



United States Postal Service

Click-N-Ship®: Shipping History

User Guide

Last Updated – January 20th, 2026

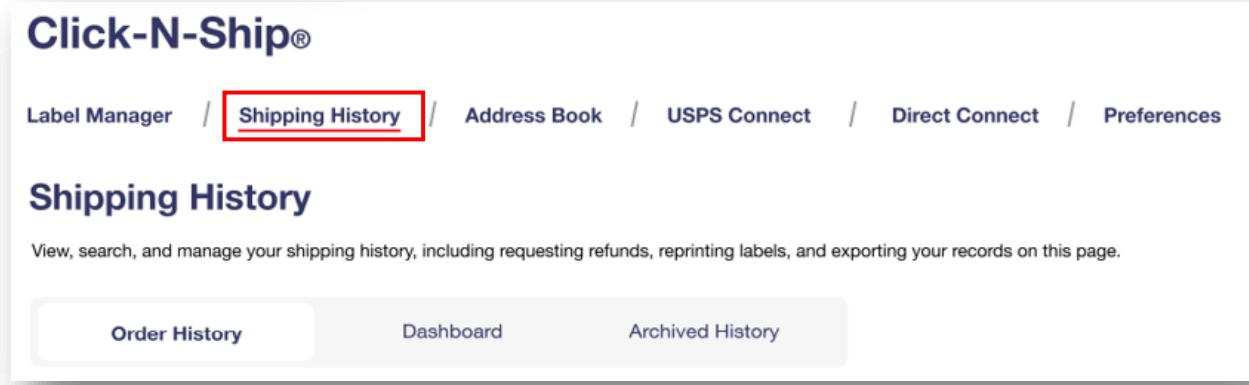
**Please note that this guide will be continuously updated.*

Shipping History 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 **Shipping History** is split up into three main sections. Within these sections you can view, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records:

- 1) The Click-N-Ship® **Order History**
- 2) The Click-N-Ship® **Dashboard**
- 3) The Click-N-Ship® **Archived History**



The screenshot shows the Click-N-Ship® application interface. At the top, there is a navigation bar with the following items: Label Manager, Shipping History (which is highlighted with a red box), Address Book, USPS Connect, Direct Connect, and Preferences. Below the navigation bar, the title "Shipping History" is displayed in a large, bold, dark blue font. Underneath the title, a sub-header reads: "View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page." At the bottom of the screenshot, there is a horizontal navigation bar with three items: Order History (which is highlighted with a white box), Dashboard, and Archived History.

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

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

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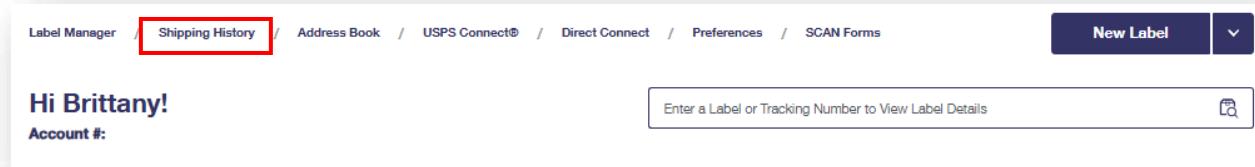
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Click-N-Ship Order History

Within the Click-N-Ship® Order History, you will be able to view all the previous Orders, Labels, and Transactions that you have made using the Click-N-Ship® application.

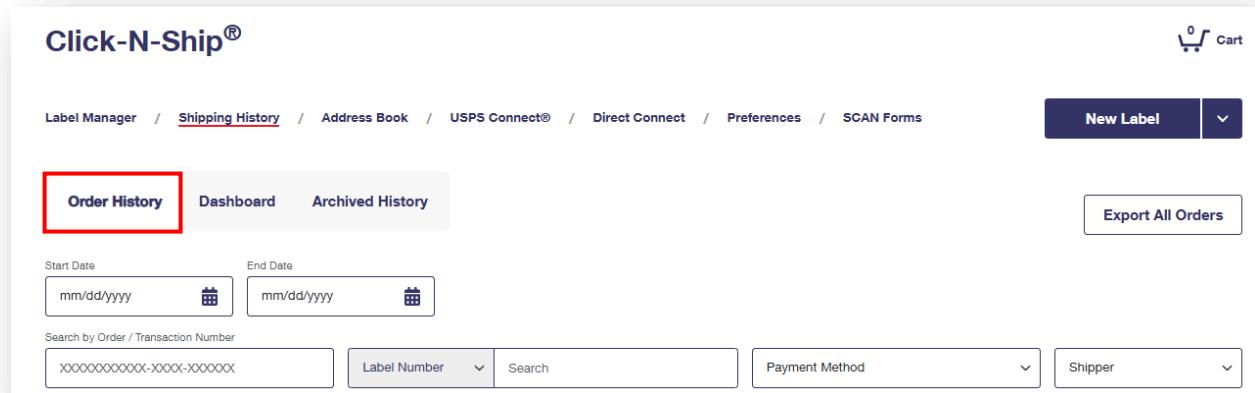
1) Access the Click-N-Ship® Order History

- Click on **Shipping History** tab in the navigation menu.



The screenshot shows the Click-N-Ship application interface. At the top, there is a navigation bar with links: Label Manager, Shipping History (which is highlighted with a red box), Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. To the right of the navigation bar is a dark blue button labeled "New Label" and a dropdown menu icon. Below the navigation bar, the greeting "Hi Brittany!" and the account number "Account #: 123456789" are displayed. A search bar with the placeholder "Enter a Label or Tracking Number to View Label Details" and a magnifying glass icon is also present. The main content area is blurred.

- By default, you will be in the **Order History** view.



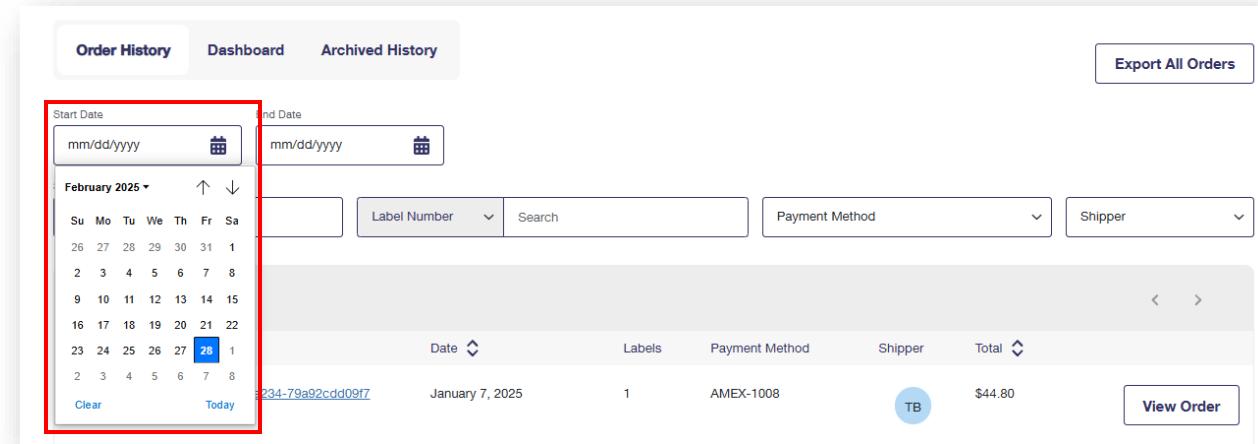
The screenshot shows the Click-N-Ship application interface. At the top, there is a navigation bar with links: Label Manager, Shipping History (which is highlighted with a red box), Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. To the right of the navigation bar is a dark blue button labeled "New Label" and a dropdown menu icon. Below the navigation bar, there are three tabs: "Order History" (which is highlighted with a red box), "Dashboard", and "Archived History". To the right of the tabs is a "Export All Orders" button. Below the tabs are two date input fields for "Start Date" and "End Date", each with a calendar icon. Below the date fields is a search bar with the placeholder "Search by Order / Transaction Number" containing the text "XXXXXXXXXXXX-XXXX-XXXXXX". To the right of the search bar are dropdown menus for "Label Number", "Search", "Payment Method", and "Shipper". The main content area is blurred.

Searching for Orders within Order History

Within the Order History, you'll be able to filter the search for your purchased orders by different filters.

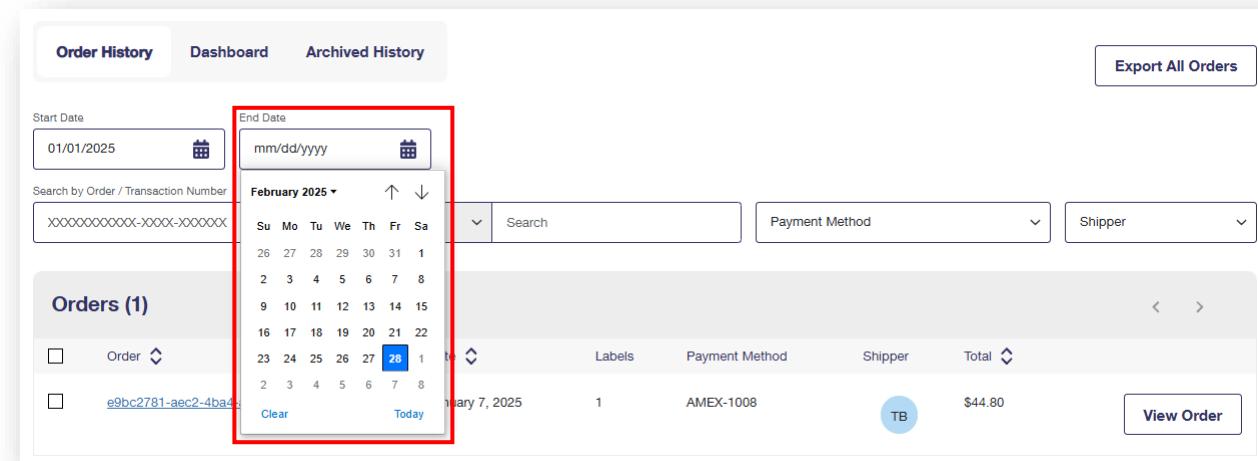
Search by Date Range

- Select the **Calendar** icon from the **Start Date** section and select a date.



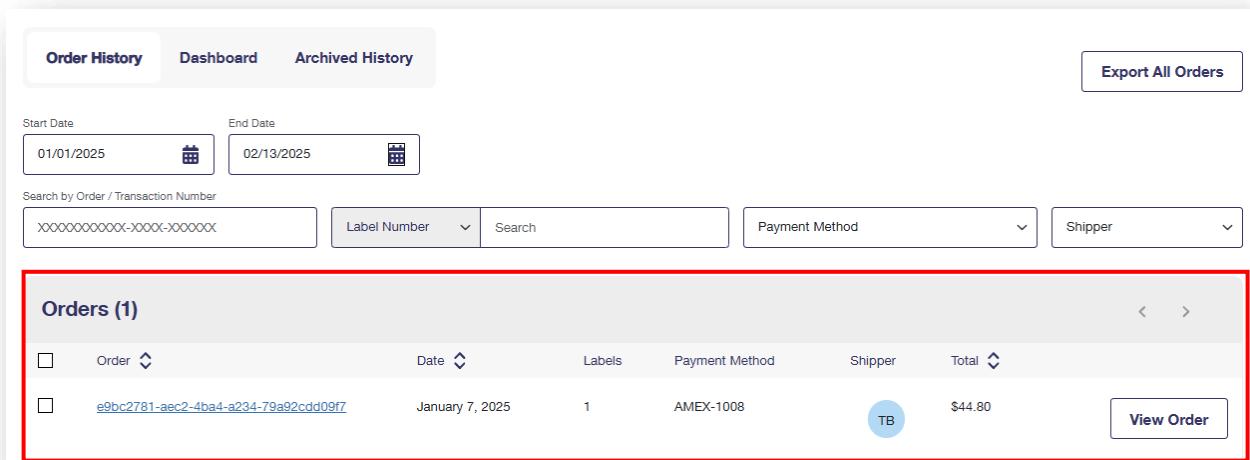
The screenshot shows the 'Order History' tab selected. The 'Start Date' field is highlighted with a red box, showing 'February 2025' with a calendar icon. The calendar is open, displaying the month of February 2025. The date '28' is selected and highlighted with a blue box. The 'End Date' field is empty. Below the calendar, the search results table shows one order: tracking number 234-79a92cdd09f7, date January 7, 2025, 1 label, AMEX-1008 payment method, and total \$44.80. A 'View Order' button is visible.

- Select the **Calendar** icon from the **End Date** section and select a date.



The screenshot shows the 'Order History' tab selected. The 'End Date' field is highlighted with a red box, showing 'February 2025' with a calendar icon. The calendar is open, displaying the month of February 2025. The date '28' is selected and highlighted with a blue box. The 'Start Date' field is populated with '01/01/2025'. The search results table shows one order: tracking number e9bc2781-aec2-4ba4, date January 7, 2025, 1 label, AMEX-1008 payment method, and total \$44.80. A 'View Order' button is visible.

- Once the Start and End Date are selected, the associated order(s) will automatically be displayed in the **Orders Table**.



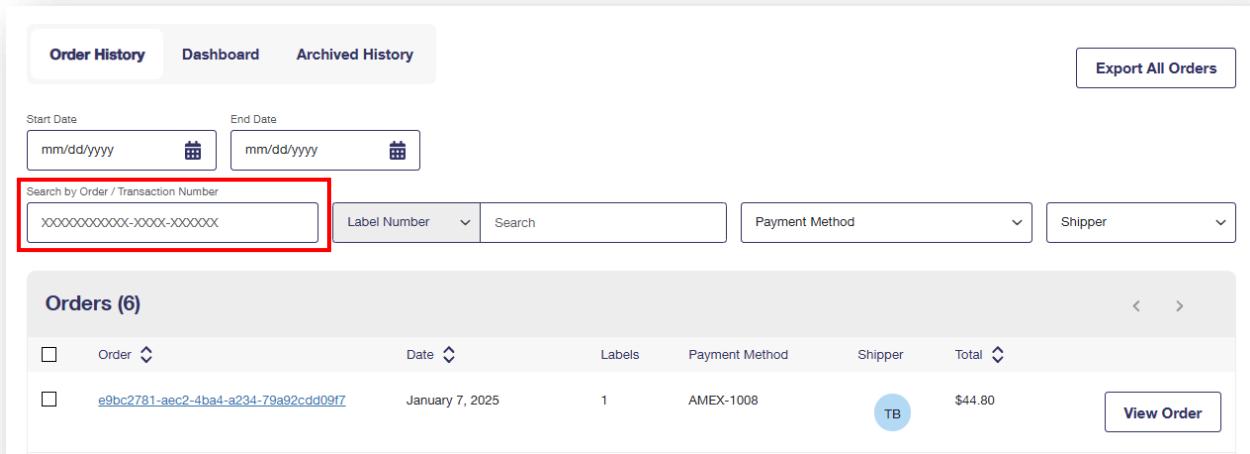
The screenshot shows the 'Order History' tab selected in the top navigation bar. The search bar contains the order number 'X0000000000X-XXXX-XXXXXX'. The table below shows one order entry:

Order	Date	Labels	Payment Method	Shipper	Total
e9bc2781-aec2-4ba4-a234-79a92cdd09f7	January 7, 2025	1	AMEX-1008	TB	\$44.80

A red box highlights the entire table area.

Search by Order / Transaction Number

a) Enter the Order or Transaction Number in the **Search by Order / Transaction Number** textbox (please do not include any dashes or special symbols in the text box, otherwise the order will not populate as needed).



The screenshot shows the 'Order History' tab selected. The search bar contains the order number 'X0000000000X-XXXX-XXXXXX', which is highlighted with a red box. The table below shows multiple order entries:

Order	Date	Labels	Payment Method	Shipper	Total
e9bc2781-aec2-4ba4-a234-79a92cdd09f7	January 7, 2025	1	AMEX-1008	TB	\$44.80

b) Once the Order or Transaction Number is entered, the associated order will automatically be displayed in the Order Table.

Order History
Dashboard
Archived History
Export All Orders

Start Date
End Date

CALENDAR

CALENDAR

Search by Order / Transaction Number
Label Number
Search
Payment Method
Shipper

85538814226d4cb1ba860c35fb83994b
Label Number
Search
Payment Method
Shipper

Orders (1)

Order	Date	Labels	Payment Method	Shipper	Total
<input type="checkbox"/> 85538814-226d-4cb1-ba86-0c35fb83994b	November 14, 2024	1	DISCOVER-5067	TB	\$5.98

View Order

Search by Label Number

a) Click on the action dropdown and select **Label Number**. Once selected, enter the 22-digit Label Number associated with a specific order in the **Search** textbox.

Order History
Dashboard
Archived History
Export All Orders

Start Date
End Date

CALENDAR

CALENDAR

Search by Order / Transaction Number
Label Number
Search
Payment Method
Shipper

XXXXXXXXXXXX-XXXX-XXXXXX
Label Number
Search
Payment Method
Shipper

Orders (6)

Order	Date	Labels	Payment Method	Shipper	Total
<input type="checkbox"/> e9bc2781-aec2-4ba4-a234-79a92cdd09	November 14, 2024	1	AMEX-1008	TB	\$44.80

View Order

b) Once the **Label Number** is entered, the associated order(s) will automatically be displayed.

The screenshot shows the 'Order History' tab selected in the top navigation bar. Below the navigation are date filters for 'Start Date' and 'End Date', and a search bar for 'Search by Order / Transaction Number' containing 'XXXXXX-XXXX-XXXX-XXXX'. To the right of the search bar are dropdowns for 'Label Number', 'Payment Method', and 'Shipper'. A red box highlights the 'Orders (1)' section, which contains a table with one row. The table columns are: Order (checkbox), Date (November 14, 2024), Labels (1), Payment Method (DISCOVER-5067), Shipper (TB), and Total (\$5.98). A 'View Order' button is at the bottom right of the table.

Order	Date	Labels	Payment Method	Shipper	Total
5d5a721e-9c23-4c8f-afb7-fe17f3262dec	November 14, 2024	1	DISCOVER-5067	TB	\$5.98

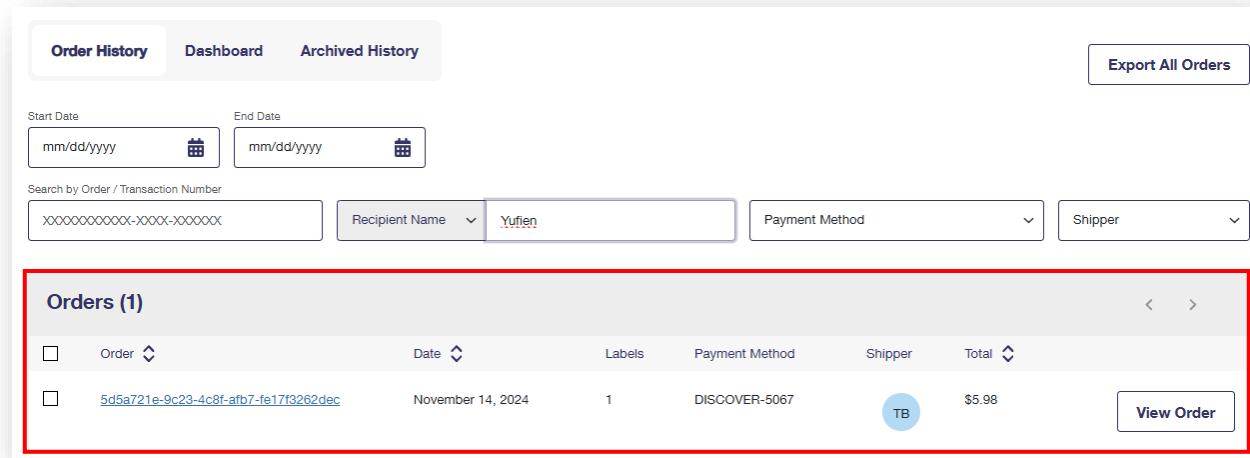
Search by Recipient Name

a) Click on the action dropdown and select **Recipient Name**. Once selected, enter the Recipient Name associated with a specific order in the **Search** textbox.

The screenshot shows the 'Order History' tab selected. The search bar contains 'XXXXXX-XXXX-XXXX-XXXX'. The dropdown menu for 'Recipient Name' is open, with 'Yufien' selected. The 'Recipient Name' dropdown is highlighted with a red box. The 'Orders (1)' section shows a single order row with the same details as the first screenshot, including the 'Recipient Name' 'Yufien'.

Order	Date	Labels	Payment Method	Shipper	Total
5d5a721e-9c23-4c8f-afb7-fe17f3262dec	November 14, 2024	1	DISCOVER-5067	TB	\$5.98

b) Once the **Recipient Name** is entered, the associated order(s) will automatically be displayed.



Order History Dashboard Archived History Export All Orders

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

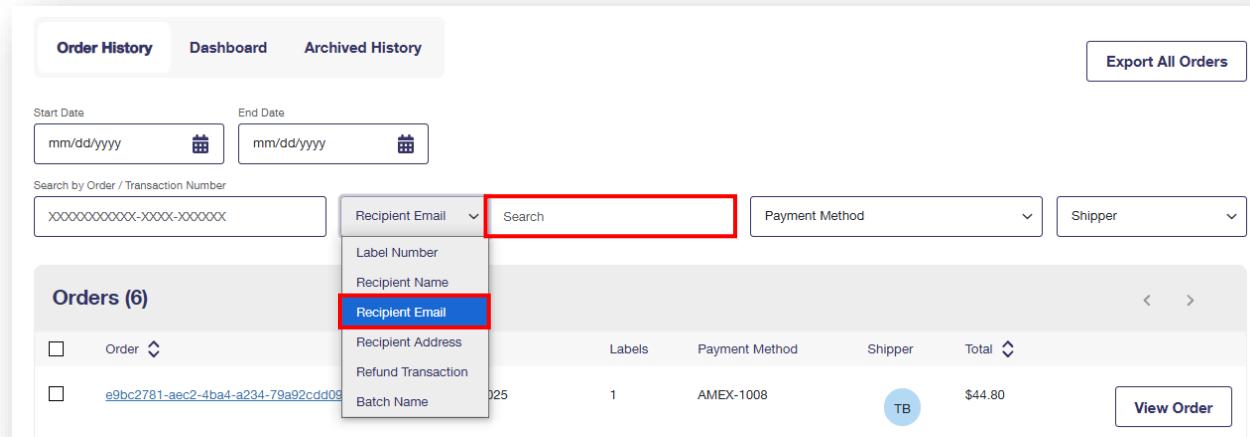
Search by Order / Transaction Number: X0000000000-XXXX-XXXXXX Recipient Name: Yufien Payment Method: Shipper:

Orders (1)

Order	Date	Labels	Payment Method	Shipper	Total	View Order
5d5a721e-9c23-4c8f-afb7-fe17f3262dec	November 14, 2024	1	DISCOVER-5067	TB	\$5.98	View Order

Search by Recipient Email

a) Click on the action dropdown and select **Recipient Email**. Once selected, enter the Recipient Email associated with a specific order in the **Search** textbox.



Order History Dashboard Archived History Export All Orders

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Search by Order / Transaction Number: X0000000000-XXXX-XXXXXX Recipient Email: Payment Method: Shipper:

Orders (6)

Order	Recipient Address	Labels	Payment Method	Shipper	Total	View Order
e9bc2781-aec2-4ba4-a234-79a92cdd09	Refund Transaction	1	AMEX-1008	TB	\$44.80	View Order

b) Once the **Recipient Email** is entered, the associated order(s) will automatically be displayed.

Order History Dashboard Archived History Export All Orders

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Search by Order / Transaction Number: XXXXXXXXXX-XXXX-XXXXXX

Recipient Email: Search Payment Method: Shipper: Total: View Order

Orders (6)

Order	Date	Labels	Payment Method	Shipper	Total
e9bc2781-aec2-4ba4-a234-79a92cdd09f7	January 7, 2025	1	AMEX-1008	TB	\$44.80

Search by Recipient Address

a) Click on the action dropdown and select **Recipient Address**. Once selected, enter the Recipient Address associated with a specific order in the **Search** textbox.

Order History Dashboard Archived History Export All Orders

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Search by Order / Transaction Number: XXXXXXXXXX-XXXX-XXXXXX

Recipient Address: Search Payment Method: Shipper:

Orders (6)

Order	Recipient Address	Date	Labels	Payment Method	Shipper	Total
e9bc2781-aec2-4ba4-a234-79a92cdd09f7	Recipient Address	January 7, 2025	1	AMEX-1008	TB	\$44.80

b) Once the **Recipient Address** is entered, the associated order(s) will automatically be displayed.

Start Date End Date

Search by Order / Transaction Number

Recipient Address Payment Method Shipper

Orders (1)

<input type="checkbox"/> Order ▼	Date ▼	Labels	Payment Method	Shipper	Total ▼
<input type="checkbox"/> e9bc2781-aec2-4ba4-a234-79a92cdd09f7	January 7, 2025	1	AMEX-1008	TB	\$44.80

View Order

Search by Refund Transaction

a) Click on the action dropdown and select **Refund Transaction**. Once selected, enter the Refund Transaction Number associated with a specific order in the **Search** textbox.

Start Date End Date

Search by Order / Transaction Number

Refund Transaction Search Payment Method Shipper

Orders (6)

<input type="checkbox"/> Order ▼	Date ▼	Labels	Payment Method	Shipper	Total ▼
<input type="checkbox"/> e9bc2781-aec2-4ba4-a234-79a92cdd09f7	January 7, 2025	1	AMEX-1008	TB	\$44.80

View Order

b) Once the **Refund Transaction Number** is entered, the associated order(s) will automatically be displayed.

The screenshot shows the 'Order History' tab selected in the top navigation bar. Below it are 'Dashboard' and 'Archived History' tabs. On the right is an 'Export All Orders' button. The main area has 'Start Date' and 'End Date' fields with calendar icons. Below them is a search bar for 'Order / Transaction Number' containing 'XXXXXXXXXX-XXXX-XXXXXX'. To the right of the search bar are dropdowns for 'Refund Transaction' (set to '2'), 'Payment Method' (set to 'AMEX-1008'), and 'Shipper' (set to 'TB'). A red box highlights the 'Orders (1)' section, which contains a single order row. The order row includes a checkbox, 'Order' and 'Date' dropdowns, 'Labels', 'Payment Method', 'Shipper', 'Total' dropdown, and a 'View Order' button. The order details are: Order ID 'e9bc2781-aec2-4ba4-a234-79a92cdd09f7', Date 'January 7, 2025', Labels '1', Payment Method 'AMEX-1008', Shipper 'TB', Total '\$44.80'.

Search by Batch Name

a) Click on the action dropdown and select **Batch Name**. Once selected, enter the Batch Name associated with a specific order in the **Search** textbox.

The screenshot shows the 'Order History' tab selected. The 'Batch Name' dropdown in the search bar is highlighted with a red box. The search bar itself is also highlighted with a red box. The main area shows 'Orders (6)' with a single order row highlighted by a red box. The order row includes a checkbox, 'Order' and 'Date' dropdowns, 'Labels', 'Payment Method', 'Shipper', 'Total' dropdown, and a 'View Order' button. The order details are: Order ID 'e9bc2781-aec2-4ba4-a234-79a92cdd09f7', Date 'January 7, 2025', Labels '1', Payment Method 'AMEX-1008', Shipper 'TB', Total '\$44.80'.

b) Once the **Batch Name** is entered, the associated order(s) will automatically be displayed.

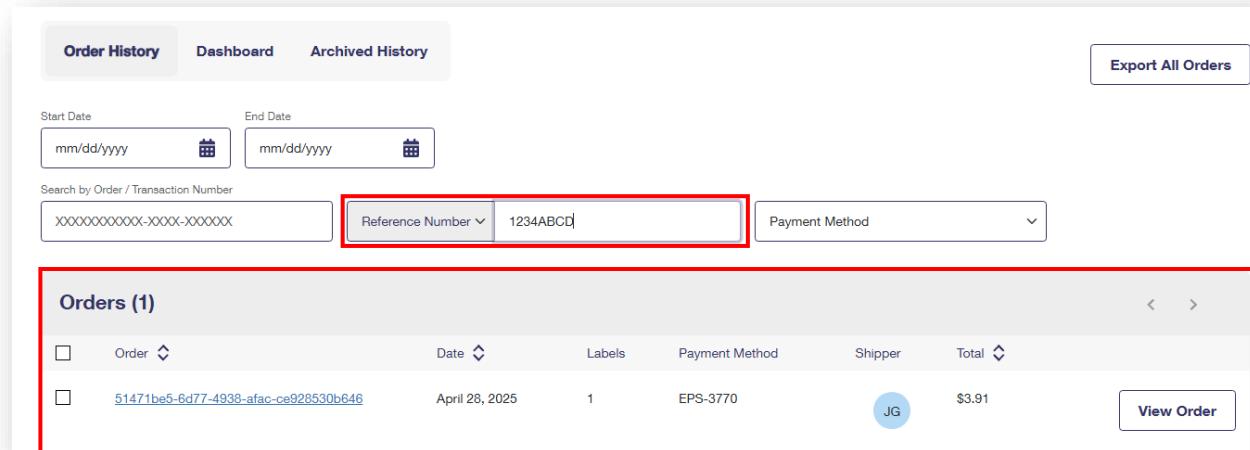
The screenshot shows the 'Order History' tab selected in the top navigation bar. The main content area displays a table titled 'Orders (1)'. The table has columns for Order, Date, Labels, Payment Method, Shipper, and Total. The single order listed is for a tracking number 'd6b5da2e-3287-4e66-a3af-f44de69b14fa' on February 28, 2025, with 2 labels, payment method 'EPS-3770', shipper 'JG', and total '\$61.80'. A 'View Order' button is visible on the right. The entire 'Orders (1)' section is highlighted with a red box.

