easily import labels for customer orders.

Create a Batch

Organize your labels into a batch and utilize our streamlined batch creation process.

Manage Your Preferences

Manage your shipping preferences to accelerate your label creation and access all shipping features.

Create a Local XChange Label

Create a Local XChange label to drop off at a USPS Smart Locker nearby.

b) **Option 2:** Click on **New Label** located on the Label Manager page.

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

Manage, organize, and edit your saved shipping labels, group them into batches, and prepare them for purchase on this page.

All Labels (1)
Batches (9)

New Label

New Label
New Batch
New Local XChange Label
File Upload
Marketplace Import

Use Address Book

PMOD / Drop Shipment

Refresh

Actions

Add All Complete to Cart

by date and time created. Each new label will appear at the top of the table.

Service and Package	Package Details	Extra Services	Total Price	All Labels
USPS Ground Advantage® Custom Packaging	1 lbs 0 ozs	Insurance	\$59.39	
ST CREEK DR ARK, IL, 60477-6246 Edit Service And Package	Nonstandard Fees Edit Package Details	USPS Tracking® Add Extra Services		Add to Cart

2) Opt Into the Quick Flow Label Creation Experience

- a) Once you are on the **Create a Single Label** page, you will be presented with a banner at the top of the page. To begin utilizing Quick Flow, select the **Create a Label Quick Flow** hyperlink and the Quick Flow view will be displayed.

The screenshot shows the 'Create a Label' page with a navigation bar at the top containing links: Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms. A light blue banner at the top contains the text: 'A faster Click-N-Ship? Try our [Create a Label quick flow](#) for experienced users.' The 'Create a Label quick flow' link is highlighted with a red rectangle. Below the banner, the page is titled 'Create a Label' with a 'Cancel' link. The main content area is divided into two sections: 'Step 1: Recipient Details' with a search box labeled 'Search your Address Book' and a magnifying glass icon, and 'Sender Details' with a note about managing return addresses and a checkbox for 'Use a one-time return address'. A 'Feedback' button is on the right side.

- b) Once selected, a confirmation popup modal will be displayed. Select **Yes, Take me to Quick Flow**.

The screenshot shows the 'Create a Label' page with a confirmation modal displayed. The modal has a title 'Are you sure you want to switch to our new Quick Flow experience?' and a subtitle 'Any label information you entered on this screen will be lost if you switch to Quick Flow.' There are two buttons: 'No, Stay on this page' and 'Yes, Take me to Quick Flow', with the latter highlighted by a red rectangle. The background page is dimmed, showing the 'Step 1: Recipient Details' section with a search box and the 'Sender Details' section with a dropdown menu for the sender address, currently showing 'CJ McCarthy, 17639 NE 34TH CT, REDMOND, WA, 98052'. A 'Feedback' button is on the right side.

- c) Once selected the quick flow view will be displayed and you can begin creating your labels as needed.
 - i. If you would like to make the Quick Flow view your default create a label view, select the **Make This Your Default** hyperlink. You can also do this by

selecting **Quick Flow** from the **Default Create a Label Experience** section in **Preferences**.

- ii. If you would like to revert to the Classic View, select the **Classic View** hyperlink.

You're trying Create a Label quick flow: Go back to the [classic view](#) or [make this your default](#). You can edit your default experience in your [Preferences](#).

1. Shipping Information

Ship Date

03/26/2026

Ship From

DC Test
1000 Superman St Washington DC, 20005

☐ Ship From Different ZIP Code™ ☐ Use a one-time return address

Ship To

Search your Address Book

First Name MI Last Name

Company

*Country
United States of America

*Street Address Apt/Suite/Other

*City

*State *ZIP Code™

☐ Send Notifications ☐ Hold For Pickup at Post Office™

Email Phone Number

Reference Number / Note 1 (Will show on label) Reference Number / Note 2 (Will show on label)

2. Content & Packaging Information

Contents

Add Item

☐ This package contains [hazardous material](#). [i](#)

☐ I am shipping Live Animals or Perishable Goods. [i](#)

☐ I am shipping [Cremated Remains](#) [i](#)

Packaging

*Packaging Type Package Value (optional)

Other Type of Box or Envelope \$ 0

*Weight [View scale requirements](#)

0 lbs 0 ozs Connect

Dimensions (required for custom packaging) [i](#)

Length Width Height

0 in 0 in 0 in

☐ The package is not a standard rectangular box or envelope

*Nonstandard and Special Handling Options [i](#)

None

Get Rates

3. Shipping Options

Provide Shipping and Package Information & click Get Rates to see Shipping Options

Label Summary

No Shipping Services selected

Total \$0.00

Add to Cart

Save to Label Manager

138

Shipping Information

1) Select Ship Date

- a) Select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

The screenshot shows a web form titled "1. Shipping Information". It includes a text box for "Ship Date" with the value "06/29/2026" and a calendar icon. Below this, a calendar for June is displayed, with the date "29" selected. To the left of the calendar, the "Ship From" section shows a default address "John Doe, 901 D St NE" and a checkbox for "Ship From Code™". Below the calendar, the "Ship To" section has a search box. To the right of the calendar, there are links for "Return Addresses", a dropdown menu, and an "Address Book" search box.

1. Shipping Information

Please ensure you enter a full, valid address with the appropriate details such as apartment, suite or P.O. Box number if applicable.

Ship Date

06/29/2026

Ship From

John Doe
901 D St NE

☐ Ship From Code™

Ship To

Search you

First Name

June

Sun Mon Tue Wed Thu Fri Sat

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 29 30 1 2 3 4

Today

Return Addresses

Address Book

2) Enter Sender Details

- a) **Ship From:** the Sender Details section is pre-populated by default based on the address associated with your account. To change or update this default address, select **Manage Return Addresses**.
- b) To utilize a saved return address, select the toggle down and select an address from the list.

1. Shipping Information

Ship Date

04/28/2025

Ship From [Manage Return Addresses](#)

DC Test
1000 Superman St Washington DC, 20005

DC Test
1000 Superman St Washington DC, 20005

DC Test
1000 Superman St Washington DC, 20005

DC Test
1000 Superman St Washington DC, 20005

DC Test
1000 Superman St Washington DC, 20005

DC Test
1000 Superman St Washington DC, 20005

DC Test
1000 Superman St Washington DC, 20005

3. Shipping Options

Provide Shipping and Package Information & click Get Rates to see Shipping Options

Label Summary

No Shipping Services selected

Total
\$0.00

Add to Cart

Save to Label Manager

- c) To utilize a one-time return address, select the **Use a one-time return address** checkbox and then refer to the [Edit Sender Details \(Quick-Flow View\)](#) section of the Click-N-Ship® User Guide to view the steps on how to enter the sender details.

1. Shipping Information

Ship Date

04/28/2025

Ship From [Manage Return Addresses](#)

DC Test
1000 Superman St Washington DC, 20005

☐ Ship From Different ZIP Code™
☒ Use a one-time return address

Ship To ☐ Save to Address Book

Search your Address Book

3. Shipping Options

Provide Shipping and Package Information & click Get Rates to see Shipping Options

Label Summary

No Shipping Services selected

Total
\$0.00

Add to Cart

Save to Label Manager

- d) If you are shipping from a different ZIP Code™ than the ZIP Code™ indicated in your Return Address, select the **Ship from a different ZIP Code™** checkbox and enter the alternate zip

code (e.g.: I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC).

The screenshot shows two main sections of a shipping form. On the left, under '1. Shipping Information', there is a 'Ship Date' field with the value '04/28/2025' and a calendar icon. Below it is a 'Ship From' dropdown menu showing 'DC Test' and '1000 Superman St Washington DC, 20005'. A red box highlights the 'Ship From Different ZIP Code™' checkbox, which is checked, and the 'Alternate Ship From ZIP Code™' text input field below it. To the right of the 'Ship From' dropdown is a link 'Manage Return Addresses' and an unchecked checkbox 'Use a one-time return address'. On the right side, under '3. Shipping Options', there is a 'Label Summary' section stating 'No Shipping Services selected'. Below this is a 'Total' row showing '\$0.00'. At the bottom right are two buttons: 'Add to Cart' and 'Save to Label Manager'.

3) Enter Recipient Details

Within the Click-N-Ship® application, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - i. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

The screenshot shows the 'Ship To' section of a shipping form. It includes a 'Save to Address Book' checkbox. Below it is a 'Search your Address Book' text field with a magnifying glass icon. A red box highlights the 'Manage Address Book' hyperlink below the search field. At the bottom, there are two input fields for 'First Name' and 'Last Name', each with a red error message 'First Name is required' and 'Last Name is required' respectively. To the right of the 'Ship To' section are two buttons: 'Add to Cart' and 'Save to Label Manager'.

- b) **Save to Address Book (optional):** if the recipient information that you are entering is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.
 - i. Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.

Ship To

☐ Save to Address Book

First Name

MI

Last Name

Add to Cart

- c) To manually enter the recipient's information, enter the details in the **required*** text fields.

Ship To

☐ Save to Address Book

First Name

MI

Last Name

First Name is required

Last Name is required

Company

Company is required

*Country

*Street Address

Apt/Suite/Other

Street Address is required

*City

City is required

*State

*ZIP Code™

ZIP Code™ is required

Add to Cart

- d) **Recipient Tracking Notifications:** tracking notifications are not available for international shipments. If the **Send Notifications** checkbox is selected, an error message will be prompted when the label is added to the label cart.

Country
Canada

Address 1
88

Address 2

Address 3

City
Simcoe

Province
ON

Postal Code™
N3Y 7B4

☒ [Edit Notifications](#) ☐ Hold For Pickup at Post Office™

Get Rates

Additional Step: International & Customs Information

! Recipient tracking notifications are not available for international recipients.

i You have provided necessary Customs Information.
[Edit](#)

- e) **Reference Number(s):** to have reference numbers or notes listed on your label, enter the reference numbers or notes in the **Reference Number / Note 1** and **Reference Number / Note 2** text fields.
- i. **Note:** each reference number / note will be printed on the label and have a maximum character limit of 30 characters each.

Reference Number / Note 1 (Will show on label)

Reference Number / Note 2 (Will show on label)

Max Character Limit: 30

Max Character Limit: 30

Content & Package Information

1) Enter Content Details (required)

- a) **Contents Type:** international packages require you to select a **Content Type**. Select the **Select a Content Type** drop down and select the content type that best describes your package.

2. Content & Packaging Information

Contents

*Content Type

Documents

Documents

Gifts

Merchandise

Returned Goods

Commercial Sample

Humanitarian Donation

Dangerous Goods (Select this option if you are shipping lithium batteries)

Other

Goods

- b) This **Items** section is required for international packages and for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**. Once Selected, you will be required to enter the following information:

[Add Comments or Note](#)

Required: At least one item is required for customs prior to selecting service and package type for this destination.

Add Item

- c) **HS Tariff Code:** HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.
- if you do not have an HS Tariff Code for the item, select **no**.

×

Add Item

* indicates required field

Do you have an HS Tariff Code for this item?

HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.

☐ Yes
 ☒ No

- i. If you do have an HS Tariff Code for the item, select **Yes** and enter the code in the required text field.

Do you have an HS Tariff Code for this item?

HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.

☒ Yes
 ☐ No

*HS Tariff Code

!

- c) **Item Details:** enter the item description, quantity, and weight.
- d) **Item Value:** enter the total item(s) value.

Add Item

*indicates required field

Do you have an HS Tariff Code for this item?

HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.

☐ Yes

☒ No

*Item Description

Item Description is required

*Quantity

*Total Item(s) Weight

 lbs

Please enter item weight. At least one field must be greater than 0

 ozs

*Total Item(s) Value

Item Value must be greater than 0

e) **Country of Origin:** select the items country of origin.

*Country of Origin

United States of America

United States of America

Afghanistan

Albania

Algeria

Andorra

Angola

f) **Category Type:** select the items category and subcategory type.

*Select a category

Arts & Collectibles

*Select a sub-category

Antique Hand-Painted & Hand-Drawn Art

Antiques Over 100 Years Old

Archaeological, Zoological & Historical Collector's Pieces

Art Paint & Brushes

Art Prints

- g) Select **Add Item** to save the item information. Once saved, the item details will be displayed in the **Contents Table**.

2. Content & Packaging Information

Contents

Item	Weight	Value
Used Locks (1)	5.31 lbs	\$235.00
Edit Remove		
1 item	5.31 lbs	\$235.00

Add Item

2) Select Hazardous Materials Type (if applicable)

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select ***hazardous materials*** [hyperlink](#).

- a) If your package DOES NOT contain anything potentially hazardous, do not select the checkbox.

- b) If your package DOES contain anything potentially hazardous, select the **This Package Contains Hazardous Materials** checkbox.

2. Content & Packaging Information

Contents

Item	Weight	Value	
Used Locks (1)	5.31 lbs	\$235.00	Edit Remove
1 item	5.31 lbs	\$235.00	

Add Item

☐ This package contains [hazardous material](#). [i](#)

- iii. Once selected, a **HAZMAT** section will be displayed. Select the **HAZMAT type** from one of the options listed in the dropdown.
- iv. As of July 12th, 2026 – there will be fees for domestic packages containing hazardous materials (HAZMAT), including a handling fee to cover costs associated with air transportation of mailable HAZMAT (applicable only to air transportation) and a noncompliance fee that will be returned as postage due. To learn more about this change, visit: <https://public-inspection.federalregister.gov/2026-09584.pdf>

☒ This package contains [hazardous material](#). [i](#)

*What type of mailable HAZMAT are you mailing?

Select HAZMAT type

If not listed, it may not be mailable. [Learn more about USPS shipping restrictions](#)

***Note:** A HAZMAT handling fee may be applied. Fees vary by service type and will show in your Label Summary once a service is selected.

3) Select Package Type

- a) **Packaging Type:** select a USPS package type from the three options available (USPS Flat Rate Box or Envelope, Other Type of Box or Envelope or First-Class Letter or Envelope).

The screenshot shows a form titled "Packaging". It has two main sections. The first section is for "Packaging Type" and "Package Value (optional)". The "Packaging Type" dropdown menu is highlighted with a red box and shows "Other Type of Box or Envelope" selected. The "Package Value" field shows "\$ 0" with the text "For additional insurance" below it. The second section is for "Weight". It has two input fields: "lbs" and "ozs", both showing "0". There is a "Connect" button to the right of these fields. A link "View scale requirements" is also present. At the bottom left, it says "Max: 70lbs".

- b) **USPS® Flat Rate Box or Envelope Packaging (Default):** If **USPS® Flat Rate Box or Envelope Packaging** is selected, you will be directed to the next step where you will be required to enter the **Package Weight**.
- Note: Flat Rate Packaging does not support HAZMAT materials. If HAZMAT was selected, please select **Other Type of Box or Envelope** as your package type.
 - If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.

The screenshot shows a form titled "Packaging" with a link "Update from items" next to it. It has two main sections. The first section is for "Packaging Type" and "Package Value (optional)". The "Packaging Type" dropdown menu shows "USPS Flat Rate Box or Envelope" selected. The "Package Value" field shows "\$ 0" with the text "For additional insurance" below it. The second section is for "Weight". It has two input fields: "lbs" and "ozs", both showing "0". There is a "Connect" button to the right of these fields. A link "View scale requirements" is also present. At the bottom left, it says "Max: 70lbs". Below the weight section, there is a large blue button labeled "Get Rates".

