



United States Postal Service Click-N-Ship®: **Shipping History** User Guide

Last Updated – January 20th, 2026

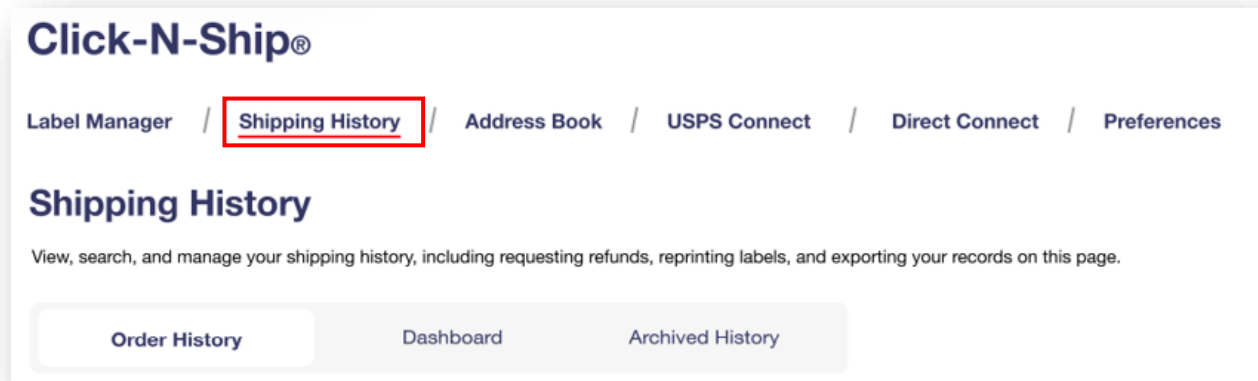
**Please note that this guide will be continuously updated.*

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**



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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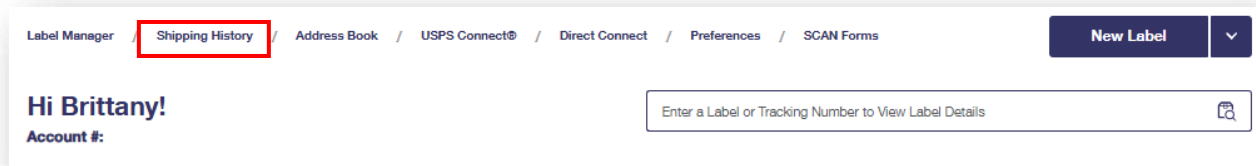
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Click-N-Ship Order History

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.

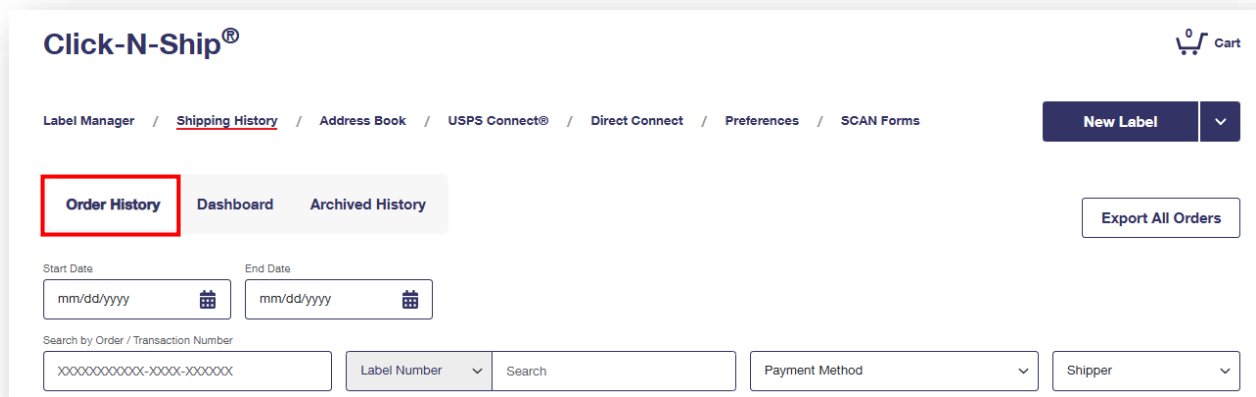
1) Access the Click-N-Ship® Order History

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



This screenshot shows the top navigation bar of the Click-N-Ship application. The navigation links are: Label Manager, Shipping History (highlighted with a red box), Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. On the right side, there is a 'New Label' button and a dropdown arrow. Below the navigation bar, the user is greeted with 'Hi Brittany!' and 'Account #:' followed by a search input field with the placeholder text 'Enter a Label or Tracking Number to View Label Details' and a magnifying glass icon.

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



This screenshot shows the 'Order History' view within the Click-N-Ship application. The navigation bar is identical to the previous screenshot, with 'Shipping History' highlighted. Below the navigation bar, there are three tabs: 'Order History' (highlighted with a red box), 'Dashboard', and 'Archived History'. To the right of these tabs is an 'Export All Orders' button. Below the tabs, there are two date selection fields labeled 'Start Date' and 'End Date', both with a calendar icon. Below these fields is a search section with the label 'Search by Order / Transaction Number'. It includes a text input field with a placeholder 'XXXXXXXXXX-XXXX-XXXXXX', a dropdown menu labeled 'Label Number', a 'Search' button, a dropdown menu labeled 'Payment Method', and a dropdown menu labeled 'Shipper'. In the top right corner, there is a 'Cart' icon with a '0' next to it.

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

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

The screenshot shows the 'Order History' page with tabs for 'Order History', 'Dashboard', and 'Archived History'. A red box highlights the 'Start Date' section, which includes a date input field with a calendar icon. A calendar for February 2025 is open, showing dates from 26 to 28. The date 26 is selected. Below the calendar, there are buttons for 'Clear' and 'Today'. The main table below shows a single order with the following details:

Date	Labels	Payment Method	Shipper	Total
January 7, 2025	1	AMEX-1008	TB	\$44.80

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

The screenshot shows the 'Order History' page with the 'End Date' section highlighted by a red box. The 'End Date' input field has a calendar icon, and a calendar for February 2025 is open, showing dates from 26 to 28. The date 26 is selected. Below the calendar, there are buttons for 'Clear' and 'Today'. The main table below shows a single order with the following details:

Date	Labels	Payment Method	Shipper	Total
January 7, 2025	1	AMEX-1008	TB	\$44.80

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

Order History

Dashboard

Archived History

Export All Orders

Start Date

01/01/2025

End Date

02/13/2025

Search by Order / Transaction Number

XXXXXXXXXXXX-XXXX-XXXXXX

Label Number

Search

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 Order / Transaction Number

- 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).*

Order History

Dashboard

Archived History

Export All Orders

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXXXX-XXXX-XXXXXX

Label Number

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

- 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

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

85538814226d4cb1ba860c35fb83994b

Label Number

Search

Payment Method

Shipper

Orders (1)

<input type="checkbox"/>	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

- 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

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

xxxxxxxxxxxx-xxxx-xxxxxx

Label Number

Search

Payment Method

Shipper

Orders (6)

<input type="checkbox"/>	Order	Date	Labels	Payment Method	Shipper	Total	
<input type="checkbox"/>	e9bc2781-aec2-4ba4-a234-79a92cdd09	025	1	AMEX-1008	TB	\$44.80	View Order

- Once the **Label Number** 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

Label Number

9434630109355016271155

Payment Method

Shipper

Orders (1)

☐

Order

Date

Labels

Payment Method

Shipper

Total

☐

5d5a721e-9c23-4c8f-afb7-fe17f3262dec

November 14, 2024

1

DISCOVER-5067

TB

\$5.98

View Order

Search by Recipient Name

- Click on the action dropdown and select **Recipient Name**. Once selected, enter the Recipient Name 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 Name

Yufen

Payment Method

Shipper

Orders (1)

☐

Order

Labels

Payment Method

Shipper

Total

☐

5d5a721e-9c23-4c8f-afb7-fe17f3262dec

4, 2024

1

DISCOVER-5067

TB

\$5.98

View Order

- 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

XXXXXXXXXX-XXXX-XXXXXX

Recipient Name

Yufien

Payment Method

Shipper

Orders (1)

Order

Date

Labels

Payment Method

Shipper

Total

5d5a721e-9c23-4c8f-afb7-fe17f3262dec

November 14, 2024

1

DISCOVER-5067

TB

\$5.98

View Order

Search by Recipient Email

- 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

XXXXXXXXXX-XXXX-XXXXXX

Recipient Email

Search

Payment Method

Shipper

Orders (6)

Order

Date

Labels

Payment Method

Shipper

Total

e9bc2781-aec2-4ba4-a234-79a92cdd09

025

1

AMEX-1008

TB

\$44.80

View Order

- 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

Orders (6)

Order

Date

Labels

Payment Method

Shipper

Total

e9bc2781-aec2-4ba4-a234-79a92cdd0917

January 7, 2025

1

AMEX-1008

TB

\$44.80

View Order

Search by Recipient Address

- 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

Date

Labels

Payment Method

Shipper

Total

e9bc2781-aec2-4ba4-a234-79a92cdd0917

January 7, 2025

1

AMEX-1008

TB

\$44.80

View Order

- Once the **Recipient Address** 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

XXXXXXXXXXXX-XXXX-XXXXXX

Recipient Address

331

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.

Order History

Dashboard

Archived History

Export All Orders

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXXXX-XXXX-XXXXXX

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.

Order History

Dashboard

Archived History

Export All Orders

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXXXX-XXXX-XXXXXX

Refund Transaction

2

Payment Method

Shipper

Orders (1)

	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 Batch Name

- Click on the action dropdown and select **Batch Name**. Once selected, enter the Batch Name 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

XXXXXXXXXXXX-XXXX-XXXXXX

Batch Name

Search

Payment Method

Shipper

Orders (6)

	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

- Once the **Batch 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

XXXXXXXXXX-XXXX-XXXXXX

Batch Name

CNS Tracking Test

Payment Method

Shipper

Orders (1)

<input type="checkbox"/>	Order	Date	Labels	Payment Method	Shipper	Total	
<input type="checkbox"/>	d8b5da2e-3287-4e66-a3af-f44de69b14fa	February 28, 2025	2	EPS-3770	JG	\$61.80	<button>View Order</button>

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.

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

Reference Number

Search

Payment Method

Orders (178)

<input type="checkbox"/>	Order	Date	Labels	Payment Method	Shipper	Total	
<input type="checkbox"/>	8f8b5a18-58e4-4ad3-8865-28610ab868	025	1	EPS-3770	JG	\$3.91	<button>View Order</button>
<input type="checkbox"/>	8785125b-334f-4667-ac43-425ce0a1a6ba	April 28, 2025	1	EPS-3770	JG	\$27.60	<button>View Order</button>

- Once the **Reference Number / Note** 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

Reference Number

1234ABCD

Payment Method

Orders (1)

<input type="checkbox"/>	Order	Date	Labels	Payment Method	Shipper	Total	
<input type="checkbox"/>	51471be5-6d77-4938-afac-ce928530b646	April 26, 2025	1	EPS-3770	JG	\$3.91	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

Batch Name

Search

Payment Method

Shipper

Orders (139)

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

- b) Once the Payment Method type is selected, 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

XXXXXXXXXXXX-XXXX-XXXXXX

Batch Name

Search

Credit Card

Shipper

Orders (1)

☐

Order

Date

Labels

Payment Method

Shipper

Total

☐

9037c900-78e2-4a67-9d52-38dc1f34210a

January 7, 2025

1

AMEX-1013

JG

\$8.77

View Order

Search by Shipper Type (Business Accounts)

- 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.*

Order History

Dashboard

Archived History

Export All Orders

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXXXX-XXXX-XXXXXX

Batch Name

Search

Payment Method

Shipper

Orders (139)

☐

Order

Date

Labels

Payment Method

Shipper

Total

☐

d6b5da2e-3287-4e66-a3af-f44de69b14fa

February 28, 2025

2

EPS-3770

JG

\$61.80

View Order

- 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)

☐

Order

Date

Labels

Payment Method

Shipper

Total

☐

d6b5da2e-3287-4e66-a3af-f44de69b14fa

February 28, 2025

2

EPS-3770

JG

\$61.80

View Order

☐

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

Shipper

Orders (139)

☐

Order

Date

Labels

Payment Method

Shipper

Total

☐

d6b5da2e-3287-4e66-a3af-f44de69b14fa

February 28, 2025

2

EPS-3770

JG

\$61.80

View Order

☐

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.

The screenshot shows a dialog box titled "Export Shipping History" with a close button (X) in the top right corner. Below the title is a label "Time Period" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "Past 7 days", "Past 7 days", "Past 30 days" (which is highlighted in blue), "Past 60 days", "Past 90 days", and "Custom". A red rectangular box is drawn around the entire dropdown menu area.