Search by Reference Number

- Click on the action dropdown and select **Reference Number**. Once selected, enter the **Reference Number / Note** associated with a specific order in the **Search** textbox.
 - Note:** The Reference Number / Note entered here must be an exact match (non-case sensitive) to the **Reference Number / Note 1** or **Reference Number / Note 2** entered in recipient details section of the create a single label page.

The screenshot shows the 'Order History' tab selected. In the search bar, the 'Reference Number' dropdown is selected, and the 'Search' input field contains the value '8f8b5a18-58e4-4ad3-8865-28610ab863'. The search results table is titled 'Orders (178)'. The first order listed is for this reference number, showing a tracking number '8f8b5a18-58e4-4ad3-8865-28610ab863', date 'April 28, 2025', 1 label, payment method 'EPS-3770', shipper 'JG', and total '\$3.91'. A 'View Order' button is visible on the right. The 'Reference Number' input field is highlighted with a red box.

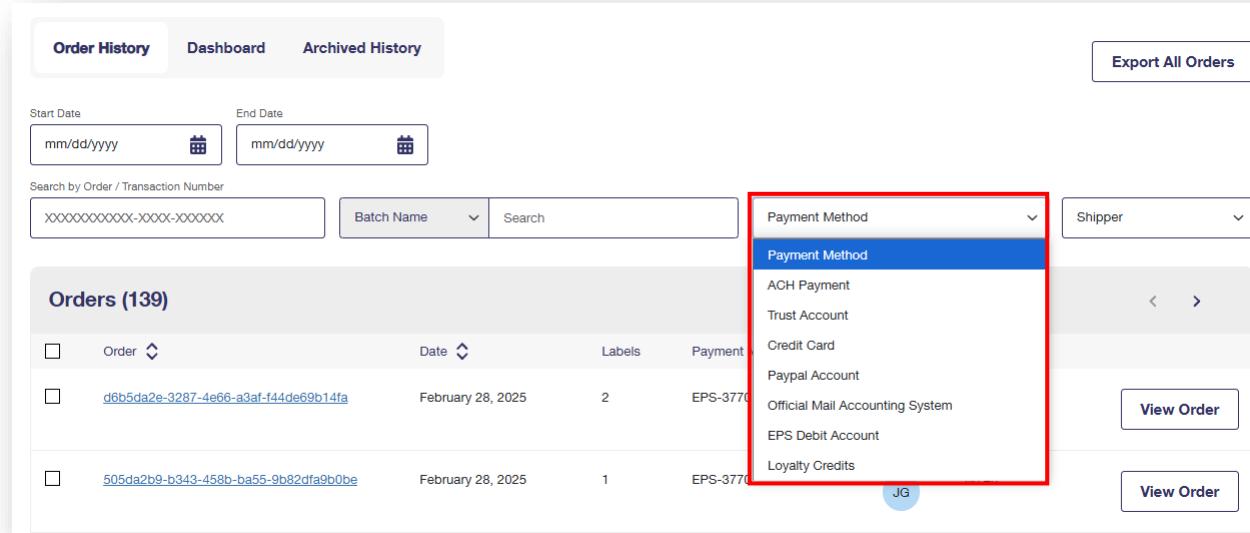
- Once the **Reference Number / Note** is entered, the associated order(s) will automatically be displayed.



The screenshot shows the 'Order History' tab selected in the top navigation bar. Below it are 'Dashboard' and 'Archived History' tabs. On the right is a 'Export All Orders' button. The main search area includes 'Start Date' and 'End Date' fields with calendar icons. Below these are search fields for 'Order / Transaction Number' (containing 'XXXXXXXXXX-XXXX-XXXXXX'), 'Reference Number' (containing '1234ABCD'), and 'Payment Method'. The 'Reference Number' field is highlighted with a red box. The search results table is titled 'Orders (1)' and shows one order. The order details are: Order ID '51471be5-8d77-4938-afac-ce928530b646', Date 'April 28, 2025', Labels '1', Payment Method 'EPS-3770', Shipper 'JG', and Total '\$3.91'. A 'View Order' button is to the right of the order row. The entire 'Orders (1)' table area is also highlighted with a red box.

Search by Payment Method

a) Select the **Payment Method** dropdown and select a payment method type.



The screenshot shows the 'Order History' tab selected in the top navigation bar. Below it are 'Dashboard' and 'Archived History' tabs. On the right is a 'Export All Orders' button. The main search area includes 'Start Date' and 'End Date' fields with calendar icons. Below these are search fields for 'Order / Transaction Number' (containing 'XXXXXXXXXX-XXXX-XXXXXX'), 'Batch Name' (containing 'Search'), and 'Search' (containing 'Search'). The 'Payment Method' dropdown is open and highlighted with a red box. It lists several payment method types: ACH Payment, Trust Account, Credit Card, Paypal Account, Official Mail Accounting System, EPS Debit Account, and Loyalty Credits. The 'EPS Debit Account' option is selected. The search results table is titled 'Orders (139)' and shows three orders. The first order has a payment method of 'EPS-3770'. The second order has a payment method of 'EPS-3770'. The third order has a payment method of 'EPS-3770'. A 'View Order' button is to the right of the order rows. The entire 'Orders (139)' table area is also highlighted with a red box.

b) Once the Payment Method type is selected, the associated order(s) will automatically be displayed.

The screenshot shows the Order History page with a single order listed. The order details are as follows:

Order	Date	Labels	Payment Method	Shipper	Total
9037c900-78e2-4a67-9d52-38dc1f34210a	January 7, 2025	1	AMEX-1013	JG	\$8.77

View Order button is visible.

Search by Shipper Type (Business Accounts)

a) Select the **Shipper** dropdown and select a Shipper type.

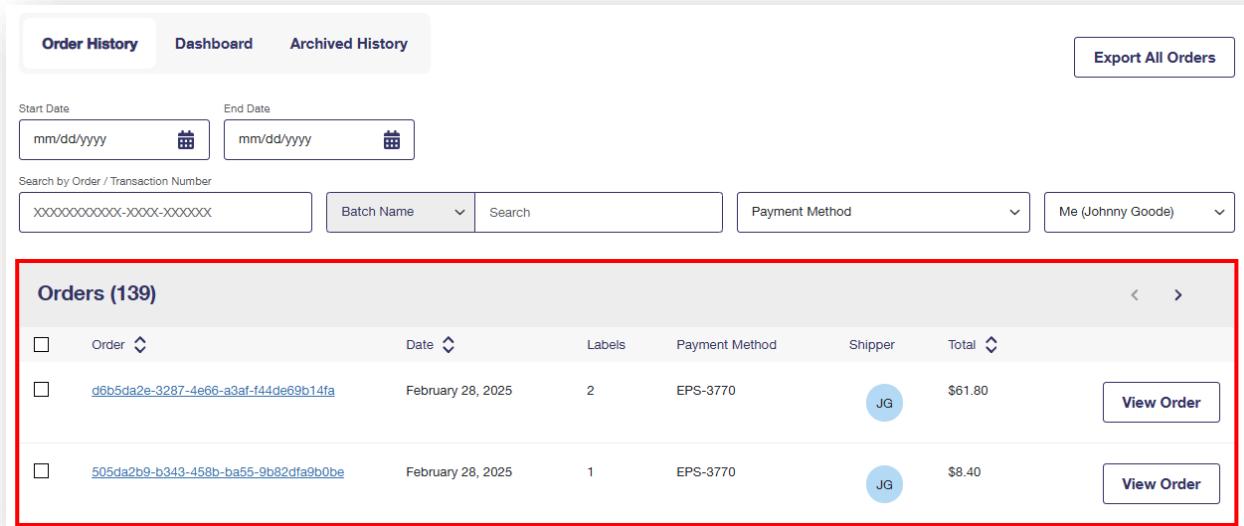
- Note, to view by a different shipper that is not yourself, an organization ID must be set up and connected.*

The screenshot shows the Order History page with the Shipper dropdown open. The dropdown menu contains three options:

- Shipper
- Me (Johnny Goode)
- Others (All Shippers except for me)

The 'Shipper' option is selected and highlighted in blue, with a red box around the dropdown menu.

a) Once the Shipper is selected, the associated order(s) for the selected Shipper will automatically be displayed.



Order History Dashboard Archived History Export All Orders

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Search by Order / Transaction Number: XXXXXXXXXX-XXXX-XXXXXX Batch Name: Search Payment Method: Me (Johnny Goode)

Orders (139)

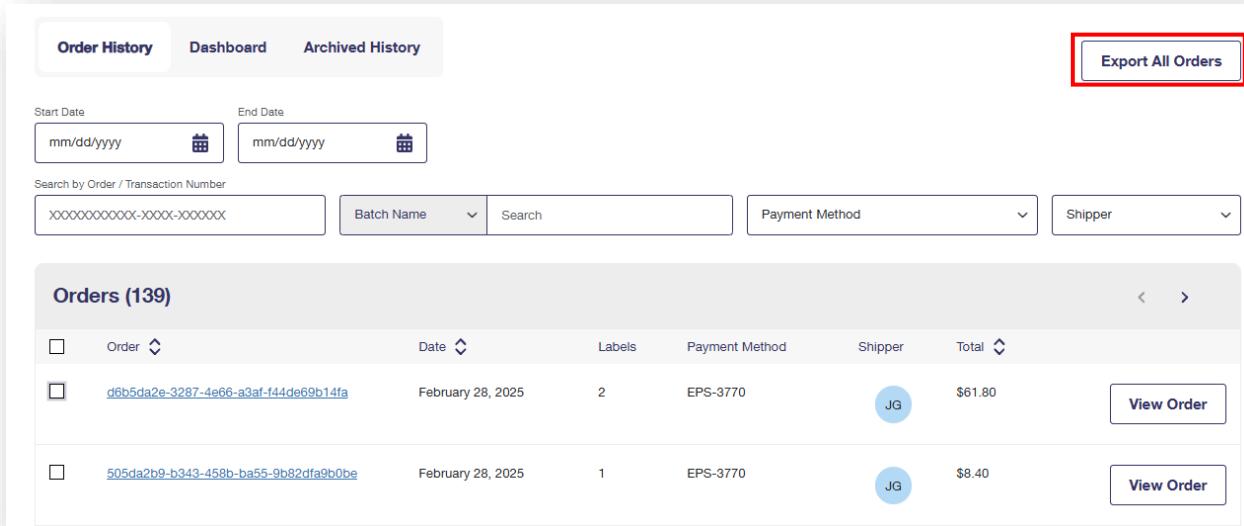
<input type="checkbox"/> Order	Date	Labels	Payment Method	Shipper	Total	
<input type="checkbox"/> d6b5da2e-3287-4e66-a3af-f44de69b14fa	February 28, 2025	2	EPS-3770	JG	\$61.80	View Order
<input type="checkbox"/> 505da2b9-b343-458b-ba55-9b82dfa9b0be	February 28, 2025	1	EPS-3770	JG	\$8.40	View Order

All Actions for Orders within Order History

Within the Order History, you'll be able to perform multiple actions to one or multiple orders at a time.

Export All Order History via CSV File

- To export your entire Order History at once, select **Export All Orders** button (this option will be displayed by default if no orders are selected).



Order History Dashboard Archived History Export All Orders

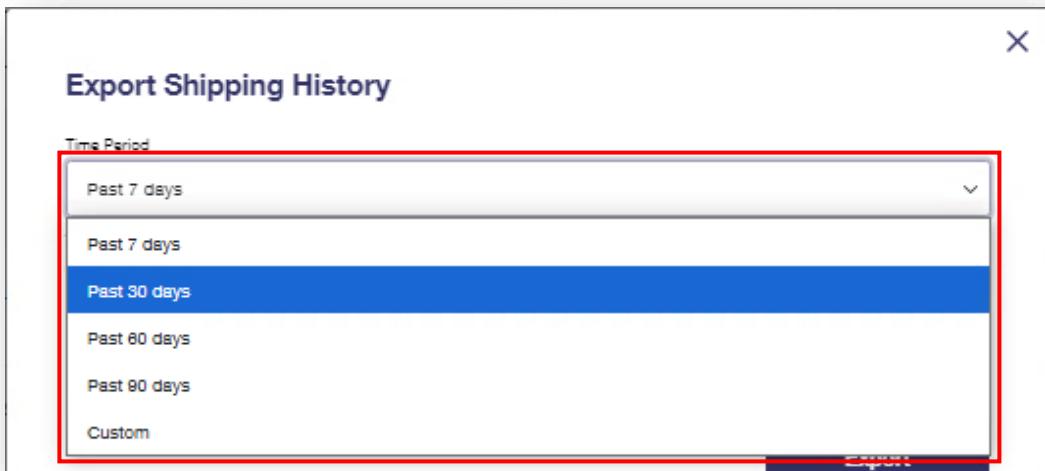
Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Search by Order / Transaction Number: XXXXXXXXXX-XXXX-XXXXXX Batch Name: Search Payment Method: Payment Method Shipper: Shipper

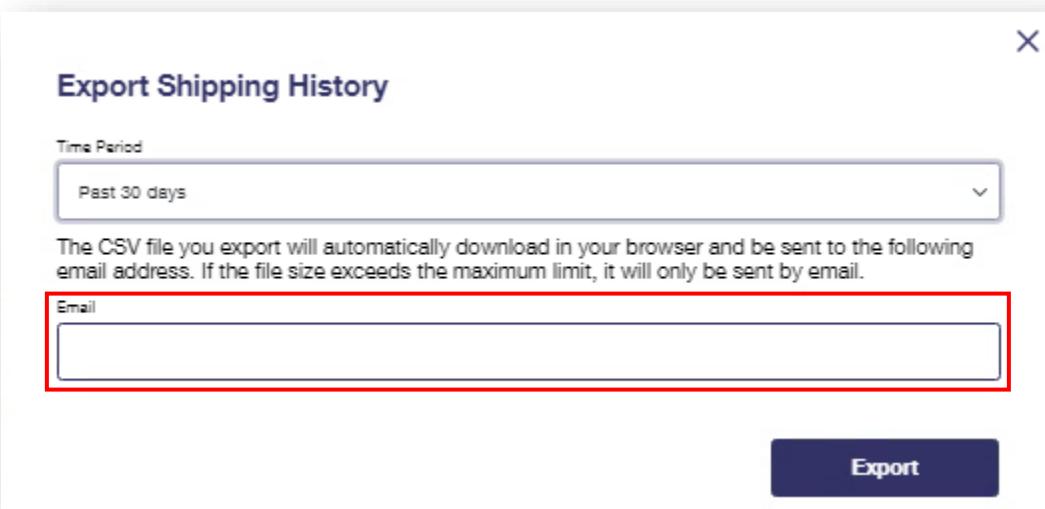
Orders (139)

<input type="checkbox"/> Order	Date	Labels	Payment Method	Shipper	Total	
<input type="checkbox"/> d6b5da2e-3287-4e66-a3af-f44de69b14fa	February 28, 2025	2	EPS-3770	JG	\$61.80	View Order
<input type="checkbox"/> 505da2b9-b343-458b-ba55-9b82dfa9b0be	February 28, 2025	1	EPS-3770	JG	\$8.40	View Order

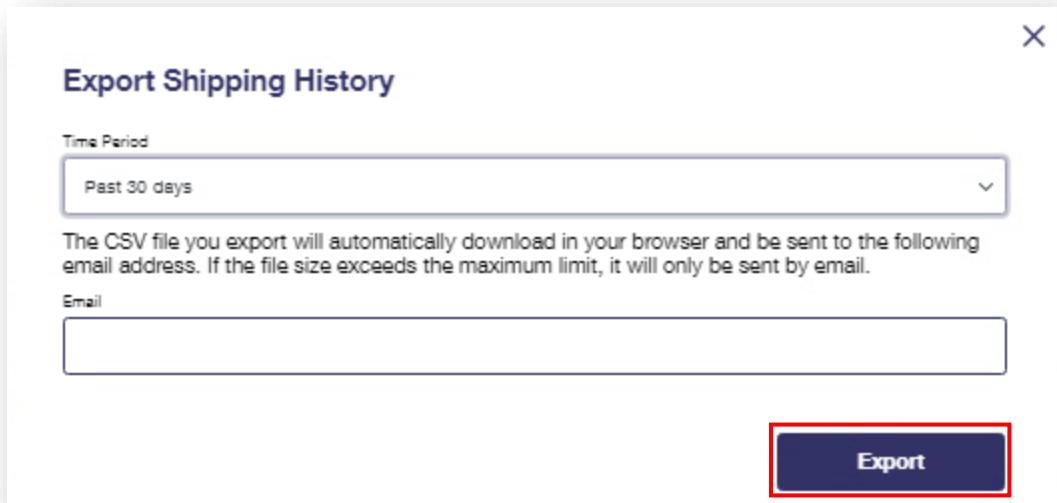
- Once selected, an **Export Shipping History** popup modal will be displayed. Select a time frame from the **Time Period** dropdown.



c) Enter your email in the **Email** section to have the CSV file emailed to you (optional).



d) Select **Export** to export the CSV file.



Export Specific Orders from Order History via CSV File

- To export specific orders from your Order History, select the **checkbox** of the Orders that you would like to export.
- Select the **Export Selected Orders** button.

Order History Dashboard Archived History

Start Date mm/dd/yyyy End Date mm/dd/yyyy

Search by Order / Transaction Number: XXXXXXXXXX-XXXX-XXXXXX

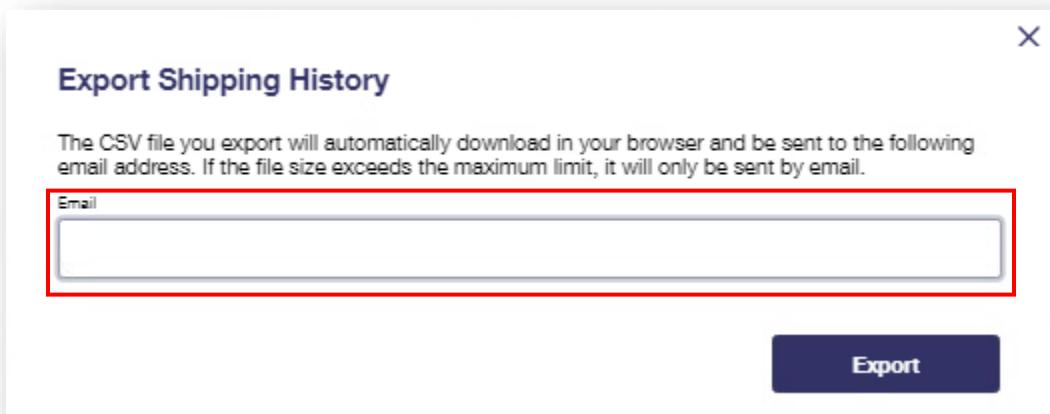
Batch Name: Search: Payment Method: Shipper:

Orders (139)

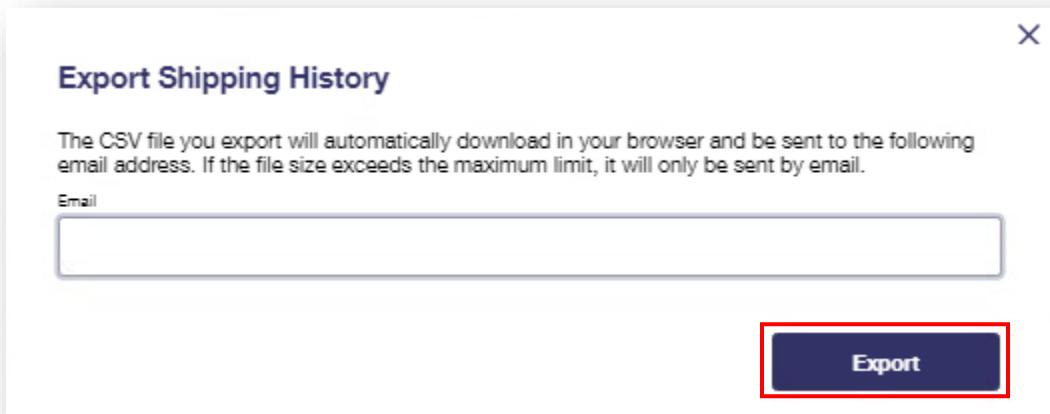
<input type="checkbox"/>	Order	Date	Labels	Payment Method	Shipper	Total	
<input checked="" type="checkbox"/>	d6b5da2e-3287-4e66-a3af-f44de69b14fa	February 28, 2025	2	EPS-3770	JG	\$61.80	View Order
<input checked="" type="checkbox"/>	505da2b9-b343-458b-ba55-9b82dfa9b0be	February 28, 2025	1	EPS-3770	JG	\$8.40	View Order

Export Selected Orders (2)

c) Once selected, an **Export Shipping History** popup modal will be displayed. Enter your email in the **Email** section to have the CSV file emailed to you (optional).

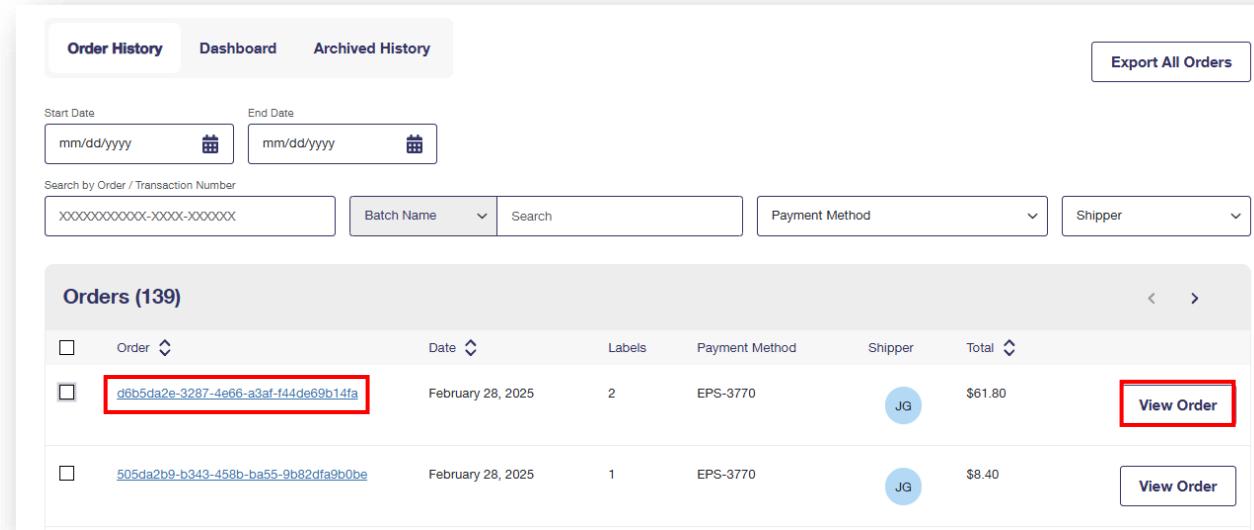


d) Select **Export** to export the CSV file.



View Order Details

a) To view the details of an order, select the **View Order** button or the **Order ID hyperlink** under the Order section.



Order History Dashboard Archived History Export All Orders

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Search by Order / Transaction Number: 0000000000-XXXX-XXXX-XXXX-XXXX

Batch Name: Search: Payment Method: Shipper:

Orders (139)

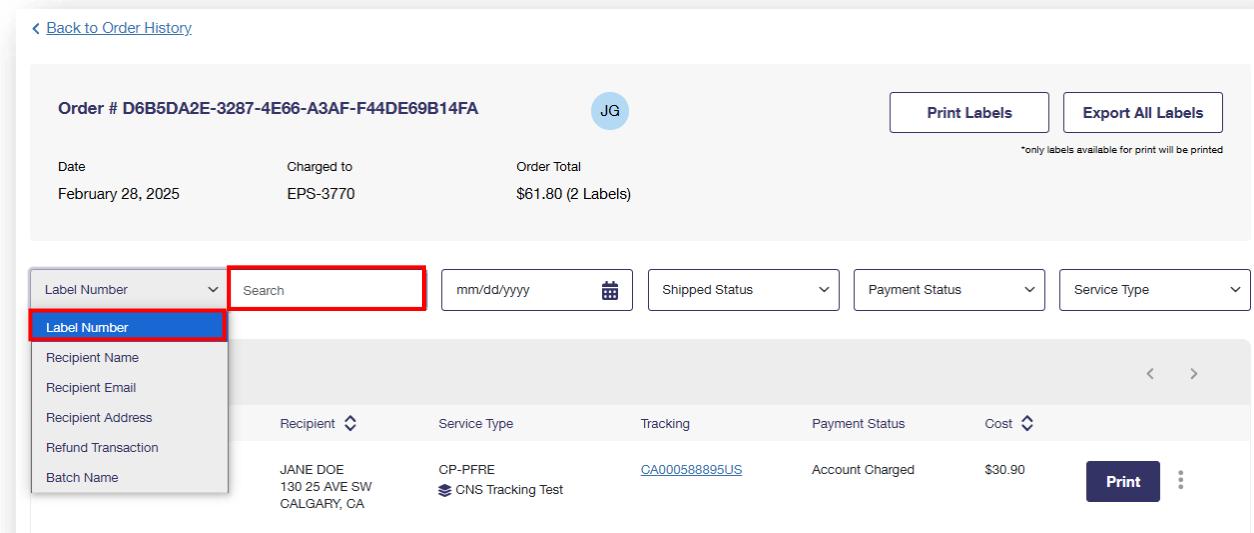
<input type="checkbox"/> Order	Date	Labels	Payment Method	Shipper	Total	
<input type="checkbox"/> d6b5da2e-3287-4e66-a3af-f44de69b14fa	February 28, 2025	2	EPS-3770	JG	\$61.80	View Order
<input type="checkbox"/> 505da2b9-b343-458b-ba55-9b82dfa9b0be	February 28, 2025	1	EPS-3770	JG	\$8.40	View Order

Searching for Labels within Order Details Page

Within the Order Details page, you'll be able to filter search for your purchased labels by different filters.

Search by Label Number

a) Select **Label Number** from the dropdown and enter the Label Number in the **Search** textbox.



Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG Print Labels Export All Labels

Date: February 28, 2025 Charged to: EPS-3770 Order Total: \$61.80 (2 Labels)

Only labels available for print will be printed

Label Number: mm/dd/yyyy Shipped Status: Payment Status: Service Type:

Label Number

Recipient Name
Recipient Email
Recipient Address
Refund Transaction
Batch Name

Recipient	Service Type	Tracking	Payment Status	Cost
JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90

Print

b) Once the Label Number is entered, the associated label(s) will automatically be displayed.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA		JG		Print Labels	Export All Labels															
Date	Charged to	Order Total																		
February 28, 2025	EPS-3770	\$61.80 (1 Label)																		
<input type="text" value="Label Number"/> CA000588900US		<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="Calendar"/>	<input type="text" value="Shipped Status"/>	<input type="text" value="Payment Status"/>	<input type="text" value="Service Type"/>														
Labels (1) <table border="1"> <thead> <tr> <th><input type="checkbox"/> Ship Date</th> <th><input type="checkbox"/> Recipient</th> <th><input type="checkbox"/> Service Type</th> <th><input type="checkbox"/> Tracking</th> <th><input type="checkbox"/> Payment Status</th> <th><input type="checkbox"/> Cost</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>February 28, 2025</td> <td>JANE DOE 130 25 AVE SW CALGARY, CA</td> <td>CP-PFRE CNS Tracking Test</td> <td>CA000588900US</td> <td>Account Charged</td> <td>\$30.90</td> <td>Print</td> </tr> </tbody> </table>							<input type="checkbox"/> Ship Date	<input type="checkbox"/> Recipient	<input type="checkbox"/> Service Type	<input type="checkbox"/> Tracking	<input type="checkbox"/> Payment Status	<input type="checkbox"/> Cost	Print	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90	Print
<input type="checkbox"/> Ship Date	<input type="checkbox"/> Recipient	<input type="checkbox"/> Service Type	<input type="checkbox"/> Tracking	<input type="checkbox"/> Payment Status	<input type="checkbox"/> Cost	Print														
February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90	Print														

Search Recipient Name

a) Select **Recipient Name** from the dropdown and enter the recipient's name in the **Search** textbox.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA		JG		Print Labels	Export All Labels															
Date	Charged to	Order Total																		
February 28, 2025	EPS-3770	\$61.80 (2 Labels)																		
<input type="text" value="Recipient Name"/> <div style="border: 2px solid red; width: 150px; height: 20px; margin-left: 10px;"></div>		<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="Calendar"/>	<input type="text" value="Shipped Status"/>	<input type="text" value="Payment Status"/>	<input type="text" value="Service Type"/>														
<table border="1"> <thead> <tr> <th><input type="checkbox"/> Recipient Name</th> <th><input type="checkbox"/> Recipient</th> <th><input type="checkbox"/> Service Type</th> <th><input type="checkbox"/> Tracking</th> <th><input type="checkbox"/> Payment Status</th> <th><input type="checkbox"/> Cost</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>Recipient Name</td> <td>JANE DOE 130 25 AVE SW CALGARY, CA</td> <td>CP-PFRE CNS Tracking Test</td> <td>CA000588895US</td> <td>Account Charged</td> <td>\$30.90</td> <td>Print</td> </tr> </tbody> </table>							<input type="checkbox"/> Recipient Name	<input type="checkbox"/> Recipient	<input type="checkbox"/> Service Type	<input type="checkbox"/> Tracking	<input type="checkbox"/> Payment Status	<input type="checkbox"/> Cost	Print	Recipient Name	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90	Print
<input type="checkbox"/> Recipient Name	<input type="checkbox"/> Recipient	<input type="checkbox"/> Service Type	<input type="checkbox"/> Tracking	<input type="checkbox"/> Payment Status	<input type="checkbox"/> Cost	Print														
Recipient Name	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90	Print														

b) Once the recipient's name is entered, the associated label(s) will automatically be displayed.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

Print Labels Export All Labels *only labels available for print will be printed

Recipient Name: Jane mm/dd/yyyy: Shipped Status: Payment Status: Service Type:

Labels (2)

<input type="checkbox"/>	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90

Print ...

