



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

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

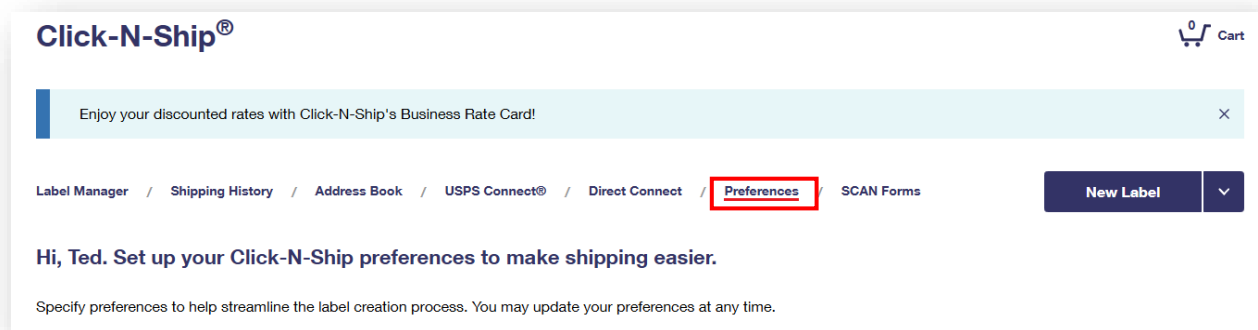
*\*Please note that this guide will be continuously updated.*

## Preferences 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](#).

Within **Preferences**, you can set up and modify the following preferences to help streamline your label creation experience:

- 1) Default Create a Label Experience
- 2) Sender Details
- 3) Shipment Notifications
- 4) Package Options
- 5) Default Filtering & Sorting
- 6) Favorite Service & Package Types
- 7) USPS Connect
- 8) Print Settings
- 9) Hide Postage on Labels



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

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

## Table of Contents

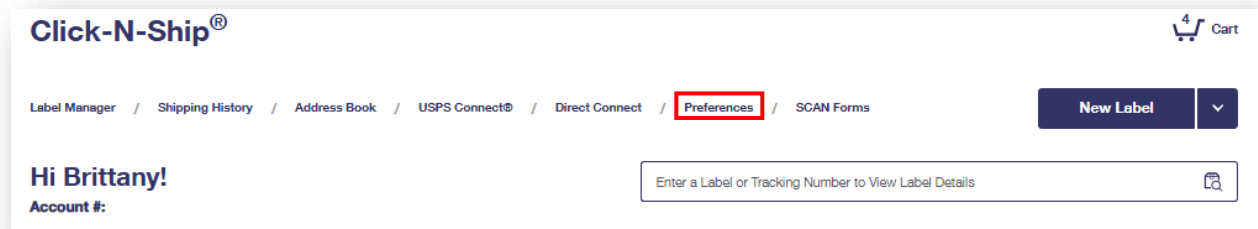
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# Preferences

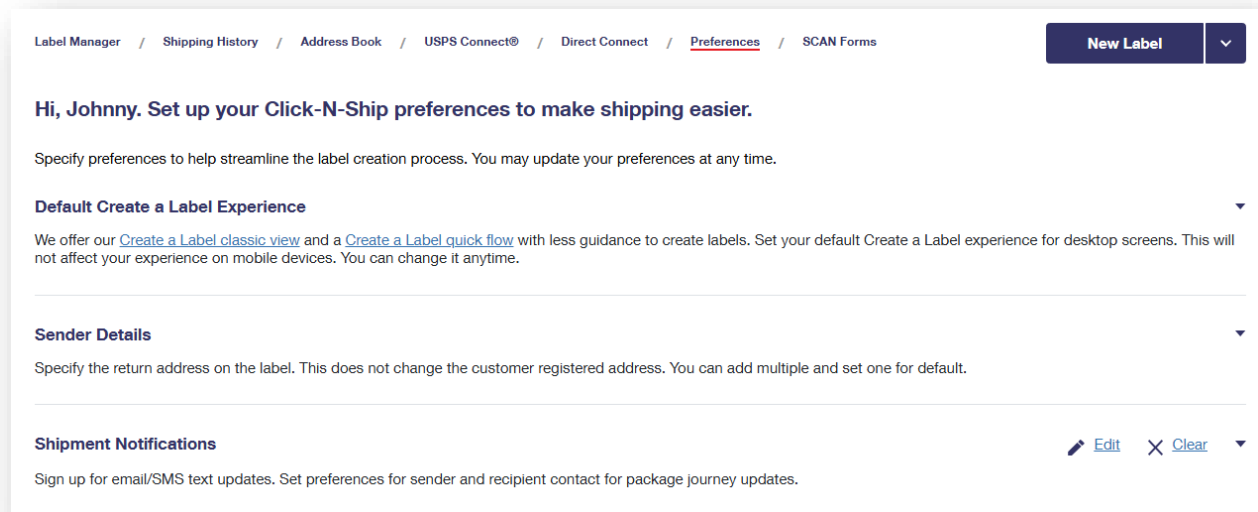
Within Preferences, you will be able to update your preferred settings when creating labels using the Click-N-Ship® application to maximize your user experience.

