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

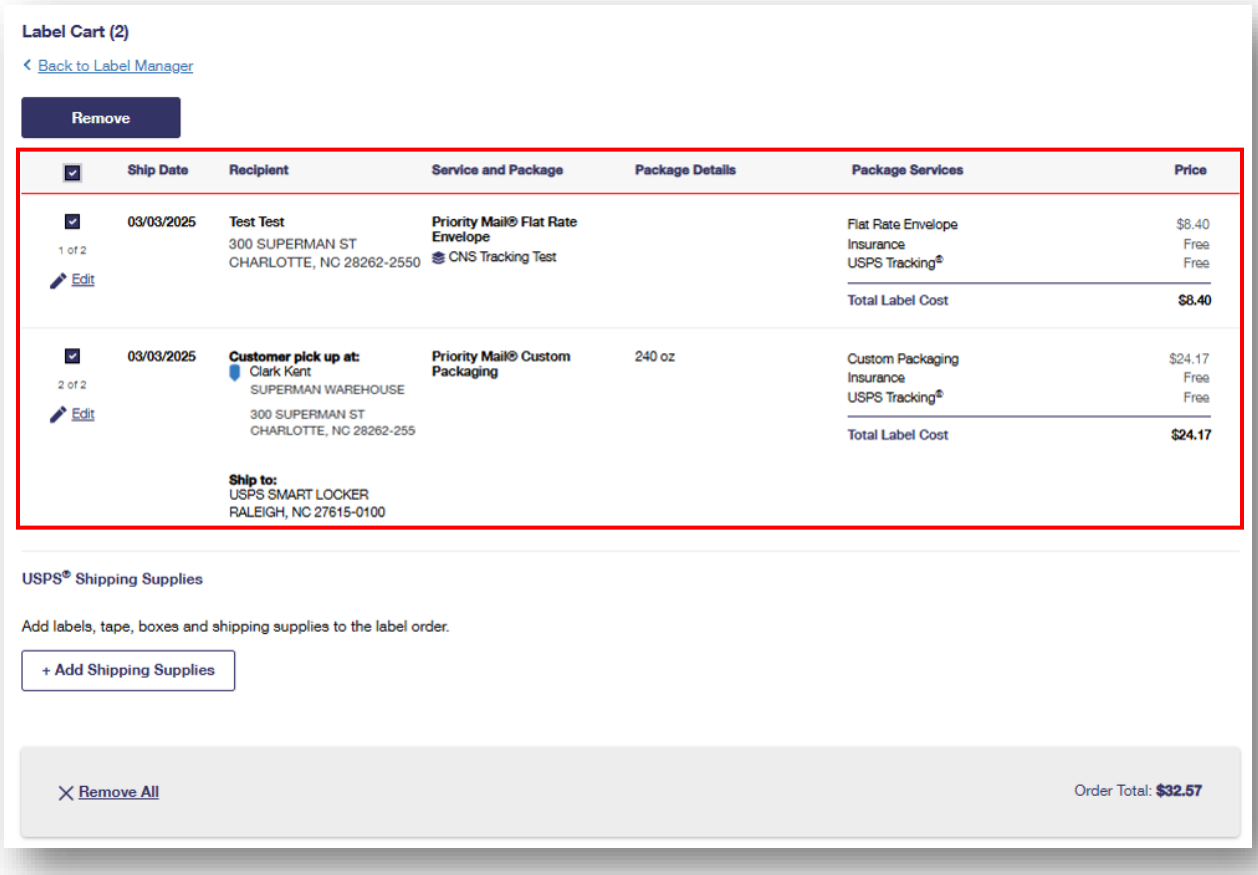
Last Updated – January 20th, 2026

**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:



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!

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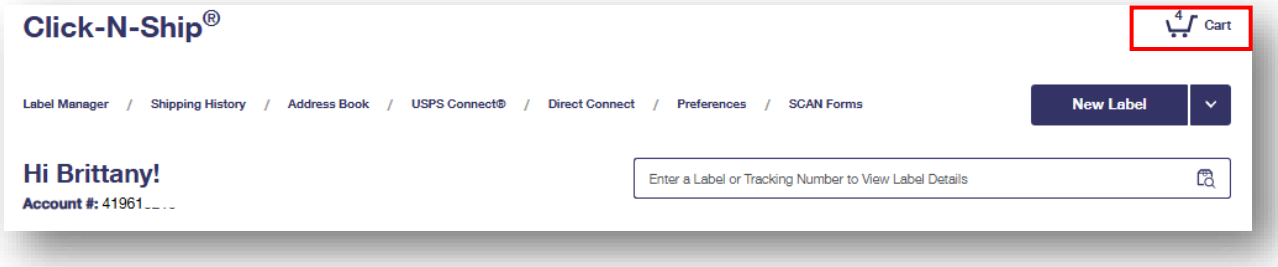
Navigating the Label Cart

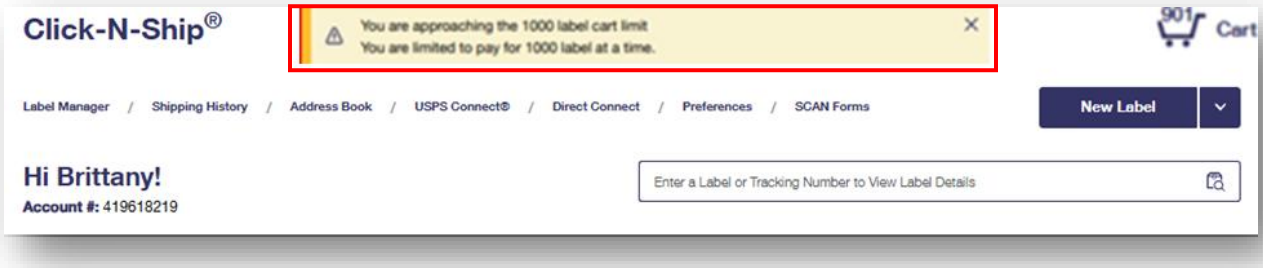
Within the Label Cart, you will be able to see an overview of the labels that you've created using the Click-N-Ship® application and that are ready for purchase.

1) Navigate to Label Cart

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



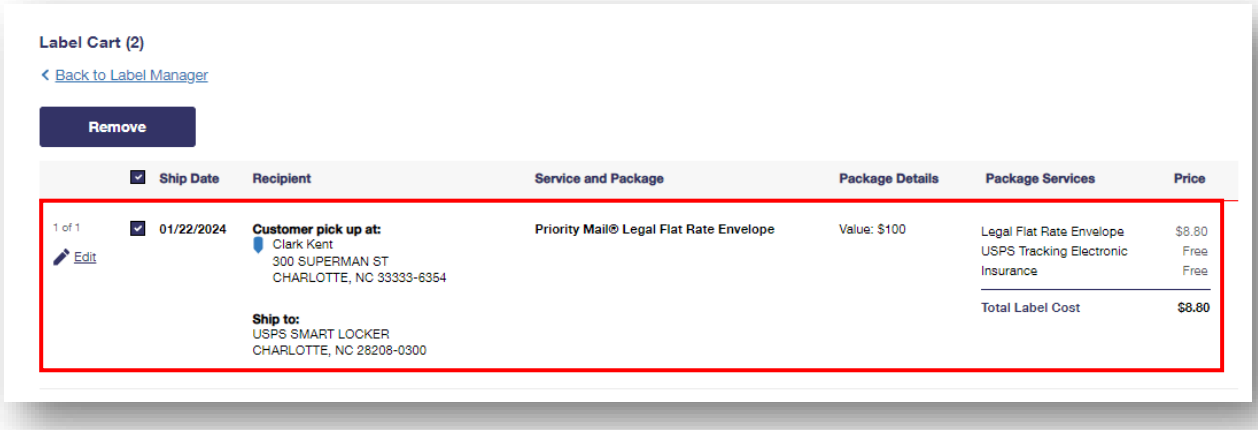
b) Once you have over 900 labels in your Label Cart, you will see the following **warning message** to let you know that you are approaching the 1,000-label cart limit.



All Actions within Label Cart (Pre-Payment)

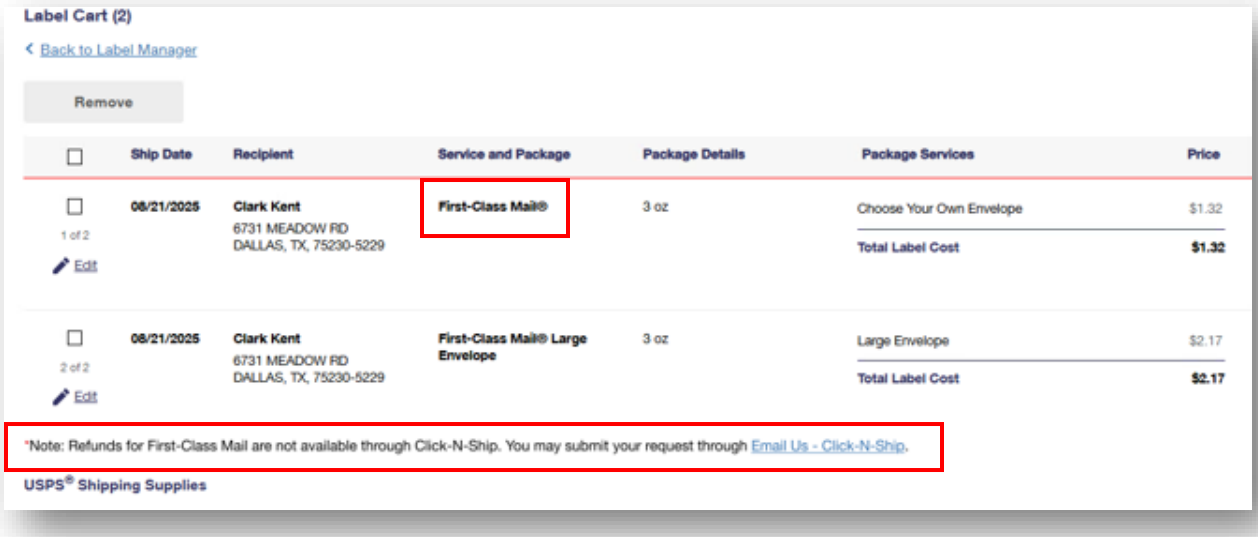
Understanding the Types of Labels in your Cart

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

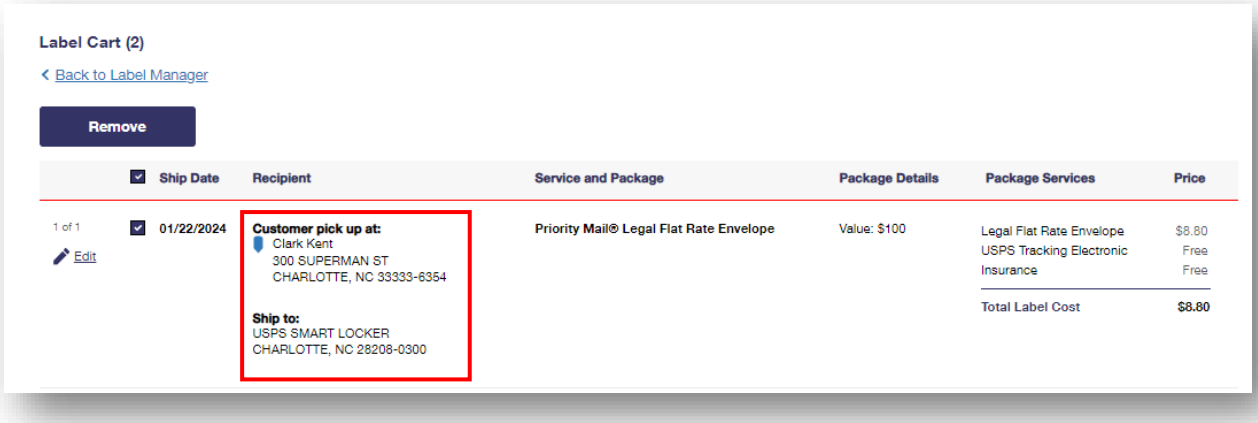


b) If a label with the **First-Class Mail Letter or Large Envelope** service was selected, you will see the associated service displayed under the **Service and Package** Section**.**

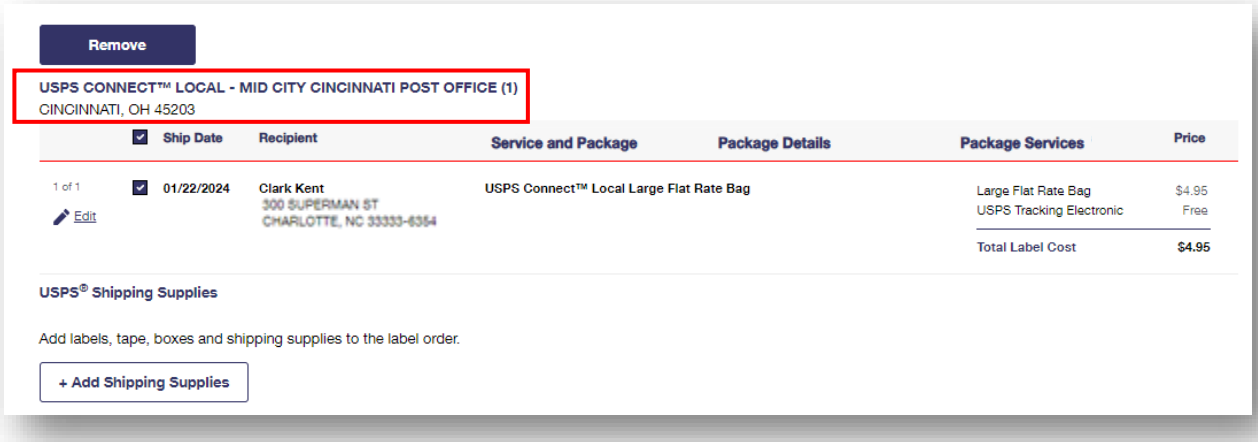
   i. **Note:** Refunds for First-Class Mail will not be available through Click-N-Ship and users will have to contact Customer Service via Email Us - Click-N-Ship® to initiate a refund.



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

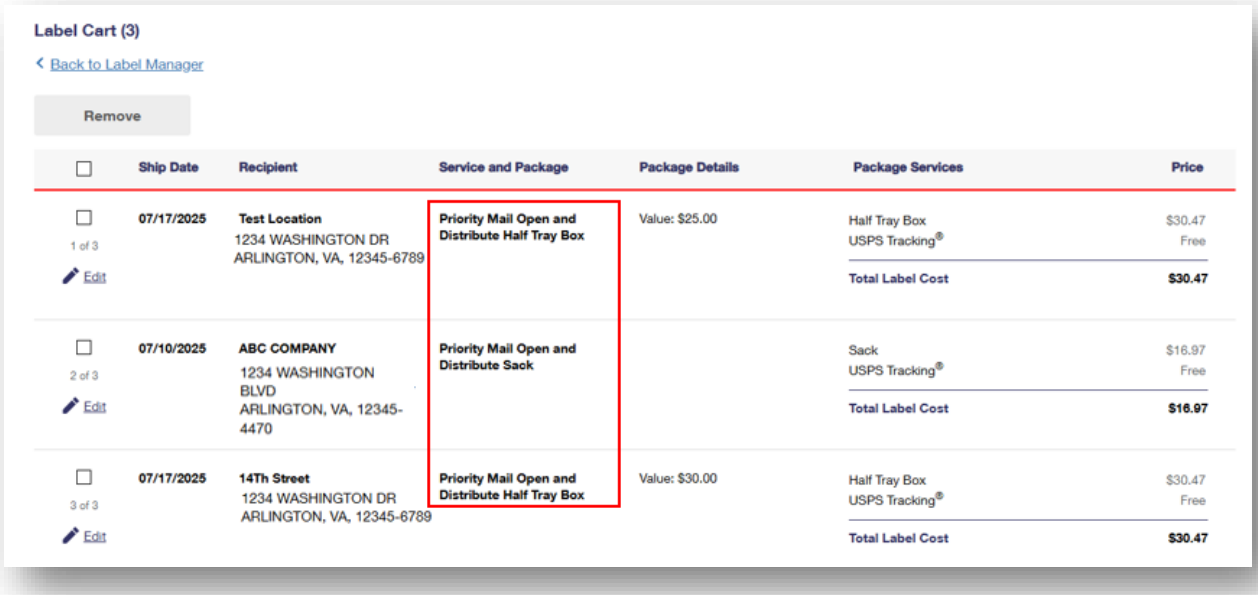


d) If a **USPS Connect™ Local label** was created, the drop-off location will be displayed above the **Ship Date** section**.**

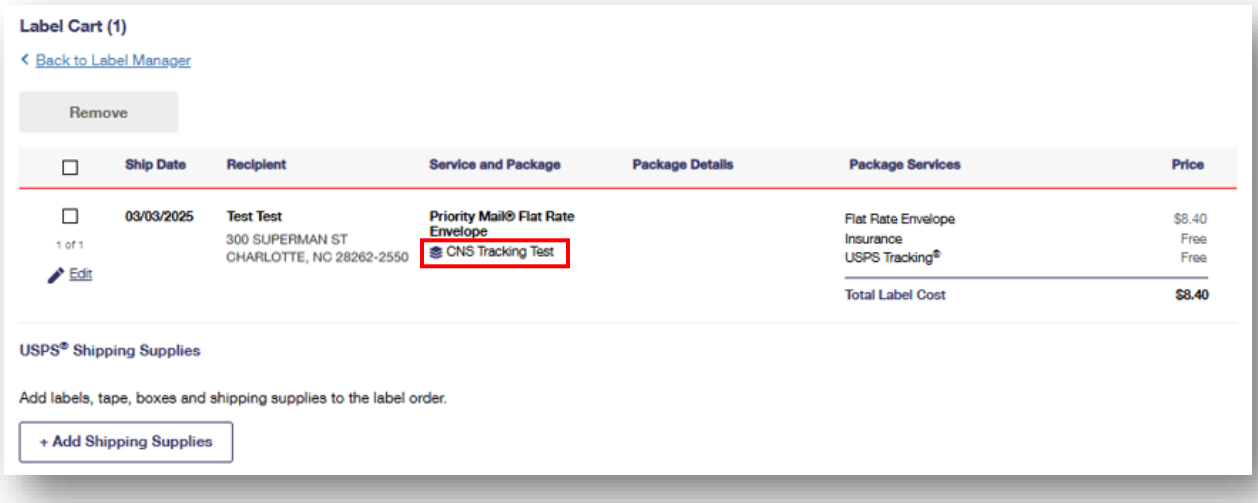


e) If a Priority Mail Open & Distribute (PMOD) label was created, the associated **PMOD Service and Package Type** will be displayed within the **Service and Package** column.

