



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

*Last Updated – January 20<sup>th</sup>, 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](#)

	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<input checked="" 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
	1 of 2				Total Label Cost	\$8.40
<input checked="" type="checkbox"/>	03/03/2025	<b>Customer pick up at:</b> Clark Kent SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail® Custom Packaging	240 oz	Custom Packaging Insurance USPS Tracking®	\$24.17 Free Free
	2 of 2				Total Label Cost	\$24.17
<b>Ship to:</b> USPS SMART LOCKER RALEIGH, NC 27615-0100						
<b>USPS® Shipping Supplies</b>						
Add labels, tape, boxes and shipping supplies to the label order.						
<a href="#">+ Add Shipping Supplies</a>						
<a href="#">X Remove All</a>						Order Total: <b>\$32.57</b>

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

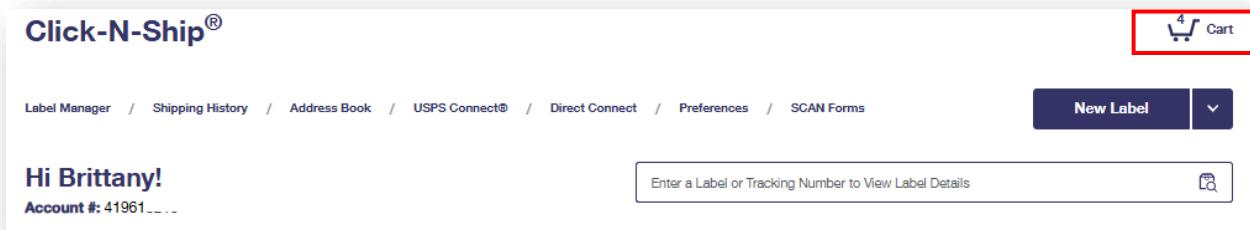
Label Cart Overview .....	2
Navigating the Label Cart .....	4
All Actions within Label Cart (Pre-Payment) .....	5
• Understanding the Types of Labels in your Cart.....	5
• Understanding the Label Fee(s) in your Cart .....	8
• Editing Labels within Label Cart .....	9
• Removing Labels from Label Cart.....	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 <sup>rd</sup> 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

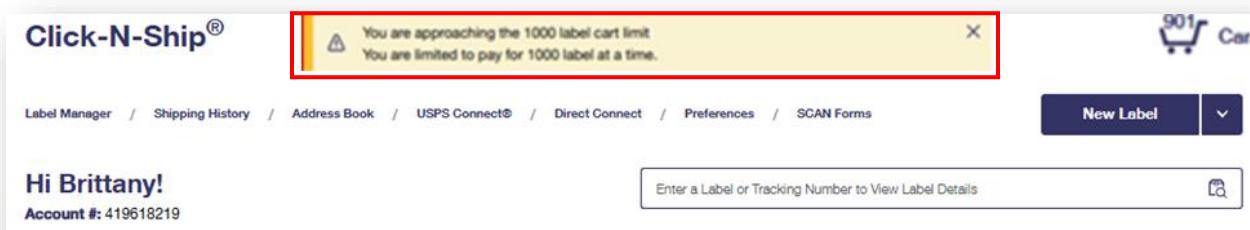
Within the Label Cart, you will be able to see an overview of the labels that you've created using the Click-N-Ship® application and that are ready for purchase.

### 1) Navigate to Label Cart

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



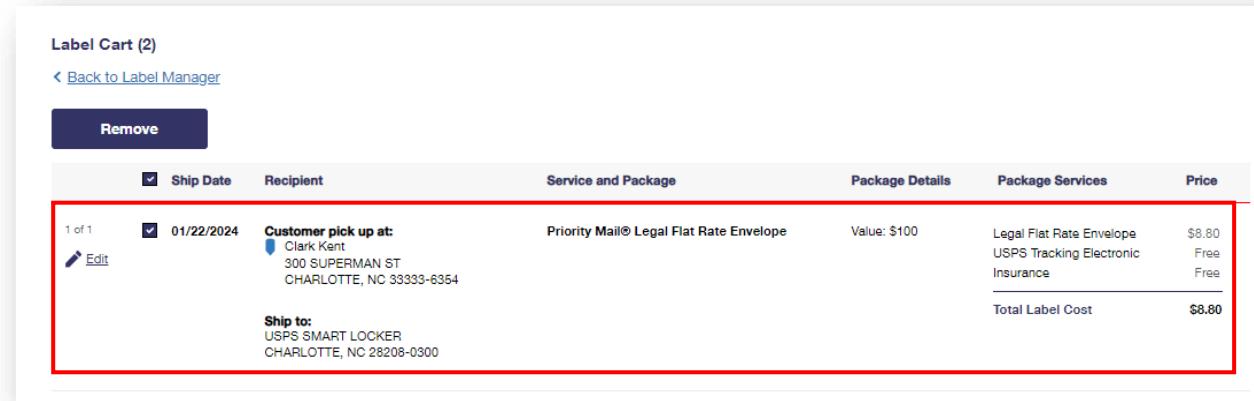
- Once you have over 900 labels in your Label Cart, you will see the following **warning message** to let you know that you are approaching the 1,000-label cart limit.



## 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)

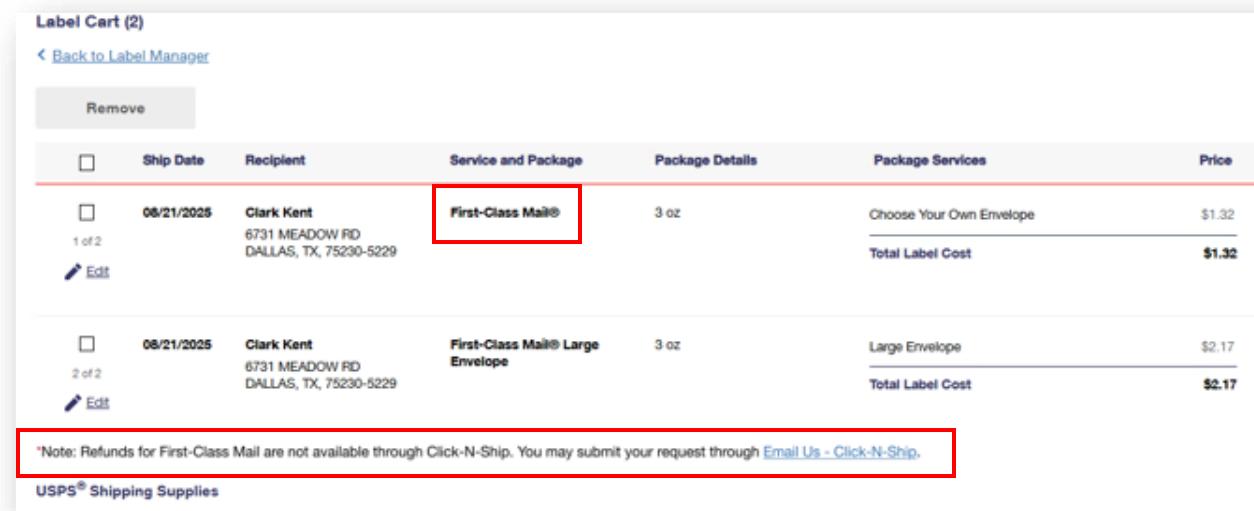
[Back to Label Manager](#)

**Remove**

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

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.

- 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**

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

**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)						
<a href="#">Back to Label Manager</a>						
<input type="button" value="Remove"/>						
	<input checked="" type="checkbox"/> Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
1 of 1	<input checked="" type="checkbox"/> 01/22/2024	<b>Customer pick up at:</b>  Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333-6354  <b>Ship to:</b> USPS SMART LOCKER CHARLOTTE, NC 28208-0300	Priority Mail® Legal Flat Rate Envelope	Value: \$100	Legal Flat Rate Envelope USPS Tracking Electronic Insurance	\$8.80 Free Free
					Total Label Cost	\$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)						
<input type="button" value="Edit"/>						
	<input checked="" type="checkbox"/> Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
1 of 1	<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	\$4.95 Free
					Total Label Cost	\$4.95

**USPS® Shipping Supplies**

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

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.*

### Label Cart (3)

[◀ Back to Label Manager](#)

[Remove](#)

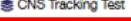
	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
1 of 3	07/17/2025	Test Location 1234 WASHINGTON DR ARLINGTON, VA, 12345-6789 <a href="#">Edit</a>	Priority Mail Open and Distribute Half Tray Box	Value: \$25.00	Half Tray Box USPS Tracking®	\$30.47 Free
2 of 3	07/10/2025	ABC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

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](#)

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

#### 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](#)

Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
03/03/2025 1 of 1 <a href="#">Edit</a>	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
	<b>MAY RELEASE</b> ABCD 1234			Total Label Cost	<b>\$8.40</b>

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](#)

**Remove**

	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<input type="checkbox"/>	07/17/2025 1 of 1	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 <b>\$15.70</b>

**USPS® Shipping Supplies**

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

[+ Add Shipping Supplies](#)