## 1) Navigate to Preferences

- a) Click on the **Preferences** tab located on the landing page.



- b) By default, the preferences will be in a *condensed view*. To view more details on a specific preference section, select the **toggle down arrow** on the right hand side of the preference.



## Default Create a Label Experience

We offer our [Create a Label classic view](#) and a [Create a Label quick flow](#) with less guidance to create labels. Set your default Create a Label experience for desktop screens. This will not affect your experience on mobile devices. You can change it anytime.

- a) Select the **toggle down arrow** to expand the Default Create a Label Experience preference section.

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

**New Label** ▼

Hi, Johnny. Set up your Click-N-Ship preferences to make shipping easier.

Specify preferences to help streamline the label creation process. You may update your preferences at any time.

**Default Create a Label Experience**

We offer our [Create a Label classic view](#) and a [Create a Label quick flow](#) with less guidance to create labels. Set your default Create a Label experience for desktop screens. This will not affect your experience on mobile devices. You can change it anytime.

**Sender Details**

Specify the return address on the label. This does not change the customer registered address. You can add multiple and set one for default.

**Shipment Notifications** [Edit](#) [Clear](#)

Sign up for email/SMS text updates. Set preferences for sender and recipient contact for package journey updates.

- b) Once the section is expanded, select a **Create a Label Experience** type (classic or quick flow) from the dropdown. Once a view is selected, it will automatically be saved.

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Default Create a Label Experience for Desktop

Quick-flow ▼

Classic View

Quick-flow

Specify the return address on the label. This does not change the customer registered address. You can add multiple and set one for default.

- c) To quickly create a label using either the *Classic* or *Quick Flow* label creation experience view, select either **hyperlink** from the preference section description, and you will be redirected to the Create a Single Label page to create a label using the selected view.

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

Hi, Johnny. Set up your Click-N-Ship preferences to make shipping easier.

Specify preferences to help streamline the label creation process. You may update your preferences at any time.

**Default Create a Label Experience**

We offer our [Create a Label classic view](#) and a [Create a Label quick flow](#) with less guidance to create labels. Set your default Create a Label experience for desktop screens. This will not affect your experience on mobile devices. You can change it anytime.

**Sender Details**

Specify the return address on the label. This does not change the customer registered address. You can add multiple and set one for default.

**Shipment Notifications** Edit Clear

Sign up for email/SMS text updates. Set preferences for sender and recipient contact for package journey updates.

## Sender Details

Specify a return address and alternate **ZIP Code™** for your labels. This does not change your customer registered address.

- Select the **toggle down arrow** to expand the sender details preferences section.

**Sender Details** ▲

Specify the return address on the label. This does not change the customer registered address. You can add multiple and set one for default.

**Return Address**

The return address is the address that will be printed on your shipping label. It is used for returns if the carrier cannot complete the delivery. The account address is the default return address to appear on labels until you specify another default return address.

Clark Kent  
300 BATMANT ST APT 200  
NEW IBERIA, LA, 70560

**Ship from Alternate ZIP Code™**

Set an alternate ZIP Code™ to appear when you're shipping from a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location you are shipping from.

**Set Alternate Shipping ZIP Code™**

ZIP Code™  
11111 Save

- Select a default return address by selecting an address from the **Return Address** dropdown.
  - To create a new sender address, select **Create a New Sender Address**.

