



# United States Postal Service

## Click-N-Ship®: **Label Creation**

### User Guide

*Last Updated – January 20<sup>th</sup>, 2026*

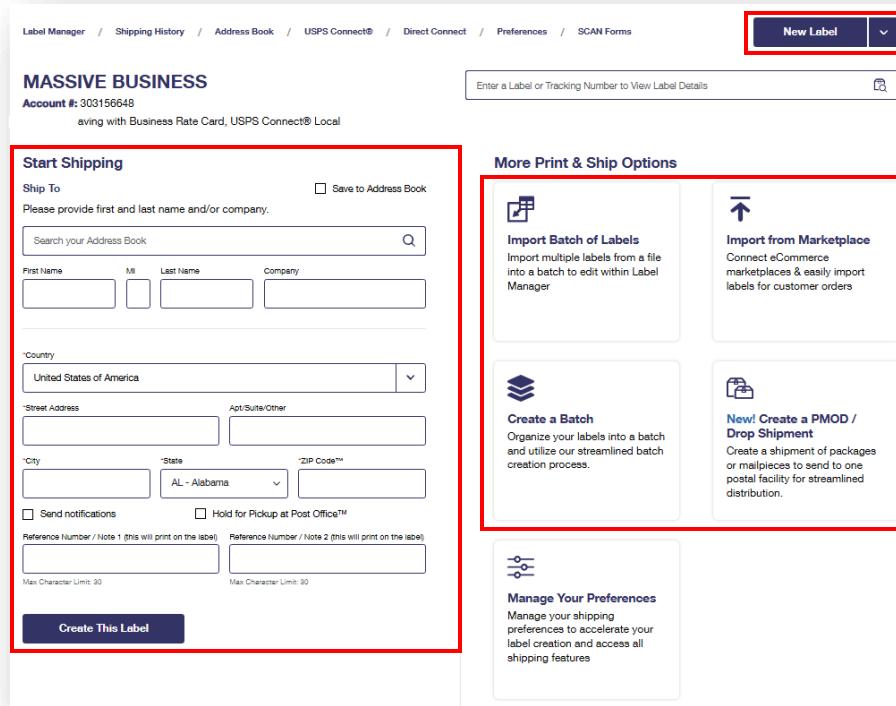
*\*Please note that this guide will be continuously updated.*

# Label Creation Overview

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

Click-N-SHIP® offers four label creation methods:

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



This user guide will cover all the **Label Creation Methods** available within the Click-N-SHIP® application and will serve as a step-by-step guide on how to use them. To begin, proceed to the next page and review the Table of Contents. Thank you for choosing USPS® for your packing and shipping needs!

## Table of Contents

<b>Label Creation Overview</b> .....	<b>2</b>
<b>Create a Single Label (Classic View)</b> .....	<b>4</b>
• Domestic Label .....	4
• Domestic Label for Live Animals & Perishable Goods.....	39
• Domestic Label for Free Matter for the Blind (FMB) .....	46
• Domestic Label for Cremated Remains .....	51
• International Label .....	56
• International Label for Free Matter for the Blind (FMB).....	78
• International Label for Cremated Remains .....	81
<b>Create a Single Label (Quick-Flow View)</b> .....	<b>85</b>
• Domestic Label .....	85
• Domestic Label for Live Animals & Perishable Goods.....	116
• Domestic Label for Cremated Remains .....	123
• International Label .....	129
• International Label for Cremated Remains .....	156
<b>Create a Batch</b> .....	<b>160</b>
<b>Import Labels</b> .....	<b>169</b>
• Import Labels Via File Upload .....	169
• Import Labels from an Online Marketplace .....	182
<b>Start from Address Book</b> .....	<b>193</b>
<b>Create a Return Label</b> .....	<b>195</b>
• Create Return Labels via Single Label Creation (Classic View).....	195
• Create Return Labels via Single Label Creation (Quick-Flow View).....	197
• Create Return Labels via Label Manager.....	201
• Viewing your Return Label(s) .....	205
<b>Other Single Label Creation Options for Business Users</b> .....	<b>209</b>
• Priority Mail Open & Distribute (PMOD) Drop Shipment Creation .....	209
• Domestic Label with 3 <sup>rd</sup> Party Authorization.....	218
• International Label with 3 <sup>rd</sup> Party Authorization .....	225

# Create a Single Label (Classic View)

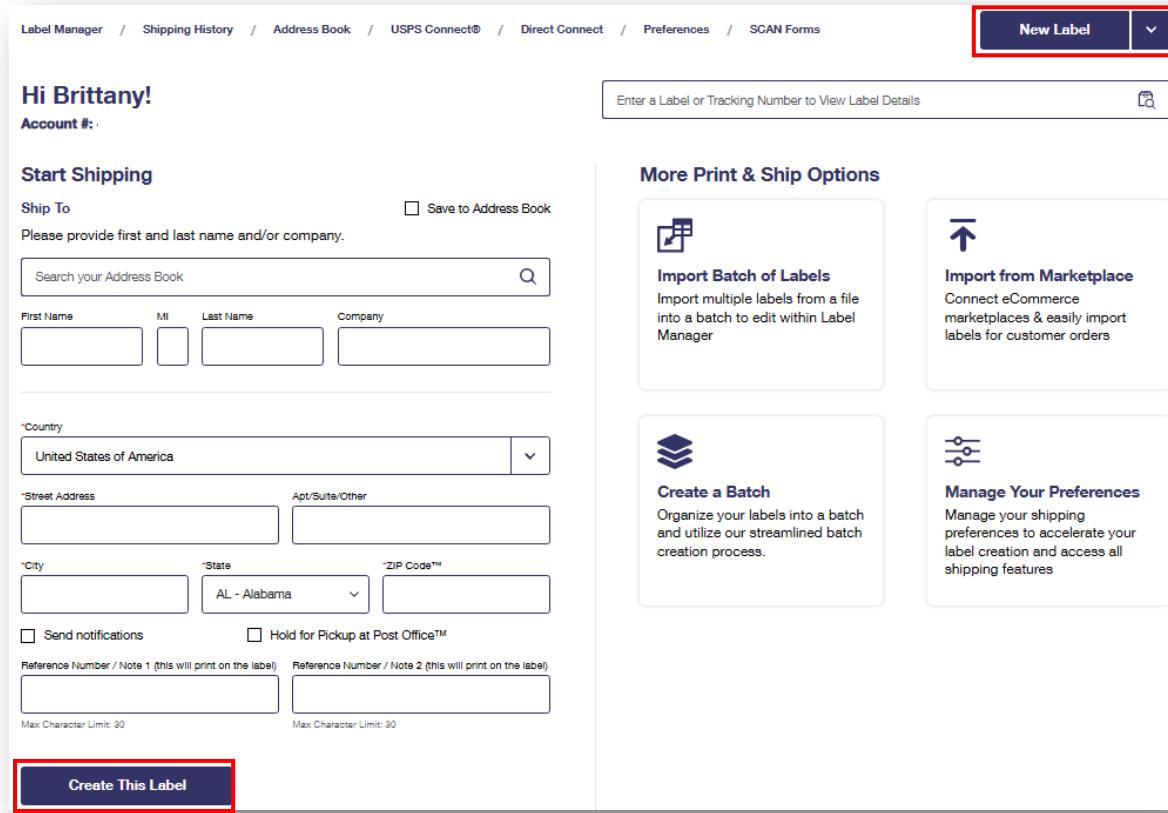
Create individual labels manually with our improved classic label creation process.

## Domestic Label

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

### 1) Begin Single Label Creation Process – Two Options

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



The screenshot shows the Label Manager landing page. At the top right, there is a 'New Label' button with a red box around it. Below the header, there is a search bar and a 'Start Shipping' section. The 'Start Shipping' section includes fields for 'Ship To' (First Name, MI, Last Name, Company) and 'More Print & Ship Options' (Import Batch of Labels, Import from Marketplace, Create a Batch, Manage Your Preferences). At the bottom left of the main content area, there is a 'Create This Label' button with a red box around it.

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

## 2) Enter Sender Details

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

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

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

## New Return Address

Search your Address Book



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

## New Return Address

Search your Address Book



### \*Sender Information

Please provide first and last name and/or company.

First Name	MI	Last Name
<input type="text"/> <span style="color: red;">!</span>	<input type="text"/>	<input type="text"/> <span style="color: red;">!</span>
Enter your first name (max 50 characters). <b>First Name is required</b>		
Enter your last name (max 50 characters). <b>Last Name is required</b>		
Company		
<input type="text"/> <span style="color: red;">!</span>		
Enter your company name (max 50 characters). <b>Company is required</b>		
Phone (optional)	*Email	
<input type="text"/> Enter a U.S. phone number	<input type="text"/> <span style="color: red;">!</span>	
Enter a valid email address. <b>Email is required</b>		

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

iv. **Sender Address (option 2):** enter the sender address in the **required\*** text fields by utilizing our new **Copy & Paste** feature. Note, this feature is only available for US Domestic Addresses and does not support International Addresses.

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

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

<b>*Street Address</b>	<b>Apt/Suite</b>	
<input type="text"/> <span style="color: red;">!</span>	<input type="text"/>	
Enter your street address. <b>Street Address is required</b>		
<b>*City</b>	<b>*State</b>	<b>*ZIP Code™</b>
<input type="text"/> <span style="color: red;">!</span>	AL - Alabama <span style="color: red;">!</span>	<input type="text"/> <span style="color: red;">!</span>
Enter your city (max 50 characters). <b>City is required</b>		Enter your 5- or 9-digit ZIP Code™. <b>ZIP Code is required</b>

Save to Address Book

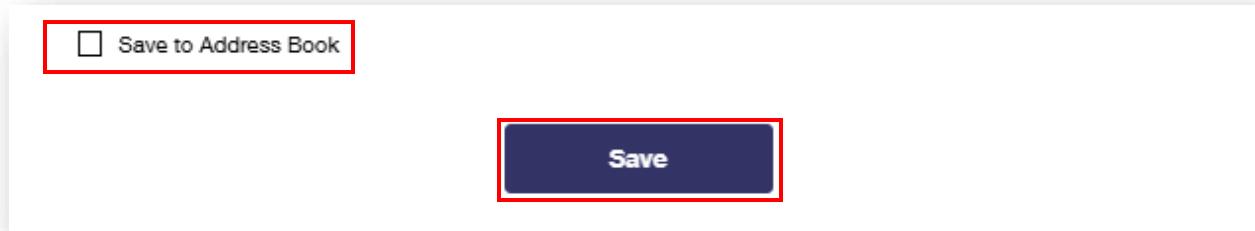
v. If the **Copy & Paste US Address** feature was selected an empty text box will expand. Once the address is copied & pasted into the textbox, the address details will automatically populate in the respective street address, city, and zip code text fields as needed.

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

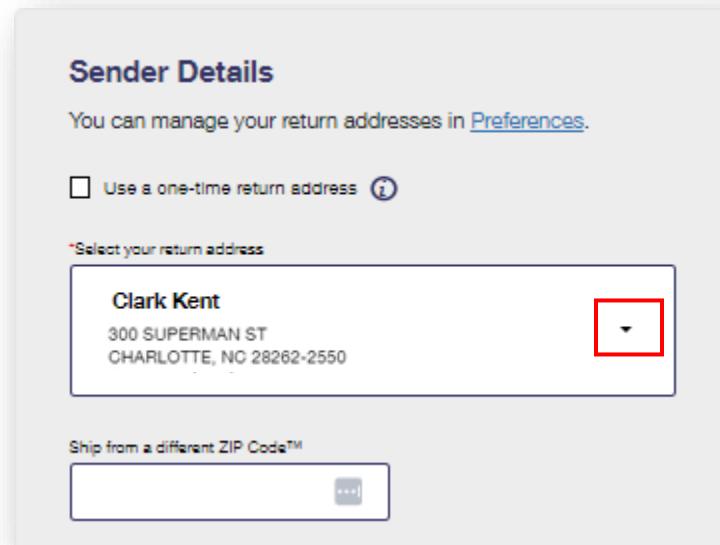
Please provide a valid address. Required fields are marked with an asterisk (\*).

<b>Address</b>		
Paste US address here and the form will auto-fill below. Use commas or line breaks between address lines. Please exclude name and company.		
<b>*Street Address</b>	<b>Apt/Suite</b>	
<input type="text"/> <span style="color: red;">!</span>	<input type="text"/>	
Enter your street address. <b>Street Address is required</b>		
<b>*City</b>	<b>*State</b>	<b>*ZIP Code™</b>
<input type="text"/> <span style="color: red;">!</span>	AL - Alabama <span style="color: red;">!</span>	<input type="text"/> <span style="color: red;">!</span>
Enter your city (max 50 characters). <b>City is required</b>		Enter your 5- or 9-digit ZIP Code™. <b>ZIP Code is required</b>

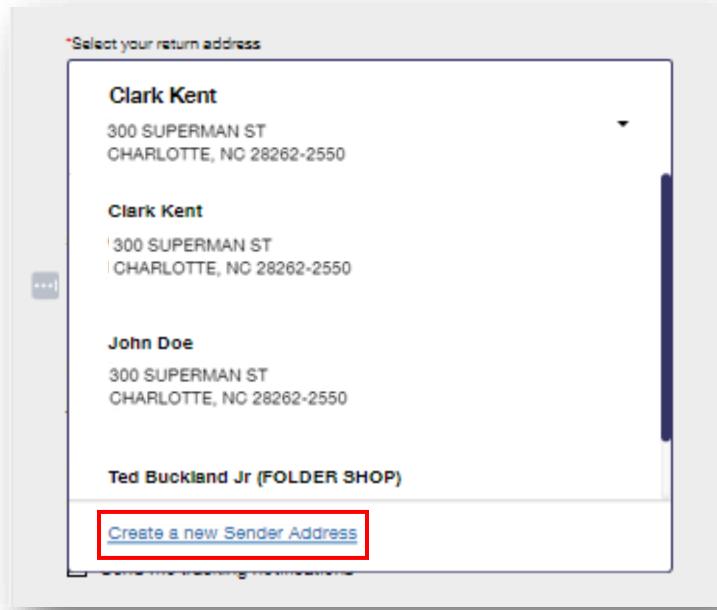
- vi. To save the sender's information to your Address Book, select the **Save to Address Book** checkbox.
- vii. Once the sender's information is entered and you are ready to proceed, select **Next**.



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

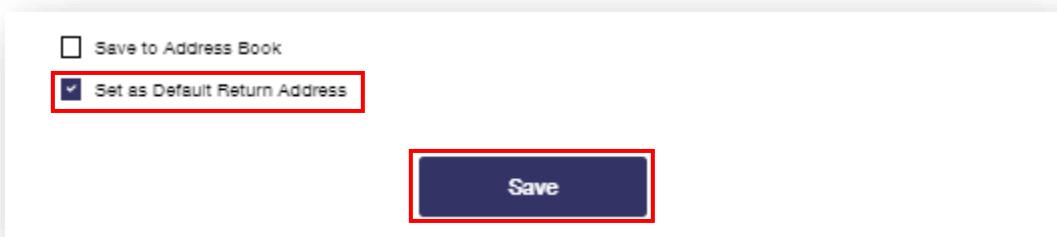


- i. Once selected, you will also be able to create a new return address by selecting the **Create a new Sender Address** hyperlinked option.

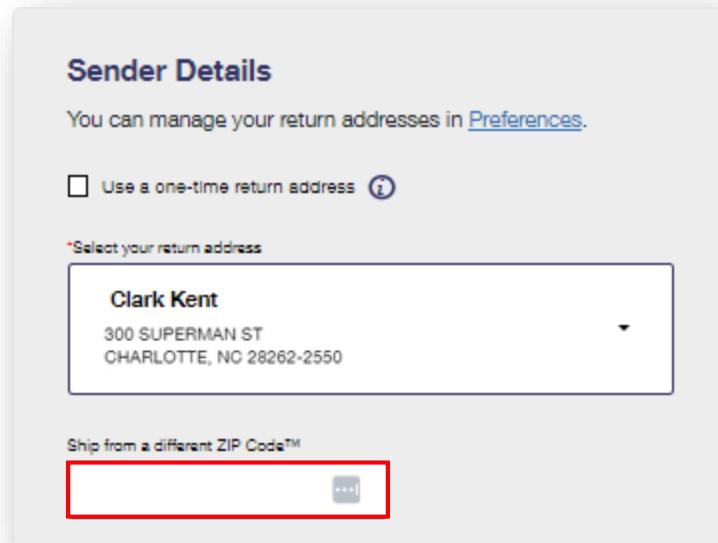


d) If the **Create a new Sender Address** option was selected, a **New Return Address** modal will be displayed.

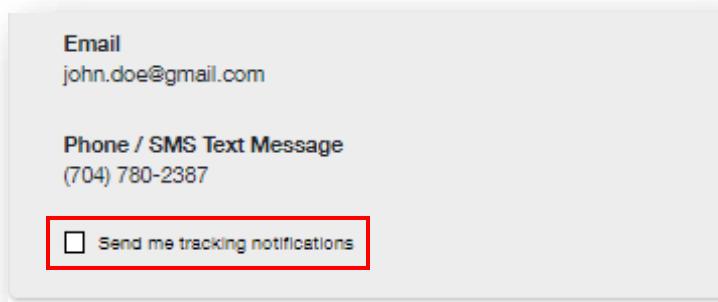
- Refer to the [Edit Sender Details \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the step on how to enter the sender details.
- To set the sender information as your default return address, select the **Set as Default Return Address** checkbox.
- Once the sender's information is entered and you are ready to proceed, select **Next**.



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



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



g) Once the **Send Me Tracking Notifications** checkbox is selected, a **Tracking Notifications for Sender** modal will be displayed.

- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Click-N-Ship® application).*
- Select the **Type of Notifications** that you want to receive.
- Select **Save** to save these changes.

Tracking Notifications for Sender

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

Email	Phone
<input type="text" value="name@example.com"/> <span>...</span>	<input type="text" value="Enter a U.S. phone number"/> <span>...</span>
Email is required	Phone is required

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

Email	Text
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Expect Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Day of Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Package Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Available for Pick Up
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Delivery Expectation Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Package in Transit Updates

(i) (ii) (iii)

Save

### 3) Enter Recipient Details

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

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

## Step 1: Recipient Details

Search your Address Book

[Manage Address Book](#)

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

### \*Recipient Information

Please provide first name and last name and/or company

First Name	MI	Last Name
<input type="text"/> <span style="color: red;">!</span>	<input type="text"/>	<input type="text"/> <span style="color: red;">!</span>
<small>Enter your first name (up to 50 characters). First Name is required</small>		
<small>Enter your last name (up to 50 characters). Last Name is required</small>		
Company <input type="text"/>		

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

d) **Recipient Address (option 2):** enter the recipient address in the **required\*** text fields by utilizing our new **Copy & Paste** feature. Note, this feature is only available for US Domestic Addresses and does not support International Addresses.

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

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

\*Country

United States of America



\*Street Address



Enter your street address.  
Street Address is required

Apt/Suite/Other

\*City

\*State

AL - Alabama

\*ZIP Code™



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

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

- i. If the **Copy & Paste US Address** feature was selected an empty text box will expand. Once the address is copied & pasted into the textbox, the address details will automatically populate in the respective street address, city, and zip code text fields as needed.

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

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

**\*Country**

United States of America

**Address**

Paste US address here and the form will auto-fill below. Use commas or line breaks between address lines. Please exclude name and company.

**\*Street Address**

Apt/Suite/Other



Enter your street address.

**Street Address is required****\*City****\*State****\*ZIP Code™**

AL - Alabama



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

**City is required**

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

**ZIP Code™ is required**

e) **Reference Number(s):** to have reference numbers or notes listed on your label, enter the reference numbers or notes in the **Reference Number / Note 1** and **Reference Number / Note 2** text fields.

i. **Note:** the reference numbers / notes will be printed on the label and have a maximum character limit of 30 characters

Reference Number / Note 1 (Will show on label)

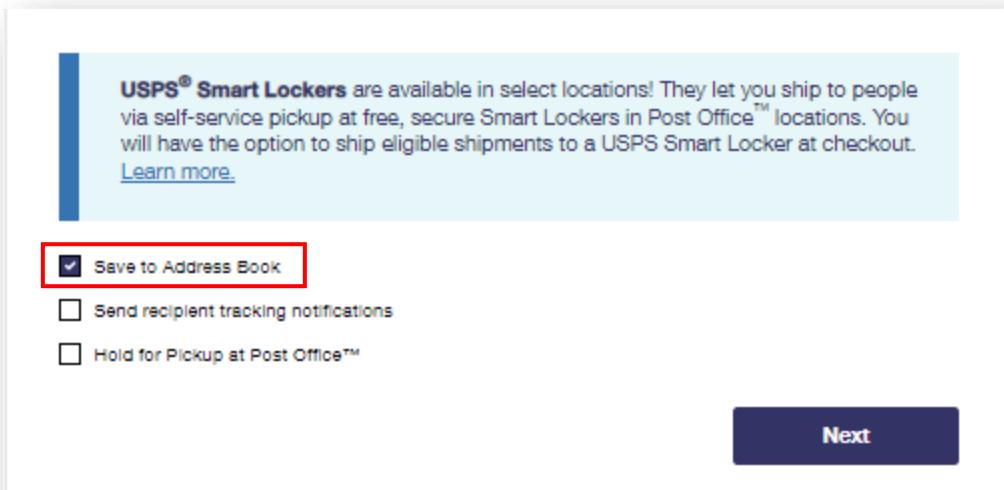
Reference Number / Note 2 (Will show on label)

Max Character Limit: 30

Max Character Limit: 30

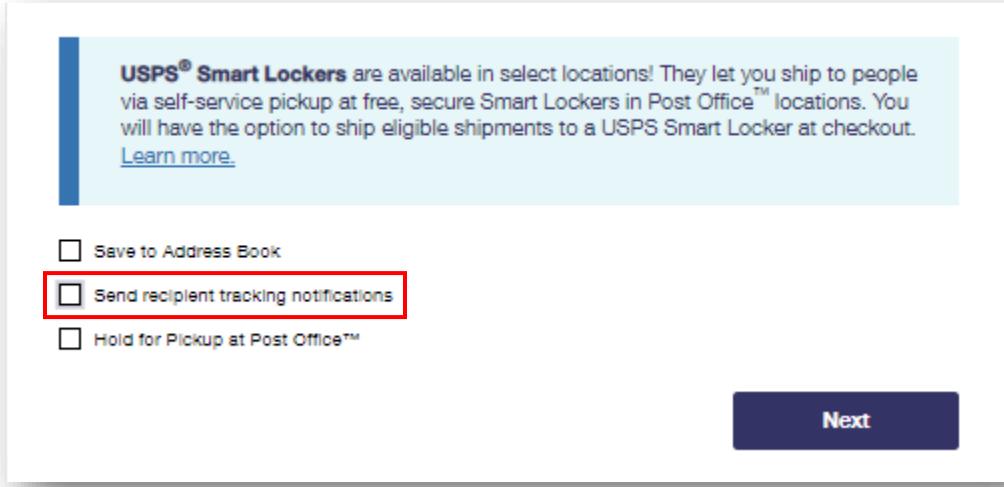
f) **Save to Address Book (optional):** if the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.

i. Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.



g) **Send Recipient Tracking Notifications (optional):** if you would like the recipient to receive text or email notifications about the package, select the **Send recipient tracking notifications** checkbox.

- Note, the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications.*



- Once selected, a **Tracking Notifications for Recipient** modal will be displayed where you will be required to enter the recipient phone number and / or email (*note, international phone numbers are currently not supported by the Click-N-Ship® application*).
- Select the **Type of Notifications** that you want the recipient to receive.
- Select **Save** to save these changes.

X

## Tracking Notifications for Recipient

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

(i)

Email	Phone
<input type="text"/>	<input type="text"/>
Email must be valid format	
Phone is required	

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

(ii)

Email	Text	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expect Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day of Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available for Pick Up
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delivery Expectation Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package In Transit Updates

(iii)

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

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

- Save to Address Book
- Send recipient tracking notifications
- Hold for Pickup at Post Office™

Next

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

### Hold for Pickup

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

\*Enter a ZIP Code™

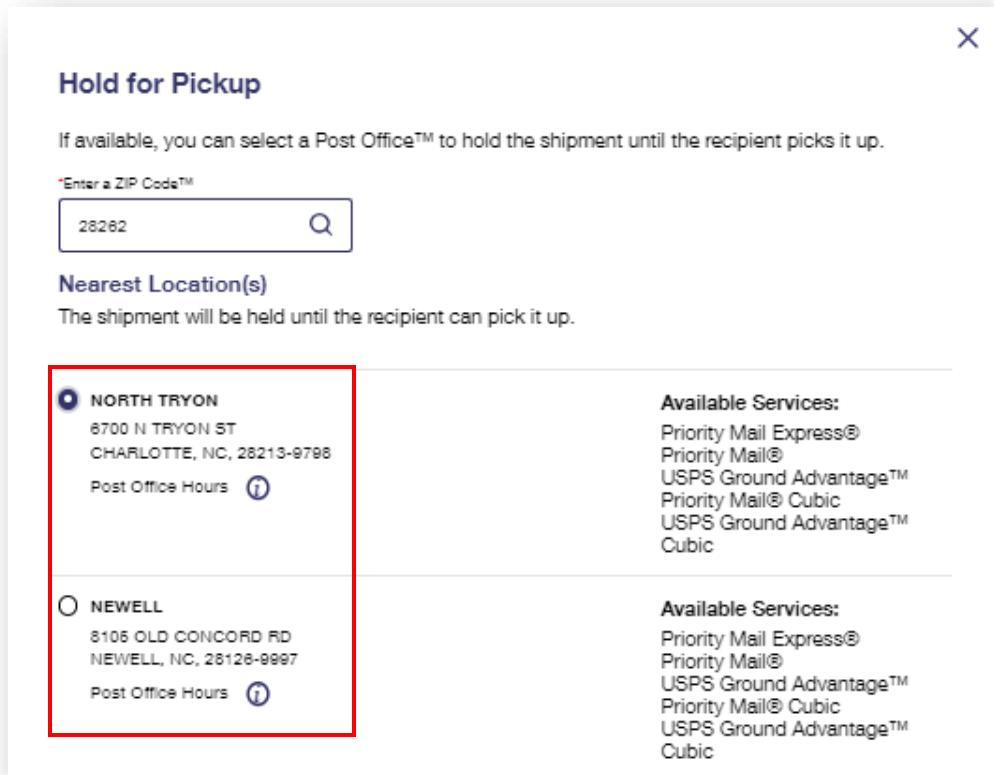
...Q

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

#### Nearest Location(s)

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

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



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

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

(iii)

Sender Email	Recipient Email
<input type="text"/> <a href="#">(i)</a>	<input type="text"/> <a href="#">(i)</a>
Sender Email is required	Email must be valid format
Sender Phone / SMS Text Message	Recipient Phone / SMS Text Message
<input type="text"/> <a href="#">(i)</a>	<input type="text"/> <a href="#">(i)</a>
Sender Phone / SMS Text Message is required	Recipient Phone / SMS Text Message is required

**Save** (iv)

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

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

Save to Address Book

Send recipient tracking notifications

Email	Phone / SMS Text Message
john.doe@gmail.com	(704) 780-2387
<a href="#">Edit Notification Settings</a>	

Hold for Pickup at Post Office™

**NORTH TRYON**  
6700 N TRYON ST CHARLOTTE, NC 28213-9798  
Post Office™ Hours [\(i\)](#)  
[Change Location](#)

**Next**

#### 4) Select Hazardous Material Type

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

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

## Step 2: Hazardous Materials

Does this parcel contain anything potentially hazardous?

Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. [View what is mailable and what is nonmailable HAZMAT](#)



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

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

(b)

**No**, I am not shipping anything potentially hazardous

(a)

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

## HAZMAT

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

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

Mailable HAZMAT	Nonmailable HAZMAT (Prohibited)
Aerosol sprays	Air bags
Batteries (non-spillable)	Ammunition
Dry Ice	Bulk shipments of HAZMAT
Flammable liquids	Dynamite
Lighters (USPS authorization required)	Fireworks
Lithium Batteries	Gasoline
Matches	High Powered Lithium Batteries (i.e., bikes, electric cars, scooters)
Nail Polish Remover	<b>*Mercury</b>
Perfume	Pure Acetone
Propane	

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

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

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

(i)

(ii)

I understand

Nevermind, I am not shipping HAZMAT

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

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

Select

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

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

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

## 5) Enter Items Information (optional)

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

Step 3: **Items (optional)** ⓘ

Add Item(s)

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

Step 3: **Items (optional)** ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value
No items added			

Item Description      Quantity      Total Item(s) Weight      Total Item(s) Value

Max: 30	1	! lbs	! ozs	\$ !
---------	---	-------	-------	------

**Add Item**

Error: All fields are required to add an item.  
Please add item description. Pounds or ounces must be greater than zero. Value must be greater than zero.

c) Select **Add Item** to save the item information.

Step 3: **Items (optional)** ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value
Kitchen Mugs	1	1	\$100.00
<i>In this package</i>	1 items	1.00 lbs	\$100.00

[Edit](#) [Remove](#)

Item Description      Quantity      Total Item(s) Weight      Total Item(s) Value

Max: 30	1	! lbs	! ozs	\$ !
---------	---	-------	-------	------

**Add Item**

## 6) Select Packaging

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

Step 4: Packaging

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

11/26/2024 

November 2024 

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<b>25</b>	26	27	28	29	30
1	2	3	4	5	6	7

[Update from Step 3](#)

00 for insurance

shipping 

g type

[Clear](#) [Today](#)

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

Step 4: Packaging

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

11/26/2024 

Package Value (optional) 

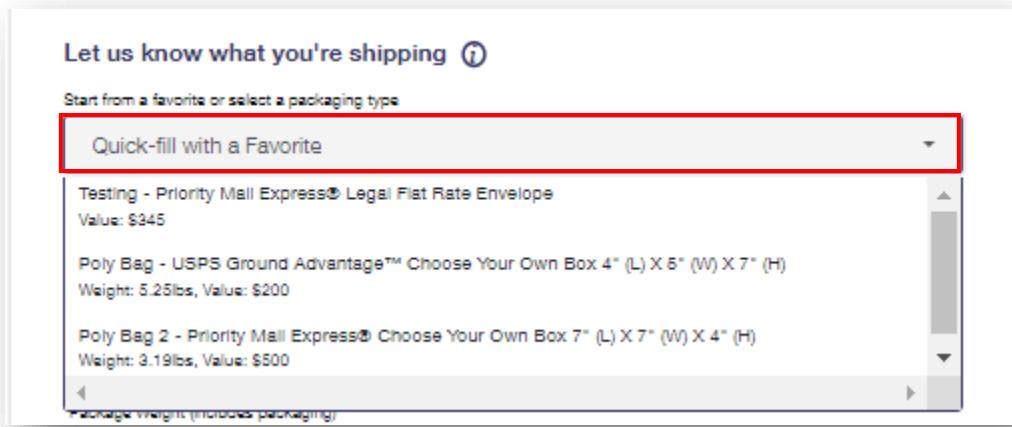
\$	0
----	---

[Update from Step 3](#)

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

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

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



d) **USPS® Flat Rate Packaging:** If I am shipping with USPS® Flat Rate Packaging is selected, you will be directed to the next step (Step 4: Services).

#### Packaging Options *(i)*

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

I am shipping Live Animals or Perishable Goods. *(i)*

I am shipping with USPS provided Flat Rate packaging or envelope  
Flat rate based on packaging

I am shipping with USPS non-Flat Rate packaging or my own packaging  
Pricing based on weight and size

I am shipping a letter or large envelope  
Pricing based on weight and size

e) **Custom Packaging:** If I am shipping with USPS Non-Flat Rate packaging or my own packaging is selected, you will be required to enter the following Package Details:

## Packaging Options

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

I am shipping Live Animals or Perishable Goods. 

I am shipping with USPS provided Flat Rate packaging or envelope  
Flat rate based on packaging

I am shipping with USPS non-Flat Rate packaging or my own packaging  
Pricing based on weight and size

I am shipping a letter or large envelope  
Pricing based on weight and size

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

### Packaging Details

\*Package Weight (includes packaging)

0  lbs

0  ozs

[Update from Step 3](#)

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

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

### Package Dimensions

Length

0  in

Width

0  in

Height

0  in

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

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

The packaging is not a standard rectangular box or envelope

Girth [?](#)

0	<a href="#">!</a>	In
---	-------------------	----

Please enter girth. Girth must be greater than 0.

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

\*Do any of the below characteristics apply to your packaging? [?](#)  
If multiple apply, please select one. Otherwise, choose 'None.'

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

f) **Letter or Large Envelope:** If I am **shipping a letter or large envelope** is selected, you will be required to enter the following Package Details:

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.

## Packaging Options (i)

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

I am shipping Live Animals or Perishable Goods. (i)

I am shipping with USPS provided Flat Rate packaging or envelope  
Flat rate based on packaging

I am shipping with USPS non-Flat Rate packaging or my own packaging  
Pricing based on weight and size

I am shipping a letter or large envelope  
Pricing based on weight and size

ii. **Letter or Envelope Weight:** manually enter the letter or envelope. *Note, the maximum weight for letter-size pieces is 3.5 ounce and the maximum weight for large envelopes is 13 ounces.*

### Packaging Details

\*Weight (includes packaging) (i)

0 (i) lbs

Max: 13oz for USPS First-Class Mail options

0 (i) ozs

Package weight in ounces (0-16.999 ozs).

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

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

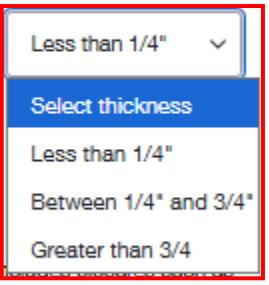
iv. **Letter or Envelope Height:** manually enter the letter or envelope height. *Note, the maximum size for letters is 11-1/2" x 6-1/8" x 1/4" thick and the maximum size for large envelopes is 15" x 12" x 3/4" thick.*

\*Dimensions *(i)*:

Length	Height	Thickness
<input type="text" value="0"/> <i>(i)</i> <input type="text" value="in"/>	<input type="text" value="0"/> <i>(i)</i> <input type="text" value="in"/>	Select thickness <i>(i)</i> 
Enter the package length in Inches (decimals allowed).		
Enter the package height in Inches (decimals allowed).		
Please enter package dimensions. At least two dimensions must be greater than 0.		

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

\*Dimensions *(i)*:

Length	Height	Thickness
<input type="text" value="6"/> <input type="text" value="in"/>	<input type="text" value="4"/> <input type="text" value="in"/>	 Less than 1/4"  Select thickness Less than 1/4" Between 1/4" and 3/4" Greater than 3/4
Enter the package length in Inches (decimals allowed).		
Enter the package height in Inches (decimals allowed).		
Length is the dimension parallel to the address as read. Minimum dimensions accepted: 6" x 4"		
Make sure your letter or flat is the appropriate size: <a href="#">View Sample Label</a>		
<input type="checkbox"/> This mail is rigid, non-rectangular, non-uniformly thick, wrapped in plastic, or includes closures such as clasps. <i>(i)</i>		

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

This mail is rigid, non-rectangular, non-uniformly thick, wrapped in plastic, or includes closures such as clasps. [\(i\)](#)

None

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

Poly-bagged or poly-wrapped

Wrapped in plastic material or material other than paper

Clasps, strings, buttons or similar closure device are present

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

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

Is a booklet that is not prepared according to DMM 201.3.16

SITES  
Customer G...

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

This mail is rigid, non-rectangular, non-uniformly thick, wrapped in plastic, or includes closures such as clasps. [\(i\)](#)

None

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

**Save & Get Rates**

## 7) Select Service Type

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

## Step 5: Services

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

\*Select your USPS Flat Rate Packaging 

Filter by

All

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

 Priority Mail® Flat Rate Envelope  
12-1/2" x 9-1/2"

**2-Day Delivery** |

Nov 29, 2024

\$8.68

~~\$8.68~~

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

**2-Day Delivery** |

Nov 29, 2024

\$8.68

~~\$8.68~~

 Priority Mail® Window Flat Rate Envelope  
5" x 10" 12-1/2" x 9-1/2"

**2-Day Delivery** |

Nov 29, 2024

\$8.68

~~\$8.68~~

- i. If you previously selected Letter or Envelope package type, and if the dimensions or weight **exceeded** the First-Class Mail service type limits, a **yellow warning message** will be displayed along with a list of other service options available for your package.

## Step 5: Services

\*Select your service Type

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



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

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

\*Select a Service Type:

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

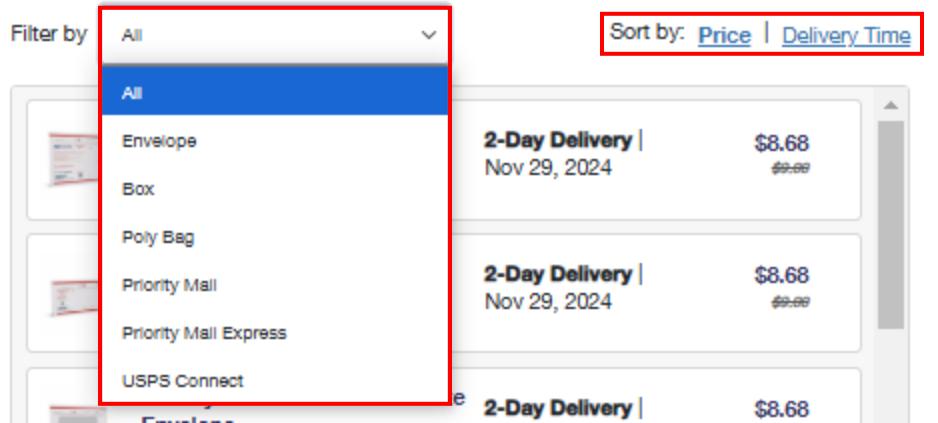
USPS Ground Advantage® Cubic	<b>3-Day Delivery</b>   Sep 27, 2025	\$7.73
USPS Ground Advantage®	<b>3-Day Delivery</b>   Sep 27, 2025	\$10.66
Priority Mail® Cubic	<b>3-Day Delivery</b>   Sep 27, 2025	\$10.68
Priority Mail®	<b>3-Day Delivery</b>   Sep 27, 2025	\$17.34
Priority Mail Express®	<b>2-Day Delivery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

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

## Step 5: Services

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

\*Select your USPS Flat Rate Packaging [i](#)



Filter by All

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

Envelope	2-Day Delivery   Nov 29, 2024	\$8.68
Box	2-Day Delivery   Nov 29, 2024	\$8.68
Poly Bag	2-Day Delivery   Nov 29, 2024	\$8.68
Priority Mail	2-Day Delivery   Nov 29, 2024	\$8.68
Priority Mail Express	2-Day Delivery   Nov 29, 2024	\$8.68
USPS Connect	2-Day Delivery   Nov 29, 2024	\$8.68

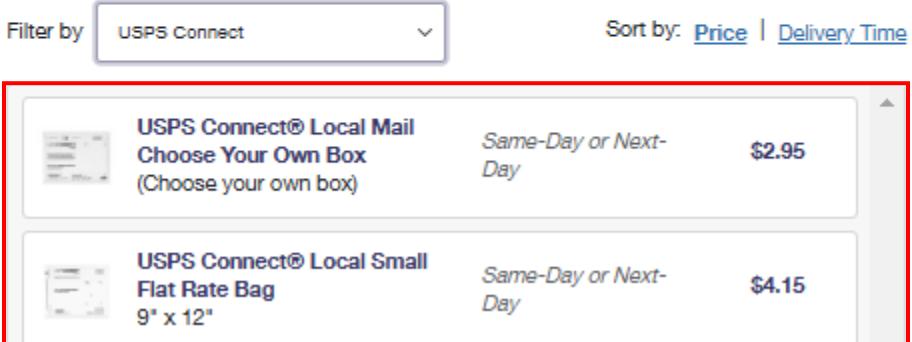
c) If your address is eligible for the **USPS Connect® Local** Service Types, it will be displayed here. Eligibility is determined by the sender and recipient address entered in step 1.