## 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](#)

**Remove**

	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<input type="checkbox"/>	03/03/2025 1 of 2	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 <b>\$8.40</b>
<input type="checkbox"/>	03/03/2025 2 of 2	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 <b>\$24.17</b>

**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](#)

Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
03/03/2025 1 of 2	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
03/03/2025 2 of 2	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

## Adding Free USPS® Shipping Supplies to your Order

a) 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

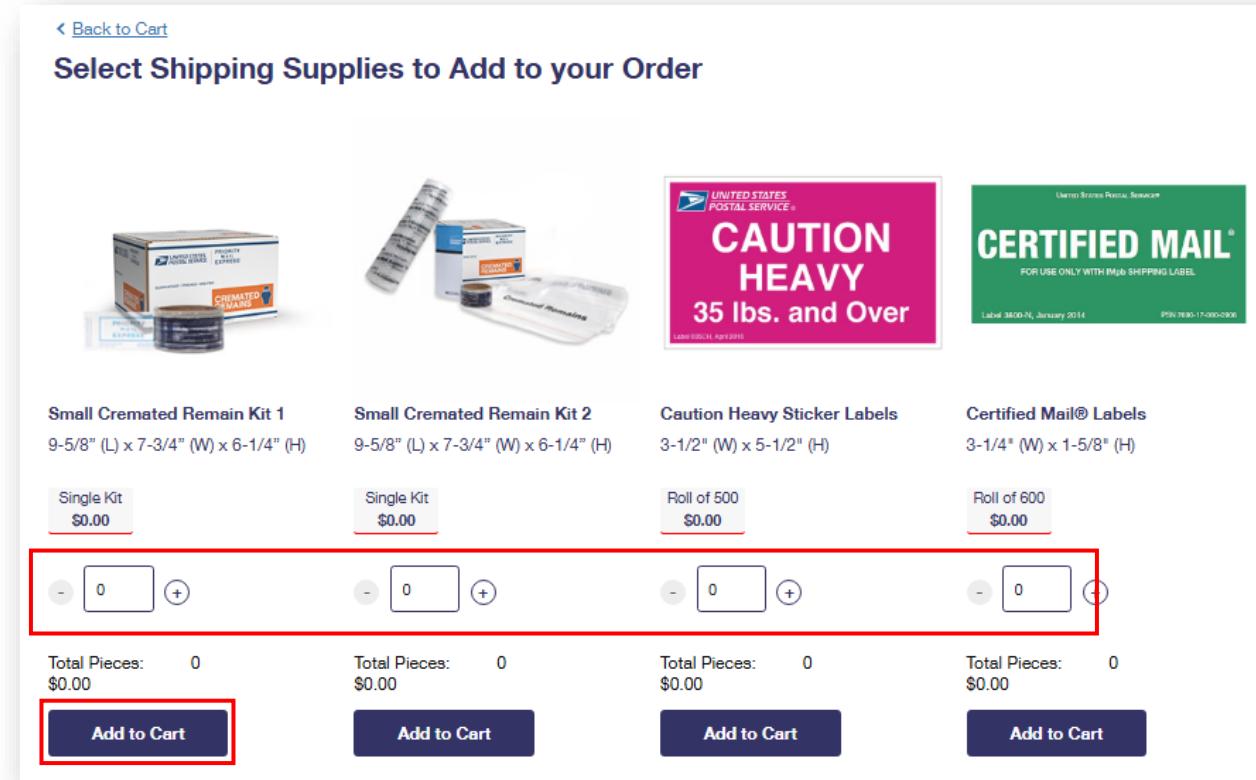
[New Label](#) [▼](#)

[Pay Now](#)

- 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 Remains Kit 1**  
9-5/8" (L) x 7-3/4" (W) x 6-1/4" (H)

**Small Cremated Remains 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)

**(b)**

**(c)**

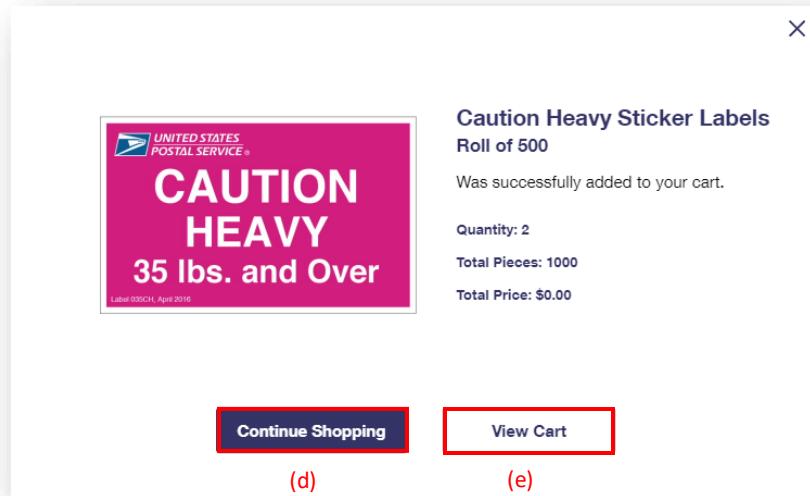
Total Pieces: 0  
\$0.00

Total Pieces: 0  
\$0.00

Total Pieces: 0  
\$0.00

Total Pieces: 0  
\$0.00

- 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.

Product	Quantity	Total Pieces	Total Price
Caution Heavy Sticker Labels Roll of 500 3-1/2" (W) x 5-1/2" (H) <a href="#">Remove</a>	<input type="button" value="-"/> <input type="text" value="2"/> <input type="button" value="+"/>	1000	Free
Collect on Delivery Forms Pack of 10 7-1/2" (W) x 4-1/4" (H) <a href="#">Remove</a>	<input type="button" value="-"/> <input type="text" value="2"/> <input type="button" value="+"/>	20	Free

**Confirm Shipping Details for Supplies**

**Delivery Address** [Edit](#)  
**CLARK KENT  
SUPERMAN WAREHOUSE**  
**100 SUPERMAN ST  
WASHINGTON, DC 20005-3509**

**Select a Shipping Method**

<input checked="" type="radio"/>	<b>USPS Ground Advantage™ Service</b> Arrives in 6-7 business days	Free
<input type="radio"/>	<b>Priority Mail® Service</b> Arrives in 2-3 business days	\$26.22

**Shipping Supplies Summary**

<b>Subtotal</b>	Free
<b>Shipping - USPS Ground Advantage</b>	Free
<b>Shipping Supplies Total</b>	Free

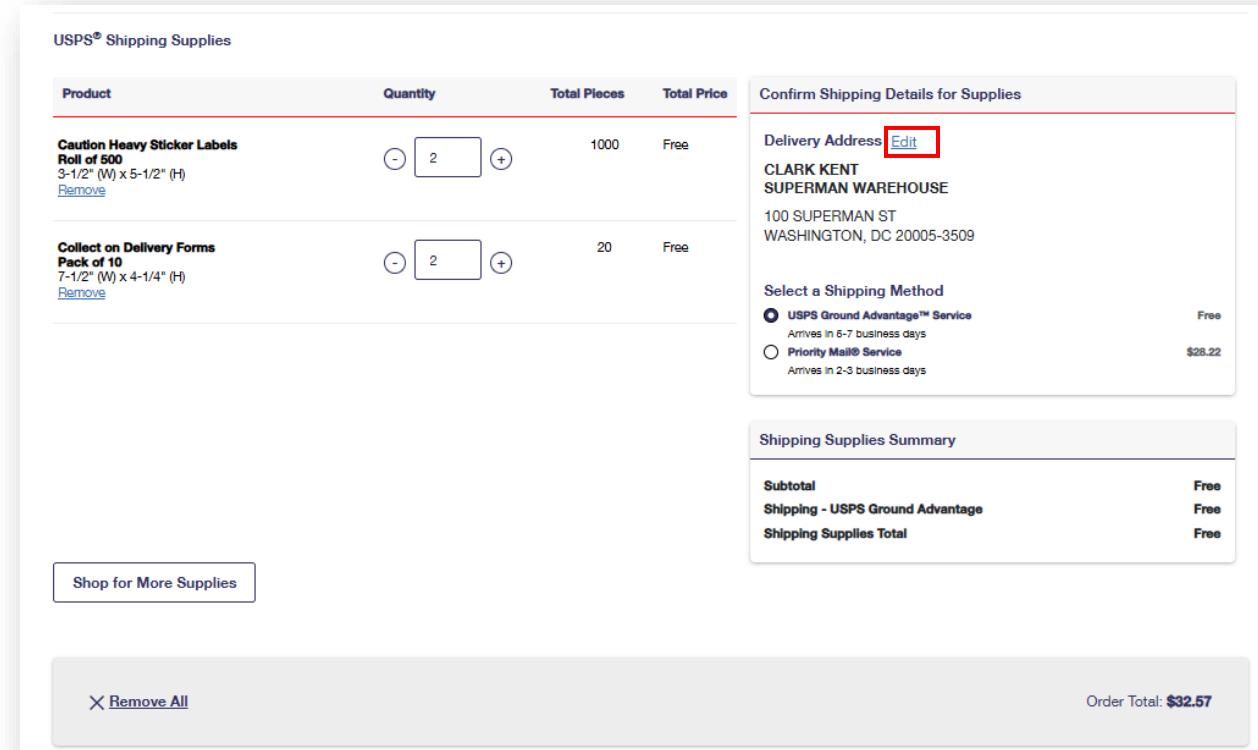
[Shop for More Supplies](#)

[Remove All](#) 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.