- c) **Other Type of Box or Envelope Packaging:** If **Other Type of Box or Envelope** is selected, you will be directed to the next step where you will be required to enter the **Package Weight** and **Package Dimensions**:

Packaging [Update from items](#)

*Packaging Type: Other Type of Box or Envelope ▼

Package Value (optional): \$ 0
For additional insurance

*Weight ⓘ [View scale requirements](#)

0 lbs 0 ozs **Connect**

Max: 70lbs

Dimensions (required for custom packaging) ⓘ

Length: 0 in Width: 0 in Height: 0 in

At least two dimensions must be greater than 0

- d) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Items** to auto populate the package value and weight that you entered in the Items step (if applicable).

Packaging [Update from items](#)

*Packaging Type: Other Type of Box or Envelope ▼

Package Value (optional): \$ 0
For additional insurance

*Weight ⓘ [View scale requirements](#)

0 lbs 0 ozs **Connect**

Max: 70lbs

Dimensions (required for custom packaging) ⓘ

Length: 0 in Width: 0 in Height: 0 in

At least two dimensions must be greater than 0

- e) **Girth:** If your package isn't a standard rectangular box or envelope, select **the packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

☒ The package is not a standard rectangular box or envelope

Girth ⓘ

20 in

Girth must be greater than 0

- i. **Non-Machinable Items:** If your package is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your package from the dropdown.

☒ The package is not a standard rectangular box or envelope

Girth ⓘ

20 in

Girth must be greater than 0

*Nonstandard and Special Handling Options ⓘ

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Insecurely wrapped

Can, Roll, or Tube

Wooden or Metal box

- ii. Select **Get Rates** to proceed to the next step.

Package Dimensions (required for custom packaging) ⓘ

5	in	5	in	5	in
---	----	---	----	---	----

At least two dimensions must be greater than 0

☒ The package is not a standard rectangular box or envelope

Girth ⓘ

20	in
----	----

Girth must be greater than 0

*Nonstandard and Special Handling Options ⓘ

None

▼

Get Rates

4) Additional Step: International & Customs Information

- a) Before adding the label to the cart, you can include additional customs information for your international package such as **Non-Delivery Handling** and **US Census Bureau and Customs Information**.
- b) **Non-Delivery Handling:** select how the package should be handled if it cannot be delivered (*Return to Sender or Abandon*).

Additional Step: International & Customs Information

Non-delivery Handling

Return to Sender

AES Exemption

NOEEI 30.36: Shipment destined to Canada

[Edit Customs Information](#)

International & Customs Information

*Indicates required field

Non-delivery Handling

*Specify how the package should be handled in the event that it cannot be delivered

Return to Sender

Abandon

- a. **US Census Bureau and Customs Information:** if your shipment requires an export license, select the **Shipment requires an Export License** checkbox and enter the **AES Downtown Citation** from the U.S or **International Transaction Number (ITN)**.
 - i. *Note, you can enter up to 14 alphanumerical values in this field.*

US Census Bureau and Customs Information

International packages within certain categories accepted by the Postal Service or any delivery company must display an [AES Exemption](#). View more information at the [US Census Bureau](#).

☒ This shipment requires an export license (Most U.S. commercial exports do not require a license)

Generate an Internal Transaction Number (ITN) or AES Downtown Citation from the U.S. Census Bureau or call 1-800-549-0595

[Generate AES/ITN >](#)

AES/ITN 

- b) Enter a **Sender's Customer Reference Number** (optional).
- c) If you are a Commercial Sender, select the **checkbox** and enter the **License Number**, **Certificate Number**, and **Invoice Number** (optional).

US Census Bureau and Customs Information

International packages within certain categories accepted by the Postal Service or any delivery company must display an [AES Exemption](#). View more information at the [US Census Bureau](#).

☐ This shipment requires an export license (Most U.S. commercial exports do not require a license)

*AES Exemption 

NOEEI 30.36: Shipment destined to Canada ▼

Sender's Custom Reference Number

☐ I am a commercial sender (I have License, Certificate, and/or Invoice Number)

Save

Back

- d) Once this step is completed, a green success banner will be displayed.

Additional Step: International & Customs Information

 You have provided necessary Customs Information.
[Edit](#)

Shipping Options

1) Select Service Type

- a) **Services:** based on the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Select a service type from the options displayed in this section.
 - i. **Note:** the service type with the lowest cost will always be selected by default.

3. Shipping Options

Shape, weight, and size affect the price for large packages and mail.

[Learn More](#)

Sort by: [Price](#) | [Delivery Time](#)

First-Class Package International Service	\$17.85
Priority Mail International®	\$42.95
Priority Mail Express International®	\$61.60

- b) **Filter / Sort By:** to more easily view all the available Service types, you can **Sort by Price and / or Delivery Time**.

3. Shipping Options

Shape, weight, and size affect the price for large packages and mail.
[Learn More](#)

Sort by: **Price** | [Delivery Time](#)

First-Class Package International Service	\$17.85
Priority Mail International®	\$42.95
Priority Mail Express International®	\$81.60

2) Label Summary

- Within the Label Summary of the Quick Flow Label creation experience, you will be able to add extra services and view your total label cost as needed.

Label Summary

Priority Mail International®	\$42.95
☐ Additional Insurance ⓘ	Fee varies
Total	\$42.95

3) Select Extra Service(s)

- To add an extra service from the Label Summary, select the **checkbox** of the interested extra service and choose an **Extra Service Type**.
 - Note:** the extra services listed will vary depending on the service and package type that was selected. Some extra services are not eligible for certain service and package type combinations. Return labels are only offered to Business accounts.

Label Summary	
Priority Mail International®	\$42.95
☐ Additional Insurance ⓘ	Fee varies
Total	\$42.95

4) Review Calculated Landed Cost Estimate

The Calculated Landed Cost Estimate is a summary located under the **Label Summary** that shows your estimated landed cost for the international label (*includes the sum of the calculation of duties, taxes, and other import fees*).

- a) To view a detailed breakdown of the duties, fees, and taxes, select **View Breakdown**.

Total	\$116.90
--------------	-----------------

Add to Cart

Save to Label Manager

Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$117.50**

[View Breakdown](#)

Email Total Landed Cost Breakdown

Send

- ii. Review the **Detailed Breakdown Summary** of the duties, fees, and taxes.

×

Item Breakdown of Total Landed Cost Estimate

The Landed Cost Estimate is an estimate of the taxes, duties, import fees and other fees that will be imposed on your package and its contents as it is shipped to its delivery destination. The amount is not exact, but an estimate of what the recipient should pay upon delivery.

Description	HS Tariff	Origin	QTY	Weight	Value	Duties & Taxes
Used Locks	None	US	1	8.13	\$2,350.00	Duties: \$0.00 Taxes: \$117.50

Estimated Fees Fee: \$0.00
Estimated Duties & Taxes: \$117.50
Estimated Total: \$117.50

- b) To receive a copy of your Total Landed Cost via email, enter your email and click **Send**.

Total\$116.90

Add to Cart

Save to Label Manager

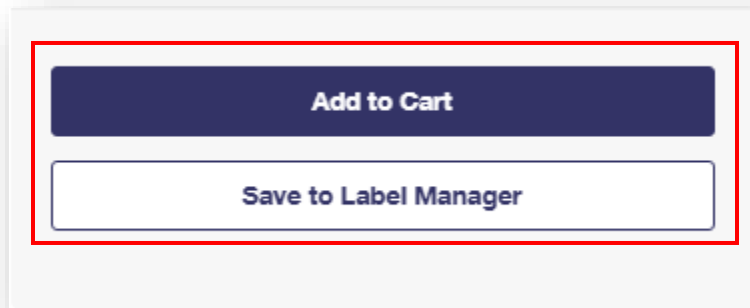
Duties, Fees & Taxes Paid by Recipient ⓘ
Total Landed Cost Estimate (Duties, Fees & Taxes): \$117.50
[View Breakdown](#)

Email Total Landed Cost Breakdown

Send

5) Add Label to Cart or Save Label to Label Manager

- a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save to Label Manager**.
 - i. **Note:** you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it.



International Label for Cremated Remains

Create an international label to ship cremated remains for a single recipient via Quick-Flow by following the steps below.

1) Begin Single Label Flow Creation Process

- a) Refer to the [Create a Single International Label \(Quick-Flow View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.

Content & Package Information

1) Enter Content Details

This **Items** section is optional for domestic packages and only required for packages that require a Customs Form (such as *International or military based addresses*).

Contents

*Content Type

Merchandise ▼

NOTE: If your mailing contains a dangerous good, including any item with a lithium battery, you must choose the Dangerous Goods option.

[Add Comments or Note](#)

Reference Number Type

Select ▼

Customs Reference Number

Tax ID, VAT Number, or Im

Required: At least one item is required for customs prior to selecting service and package type for this destination.

Add Item

2) Select Hazardous Materials Type (if applicable)

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select ***hazardous materials*** hyperlink.

- a) The Cremated Remains service is not available with HAZMAT and if selected, the Cremated Remains option will be greyed out. To proceed with Cremated Remains, **do not select HAZMAT**.

☒ This package contains [hazardous material](#). [i](#)

*What type of malleable HAZMAT are you mailing?

Select HAZMAT type [▼](#)

If not listed, it may not be mailable. [Learn more about USPS shipping restrictions](#)

☐ I am shipping Live Animals or Perishable Goods. [i](#)

☐ I am shipping [Cremated Remains](#) [i](#)

☐ I am shipping as Free Matter for the Blind [i](#)

3) Select Cremated Remains Shipping

You may ship cremated remains with select service types at zero cost to you. There are no extra fees for shipping Cremated Remains. Cremated Remains may only be shipped using Priority Mail Express® or Priority Mail Express International® services.

- a) Select the **Cremated Remains Shipping** checkbox and then

☐ This package contains [hazardous material](#). [i](#)

☐ I am shipping Live Animals or Perishable Goods. [i](#)

☒ I am shipping [Cremated Remains](#) [i](#)

*Select the USPS branded packaging you are shipping in

Cremated Remains Large Box: 14-3/4" [▼](#)

☐ Cremated Remains Small Box: 9"(L) x 7-1/4"(W) x 5"(H)

☐ Cremated Remains Large Box: 14-3/4"(L) x 10-1/4"(W) x 10"(H)

Packaging

4) Select Packaging

- a) **Packaging Type:** shipping Cremated Remains can only be shipped in USPS branded packaging. **Other Type of Box or Envelope** will be selected by default, and the button will be greyed out. Select the type USPS branded packaging you want to use to ship your cremated remains in from the dropdown:

☐ This package contains [hazardous material](#). [i](#)
☐ I am shipping Live Animals or Perishable Goods. [i](#)
☒ I am shipping [Cremated Remains](#) [i](#)
 *Select the USPS branded packaging you are shipping in
☐ Cremated Remains Large Box: 14-3/4"(L) x 10-1/4"(W) x 10"(H)
☒ Cremated Remains Small Box: 9"(L) x 7-1/4"(W) x 5"(H)
☐ Cremated Remains Large Box: 14-3/4"(L) x 10-1/4"(W) x 10"(H)

- a) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Items** to auto populate the package value and weight that you entered in the Items step (if applicable).

Packaging [Update from items](#)
 *Packaging Type
 Other Type of Box or Envelope ▾
 Package Value (optional)
 \$ 0
 For additional insurance

- b)
- c) **Package Details:** The **Package Weight** is required for **Other Type of Box or Envelope**:
- i. If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.

Packaging

*Packaging Type Package Value (optional)

Other Type of Box or Envelope \$ 0

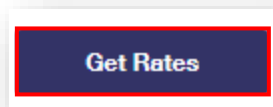
For additional insurance

*Weight [View scale requirements](#)

0 lbs 0 ozs **Connect**

Max: 70lbs

- d) Select **Get Rates** to proceed to the next step.



Shipping Options

- a) Refer to the [Select an International Service Type \(Quick-Flow View\)](#) section of the Click-N-Ship® User Guide to continue finalizing the international label creation via quick-flow.

Create a Batch

Organize your labels into a batch and utilize our streamlined multi-label creation process.

1) Begin Multi-Label Batch Process

- a) Option 1: Select the **Create a Batch tile** located on the landing page.

Label Manager

Shipping History

Address Book

USPS Connect®

Direct Connect

Preferences

SCAN Forms

New Label

▼

Hi California!

Account #:

Enter a Label or Tracking Number to View Label Details

Start Shipping

Please ensure you enter a full, valid address with the appropriate details such as apartment, suite or P.O. Box number if applicable.

Ship To

Save to Address Book

Please provide first and last name and/or company.

Search your Address Book

First Name

MI

Last Name

Company

Country

Copy & Paste US Address

United States of America

▼

Street Address

Apt/Suite/Other

City

State

ZIP Code™

Send notifications

Hold for Pickup at Post Office™

Reference Number / Note 1 (Will show on label)

Reference Number / Note 2 (Will show on label)

Max Character Limit: 90

Max Character Limit: 90

Create This Label

More Print & Ship Options

Import Batch of Labels

Import multiple labels from a file into a batch to edit within Label Manager.

Import from Marketplace

Connect eCommerce marketplaces & easily import labels for customer orders.

Create a Batch

Organize your labels into a batch and utilize our streamlined batch creation process.

Manage Your Preferences

Manage your shipping preferences to accelerate your label creation and access all shipping features.

Create a Local XChange Label

Create a Local XChange label to drop off at a USPS Smart Locker nearby.

b) Option 2: Click **New Batch** from the Label Manager Page.

Label Manager

Shipping History

Address Book

USPS Connect®

Direct Connect

Preferences

SCAN Forms

New Label

▼

Manage, organize, and edit your saved shipping labels, group them into batches, and prepare them for purchase on this page.

All Labels (1)

Batches (9)

New Label

Use Address Book

PMOD / Drop Shipment

Refresh

Actions

Add All Complete to Cart

New Label

New Batch

New Local XChange Label

File Upload

Marketplace Import

by date and time created. Each new label will appear at the top of the table.

Service and Package	Package Details	Extra Services	Total Price	All Labels
USPS Ground Advantage® Custom Packaging	1 lbs 0 ozs	Insurance	\$59.39	
ST CREEK DR ARK, IL, 60477-6246	Nonstandard Fees	USPS Tracking®		
	Edit Service And Package	+ Add Extra Services		Add to Cart

164

2) Enter Batch Details

- a) Enter a **Batch Name**. If no name is entered, it will autogenerate a batch name.
 - i. *Note, once a batch name is entered, the associated batch name and batch symbol will automatically be tracked for each label that is included in that batch.*
- b) Enter **Batch Notes** (Optional)
- c) Select **Create Batch** to be directed to the **Batch Summary** page and start adding recipients.

Create your Batch

Fill out the information about the batch you would like to create. Once you fill out this information, you will be brought to the 'Batch View' where you can easily create and edit multiple labels at once.

Batch Details

Batch Name (optional)
You can name your Batch here. If you don't name it, a name will be generated based on the date and time of creation (e.g. Batch 2024-01-30, 18:00)

Batch Notes (optional)

[Cancel](#) [Create Batch](#)

Feedback

3) Add Recipients to Batch (Two Options)

- i. **Option 1:** Add Recipients to the newly created batch via File Upload by selecting **Add from File Upload**.

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: **John Doe (0 Labels)** [Edit](#) [Refresh](#)

Batch Summary

Select Services to see pricing ⓘ

Total **\$0.00**

Sender Information

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 33333

Batch Notes

1233

[Add Recipient](#) [Add From File Upload](#) [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 Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
--------------------------	-----------	-----------	-----------------------	-------------------	----------------	-------------	------------

Feedback

- i. Once **Add from File Upload** is selected, you will be redirected to the **Import a List of Labels** page ([click here for detailed instructions](#)).