## Step 5: Services

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

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

\*Select your USPS Flat Rate Packaging [i](#)



Filter by [USPS Connect](#)

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

USPS Connect® Local Mail Choose Your Own Box (Choose your own box)	Same-Day or Next-Day	\$2.95
USPS Connect® Local Small Flat Rate Bag 9" x 12"	Same-Day or Next-Day	\$4.15

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

**Step 5: Services**

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

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

 <b>USPS Connect® Local Small Flat Rate Bag</b> 9" x 12"	Same-Day or Next-Day	<b>\$4.15</b>
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[Change Service Type](#)

 **Your Drop-Off Location**

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

**Extra Services**

<input type="checkbox"/> Additional Insurance <small>(i)</small>	Fee Varies
<input type="checkbox"/> Signature Services <small>(i)</small>	Fee Varies
<input type="checkbox"/> Create a return label <small>(i)</small>	Charged upon use
<input checked="" type="checkbox"/> Hide Postage on Label <small>(i)</small>	Free

**Your Drop-Off Location Details**

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

**Drop-off Hours**

<b>Mon-Fri</b> Closed	<b>Sat</b> Closed	<b>Sun</b> Closed
--------------------------	----------------------	----------------------

For Same-day delivery, you'll need to drop off all your packages before 8 a.m. local time of your selected ship date. Packages dropped off later may be delivered the next day.



## 8) Select Extra Service(s)

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

- Note, the extra services listed will vary depending on the service and package type that was selected.*



## 9) Review Label Summary

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

Label Summary		
<b>(i) Estimated Delivery: Same-Day or Next-Day</b>		
	<b>USPS Connect® Local Small Flat Rate Bag</b>	\$4.15
	USPS Tracking®	Free
	Insurance	\$3.15
	Priority Mail® Return	Free
<hr/>		
	<b>Total</b>	<b>\$7.30</b>

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

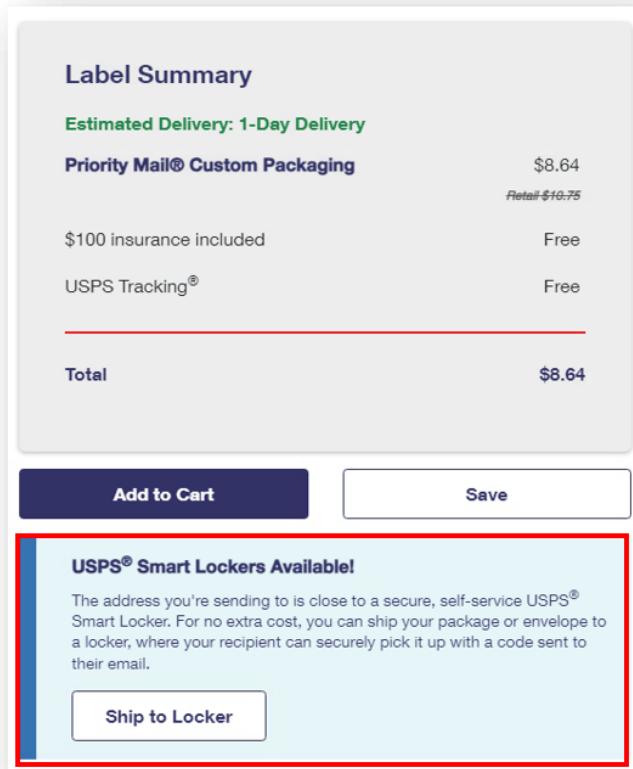
- If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.
  - Note, you can save at any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



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

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

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



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

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

All Labels (1609) Batches (92)

New Label Use Address Book Refresh Actions Add All Complete to Cart >

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

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	11/26/2024	Johnny Parker 300 DESIRE ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	 Added to cart <a href="#">Edit Label</a>

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

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

**Find Smart Locker**

Enter Address  
300 DESIRE ST

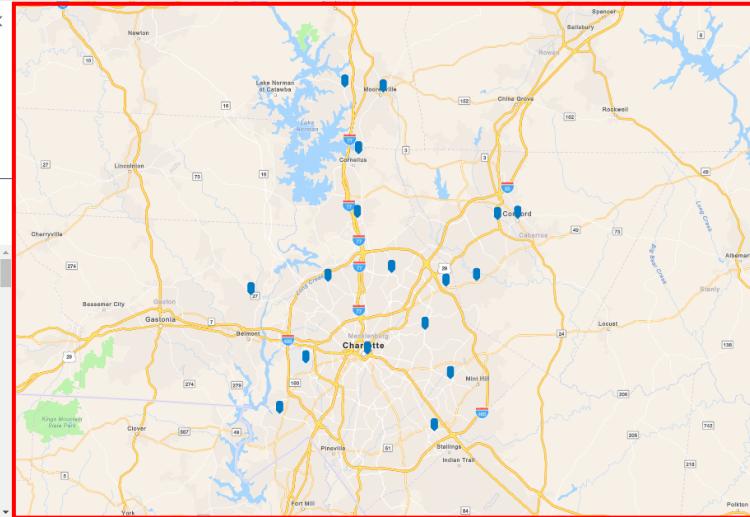
City: CHARLOTTE State: NC - North Carolina ZIP Code: 28262

Radius: 20 miles

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

1.67 miles away  
NORTHEAST  
1820 HARRIS HOUTON RD  
CHARLOTTE, NC 28262  
Open now | Closes 11:59 PM

3.94 miles away  
WT HARRIS  
3515 DAVID COX RD  
CHARLOTTE, NC 28269  
Open now | Closes 11:59 PM



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

**Find Smart Locker**

Street Address  
300 SUPERMAN ST

\*City  
CHARLOTTE

\*State  
NC - North Carolina

\*ZIP Code™  
28262

\*Radius  
20 miles

Search

Enter recipient email address for pickup notification.

\*Recipient email (required)

Recipient email required

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

**CONCORD**  
66 MCCACHERN BLVD SE  
CONCORD, NC 28025

Post Office™

Open now | Closes 11:59 PM ▾

**Ship here**

10.09 miles away

**OAKDALE**  
1101 SUNSET RD  
CHARLOTTE, NC 28216

Post Office™

Open now | Closes 11:59 PM ▾

**Ship here**

## Domestic Label for Live Animals & Perishable Goods

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

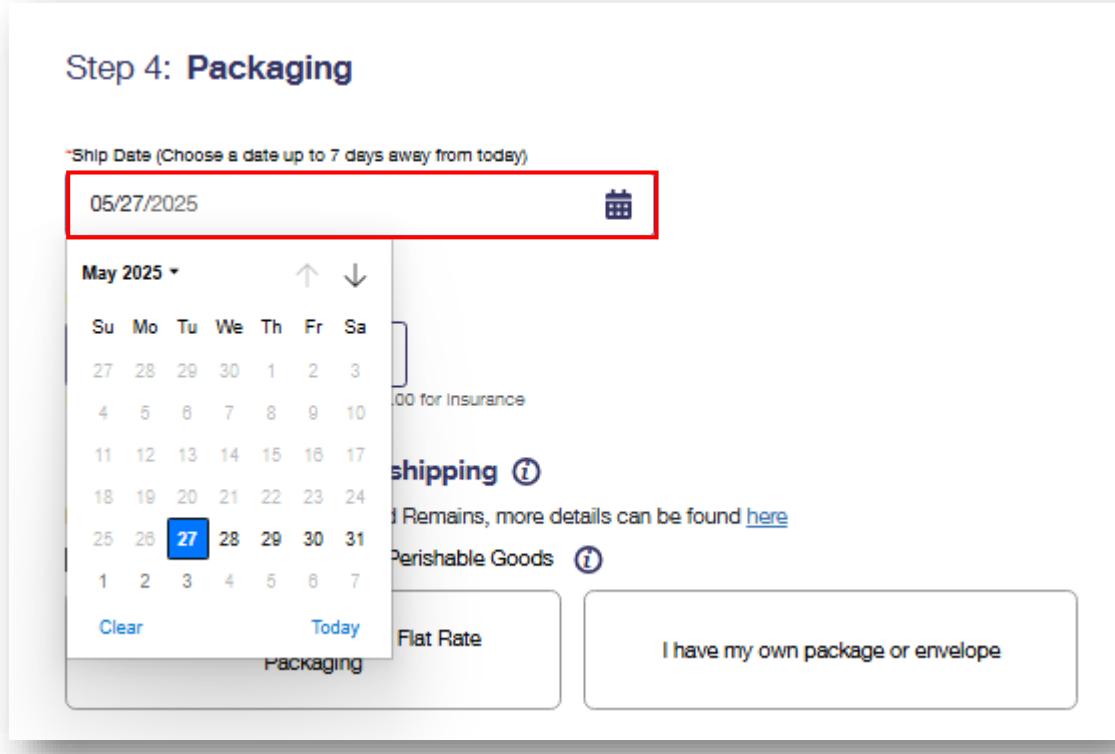
### 1) Begin Single Label Flow Creation Process

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

### 2) Select Packaging

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

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



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

## Step 4: Packaging

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

05/27/2025



Package Value (optional) [i](#)

\$	0
----	---

Enter a value up to and including \$6,000.00 for insurance

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

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

## Step 4: Packaging

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

05/27/2025



Package Value (optional) [i](#)

\$	0
----	---

Enter a value up to and including \$6,000.00 for insurance

### Let us know what you're shipping [i](#)

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

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

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

Select

Live day-old chicks

Adult Birds

you select.

d) **Package Details:** shipping Live Animals or Perishable Goods cannot be shipped in any USPS provided Flat Rate packaging; therefore, the **Custom Packaging** will be selected by default, and you will be required to enter the **Package Weight** and **Package Dimensions**:

**Packaging Details**

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

**Package Weight (Includes packaging)**

0	!	lbs	0	!	ozs
---	---	-----	---	---	-----

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

**Package Dimensions** [?](#)

Length	Width	Height								
0	!	in	X	0	!	in	X	0	!	in

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

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

**The packaging is not a standard rectangular box or envelope**

**Girth** [?](#)

0	!	in
---	---	----

Please enter girth. Girth must be greater than 0.

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

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

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

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

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

Glass container with more than 24oz of liquid

**Save & Get Rates**

### 3) Select Service Type

a) **Services:** based on the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section.

i. **Note:** The Shape, weight, and size affect the price for large packages – to learn more about this select the **Learn More** hyperlink.

## Step 5: Services

\*Select your service Type

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

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

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

*Select a Service Type:		Sort by: <a href="#">Price</a>   <a href="#">Delivery Time</a>
<b>USPS Connect® Local</b>	Same-Day or Next-Day	<b>\$6.17</b>
<b>USPS Ground Advantage® Cubic</b>	<b>2-Day Delivery</b>   Sep 27, 2025	<b>\$6.62</b>
<b>Priority Mail® Cubic</b>	<b>2-Day Delivery</b>   Sep 27, 2025	<b>\$7.91</b>
<b>USPS Ground Advantage®</b>	<b>2-Day Delivery</b>   Sep 27, 2025	<b>\$8.53</b> <small>Retail \$11.85</small>
<b>Priority Mail®</b>	<b>2-Day Delivery</b>   Sep 27, 2025	<b>\$10.15</b> <small>Retail \$12.60</small>
<b>Priority Mail Express®</b>	<b>1-Day Delivery</b>   Sep 26, 2025	<b>\$29.25</b> <small>Retail \$34.00</small>

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

## Step 5: Services

\*Select your service Type

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

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

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

*Select a Service Type:		Sort by: <a href="#">Price</a>   <a href="#">Delivery Time</a>
<b>USPS Connect® Local</b>	Same-Day or Next-Day	<b>\$6.17</b>

## 4) Select Extra Service(s)

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

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

## Step 5: Services

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

Priority Mail® Cubic Custom  
Packaging

**2-Day Delivery** | May 29, 2025

**\$11.99**

[Change Service Type](#)

### Extra Services

<input type="checkbox"/> Signature Services <a href="#">i</a>	Fee Varies
<input type="checkbox"/> Label Delivery <a href="#">i</a>	\$1.55
<input type="checkbox"/> Hide Postage on Label <a href="#">i</a>	Free

## 5) Review Label Summary

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

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

## Label Summary

**Estimated Delivery: 2-Day Delivery**

Priority Mail® Cubic Custom Packaging	\$11.99
\$100 insurance included	Free
USPS Tracking®	Free
Live Animal Transportation Fee	\$1.20
Live Animal and Perishable Handling Fee	\$15.00
<hr/>	
Total	\$28.19

### 6) Finalize Single Label Flow Creation Process

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

## Domestic Label for Free Matter for the Blind (FMB)

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

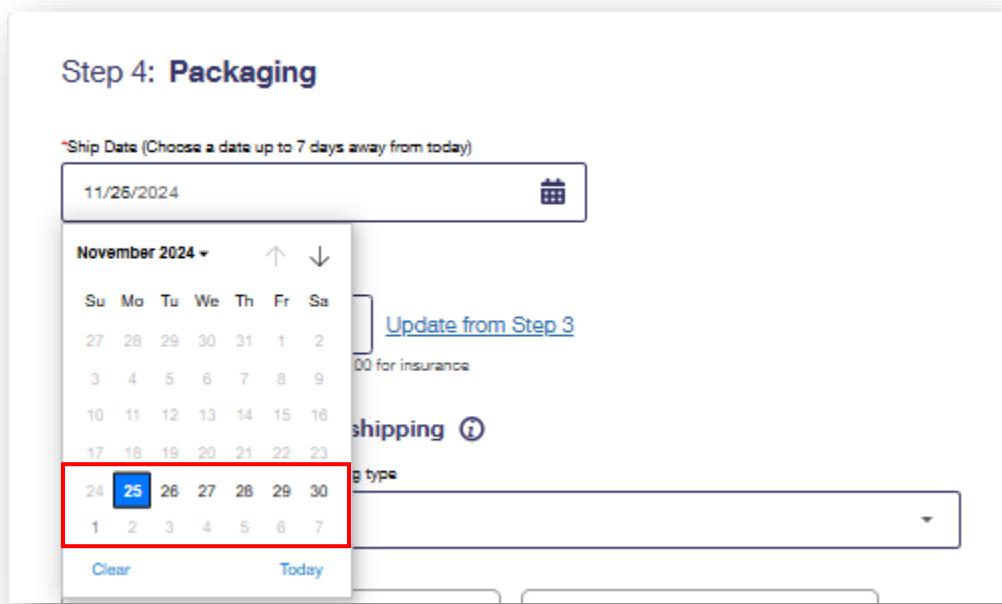
### 1) Begin Single Label Flow Creation Process

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

### 2) Select Packaging

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

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



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

## Step 4: Packaging

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

11/26/2024



Package Value (optional) [\(i\)](#)

\$

0

[Update from Step 3](#)

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

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

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

I am shipping with USPS® Flat Rate Packaging

I have my own package or envelope

b) **Package Type:** Custom Packaging will be selected by default with the Live Animals & Perishable Goods service which you will be required to enter the following Package Details:

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

### Packaging Details

\*Package Weight (includes packaging)

0



lbs

0



ozs

[Update from Step 3](#)

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

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

**\*Package Dimensions [?](#)**

Length	X	Width	X	Height
<input type="text" value="0"/> <a href="#">!</a> <a href="#">in</a>		<input type="text" value="0"/> <a href="#">!</a> <a href="#">in</a>		<input type="text" value="0"/> <a href="#">!</a> <a href="#">in</a>

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

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

The packaging is not a standard rectangular box or envelope

**Girth [?](#)**

<input type="text" value="0"/> <a href="#">!</a> <a href="#">in</a>
---

Please enter girth. Girth must be greater than 0.

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

**\*Do any of the below characteristics apply to your packaging? [?](#)**  
If multiple apply, please select one. Otherwise, choose 'None.'

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

\*Do any of the below characteristics apply to your packaging? [?](#)  
If multiple apply, please select one. Otherwise, choose 'None.'

Glass container with more than 24oz of liquid

**Save & Get Rates**

### 3) Select Service Type

a) **Services:** once the **Package Details** are entered, a **Domestic Free Matter for the Blind (FMB) Service Type** will automatically be selected for you. No further action is required here.

i. **Note:** The Shape, weight, and size affect the price for large packages – to learn more about this select the **Learn More** hyperlink.

### Step 5: Services

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

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

**Domestic Free Matter for the Blind** [?](#)

*Delivery time not available*

Custom Packaging

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

### 4) Select Extra Service(s)

a) Once the **Free Matter for the Blind (FMB) Service Type** is selected, you will be able to select and add **Extra Services**. To add an extra service, select the **checkbox** of the interested extra service.

i. *Note, any extra service selected will NOT be free and MUST be paid.*

## Extra Services

<input type="checkbox"/> Additional Insurance 	Fee Varies
<input type="checkbox"/> Create a return label 	Charged upon use
<input type="checkbox"/> Hide Postage on Label 	Free

## 5) Review Label Summary

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

### Label Summary

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

## 6) Finalize Single Label Flow Creation Process

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

## Domestic Label for Cremated Remains

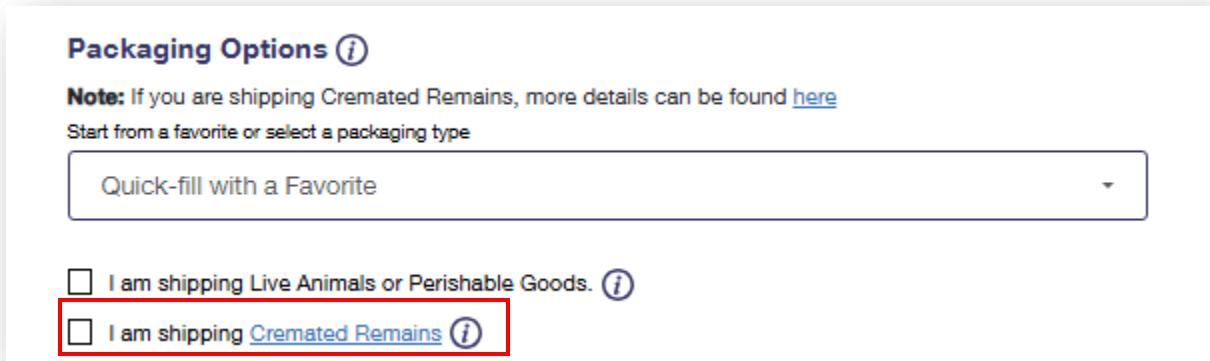
Create a domestic label to ship cremated remains by following the steps below. Please Note, the cremated remains service can only be shipped with **Priority Mail Express** Custom Packaging.

### 1) Begin Single Label Flow Creation Process

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

### 2) Select Cremated Remains

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



**Packaging Options (i)**

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

Start from a favorite or select a packaging type

Quick-fill with a Favorite

I am shipping Live Animals or Perishable Goods. (i)

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

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

## Packaging Options (i)

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

Start from a favorite or select a packaging type

Quick-fill with a Favorite

I am shipping Live Animals or Perishable Goods. (i)

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

Select the USPS branded packaging you are shipping in

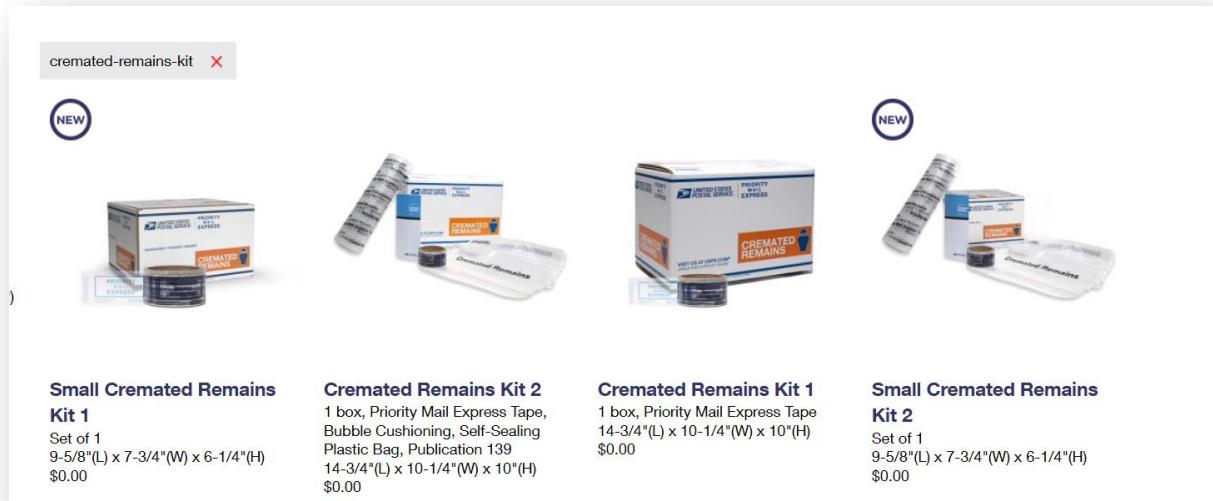
Select

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

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

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

cremated-remains-kit X



<b>Small Cremated Remains Kit 1</b> Set of 1 9-5/8"(L) x 7-3/4"(W) x 6-1/4"(H) \$0.00	<b>Cremated Remains Kit 2</b> 1 box, Priority Mail Express Tape, Bubble Cushioning, Self-Sealing Plastic Bag, Publication 139 14-3/4"(L) x 10-1/4"(W) x 10"(H) \$0.00	<b>Cremated Remains Kit 1</b> 1 box, Priority Mail Express Tape 14-3/4"(L) x 10-1/4"(W) x 10"(H) \$0.00	<b>Small Cremated Remains Kit 2</b> Set of 1 9-5/8"(L) x 7-3/4"(W) x 6-1/4"(H) \$0.00
--	--	---	--

c) **Weight:** enter the required Package **Weight**.  
d) Select **Save & Get Rates** to proceed to the next step.

### Packaging Details

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

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

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

Max: 70lbs

Package weight in ounces (0–15.999 ozs).

**Save & Get Rates**

### 3) Select Service Type

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

### Step 5: Services

\*Select your service Type

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

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

\*Select a Service Type:

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

**Priority Mail Express®**

**1-Day Delivery** | Sep 26, 2025

**\$28.85**

Retail \$33.59

### 4) Select Cremated Remains Extra Service

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

## Step 5: Services

\*Select your service Type

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

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

Priority Mail Express®	1-Day Delivery   Sep 26, 2025	\$28.85
		<small>Retail \$33.59</small>

[Change Service Type](#)

### Extra Services

<input type="checkbox"/> Signature Services <small>(i)</small>	Fee Varies
<input type="checkbox"/> Create a return label <small>(i)</small>	Charged upon use
<input type="checkbox"/> Label Delivery <small>(i)</small>	\$1.55
<input type="checkbox"/> Hide Postage on Label <small>(i)</small>	Free

## 5) Review Label Summary

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

<b>Label Summary</b>	
<b>Estimated Delivery: 1-Day Delivery</b>	
<b>Priority Mail Express® Custom Packaging</b>	\$77.25
	<small>Retail \$91.35</small>
\$100 insurance included	Free
USPS Tracking®	Free
<hr/>	
<b>Total</b>	<b>\$77.25</b>

## 6) Finalize Single Label Flow Creation Process

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

## International Label

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

### 1) Begin Single Label Creation Process – Two Options

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

The screenshot shows the Label Manager interface. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. To the right of these links is a 'New Label' button, which is highlighted with a red box. Below the navigation bar, the page displays 'Hi Brittany!' and 'Account #: 41961'. A search bar at the top right contains the placeholder 'Enter a Label or Tracking Number to View Label Details' and a magnifying glass icon. The main content area is titled 'Start Shipping' and contains a 'Ship To' form. The form includes fields for First Name, MI, Last Name, Company, and a 'Search your Address Book' dropdown. Below this is a 'Country' dropdown set to 'United States of America'. The 'Street Address' and 'Apt/Suite/Other' fields are empty. Under 'City', 'State' (set to 'AL - Alabama'), and 'ZIP Code™' fields are also empty. There are two checkboxes: 'Send notifications' and 'Hold for Pickup at Post Office™'. Below these are two text input fields for 'Reference Number / Note 1' and 'Reference Number / Note 2', both with a 'Max Character Limit: 30' note. At the bottom of the form is a 'Create This Label' button, which is also highlighted with a red box. To the right of the form is a sidebar titled 'More Print & Ship Options' with four cards: 'Import Batch of Labels' (with a 'Import from Marketplace' card below it), 'Create a Batch', and 'Manage Your Preferences'.

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

## 2) Enter Sender Details

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

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

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

Tracking Notifications for Sender

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

(i)

Email	Phone
<input type="text" value="name@example.com"/> <span>...</span>	<input type="text" value="Enter a U.S. phone number"/> <span>?</span>
Email is required	Phone is required

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

(ii)

Email	Text
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Expect Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Day of Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Package Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Available for Pick Up
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Delivery Expectation Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Package in Transit Updates

(iii)

**Save**

### 3) Enter the Recipient Details

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

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

## Step 1: Recipient Details

Search your Address Book

[Manage Address Book](#)

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

### \*Recipient Information

Please provide first and last name and/or company

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name is required		
Last Name is required		
Company		
<input type="text"/>		
Company is required		

### Recipient Address

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

*Country		
<input type="text" value="Canada"/>		
*Address 1	Address 2	
<input type="text"/>	<input type="text"/>	
Address 1 is required		
Address 3		
*City	Province	*Postal Code™
<input type="text"/>	<input type="text"/>	<input type="text"/>
City is required		Postal Code is required

c) **Reference Number(s):** to have reference numbers or notes listed on your label, enter the reference numbers or notes in the **Reference Number / Note 1** and **Reference Number / Note 2** text fields.

- Note:** each reference number / notes will be printed on the label and have a maximum character limit of 30 characters each.

**Recipient Address**

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

\*Country

Canada

\*Address 1

Address 2

Address 3

\*City

Simcoe

Province

ON

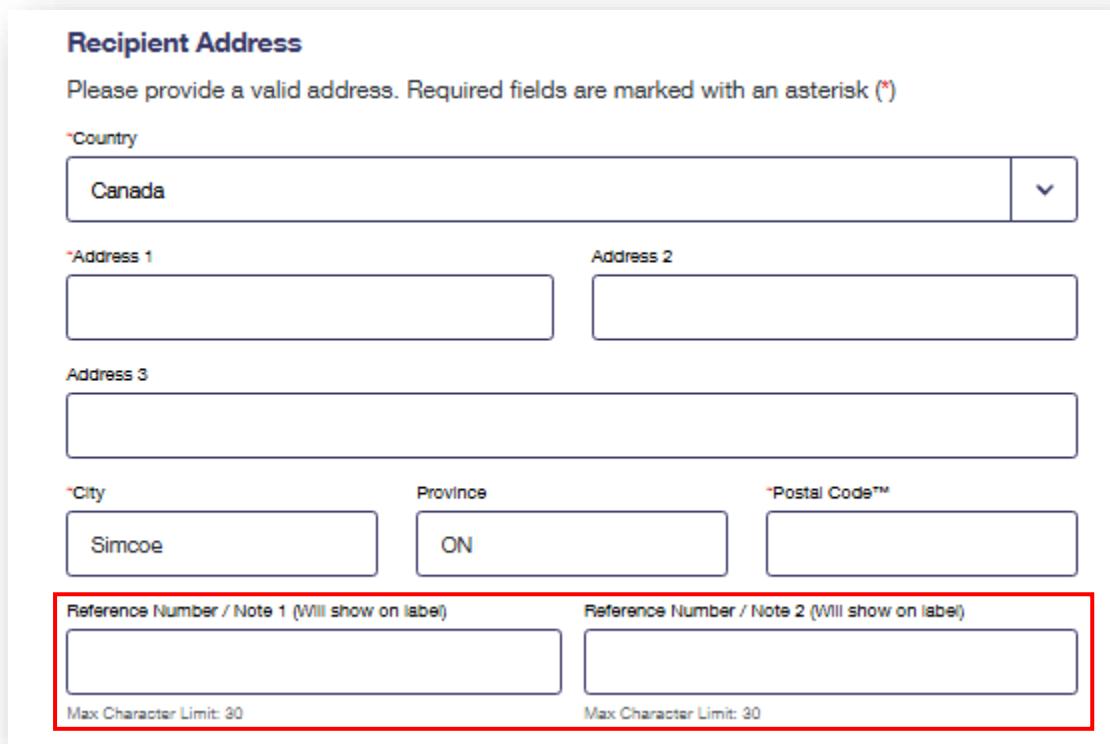
\*Postal Code™

Reference Number / Note 1 (Will show on label)

Reference Number / Note 2 (Will show on label)

Max Character Limit: 30

Max Character Limit: 30



d) **Save to Address Book (optional):** if the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.

- Note:** the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.



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



#### 4) Select Hazardous Material Type

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

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

## Step 2: Hazardous Materials

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

**No**, I am not shipping anything potentially hazardous

(b)

(a)

**Notice:** by clicking NO, you are confirming that your package does not contain any Hazardous Materials or Dangerous Goods. Shipping improperly prepared, undeclared, or prohibited HAZMAT can result in civil and criminal penalties under federal law. [Learn More](#)

c)

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

## HAZMAT

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

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

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

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

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

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

I understand

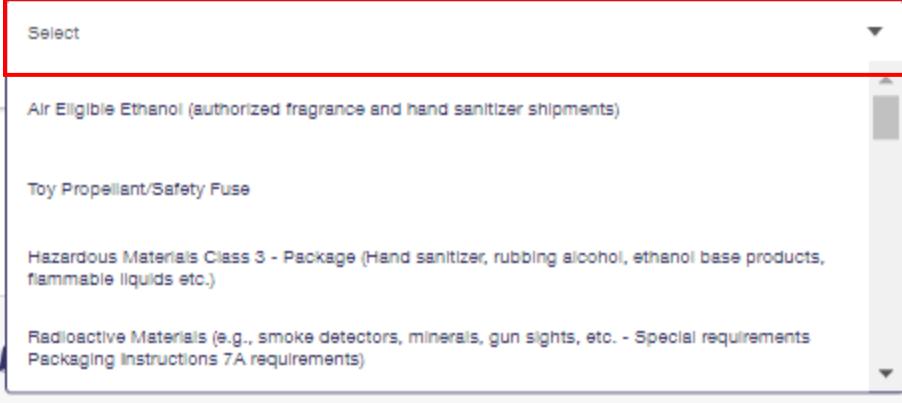
(i)

I am not shipping HAZMAT

(ii)

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

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



Select

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

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

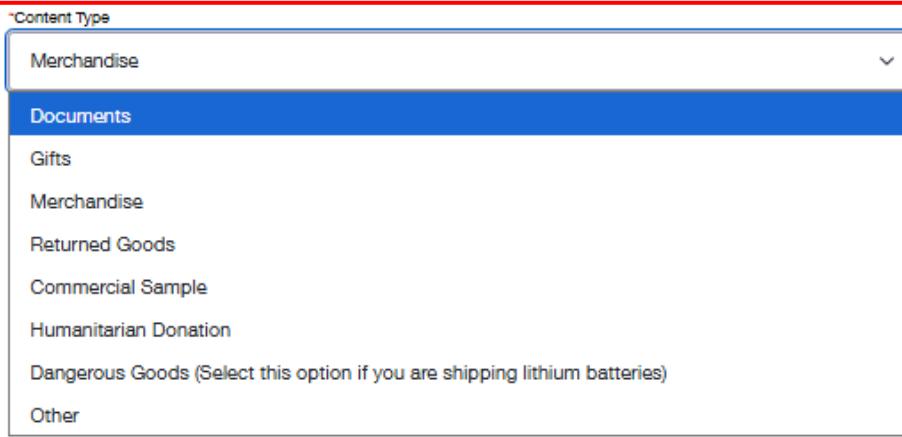
Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)

## 5) Enter Items Information (required)

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

Step 3: **Items** [i](#)

\*Content Type



Merchandise

Documents

Gifts

Merchandise

Returned Goods

Commercial Sample

Humanitarian Donation

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

Other

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

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

Max: 30

Description	HS Tariff	Origin	Quantity	Weight	Value
-------------	-----------	--------	----------	--------	-------

*No items added*

**Add Item**

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

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

**Add Item**

\* indicates required field

**Do you have an HS Tariff Code for this item?**

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

Yes

No

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

**Do you have an HS Tariff Code for this item?**

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

Yes

No

\*HS Tariff Code



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

\*Item Description

\*Quantity

\*Total Item(s) Weight



1



lbs



ozs

Max: 50

\*Total Item(s) Value

Max: 30

\$



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

\*Country of Origin

United States of America	▼
United States of America	▲
Afghanistan	!
Albania	!
Algeria	!
Andorra	
Angola	

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

\*Select a category

Arts & Collectibles	▼
---------------------	---

\*Select a sub-category

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

h) **Other Optional Information:** enter the item UPC Code, Brand, and Product ID if desired. Once finished, select **Add Item** to save your information.

UPC Code

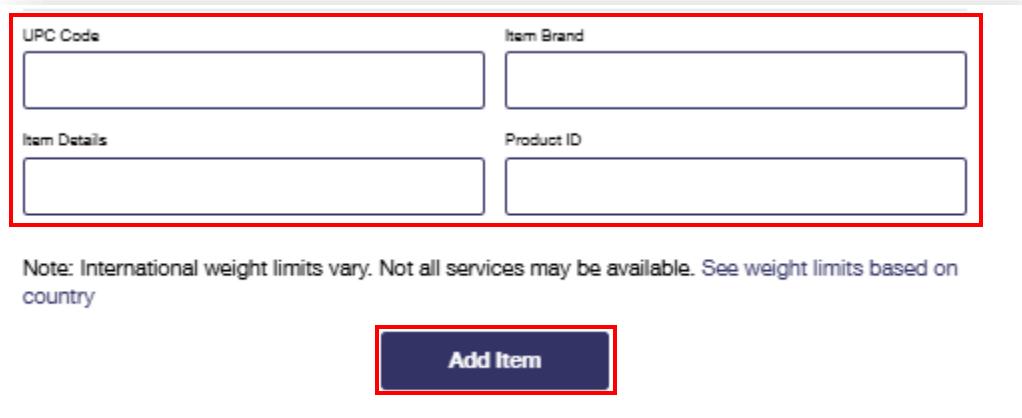
Item Brand

Item Details

Product ID

Note: International weight limits vary. Not all services may be available. See weight limits based on country

**Add Item**



## 6) Select Package Type

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

### Step 4: Packaging

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

11/26/2024 

November 2024 

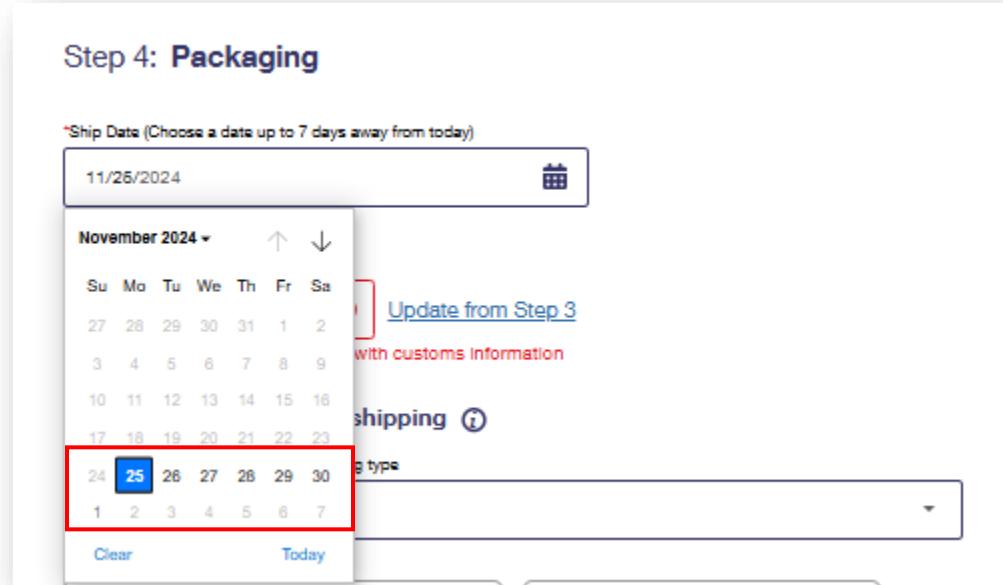
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<b>25</b>	26	27	28	29	30
1	2	3	4	5	6	7

[Update from Step 3](#)  
with customs information

**Shipping** 

**Package type** 

**Clear** **Today**



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

## Step 4: Packaging

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

11/26/2024



Package Value (optional) [i](#)

\$

0

[Update from Step 3](#)

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

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

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

### Let us know what you're shipping [i](#)

Start from a favorite or select a packaging type

[Quick-fill with a Favorite](#)

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

Poly Bag - USPS Ground Advantage™ Choose Your Own Box 4" (L) X 6" (W) X 7" (H)  
Weight: 5.25lbs, Value: \$200

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

\*Package weight (includes packaging)

d) **USPS® Flat Rate Packaging:** If I am shipping with **USPS® Flat Rate Packaging** is selected, you will be directed to the next step (Step 4: Services).

Let us know what you're shipping [?](#)

Start from a favorite or select a packaging type

Quick-fill with a Favorite

I am shipping with USPS® Flat Rate Packaging

I have my own packaging

e) **Choose Your Own Packaging:** If **I have my own packaging or envelope** is selected, you will be required to enter the following Package Details:

Let us know what you're shipping [?](#)

Start from a favorite or select a packaging type

Quick-fill with a Favorite

I am shipping with USPS® Flat Rate Packaging

I have my own packaging

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

Packaging Details

\*Package Weight (includes packaging)

0 lbs 0 ozs [Update from Step 3](#)

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

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

**\*Package Dimensions [?](#)**

Length	X	Width	X	Height
<input type="text" value="0"/> <a href="#">!</a> <a href="#">In</a>		<input type="text" value="0"/> <a href="#">!</a> <a href="#">In</a>		<input type="text" value="0"/> <a href="#">!</a> <a href="#">In</a>

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

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

**The packaging is not a standard rectangular box or envelope**

**Girth [?](#)**

<input type="text" value="0"/> <a href="#">!</a> <a href="#">In</a>
---

Please enter girth. Girth must be greater than 0.

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

**\*Do any of the below characteristics apply to your packaging? [?](#)**  
If multiple apply, please select one. Otherwise, choose 'None.'

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

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

\*Do any of the below characteristics apply to your packaging? [?](#)  
If multiple apply, please select one. Otherwise, choose 'None.'

Glass container with more than 24oz of liquid

**Save & Get Rates**

## 7) Select International Service Type

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

**Step 5: Services**

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

\*Select your USPS Flat Rate Packaging [?](#)

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

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

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

## Step 5: Services

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

\*Select your USPS Flat Rate Packaging [i](#)

Filter by

All

▼

All

Box

Envelope

Priority Mail® International

Priority Mail® Express International

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

\$45.15

\$45.15

Priority Mail

International® Small Flat

Rate Envelope

6" x 10"

### 8) Select Extra Service(s)

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

## Step 5: Services

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

	Priority Mail International® Small Flat Rate Envelope 6" x 10"	\$30.90
---	--	---------

[Change Service Type](#)



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

[Extra Services](#)

## 9) Additional International & Customs Information

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

**Duties, Taxes, and Fees *(i)***

Duties, taxes, and fees  
**\$35.47**

[View Breakdown](#)

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

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

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

Email Total Landed Cost Breakdown

[Send Email](#)

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

**Sender Details**

**Duties, Taxes, and Fees *(i)***

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

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

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

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

[Continue](#)

**Label Summary**

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

\*Non-delivery Handling

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

d) **US Census Bureau and Customs Information:** if your shipment requires an export license, select the **Shipment requires an Export License** checkbox and enter the **AES Downtown Citation** from the U.S or International Transaction Number (ITN).

i. *Note, you can enter up to 14 alphanumerical values in this field.*

#### US Census Bureau and Customs Information

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

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

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

[Generate AES/ITN >](#)

\*AES/ITN [\(i\)](#)

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

Sender's Custom Reference Number

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

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

Commercial Senders Only

License Number [i](#)

Certificate Number [i](#)

Invoice Number [i](#)

## 10) Review Label Summary

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

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

## 11) Add Label to Cart or Save Label to Label Manager

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



(a)

Save

(b)

### International Label for Free Matter for the Blind (FMB)

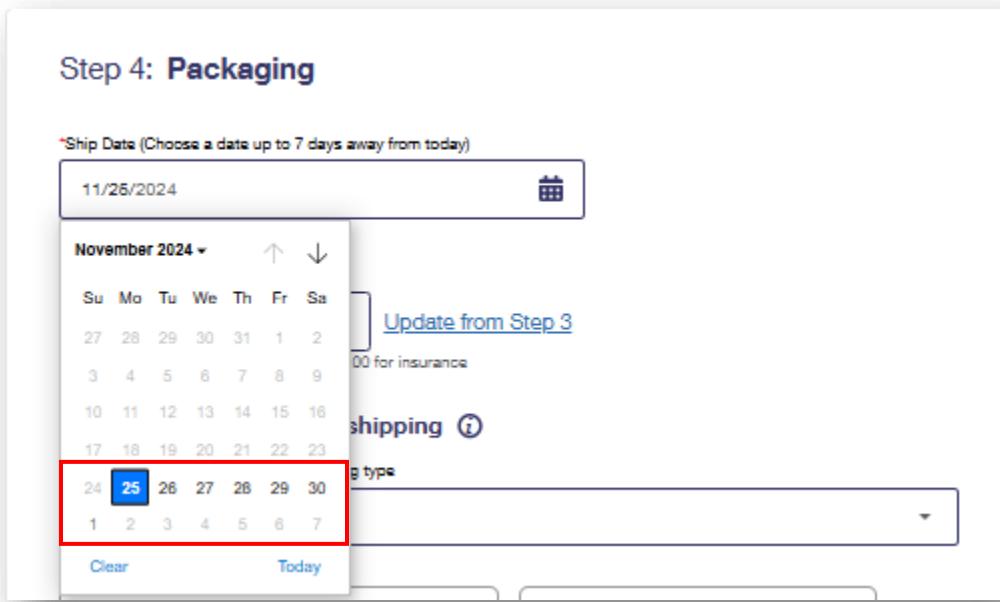
Create an international label for a single recipient free of postage through our eligible services if you are a qualifying member of the Free Matter for the Blind Program (FMB) by following the steps below.