The screenshot shows the USPS Shipping Supplies interface. On the left, a table lists items in the cart:

Product	Quantity	Total Pieces	Total Price
<b>Caution Heavy Sticker Labels</b> Roll of 500 3-1/2" (W) x 5-1/2" (H) <a href="#">Remove</a>	<input type="button" value="(-)"/> <input type="text" value="2"/> <input (h)<br="" (w)="" 4"="" 4-1="" type="button" value="(+)&lt;/input&gt;&lt;/td&gt; &lt;td&gt;1000&lt;/td&gt; &lt;td&gt;Free&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;&lt;b&gt;Collect on Delivery Forms&lt;/b&gt;&lt;br/&gt;Pack of 10&lt;br/&gt;7-1/2" x=""/> <a href="#">Remove</a>	<input type="button" value="(-)"/> <input type="text" value="2"/> <input #"="" type="button" value="(+)&lt;/input&gt;&lt;/td&gt; &lt;td&gt;20&lt;/td&gt; &lt;td&gt;Free&lt;/td&gt; &lt;/tr&gt; &lt;/tbody&gt; &lt;/table&gt; &lt;p&gt;On the right, the &lt;b&gt;Confirm Shipping Details for Supplies&lt;/b&gt; section is shown:&lt;/p&gt; &lt;ul&gt; &lt;li&gt;&lt;b&gt;Delivery Address:&lt;/b&gt; &lt;a href="/> Edit (highlighted with a red box) <li>CLARK KENT SUPERMAN WAREHOUSE 100 SUPERMAN ST WASHINGTON, DC 20005-3509</li> <li><b>Select a Shipping Method:</b> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> <b>USPS Ground Advantage™ Service</b> Arrives in 6-7 business days <span style="float: right;">Free</span></li> <li><input type="radio"/> <b>Priority Mail® Service</b> Arrives in 2-3 business days <span style="float: right;">\$28.22</span></li> </ul> </li> <p>Below these are the <b>Shipping Supplies Summary</b> and <b>Order Total:</b> <b>\$32.57</b>.</p>	

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

X

## Shipping Supplies Delivery Address

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

[Use Address Book](#)

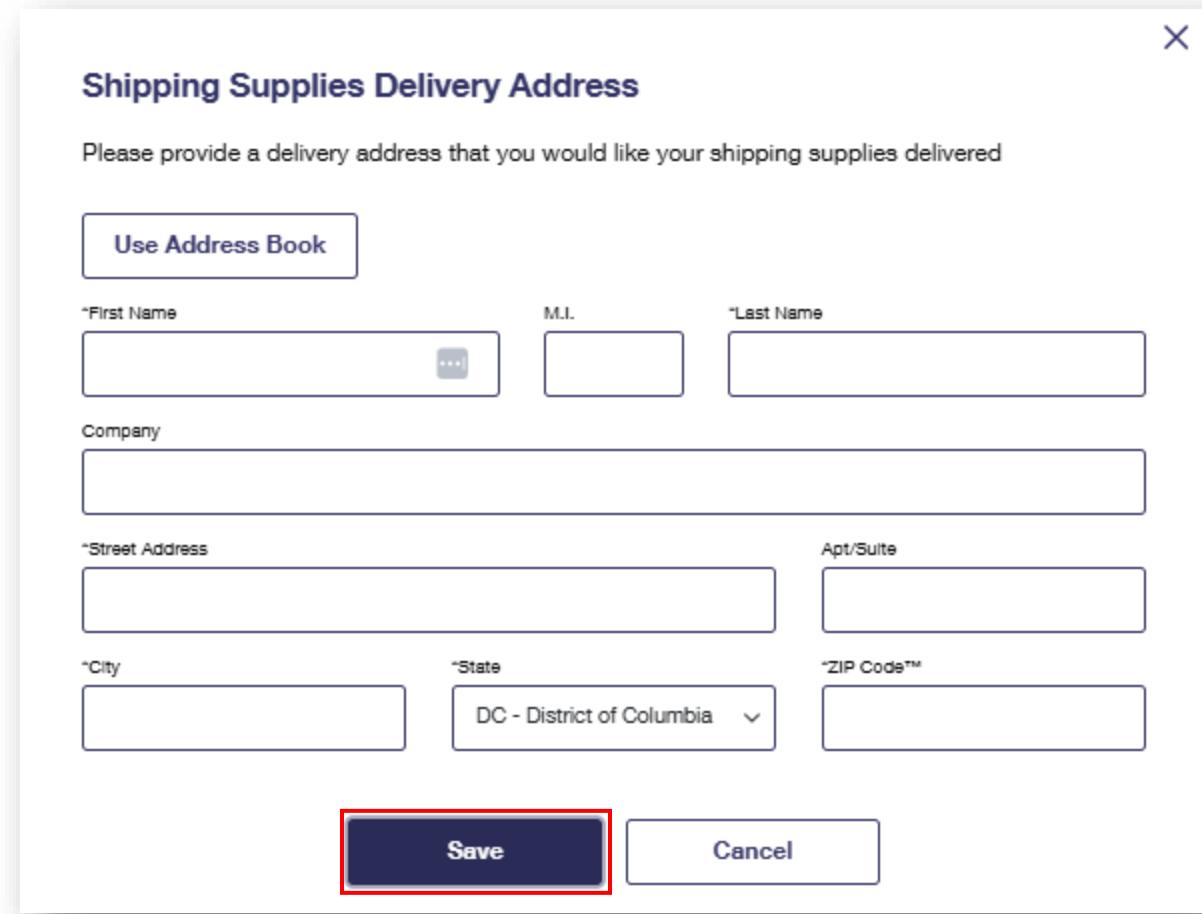
\*First Name  M.I.  \*Last Name

Company

\*Street Address  Apt/Suite

\*City  \*State  \*ZIP Code™

DC - District of Columbia



### 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.

## 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

▼



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



- 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.

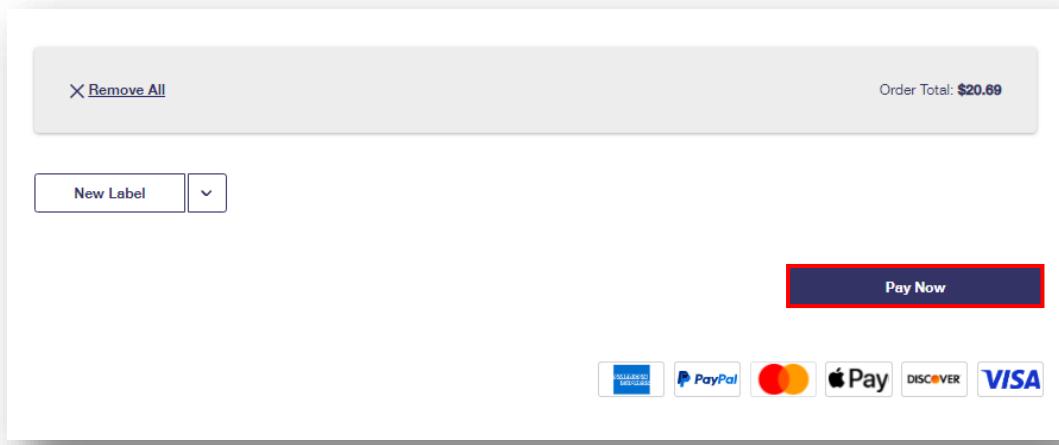
<p>1 of 2 *Postage Dues cannot be removed from Cart.</p> <p>03/27/2024    Clark Kent</p> <p>From ZIP: TX 75202-3716</p> <p>Priority Mail® Return Service ⓘ Label Number: <a href="#">9405830109355107145176</a></p>	<p>Priority Mail® Return Service</p> <hr/> <p>Priority Mail® Return Service    \$6.43</p> <p>Total Postage Due    \$6.43</p>
<p>2 of 2 *Postage Dues cannot be removed from Cart.</p> <p>03/27/2024    Clark Kent</p> <p>From ZIP: TX 75202-3716</p> <p>Priority Mail® Return Service ⓘ Label Number: <a href="#">9405830109355107145176</a></p>	<p>Priority Mail® Return Service</p> <hr/> <p>Priority Mail® Return Service    \$6.43</p> <p>Total Postage Due    \$6.43</p>
Total Postage Dues: \$33.86	
<b>Pay Postage Dues Only</b>	

(c)

