



United States Postal Service Click-N-Ship[®]: **Label Cart** User Guide

Last Updated – January 20th, 2026

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

Label Cart Overview

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

The **Label Cart** provides the ability to view, manage, and pay for the labels that you've created using the Click-N-Ship® application and that are ready for purchase:

Label Cart (2)
[Back to Label Manager](#)
Remove

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<input checked="" type="checkbox"/> 1 of 2 Edit	03/03/2025	Test Test 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail® Flat Rate Envelope CNS Tracking Test		Flat Rate Envelope Insurance USPS Tracking®	\$8.40 Free Free Total Label Cost \$8.40
<input checked="" type="checkbox"/> 2 of 2 Edit	03/03/2025	Customer pick up at: Clark Kent SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-255	Priority Mail® Custom Packaging	240 oz	Custom Packaging Insurance USPS Tracking®	\$24.17 Free Free Total Label Cost \$24.17
Ship to: USPS SMART LOCKER RALEIGH, NC 27615-0100						

USPS® Shipping Supplies
Add labels, tape, boxes and shipping supplies to the label order.
[+ Add Shipping Supplies](#)

[X Remove All](#)Order Total: **\$32.57**

This user guide will cover all the functionalities and features available within the Click-N-Ship® **Label Cart** and will serve as a step-by-step guide on how to use it. To begin, proceed to the next page and review the Table of Contents.

Thank you for choosing USPS® for your packing and shipping needs!

Table of Contents

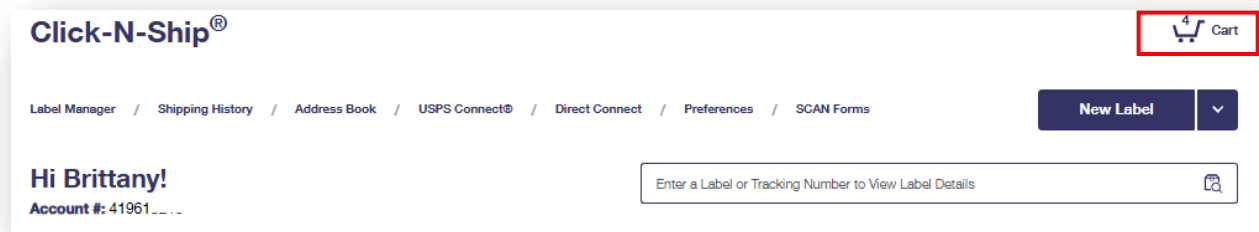
Label Cart Overview	2
Navigating the Label Cart	4
All Actions within Label Cart (Pre-Payment)	5
• Understanding the Types of Labels in your Cart.....	5
• Understanding the Label Fee(s) in your Cart	8
• Editing Labels within Label Cart	9
• Removing Labels from Label Cart.....	9
• Adding Free USPS® Shipping Supplies to your Order	10
• Editing the Delivery Address for your USPS® Shipping Supplies.....	12
• Create a New Label from Label Cart.....	14
• Paying for Postage Dues from Label Cart	15
Purchasing Labels (7 Payment Methods).....	17
• Paying with Credit / Debit Card	17
• Paying with PayPal	19
• Paying with Click to Pay (Quick Pay)	22
• Paying with Apple Pay (IOS users).....	25
• Paying with an Enterprise Payment System (EPS) Account	27
• Paying with 3 rd Party Authorization (Business Accounts)	34
• Paying with OMAS (Official Mail Accounting System)	36
All Actions within Payment Confirmation Page (Post-Payment).....	38
• Payment Confirmation Page Overview	38
• Print and Save your Labels as PDF.....	38
• Print your Labels at the Post Office™ (USPS Label Broker)	40
• Print and Save your Stamps as PDF for Letters & Large Envelopes	41
• Request a Pickup.....	42
• View SCAN Form	44
• Create a Digital Banner	45
• Create a Label from Payment Confirmation Page.....	46

Navigating the Label Cart

Within the Label Cart, you will be able to see an overview of the labels that you've created using the Click-N-Ship® application and that are ready for purchase.

1) Navigate to Label Cart

- a) Click on the **Label Cart icon** located on the landing page.



- b) Once you have over 900 labels in your Label Cart, you will see the following **warning message** to let you know that you are approaching the 1,000-label cart limit.



All Actions within Label Cart (Pre-Payment)

Understanding the Types of Labels in your Cart

- a) If any labels were added to the cart, review the **label information** for accuracy.

Label Cart (2)

[Back to Label Manager](#)

Remove

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
1 of 1 Edit	<input checked="" type="checkbox"/> 01/22/2024	Customer pick up at: Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333-6354	Priority Mail® Legal Flat Rate Envelope	Value: \$100	Legal Flat Rate Envelope USPS Tracking Electronic Insurance	\$8.80 Free Free
Ship to: USPS SMART LOCKER CHARLOTTE, NC 28208-0300						Total Label Cost \$8.80

- b) If a label with the **First-Class Mail Letter or Large Envelope** service was selected, you will see the associated service displayed under the **Service and Package** Section.
- i. **Note:** Refunds for First-Class Mail will not be available through Click-N-Ship and users will have to contact Customer Service via [Email Us - Click-N-Ship®](#) to initiate a refund.

Label Cart (2)

[Back to Label Manager](#)

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<input type="checkbox"/> 1 of 2 Edit	08/21/2025	Clark Kent 6731 MEADOW RD DALLAS, TX, 75230-5229	First-Class Mail®	3 oz	Choose Your Own Envelope	\$1.32
Total Label Cost						\$1.32
<input type="checkbox"/> 2 of 2 Edit	08/21/2025	Clark Kent 6731 MEADOW RD DALLAS, TX, 75230-5229	First-Class Mail® Large Envelope	3 oz	Large Envelope	\$2.17
Total Label Cost						\$2.17

*Note: Refunds for First-Class Mail are not available through Click-N-Ship. You may submit your request through [Email Us - Click-N-Ship](#).

USPS® Shipping Supplies

- c) If the **USPS® Smart Locker** service was selected, it will be displayed under the **Recipient** Section.

Label Cart (2)
[Back to Label Manager](#)

Remove

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
1 of 1 Edit	<input checked="" type="checkbox"/> 01/22/2024	Customer pick up at: Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333-6354 Ship to: USPS SMART LOCKER CHARLOTTE, NC 28208-0300	Priority Mail® Legal Flat Rate Envelope	Value: \$100	Legal Flat Rate Envelope USPS Tracking Electronic Insurance Total Label Cost	\$8.80 Free Free \$8.80

- d) If a **USPS Connect™ Local** label was created, the drop-off location will be displayed above the **Ship Date** section.

Remove

USPS CONNECT™ LOCAL - MID CITY CINCINNATI POST OFFICE (1)
 CINCINNATI, OH 45203

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
1 of 1 Edit	<input checked="" type="checkbox"/> 01/22/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333-6354	USPS Connect™ Local Large Flat Rate Bag		Large Flat Rate Bag USPS Tracking Electronic Total Label Cost	\$4.95 Free \$4.95

USPS® Shipping Supplies

Add labels, tape, boxes and shipping supplies to the label order.

[+ Add Shipping Supplies](#)

- e) If a Priority Mail Open & Distribute (PMOD) label was created, the associated **PMOD Service and Package Type** will be displayed within the **Service and Package** column.
- Note:** PMOD labels can only be created using a Business Account. Refer to the [PMOD USPS FAQ Article](#) for more information.

Label Cart (3)
[Back to Label Manager](#)

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<input type="checkbox"/> 1 of 3 Edit	07/17/2025	Test Location 1234 WASHINGTON DR ARLINGTON, VA, 12345-6789	Priority Mail Open and Distribute Half Tray Box	Value: \$25.00	Half Tray Box USPS Tracking®	\$30.47 Free
Total Label Cost \$30.47						
<input type="checkbox"/> 2 of 3 Edit	07/10/2025	ABC COMPANY 1234 WASHINGTON BLVD ARLINGTON, VA, 12345-4470	Priority Mail Open and Distribute Sack		Sack USPS Tracking®	\$16.97 Free
Total Label Cost \$16.97						
<input type="checkbox"/> 3 of 3 Edit	07/17/2025	14Th Street 1234 WASHINGTON DR ARLINGTON, VA, 12345-6789	Priority Mail Open and Distribute Half Tray Box	Value: \$30.00	Half Tray Box USPS Tracking®	\$30.47 Free
Total Label Cost \$30.47						

- f) If a label was previously added to a Batch, the associated **batch name and symbol** will be displayed for each label below the Package and Service Type.

Label Cart (1)
[Back to Label Manager](#)

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<input type="checkbox"/> 1 of 1 Edit	03/03/2025	Test Test 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail® Flat Rate Envelope CNS Tracking Test		Flat Rate Envelope Insurance USPS Tracking®	\$8.40 Free Free
Total Label Cost \$8.40						

USPS® Shipping Supplies

Add labels, tape, boxes and shipping supplies to the label order.

[+ Add Shipping Supplies](#)

- g) If a Reference Number or Note was entered in the **Reference Number / Note 1** or **Reference Number / Note 2** of the single label creation page, the associated **Reference ID's / Notes** will be displayed for each label below the recipient details.

Label Cart (1)
[Back to Label Manager](#)

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<input type="checkbox"/> 1 of 1 Edit	03/03/2025	Test Test 300 SUPERMAN ST CHARLOTTE, NC 28262-2550 MAY RELEASE ABCD 1234	Priority Mail® Flat Rate Envelope CNS Tracking Test		Flat Rate Envelope Insurance USPS Tracking®	\$8.40 Free Free
Total Label Cost						\$8.40

USPS® Shipping Supplies

Add labels, tape, boxes and shipping supplies to the label order.