#### 1) Begin Single Label Flow Creation Process

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

#### 2) Select Package Type

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



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

\*Package Value [\(i\)](#)

\$	100	<a href="#">Update from Step 3</a>
----	-----	------------------------------------

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

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

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

I am shipping with USPS® Flat Rate Packaging	I have my own package or envelope
--	-----------------------------------

d) **Package Details:** once the **I am shipping as Free Matter for the Blind** is selected, you will be required to enter the following **package details:**

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

**Packaging Details**

Please ship with a standard rectangular box or envelope.

\*Package Weight (includes packaging)

0	lbs	0	ozs	<a href="#">Update from Step 3</a>
---	-----	---	-----	------------------------------------

Max. 70lbs

**Save**

### 3) Select Service Type

a) Once the **Package Details** are entered, an international **Free Matter for the Blind (FMB) Service Type** will automatically be selected for you. No further action is required here.

- i. Please note that the Shape, weight, and size affect the price for large packages – to learn more about this select the **Learn More** hyperlink.

**Step 5: Services**

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

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



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

#### 4) Select Extra Service(s)

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

**Step 4: Services**



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

[Change Service Type](#)

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

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

- a) Refer to the [Create a Single International Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the final steps on how to add further customs details and

save your label to the Label Manager or add the label to the Label Cart via the Single-Label Flow.

## International Label for Cremated Remains

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

### 1) Begin Single Label Flow Creation Process

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

### 2) Select Cremated Remains

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

#### Packaging Options *(i)*

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

Start from a favorite or select a packaging type

Quick-fill with a Favorite

I am shipping Live Animals or Perishable Goods. *(i)*

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

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

## Packaging Options (i)

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

Start from a favorite or select a packaging type

Quick-fill with a Favorite

I am shipping Live Animals or Perishable Goods. (i)

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

\*Select the USPS branded packaging you are shipping in

Select

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

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

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

cremated-remains-kit X



<b>Small Cremated Remains Kit 1</b> Set of 1 9-5/8"(L) x 7-3/4"(W) x 6-1/4"(H) \$0.00	<b>Cremated Remains Kit 2</b> 1 box, Priority Mail Express Tape, Bubble Cushioning, Self-Sealing Plastic Bag, Publication 139 14-3/4"(L) x 10-1/4"(W) x 10"(H) \$0.00	<b>Cremated Remains Kit 1</b> 1 box, Priority Mail Express Tape 14-3/4"(L) x 10-1/4"(W) x 10"(H) \$0.00	<b>Small Cremated Remains Kit 2</b> Set of 1 9-5/8"(L) x 7-3/4"(W) x 6-1/4"(H) \$0.00
--	--	--	--

c) **Weight:** enter the required Package **Weight:**  
d) Select **Save & Get Rates** to proceed to the next step.

### Packaging Details

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

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

0	lbs
---	-----

Max: 70lbs

0	ozs
---	-----

Package weight in ounces (0–15.999 ozs).

[Update from Step 3](#)

**Save & Get Rates**

### 3) Select Service Type

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

### Step 5: Services

\*Select your service Type

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

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

Priority Mail Express International®

\$123.40

[Change Service Type](#)

#### Extra Services

Additional Insurance [\(i\)](#)

Fee Varies

### 4) Select Cremated Remains Extra Service

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

## Step 5: Services

\*Select your service Type

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

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

Priority Mail Express International®

\$123.40

[Change Service Type](#)

### Extra Services

Additional Insurance [\(i\)](#)

Fee Varies

## 5) Finalize Single Label Flow Creation Process

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

## Create a Single Label (Quick-Flow View)

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

### Domestic Label

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

#### 1) Begin Single Label Creation Process – Two Options

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

The screenshot shows the Label Manager interface. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. On the far right of the navigation bar is a 'New Label' button, which is highlighted with a red box. Below the navigation bar, the main content area starts with a greeting 'Hi Brittany!' and an account number 'Account #: 41961'. A search bar is present with the placeholder 'Enter a Label or Tracking Number to View Label Details'. The main form is titled 'Start Shipping' and contains fields for 'Ship To' (First Name, MI, Last Name, Company), 'Country' (United States of America), 'Street Address', 'City', 'State' (AL - Alabama), 'ZIP Code™', and checkboxes for 'Send notifications' and 'Hold for Pickup at Post Office™'. Below these fields are two input fields for 'Reference Number / Note 1' and 'Reference Number / Note 2', both with a note 'Max Character Limit: 30'. At the bottom of the main form is a large 'Create This Label' button, which is also highlighted with a red box. To the right of the main form is a sidebar titled 'More Print & Ship Options' containing four cards: 'Import Batch of Labels' (Import multiple labels from a file into a batch to edit within Label Manager), 'Import from Marketplace' (Connect eCommerce marketplaces & easily import labels for customer orders), 'Create a Batch' (Organize your labels into a batch and utilize our streamlined batch creation process), and 'Manage Your Preferences' (Manage your shipping preferences to accelerate your label creation and access all shipping features).

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

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

All Labels (2)      Batches (1)

New Label      Use Address Book      Refresh      Actions      Add All Complete to Cart >

Service and Package	Package Details	Extra Services	Total Price	All Labels
USPS Ground Advantage™ Cubic Choose Your Own Box Edit Service And Package	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$8.97 Sender email is required.	<a href="#">Edit</a> <a href="#">Delete</a>

## 2) Opt Into the Quick Flow Label Creation Experience

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

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

ⓘ A faster Click-N-Ship? Try our [Create a Label quick flow](#) for experienced users. [X](#)

Create a Label [Cancel](#) [Feedback](#)

Step 1: Recipient Details

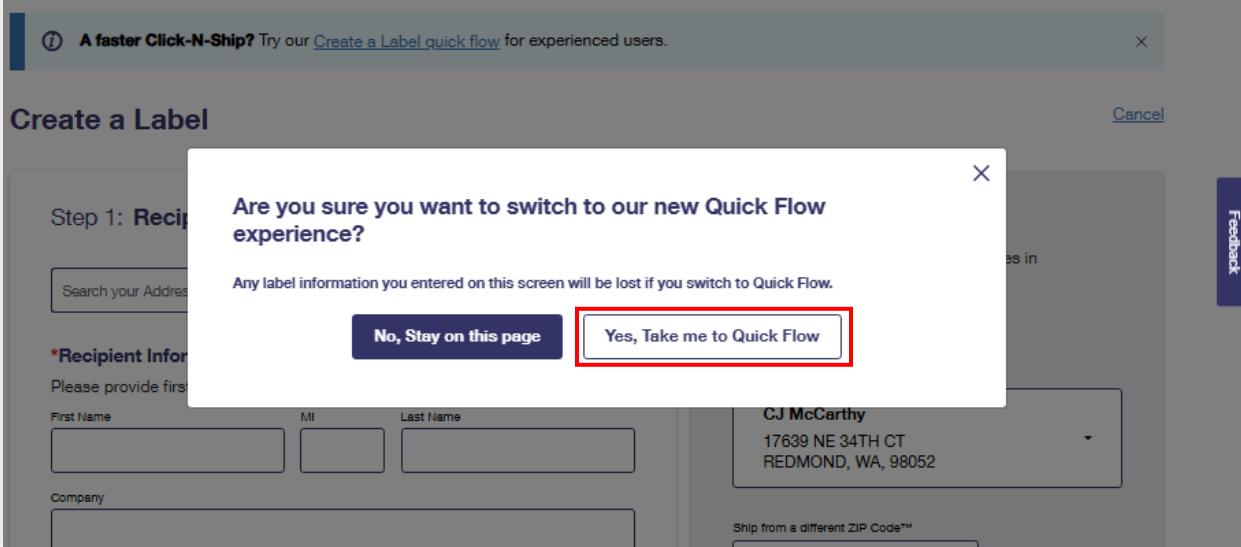
Search your Address Book

Sender Details

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

Use a one-time return address ⓘ

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



c) Once selected the quick flow view will be displayed and you can begin creating your labels as needed.

- If you would like to make the Quick Flow view your default create a label view, select the **Make This Your Default** hyperlink. You can also do this by selecting **Quick Flow** from the **Default Create a Label Experience** section in **Preferences**.
- If you would like to revert to the Classic View, select the **Classic View** hyperlink.

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

### 1. Shipping Information

#### Ship Date

04/28/2025

### 2. Content & Packaging Information

#### Contents

Add Item

#### Ship From

[Manage Return Addresses](#)

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

Jane Doe  
1000 COMMERCE ST DALLAS TX, 75202

Ship From Different ZIP Code™

Use a one-time return address

#### Ship To

Save to Address Book

Search your Address Book

#### Packaging

[Update from items](#)

#### \*Packaging Type

USPS Flat Rate

Package Value (optional)

\$

0

#### \*Package Weight

0

lbs

0

ozs

Max 70lbs

#### First Name

MI

Last Name

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

None

#### Company

Get Rates

### 3. Shipping Options

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

#### Label Summary

No Shipping Services selected

Total

\$0.00

Add to Cart

Save to Label Manager

## Shipping Information

### 1) Select Ship Date

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

### 1. Shipping Information

#### Ship Date

04/28/2025

April 2025

↑ ↓

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Clear

Today

### 3. Shipping Options

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

#### Label Summary

No Shipping Services selected

Total

\$0.00

Add to Cart

Save to Label Manager

## 2) Enter Sender Details

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

**1. Shipping Information**

**Ship Date**

04/28/2025 

**Ship From** [Manage Return Addresses](#)

DC Test  
1000 Superman St Washington DC, 20005

**3. Shipping Options**

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

**Label Summary**

*No Shipping Services selected*

<b>Total</b>	<b>\$0.00</b>
<a href="#">Add to Cart</a>	
<a href="#">Save to Label Manager</a>	

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

### 1. Shipping Information

**Ship Date**

04/28/2025
CALENDAR

**Ship From**

DC Test
Manage Return Addresses

1000 Superman St Washington DC, 20005
▼

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

**Ship To**

Search your Address Book
Q

### 3. Shipping Options

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

**Label Summary**

No Shipping Services selected

<b>Total</b>	\$0.00
<span style="border: 1px solid #ccc; padding: 5px; border-radius: 5px; display: inline-block;">Add to Cart</span> <span style="border: 1px solid #ccc; padding: 5px; border-radius: 5px; display: inline-block; margin-top: 10px;">Save to Label Manager</span>	

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

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

X

### New Return Address

Search your Address Book
Q

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

## New Return Address

### \*Sender Information

Please provide first and last name and/or company.

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Enter your first name (max 50 characters). <b>First Name is required</b>		
Enter your last name (max 50 characters). <b>Last Name is required</b>		
Company		
<input type="text"/>		
Enter your company name (max 50 characters). <b>Company is required</b>		
Phone (optional)	*Email	
<input type="text" value="Enter a U.S. phone number"/>	<input type="text"/>	
Enter a valid email address. <b>Email is required</b>		

- iii. **Sender Address (option 1):** manually enter the sender address in the **required\*** text fields.
- iv. **Sender Address (option 2):** enter the sender address in the **required\*** text fields by utilizing our new **Copy & Paste** feature. Note, this feature is only available for US Domestic Addresses and does not support International Addresses.

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

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

<b>*Street Address</b>	<b>Apt/Suite</b>	
<input type="text"/> <span style="color: red;">!</span>	<input type="text"/>	
Enter your street address. <b>Street Address is required</b>		
<b>*City</b>	<b>*State</b>	<b>*ZIP Code™</b>
<input type="text"/> <span style="color: red;">!</span>	AL - Alabama <span style="color: red;">!</span>	<input type="text"/> <span style="color: red;">!</span>
Enter your city (max 50 characters). <b>City is required</b>		Enter your 5- or 9-digit ZIP Code™. <b>ZIP Code is required</b>

Save to Address Book

v. If the **Copy & Paste US Address** feature was selected an empty text box will expand. Once the address is copied & pasted into the textbox, the address details will automatically populate in the respective street address, city, and zip code text fields as needed.

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

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

<b>Address</b>		
Paste US address here and the form will auto-fill below. Use commas or line breaks between address lines. Please exclude name and company.		
<b>*Street Address</b>	<b>Apt/Suite</b>	
<input type="text"/> <span style="color: red;">!</span>	<input type="text"/>	
Enter your street address. <b>Street Address is required</b>		
<b>*City</b>	<b>*State</b>	<b>*ZIP Code™</b>
<input type="text"/> <span style="color: red;">!</span>	AL - Alabama <span style="color: red;">!</span>	<input type="text"/> <span style="color: red;">!</span>
Enter your city (max 50 characters). <b>City is required</b>		Enter your 5- or 9-digit ZIP Code™. <b>ZIP Code is required</b>

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

**1. Shipping Information**

**Ship Date**

CALENDAR

**Ship From** [Manage Return Addresses](#)

**DC Test**  
 1000 Superman St Washington DC, 20005

**Ship From Different ZIP Code™**

Use a one-time return address

Alternate Ship From ZIP Code™

**3. Shipping Options**

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

**Label Summary**

No Shipping Services selected

<b>Total</b>	\$0.00
<a href="#">Add to Cart</a>	
<a href="#">Save to Label Manager</a>	

### 3) Enter Recipient Details

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

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

**Ship To**  [Save to Address Book](#)

SEARCH

[Manage Address Book](#)

!  
 First Name is required

!  
 Last Name is required

[Add to Cart](#)

[Save to Label Manager](#)

b) **Save to Address Book (optional):** if the recipient information that you are entering is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.

- Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.

Ship To

Save to Address Book

Search your Address Book

Add to Cart

Save to Label Manager

First Name      MI      Last Name

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

Ship To

Save to Address Book

Search your Address Book

First Name      MI      Last Name

Please enter the recipient's first name (up to 50 characters).  
First Name is required

Please enter the recipient's last name (up to 50 characters).  
Last Name is required

Company

Please enter the company name (up to 50 characters).  
Company is required

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

e) **Recipient Address (option 2):** enter the recipient address in the **required\*** text fields by utilizing our new **Copy & Paste** feature. Note, this feature is only available for US Domestic Addresses and does not support International Addresses.

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

United States of America

\*Street Address Apt/Suite/Other

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

\*City

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

\*State

AL - Alabama

\*ZIP Code™

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

- i. If the **Copy & Paste US Address** feature was selected an empty text box will expand. Once the address is copied & pasted into the textbox, the address details will automatically populate in the respective street address, city, and zip code text fields as needed.

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

United States of America ▼

Address

Paste US address here and the form will auto-fill below. Use commas or line breaks between address lines. Please exclude name and company.

\*Street Address Apt/Suite/Other

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

\*City

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

\*State

AL - Alabama ▼

\*ZIP Code™

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

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

Send Notifications

Hold For Pickup at Post Office™

Reference Number / Note 1 (Will show on label)

Reference Number / Note 2 (Will show on label)

Max Character Limit: 30

Max Character Limit: 30

g) Once the checkbox is selected, a **Tracking Notifications for Recipient** modal will be displayed.

- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Click-N-Ship® application).*
- Select the **Type of Notifications** that you want to receive.
- Select **Save** to save these changes.

**Tracking Notifications for Recipient**

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

(i) **Email**:  **Phone Number**:

**Email is required** **Phone is required**

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

(ii) **Email** **Text**

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expect Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day of Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available for Pick Up
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delivery Expectation Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package in Transit Updates

(iii) **Save** **Cancel**

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

<input type="checkbox"/> Send Notifications	<input type="checkbox"/> Hold For Pickup at Post Office™
Reference Number / Note 1 (Will show on label)	Reference Number / Note 2 (Will show on label)
<input type="text"/>	<input type="text"/>
Max Character Limit: 30	Max Character Limit: 30

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

**Hold for Pickup**

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

\*Enter a ZIP Code™

61410

**Nearest Location(s)**

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

<b>ABINGDON</b> 123 W MEEK ST ABINGDON, IL, 61410-9998	<b>Available Services:</b> Priority Mail Express® Priority Mail® USPS Ground Advantage® Priority Mail® Cubic USPS Ground Advantage® Cubic
--	---

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

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

Sender Email	Recipient Email
<input type="text"/> <span style="color: red;">!</span>	<input type="text"/> <span style="color: red;">!</span>
Sender Email is required	
Sender Phone / SMS Text Message	Recipient Phone / SMS Text Message
<input type="text"/> <span style="color: red;">!</span>	<input type="text"/> <span style="color: red;">!</span>
Recipient Phone / SMS Text Message is required	
<input type="button" value="Save"/>	

i) **Reference Number(s):** to have reference numbers or notes listed on your label, enter the reference numbers or notes in the **Reference Number / Note 1** and **Reference Number / Note 2** text fields.

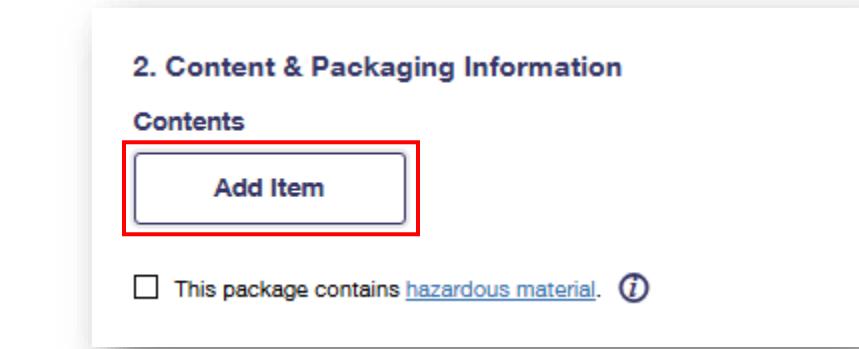
i. **Note:** each reference number / note will be printed on the label and have a maximum character limit of 30 characters each.

*State	*ZIP Code™
<input type="text" value="AL - Alabama"/>	<input type="text"/>
<input type="checkbox"/> Send Notifications	<input type="checkbox"/> Hold For Pickup at Post Office™
Reference Number / Note 1 (Will show on label)	Reference Number / Note 2 (Will show on label)
<input type="text"/>	<input type="text"/>
Max Character Limit: 30	Max Character Limit: 30

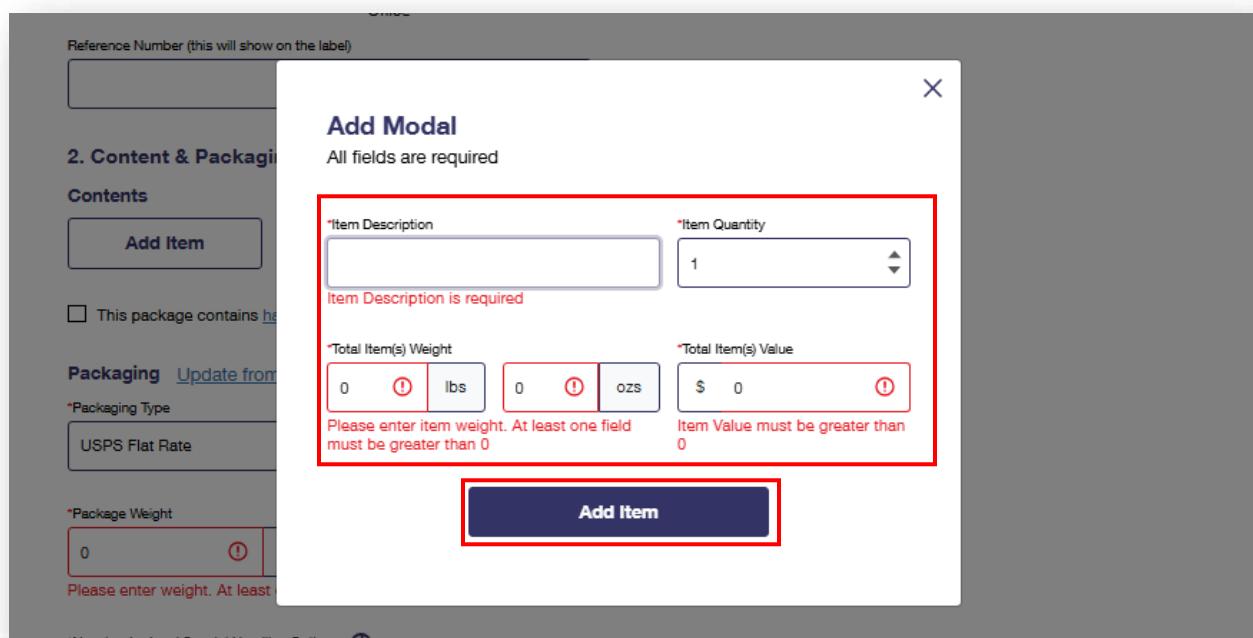
## Content & Package Information

### 1) Enter Content Details

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



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



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

## 2. Content & Packaging Information

### Contents

^	Item	Weight	Value	
	Used Locks (1)	5.31 lbs	\$235.00	<a href="#">Edit</a> <a href="#">Remove</a>
	<b>1 item</b>	<b>5.31 lbs</b>	<b>\$235.00</b>	

[Add Item](#)

## 2) Select Hazardous Materials Type (if applicable)

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

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

**2. Content & Packaging Information**

**Contents**

^	Item	Weight	Value	
	Used Locks (1)	5.31 lbs	\$235.00	<a href="#">Edit</a> <a href="#">Remove</a>
	<b>1 item</b>	<b>5.31 lbs</b>	<b>\$235.00</b>	

**Add Item**

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

- Once selected, a **HAZMAT** section will be displayed. Select the **HAZMAT type** from one of the options listed in the dropdown. Note, if HAZMAT is selected, the **Custom Packaging** type will be preselected by default.

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

\*What type of mailable HAZMAT are you mailing?

Select HAZMAT type

Aerosols, spray disinfectants, spray paint, hairspray, propane, butane, cleaning products, etc.

Air Eligible Corrosive Materials (certain cleaning or tree/weed killing compounds, etc.)

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

### 3) Select Package Type

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

Packaging [Update from items](#)

\*Packaging Type

Select

Favorites

one

two

Package Value (optional)

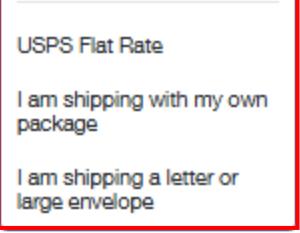
\$ 0

For additional insurance

USPS Flat Rate

I am shipping with my own package

I am shipping a letter or large envelope



b) **USPS® Flat Rate Packaging (Default):** If **USPS® Flat Rate** is selected, you will be directed to the next step where you will be required to enter the **Weight**.

- Note: Flat Rate Packaging does not support HAZMAT materials. If HAZMAT was selected, please select **Custom Packaging** as your package type.

Packaging [Update from items](#)

\*Packaging Type

USPS Flat Rate

Package Value (optional)

\$ 0

For additional insurance

\*Weight [i](#)

0 [i](#) lbs 0 [i](#) ozs

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

Get Rates



c) **Custom Packaging:** If **I am shipping with my own packaging** is selected, you will be directed to the next step where you will be required to enter the **Package Weight** and **Package Dimensions**:

Packaging [Update from items](#)

\*Packaging Type Package Value (optional)

I am shipping with my o...	\$	0
----------------------------	----	---

For additional insurance

\*Weight [i](#)

0	①	lbs	0	①	ozs
---	---	-----	---	---	-----

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

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

Length	Width	Height						
0	①	in	0	①	in	0	①	in

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

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

Packaging [Update from items](#)

\*Packaging Type Package Value (optional)

I am shipping a letter or...	\$	0
------------------------------	----	---

For additional insurance

\*Weight [i](#)

0	①	lbs	0	①	ozs
---	---	-----	---	---	-----

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

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

\*Dimensions [\(i\)](#):

Length	Height	Thickness
<input type="text" value="0"/> <a href="#">(i)</a> <input type="text" value="in"/>	<input type="text" value="0"/> <a href="#">(i)</a> <input type="text" value="in"/>	Select thickness <a href="#">(i)</a> <a href="#">▼</a>

Enter the package length in inches (decimals allowed).

Enter the package height in inches (decimals allowed).

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

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

\*Dimensions [\(i\)](#):

Length	Height	Thickness
<input type="text" value="0"/> <a href="#">(i)</a> <input type="text" value="in"/>	<input type="text" value="0"/> <a href="#">(i)</a> <input type="text" value="in"/>	Select thickness <a href="#">(i)</a> <a href="#">▼</a>

Enter the package length in inches (decimals allowed).

Enter the package height in inches (decimals allowed).

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

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

\*Dimensions [\(i\)](#):

Length	Height	Thickness
<input type="text" value="6"/> <a href="#">(i)</a> <input type="text" value="in"/>	<input type="text" value="4"/> <a href="#">(i)</a> <input type="text" value="in"/>	Less than 1/4" <a href="#">▼</a>

Enter the package length in inches (decimals allowed).

Enter the package height in inches (decimals allowed).

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

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

This mail is rigid, non-rectangular, non-uniformly thick, wrapped in plastic, or has [clasps](#). [\(i\)](#)

Select thickness

- Less than 1/4"
- Between 1/4" and 3/4"
- Greater than 3/4

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

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

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

None

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

Poly-bagged or poly-wrapped

Wrapped in plastic material or material other than paper

Clasps, strings, buttons or similar closure device are present

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

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

Is a booklet that is not prepared according to DMM 201.3.16

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

[Packaging](#) [Update from items](#)

\*Packaging Type

I am shipping with my own carrier

Package Value (optional)

\$	0
----	---

For additional insurance

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

The package is not a standard rectangular box or envelope

Girth *i*

0 in

Girth must be greater than 0

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

\*Nonstandard and Special Handling Options *i*

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Insecurely wrapped

Can, Roll, or Tube

Wooden or Metal box

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

\*Nonstandard and Special Handling Options *i*

None

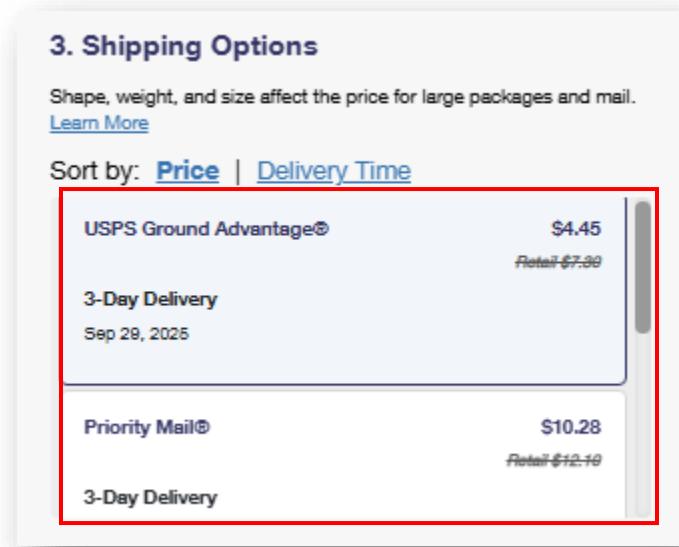
**Get Rates**

## Shipping Options

### 1) Select Service Type

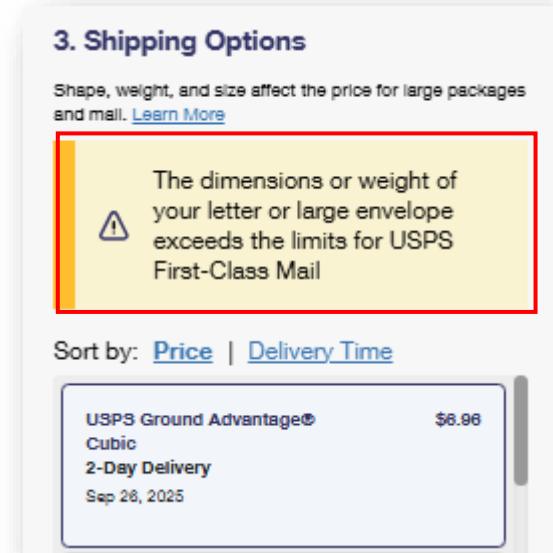
a) **Services:** based off the Package Type (USPS Flat Rate, Custom Packaging, or Letters & Envelopes) that was previously selected, a specific list of available **Service Types** will be listed in this section.

i. **Note:** the service type with the lowest cost will always be selected by default.

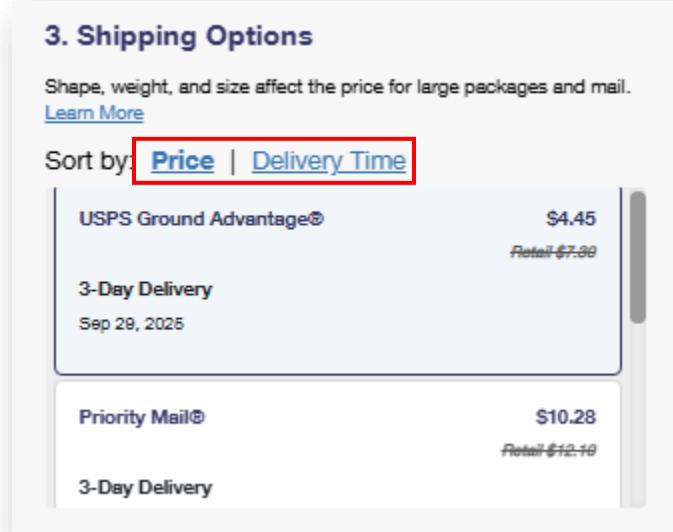


b) If you previously selected Letter or Envelope package type, and if the dimensions or weight **exceeded** the First-Class Mail service type limits, a **yellow warning message** will be displayed along with a list of other service options available for your package.

i. **Note:** Letters and Large Envelope Packaging is not eligible for the USPS Smart Locker Service, Hold for Pickup Service, or the USPS Label Broker printing option.



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



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

### 3. Shipping Options

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

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

USPS Connect® Local	\$5.30
Priority Mail®	\$7.88
2-Day Delivery	<small>Retail \$10.05</small>
Sep 27, 2026	

## 2) Label Summary

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

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

### 3. Shipping Options

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

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

USPS Connect® Local	\$5.30
Priority Mail®	\$7.88
2-Day Delivery	<small>Retail \$10.05</small>
Sep 27, 2026	

### Label Summary

USPS Connect® Local      **\$5.30**

[View Drop-off Details](#)

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

**Your Drop-off Location Details**

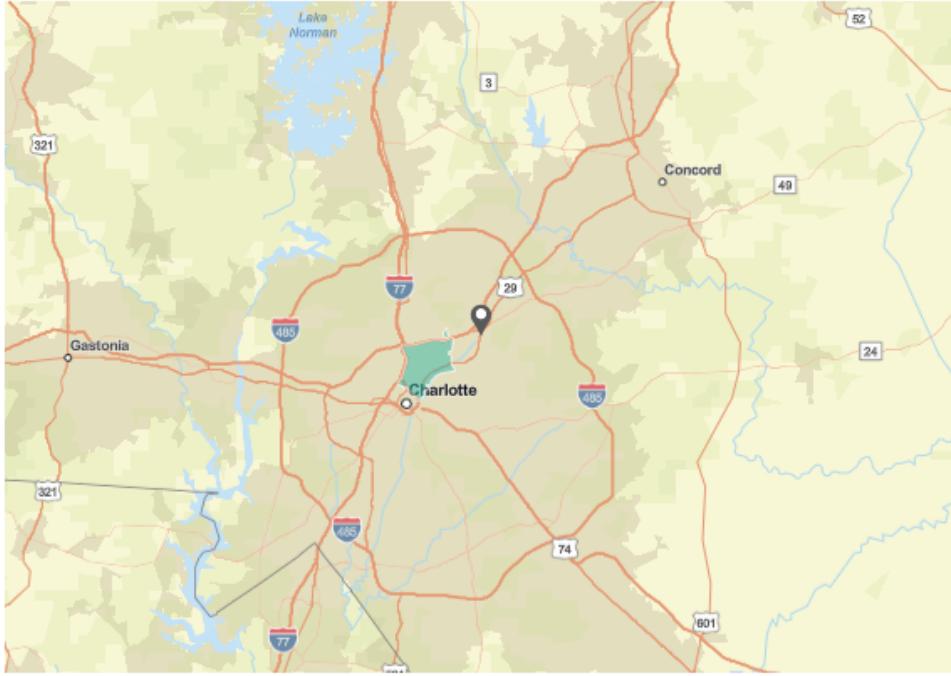
**NORTH TRYON - POST OFFICE**  
6700 N TRYON ST  
CHARLOTTE, NC 28213

**Total Distance:** 4.11 miles away

**Drop-off Hours**  
\*Lot parking available

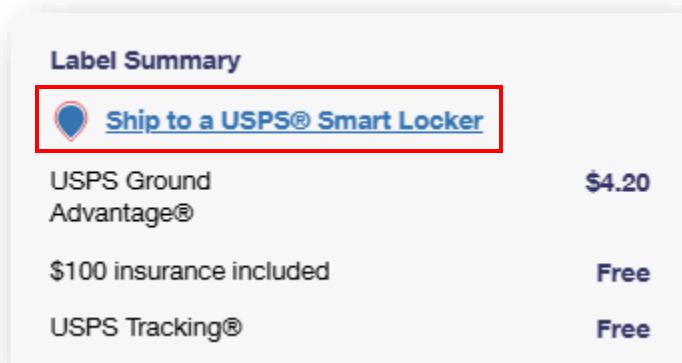
Mon-Fri	Sat	Sun
7:00 AM-4:00 PM	7:00 AM-4:00 PM	Closed

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

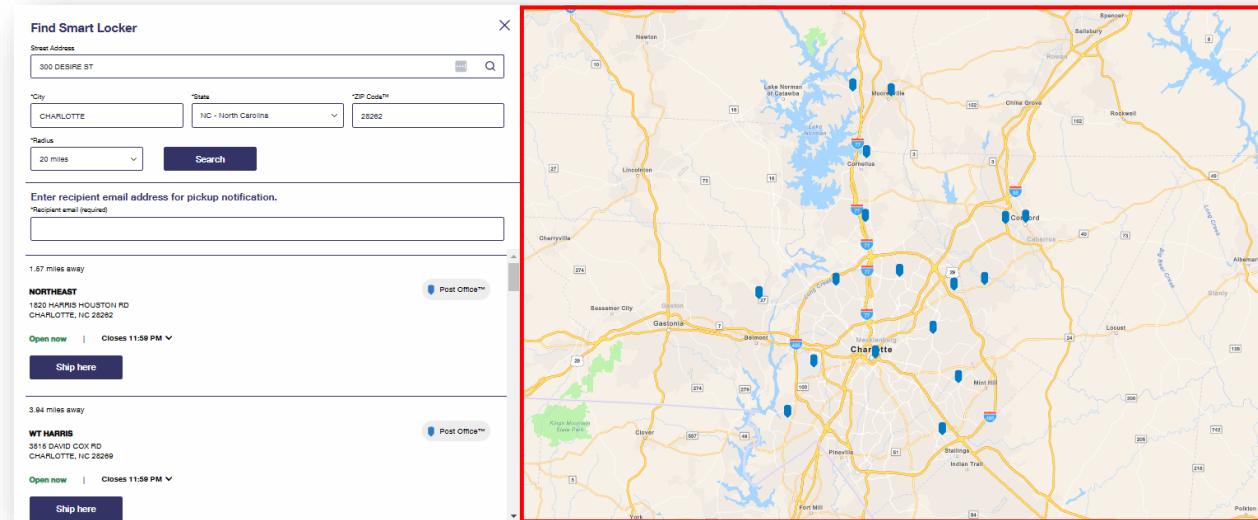


b) **Ship to a USPS® Smart Locker (if applicable):** if the address that you are sending to is close to a secure, self-service USPS® Smart Locker, you will be notified via a **Ship to a USPS® Smart Locker** hyperlink located below the Label Summary of the Single Label Flow.

- Select the **Ship to a USPS® Smart Locker** hyperlink to continue with shipping your item to a USPS® Smart Locker.



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



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

**Find Smart Locker**

Street Address  
300 SUPERMAN ST

\*City  \*State  \*ZIP Code™

\*Radius

Enter recipient email address for pickup notification.

\*Recipient email (required)

Recipient email required

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

**CONCORD** Post Office™  
66 MCCACHERN BLVD SE  
CONCORD, NC 28025

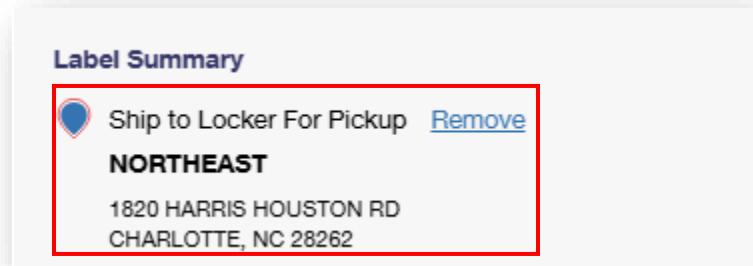
**Open now** | Closes 11:59 PM ▾

10.09 miles away

**OAKDALE** Post Office™  
1101 SUNSET RD  
CHARLOTTE, NC 28216

**Open now** | Closes 11:59 PM ▾

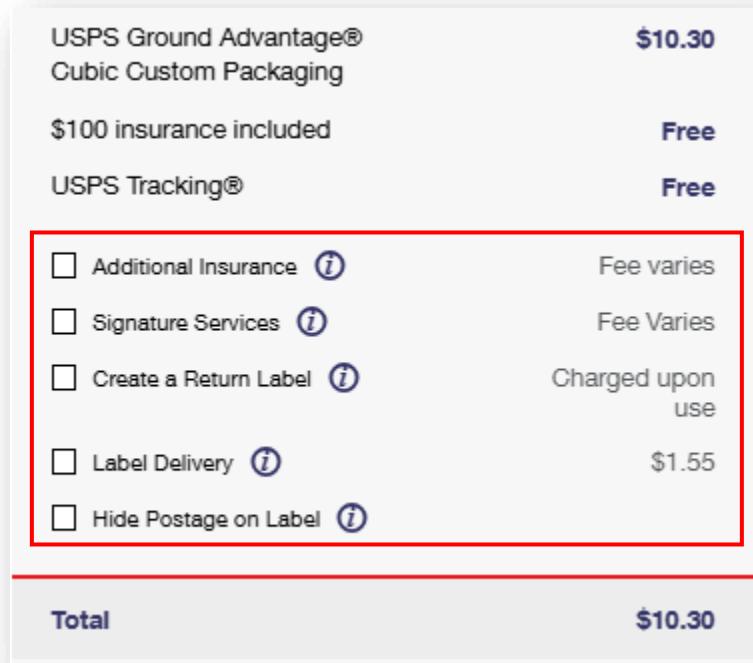
vi. Once a Smart Locker is selected, the locker information will be displayed in the Label Summary:



### 3) Select Extra Service(s)

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

i. *Note, the extra services listed will vary depending on the service and package type that was selected. Some extra services are not eligible for certain service and package type combinations.*

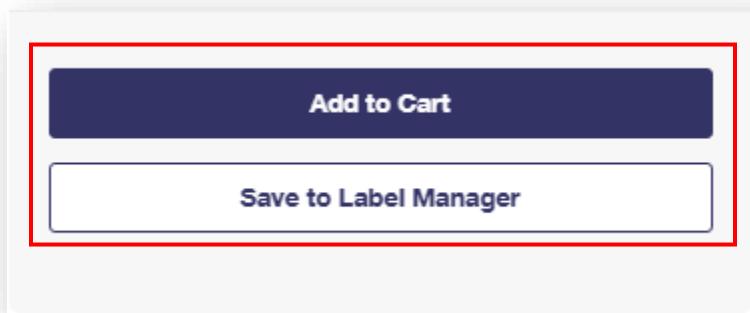


### 4) Add Label to Cart or Save Label to Label Manager

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

b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save to Label Manager**.