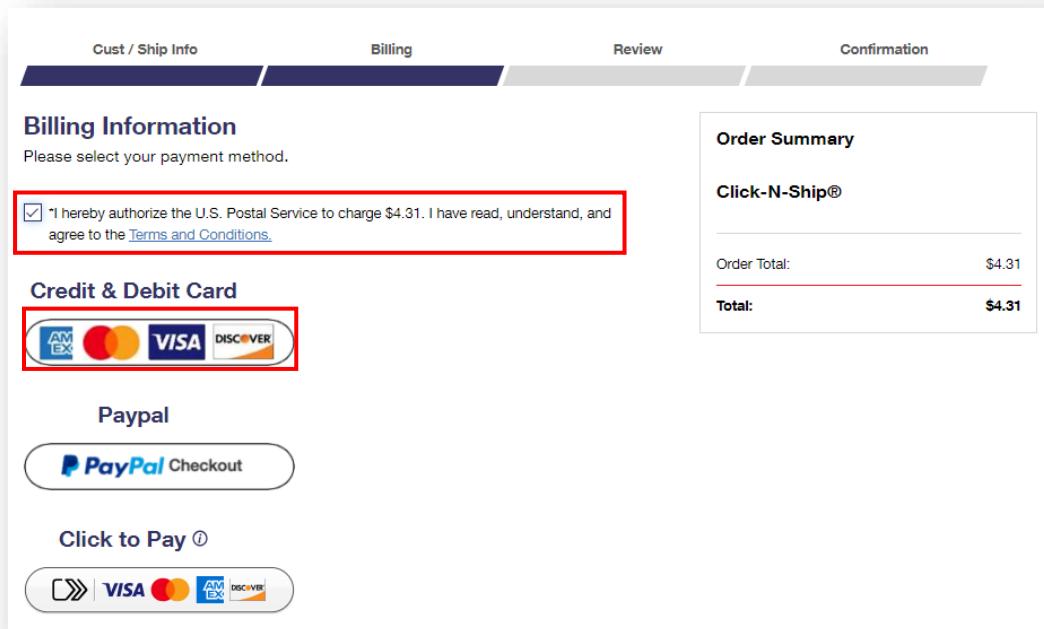
## Purchasing Labels (7 Payment Methods)

### 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**.

**Credit & Debit Card**



**Credit or Debit Card Information**

\*Required Field

(d)

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

(i)

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

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.

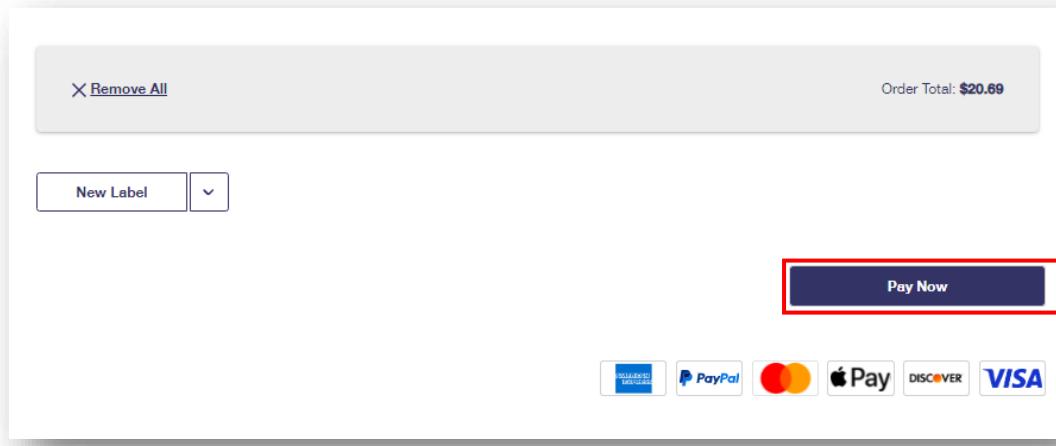
Any mailing containing cigarettes or smokeless tobacco must be presented to a Postal Service™ employee at a Retail Post Office™ location for proper acceptance.

**Accept & Continue**

You must accept to continue and place your order.

## Paying with PayPal

- 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.



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


**Click to Pay** ⓘ

**Order Summary**  
**Click-N-Ship®**

Order Total:	\$4.31
<b>Total:</b>	<b>\$4.31</b>

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.

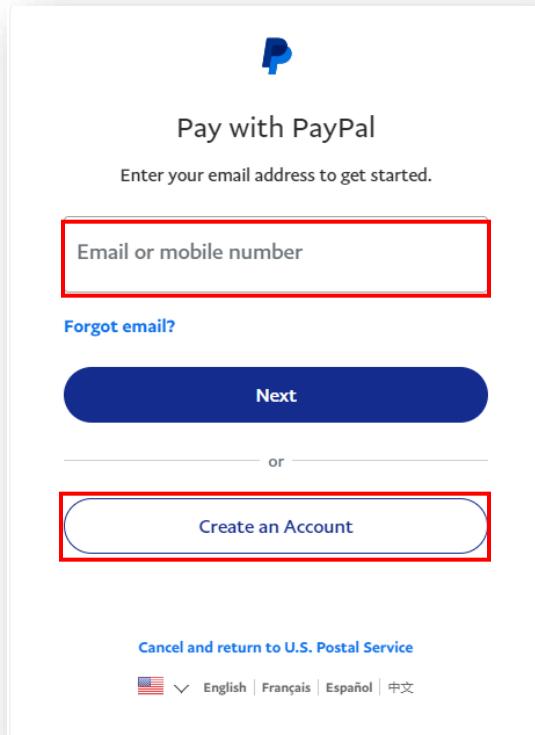
Lithium metal and lithium ion batteries being shipped independently are prohibited from air eligible shipping service (e.g., Priority Mail, Priority Mail Express, and First-Class Package service). Electronic products packed with or containing lithium batteries, such as cell phones, laptop, and e-cigarettes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

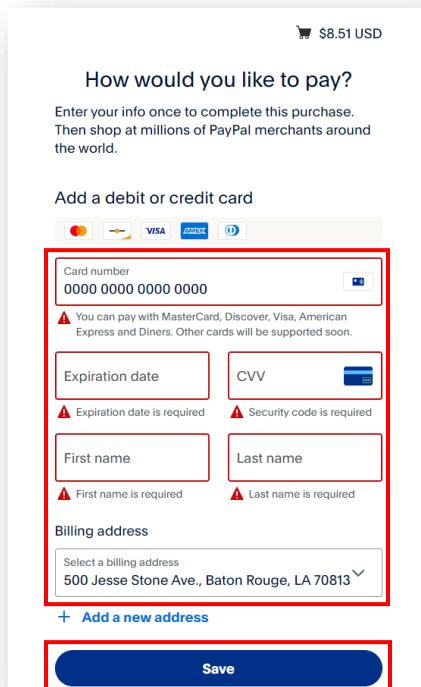
**Accept & Continue**

You must accept to continue and place your order.

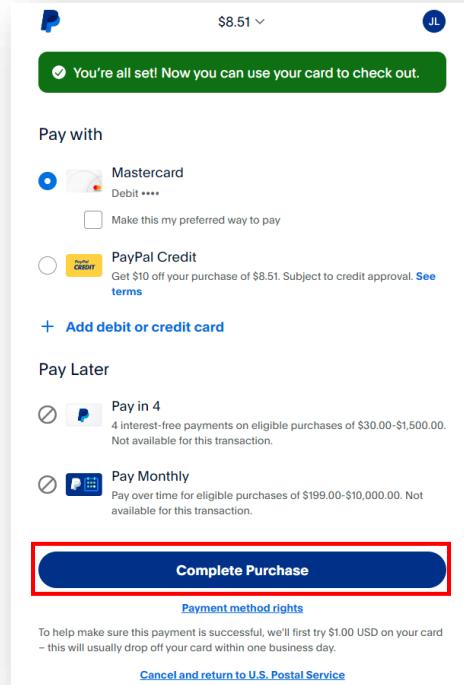
e) To proceed with paying with PayPal, **login** or **create a new account**.



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



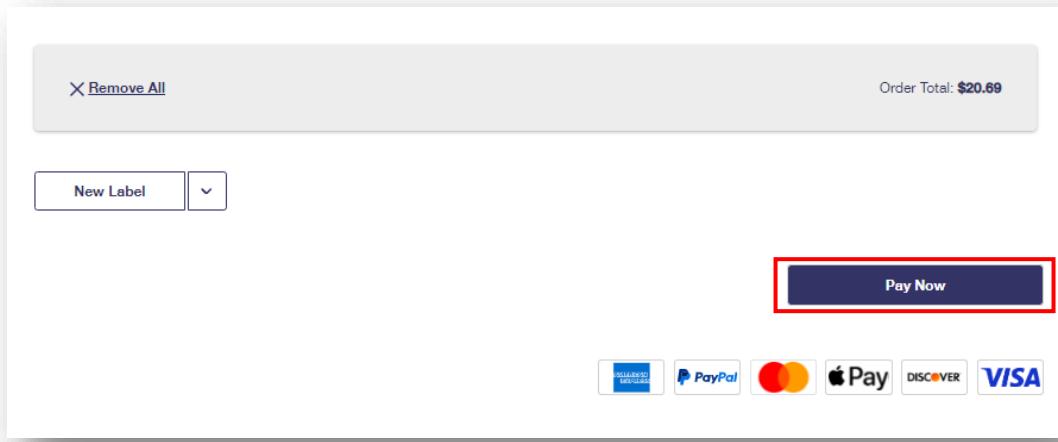
g) Select **Complete Purchase** to proceed with paying for your order.