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

The screenshot shows the same "Export Shipping History" dialog box. The "Time Period" dropdown menu is now closed and displays "Past 30 days". Below the dropdown is a text instruction: "The CSV file you export will automatically download in your browser and be sent to the following email address. If the file size exceeds the maximum limit, it will only be sent by email." Below this text is a text input field labeled "Email". A red rectangular box is drawn around the "Email" input field. At the bottom right of the dialog box is a dark blue button labeled "Export".

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

Export Specific Orders from Order History via CSV File

- Order History

Dashboard

Archived History

Export Selected Orders (2)

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXXXX-XXXX-XXXXXX

Batch Name

Search

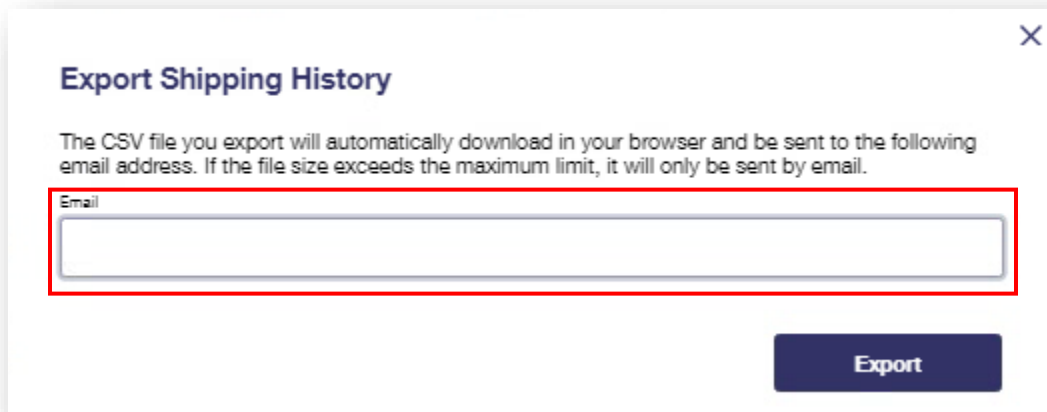
Payment Method

Shipper

Orders (139)

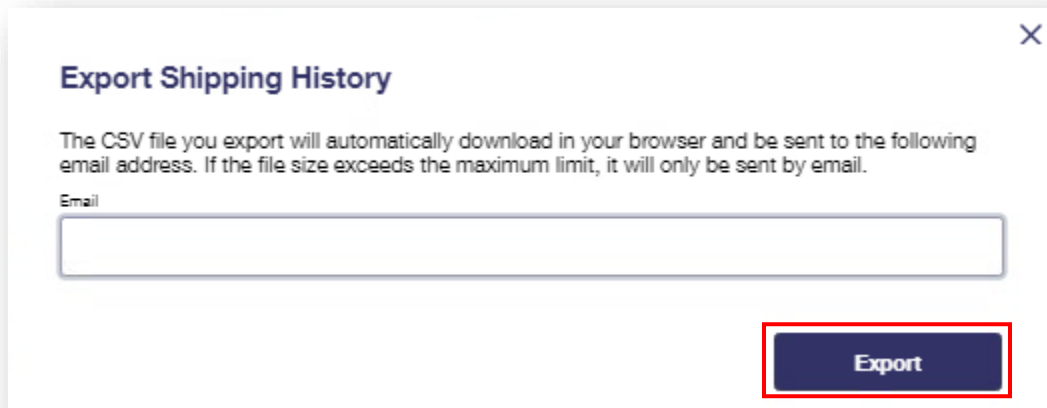
<input type="checkbox"/>	Order	Date	Labels	Payment Method	Shipper	Total	
<input checked="" type="checkbox"/>	d6b5da2e-3287-4e66-a3af-f44de69b14fa	February 28, 2025	2	EPS-3770	JG	\$61.80	<button>View Order</button>
<input checked="" type="checkbox"/>	505da2b9-b343-458b-ba55-9b82dfa9b0be	February 28, 2025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



The screenshot shows a modal window titled "Export Shipping History" with a close button (X) in the top right corner. Below the title is a paragraph: "The CSV file you export will automatically download in your browser and be sent to the following email address. If the file size exceeds the maximum limit, it will only be sent by email." Below this text is a text input field labeled "Email". The input field and the "Export" button below it are highlighted with red rectangles.

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



This screenshot is identical to the one above, showing the "Export Shipping History" modal. However, in this version, the "Export" button at the bottom right is highlighted with a red rectangle, while the email input field is not.

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.

The screenshot shows the 'Order History' page. At the top, there are tabs for 'Order History', 'Dashboard', and 'Archived History'. On the right, there is a button 'Export All Orders'. Below the tabs, there are input fields for 'Start Date' and 'End Date' (both with a calendar icon). A search bar is labeled 'Search by Order / Transaction Number' with a placeholder 'XXXXXXXXXX-XXXX-XXXXXX'. To the right of the search bar are dropdown menus for 'Batch Name', 'Payment Method', and 'Shipper'. Below these is a table titled 'Orders (139)'. The table has columns: 'Order', 'Date', 'Labels', 'Payment Method', 'Shipper', and 'Total'. The first row is highlighted with a red box around the 'Order' ID 'd6b5da2e-3287-4e66-a3af-f44de69b14fa' and a red box around the 'View Order' button. The second row shows an order with ID '505da2b9-b343-458b-ba55-9b82dfa9b0be' and a 'View Order' button.

Order	Date	Labels	Payment Method	Shipper	Total
d6b5da2e-3287-4e66-a3af-f44de69b14fa	February 28, 2025	2	EPS-3770	JG	\$61.80
505da2b9-b343-458b-ba55-9b82dfa9b0be	February 28, 2025	1	EPS-3770	JG	\$8.40

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.

The screenshot shows the 'Order Details' page. At the top, there is a link '< Back to Order History'. Below it, the 'Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA' is displayed next to a 'JG' logo. On the right, there are buttons 'Print Labels' and 'Export All Labels'. Below these, there is a table with columns: 'Date', 'Charged to', and 'Order Total'. The first row shows 'February 28, 2025', 'EPS-3770', and '\$61.80 (2 Labels)'. Below the table, there is a search bar with a dropdown menu. The dropdown menu is open, showing 'Label Number' selected. Below the search bar, there are input fields for 'mm/dd/yyyy' (with a calendar icon), 'Shipped Status', 'Payment Status', and 'Service Type'. Below these is a table with columns: 'Recipient', 'Service Type', 'Tracking', 'Payment Status', and 'Cost'. The first row shows 'JANE DOE', 'CP-PFRE', 'CA000588895US', 'Account Charged', and '\$30.90'. A 'Print' button is at the bottom right.