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



## Domestic Label for Live Animals & Perishable Goods

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

### 1) Begin Single Label Flow Creation Process

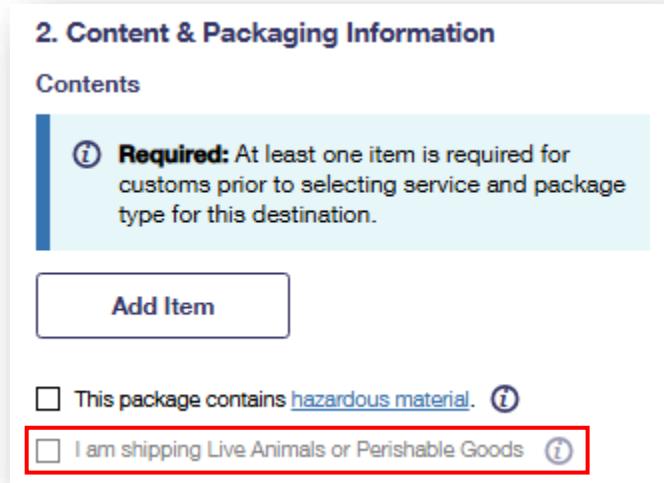
- a) Refer to the [Create a Single Domestic Label \(Quick-Flow View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.

## Content & Package Information

### 1) Enter Content Details

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

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



**2. Content & Packaging Information**

Contents

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

**Add Item**

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

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

### 2) Select Hazardous Materials Type (if applicable)

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

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

## 2. Content & Packaging Information

### Contents

[Add Item](#)

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

\*What type of mailable HAZMAT are you mailing?

Select HAZMAT type

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

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

### 3) Select Live Animals or Perishable Goods Type

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

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

## 2. Content & Packaging Information

### Contents

[Add Item](#)

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

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

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

Select

Live day-old chicks

Adult Birds

Scorpions

Bees

#### 4) Select Packaging

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

Packaging [Update from items](#)

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

\*Packaging Type

Custom Packaging

Package Value (optional)

\$	0
----	---

- c) **Package Details:** The **Package Weight** and **Package Dimensions** are required for custom packaging:

Packaging [Update from items](#)

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

\*Packaging Type

Custom Packaging

Package Value (optional)

\$	0
----	---

\*Package Weight

0	!	lbs
0	!	ozs

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

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

0	!	in
0	!	in
0	!	in

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

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



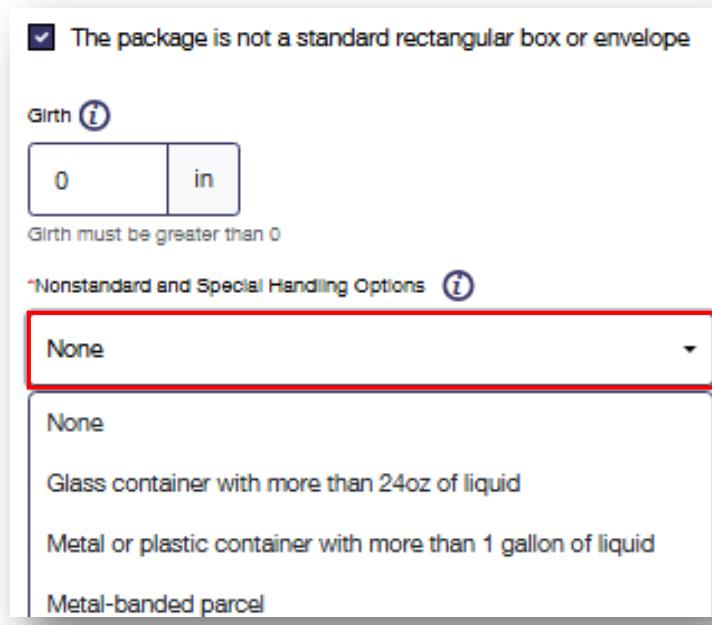
The packaging is not a standard rectangular box or envelope

Girth i

0	!	in
---	---	----

Please enter girth. Girth must be greater than 0.

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



The package is not a standard rectangular box or envelope

Girth i

0	in
---	----

Girth must be greater than 0

\*Nonstandard and Special Handling Options i

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Metal-banded parcel

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

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

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

At least two dimensions must be greater than 0

The package is not a standard rectangular box or envelope

Girth [i](#)

20	in
----	----

Girth must be greater than 0

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

None

**Get Rates**

## Shipping Options

### 1) Select Service Type

a) **Services:** based on the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Select a service type from the options displayed in this section.

i. **Note:** the service type with the lowest cost will always be selected by default.

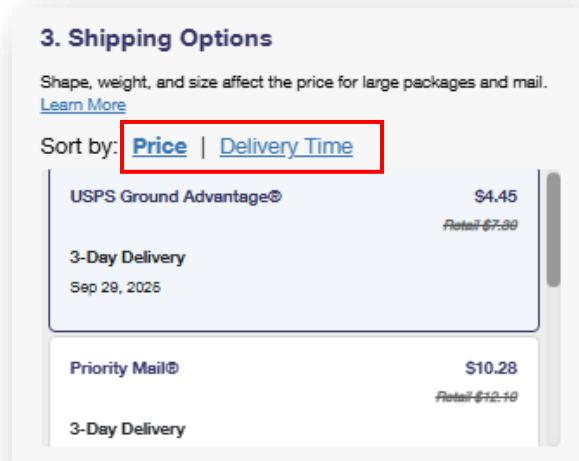
**3. Shipping Options**

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

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

USPS Ground Advantage®	\$4.45
3-Day Delivery	<small>Retail \$7.90</small>
Sep 29, 2025	
Priority Mail®	\$10.28
3-Day Delivery	<small>Retail \$12.10</small>

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



## 2) Label Summary

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

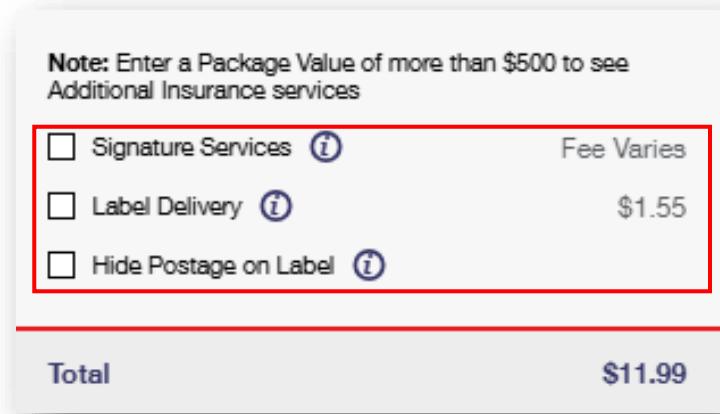
a) **Live Animal and Perishable Goods Fee(s):** Priority Mail Express: \$7.50, Priority Mail: \$15.00, and Ground Advantage: \$7.50. An additional Live Animal Transportation Fee will be charged at \$0.20 per pound for Day Old Poultry for Priority Mail Express and Priority Mail Zones 5-9.

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

## 3) Select Extra Service(s)

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

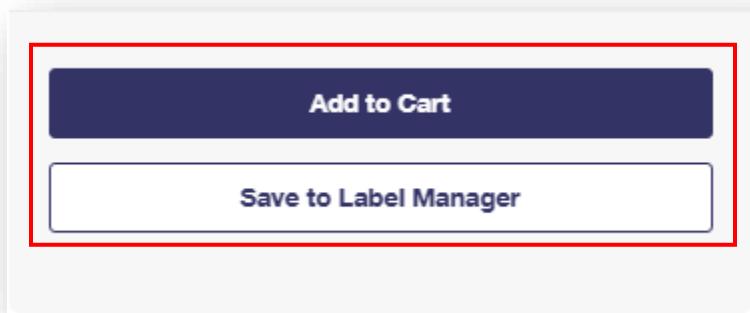
i. **Note:** The Cremated Remains and Return Label Extra Services will not be available for Live Animals and Perishable Goods shipments.



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

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

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



## Domestic Label for Cremated Remains

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

### 1) Begin Single Label Flow Creation Process

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

## Content & Package Information

### 1) Enter Content Details

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

**2. Content & Packaging Information**

Contents

**① Required:** At least one item is required for customs prior to selecting service and package type for this destination.

**Add Item**

This package contains [hazardous material](#). **①**

I am shipping Live Animals or Perishable Goods **①**

### 2) Select Hazardous Materials Type (if applicable)

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

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

## 2. Content & Packaging Information

### Contents

[Add Item](#)

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

\*What type of mailable HAZMAT are you mailing?

Select HAZMAT type

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

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

Cremated Remains Shipping [\(i\)](#)

New: [Cremated Remains Priority Mail Express packaging](#) is required for all Cremated Remains shipments

### 3) Select Cremated Remains Shipping

You may ship cremated remains with select service types at zero cost to you. There are no extra fees for shipping Cremated Remains. Cremated Remains may only be shipped using Priority Mail Express® or Priority Mail Express International® services.

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

## 2. Content & Packaging Information

### Contents

[Add Item](#)

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

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

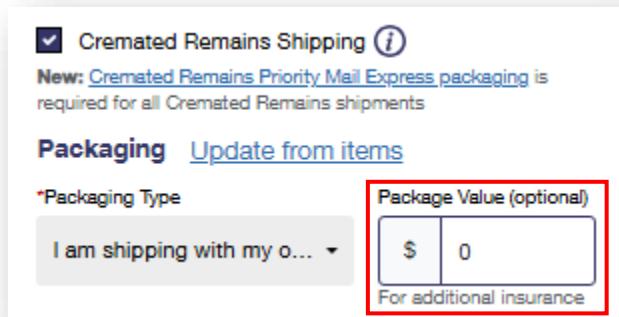
Cremated Remains Shipping [\(i\)](#)

New: [Cremated Remains Priority Mail Express packaging](#) is required for all Cremated Remains shipments

### 4) Select Packaging

- Packaging Type:** shipping Cremated Remains cannot be shipped in any USPS provided Flat Rate packaging, therefore, **Custom Packaging** will be selected by default, and the button will be greyed out.

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



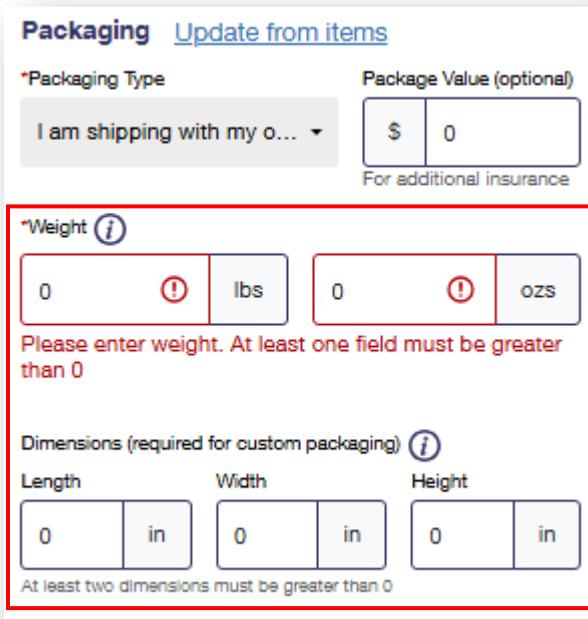
Cremated Remains Shipping *i*  
New: [Cremated Remains Priority Mail Express packaging](#) is required for all Cremated Remains shipments.

**Packaging** [Update from items](#)

\*Packaging Type  
I am shipping with my o... ▾

Package Value (optional)  
\$ 0  
For additional insurance

c) **Package Details:** The **Package Weight** and **Package Dimensions** are required for custom packaging:



**Packaging** [Update from items](#)

\*Packaging Type  
I am shipping with my o... ▾

Package Value (optional)  
\$ 0  
For additional insurance

\*Weight *i*  
0 ! lbs 0 ! ozs  
Please enter weight. At least one field must be greater than 0

Dimensions (required for custom packaging) *i*  
Length Width Height  
0 in 0 in 0 in  
At least two dimensions must be greater than 0

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

The packaging is not a standard rectangular box or envelope

Girth [?](#)

0	<a href="#">!</a>	In
---	-------------------	----

Please enter girth. Girth must be greater than 0.

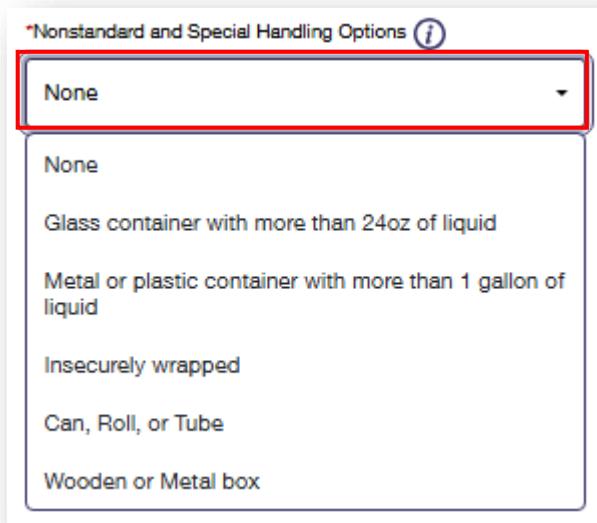


e) **Nonstandard and Special Handling Options:** If your package is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your package from the dropdown.

\*Nonstandard and Special Handling Options [?](#)

None

None  
Glass container with more than 24oz of liquid  
Metal or plastic container with more than 1 gallon of liquid  
Insecurely wrapped  
Can, Roll, or Tube  
Wooden or Metal box

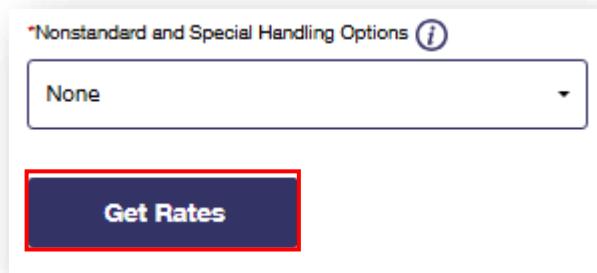


f) Select **Get Rates** to proceed to the next step.

\*Nonstandard and Special Handling Options [?](#)

None

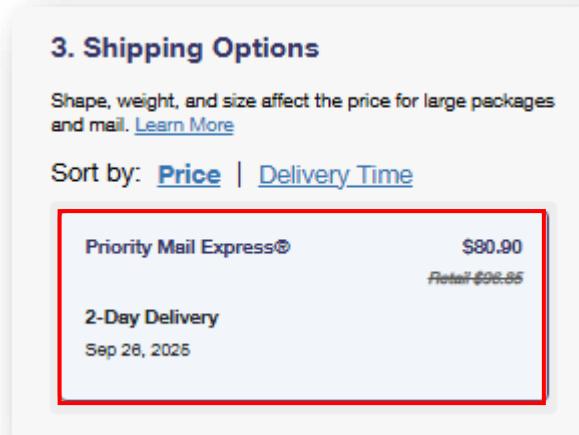
**Get Rates**



## Shipping Options

### 5) Select Service Type

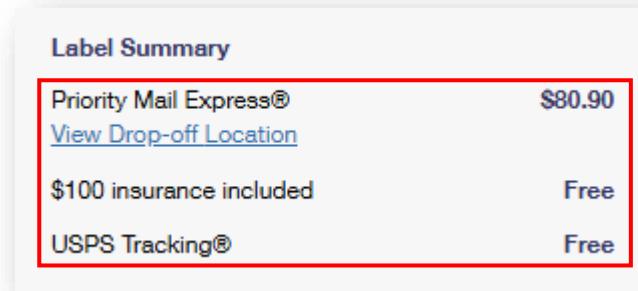
a) **Services:** Cremated Remains may only be shipped using Priority Mail Express® or Priority Mail Express International® services which will be listed in this section. Select the service type from the options displayed in this section.



### 6) Label Summary

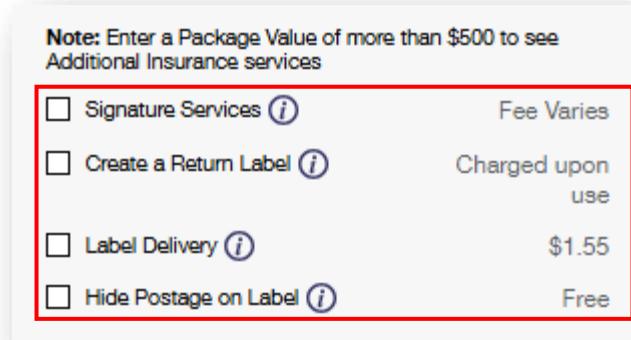
Within the Label Summary, you will see the extra services selected along with the total price of shipping Cremated Remains.

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



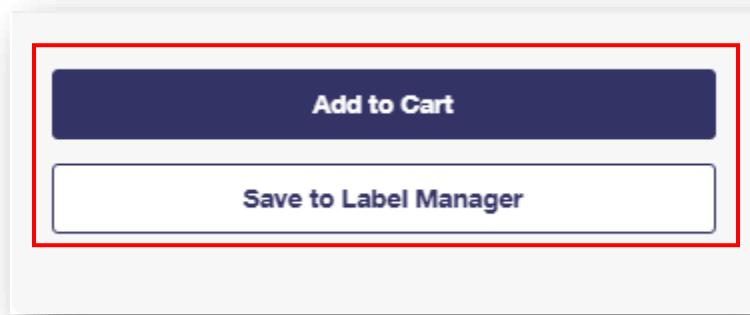
### 7) Select Extra Service(s)

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



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

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



## International Label

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

### 1) Begin Single Label Creation Process – Two Options

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

The screenshot shows the 'Label Manager' interface. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. On the far right of the navigation bar is a 'New Label' button, which is highlighted with a red box. Below the navigation bar, the main content area starts with a greeting 'Hi Brittany!' and an account number 'Account #: 41961'. A search bar at the top right contains the placeholder 'Enter a Label or Tracking Number to View Label Details'. The main form is titled 'Start Shipping' and contains fields for 'Ship To' (First Name, MI, Last Name, Company, Address Book search bar), 'Country' (United States of America), 'Street Address', 'Apt/Suite/Other', 'City', 'State' (AL - Alabama), 'ZIP Code™', and checkboxes for 'Send notifications' and 'Hold for Pickup at Post Office™'. Below these fields are two reference input fields: 'Reference Number / Note 1 (this will print on the label)' and 'Reference Number / Note 2 (this will print on the label)'. Each of these fields has a note 'Max Character Limit: 30'. At the bottom of the main form is a large blue 'Create This Label' button, which is also highlighted with a red box. To the right of the main form is a sidebar titled 'More Print & Ship Options' containing four cards: 'Import Batch of Labels' (Import multiple labels from a file into a batch to edit within Label Manager), 'Import from Marketplace' (Connect eCommerce marketplaces & easily import labels for customer orders), 'Create a Batch' (Organize your labels into a batch and utilize our streamlined batch creation process), and 'Manage Your Preferences' (Manage your shipping preferences to accelerate your label creation and access all shipping features).

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

Label Manager					
All Labels (2)		Batches (1)			
New Label		Use Address Book		Actions	
 New Label	by date and time created. Each new label will appear at the top of the table.	Service and Package	Package Details	Extra Services	Total Price
 New Batch	USPS Ground Advantage™ Cubic Choose Your Own Box	16 oz Value: \$5	Insurance	\$8.97	All Labels
 File Upload	ERMAN ST	Edit Service And Package	USPS Tracking® + Add Extra Details	Sender email is required.	 
 Marketplace Import	60603-5610				

## 2) Opt Into the Quick Flow Label Creation Experience

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

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

 **A faster Click-N-SHIP?** Try our [Create a Label quick flow](#) for experienced users. 

### Create a Label

[Feedback](#) [Cancel](#)

**Step 1: Recipient Details**

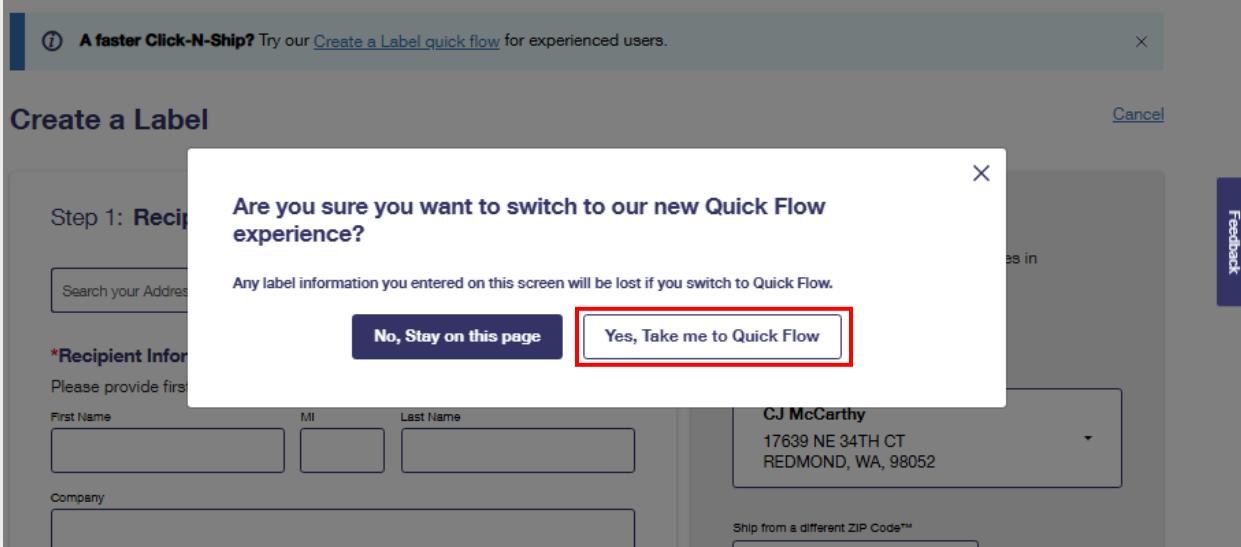
Search your Address Book 

**Sender Details**

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

Use a one-time return address 

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



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

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

**1. Shipping Information**

Ship Date  

Ship From  [Manage Return Addresses](#)  This package contains [hazardous material](#). 

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

Ship To    Save to Address Book

First Name  MI  Last Name

Company

**2. Content & Packaging Information**

Contents

**3. Shipping Options**

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

Label Summary  
No Shipping Services selected

Total \$0.00

## Shipping Information

### 1) Select Ship Date

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

**1. Shipping Information**

Ship Date  

April 2025  

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	<b>28</b>	29	30	1	2	3
4	5	6	7	8	9	10



Use a one-time return address  Save to Address Book

**3. Shipping Options**

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

Label Summary  
No Shipping Services selected

Total \$0.00

## 2) Enter Sender Details

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

1. Shipping Information		3. Shipping Options
<b>Ship Date</b> 04/28/2025		<i>Provide Shipping and Package Information &amp; click Get Rates to see Shipping Options</i>
<b>Ship From</b>	<a href="#">Manage Return Addresses</a>	<b>Label Summary</b>
<div style="border: 1px solid #ccc; padding: 5px; width: 100%;"><p>DC Test 1000 Superman St Washington DC, 20005</p><p>DC Test 1000 Superman St Washington DC, 20005</p></div>		<i>No Shipping Services selected</i>
		<b>Total</b> <span style="float: right;">\$0.00</span>
		<a href="#">Add to Cart</a>
		<a href="#">Save to Label Manager</a>

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

**1. Shipping Information**

**Ship Date**

CALENDAR

**Ship From**

DC Test
1000 Superman St Washington DC, 20005
DOWN ARROW

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

**Ship To**

Search your Address Book
SEARCH

**3. Shipping Options**

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

**Label Summary**

No Shipping Services selected

Total	\$0.00
Add to Cart	
Save to Label Manager	

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

**1. Shipping Information**

**Ship Date**

CALENDAR

**Ship From**

DC Test
1000 Superman St Washington DC, 20005
DOWN ARROW

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

**Alternate Ship From ZIP Code™**

**3. Shipping Options**

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

**Label Summary**

No Shipping Services selected

Total	\$0.00
Add to Cart	
Save to Label Manager	

### 3) Enter Recipient Details

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

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

- To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

Ship To

Save to Address Book

Search your Address Book

[Manage Address Book](#)

First Name is required

Last Name is required

Add to Cart

Save to Label Manager

b) **Save to Address Book (optional):** if the recipient information that you are entering is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.

- Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.

Ship To

Save to Address Book

Search your Address Book

First Name  MI  Last Name

Add to Cart

Save to Label Manager

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

Ship To  Save to Address Book

Search your Address Book

Add to Cart

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

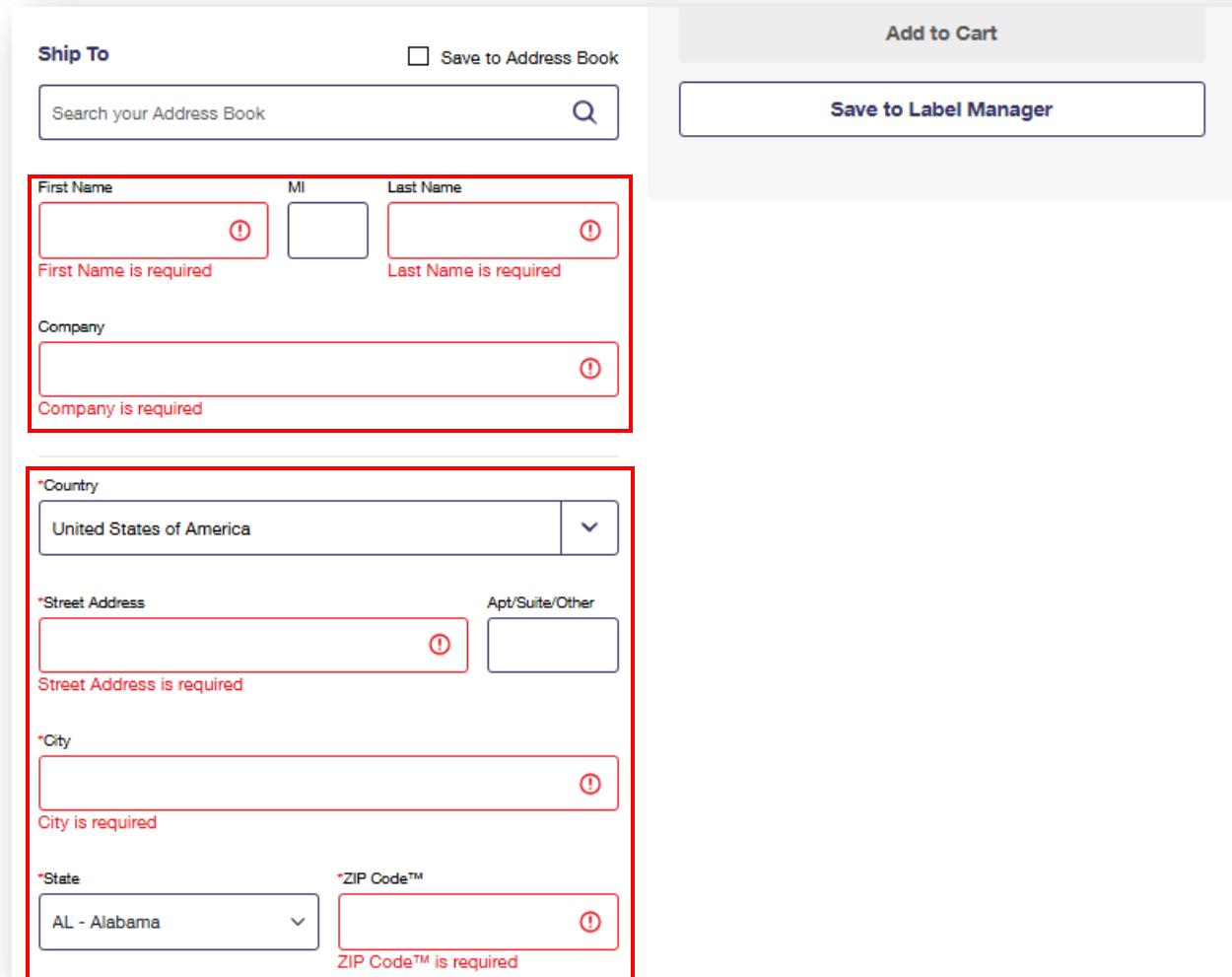
Company   
Company is required

\*Country

\*Street Address  Apt/Suite/Other   
Street Address is required

\*City   
City is required

\*State   \*ZIP Code™   
ZIP Code™ is required



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

\*Country  
Canada

Address 1  
aa

Address 2

Address 3

\*City  
Simcoe

Province  
ON

\*Postal Code™  
N3Y 7B4

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

Recipient tracking notifications are not available for international recipients.

**Get Rates**

**Additional Step: International & Customs Information**

i You have provided necessary Customs Information.

[Edit](#)

e) **Reference Number(s):** to have reference numbers or notes listed on your label, enter the reference numbers or notes in the **Reference Number / Note 1** and **Reference Number / Note 2** text fields.

- Note:** each reference number / note will be printed on the label and have a maximum character limit of 30 characters each.

Reference Number / Note 1 (Will show on label)

Reference Number / Note 2 (Will show on label)

Max Character Limit: 30

Max Character Limit: 30

## Content & Package Information

### 1) Enter Content Details (required)

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

**2. Content & Packaging Information**

Contents

\*Content Type

Documents

Documents

Gifts

Merchandise

Returned Goods

Commercial Sample

Humanitarian Donation

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

Other

Goods.

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

Add Comments or Note

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

**Add Item**

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

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

**Add Item**

\* indicates required field

**Do you have an HS Tariff Code for this item?**

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

Yes

No

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

**Do you have an HS Tariff Code for this item?**

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

Yes

No

\*HS Tariff Code

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

## Add Item

\*indicates required field

### Do you have an HS Tariff Code for this item?

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

Yes  
 No

*Item Description	*Quantity	*Total Item(s) Weight	*Total Item(s) Value
<input type="text"/> <span style="color: red;">!</span>	<input type="text" value="1"/> <span style="color: blue;">▼</span>	<input color:="" red;"="" type="text" value="0 &lt;span style="/> !"/> lbs <span style="color: red;">!</span> <input type="text" value="0"/> ozs	<input type="text" value="\$"/> <span style="color: red;">!</span> <input type="text" value="0"/> <span style="color: red;">!</span>
Item Description is required		Please enter item weight. At least one field must be greater than 0	
Item Value must be greater than 0			

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

\*Country of Origin

United States of America	<span style="color: red;">▼</span>
United States of America	<span style="color: red;">○</span> <span style="color: red;">▼</span>
Afghanistan	<span style="color: red;">○</span> <span style="color: red;">▼</span>
Albania	<span style="color: red;">○</span> <span style="color: red;">▼</span>
Algeria	<span style="color: red;">○</span> <span style="color: red;">▼</span>
Andorra	<span style="color: red;">○</span> <span style="color: red;">▼</span>
Angola	<span style="color: red;">○</span> <span style="color: red;">▼</span>
...	<span style="color: red;">▼</span>

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

\*Select a category

Arts & Collectibles

\*Select a sub-category

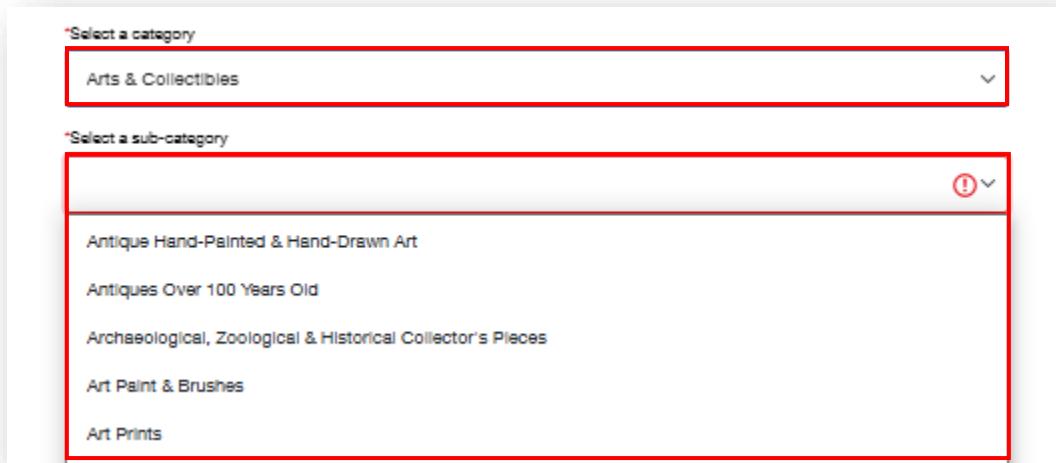
Antique Hand-Painted & Hand-Drawn Art

Antiques Over 100 Years Old

Archaeological, Zoological & Historical Collector's Pieces

Art Paint & Brushes

Art Prints

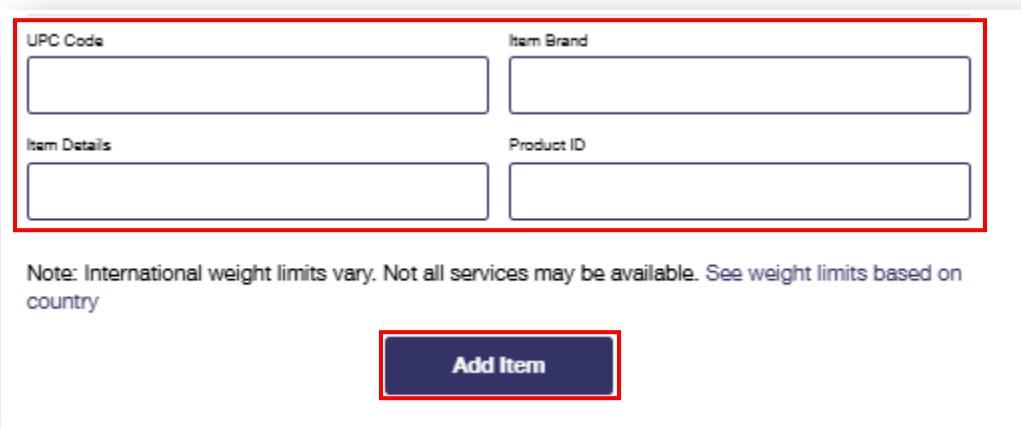


g) **Other Optional Information:** enter the item UPC Code, Brand, and Product ID if desired. Once finished, select **Add Item** to save your information.

UPC Code	Item Brand
<input type="text"/>	<input type="text"/>
Item Details	Product ID
<input type="text"/>	<input type="text"/>

Note: International weight limits vary. Not all services may be available. See weight limits based on country

**Add Item**



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

2. Content & Packaging Information			
Contents			
^	Item	Weight	Value
	Used Locks (1)	5.31 lbs	\$235.00
			<a href="#">Edit</a> <a href="#">Remove</a>
1 item		5.31 lbs	\$235.00
<a href="#">Add Item</a>			

## 2) Select Hazardous Materials Type (if applicable)

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

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

**2. Content & Packaging Information**

**Contents**

^	Item	Weight	Value	
	Used Locks (1)	5.31 lbs	\$235.00	<a href="#">Edit</a> <a href="#">Remove</a>
	<b>1 item</b>	<b>5.31 lbs</b>	<b>\$235.00</b>	

**Add Item**

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

ii. Once selected, a **HAZMAT** section will be displayed. Select the **HAZMAT type** from one of the options listed in the dropdown.

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

\*What type of mailable HAZMAT are you mailing?

Select HAZMAT type

Aerosols, spray disinfectants, spray paint, hairspray, propane, butane, cleaning products, etc.

Air Eligible Corrosive Materials (certain cleaning or tree/weed killing compounds, etc.)

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

### 3) Select Package Type

a) **Packaging Type:** select a USPS package type from the two options available (Flat Rate Packaging or Custom Packaging).

Packaging [Update from items](#)

\*Packaging Type

Custom Packaging

Package Value (optional)

\$	0
----	---

Favorites

Custom Packaging
USPS Flat Rate

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

0	in	0	in	0	in
---	----	---	----	---	----

At least two dimensions must be greater than 0

b) **USPS® Flat Rate Packaging (Default):** If **USPS® Flat Rate Packaging** is selected, you will be directed to the next step where you will be required to enter the **Package Weight**.

- Note: Flat Rate Packaging does not support HAZMAT materials. If HAZMAT was selected, please select **Custom Packaging** as your package type.

Packaging [Update from items](#)

\*Packaging Type

USPS Flat Rate

Package Value (optional)

\$	0
----	---

\*Package Weight

0	!	lbs	0	!	ozs
---	---	-----	---	---	-----

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

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

None

**Get Rates**

c) **Custom Packaging:** If **Custom Packaging** is selected, you will be directed to the next step where you will be required to enter the **Package Weight** and **Package Dimensions**:

**Packaging** [Update from items](#)

\*Packaging Type [?](#) Package Value (optional)

Custom Packaging [\\$ 0](#)

\*Package Weight [?](#)

0 [!](#) lbs 0 [!](#) ozs

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

Package Dimensions (required for custom packaging) [?](#)

0 [!](#) in 0 [!](#) in 0 [!](#) in

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

The package is not a standard rectangular box or envelope

\*Nonstandard and Special Handling Options [?](#)

None

**Get Rates**

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

Packaging [Update from items](#)

\*Packaging Type

Custom Packaging

Package Value (optional)

\$ 0

\*Package Weight

5 lbs 6 ozs

Max: 70lbs

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

5 in 5 in 5 in

At least two dimensions must be greater than 0

The package is not a standard rectangular box or envelope

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

The packaging is not a standard rectangular box or envelope

Girth [i](#)

0 in

Please enter girth. Girth must be greater than 0.

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

The package is not a standard rectangular box or envelope

Girth [\(i\)](#)

0	in
---	----

Girth must be greater than 0

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

None
None
Glass container with more than 24oz of liquid
Metal or plastic container with more than 1 gallon of liquid
Metal-banded parcel
Insecurely wrapped
Can, Roll, or Tube
Wooden or Metal box
Books or other printed material weighing more than 25 pounds
Documents or personal correspondence

OTHER USPS SITES

[Business Customer Gateway](#)

[Postal Inspectors](#)

[Inspector General](#)

[Postal Explorer](#)

[National Postal Museum](#)

[Resources for Developers](#)

LEGAL INFORMATION

[Privacy Policy](#)

[Terms of Use](#)

[FOIA](#)

[No FEAR Act/EEO Contacts](#)

[Fair Chance Act](#)

[Accessibility Statement](#)

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

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

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

At least two dimensions must be greater than 0

The package is not a standard rectangular box or envelope

Girth [\(i\)](#)

20	in
----	----

Girth must be greater than 0

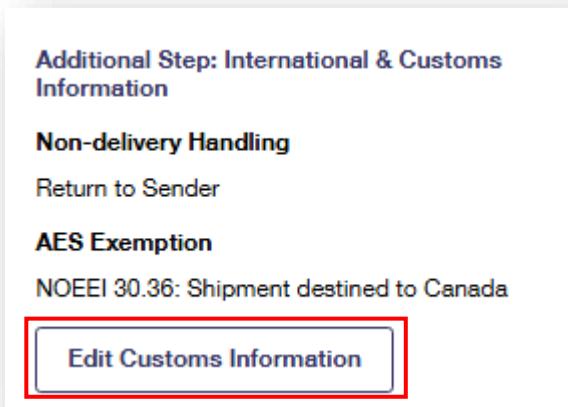
\*Nonstandard and Special Handling Options [\(i\)](#)

None
------

**Get Rates**

#### 4) Additional Step: International & Customs Information

- a) Before adding the label to the cart, you can opt-into prepaying for the **Duties, Fees, and Taxes** (Total Landed Cost Estimate) of your International Shipment and include additional customs information for your international package such as **Non-Delivery Handling** and **US Census Bureau and Customs Information**.
  - i. **Note:** currently, only Germany, UK, and Canada are available for TLC DDP.



- b) **Total Landed Cost:** The Calculated Landed Cost Estimate is a summary that shows your estimated landed cost for the international label (*includes the sum of the calculation of duties, taxes, and other import fees*). You can opt-into prepaying these fees for a recipient by selecting **Yes**.