[+ Add Shipping Supplies](#)

Understanding the Label Fee(s) in your Cart

- a) **Nonstandard Fee(s):** if any of the labels added to the cart are **nonstandard**, applicable fee(s) will be listed in the label summary. To find more information on nonstandard packages and label fees, refer to the [Parcel Size, Weight & Fee Standards FAQ Article](#).
- Nonstandard Characteristics Fee:** if you indicated that the package is associated with one of the following nonstandard characteristics, a nonstandard characteristic fee will be applied:
 - Can, Roll, or Tube
 - Wooden or Metal Box
 - Glass Container with More Than 24 oz of Liquid
 - Insecurely Wrapped
 - Other Nonstandard Fee(s):** all other nonstandard fees will be displayed as a **Nonstandard Fee** in the label summary. A generic nonstandard fee is applied in the following scenarios:
 - If the package length is greater than 22”.
 - If the package length is greater than 30”
 - If the package volume is greater than 2 cubic feet
 - If the package length is greater than 22” + the package volume is greater than 2 cubic feet
 - If the package length is greater than 30” + the package volume greater than 2 cubic feet
 - If a package has a nonstandard characteristic + the package volume is greater than 2 cubic feet

Label Cart (1)
[Back to Label Manager](#)

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<input type="checkbox"/>	07/17/2025	Test Location 1234 WASHINGTON DR ARLINGTON, VA, 12345-6789	USPS Ground Advantage® Cubic Custom Packaging	160 oz Value: \$150.00	Custom Packaging Insurance USPS Tracking® Nonstandard Characteristics fee	\$11.70 Free Free \$4.00
Total Label Cost						\$15.70

USPS® Shipping Supplies
 Add labels, tape, boxes and shipping supplies to the label order.

Editing Labels within Label Cart

- a) If you would like to edit a label within your Label Cart, select **Edit** and you will be redirected to the single label creation page for that specific label.

Label Cart (2)
[Back to Label Manager](#)

<input type="checkbox"/>	03/03/2025	Test Test 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail® Flat Rate Envelope CNS Tracking Test		Flat Rate Envelope Insurance USPS Tracking®	\$8.40 Free Free
Total Label Cost						\$8.40
<input type="checkbox"/>	03/03/2025	Customer pick up at: Clark Kent SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-255	Priority Mail® Custom Packaging	240 oz	Custom Packaging Insurance USPS Tracking®	\$24.17 Free Free
Total Label Cost						\$24.17

Ship to:
USPS SMART LOCKER
RALEIGH, NC 27615-0100

Removing Labels from Label Cart

- a) If you would like to remove a label from your Label Cart, select the checkbox of the label and then select **Remove**. To remove all labels at once, select **X Remove All**.

Label Cart (2)

[Back to Label Manager](#)

Remove

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<input checked="" type="checkbox"/> 1 of 2 Edit	03/03/2025	Test Test 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail® Flat Rate Envelope CNS Tracking Test		Flat Rate Envelope Insurance USPS Tracking®	\$8.40 Free Free
Total Label Cost						\$8.40
<input checked="" type="checkbox"/> 2 of 2 Edit	03/03/2025	Customer pick up at: Clark Kent SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550 Ship to: USPS SMART LOCKER RALEIGH, NC 27615-0100	Priority Mail® Custom Packaging	240 oz	Custom Packaging Insurance USPS Tracking®	\$24.17 Free Free
Total Label Cost						\$24.17

USPS® Shipping Supplies

Add labels, tape, boxes and shipping supplies to the label order.

+ Add Shipping Supplies

X Remove All

Order Total: \$32.57

Adding Free USPS® Shipping Supplies to your Order

- To add free supplies, click **+Add Shipping Supplies** option located under USPS® Shipping Supplies.

USPS® Shipping Supplies

Add labels, tape, boxes and shipping supplies to the label order.

+ Add Shipping Supplies

X Remove All

Order Total: \$20.69

New Label

▼





Pay Now

Feedback

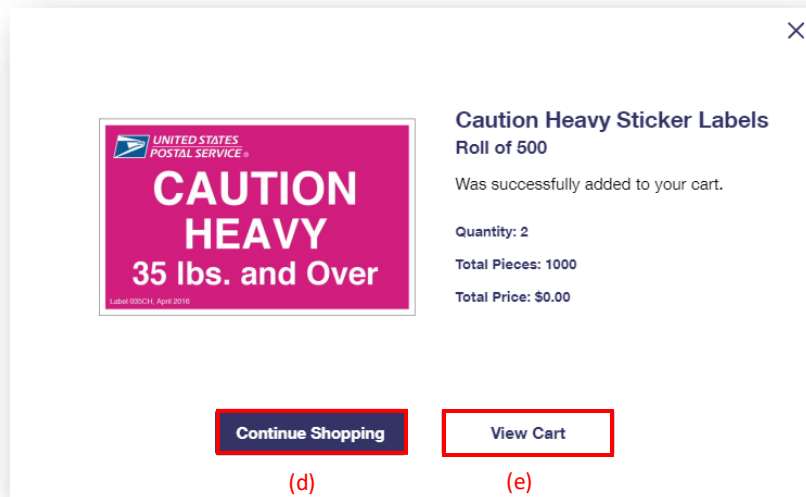
- b) Select the **type** and **quantity** of shipping supplies that you would like to add to your order
(Note, each shipping supply product will display the different pack sizes and the minimum / maximum quantity available that it comes with).
- c) To add a product to your order select **Add to Cart**.

[Back to Cart](#)

Select Shipping Supplies to Add to your Order

			
Small Cremated Remain Kit 1 9-5/8" (L) x 7-3/4" (W) x 6-1/4" (H)	Small Cremated Remain Kit 2 9-5/8" (L) x 7-3/4" (W) x 6-1/4" (H)	Caution Heavy Sticker Labels 3-1/2" (W) x 5-1/2" (H)	Certified Mail® Labels 3-1/4" (W) x 1-5/8" (H)
Single Kit \$0.00	Single Kit \$0.00	Roll of 500 \$0.00	Roll of 600 \$0.00
- 0 +	- 0 +	- 0 +	- 0 +
Total Pieces: 0 \$0.00	Total Pieces: 0 \$0.00	Total Pieces: 0 \$0.00	Total Pieces: 0 \$0.00
Add to Cart	Add to Cart	Add to Cart	Add to Cart

- d) Once a product is added to the cart, you will see this pop-up model. If you would like to add more shipping supplies to your order, select **Continue Shopping**.
- e) If you would like to proceed to your label cart, select **View Cart**.



- f) Once you have returned to the label cart, **details** about the free shipping supplies that you selected will be displayed.

USPS® Shipping Supplies

Product	Quantity	Total Pieces	Total Price
Caution Heavy Sticker Labels Roll of 500 3-1/2" (W) x 5-1/2" (H) Remove	- 2 +	1000	Free
Collect on Delivery Forms Pack of 10 7-1/2" (W) x 4-1/4" (H) Remove	- 2 +	20	Free

[Shop for More Supplies](#)

[X Remove All](#)

Confirm Shipping Details for Supplies

Delivery Address [Edit](#)

CLARK KENT
 SUPERMAN WAREHOUSE
 100 SUPERMAN ST
 WASHINGTON, DC 20005-3509

Select a Shipping Method

☒ **USPS Ground Advantage™ Service** Free
 Arrives in 5-7 business days
☐ **Priority Mail® Service** \$28.22
 Arrives in 2-3 business days

Shipping Supplies Summary

Subtotal	Free
Shipping - USPS Ground Advantage	Free
Shipping Supplies Total	Free

Order Total: **\$32.57**

Editing the Delivery Address for your USPS® Shipping Supplies

You are now able to update the delivery address for your free shipping supplies.

- a) To update the Shipping Supplies delivery address, select **Edit** under the **Confirm Shipping Details for Supplies** section.

USPS® Shipping Supplies

Product	Quantity	Total Pieces	Total Price
Caution Heavy Sticker Labels Roll of 500 3-1/2" (W) x 5-1/2" (H) Remove	- 2 +	1000	Free
Collect on Delivery Forms Pack of 10 7-1/2" (W) x 4-1/4" (H) Remove	- 2 +	20	Free

[Shop for More Supplies](#)

[X Remove All](#)

Confirm Shipping Details for Supplies

Delivery Address [Edit](#)

CLARK KENT
SUPERMAN WAREHOUSE
100 SUPERMAN ST
WASHINGTON, DC 20005-3509

Select a Shipping Method

☒ **USPS Ground Advantage™ Service** Free
Arrives in 6-7 business days

☐ **Priority Mail® Service** \$28.22
Arrives in 2-3 business days

Shipping Supplies Summary

Subtotal	Free
Shipping - USPS Ground Advantage	Free
Shipping Supplies Total	Free

Order Total: **\$32.57**

- b) Update the Shipping Supplies address manually or select one from your address book by selecting **Use Address Book**.
- c) Once finished, select **Save**.

×

Shipping Supplies Delivery Address

Please provide a delivery address that you would like your shipping supplies delivered

Use Address Book

*First Name

M.I.

*Last Name

Company

*Street Address

Apt/Suite

*City

*State

DC - District of Columbia

*ZIP Code™

Save

Cancel

Create a New Label from Label Cart

- To create a new label from your Label Cart – refer to bottom of the Label Cart page, select the **New Label dropdown**, and select a label creation method.

USPS® Shipping Supplies

Add labels, tape, boxes and shipping supplies to the label order.

+ Add Shipping Supplies

×

Remove All

Order Total: \$20.69

New Label

New Label

New Batch

File Upload

Pay Now

Paying for Postage Dues from Label Cart

USPS uses an **Automated Package Verification (APV)** system automatically identify Postage Adjustments in the form of a **Short Paid** (customer did not pay enough for a shipment due to the use of an inaccurate package type, weight, dimensions, or ship from zone) or an **Over Paid** (customer overpaid for a shipment and USPS applies the overpaid amount to the account in a form of a refund). Return Labels that are scanned and used are also listed as Postage Due on your account, that you will have to pay for. To learn more about the APV system and how to dispute a postage adjustment, [click here](#).