Search Recipient Email

a) Select **Recipient Email** from the dropdown and enter the recipient's email in the **Search** textbox.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

Print Labels Export All Labels *only labels available for print will be printed

Recipient Email: mm/dd/yyyy: Shipped Status: Payment Status: Service Type:

Label Number
Recipient Name
Recipient Email Recipient Email
Recipient Address
Refund Transaction
Batch Name

<input type="checkbox"/>	Recipient	Service Type	Tracking	Payment Status	Cost
<input type="checkbox"/>	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90

Print ...

b) Once the recipient's email is entered, the associated label(s) will automatically be displayed.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

*only labels available for print will be printed

Recipient Email mm/dd/yyyy Shipped Status

Labels (2)

<input type="checkbox"/>	Ship Date ▼	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90

Print ...

Search by Recipient Address

a) Select **Recipient Address** from the dropdown and enter the recipient's address in the **Search** textbox.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

*only labels available for print will be printed

Recipient Email mm/dd/yyyy Shipped Status

<input type="checkbox"/>	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
<input type="checkbox"/>	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90

Print ...

b) Once the recipient's address is entered, the associated label(s) will automatically be displayed.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

*only labels available for print will be printed

Recipient Email mm/dd/yyyy Shipped Status

Labels (2)

<input type="checkbox"/>	Ship Date ▼	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90

Print ...

Search by Refund Transaction

a) Select **Refund Transaction** from the dropdown and enter the Refund Transaction ID in the **Search** textbox.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

*only labels available for print will be printed

Recipient Email mm/dd/yyyy Shipped Status

Label Number	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
Recipient Name	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90
Recipient Email					
Recipient Address					
Refund Transaction					
Batch Name					

Print ...

b) Once the refund transaction ID is entered, the associated label(s) will automatically be displayed.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA

JG

[Print Labels](#)

[Export All Labels](#)

*only labels available for print will be printed

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

Refund Transaction

Search

mm/dd/yyyy



Shipped Status

Payment Status

Service Type

Labels (2)

<input type="checkbox"/>	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90

[Print](#)



Search by Batch Name

a) Select **Batch Name** from the dropdown and enter the Batch Name the **Search** textbox.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA

JG

[Print Labels](#)

[Export All Labels](#)

*only labels available for print will be printed

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

Batch Name

Search

mm/dd/yyyy



Shipped Status

Payment Status

Service Type

Label Number

Recipient Name

Recipient Email

Recipient Address

Refund Transaction

Batch Name

JANE DOE
130 25 AVE SW
CALGARY, CA

CP-PFRE
CNS Tracking Test

[CA000588895US](#)

Account Charged

\$30.90

[Print](#)



b) Once the Batch Name is entered, the associated label(s) will automatically be displayed. The labels associated with a batch will have the batch name and symbol displayed below the service type.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

*only labels available for print will be printed

Batch Name mm/dd/yyyy Shipped Status Payment Status Service Type

Labels (2)

<input type="checkbox"/>	Ship Date ▼	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA00058895US	Account Charged	\$30.90
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90

Print ...

Search by Reference Number

a) Select **Reference Number** from the dropdown and enter the **Reference Number / Note** in the **Search** textbox.

i. **Note:** The Reference Number entered here must be an exact match (non-case sensitive) to the **Reference Number / Note 1** or **Reference Number / Note 2** entered in recipient details section of the create a single label page.

[Back to Order History](#)

Order # 51471BE5-6D77-4938-AFAC-CE928530B646 JG

Date Charged to Order Total
April 28, 2025 EPS-3770 \$3.91 (1 Label)

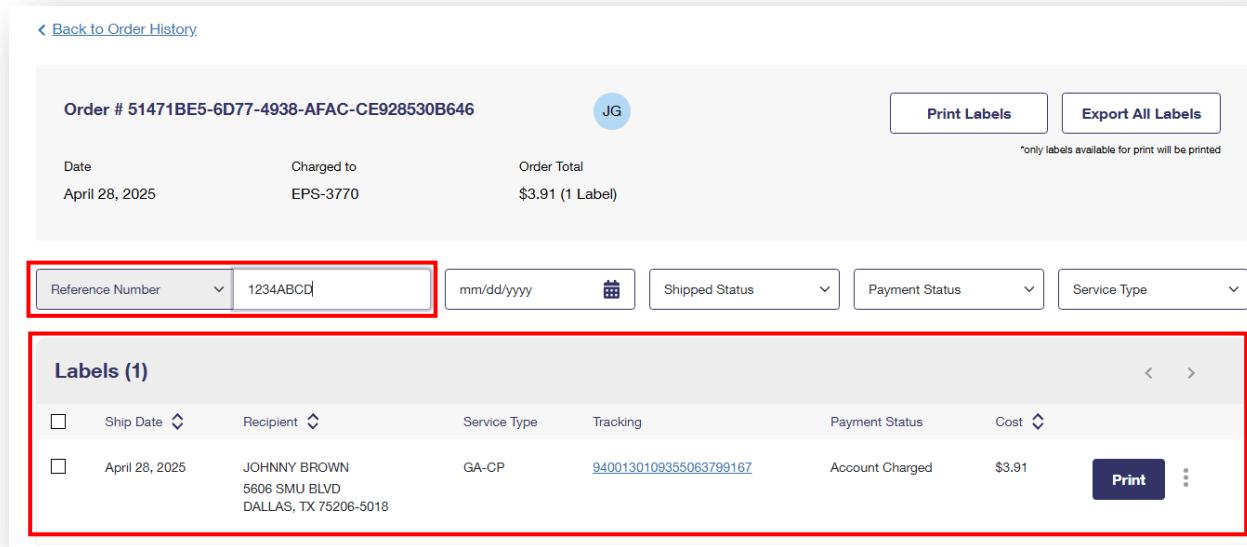
*only labels available for print will be printed

Recipient Name mm/dd/yyyy Shipped Status Payment Status Service Type

Label Number	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
Recipient Name	JOHNNY BROWN	GA-CP	9400130109355063799167	Account Charged	\$3.91
Recipient Email					
Recipient Address					
Refund Transaction					
Batch Name	5606 SMU BLVD				
Reference Number	DALLAS, TX 75206-5018				

Print ...

b) Once the **Reference Number / Note** is entered, the associated label(s) will automatically be displayed.



Order # 51471BE5-6D77-4938-AFAC-CE928530B646 JG

Date Charged to Order Total
April 28, 2025 EPS-3770 \$3.91 (1 Label)

Print Labels Export All Labels *only labels available for print will be printed

Reference Number: 1234ABCD mm/dd/yyyy Shipped Status Payment Status Service Type

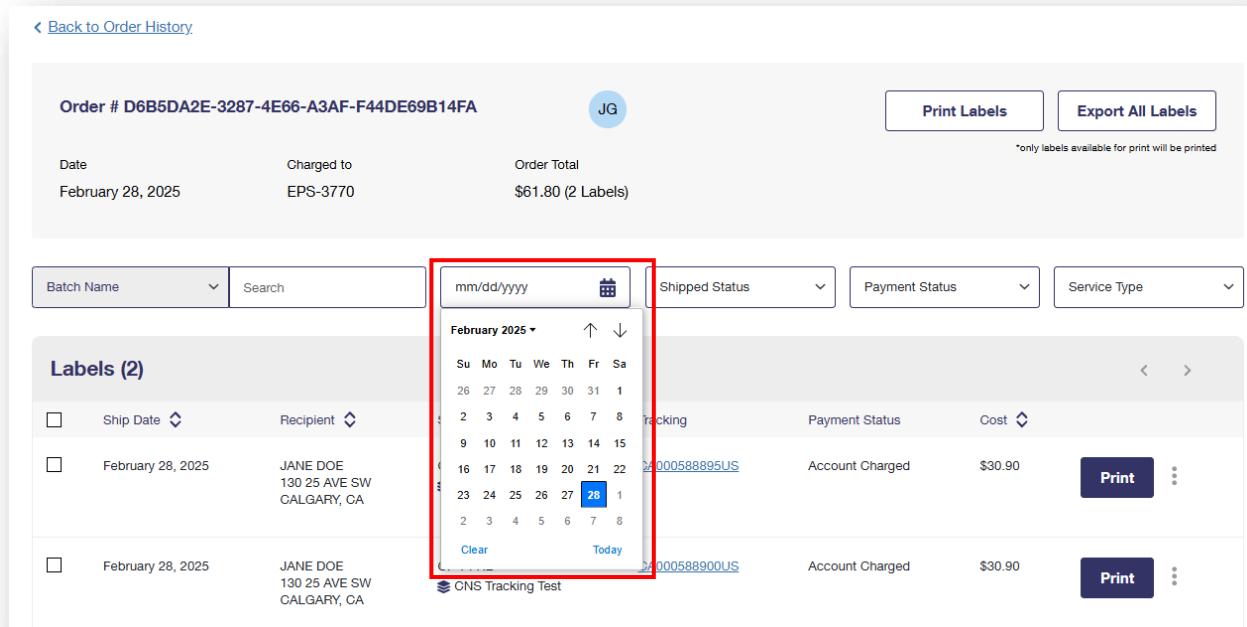
Labels (1)

Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
April 28, 2025	JOHNNY BROWN 5606 SMU BLVD DALLAS, TX 75206-5018	GA-CP	9400130109355063799167	Account Charged	\$3.91

Print

Search by Date

a) Select the calendar icon from the **Date** section.



Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

Print Labels Export All Labels *only labels available for print will be printed

Batch Name: Search mm/dd/yyyy Shipped Status Payment Status Service Type

Labels (2)

Ship Date	Recipient	Tracking	Payment Status	Cost
February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	2000588895US	Account Charged	\$30.90
February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	20005888900US	Account Charged	\$30.90

Print

February 2025

26 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 25 26 27 28 1
2 3 4 5 6 7 8

Clear Today CNS Tracking Test

b) Once the date is selected, the associated label(s) will automatically be displayed.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

*only labels available for print will be printed

Label Number 02/28/2025 Shipped Status

Labels (2)

<input type="checkbox"/>	Ship Date ▼	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90

Print ⋮

Search by Shipped Status

a) Select a Shipped Status type from the **Shipped Status** section.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

*only labels available for print will be printed

Label Number 02/28/2025 Shipped Status

Labels (2)

<input type="checkbox"/>	Ship Date ▼	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90

Print ⋮

b) Once the Shipped Status is selected, the associated label(s) will automatically be displayed.

[◀ Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

Print Labels Export All Labels *only labels available for print will be printed

Label Number Search 02/28/2025 No Payment Status Service Type

Labels (2)						
<input type="checkbox"/>	Ship Date ▼	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90

Search by Payment Status

a) Select a Payment Status type from the **Payment Status** section.

[◀ Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

Print Labels Export All Labels *only labels available for print will be printed

Label Number Search mm/dd/yyyy Shipped Status Payment Status Service Type

Labels (2)						
<input type="checkbox"/>	Ship Date ▼	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90

Payment Status

- Payment Status
- Account Charged
- Refunded
- Refund Failed
- Refund Pending
- Refund Cancelled

b) Once the Payment Status is selected, the associated label(s) will automatically be displayed.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

Print Labels Export All Labels *only labels available for print will be printed

Label Number Search mm/dd/yyyy Shipped Status Account Charged Service Type

Labels (2)

<input type="checkbox"/>	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost	
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90	Print ...
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90	Print ...

Search by Service Type

a) Select a Service Type from the **Service Type** dropdown.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

Print Labels Export All Labels *only labels available for print will be printed

Label Number Search mm/dd/yyyy Shipped Status Payment Status Service Type

Labels (2)

<input type="checkbox"/>	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost	
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90	
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90	

b) Once the Service Type is selected, the associated label(s) will automatically be displayed.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

[Print Labels](#) [Export All Labels](#)

*only labels available for print will be printed

Date	Charged to	Order Total
February 28, 2025	EPS-3770	\$61.80 (2 Labels)

Label Number Search mm/dd/yyyy Shipped Status Payment Status Priority Mail® International

Labels (2)

<input type="checkbox"/>	Ship Date ▼	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90

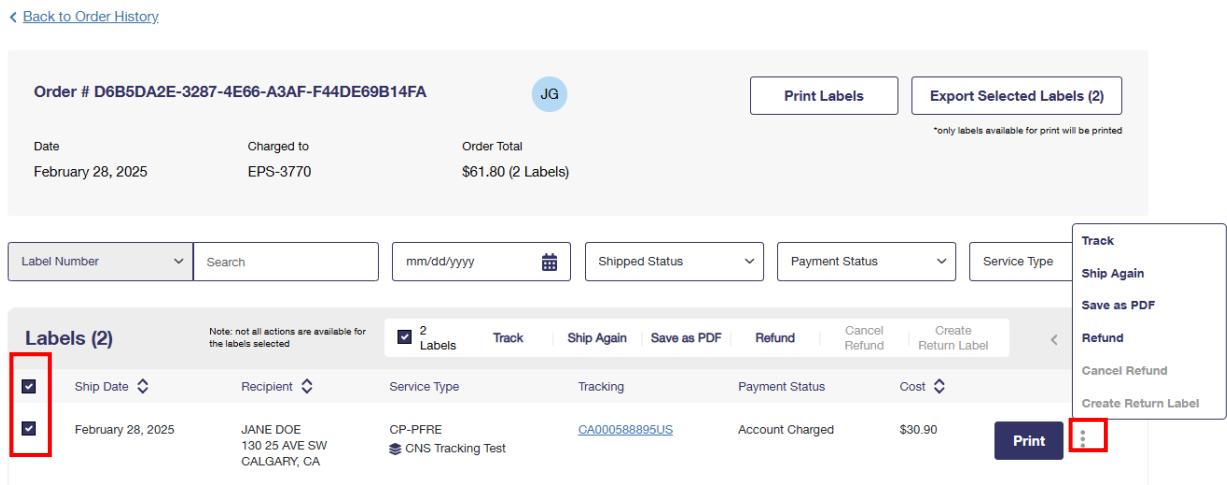
Print ⋮

All Actions for Labels within Order Details Page

Within the Order Details page, you'll be able to perform multiple actions to one or multiple labels at a time.

a) Select Label(s)

- Select the **Checkbox** of the specific label(s) that you would like to modify.



Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date: February 28, 2025 Charged to: EPS-3770 Order Total: \$61.80 (2 Labels)

Labels (2) Note: not all actions are available for the labels selected

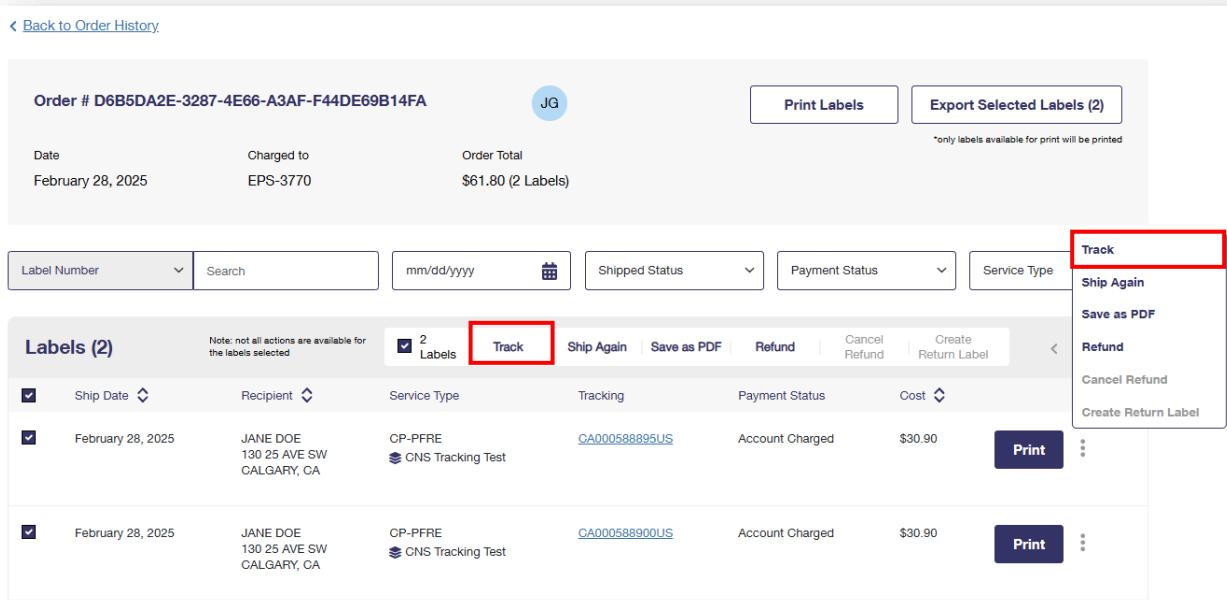
Label Number	Search	mm/dd/yyyy	Shipped Status	Payment Status	Service Type	Actions
<input checked="" type="checkbox"/>	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
<input checked="" type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	QA000588895US	Account Charged	\$30.90

Actions: Track, Ship Again, Save as PDF, Refund, Cancel Refund, Create Return Label

Print ⋮

View USPS Tracking

- If you would like to view the USPS® tracking for the selected label, select **Track**.



Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date: February 28, 2025 Charged to: EPS-3770 Order Total: \$61.80 (2 Labels)

Labels (2) Note: not all actions are available for the labels selected

Label Number	Search	mm/dd/yyyy	Shipped Status	Payment Status	Service Type	Actions
<input checked="" type="checkbox"/>	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
<input checked="" type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	QA000588895US	Account Charged	\$30.90

Actions: Track, Ship Again, Save as PDF, Refund, Cancel Refund, Create Return Label

Print ⋮

Labels (2) Note: not all actions are available for the labels selected

Label Number	Search	mm/dd/yyyy	Shipped Status	Payment Status	Service Type	Actions
<input checked="" type="checkbox"/>	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
<input checked="" type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	QA000588890US	Account Charged	\$30.90

Actions: Track, Ship Again, Save as PDF, Refund, Cancel Refund, Create Return Label

Print ⋮

b) Once selected, you will be redirected to the **USPS® Tracking page** for that label.

USPS Tracking®

Tracking | FAQs >

Track Packages Anytime, Anywhere

Get the free Informed Delivery® feature to receive automated notifications on your packages [Learn More](#)

Tracking Number: **9405830109355114139311**

[Copy](#) [Add to Informed Delivery](#)

Latest Update

A shipping label has been prepared for your item. A delivery date will be provided when USPS receives the package; contact the shipper or shipping partner with any inquiries.

Pre-Shipment
Shipping Label Created, USPS Awaiting Item
ARLINGTON, VA 22209
July 14, 2024, 4:24 pm

Pre-Shipment, USPS Awaiting Item
July 14, 2024

Get More Out of USPS Tracking:
[USPS Tracking Plus®](#)

[What Do USPS Tracking Statuses Mean?](#)

Ship Label Again

a) If you would like to ship the same label again, select **Ship Again**.

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

[Print Labels](#) [Export Selected Labels \(2\)](#)

*only labels available for print will be printed

Date	Charged to	Order Total
February 28, 2025	EPS-3770	\$61.80 (2 Labels)

Labels (2) Note: not all actions are available for the labels selected

Label Number	Search	mm/dd/yyyy	Shipped Status	Payment Status	Service Type	Actions	
<input checked="" type="checkbox"/>	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost	Track Ship Again Save as PDF Refund Cancel Refund Create Return Label
<input checked="" type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA00058895US	Account Charged	\$30.90	Print ...
<input checked="" type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA00058890US	Account Charged	\$30.90	Print ...

b) Once selected, a new label with the exact same details will be readded to your Label Cart and the following **green message bar** will be displayed at the top of the page.

[Quick Tools](#)  **Success!** Added D21E5188-4E89-4646-B444-2DD497A8538A to Cart. X [Locations](#) [Support](#)  [Informed Delivery](#) [Hi, Johnny](#)
[International](#) [Help](#) 

Click-N-Ship®

[Switch Payer Account](#)
 Shipping with account: My Account  **Cart** 1
[Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect®](#) / [Direct Connect](#) / [Preferences](#) / [SCAN Forms](#) [New Label](#) ▼
[Back to Order History](#)

Print / Re-print Labels

a) If you would like to print or re-print the selected label, select the **Print Labels** button.

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Print Labels Export Selected Labels (2)

*only labels available for print will be printed

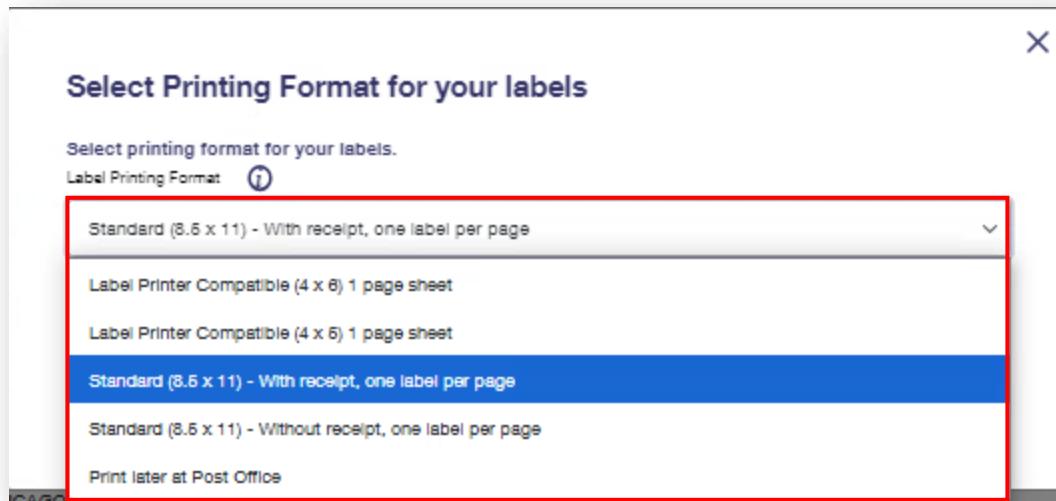
Date	Charged to	Order Total
February 28, 2025	EPS-3770	\$61.80 (2 Labels)

Label Number Search mm/dd/yyyy Shipped Status Payment Status Service Type

Track Ship Again Save as PDF Refund Cancel Refund Create Return Label

Labels (2)		Note: not all actions are available for the labels selected						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Ship Date ▼	<input checked="" type="checkbox"/> Recipient ▼	<input checked="" type="checkbox"/> Service Type	<input checked="" type="checkbox"/> Tracking	<input checked="" type="checkbox"/> Payment Status	<input checked="" type="checkbox"/> Cost ▼		
		2 Labels Track Ship Again Save as PDF Refund Cancel Refund Create Return Label						
<input checked="" type="checkbox"/> February 28, 2025		JANE DOE 130 25 AVE SW CALGARY, CA		CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90	Print ⋮
<input checked="" type="checkbox"/> February 28, 2025		JANE DOE 130 25 AVE SW CALGARY, CA		CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90	Print ⋮

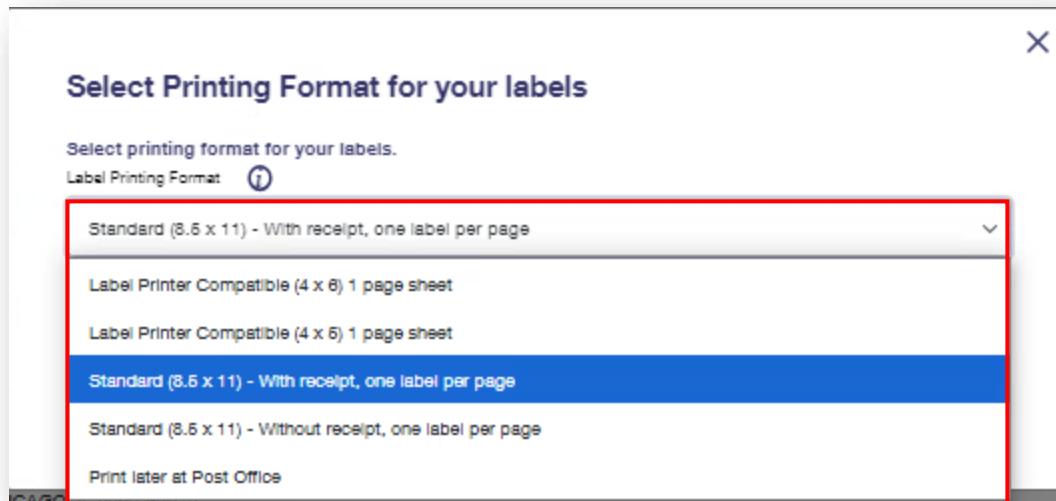
b) A **Select Printing Format for your Labels** popup modal will be displayed. Select a **printing format type** and select **Get PDF** to print.



Save Label(s) as PDF

a) If you would like to save the selected label as a PDF, select **Save as PDF**.

b) A **Select Printing Format for your Labels** popup modal will be displayed. Select a **printing format type** and select **Get PDF** to print.



Request / Cancel Refund for Label(s)

a) If you would like to request a refund for the selected label, select **Refund**.

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA

Date: February 28, 2025 Charged to: EPS-3770 Order Total: \$61.80 (2 Labels)

Print Labels Export Selected Labels (2)

Labels (2) Note: not all actions are available for the labels selected

Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90
February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90

Print

b) Refunds for Labels with the **First-Class Mail** service will not be available through Click-N-Ship. If the **Refund** button is selected, you will see the following message banner advising you to contact Customer Service via [Email Us - Click-N-Ship®](#) to initiate a refund:

To request a refund for First Class Mail® please submit your request through [Email Us - Click-N-Ship](#). Select "Refund" for the Topic and "Unused Label Refund Request" for the Sub-Topic.

c) If the refund is successful, you will see the following green message bar displayed at the top of the page.

Success: refunded item(s): d21e5188-4e89-4646-b444-2dd497a8538a

d) If you have requested a refund for the selected label and would like to cancel a refund, select **Cancel Refund**.

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date: February 28, 2025 Charged to: EPS-3770 Order Total: \$61.80 (2 Labels)

Print Labels Export Selected Labels (1)

Note: not all actions are available for the labels selected

	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost	
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Refund Pending	\$30.90	Print

Labels (2)

Cancel Refund

Track
Ship Again
Save as PDF
Refund
Create Return Label

Cancel Refund

Create Return Label

e) If the refund is successfully canceled, you will see the following **green message bar** displayed at the top of the page.