**International & Customs Information**

Step 1 of 2

\*indicates required field

**Duties, Taxes, and Fees *(i)***

Duties, taxes, and fees:  
**\$35.26**

[View Breakdown](#)

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

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

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

Email Total Landed Cost Breakdown

[Send](#)

[Next](#)

c)

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

**Duties, Taxes, and Fees *(i)***

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

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

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

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

[Continue](#)

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

## International & Customs Information

\*Indicates required field

### Non-delivery Handling

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

**Return to Sender**

**Abandon**

e) **US Census Bureau and Customs Information:** if your shipment requires an export license, select the **Shipment requires an Export License** checkbox and enter the **AES Downtown Citation** from the U.S or **International Transaction Number (ITN)**.

i. *Note, you can enter up to 14 alphanumerical values in this field.*

### US Census Bureau and Customs Information

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

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

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

[Generate AES/ITN >](#)

AES/ITN 

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

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

### US Census Bureau and Customs Information

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

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

[AES Exemption](#) 

NOEEI 30.36: Shipment destined to Canada

Sender's Custom Reference Number

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

Save

Back

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

#### Additional Step: International & Customs Information

 [Edit](#)

You have provided necessary Customs Information.

### Shipping Options

#### 1) Select Service Type

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

### 3. Shipping Options

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

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

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

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

### 3. Shipping Options

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

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

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

## 2) Label Summary

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

Label Summary		
Priority Mail International®		\$42.95
<input type="checkbox"/> Additional Insurance <a href="#">i</a>		Fee varies
<b>Total</b>		<b>\$42.95</b>

### 3) Select Extra Service(s)

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

Label Summary		
Priority Mail International®		\$42.95
<input type="checkbox"/> Additional Insurance <a href="#">i</a>		Fee varies
<b>Total</b>		<b>\$42.95</b>

### 4) Review Calculated Landed Cost Estimate

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

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

<b>Total</b>	<b>\$116.90</b>
--------------	-----------------

[Add to Cart](#)

[Save to Label Manager](#)

**Duties, Fees & Taxes Paid by Recipient (i)**

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$117.50**

[View Breakdown](#)

Email Total Landed Cost Breakdown

[Send](#)

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

X

### Item Breakdown of Total Landed Cost Estimate

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

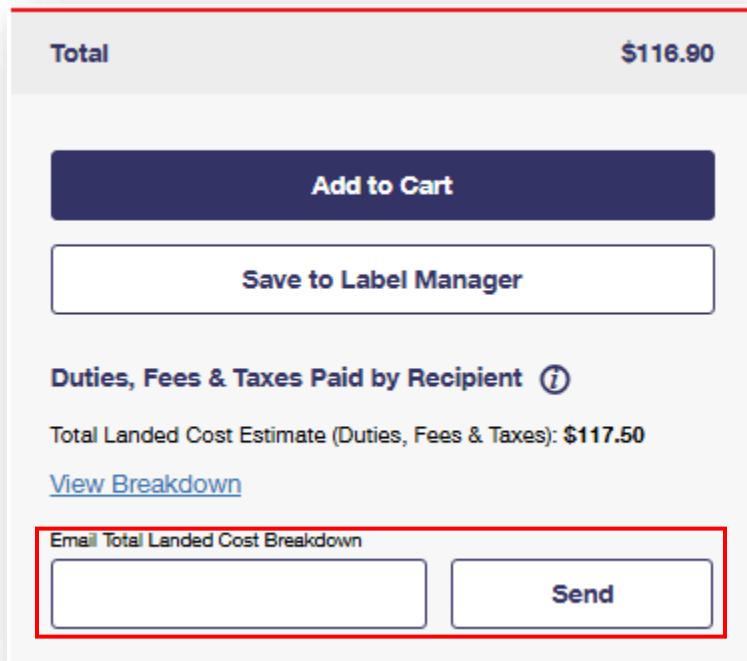
Description	HS Tariff	Origin	QTY	Weight	Value	Duties & Taxes
Used Locks	None	US	1	8.13	\$2,350.00	Duties: \$0.00 Taxes: \$117.50

**Estimated Fees Fee:** \$0.00

**Estimated Duties & Taxes:** \$117.50

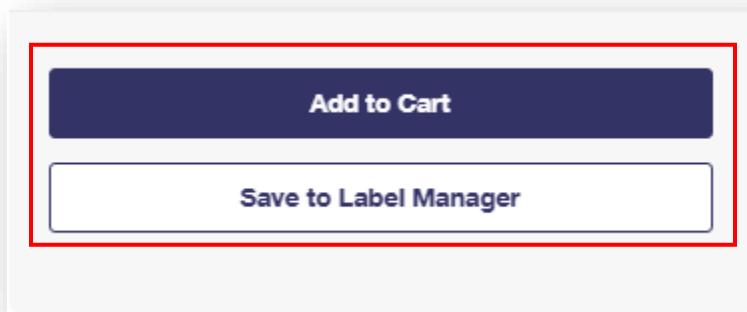
**Estimated Total:** \$117.50

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



##### 5) Add Label to Cart or Save Label to Label Manager

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



## International Label for Cremated Remains

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

### 1) Begin Single Label Flow Creation Process

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

## Content & Package Information

### 1) Enter Content Details

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

**2. Content & Packaging Information**

Contents

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

**Add Item**

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

I am shipping Live Animals or Perishable Goods **ⓘ**

### 2) Select Hazardous Materials Type (if applicable)

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

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

## 2. Content & Packaging Information

### Contents

[Add Item](#)

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

\*What type of mailable HAZMAT are you mailing?

Select HAZMAT type

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

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

Cremated Remains Shipping [\(i\)](#)

New: [Cremated Remains Priority Mail Express packaging](#) is required for all Cremated Remains shipments

### 3) Select Cremated Remains Shipping

You may ship cremated remains with select service types at zero cost to you. There are no extra fees for shipping Cremated Remains. Cremated Remains may only be shipped using Priority Mail Express® or Priority Mail Express International® services.

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

## 2. Content & Packaging Information

### Contents

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

[Add Item](#)

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

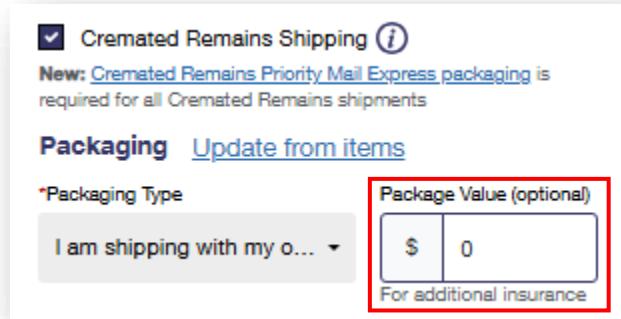
I am shipping Live Animals or Perishable Goods. [\(i\)](#)

Cremated Remains Shipping [\(i\)](#)

New: [Cremated Remains Priority Mail Express packaging](#) is required for all Cremated Remains shipments

#### 4) Select Packaging

- a) **Packaging Type:** shipping Cremated Remains cannot be shipped in any USPS provided Flat Rate packaging, therefore, **Custom Packaging** will be selected by default, and the button will be greyed out.
- b) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Items** to auto populate the package value and weight that you entered in the Items step (if applicable).



Cremated Remains Shipping *i*  
New: Cremated Remains Priority Mail Express packaging is required for all Cremated Remains shipments

**Packaging** [Update from items](#)

\*Packaging Type

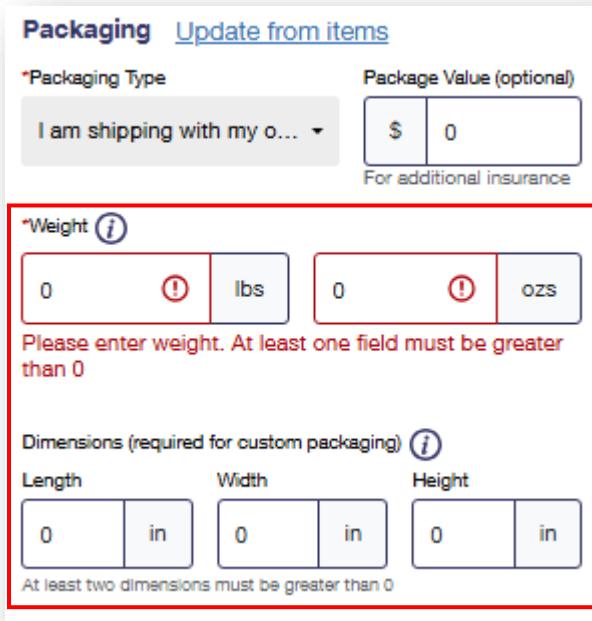
I am shipping with my own packaging

Package Value (optional)

\$	0
----	---

For additional insurance

- c) **Package Details:** The **Package Weight** and **Package Dimensions** are required for custom packaging:



**Packaging** [Update from items](#)

\*Packaging Type

I am shipping with my own packaging

Package Value (optional)

\$	0
----	---

For additional insurance

\*Weight *i*

0	!	lbs
0	!	ozs

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

Dimensions (required for custom packaging) *i*

Length	Width	Height			
0	in	0	in	0	in

At least two dimensions must be greater than 0

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

The screenshot shows a validation error for non-standard packaging and a required field for girth. The first message, "The packaging is not a standard rectangular box or envelope", has a checked checkbox. The second message, "Girth", is a required field with a red border. It contains a text input field with "0", a required field indicator (!), and a unit selector "in". Below the input field is an error message: "Please enter girth. Girth must be greater than 0."

e) **Nonstandard and Special Handling Options:** If your package is and *an item that needs special handling*, select the **Characteristic** that best describes your package from the dropdown.

The screenshot shows a dropdown menu for "Nonstandard and Special Handling Options". The menu items are: None, Glass container with more than 24oz of liquid, Metal or plastic container with more than 1 gallon of liquid, Insecurely wrapped, Can, Roll, or Tube, and Wooden or Metal box. The "None" option is selected and highlighted with a red border.

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

The screenshot shows a button labeled "Get Rates" with a red border, indicating it is the next step to proceed.

## Shipping Options

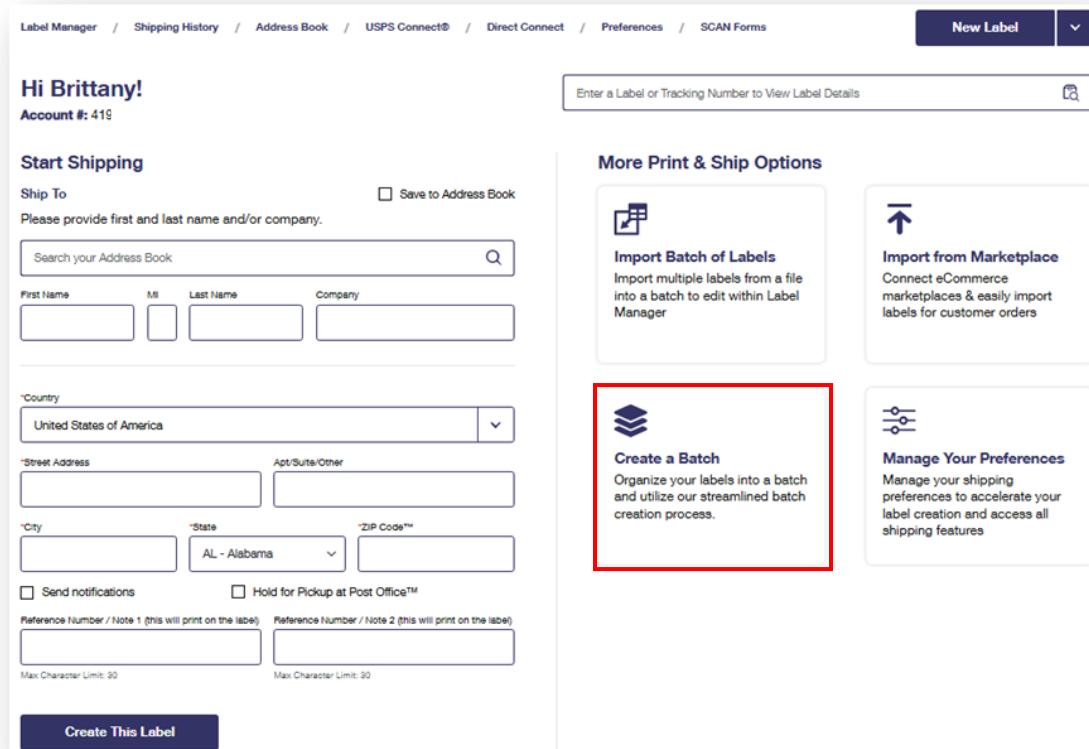
a) Refer to the [Select an International Service Type \(Quick-Flow View\)](#) section of the Click-N-Ship® User Guide to continue finalizing the international label creation via quick-flow.

# Create a Batch

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

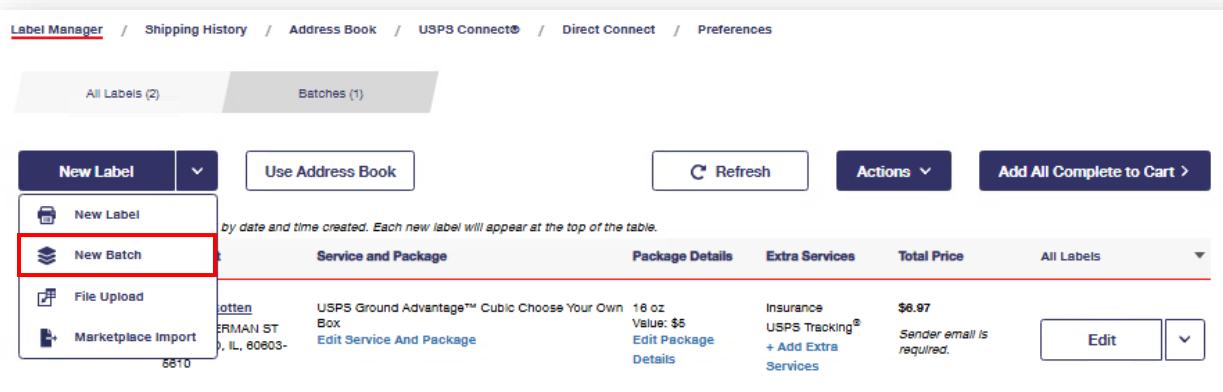
## 1) Begin Multi-Label Batch Process

- Option 1: Select the **Create a Batch** tile located on the landing page.



The screenshot shows the Label Manager interface. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. On the right, there is a 'New Label' button and a dropdown menu. Below the navigation, a greeting 'Hi Brittany!' and account information 'Account #: 419' are displayed. A search bar with the placeholder 'Enter a Label or Tracking Number to View Label Details' is on the right. The main area is titled 'Start Shipping' and contains fields for 'Ship To' (Address Book search, First Name, MI, Last Name, Company), 'Country' (United States of America), 'Street Address' and 'Apt/Suite/Other', 'City' (Montgomery), 'State' (AL - Alabama), and 'ZIP Code™'. There are checkboxes for 'Send notifications' and 'Hold for Pickup at Post Office™'. Below these are two reference input fields with character limits of 20. At the bottom is a 'Create This Label' button. To the right, there is a 'More Print & Ship Options' section with four tiles: 'Import Batch of Labels' (with a file icon), 'Import from Marketplace' (with an arrow icon), 'Create a Batch' (with a stack of boxes icon, highlighted with a red box), and 'Manage Your Preferences' (with a gear icon).

- Option 2: Click **New Batch** from the Label Manager Page.



The screenshot shows the Label Manager page. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, and Preferences. Below the navigation, there are two tabs: 'All Labels (2)' and 'Batches (1)', with 'Batches (1)' being the active tab. On the left, there is a navigation bar with buttons: 'New Label' (selected and highlighted with a red box), 'Use Address Book', 'Refresh' (with a circular arrow icon), 'Actions', and 'Add All Complete to Cart >'. The main area displays a table of labels. The first row shows a label for 'Dotten' with service 'USPS Ground Advantage™ Cubic Choose Your Own Box' and package details '16 oz Value: \$6'. The second row shows a label for '5810' with service 'Edit Service And Package' and package details '16 oz Value: \$6'. The table has columns for 'Service and Package', 'Package Details', 'Extra Services', 'Total Price', and 'All Labels'. At the bottom right of the table are 'Edit' and 'v' buttons.

## 2) Enter Batch Details

- a) Enter a **Batch Name**. If no name is entered, it will autogenerate a batch name.
  - i. *Note, once a batch name is entered, the associated batch name and batch symbol will automatically be tracked for each label that is included in that batch.*
- b) Enter **Batch Notes (Optional)**
- c) Select **Create Batch** to be directed to the **Batch Summary** page and start adding recipients.

**Create your Batch**

Fill out the information about the batch you would like to create. Once you fill out this information, you will be brought to the 'Batch View' where you can easily create and edit multiple labels at once.

**Batch Details**

Batch Name (optional)  
You can name your Batch here. If you don't name it, a name will be generated based on the date and time of creation (e.g. Batch 2024-01-30, 18:00)

(a)

Batch Notes (optional)

(b)

[Cancel](#) Create Batch Feedback (c)

## 3) Add Recipients to Batch (Two Options)

- i. **Option 1:** Add Recipients to the newly created batch via File Upload by selecting **Add from File Upload**.

[Back to Batches](#) Labels in the batch automatically save as you enter information.

**Batch: John Doe (0 Labels)**

<b>Batch Summary</b> Select Services to see pricing <span style="color: red;">(i)</span>	<b>Sender Information</b> Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333																
<b>Total</b> <span style="color: blue;">\$0.00</span>	<b>Batch Notes</b> 1233																
<a href="#">Add Recipient</a> <span style="border: 2px solid red; padding: 2px 10px; display: inline-block;">Add From File Upload</span>	<a href="#">Edit</a> <span style="border: 2px solid red; padding: 2px 10px; display: inline-block;">Refresh</span>																
<p>This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th><input type="checkbox"/></th><th>Ship Date</th><th>Recipient</th><th>Service and Mailpiece</th><th>Mailpiece Details</th><th>Extra Services</th><th>Total Price</th><th>All Labels</th></tr></thead><tbody><tr><td colspan="8" style="text-align: center;">No labels found.</td></tr></tbody></table>		<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels	No labels found.							
<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels										
No labels found.																	

Actions ▾ Add All Complete to Cart >

Feedback

- i. Once **Add from File Upload** is selected, you will be redirected to the **Import a List of Labels** page ([click here for detailed instructions](#)).

Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

What file would you like to upload?

I have my own file to upload (This includes the downloadable template provided)

I am uploading a file exported from an online marketplace

We recommend using a Click-N-Send template to ensure field mapping accuracy. However, you may upload your own version and manually map the fields that do not automatically map.

Select CSV File to Upload

Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

[Download Instructions](#)

Read our FAQs for more information.

- ii. **Option 2:** Add recipients to the newly created batch via Label Manager by selecting the **Label Manager** section at the top of the page.

Click-N-Send®

Label Manager Label Manager / Shipping History / Address Book / USPS Connect / Preferences Cart 0

i Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

[Back to Batches](#)

Batch: John Doe (1 Label)

Batch Summary

Total	\$14.75
-------	---------

Sender Information

Clark Kent  
300 SUPERMAN ST  
CHARLOTTE, NC 33333

Batch Notes

[Edit](#) [Refresh](#)

Add Recipient [Add From File Upload](#) [Actions](#) [Add All Complete to Cart >](#)

Labels in the batch automatically save as you enter information.

- i. Once you're redirected to your Label Manager, select the **checkbox** of a label(s) that you would like to add to your newly created Batch.
- ii. Once the label(s) is selected, select the **Actions** dropdown and select **Add to Batch**.

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

Ship Date	Recipient	Service and Package	Package Details
11/26/2024	Johnny Parker Pick up at: 300 SUPERMAN ST CHARLOTTE, NC 28262-9191	Priority Mail Small Flat Rate Envelope Edit Service And Package	+ Add Package Details Edit

**Actions** ▾

- Add to Cart
- Add to Batch**
- Duplicate
- Flag as Priority
- Delete
- Delete All Labels

Added to cart  
Edit Label

(i) iii. An **Add to Batch** popup modal will be displayed where you will be prompted to select the specific batch that you want to add the label(s) to. Select **Existing Batch**

Add to Batch (1 Label)

Would you like to add these labels to an existing batch or a new batch?

Existing Batch **(highlighted)**

New Batch

Name this Batch

Batch Name (optional)

Batch Name

Batch Notes (optional)

Batch Notes

Add to Batch

iv. **Search** for the name of your newly created batch and **select the batch** from the list of batches displayed.

Add to Batch (1 Label)

Would you like to add these labels to an existing batch or a new batch?

Existing Batch

New Batch

Choose Existing Batch

john doe	
----------	---

Batch Name	Number Labels
<input type="radio"/> John Doe	0

v. Once the batch is selected, select **Add to Batch**.



Batch Notes (optional)

Batch Notes



vi. Once Add to Batch is selected, it will be **redirected** back to your recently created **Batch** where the newly added label(s) will be displayed.

i. *Note, the associated batch name and batch symbol will be displayed throughout the application for easier tracking.*

[◀ Back to Batches](#)

Batch: February 27th Release (1 Label)

Labels in the batch automatically save as you enter information.

Batch Summary		Sender Information	Batch Notes
Total	\$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None

[Add From File Upload](#) [Edit](#) [Refresh](#)

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

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Add to Cart</a> <a href="#">▼</a>

#### 4) Select Service and Package Details

There are multiple ways to select your Service and Package Types. Steps (a)-(c) each outline a different method to select service and package details for the recipients.

- Individual Recipient Method:** If you would like service and details specific to each recipient you may click on the “Edit Service and package” button in the recipient’s label row. A pop-up will appear where you can select the Service and package type for a single recipient.

[Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect®](#) / [Direct Connect](#) / [Preferences](#) / [SCAN Forms](#)

All Labels (20) [Batches \(1\)](#)

[New Label](#) [Use Address Book](#) [Refresh](#) [Actions](#) [Add All Complete to Cart](#)

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

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Edit</a> <a href="#">▼</a>
2	<input type="checkbox"/> 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Edit</a> <a href="#">▼</a>

ii. **Bulk Action Method:** If all recipients have the same Service and package details, select the checkbox on the top left corner and then select the “Edit” button located beneath the “Service and package” title. A pop-up will appear where you can select the Service and package type for all recipients.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.							
	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	11/28/2024	John Doe 300 SPIDERMAN ST APT 201 CHICAGO, IL, 60603-6810	USPS Connect® Local Small Flat Rate Bag <a href="#">Edit Service And Package</a>	Items 1 Value: \$100 <a href="#">Edit Package Details</a>	USPS Tracking® Insurance Priority Mail® Return <a href="#">Edit Extra Services</a>	\$7.30 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">▼</a>
2 <input checked="" type="checkbox"/>	11/28/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">▼</a>

## 5) Edit Package Details

There are multiple ways to enter Package details for your labels. Steps (a)-(c) each outline different methods to select enter Package details for the recipients.

i. **Individual Recipient Method:** If you would like to input Package details specific to each recipient you may click on the “Add package Details” button in the recipient’s label row. A pop-up will appear where you can enter the package details for a single recipient.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.							
	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Edit</a> <a href="#">▼</a>
2 <input type="checkbox"/>	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Edit</a> <a href="#">▼</a>

ii. **Bulk Action:** If all recipients have the same package details, you may select the “Edit” button located beneath the “Package Details” title. A pop-up will appear where you can enter the package details for all recipients.

Ship Date		Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit Service And Package</a>	<a href="#">Edit Package Details</a>	<a href="#">USPS Tracking®</a> <a href="#">Insurance</a> <a href="#">Priority Mail® Return</a> <a href="#">Edit Extra Services</a>	\$7.30	<a href="#">Edit</a> <a href="#">▼</a>
1	<input checked="" type="checkbox"/>	11/26/2024 <a href="#">John Doe</a> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag	Items 1 Value: \$100 <a href="#">Edit Package Details</a>	<a href="#">USPS Tracking®</a> <a href="#">Insurance</a> <a href="#">Priority Mail® Return</a> <a href="#">Edit Extra Services</a>	\$7.30 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">▼</a>
2	<input checked="" type="checkbox"/>	11/26/2024 <a href="#">Johnny Parker</a> 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope	<a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a> <a href="#">Insurance</a> <a href="#">USPS Tracking®</a> <a href="#">Hidden Postage</a> <a href="#">+ Add Extra Services</a>	\$8.68 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">▼</a>

Feedback

## 6) Select Extra Services

If you are interested in adding extra services to your package (s), please select one of the available Insurance options and Signature Services options.

There are multiple ways to select your Extra Services for your package. Steps (a)-(c) each outline a different method to select Extra Services for the recipients.

- Individual Recipient Method:** If you would like to select Extra Services specific to each recipient you may click the “Edit Extra Services” button in the recipient’s label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms							
All Labels (20)		Batches (1)		Actions		Add All Complete to Cart >	
New Label		Use Address Book		Refresh		Actions	
<i>This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.</i>							
Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels	
<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit Service And Package</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Edit</a> <a href="#">▼</a>	
1	<input type="checkbox"/>	02/24/2025 <a href="#">Clark Kent</a> 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	\$46.25	<a href="#">Edit</a> <a href="#">▼</a>	
2	<input type="checkbox"/>	02/24/2025 <a href="#">Clark Kent</a> 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	\$46.25	<a href="#">Edit</a> <a href="#">▼</a>	

- Bulk Action Method:** If your batch of labels all have the same Service and Package type and all recipients require the same Extra Services, you may select the “Edit” button located beneath the “Extra Services” title. A pop-up will appear where you can select the desired Extra Services for all recipients.

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

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag <a href="#">Edit Service And Package</a>	Items 1 Value: \$100 <a href="#">Edit Package Details</a>	USPS Tracking® Insurance Priority Mail® Return <a href="#">Edit Extra Services</a>	\$7.30 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">▼</a>
2 <input checked="" type="checkbox"/>	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">▼</a>

Feedback

## 7) Add Labels to Cart

Review all the recipient details, and if everything is correct begin adding labels to your cart for checkout. There are multiple ways to add labels to the cart. Steps (a)-(b) each outline a different method to add labels to the cart.

- Individual Recipient Method:** Individually add labels to cart by selecting **Add to Cart** in the recipient's row.
- “Add All” Method:** Add all labels to cart by selecting **Add All Complete to Cart**.

[◀ Back to Batches](#)

Batch: February 27th Release (1 Label)

Labels in the batch automatically save as you enter information.

Batch Summary		Sender Information	Batch Notes
Total	\$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None

[Add From File Upload](#) [Actions ▾](#) [Add All Complete to Cart >](#)

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

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Add to Cart</a> <a href="#">▼</a>

## Import Labels

Import multiple labels via the File Upload method and continue editing in Label Manager.

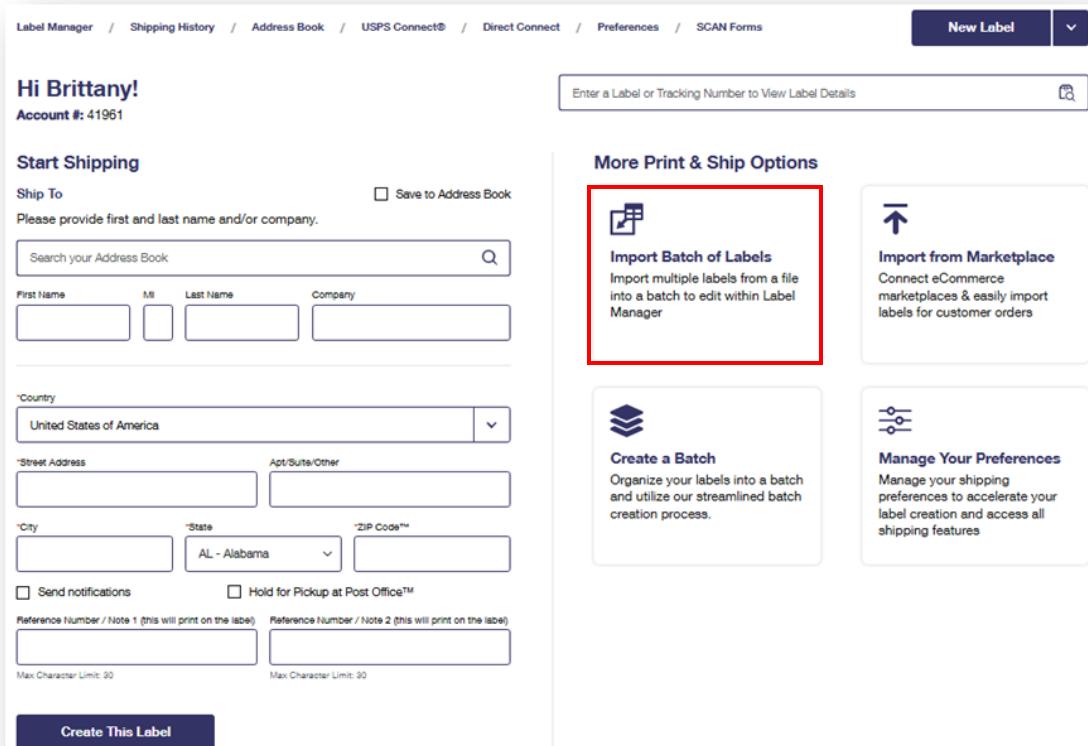
 CNSv2JobAid_FileUpload.xlsx <a href="#">Download here</a>	Please use this guide file and the steps below to understand the required fields and necessary inputs for Click-N-Ship® file upload.  <i>Note, an updated Job Aid is currently under development which will be included in this document once completed.</i>
---	--

### Import Labels Via File Upload

Import multiple labels via our File Upload method by following the steps below.

#### 1) Begin File Upload Process

- Option 1: Select the **Import Batch of Labels** tile located on the landing page.



The screenshot shows the Click-N-Ship Label Manager landing page. At the top, there is a navigation bar with links to Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. On the right, there is a 'New Label' button and a dropdown menu. The main content area is titled 'Hi Brittany!' and shows 'Account #: 41961'. Below this, there is a 'Start Shipping' section with a 'Ship To' field and a 'Save to Address Book' checkbox. To the right of this is a search bar with the placeholder 'Enter a Label or Tracking Number to View Label Details'. On the right side of the page, there is a sidebar titled 'More Print & Ship Options' with four tiles: 'Import Batch of Labels' (highlighted with a red box), 'Import from Marketplace', 'Create a Batch', and 'Manage Your Preferences'. The 'Import Batch of Labels' tile has a sub-description: 'Import multiple labels from a file into a batch to edit within Label Manager'. The other tiles have sub-descriptions as well.

- Option 2: Select **File Upload** located on the Label Manager page.

The screenshot shows the 'Label Manager' interface. At the top, there are navigation links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, and Preferences. Below the navigation, there are two tabs: 'All Labels (2)' and 'Batches (1)'. A sub-menu for 'New Label' is open, showing options: New Label, New Batch, File Upload (which is highlighted with a red box), and Marketplace Import. To the right of the sub-menu, there is a 'Use Address Book' button, a 'Refresh' button, an 'Actions' dropdown, and a 'Add All Complete to Cart' button. The main table lists labels with columns: Service and Package, Package Details, Extra Services, Total Price, and All Labels. The first label in the list is for a 'USPS Ground Advantage™ Cubic Choose Your Own Box' to '16 oz Value: \$5'. The 'Extra Services' column shows 'Insurance USPS Tracking® + Add Extra Services'. The 'Total Price' is '\$8.97'. The 'All Labels' column shows 'Sender email is required.' Below the table are 'Edit' and 'View' buttons.

## 2) Select File Type and Upload CSV File

- To upload your own personal file, select **I have my own file to upload**.
- To select a file, click on **Select CSV File to Upload**. It is recommended to utilize the CSV template that is provided within this section. To download a copy of the CSV template, refer to the instructional column on the right-hand side and select **Download CSV Template**.
  - NOTE:** Name fields only accept letters (A-Z) and these special characters: (! @ # \$ % ^ & \* ( ) \_ = + ? . ; ' " [ ] { } | < > ~). For complete step by step instructions on how to fill out the template, select Download Instructions.

### Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

What file would you like to upload?

(a)

I have my own file to upload (This includes the downloadable template provided)

I am uploading a file exported from an online marketplace

**Helpful Tip:** We recommend using a Click-N-Ship template to ensure field mapping accuracy. However, you may upload your own version and manually map the fields that do not automatically map.

**Note:** Name fields only accept letters (A-Z) and these special characters: . ' - ) ( " & \_ : For a complete list of accepted formats, please [download these instructions](#).

**Select CSV File to Upload**

(b)

### Download a Template and Instructions

Use the template below for a seamless upload.

 **Download CSV Template**

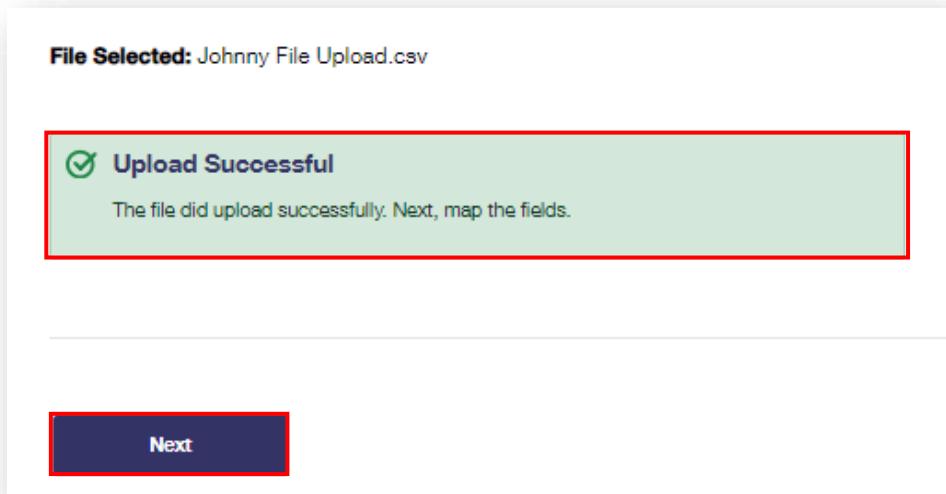
Download the instructions for additional guidance on required fields and accepted formats.

 **Download Instructions**

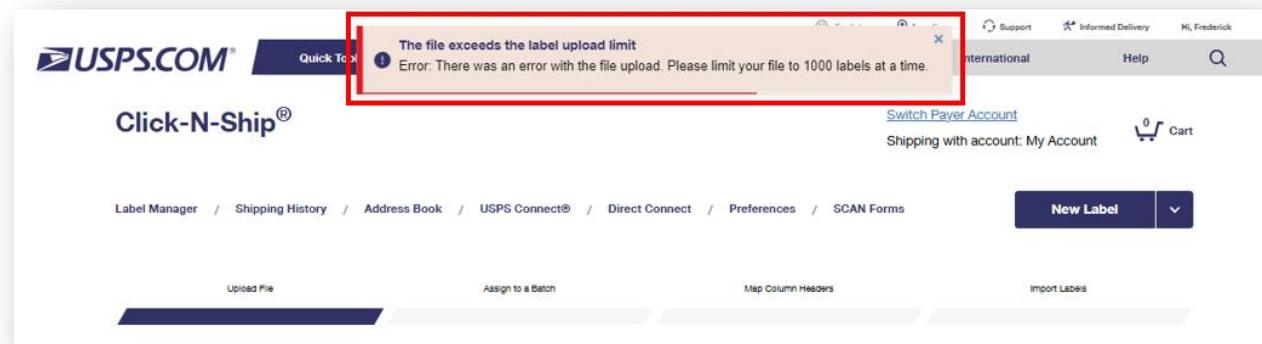
(i)

[Read our FAQs for more information](#)

- If your personal file uploads successfully, you will see a green **Upload Successful** message box confirming that the upload was successful. Select **Next** to proceed to the next steps.



d) If you attempt to upload a .CSV file that has exceeded the 1,000-file upload limit, you will see the following error message and you will need to remove some of the labels in your file to proceed with uploading the .CSV file:



### 3) Assign to Batch

- To add the labels to an *existing batch*, select **Add to an Existing Batch**.
  - Search for an existing batch by name by entering it in the **Search for an Existing Batch** search box.

**Assign to a Batch**

Would you like to add these labels to an existing batch or a new batch?

(a)  Add to an Existing Batch  
 Create a New Batch

**Add Labels to an Existing Batch**

(i)

1706555347  
1706644542  
1707772780  
Batch 2024-04-01 16:23  
Batch 2024-04-01 16:26  
Batch 2024-04-01 16:32  
Batch 2024-04-01 16:35

ii. Once the existing batch is selected, select **Next: Import Labels**.

**Assign to a Batch**

Would you like to add these labels to an existing batch or a new batch?

Add to an Existing Batch  
 Create a New Batch

**Add Labels to an Existing Batch**

b) To add the labels to a *new batch*, select **Create a New Batch**

i. If you want to name your new batch of labels, enter it in the **Batch Name (optional)** text field.

- ii. If you want to add notes to your new batch, enter those in the **Add Note for yourself (optional)** text field.
- iii. Once ready, select **Next: Import Labels** to proceed to the next section.

**Assign to a Batch**

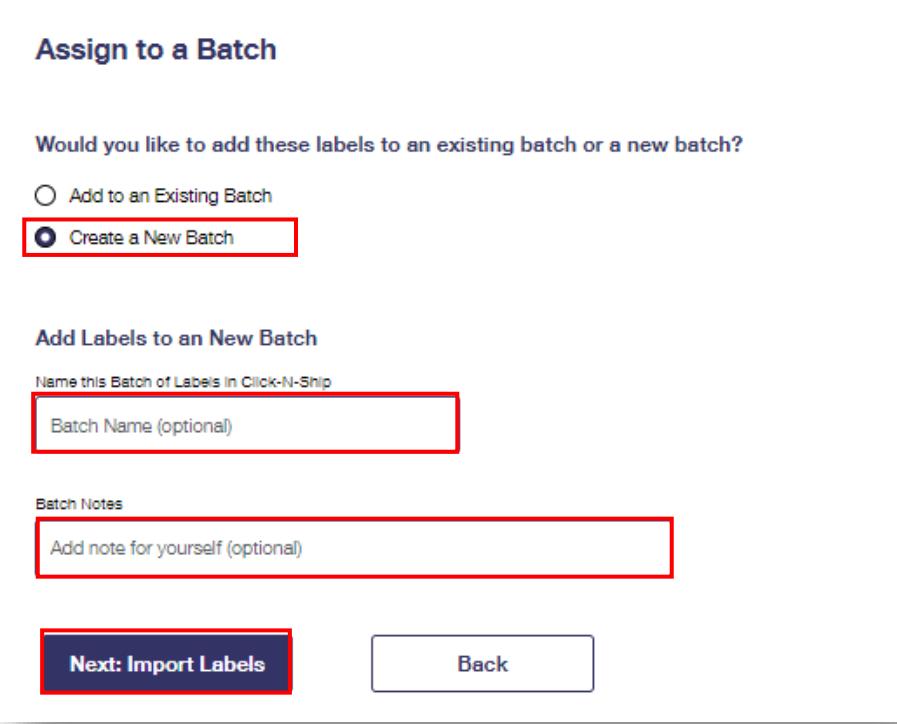
Would you like to add these labels to an existing batch or a new batch?

(b)  Create a New Batch

(i)

(ii)

(iii) **Next: Import Labels** **Back**



#### 4) Map Column Headers

- a) To apply a saved mapping to the current one, select one from the **Apply a Saved Mapping** dropdown section.
- b) To clear the current mapping headers, select **Clear Mapping**.

Upload File      Assign to a Batch      **Map Column Headers**      Import Labels

**Tell us about your columns**

Now it's time to tell us about your columns. We call this process "Field Mapping". Mapping the column headers is how you tell Click-N-Ship where your CSV information should appear.

**Instructions:** For each dropdown in column two, select the closest match to name in column one.

Some rows are required and are marked with an asterisk and highlighted with a light blue marker. Assign your column headers to the corresponding column headers Click-N-Ship fields on the left. Your file may not have the same number of fields, and you only need to map the info you want to import. You can edit the mappings if needed. Unmapped fields will not be imported. Not all fields are required.

Apply a Saved Mapping

Select      Clear Mapping

(a)      (b)

Click-N-Ship Fields	Your File's Column Headers	Status
Recipient Information	Mapping Recommended	15 of 15 Mapped Fields
* Recipient ZIP Code	Recipient ZIP Code	Mapped
Recipient Phone	Recipient Phone	Mapped

(c)      (d)

- e) To save the current field mappings as a template for future CSV uploads, enter the **Field Mapping Name** and select **Save as New Mapping** to save the template (*optional*).
  - i. *Note, unmapped fields will not be imported.*
- f) Otherwise, if all the information is correct and you would like to proceed with importing your labels, select **Confirm Mapping & Import Labels**.