Upload File Assign to a Batch Map Column Headers Import Labels

Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

What file would you like to upload?

☒ I have my own file to upload (This includes the downloadable template provided)

☐ I am uploading a file exported from an online marketplace

We recommend using a Click-N-Ship template to ensure field mapping accuracy. However, you may upload your own version and manually map the fields that do not automatically map.

Select CSV File to Upload

Download a Template and Instructions

A template CSV file is available

Download CSV Template

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

Download Instructions

[Read our FAQs for more information.](#)

- ii. **Option 2:** Add recipients to the newly created batch via Label Manager by selecting the **Label Manager** section at the top of the page.

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

< Back to Batches

Labels in the batch automatically save as you enter information.

CNS Tracking Test (1 Label)

Edit Refresh

Batch Summary		Sender Information	
Total	\$28.70	California Diego 425 L ST NW APT 1001 WASHINGTON, DC, 200	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333

New Label Use Address Book Add From File Upload Actions Add All Complete to Cart

- i. Once you're redirected to your Label Manager, select the **checkbox** of a label(s) that you would like to add to your newly created Batch.
- ii. Once the label(s) is selected, select the **Actions** dropdown and select **Add to Batch**.

(i)

(ii)

All Labels (1609) Batches (93)

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 Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Price	All Labels
1 ☒	11/25/2024	Johnny Parker Pick up at: 300 SUPERMAN ST CHARLOTTE, NC 28262-9191	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	88	
Ship to: USPS SMART LOCKER CHARLOTTE, NC 28262-0900						

[Add to Cart](#)
Add to Batch
[Duplicate](#)
[Flag as Priority](#)
[Delete](#)
[Delete All Labels](#)

Added to cart
[Edit Label](#)

- iii. An **Add to Batch** popup modal will be displayed where you will be prompted to select the specific batch that you want to add the label(s) to. Select **Existing Batch**

×

Add to Batch (1 Label)

Would you like to add these labels to an existing batch or a new batch?

☒ Existing Batch
☐ New Batch

Name this Batch

Batch Name (optional)

Batch Name

Batch Notes (optional)

Batch Notes

Add to Batch

- iv. **Search** for the name of your newly created batch and **select the batch** from the list of batches displayed.

Add to Batch (1 Label)

Would you like to add these labels to an existing batch or a new batch?

☒ Existing Batch
☐ New Batch

Choose Existing Batch

john doe

Batch Name	Number Labels
☐ John Doe	0

- v. Once the batch is selected, select **Add to Batch**.

Add to Batch (1 Label)

Would you like to add these labels to an existing batch or a new batch?

☒ Existing Batch
☐ New Batch

Choose Existing Batch

john doe

Batch Name	Number Labels
☐ John Doe	0

Batch Notes (optional)

Batch Notes

Add to Batch

- vi. Once Add to Batch is selected, it will be **redirected** back to your recently created **Batch** where the newly added label(s) will be displayed.
- i. *Note, the associated batch name and batch symbol will be displayed throughout the application for easier tracking.*

[Back to Batches](#)
Labels in the batch automatically save as you enter information.

Batch: **February 27th Release (1 Label)**

Edit
Refresh

Batch Summary

Sender Information

Batch Notes

Total

\$46.25

Superhero Inc
2750 RANDOM ST
WALNUT CREEK, CA, 94597-2732

None

Add From File Upload

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	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Add to Cart

4) Select Service and Package Details

There are multiple ways to select your Service and Package Types. Steps (a)-(c) each outline a different method to select service and package details for the recipients.

- i. **Individual Recipient Method:** If you would like service and details specific to each recipient you may click on the “Edit Service and package” button in the recipient’s label row. A pop-up will appear where you can select the Service and package type for a single recipient.

[Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect®](#) / [Direct Connect](#) / [Preferences](#) / [SCAN Forms](#)

All Labels (20)

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	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit
2	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit

- ii. **Bulk Action Method:** If all recipients have the same Service and package details, select the checkbox on the top left corner and then select the “Edit” button located beneath the “Service and package” title. A pop-up will appear where you can select the Service and package type for all recipients.

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

☒	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1 ☒	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit v
2 ☒	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.66 <i>Invalid recipient address.</i>	Edit v

5) Edit Package Details

There are multiple ways to enter Package details for your labels. Steps (a)-(c) each outline different methods to select enter Package details for the recipients.

- i. **Individual Recipient Method:** If you would like to input Package details specific to each recipient you may click on the “Add package Details” button in the recipient’s label row. A pop-up will appear where you can enter the package details for a single recipient.

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

All Labels (20) 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 ☐	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit v
2 ☐	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit v

- ii. **Bulk Action:** If all recipients have the same package details, you may select the “Edit” button located beneath the “Package Details” title. A pop-up will appear where you can enter the package details for all recipients.

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

☒	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	☒ 11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit v
2	☒ 11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.66 Invalid recipient address.	Edit v

6) Select Extra Services

If you are interested in adding extra services to your package (s), please select one of the available Insurance options and Signature Services options. Return labels are only offered to Business accounts.

There are multiple ways to select your Extra Services for your package. Steps (a)-(c) each outline a different method to select Extra Services for the recipients.

- i. **Individual Recipient Method:** If you would like to select Extra Services specific to each recipient you may click the “Edit Extra Services” button in the recipient’s label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.

[Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect®](#) / [Direct Connect](#) / [Preferences](#) / [SCAN Forms](#)

All Labels (20) 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	☐ 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit v
2	☐ 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit v

- ii. **Bulk Action Method:** If your batch of labels all have the same Service and Package type and all recipients require the same Extra Services, you may select the “Edit” button located beneath the “Extra Services” title. A pop-up will appear where you can select the desired Extra Services for all recipients.

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

☒	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit v
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 Invalid recipient address.	Edit v

7) Add Labels to Cart

Review all the recipient details, and if everything is correct begin adding labels to your cart for checkout. There are multiple ways to add labels to the cart. Steps (a)-(b) each outline a different method to add labels to the cart.

- Individual Recipient Method:** Individually add labels to cart by selecting **Add to Cart** in the recipient's row.
- "Add All" Method:** Add all labels to cart by selecting **Add All Complete to Cart**.

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: **February 27th Release (1 Label)** [Edit](#) [Refresh](#)

Batch Summary	Sender Information	Batch Notes
Total \$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None

[Add From File Upload](#) [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	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Add to Cart v

Import Labels

Import multiple labels via the File Upload method and continue editing in Label Manager.

Download here	Please use this guide file and the steps below to understand the required fields and necessary inputs for Click-N-Ship® file upload. <i>Note, an updated Job Aid is currently under development which will be included in this document once completed.</i>
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Import Labels Via File Upload

Import multiple labels via our File Upload method by following the steps below.

1) Begin File Upload Process

- a) **Option 1:** Select the **Import Batch of Labels** tile located on the landing page.

The screenshot shows the USPS Label Manager landing page. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. A 'New Label' button is in the top right. Below the navigation bar, the page is divided into two main sections. The left section is titled 'Hi California! Account!' and 'Start Shipping'. It contains a form for creating a new label, with fields for 'Ship To' (Name, Company, Address, City, State, ZIP Code), 'Country' (United States of America), and 'Reference Number'. There are also checkboxes for 'Send notifications' and 'Hold for Pickup at Post Office™'. The right section is titled 'More Print & Ship Options' and contains four tiles: 'Import Batch of Labels' (highlighted with a red box), 'Import from Marketplace', 'Create a Batch', and 'Create a Local XChange Label'. The 'Import Batch of Labels' tile describes importing multiple labels from a file into a batch to edit within Label Manager.

- b) **Option 2:** Select **File Upload** located on the Label Manager page.

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

Manage, organize, and edit your saved shipping labels, group them into batches, and prepare them for purchase on this page.

All Labels (1) Batches (9)

New Label Use Address Book PMOD / Drop Shipment Refresh Actions Add All Complete to Cart >

New Label
New Batch
New Local XChange Label
File Upload
Marketplace Import

by date and time created. Each new label will appear at the top of the table.

Service and Package	Package Details	Extra Services	Total Price	All Labels
USPS Ground Advantage® Custom Packaging	1 lbs 0 ozs	Insurance	\$59.39	
ST CREEK DR ARK, IL, 60477-6246	Nonstandard Fees	USPS Tracking®		
Edit Service And Package	Edit Package Details	Add Extra Services		Add to Cart

2) Select File Type and Upload CSV File

- To upload your own personal file, select **I have my own file to upload**.
- To select a file, click on **Select CSV File to Upload**. It is recommended to utilize the CSV template that is provided within this section. To download a copy of the CSV template, refer to the instructional column on the right-hand side and select **Download CSV Template**.
- NOTE:** Name fields only accept letters (A-Z) and these special characters: (! @ # \$ % ^ & * () _ = + ? . ; ' " [] { } | < > ~). For complete step by step instructions on how to fill out the template, select Download Instructions.

Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

What file would you like to upload?

☒ I have my own file to upload (This includes the downloadable template provided)

☐ I am uploading a file exported from an online marketplace

Helpful Tip: We recommend using a Click-N-Ship template to ensure field mapping accuracy. However, you may upload your own version and manually map the fields that do not automatically map.

Note: Name fields only accept letters (A-Z) and these special characters: . ' - (" & _ :
For a complete list of accepted formats, please [download these instructions](#).

Select CSV File to Upload

Download a Template and Instructions

Use the template below for a seamless upload.

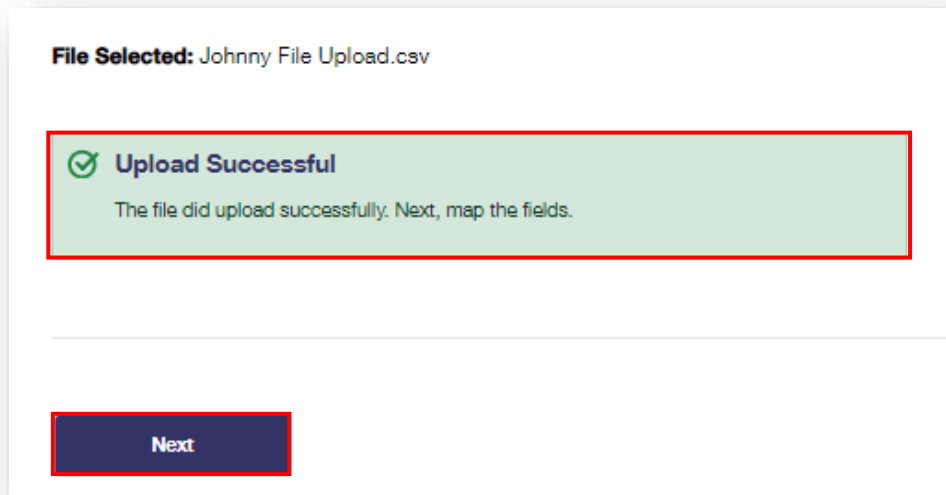
[Download CSV Template](#)

Download the instructions for additional guidance on required fields and accepted formats.

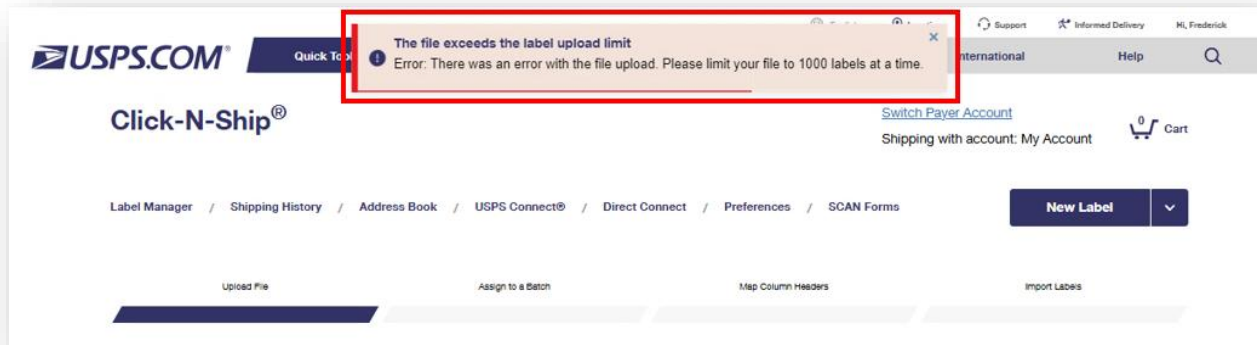
[Download Instructions](#)

[Read our FAQs for more information](#)

- If your personal file uploads successfully, you will see a green **Upload Successful** message box confirming that the upload was successful. Select **Next** to proceed to the next steps.



- d) If you attempt to upload a .CSV file that has exceeded the 1,000-file upload limit, you will see the following error message and you will need to remove some of the labels in your file to proceed with uploading the .CSV file:



3) Assign to Batch

- a) To add the labels to an *existing batch*, select **Add to an Existing Batch**.
 - i. Search for an existing batch by name by entering it in the **Search for an Existing Batch** search box.

Assign to a Batch

Would you like to add these labels to an existing batch or a new batch?

(a) ☒ Add to an Existing Batch

☐ Create a New Batch

Add Labels to an Existing Batch

(i)

- [1706555347](#)
- [1706644542](#)
- [1707772780](#)
- [Batch 2024-04-01 16:23](#)
- [Batch 2024-04-01 16:26](#)
- [Batch 2024-04-01 16:32](#)
- [Batch 2024-04-01 16:35](#)

- ii. Once the existing batch is selected, select **Next: Import Labels**.

Assign to a Batch

Would you like to add these labels to an existing batch or a new batch?

☒ Add to an Existing Batch

☐ Create a New Batch

Add Labels to an Existing Batch

- b) To add the labels to a *new batch*, select **Create a New Batch**
- i. If you want to name your new batch of labels, enter it in the **Batch Name (optional)** text field.

- ii. If you want to add notes to your new batch, enter those in the **Add Note for yourself (optional)** text field.
- iii. Once ready, select **Next: Import Labels** to proceed to the next section.

Assign to a Batch

Would you like to add these labels to an existing batch or a new batch?

☐ Add to an Existing Batch

(b) ☒ Create a New Batch

Add Labels to an New Batch

Name this Batch of Labels in Click-N-Ship

(i)

Batch Notes

(ii)

(iii)

4) Map Column Headers

- a) To apply a saved mapping to the current one, select one from the **Apply a Saved Mapping** dropdown section.
- b) To clear the current mapping headers, select **Clear Mapping**.

Upload File Assign to a Batch **Map Column Headers** Import Labels

Tell us about your columns

Now it's time to tell us about your columns. We call this process "Field Mapping". Mapping the column headers is how you tell Click-N-Ship where your CSV information should appear.

Instructions: For each dropdown in column two, select the closest match to name in column one.

Some rows are required and are marked with an asterisk and highlighted with a light blue marker. Assign your column headers to the corresponding column headers Click-N-Shipfields on the left. Your file may not have the same number of fields, and you only need to map the info you want to import. You can edit the mappings if needed. Unmapped fields will not be imported. Not all fields are required.

Apply a Saved Mapping

Select Clear Mapping

(a) (b)

- c) Verify that your **file's column headers** have been mapped to the Click-N-Ship® Label Manager fields.
- d) If a field is not correctly mapped, you may select another field from the **Mapping Recommended** dropdown.