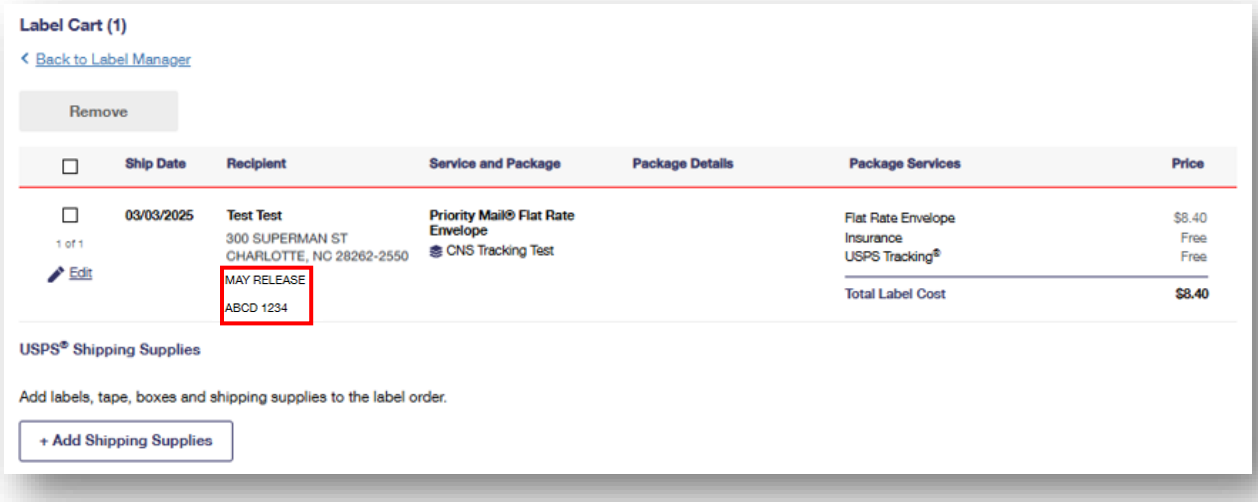
   i. ***Note:*** *PMOD labels can only be created using a Business Account. Refer to the PMOD USPS FAQ Article for more information.*



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.



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.



Understanding the Label Fee(s) in your Cart

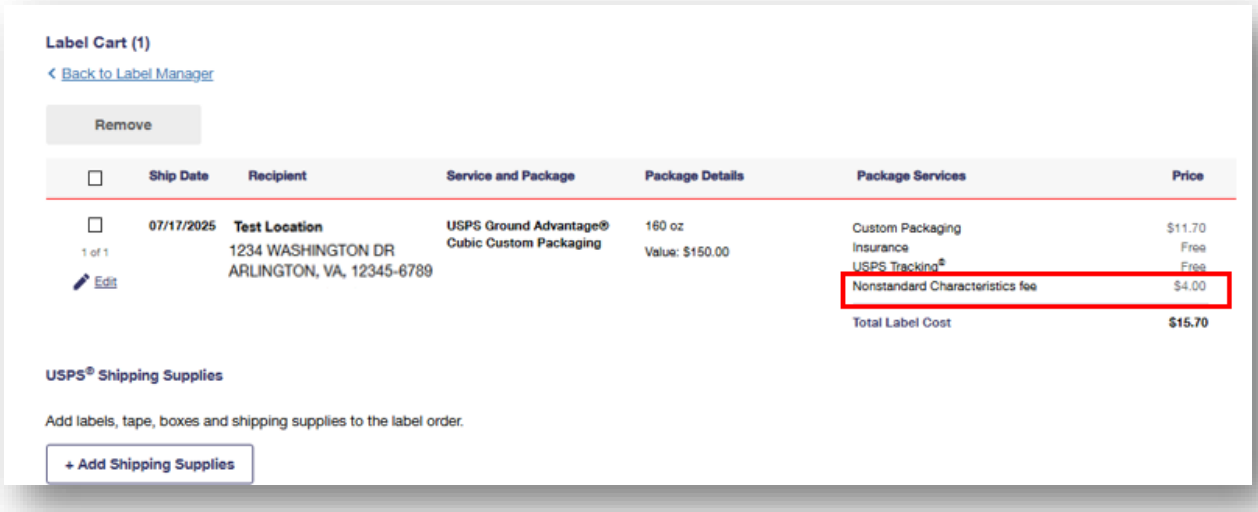
a) **Nonstandard Fee(s):** if any of the labels added to the cart are **nonstandard**, applicable fee(s) will be listed in the label summary. To find more information on nonstandard packages and label fees, refer to the Parcel Size, Weight & Fee Standards FAQ Article.

i. **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

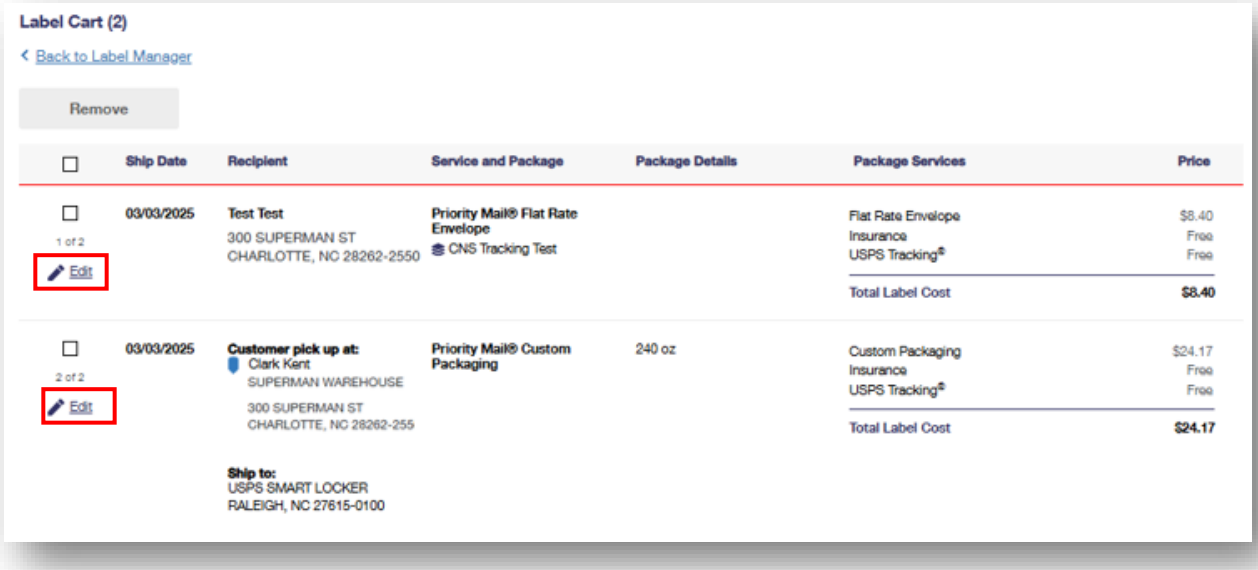
ii. **Other Nonstandard Fee(s):** all other nonstandard fees will be displayed as a **Nonstandard Fee** in the label summary. A generic nonstandard fee is applied in the following scenarios:

- 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



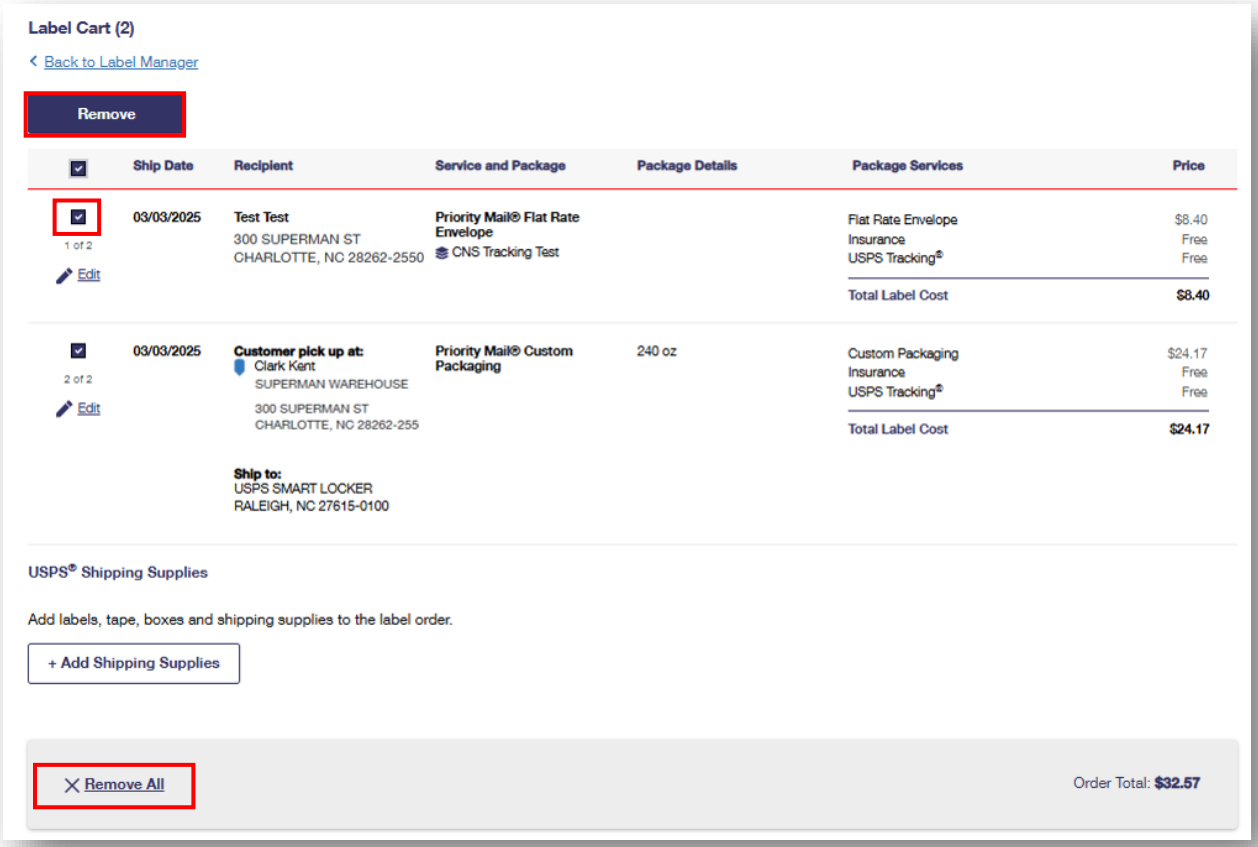
Editing Labels within Label Cart

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.



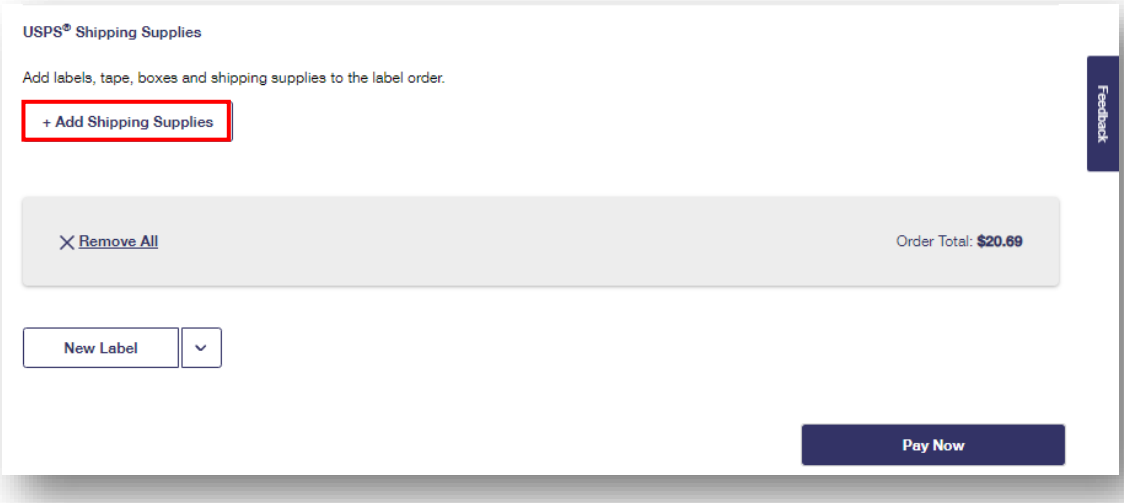
Removing Labels from Label Cart

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**.



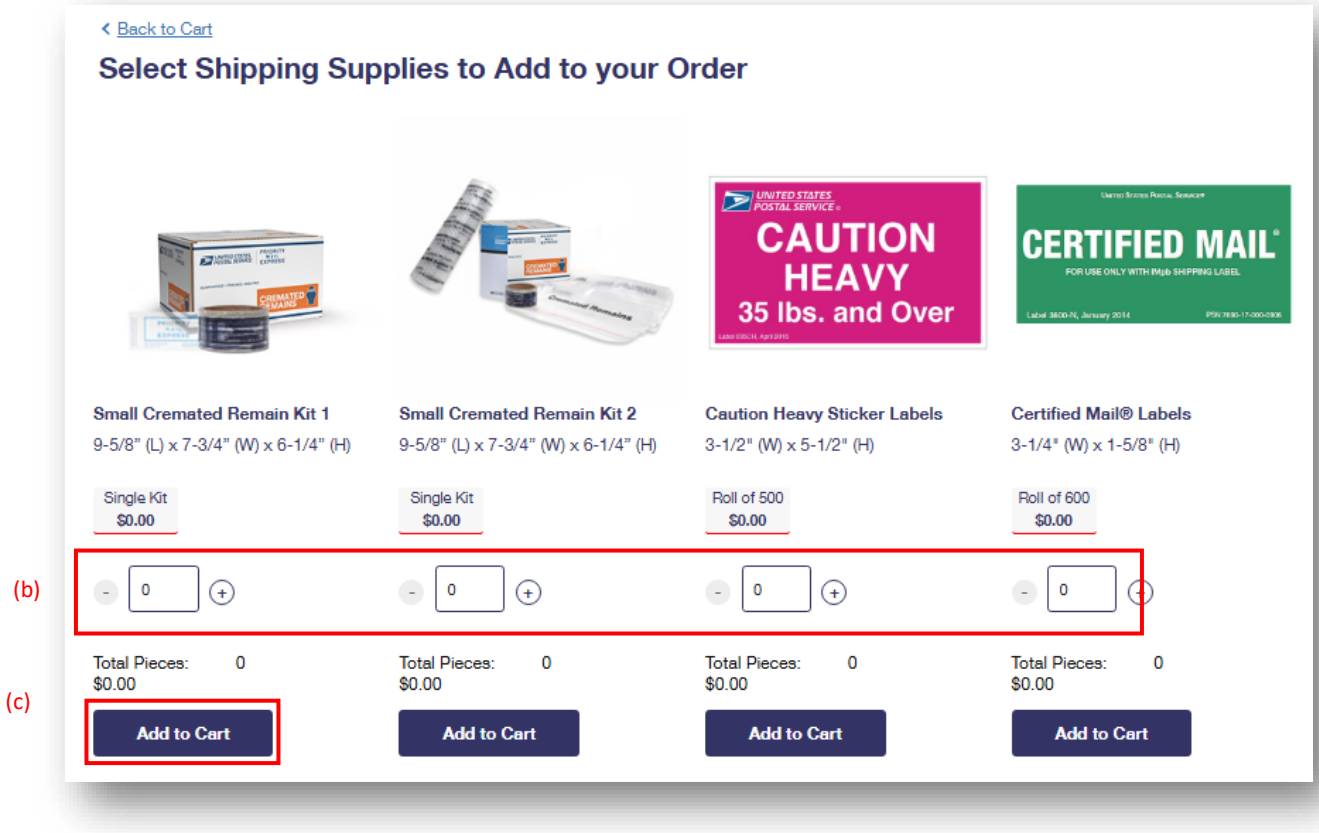
Adding Free USPS® Shipping Supplies to your Order

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



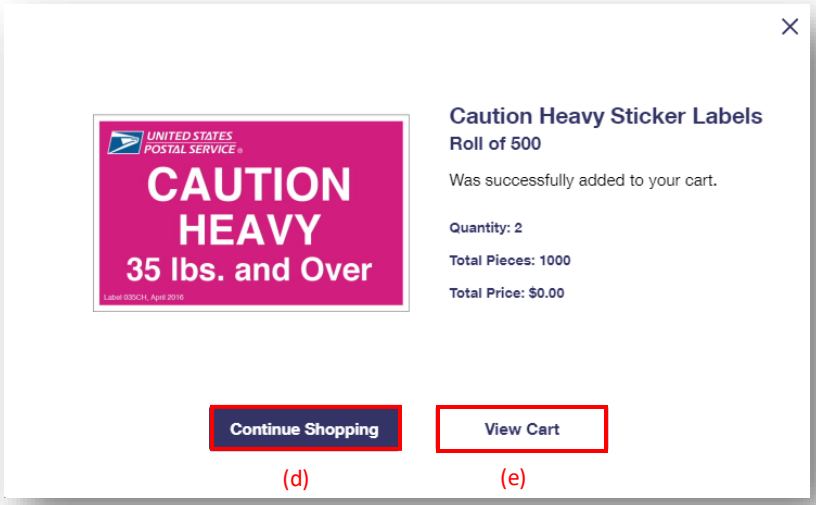
b) Select the **type** and **quantity** of shipping supplies that you would like to add to your order (*Note, each shipping supply product will display the different pack sizes and the minimum / maximum quantity available that it comes with).*

c) To add a product to your order select **Add to Cart.**

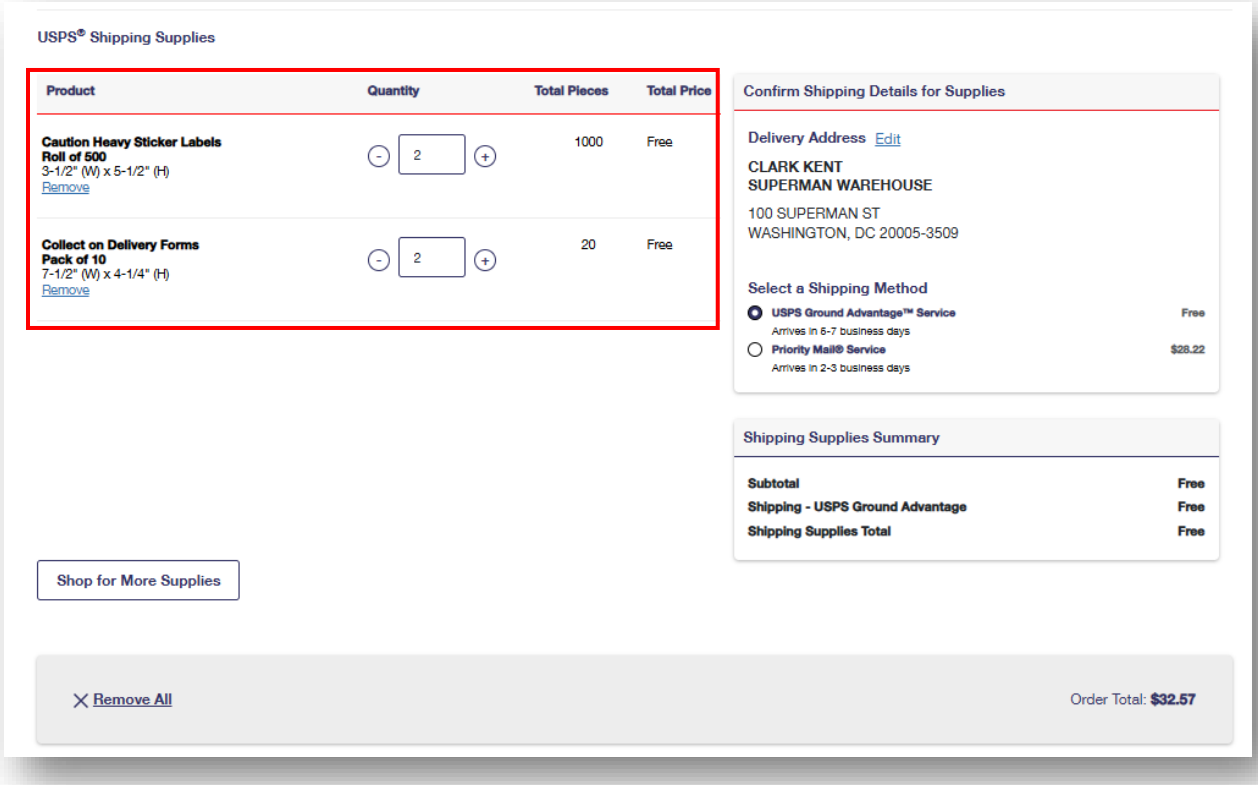


d) Once a product is added to the cart, you will see this pop-up model. If you would like to add more shipping supplies to your order, select **Continue Shopping**.