**Make subsequent uploads a streamlined process. (Optional)**

You have the option of saving the field mappings as a template for future CSV uploads. If you plan to import this CSV template regularly, type in a name, we will save it for future use. (Leave blank if you don't want to save it.)

Field Mapping Name

(e)

Enter Name for this Field Mapping

Save As New Mapping

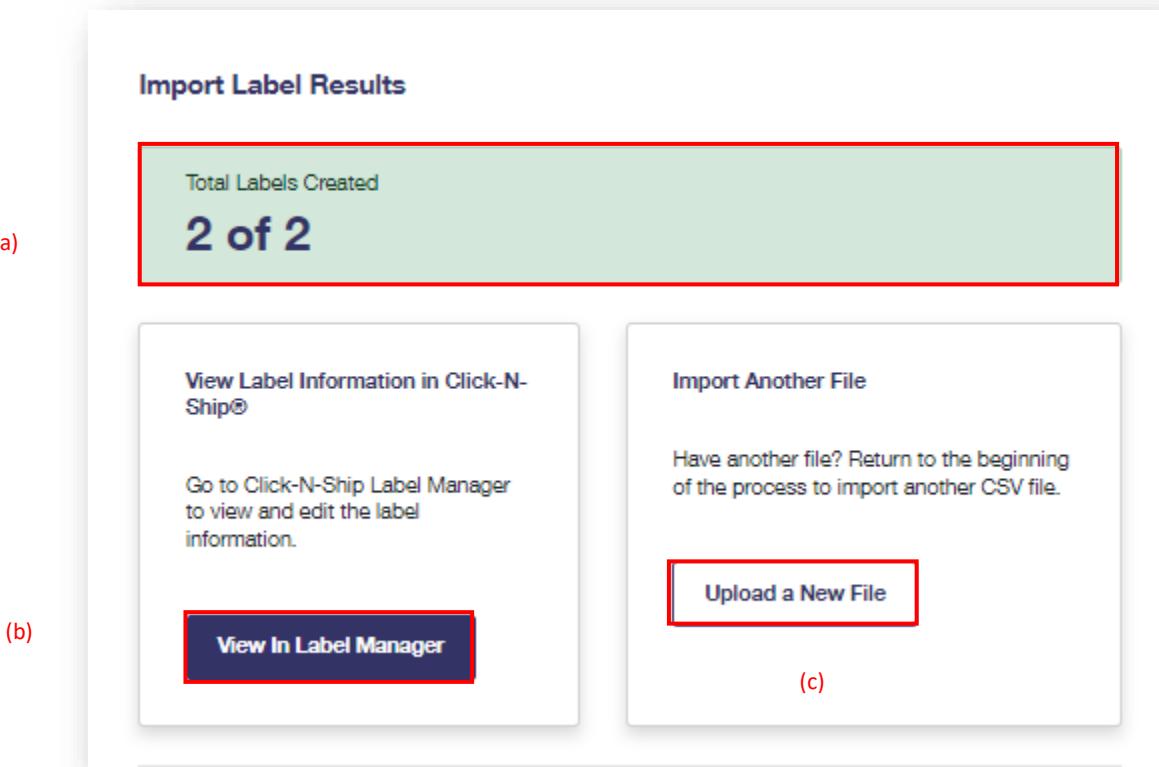
(f)

Confirm Mapping & Import Labels

Back

## 5) Review Import Label Results

- a) If the label import was successful, you will see a **green success message** with the total number of labels imported successfully.
- b) If you do not have any other files to upload, select **View in Label Manager** to view the imported labels in the newly created batch.
- c) If you have another file to upload, select **Upload a New File** and repeat steps 1-5.



d) If the label import was unsuccessful, you will see a **yellow box** with a total number of labels that were *not* imported successfully.

i. In this case, referring to the **Label Row** and **Reasons record failed to import** section to review the items that need to be updated within the file to meet the upload requirements.

e) Once the updates have been made to the file, select **Upload a File** to reupload the file until the labels are imported successfully.

**Labels that did not import (47)**

(d)

Labels that had errors and didn't import

**47 of 47**

**Instructions:** We strongly recommend re-uploading a CSV with **only** these labels.

(e)

**Upload A File**

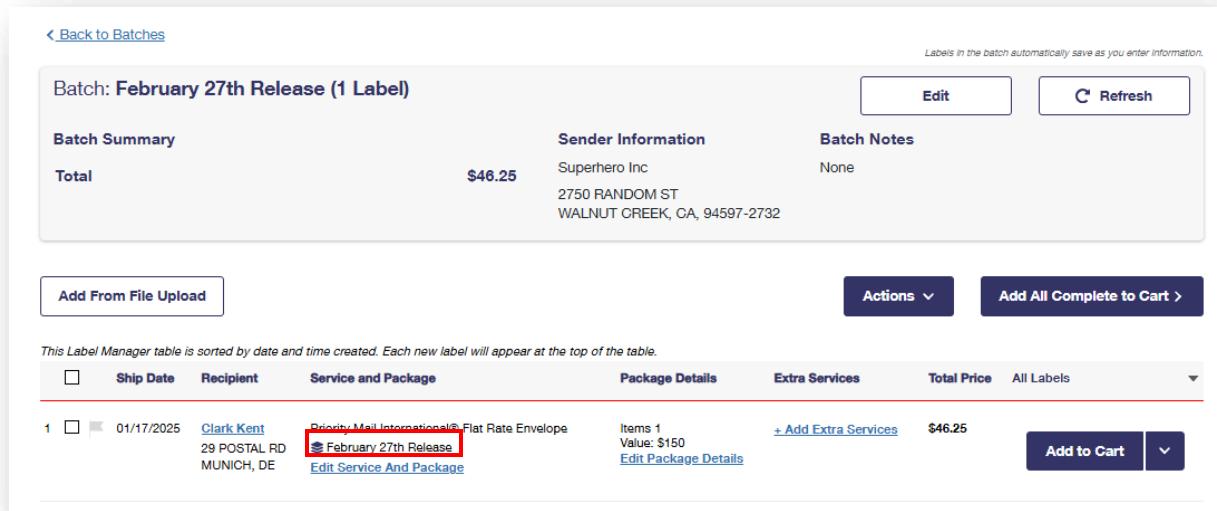
(i)

Label Row	Reasons record failed to import
10	Unable to find rate
42	Unable to find rate
8	You have entered a non-deliverable Delivery Address. Please verify address, including apartment, suite, etc. Additional assistance is available at Find Zip Codes. Unable to find rate

## 6) View Uploaded Labels in Label Manager

a) Once **View in Label Manager** is selected from the Import Labels results page, you will be **redirected** back to your **Label Manager** where your newly added label(s) will be displayed within a **Batch**.

i. **Note:** the associated batch name and batch symbol will automatically be tracked for each label that is included in that batch.



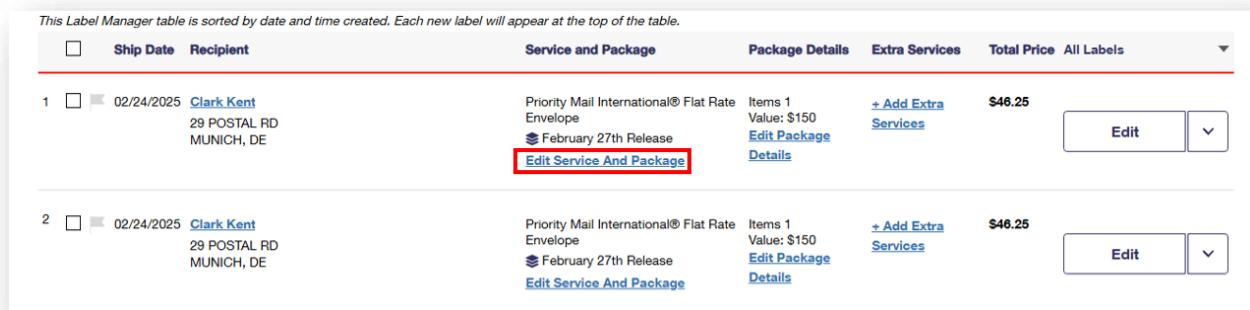
The screenshot shows the 'Label Manager' interface. At the top, there is a 'Batch Summary' section for 'February 27th Release (1 Label)'. It includes a 'Total' of \$46.25 and 'Sender Information' for 'Superhero Inc' at '2750 RANDOM ST, WALNUT CREEK, CA, 94597-2732'. There are 'Edit' and 'Refresh' buttons. Below this is a table with a single row. The table has columns for 'Ship Date', 'Recipient', 'Service and Package', 'Package Details', 'Extra Services', 'Total Price', and 'All Labels'. The 'Service and Package' column shows 'Priority Mail International® Flat Rate Envelope' and 'February 27th Release'. The 'Package Details' column shows 'Items 1 Value: \$150' and 'Edit Package Details'. The 'Total Price' is \$46.25. There are 'Actions' and 'Add All Complete to Cart' buttons at the bottom.

## 7) Select Service and Package Types

There are multiple ways to select your Service and Package Types for labels within your batch.

a) **Individual Recipient Method:** to add a Service and Package type specific to each recipient, select **Edit Service and Package**.

i. **Note:** this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select **Edit**, and update the necessary details from the single label creation page.



The screenshot shows the 'Label Manager' interface with two labels in a batch. The table columns are the same as the previous screenshot. The first label (row 1) has a 'Service and Package' of 'Priority Mail International® Flat Rate Envelope' and 'February 27th Release'. The 'Edit Service And Package' link is highlighted with a red box. The second label (row 2) has a similar setup. There are 'Edit' and 'View' buttons for each label.

b) **Bulk Action Method:** If all recipients have the same Service and Package details, select the checkbox on the top left corner and then select **Edit** located beneath the **Service and Package** section. A pop-up will appear where you can select the Service and Package type for all recipients.

i. **Note:** *this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select **Edit**, and update the necessary details from the single label creation page.*

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.						
	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price
			<a href="#">Edit</a>	<a href="#">Edit</a>		All Labels
1	<input checked="" type="checkbox"/> 11/28/2024	<a href="#">John Doe</a> 300 SPIDERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag <a href="#">Edit Service And Package</a>	Items 1 Value: \$100 <a href="#">Edit Package Details</a>	USPS Tracking® Insurance Priority Mail® Return <a href="#">Edit Extra Services</a>	\$7.30 <i>Invalid recipient address.</i>
2	<input checked="" type="checkbox"/> 11/28/2024	<a href="#">Johnny Parker</a> 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.66 <i>Invalid recipient address.</i>

## 8) Edit Package Details

There are multiple ways to add Package details for labels within your batch.

a) **Individual Recipient Method:** If you would like to add Package details specific to each recipient, select **Add Package Details**.

i. **Note:** *this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select **Edit**, and update the necessary details from the single label creation page.*

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.						
	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price
					All Labels	
1	<input type="checkbox"/> 02/24/2025	<a href="#">Clark Kent</a> 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25
2	<input type="checkbox"/> 02/24/2025	<a href="#">Clark Kent</a> 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25

b) **Bulk Action:** If all recipients have the same Package details, select the checkbox on the top left corner and then select **Edit** located beneath the **Package Details** section. A pop-up will appear where you can enter the Package details for all recipients.

i. **Note:** this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select **Edit**, and update the necessary details from the single label creation page.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.							Feedback	
	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels	
1	<input checked="" type="checkbox"/> 11/28/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag <a href="#">Edit Service And Package</a>	Items 1 Value: \$100 <a href="#">Edit Package Details</a>	USPS Tracking® Insurance Priority Mail® Return <a href="#">Edit Extra Services</a>	\$7.30 Invalid recipient address.	<a href="#">Edit</a> <a href="#">▼</a>	
2	<input checked="" type="checkbox"/> 11/28/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	+ Add Package Details	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.66 Invalid recipient address.	<a href="#">Edit</a> <a href="#">▼</a>	

## 9) Select Extra Services

There are multiple ways to add Extra Services for labels within your batch.

a) **Individual Recipient Method:** To add an Extra Service specific to each recipient, select **+Add Extra Services** located in the recipient's label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.

i. **Note:** this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select **Edit**, and update the necessary details from the single label creation page.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.							
	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Edit</a> <a href="#">▼</a>
2	<input type="checkbox"/> 02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Edit</a> <a href="#">▼</a>

b) **Bulk Action Method:** If your batch of labels all have the same Service and Package type and all recipients require the same Extra Services, select the checkbox on the top left corner and then select **Edit** located beneath the **Extra Services** section. A pop-up will appear where you can select the desired Extra Services for all recipients.

i. **Note:** this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select **Edit**, and update the necessary details from the single label creation page.

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

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag <a href="#">Edit Service And Package</a>	Items 1 Value: \$100 <a href="#">Edit Package Details</a>	USPS Tracking® Insurance Priority Mail® Return <a href="#">Edit Extra Services</a>	\$7.30 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">▼</a>
2 <input checked="" type="checkbox"/>	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	+ Add Package Details	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">▼</a>

Feedback

## 10) Add Labels to Cart

Review all the recipient details, and if everything is correct begin adding labels to your cart for checkout. There are multiple ways to add labels to the cart.

- Individual Recipient Method:** Individually add labels to cart by selecting **Add to Cart** located in the recipient's row.
- “Add All” Method:** Add all labels to cart by select the checkbox on the top left corner and then selecting **Add All Complete to Cart**.

[◀ Back to Batches](#)

Batch: February 27th Release (1 Label)

Labels in the batch automatically save as you enter information.

Batch Summary		Sender Information	Batch Notes
Total	\$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None

[Add From File Upload](#) [Actions ▾](#) [Add All Complete to Cart >](#)

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

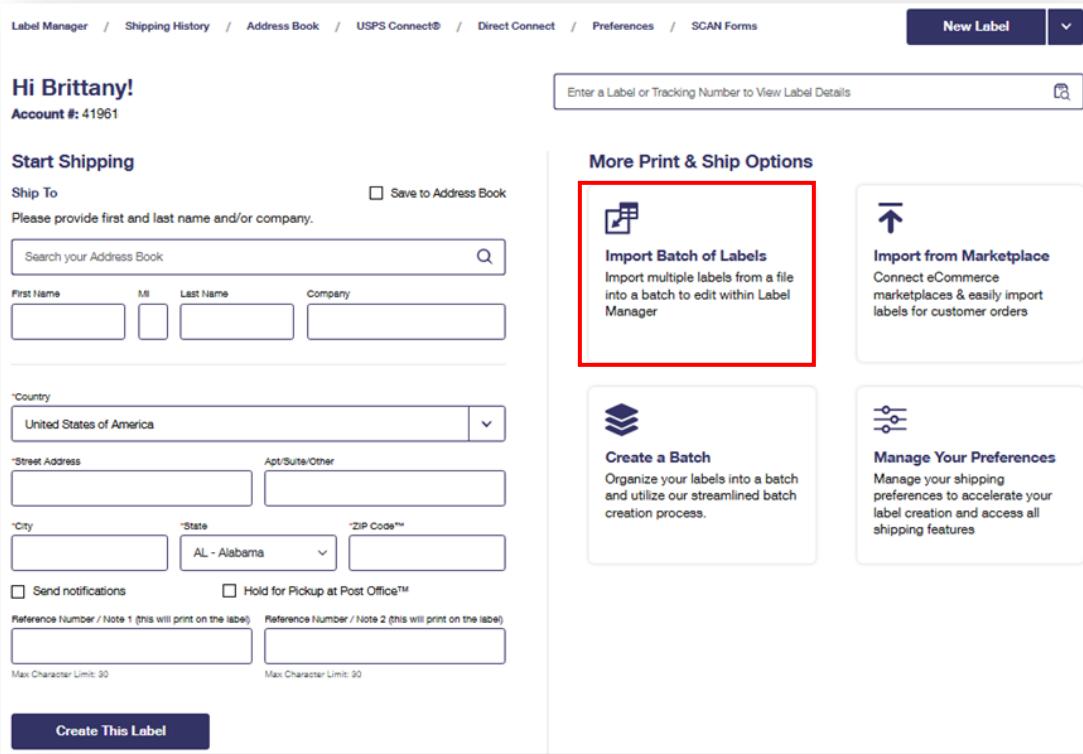
<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	+ Add Extra Services	\$46.25	<a href="#">Add to Cart</a> <a href="#">▼</a>

## Import Labels from an Online Marketplace

Import order exports from marketplaces such as *Etsy*, *Shopify*, *BigCommerce*, *Rithum* and directly upload them to *Click-N-Ship*® to create labels by following the steps below.

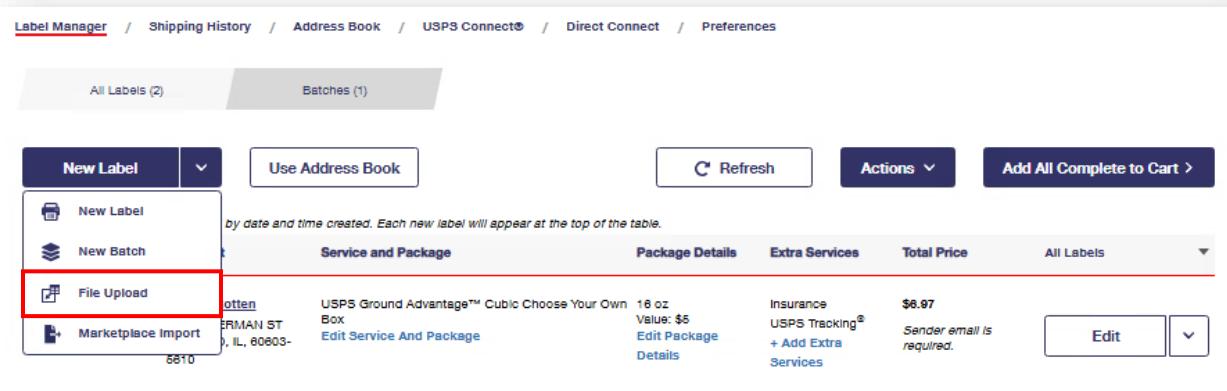
### 1) Begin File Upload Process

- Option 1: Select the **Import Batch of Labels** tile located on the landing page.



The screenshot shows the Click-N-Ship landing page. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. On the right, there is a 'New Label' button and a dropdown menu. Below the navigation, a greeting 'Hi Brittany!' and account number 'Account #: 41961' are displayed. A search bar with the placeholder 'Enter a Label or Tracking Number to View Label Details' is present. The main area is titled 'Start Shipping' and contains fields for 'Ship To' (First Name, MI, Last Name, Company), 'Country' (United States of America), 'Street Address', 'City', 'State' (AL - Alabama), 'ZIP Code', and checkboxes for 'Send notifications' and 'Hold for Pickup at Post Office™'. Below these fields are two reference number input fields with a note about character limits. At the bottom is a 'Create This Label' button. To the right, there is a 'More Print & Ship Options' section with three tiles: 'Import Batch of Labels' (highlighted with a red box), 'Import from Marketplace', and 'Create a Batch'.

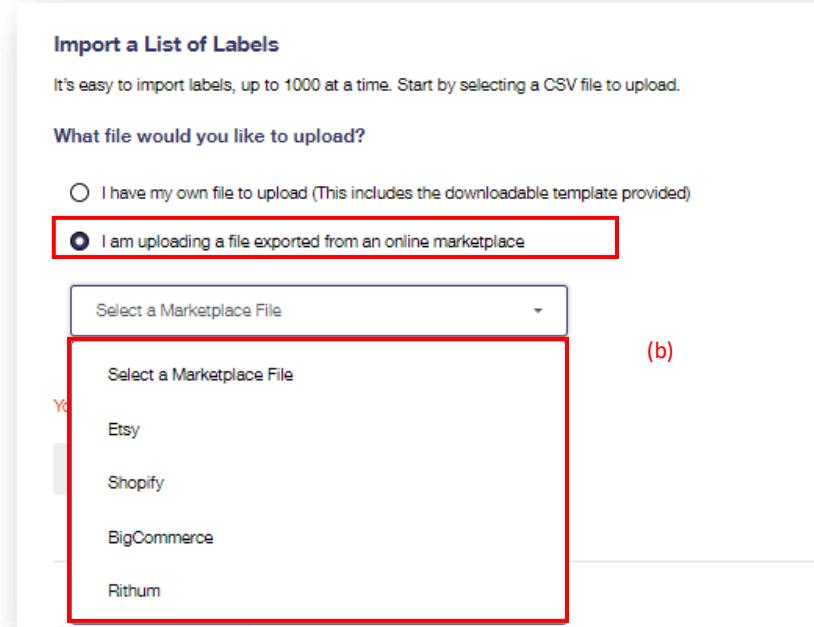
- Option 2: Select **File Upload** located on the Label Manager page.



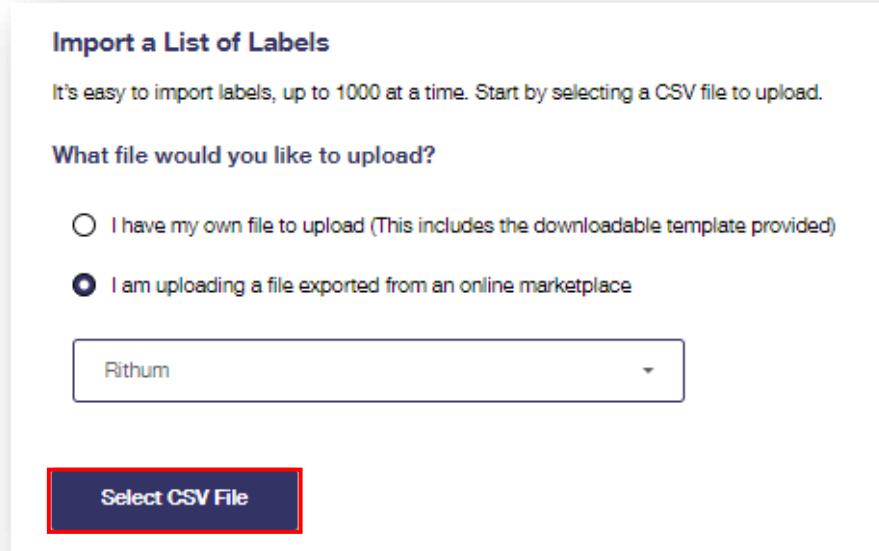
The screenshot shows the Click-N-Ship Label Manager page. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, and Preferences. Below the navigation, there are two tabs: 'All Labels (2)' and 'Batches (1)'. On the left, there is a sidebar with buttons: 'New Label', 'New Batch', 'File Upload' (highlighted with a red box), and 'Marketplace Import'. The main area displays a table with columns: Service and Package, Package Details, Extra Services, Total Price, and All Labels. One row is visible, showing a package labeled 'USPS Ground Advantage™ Cubic Choose Your Own Box' with a value of '\$6.97'. At the bottom right of the table are 'Edit' and 'More' buttons. Above the table, there are buttons for 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart >'. A note in the sidebar states: 'by date and time created. Each new label will appear at the top of the table.'

## 2) Select File Type and Upload CSV File

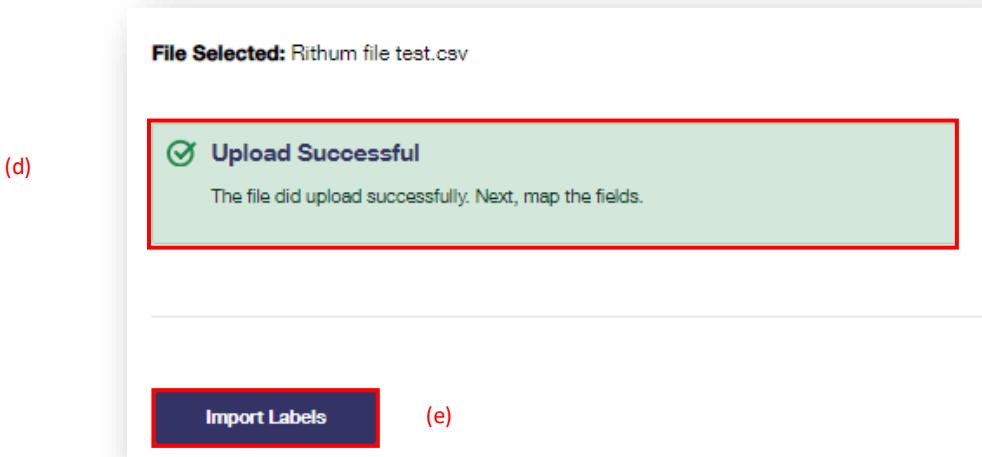
- a) To upload a file from an Online Marketplace, select **I am uploading a file exported from an Online Marketplace.**
- b) Click on the **Select a Marketplace File** dropdown and select a marketplace type.



- c) Once the marketplace is selected, click on the **Select CSV File** button to select your file.



- d) If your online marketplace file uploads successfully, you will see a green **Upload Successful** message box confirming that the upload was successful.
- e) Select **Import Labels** to proceed to the next steps.

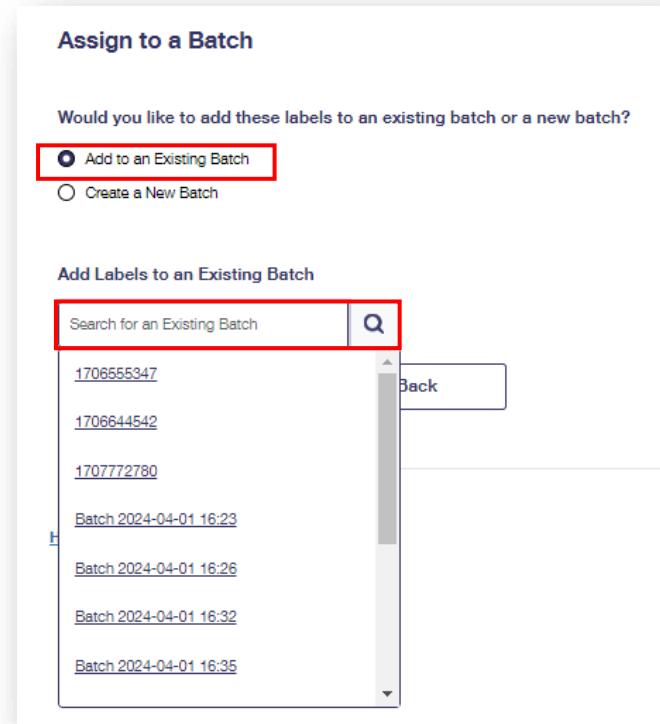


- f) If you attempt to upload a .CSV file that has exceeded the 1,000-file upload limit, you will see the following error message and you will need to remove some of the labels in your file to proceed with uploading the .CSV file:

The screenshot shows the Click-N-Ship® software interface. At the top, there is a red box highlighting an error message: "The file exceeds the label upload limit" and "Error: There was an error with the file upload. Please limit your file to 1000 labels at a time." The top navigation bar includes "Label Manager", "Shipping History", "Address Book", "USPS Connect®", "Direct Connect", "Preferences", "SCAN Forms", "New Label", and a dropdown menu. Below the navigation, there are buttons for "Upload File", "Assign to a Batch", and "Import Labels". A sidebar on the left is titled "Import a List of Labels" and "What file would you like to upload?". It contains two radio button options: "I have my own file to upload (This includes the downloadable template provided)" and "I am uploading a file exported from an online marketplace". A dropdown menu shows "Etsy" selected. A "Select CSV File" button is at the bottom of this sidebar. To the right, there is a "Download a Template and Instructions" section with a "Download CSV Template" button and a "Download Instructions" button. A note at the bottom of this section says "Read our FAQ for more information". The top right corner shows "My Account" and "Cart" with a count of 0.

### 3) Assign to Batch

- a) To add the labels to an *existing batch*, select **Add to an Existing Batch**.
  - i. Search for an existing batch by name by entering it in the **Search for an Existing Batch** search box.



- i. Once the existing batch is selected, select **Next: Import Labels**. Note, the associated batch name and batch symbol will automatically be tracked for each label that is included in that batch.

**Assign to a Batch**

Would you like to add these labels to an existing batch or a new batch?

Add to an Existing Batch  
 Create a New Batch

Add Labels to an Existing Batch

Clark Kent

b) To add the labels to a *new batch*, select **Create a New Batch**

- If you want to name your new batch of labels, enter it in the **Batch Name (optional)** text field.
- If you want to add notes to your new batch, enter those in the **Add Note for yourself (optional)** text field.
- Once ready, select **Next: Import Labels** to proceed to the next section.

**Assign to a Batch**

Would you like to add these labels to an existing batch or a new batch?

Add to an Existing Batch  
 Create a New Batch

Add Labels to an New Batch

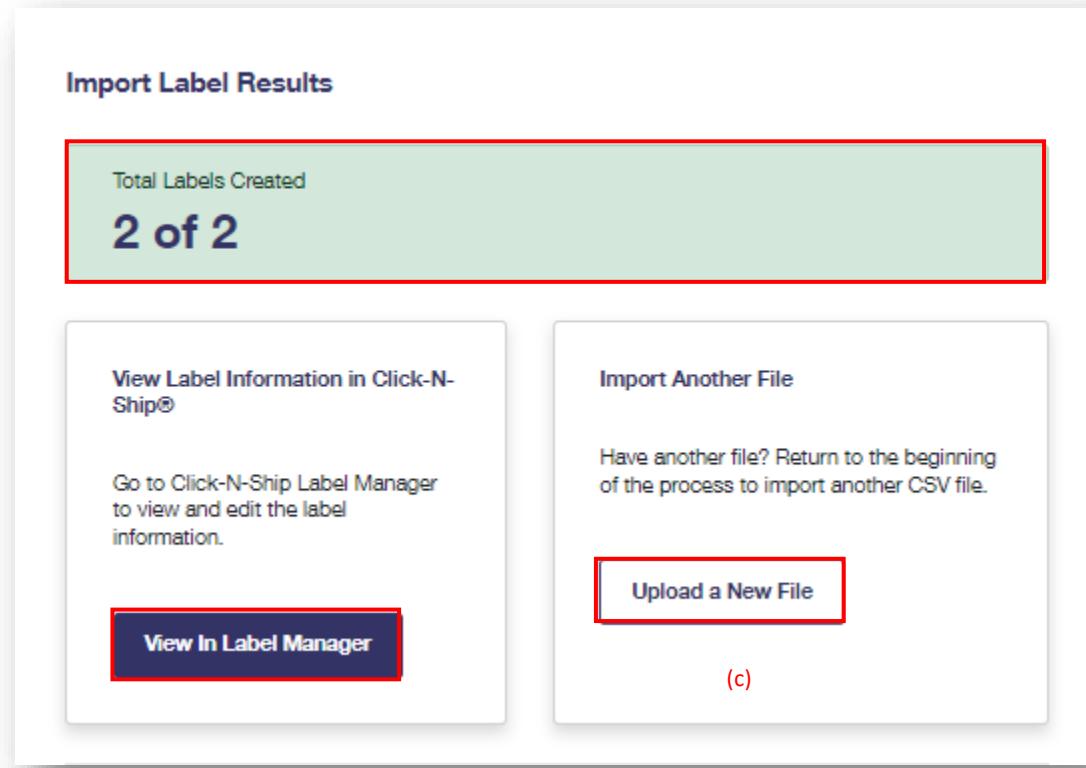
Name this Batch of Labels in Click-N-SHIP  
(i)

Batch Notes  
(ii)

(iii)

#### 4) Review Import Label Results

- a) If the label import was successful, you will see a **green success message** with the total number of labels imported successfully.
- b) If you do not have any other files to upload, select **View in Label Manager** to view the imported labels in the newly created batch.
- c) If you have another file to upload, select **Upload a New File** and repeat steps 1-5.



- d) If the label import was unsuccessful, you will see a **yellow box** with a total number of labels that were *not* imported successfully.
  - i. In this case, refer to the **Label Row and Reasons record failed to import** section to review the items that need to be updated within the file to meet the upload requirements.
  - e) Once the updates have been made to the file, select **Upload a File** to reupload the file until the labels are imported successfully.

**Labels that did not import (47)**

Labels that had errors and didn't import

**47 of 47**

**Instructions:** We strongly recommend re-uploading a CSV with **only** these labels.

**(e)** [Upload A File](#)

Label Row	Reasons record failed to Import
10	Unable to find rate
42	Unable to find rate
8	You have entered a non-deliverable Delivery Address. Please verify address, including apartment, suite, etc. Additional assistance is available at <a href="#">Find Zip Codes</a> . Unable to find rate

## 5) View Uploaded Labels in Label Manager

- a) Once **View in Label Manager** is selected from the Import Labels results page, you will be **redirected** back to your **Label Manager** where your newly added label(s) will be displayed within a **Batch**.
  - i. *Note, the associated batch name and batch symbol will be displayed throughout the application for easier tracking.*

Batch: February 27th Release (1 Label)

Batch Summary: Total \$46.25

Sender Information: Superhero Inc, 2750 RANDOM ST, WALNUT CREEK, CA, 94597-2732

Batch Notes: None

Add From File Upload | Actions | Add All Complete to Cart >

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

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Add to Cart</a>   <a href="#">Edit</a>

## 6) Select Service and Package Types

There are multiple ways to select your Service and Package Types for labels within your batch.

- Individual Recipient Method:** If you would like to add a service and Package type specific to each recipient, select **Edit Service and Package** located in the recipient's label row. A pop-up will appear where you can select the Service and Package type for a single recipient.

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

All Labels (20) | Batches (1)

New Label | Use Address Book | Refresh | Actions | Add All Complete to Cart >

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

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Edit</a>   <a href="#">V</a>
2	02/24/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Edit</a>   <a href="#">V</a>

- Bulk Action Method:** If all recipients have the same Service and Package details, select the checkbox on the top left corner and then select **Edit** located beneath the

**Service and Package** section. A pop-up will appear where you can select the Service and Package type for all recipients.

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

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	11/26/2024	<a href="#">John Doe</a> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag <a href="#">Edit Service And Package</a>	Items 1 Value: \$100 <a href="#">Edit Package Details</a>	USPS Tracking® Insurance Priority Mail® Return <a href="#">Edit Extra Services</a>	\$7.30 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">▼</a>
2 <input checked="" type="checkbox"/>	11/26/2024	<a href="#">Johnny Parker</a> 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.66 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">▼</a>

## 7) Edit Package Details

There are multiple ways to add Package details for labels within your batch.

- Individual Recipient Method:** If you would like to add Package details specific to each recipient, select **Add Package Details** located in the recipient's label row. A pop-up will appear where you can enter the Package details for a single recipient.

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

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	02/24/2025	<a href="#">Clark Kent</a> 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Edit</a> <a href="#">▼</a>
2 <input type="checkbox"/>	02/24/2025	<a href="#">Clark Kent</a> 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Edit</a> <a href="#">▼</a>

- Bulk Action:** If all recipients have the same Package details, select the checkbox on the top left corner and then select **Edit** located beneath the **Package Details** section. A pop-up will appear where you can enter the Package details for all recipients.

Ship Date		Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Edit Service And Package</a>	<a href="#">Edit Package Details</a>	<a href="#">USPS Tracking®</a> <a href="#">Insurance</a> <a href="#">Priority Mail® Return</a> <a href="#">Edit Extra Services</a>	\$7.30 <i>Invalid recipient address.</i>
1	<input checked="" type="checkbox"/>	11/26/2024 <a href="#">John Doe</a> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag	Items 1 Value: \$100 <a href="#">Edit Package Details</a>	<a href="#">+ Add Package Details</a>	<a href="#">Insurance</a> <a href="#">USPS Tracking®</a> <a href="#">Hidden Postage</a> <a href="#">+ Add Extra Services</a>	\$8.68 <i>Invalid recipient address.</i>
2	<input checked="" type="checkbox"/>	11/26/2024 <a href="#">Johnny Parker</a> 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope	<a href="#">Edit Service And Package</a>			

## 8) Select Extra Services

There are multiple ways to add Extra Services for labels within your batch.

a) **Individual Recipient Method:** To add an Extra Service specific to each recipient, select **+Add Extra Services** located in the recipient's label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms							
All Labels (20)		Batches (1)		Actions		New Label	
<a href="#">New Label</a>		<a href="#">Use Address Book</a>		<a href="#">Refresh</a>		<a href="#">Actions</a>	
<a href="#">Add All Complete to Cart &gt;</a>							
This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.							
1	<input type="checkbox"/>	02/24/2025 <a href="#">Clark Kent</a> 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release	Items 1 Value: \$150 <a href="#">Edit Package Details</a> <a href="#">Edit Service And Package</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Edit</a>
2	<input type="checkbox"/>	02/24/2025 <a href="#">Clark Kent</a> 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release	Items 1 Value: \$150 <a href="#">Edit Package Details</a> <a href="#">Edit Service And Package</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<a href="#">Edit</a>

b) **Bulk Action Method:** If your batch of labels all have the same Service and Package type and all recipients require the same Extra Services, select the checkbox on the top left corner and then select **Edit** located beneath the **Extra Services** section. A pop-up will appear where you can select the desired Extra Services for all recipients.

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

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag <a href="#">Edit Service And Package</a>	Items 1 Value: \$100 <a href="#">Edit Package Details</a>	USPS Tracking® Insurance Priority Mail® Return <a href="#">Edit Extra Services</a>	\$7.30 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">▼</a>
2 <input checked="" type="checkbox"/>	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	+ Add Package Details	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">▼</a>

[Feedback](#)

## 9) Add Labels to Cart

Review all the recipient details, and if everything is correct begin adding labels to your cart for checkout. There are multiple ways to add labels to the cart.

- Individual Recipient Method:** Individually add labels to cart by selecting **Add to Cart** located in the recipient's row.
- “Add All” Method:** Add all labels to cart by select the checkbox on the top left corner and then selecting **Add All Complete to Cart**.

[◀ Back to Batches](#)

Batch: February 27th Release (1 Label)

Labels in the batch automatically save as you enter information.

Batch Summary		Sender Information	Batch Notes
Total	\$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None

[Add From File Upload](#) [Actions ▾](#) [Add All Complete to Cart ▾](#)

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

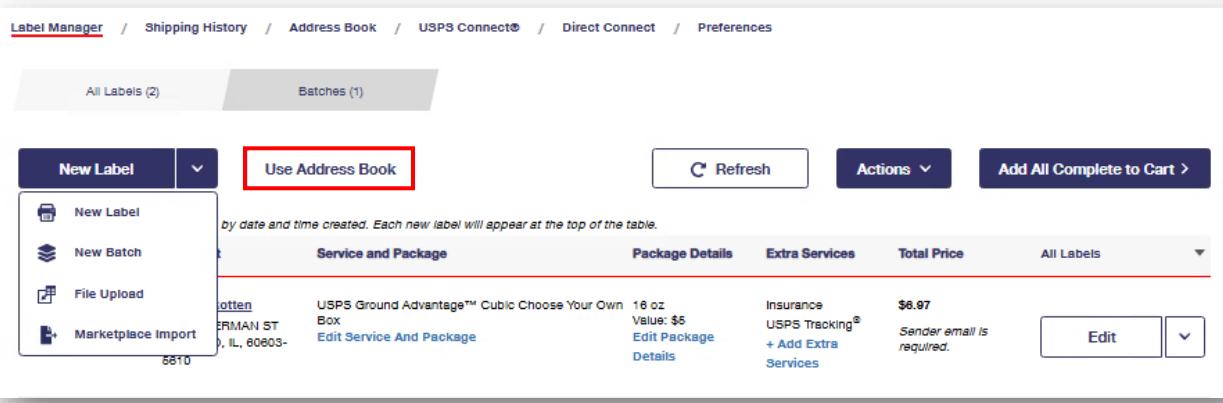
<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	+ Add Extra Services	\$46.25	<a href="#">Add to Cart</a> <a href="#">▼</a>

## Start from Address Book

Create multiple labels in Label Manager by bringing in addresses from your Address Book.