#### Return Address

The return address is the address that will be printed on your shipping label. It is used for returns if the carrier cannot complete the delivery. The account address is the default return address to appear on labels until you specify another default return address.

Clark Kent

300 BATMANT ST APT 200  
NEW IBERIA, LA, 70560


JackiePRODsixteen Hoenisch (Chevy Cars)

300 BATMANT ST APT 200 ;  
ARLINGTON, VA, 22209


[Create a new Sender Address](#)

with a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location

- ii. Once selected, a **New Return Address** popup modal will be displayed. Enter the required sender details and select **Save**.



## New Return Address



### \*Sender Information

Please provide first and last name and/or company.

First Name

First Name is required

MI

Last Name

Last Name is required

Company

Company is required

Phone (optional)

\*Email

Email is required

### Sender Address

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

\*Street Address

Street Address is required

Apt/Suite

\*City

City is required

\*State

AL - Alabama

\*ZIP Code™

ZIP Code is required

☐ Save to Address Book

☒ Set as Default Return Address

Save

- c) Manually enter an **alternate ZIP Code™** if shipping from a ZIP Code™ that is different from your return address.
- d) Once finished, click on **Save** to save your updated preferences selections.



**Sender Details** ▲

Specify the return address on the label. This does not change the customer registered address. You can add multiple and set one for default.

---

**Return Address**

The return address is the address that will be printed on your shipping label. It is used for returns if the carrier cannot complete the delivery. The account address is the default return address to appear on labels until you specify another default return address.

**Clark Kent**  
 300 BATMANT ST APT 200  
 NEW IBERIA, LA, 70560

---

**Ship from Alternate ZIP Code™**

Set an alternate ZIP Code™ to appear when you're shipping from a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location you are shipping from.

**Set Alternate Shipping ZIP Code™**

ZIP Code™  
 11111

Save

( c )
( d )

## Shipment Notifications

Sign up for email / SMS updates. Set preferences for sender and recipients in regard to Package journey updates.

- a) Select the **toggle down arrow** to expand the shipment notifications preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.

Specify preferences to help streamline the label creation process. You may update your preferences at any time.

**Sender Details** ▼

Specify the return address on the label. This does not change the customer registered address. You can add multiple and set one for default.

---

**Shipment Notifications** 
[Edit](#) [Clear](#) ▲

Sign up for email/SMS text updates. Set preferences for sender and recipient contact for mailpiece journey updates.

- c) For Sender Tracking notifications – refer to the **My Shipment Notifications** section and enter your **Email** and **Phone Number**.
  - i. Then select the **I would like to get tracking and confirmation notifications via email and / or text message** checkbox.
  - ii. Lastly, select the checkbox for the **types of updates** that you would like to receive via email and / or text.

- d) For Set Recipient Tracking notifications – refer to the **Recipient Shipment Notifications** section and select the **types of updates** that you would like for the recipient to receive.
- e) Click **Save** to save the changes made to the Shipment Notifications preferences.

### Shipment Notifications

Sign up for email/SMS text updates. Set preferences for sender and recipient contact for mailpiece journey updates.

---

#### My Shipment Notifications

Email

Phone for SMS Text Messages

☒ I would like to get tracking and confirmation notifications via email and/or text message

#### Send me notifications for

Email	Text	
<input type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input type="checkbox"/>	<input type="checkbox"/>	Expected Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Day Of Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Pickup Availability
<input type="checkbox"/>	<input type="checkbox"/>	Delivery Exception
<input type="checkbox"/>	<input type="checkbox"/>	Package In Transit

#### Recipient Shipment Notifications

Select updates sent to recipient.

Email	Text	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expected Delivery
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Day Of Delivery
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pickup Availability
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delivery Exception
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Package In Transit

**Privacy Act Statement:**  
Your information will be used to provide customers with information about the status of mailings within the USPS network. For more information regarding our privacy policies visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy).

## Package Options

Set the Package option that you use the most as a default when you create labels.

- a) Select the **toggle down arrow** to expand the Package options preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.

### Package Options

Set the package option you use the most as a default when you create labels.

---

Preferred package type is not specified

- c) Select a **Package Type** Preference – *USPS® Flat Rate Packaging, Custom Packaging, or Letter & Large Envelope Packaging.*

**Package Options**

Set the package option you use the most as a default when you create labels.