- Select the **Label Cart** located on the landing page.

Click-N-Ship®

4

Cart

Label Manager

/

Shipping History

/

Address Book

/

USPS Connect®

/

Direct Connect

/

Preferences

/

SCAN Forms

New Label

Hi Brittany!

Account #

Enter a Label or Tracking Number to View Label Details

15

- b) Return Labels that are scanned and used will appear under the **Postage Due on Return Labels** section of the Label Cart.
- c) To pay for these postage dues, select **Pay Postage Dues Only**.

Postage Due on Return Labels

You currently have 2 Return Labels previously ordered have been scanned.They may not be removed from the cart, and you will be charged for them during your next transaction.

1 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent	Priority Mail® Return Service ⓘ Label Number: 9405830109355107145176	Priority Mail® Return Service	\$6.43
Total Postage Due					\$6.43
2 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent	Priority Mail® Return Service ⓘ Label Number: 9405830109355107145176	Priority Mail® Return Service	\$6.43
Total Postage Due					\$6.43

Total Postage Dues: \$33.86

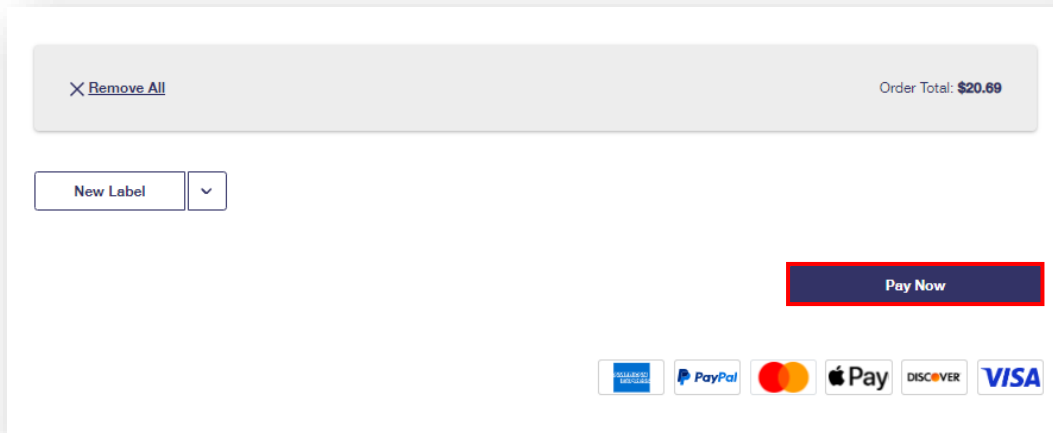
Pay Postage Dues Only

(c)

Purchasing Labels (7 Payment Methods)

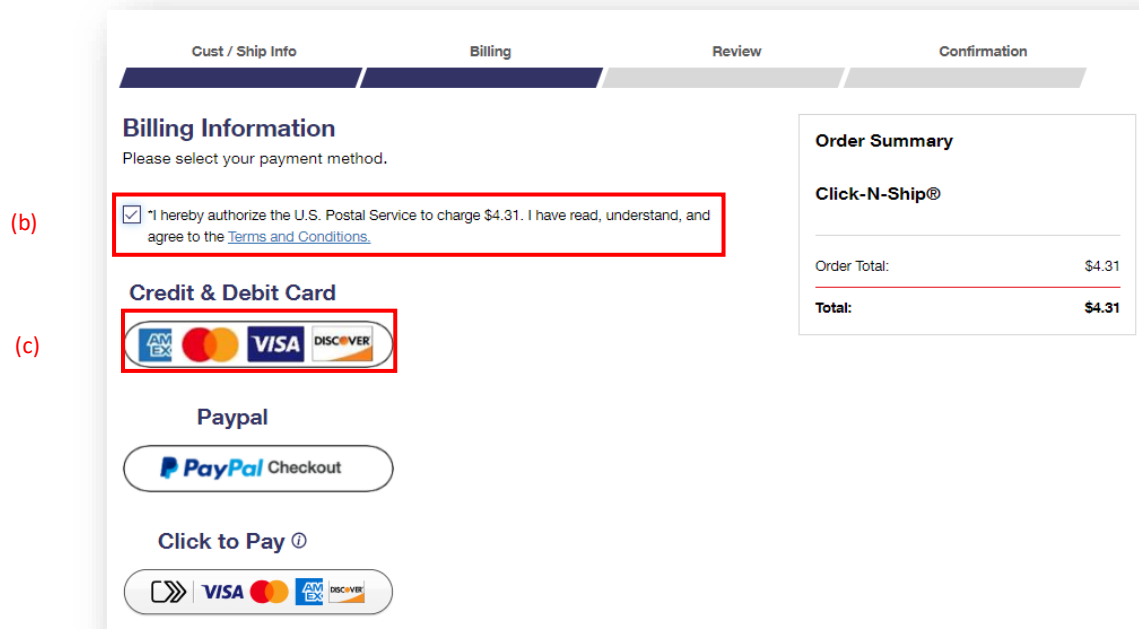
Paying with Credit / Debit Card

- a) If everything is correct, you may proceed to payment by clicking **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.



The screenshot shows a 'Label Cart' interface. At the top left, there is a link to 'Remove All'. At the top right, the 'Order Total' is \$20.69. Below this, there is a 'New Label' button and a dropdown menu. A large red 'Pay Now' button is positioned on the right side. At the bottom, there are icons for various payment methods: American Express, PayPal, Mastercard, Apple Pay, Discover, and Visa.

- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Credit & Debit Card** as the payment option.




The screenshot shows the 'Billing' section of the payment page. The 'Billing Information' section has a sub-header 'Please select your payment method.' and a checkbox labeled 'I hereby authorize the U.S. Postal Service to charge \$4.31. I have read, understand, and agree to the [Terms and Conditions](#).' This checkbox is marked with a checkmark and is highlighted with a red box labeled (b). Below this, the 'Credit & Debit Card' section is highlighted with a red box labeled (c). It features icons for American Express, Mastercard, Visa, and Discover. Other payment options shown include 'Paypal' with a 'PayPal Checkout' button and 'Click to Pay' with icons for Visa, Mastercard, and Discover. On the right side, there is an 'Order Summary' section titled 'Click-N-Ship®' showing the 'Order Total' as \$4.31 and the 'Total' as \$4.31.

- d) Once the payment method is selected, enter your **Credit or Debit Card Information**.

- i. Note, to save your card to your account, select **Save this card to my account**. To make this card your preferred card, select **Make this my preferred card**.

Credit & Debit Card



Credit or Debit Card Information

*Required Field

(d)

*Cardholder's Name as it appears on card	Card Nickname (Business Card, Personal Card, etc.)	
<input type="text" value="Rocky Balboa"/>	<input type="text" value="Card Nickname"/>	
*Card Number	*CVC ⓘ	*Expires on
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="MM/YY"/>

(i)

☐ Save this card to my account

☐ Make this my preferred card

- e) Enter your **Billing Address** and once ready to pay, select **Print and Pay** to proceed.

Billing Address

The address on file with your card company must match your billing address.

☐ Use USPS.com account address

(d)

*Address 1	Address 2	
<input type="text" value="300 SUPERMAN ST"/>	<input type="text" value=""/>	
*City	*State	*ZIP Code™
<input type="text" value="Charlotte"/>	<input type="text" value="NC - North Carolina"/>	<input type="text" value="33333"/>

(i)

Print and Pay

- f) Select **Accept & Continue** to continue and place your order.

✕

I certify that my mailing complies with all applicable laws and U.S. Postal Service® regulation and does not contain any prohibited, improperly prepared, or undeclared hazardous materials, as per the requirement set forth in Publication 52, Hazardous, Restricted, and Perishable Mail, the Domestic Mail Manual, and the International Mail Manual (all available online at: <https://pe.usps.com/>).

The mailing of Mercury is PROHIBITED. Failure to comply with this, or any other, prohibition can result in civil penalties up to \$100,000, plus the costs of clean-up and/or damages for each violation. Additionally, some hazardous materials, including but not limited to firearms ammunition, fireworks, strike anywhere matches, and certain flammable liquids (e.g., pure acetone) are prohibited in the mail. As the mailer, you are responsible to know the mailability of your product.

Lithium metal and lithium ion batteries being shipped independently are prohibited from air eligible shipping service (e.g., Priority Mail, Priority Mail Express, and First-Class Package service). Electronic products packed with or containing lithium batteries, such as cell phones, laptop, and e-cigarettes are subject to additional restrictions in both domestic and international mail.

Any mailing containing cigarettes or smokeless tobacco must be presented to a Postal Service™ employee at a Retail Post Office™ location for proper acceptance.

Accept & Continue

You must accept to continue and place your order.

Paying with PayPal






- a) If everything is correct, you may proceed to payment by clicking **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

✕ Remove AllOrder Total: \$20.69

New Label

▼

Pay Now



- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **PayPal** as the payment option.

Cust / Ship Info

Billing

Review

Confirmation





Billing Information

Please select your payment method.

(b)


☒ I hereby authorize the U.S. Postal Service to charge \$4.31. I have read, understand, and agree to the [Terms and Conditions](#).

Credit & Debit Card











Paypal

(c)



Click to Pay

Order Summary

Click-N-Ship®

Order Total:	\$4.31
Total:	\$4.31

d) Select **Accept & Continue** to proceed with paying for your order.

×

I certify that my mailing complies with all applicable laws and U.S. Postal Service® regulation and does not contain any prohibited, improperly prepared, or undeclared hazardous materials, as per the requirement set forth in Publication 52, Hazardous, Restricted, and Perishable Mail, the Domestic Mail Manual, and the International Mail Manual (all available online at: <https://pe.usps.com/>).