Success: cancelled refund(s) for d21e5188-4e89-4646-b444-2dd497a8538a

Create a Return Label

- To create a return label or the selected label, select **Create Return Label** (note, you will not be charged for this return label unless it is used by the recipient).
 - Note:** *this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels.*

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA

Date: February 28, 2025 Charged to: EPS-3770 Order Total: \$61.80 (2 Labels)

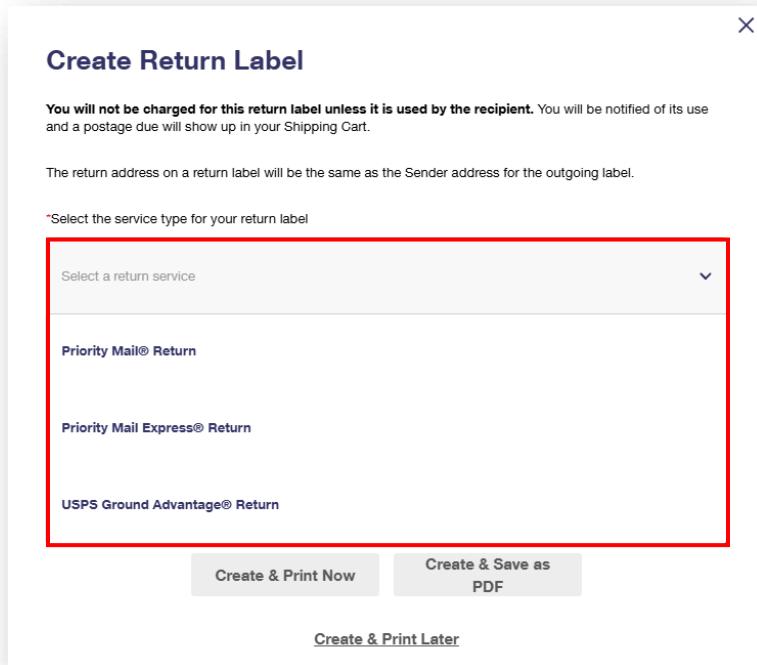
Print Labels Export Selected Labels (2)

Labels (2)

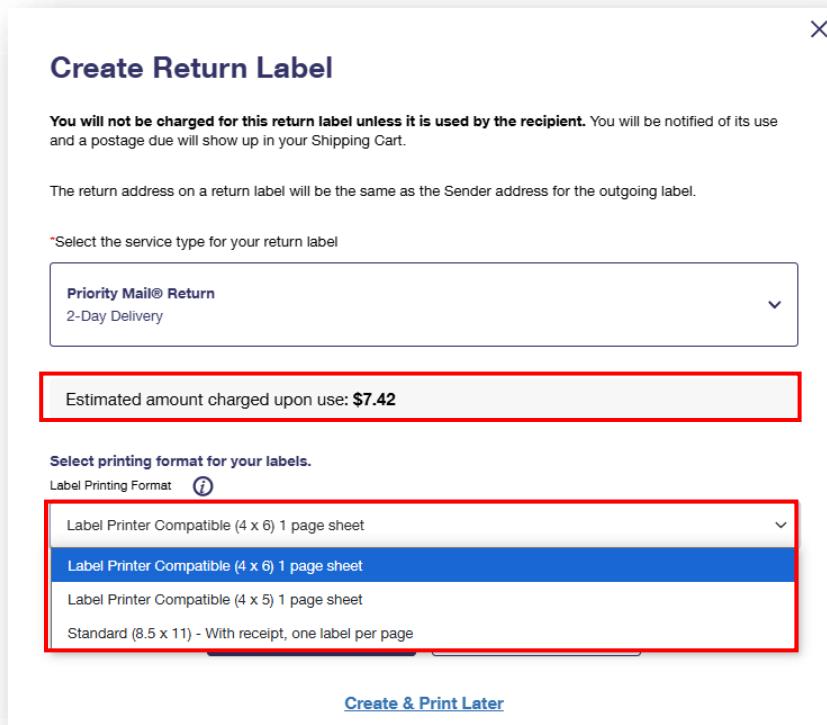
Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90
February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90

Track
Ship Again
Save as PDF
Refund
Cancel Refund
Create Return Label

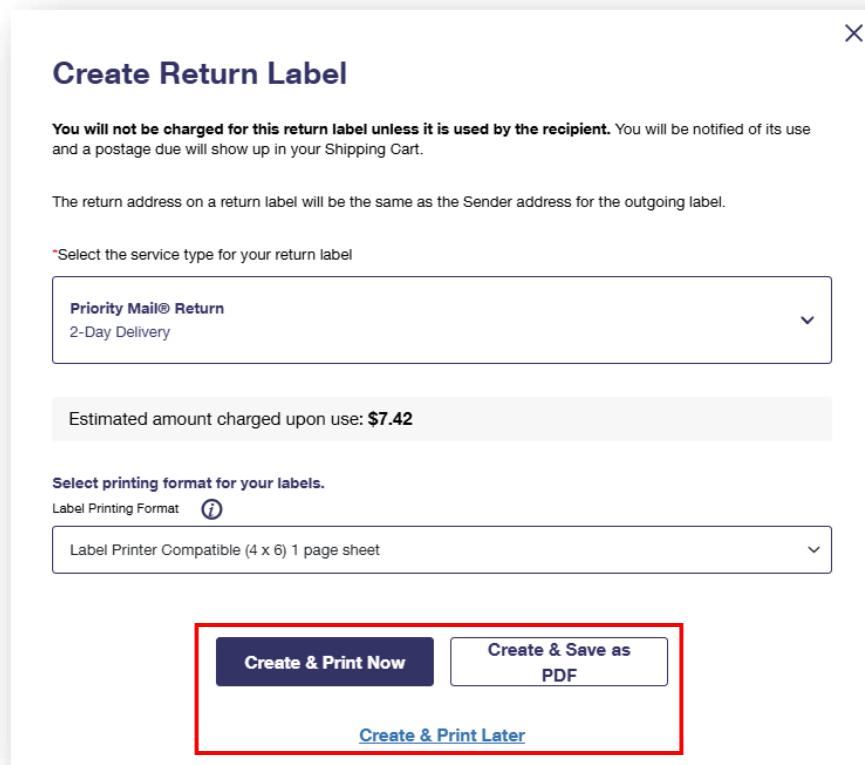
- Once selected, a **Create a Return Label** popup modal will be displayed. Select the **Service Type** for your Return Label.



c) Once the Service Type is selected, the estimated charge amount when used will be displayed. Then, select the **Label Printing Format**.



d) Finally, review the Return Label details and select the **Create & Print Now**, **Create & Save as PDF**, or **Create & Print Later**.



Export All Labels from an Order via CSV File

a) to export all labels via CSV file, select the **Export All** button (this option is selected by default if no labels are selected).

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

[Print Labels](#) Export All Labels *only labels available for print will be printed

Label Number Search mm/dd/yyyy Shipped Status Payment Status Service Type

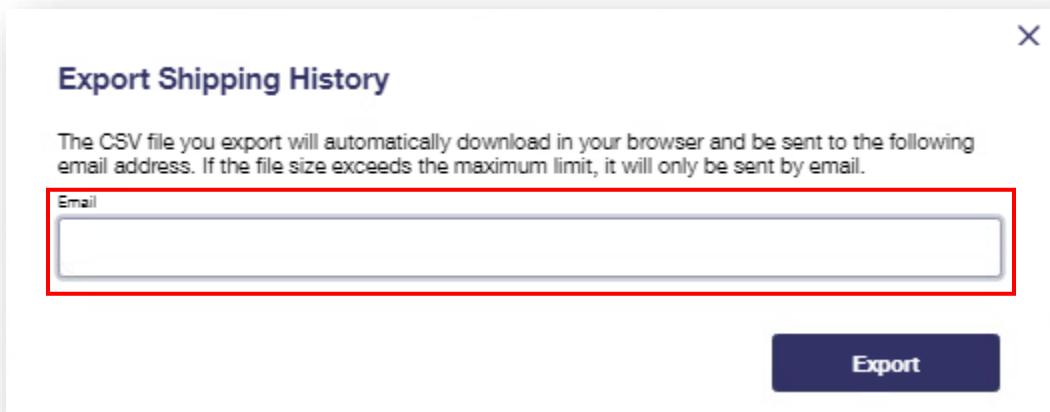
Labels (2)

<input type="checkbox"/>	Ship Date ▼	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Refund Pending	\$30.90
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90

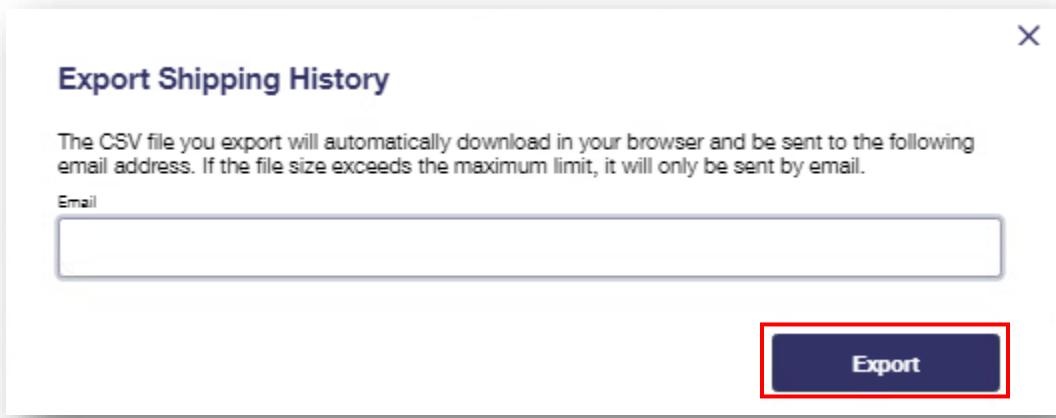
[Print](#) ...

[Print](#) ...

b) Once selected, an **Export Shipping History** popup modal will be displayed. Enter your email in the **Email** section to have the CSV file emailed to you (optional).



c) Select **Export** to export the CSV file.

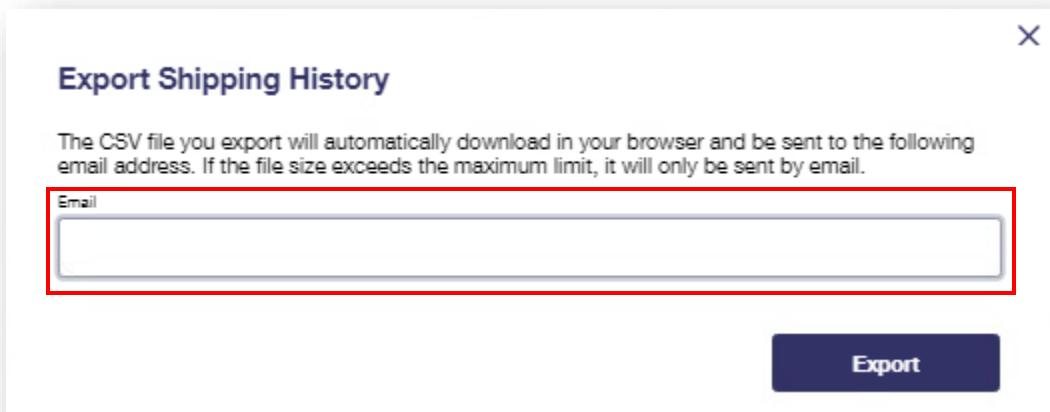


Export Specific Labels from an Order via CSV File

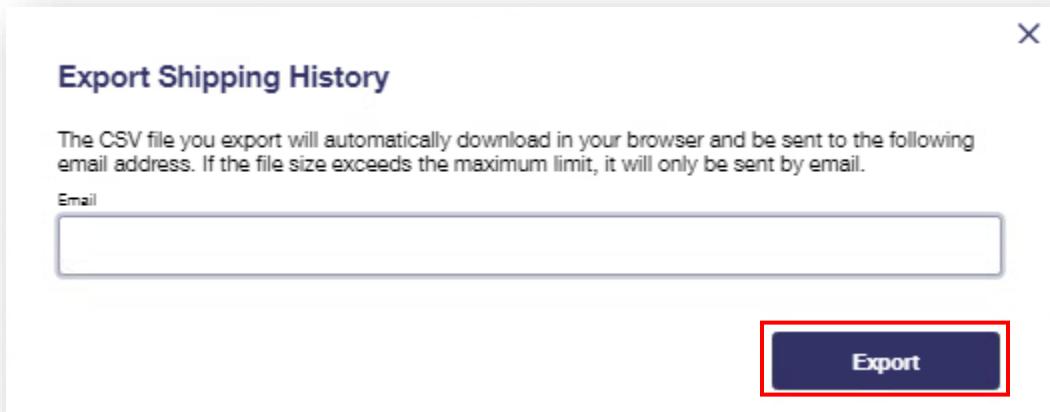
- to export selected labels via CSV file, select the checkbox of the labels and then select the **Export Selected Labels** button.

Labels (2)		Note: not all actions are available for the labels selected					
		Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA00058895US	Account Charged	\$30.90
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90

- Once selected, an **Export Shipping History** popup modal will be displayed. Enter your email in the **Email** section to have the CSV file emailed to you (optional).



c) Select **Export** to export the CSV file.

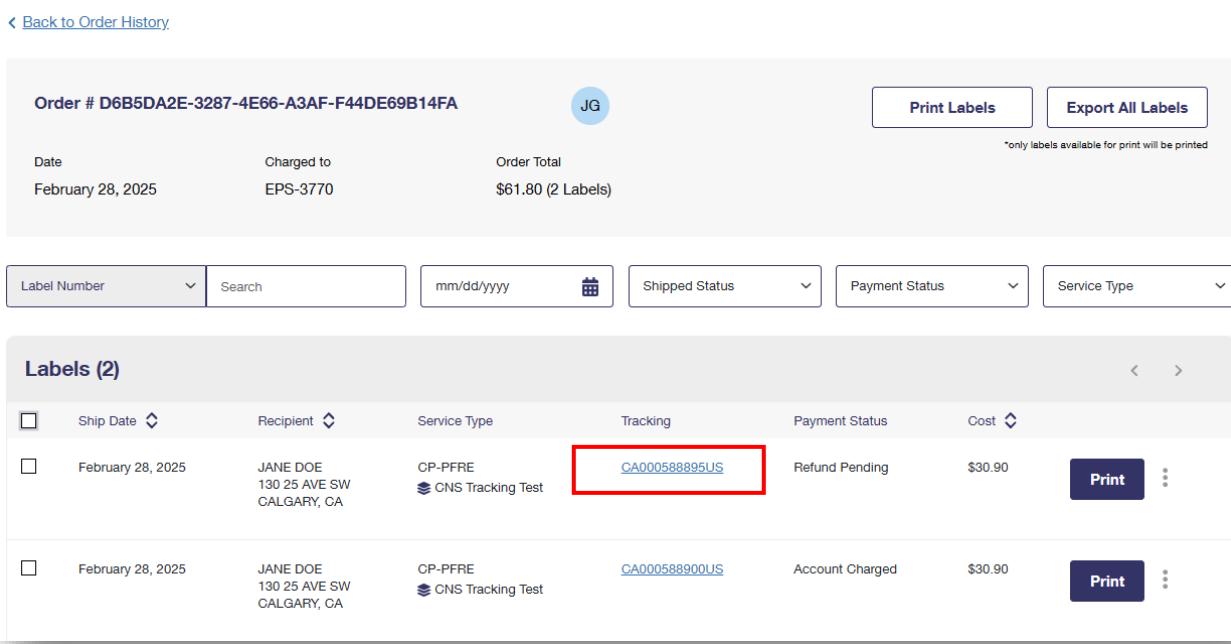


All Actions within the Label Details Page

Within the Label Details page of a selected label, you'll be able to perform multiple actions to that specific label.

1) Select a Label to View

- Select the **Label Number** hyperlink of the label that you would like to view.



The screenshot shows the 'Label Details' page for an order. At the top, it displays the order number 'D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA' and the initials 'JG'. Below this, it shows the date 'February 28, 2025', charged to 'EPS-3770', and an order total of '\$61.80 (2 Labels)'. There are buttons for 'Print Labels' and 'Export All Labels'. A note indicates that only labels available for print will be printed. Below this, there are search and filter fields for 'Label Number', 'Search', 'mm/dd/yyyy', 'Shipped Status', 'Payment Status', and 'Service Type'. The main table, titled 'Labels (2)', lists two shipping labels. The first label has a tracking number 'CA000588895US' highlighted with a red box. The second label has a tracking number 'CA000588900US'. Both labels show a ship date of 'February 28, 2025', a recipient of 'JANE DOE, 130 25 AVE SW, CALGARY, CA', a service type of 'CP-PFRE CNS Tracking Test', a payment status of 'Refund Pending', and a cost of '\$30.90'. Each label has a 'Print' button and a more options button (three dots).

	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost	
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Refund Pending	\$30.90	<button>Print</button> ⋮
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588900US	Account Charged	\$30.90	<button>Print</button> ⋮

View USPS Tracking for Label

- If you would like to view the USPS® tracking for the label, select **USPS Tracking** from the **More Actions** section, and you'll be redirected to the USPS® tracking page for that label.

[◀ Back to Order Details](#)

Label # CA000588895US

Terms	Delivery Status
Acceptance Cutoff	Tracking Number
No Data	<u>CA000588895US</u>
Scheduled date	Your package is on the way to a USPS facility. Sign up to get updates, and we'll send you a delivery date and time when available.
No Data	
More Actions ⓘ	Pre-Shipment
USPS Tracking >	View Tracking History ▾
Ship Again >	
Print/Re-print >	
Print at the Post Office >	
Save PDF >	
Need Help? ⓘ	
File An Insurance Claim >	
Cancel Refund >	
Request A Service Refund >	

b) Once selected, you will be redirected to the **USPS® Tracking page** for that label.

Tracking Number: **CA000588895US** Remove X

[Copy](#) [!\[\]\(c442bc084839bbeb225b8def65ea1c35_img.jpg\) Add to Informed Delivery](#)

Latest Update

A shipping label has been prepared for your item. A delivery date will be provided when USPS receives the package; contact the shipper or shipping partner with any inquiries.

Get More Out of USPS Tracking:

 [USPS Tracking Plus®](#)

Pre-Shipment

- Shipping Label Created, USPS Awaiting Item
WASHINGTON, DC 20005
February 28, 2025, 4:00 pm

[What Do USPS Tracking Statuses Mean?](#)

Text & Email Updates ▾

USPS Tracking Plus® ▾

Product Information ▾

Ship Label Again

a) If you would like to ship the same label again, select **Ship Again**.

[◀ Back to Order Details](#)

Label # CA000588895US

Terms	Delivery Status
Acceptance Cutoff	Tracking Number
No Data	<u>CA000588895US</u>
Scheduled date	Your package is on the way to a USPS facility. Sign up to get updates, and we'll send you a delivery date and time when available.
No Data	
More Actions ⓘ	Pre-Shipment
USPS Tracking >	View Tracking History ▾
Ship Again >	
Print/Re-print >	
Print at the Post Office >	
Save PDF >	
Need Help? ⓘ	
File An Insurance Claim >	
Cancel Refund >	
Request A Service Refund >	

b) Once selected, a new label with the exact same details will be readded to your Label Cart and the following **green message bar** will be displayed at the top of the page.



The screenshot shows the USPS Click-N-Ship interface. At the top, there's a green success message box with a checkmark icon and the text "Success! Added D21E5188-4E89-4646-B444-2DD497A8538A to Cart." Below this, the main content area shows a package tracking status for the same tracking number. The tracking bar is mostly grey, with a small green segment indicating the package is en route. The "Pre-Shipment" status is shown. The "Details" section includes the account number (3031561222) and the return address (CLARK KENT, 1000 SUPERMAN ST NW, WASHINGTON, DC 20005-1234). The package is described as a "Padded Flat Rate Envelope" and is addressed to clark.kent@gmail.com. The "Delivery Address" and "Service Type" fields are also visible. At the bottom of the page, there's a navigation bar with links like "Label Manager", "Shipping History", "Address Book", "USPS Connect®", "Direct Connect", "Preferences", "SCAN Forms", "New Label", and a "Cart" icon showing one item. A "Back to Order History" link is also present.

Print / Re-Print Label

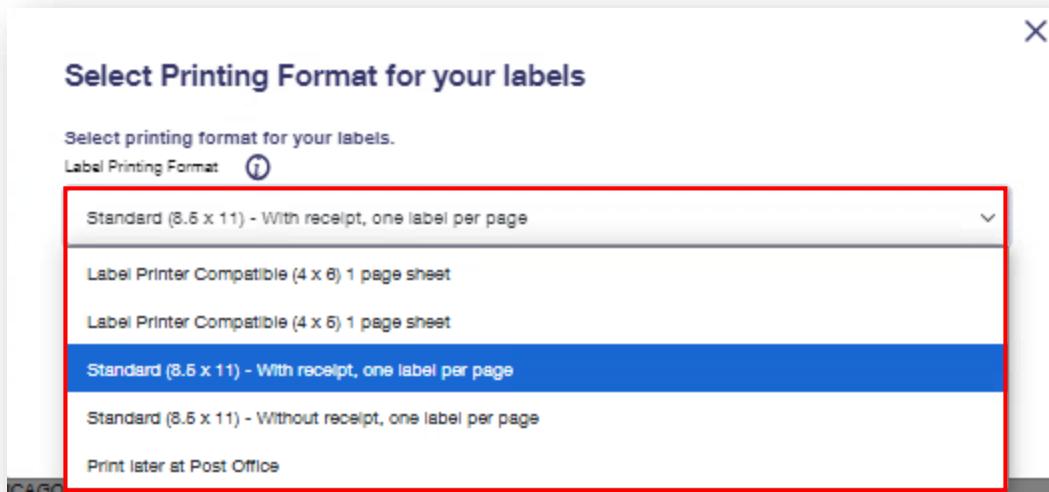
a) If you would like to print or re-print the selected label, select the **Print Labels** button.

[◀ Back to Order Details](#)

Label # [CA000588895US](#)

Terms	Delivery Status
Acceptance Cutoff	Tracking Number
No Data	CA000588895US
Scheduled date	Your package is on the way to a USPS facility. Sign up to get updates, and we'll send you a delivery date and time when available.
No Data	
More Actions ⓘ	Pre-Shipment
USPS Tracking >	View Tracking History ▾
Ship Again >	
Print/Re-print > (highlighted)	Details
Print at the Post Office >	Account Number
Save PDF >	3031561222
Need Help? ⓘ	Return Address
File An Insurance Claim >	CLARK KENT 1000 SUPERMAN ST NW WASHINGTON, DC 20005-1234
Cancel Refund >	clark.kent@gmail.com
Request A Service Refund >	Delivery Address
	Service Type

b) A **Select Printing Format for your Labels** popup modal will be displayed. Select a **printing format type** and select **Get PDF** to print.



Print Label at the Post Office (Label Broker)

a) If you would like to print your label at a nearby USPS® Post Office™, select **Print at the Post Office**.

[◀ Back to Order Details](#)

Label # CA000588895US

Terms	Delivery Status
Acceptance Cutoff	Tracking Number
No Data	<u>CA000588895US</u>
Scheduled date	Your package is on the way to a USPS facility. Sign up to get updates, and we'll send you a delivery date and time when available.
No Data	

More Actions ⓘ

[USPS Tracking](#) >

[Ship Again](#) >

[Print/Re-print](#) >

[Print at the Post Office](#) >

[Save PDF](#) >

Need Help? ⓘ

[File An Insurance Claim](#) >

[Cancel Refund](#) >

[Request A Service Refund](#) >

Delivery Address

Service Type

Pre-Shipment

b) Enter the email in the provided textbox to and select **Submit** to receive a QR code that can be scanned at the USPS® Post Office™.

Print at the Post Office

When choosing this option, USPS will send you an e-mail containing a QR code that can be scanned at participating USPS Retail Locations. For more information, visit [Label Broker FAQs](#)

Enter your email to receive the QR code.

Submit

Save Label as PDF

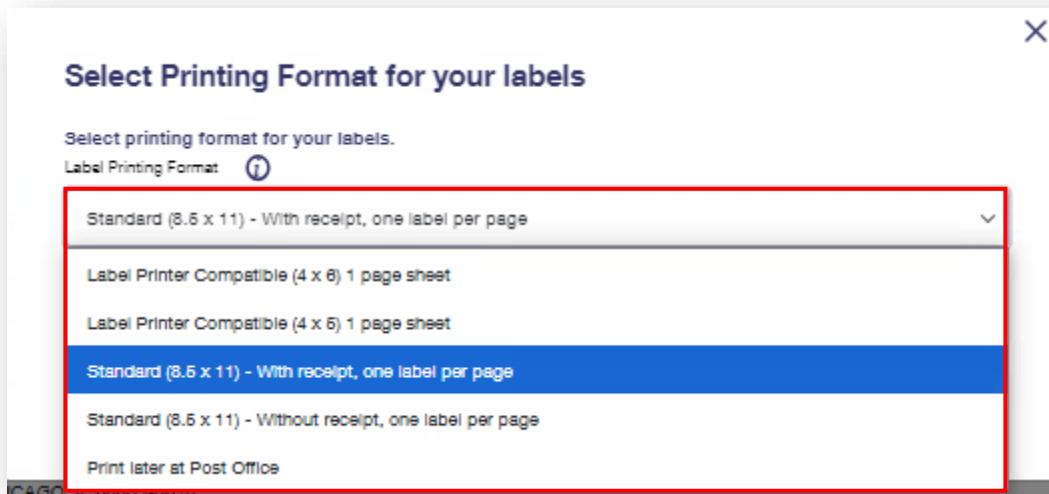
a) If you would like to save the selected label as a PDF, select **Save as PDF**.

[◀ Back to Order Details](#)

Label # [CA000588895US](#)

Terms	Delivery Status
Acceptance Cutoff	Tracking Number
No Data	CA000588895US
Scheduled date	Your package is on the way to a USPS facility. Sign up to get updates, and we'll send you a delivery date and time when available.
No Data	
More Actions ⓘ	Pre-Shipment
USPS Tracking >	View Tracking History ▾
Ship Again >	
Print/Re-print >	
Print at the Post Office >	
Save PDF > Save PDF	
Need Help? ⓘ	
File An Insurance Claim >	
Cancel Refund >	
Request A Service Refund >	

b) A **Select Printing Format for your Labels** popup modal will be displayed. Select a **printing format type** and select **Get PDF** to print.



Create a Return Label

a) To create a return label or the selected label, select **Create Return Label** (note, you will not be charged for this return label unless it is used by the recipient).

i. **Note:** *this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels.*

[◀ Back to Order Details](#)

Label # 9405530109355109327661

Terms

Acceptance Cutoff

03/03/2025

12:00 AM

Scheduled date

03/05/2025

12:00 AM

More Actions 

[USPS Tracking >](#)

[Ship Again >](#)

[Print/Re-print >](#)

[Print at the Post Office >](#)

[Save PDF >](#)

[Create Return Label >](#)

Need Help? 

[File An Insurance Claim >](#)

[Request a Refund >](#)

[Request A Service Refund >](#)

Delivery Status

Tracking Number

4202820351779405530109355109327661

Status Not Available

The tracking number may be incorrect or the status update is not yet available. Please verify your tracking number and try again later.

Details

Account Number

3031500001

Return Address

CLARK KENT
SUPERMAN WAREHOUSE

1400 SUPERMAN ST NW
WASHINGTON, DC 20005-1224

clark.kent@gmail.com

Package

Flat Rate Envelope

Delivery Address

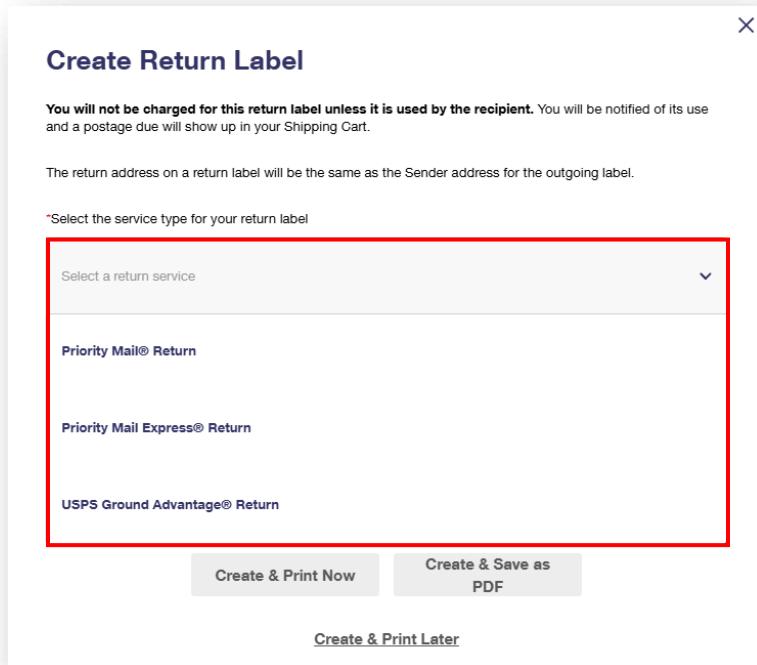
JOE BOB

Service Type

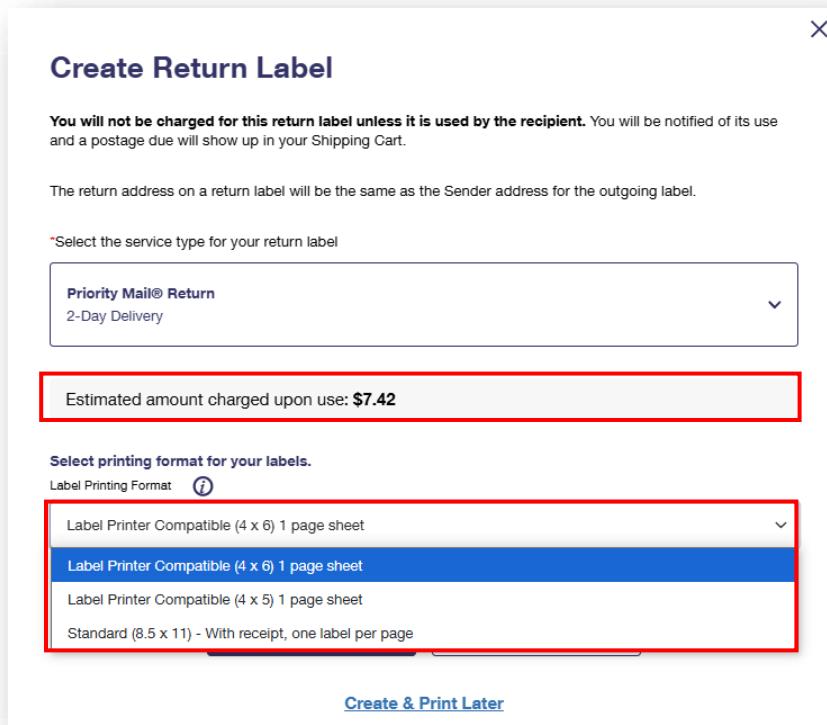
Priority Mail®

1414 S BURGER ST
CHARLOTTE, NC 28203-5177

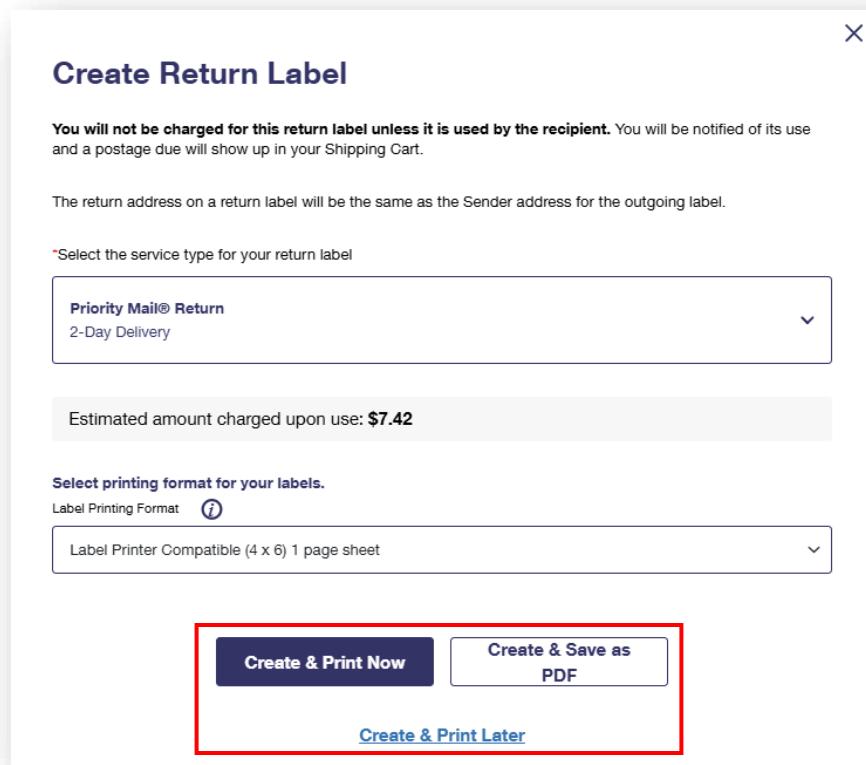
b) Once selected, a **Create a Return Label** popup modal will be displayed. Select the **Service Type** for your Return Label.



c) Once the Service Type is selected, the estimated charge amount when used will be displayed. Then, select the **Label Printing Format**.



d) Finally, review the Return Label details and select the **Create & Print Now**, **Create & Save as PDF**, or **Create & Print Later**.