USPS® Flat Rate Packaging

**Choose your Package Type**

☒ USPS® Flat Rate Packaging

☐ I am shipping a package

☐ I am shipping a letter or large envelope

**Save** **Cancel**

- d) **USPS Flat Rate Packaging:** if this option is selected, nothing else is required. Select **Save** to finalize this preference.
- e) **I am Shipping a Package:** if this option is selected, you will be required to enter the Package weight, dimensions, and girth (optional). Select **Save** to finalize this preference.

USPS® Flat Rate Packaging

**Choose your Package Type**

☐ USPS® Flat Rate Packaging

☒ I am shipping a package

☐ I am shipping a letter or large envelope

**\*What is the weight of your package?**

0 lbs 0 ozs

Enter the weight in pounds (whole numbers only, minimum 0).  
Please enter a valid weight in pounds.

Enter the weight in ounces (whole numbers from 0 to 15).  
Please enter a valid weight in ounces.

**\*What are the dimensions of your package?**

Length Width Height

0 in 0 in 0 in

☐ This package isn't a standard, rectangular box.

Do any of the below characteristics apply to your package? ⓘ

None

**Save** **Cancel**

- f) **I am Shipping a Letter or Large Envelope:** if this option is selected, you will be required to enter the Package weight, dimensions, thickness, and girth (optional). Select **Save** to finalize this preference.

USPS® Flat Rate Packaging

**Choose your Package Type**

☐ USPS® Flat Rate Packaging  
☐ I am shipping a package  
☒ I am shipping a letter or large envelope

**\*What is the weight of your package?** ⓘ

lbs ozs  
Enter the weight in pounds (whole numbers only, minimum 0). Please enter a valid weight in pounds.  
Enter the weight in ounces (whole numbers from 0 to 15). Please enter a valid weight in ounces.

**\*What are the dimensions of your package?** ⓘ

Length:  in  
 Height:  in  
 Thickness:  in

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

g) Click **Save** to save any changes and set your Package option preferences.

Label Manager / Shipping History / Address Book / **Success! Updated Package Options Preference**

**Hi, Frederick. Set up your Click-N-Ship preferences to make shipping easier.**

Specify preferences to help streamline the label creation process. You may update your preferences at any time.

**Default Create a Label Experience**

We offer our [Create a Label classic view](#) and a [Create a Label quick flow](#) with less guidance to create labels. Set your default Create a Label experience for desktop screens. This will not affect your experience on mobile devices. You can change it anytime.

## Default Filtering & Sorting

Set your default sort and filter criteria for Flat Rate and Custom packaging options to speed up your label creation.

- Select the **toggle down arrow** to expand the section.
- Click **Edit** and an expanded form will appear.

**Default Filtering & Sorting**

Set your default sort and filter criteria for Flat Rate and Custom packaging options to speed up your label creation.

Flat Rate Default Sort	Custom Packaging Default Sort
Price	Price
Flat Rate Default Filter	
All	

- c) Select a **Flat Rate Default Sort**.
- d) Select a **Custom Packaging Default Sort**.
- e) Select a **Flat Rate Default Filter** from the options available in the dropdown.
- f) To save your new preferences, select **Save**.

**Default Filtering & Sorting**

Set your default sort and filter criteria for Flat Rate and Custom packaging options to speed up your label creation.

**Flat Rate Default Sort**

Price Delivery Time

**Custom Packaging Default Sort**

Price Delivery Time

**Flat Rate Default Filter**

All

Save Cancel

## Favorites

Save favorite packaging options to create new labels more quickly.

- a) Select the **toggle down arrow** to expand the favorites preferences section.
- b) Click **Add Favorite** within the Favorites section and an expanded form will appear.

**Favorites**

Save favorite service and mailpiece types to create labels faster.

Favorite Name	Service Type	Mailpiece Type	Value	Weight
---------------	--------------	----------------	-------	--------

You do not currently have any Favorites. To add a new Favorite, click "Add Favorite" below.

+ Add Favorite

- c) **Name your Package** and select a **Service Type**.

**Add Favorite**

Save favorite packaging options to create new labels more quickly.