* Required

Click-N-Ship Fields	Your File's Column Headers	Status
Recipient Information	Mapping Recommended	15 of 15 Mapped Fields
* Recipient ZIP Code	Recipient ZIP Code	Mapped (c)
Recipient Phone	Recipient Phone	Mapped

(d)

- e) To save the current filed mappings as a template for future CSV uploads, enter the **Field Mapping Name** and select **Save as New Mapping** to save the template (*optional*).
 - i. *Note, unmapped fields will not be imported.*
- f) Otherwise, if all the information is correct and you would like to proceed with importing your labels, select **Confirm Mapping & Import Labels**.

Make subsequent uploads a streamlined process. (Optional)

You have the option of saving the field mappings as a template for future CSV uploads. If you plan to import this CSV template regularly, type in a name, we will save it for future use. (Leave blank if you don't want to save it.)

Field Mapping Name

Enter Name for this Field Mapping

Save As New Mapping

Confirm Mapping & Import Labels

Back

5) Review Import Label Results

- a) If the label import was successful, you will see a **green success message** with the total number of labels imported successfully.
- b) If you do not have any other files to upload, select **View in Label Manager** to view the imported labels in the newly created batch.
- c) If you have another file to upload, select **Upload a New File** and repeat steps 1-5.

(a)

Import Label Results

Total Labels Created

2 of 2

View Label Information in Click-N-Ship®

Go to Click-N-Ship Label Manager to view and edit the label information.

View In Label Manager

(b)

Import Another File

Have another file? Return to the beginning of the process to import another CSV file.

Upload a New File

(c)

- d) If the label import was unsuccessful, you will see a **yellow box** with a total number of labels that were *not* imported successfully.
- i. In this case, referring to the **Label Row** and **Reasons record failed to import** section to review the items that need to be updated within the file to meet the upload requirements.
- e) Once the updates have been made to the file, select **Upload a File** to reupload the file until the labels are imported successfully.

(d)

Labels that did not import (47)

Labels that had errors and didn't import

47 of 47

(e)

Instructions: We strongly recommend re-uploading a CSV with **only** these labels.

Upload A File

(i)

Label Row	Reasons record failed to Import
10	Unable to find rate
42	Unable to find rate
8	You have entered a non-deliverable Delivery Address. Please verify address, including apartment, suite, etc. Additional assistance is available at Find Zip Codes. Unable to find rate

6) View Uploaded Labels in Label Manager

- a) Once **View in Label Manager** is selected from the Import Labels results page, you will be **redirected** back to your **Label Manager** where your newly added label(s) will be displayed within a **Batch**.
 - i. **Note:** the associated batch name and batch symbol will automatically be tracked for each label that is included in that batch.

[← Back to Batches](#) Labels in the batch automatically save as you enter information.

Batch: **February 27th Release (1 Label)** [Edit](#) [Refresh](#)

Batch Summary	Sender Information	Batch Notes
Total \$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None

[Add From File Upload](#) [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 ☐	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Add to Cart v

7) Select Service and Package Types

There are multiple ways to select your Service and Package Types for labels within your batch.

- a) **Individual Recipient Method:** to add a Service and Package type specific to each recipient, select **Edit Service and Package**.
 - i. **Note:** this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select **Edit**, and update the necessary details from the single label creation page.

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 ☐	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit v
2 ☐	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit v

- b) **Bulk Action Method:** If all recipients have the same Service and Package details, select the checkbox on the top left corner and then select **Edit** located beneath the **Service and Package** section. A pop-up will appear where you can select the Service and Package type for all recipients.
- i. **Note:** this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select **Edit**, and update the necessary details from the single label creation page.

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

☒	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	☒ 11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit ▼
2	☒ 11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 Invalid recipient address.	Edit ▼

8) Edit Package Details

There are multiple ways to add Package details for labels within your batch.

- a) **Individual Recipient Method:** If you would like to add Package details specific to each recipient, select **Add Package Details**.
- i. **Note:** this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select **Edit**, and update the necessary details from the single label creation page.

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	☐ 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services + Add Extra Services	\$46.25	Edit ▼
2	☐ 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services + Add Extra Services	\$46.25	Edit ▼

- b) **Bulk Action:** If all recipients have the same Package details, select the checkbox on the top left corner and then select **Edit** located beneath the **Package Details** section. A pop-up will appear where you can enter the Package details for all recipients.

- i. **Note:** this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select **Edit**, and update the necessary details from the single label creation page.

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

☒	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	☒ 11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	☒ 11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 <i>Invalid recipient address.</i>	Edit ▼

9) Select Extra Services

There are multiple ways to add Extra Services for labels within your batch.

- a) **Individual Recipient Method:** To add an Extra Service specific to each recipient, select **+Add Extra Services** locate in the recipient's label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.
- i. **Note:** this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select **Edit**, and update the necessary details from the single label creation page.

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	☐ 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit ▼
2	☐ 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit ▼

- b) **Bulk Action Method:** If your batch of labels all have the same Service and Package type and all recipients require the same Extra Services, select the checkbox on the top left corner and then select **Edit** located beneath the **Extra Services** section. A pop-up will appear where you can select the desired Extra Services for all recipients.
- i. **Note:** this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select **Edit**, and update the necessary details from the single label creation page.

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

☒	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit ▼
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.66 Invalid recipient address.	Edit ▼

10) Add Labels to Cart

Review all the recipient details, and if everything is correct begin adding labels to your cart for checkout. There are multiple ways to add labels to the cart.

- Individual Recipient Method:** Individually add labels to cart by selecting **Add to Cart** located in the recipient's row.
- "Add All" Method:** Add all labels to cart by select the checkbox on the top left corner and then selecting **Add All Complete to Cart**.

[← Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: **February 27th Release (1 Label)** [Edit](#) [Refresh](#)

Batch Summary	Sender Information	Batch Notes
Total \$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None

[Add From File Upload](#) [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	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Add to Cart ▼

Import Labels from an Online Marketplace

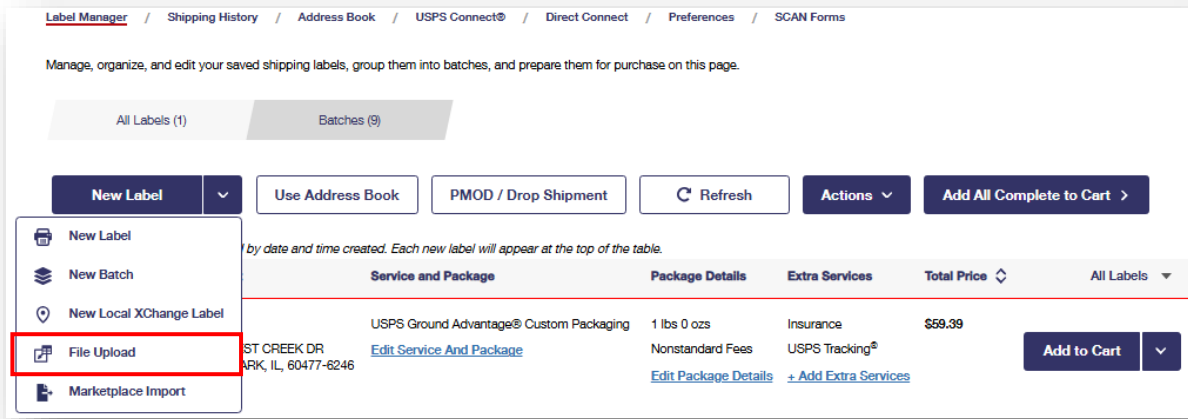
Import order exports from marketplaces such as Etsy, Shopify, BigCommerce, Rithum, and directly upload them to Click-N-Ship® to create labels by following the steps below.

1) Begin File Upload Process

- a) **Option 1:** Select the **Import Batch of Labels** tile located on the landing page.

The screenshot shows the USPS Click-N-Ship Label Manager interface. At the top, there is a navigation bar with links: Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms. A 'New Label' button is in the top right corner. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'Hi California!' and 'Account #:' followed by a search bar. Below this is the 'Start Shipping' section, which includes a 'Ship To' section with a 'Save to Address Book' checkbox and a search bar. Below the search bar are input fields for 'First Name', 'MI', 'Last Name', and 'Company'. Below these is a 'Country' dropdown menu set to 'United States of America'. Below the country dropdown are input fields for 'Street Address' and 'Apt/Suite/Other'. Below these are input fields for 'City', 'State' (a dropdown menu), and 'ZIP Code™'. Below the address fields are two checkboxes: 'Send notifications' and 'Hold for Pickup at Post Office™'. Below these are two input fields for 'Reference Number / Note 1 (Will show on label)' and 'Reference Number / Note 2 (Will show on label)'. Below the reference number fields are two 'Max Character Limit: 30' labels. At the bottom of the left column is a 'Create This Label' button. The right column is titled 'More Print & Ship Options' and contains four tiles. The first tile, 'Import Batch of Labels', is highlighted with a red border. It contains an icon of a document with a plus sign and the text: 'Import Batch of Labels', 'Import multiple labels from a file into a batch to edit within Label Manager.' The second tile, 'Import from Marketplace', contains an icon of an upward arrow and the text: 'Import from Marketplace', 'Connect eCommerce marketplaces & easily import labels for customer orders.' The third tile, 'Create a Batch', contains an icon of a stack of boxes and the text: 'Create a Batch', 'Organize your labels into a batch and utilize our streamlined batch creation process.' The fourth tile, 'Manage Your Preferences', contains an icon of a gear and the text: 'Manage Your Preferences', 'Manage your shipping preferences to accelerate your label creation and access all shipping features.' Below these four tiles is a fifth tile, 'Create a Local XChange Label', which contains an icon of a location pin and the text: 'Create a Local XChange Label', 'Create a Local XChange label to drop off at a USPS Smart Locker nearby.'

- b) **Option 2:** Select **File Upload** located on the Label Manager page.



2) Select File Type and Upload CSV File

- To upload a file from an Online Marketplace, select **I am uploading a file exported from an Online Marketplace.**
- Click on the **Select a Marketplace File** dropdown and select a marketplace type.

(a)

Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

What file would you like to upload?

☐ I have my own file to upload (This includes the downloadable template provided)

☒ I am uploading a file exported from an online marketplace

Select a Marketplace File

Select a Marketplace File

Etsy

Shopify

BigCommerce

Rithum

(b)

- Once the marketplace is selected, click on the **Select CSV File** button to select your file.

Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

What file would you like to upload?

☐ I have my own file to upload (This includes the downloadable template provided)

☒ I am uploading a file exported from an online marketplace

Rithum

Select CSV File

- d) If your online marketplace file uploads successfully, you will see a green **Upload Successful** message box confirming that the upload was successful.
- e) Select **Import Labels** to proceed to the next steps.

(d)

File Selected: Rithum file test.csv

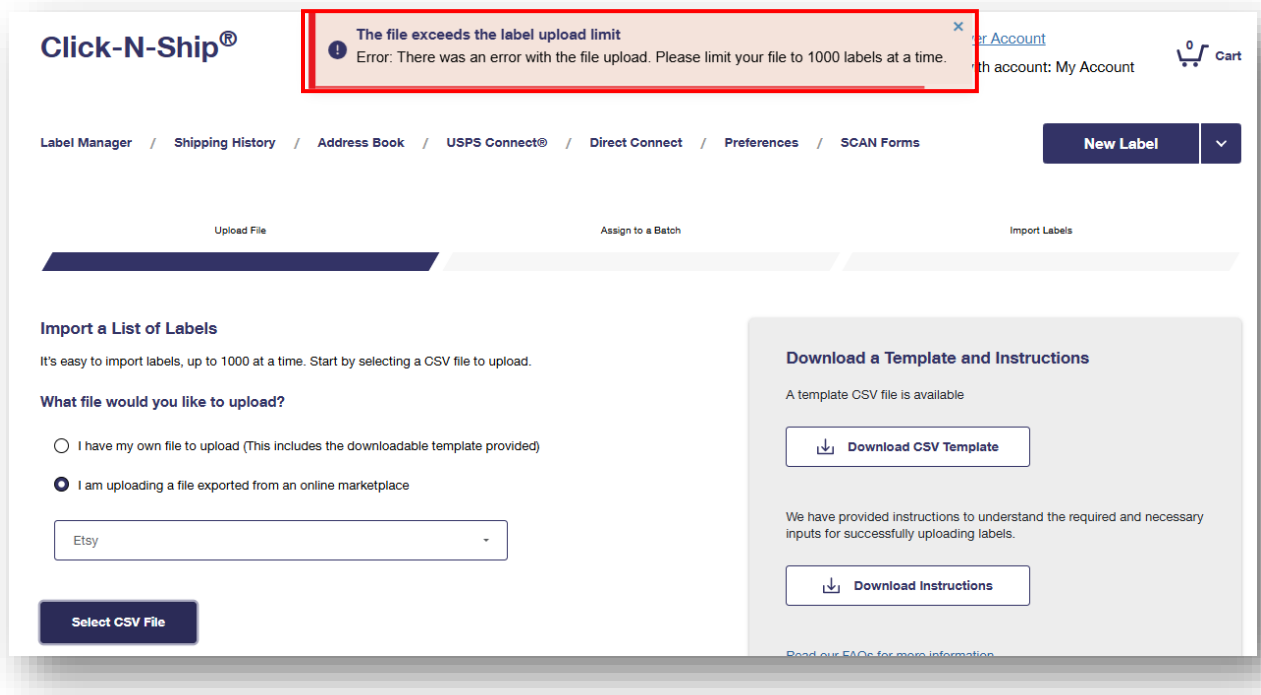
☒ **Upload Successful**

The file did upload successfully. Next, map the fields.

Import Labels

(e)

- f) If you attempt to upload a .CSV file that has exceeded the 1,000-file upload limit, you will see the following error message and you will need to remove some of the labels in your file to proceed with uploading the .CSV file:



3) Assign to Batch

- a) To add the labels to an *existing batch*, select **Add to an Existing Batch**.
 - i. Search for an existing batch by name by entering it in the **Search for an Existing Batch** search box.

Assign to a Batch

Would you like to add these labels to an existing batch or a new batch?

(a) ☒ Add to an Existing Batch
☐ Create a New Batch

Add Labels to an Existing Batch

(i)

- [1706555347](#)
- [1706644542](#)
- [1707772780](#)
- [Batch 2024-04-01 16:23](#)
- [Batch 2024-04-01 16:26](#)
- [Batch 2024-04-01 16:32](#)
- [Batch 2024-04-01 16:35](#)

- i. Once the existing batch is selected, select **Next: Import Labels**. *Note, the associated batch name and batch symbol will automatically be tracked for each label that is included in that batch.*

Assign to a Batch

Would you like to add these labels to an existing batch or a new batch?

☒ Add to an Existing Batch
☐ Create a New Batch

Add Labels to an Existing Batch

- b) To add the labels to a *new batch*, select **Create a New Batch**

- i. If you want to name your new batch of labels, enter it in the **Batch Name (optional)** text field.
- ii. If you want to add notes to your new batch, enter those in the **Add Note for yourself (optional)** text field.
- iii. Once ready, select **Next: Import Labels** to proceed to the next section.

(b)

Assign to a Batch

Would you like to add these labels to an existing batch or a new batch?

☐ Add to an Existing Batch

☒ Create a New Batch

Add Labels to an New Batch

(i) Name this Batch of Labels in Click-N-Ship

Batch Name (optional)

(ii) Batch Notes

Add note for yourself (optional)

(iii) **Next: Import Labels** Back

4) Review Import Label Results

- a) If the label import was successful, you will see a **green success message** with the total number of labels imported successfully.
- b) If you do not have any other files to upload, select **View in Label Manager** to view the imported labels in the newly created batch.
- c) If you have another file to upload, select **Upload a New File** and repeat steps 1-5.