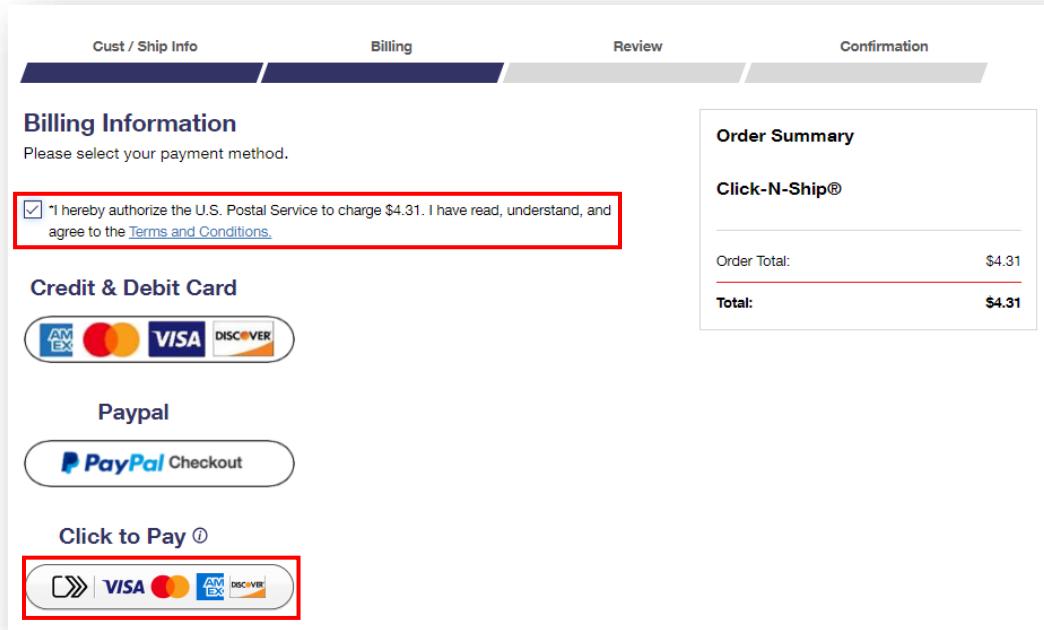
### Paying with Click to Pay (Quick Pay)

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.

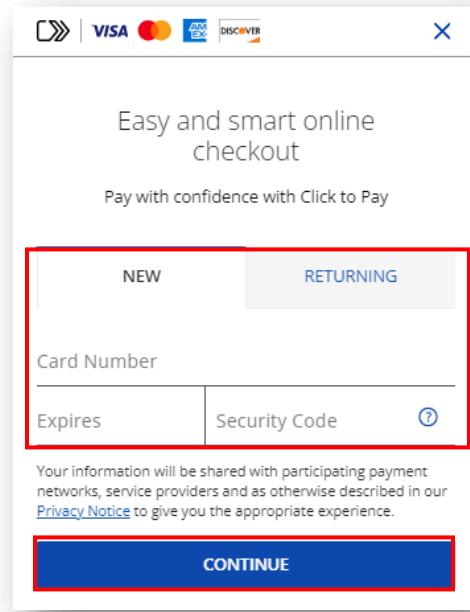
a) If everything is correct, you may proceed to payment by clicking **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.



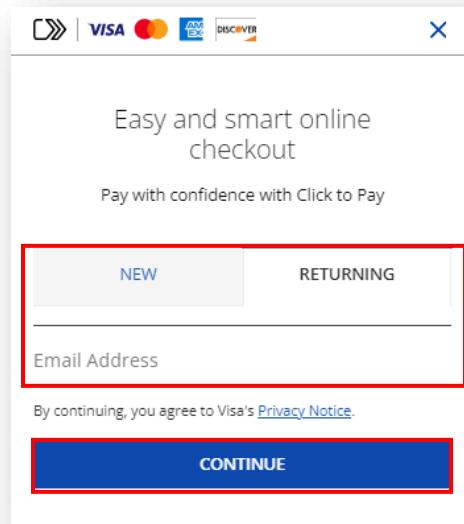
- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Click to Pay** as your payment option.



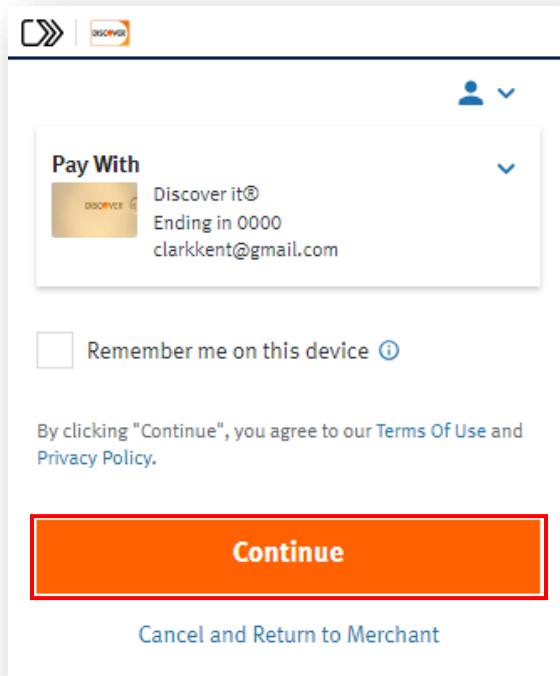
- d) If you're a new user, enter your **Credit / Debit Card information** and select **Continue**.



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

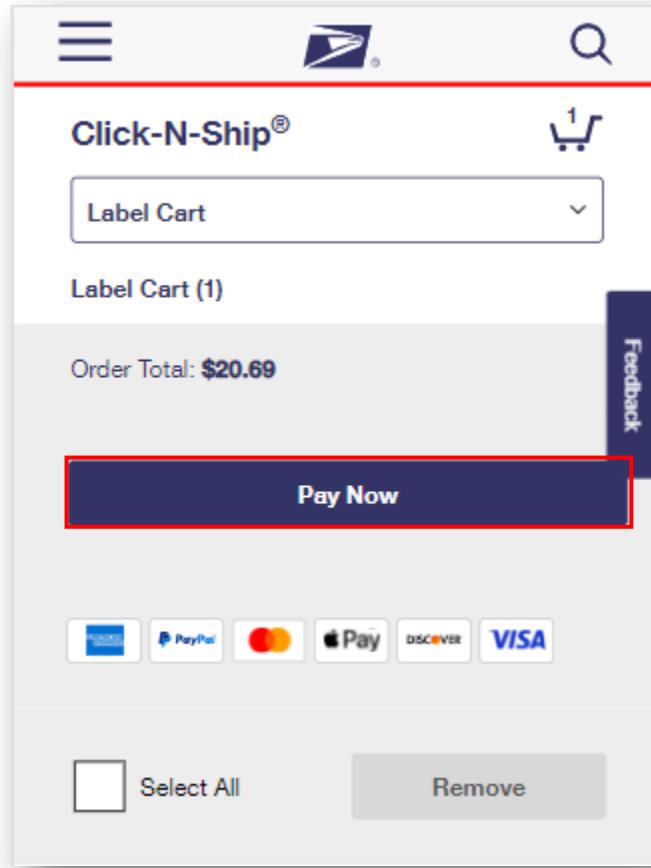


f) Ensure that the saved card is correct and select **Continue** to proceed with paying for your order.

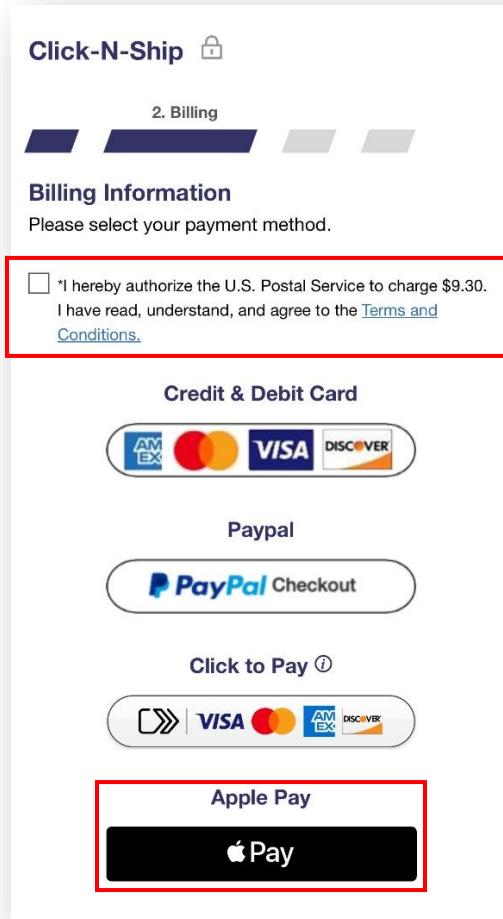


## Paying with Apple Pay (IOS users)

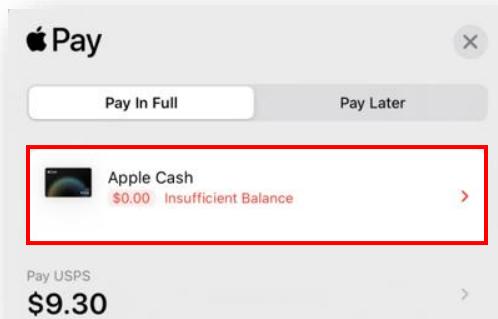
a) If everything is correct, you may proceed to payment by clicking **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.