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

- 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
*only labels available for print will be printed

Date: February 28, 2025 Charged to: EPS-3770 Order Total: \$61.80 (1 Label)

Label Number: CA000588900US 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="checkbox"/>	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
*only labels available for print will be printed

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

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

Recipient Name

Recipient Email
Recipient Address
Refund Transaction
Batch Name

<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	CA000588900US	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

Print Labels **Export All Labels**

*only labels available for print will be printed

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

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

Print Labels **Export All Labels**

*only labels available for print will be printed

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

Recipient Email: Search 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 recipient's email 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: February 28, 2025 Charged to: EPS-3770 Order Total: \$61.80 (2 Labels)

Recipient Email 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 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

Print Labels **Export All Labels**

*only labels available for print will be printed

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

Recipient Email Search 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 recipient's address 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: February 28, 2025 Charged to: EPS-3770 Order Total: \$61.80 (2 Labels)

Recipient Email 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 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

Print Labels **Export All Labels**

*only labels available for print will be printed

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

Recipient Email Search 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 refund transaction ID is entered, the associated label(s) will automatically be displayed.

[Back to Order History](#)

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

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

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

*only labels available for print will be printed

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

Date: February 28, 2025 Charged to: EPS-3770 Order Total: \$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

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 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.

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

JG

Print Labels

Export All Labels

*only labels available for print will be printed

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

Batch Name 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	CA00058895US	Account Charged	\$30.90	Print
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA00058890US	Account Charged	\$30.90	Print

Search by Reference Number

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

Print Labels

Export All Labels

*only labels available for print will be printed

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

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

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

Recipient	Service Type	Tracking	Payment Status	Cost	
JOHNNY BROWN 5806 SMU BLVD DALLAS, TX 75206-5018	GA-CP	9400130109355063799167	Account Charged	\$3.91	Print

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

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

Print Labels Export All Labels

*only labels available for print will be printed

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

Reference Number: 1234ABC Date: 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="checkbox"/>	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.

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

Print Labels Export All Labels

*only labels available for print will be printed

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

Batch Name: Search Date: mm/dd/yyyy

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		000588895US	Account Charged	\$30.90	Print
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA		0005888900US	Account Charged	\$30.90	Print

CNS Tracking Test

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

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

*only labels available for print will be printed

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

Label Number Search 02/28/2025 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 Shipped Status

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

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

*only labels available for print will be printed

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

Label Number Search 02/28/2025 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

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

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

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	Print
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588890US	Account Charged	\$30.90	Print

Search by Payment Status

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

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Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG Print Labels Export All Labels
*only labels available for print will be printed

Date: February 28, 2025 Charged to: EPS-3770 Order Total: \$61.80 (2 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	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90	Print

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

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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 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	CA000588995US	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 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 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	CA000588995US	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	

Service Type

- 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 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
February 28, 2025

Charged to
EPS-3770

Order Total
\$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	<button>Print</button> <div></div>
<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> <div></div>

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)

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

The screenshot shows the 'Order Details' page for Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA. The order is charged to EPS-3770 and has a total of \$61.80 for 2 labels. The 'Labels (2)' section shows two labels, both of which have their checkboxes selected (indicated by red boxes). The first label has a tracking number CA000588895US. A dropdown menu is open on the right, showing actions: Track, Ship Again, Save as PDF, Refund, Cancel Refund, and Create Return Label. The 'Track' option is highlighted with a red box.

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

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

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

View USPS Tracking

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

This screenshot is similar to the previous one, but the 'Track' button in the dropdown menu is highlighted with a red box. The 'Labels (2)' section shows two labels, both of which have their checkboxes selected. The first label has a tracking number CA000588895US. The 'Track' button is highlighted with a red box.

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

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

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

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.

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?](#)

[Remove X](#)

Ship Label Again

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

[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

Label Number

Search

mm/dd/yyyy

Shipped Status

Payment Status

Service Type

Labels (2)

Note: not all actions are available for the labels selected

☒ 2 Labels [Track](#) [Ship Again](#) [Save as PDF](#) [Refund](#) [Cancel Refund](#) [Create Return Label](#)

<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	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

Track

[Ship Again](#)

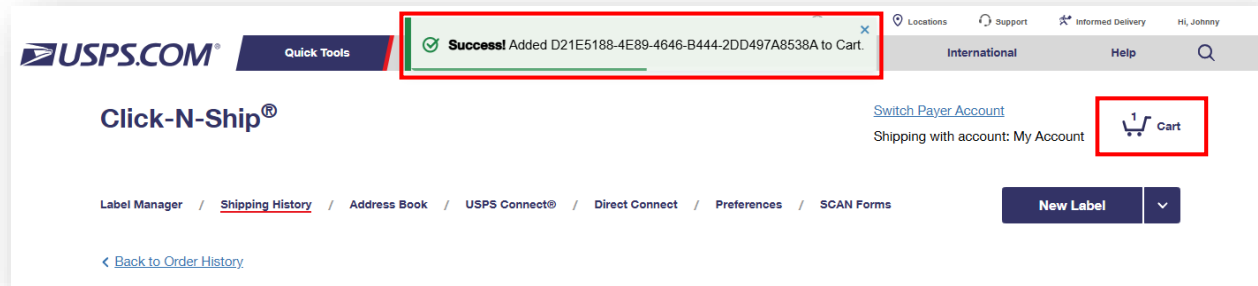
[Save as PDF](#)

Refund

[Cancel Refund](#)