(a)

Import Label Results

Total Labels Created

2 of 2

View Label Information in Click-N-Ship®

Go to Click-N-Ship Label Manager to view and edit the label information.

View In Label Manager

Import Another File

Have another file? Return to the beginning of the process to import another CSV file.

Upload a New File

(c)

(b)

- d) If the label import was unsuccessful, you will see a **yellow box** with a total number of labels that were *not* imported successfully.
 - i. In this case, refer to the **Label Row** and **Reasons record failed to import** section to review the items that need to be updated within the file to meet the upload requirements.
- e) Once the updates have been made to the file, select **Upload a File** to reupload the file until the labels are imported successfully.

(d)

Labels that did not import (47)

Labels that had errors and didn't import

47 of 47

Instructions: We strongly recommend re-uploading a CSV with **only** these labels.

(e)

Upload A File

(i)

Label Row	Reasons record failed to Import
10	Unable to find rate
42	Unable to find rate
8	You have entered a non-deliverable Delivery Address. Please verify address, including apartment, suite, etc. Additional assistance is available at Find Zip Codes. Unable to find rate

5) View Uploaded Labels in Label Manager

- a) Once **View in Label Manager** is selected from the Import Labels results page, you will be **redirected** back to your **Label Manager** where your newly added label(s) will be displayed within a **Batch**.
 - i. *Note, the associated batch name and batch symbol will be displayed throughout the application for easier tracking.*

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: **February 27th Release (1 Label)** Edit Refresh

Batch Summary		Sender Information	Batch Notes
Total	\$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None

Add From File Upload 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 ☐	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Add to Cart ▼

6) Select Service and Package Types

There are multiple ways to select your Service and Package Types for labels within your batch.

- a) **Individual Recipient Method:** If you would like to add a service and Package type specific to each recipient, select **Edit Service and Package** located in the recipient's label row. A pop-up will appear where you can select the Service and Package type for a single recipient.

[Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect®](#) / [Direct Connect](#) / [Preferences](#) / [SCAN Forms](#)

All Labels (20) 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 ☐	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit ▼
2 ☐	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit ▼

- b) **Bulk Action Method:** If all recipients have the same Service and Package details, select the checkbox on the top left corner and then select **Edit** located beneath the

Service and Package section. A pop-up will appear where you can select the Service and Package type for all recipients.

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

☒	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	☒ 11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit ▼
2	☒ 11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 Invalid recipient address.	Edit ▼

7) Edit Package Details

There are multiple ways to add Package details for labels within your batch.

- a) **Individual Recipient Method:** If you would like to add Package details specific to each recipient, select **Add Package Details** located in the recipient's label row. A pop-up will appear where you can enter the Package details for a single recipient.

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

All Labels (20) 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	☐ 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services Services	\$46.25	Edit ▼
2	☐ 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services Services	\$46.25	Edit ▼

- b) **Bulk Action:** If all recipients have the same Package details, select the checkbox on the top left corner and then select **Edit** located beneath the **Package Details** section. A pop-up will appear where you can enter the Package details for all recipients.

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

☒	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	☒ 11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit v
2	☒ 11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.66 <i>Invalid recipient address.</i>	Edit v

8) Select Extra Services

There are multiple ways to add Extra Services for labels within your batch.

- a) **Individual Recipient Method:** To add an Extra Service specific to each recipient, select **+Add Extra Services** located in the recipient's label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.

[Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect®](#) / [Direct Connect](#) / [Preferences](#) / [SCAN Forms](#)

All Labels (20) 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	☐ 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit v
2	☐ 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Edit v

- b) **Bulk Action Method:** If your batch of labels all have the same Service and Package type and all recipients require the same Extra Services, select the checkbox on the top left corner and then select **Edit** located beneath the **Extra Services** section. A pop-up will appear where you can select the desired Extra Services for all recipients.

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

☒	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit v
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.66 Invalid recipient address.	Edit v

9) Add Labels to Cart

Review all the recipient details, and if everything is correct begin adding labels to your cart for checkout. There are multiple ways to add labels to the cart.

- Individual Recipient Method:** Individually add labels to cart by selecting **Add to Cart** located in the recipient's row.
- "Add All" Method:** Add all labels to cart by select the checkbox on the top left corner and then selecting **Add All Complete to Cart**.

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: **February 27th Release (1 Label)** [Edit](#) [Refresh](#)

Batch Summary	Sender Information	Batch Notes
Total \$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None

[Add From File Upload](#) [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	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Add to Cart v

Start from Address Book

Create multiple labels in Label Manager by bringing in addresses from your Address Book.

1) Begin File Upload Process

- a) Select **Use Address Book** located on the Label Manager page.

The screenshot shows the 'Label Manager' interface. At the top, there's a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. Below this, a description states: 'Manage, organize, and edit your saved shipping labels, group them into batches, and prepare them for purchase on this page.' There are two tabs: 'All Labels (1)' and 'Batches (0)'. A row of buttons includes 'New Label' (with a dropdown), 'Use Address Book' (highlighted with a red box), 'Refresh', 'Actions' (with a dropdown), and 'Add All Complete to Cart'. The 'New Label' dropdown menu is open, showing options: 'New Label', 'New Batch', 'New Local XChange Label', 'File Upload', and 'Marketplace Import'. Below the buttons is a table with columns: 'Recipient', 'Service and Package', 'Package Details', 'Extra Services', 'Total Price', and 'All Labels'. The first row shows a recipient 'Brien', 'First-Class Mail® Letter', '2 ozs', and a total price of '\$1.03'. There are links for 'Edit Service And Package' and 'Edit Package Details'. At the bottom right of the table is an 'Add to Cart' button.

2) Select Recipient from Address Book

- a) If **Start from Address Book** was selected from the homepage, you will be redirected to the **My Address Book** section.
- i. Search for and select the desired recipient by selecting **New Label**.

The screenshot shows the 'My Address Book' interface. At the top right, there are buttons for '+ Add New Contact' and 'Import Contacts'. Below this is a search bar labeled 'Search Address Book' and a button 'Select Contacts and Choose Action'. There's also an 'Export All' button. A list of contacts is displayed, each with a checkbox, a name, an address, and links for 'Edit' and 'Delete'. The first contact is 'Canada Address' with the address 'Postal Drive, Forrest, VA 78945'. The 'New Label' button for this contact is highlighted with a red box. Below the contacts list, there's a 'Sort By' dropdown set to 'Last Name A-Z'. On the left, there's a 'My Groups' section with 'All Contacts' and two groups: 'Group 1 (2)' and 'Group 2 (2)', each with 'Edit' and 'Delete' links. At the bottom right, it says 'Viewing 1-10 of 13 contacts'.

- b) If **Use Address Book** was selected from the Label Manager, an **Address Book** popup modal will be displayed.
 - i. Search for, select the **checkbox** of the desired recipient, and select **Create Labels**.

Address Book

Manage my Address Book > Search results 1-5 of 5 Results per page 5

Search Contacts

All Contacts (5)

Missing contacts from your existing USPS Address Book?

Sync All Contacts

Name (Last, First)	Company	Location
☒ KENT, CLARK		310 SUPERMANT ST CHARLOTTE, NC, 33333-0000
☐ Doe, John		300 SUPERMAN ST CHARLOTTE, NC 28262-2550

Create Labels

3) View Labels in Label Manager

- a) The selected recipient addresses should now appear in your Label Manager along with any other labels that may have previously saved or created.

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	11/26/2024	Johnny Parker Pick up at: 300 SPIDERMAN ST CHARLOTTE, NC 28262-9191 Ship to: USPS SMART LOCKER CHARLOTTE, NC 28262-0900	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart

4) Select / Edit Service and Package Details

Refer to the [Package and Service Type](#) section of the Click-N-Ship® User Guide to follow the steps required to select your Service and Package details.

5) Select / Edit Extra Services

Refer to [Extra Services](#) section of the Click-N-Ship® User Guide to follow the steps required to select your extra services.

Create a Return Label

Create individual return labels manually within our improved creation process. Return labels are only offered to Business accounts.

Create Return Labels via Single Label Creation (Classic View)

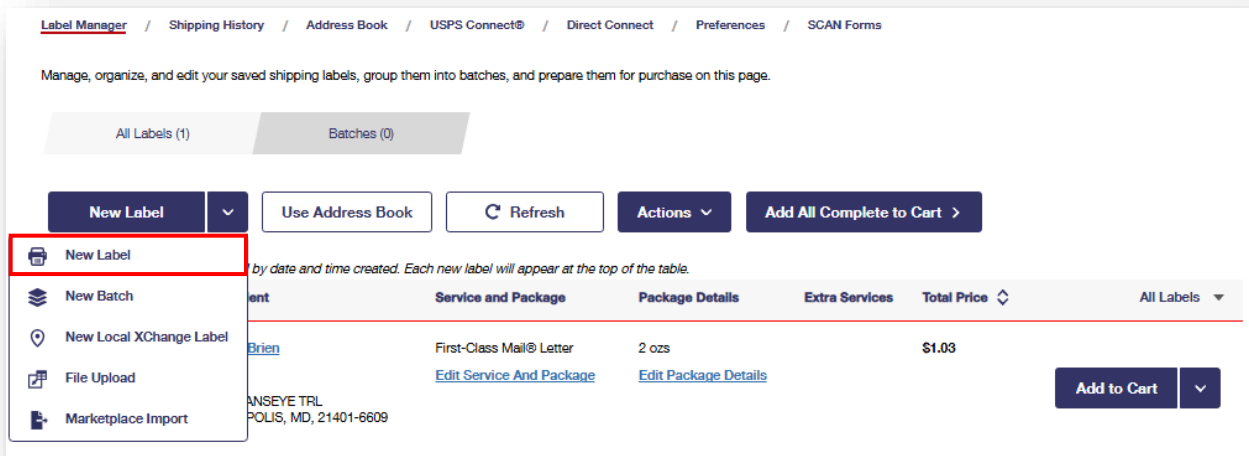
Create an individual return label for a single recipient following the steps below.

1) Begin Single Label Creation Process – Two Options

- 4) **Option 1:** Click on **Create This Label** located on the landing page or **New Label** in the top right corner.

The screenshot shows the USPS Label Manager interface. At the top, there's a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. A red button labeled 'New Label' is in the top right corner. Below the navigation bar, the user is greeted with 'Hi California!' and 'Account #:' followed by a search bar with the placeholder text 'Enter a Label or Tracking Number to View Label Details'. The main section is titled 'Start Shipping' and includes a note: 'Please ensure you enter a full, valid address with the appropriate details such as apartment, suite or P.O. Box number if applicable.' There's a 'Ship To' section with a checkbox 'Save to Address Book' and a search bar 'Search your Address Book'. Below this are input fields for 'First Name', 'MI', 'Last Name', and 'Company'. A 'Country' dropdown menu is set to 'United States of America' with a link 'Copy & Paste US Address'. Below that are fields for 'Street Address' and 'Apt/Suite/Other'. Then, 'City', 'State' (a dropdown menu), and 'ZIP Code™' fields. There are checkboxes for 'Send notifications' and 'Hold for Pickup at Post Office™'. At the bottom, there are two 'Reference Number / Note' fields, each with a 'Max Character Limit: 30' warning. A red button labeled 'Create This Label' is at the bottom left. On the right side, there's a 'More Print & Ship Options' section with four cards: 'Import Batch of Labels', 'Import from Marketplace', 'Create a Batch', and 'Manage Your Preferences'. A fifth card, 'Create a Local XChange Label', is partially visible at the bottom.

- a) **Option 2:** Select **New Label** located on the Label Manager page.



2) Follow Single Label Flow Creation Process

- a) Refer to the [Create a Single Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to follow the steps required to create your labels via the Single-Label Flow.

3) Select Return Label Extra Service

- a) Once on the **Extra Services** section, select the **Create a Return Label** checkbox and select a Return Service by selecting the **Select a return service** dropdown. If this package contains any Hazardous Materials, the Return Service types displayed in Step 4: Services will be dependent on the HAZMAT type that was selected in Step 2: Hazardous Materials.
 - i. **Note:** all return packaging is Choose Your Own Box packaging. An estimated price will be displayed on the Return Package table; however, you will not be charged for the Return Label until it is scanned and used.

Extra Services

☐ Additional Insurance ⓘ Fee Varies

☐ Signature Services ⓘ Fee Varies

☒ Create a return label ⓘ Charged upon use

You will not be charged for this return label unless it is used by the recipient. You will be notified of it's use and a postage due will show up in your Shipping Cart.

*Select the service type for your return label

Select a return service

☐ Priority Mail® Return

Priority Mail Express® Return

USPS Ground Advantage™ Return

- b) Once the Return Service type is selected, you can also purchase **Return Label Insurance** to ensure return shipments are covered in case of loss or damage. The Return Label Insurance options will only be displayed after selecting a Return Service Type.
 - i. **Note:** you will need to select the **Additional Insurance** option first and then **Create a return label** option to see the **Additional Insurance for the return label**.
- c) To view more information on return label services, select the **Return Service Tooltip**.
- d) Once the tooltip is selected, a **Create a Return Label Popup Modal** will be displayed.

☒ Create a return label ⓘ
 Charged upon use

You will not be charged for this return label unless it is used by the recipient. You will be notified of it's use and a postage due will show up in your Shipping Cart.

*Select the service type for your return label

Additional Insurance

The service type you selected only covers part of the package or package value. Additional insurance can be purchased to cover the balance.

☒ Additional Insurance ⓘ

\$7.45

Estimated amount charged upon use: **\$31.24**

Create Return Labels via Single Label Creation (Quick-Flow View)

Create an individual return label for a single recipient via the Quick Flow Label Creation Experience by following the steps below.

1) Begin Single Label Creation Process – Two Options

- a) **Option 1:** Click on **Create This Label** located on the landing page or **New Label** in the top right corner.
 - i. **Note:** Once you input all the Recipient address details and click **Create This Label**, you will be automatically redirected to the **Quick Flow** to input the rest of your label information.

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

Hi California!
Account #:

Enter a Label or Tracking Number to View Label Details

Start Shipping
Please ensure you enter a full, valid address with the appropriate details such as apartment, suite or P.O. Box number if applicable.

Ship To ☐ Save to Address Book
Please provide first and last name and/or company.

Search your Address Book

First Name MI Last Name Company

*Country [Copy & Paste US Address](#)

*Street Address Apt./Suite/Other

*City *State *ZIP Code™

☐ Send notifications ☐ Hold for Pickup at Post Office™

Reference Number / Note 1 (Will show on label) Reference Number / Note 2 (Will show on label)
Max Character Limit: 30

Create This Label

More Print & Ship Options

Import Batch of Labels
Import multiple labels from a file into a batch to edit within Label Manager.

Import from Marketplace
Connect eCommerce marketplaces & easily import labels for customer orders.

Create a Batch
Organize your labels into a batch and utilize our streamlined batch creation process.

Manage Your Preferences
Manage your shipping preferences to accelerate your label creation and access all shipping features.

Create a Local XChange Label
Create a Local XChange label to drop off at a USPS Smart Locker nearby.

a) **Option 2:** Select **New Label** located on the Label Manager page.

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

Manage, organize, and edit your saved shipping labels, group them into batches, and prepare them for purchase on this page.

All Labels (1) Batches (0)

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

New Label
New Batch
New Local XChange Label
File Upload
Marketplace Import

by date and time created. Each new label will appear at the top of the table.