The mailing of Mercury is PROHIBITED. Failure to comply with this, or any other, prohibition can result in civil penalties up to \$100,000, plus the costs of clean-up and/or damages for each violation. Additionally, some hazardous materials, including but not limited to firearms ammunition, fireworks, strike anywhere matches, and certain flammable liquids (e.g., pure acetone) are prohibited in the mail. As the mailer, you are responsible to know the mailability of your product.

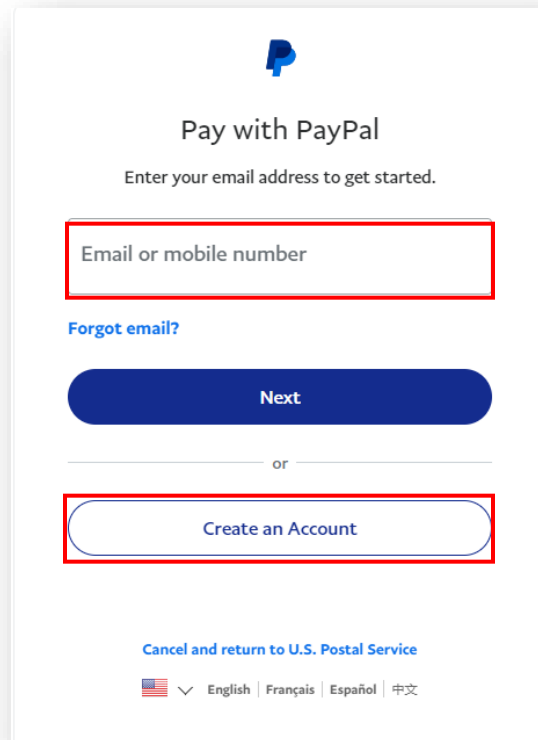
Lithium metal and lithium ion batteries being shipped independently are prohibited from air eligible shipping service (e.g., Priority Mail, Priority Mail Express, and First-Class Package service). Electronic products packed with or containing lithium batteries, such as cell phones, laptop, and e-cigarettes are subject to additional restrictions in both domestic and international mail.

Any mailing containing cigarettes or smokeless tobacco must be presented to a Postal Service™ employee at a Retail Post Office™ location for proper acceptance.

Accept & Continue

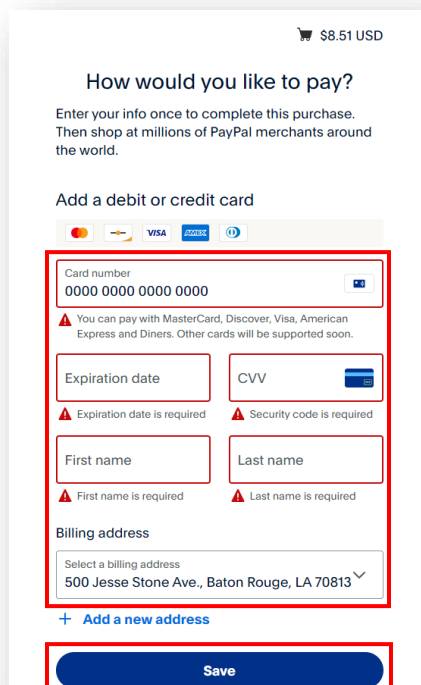
You must accept to continue and place your order.

e) To proceed with paying with PayPal, **login** or **create a new account**.



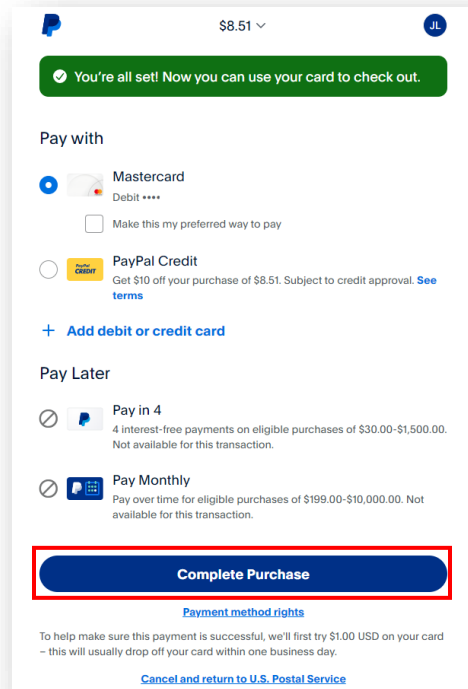
The image shows the PayPal login screen. At the top is the PayPal logo. Below it, the text "Pay with PayPal" is centered, followed by "Enter your email address to get started." There is a text input field labeled "Email or mobile number" which is highlighted with a red border. Below this field is a blue link "Forgot email?". A large blue button labeled "Next" is positioned below the link. A horizontal line with the word "or" in the center separates this from another section. In this section, there is a button labeled "Create an Account" which is also highlighted with a red border. At the bottom, there is a blue link "Cancel and return to U.S. Postal Service" and a language selection bar showing "English", "Français", "Español", and "中文".

- f) Once logged in, enter your **Debit / Credit Card and Billing Information**, and select **Save**.



The image shows the PayPal payment method selection screen. At the top right, a shopping cart icon and "\$8.51 USD" are displayed. The main heading is "How would you like to pay?". Below it, the text says "Enter your info once to complete this purchase. Then shop at millions of PayPal merchants around the world." There is a section titled "Add a debit or credit card" with icons for MasterCard, Discover, Visa, American Express, and Diners. Below this, there are several input fields: "Card number" (with placeholder "0000 0000 0000 0000" and a red warning triangle), "Expiration date" (with a red warning triangle), "CVV" (with a red warning triangle), "First name" (with a red warning triangle), and "Last name" (with a red warning triangle). Below these is a "Billing address" section with a dropdown menu showing "500 Jesse Stone Ave., Baton Rouge, LA 70813" and a red warning triangle. At the bottom, there is a blue link "+ Add a new address" and a large blue button labeled "Save" which is highlighted with a red border.

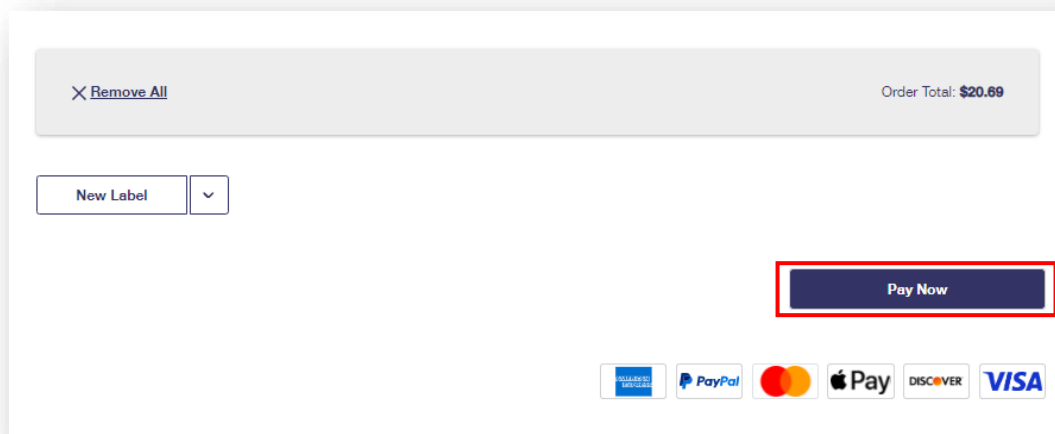
- g) Select **Complete Purchase** to proceed with paying for your order.



Paying with Click to Pay (Quick Pay)

Click to Pay makes online shopping easier by storing your credit cards in a secure, single account for use across all your devices and any website that offers this payment method.

- a) If everything is correct, you may proceed to payment by clicking **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.



- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Click to Pay** as your payment option.

(b)

(c)

The screenshot shows a checkout page with four tabs: 'Cust / Ship Info', 'Billing', 'Review', and 'Confirmation'. The 'Billing' tab is active. On the left, under 'Billing Information', there is a checkbox labeled 'I hereby authorize the U.S. Postal Service to charge \$4.31. I have read, understand, and agree to the Terms and Conditions.' This checkbox is checked and is highlighted with a red box labeled (b). Below this are sections for 'Credit & Debit Card' (with logos for AMEX, Mastercard, VISA, and DISCOVER), 'Paypal' (with a 'PayPal Checkout' button), and 'Click to Pay' (with logos for the same four card networks). The 'Click to Pay' section is highlighted with a red box labeled (c). On the right, an 'Order Summary' box shows 'Click-N-Ship®', 'Order Total: \$4.31', and 'Total: \$4.31'.

- d) If you're a new user, enter your **Credit / Debit Card information** and select **Continue**.

The screenshot shows a 'Click to Pay' checkout modal. At the top, it says 'Easy and smart online checkout' and 'Pay with confidence with Click to Pay'. Below this are two tabs: 'NEW' and 'RETURNING'. The 'NEW' tab is selected and highlighted with a red box. Under the 'NEW' tab, there are input fields for 'Card Number', 'Expires', and 'Security Code'. The 'Expires' and 'Security Code' fields are also highlighted with a red box. Below these fields is a paragraph of text: 'Your information will be shared with participating payment networks, service providers and as otherwise described in our Privacy Notice to give you the appropriate experience.' At the bottom of the modal is a blue button labeled 'CONTINUE', which is also highlighted with a red box.

- e) If you are a returning user, enter your **email address** and select **Continue**.

Easy and smart online checkout

Pay with confidence with Click to Pay

NEW RETURNING

Email Address

By continuing, you agree to Visa's [Privacy Notice](#).

CONTINUE

- f) Ensure that the saved card is correct and select **Continue** to proceed with paying for your order.