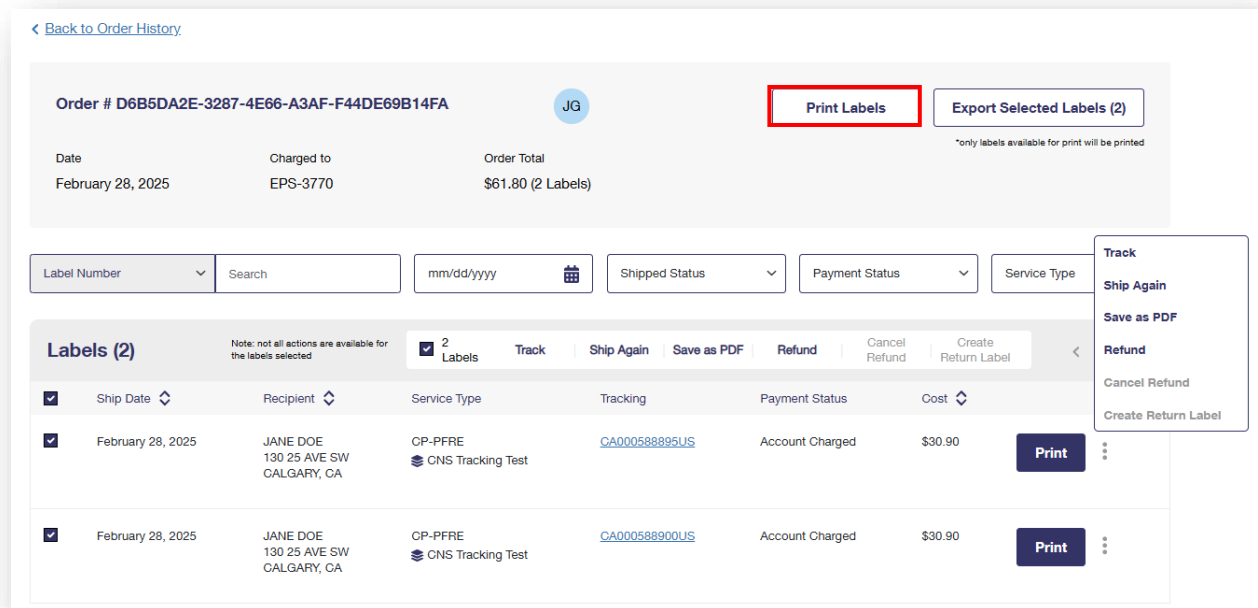
[Create Return Label](#)

- 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.

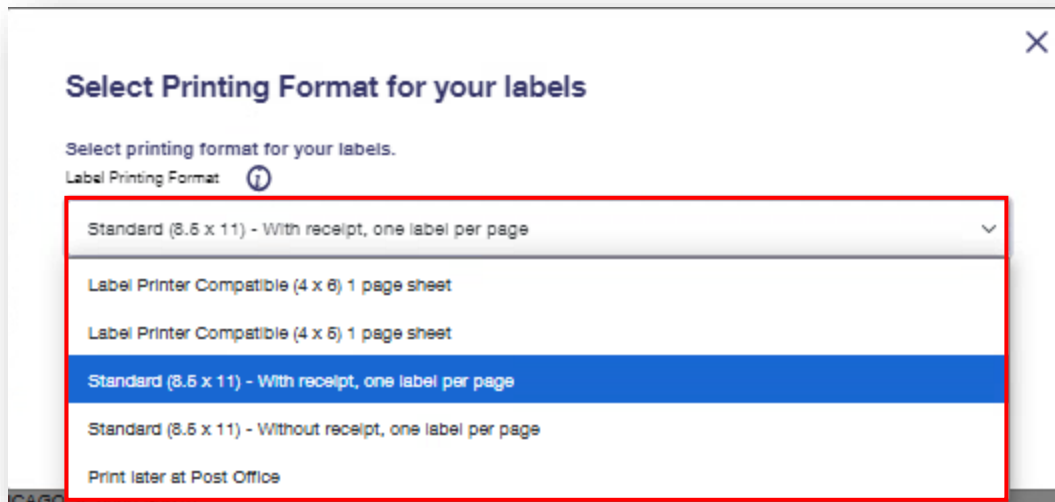


Print / Re-print Labels

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

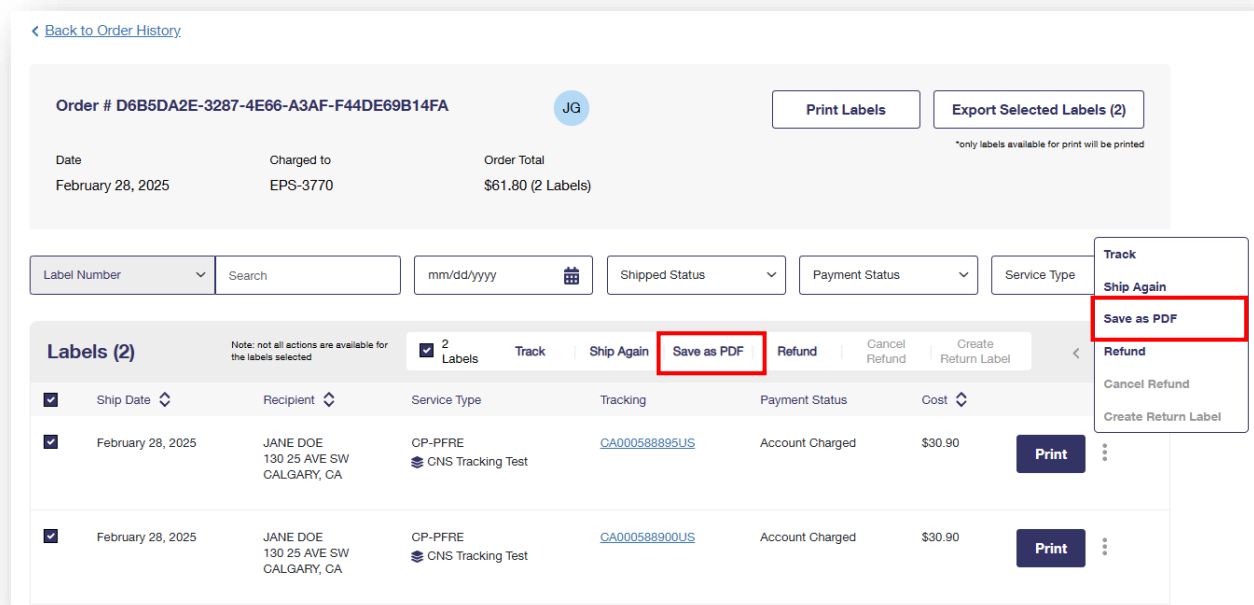


- b) A **Select Printing Format for your Labels** popup modal will be displayed. Select a **printing format type** and select **Get PDF** to print.