Name of Favorite  
ABCD

Service Type  
Select a service type

- Select a service type
- Priority Mail®
- Priority Mail® Express
- Priority Mail® Cubic
- USPS Ground Advantage®
- USPS Ground Advantage® Cubic
- Priority Mail® International
- Priority Mail® Express International
- First Class Package International Service
- First Class Mail
- Connect Local™
- Connect Local™ Mail

d) Select a **Package Type**.

- i. Note: First-Class Mail Services is now available within Favorites.

**Add Favorite**

Save favorite packaging options to create new labels more quickly.

Name of Favorite

Service Type  
First Class Mail

Package Type  
Select a package type

- Select a package type
- First-Class Mail Letters
- First-Class Mail Large Envelopes

Save Cancel

- e) Enter a **Package Value** (up to and including \$5,000.00) and depending on the Service and Package Type selected, you will be required to enter more details such as the **weight** and **dimensions** to proceed with saving it as a Favorite:

×

### Add Favorite

Save favorite packaging options to create new labels more quickly.

Name of Favorite

ABCD

Service Type

First Class Mail

Package Type

First-Class Mail Large Envelopes

\*Package Value (enter a value up to and including \$5,000)

\$0

\*Package Weight

0 lbs0 ozs

Enter the weight in pounds (whole numbers only, minimum 0).  
Please enter a valid weight in pounds.

Enter the weight in ounces (whole numbers from 0 to 15).  
Please enter a valid weight in ounces.

\*Package Dimensions

Package Length

0 in

Enter the package length in inches (required, whole number).  
Please enter a valid value for length. All two dimensions must be greater than 0.

Package Height

0 in

Enter the package height in inches (required, whole number).  
Please enter a valid value for height. All two dimensions must be greater than 0.

Thickness

Select in

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

- f) Once finished, click on **Save** to save your updated preferences selections. When creating a label, select “Start from Favorite” to generate a label based on your favorite preferences.

Favorites

Save favorite service and package types to create labels faster.

Favorite Name	Service Type	Package Type	Value	Weight	
ABCD	First-Class Mail®	Letter	\$0	4 lbs 6 ozs	<a href="#">Edit</a>   <a href="#">Remove</a>

[+ Add Favorite](#)

## USPS Connect

Set how far you are willing to travel to drop off USPS Connect® Package by setting your radius and location type map preferences.

- Select the **toggle down arrow** to expand the USPS Connect® preferences section.
- Select **Edit** on the top right of the section and an expanded form will appear.

**USPS Connect**

Set how far you are willing to travel to drop off USPS Connect® Mailpieces.

**USPS Connect® Radius Preference**  
20 mi

**Filter Map View by Location Type**  
USPS Connect® Local

**USPS Locations**

Map showing USPS locations across the United States, including cities like Vancouver, Seattle, San Francisco, Los Angeles, Denver, Chicago, St. Louis, Dallas, Houston, Atlanta, Washington, New York, Boston, and Miami.

- Select the **USPS Connect® Radius Preference dropdown** and selecting a radius from the options listed.



**USPS Connect**  
Set how far you are willing to travel to drop off USPS Connect® Mailpieces.

**USPS Connect Radius Preference**

Select Radius

- 1 Mile
- 5 Miles
- 10 Miles
- 20 Miles
- 30 Miles
- 50 Miles
- 100 Miles

**Filter Map View by Location Type**

USPS Connect Local

- d) To Filter the Map View by Location Type (USPS Connect® Local or USPS Connect® Regional), select the **Filter Map View by Location Type dropdown** and select your option.

**USPS Connect**  
Set how far you are willing to travel to drop off USPS Connect® Mailpieces.

**USPS Connect Radius Preference**

Select Radius

**Filter Map View by Location Type**

- USPS Connect Local
- USPS Connect Local**
- USPS Connect Regional

**Save** **Cancel**

**USPS Locations**

- e) Once finished, click on **Save** to save your updated preferences selections.


**USPS Connect**  
Set how far you are willing to travel to drop off USPS Connect® Mailpieces.

**USPS Connect Radius Preference**  
Select Radius ▼

**Filter Map View by Location Type**  
USPS Connect Local ▼

**Save** **Cancel**

**USPS Locations**






The map displays the contiguous United States with various USPS Connect locations marked by blue dots. A red pin is placed on the map, indicating a specific location near St. Louis. The map includes labels for major cities and states.

## Print Settings

Specify a preferred label printing format.