Label	Service and Package	Package Details	Extra Services	Total Price	All Labels
Brien	First-Class Mail® Letter	2 ozs		\$1.03	Add to Cart
ANSEYE TRL POLIS, MD, 21401-6609	Edit Service And Package	Edit Package Details			

2) Follow Single Label Flow Creation Process

- a) Refer to the [Create a Single Label \(Quick-Flow View\)](#) section of the Click-N-Ship® User Guide to follow the steps required to create your labels via the Single-Label Flow.

3) Select Return Label Extra Service

- a) Once on the **Extra Services** section within the Label Summary, select the **Create a Return Label** checkbox and select a Return Service by selecting the **Select a return service** dropdown. If this package contains any Hazardous Materials, the Return Service types will be dependent on the HAZMAT type that was selected in the Hazardous Materials step.
 - i. **NOTE:** all return packaging is **Other Type of Box or Envelope**. An estimated price will be displayed on the Return Package table; however, you will not be charged for the Return Label until it is scanned and used.

Label Summary

 Ship to Locker For Pickup [Remove](#)

NORTHEAST
1820 HARRIS HOUSTON RD
CHARLOTTE, NC 28262

USPS Ground Advantage®	\$10.30
Cubic Custom Packaging	
\$100 insurance included	Free
USPS Tracking®	Free
☐ Additional Insurance 	Fee varies
☐ Create a Return Label 	Charged upon use
☐ Label Delivery 	\$1.55
☐ Hide Postage on Label 	

Total **\$10.30**

- b) Once selected, a **Create a Return Label Popup Modal** will be displayed. Select a **Return Label Service Type** from the dropdown and select **Save**.

×

Create a Return Label

You will not be charged for this return label unless it is used by the recipient. You will be notified of it's use and a postage due will show up in your Shipping Cart.

*Select the service type for your return label

Select an option ▾

Priority Mail® Return

Priority Mail Express® Return

USPS Ground Advantage® Return

c) Once the Return Service type is selected, you can also purchase **Return Label Insurance** to ensure return shipments are covered in case of loss or damage. The Return Label Insurance options will only be displayed after selecting a Return Service Type.

- i. **Note:** you will need to select the **Additional Insurance** option first and then **Create a return label** option to see the **Additional Insurance for the return label**.

×

Create a Return Label

You will not be charged for this return label unless it is used by the recipient. You will be notified of it's use and a postage due will show up in your Shipping Cart.

*Select the service type for your return label

Priority Mail® Return ▾

Extra Services Available for Your Return

☒ Additional Insurance ⓘ

\$7.45

Estimated amount charged upon use: **\$31.24**

Save

Cancel

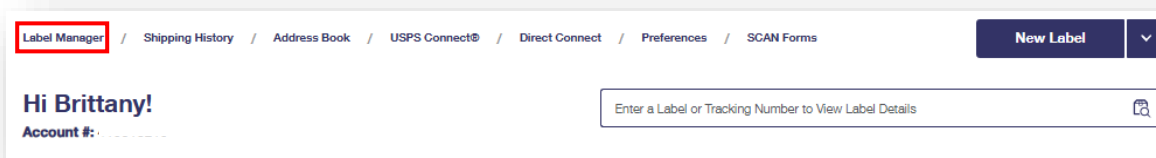
206

Create Return Labels via Label Manager

Create an individual return label for a single recipient from your Label Manager following the steps below.

1) Proceed to your Label Manager

- a) Select **View Label Manager tab** located in the navigation menu on the landing page.



2) Add the Return Label Extra Service

There are multiple ways to add the Return Label Extra Service for labels within your Label Manager.

- a) **Individual Recipient Method:** To add an Extra Service specific to each recipient, select **+Add Extra Services** located in the recipient's label row.

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

☒	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1 ☒	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit v
2 ☒	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 Invalid recipient address.	Edit v

- b) **Bulk Action Method:** If your batch of labels all have the same Service and Package type and all recipients require the same Extra Services, select the checkbox on the top left corner and then select **Edit** located beneath the **Extra Services** section.

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

☒	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	☒ 11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit v
2	☒ 11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 <i>Invalid recipient address.</i>	Edit v

- c) Once either option is selected, the **Select Extra Services** popup modal will appear. Select **Create a return label** checkbox.

×

Select Extra Services

Extra Services

☐ Additional Insurance ⓘ Fee Varies

☐ Signature Services ⓘ Fee Varies

☐ Create a return label ⓘ Charged upon use

☐ Hide Postage on Label ⓘ Free

Save

- d) Select a return service type from the **Select a return service** dropdown.
- Note:** if this package contains any Hazardous Materials, the Return Service types displayed in Step 4: Services will be dependent on the HAZMAT type that was selected in Step 2: Hazardous Materials.

×

Select Extra Services

☐ Signature Services ⓘ

Fee Varies

☒ Create a return label ⓘ

Charged upon use

You will not be charged for this return label unless it is used by the recipient. You will be notified of it's use and a postage due will show up in your Shipping Cart.

*Select the service type for your return label

Select a return service

☐ Priority Mail® Return

☐ Priority Mail Express® Return

USPS Ground Advantage™ Return

- e) Once the Return Service type is selected, you will see the estimated amount charged for the Return Label if it is used.

×

Select Extra Services

☐ Signature Services ⓘ

Fee Varies

☒ Create a return label ⓘ

Charged upon use

You will not be charged for this return label unless it is used by the recipient. You will be notified of it's use and a postage due will show up in your Shipping Cart.

*Select the service type for your return label

Priority Mail® Return

Estimated amount charged upon use: **\$6.64**

- f) To proceed, select **Save**.

×

Select Extra Services

☐ Signature Services ⓘ

Fee Varies

☒ Create a return label ⓘ

Charged upon use

You will not be charged for this return label unless it is used by the recipient. You will be notified of it's use and a postage due will show up in your Shipping Cart.

*Select the service type for your return label

Priority Mail® Return

Estimated amount charged upon use: **\$6.64**

☐ Label Delivery ⓘ

\$1.25

☐ Hide Postage on Label ⓘ

Free

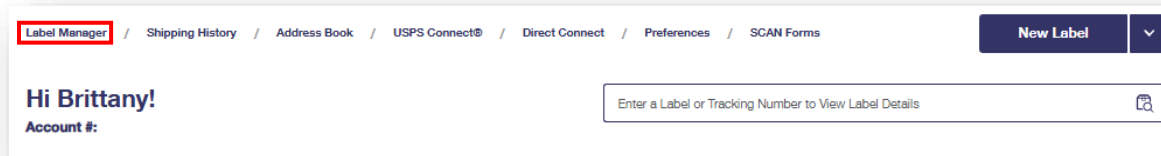
Save

Viewing your Return Label(s)

Within this section you will understand where to find and how to view your created Return Label(s).

1) View Return Labels via the Label Manager

- a) Select **View Label Manager tab** located in the navigation menu on the landing page.



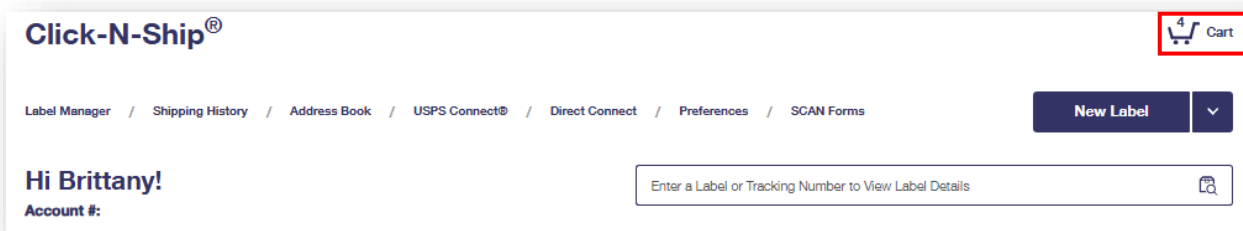
- b) If a Return Label has been added to an Outbound Label, the Return Label will be displayed within the **Extra Services section** of the Outbound Label.

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

☒	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	☒ 11/28/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-6610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit v
2	☒ 11/28/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 Invalid recipient address.	Edit v

2) View Return Labels via the Label Cart

- a) Select **Label Cart** located on the landing page.



- b) Within the Label Cart, there will be a **Return Label indicator** for each outbound Label with a Return Label.

Label Cart (2)

[Back to Label Manager](#)

***Note for Return Services:** For any return services added, it is free to create and print the return label now. You will only be charged if this return label is used.

☐ Remove						
	☐ Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 2	☐ 03/22/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	Priority Mail® Flat Rate Envelope	Value: \$100	Flat Rate Envelope Hidden Postage Priority Mail® Return	\$8.50 Free Free
Total Label Cost						\$8.50
2 of 2	☐ 03/22/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	Priority Mail® Flat Rate Envelope	Value: \$100	Flat Rate Envelope USPS Tracking Electronic Insurance Hidden Postage Priority Mail® Return	\$8.50 Free Free Free Free
Total Label Cost						\$8.50

3) View Return Labels via the Payment Confirmation Page

- Once you've purchased a label, you will always be redirected to the **Payment Confirmation** page.

Payment Confirmation	
Order Number	<u>CE610C9E-2F2B-48F8-9C89-F13F71690BAF</u>
Charged to	Order Total
MASTERCARD-0440	\$28.65 (1 labels)

(a)

- Within the Payment Confirmation page, there will be a **Return Label indicator** for each outbound Label with a Return Label.
 - Note:** you will also see the Return Label service type and tracking number in the payment confirmation Label Table beneath its associated Outbound Label.

Label actions: Select labels and print, save to PDF or create a digital ad campaign to appear in recipient's Informed Delivery.

☐ Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1 ☐ 04/04/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	Priority Mail Express® Legal Flat Rate Envelope 2-Day Delivery	Value: \$100	Create	9471230109355000072855
	Return Label	Priority Mail® Return Service			9401930109355000019582

- c) To print your Return Labels, select **Print Labels** located under the **Label Actions** section at the bottom of the payment confirmation page.
- i. **Note:** your Return Labels which will be printed out with their associated Outbound Label.

Label actions: Select labels and print, save to PDF or create a digital ad campaign to appear in recipient's Informed Delivery.

☐ Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1 ☐ 04/04/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	Priority Mail Express® Legal Flat Rate Envelope 2-Day Delivery	Value: \$100	Create	9471230109355000072855
	Return Label	Priority Mail® Return Service			9401930109355000019582

4) Viewing Return Labels via the Shipping History

- a) Select **Shipping History** tab located in the navigation menu on the landing page.

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

Hi Brittany!
Account #:

Enter a Label or Tracking Number to View Label Details

- a) Within the Shipping History, your **purchased Return Labels** will be listed as their own line items.
- b) To distinguish a return label from a regular outbound label, refer to the **Service Type** section and look for **RTN**, which stands for **Return**.
- i. **Note:** you will also be able to view other **Return Label details** such as the shipping address, label number, and label use status (e.g. Pending Use).

Showing Results 1-1 of 1

Export

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

	Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost	User	
1	☐	04/02/2024	23d04049-0d81-4283-a76a-8398d1691bef	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	PM-RTN	9405830109355107149525 Outgoing Label Ending: 2570	No	N/A	EPS-8901	Pending Use	\$0.00 *charged upon use	TB

Other Single Label Creation Options for Business Users

Priority Mail Open & Distribute (PMOD) Drop Shipment Creation

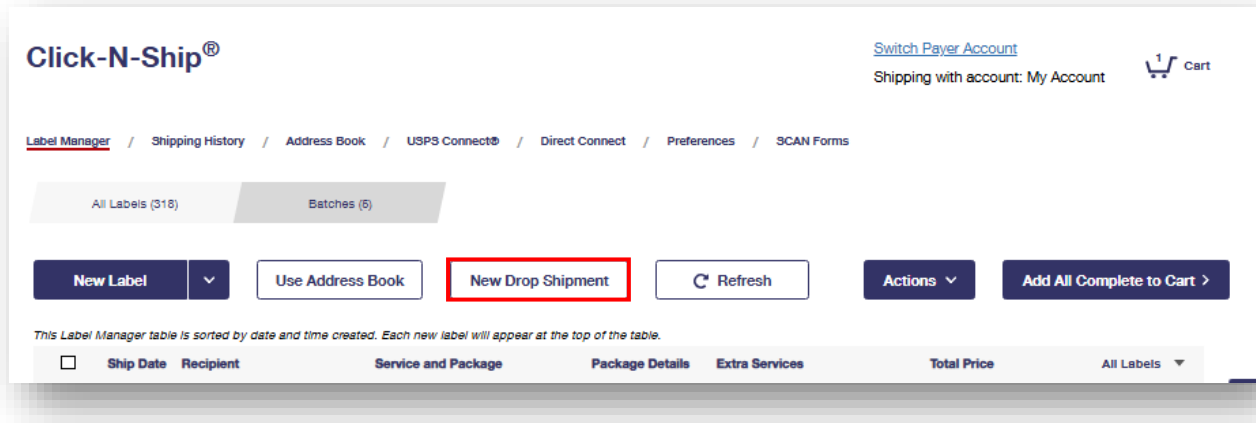
PMOD provides an easy alternative to mail drop shipments for **Business** customers who want to expedite their mailings of certain mail classes to domestic destination postal facilities. The shipment receives the Priority Mail service between the acceptance BMEU or Associate Post Office® location with acceptance function and the destination facility. The enclosed mail is processed and provides the appropriate service from the mail processing facility to the destination delivery unit or sectional center facility.

1) Select the New Drop Shipment Feature

- a) **Homepage:** on the Click-N-Ship® Homepage, select the **Create a PMOD / Drop Shipment** tile.

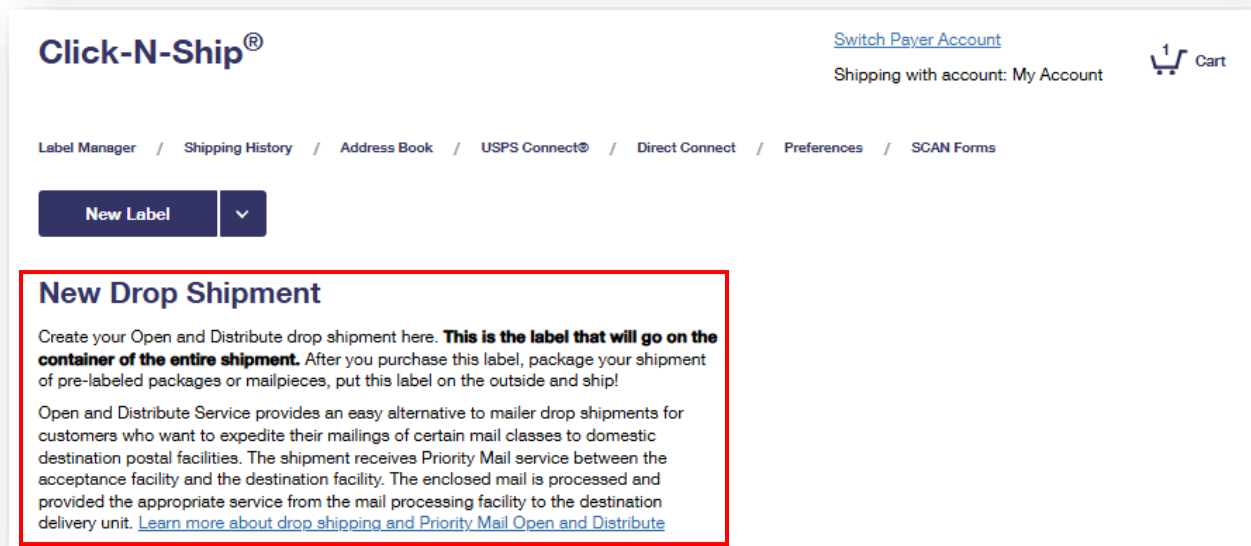
The screenshot displays the USPS Click-N-Ship homepage for a user named Shaw Waters. The top navigation bar includes links for Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. A 'New Label' button is in the top right corner. Below the navigation bar, the user's account information is shown, including the account number and benefits. The main content area is divided into two columns. The left column, titled 'Start Shipping', contains a 'Ship To' section with a search bar and a 'Save to Address Book' checkbox. Below this are fields for First Name, MI, Last Name, and Company. Further down are fields for Country (set to United States of America), Street Address, Apt./Suite/Other, City, State (a dropdown menu), and ZIP Code. There are also checkboxes for 'Send notifications' and 'Hold for Pickup at Post Office™', and two reference number fields. The right column, titled 'More Print & Ship Options', contains six tiles: 'Import Batch of Labels', 'Import from Marketplace', 'Create a Batch', 'Create a PMOD / Drop Shipment' (highlighted with a red border), 'Manage Your Preferences', and 'Create a Local XChange Label'. Each tile has an icon and a brief description of the feature.