Save Label(s) as PDF

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



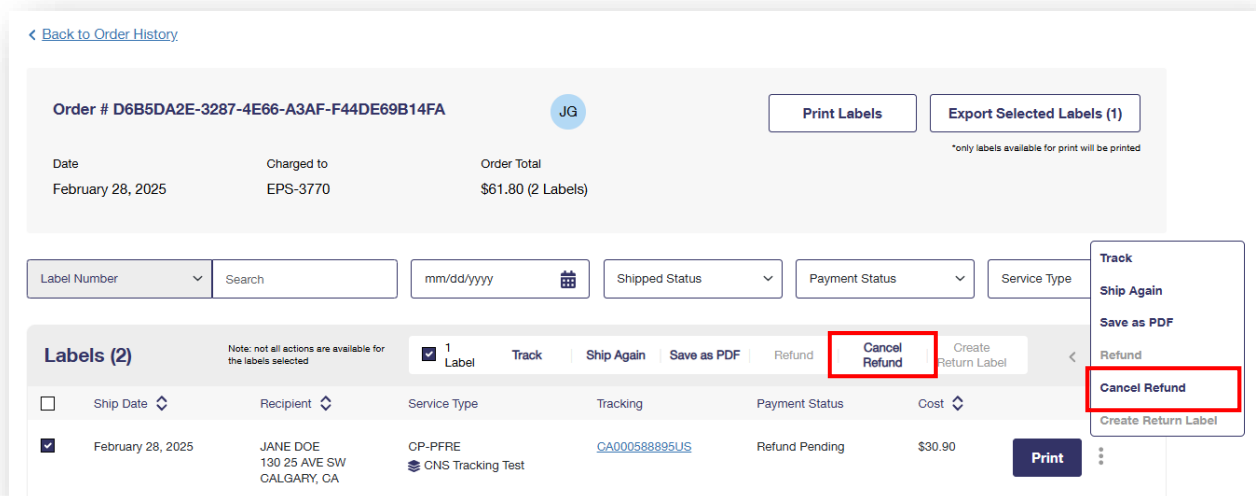
- b) A **Select Printing Format for your Labels** popup modal will be displayed. Select a **printing format type** and select **Get PDF** to print.



- 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 label and would like to cancel a refund, select **Cancel Refund**.

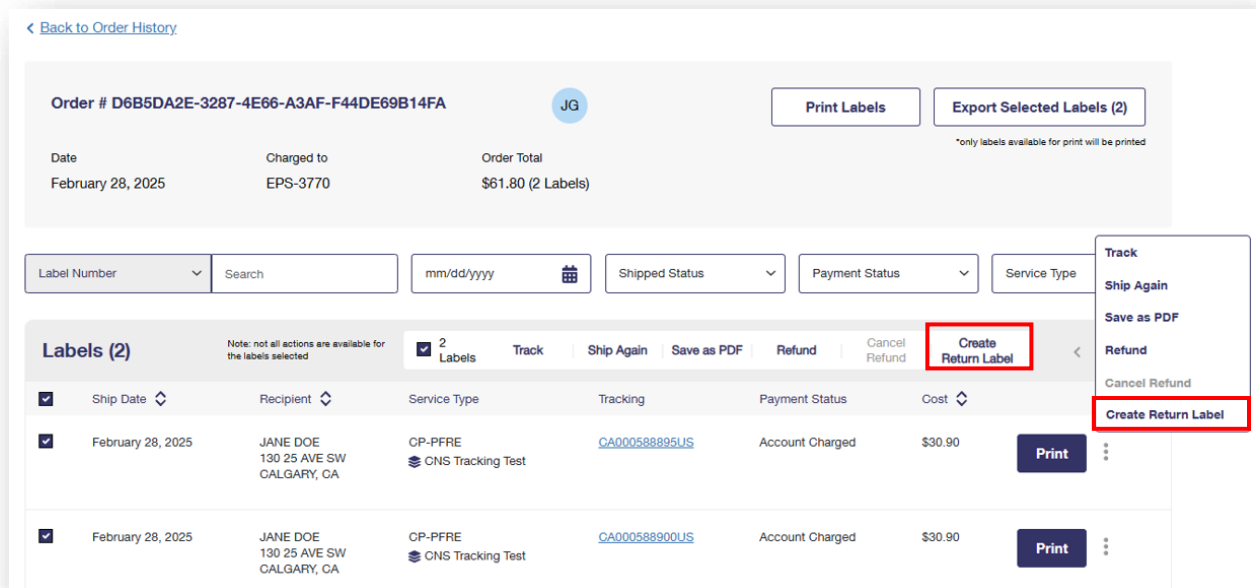


- e) If the refund is successfully canceled, you will see the following **green message bar** displayed at the top of the page.



Create a Return Label

- a) To create a return label on 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.



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

×

Create Return Label

You will not be charged for this return label unless it is used by the recipient. You will be notified of its use and a postage due will show up in your Shipping Cart.

The return address on a return label will be the same as the Sender address for the outgoing label.

*Select the service type for your return label

Select a return service

Priority Mail® Return

Priority Mail Express® Return

USPS Ground Advantage® Return

Create & Print Now

Create & Save as PDF

[Create & Print Later](#)

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

×

Create Return Label

You will not be charged for this return label unless it is used by the recipient. You will be notified of its use and a postage due will show up in your Shipping Cart.

The return address on a return label will be the same as the Sender address for the outgoing label.

*Select the service type for your return label

Priority Mail® Return
2-Day Delivery

▼

Estimated amount charged upon use: **\$7.42**

Select printing format for your labels.

Label Printing Format ⓘ

Label Printer Compatible (4 x 6) 1 page sheet

▼

Label Printer Compatible (4 x 6) 1 page sheet

Label Printer Compatible (4 x 5) 1 page sheet

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

[Create & Print Later](#)

41

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

The screenshot shows a 'Create Return Label' form. At the top right is a close button (X). The title 'Create Return Label' is in bold. Below it is a disclaimer: 'You will not be charged for this return label unless it is used by the recipient. You will be notified of its use and a postage due will show up in your Shipping Cart.' A note states: 'The return address on a return label will be the same as the Sender address for the outgoing label.' A label 'Select the service type for your return label' is followed by a dropdown menu showing 'Priority Mail® Return' and '2-Day Delivery'. Below this is a grey box with the text 'Estimated amount charged upon use: \$7.42'. Another label 'Select printing format for your labels.' is followed by a dropdown menu showing 'Label Printer Compatible (4 x 6) 1 page sheet'. At the bottom, a red rectangle highlights three options: a dark blue button 'Create & Print Now', a light blue button 'Create & Save as PDF', and a blue link 'Create & Print Later'.

Create Return Label

You will not be charged for this return label unless it is used by the recipient. You will be notified of its use and a postage due will show up in your Shipping Cart.

The return address on a return label will be the same as the Sender address for the outgoing label.