- Select the **toggle down arrow** to expand the print settings preferences section.
- Select **Edit** on the top right of the section and an expanded form will appear.

**Print Settings**  **Edit**  **Clear** 

Specify preferred label printing format.

---

**Print Preferences**  
No Label Printing Preferences are set

- Select the printing format for your labels by clicking on the dropdown button and choosing a default **Label Printing Format**.

**Print Settings**

Specify preferred label printing format.

---

**Print Preferences**

Select printing format for your labels.

Label Printing Format ⓘ

Standard (8.5 x 11) - With receipt, one label per page

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

Label Printer Compatible (4 x 5) 1 page sheet

Standard (8.5 x 11) - With receipt, one label per page

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

Print later at Post Office

Choose if you would like to hide the postage amount displayed on your Click-N-Ship labels.

- d) Once finished, click on **Save** to save your updated preferences selections.

**Print Settings**

Specify preferred label printing format.

---

**Print Preferences**

Select printing format for your labels.

Label Printing Format ⓘ

Standard (8.5 x 11) - With receipt, one label per page

Save

Cancel

Feedback

## Hide Postage on Label

Set a preference to hide the postage amounts displayed on your Click-N-Ship® labels. You can hide postage by Service Type, and you can choose specific addresses to hide postage from.

- a) Select the **toggle down arrow** to expand the hide postage on label preferences section.
- b) Select **Edit** on the top right of the section and an expanded form will appear.

**Hide Postage on Labels** Edit Clear

Choose if you would like to hide the postage amount displayed on your Click-N-Ship labels.

---

**Hide Postage Amount on Label by Service Types**

- Priority Mail Express®
- Priority Mail®
- Priority Mail® Cubic
- USPS Connect® Local
- USPS Connect® Local Mail
- USPS Connect® Regional
- USPS Ground Advantage™
- USPS Ground Advantage™ Cubic

**Hide Postage Amount on Label for Selected Addresses**

Addresses to hide postage are not set

- c) **Hide postage preferences by service type** by choosing the mail classes you wish to hide postage displayed on your labels for.
  - i. **Note:** this preference will apply to all labels created via Single Label Creation and File Upload (Import Labels).
- d) **Hide postage preferences by address** by using the Address Book to add labels to the list below that you wish to hide postage displayed on your labels for:
- e) Click **Save** to save any changes and set your suppressed postage preferences.

**Hide Postage on Labels**

Choose if you would like to hide the postage amount displayed on your Click-N-Ship labels.

---

You can hide postage by Service Type and you can choose specific addresses to hide postage from.

**Hide Postage Preferences by Service Type**

Choose the mail classes you wish to hide postage displayed on your labels for:

- ☒ USPS Connect® Local
- ☒ USPS Connect® Local Mail
- ☒ USPS Connect® Regional
- ☒ USPS Ground Advantage™
- ☒ USPS Ground Advantage™ Cubic
- ☒ Priority Mail®
- ☒ Priority Mail® Cubic
- ☒ Priority Mail Express®

**Save** **Cancel**

**Hide Postage Preferences by Address**

Use the Address Book to add labels to the list below that you wish to hide postage displayed on your labels for:

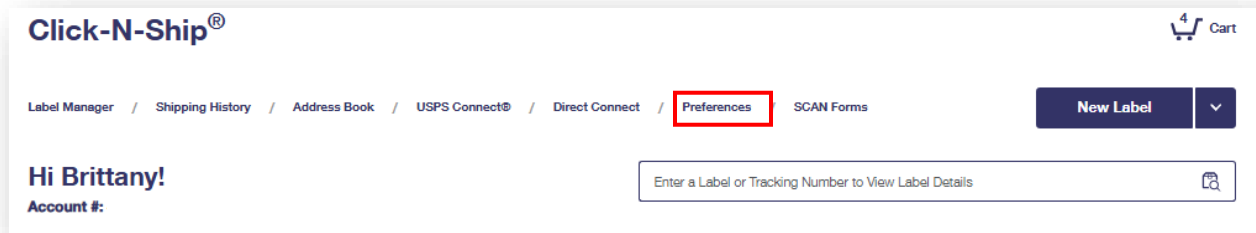
**Add From Address Book**

## Preferences for Business Accounts

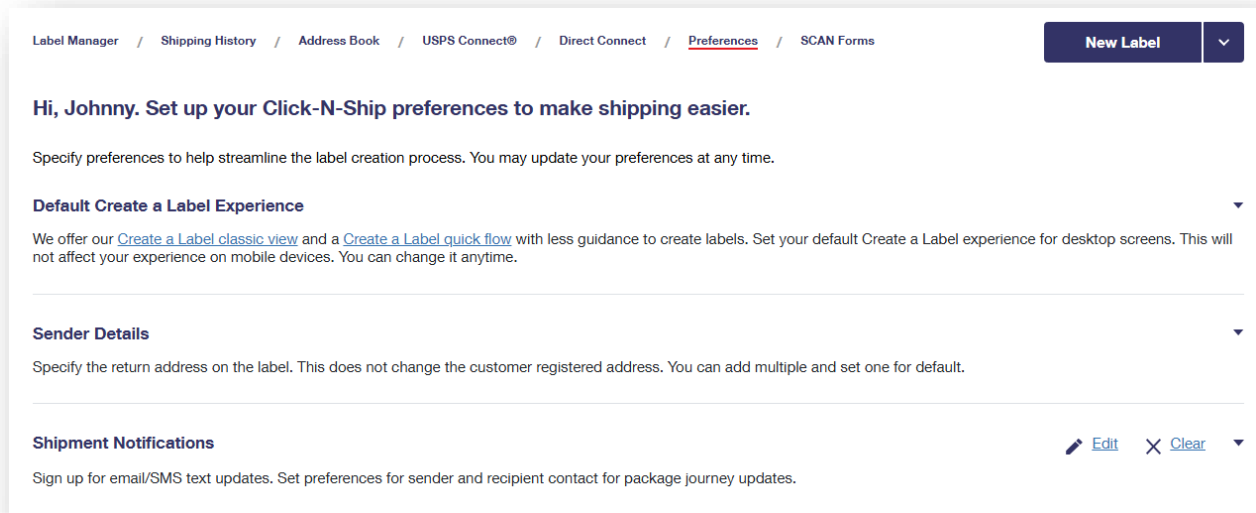
*Within Preferences for Business Accounts, you will be able to update your preferred settings when creating labels using the Click-N-Ship® application to maximize your user experience.*

### 1) Navigate to Preferences

- a) Click on the **Preferences** tab located on the landing page.



- b) By default, the preferences will be in a *condensed view*. To view more details on a specific preference section, select the **toggle down arrow** on the right-hand side of the preference.



## Purchase Labels on Another Account

Set a preference to utilize an Enterprise Payment System (EPS) billing account of another user to create, purchase, and ship label(s) on their behalf.

- a) Click **Edit** under Purchase Labels on Another Account. An expanded form will appear.

## Hi, Ted. Set up your Click-N-Ship preferences to make shipping easier.

Specify preferences to help streamline the label creation process. You may update your preferences at any time.

### Purchase Labels on Another Account

 [Edit](#)  [Clear](#)

Shipping on behalf of someone else? Selecting a payer account allows you to use their Enterprise Payment System (EPS) billing account. Any additional benefits you have will not be reflected while using a payer account.

### Billing Account

An alternate Payer preference is not set.

- b) To choose an EPS Billing Account of another user, select an account from the dropdown and select **Save Account**.
  - 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) To switch back to using your personal EPS Billing Account, select **Switch To My Account**.

### Purchase Labels on Another Account

Shipping on behalf of someone else? Selecting a payer account allows you to use their Enterprise Payment System (EPS) billing account. Any additional benefits you have will not be reflected while using a payer account.

### Billing Account

Select Account

95160497 1000013124 ▾

**Save Account**

**Switch To My Account**

Cancel

( b )

( c )

## Address Book Contact Sharing

Set a preference for sharing contacts with your company.

- a) Select the **Address Book Contact Sharing** toggle down to expand the preference. Once expanded, select the **Always Share New Contacts** toggle to **ON** to activate the preference.
  - i. **Note:** You can default to always share new contacts to save some time. When this toggle is on, 'Share with Company' will be default when creating a new contact.

### Address Book Contact Sharing

Set your preferences for sharing contacts with your company

**Always share new contacts** ☒ On

You can default to always share new contacts to save some time. When this toggle is on, 'Share with Company' will be default when creating a new contact.