- 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



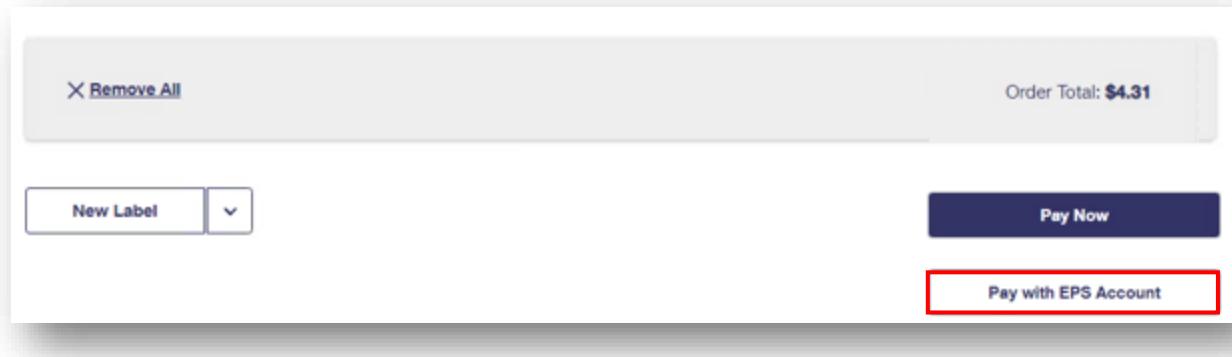
- d) Select an **Apple Payment Method (Apple Cash / Debit / Credit Card)** and proceed with paying for your order.



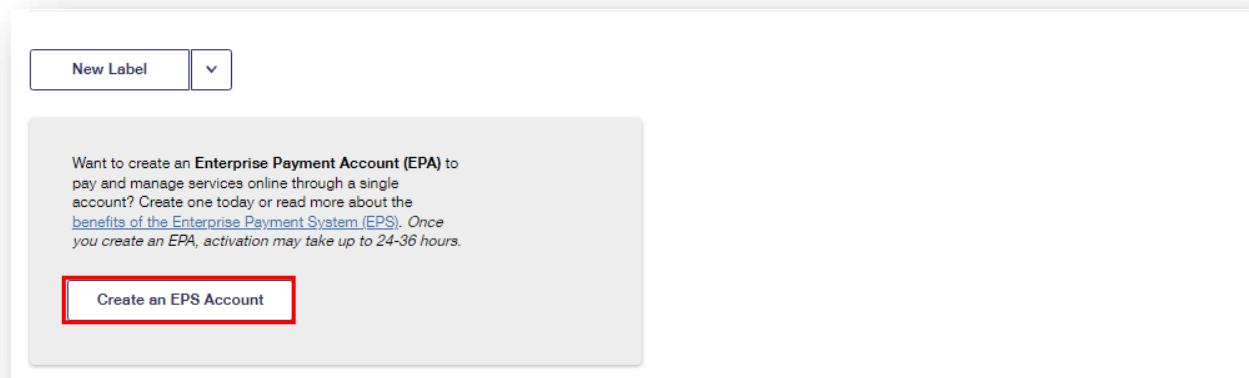
## Paying with an Enterprise Payment System (EPS) Account

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**.

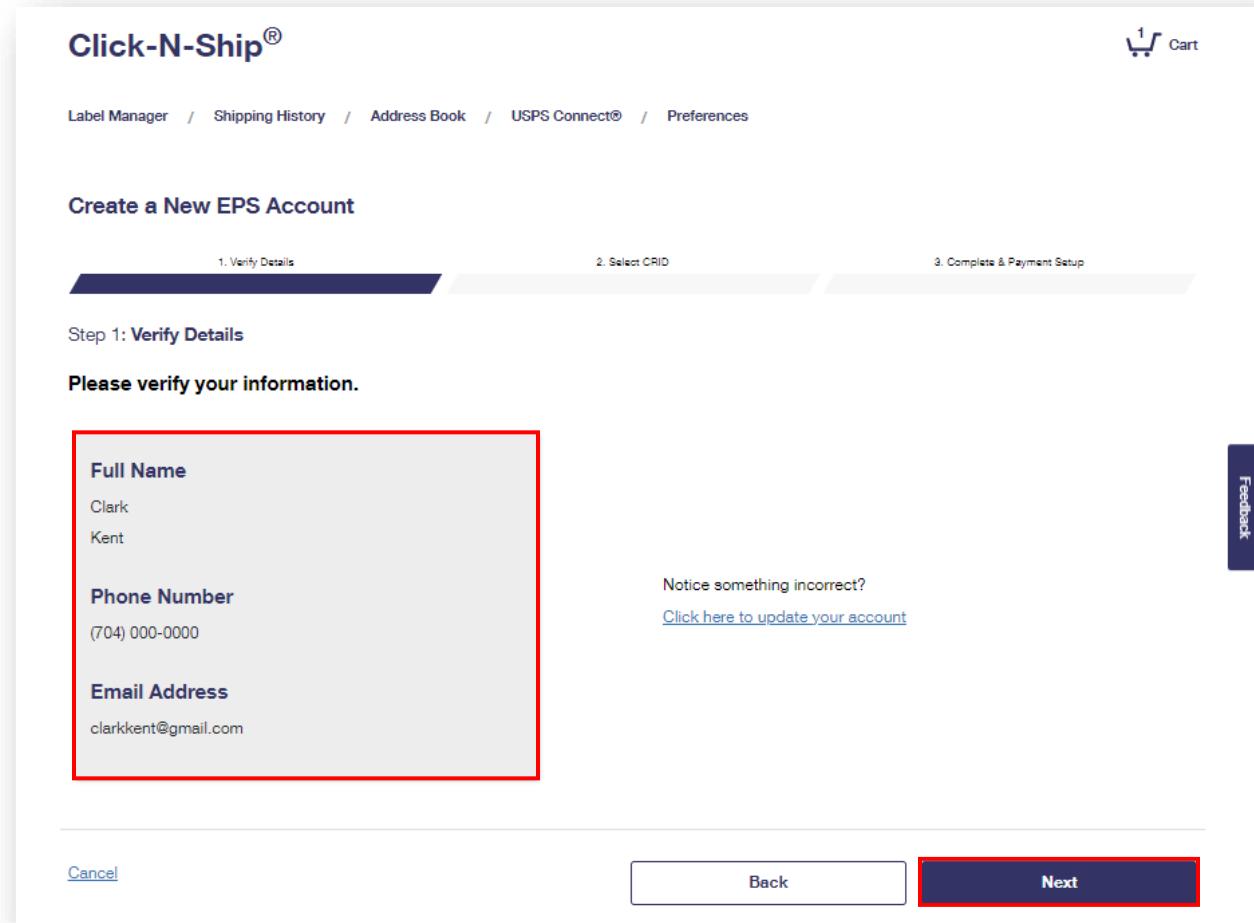
### Create a New EPS Account

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	<a href="#">Print Terms and Conditions</a>
<p><b>ENTERPRISE PAYMENT SYSTEM</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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:<a href="https://postalpro.usps.com/eps/terms">https://postalpro.usps.com/eps/terms</a>. 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.</p> <p>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:</p> <p>1. Enrollment and Linking of Products and Services</p> <p>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 <a href="http://about.usps.com/who-we-are/privacy-policy/welcome.htm">http://about.usps.com/who-we-are/privacy-policy/welcome.htm</a>.</p>	
<input checked="" type="checkbox"/> I have read and agree to the terms and conditions for creating an Enterprise Payment System account.	
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

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



**Click-N-Ship®**

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**

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®**

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

Cart

**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

<input checked="" type="radio"/> 94827777
Principal Account Contact:
300 SUPERMAN ST, KALAMAZOO, MI 00000-0000
<input type="radio"/> 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**



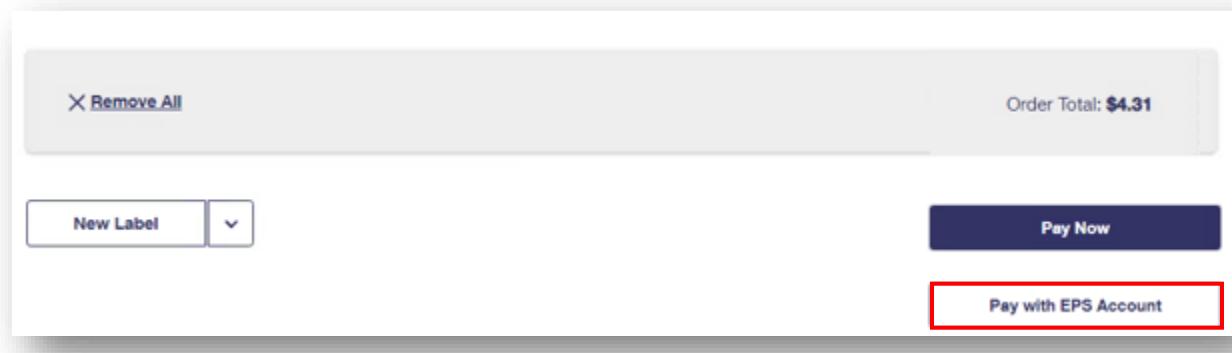
**ACH Debit**  
Designate a debit-enabled bank account for all charges.