e) If you would like to proceed to your label cart, select **View Cart.**



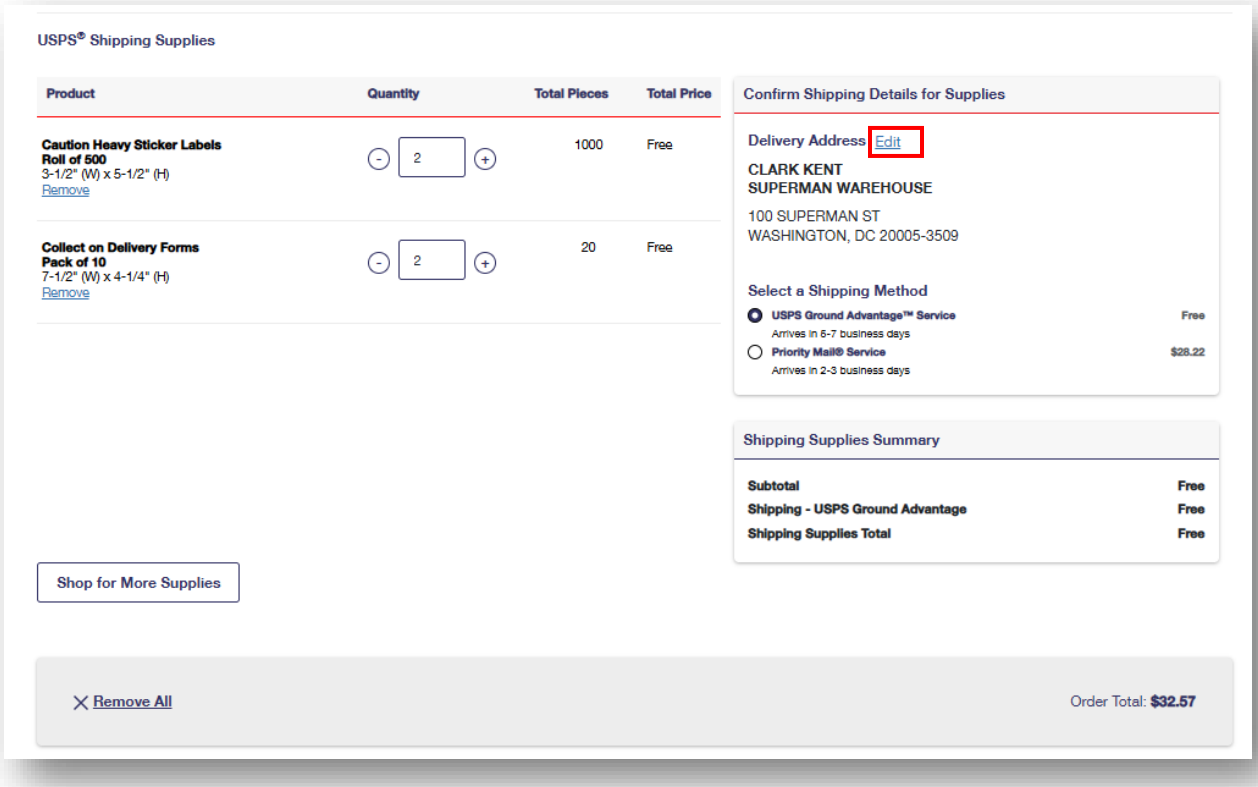
f) Once you have returned to the label cart, **details** about the free shipping supplies that you selected will be displayed.



Editing the Delivery Address for your USPS® Shipping Supplies

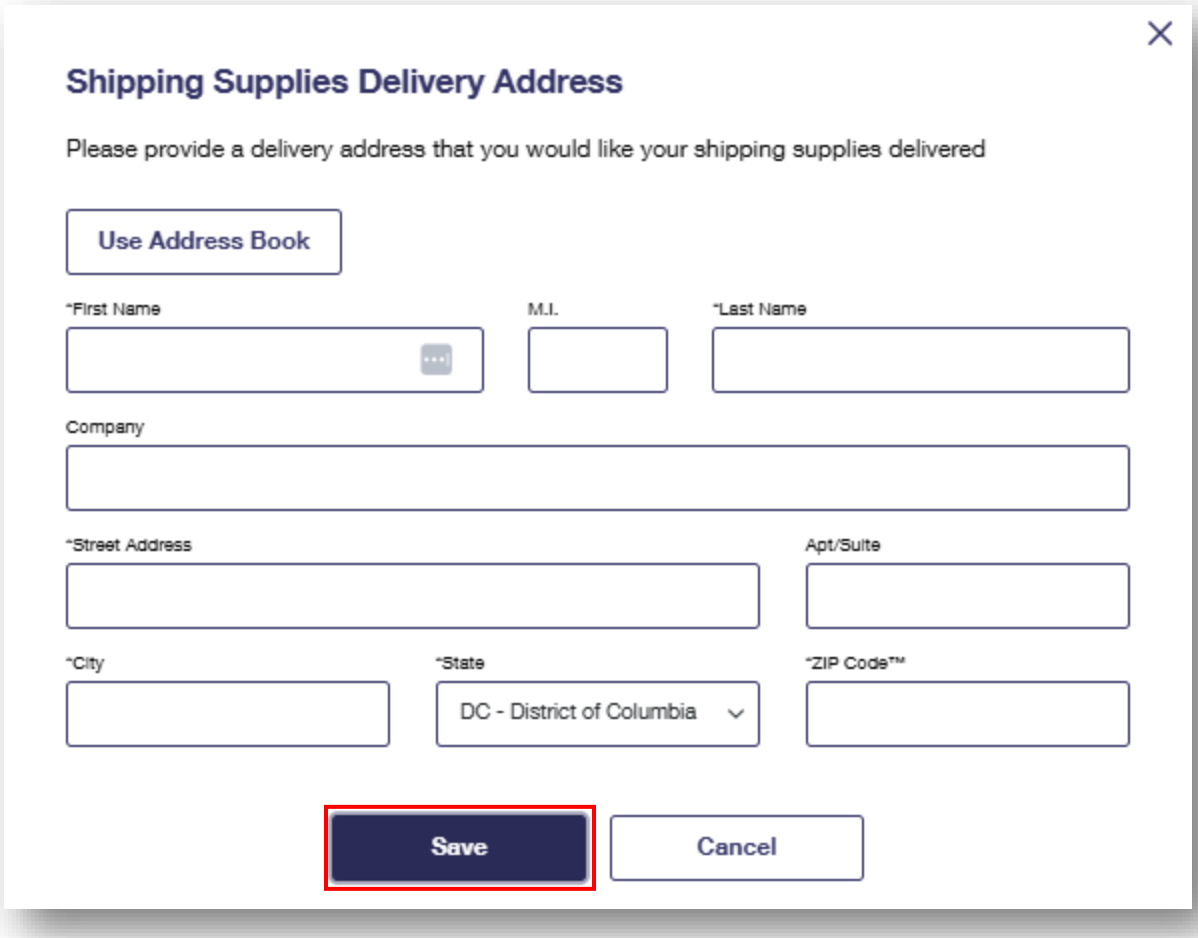
You are now able to update the delivery address for your free shipping supplies.

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



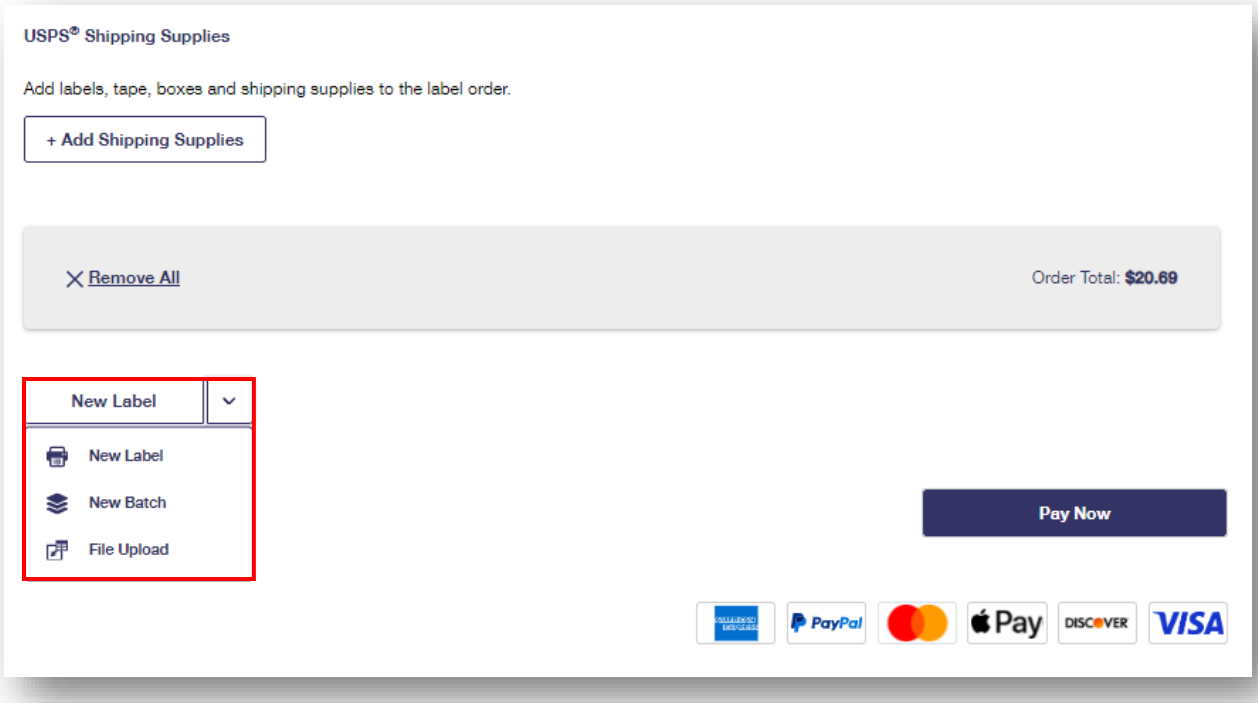
b) Update the Shipping Supplies address manually or select one from your address book by selecting **Use Address Book.**

c) Once finished, select **Save.**



Create a New Label from Label Cart

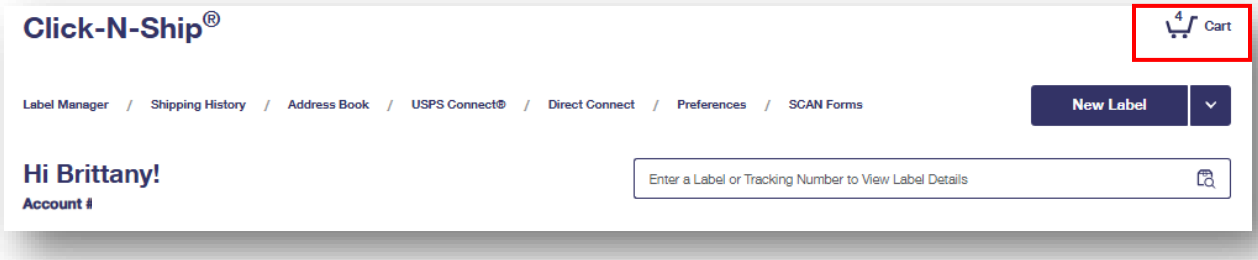
a) To create a new label from your Label Cart – refer to bottom of the Label Cart page, select the **New Label dropdown,** and select a label creation method.



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.

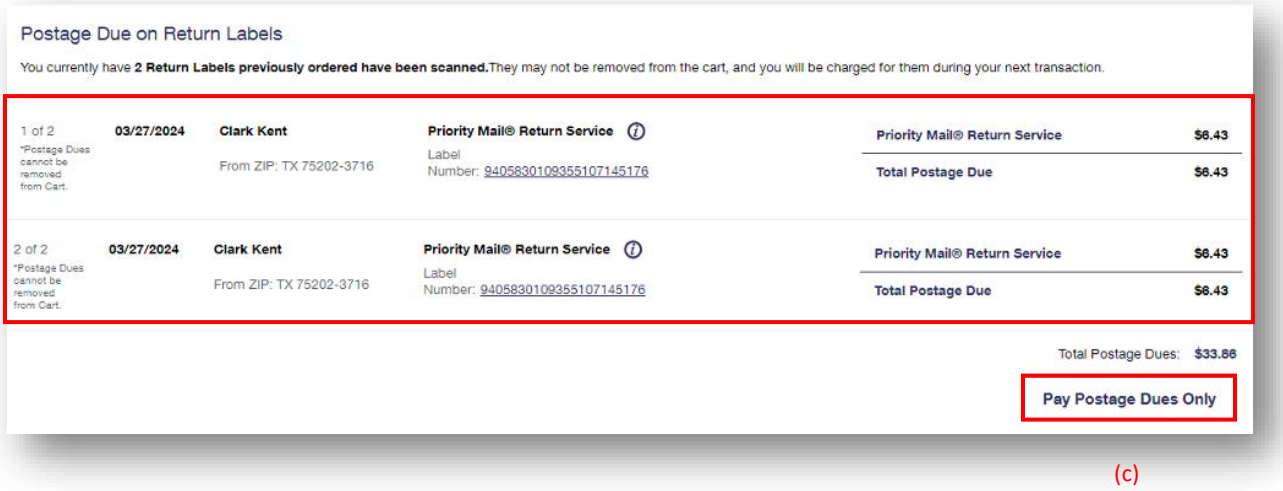
a) Select the **Label Cart** located on the landing page.



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.**

(b)

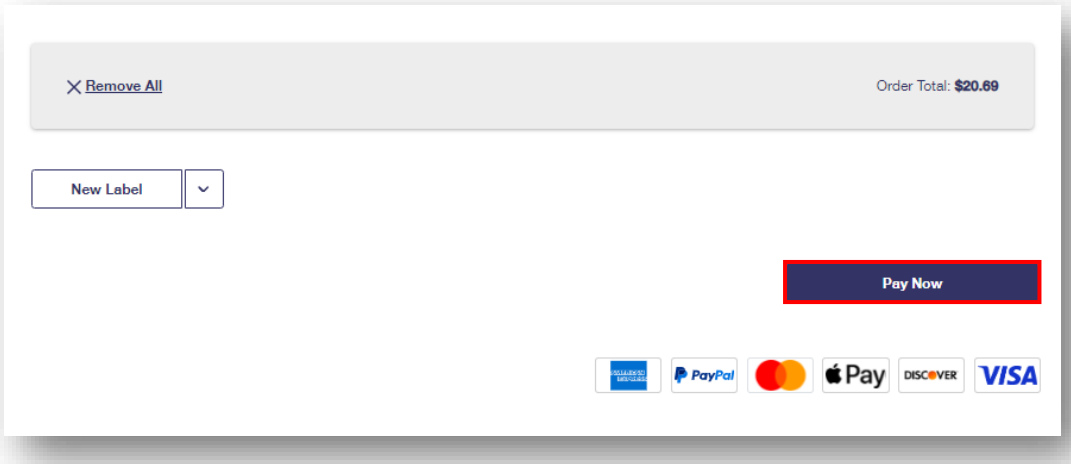


(c)

Purchasing Labels (7 Payment Methods)

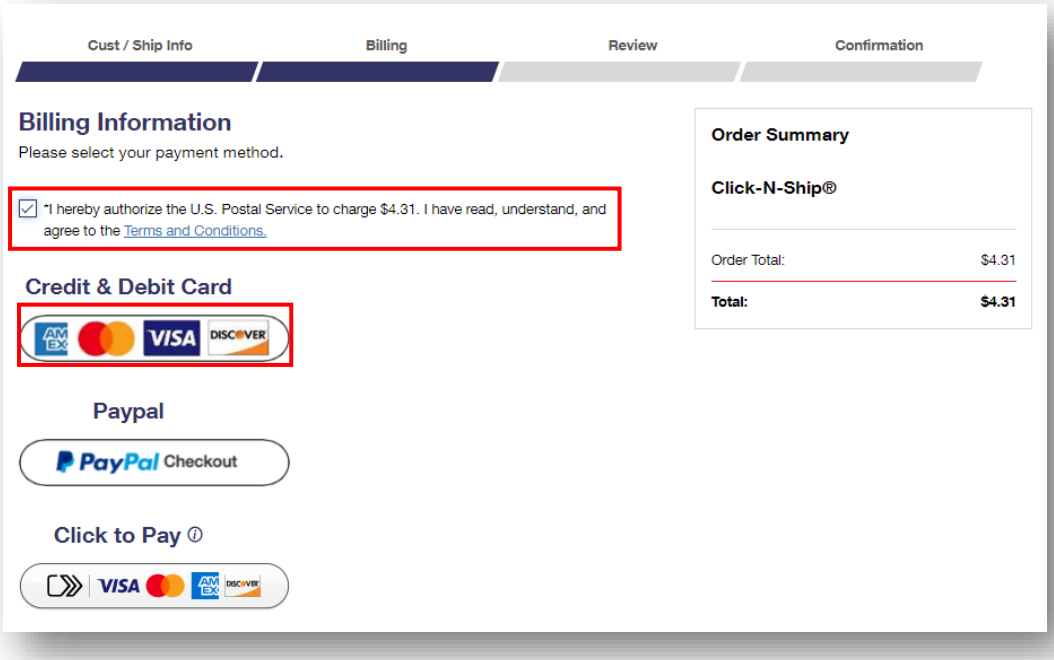
Paying with Credit / Debit Card

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.



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.

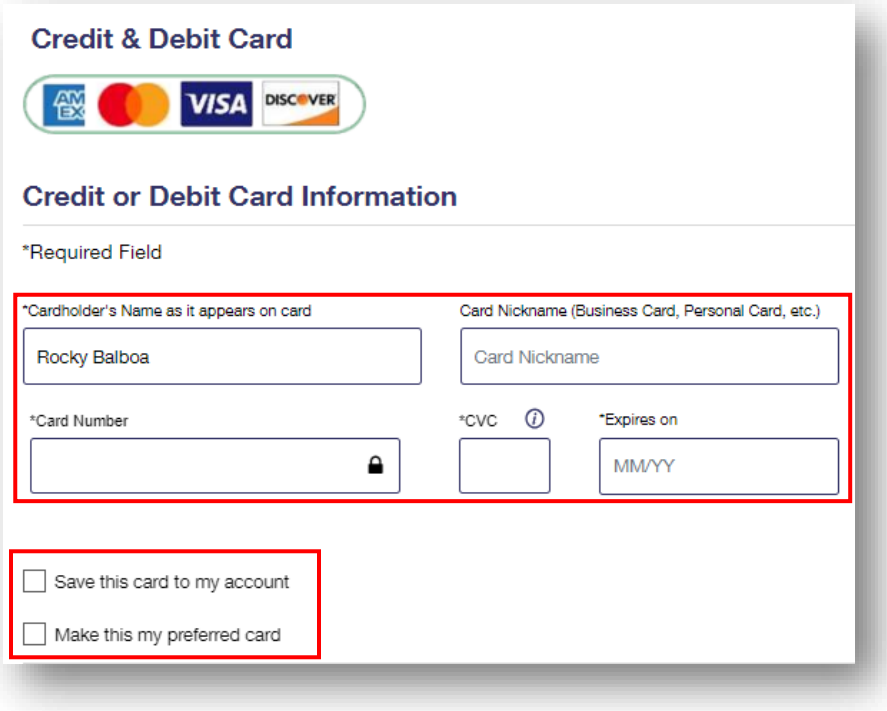


d) Once the payment method is selected, enter your **Credit or Debit Card Information**.