- b) **Label Manager:** Within Label Manager, select the **New Drop Shipment** button.



2) Begin PMOD Single Label Creation Process

- a) Once on the **New Drop Shipment** page, you will be presented with a detailed description of what the Priority Mail Open and Distribute Service is and how it works. To view more information about drop shipping and Priority Mail Open and Distribute, refer to the [PMOD FAQ Article](#).



3) Enter Sender Details

- a) Enter the sender details as you normally would with a regular Click-N-Ship label. Refer to the [Edit Sender Details](#) section of the Click-N-Ship® User Guide to view the steps on how to enter the sender details.

New PMOD / Drop Shipment

Create your Open and Distribute drop shipment here. **This is the label that will go on the container of the entire shipment.** After you purchase this label, package your shipment of pre-labeled packages or mailpieces, put this label on the outside and ship!

Open and Distribute Service provides an easy alternative to mailer drop shipments for customers who want to expedite their mailings of certain mail classes to domestic destination postal facilities. The shipment receives Priority Mail service between the acceptance facility and the destination facility. The enclosed mail is processed and provided the appropriate service from the mail processing facility to the destination delivery unit. [Learn more about drop shipping and Priority Mail Open and Distribute](#)

Step 1: Destination Facility

Search for a Destination Facility [Facility Finder \(FAST\)](#)

Search for a destination facility for your PMOD shipment. This is where you will be dropping off your shipment.

*Destination ZIP Code™

*Facility Type

Search

4 Results

WASHINGTON DDU

3843 PENNSYLVANIA AVE SE
WASHINGTON, DC 20020-9994

Select Location

WASHINGTON DDU

2341 PENNSYLVANIA AVE SE
WASHINGTON, DC 20020-9996

Select Location

Open now | Closes 1:00 PM ▼

Don't see what you're looking for? [Enter Destination Details Manually](#)

Sender Details

You can manage your return addresses in [Preferences](#).

☐ Use a one-time return address ⓘ

*Select your return address

Package Pickup

Ship from a different ZIP Code™

Email

Phone / SMS Text Message

☐ Send me tracking notifications

Label Summary

Select your service type to view rates, estimated delivery, and extra services

4) Select the Destination Facility

- To create a PMOD label, you will be required to input the **ZIP Code** of the Facility and select a **Facility Type** from the dropdown.
- After the **ZIP Code** has been input and the **Facility Type** is selected, click **Search** to view all available facilities matching your criteria.
 - Note:** you can also utilize the [Facility Finder \(FAST\)](#) tool to find a nearby facility.

Step 1: Destination Facility

Search for a Destination Facility [Q Facility Finder \(FAST\)](#)

Search for a destination facility for your PMOD shipment. This is where you will be dropping off your shipment.

***Destination ZIP Code™** ***Facility Type**

20020  All  **Search**

Don't see what you're looking

- All
- Destination Delivery Unit (DDU)
- Sectional Center Facility (SCF)
- Sorting and Delivery Center (S&DC)
- Regional Processing and Distribution Center (RPDC)

(a)

Step 1: Destination Facility

Search for a Destination Facility [Q Facility Finder \(FAST\)](#)

Search for a destination facility for your PMOD shipment. This is where you will be dropping off your shipment.

***Destination ZIP Code™** ***Facility Type**

20020  All  **Search**

(b)

- c) Once you have located your facility, click **Select Location**.
- i. **Note:** if you are not seeing your facility, you can input destination details manually by clicking **Enter Destination Details Manually**.

Step 1: Destination Facility

Search for a Destination Facility

[Facility Finder \(FAST\)](#)

Search for a destination facility for your PMOD shipment. This is where you will be dropping off your shipment.

Destination ZIP Code™

20020

Facility Type

All

Search

4 Results

WASHINGTON DDU

3843 PENNSYLVANIA AVE SE
WASHINGTON, DC 20020-9994

Select Location

WASHINGTON DDU

2341 PENNSYLVANIA AVE SE
WASHINGTON, DC 20020-9996

Select Location

Open now | Closes 1:00 PM

Don't see what you're looking for?

Enter Destination Details Manually

d) Once you have clicked **Select Location** for your facility, the facility address will automatically populate.

Step 1: Destination Facility

Edit

WASHINGTON DDU - DDU

DDU: Destination Delivery Unit

3843 PENNSYLVANIA AVE SE
WASHINGTON, DC, 20020-9994

219

5) Select Packaging & Container Type

- a) Once on step 2, you will be asked to select a **Ship Date** (required), enter a **Package Value** (optional), and enter the **Package Weight** (required).
 - i. If you are capturing your package weight by scale, refer to the [Connect USB Scale \(Quick Flow and Classic View\)](#) section of the Click-N-Ship® User Guide to view step by step instructions.

Step 2: Packaging & Container Type

*Ship Date (Choose a date up to 7 days away from today)

05/27/2026

Package Value (optional) i

\$

0

Enter a value up to and including \$5,000.00 for insurance

Let us know what you're shipping

Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

Weight (includes packaging) i

0

lbs

Max: 70lbs

0

ozs

Package weight in ounces (0–15,999 ozs).

Connect

- b) Next, you will be required to select a **Container Type**.

Container Type

Select

Half Tray Box

Full Tray Box

EMM Tray Box

Flat Tub Tray Box

Mailpiece/Packages Enclosed

Select

Get Rates

c) Next, you will be required to select a **Mail Class Enclosed Type**.

Mail Class Enclosed

Select

Package Services

Package Services - Parcel Select

Package Services - Bound Print Matter

Package Services - Library Mail

Package Services - Media Mail

Marketing Mail

Periodicals

Periodicals - News

d) Next, you will be required to select a **Mailpiece / Packages Enclosed Type**.

Mallpiece/Packages Enclosed

Select

Flats

Letters

Machinable Parcels

Nonstandard Parcels

- e) Once completed, select **Get Rates** to proceed with selecting a Service Type.

*Container Type

Sack

*Mail Class Enclosed

Package Services - Parcel Select

*Mailpiece/Packages Enclosed

Letters

Get Rates

6) Select Service Type

- Once on **Step 3: Services**, select a Service Type. Please note that for PMOD, only Priority **Mail** Service Type will be available.

Step 3: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select a Service Type: Sort by: [Price](#) | [Delivery Time](#)

Priority Mail Open and Distribute Sack 36" x 24" (flexible, varies by type)	\$24.37
---	----------------

7) Add PMOD Label to Cart or Save to Label Manager

- Once the Service Type is selected, add the label to the Label Cart by selecting **Add to Cart** or save the label to the Label Manager by selecting **Save**.

Container Type	Mail Class Enclosed	Mail Piece Enclosed
Sack	Package Services - Parcel Select	Letters

[Edit](#)

Step 3: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

Priority Mail Open and Distribute Sack 36" x 24" (flexible, varies by type)	\$24.37
---	----------------

[Change Service Type](#)

Add to Cart

Save

Label Summary

Priority Mail Open and Distribute Sack	\$24.37
USPS Tracking®	Free
Total	\$24.37

Domestic Label with 3rd Party Authorization

Eligible Click-N-Ship® Business Users can now utilize the rates and Enterprise Payment System (EPS) Billing Account of another user to create, purchase, and ship labels on their behalf by following the steps below.

1) Select a Payer Account

- On the Click-N-Ship® Homepage, select **Switch Payer Account** to choose the Payer's EPS account that you want to use to create the label(s) for.
 - Note, you can also switch between payer accounts via the Label Cart and Preferences section.

Click-N-Ship®

[Switch Payer Account](#)
Shipping with account: My Account

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

MASSIVE BUSINESS

Account #:
Benefits: Saving with Business Rate Card, USPS Connect® Local

Start Shipping

Ship To ☐ Save to Address Book

Please provide first and last name and/or company.

Search your Address Book

First Name MI Last Name Company

More Print & Ship Options

Import Batch of Labels
Import multiple labels from a file into a batch to edit within Label Manager

Import from Marketplace
Connect eCommerce marketplaces & easily import labels for customer orders

- b) Click on the dropdown under the **Select Account** section and select the Payer's EPS account that you want to use.
 - i. **Note:** anytime you switch Payer EPS accounts, the label(s) in their Label Manager and Label Cart will be unique to that specific EPS account.

×

Need to purchase labels with another account?

Third-party billing allows you to charge a shipment's label to a third-party payer account. Selecting another payer allows you to use their rates and their Enterprise Payment System (EPS) billing account. The pricing you pay is on the payer's account rates.

Any additional benefits you have will not be reflected while using a payer account.

Note: When you switch accounts, the labels currently in your Label Manager and the Cart will be cleared.

Currently billing to Account: 94883629

Select a payer account.

Select Account

94883629 1000008901 ▾

The shipper will be responsible for any payment adjustments post-shipping.

Save Account

Switch To My Account

Cancel

- c) Once the Payer's EPS account is selected, select **Save Account** to proceed with creating label(s).
- d) If you want to utilize your own personal EPS account to create and purchase label(s), select **Switch to My Account**.

×

Need to purchase labels with another account?

Third-party billing allows you to charge a shipment's label to a third-party payer account. Selecting another payer allows you to use their rates and their Enterprise Payment System (EPS) billing account. The pricing you pay is on the payer's account rates.

Any additional benefits you have will not be reflected while using a payer account.

Note: When you switch accounts, the labels currently in your Label Manager and the Cart will be cleared.

Currently billing to Account: 94883629

Select a payer account.

Select Account

94883629 1000008901

The shipper will be responsible for any payment adjustments post-shipping.

Save Account

Switch To My Account

Cancel

2) Begin Single Label Creation Process

- a) Refer to the [Create a Single Domestic Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.
 - i. **Note:** shippers will not be able to see the Payer's rates and prices when creating or purchasing label(s) using 3rd party authorization.

3) Select Service Type

- a) **Services:** based on the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Please note that the Shape, weight, and size affect the price for large packages – to learn more about this select the **Learn More** hyperlink.
 - i. **Note:** shippers will not be able to see the Payer's rates and prices when creating or purchasing label(s) using 3rd party authorization.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

Some service standards to this location are not available at this time.

*Select your USPS Flat Rate Packaging ⓘ

Filter by

All



**Priority Mail® Flat Rate
Envelope**
12-1/2" x 9-1/2"

1-Day Delivery |
Nov 26, 2024



**Priority Mail® Large Flat Rate
Box**
12 1/4" x 12" x 6"

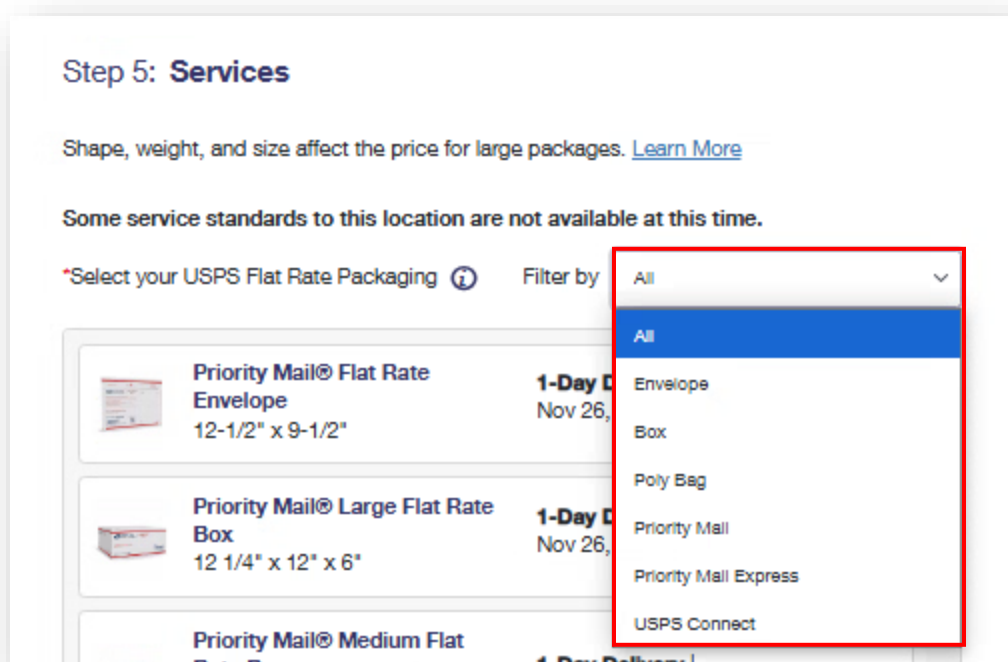
1-Day Delivery |
Nov 26, 2024



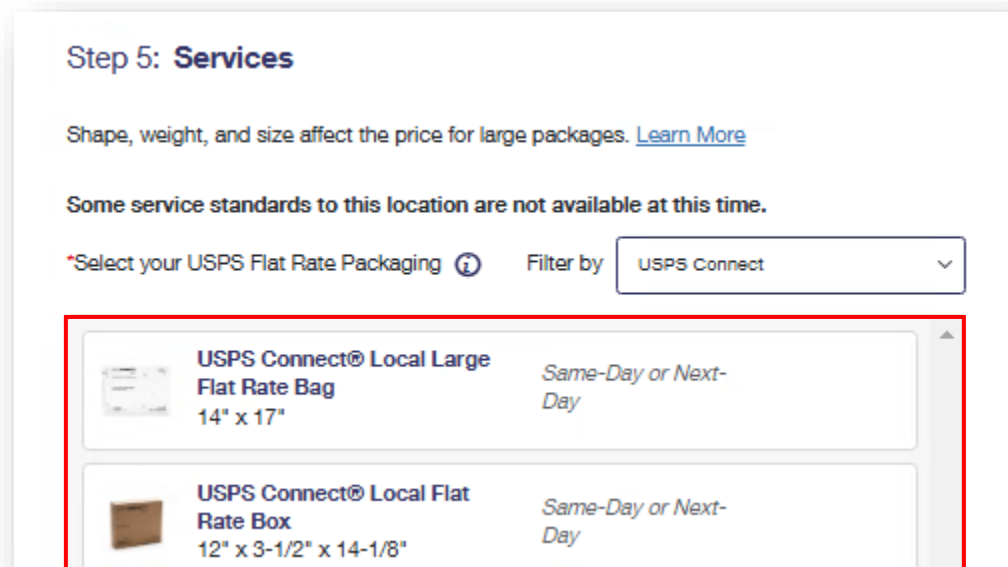
**Priority Mail® Medium Flat
Rate Box**
11" x 8-1/2" x 5-1/2" 13-5/8" x
11-7/8" x 3-3/8"

1-Day Delivery |
Nov 26, 2024

- b) **Filter By:** to more easily view all the available Service types, you can **Filter by Type** by selecting a filter from the dropdown.