Select the service type for your return label

Priority Mail® Return
2-Day Delivery

Estimated amount charged upon use: **\$7.42**

Select printing format for your labels.

Label Printing Format ⓘ

Label Printer Compatible (4 x 6) 1 page sheet

Create & Print Now **Create & Save as PDF**

[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 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 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	Print ⋮
<input type="checkbox"/>	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA0005888900US	Account Charged	\$30.90	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).

Export Shipping History ✕

The CSV file you export will automatically download in your browser and be sent to the following email address. If the file size exceeds the maximum limit, it will only be sent by email.

Email

Export

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

×

Export Shipping History

The CSV file you export will automatically download in your browser and be sent to the following email address. If the file size exceeds the maximum limit, it will only be sent by email.

Email

Export

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.

[Back to Order History](#)

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

JG

Print Labels

Export Selected Labels (2)

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

Labels (2)

Note: not all actions are available for the labels selected

2 Labels

Track

Ship Again

Save as PDF

Refund

Cancel Refund

Create Return Label

	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	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

Track

Ship Again

Save as PDF

Refund

Cancel Refund

Create Return Label

- 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).

×

Export Shipping History

The CSV file you export will automatically download in your browser and be sent to the following email address. If the file size exceeds the maximum limit, it will only be sent by email.

Email

Export

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

×

Export Shipping History

The CSV file you export will automatically download in your browser and be sent to the following email address. If the file size exceeds the maximum limit, it will only be sent by email.

Email

Export

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.

[Back to Order History](#)

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

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

DateFebruary 28, 2025

Charged toEPS-3770

Order Total\$61.80 (2 Labels)

*only labels available for print will be printed

Label NumberSearchmm/dd/yyyyShipped StatusPayment StatusService 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	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

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

Acceptance Cutoff

No Data

Scheduled date

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 Status

Tracking Number

[CA000588895US](#)

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.

Pre-Shipment

[View Tracking History](#) ▾

Details

Account Number

3031561222

Return Address

CLARK KENT
1000 SUPERMAN ST NW
WASHINGTON, DC 20005-1234
clark.kent@gmail.com

Package

Padded Flat Rate Envelope

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

Tracking Number: [CA000588895US](#) [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
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

Acceptance Cutoff

No Data

Scheduled date

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 Status

Tracking Number

[CA000588895US](#)

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.

Pre-Shipment

[View Tracking History](#)

Details

Account Number

3031561222

Return Address	Package
CLARK KENT	Padded Flat Rate Envelope
1000 SUPERMAN ST NW	
WASHINGTON, DC 20005-1234	
clark.kent@gmail.com	

- 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](#)

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

[Locations](#) [Support](#) [Informed Delivery](#) [Hi, Johnny](#)

[International](#) [Help](#)

Click-N-Ship[®] [Switch Payer Account](#) **1** Cart

Shipping with account: My Account

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

[Back to Order History](#)

[New Label](#)

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

Acceptance Cutoff

No Data

Scheduled date

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 Status

Tracking Number

[CA000588895US](#)

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.

Pre-Shipment

[View Tracking History](#) ▼

Details

Account Number

3031561222

Return Address

CLARK KENT
1000 SUPERMAN ST NW
WASHINGTON, DC 20005-1234
clark.kent@gmail.com

Package

Padded Flat Rate Envelope

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

Select Printing Format for your labels

Select printing format for your labels.

Label Printing Format ⓘ

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

Label Printer Compatible (4 x 6) 1 page sheet

Label Printer Compatible (4 x 5) 1 page sheet

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

Standard (8.5 x 11) - Without receipt, one label per page

Print later at Post Office

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

Acceptance Cutoff
No Data

Scheduled date
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 Status

Tracking Number
[CA000588895US](#)

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.

Pre-Shipment

[View Tracking History](#) v

Details

Account Number
3031561222

Return Address	Package
CLARK KENT 1000 SUPERMAN ST NW WASHINGTON, DC 20005-1234 clark.kent@gmail.com	Padded Flat Rate Envelope

Delivery Address Sender Type

- 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

Acceptance Cutoff

No Data

Scheduled date

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 Status

Tracking Number

[CA000588895US](#)

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.

View Tracking History ▾

Details

Account Number

3031561222

Return Address

CLARK KENT
1000 SUPERMAN ST NW
WASHINGTON, DC 20005-1234
clark.kent@gmail.com

Package

Padded Flat Rate Envelope

Pre-Shipment

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

Select Printing Format for your labels ✕

Select printing format for your labels.

Label Printing Format ⓘ

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

Label Printer Compatible (4 x 6) 1 page sheet

Label Printer Compatible (4 x 5) 1 page sheet

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

Standard (8.5 x 11) - Without receipt, one label per page

Print later at Post Office

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

1414 S BURGER ST
CHARLOTTE, NC 28203-5177

Service Type

Priority Mail®

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

×

Create Return Label

You will not be charged for this return label unless it is used by the recipient. You will be notified of its use and a postage due will show up in your Shipping Cart.

The return address on a return label will be the same as the Sender address for the outgoing label.

*Select the service type for your return label

Select a return service

Priority Mail® Return

Priority Mail Express® Return

USPS Ground Advantage® Return

Create & Print Now

Create & Save as PDF

[Create & Print Later](#)

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

×

Create Return Label

You will not be charged for this return label unless it is used by the recipient. You will be notified of its use and a postage due will show up in your Shipping Cart.

The return address on a return label will be the same as the Sender address for the outgoing label.

*Select the service type for your return label

Priority Mail® Return
2-Day Delivery

▼

Estimated amount charged upon use: **\$7.42**

Select printing format for your labels.

Label Printing Format ⓘ

Label Printer Compatible (4 x 6) 1 page sheet

Label Printer Compatible (4 x 6) 1 page sheet

Label Printer Compatible (4 x 5) 1 page sheet

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

[Create & Print Later](#)

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

Create Return Label

You will not be charged for this return label unless it is used by the recipient. You will be notified of its use and a postage due will show up in your Shipping Cart.

The return address on a return label will be the same as the Sender address for the outgoing label.

*Select the service type for your return label

Priority Mail® Return
2-Day Delivery

Estimated amount charged upon use: **\$7.42**

Select printing format for your labels.