**Create an Account**

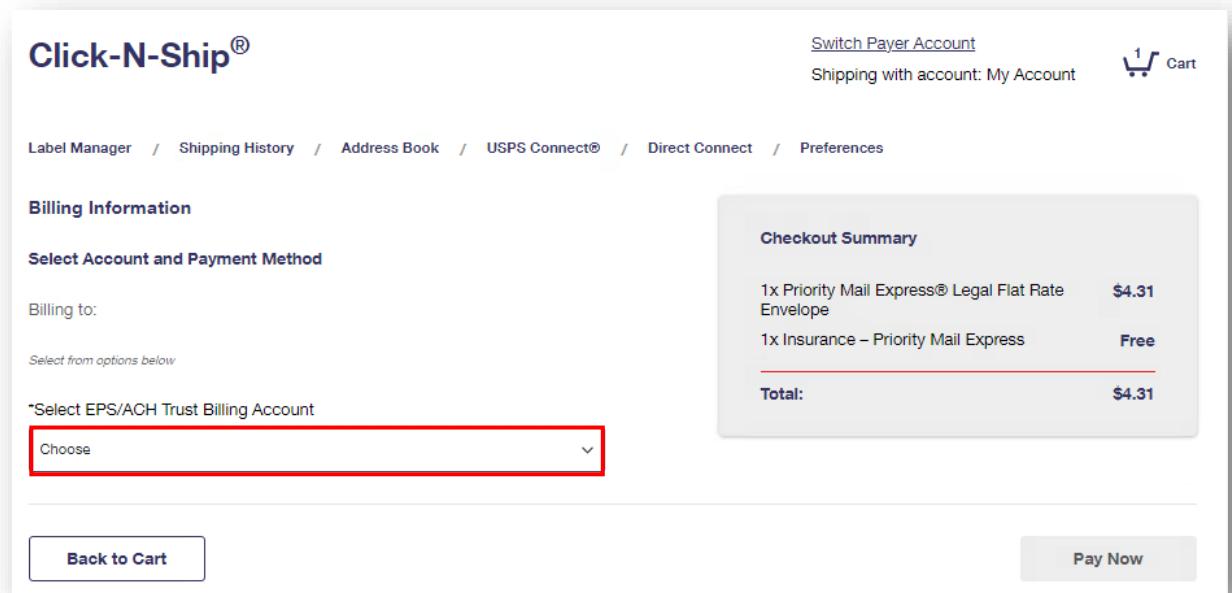
(g) [Set up later and go back to Label Manager](#)

(i)

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.



- I) 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

**Checkout Summary**

1x Priority Mail Express® Legal Flat Rate Envelope	\$4.31
1x Insurance – Priority Mail Express	Free
<b>Total:</b>	<b>\$4.31</b>

**Back to Cart** **Pay Now**

## Paying with 3<sup>rd</sup> Party Authorization (Business Accounts)

a) If you created label(s) via the Click-N-Ship® 3<sup>rd</sup> 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.*

**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"/>	03/31/2024 1 of 2	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"/>	03/29/2024 2 of 2	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** (i)

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

[+ Add Shipping Supplies](#)

[X Remove All](#)

\*Prices determined on payment

[New Label](#) [▼](#) (a)

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

[Pay with EPS Account](#)

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**.

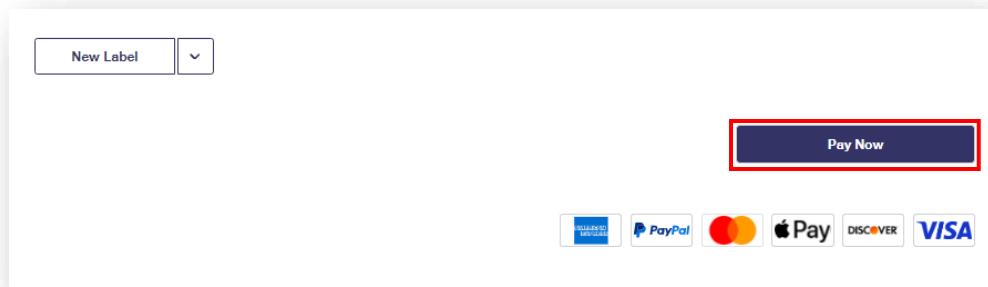
i. *Note, you will not be able to proceed with shipping unless the Postage Dues are paid in full. All Postage Dues must be paid with your own account, not the payers.*

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

<input type="checkbox"/> Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
<b>Postage Due</b> 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 *Postage Dues Cannot be removed from Cart	03/18/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	<b>Postage Due</b> ⓘ Priority Mail® Choose Your Own Box <b>Label Number:</b> 098765434567890	16 oz	Reason for Postage Due: <b>Zone</b> \$0.25 <b>Total Postage Due</b> \$0.25
2 of 2 *Postage Dues Cannot be removed from Cart	03/18/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	<b>Postage Due</b> ⓘ Priority Mail® Small Flat Rate Box <b>Label Number:</b> 098765434567890	16 oz	Reason for Postage Due: <b>Zone</b> \$0.25 <b>Total Postage Due</b> \$0.25
<input type="button" value="Remove"/> You must pay with your account. <div style="border: 2px solid red; padding: 5px; text-align: center;"> <input type="button" value="Pay Postage Dues"/>  <input type="button" value="Pay Postage Dues With EPS"/> </div>					

## 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**.

**Billing Information**

**Use OMAS**

Paying with OMAS is safe and easy. All the information is encrypted and transmitted securely. For more details, see our [Privacy Policy](#). Depending on the payment method you choose, you may also be subject to the Privacy Policy and Terms and Conditions of the associated company.

Agency ID: 123

Please confirm that you agree to these shipping fees being charged to your agency's OMAS account by completing these fields:

\*Required Field

(b) **\*Your Name**

(c) **Agency Cost Code**

(d) **\* Your Email Address**

(e) If this is not your account, or have questions about your OMAS account, please send an email to [OMAS.SHOpus.com](#).  
 I hereby authorize the U.S. Postal Service to charge \$8.50. I have read, understand, and agree to the [Terms and Conditions](#).

(f) **Print and Pay**

**Order Summary:**  
2b1e257e955940e88c38120f77c3912c

**Click-N-Ship®**

Order Total:	\$8.50
Total:	\$8.50

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

X

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**

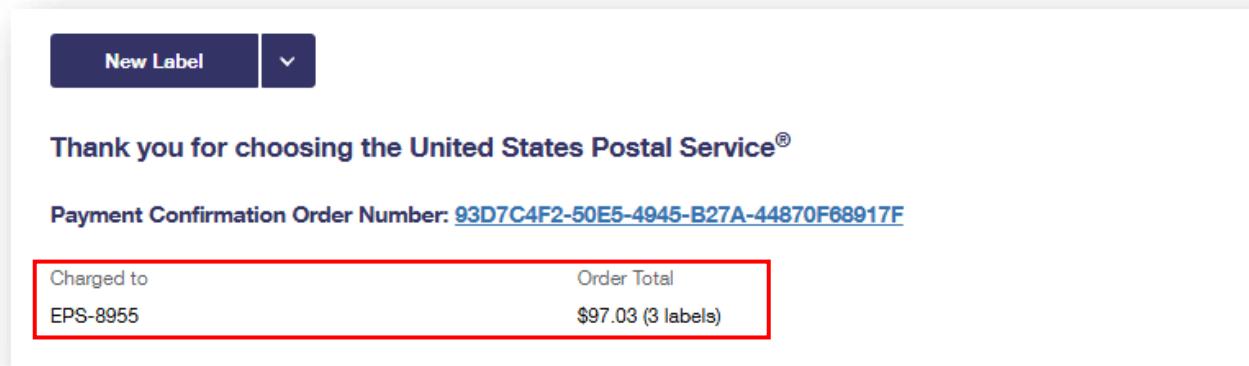
You must accept to continue and place your order.