Pay With

Discover it®

Ending in 0000

clarkkent@gmail.com

☐ Remember me on this device ⓘ

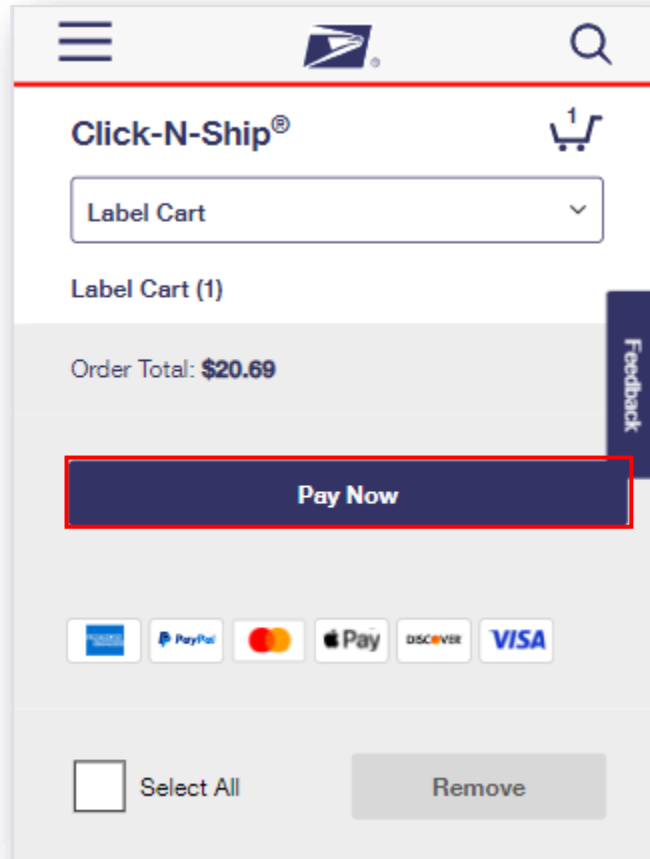
By clicking "Continue", you agree to our [Terms Of Use](#) and [Privacy Policy](#).

Continue


[Cancel and Return to Merchant](#)

Paying with Apple Pay (IOS users)

- a) If everything is correct, you may proceed to payment by clicking **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.



- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Apple Pay** as your payment option





Click-N-Ship 

2. Billing


Billing Information
Please select your payment method.


(b) ☐ *I hereby authorize the U.S. Postal Service to charge \$9.30.
I have read, understand, and agree to the [Terms and Conditions](#).






Credit & Debit Card


Paypal




Click to Pay 



(c) **Apple Pay**




- d) Select an **Apple Payment Method (Apple Cash / Debit / Credit Card)** and proceed with paying for your order.

Apple Pay 

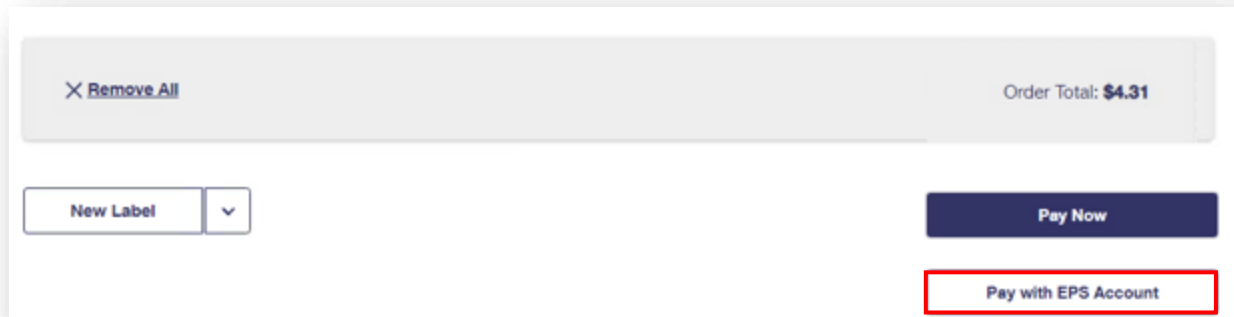
Pay In Full **Pay Later**

 **Apple Cash**
\$0.00 Insufficient Balance 

Pay USPS
\$9.30 

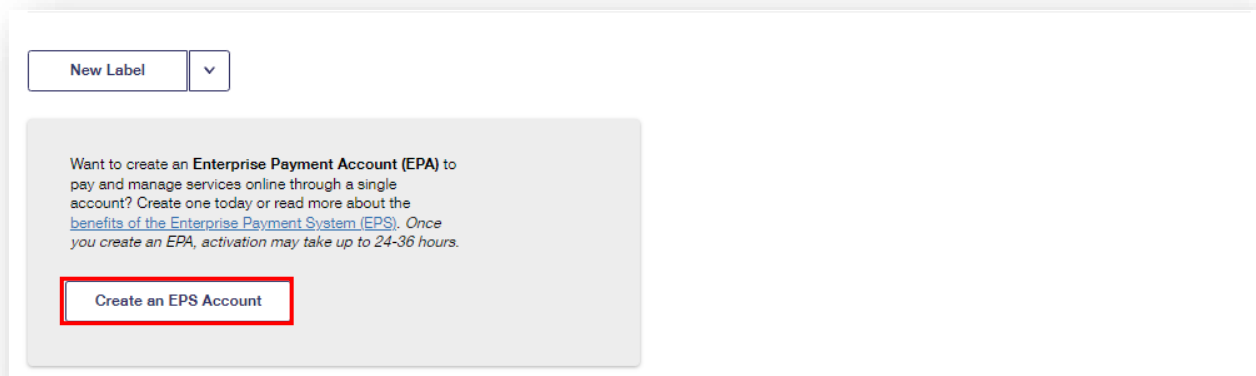
Paying with an Enterprise Payment System (EPS) Account

- a) If you already have an EPS Account, select **Pay with an EPS Account**.
- i. *Note, this option will only be displayed once an EPS Account has been created.*



The screenshot shows a payment interface. At the top left, there is a button labeled 'X Remove All'. At the top right, it says 'Order Total: \$4.31'. Below the 'Remove All' button is a 'New Label' button with a dropdown arrow. To the right of these is a dark blue 'Pay Now' button. At the bottom right, there is a button labeled 'Pay with EPS Account' which is highlighted with a red rectangular box.

- b) If you would like to create an **Enterprise Payment System (EPS) Account** to pay and or manage services online through a single account, select **Create an EPS Account**.



The screenshot shows a section of the interface. At the top left, there is a 'New Label' button with a dropdown arrow. Below this, there is a light gray box containing the following text: 'Want to create an Enterprise Payment Account (EPA) to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.' At the bottom of this gray box is a button labeled 'Create an EPS Account' which is highlighted with a red rectangular box.

- c) Agree to the **Terms and Conditions** for creating an Enterprise Payment System (EPS) account by selecting the **checkbox** and selecting **Submit**.

Create a New EPS Account

The process to create a new Enterprise Payment account is simple. We'll ask you to verify a few details, setup payment method(s), and add your products and services.

Please review and accept the Terms and Conditions for Enterprise Payment System

Terms and Conditions

[Print Terms and Conditions](#)

ENTERPRISE PAYMENT SYSTEM

By checking the "AGREE" box, you acknowledge that you have read, understand and agree to the terms and conditions set forth for the Enterprise Payment System (EPS) as described below.

This Terms and Conditions of Use Agreement (this "Agreement") is a legal agreement between you ("You" or "Your" or "User" or "Mailer") and the United States Postal Service, an Independent Establishment of the Executive Branch of the United States Federal Government ("USPS" or "Postal Service"). The Agreement sets forth the terms and conditions for Your use of the USPS Enterprise Payment System. User acknowledges and agrees that he, she or the entity User has accepted the Agreement on behalf of is solely responsible for and shall abide by these Terms and Conditions of Use as well as all policies, procedures and regulations of the United States Postal Service.

To the extent that the terms and conditions are not consistent with any provisions of the Domestic Mail Manual (DMM) or any other regulations or rulings of the USPS applicable to its mail, products or services presented pursuant to this Agreement or any other service agreement participant has with the USPS, the DMM and those regulations and rulings will prevail.

The Postal Service reserves the right to change the terms, conditions, and notices under which the USPS Enterprise Payment System is offered. If You do not agree to, or cannot comply with, the Agreement as amended, You must stop using the USPS Enterprise Payment System. You will be deemed to have accepted the Agreement as amended if You continue to use the system. User agrees to review these Terms of Use from time to time to ensure compliance with these terms and conditions. The Terms of Use can be accessed at any time by clicking here:<https://postalpro.usps.com/eps/terms>. User acknowledges and agrees that his or her use of the service is subject to any such changes and that Mailer's use of the service constitutes acceptance of such changed terms whether such terms have been modified or whether User has received actual notice of any changes to these Terms.

To use an Enterprise Payment Account (EPA), an account under EPS, You or a designated representative(s) of Your company who desires and enables its users to access EPS agree as follows:

1. Enrollment and Linking of Products and Services

The Business Location or Customer Registration ID (CRID) number under which You were provided by the Business Customer Gateway (BCG) will be linked to Your EPA. The information captured from said Business Location includes Your First and Last Name, Company Name, Location (address), Email Address and Telephone Number. For information regarding USPS Privacy Policy, visit <http://about.usps.com/who-we-are/privacy-policy/welcome.htm>.

☒ I have read and agree to the terms and conditions for creating an Enterprise Payment System account.

Cancel

Submit

Feedback

28

- d) Verify that your EPS Account Details / Information is correct and select **Next** to proceed to the next section.

Click-N-Ship®

1 Cart

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

Create a New EPS Account

1. Verify Details

2. Select CRID

3. Complete & Payment Setup

Step 1: **Verify Details**

Please verify your information.