### 1) Begin File Upload Process

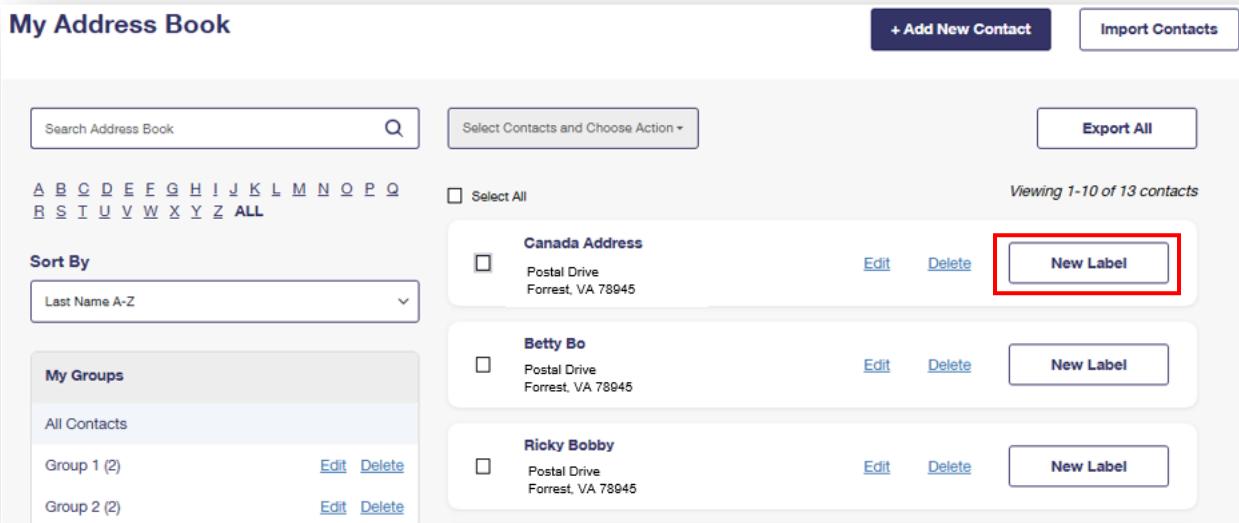
- Select **Use Address Book** located on the Label Manager page.



The screenshot shows the Label Manager interface. The top navigation bar includes links for Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, and Preferences. Below the navigation, there are two tabs: 'All Labels (2)' and 'Batches (1)'. The 'All Labels' tab is selected. In the center, there is a table with columns: Service and Package, Package Details, Extra Services, Total Price, and All Labels. A red box highlights the 'Use Address Book' button in the top right corner of the table header. The table data shows a single entry for a package to 'ERMAN ST' with a value of \$5 and a total price of \$6.97. The 'Edit' and 'v' buttons are visible in the 'All Labels' column for this entry.

### 2) Select Recipient from Address Book

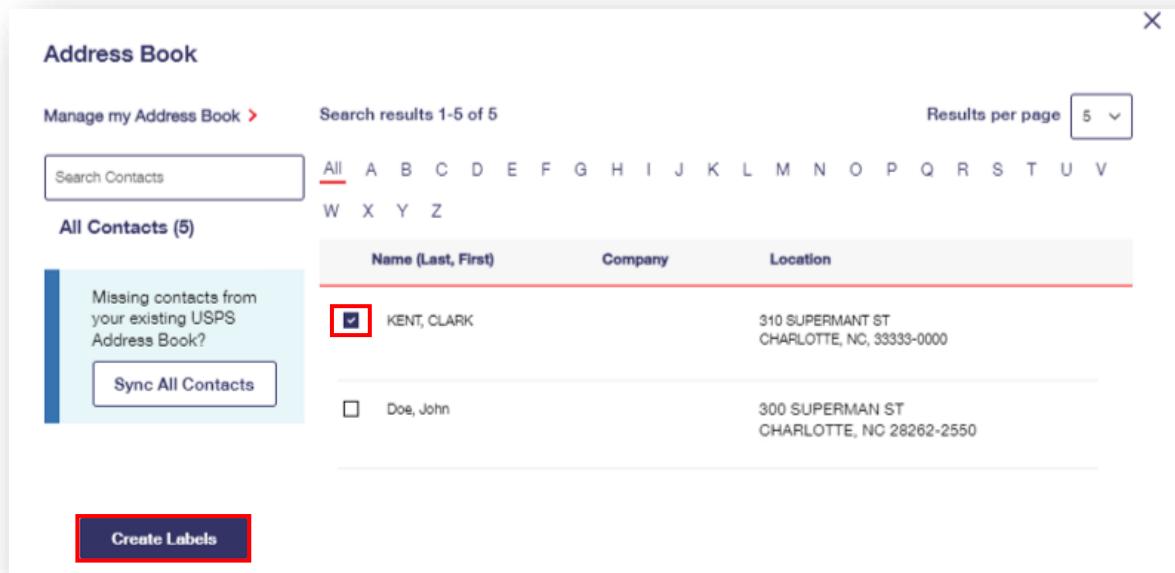
- If **Start from Address Book** was selected from the homepage, you will be redirected to the **My Address Book** section.
  - Search for and select the desired recipient by selecting **New Label**.



The screenshot shows the 'My Address Book' page. At the top, there are buttons for '+ Add New Contact' and 'Import Contacts'. Below that is a search bar 'Search Address Book' and a 'Select Contacts and Choose Action' dropdown. On the right, there is an 'Export All' button. The main area displays 13 contacts. Each contact has a checkbox, a 'Select All' checkbox, and a 'Viewing 1-10 of 13 contacts' message. The contacts listed are: 'Canada Address' (Postal Drive, Forrest, VA 78945), 'Betty Bo' (Postal Drive, Forrest, VA 78945), and 'Ricky Bobby' (Postal Drive, Forrest, VA 78945). Each contact row has 'Edit' and 'Delete' buttons, and a 'New Label' button, which is highlighted with a red box.

b) If **Use Address Book** was selected from the Label Manager, an **Address Book** popup modal will be displayed.

- Search for, select the **checkbox** of the desired recipient, and select **Create Labels**.



### 3) View Labels in Label Manager

- The selected recipient addresses should now appear in your Label Manager along with any other labels that may have previously saved or created.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.						
	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price
1	<input type="checkbox"/> 11/26/2024	Johnny Parker Pick up at: 300 SPIDERMAN ST CHARLOTTE, NC 28262-0101	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68

A red box highlights the first row of the table, which contains the recipient information for 'Johnny Parker'.

### 4) Select / Edit Service and Package Details

Refer to the [Package and Service Type](#) section of the Click-N-Ship® User Guide to follow the steps required to select your Service and Package details.

### 5) Select / Edit Extra Services

Refer to [Extra Services](#) section of the Click-N-Ship® User Guide to follow the steps required to select your extra services.

# Create a Return Label

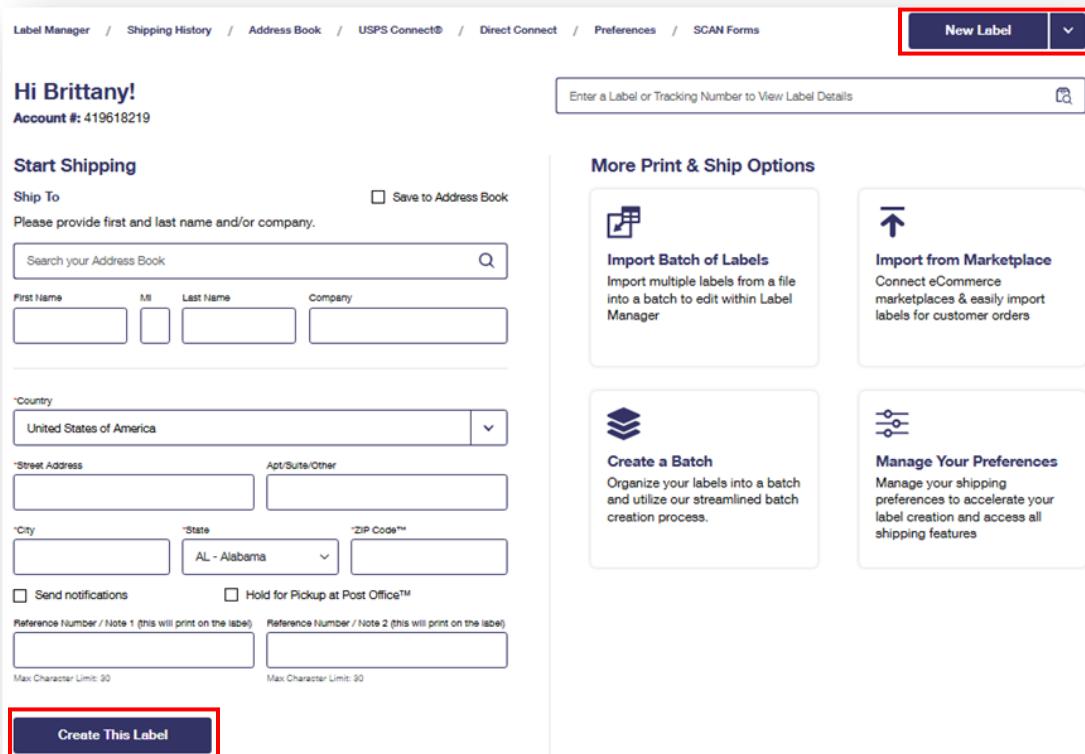
Create individual return labels manually within our improved creation process.

## Create Return Labels via Single Label Creation (Classic View)

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

### 1) Begin Single Label Creation Process – Two Options

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



The screenshot shows the Label Manager landing page. At the top right, there is a 'New Label' button with a red box around it. Below the header, there is a greeting 'Hi Brittany!' and an account number 'Account #: 419618219'. A search bar 'Enter a Label or Tracking Number to View Label Details' is also present. The main area is titled 'Start Shipping' and contains fields for 'Ship To' (First Name, MI, Last Name, Company), 'Country' (United States of America), 'Street Address', 'City', 'State' (AL - Alabama), and 'ZIP Code'. There are also checkboxes for 'Send notifications' and 'Hold for Pickup at Post Office™'. Below these fields are two reference number input fields with character limits of 90. At the bottom left of the main area, there is a 'Create This Label' button with a red box around it. To the right of the main area, there is a sidebar titled 'More Print & Ship Options' with four cards: 'Import Batch of Labels', 'Import from Marketplace', 'Create a Batch', and 'Manage Your Preferences'.

- a) **Option 2:** Select **New Label** located on the Label Manager page.

Service and Package	Package Details	Extra Services	Total Price
USPS Ground Advantage™ Cubic Choose Your Own Box Edit Service And Package	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$8.97 Sender email is required.

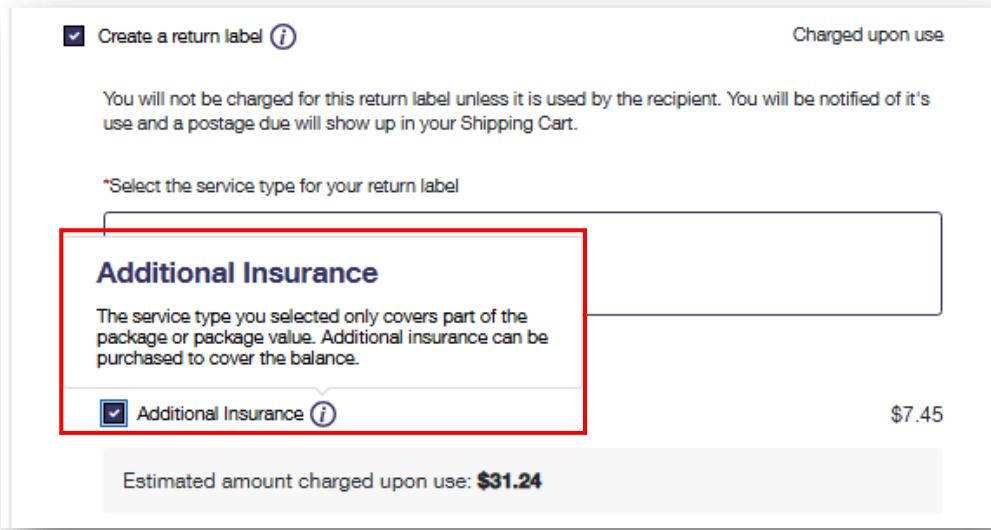
## 2) Follow Single Label Flow Creation Process

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

## 3) Select Return Label Extra Service

- Once on the **Extra Services** section, select the **Create a Return Label** checkbox and select a Return Service by selecting the **Select a return service** dropdown. If this package contains any Hazardous Materials, the Return Service types displayed in Step 4: Services will be dependent on the HAZMAT type that was selected in Step 2: Hazardous Materials.
  - Note:** all return packaging is Choose Your Own Box packaging. An estimated price will be displayed in the Return Package table; however, you will not be charged for the Return Label until it is scanned and used.

- b) Once the Return Service type is selected, you can also purchase **Return Label Insurance** to ensure return shipments are covered in case of loss or damage. The Return Label Insurance options will only be displayed after selecting a Return Service Type.
  - i. **Note:** you will need to select the **Additional Insurance** option first and then **Create a return label** option to see the **Additional Insurance for the return label**.
- c) To view more information on return label services, select the **Return Service Tooltip**.
- d) Once the tooltip is selected, a **Create a Return Label Popup Modal** will be displayed.



## Create Return Labels via Single Label Creation (Quick-Flow View)

*Create an individual return label for a single recipient via the Quick Flow Label Creation Experience by following the steps below.*

### 1) Begin Single Label Creation Process – Two Options

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

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

Hi Brittany!  
Account #: 419618219

**Start Shipping**

Ship To  Save to Address Book  
Please provide first and last name and/or company.

Search your Address Book

First Name  MI  Last Name  Company

\*Country

\*Street Address  Apt/Suite/Other

\*City  \*State  \*ZIP Code™

Send notifications  Hold for Pickup at Post Office™

Reference Number / Note 1 (this will print on the label)  Reference Number / Note 2 (this will print on the label)

Max Character Limit: 20 Max Character Limit: 20

Create This Label

**More Print & Ship Options**

**Import Batch of Labels**  
 Import multiple labels from a file into a batch to edit within Label Manager

**Import from Marketplace**  
 Connect eCommerce marketplaces & easily import labels for customer orders

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

**Manage Your Preferences**  
 Manage your shipping preferences to accelerate your label creation and access all shipping features

a) **Option 2:** Select **New Label** located on the Label Manager page.

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

All Labels (2) Batches (1)

New Label Use Address Book C Refresh Actions Add All Complete to Cart >

New Label	Service and Package	Package Details	Extra Services	Total Price	All Labels
<span style="border: 1px solid red; padding: 2px 10px;">New Label</span>	by date and time created. Each new label will appear at the top of the table.				
New Batch	USPS Ground Advantage™ Cubic Choose Your Own Box	16 oz Value: \$5	Insurance USPS Tracking® + Add Extra Services	\$6.97	
File Upload	Entered: 10/10/2023 From: 10/10/2023 To: 10/10/2023	Edit Service And Package			
Marketplace Import	FRMAN ST 800, IL, 60603-5610				
					<span style="border: 1px solid #ccc; padding: 2px 10px;">Edit</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">▼</span>

## 2) Follow Single Label Flow Creation Process

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

### 3) Select Return Label Extra Service

- a) Once on the **Extra Services** section within the Label Summary, select the **Create a Return Label** checkbox and select a Return Service by selecting the **Select a return service** dropdown. If this package contains any Hazardous Materials, the Return Service types will be dependent on the HAZMAT type that was selected in the Hazardous Materials step.
  - i. **NOTE:** all return packaging is Custom Packaging. An estimated price will be displayed in the Return Package table; however, you will not be charged for the Return Label until it is scanned and used.

**Label Summary**

Ship to Locker For Pickup [Remove](#)

**NORTHEAST**

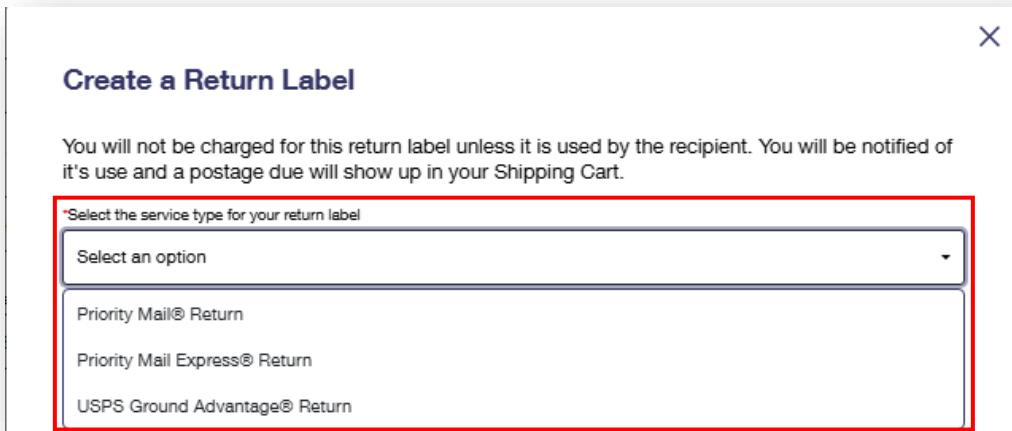
1820 HARRIS HOUSTON RD  
CHARLOTTE, NC 28262

USPS Ground Advantage®	<b>\$10.30</b>
Cubic Custom Packaging	
\$100 insurance included	<b>Free</b>
USPS Tracking®	<b>Free</b>
<input type="checkbox"/> Additional Insurance <a href="#">i</a>	Fee varies
<input checked="" type="checkbox"/> Create a Return Label <a href="#">i</a>	Charged upon use
<input type="checkbox"/> Label Delivery <a href="#">i</a>	\$1.55
<input type="checkbox"/> Hide Postage on Label <a href="#">i</a>	

---

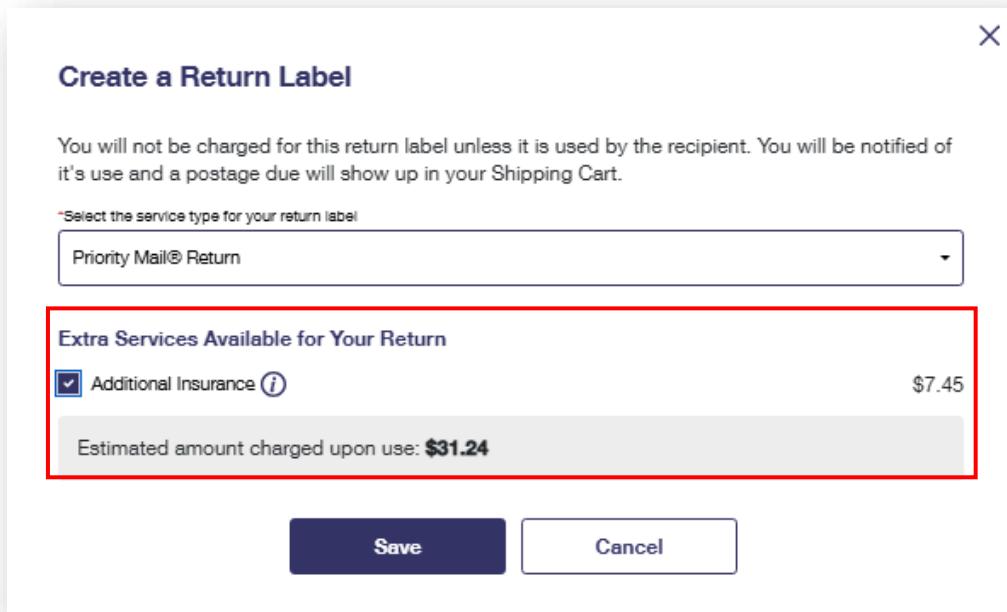
**Total** **\$10.30**

- b) Once selected, a **Create a Return Label Popup Modal** will be displayed. Select a **Return Label Service Type** from the dropdown and select **Save**.



c) Once the Return Service type is selected, you can also purchase **Return Label Insurance** to ensure return shipments are covered in case of loss or damage. The Return Label Insurance options will only be displayed after selecting a Return Service Type.

i. **Note:** you will need to select the **Additional Insurance** option first and then **Create a return label** option to see the **Additional Insurance for the return label**.

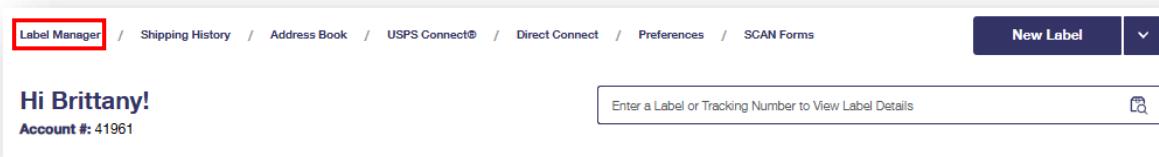


## Create Return Labels via Label Manager

Create an individual return label for a single recipient from your Label Manager following the steps below.

### 1) Proceed to your Label Manager

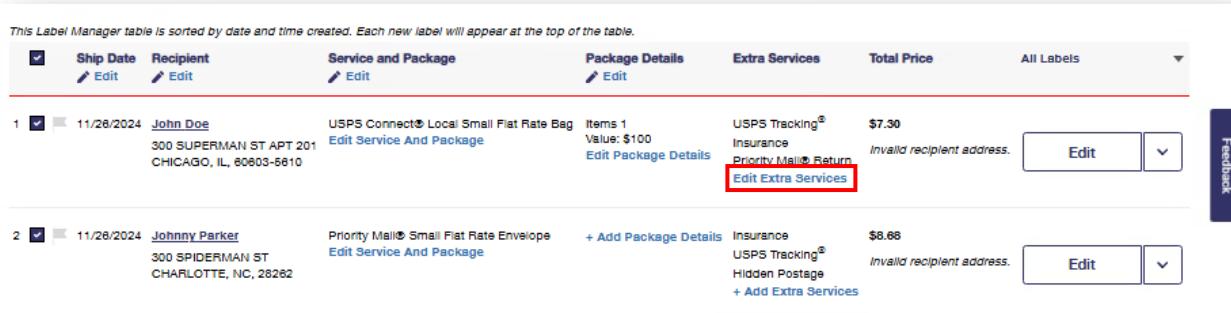
- Select **View Label Manager** tab located in the navigation menu on the landing page.



### 2) Add the Return Label Extra Service

There are multiple ways to add the Return Label Extra Service for labels within your Label Manager.

- Individual Recipient Method:** To add an Extra Service specific to each recipient, select **+Add Extra Services** located in the recipient's label row.



This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.						
	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Package <a href="#">Edit</a>	Package Details <a href="#">Edit</a>	Extra Services	Total Price
	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price
1	<input checked="" type="checkbox"/> 11/28/2024	<a href="#">John Doe</a> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag <a href="#">Edit Service And Package</a>	Items 1 Value: \$100 <a href="#">Edit Package Details</a>	USPS Tracking® Insurance Priority Mail® Return <a href="#">Edit Extra Services</a>	\$7.30 Invalid recipient address. <a href="#">Edit</a>
2	<input checked="" type="checkbox"/> 11/28/2024	<a href="#">Johnny Parker</a> 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	+ Add Package Details <a href="#">Edit Service And Package</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.66 Invalid recipient address. <a href="#">Edit</a>

- Bulk Action Method:** If your batch of labels all have the same Service and Package type and all recipients require the same Extra Services, select the checkbox on the top left corner and then select **Edit** located beneath the **Extra Services** section.

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

Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
<input checked="" type="checkbox"/> 11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag <a href="#">Edit Service And Package</a>	Items 1 Value: \$100 <a href="#">Edit Package Details</a>	USPS Tracking® Insurance Priority Mail® Return <a href="#">Edit Extra Services</a>	\$7.30 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">Feedback</a>
<input checked="" type="checkbox"/> 2	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68 <i>Invalid recipient address.</i>	<a href="#">Edit</a> <a href="#">Feedback</a>

c) Once either option is selected, the **Select Extra Services** popup modal will appear. Select **Create a return label** checkbox.

X

### Select Extra Services

**Extra Services**

Additional Insurance (i) Fee Varies

Signature Services (i) Fee Varies

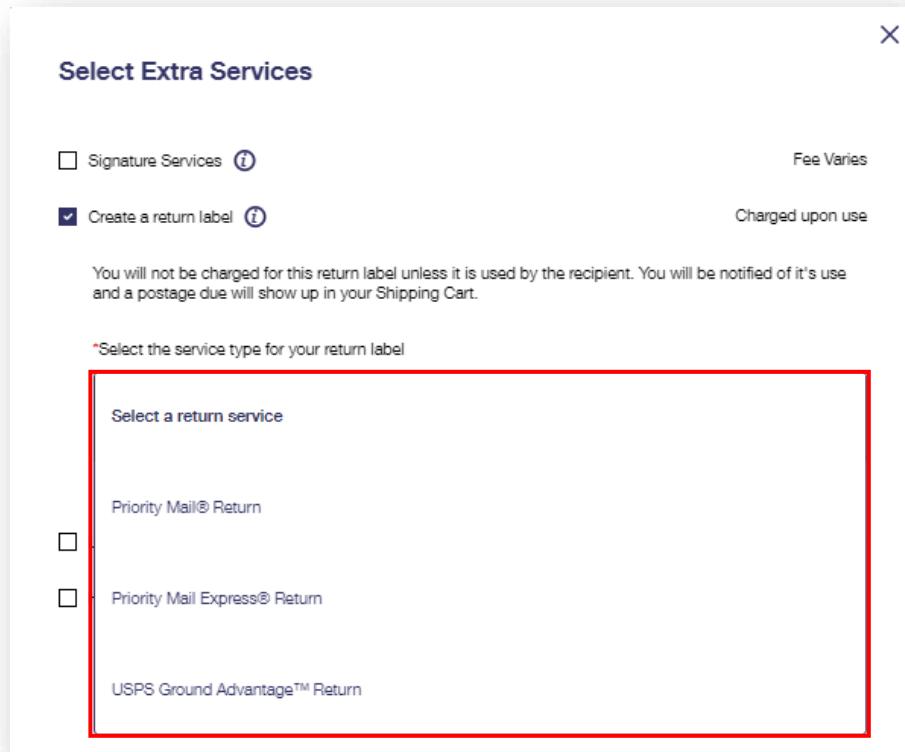
Create a return label (i) Charged upon use

Hide Postage on Label (i) Free

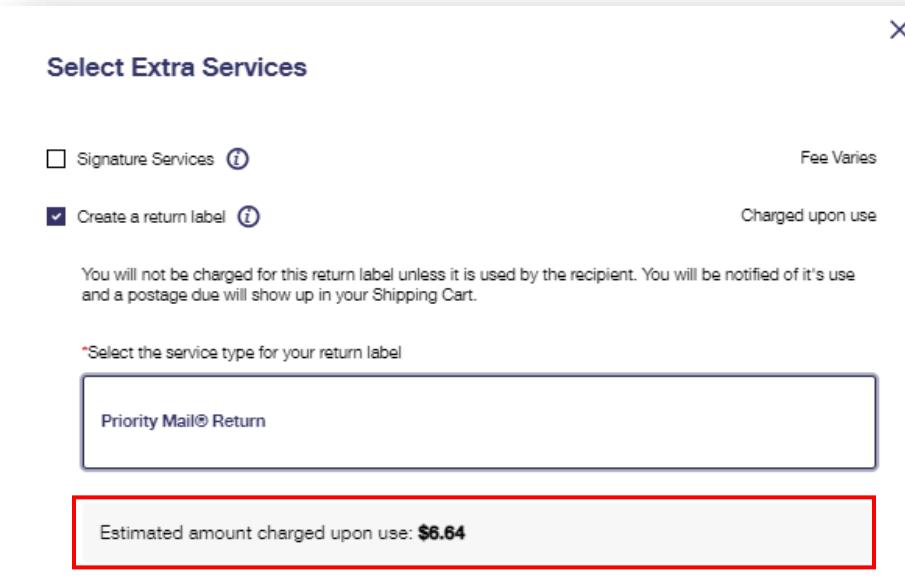
**Save**

d) Select a return service type from the **Select a return service** dropdown.

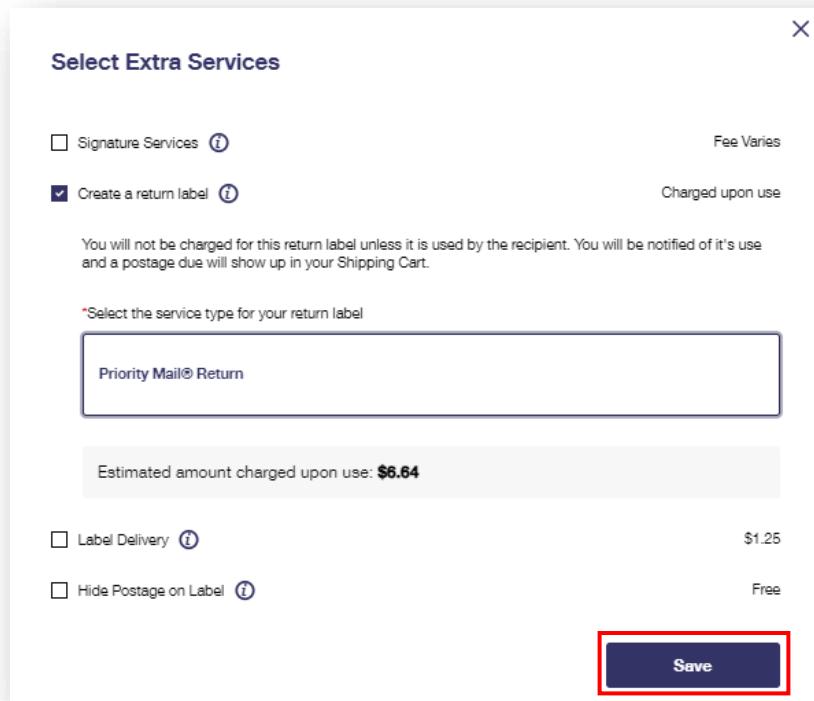
- Note:** if this package contains any Hazardous Materials, the Return Service types displayed in Step 4: Services will be dependent on the HAZMAT type that was selected in Step 2: Hazardous Materials.



e) Once the Return Service type is selected, you will see the estimated amount charged for the Return Label if it is used.



f) To proceed, select **Save**.

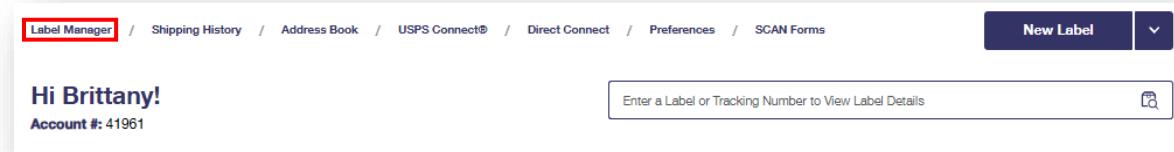


## Viewing your Return Label(s)

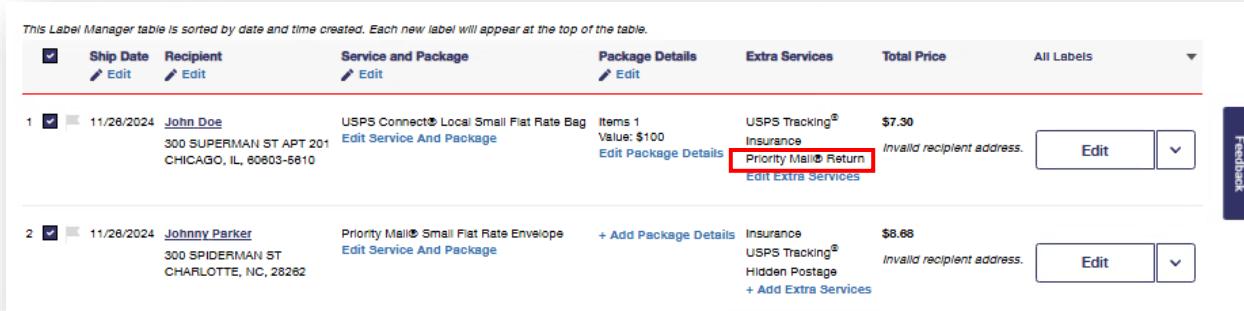
Within this section you will understand where to find and how to view your created Return Label(s).

### 1) View Return Labels via the Label Manager

- Select **View Label Manager** tab located in the navigation menu on the landing page.

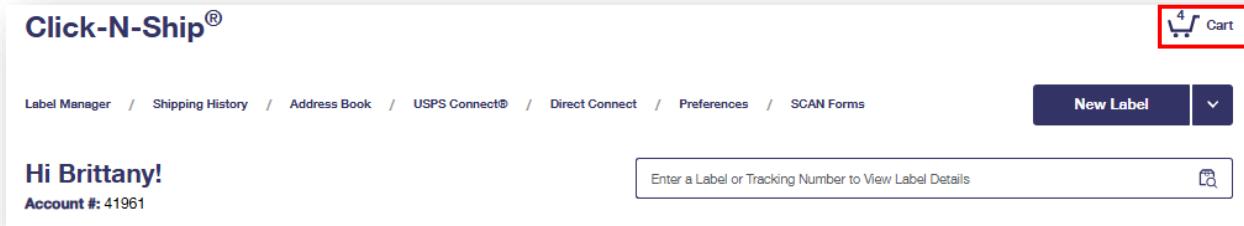


- If a Return Label has been added to an Outbound Label, the Return Label will be displayed within the **Extra Services section** of the Outbound Label.



### 2) View Return Labels via the Label Cart

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



- Within the Label Cart, there will be a **Return Label indicator** for each outbound Label with a Return Label.

**Label Cart (2)**[◀ Back to Label Manager](#)**\*Note for Return Services:** For any return services added, it is free to create and print the return label now. You will only be charged if this return label is used.

Remove						
	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 2	<input type="checkbox"/> 03/22/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222  <a href="#">Edit</a>	Priority Mail® Flat Rate Envelope	Value: \$100	Flat Rate Envelope Hidden Postage Priority Mail® Return	\$8.50 Free Free
					Total Label Cost	<b>\$8.50</b>
2 of 2	<input type="checkbox"/> 03/22/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222  <a href="#">Edit</a>	Priority Mail® Flat Rate Envelope	Value: \$100	Flat Rate Envelope USPS Tracking Electronic Insurance Hidden Postage Priority Mail® Return	\$8.50 Free Free Free Free
					Total Label Cost	<b>\$8.50</b>

**3) View Return Labels via the Payment Confirmation Page**

- Once you've purchased a label, you will always be redirected to the **Payment Confirmation** page.

**Payment Confirmation**

Order Number

CE610C9E-2F2B-48F8-9C89-F13F71690BAF

Charged to

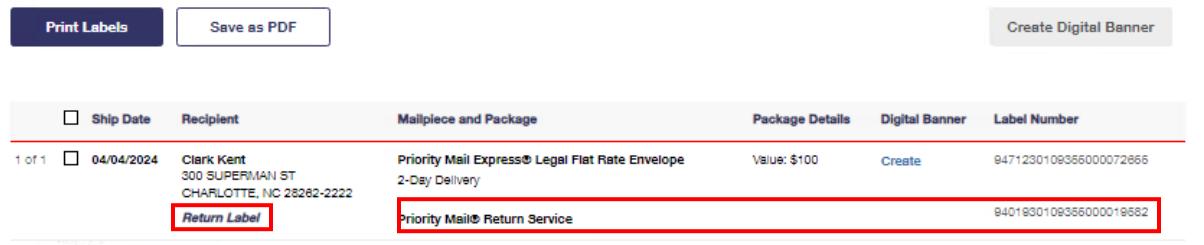
MASTERCARD-0440

Order Total

\$26.65 (1 labels)

- Within the Payment Confirmation page, there will be a **Return Label indicator** for each outbound Label with a Return Label.
  - Note:** you will also see the Return Label service type and tracking number (67) in the payment confirmation Label Table beneath its associated Outbound Label.

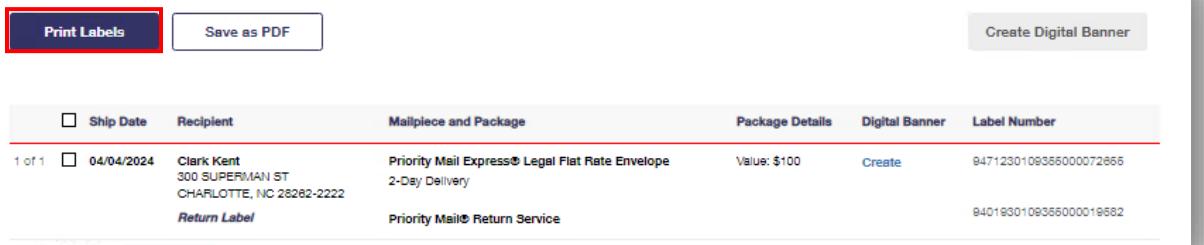
Label actions: Select labels and print, save to PDF or create a digital ad campaign to appear in recipient's Informed Delivery.



Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
04/04/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	Priority Mail Express® Legal Flat Rate Envelope 2-Day Delivery	Value: \$100	Create	9471230109356000072665
<b>Return Label</b>			<b>Priority Mail® Return Service</b> 8401930109356000019582		

- c) To print your Return Labels, select **Print Labels** located under the **Label Actions** section at the bottom of the payment confirmation page.
  - i. **Note:** your Return Labels which will be printed out with their associated Outbound Label.

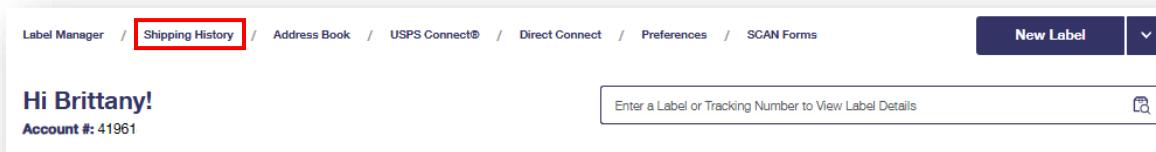
Label actions: Select labels and print, save to PDF or create a digital ad campaign to appear in recipient's Informed Delivery.



Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
04/04/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	Priority Mail Express® Legal Flat Rate Envelope 2-Day Delivery	Value: \$100	Create	9471230109356000072665
<b>Return Label</b>			<b>Priority Mail® Return Service</b> 9401930109356000019582		

#### 4) Viewing Return Labels via the Shipping History

- a) Select **Shipping History tab** located in the navigation menu on the landing page.



- a) Within the Shipping History, your **purchased Return Labels** will be listed as their own line items.
- b) To distinguish a return label from a regular outbound label, refer to the **Service Type** section and look for **RTN**, which stands for **Return**.
  - i. **Note:** you will also be able to view other **Return Label details** such as the shipping address, label number, and label use status (e. g. Pending Use).

Showing Results 1-1 of 1

Export

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

	Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost	User
1	<input type="checkbox"/> 04/02/2024	23d04049-0d81-4283-a76a-8398d1691bef	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28262-2222	PM-RTN	<a href="#">9405830109355107149525</a> Outgoing Label Ending: <a href="#">2570</a>	No	N/A	EPS-8901	Pending Use	\$0.00 *charged upon use	TB

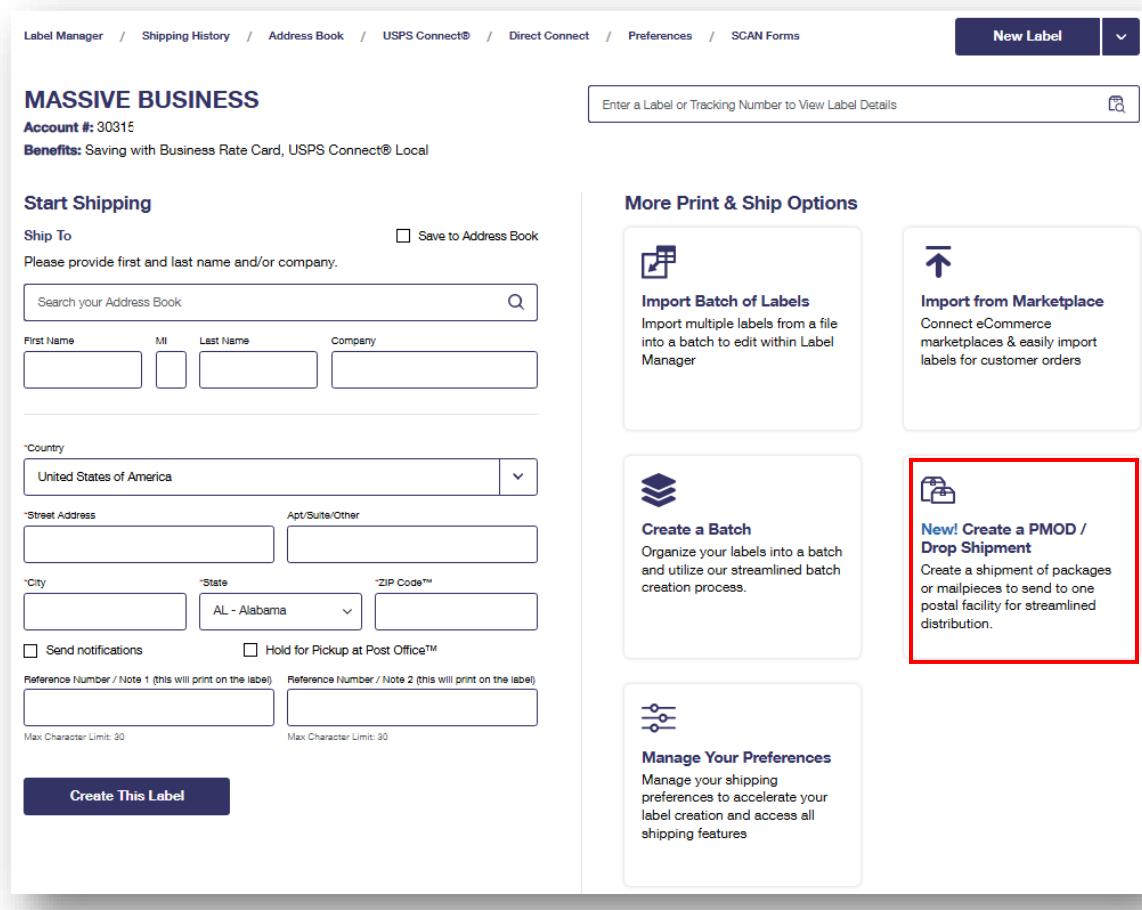
## Other Single Label Creation Options for Business Users

### Priority Mail Open & Distribute (PMOD) Drop Shipment Creation

**PMOD** provides an easy alternative to mail drop shipments for Business customers who want to expedite their mailings of certain mail classes to domestic destination postal facilities. The shipment receives the Priority Mail service between the acceptance BMEU or Associate Post Office® location with acceptance function and the destination facility. The enclosed mail is processed and provides the appropriate service from the mail processing facility to the destination delivery unit or sectional center facility.