- c) If your address is eligible for the **USPS Connect® Local** Service Types, it will be displayed here. Eligibility is determined by the sender and recipient address entered in step 1.



- d) If a **USPS Connect® Local** Service Type is selected, a nearby drop-off location will be displayed (*note, drop-off locations that are displayed are determined by the sender address entered in step 1*).

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

Some service standards to this location are not available at this time.



USPS Connect® Local Small Flat Rate Bag
9" x 12"

Same-Day or Next-Day

[Change Service Type](#)

**Your Drop-Off Location**
DDU: CHICAGO POST OFFICE
433 W HARRISON ST
CHICAGO, IL 60699

Extra Services

☐ Additional Insurance ⓘ	Fee Varies
☐ Signature Services ⓘ	Fee Varies
☐ Create a return label ⓘ	Charged upon use
☒ Hide Postage on Label ⓘ	Free

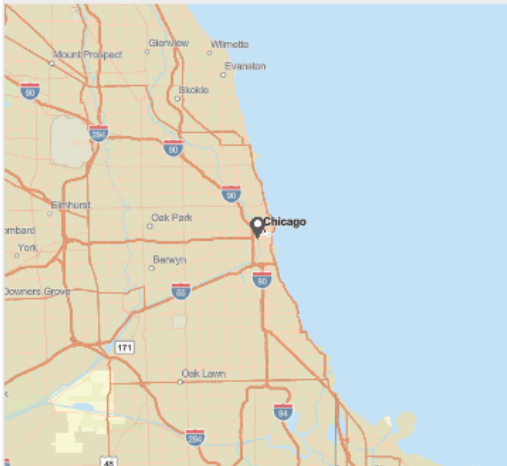
Your Drop-Off Location Details

DDU: CHICAGO POST OFFICE
433 W HARRISON ST
CHICAGO, IL 60699
Total Distance: 0.72 Miles away

Drop-off Hours

Mon-Fri	Sat	Sun	Lot Parking Available
Closed	Closed	Closed	

For Same-day delivery, you'll need to drop all your packages off before 6 a.m. local time of your selected ship date. Packages dropped off later may be delivered the next day.



4) Select Extra Service(s)

- a) Once the Service Type is selected, you will be able to select and add **Extra Services**. To add an extra service, select the **checkbox** of the interested extra service and choose an **Extra Service Type**.
- iv. **Note:** the extra services listed will vary depending on the service and package type that was selected. Return labels are only offered to Business accounts.

Extra Services

☐ Signature Services ⓘ

Fee Varies

☐ Create a return label ⓘ

Charged upon use

5) Review Label Summary

- Refer to the **Label Summary** to get a summary of your label order. The Label Summary will be a grey box located at the top right of the page.
 - Note:** you will be able to see the shippers' account information.

Label Summary

Shipping with Account: 94883629
**Prices determined on payment*

Estimated Delivery: Same-Day or Next-Day

USPS Connect® Local Large Flat Rate Bag

USPS Tracking®

Total

Unavailable

**Prices determined on payment*

6) Add Label to Cart or Save Label to Label Manager

- If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.

Add to Cart

Save

(a)

(b)

International Label with 3rd Party Authorization

Eligible Click-N-Ship® Business Users can now utilize the rates and Enterprise Payment System (EPS) Billing Account of another user to create, purchase, and ship international labels on their behalf by following the steps below.

1) Select a Payer Account

- a) On the Click-N-Ship® Homepage, select **Switch Payer Account** to choose the Payer's EPS account that you want to use to create the label(s) for.
 - i. *Note, you can also switch between payer accounts via the Label Cart and Preferences section.*

The screenshot shows the Click-N-Ship® homepage. In the top right corner, there is a red box highlighting the text "Switch Payer Account" and "Shipping with account: My Account". Below this, there is a navigation bar with links: "Label Manager", "Shipping History", "Address Book", "USPS Connect®", "Direct Connect", "Preferences", and "SCAN Forms". To the right of the navigation bar is a "New Label" button with a dropdown arrow. Below the navigation bar, the main content area is titled "MASSIVE BUSINESS" and shows "Account #:" and "Benefits: Saving with Business Rate Card, USPS Connect® Local". There is a "Start Shipping" section with a "Ship To" form and a "Save to Address Book" checkbox. To the right, there is a "More Print & Ship Options" section with two cards: "Import Batch of Labels" and "Import from Marketplace".

- b) Click on the dropdown under the **Select Account** section and select the Payer's EPS account that you want to use.
 - i. *Note, anytime you switch Payer EPS accounts, the label(s) in their Label Manager and Label Cart will be unique to that specific EPS account.*
- c) Once the Payer's EPS account is selected, select **Save Account** to proceed with creating label(s).
- d) If you want to utilize your own personal EPS account to create and purchase label(s), select **Switch to My Account**.

Need to purchase labels with another account?

Third-party billing allows you to charge a shipment's label to a third-party payer account. Selecting another payer allows you to use their rates and their Enterprise Payment System (EPS) billing account. The pricing you pay is on the payer's account rates.

Any additional benefits you have will not be reflected while using a payer account.

Note: When you switch accounts, the labels currently in your Label Manager and the Cart will be cleared.

Currently billing to Account: 94883629

Select a payer account.

Select Account

(b) 94883629 1000008901

The shipper will be responsible for any payment adjustments post-shipping.

(c) **Save Account** (d) **Switch To My Account** **Cancel**

2) Begin Single Label Creation Process

- a) Refer to the [Create a Single International Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.
 - i. **Note:** shippers will not be able to see the Payer's rates / prices when creating or purchasing label(s).

3) Select Service Type

- a) **Services:** based on the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Please note that the Shape, weight, and size affect the price for large packages – to learn more about this select the **Learn More** hyperlink.
 - i. **Note:** shippers will not be able to see the Payer's rates / prices when creating or purchasing label(s).

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by

All



Priority Mail Express
International® Flat Rate
Envelope
12-1/2" x 9-1/2"



Priority Mail Express
International® Legal Flat Rate
Envelope
15" x 9-1/2"



Priority Mail Express
International® Padded Flat
Rate Envelope
12-1/2" x 9-1/2"

- b) **Filter By:** to more easily view all the available Service types, you can **Filter by Type** by selecting a filter from the dropdown.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by

All

All

Envelope

Box

Poly Bag

Priority Mail

Priority Mail Express

USPS Connect



Priority Mail Express
International® Flat Rate
Envelope
12-1/2" x 9-1/2"



Priority Mail Express
International® Legal Flat Rate
Envelope
15" x 9-1/2"

4) Select Extra Service(s)

- a) If you are interested in adding an extra service to your packages(s), select the **checkbox** of the interested extra service (*note, the extra services listed will vary depending on the international service and package type that was selected*).
- b) If no extra services are available, you will see a blue message bar letting you know to proceed to step 5.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)



**Priority Mail Express
International® Legal Flat Rate
Envelope**
15" x 9-1/2"

[Change Service Type](#)

 More information is required for this label. Please scroll and proceed to **Step 6**.

Extra Services

5) Finalize Single Label Flow Creation Process

- a) Refer to the [Create a Single International Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the final steps on how to add further customs details and save your label to the Label Manager or add the label to the Label Cart via the Single-Label Flow.

6) Review Label Summary

- a) Refer to the **Label Summary** to get a summary of your label order. The Label Summary will be a grey box located at the top right of the page.
 - i. Note, you will be able to see the shippers' account information.

Label Summary

Shipping with Account: 94883629
**Prices determined on payment*

**Priority Mail Express International® Legal
Flat Rate Envelope**

Total **Unavailable**
**Prices determined on payment*

7) Add Label to Cart or Save Label to Label Manager

- a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.

(a) (b)

Connect USB Scale (Quick Flow and Classic View)

Capture the weight for your shipments using your own USB scale.

Connection Setup

Connect your USB scale following the steps below.

1) Scale Requirements

- a) Before connecting your scale to your computer, review the **View scale requirements** hyperlink.
 - i. **Note:** currently, Click-N-Ship only supports USB scales.

Packaging Details

Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

*Weight (includes packaging) ⓘ

0

lbs

0

ozs

Connect

Max: 13oz for USPS First-Class Mail options

Requirements to Connect a USB Scale

This feature supports USB connected postage and shipping scales that use the USB HID standard. If your scale came with a USB data cable and is marketed as a "USB postal/shipping scale compatible with PC or Mac," it is likely supported.

Supported USB Scales

- [USPS Digital USB Postal Scale, 25 lb. max.](#)
- [Stamps.com QNYX Products 5lb Postage Scale](#)

Before Connecting Your Scale to Click-N-Ship

- Plug the scale directly into your computer using the USB data cable.
- Turn the scale on and make sure the display is zeroed out.
- The scale should be set to lbs./oz.
- Remove any items from the scale before starting.

Supported Devices & Browsers

USB scales are supported on desktop and laptop computers (Windows, macOS, and Linux) using:

- Google Chrome
- Microsoft Edge
- Other Chromium-based browsers

USB scales are not supported on Safari, Firefox, or iOS devices (iPhone or iPad). Android support is limited and varies by device. For the best experience, use a desktop or laptop computer.

What to Expect

- After clicking Connect, you will be asked by your browser to allow access to the scale.
- Once connected, you can place an envelope or package on the scale. The capture button will read the weight registered by the scale and autofill this information in Click-N-Ship.

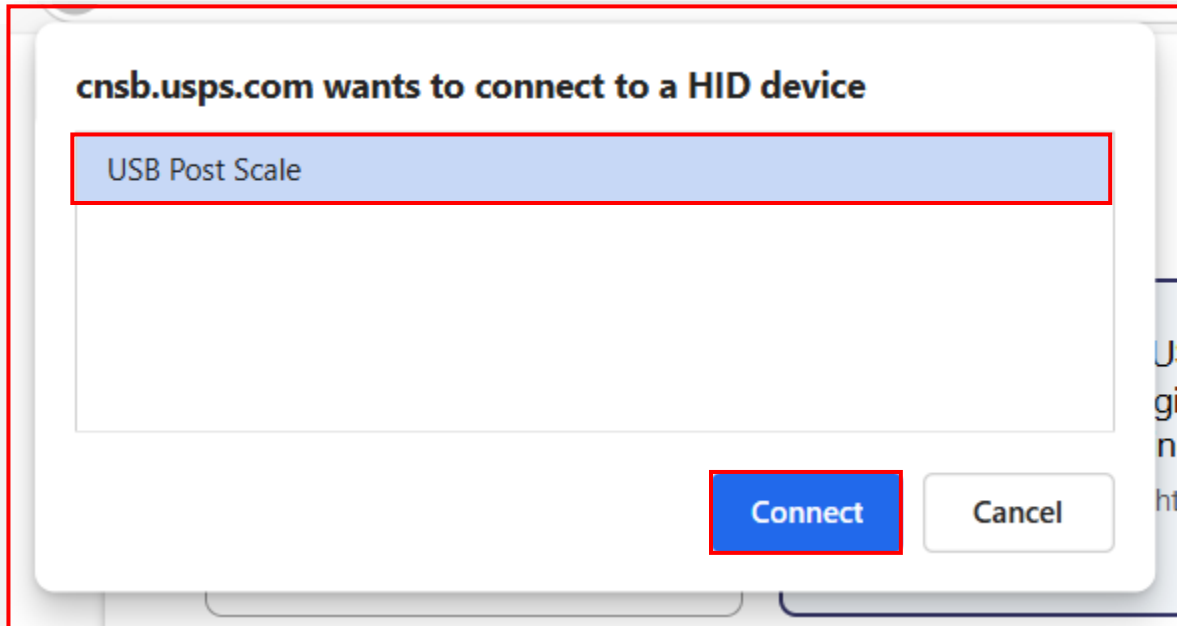
Having trouble?

If your scale isn't detected:

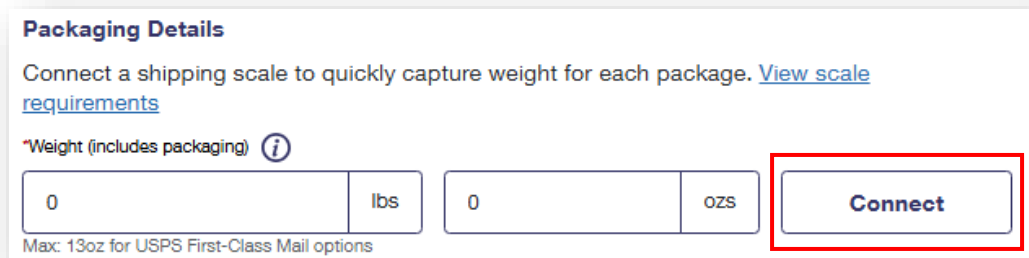
- Verify the scale is compatible with Click-N-Ship
- Confirm that your scale has power and is connected to your computer
- Try connecting to a different USB port
- Ensure you are using a supported device and browser
- Refresh the page and try again

2) Selecting and Connecting USB Scale

- a) Once you have connected your USB scale, a pop-up in your browser will display so that you can select your scale. Select the scale and click **Connect**.
 - i. **Note:** currently, only Chrome and Edge browsers are compatible with USB scales.
 - ii. **Note:** if the scale is not connected, the pop up will display “No compatible devices found”.



- b) Within **Packaging Details**, if no scale is selected/connected, the button will display as **Connect**.



- c) Within **Packaging Details**, once the scale is selected/connected, there will be a **green indicator** along with the name of the connect USB scale and the button will display as **Capture**.

☐ I am shipping Live Animals or Perishable Goods. [i](#)

☐ I am shipping [Cremated Remains](#) [i](#)

USPS Flat Rate Box or Envelope
Prices based on packaging
70lbs (31.75kg) max
Free USPS Tracking®

Other Type of Box or Envelope
Pricing based on weight & size
70lbs (31.75kg) max
Free USPS Tracking®

First-Class Mail® Letter or Envelope
Items requiring postage stamp
13oz (368g) or less
USPS Tracking® Not Available

Packaging Details
Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

*Weight (includes packaging) [i](#)

0 lbs 0 ozs **Capture**

Max: 70lbs

*Dimensions [i](#)

Length Width Height

0 in 0 in 0 in

☐ The packaging is not a standard rectangular box or envelope

Successfully connected to the weight scale

USB Post Scale Disconnect

- d) Within **Packaging Details**, now that your USB scale is connected, place your item on the scale and click **Capture** to automatically record the weight.
- Note:** depending on the allowable weight of the scale, the scale will only capture up to the lb. max.

Packaging Options

☐ I am shipping Live Animals or Perishable Goods. [i](#)

☐ I am shipping [Cremated Remains](#) [i](#)

USPS Flat Rate Box or Envelope
Prices based on packaging
70lbs (31.75kg) max
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Packaging Details
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*Weight (includes packaging) [i](#)

0 lbs 0 ozs **Capture**

Max: 70lbs

*Dimensions [i](#)

Length Width Height

0 in 0 in 0 in

☐ The packaging is not a standard rectangular box or envelope

Successfully connected to the weight scale

Select your services and extra services

Add to Cart

- e) Refer to the [Create a Single Domestic Label \(Quick-Flow View\)](#) and [Create a Single Domestic Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.