Full Name
Clark
Kent

Phone Number
(704) 000-0000

Email Address
clarkkent@gmail.com

Notice something incorrect?
[Click here to update your account](#)

[Cancel](#)


Back

Next

Feedback

- e) Select the **Business Location** to associate with the EPS account and select **Next** to proceed to the next section.
- i. *Note, the Business Location that you select will determine what users are eligible for access to the account. You will be able to determine individual access and roles in the next step.*

Click-N-Ship®

 Cart

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

Create a New EPS Account

1. Verify Details

2. Select CRID

3. Complete & Payment Setup

Step 2: Select CRID

Please select a Business Location to associate with this EPS account.

The Business Location you select will determine what users are eligible for access to the account. You will be able to determine individual access and roles in the next step.

*Only **one** Business Location can be selected.

Showing 1-2 out of 2 accounts

☒ 94827777

Principal Account Contact:
300 SUPERMAN ST, KALAMAZOO, MI 00000-0000

☐ 94821234

Principal Account Contact:
320 SPIDERMAN ST, DALLAS, TX 00000-0000

[Cancel](#)

Back

Next

- f) To manage user roles, transfers, withdrawals, or products and services, select the **Here** hyperlink.
- g) To proceed with setting up a payment method via a **Trust Account**, select **Deposit Instructions**.
 - i. *Note, a Trust account has already been set up for you and only needs a deposit to be activated.*
- h) To Proceed with setting up a payment method via **ACH Debit**, select **Create an Account**.
 - i. *Note, you can also add an ACH Debit as a payment method. One is required for setup, and you can easily add another one later.*
- i) To set up your payment methods later, select **Set up later and go back to Label Manager**.

Click-N-Ship® Cart

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

Create a New EPS Account

1. Verify Details 2. Select CRID 3. Complete & Payment Setup


Congratulations! Your EPS account is created!

✓ Your EPS Number is: 1000013577

(f) You can manage user roles, transfers, withdrawals, and products and services [here](#)

Next Steps


The next step is to set up a payment method. A trust has already been set up for you and only needs a deposit to be activated. You can also add ACH Debit as a payment method. One is required for setup, and you can easily add another one later.



Trust Account
Deposit funds to USPS bank for all charges

Deposit Instructions

(g)



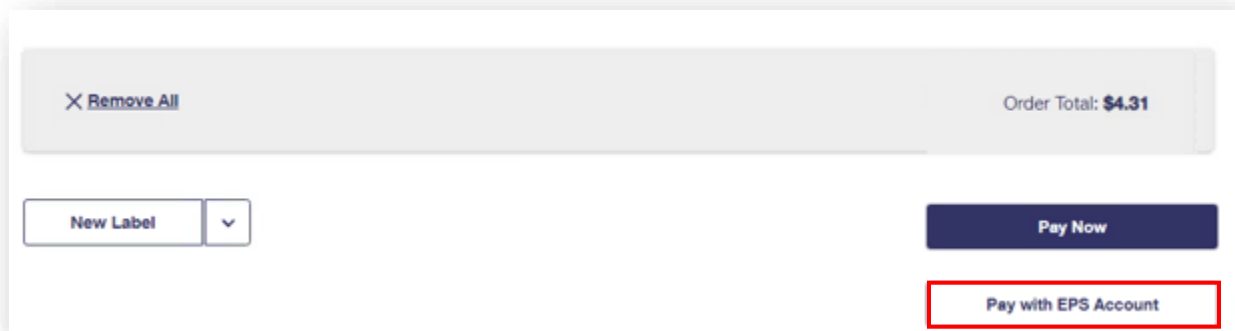
ACH Debit
Designate a debit-enabled bank account for all charges.

Create an Account

(h)

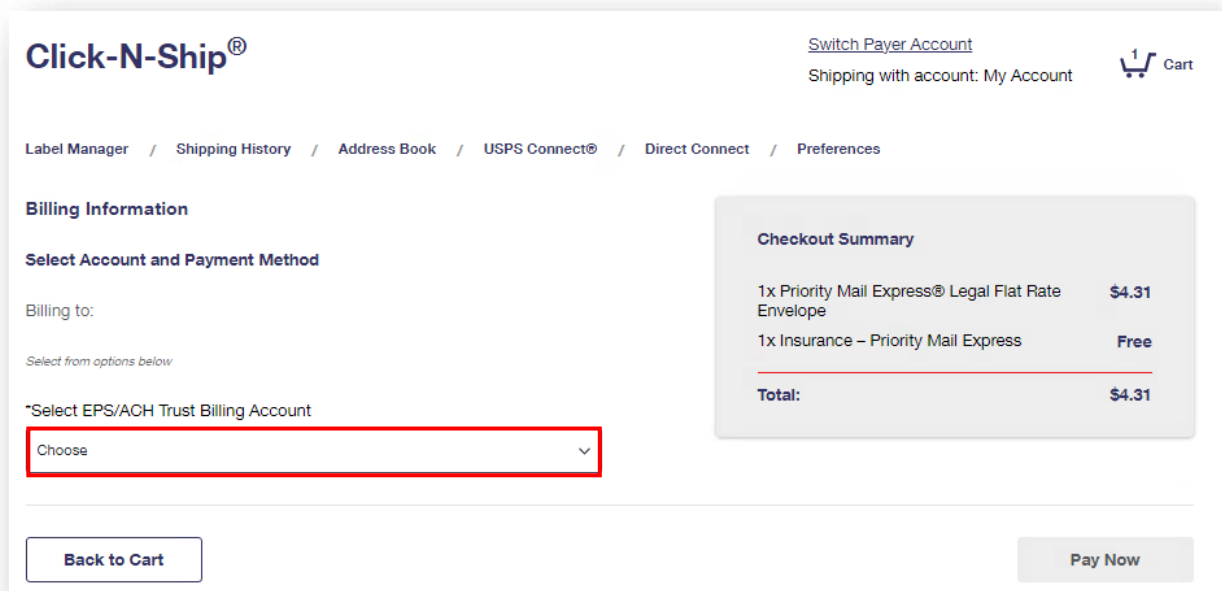
(i) [Set up later and go back to Label Manager](#)

- j) Once your EPS Account and Payment Method has been created select **Pay with an EPS Account** to proceed with paying for your order.



This screenshot shows a payment selection interface. At the top left, there is a link to 'Remove All' with a close icon. At the top right, the 'Order Total' is displayed as '\$4.31'. Below these, on the left, is a 'New Label' button with a dropdown arrow. On the right, there are two buttons: 'Pay Now' and 'Pay with EPS Account'. The 'Pay with EPS Account' button is highlighted with a red rectangular border.

- k) Select a **Billing Account** to pay for your label(s) by clicking on the dropdown and choosing an account.



This screenshot shows the Click-N-Ship checkout page. The header includes the 'Click-N-Ship' logo, a 'Switch Payer Account' link, and a shopping cart icon with '1' item. Below the header is a navigation bar with links: 'Label Manager', 'Shipping History', 'Address Book', 'USPS Connect', 'Direct Connect', and 'Preferences'. The main content area is divided into two sections. On the left, under 'Billing Information', is the 'Select Account and Payment Method' section. It includes a 'Billing to:' label, a note to 'Select from options below', and a dropdown menu labeled '*Select EPS/ACH Trust Billing Account' with the text 'Choose' and a dropdown arrow. This dropdown menu is highlighted with a red rectangular border. At the bottom left of this section is a 'Back to Cart' button. On the right, the 'Checkout Summary' box lists the items: '1x Priority Mail Express® Legal Flat Rate Envelope' for '\$4.31' and '1x Insurance – Priority Mail Express' for 'Free'. The 'Total' is '\$4.31'. At the bottom right of the page is a 'Pay Now' button.

- l) Select a **Payment Method** by clicking on the dropdown and choosing a payment method.
- m) Once the Billing Account and Payment Method have been selected, click on the **Pay Now** button to proceed with payment.

Click-N-Ship®

[Switch Payer Account](#)

Shipping with account: My Account

1

Cart

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

Billing Information

Select Account and Payment Method

Billing to:
EPS Account Ending in 8955 (USPS)
TRUST Account

Balance: \$84,066.00

*Select EPS/ACH Trust Billing Account

EPS Account Ending in 8955 (USPS)

*Select Account Payment Method

TRUST Account

(l)

Back to Cart

(m)

Pay Now

Checkout Summary

1x Priority Mail Express® Legal Flat Rate Envelope

\$4.31

1x Insurance – Priority Mail Express

Free

Total:

\$4.31

33

Paying with 3rd Party Authorization (Business Accounts)

- a) If you created label(s) via the Click-N-Ship® 3rd Party feature and would like to proceed with paying for the label(s) with the Payer's EPS Account, select **Pay with EPS** to proceed to the Payment Confirmation page.

i. *Note, as the Shipper – you will not be able to see the Payer's rates and prices when creating label(s) for them.*

Label Cart (2)
[Back to Label Manager](#)

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<input type="checkbox"/> 1 of 2 Edit	03/31/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	Priority Mail Express® Legal Flat Rate Envelope	Value: \$100	Legal Flat Rate Envelope Insurance – Priority Mail Express Hidden Postage	\$—.*
<input type="checkbox"/> 2 of 2 Edit	03/29/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 77777-8888	Priority Mail® Flat Rate Envelope	Value: \$100	Flat Rate Envelope Insurance USPS Tracking Electronic	\$—.*

USPS® Shipping Supplies
Add labels, tape, boxes and shipping supplies to the label order.