View Free Shipping Supplies Order Details & Status

a) To view the status of your shipping supplies (if they were added to your order at purchase), select **Shipping Supplies Status**.

- Note, the Free Shipping Supplies will be displayed as its own line item within the Order Details page as shown below. To view the Shipping Supplies details page, select the Shipping Supplies Order ID.*

[◀ Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG

Date Charged to Order Total
February 28, 2025 EPS-3770 \$61.80 (2 Labels)

*only labels available for print will be printed

Print Labels **Export All Labels**

Label Number Search mm/dd/yyyy Shipped Status Payment Status Service Type

Labels (2)

<input type="checkbox"/>	Ship Date ▼	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
<input type="checkbox"/>	February 28, 2025	CLARK KENT SUPERMAN WAREHOUSE 1400 SUPERMAN ST WASHINGTON, DC 20005-3509	None	Q 1095X Q 1095X	Account Charged	\$0.00

Print ...

- b) Once on the Free Shipping Supplies, select **Shipping Supplies Status** and you will be redirected to your USPS Activity History.
- c) To view details about the selected Free Shipping Supplies, refer to the **Details** section.

[◀ Back to Order Details](#)

Label # O_1095X

Terms

Acceptance Cutoff
No Data

Scheduled date
No Data

More Actions

[USPS Tracking >](#)
[Ship Again >](#)
[Print/Re-print >](#)
[Print at the Post Office >](#)
[Save PDF >](#)

[Shipping Supplies Status >](#)

Need Help?

[File An Insurance Claim >](#)
[Request a Refund >](#)
[Request A Service Refund >](#)

Details

Account Number
303156648
No Return Address
Delivery Address
CLARK KENT
SUPERMAN WAREHOUSE
1400 SUPERMAN ST NW
WASHINGTON, DC 20005-1224
clark.kent@gmail.com

Order Number
[1149C94F-19CA-4BE0-BFCD-1A91E5C52B2A](#)
Transaction Type
FREE_SUPPLY
Payment Method
EPS-3770
Payment Status
Account Charged

Service Type	Price
USPS Ground Advantage® Service	0.00
Military Care Kit (2)	Free
Priority Mail® Side-Loading Large Box (2)	Free
Label Total	Free

File an Insurance Claim for the Label

- If you would like to file an insurance claim for the selected label, refer to the **Need Help** section and select **File an Insurance Claim** and you will be redirected to the [USPS® Claims Portal](#).

[Back to Order Details](#)

Label # 9405530109355109327661

Terms

Acceptance Cutoff

03/03/2025

12:00 AM

Scheduled date

03/05/2025

12:00 AM

More Actions (1)

[USPS Tracking >](#)

[Ship Again >](#)

[Print/Re-print >](#)

[Print at the Post Office >](#)

[Save PDF >](#)

[Create Return Label >](#)

Need Help? (1)

[File An Insurance Claim >](#)

[Request a Refund >](#)

[Request A Service Refund >](#)

Delivery Status

Tracking Number

[4202820351779405530109355109327661](#)

Status Not Available

The tracking number may be incorrect or the status update is not yet available. Please verify your tracking number and try again later.

Details

Account Number

3031500001

Return Address

CLARK KENT
SUPERMAN WAREHOUSE

1400 SUPERMAN ST NW
WASHINGTON, DC 20005-1224

clark.kent@gmail.com

Package

Flat Rate Envelope

Delivery Address

JOE BOB

Service Type

Priority Mail®

1414 S BURGER ST
CHARLOTTE, NC 28203-5177

Request / Cancel a Refund

- a) If you would like to request a refund for the selected label, refer to the **Need Help** section and select **Request a Refund**.

[◀ Back to Order Details](#)

Label # 9405530109355109327661

Terms

Acceptance Cutoff

03/03/2025

12:00 AM

Scheduled date

03/05/2025

12:00 AM

More Actions 

[USPS Tracking >](#)

[Ship Again >](#)

[Print/Re-print >](#)

[Print at the Post Office >](#)

[Save PDF >](#)

[Create Return Label >](#)

Need Help? 

[File An Insurance Claim >](#)

[Request a Refund > !\[\]\(b60e02e03923f431b60a2a62b0b654f9_img.jpg\)](#)

[Request A Service Refund >](#)

Delivery Status

Tracking Number

4202820351779405530109355109327661

Status Not Available

The tracking number may be incorrect or the status update is not yet available. Please verify your tracking number and try again later.

Details

Account Number

3031500001

Return Address

CLARK KENT
SUPERMAN WAREHOUSE

1400 SUPERMAN ST NW
WASHINGTON, DC 20005-1224

clark.kent@gmail.com

Package

Flat Rate Envelope

Delivery Address

JOE BOB

Service Type

Priority Mail®

1414 S BURGER ST
CHARLOTTE, NC 28203-5177

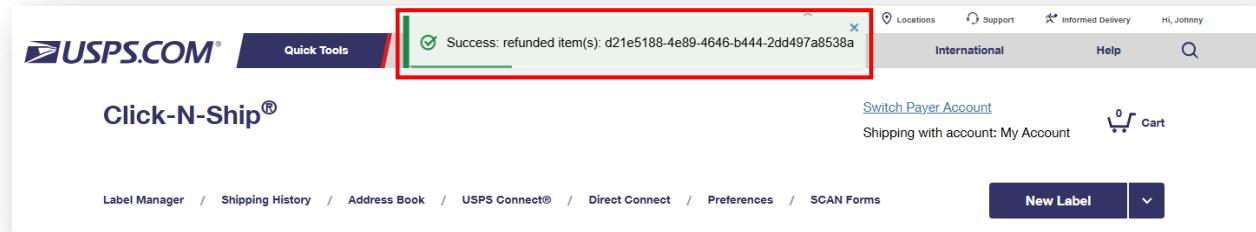
b) Once selected, a confirmation popup will be displayed. Select **Yes** to proceed with requesting a refund.

Are you sure you want to refund this item?

NO

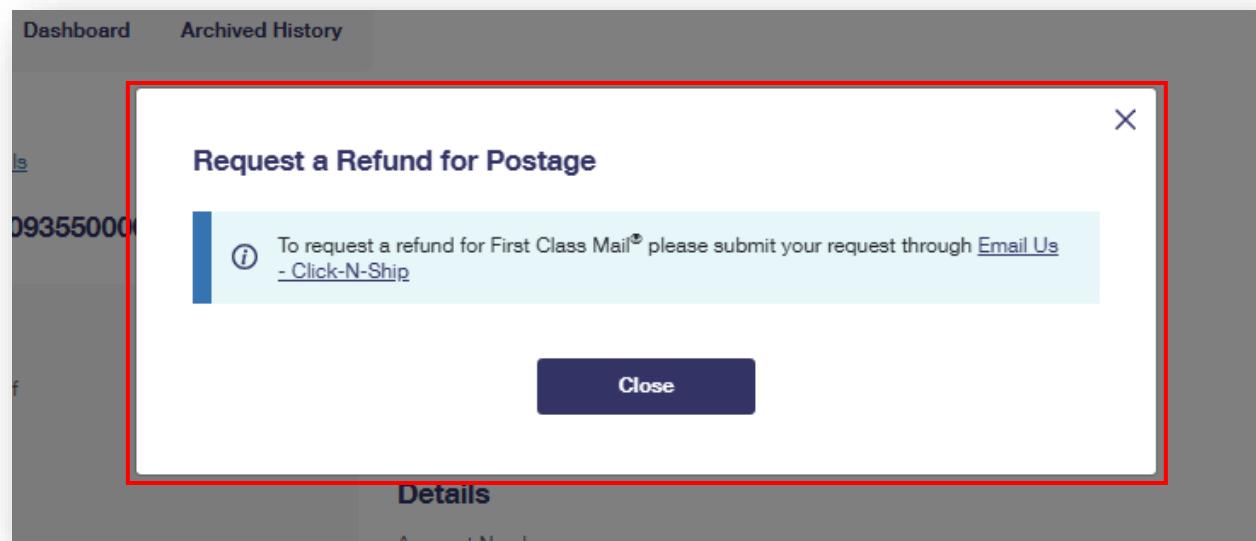
YES

c) If the refund is successful, you will see the following green message bar displayed at the top of the page.



The screenshot shows the USPS.com Click-N-Ship interface. At the top, there is a green success message banner with a checkmark icon and the text "Success: refunded item(s): d21e5188-4e89-4646-b444-2dd497a8538a". The banner is highlighted with a red box. The top navigation bar includes links for Locations, Support, Informed Delivery, Hi, Johnny, International, Help, and a search icon. Below the banner, the Click-N-Ship logo is visible, along with a "Switch Payer Account" link and a "Cart" icon. The main menu bar at the bottom includes Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. A "New Label" button is also present.

d) Refunds for Labels with the **First-Class Mail** service will not be available through Click-N-Ship. If the **Refund** button is selected, you will see the following message banner advising you to contact Customer Service via [Email Us - Click-N-Ship®](#) to initiate a refund:



The screenshot shows a "Request a Refund for Postage" dialog box. The title bar says "Request a Refund for Postage" and has a close button. Inside the dialog, there is an information icon with the text: "To request a refund for First Class Mail® please submit your request through [Email Us - Click-N-Ship](#)". A "Close" button is located at the bottom of the dialog. The background shows a blurred "Dashboard" and "Archived History" menu.

e) If you have requested a refund for the selected label, refer to the **Need Help** section again and select **Cancel Refund**.

[◀ Back to Order Details](#)

Label # 9405530109355109327661

Terms

Acceptance Cutoff
03/03/2025
12:00 AM

Scheduled date
03/05/2025
12:00 AM

More Actions ⓘ

- [USPS Tracking](#) >
- [Ship Again](#) >
- [Print/Re-print](#) >
- [Print at the Post Office](#) >
- [Save PDF](#) >
- [Create Return Label](#) >

Need Help? ⓘ

- [File An Insurance Claim](#) >
- [Cancel Refund](#) > **Cancel Refund** Cancel Refund
- [Request A Service Refund](#) >

Delivery Status

Tracking Number
4202820351779405530109355109327661

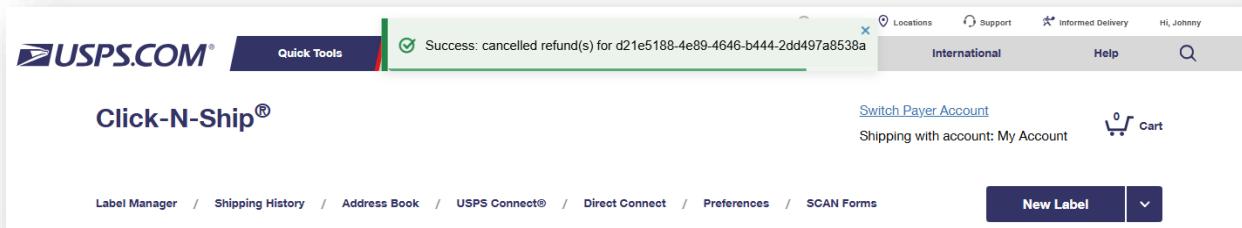
Status Not Available

The tracking number may be incorrect or the status update is not yet available. Please verify your tracking number and try again later.

Details

Account Number	3031500001
Return Address	Package
CLARK KENT SUPERMAN WAREHOUSE	Flat Rate Envelope
1400 SUPERMAN ST NW WASHINGTON, DC 20005-1224	
clark.kent@gmail.com	
Delivery Address	Service Type
JOE BOB	Priority Mail®
1414 S BURGER ST CHARLOTTE, NC 28203-5177	

f) If the refund is successfully canceled, you will see the following **green message bar** displayed at the top of the page.



The screenshot shows the USPS.com Click-N-Ship interface. At the top, there is a green message bar with a checkmark icon and the text "Success: cancelled refund(s) for d21e5188-4e89-4646-b444-2dd497a8538a". The main navigation bar includes "USPS.COM", "Quick Tools", "Label Manager", "Shipping History", "Address Book", "USPS Connect®", "Direct Connect", "Preferences", "SCAN Forms", "New Label", and a dropdown menu. On the right side, there are links for "Switch Payer Account", "International", "Help", and a search bar. A "Cart" icon is also visible.

Request a Service Refund

a) To request a refund for an unused or unwanted extra service, refer to the **Need Help** section and select **Request a Service Refund** and you will be redirected to the [USPS® Service Refund Portal](#).

[◀ Back to Order Details](#)

Label # 9405530109355109327661

Terms

Acceptance Cutoff

03/03/2025

12:00 AM

Scheduled date

03/05/2025

12:00 AM

More Actions 

[USPS Tracking >](#)

[Ship Again >](#)

[Print/Re-print >](#)

[Print at the Post Office >](#)

[Save PDF >](#)

[Create Return Label >](#)

Need Help? 

[File An Insurance Claim >](#)

[Cancel Refund >](#)

[Request A Service Refund >](#)

Delivery Status

Tracking Number

[4202820351779405530109355109327661](#)

Status Not Available

The tracking number may be incorrect or the status update is not yet available. Please verify your tracking number and try again later.

Details

Account Number

3031500001

Return Address

CLARK KENT
SUPERMAN WAREHOUSE

1400 SUPERMAN ST NW
WASHINGTON, DC 20005-1224
clark.kent@gmail.com

Package

Flat Rate Envelope

Delivery Address

JOE BOB

1414 S BURGER ST
CHARLOTTE, NC 28203-5177

Service Type

Priority Mail®

View Label's Delivery Status

- a) To view the label's Delivery Status, refer to the **Delivery Status** section and select the hyperlinked **Tracking Number** to be redirected to the USPS® tracking page for that label.
 - i. *Note, this can also select **USPS Tracking** from the **More Actions** section, and you'll be redirected to the USPS® tracking page for that label.*
- b) To view the delivery status of the package, refer to the **Delivery Status progress bar**.
- c) To view the entire tracking history, select the **View Tracking History** toggle.

[◀ Back to Order Details](#)

Label # [CA000588895US](#)

<p>Terms</p> <p>Acceptance Cutoff No Data</p> <p>Scheduled date No Data</p> <p>More Actions ⓘ</p> <p>USPS Tracking > (i)</p> <p>Ship Again ></p> <p>Print/Re-print ></p> <p>Print at the Post Office ></p> <p>Save PDF ></p> <p>Need Help? ⓘ</p>	<p>Delivery Status</p> <p>Tracking Number (a) CA000588895US</p> <p>Your package is on the way to a USPS facility. Sign up to get updates, and we'll send you a delivery date and time when available.</p> <p>(b)  Pre-Shipment</p> <p>(c) View Tracking History ^</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"><p>2025-02-28, Invalid Date</p><p>Shipping Label Created, USPS Awaiting Item WASHINGTON, DC 20005</p><p>A shipping label has been prepared for your item. A delivery date will be provided when USPS receives the package; contact the shipper or shipping partner with any inquiries.</p></div>
--	---

View Label Details & Order Summary

a) To view the label details (such as *Return Address, Delivery Address, Package Type, and Service Type*), refer to the **Details** section of the Label Details page.

[◀ Back to Order Details](#)

Label # [9405530109355109327661](#)

Terms

Acceptance Cutoff

03/03/2025

12:00 AM

Scheduled date

03/05/2025

12:00 AM

More Actions ⓘ

[USPS Tracking](#) >

[Ship Again](#) >

[Print/Re-print](#) >

[Print at the Post Office](#) >

[Save PDF](#) >

[Create Return Label](#) >

Need Help? ⓘ

[File An Insurance Claim](#) >

[Cancel Refund](#) >

[Request A Service Refund](#) >

Delivery Status

Tracking Number

[4202820351779405530109355109327661](#)

Status Not Available

The tracking number may be incorrect or the status update is not yet available. Please verify your tracking number and try again later.

Details

Account Number

3031500001

Return Address

CLARK KENT
SUPERMAN WAREHOUSE

1400 SUPERMAN ST NW
WASHINGTON, DC 20005-1224

clark.kent@gmail.com

Package

Flat Rate Envelope

Delivery Address

JOE BOB

1414 S BURGER ST
CHARLOTTE, NC 28203-5177

Service Type

Priority Mail®

b) To view the **Order Details** (such as the Order Number ID, Transaction Type, Payment Method Type, and Payment Status), refer to the left side of the **Details** section.

c) To view the **Label Summary**, refer to the right side of the **Details** section.

Order Number

[E9BC2781-AEC2-4BA4-A234-79A92CDD09F7](#)

Transaction Type

LABEL

Payment Method

AMEX-1008

Payment Status

Refunded

Service Type

Priority Mail International® Small Flat Rate Envelope

Price

\$44.80

Label Total

\$44.80

(a)

(b)

View Labels Action History Table

a) To view all actions made toward the label, refer to the **Label History table** at the bottom of the Label Details page. Here you will see the timestamp along with the action that was performed on that specific label (such as paying, printing, requesting a refund, etc.).

Timestamp	Message
05/01/2024 8:18 PM	LABEL PRINTED: LETTER
05/01/2024 8:18 PM	Getting Payment
05/01/2024 8:16 PM	Setting Payment

b) If you have received a Postage Adjustment (Postage Due) on your account, the associated **Revenue Assurance ID (RAID)** will be displayed in the Message Table as shown below:

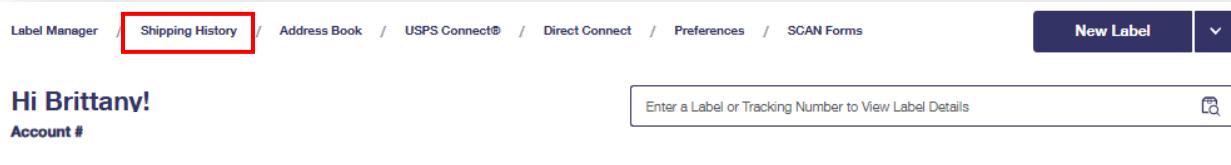
Order Number	Service Type	Price
[REDACTED]	First Class Package Service - Retail EDEL	5.80 Free
Transaction Type	Label Total	\$5.80
LABEL	Payment Method	
[REDACTED]	Payment Status	
Payment Status	Account Charged	
Timestamp	Message	
08/23/2022 9:36 PM	Postage Adjustment Identified - Revenue Assurance ID: 93877446	
08/09/2022 7:25 PM	Setting Payment	

Click-N-Ship Shipping History Dashboard

Within your Shipping History Dashboard, you will be able to see an analytical overview of the labels that you have created, purchased, and shipped through the Click-N-Ship® application.

1) Access the Shipping History Dashboard

- Click on **Shipping History** tab in the navigation menu.



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

Hi Brittany!

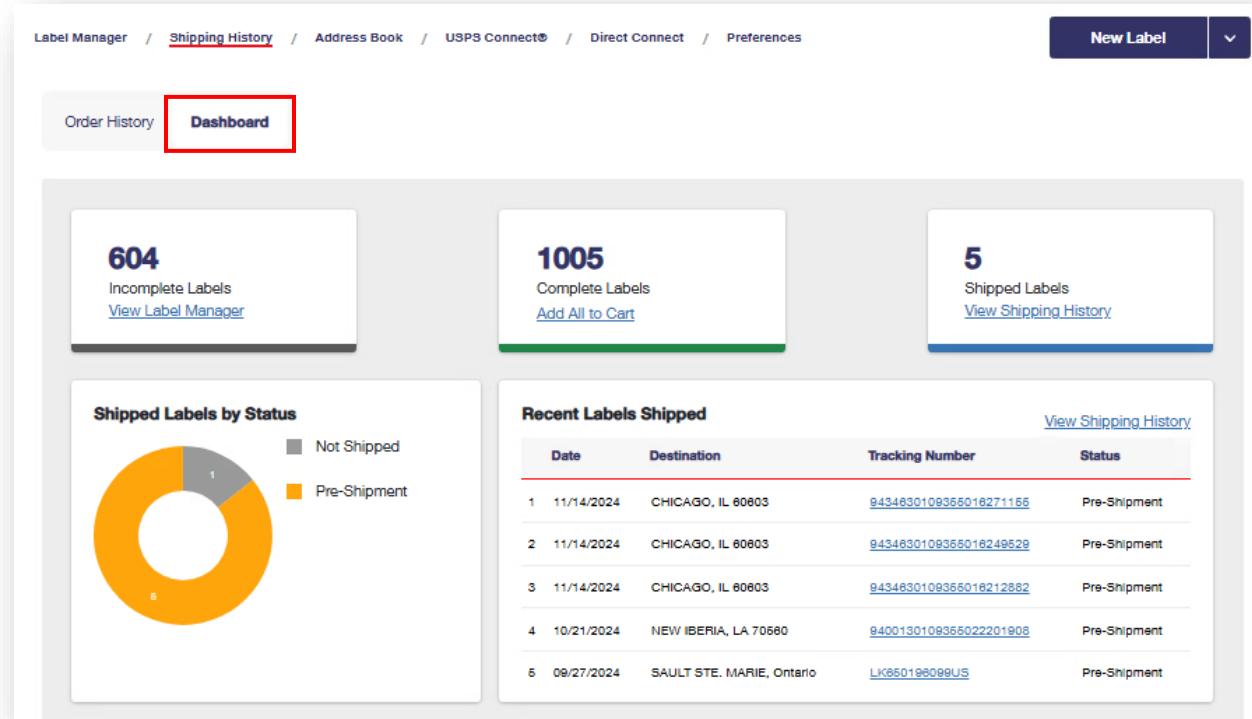
Account #

Enter a Label or Tracking Number to View Label Details

New Label

2) View the Shipping History Dashboard

- By default, you will be in the Order History view. Select the **Dashboard** tab.



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

New Label

Order History **Dashboard**

604 Incomplete Labels [View Label Manager](#)

1005 Complete Labels [Add All to Cart](#)

5 Shipped Labels [View Shipping History](#)

Shipped Labels by Status

Status	Count
Not Shipped	1
Pre-Shipment	8

Recent Labels Shipped

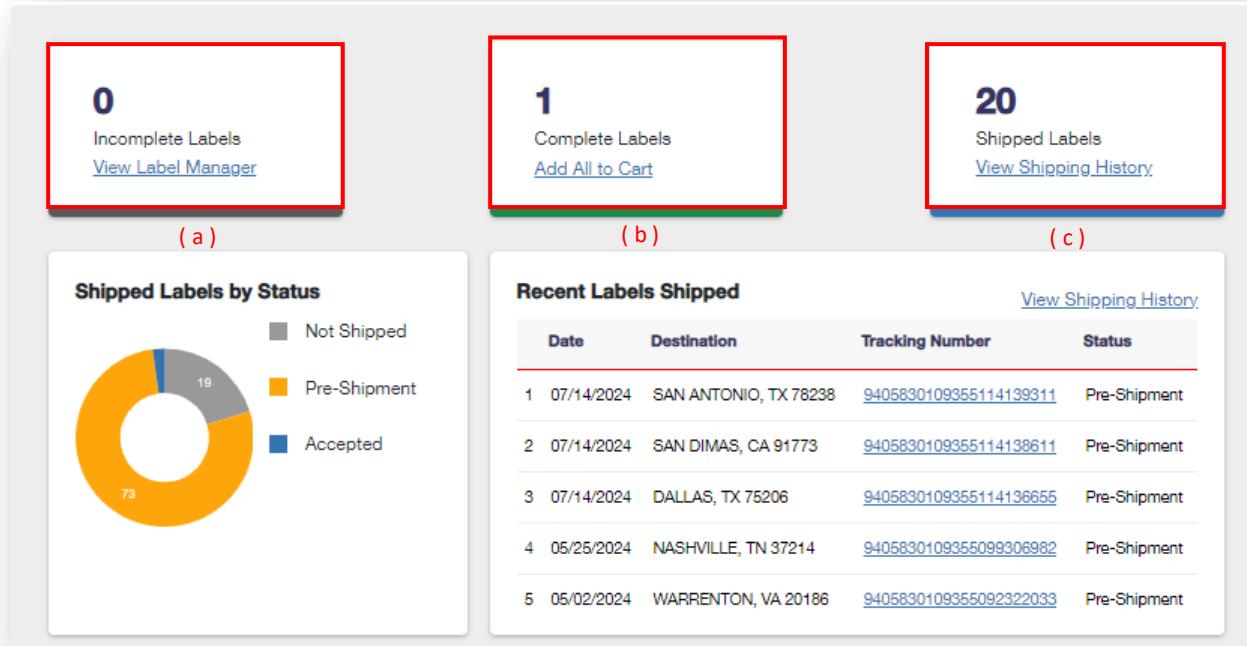
Date	Destination	Tracking Number	Status
1 11/14/2024	CHICAGO, IL 60603	9434830109355018271155	Pre-Shipment
2 11/14/2024	CHICAGO, IL 60603	9434830109355018249529	Pre-Shipment
3 11/14/2024	CHICAGO, IL 60603	9434830109355018212882	Pre-Shipment
4 10/21/2024	NEW IBERIA, LA 70580	9400130109355022201908	Pre-Shipment
5 09/27/2024	SAULT STE. MARIE, Ontario	LK850198099US	Pre-Shipment

All Actions within Shipping History Dashboard

Within the Shipping History Dashboard, you'll be able to see and perform the following actions to the following sections.

View Incomplete, Complete, and Shipped Labels

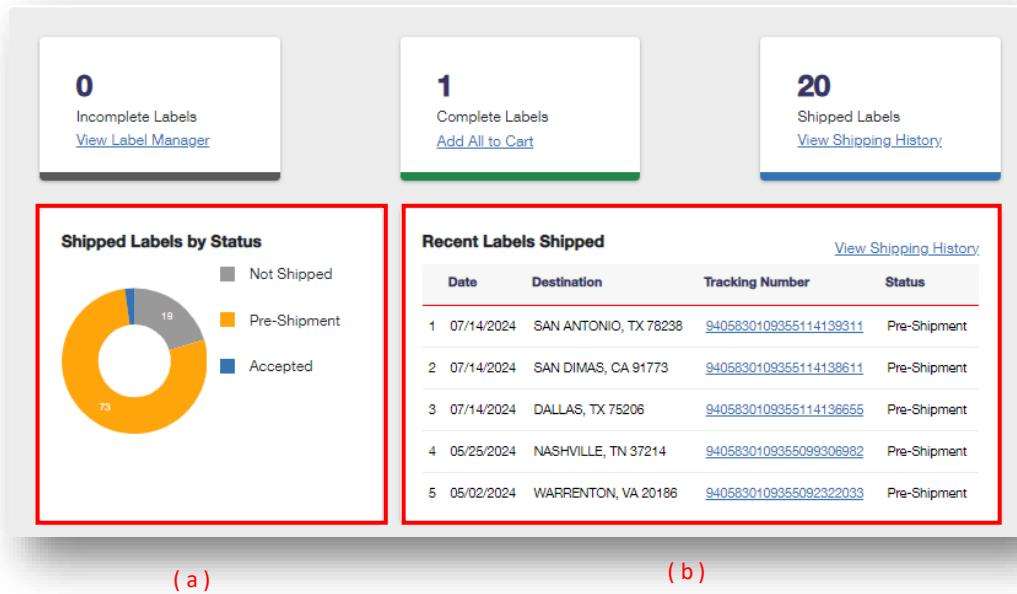
- a) To view the total number of *incomplete* labels that are in your Label Manager, refer to the **Incomplete Labels** section. You can also choose to view the incomplete labels via your Label Manager by selecting **View Label Manager**.
- b) To view the total number of *complete* labels that are in your Label Manager, refer to the **Complete Labels** section. You can also choose to add all the completed labels that are within your Label Manager to the Label Cart by selecting **Add All to Cart**.
- c) To view the total number of *shipped* labels that are in your Shipping History, refer to the **Shipped Labels** section. You can also choose to view all the shipped labels via your Shipping History by selecting **View Shipping History**.