## 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.

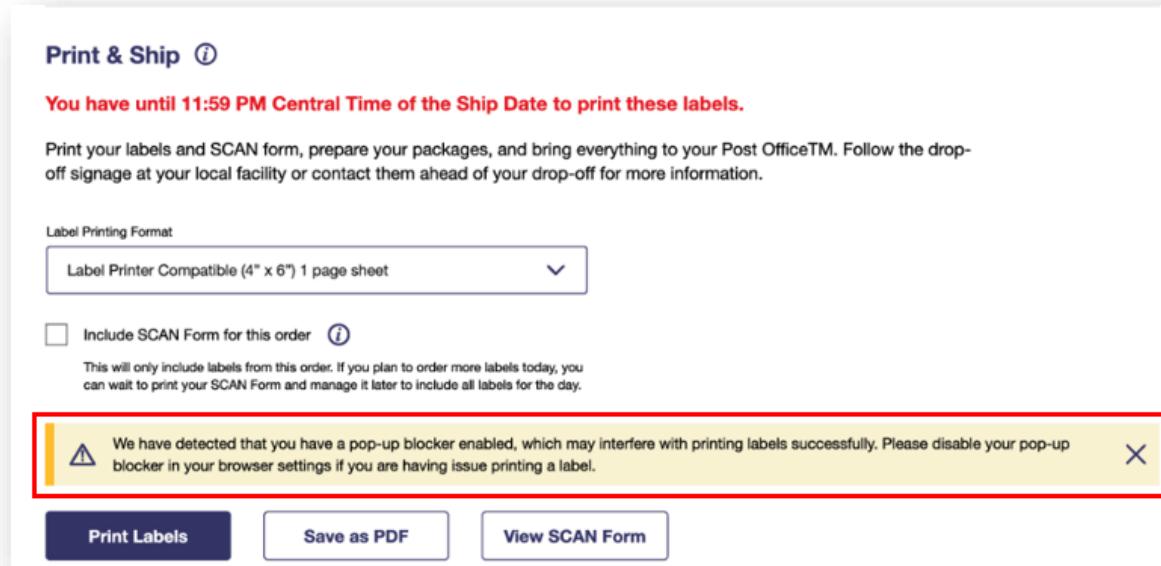
### Payment Confirmation Page Overview

- a) Review the **Payment Confirmation page** for accuracy.
  - i. **Note:** if you utilized the Click-N-SHIP® 3<sup>rd</sup> 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.

**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

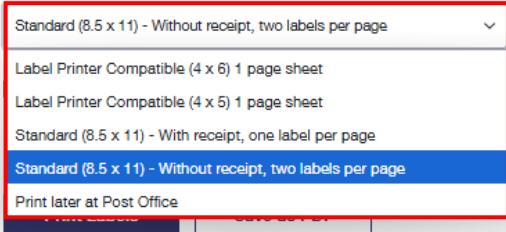
Label Printer Compatible (4 x 5) 1 page sheet

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

**Create Digital Banner**



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.

**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.

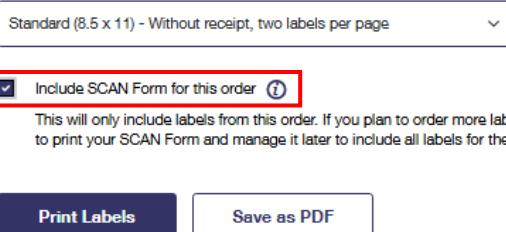
Label Printing Format ⓘ

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

### Showing Top 25 Results

(b)

- 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

\$85.68 (4 Labels)

### Print & Ship (i)

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.

Ship Date	Recipient	Service and Package	Package Details	Digital Banner	Label Number
1 of 1 09/12/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333-6354	Priority Mail Express® Padded Flat Rate Envelope 2-Day Delivery		Create	9470130109355000377112
		<a href="#">Request a Pickup</a>	<a href="#">View SCAN Form</a>	<a href="#">Create A Label</a>	

- 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**.

**Pickup Request**

Pick-up location:  
Clark Kent  
300 SUPERMAN ST  
CHARLOTTE, NC 28262-2550

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**Tell us about the pickup location**

Where will you leave the mailpiece?  
Front Door

(b) Is there a dog at this address?  
 Yes, there is a dog at this address.  
 No, there isn't a dog at this address.

Enter any additional information

(c)  I have read, understand, and agree to the Terms and Conditions.  
 Be sure to place your mailpiece(s) in a secure location for pick up. The United States Postal Service® bears no liability for lost, stolen, or damaged mailpieces. The USPS® is also not responsible for service delays when the mailpiece has incorrect postage, incomplete postage information, or is otherwise not ready for shipment.

[Back](#) [Request a Pickup](#)

(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.

Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
09/12/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail Express® Padded Flat Rate Envelope 2-Day Delivery	Create		947013010935000377112
<a href="#">Request a Pickup</a>		<a href="#">View SCAN Form</a>	<a href="#">Create A Label</a>		

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.

**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	<a href="#">X Remove</a>

[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

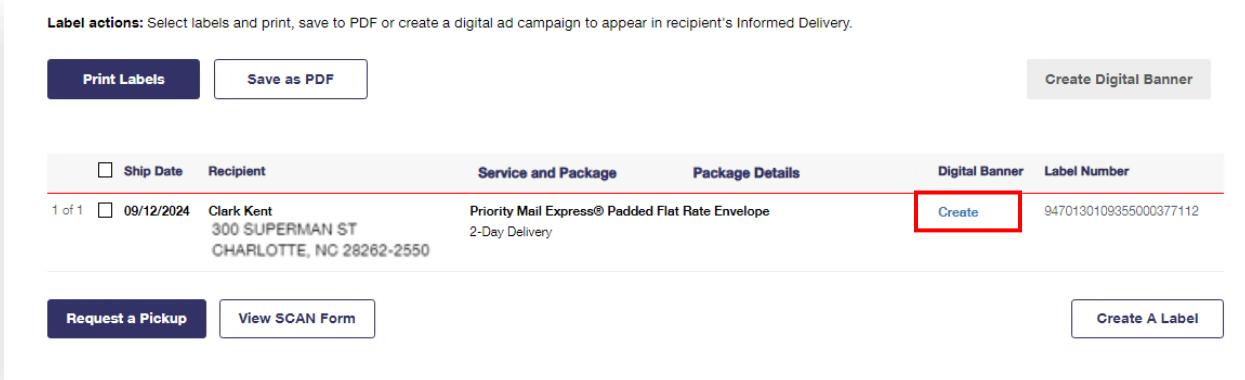
a) If you would like to create a Digital Banner, select the **Create** hyperlink.

**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		<b>Create</b>	947013010935500377112

**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**

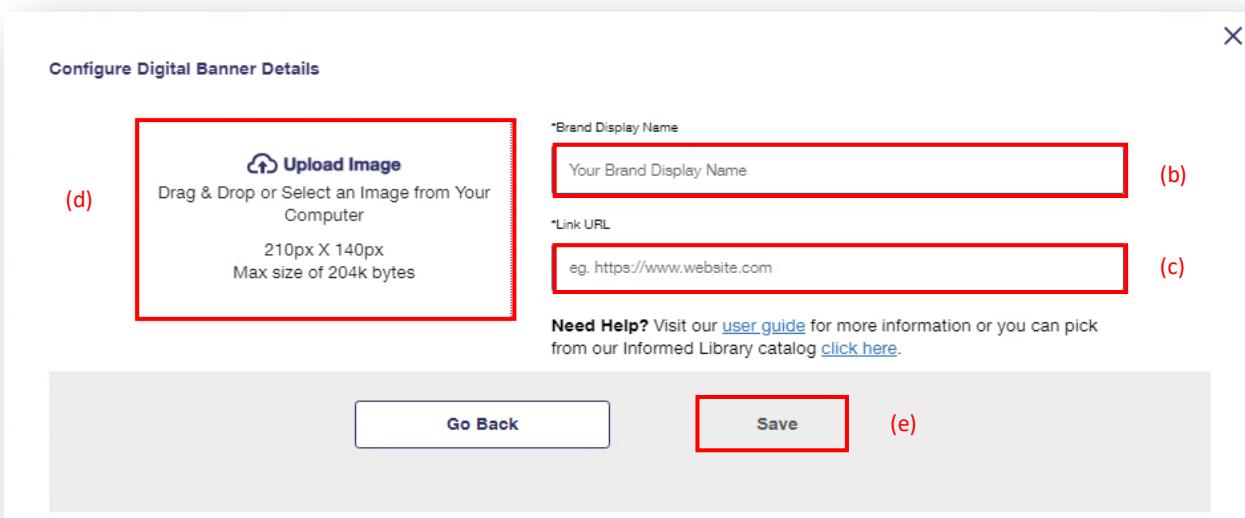
**(d)** **Upload Image**  
Drag & Drop or Select an Image from Your Computer  
210px X 140px  
Max size of 204k bytes

**(b)** \*Brand Display Name  
Your Brand Display Name

**(c)** \*Link URL  
eg. <https://www.website.com>

**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	<a href="#">Create</a>	9470130109355000377112	

**Request a Pickup** **View SCAN Form** **Create A Label**