+ Add Shipping Supplies

[Remove All](#)

*Prices determined on payment

New Label

▼

Shipping with account: 94883629
[Switch Payer Account](#)

Pay with EPS Account

(i)

(a)

b) If you have any outstanding Postage Dues listed on your account, you will encounter the following error at the top of the Label Cart page. To proceed with paying off the outstanding Postage Dues, select **Pay Postage Dues** or **Pay Postage Dues with EPS**.

i. *Note, you will not be able to proceed with shipping unless the Postage Does are paid in full. All Postage Dues must be paid with your own account, not the payers.*

Error: Postage dues must be paid for using your own account. Switch to your account and pay for the postage dues to continue shipping.

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
--------------------------	-----------	-----------	---------------------	-----------------	------------------	-------

Postage Due

You currently have 3 postage dues in your Cart as shown below. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label.

* All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You can choose to pay only Postage Dues or pay Postage Dues along with your Next label transaction. The Order Total at the bottom of the Cart includes Postage Dues.

1 of 2	03/18/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	Postage Due ⓘ Priority Mail® Choose Your Own Box Label Number: 098765434567890	16 oz	Reason for Postage Due: Zone	\$0.25
					Total Postage Due	\$0.25
2 of 2	03/18/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	Postage Due ⓘ Priority Mail® Small Flat Rate Box Label Number: 098765434567890	16 oz	Reason for Postage Due: Zone	\$0.25
					Total Postage Due	\$0.25

Remove

You must pay with your account.

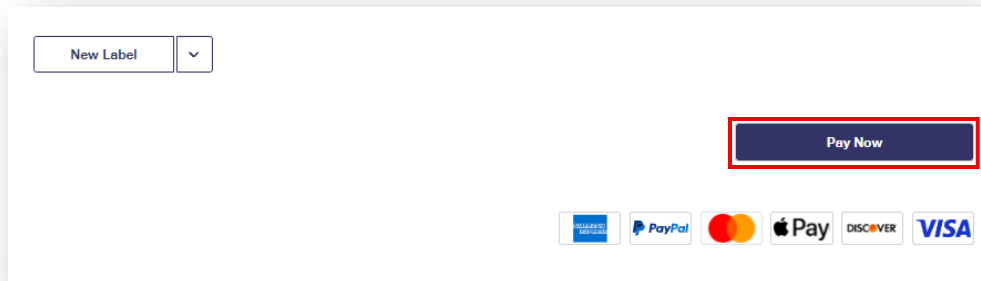
Pay Postage Dues

Pay Postage Dues With EPS

35

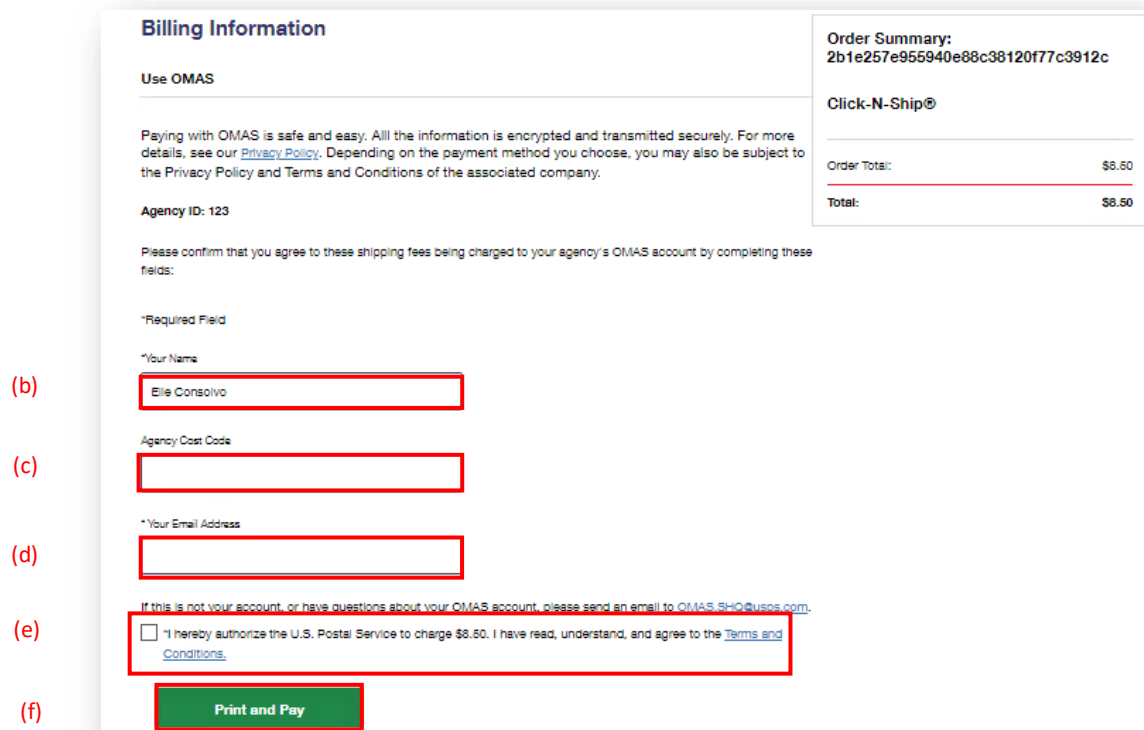
Paying with OMAS (Official Mail Accounting System)

- a) If everything is correct, you may proceed to payment by clicking **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.




The image shows a portion of a web interface. At the top left is a button labeled 'New Label' next to a small dropdown arrow. To the right, a dark blue button labeled 'Pay Now' is highlighted with a red rectangular border. Below these buttons is a row of payment method logos: American Express, PayPal, Mastercard, Apple Pay, Discover, and Visa.

- b) Enter the **Your Name** (*required field*).
- c) Enter the **Cost Code** (*not required*).
- d) Enter the **Email** associated with your OMAS account (*required field*).
- e) Accept the **Terms and Conditions** by selecting the checkbox.
- f) Once you are ready to proceed with the payment, select **Print and Pay**.



The image shows a 'Billing Information' form. On the right side, there is an 'Order Summary' box containing the text: 'Order Summary: 2b1e257e955940e88c38120f77c3912c', 'Click-N-Ship®', 'Order Total: \$8.60', and 'Total: \$8.60'. The main form area has a section titled 'Use OMAS' with a paragraph explaining the security of the payment method. Below this, it says 'Agency ID: 123' and asks the user to confirm agreement to shipping fees. There are three input fields, each with a red border and a corresponding label to its left: '*Your Name' (containing 'Elie Consolvo'), 'Agency Cost Code', and '*Your Email Address'. Below the email field is a link: 'If this is not your account, or have questions about your OMAS account, please send an email to OMAS_SHQ@usps.com.' Below this link is a checkbox labeled 'I hereby authorize the U.S. Postal Service to charge \$8.60. I have read, understand, and agree to the Terms and Conditions.' At the bottom of the form is a green button labeled 'Print and Pay'. To the left of the form, letters (b) through (f) are placed next to the respective input fields and the 'Print and Pay' button, indicating the steps to follow.

g) Select **Accept & Continue** to continue and place your order.



I certify that my mailing complies with all applicable laws and U.S. Postal Service® regulation and does not contain any prohibited, improperly prepared, or undeclared hazardous materials, as per the requirement set forth in Publication 52, Hazardous, Restricted, and Perishable Mail, the Domestic Mail Manual, and the International Mail Manual (all available online at: <https://pe.usps.com/>).

The mailing of Mercury is PROHIBITED. Failure to comply with this, or any other, prohibition can result in civil penalties up to \$100,000, plus the costs of clean-up and/or damages for each violation. Additionally, some hazardous materials, including but not limited to firearms ammunition, fireworks, strike anywhere matches, and certain flammable liquids (e.g., pure acetone) are prohibited in the mail. As the mailer, you are responsible to know the mailability of your product.

Lithium metal and lithium ion batteries being shipped independently are prohibited from air eligible shipping service (e.g., Priority Mail, Priority Mail Express, and First-Class Package service). Electronic products packed with or containing lithium batteries, such as cell phones, laptop, and e-cigarettes are subject to additional restrictions in both domestic and international mail.

Any mailing containing cigarettes or smokeless tobacco must be presented to a Postal Service™ employee at a Retail Post Office™ location for proper acceptance.

Accept & Continue

You must accept to continue and place your order.

All Actions within Payment Confirmation Page (Post-Payment)

After payment, you will be able to print your label as needed. Please note that you only have until 11:59PM Central Time of the Ship Date to print these labels.

Payment Confirmation Page Overview

- a) Review the **Payment Confirmation page** for accuracy.
 - i. **Note:** if you utilized the Click-N-Ship® 3rd Party Authorization feature to create and ship label(s), you will not be able to see the Payer's rates and prices on the Payment Confirmation page.

New Label ▼

Thank you for choosing the United States Postal Service®

Payment Confirmation Order Number: [93D7C4F2-50E5-4945-B27A-44870F68917F](#)

Charged to	Order Total
EPS-8955	\$97.03 (3 labels)

Print and Save your Labels as PDF

- a) **Before You Print:** to ensure proper printing of labels, please ensure that you have the 'block pop-ups' setting **disabled** from your browser and / or device. If this setting is not disabled, Click-N-Ship will notify you via a warning message via the Payment Confirmation page (see below):

Print & Ship ⓘ

You have until 11:59 PM Central Time of the Ship Date to print these labels.

Print your labels and SCAN form, prepare your packages, and bring everything to your Post Office™. Follow the drop-off signage at your local facility or contact them ahead of your drop-off for more information.

Label Printing Format

Label Printer Compatible (4" x 6") 1 page sheet ▼

☐ Include SCAN Form for this order ⓘ

This will only include labels from this order. If you plan to order more labels today, you can wait to print your SCAN Form and manage it later to include all labels for the day.

⚠ We have detected that you have a pop-up blocker enabled, which may interfere with printing labels successfully. Please disable your pop-up blocker in your browser settings if you are having issue printing a label. ✕

Print Labels Save as PDF View SCAN Form

- b) Once you are ready to print the label(s), select the **printing format** for the label(s).
- Note:** the option to print two labels per page on a Standard (8.5x11) sheet of paper without a receipt will only be available with an order of two or more labels.