View Shipped Labels by Status and Recent Labels Shipped

- a) To view a detailed breakdown of the total number of *shipped* labels by status, refer to the **Shipped Labels by Status** section.

b) To view a list of the most recent labels that you've shipped, refer to the **Recent Labels Shipped** section. You can also choose to view the recently shipped labels via your Shipping History by selecting **View Shipping History**.



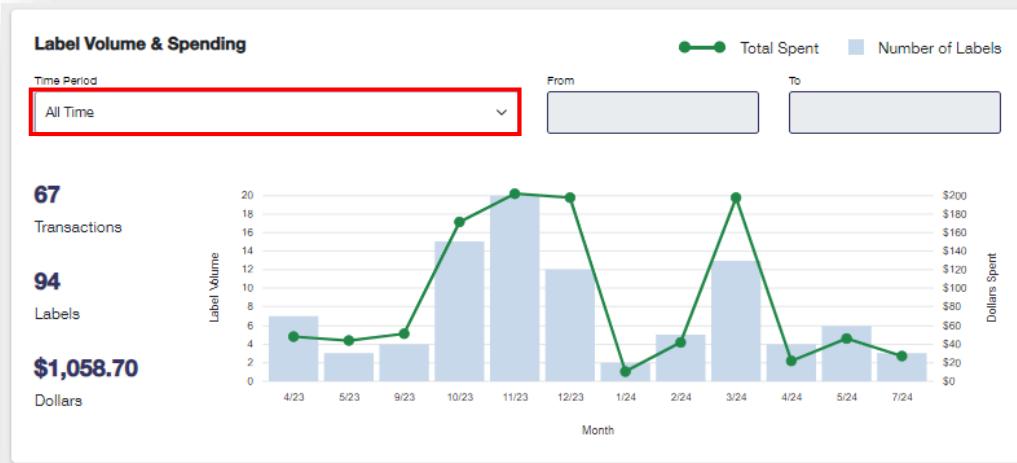
(a)

(b)

View Label Volume & Spending

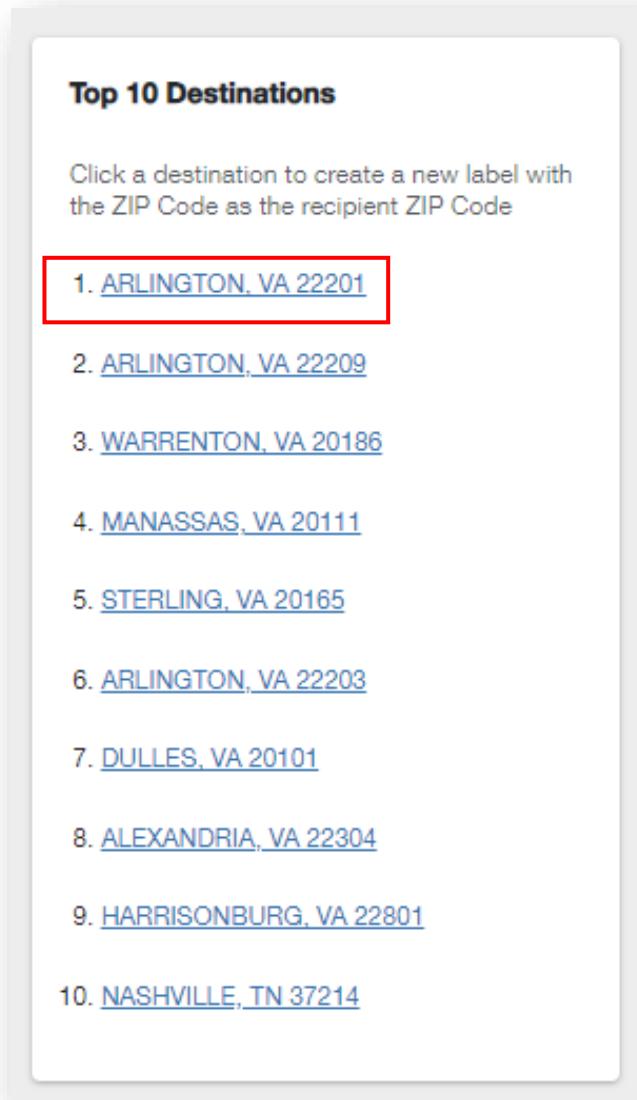
a) To view a detailed breakdown of your label volume and spending, refer to the **Label Volume & Spending** section.

b) To filter by time period, select the **Time Period** dropdown, and select a time period from the options available.



View Your Top 10 Shipping Destinations

- a) To view a list of the top ten destinations that you most recurringly ship to refer to the **Top 10 Destinations** section.
- b) You can also choose to create a label by selecting on the **city hyperlink**. Once selected, you will be redirected to the single label flow page where you'll be able to create a label with the prepopulated city, state, and zip code™ fields.



Top 10 Destinations

Click a destination to create a new label with the ZIP Code as the recipient ZIP Code

1. [ARLINGTON, VA 22201](#)
2. [ARLINGTON, VA 22209](#)
3. [WARRENTON, VA 20186](#)
4. [MANASSAS, VA 20111](#)
5. [STERLING, VA 20165](#)
6. [ARLINGTON, VA 22203](#)
7. [DULLES, VA 20101](#)
8. [ALEXANDRIA, VA 22304](#)
9. [HARRISONBURG, VA 22801](#)
10. [NASHVILLE, TN 37214](#)

View Label Volume by Destination

- a) To view detailed breakdown of your label volume by destination (ZIP code™), refer to the **Label Volume by Destination** section.
- b) To filter by time period, select the **Time Period** dropdown, and select a time period from the options available.

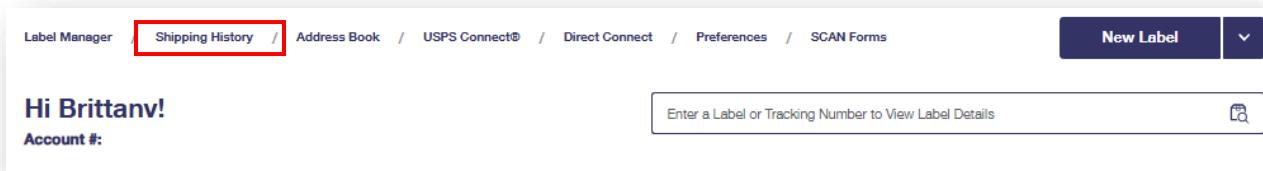


Click-N-Ship Archived History

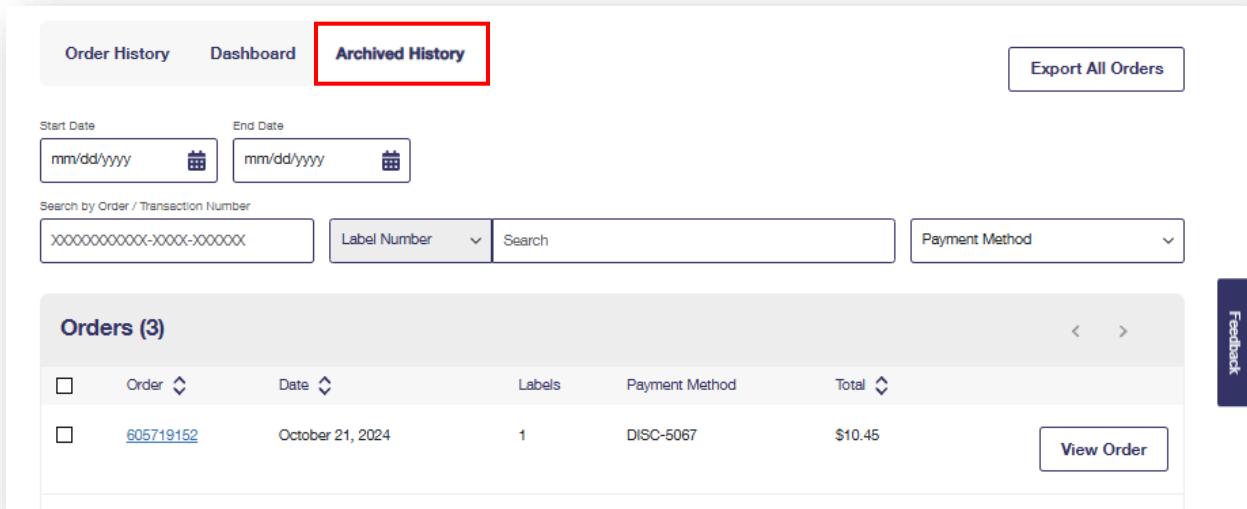
Within the Legacy Click-N-Ship® Archived History, you will be able to view all the previous Orders, Labels, and Transactions that you have made using the Legacy Click-N-Ship® application over the last 12 months (**February 20th, 2024 – February 20th, 2025**).

1) Access the Click-N-Ship® Archived History

- Click on **Shipping History** tab in the navigation menu.



- By default, you will be in the Order History view. Select the **Archive History** tab to proceed with viewing the Legacy CNS Order History.

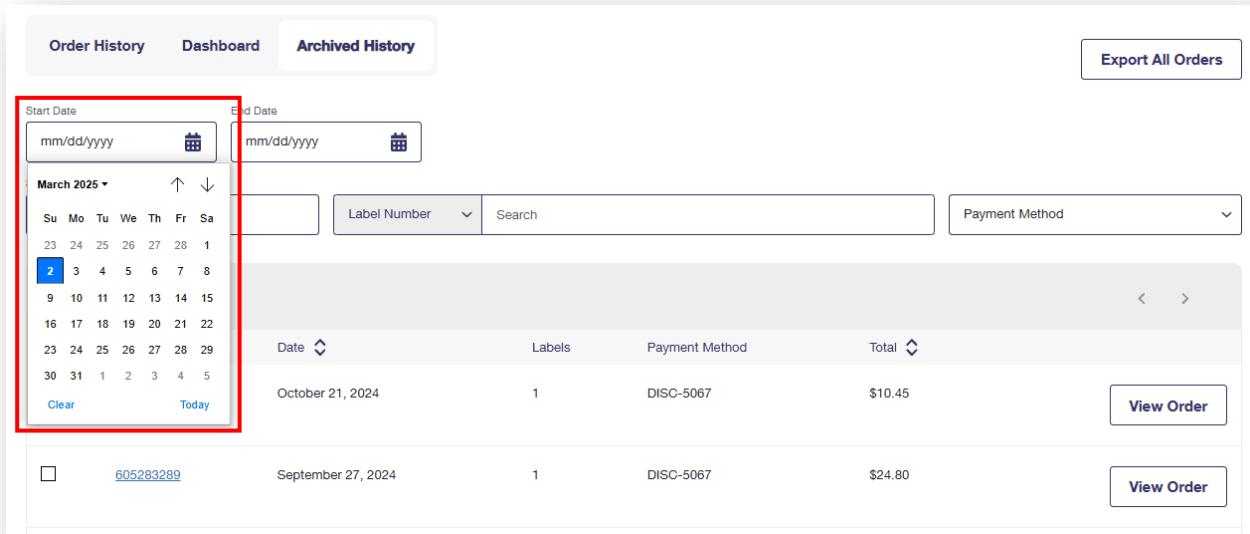


Searching for Legacy Orders within Archived History

Within the Archived History, you'll be able to filter the search for your purchased Legacy orders by different filters.

Search by Date Range

- Select the **Calendar** icon from the **Start Date** section and select a date.



Start Date End Date

March 2025

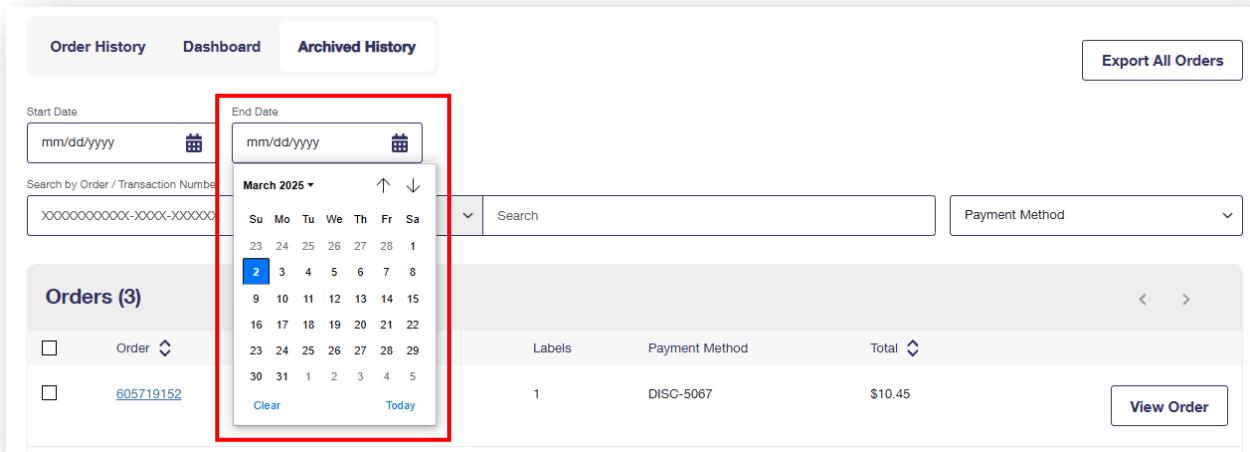
Labels Payment Method Total

October 21, 2024 1 DISC-5067 \$10.45

605283289 September 27, 2024 1 DISC-5067 \$24.80

Export All Orders

b) Select the **Calendar** icon from the **End Date** section and select a date.



Start Date End Date

Search by Order / Transaction Number: X0000000000X-XXXX-XXXX

Orders (3)

Order 605719152

Labels Payment Method Total

1 DISC-5067 \$10.45

Export All Orders

c) Once the Start and End Date are selected, the associated order(s) will automatically be displayed in the **Orders Table**.

Start Date End Date

Search by Order / Transaction Number Label Number Search Payment Method

Orders (1)

<input type="checkbox"/>	Order <input type="button" value="▼"/>	Date <input type="button" value="▼"/>	Labels	Payment Method	Total <input type="button" value="▼"/>
<input type="checkbox"/>	605719152	October 21, 2024	1	DISC-5067	\$10.45

[View Order](#)

Search by Order / Transaction Number

a) Enter the Legacy Order or Transaction Number in the **Search by Order / Transaction Number** textbox (please do not include any dashes or special symbols in the text box, otherwise the order will not populate as needed).

Start Date End Date

Search by Order / Transaction Number Label Number Search Payment Method

Orders (3)

<input type="checkbox"/>	Order <input type="button" value="▼"/>	Date <input type="button" value="▼"/>	Labels	Payment Method	Total <input type="button" value="▼"/>
<input type="checkbox"/>	605719152	October 21, 2024	1	DISC-5067	\$10.45

[View Order](#)

b) Once the Legacy Order or Transaction Number is entered, the associated order will automatically be displayed in the Order Table.

Order History Dashboard Archived History Export All Orders

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Search by Order / Transaction Number: 605719152 Label Number: Search Payment Method:

Orders (1)

<input type="checkbox"/>	Order <input type="button" value="▼"/>	Date <input type="button" value="▼"/>	Labels	Payment Method	Total <input type="button" value="▼"/>
<input type="checkbox"/>	605719152	October 21, 2024	1	DISC-5067	\$10.45

[View Order](#)

Search by Label Number

a) Click on the action dropdown and select **Label Number**. Once selected, enter the 22-digit Legacy Label Number associated with a specific Legacy order in the **Search** textbox.

Order History Dashboard Archived History Export All Orders

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

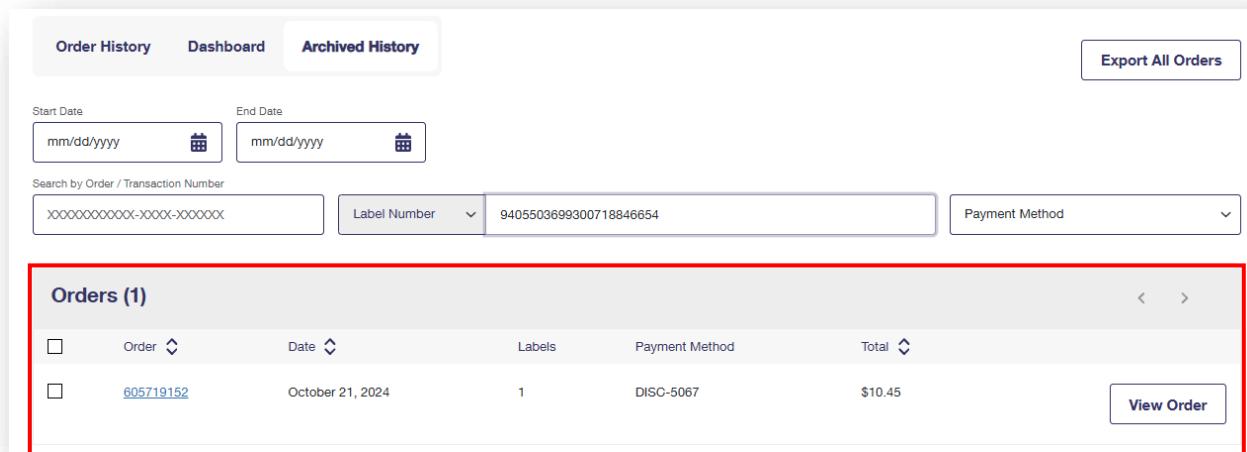
Search by Order / Transaction Number: XXXXXXXXXX-XXXX-XXXXXX Label Number: Search Payment Method:

Orders (3)

<input type="checkbox"/>	Order <input type="button" value="▼"/>	Date <input type="button" value="▼"/>	Recipient Name	Labels	Payment Method	Total <input type="button" value="▼"/>
<input type="checkbox"/>	605719152	October 21, 2024	Recipient Name	1	DISC-5067	\$10.45

[View Order](#)

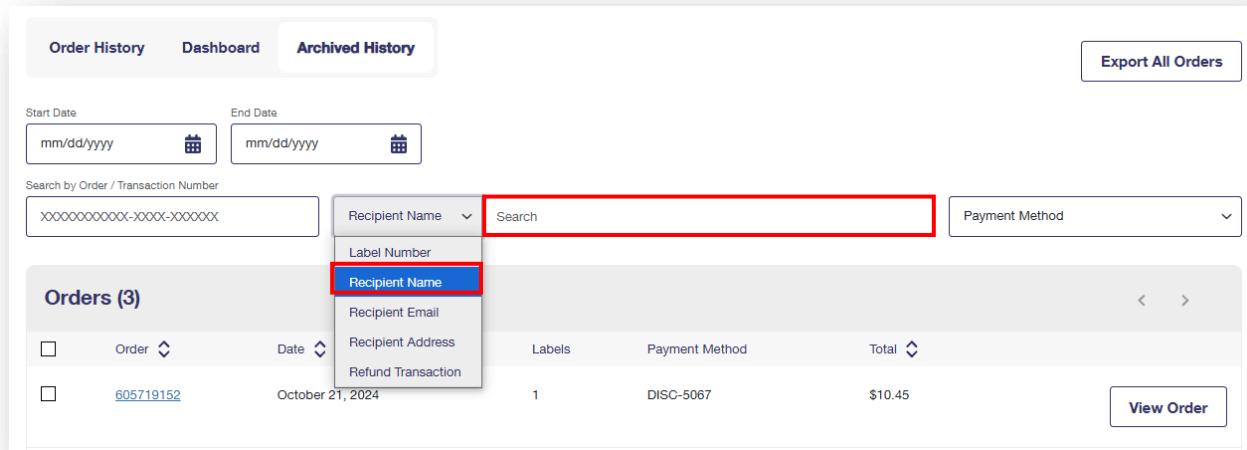
b) Once the Legacy **Label Number** is entered, the associated Legacy order(s) will automatically be displayed.



The screenshot shows the 'Archived History' tab selected in the top navigation bar. Below it are 'Start Date' and 'End Date' input fields with calendar icons. A search bar contains the text 'X0000000000-XXXX-XXXXXX'. To the right are dropdowns for 'Label Number' (set to 9405503699300718846654) and 'Payment Method' (set to DISC-5067). A red box highlights the 'Orders (1)' section, which lists one order: '605719152' (Date: October 21, 2024, Labels: 1, Payment Method: DISC-5067, Total: \$10.45). A 'View Order' button is visible on the right.

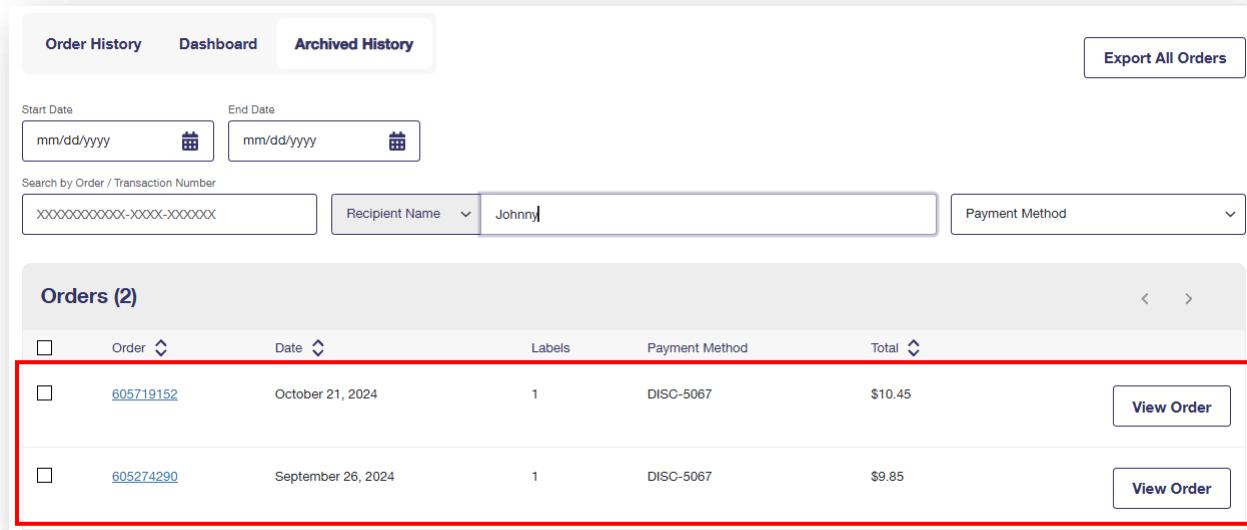
Search by Recipient Name

a) Click on the action dropdown and select **Recipient Name**. Once selected, enter the Recipient Name associated with a specific Legacy order in the **Search** textbox.



The screenshot shows the 'Archived History' tab selected. The 'Recipient Name' dropdown is open, with 'Recipient Name' highlighted. The 'Search' input field is empty. The 'Orders (3)' section lists three orders: '605719152' (Date: October 21, 2024, Labels: 1, Payment Method: DISC-5067, Total: \$10.45). A 'View Order' button is visible on the right.

b) Once the **Recipient Name** is entered, the associated Legacy order(s) will automatically be displayed.



Order History Dashboard Archived History Export All Orders

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

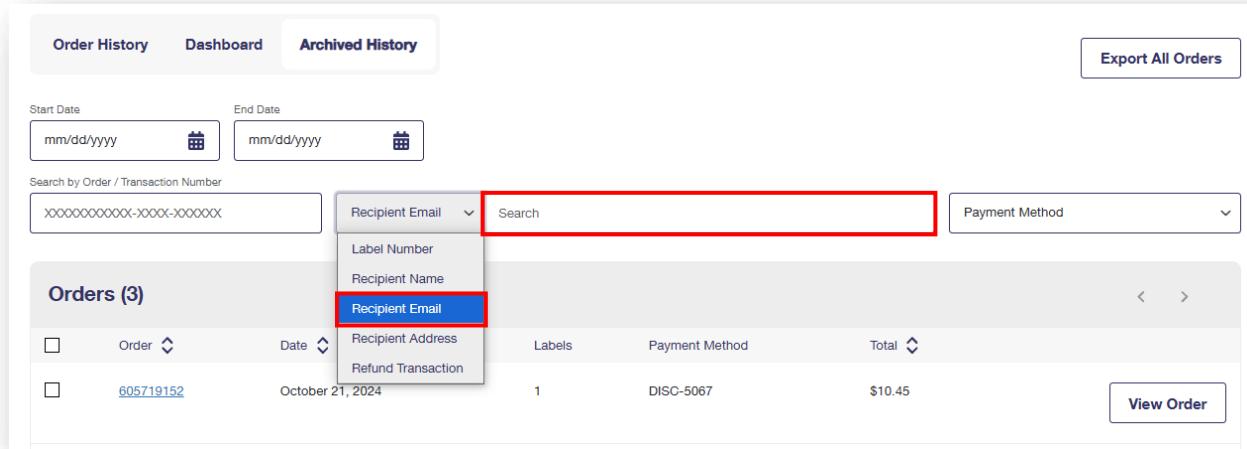
Search by Order / Transaction Number: XXXXXXXXXX-XXXX-XXXXXX Recipient Name: Johnny Payment Method:

Orders (2)

<input type="checkbox"/>	Order	Date	Labels	Payment Method	Total	
<input type="checkbox"/>	605719152	October 21, 2024	1	DISC-5067	\$10.45	View Order
<input type="checkbox"/>	605274290	September 26, 2024	1	DISC-5067	\$9.85	View Order

Search by Recipient Email

a) Click on the action dropdown and select **Recipient Email**. Once selected, enter the Recipient Email associated with a specific Legacy order(s) in the **Search** textbox.



Order History Dashboard Archived History Export All Orders

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

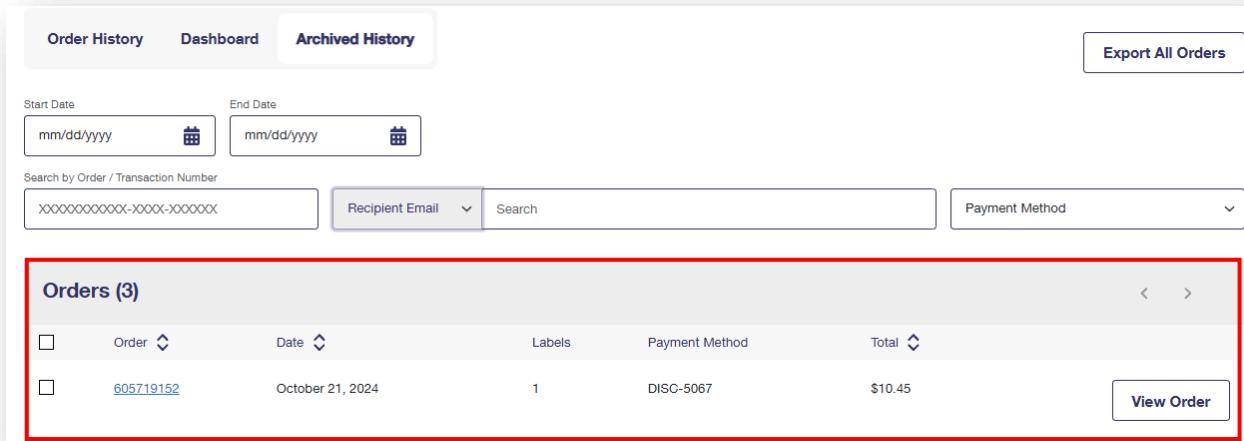
Search by Order / Transaction Number: XXXXXXXXXX-XXXX-XXXXXX Recipient Email: Payment Method:

Orders (3)

<input type="checkbox"/>	Order	Date	Labels	Payment Method	Total	
<input type="checkbox"/>	605719152	October 21, 2024	1	DISC-5067	\$10.45	View Order

Recipient Email dropdown menu options: Label Number, Recipient Name, Recipient Email (highlighted with a red box), Recipient Address, Refund Transaction.

