



United States Postal Service

Click-N-Ship®: **SCAN Forms**

User Guide

Last Updated – January 20th, 2026

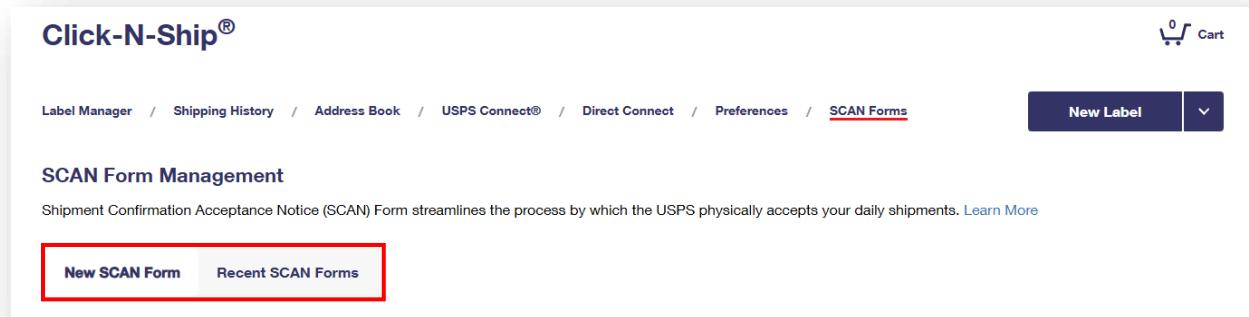
**Please note that this guide will be continuously updated.*

SCAN Forms Overview

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

The **SCAN Forms** page is split up into two main sections:

- 1) **New SCAN Form:** create and manage new Shipment Confirmation Acceptance Notice (SCAN) Forms.
- 2) **Recent SCAN Forms:** view, print, and reprint recently created Shipment Confirmation Acceptance Notice (SCAN) Forms.



This user guide will cover all the functionalities and features available within the Click-N-Ship® **SCAN Forms** tab 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

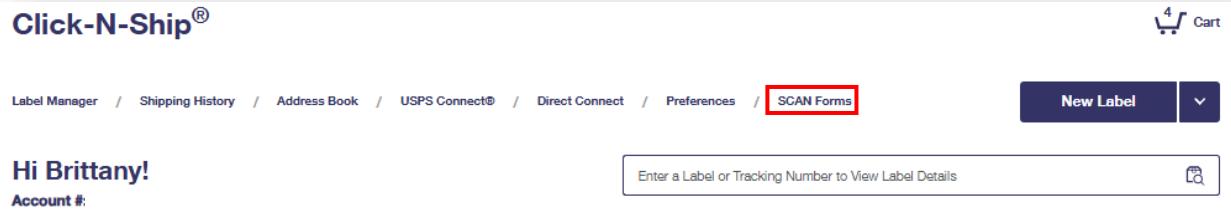
SCAN Forms Overview.....	2
SCAN Form Management.....	4
All Actions within New SCAN Form Tab	5
• Creating a New SCAN Form	5
All Actions within Recent SCAN Forms Tab.....	8
• Printing / Reprinting a SCAN Form	8

SCAN Form Management

Within the SCAN Forms tab, you will be able to create, manage, print, and reprint Shipment Confirmation Acceptance Notice (SCAN) Forms which streamlines the process by which the USPS physically accepts your daily shipments.