Print & Ship ⓘ

You have until 11:59PM Central Time of the Ship Date to print these labels.

Print your labels and SCAN form, prepare your packages, and bring everything to your Post Office™. Follow the drop-off signage at your local facility or contact them ahead of your drop-off for more information.

Label Printing Format ⓘ

- Standard (8.5 x 11) - Without receipt, two labels per page
- Label Printer Compatible (4 x 6) 1 page sheet
- Label Printer Compatible (4 x 5) 1 page sheet
- Standard (8.5 x 11) - With receipt, one label per page
- Standard (8.5 x 11) - Without receipt, two labels per page**
- Print later at Post Office

als today, you can wait day.

Create Digital Banner

- c) To print a SCAN Form along with the labels, select the Include SCAN Form for this order checkbox.
- Note:** This will only include labels from this order. If you plan to order more labels today, you can wait to print your SCAN Form and manage it later to include all labels for the day.

Print & Ship ⓘ

You have until 11:59PM Central Time of the Ship Date to print these labels.

Print your labels and SCAN form, prepare your packages, and bring everything to your Post Office™. Follow the drop-off signage at your local facility or contact them ahead of your drop-off for more information.

Label Printing Format ⓘ

Standard (8.5 x 11) - Without receipt, two labels per page

☒ Include SCAN Form for this order ⓘ

This will only include labels from this order. If you plan to order more labels today, you can wait to print your SCAN Form and manage it later to include all labels for the day.

Print Labels Save as PDF Create Digital Banner

- d) Once the printing format is selected, select **Print Labels**.
- e) If you want to download and save the label(s) as a PDF, select **Save as PDF**.

Print & Ship ⓘ

You have until 11:59PM Central Time of the Ship Date to print these labels.

Print your labels and SCAN form, prepare your packages, and bring everything to your Post Office™. Follow the drop-off signage at your local facility or contact them ahead of your drop-off for more information.

Label Printing Format ⓘ

Standard (8.5 x 11) - Without receipt, two labels per page

☒ Include SCAN Form for this order ⓘ

This will only include labels from this order. If you plan to order more labels today, you can wait to print your SCAN Form and manage it later to include all labels for the day.

Print Labels

Save as PDF

Create Digital Banner

Print your Labels at the Post Office™ (USPS Label Broker)

- a) All international and domestic outbound labels will have the option to print at the Post Office™. If this option is available, enter the **email address** that you want the Label Broker® QR code to be sent to and select **Submit**.
- b) Once the Label Broker® QR code is sent to your email, a list of local Post Office(s)™ where you can print your label(s) will be displayed.

Print Your Labels

You have until 11:59 PM Central Time of the Ship Date to print this label.

Select printing format for your labels.

Label Printing Format ⓘ

Print later at Post Office ▼

When choosing this option, USPS will send you an e-mail containing a QR code that can be scanned at participating USPS Retail Locations. For more information, visit [Label Broker FAQs](#)

Enter your email to receive the QR code.

(a)

Your labels are ready to print at the Post Office!

Your Label Broker ID® code has been emailed to you and is ready to use to print your labels at the Post Office™.

Post Offices near: 45202

(b) **Showing Top 25 Results**

- QUEEN CITY
525 VINE ST STE 1 CINCINNATI, OH 45202

Print and Save your Stamps as PDF for Letters & Large Envelopes

- a) **Before You Print:** to ensure proper printing of labels for Letters & Large Envelopes, please ensure that you read and follow the printing and placement instructions provided (see below):
- 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.

Thank you for choosing the United States Postal Service

Payment Confirmation Order Number:

Charged To

Order Total

\$65.68 (4 Labels)

Print & Ship ⓘ

You have until 11:59 PM Central Time of the Ship Date to print these labels.

Print your labels and SCAN form, prepare your packages, and bring everything to your Post Office™. Follow the drop-off signage at your local facility or contact them ahead of your drop-off for more information.

Please follow these printing and placement guidelines in order to avoid delays in processing:

1. Ensure none of the adhesive backing is exposed when placing the label. Exposed backings can interfere with mail-processing equipment.
2. Do not cover a label's bar code with tape or plastic wrap. These can affect readability.

[Learn more about printing your Click-N-Ship Labels](#)

- b) Once you have read the printing and placement instructions and are ready to print, select the print format type from the **First-Class Mail Label Printing Format** dropdown. Then select the **Print Labels** button.
- i. **Note:** you will not be able to print a SCAN form with your Letters & Flats stamps and only the 6 x 4 print option will be available.

Printing Labels for Letters & Flats (Large Envelopes)

Place the label on the upper right corner of the letter or flat. Make sure the address is parallel to the longest side. For letters, make sure the bottom of the address is at least 5/8" from the bottom of the envelope.

First Class Mail Label Printing Format

Label Printer Compatible (6" x 4") 1 page sheet



Print Labels

Save as PDF

Request a Pickup

- a) If you would like your Package to be picked up for shipping, select **Request a Pickup**.
- i. **Note:** if your return address is eligible for Carrier Pickup, you can follow the steps outlined above to request a Carrier Pickup.

View SCAN Form

- a) If you have a batch of labels, you are eligible for a SCAN form. SCAN forms provide a master barcode that represents all the Packages in your batch(es) and allow for better visibility while tracking your online labels. Select **View SCAN Form**.
- i. **Note:** there will be a message displayed notifying you if you are eligible for a SCAN form.

This screenshot shows a shipping management interface. At the top, there are tabs: Ship Date, Recipient, Mailpiece and Package, Package Details, Digital Banner, and Label Number. Below these tabs, a table displays shipping information for a single item. The 'Mailpiece and Package' tab is active, showing 'Priority Mail Express® Padded Flat Rate Envelope' and '2-Day Delivery'. Below the table, there are three buttons: 'Request a Pickup', 'View SCAN Form' (highlighted with a red box), and 'Create A Label'.

Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1	<input type="checkbox"/> 09/12/2024 Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail Express® Padded Flat Rate Envelope 2-Day Delivery		Create	9470130109355000377112

[Request a Pickup](#) [View SCAN Form](#) [Create A Label](#)

- b) Once selected, you will be redirected to the **SCAN Form Open** page. Agree to the SCAN Form terms and conditions.
- c) Select **Create and Print SCAN Form** and the SCAN Form will be downloaded as a PDF. To reprint the SCAN Form, refer to the SCAN Form tab in the main menu.

This screenshot shows the 'Shipping Confirmation Acceptance Notice (SCAN) Form Open' page. At the top, it states 'You have 1 label eligible to be added to a SCAN Form. You have until 11:59 Central Time of the Ship Date to create and print your SCAN Form.' Below this, there is a dropdown menu for 'SCAN Form ZIP Code™' with '28262' selected. A table displays shipping details for one item. Below the table, there is a section with a 'Cancel All SCAN Form(s)' link and a 'Label(s) Total (1): 26.85' summary. A red box highlights a certification statement: 'I certify that every label listed above will be shipped with this SCAN Form. I understand that the labels above will be ineligible for refund requests if not shipped with this SCAN Form and that no changes can be made to this SCAN Form after printing.' Below this, there are three buttons: 'Back', 'Create and Print SCAN Form' (highlighted with a red box), and 'Create Another Label'.

Shipping Confirmation Acceptance Notice (SCAN) Form Open
You have 1 label eligible to be added to a SCAN Form. You have until 11:59 Central Time of the Ship Date to create and print your SCAN Form.

SCAN Form ZIP Code™
28262

Shipping Address	Package Details	Service	Price	Actions
Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Ship Date: 09/12/2024 From: 28262-2550	Priority Mail Express® Padded Flat Rate Envelope	\$26.85	X Remove

[X Cancel All SCAN Form\(s\)](#) Label(s) Total (1): **26.85**

☒ I certify that every label listed above will be shipped with this SCAN Form. I understand that the labels above will be ineligible for refund requests if not shipped with this SCAN Form and that no changes can be made to this SCAN Form after printing.

[Back](#) [Create and Print SCAN Form](#) [Create Another Label](#)

(c)

Create a Digital Banner

a) If you would like to create a Digital Banner, select the **Create** hyperlink.

Label actions: Select labels and print, save to PDF or create a digital ad campaign to appear in recipient's Informed Delivery.

[Print Labels](#) [Save as PDF](#) [Create Digital Banner](#)


<input type="checkbox"/> Ship Date	Recipient	Service and Package	Package Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/> 09/12/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail Express® Padded Flat Rate Envelope 2-Day Delivery		Create	9470130109355000377112

[Request a Pickup](#) [View SCAN Form](#) [Create A Label](#)

- b) Enter the **Brand Display Name**.
- c) Enter the **Link URL**.
- d) Upload an **Image** from your saved files.
- e) Select **Save**.

Configure Digital Banner Details

(d)

 **Upload Image**

Drag & Drop or Select an Image from Your Computer

210px X 140px
Max size of 204k bytes

*Brand Display Name

(b)

*Link URL

(c)

Need Help? Visit our [user guide](#) for more information or you can pick from our Informed Library catalog [click here](#).

[Go Back](#) [Save](#) (e)

Create a Label from Payment Confirmation Page

- a) If you would like to create more labels, select **Create a Label** and you will be redirected to the **Create a Label** page.

Label actions: Select labels and print, save to PDF or create a digital ad campaign to appear in recipient's Informed Delivery.

[Print Labels](#) [Save as PDF](#) [Create Digital Banner](#)

<input type="checkbox"/> Ship Date	Recipient	Service and Package	Package Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/> 09/12/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail Express® Padded Flat Rate Envelope 2-Day Delivery		Create	9470130109355000377112

[Request a Pickup](#) [View SCAN Form](#) [Create A Label](#)