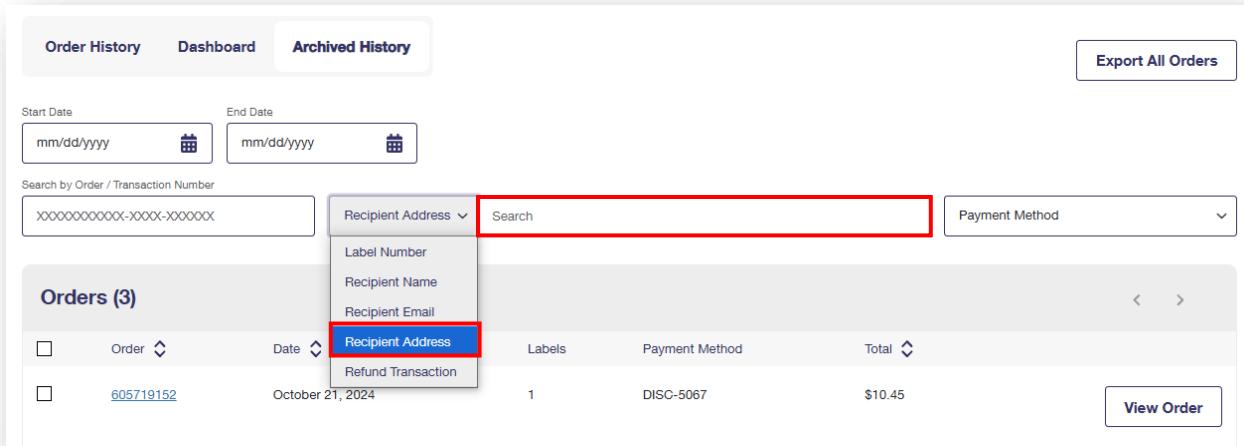
b) Once the **Recipient Email** is entered, the associated Legacy order(s) will automatically be displayed.



The screenshot shows the 'Order History' tab selected in the top navigation bar. Below it are 'Dashboard' and 'Archived History' tabs. On the right is a 'Export All Orders' button. The main area has 'Start Date' and 'End Date' fields with calendar icons. Below them is a 'Search by Order / Transaction Number' field containing 'XXXXXXXXXX-XXXX-XXXXXX'. To its right are 'Recipient Email' and 'Search' fields, and a 'Payment Method' dropdown. A red box highlights the 'Orders (3)' section. This section contains a table with columns: Order (with a checkbox), Date, Labels, Payment Method, and Total. The first row shows an order with ID '605719152', date 'October 21, 2024', 1 label, payment method 'DISC-5067', and total '\$10.45'. A 'View Order' button is to the right of the table.

Search by Recipient Address

- Click on the action dropdown and select **Recipient Address**. Once selected, enter the Recipient Address associated with a specific Legacy order in the **Search** textbox.



The screenshot shows the 'Order History' tab selected. Below it are 'Dashboard' and 'Archived History' tabs. On the right is a 'Export All Orders' button. The main area has 'Start Date' and 'End Date' fields with calendar icons. Below them is a 'Search by Order / Transaction Number' field containing 'XXXXXXXXXX-XXXX-XXXXXX'. To its right is a 'Recipient Address' dropdown menu, which is open and shows 'Recipient Address' highlighted with a red box. To the right of the dropdown is a 'Search' field. Further to the right are 'Payment Method' and 'Label Number' dropdowns. Below these fields is the 'Orders (3)' section, identical to the one in the first screenshot, showing the order with ID '605719152'.

- Once the **Recipient Address** is entered, the associated Legacy order(s) will automatically be displayed.

Order History
Dashboard
Archived History
Export All Orders

Start Date
End Date

CALENDAR

CALENDAR

Search by Order / Transaction Number
Recipient Address
318
Payment Method

Orders (2)

Order	Date	Labels	Payment Method	Total	View Order
605719152	October 21, 2024	1	DISC-5067	\$10.45	View Order
605274290	September 26, 2024	1	DISC-5067	\$9.85	View Order

Search by Refund Transaction

a) Click on the action dropdown and select **Refund Transaction**. Once selected, enter the Legacy Refund Transaction Number associated with a specific Legacy order in the **Search** textbox.

Order History
Dashboard
Archived History
Export All Orders

Start Date
End Date

CALENDAR

CALENDAR

Search by Order / Transaction Number
Refund Transaction
Search
Payment Method

Orders (3)

Order	Date	Recipient Address	Labels	Payment Method	Total	View Order
605719152	October 21, 2024	Refund Transaction	1	DISC-5067	\$10.45	View Order

b) Once the Legacy **Refund Transaction Number** is entered, the associated Legacy order(s) will automatically be displayed.

Order History Dashboard Archived History Export All Orders

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Search by Order / Transaction Number: XXXXXXXXXX-XXXX-XXXXXX

Refund Transaction: Search Payment Method:

Orders (3)

<input type="checkbox"/>	Order ▼	Date ▼	Labels	Payment Method	Total ▼
<input type="checkbox"/>	605719152	October 21, 2024	1	DISC-5067	\$10.45

[View Order](#)

Search by Payment Method

a) Select the **Payment Method** dropdown and select a payment method type.

Order History Dashboard Archived History Export All Orders

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Search by Order / Transaction Number: XXXXXXXXXX-XXXX-XXXXXX

Refund Transaction: Search

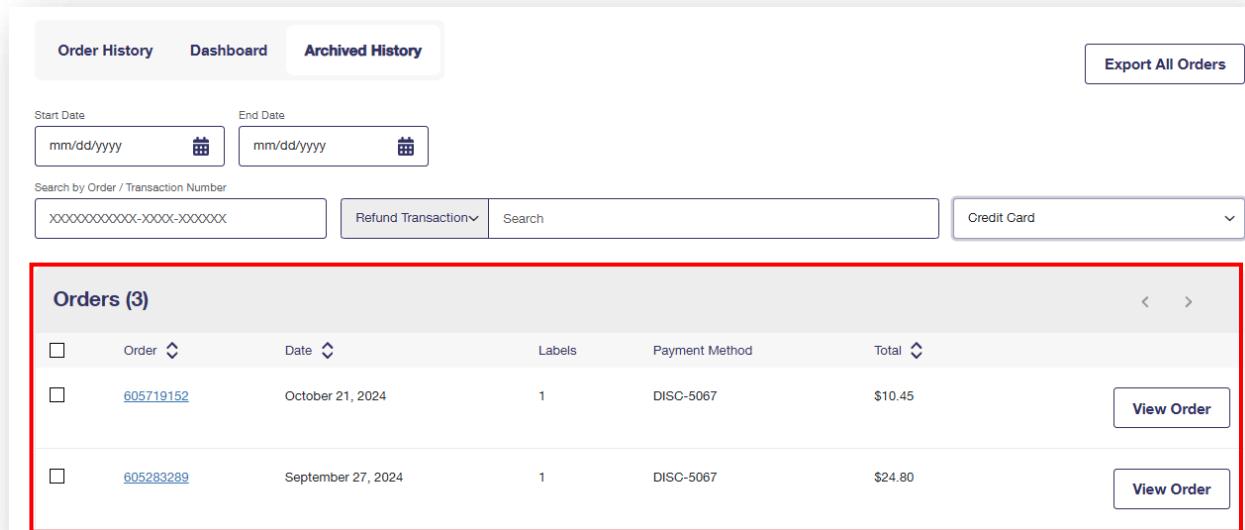
Payment Method:

Payment Method (3)

<input type="checkbox"/>	Order ▼	Date ▼	Labels	Payment Method	Total ▼
<input type="checkbox"/>	605719152	October 21, 2024	1	DISC-5067	\$10.45

Payment Method
ACH Payment
Trust Account
Credit Card
Paypal Account
EPS Debit Account
Loyalty Credits

b) Once the Payment Method type is selected, the associated Legacy order(s) will automatically be displayed.



Order History Dashboard Archived History

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Search by Order / Transaction Number: X0000000000X-XXXX-XXXXXX

Refund Transaction: Search: Credit Card

Orders (3)

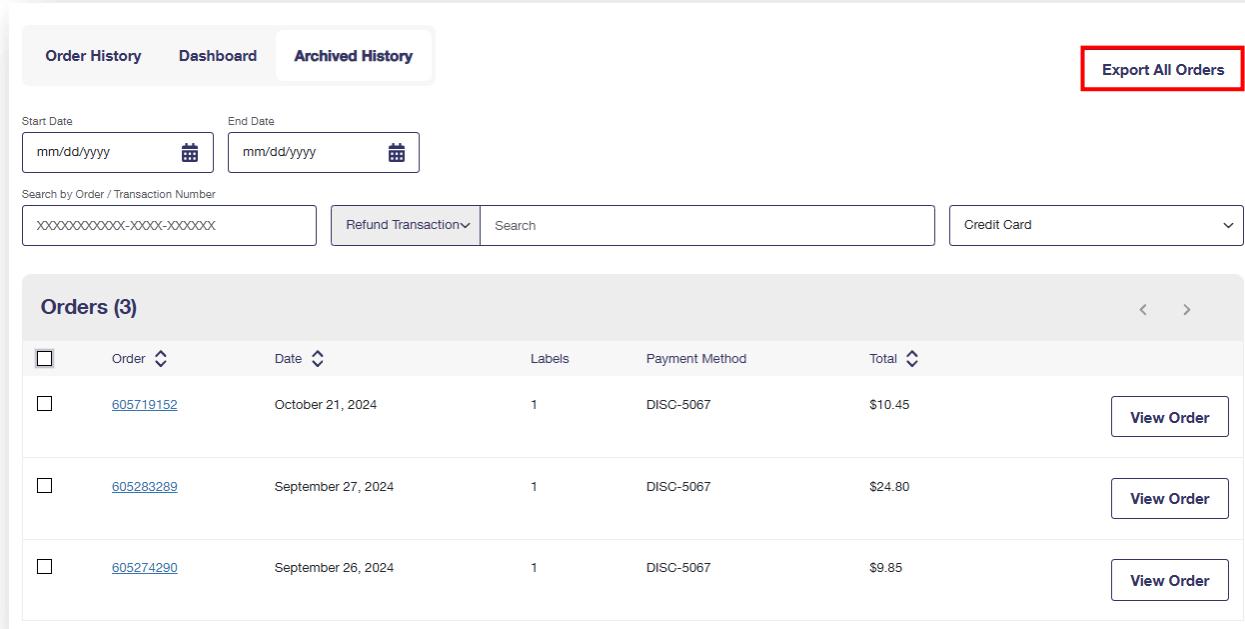
<input type="checkbox"/>	Order	Date	Labels	Payment Method	Total	
<input type="checkbox"/>	605719152	October 21, 2024	1	DISC-5067	\$10.45	View Order
<input type="checkbox"/>	605283289	September 27, 2024	1	DISC-5067	\$24.80	View Order

All Actions for Legacy Orders within Archived History

Within the Archived History, you'll be able to perform multiple actions to one or multiple Legacy orders at a time.

Export All Order History via CSV File

- To export your entire Legacy Order History at once, select **Export All Orders** button (this option will be displayed by default if no Legacy orders are selected).



Order History Dashboard Archived History

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

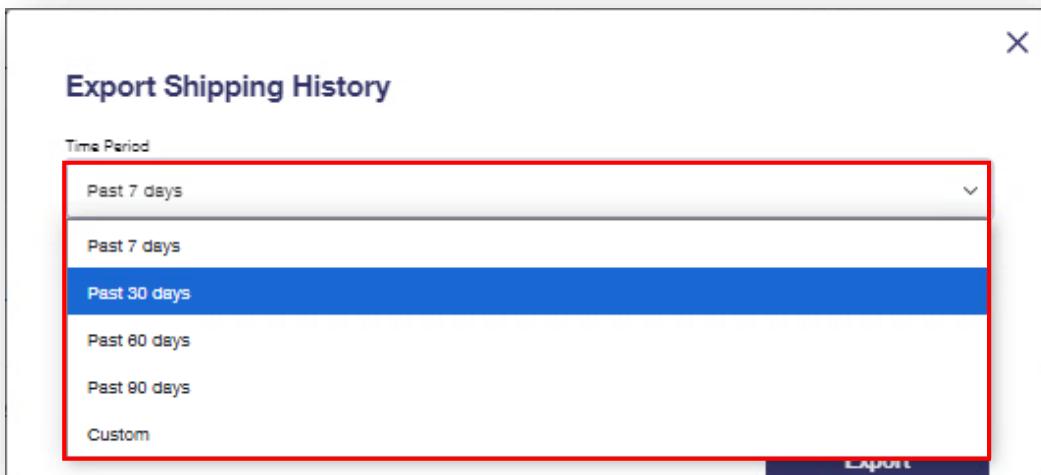
Search by Order / Transaction Number: X0000000000X-XXXX-XXXXXX

Refund Transaction: Search: Credit Card

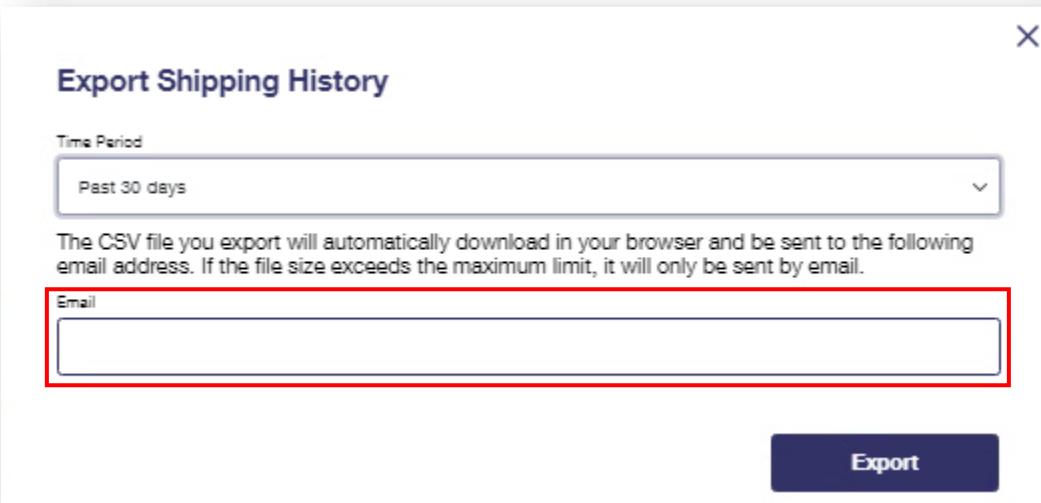
Orders (3)

<input type="checkbox"/>	Order	Date	Labels	Payment Method	Total	
<input type="checkbox"/>	605719152	October 21, 2024	1	DISC-5067	\$10.45	View Order
<input type="checkbox"/>	605283289	September 27, 2024	1	DISC-5067	\$24.80	View Order
<input type="checkbox"/>	605274290	September 26, 2024	1	DISC-5067	\$9.85	View Order

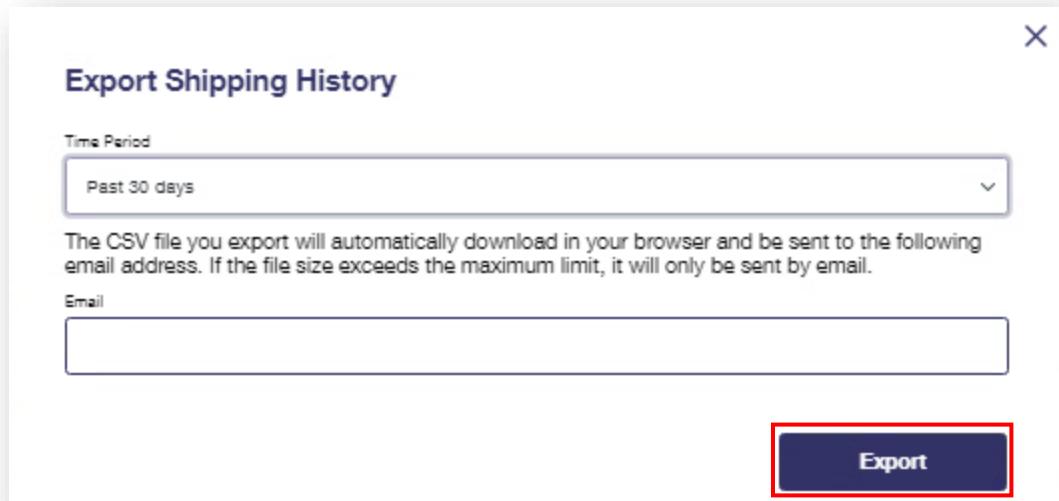
b) Once selected, an **Export Shipping History** popup modal will be displayed. Select a time frame from the **Time Period** dropdown.



c) Enter your email in the **Email** section to have the CSV file emailed to you (optional).



d) Select **Export** to export the CSV file.

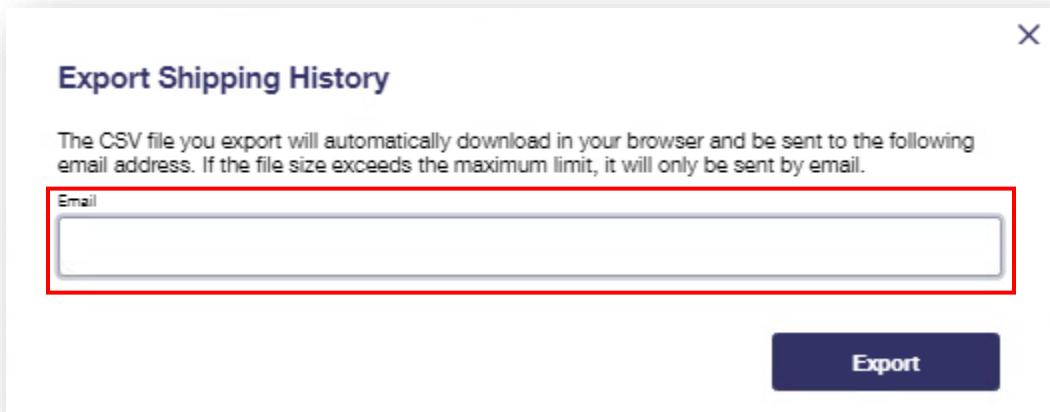


Export Specific Legacy Orders from Archived History via CSV File

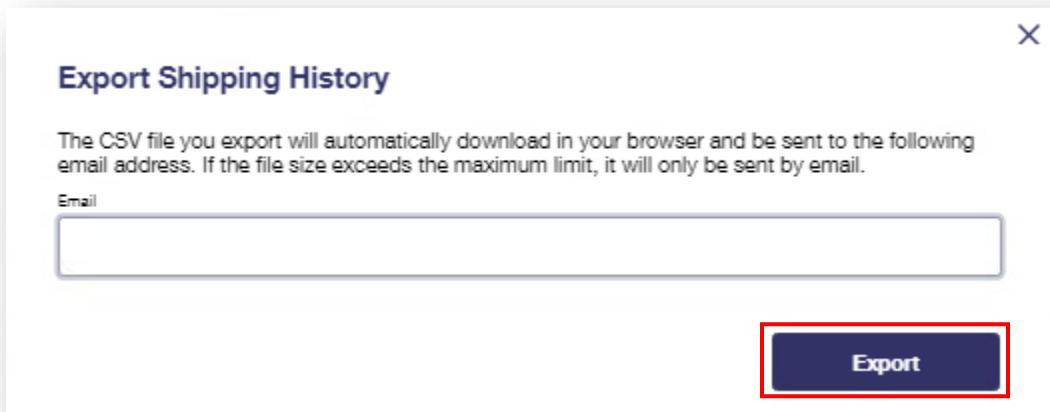
- To export specific Legacy orders from your Archived History, select the **checkbox** of the Legacy Orders that you would like to export.
- Select the **Export Selected Orders** button.

	Order	Date	Labels	Payment Method	Total	
<input checked="" type="checkbox"/>	605719152	October 21, 2024	1	DISC-5067	\$10.45	<button>View Order</button>
<input checked="" type="checkbox"/>	605283289	September 27, 2024	1	DISC-5067	\$24.80	<button>View Order</button>
<input type="checkbox"/>	605274290	September 26, 2024	1	DISC-5067	\$9.85	<button>View Order</button>

c) Once selected, an **Export Shipping History** popup modal will be displayed. Enter your email in the **Email** section to have the CSV file emailed to you (optional).

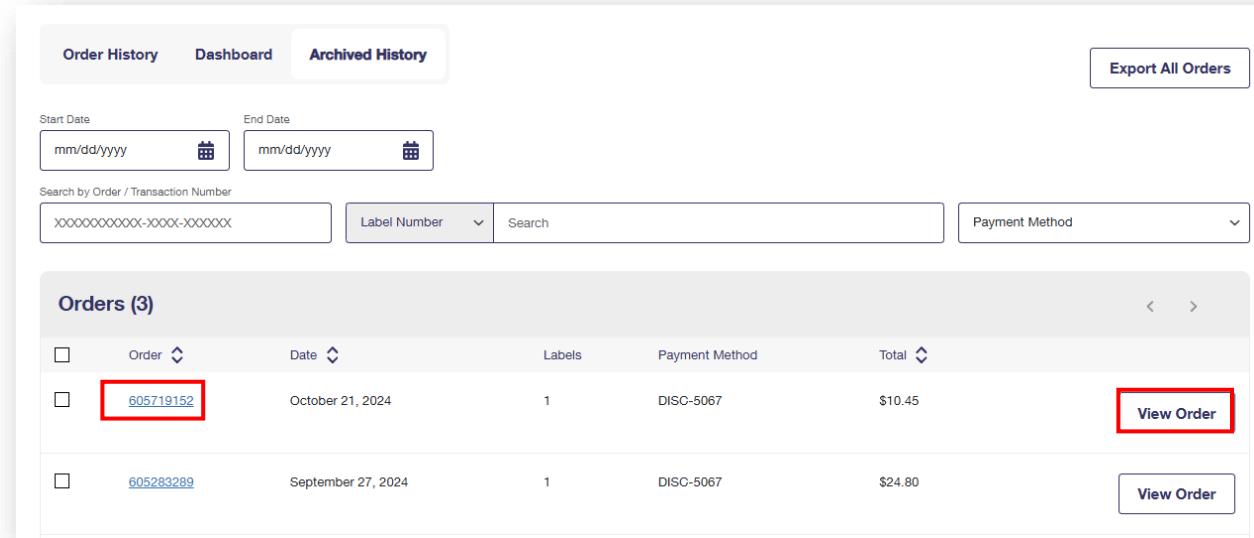


d) Select **Export** to export the CSV file.



View Order Details

a) To view the details of a Legacy order, select the **View Order** button or the **Order ID** hyperlink under the Order section.



The screenshot shows the 'Order History' section of a software interface. At the top, there are tabs for 'Order History', 'Dashboard', and 'Archived History', with 'Order History' being the active tab. To the right is a 'Export All Orders' button. Below the tabs are 'Start Date' and 'End Date' input fields with calendar icons. Further down are search fields for 'Search by Order / Transaction Number' (containing 'XXXXXXXXXX-XXXX-XXXXXX'), 'Label Number' (set to 'Label Number'), and 'Search' (containing 'Search'). There is also a 'Payment Method' dropdown. The main area is titled 'Orders (3)' and lists three orders. The first order, with the ID '605719152' highlighted with a red box, has a 'View Order' button to its right, also highlighted with a red box. The other two orders are listed below it.

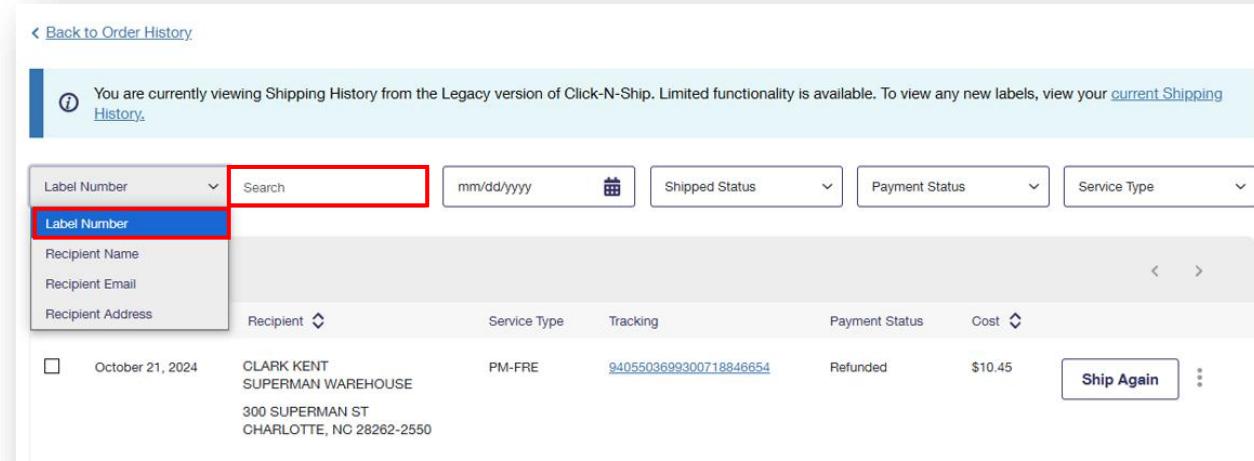
Order	Date	Labels	Payment Method	Total
605719152	October 21, 2024	1	DISC-5067	\$10.45
605283289	September 27, 2024	1	DISC-5067	\$24.80

Searching for Legacy Labels within Legacy Order Details Page

Within the Leacy Order Details page, you'll be able to filter search for your purchased labels by different filters. A banner will also be displayed to let you know that *'you are currently viewing Shipping History from the Legacy version of Click-N-Ship. Limited functionality is available'*.

Search by Label Number

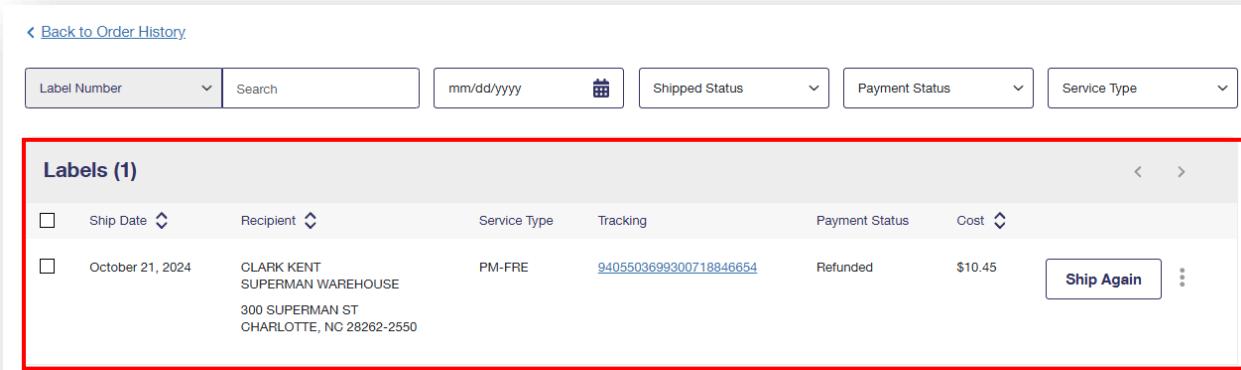
a) Select **Label Number** from the dropdown and enter the Legacy Label Number in the **Search** textbox.



The screenshot shows the 'Legacy Order Details' page. At the top, there is a 'Back to Order History' link. A banner message states: 'You are currently viewing Shipping History from the Legacy version of Click-N-Ship. Limited functionality is available. To view any new labels, view your [current Shipping History](#)'. Below the banner are search filters: 'Label Number' (highlighted with a red box), 'Search' (highlighted with a red box), 'mm/dd/yyyy' (calendar icon), 'Shipped Status' (dropdown), 'Payment Status' (dropdown), and 'Service Type' (dropdown). The main area shows a table of shipping details. The first row is highlighted with a red box and shows the following data: 'Label Number' (highlighted with a red box), 'Recipient Name' (CLARK KENT), 'Service Type' (PM-FRE), 'Tracking' (9405503699300718846654), 'Payment Status' (Refunded), 'Cost' (\$10.45), and a 'Ship Again' button. Below this row, there is a note: 'Recipient Email' and 'Recipient Address'.

Label Number	Recipient Name	Service Type	Tracking	Payment Status	Cost
Label Number	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45

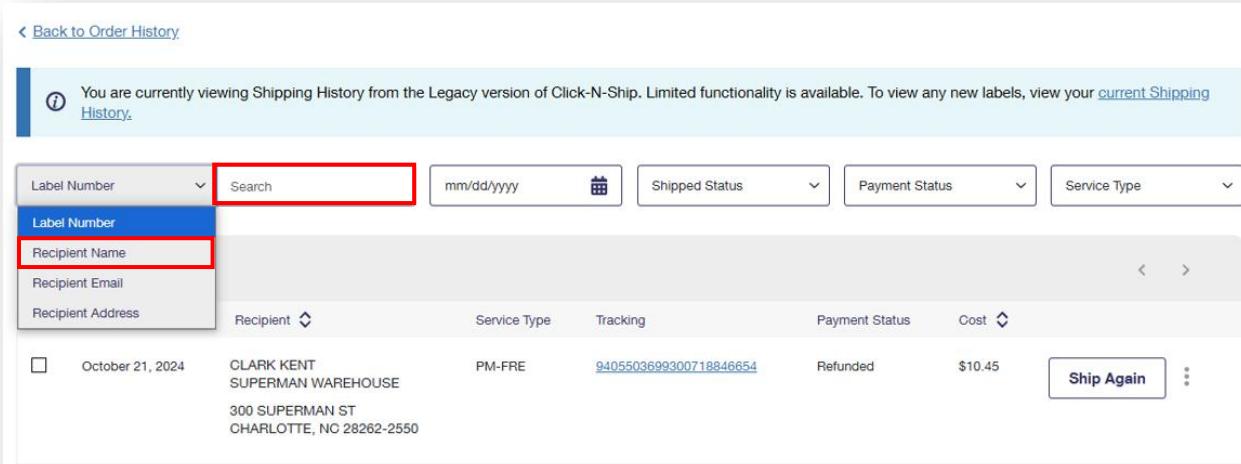
b) Once the Label Number is entered, the associated Legacy label(s) will automatically be displayed.