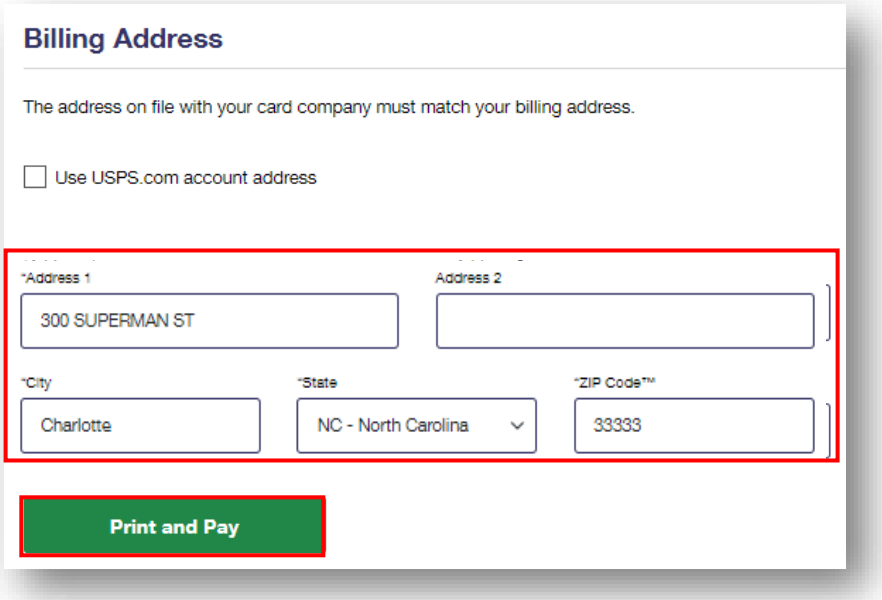
i. *Note, to save your card to your account, select* ***Save this card to my account.*** *To make this card your preferred card, select* ***Make this my preferred card.***

(d)

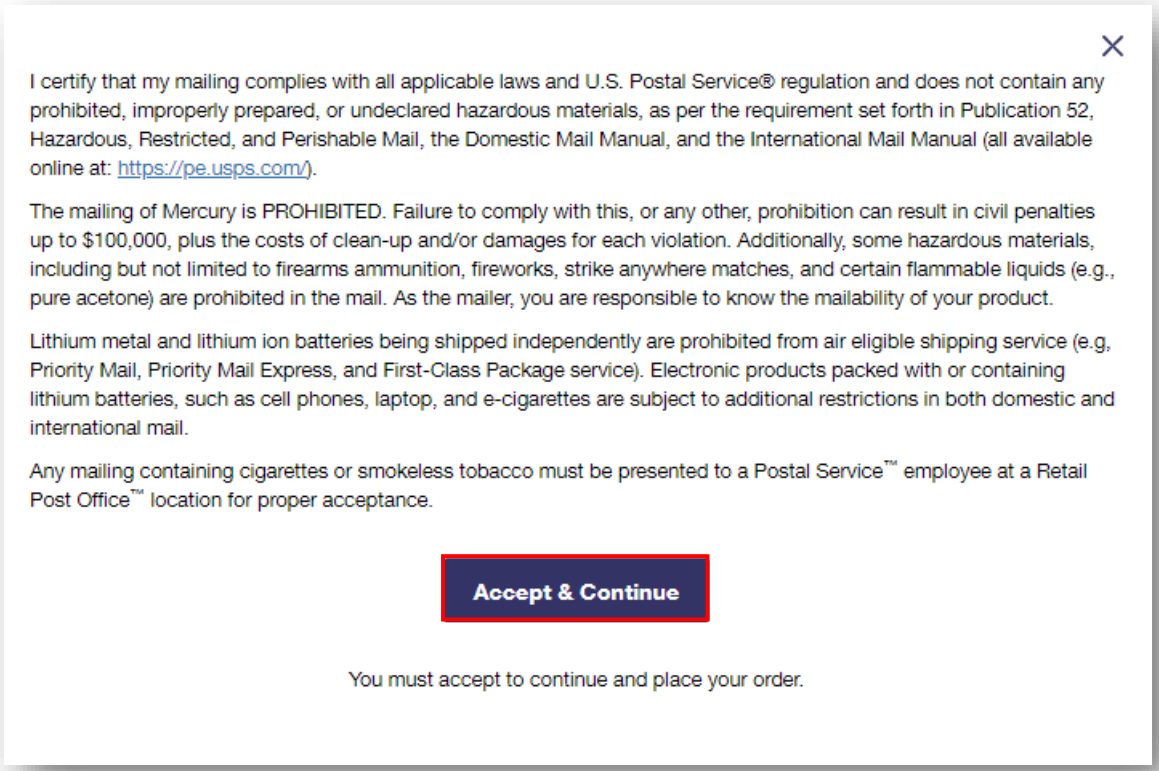
(i)



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

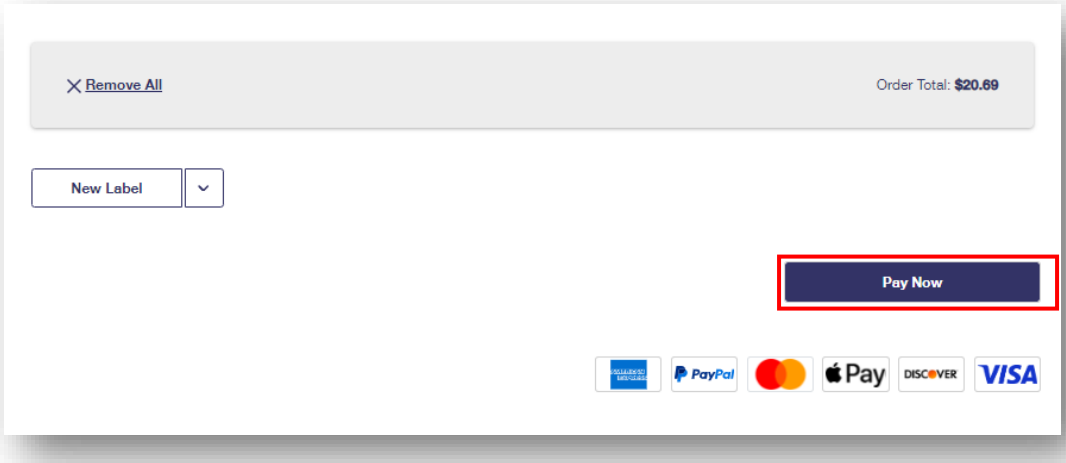


f) Select **Accept & Continue** to continue and place your order.



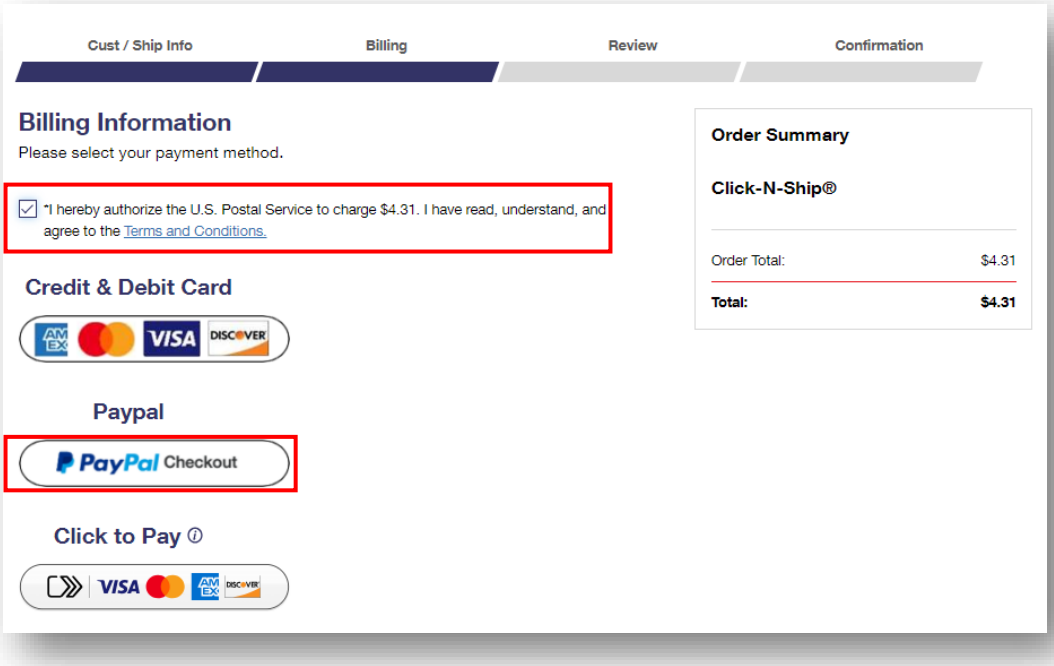
Paying with PayPal

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.

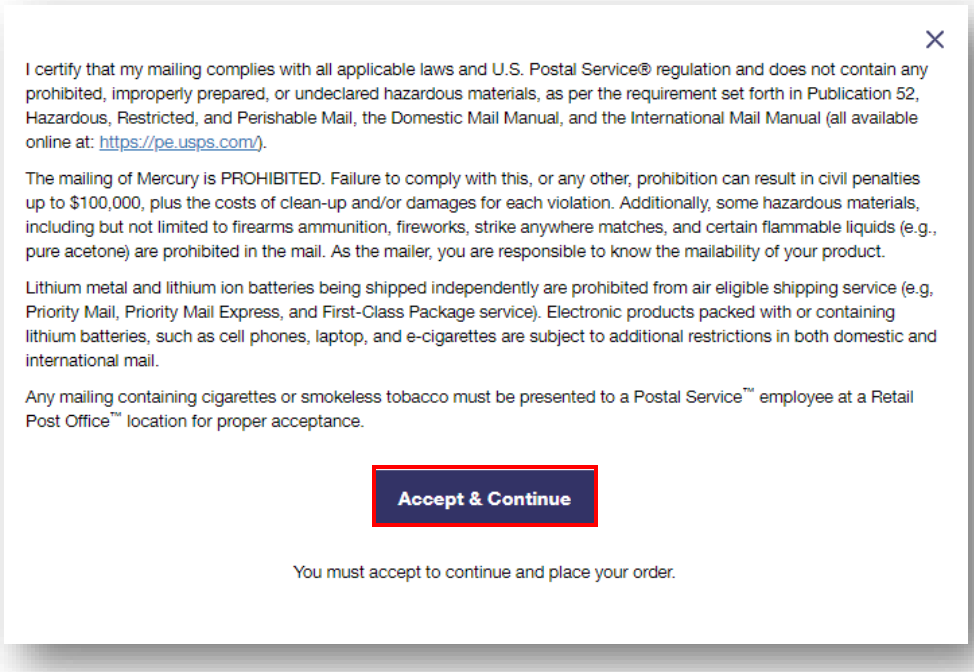


b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.

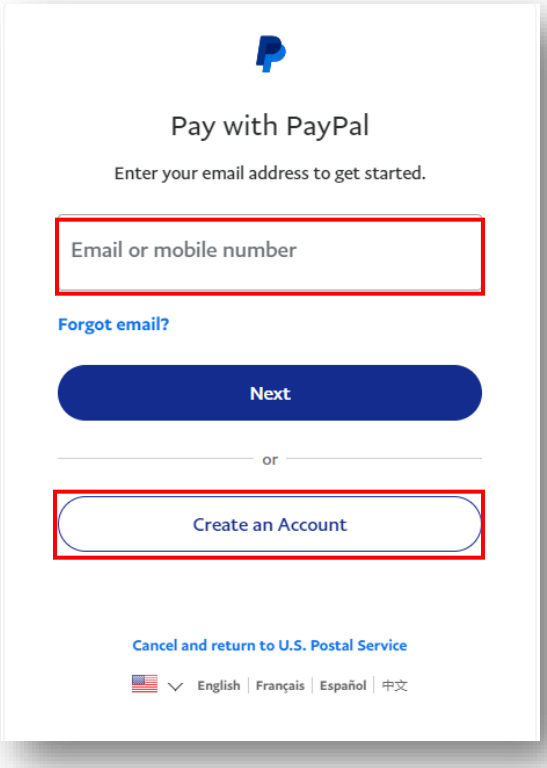
c) Select **PayPal** as the payment option.



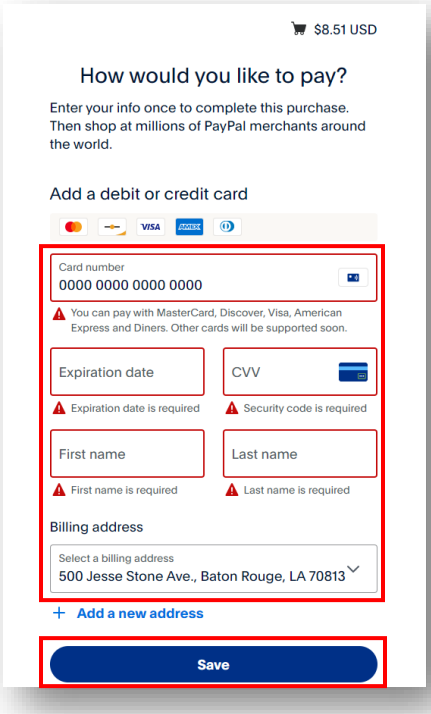
d) Select **Accept & Continue** to proceed with paying for your order.



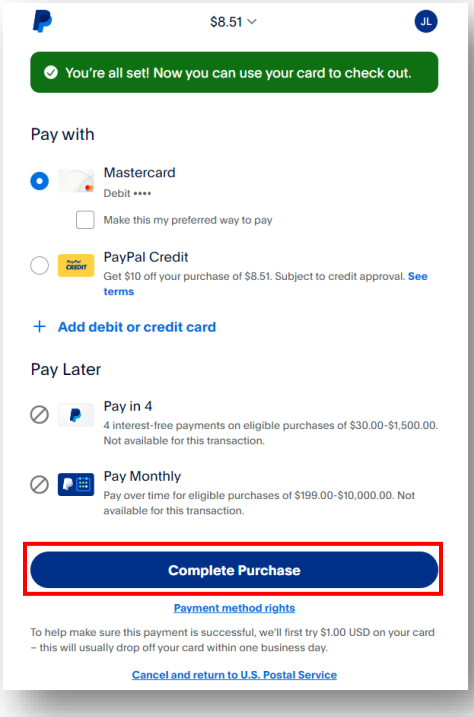
e) To proceed with paying with PayPal, **login** or **create a new account**.



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



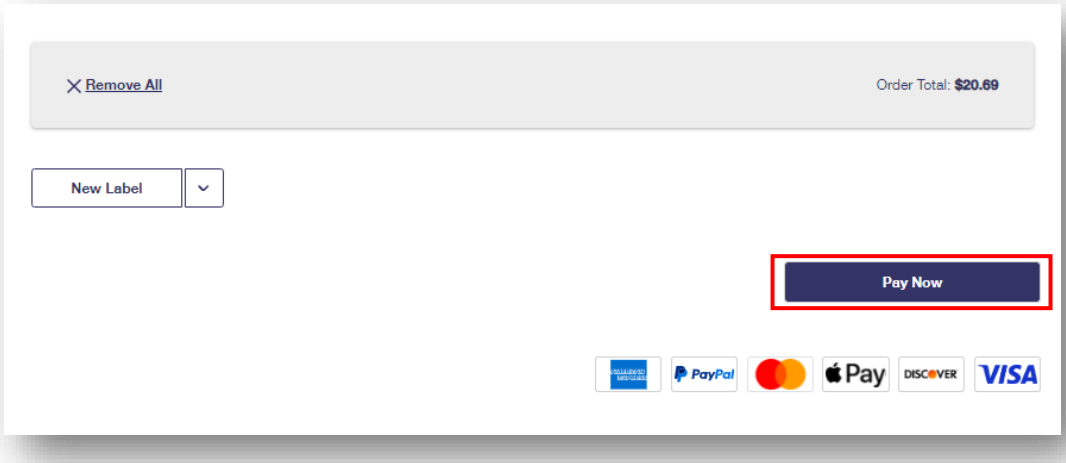
g) Select **Complete Purchase** to proceed with paying for your order.



Paying with Click to Pay (Quick Pay)

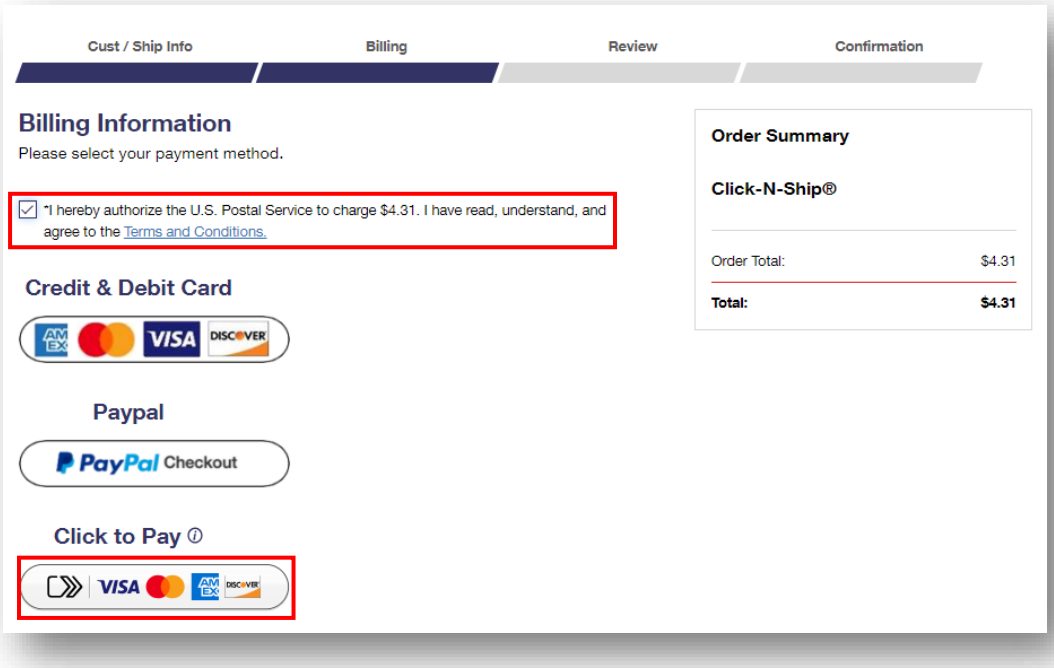
Click to Pay makes online shopping easier by storing your credit cards in a secure, single account for use across all your devices and any website that offers this payment method.

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.

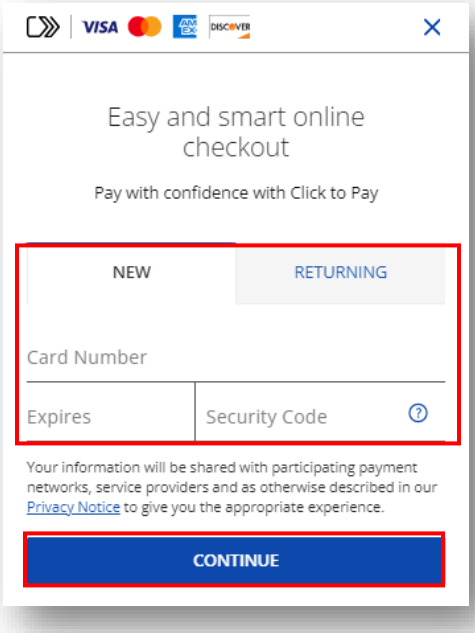


b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.