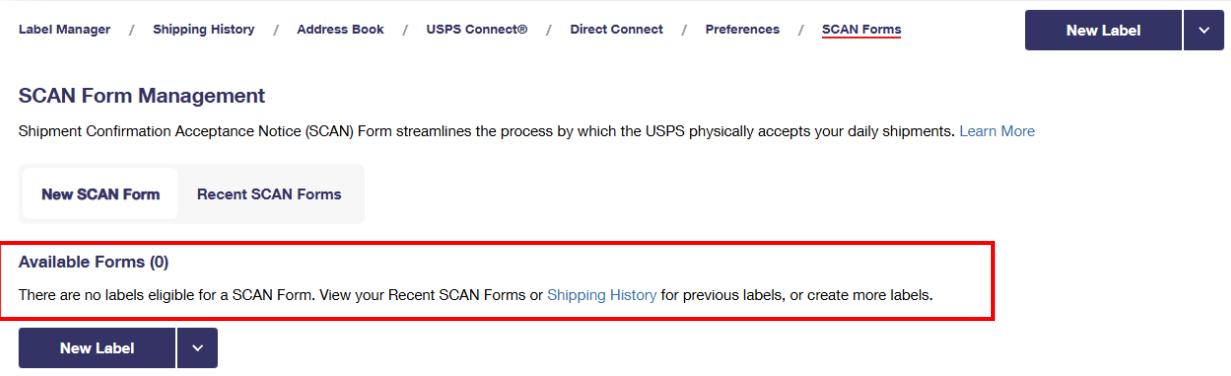
1) Navigate to SCAN Forms

- Click on the **SCAN Forms** tab 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. The SCAN Forms link is highlighted with a red box. To the right of the navigation bar is a shopping cart icon showing '4' items and a 'Cart' link. Below the navigation bar, the page displays 'Hi Brittany!' and 'Account #:'. On the right side, there is a search bar with the placeholder 'Enter a Label or Tracking Number to View Label Details' and a magnifying glass icon. At the bottom right of the page is a 'New Label' button.

- Once the SCAN Form Management page, if no labels are eligible for a SCAN Form, the **New SCAN Form** tab will be empty, and this message will be displayed.



The screenshot shows the SCAN Form Management 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. The SCAN Forms link is underlined. To the right of the navigation bar is a 'New Label' button. Below the navigation bar, the page displays 'SCAN Form Management' and a subtext: 'Shipment Confirmation Acceptance Notice (SCAN) Form streamlines the process by which the USPS physically accepts your daily shipments. [Learn More](#)'. Below this, there are two buttons: 'New SCAN Form' and 'Recent SCAN Forms'. A red box highlights a section titled 'Available Forms (0)' with the message: 'There are no labels eligible for a SCAN Form. View your Recent SCAN Forms or [Shipping History](#) for previous labels, or create more labels.' At the bottom right of the page is a 'New Label' button.

All Actions within New SCAN Form Tab

Creating a New SCAN Form

To begin creating a New SCAN Form, you must have eligible labels for a SCAN Form. View your Recent SCAN Forms or [Shipping History](#) for previous labels or create more labels. Once you have eligible labels available for a SCAN Form, they will be displayed in the **New SCAN Form** tab.

- a) To begin creating a new SCAN Form, select the **New SCAN Form** tab from the SCAN Form Management page.
- b) Then, refer to the **Labels Available to Add to SCAN Form** section and select **Add** or **Add All**.

SCAN Form Management

Shipment Confirmation Acceptance Notice (SCAN) Form streamlines the process by which the USPS physically accepts your daily shipments. [Learn More](#)

(a)

New SCAN Form **Recent SCAN Forms**

Available Forms (1)

You have 1 available SCAN Form. A different SCAN Form will be created for each ship from ZIP Code™ for each Ship Date. Use the drop-downs to view labels eligible for each SCAN Form.

Ship From ZIP Code™

75201

You have 1 labels eligible to be added to this SCAN Form. You have until 11:59 PM Central Time of the Ship Date to create your SCAN Form.

*I certify that every label listed under 'Labels Included on SCAN Form' will be shipped with this SCAN Form. I understand that those labels will be ineligible for refund requests if not shipped with this SCAN Form and that no changes can be made to the SCAN Form after printing.

Create SCAN Form

Ship Date: 01/27/2025

Labels Included on SCAN Form (0)			Labels Total: \$2.95
Recipient	Service and Package	Label Cost	Remove All
No labels on SCAN Form			

Labels Available to Add to SCAN Form (1)			Not Included on SCAN Form
Recipient	Service and Package	Label Cost	Add All
JANE DOE 300 BATMANT ST APT 200 DALLAS, TX, 75202-3716	USPS Connect® Local Mail Custom Packaging	\$2.95	Add

(b)

- c) Once the label is added to a new SCAN Form, the recently added label will be listed in the **Labels Included on SCAN Form** section.
 - i. Note, a different SCAN Form will be created for each ship from ZIP Code™ for each Ship Date. You can utilize the drop-downs to view labels eligible for each SCAN Form.