The screenshot shows a search interface for shipping history. At the top, there are filters for 'Label Number', 'Search', 'mm/dd/yyyy', 'Shipped Status', 'Payment Status', and 'Service Type'. Below these filters, a table header is shown with columns: 'Ship Date' (with a dropdown arrow), 'Recipient' (with a dropdown arrow), 'Service Type', 'Tracking', 'Payment Status', and 'Cost' (with a dropdown arrow). A single shipping record is listed: 'October 21, 2024' for 'CLARK KENT SUPERMAN WAREHOUSE' with address '300 SUPERMAN ST CHARLOTTE, NC 28262-2550'. The service type is 'PM-FRE', tracking number is '9405503699300718846654', payment status is 'Refunded', and cost is '\$10.45'. A 'Ship Again' button and a three-dot menu are also present.

Search Recipient Name

a) Select **Recipient Name** from the dropdown and enter the recipient's name in the **Search** textbox.



The screenshot shows the same search interface as the previous one, but with a focus on the 'Recipient Name' search field. The 'Recipient Name' dropdown is highlighted with a red box, and the 'Search' input field is also highlighted with a red box. The rest of the interface, including the table and buttons, is identical to the first screenshot.

b) Once the recipient's name is entered, the associated Legacy label(s) will automatically be displayed.

[Back to Order History](#)

Recipient Name: Johnny | mm/dd/yyyy: Shipped Status: Payment Status: Service Type:

Labels (1)						
<input type="checkbox"/>	Ship Date <input type="button" value="Down"/>	Recipient <input type="button" value="Down"/>	Service Type	Tracking	Payment Status	Cost <input type="button" value="Down"/>
<input type="checkbox"/>	October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45

[Ship Again](#)

Search Recipient Email

a) Select **Recipient Email** from the dropdown and enter the recipient's email in the **Search** textbox.

[Back to Order History](#)

i You are currently viewing Shipping History from the Legacy version of Click-N-Send. Limited functionality is available. To view any new labels, view your [current Shipping History](#).

Label Number: mm/dd/yyyy: Shipped Status: Payment Status: Service Type:

Recipient Email

<input type="checkbox"/>	Recipient <input type="button" value="Down"/>	Service Type	Tracking	Payment Status	Cost <input type="button" value="Down"/>
<input type="checkbox"/>	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45

[Ship Again](#)

b) Once the recipient's email is entered, the associated Legacy label(s) will automatically be displayed.

[◀ Back to Order History](#)

Recipient Email	Search	mm/dd/yyyy	Shipped Status	Payment Status	Service Type
-----------------	--------	------------	----------------	----------------	--------------

Labels (1)

	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost	
<input type="checkbox"/>	October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45	Ship Again

Search by Recipient Address

a) Select **Recipient Address** from the dropdown and enter the Recipient Address in the **Search** textbox.

[◀ Back to Order History](#)

(i) You are currently viewing Shipping History from the Legacy version of Click-N-SHIP. Limited functionality is available. To view any new labels, view your [current Shipping History](#).

Label Number	Search	mm/dd/yyyy	Shipped Status	Payment Status	Service Type
--------------	--------	------------	----------------	----------------	--------------

	Recipient	Service Type	Tracking	Payment Status	Cost	
<input type="checkbox"/>	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45	Ship Again

b) Once the Recipient Address is entered, the associated Legacy label(s) will automatically be displayed.

[Back to Order History](#)

Recipient Address: 31 | mm/dd/yyyy: Shipped Status: Payment Status: Service Type:

Labels (1)						
<input type="checkbox"/> Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost	<input type="button" value="Ship Again"/> <input type="button" value="More"/>
<input type="checkbox"/> October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45	<input type="button" value="Ship Again"/> <input type="button" value="More"/>

Search by Date

a) Select the calendar icon from the **Date** section.

[Back to Order History](#)

Label Number: Search: mm/dd/yyyy: Shipped Status: Payment Status: Service Type:

Labels (1)						
<input type="checkbox"/> Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost	<input type="button" value="Ship Again"/> <input type="button" value="More"/>
<input type="checkbox"/> October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45	<input type="button" value="Ship Again"/> <input type="button" value="More"/>

March 2025

23	24	25	26	27	28	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	31	1	2	3	4	5
Clear Today						

b) Once the date is selected, the associated Legacy label(s) will automatically be displayed.

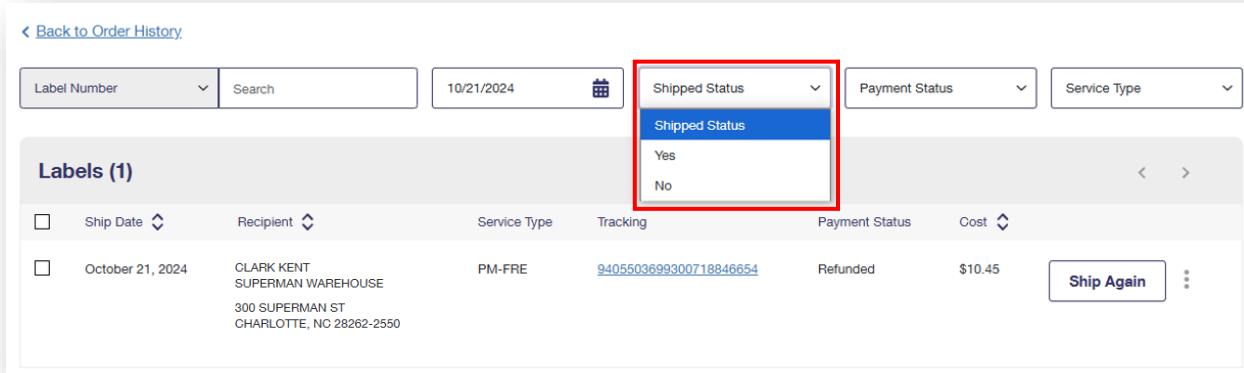
[Back to Order History](#)

Label Number: Search: 10/21/2024: Shipped Status: Payment Status: Service Type:

Labels (1)						
<input type="checkbox"/> Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost	<input type="button" value="Ship Again"/> <input type="button" value="More"/>
<input type="checkbox"/> October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45	<input type="button" value="Ship Again"/> <input type="button" value="More"/>

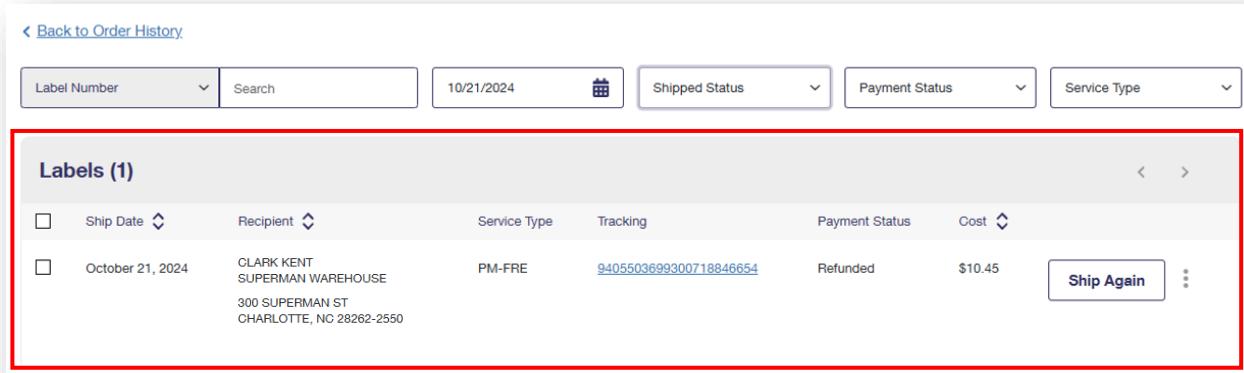
Search by Shipped Status

a) Select a Shipped Status type from the **Shipped Status** section.



The screenshot shows a user interface for managing shipping labels. At the top, there are search fields for 'Label Number' and 'Search', a date selector set to '10/21/2024', and dropdowns for 'Shipped Status', 'Payment Status', and 'Service Type'. A red box highlights the 'Shipped Status' dropdown, which is open to show three options: 'Shipped Status' (selected and highlighted in blue), 'Yes', and 'No'. Below this, a table titled 'Labels (1)' displays a single shipping record. The record includes a checkbox, 'Ship Date' (October 21, 2024), 'Recipient' (CLARK KENT, SUPERMAN WAREHOUSE, 300 SUPERMAN ST, CHARLOTTE, NC 28262-2550), 'Service Type' (PM-FRE), 'Tracking' (9405503699300718846654), 'Payment Status' (Refunded), 'Cost' (\$10.45), and a 'Ship Again' button.

b) Once the Shipped Status is selected, the associated Legacy label(s) will automatically be displayed.



The screenshot shows the same user interface as the previous one, but the 'Shipped Status' dropdown is no longer highlighted. The 'Labels (1)' table is now fully visible and highlighted with a red box, showing the same shipping record as before. The record includes a checkbox, 'Ship Date' (October 21, 2024), 'Recipient' (CLARK KENT, SUPERMAN WAREHOUSE, 300 SUPERMAN ST, CHARLOTTE, NC 28262-2550), 'Service Type' (PM-FRE), 'Tracking' (9405503699300718846654), 'Payment Status' (Refunded), 'Cost' (\$10.45), and a 'Ship Again' button.

Search by Payment Status

a) Select a Payment Status type from the **Payment Status** section.

[Back to Order History](#)

Label Number	Search	mm/dd/yyyy	Shipped Status	Payment Status	Service Type	
<input type="checkbox"/>	Ship Date	Recipient	Service Type	Tracking	Payment Status	
<input type="checkbox"/>	September 26, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300714547326	Refunded	Refund Failed Refund Pending Refund Cancelled
						Ship Again

b) Once the Payment Status is selected, the associated Legacy label(s) will automatically be displayed.

[Back to Order History](#)

Label Number	Search	mm/dd/yyyy	Shipped Status	Refunded	Service Type	
<input type="checkbox"/>	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
<input type="checkbox"/>	September 26, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300714547326	Refunded	\$9.85
						Ship Again

Search by Service Type

a) Select a Service Type from the **Service Type** dropdown.

[Back to Order History](#)

Label Number Search mm/dd/yyyy Shipped Status Refunded

Labels (1)

<input type="checkbox"/>	Ship Date <input type="button"/>	Recipient <input type="button"/>	Service Type	Tracking	Payment Status	Cost <input type="button"/>
<input type="checkbox"/>	September 26, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300714547326	Refunded	\$9.85

Results per page 20

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
- Connect Local™
- Connect Local™ Mail

b) Once the Service Type is selected, the associated Legacy label(s) will automatically be displayed.

[Back to Order History](#)

Label Number Search mm/dd/yyyy Shipped Status Refunded Priority Mail®

Labels (1)

<input type="checkbox"/>	Ship Date <input type="button"/>	Recipient <input type="button"/>	Service Type	Tracking	Payment Status	Cost <input type="button"/>
<input type="checkbox"/>	September 26, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300714547326	Refunded	\$9.85

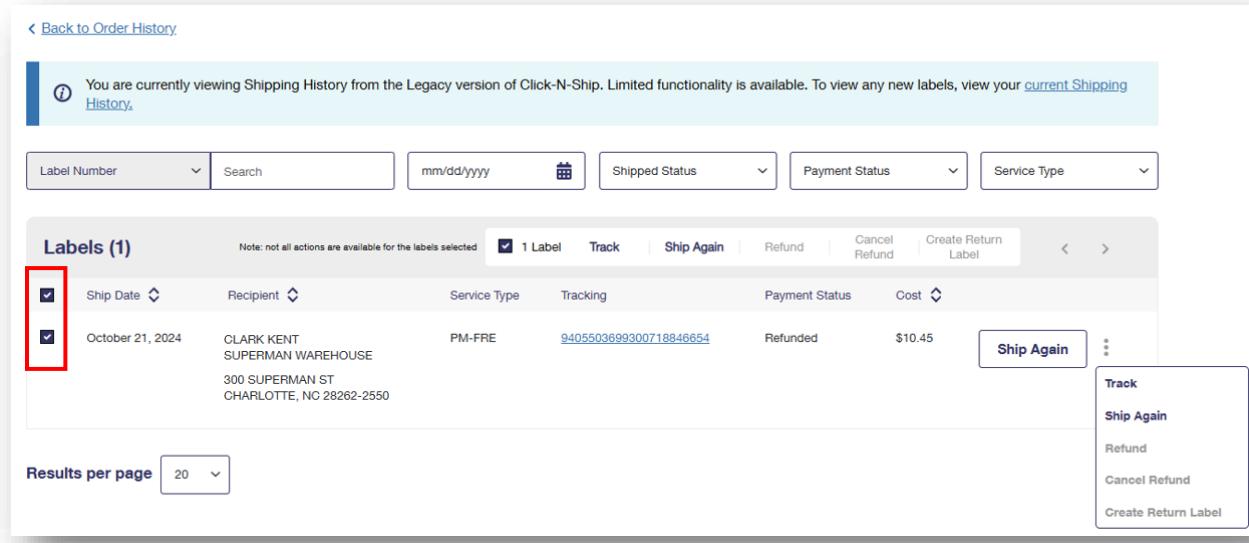
Ship Again

All Actions for Legacy Labels within Legacy Order Details Page

Within the Legacy Order Details page, you'll be able to perform multiple actions to one or multiple Legacy labels at a time. A banner will also be displayed to let you know that '*you are currently viewing Shipping History from the Legacy version of Click-N-Ship. Limited functionality is available*'. Please note, the **Printing functionality is not available for Legacy labels**.

1) Select Label(s)

- Select the **Checkbox** of the specific label(s) that you would like to modify.



Labels (1)

Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45

Results per page 20

Ship Again

Track
Ship Again
Refund
Cancel Refund
Create Return Label

View USPS Tracking

- If you would like to view the USPS® tracking for the selected Legacy label, select **Track**.

[Back to Order History](#)

 You are currently viewing Shipping History from the Legacy version of Click-N-Ship. Limited functionality is available. To view any new labels, view your [current Shipping History](#).

Label Number Search mm/dd/yyyy Shipped Status Payment Status Service Type

Labels (1)		Note: not all actions are available for the labels selected				
<input checked="" type="checkbox"/>	Ship Date <input type="button"/>	Recipient <input type="button"/>	Service Type	Tracking	Payment Status	Cost <input type="button"/>
<input checked="" type="checkbox"/>	October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45

Results per page 20

[Ship Again](#) 

[Track](#)
[Ship Again](#)
[Refund](#)
[Cancel Refund](#)
[Create Return Label](#)

b) Once selected, you will be redirected to the **USPS® Tracking** page for that Legacy label.

USPS Tracking®  / [FAQs](#)

 Get the free Informed Delivery® feature to receive automated notifications on your packages [Learn More](#)

Tracking Number: **9405830109355114139311** [Remove X](#)

 [Copy](#)  [Add to Informed Delivery](#)

Latest Update
A shipping label has been prepared for your item. A delivery date will be provided when USPS receives the package; contact the shipper or shipping partner with any inquiries.

Get More Out of USPS Tracking:  [USPS Tracking Plus®](#)

Pre-Shipment
Shipping Label Created, USPS Awaiting Item
ARLINGTON, VA 22209
July 14, 2024, 4:24 pm

Pre-Shipment, USPS Awaiting Item
July 14, 2024

[What Do USPS Tracking Statuses Mean?](#)

Ship Label Again

a) If you would like to ship the same label again, select **Ship Again**.

Back to Order History

You are currently viewing Shipping History from the Legacy version of Click-N-Ship. Limited functionality is available. To view any new labels, view your [current Shipping History](#).

Label Number: Search: mm/dd/yyyy: Shipped Status: Payment Status: Service Type:

Labels (1) Note: not all actions are available for the labels selected

<input checked="" type="checkbox"/> Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45

Ship Again

Results per page:

Ship Again

Track

Ship Again

Refund

Cancel Refund

Create Return Label

b) Once selected, a new label with the exact same details will be readded to your Label Cart and the following **green message bar** will be displayed at the top of the page.

USPS.COM Quick Tools

Click-N-Ship®

Success! Added D21E5188-4E89-4646-B444-2DD497A8538A to Cart.

Locations Support Informed Delivery Hi, Johnny

International Help

Switch Payer Account
Shipping with account: My Account

Cart

Label Manager / [Shipping History](#) / Address Book / USPS Connect® / Direct Connect / Preferences / SCAN Forms

New Label

Back to Order History

Request / Cancel Refund for Label(s)

a) If you would like to request a refund for the selected Legacy label, select **Refund**.

[Back to Order History](#)

ⓘ You are currently viewing Shipping History from the Legacy version of Click-N-SHIP. Limited functionality is available. To view any new labels, view your [current Shipping History](#).

Label Number	Search	mm/dd/yyyy	Shipped Status	Payment Status	Service Type
Labels (1) <small>Note: not all actions are available for the labels selected</small>					
<input checked="" type="checkbox"/> Ship Date ▼	Recipient ▼	Service Type	Tracking	Payment Status	Cost ▼
<input checked="" type="checkbox"/> October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Account Charged	\$10.45
Ship Again ...					
Track					
Refund					
Cancel Refund					
Create Return Label					

b) If the refund is successful, you will see the following green message bar displayed at the top of the page.

 **Quick Tools** Success: refunded item(s): d21e5188-4e89-4646-b444-2dd497a8538a Locations Support Informed Delivery Hi, Johnny International Help Search

c) If you have requested a refund for the selected Legacy label and would like to cancel a refund, select **Cancel Refund**.

Labels (1)

Note: not all actions are available for the labels selected

Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refund Pending	\$10.45

Results per page: 20

Actions: Track, Ship Again, Refund, Cancel Refund, Create Return Label

d) If the refund is successfully canceled, you will see the following **green message bar** displayed at the top of the page.

USPS.COM

Quick Tools

Click-N-Ship®

Success: cancelled refund(s) for d21e5188-4e89-4646-b444-2dd497a8538a

Locations Support Informed Delivery Hi, Johnny

International Help Cart

Switch Payer Account

Shipping with account: My Account

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

New Label

All Actions within the Legacy Label Details Page

Within the Legacy Label Details page of a selected Legacy label, you'll be able to perform multiple actions to that specific label. A banner will also be displayed to let you know that '*you are currently viewing Shipping History from the Legacy version of Click-N-Ship. Limited functionality is available*'. Please note, the **Printing functionality is not available for Legacy labels**.

1) Select a Label to View

a) Select the **Label Number** hyperlink of the Legacy label that you would like to view.

[Back to Order History](#)

You are currently viewing Shipping History from the Legacy version of Click-N-Ship. Limited functionality is available. To view any new labels, view your [current Shipping History](#).

Label Number	Search	mm/dd/yyyy	Shipped Status	Payment Status	Service Type

Labels (1)

Note: not all actions are available for the labels selected

Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost	
October 21, 2024	JOHNNY LOPEZ JOHNNY'S BAKERY 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45	Ship Again

Results per page [20](#)

[Track](#)
[Ship Again](#)
[Refund](#)
[Cancel Refund](#)
[Create Return Label](#)

View USPS Tracking for Label

a) If you would like to view the USPS® tracking for the Legacy label, select **USPS Tracking** from the **More Actions** section, and you'll be redirected to the USPS® tracking page for that label.

[Back to Order Details](#)

Label # 9405503699300718846654

You are currently viewing a label created with the Legacy version of Click-N-Ship. Limited functionality is available.

More Actions USPS Tracking Ship Again Need Help? File An Insurance Claim Request a Refund Request A Service Refund	Delivery Status Tracking Number 420282629405503699300718846654  View Tracking History
---	--

b) Once selected, you will be redirected to the **USPS® Tracking page** for that label.

Tracking Number: **CA000588895US** Remove 

[Copy](#)  [Add to Informed Delivery](#)

Latest Update

A shipping label has been prepared for your item. A delivery date will be provided when USPS receives the package; contact the shipper or shipping partner with any inquiries.

Get More Out of USPS Tracking:

 [USPS Tracking Plus®](#)

Pre-Shipment

● Shipping Label Created, USPS Awaiting Item
WASHINGTON, DC 20005
February 28, 2025, 4:00 pm

What Do USPS Tracking Statuses Mean?

Text & Email Updates 

USPS Tracking Plus® 

Product Information 

Ship Label Again

a) If you would like to ship the same label again, select **Ship Again**.

[Back to Order Details](#)

Label # 9405503699300718846654

(i) You are currently viewing a label created with the Legacy version of Click-N-Ship. Limited functionality is available.

More Actions <i>(i)</i>	Delivery Status
USPS Tracking >	Tracking Number
Ship Again > 	420282629405503699300718846654
Need Help? <i>(i)</i>	 Delivered
File An Insurance Claim >	
Request a Refund >	
Request A Service Refund >	
	View Tracking History <i>(i)</i>

b) Once selected, a new label with the exact same details will be readded to your Label Cart and the following **green message bar** will be displayed at the top of the page.

The screenshot shows the USPS.com Click-N-Ship® interface. At the top, there is a navigation bar with links for Locations, Support, Informed Delivery, and a greeting 'Hi, Johnny'. Below the navigation bar, there are buttons for International, Help, and a search icon. The main content area features a 'Success!' message: 'Success! Added D21E5188-4E89-4646-B444-2DD497A8538A to Cart.' with a green checkmark icon. To the right of this message are links for 'Switch Payer Account' and 'Cart' (which shows 1 item). Below the success message, there are links for Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. A 'New Label' button is also present. At the bottom of the main content area, there is a link to 'Back to Order History'.

File an Insurance Claim for the Label

- If you would like to file an insurance claim for the selected Legacy label, refer to the **Need Help** section and select **File an Insurance Claim** and you will be redirected to the [USPS® Claims Portal](#).

The screenshot shows the Order Details page for Label # 9405503699300718846654. At the top, there is a link to 'Back to Order Details'. The main content area shows the tracking number 420282629405503699300718846654. On the left, there is a 'More Actions' section with links for 'USPS Tracking', 'Ship Again', and 'Need Help?'. The 'Need Help?' section includes a link to 'File An Insurance Claim' (which is highlighted with a red box). On the right, there is a 'Delivery Status' section with a tracking number and a status message: 'Status Not Available' (also highlighted with a red box). The message states: 'The tracking number may be incorrect or the status update is not yet available. Please verify your tracking number and try again later.'

Request / Cancel a Refund

- If you would like to request a refund for the selected Legacy label, refer to the **Need Help** section and select **Request a Refund**.

[« Back to Order Details](#)

Label # [9405503699300718846654](#)

ⓘ You are currently viewing a label created with the Legacy version of Click-N-Ship. Limited functionality is available.

More Actions ⓘ

[USPS Tracking >](#)

[Ship Again >](#)

Need Help? ⓘ

[File An Insurance Claim >](#)

Request a Refund >

[Request A Service Refund >](#)

Delivery Status

Tracking Number

[420282629405503699300718846654](#)

Status Not Available

The tracking number may be incorrect or the status update is not yet available. Please verify your tracking number and try again later.

b) Once selected, a confirmation popup will be displayed. Select **Yes** to proceed with requesting a refund.

Are you sure you want to refund this item?

NO

YES

c) If the refund is successful, you will see the following green message bar displayed at the top of the page.



d) If you have requested a refund for the selected Legacy label, refer to the **Need Help** section again and select **Cancel Refund**.

[◀ Back to Order Details](#)

Label # [9405503699300718846654](#)

 You are currently viewing a label created with the Legacy version of Click-N-Ship. Limited functionality is available.

More Actions 

[USPS Tracking >](#)

[Ship Again >](#)

Need Help? 

[File An Insurance Claim >](#)

[Cancel Refund >](#)

[Request A Service Refund >](#)

Delivery Status

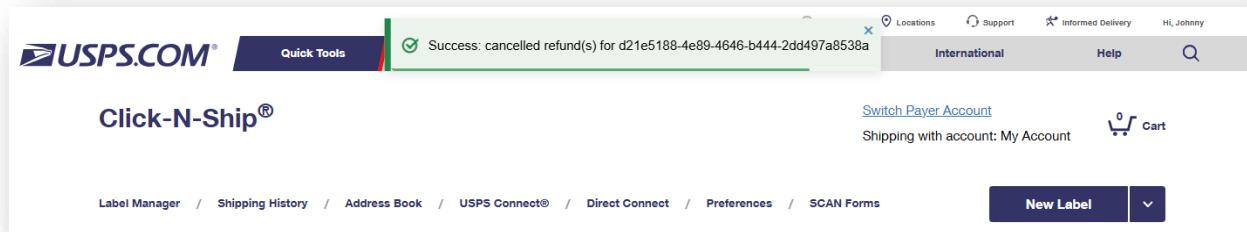
Tracking Number

[420282629405503699300718846654](#)

 Status Not Available

The tracking number may be incorrect or the status update is not yet available. Please verify your tracking number and try again later.

e) If the refund is successfully canceled, you will see the following **green message bar** displayed at the top of the page.



The screenshot shows the USPS Click-N-Ship interface. At the top, there's a green success message: "Success: cancelled refund(s) for d21e5188-4e89-4646-b444-2dd497a8538a". The navigation bar includes "USPS.COM", "Quick Tools", "International", "Help", and a search bar. Below the bar, the "Click-N-Ship®" logo is visible. The main menu links are "Label Manager", "Shipping History", "Address Book", "USPS Connect®", "Direct Connect", "Preferences", and "SCAN Forms". On the right, there are buttons for "New Label" and a dropdown menu. A "Cart" icon shows 0 items.

Request a Service Refund

a) To request a refund for an unused or unwanted extra service, refer to the **Need Help** section and select **Request a Service Refund** and you will be redirected to the [USPS® Service Refund Portal](#).

[« Back to Order Details](#)

Label # [9405503699300718846654](#)

 You are currently viewing a label created with the Legacy version of Click-N-Ship. Limited functionality is available.

More Actions 

[USPS Tracking >](#)

[Ship Again >](#)

Need Help? 

[File An Insurance Claim >](#)

[Request a Refund >](#)

[Request A Service Refund >](#)

Delivery Status

Tracking Number

[420282629405503699300718846654](#)

 **Status Not Available**

The tracking number may be incorrect or the status update is not yet available. Please verify your tracking number and try again later.

View Label's Delivery Status

- a) To view the Legacy label's Delivery Status, refer to the **Delivery Status** section and select the hyperlinked **Tracking Number** to be redirected to the USPS® tracking page for that Legacy label.
 - i. *Note, this can also select **USPS Tracking** from the **More Actions** section, and you'll be redirected to the USPS® tracking page for that label.*
- b) To view the delivery status of the package, refer to the **Delivery Status progress bar**.

[« Back to Order Details](#)

Label # [9405503699300718846654](#)

 You are currently viewing a label created with the Legacy version of Click-N-Ship. Limited functionality is available.

More Actions 

[USPS Tracking >](#) (i)

[Ship Again >](#)

Need Help? 

[File An Insurance Claim >](#)

[Request a Refund >](#)

[Request A Service Refund >](#)

Delivery Status

Tracking Number

[420282629405503699300718846654](#)

(a)

(b)

 **Status Not Available**

The tracking number may be incorrect or the status update is not yet available. Please verify your tracking number and try again later.

View Label Details & Order Summary

- a) To view the Legacy label details (such as *Return Address*, *Delivery Address*, *Package Type*, and *Service Type*), refer to the **Details** section of the Legacy Label Details page.

Label # [9405503699300718846654](#)

 You are currently viewing a label created with the Legacy version of Click-N-Ship. Limited functionality is available.

More Actions 

[USPS Tracking >](#)

[Ship Again >](#)

Need Help? 

[File An Insurance Claim >](#)

[Request a Refund >](#)

[Request A Service Refund >](#)

Delivery Status

Tracking Number

[420282629405503699300718846654](#)

 Status Not Available

The tracking number may be incorrect or the status update is not yet available. Please verify your tracking number and try again later.

Details

Account Number

2289922211

Return Address

CLARK KENT
SUPERMAN WAREHOUSE

1400 SUPERMAN ST NW
WASHINGTON, DC 20005-1224

clark.kent@gmail.com

Package

Flat Rate Envelope

Delivery Address

JOE BOB

1414 S BURGER ST
CHARLOTTE, NC 28203-5177

Service Type

Priority Mail®

b) To view the **Order Details** (such as the *Order Number ID, Transaction Type, Payment Method Type, and Payment Status*), refer to the left side of the **Details** section.

c) To view the **Label Summary**, refer to the right side of the **Details** section.

Order Number

[2E984587-4391-61C8-E063-8A042A3896C1](#)

Transaction Type

LABEL

Payment Method

DISC-5067

Payment Status

Refunded

Service Type

Price

Priority Mail® Flat Rate Envelope \$10.45

Label Total \$10.45

(b)

(c)

View Labels Action History Table

a) To view all actions made toward the label, refer to the **Label History table** at the bottom of the Legacy Label Details page. Here you will see the timestamp along with the action that was performed on that specific label (*such as paying, printing, requesting a refund, etc.*).

Timestamp	Message
10/21/2024 11:43 AM	LABEL REPRINTED
10/21/2024 11:42 AM	LABEL PRINTED
10/21/2024 11:42 AM	Getting Payment
10/21/2024 12:03 PM	REFUND PROCESSED : Refund transaction successfully processed
10/21/2024 11:41 AM	Setting Payment