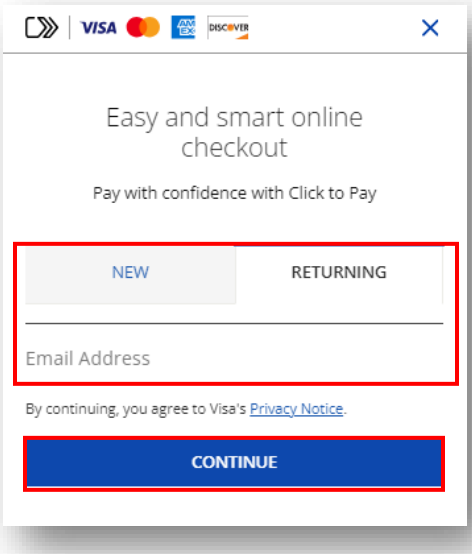
c) Select **Click to Pay** as your payment option.



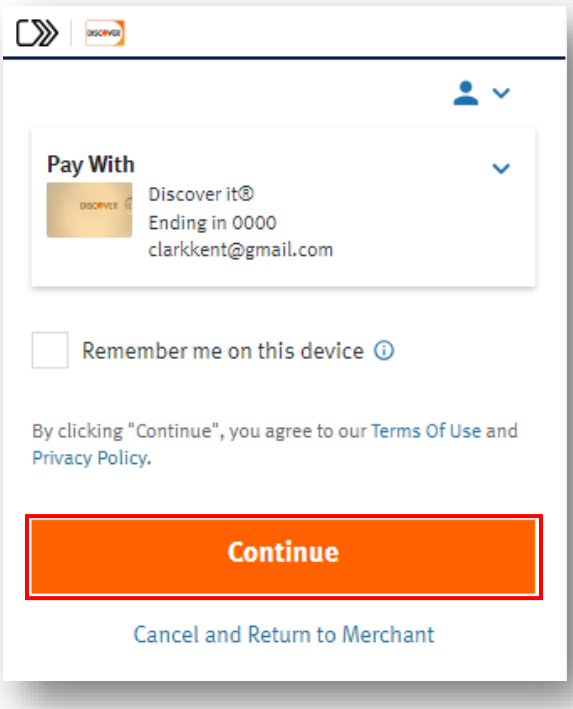
d) If you're a new user, enter your **Credit / Debit Card information** and select **Continue.**



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

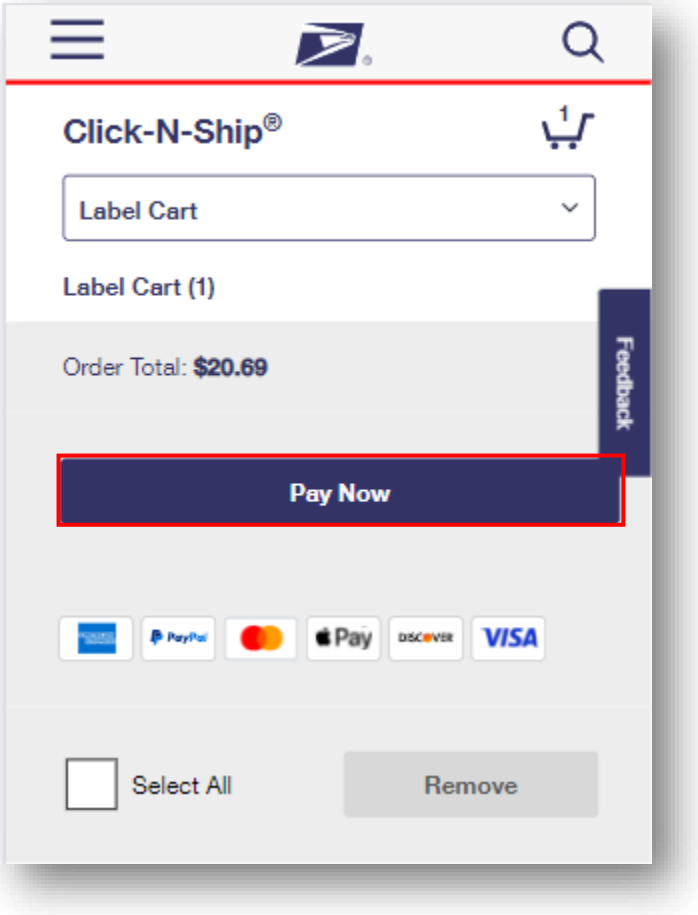


f) Ensure that the saved card is correct and select **Continue** to proceed with paying for your order.



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.

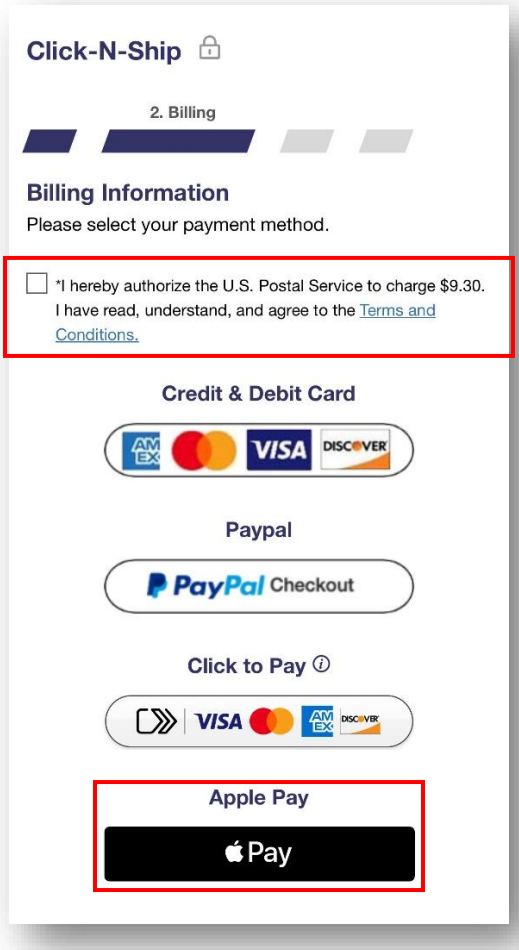


b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.

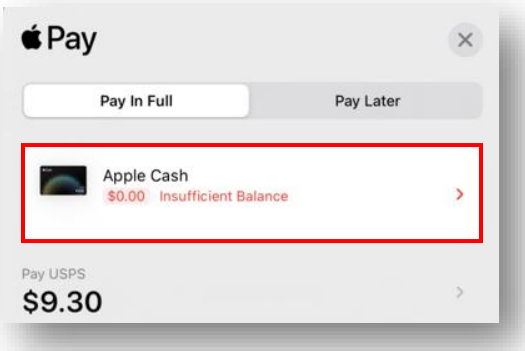
c) Select **Apple Pay** as your payment option

(b)

(c)



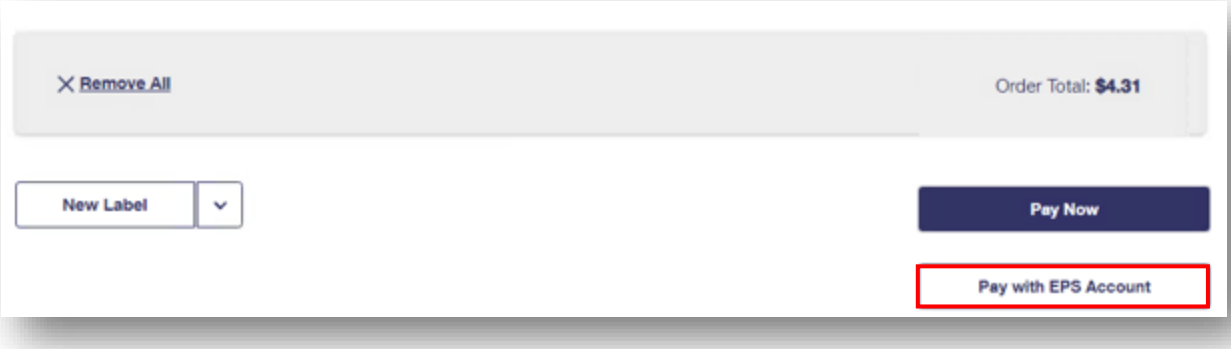
d) Select an **Apple Payment Method (Apple Cash / Debit / Credit Card)** and proceed with paying for your order.



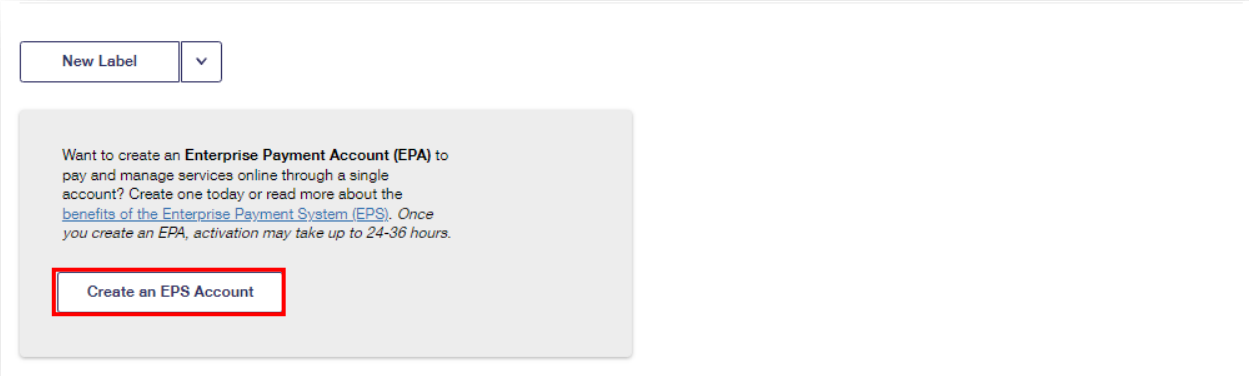
Paying with an Enterprise Payment System (EPS) Account

a) If you already have an EPS Account, select **Pay with an EPS Account.**

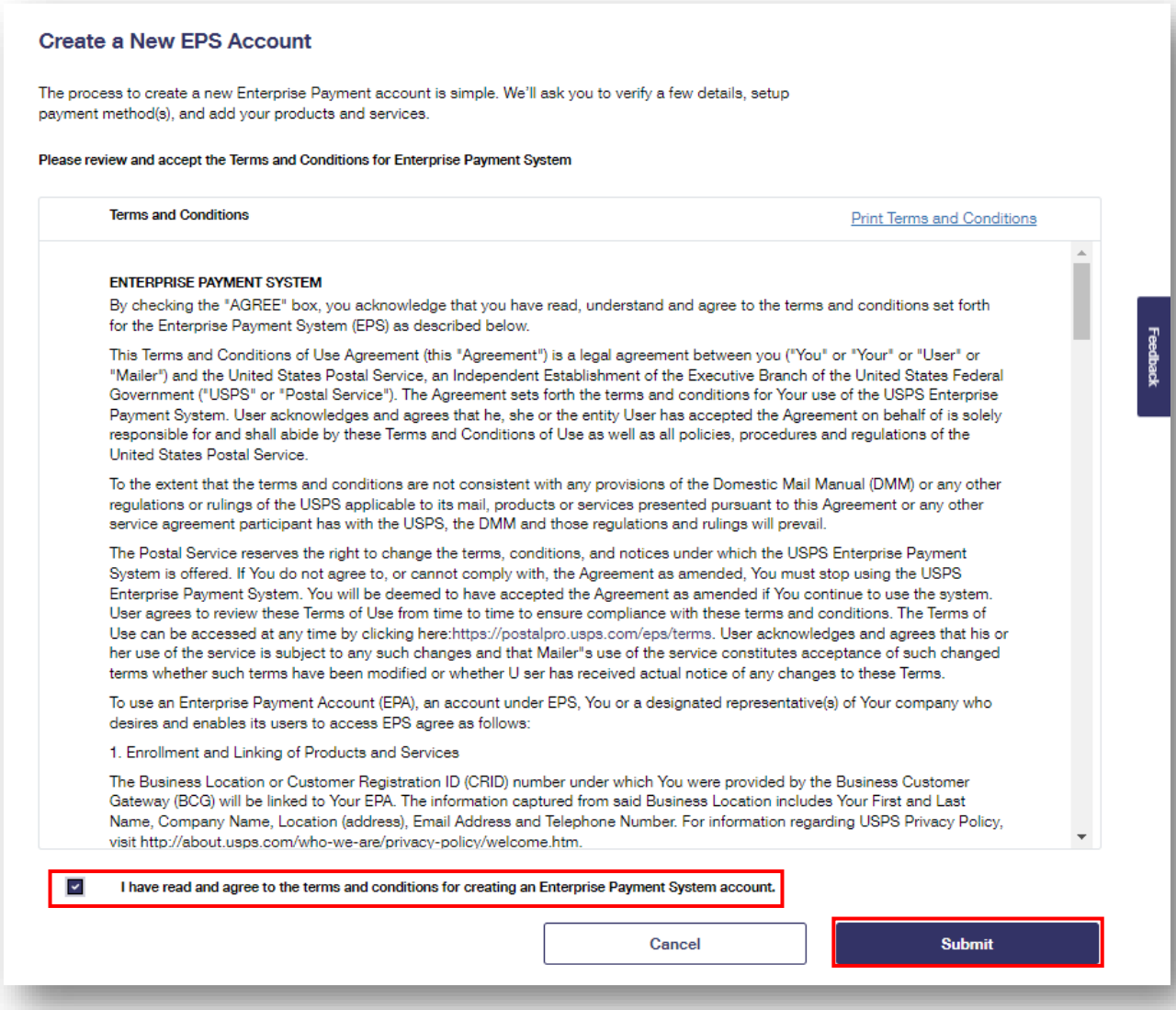
   i. *Note, this option will only be displayed once an EPS Account has been created.*



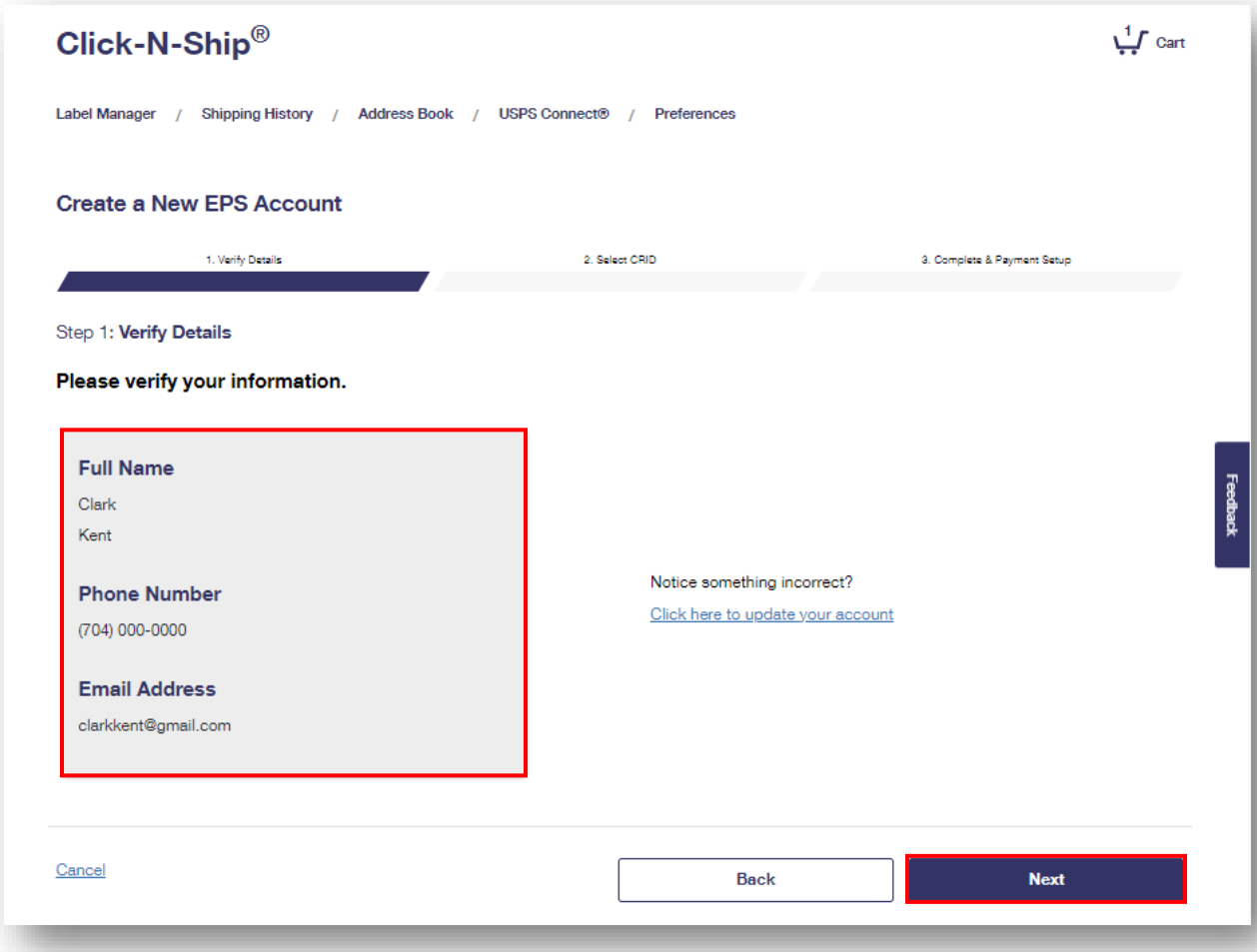
b) If you would like to create an **Enterprise Payment System (EPS) Account** to pay and or manage services online through a single account, select **Create an EPS Account.**



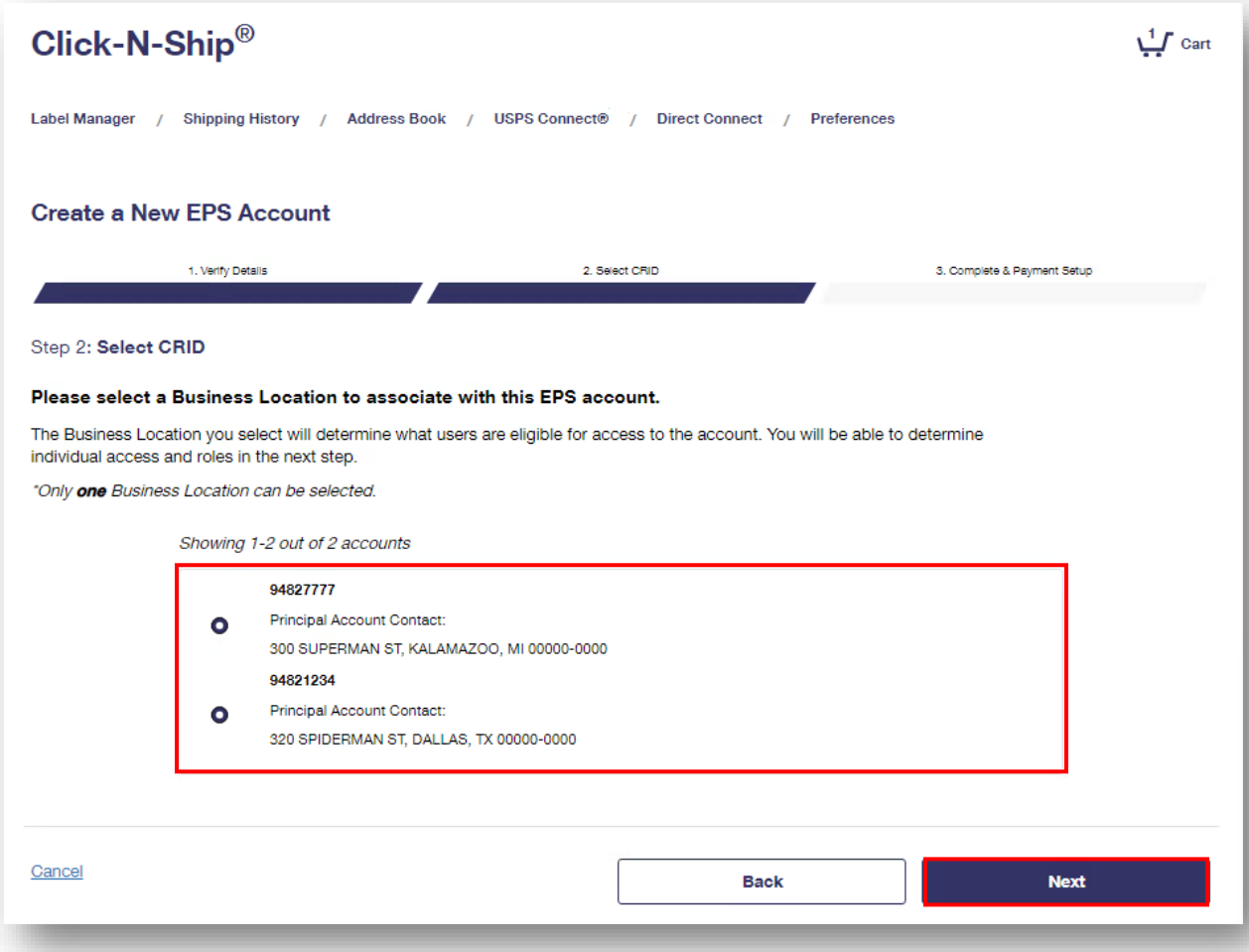
c) Agree to the **Terms and Conditions** for creating an Enterprise Payment System (EPS) account by selecting the **checkbox** and selecting **Submit.**



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



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.*



f) To manage user roles, transfers, withdrawals, or products and services, select the **Here** hyperlink.