New SCAN Form **Recent SCAN Forms**

Available Forms (1)

You have 1 available SCAN Form. A different SCAN Form will be created for each ship from ZIP Code™ for each Ship Date. Use the drop-downs to view labels eligible for each SCAN Form.

Ship From ZIP Code™

75201

(i) You have 1 labels eligible to be added to this SCAN Form. You have until 11:59 PM Central Time of the Ship Date to create your SCAN Form.

I certify that every label listed under 'Labels Included on SCAN Form' will be shipped with this SCAN Form. I understand that those labels will be ineligible for refund requests if not shipped with this SCAN Form and that no changes can be made to the SCAN Form after printing.

Create SCAN Form

Ship Date: 01/27/2025

Labels Included on SCAN Form (1)		Labels Total: \$2.95	
Recipient	Service and Package	Label Cost	Remove All
JANE DOE 1000 COMMERCE ST DALLAS, TX, 75202-3716	USPS Connect® Local Mail Custom Packaging	\$2.95	Remove

Labels Available to Add to SCAN Form (0)				Not Included on SCAN Form
Recipient	Service and Package	Label Cost	Add All	
No labels available				

(c)

- d) To proceed with creating your new SCAN Form, you will be **required** to select the **checkbox** indicating that “SCAN Form labels are nonrefundable if they are not shipped with the SCAN form and that no changes can be made to the SCAN Form after printing”.
- e) Once selected, select the **Create SCAN Form** button.

New SCAN Form **Recent SCAN Forms**

Available Forms (1)

You have 1 available SCAN Form. A different SCAN Form will be created for each ship from ZIP Code™ for each Ship Date. Use the drop-downs to view labels eligible for each SCAN Form.

Ship From ZIP Code™

75201

(d) You have 1 labels eligible to be added to this SCAN Form. You have until 11:59 PM Central Time of the Ship Date to create your SCAN Form.

I certify that every label listed under 'Labels Included on SCAN Form' will be shipped with this SCAN Form. I understand that those labels will be ineligible for refund requests if not shipped with this SCAN Form and that no changes can be made to the SCAN Form after printing.

Create SCAN Form

(e)

- f) The new SCAN Form will then be downloaded as a PDF, and you will see the following **SCAN Form Confirmation** popup modal.

SCAN Form Management

Shipment Confirmation Acceptance Notice (SCAN) Form streamlines the process by which the USPS physically accepts your daily shipments. [Learn More](#)

New SCAN Form Recent S

Available Forms (0)

There are no labels eligible for a SCA

New Label

SCAN Form Confirmation

SCAN Form #: **9475030109355200799507**

1 label included:
9482930109355000116866

Thank you for choosing the United States Postal Service®.

- Please bring the Shipment Formation Acceptance Notice (SCAN) Form with you to the Post Office or prominently display it with your package(s) for your carrier.
- Once the carrier has scanned the SCAN Form, it will be left for you to keep.
- Only one SCAN Form per day can be used for Package Pickup. All others from the same day will need to be taken with packages to the Post Office.
- Use your individual label numbers to track your packages via Track & Confirm on USPS.com.

HELPFUL LINKS

Contact Us
Site Index
FAQs
Feedback
USPS JOBS
Careers

USPS Service Updates
Forms & Publications
Government Services

Inspector General
Postal Explorer
National Postal Museum
Resources for Developers
PostalPro