#### 1) Select the New Drop Shipment Feature

- Homepage: on the Click-N-Ship® Homepage, select the **Create a PMOD / Drop Shipment** tile.



The screenshot shows the Click-N-Ship® homepage with the following interface elements:

- Header:** Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms. A "New Label" button is in the top right.
- Search Bar:** Enter a Label or Tracking Number to View Label Details with a magnifying glass icon.
- Account Information:** MASSIVE BUSINESS, Account #: 30315, Benefits: Saving with Business Rate Card, USPS Connect® Local.
- Start Shipping Form:** Ship To (input field), Save to Address Book (checkbox). Fields for First Name, MI, Last Name, and Company. A "Search your Address Book" input field with a magnifying glass icon.
- Address Fields:** Street Address, Apt/Suite/Other, City, State (dropdown showing AL - Alabama), ZIP Code™, Send notifications (checkbox), Hold for Pickup at Post Office™ (checkbox).
- Notes:** Reference Number / Note 1 (this will print on the label) and Reference Number / Note 2 (this will print on the label) with character limits of 30 each.
- More Print & Ship Options:** A grid of five cards:
  - Import Batch of Labels:** Import multiple labels from a file into a batch to edit within Label Manager.
  - Import from Marketplace:** Connect eCommerce marketplaces & easily import labels for customer orders.
  - Create a Batch:** Organize your labels into a batch and utilize our streamlined batch creation process.
  - New! Create a PMOD / Drop Shipment:** Create a shipment of packages or mailpieces to send to one postal facility for streamlined distribution. This card is highlighted with a red border.
  - Manage Your Preferences:** Manage your shipping preferences to accelerate your label creation and access all shipping features.
- Bottom Buttons:** Create This Label (button).

b) **Label Manager:** Within Label Manager, select the **New Drop Shipment** button.

The screenshot shows the Click-N-Ship Label Manager interface. At the top, there are links for 'Switch Payer Account', 'Shipping with account: My Account', and a 'Cart' icon with a '1' in it. Below the header, there are navigation links: 'Label Manager' (underlined), 'Shipping History', 'Address Book', 'USPS Connect®', 'Direct Connect', 'Preferences', and 'SCAN Forms'. Under 'Label Manager', there are two tabs: 'All Labels (318)' and 'Batches (5)'. Below these tabs are buttons for 'New Label', 'Use Address Book', 'New Drop Shipment' (which is highlighted with a red box), 'Refresh', 'Actions', and 'Add All Complete to Cart'. A note below the tabs states: 'This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.' The main table has columns for 'Ship Date', 'Recipient', 'Service and Package', 'Package Details', 'Extra Services', 'Total Price', and 'All Labels'. The 'New Drop Shipment' button is located in the 'Actions' row of the table.

## 2) Begin PMOD Single Label Creation Process

a) Once on the **New Drop Shipment page**, you will be presented with a detailed description of what the Priority Mail Open and Distribute Service is and how it works. To view more information about drop shipping and Priority Mail Open and Distribute, refer to the [PMOD FAQ Article](#).

The screenshot shows the Click-N-Ship 'New Drop Shipment' page. At the top, there are links for 'Switch Payer Account', 'Shipping with account: My Account', and a 'Cart' icon with a '1' in it. Below the header, there are navigation links: 'Label Manager', 'Shipping History', 'Address Book', 'USPS Connect®', 'Direct Connect', 'Preferences', and 'SCAN Forms'. A 'New Label' button is visible. The main content area is titled 'New Drop Shipment' and contains the following text: 'Create your Open and Distribute drop shipment here. **This is the label that will go on the container of the entire shipment.** After you purchase this label, package your shipment of pre-labeled packages or mailpieces, put this label on the outside and ship!' Below this text, there is a detailed description of the Open and Distribute Service and a link to learn more about drop shipping and Priority Mail Open and Distribute.

## 3) Enter Sender Details

a) Enter the sender details as you normally would with a regular Click-N-Ship label. Refer to the [Edit Sender Details](#) section of the Click-N-Ship® User Guide to view the steps on how to enter the sender details.

## New Drop Shipment

Create your Open and Distribute drop shipment here. **This is the label that will go on the container of the entire shipment.** After you purchase this label, package your shipment of pre-labeled packages or mailpieces, put this label on the outside and ship!

Open and Distribute Service provides an easy alternative to mailer drop shipments for customers who want to expedite their mailings of certain mail classes to domestic destination postal facilities. The shipment receives Priority Mail service between the acceptance facility and the destination facility. The enclosed mail is processed and provided the appropriate service from the mail processing facility to the destination delivery unit. [Learn more about drop shipping and Priority Mail Open and Distribute](#)

### Step 1: Select Destination Facility

Use the Facility Finder to find the best facility for your shipment and enter the facility's address below.

[Q Facility Finder \(FAST\)](#)

Facility Type

\*Facility Name

\*Street Address

Apt/Suite/Other

\*City

\*State

\*ZIP Code™

[Next](#)

### Sender Details

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

Use a one-time return address [\(i\)](#)

\*Select your return address

Test Test  
1400 INDIAN HILL AVE  
HANOVER PARK, IL, 60133

Ship from a different ZIP Code™

Email

clark.kent@usps.gov

Phone / SMS Text Message  
(123) 123-1234

Send me tracking notifications

## 4) Select the Destination Facility

- To create a PMOD label, you will be required to select a **Facility Type**.

## Step 1: Select Destination Facility

Use the Facility Finder to find the best facility for your shipment and enter the facility's address below.

 [Facility Finder \(FAST\)](#)

\*Facility Type

Select

- Destination Delivery Unit (DDU)
- Sectional Center Facility (SCF)
- Sorting and Delivery Center (S&DC)
- Auxiliary Service Facility (ASF)
- Area Distribution Center (ADC)

b) After the facility type is selected, enter the **Facility Name**, the **Facilities street address**, and select **Next**.

- i. **Note:** you can also utilize the [Facility Finder \(FAST\)](#) tool to find a nearby facility.

## Step 1: Select Destination Facility

Use the Facility Finder to find the best facility for your shipment and enter the facility's address below.

[Q Facility Finder \(FAST\)](#)

Facility Type

Destination Delivery Unit (DDU)

\*Facility Name

Facility Name is required

\*Street Address

Apt/Suite/Other

Street Address is required

\*City

\*State

\*ZIP Code™

City is required

ZIP Code™ is required

Next

## 5) Select Packaging & Container Type

- a) Once on step 2, you will be asked to select a **Ship Date** (required), enter a **Package Value** (optional), and enter the **Package Weight** (required).

## Step 2: Packaging & Container Type

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



Package Value (optional) 

\$	0
----	---

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

### Let us know what you're shipping

\*Package Weight (includes packaging)

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

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

b) Next, you will be required to select a **Container Type**.

#### Container Type

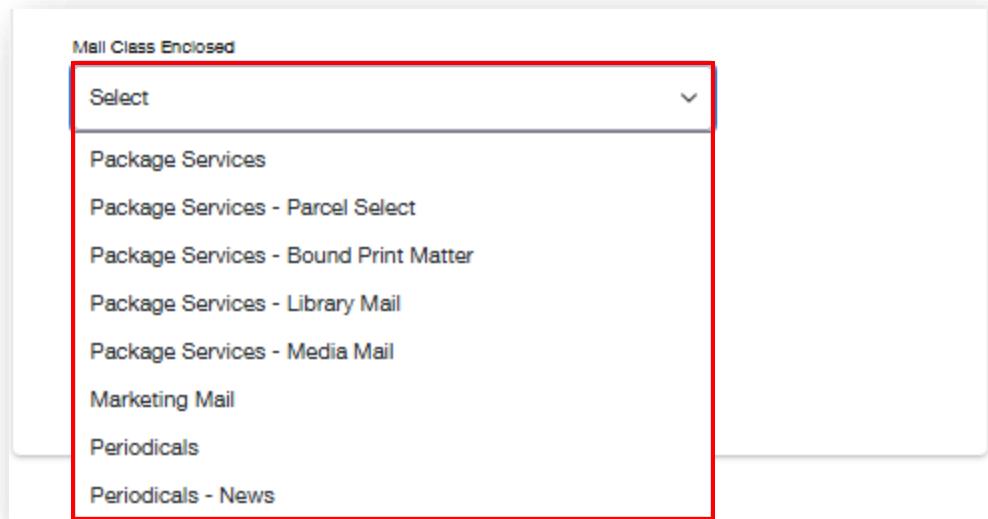
- Select
- Half Tray Box
- Full Tray Box
- EMM Tray Box
- Flat Tub Tray Box

Mailpiece/Packages Enclosed

Select
--------

**Get Rates**

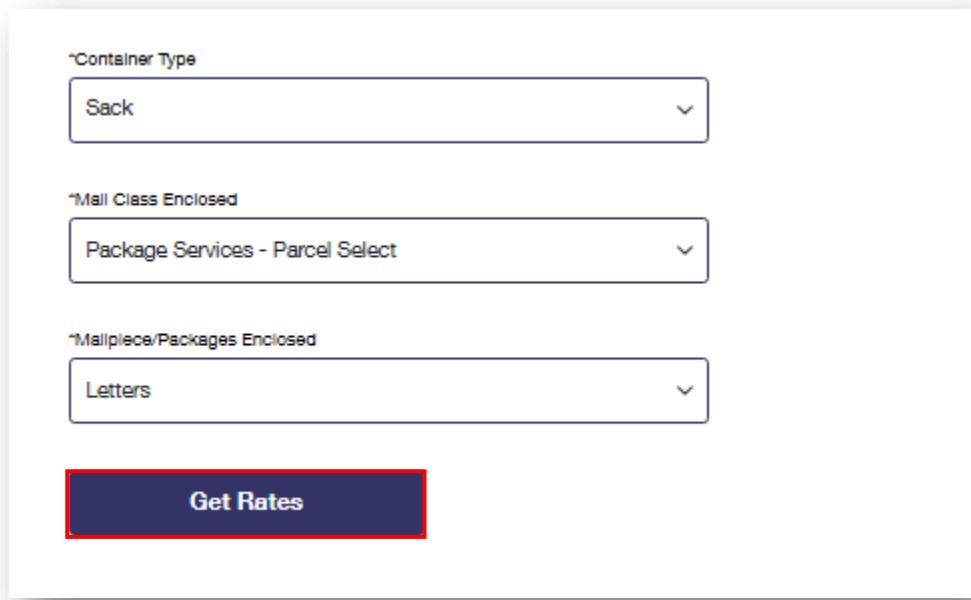
c) Next, you will be required to select a **Mail Class Enclosed Type**.



d) Next, you will be required to select a **Mailpiece / Packages Enclosed Type**.



e) Once completed, select **Get Rates** to proceed with selecting a Service Type.



\*Container Type  
Sack

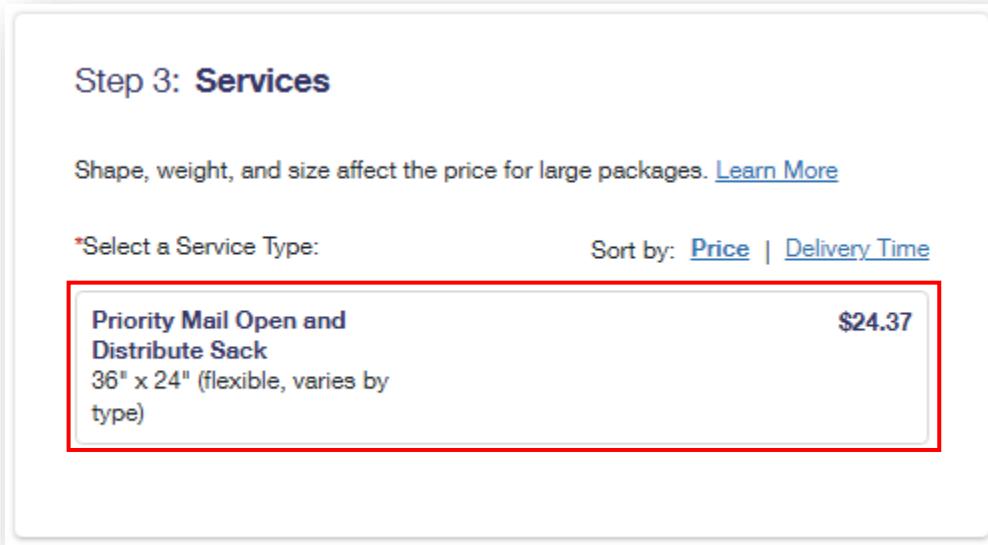
\*Mail Class Enclosed  
Package Services - Parcel Select

\*Mailpiece/Packages Enclosed  
Letters

**Get Rates**

## 6) Select Service Type

a) Once on **Step 3: Services**, select a Service Type. Please note that for PMOD, only the **Priority Mail** Service Type will be available.



### Step 3: Services

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

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

Priority Mail Open and Distribute Sack 36" x 24" (flexible, varies by type)	\$24.37
--	---------

## 7) Add PMOD Label to Cart or Save to Label Manager

- a) Once the Service Type is selected, add the label to the Label Cart by selecting **Add to Cart** or save the label to the Label Manager by selecting **Save**.

The screenshot shows the PMOD Label Selection interface. On the left, a summary table shows the following details:

Container Type Sack	Mail Class Enclosed Package Services - Parcel Select	Mail Piece Enclosed Letters
------------------------	--	--------------------------------

Below this is an 'Edit' button. To the right is a 'Label Summary' section with the following table:

Label Summary	
Priority Mail Open and Distribute Sack	\$24.37
USPS Tracking®	Free
<b>Total</b>	<b>\$24.37</b>

At the bottom of the summary section are two buttons: 'Add to Cart' and 'Save', which are highlighted with a red box.

On the left side of the interface, there is a 'Step 3: Services' section with the following content:

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

Priority Mail Open and Distribute Sack 36" x 24" (flexible, varies by type)	\$24.37
--	---------

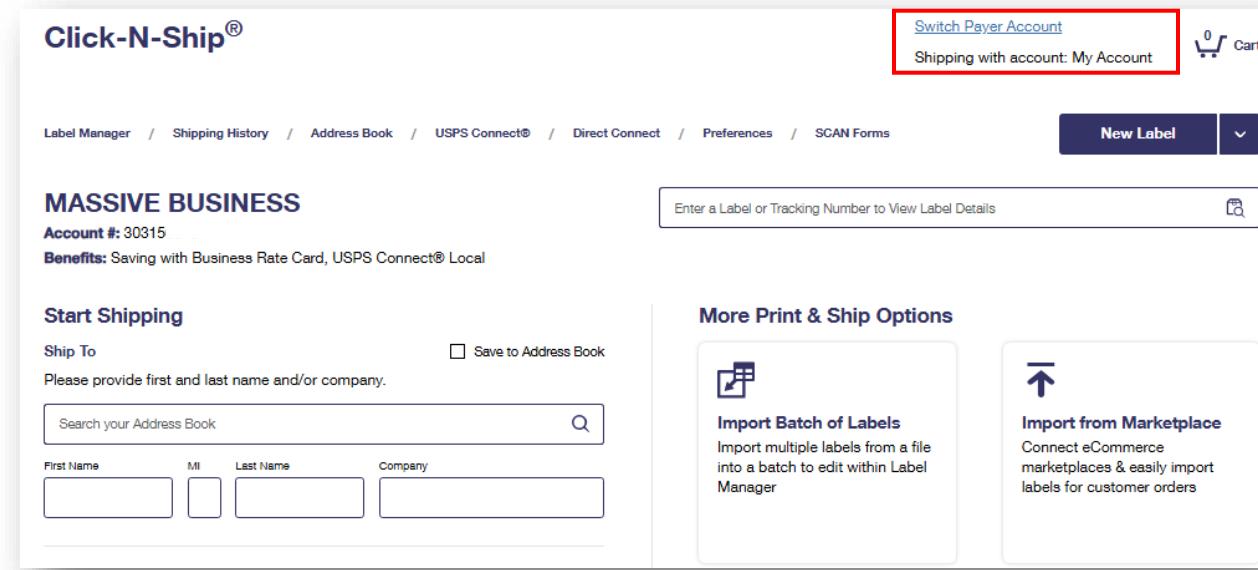
[Change Service Type](#)

## Domestic Label with 3<sup>rd</sup> Party Authorization

Eligible Click-N-SHIP® Business Users can now utilize the rates and Enterprise Payment System (EPS) Billing Account of another user to create, purchase, and ship labels on their behalf by following the steps below.

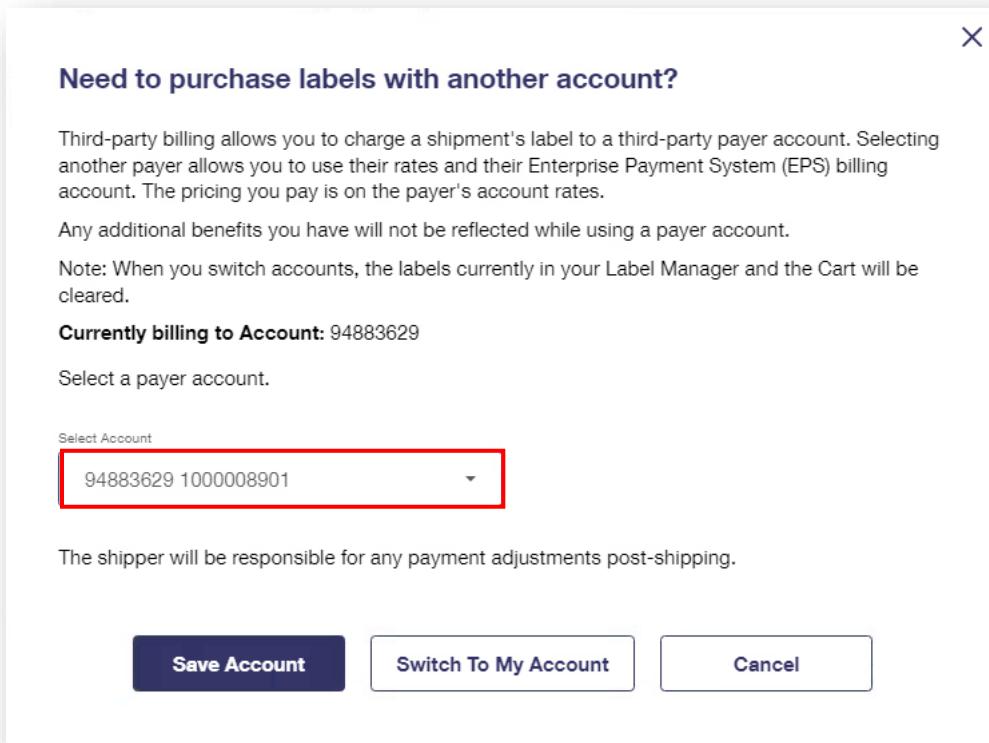
### 1) Select a Payer Account

- a) On the Click-N-SHIP® Homepage, select **Switch Payer Account** to choose the Payer's EPS account that you want to use to create the label(s) for.
  - i. *Note, you can also switch between payer accounts via the Label Cart and Preferences section.*

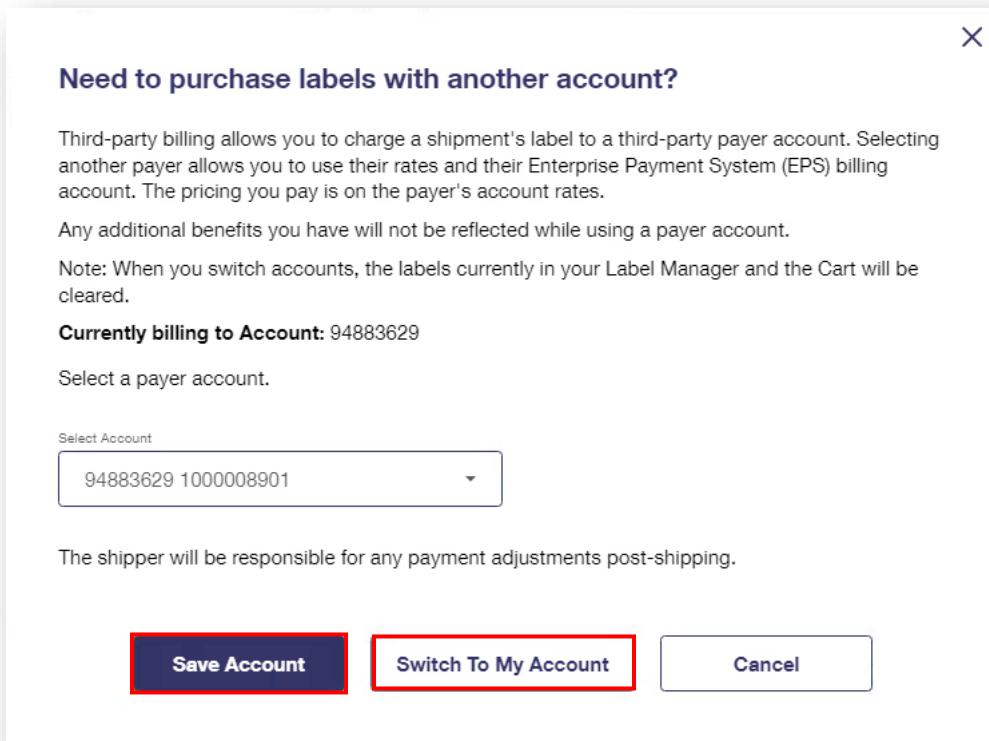


The screenshot shows the Click-N-SHIP® homepage. At the top right, there is a red box highlighting the 'Switch Payer Account' link and the 'Shipping with account: My Account' message. The top navigation bar includes links for Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. A 'New Label' button is on the right. Below the navigation, it says 'MASSIVE BUSINESS' and 'Account #: 30315'. It also shows 'Benefits: Saving with Business Rate Card, USPS Connect® Local'. The 'Start Shipping' section has a 'Ship To' input field with a placeholder 'Please provide first and last name and/or company.' and a 'Save to Address Book' checkbox. Below it is an 'Address Book' search bar and a table for entering address details. To the right, there are 'More Print & Ship Options' sections for 'Import Batch of Labels' (with a file icon) and 'Import from Marketplace' (with an upward arrow icon).

- b) Click on the dropdown under the **Select Account** section and select the Payer's EPS account that you want to use.
  - i. **Note:** anytime you switch Payer EPS accounts, the label(s) in their Label Manager and Label Cart will be unique to that specific EPS account.



- c) Once the Payer's EPS account is selected, select **Save Account** to proceed with creating label(s).
- d) If you want to utilize your own personal EPS account to create and purchase label(s), select **Switch to My Account**.



## 2) Begin Single Label Creation Process

- a) Refer to the [Create a Single Domestic Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.
  - i. **Note:** shippers will not be able to see the Payer's rates and prices when creating or purchasing label(s) using 3<sup>rd</sup> party authorization.

## 3) Select Service Type

- a) **Services:** based off the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Please note that the Shape, weight, and size affects the price for large packages – to learn more about this select the [Learn More](#) hyperlink.
  - i. **Note:** shippers will not be able to see the Payer's rates and prices when creating or purchasing label(s) using 3<sup>rd</sup> party authorization.

## Step 5: Services

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

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

\*Select your USPS Flat Rate Packaging  Filter by All

 Priority Mail® Flat Rate Envelope  
12-1/2" x 9-1/2"

**1-Day Delivery |**  
Nov 26, 2024

 Priority Mail® Large Flat Rate Box  
12 1/4" x 12" x 6"

**1-Day Delivery |**  
Nov 26, 2024

 Priority Mail® Medium Flat Rate Box  
11" x 8-1/2" x 5-1/2" 13-5/8" x 11-7/8" x 3-3/8"

**1-Day Delivery |**  
Nov 26, 2024

b) **Filter By:** to more easily view all the available Service types, you can **Filter by Type** by selecting a filter from the dropdown.

## Step 5: Services

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

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

\*Select your USPS Flat Rate Packaging [i](#) Filter by

All

All

Envelope

Box

Poly Bag

Priority Mail

Priority Mail Express

USPS Connect

Priority Mail® Flat Rate  
Envelope  
12-1/2" x 9-1/2"

1-Day Delivery  
Nov 26,

Priority Mail® Large Flat Rate  
Box  
12 1/4" x 12" x 6"

1-Day Delivery  
Nov 26,

Priority Mail® Medium Flat  
Rate Box

1-Day Delivery

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

## Step 5: Services

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

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

\*Select your USPS Flat Rate Packaging [i](#) Filter by

USPS Connect

USPS Connect® Local Large  
Flat Rate Bag  
14" x 17"

Same-Day or Next-  
Day

USPS Connect® Local Flat  
Rate Box  
12" x 3-1/2" x 14-1/8"

Same-Day or Next-  
Day

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

**Step 5: Services**

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

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

<b>USPS Connect® Local Small Flat Rate Bag</b> 9" x 12"	Same-Day or Next-Day
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[Change Service Type](#)

**Your Drop-Off Location**

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

**Extra Services**

<input type="checkbox"/> Additional Insurance <small>(i)</small>	Fee Varies
<input type="checkbox"/> Signature Services <small>(i)</small>	Fee Varies
<input type="checkbox"/> Create a return label <small>(i)</small>	Charged upon use
<input checked="" type="checkbox"/> Hide Postage on Label <small>(i)</small>	Free

**Your Drop-Off Location Details**

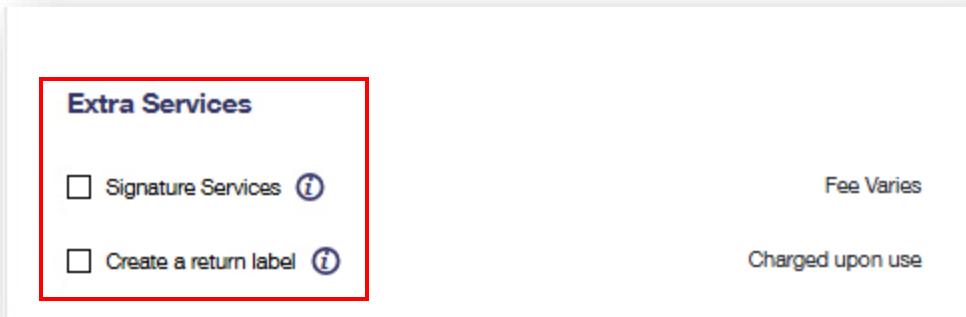
**DDU: CHICAGO POST OFFICE**  
 433 W HARRISON ST  
 CHICAGO, IL 60699  
 Total Distance: 0.72 Miles away

**Drop-off Hours**

Mon-Fri	Sat	Sun
Closed	Closed	Closed

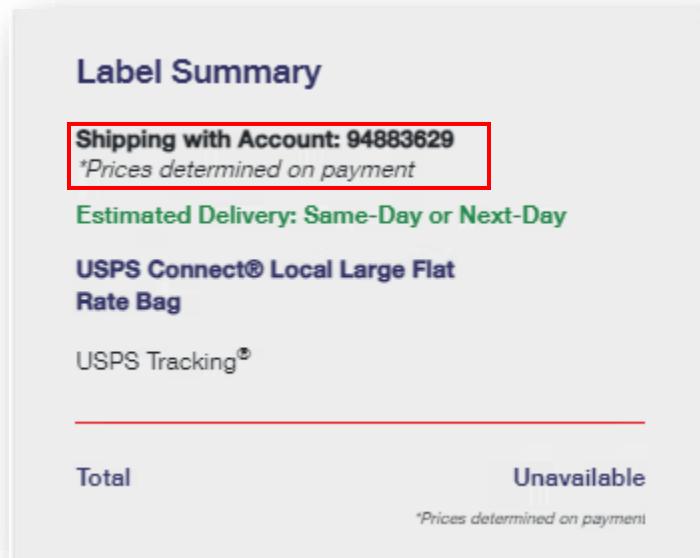
For Same-day delivery, you'll need to drop off all your packages before 8 a.m. local time of your selected ship date. Packages dropped off later may be delivered the next day.

<img alt="Map of the Chicago metropolitan area showing major highways (I-90, I-94, I-290, I-355, I-55, I-190, I-194, I-294, I-390, I-394, I-57, I-59, I-80, I-88, I-940, I-944, I-945, I-946, I-947, I-948, I-949, I-950, I-951, I-952, I-953, I-954, I-955, I-956, I-957, I-958, I-959, I-960, I-961, I-962, I-963, I-964, I-965, I-966, I-967, I-968, I-969, I-970, I-971, I-972, I-973, I-974, I-975, I-976, I-977, I-978, I-979, I-980, I-981, I-982, I-983, I-984, I-985, I-986, I-987, I-988, I-989, I-990, I-991, I-992, I-993, I-994, I-995, I-996, I-997, I-998, I-999, I-9990, I-9991, I-9992, I-9993, I-9994, I-9995, I-9996, I-9997, I-9998, I-9999, I-99990, I-99991, I-99992, I-99993, I-99994, I-99995, I-99996, I-99997, I-99998, I-99999, I-999990, I-999991, I-999992, I-999993, I-999994, I-999995, I-999996, I-999997, I-999998, I-999999, I-9999990, I-9999991, I-9999992, I-9999993, I-9999994, I-9999995, I-9999996, I-9999997, I-9999998, I-9999999, I-99999990, I-99999991, I-99999992, I-99999993, I-99999994, 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## 5) Review Label Summary

- a) Refer to the **Label Summary** to get a summary of your label order. The Label Summary will be a grey box located at the top right of the page.
  - i. **Note:** you will be able to see the shippers account information.



## 6) Add Label to Cart or Save Label to Label Manager

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



(a)

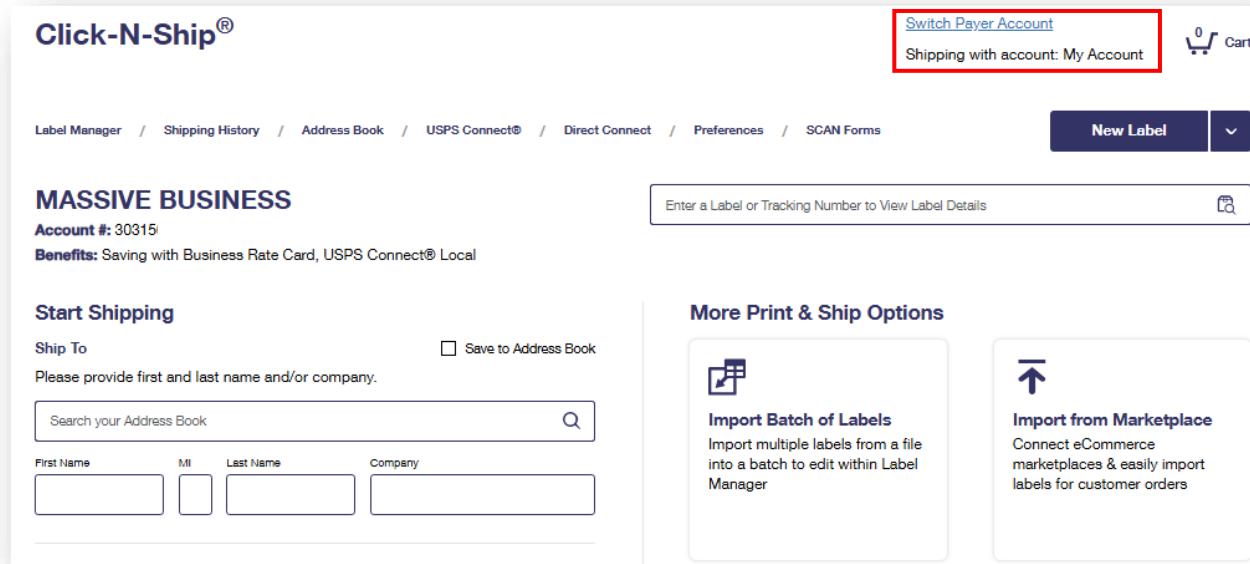
(b)

## International Label with 3<sup>rd</sup> Party Authorization

Eligible Click-N-Ship® Business Users can now utilize the rates and Enterprise Payment System (EPS) Billing Account of another user to create, purchase, and ship international labels on their behalf by following the steps below.

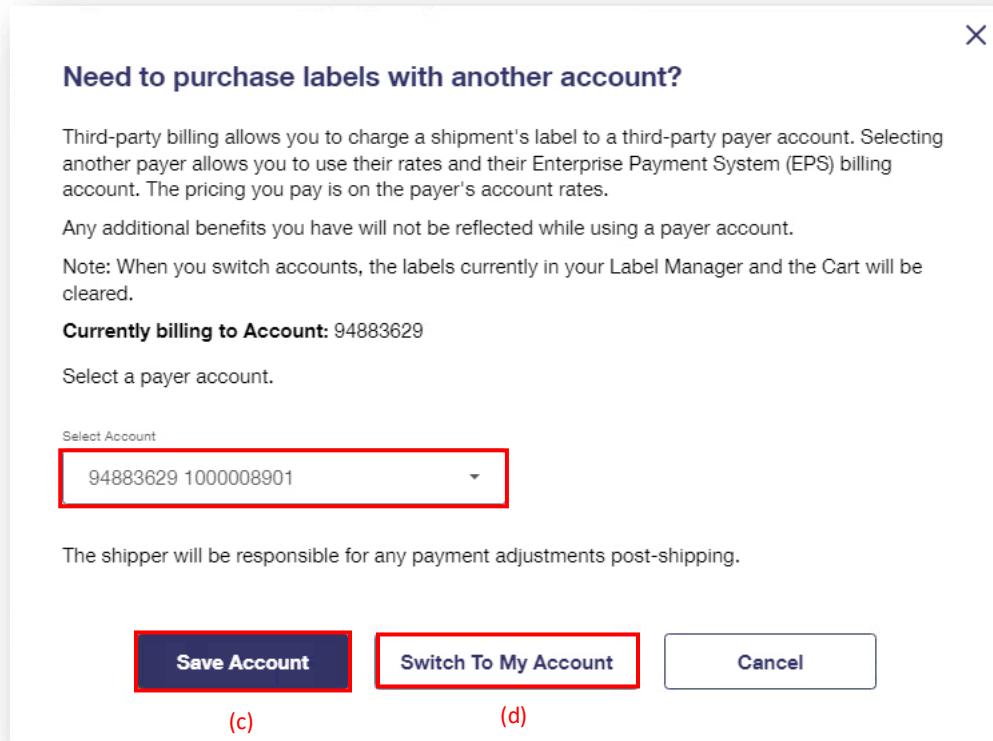
### 1) Select a Payer Account

- a) On the Click-N-Ship® Homepage, select **Switch Payer Account** to choose the Payer's EPS account that you want to use to create the label(s) for.
  - i. *Note, you can also switch between payer accounts via the Label Cart and Preferences section.*



The screenshot shows the Click-N-Ship® homepage. At the top right, there is a red box highlighting the "Switch Payer Account" button and the text "Shipping with account: My Account". The main navigation bar includes "Label Manager", "Shipping History", "Address Book", "USPS Connect®", "Direct Connect", "Preferences", and "SCAN Forms". A "New Label" button is also visible. Below the navigation, the account information "MASSIVE BUSINESS" and "Account #: 30315" is displayed, along with a note about "Benefits: Saving with Business Rate Card, USPS Connect® Local". A search bar at the top right says "Enter a Label or Tracking Number to View Label Details". On the left, there's a "Start Shipping" section for entering shipping details. On the right, there are "More Print & Ship Options" including "Import Batch of Labels" and "Import from Marketplace".

- b) Click on the dropdown under the **Select Account** section and select the Payer's EPS account that you want to use.
  - i. *Note, anytime you switch Payer EPS accounts, the label(s) in their Label Manager and Label Cart will be unique to that specific EPS account.*
- c) Once the Payer's EPS account is selected, select **Save Account** to proceed with creating label(s).
- d) If you want to utilize your own personal EPS account to create and purchase label(s), select **Switch to My Account**.



## 2) Begin Single Label Creation Process

- a) Refer to the [Create a Single International Label \(Classic View\)](#) section of the Click-N-Ship® User Guide to view the initial steps on how to create your labels via the Single-Label Flow.
  - i. **Note:** shippers will not be able to see the Payer's rates / prices when creating or purchasing label(s).

## 3) Select Service Type

- a) **Services:** based off the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Please note that the Shape, weight, and size affects the price for large packages – to learn more about this select the **Learn More** hyperlink.
  - i. **Note:** shippers will not be able to see the Payer's rates / prices when creating or purchasing label(s).

## Step 5: Services

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

\*Select your USPS Flat Rate Packaging 

Filter by

All

Priority Mail Express  
International® Flat Rate  
Envelope  
12-1/2" x 9-1/2"

Priority Mail Express  
International® Legal Flat Rate  
Envelope  
15" x 9-1/2"

Priority Mail Express  
International® Padded Flat  
Rate Envelope  
12-1/2" x 9-1/2"

b) **Filter By:** to more easily view all the available Service types, you can **Filter by Type** by selecting a filter from the dropdown.

## Step 5: Services

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

\*Select your USPS Flat Rate Packaging 

Filter by

All

Priority Mail Express  
International® Flat Rate  
Envelope  
12-1/2" x 9-1/2"

Priority Mail Express  
International® Legal Flat Rate  
Envelope  
15" x 9-1/2"

All  
Envelope  
Box  
Poly Bag  
Priority Mail  
Priority Mail Express  
USPS Connect

#### 4) Select Extra Service(s)

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

**Step 5: Services**

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



Priority Mail Express  
International® Legal Flat Rate  
Envelope  
15" x 9-1/2"

[Change Service Type](#)

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

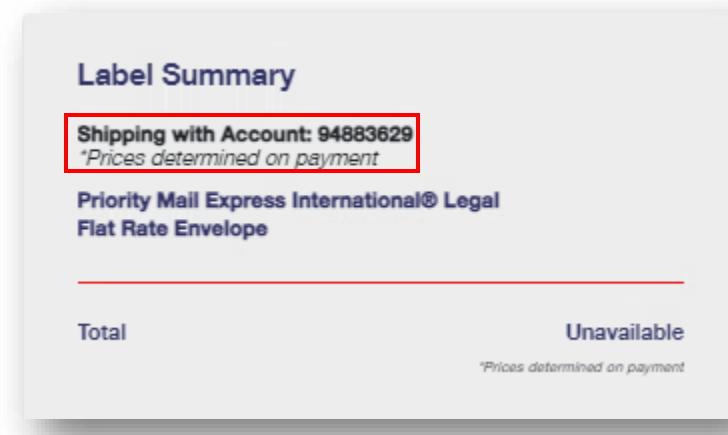
[Extra Services](#)

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

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

#### 6) Review Label Summary

- a) Refer to the **Label Summary** to get a summary of your label order. The Label Summary will be a grey box located at the top right of the page.
  - i. Note, you will be able to see the shippers account information.



## 7) Add Label to Cart or Save Label to Label Manager

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



(a)

(b)