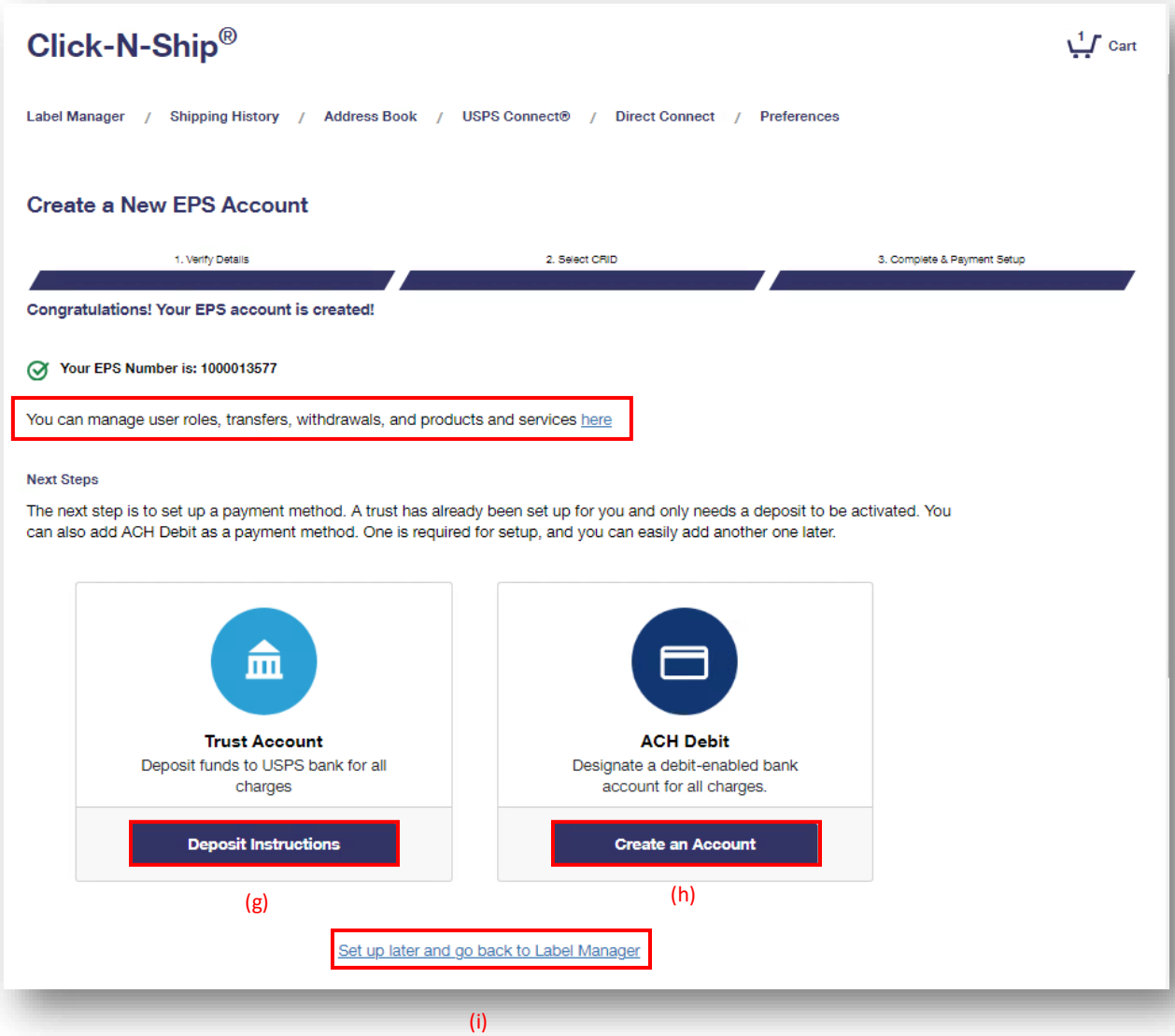
g) To proceed with setting up a payment method via a **Trust Account**, select **Deposit Instructions.**

   i. *Note, a Trust account has already been set up for you and only needs a deposit to be activated.*

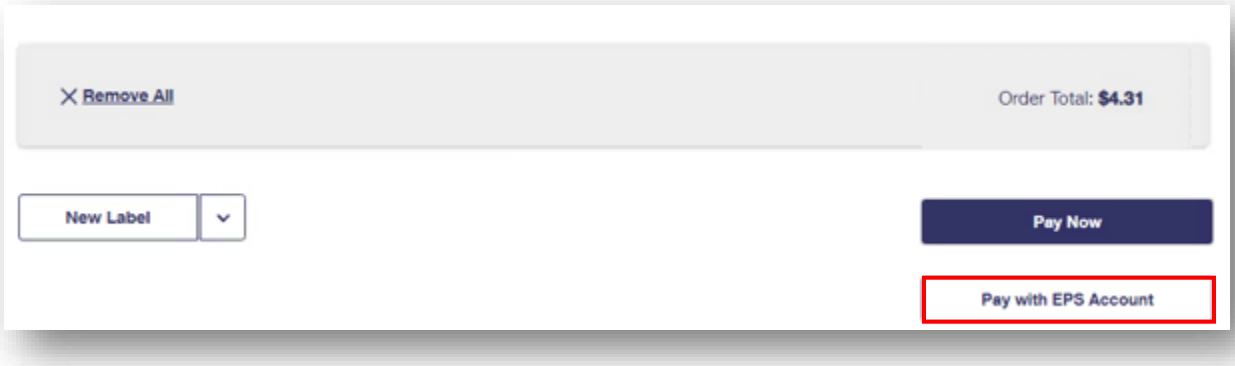
h) To Proceed with setting up a payment method via **ACH Debit**, select **Create an Account.**

   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.*

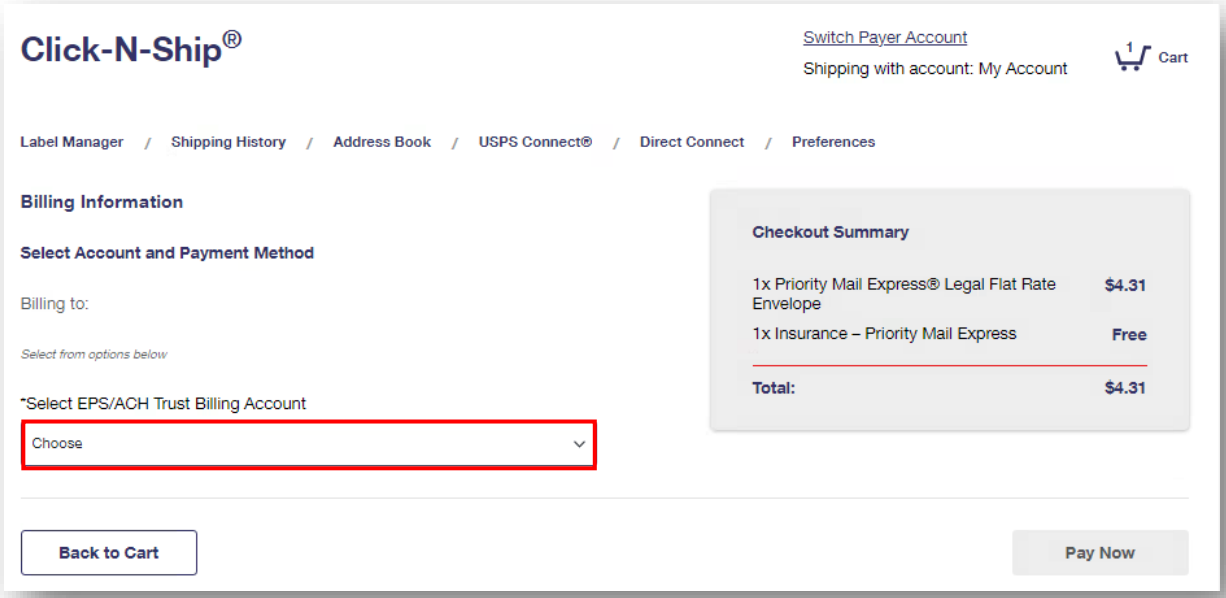
i) To set up your payment methods later, select **Set up later and go back to Label Manager.**



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

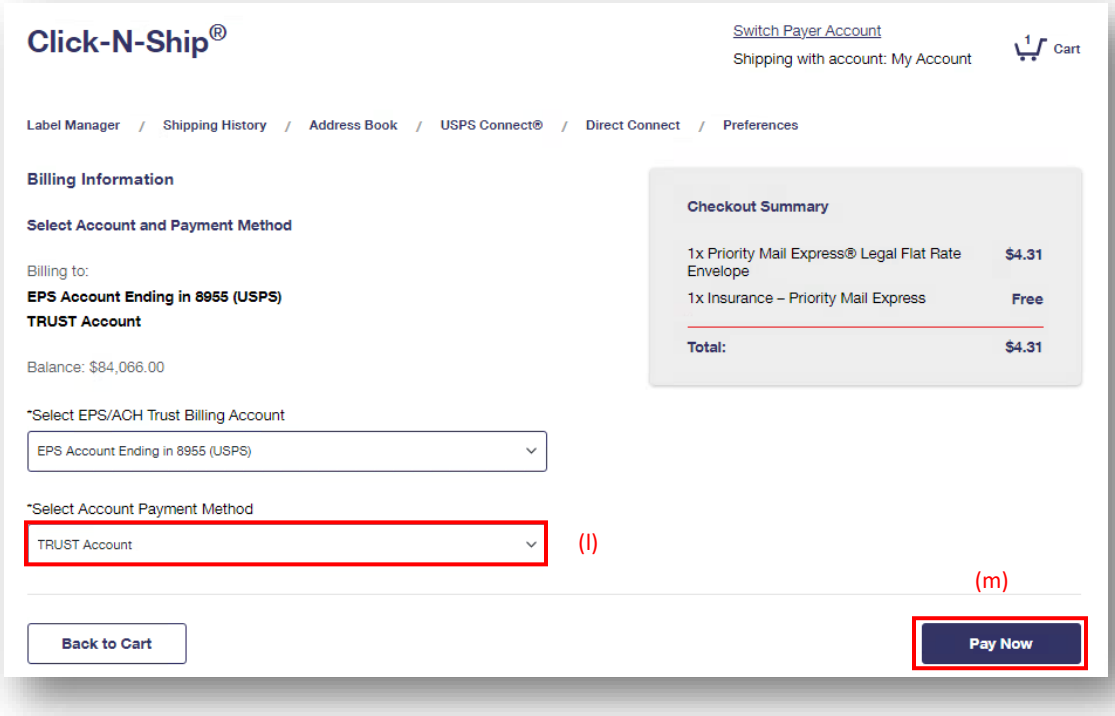


k) Select a **Billing Account** to pay for your label(s) by clicking on the dropdown and choosing an account.



l) Select a **Payment Method** by clicking on the dropdown and choosing a payment method.

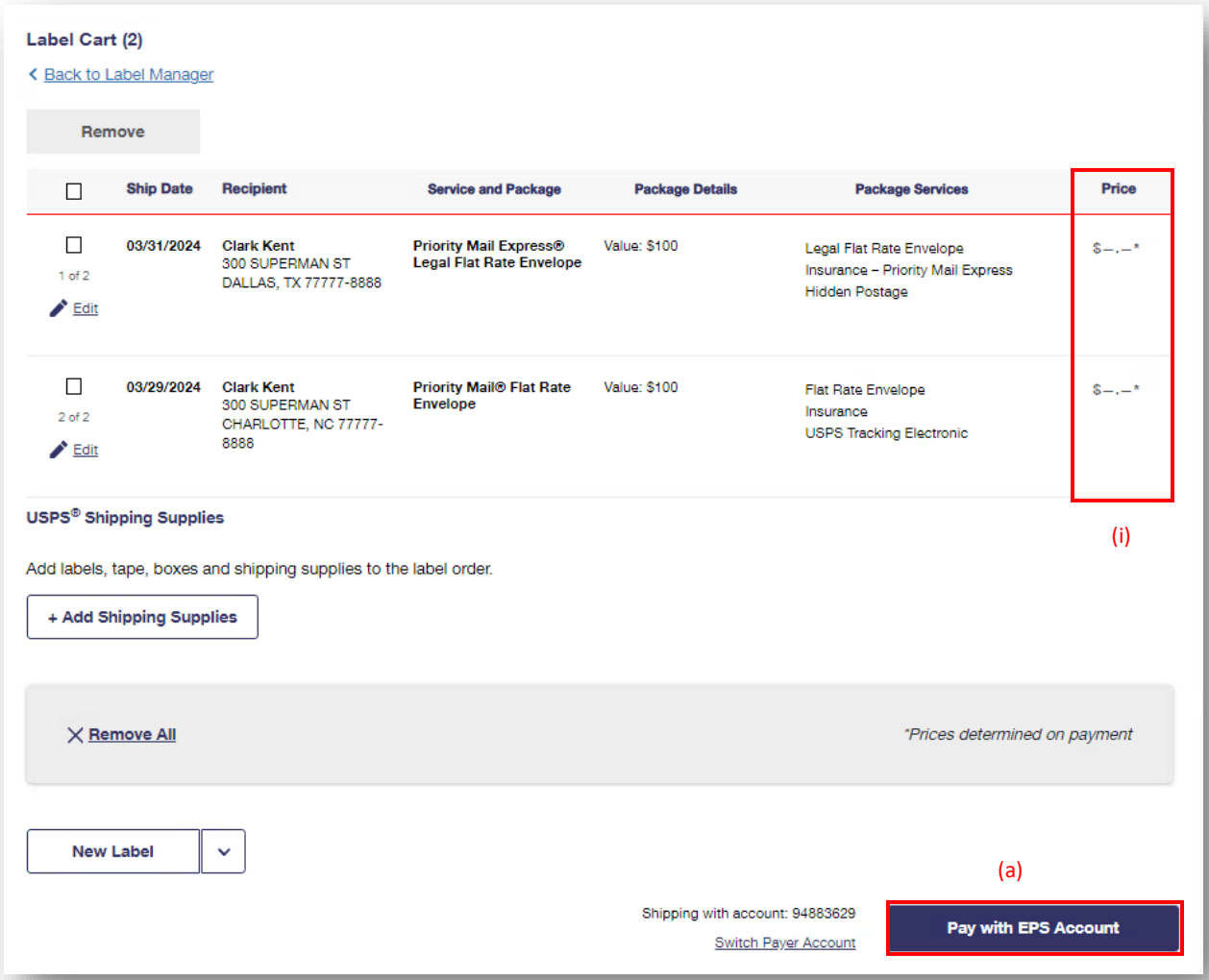
m) Once the Billing Account and Payment Method have been selected, click on the **Pay Now** button to proceed with payment.



Paying with 3rd Party Authorization (Business Accounts)

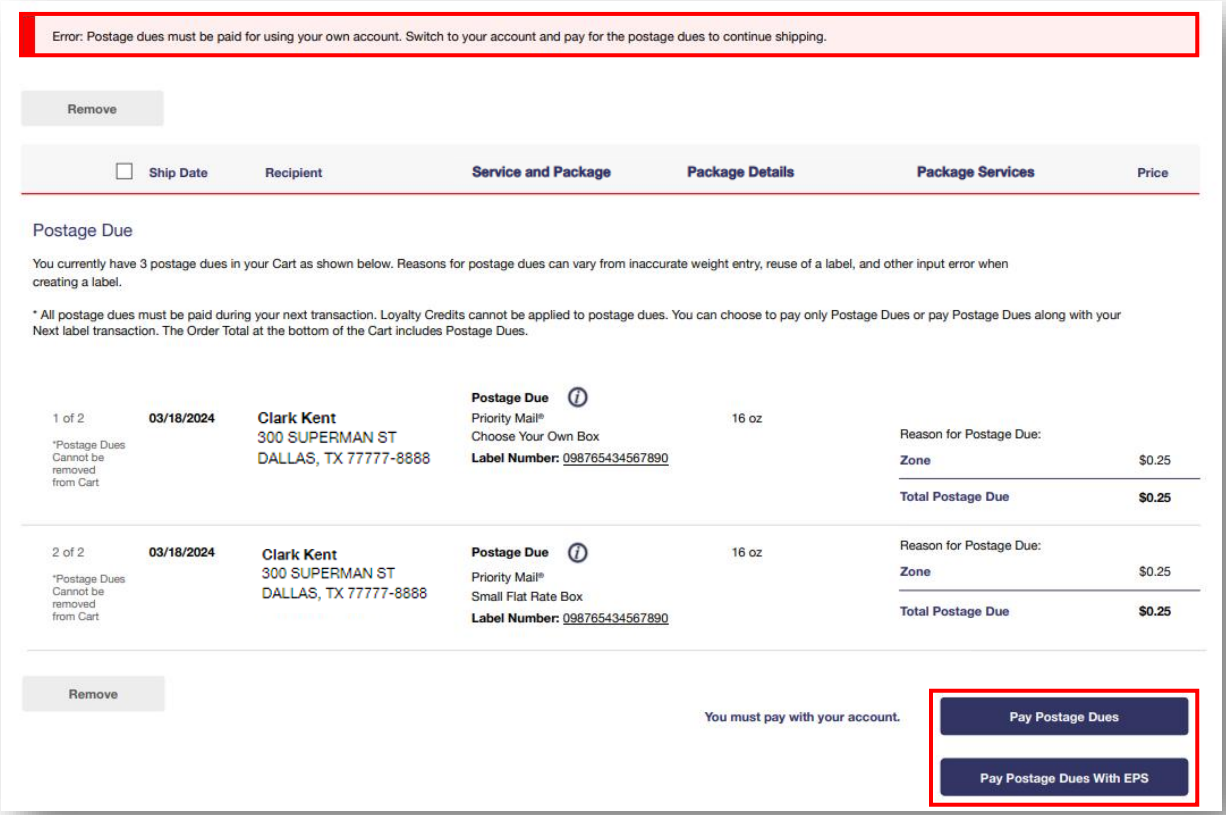
a) If you created label(s) via the Click-N-Ship® 3rd Party feature and would like to proceed with paying for the label(s) with the Payers EPS Account, select **Pay with EPS** to proceed to the Payment Confirmation page**.**