FOIA

No FEAR Act/EEO Contacts
Fair Chance Act
Accessibility Statement

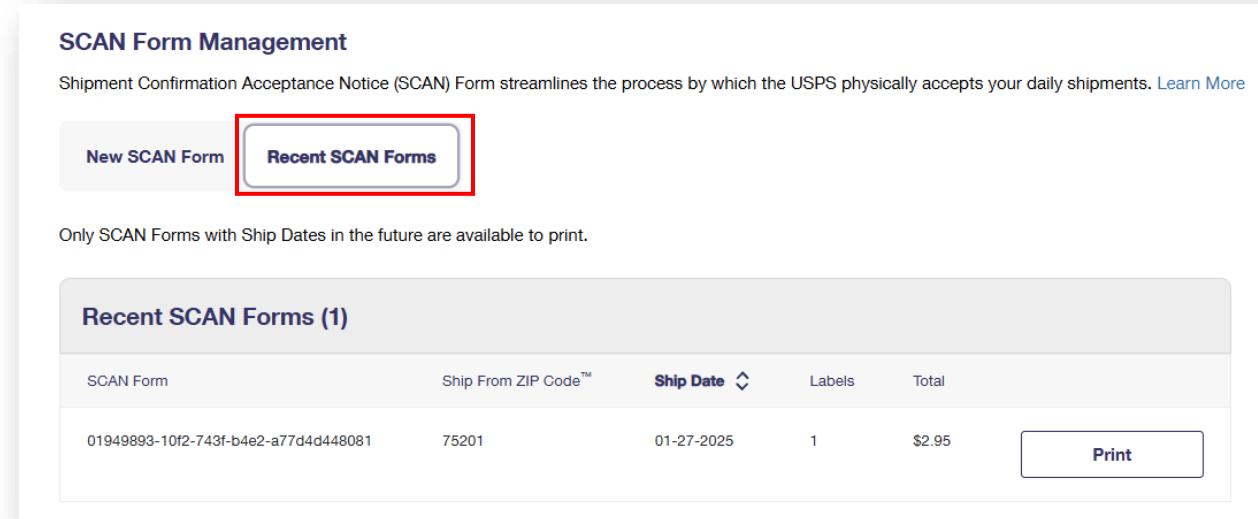
USPS.COM

All Actions within Recent SCAN Forms Tab

Printing / Reprinting a SCAN Form

Within the **Recent SCAN Forms** tab, you will be able view and reprint any of the previously created SCAN Forms (if eligible). Note, SCAN Forms created before 1/19/2025. Only new SCAN Forms created **after 1/19/2025** will be able to be viewed and reprinted.

- a) To begin select the **Recent SCAN Forms** tab from the SCAN Form Management page.



The screenshot shows the 'SCAN Form Management' page. At the top, there is a sub-header: 'Shipment Confirmation Acceptance Notice (SCAN) Form streamlines the process by which the USPS physically accepts your daily shipments. [Learn More](#)'. Below this, there are two tabs: 'New SCAN Form' and 'Recent SCAN Forms', with 'Recent SCAN Forms' being the active tab and highlighted with a red box. A note below the tabs states: 'Only SCAN Forms with Ship Dates in the future are available to print.' The main content area is titled 'Recent SCAN Forms (1)' and displays a table with one row of data. The table columns are: 'SCAN Form', 'Ship From ZIP Code™', 'Ship Date', 'Labels', and 'Total'. The data row shows: '01949893-10f2-743f-b4e2-a77d4d448081', '75201', '01-27-2025', '1', and '\$2.95'. To the right of the table is a 'Print' button, which is also highlighted with a red box.

SCAN Form	Ship From ZIP Code™	Ship Date	Labels	Total
01949893-10f2-743f-b4e2-a77d4d448081	75201	01-27-2025	1	\$2.95

- b) To reprint a previously created SCAN Form, select the **Print** button and the SCAN Form will then be downloaded as a PDF.
 - i. *Note, only SCAN Forms with Ship Dates in the future are available to print (until 11:59 Central Standard Time of the SCAN Forms Ship Date).*

SCAN Form Management

Shipment Confirmation Acceptance Notice (SCAN) Form streamlines the process by which the USPS physically accepts your daily shipments. [Learn More](#)

[New SCAN Form](#)

[Recent SCAN Forms](#)

Only SCAN Forms with Ship Dates in the future are available to print.

Recent SCAN Forms (1)

SCAN Form	Ship From ZIP Code™	Ship Date	Labels	Total	
01949893-10f2-743f-b4e2-a77d4d448081	75201	01-27-2025	1	\$2.95	Print