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



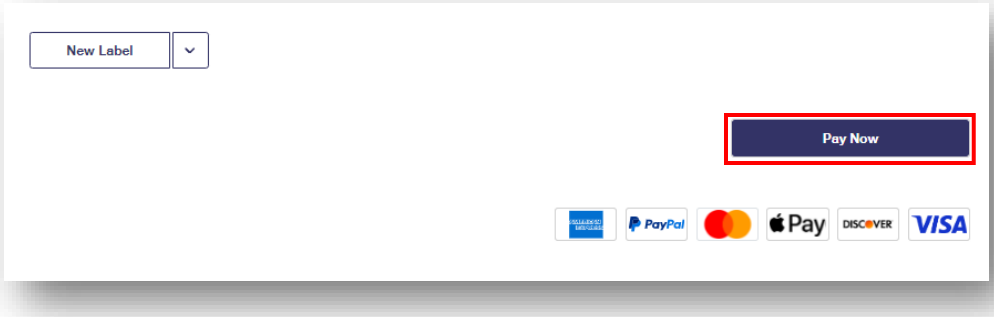
b) If you have any outstanding Postage Dues listed on your account, you will encounter the following error at the top of the Label Cart page. To proceed with paying off the outstanding Postage Dues, select **Pay Postage Dues** or **Pay Postage Dues with EPS.**

   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.*

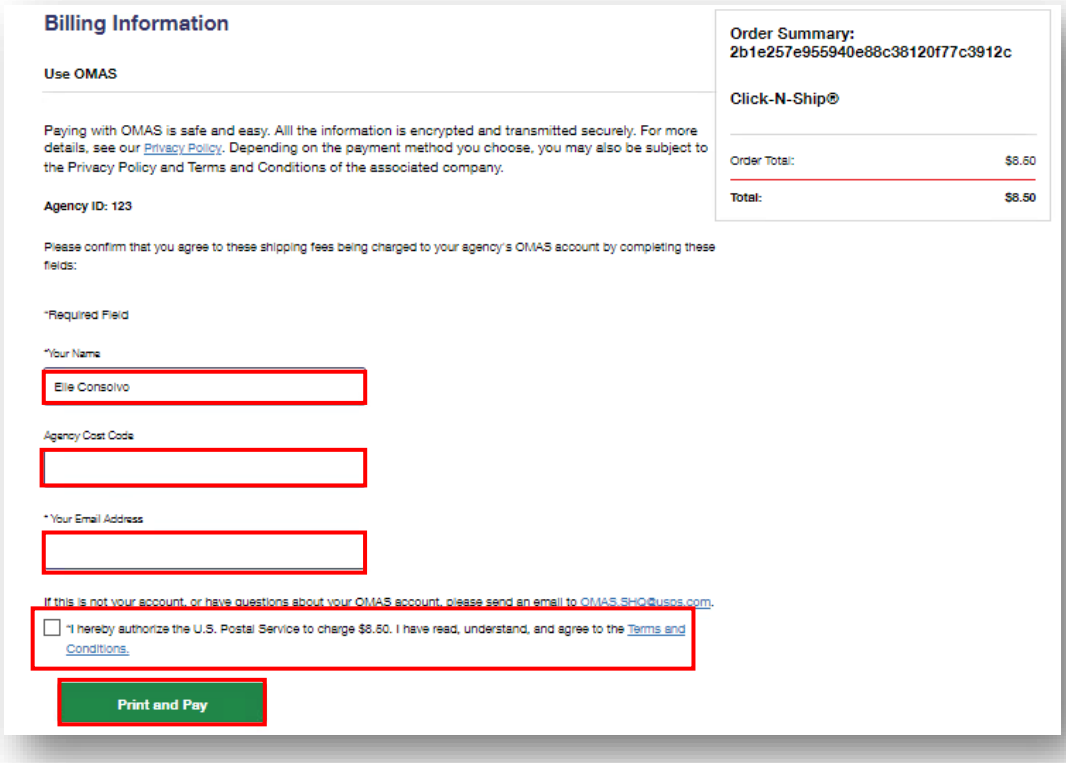


Paying with OMAS (Official Mail Accounting System)

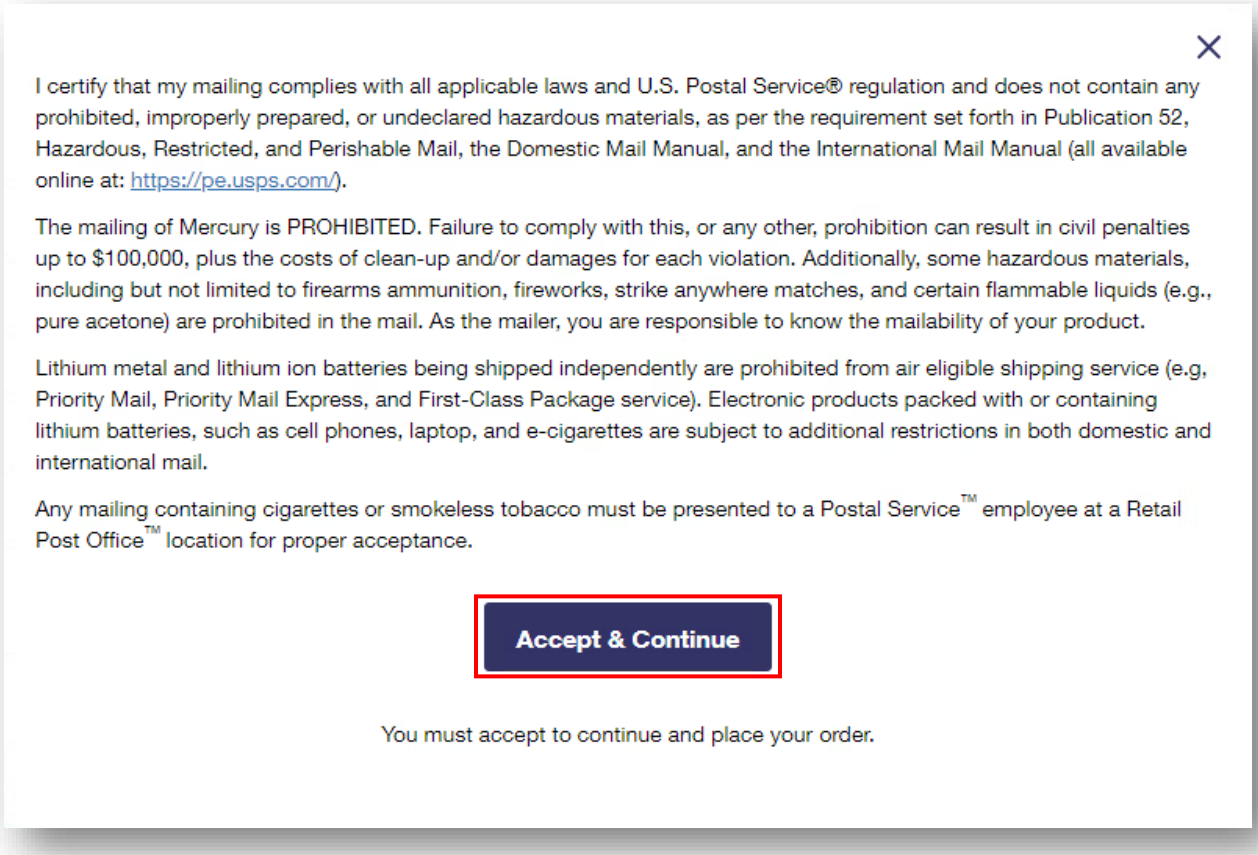
a) If everything is correct, you may proceed to payment by clicking **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.



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.**



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

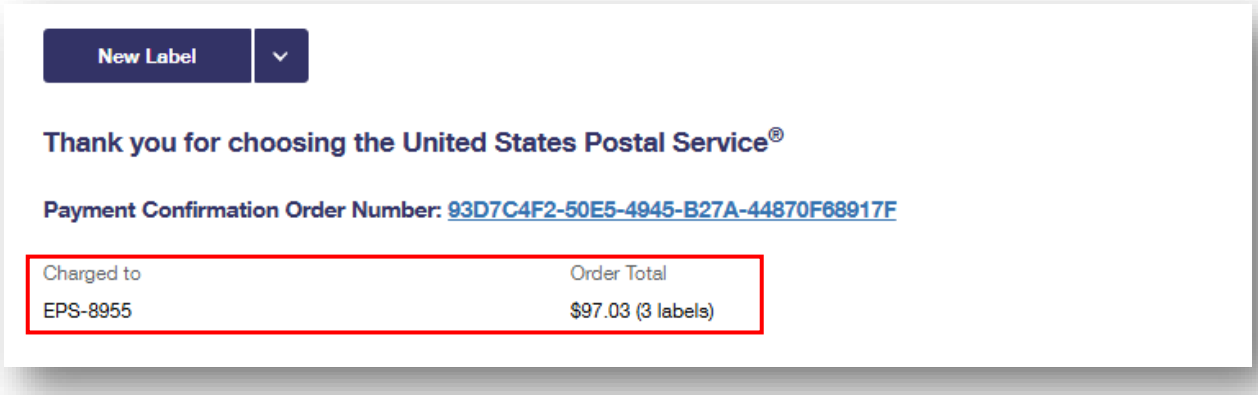


All Actions within Payment Confirmation Page (Post-Payment)

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.

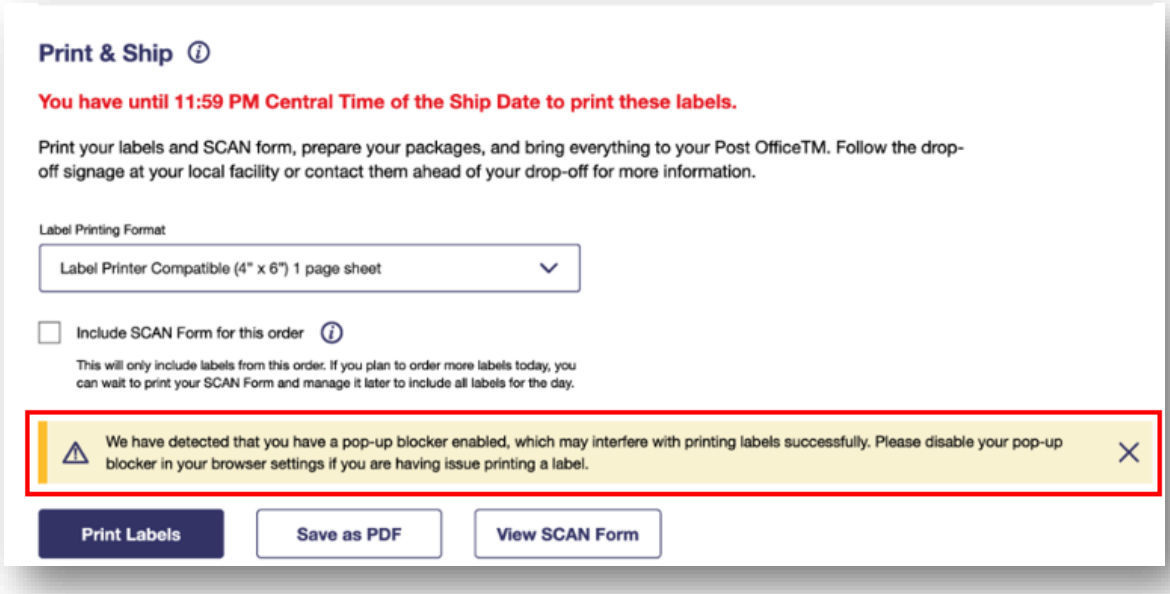
Payment Confirmation Page Overview

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.

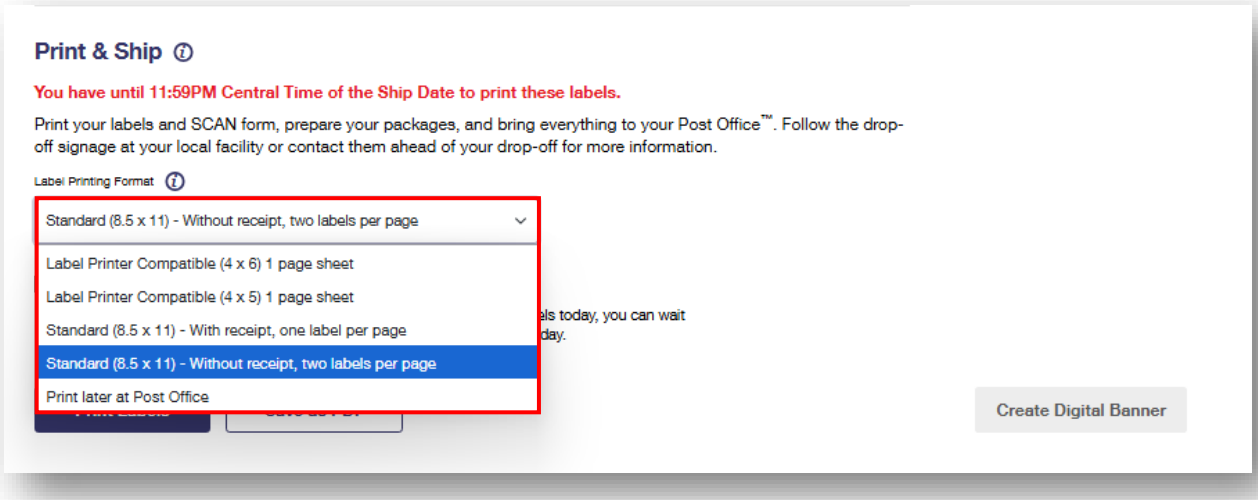


Print and Save your Labels as PDF

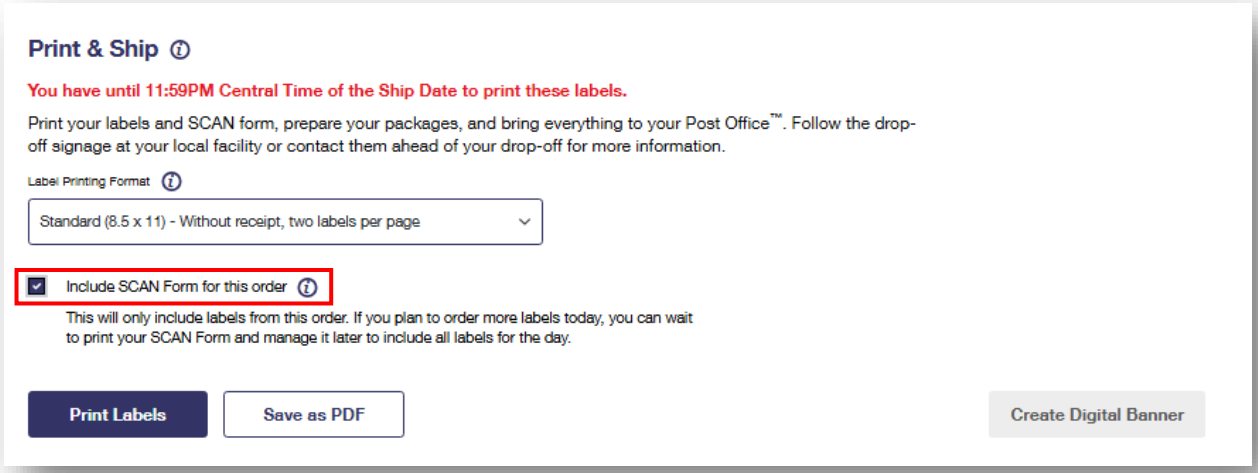
a) **Before You Print:** to ensure proper printing of labels, please ensure that you have the 'block pop-ups' setting **disabled** from your browser and / or device. If this setting is not disabled, Click-N-Ship will notify you via a warning message via the Payment Confirmation page (see below):



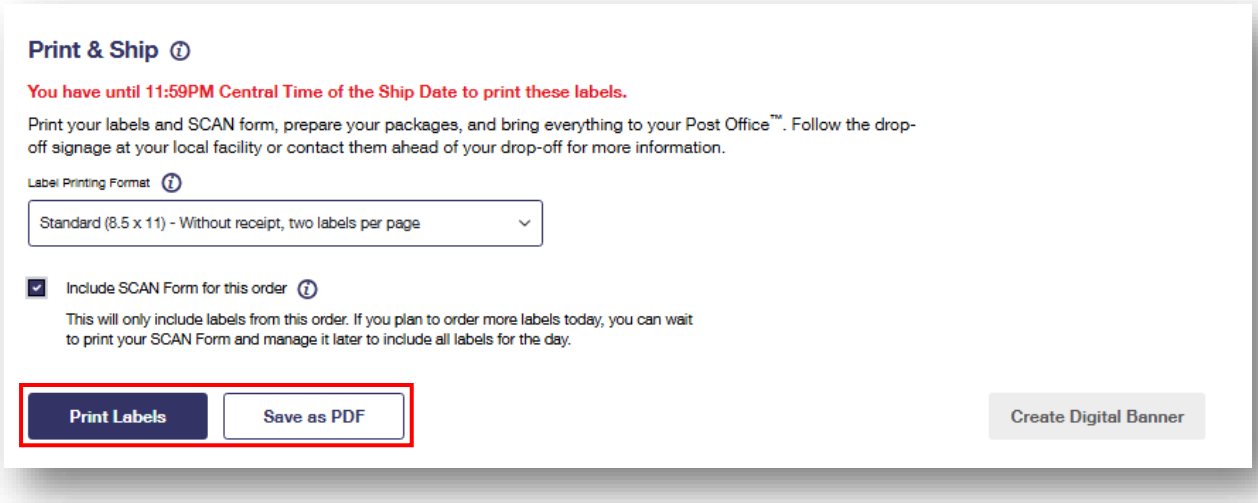
b) Once you are ready to print the label(s), select the **printing format** for the label(s).
   i. **Note:** the option to print two labels per page on a Standard (8.5x11) sheet of paper without a receipt will only be available with an order of two or more labels.



c) To print a SCAN Form along with the labels, select the Include SCAN Form for this order checkbox.
   i. **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.



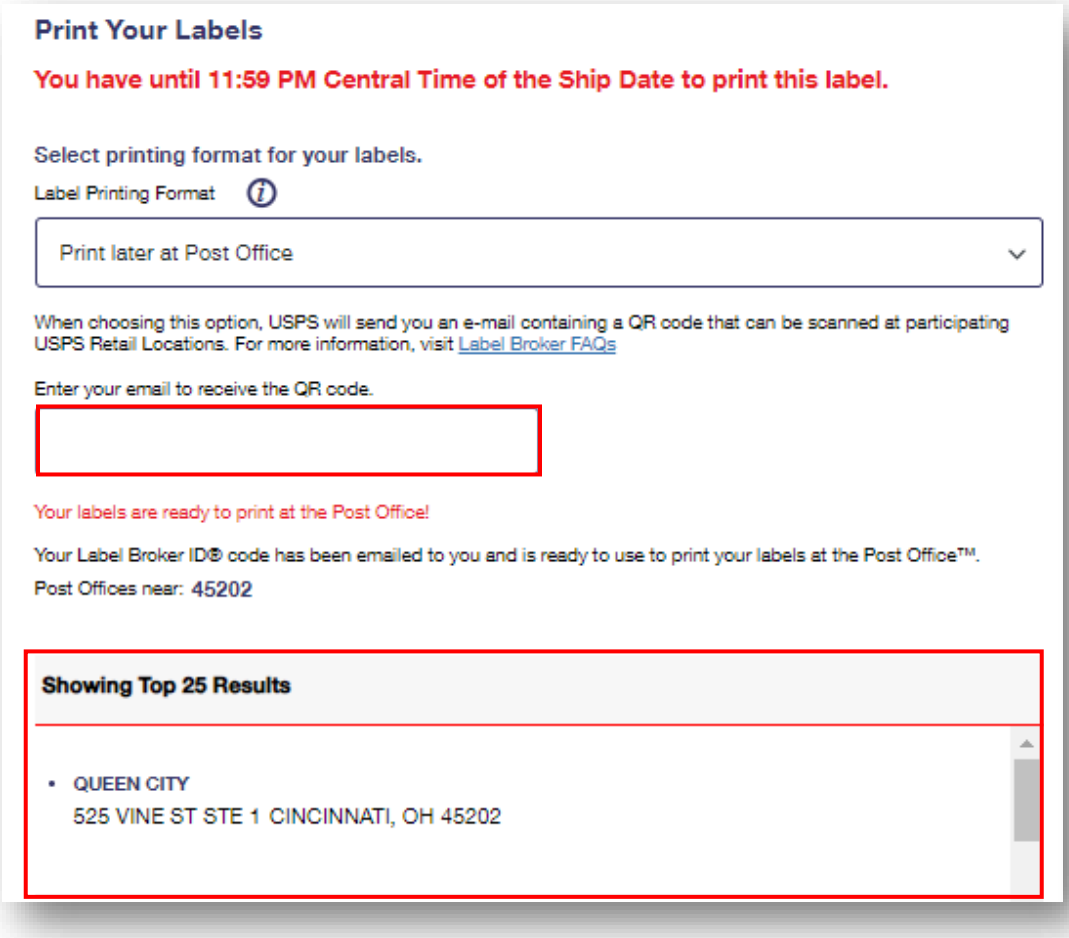
d) Once the printing format is selected, select **Print Labels**.
e) If you want to download and save the label(s) as a PDF, select **Save as PDF.**



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

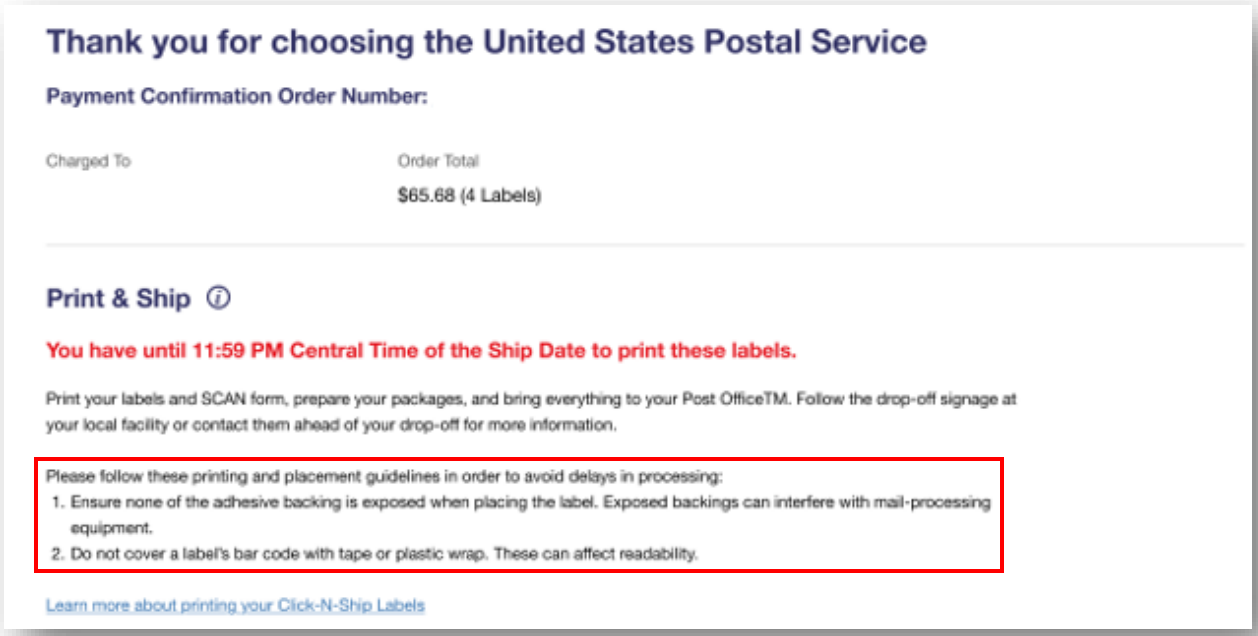
a) All international and domestic outbound labels will have the option to print at the Post Office™. If this option is available, enter the **email address** that you want the Label Broker® QR code to be sent to and select **Submit.**

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.

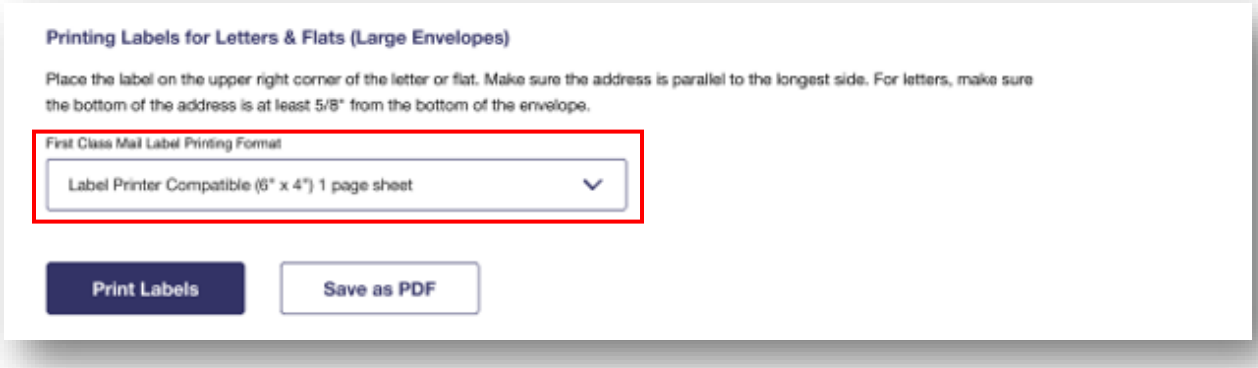


Print and Save your Stamps as PDF for Letters & Large Envelopes

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):
   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.

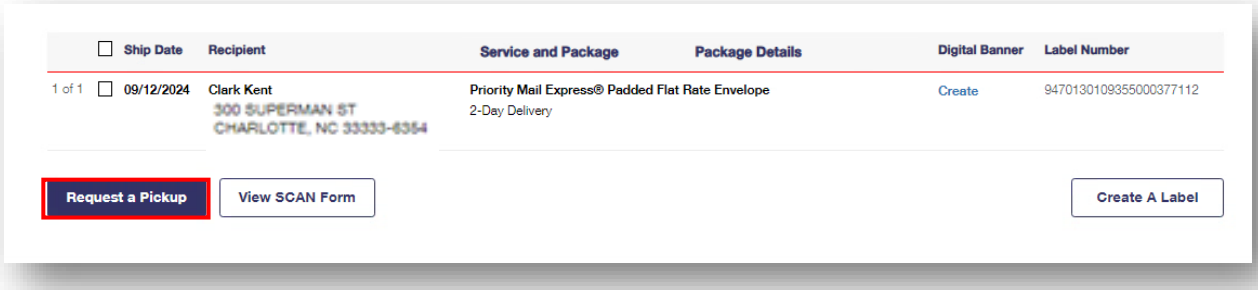


b) Once you have read the printing and placement instructions and are ready to print, select the print format type from the **First-Class Mail Label Printing Format** dropdown. Then select the **Print Labels** button.
   i. **Note:** you will not be able to print a SCAN form with your Letters & Flats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



Request a Pickup

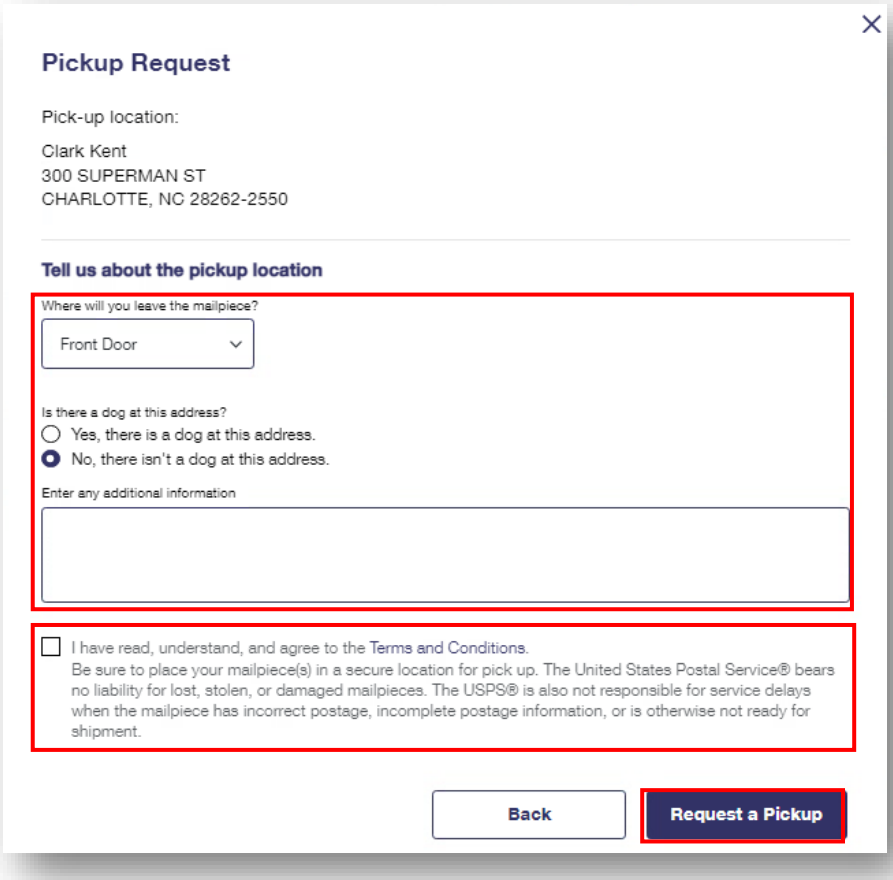
a) If you would like your Package to be picked up for shipping, select **Request a Pickup**.
   i. **Note:** if your return address is eligible for Carrier Pickup, you can follow the steps outlined above to request a Carrier Pickup.



b) Once selected, a **Pickup Request** modal will be displayed. Select the **pickup location.**

c) Agree with the **Pickup Terms and Conditions** by selecting the checkbox**.**

d) Select **Request a Pickup.**



(b)

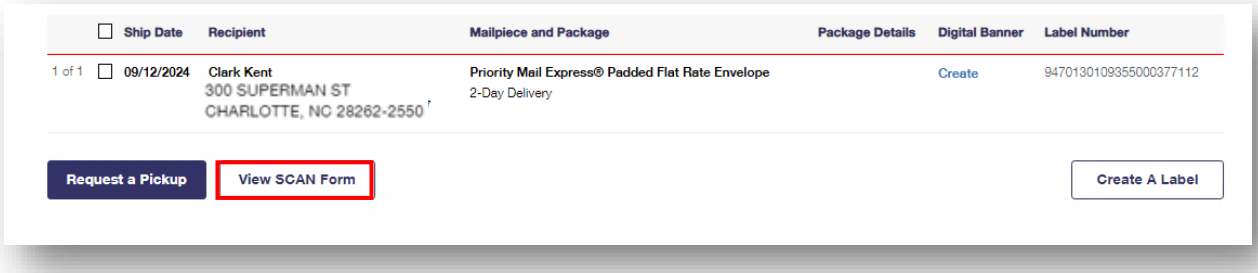
(c)

(d)

View SCAN Form

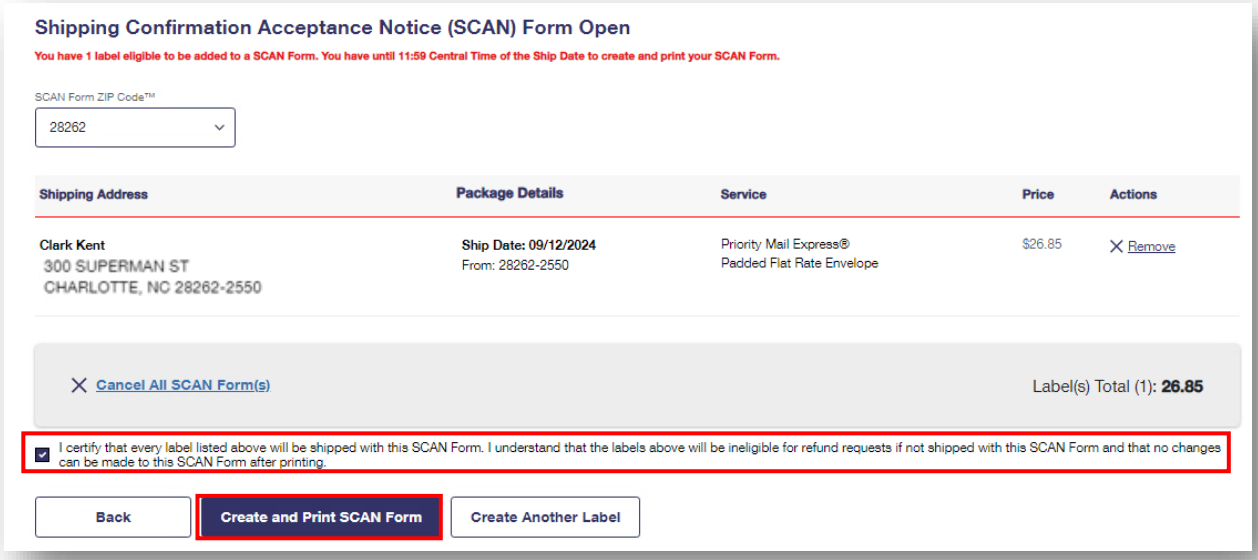
a) If you have a batch of labels, you are eligible for a SCAN form. SCAN forms provide a master barcode that represents all the Packages in your batch(es) and allow for better visibility while tracking your online labels. Select **View SCAN Form.**

   i. **Note:** there will be a message displayed notifying you if you are eligible for a SCAN form.



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.

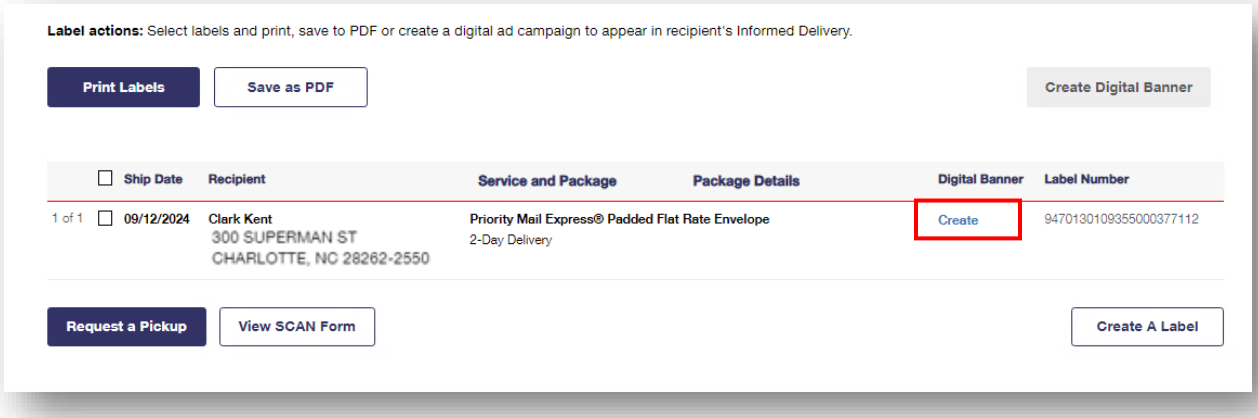


(b)

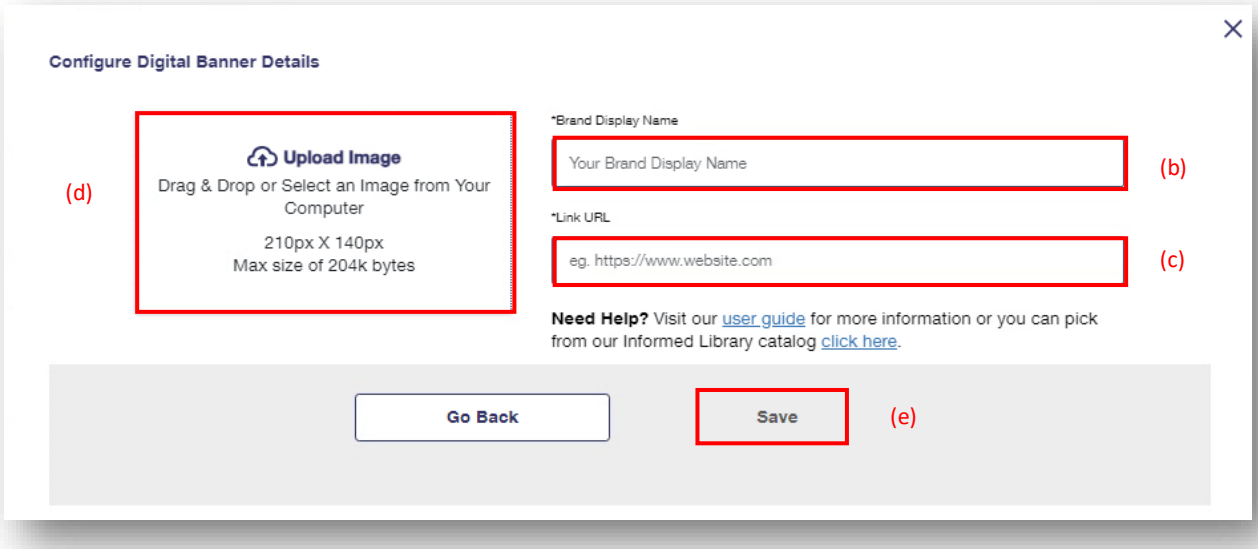
(c)

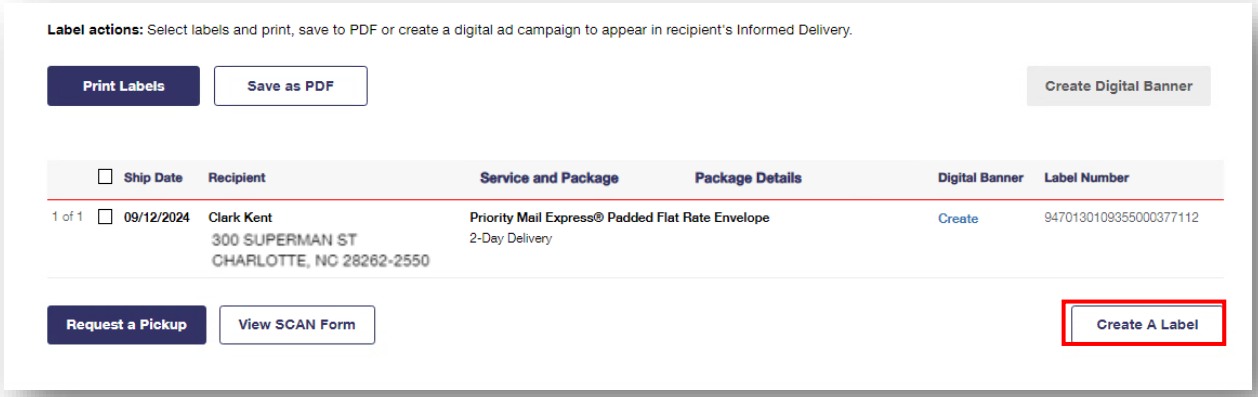
Create a Digital Banner

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



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



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.