Label Printing Format ⓘ

Label Printer Compatible (4 x 6) 1 page sheet

Create & Print Now **Create & Save as PDF**

[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**.
- i. *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

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

*only labels available for print will be printed

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

Service Type

USPS Ground Advantage® Service

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 ⓘ

[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

1414 S BURGER ST
CHARLOTTE, NC 28203-5177

Service Type

Priority Mail®

Request / Cancel a Refund

- 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](#) >

[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

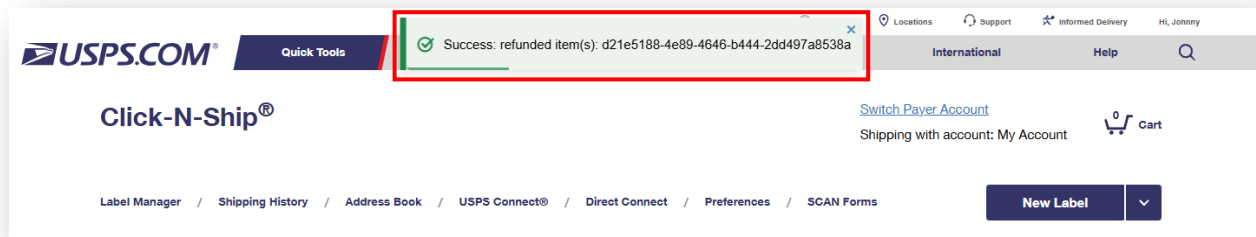
Account Number 3031500001	
Return Address CLARK KENT SUPERMAN WAREHOUSE 1400 SUPERMAN ST NW WASHINGTON, DC 20005-1224 clark.kent@gmail.com	Package Flat Rate Envelope
Delivery Address JOE BOB 1414 S BURGER ST CHARLOTTE, NC 28203-5177	Service Type Priority Mail®

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

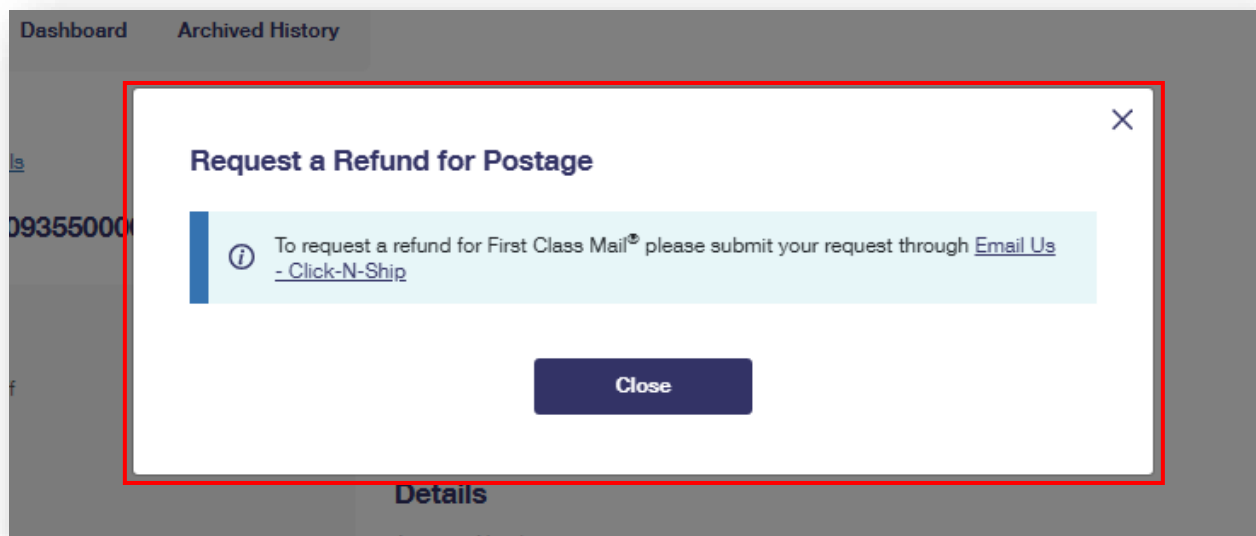
Are you sure you want to refund this item?

NO YES

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



- d) 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:



- 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](#) >

[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 1400 SUPERMAN ST NW WASHINGTON, DC 20005-1224 clark.kent@gmail.com	Flat Rate Envelope
Delivery Address	Service Type
JOE BOB 1414 S BURGER ST CHARLOTTE, NC 28203-5177	Priority Mail®

- f) 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

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

International Help

Click-N-Ship®

Switch Payer Account

Shipping with account: My Account

Cart

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

New Label

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

- 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.
 - 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.
- To view the delivery status of the package, refer to the **Delivery Status progress bar**.
- To view the entire tracking history, select the **View Tracking History** toggle.

[Back to Order Details](#)

Label # [CA000588895US](#)

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 >](#)


Need Help? ⓘ

Delivery Status

Tracking Number

(a) [CA000588895US](#)

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.

(b)  **Pre-Shipment**

(c) [View Tracking History ^](#)

2025-02-28, Invalid Date

Shipping Label Created, USPS Awaiting Item

WASHINGTON, DC 20005

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.

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	Package
CLARK KENT SUPERMAN WAREHOUSE 1400 SUPERMAN ST NW WASHINGTON, DC 20005-1224 clark.kent@gmail.com	Flat Rate Envelope

Delivery Address	Service Type
JOE BOB 1414 S BURGER ST CHARLOTTE, NC 28203-5177	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.

(a)

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

Transaction Type
LABEL

Payment Method
AMEX-1008

Payment Status
Refunded

(b)

Service Type	Price
Priority Mail International® Small Flat Rate Envelope	\$44.80
Label Total	\$44.80

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:

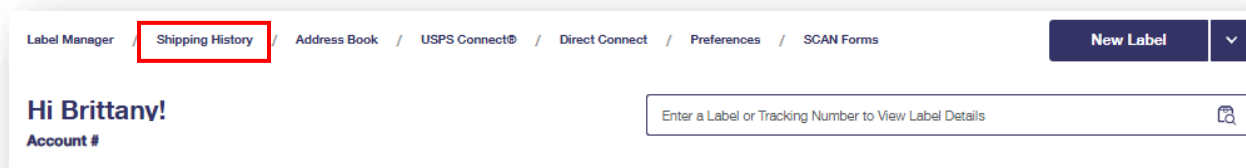
Order Number	Service Type	Price
	First Class Package Service - Retail	5.80
Transaction Type	EDEL	Free
LABEL	Label Total	\$5.80
Payment Method		
Payment Status		
Account Charged		
Timestamp	Message	
08/23/2022 9:36 PM	Postage Adjustment Identified - Revenue Assurance ID: 93877446	
08/09/2022 7:25 PM	Setting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

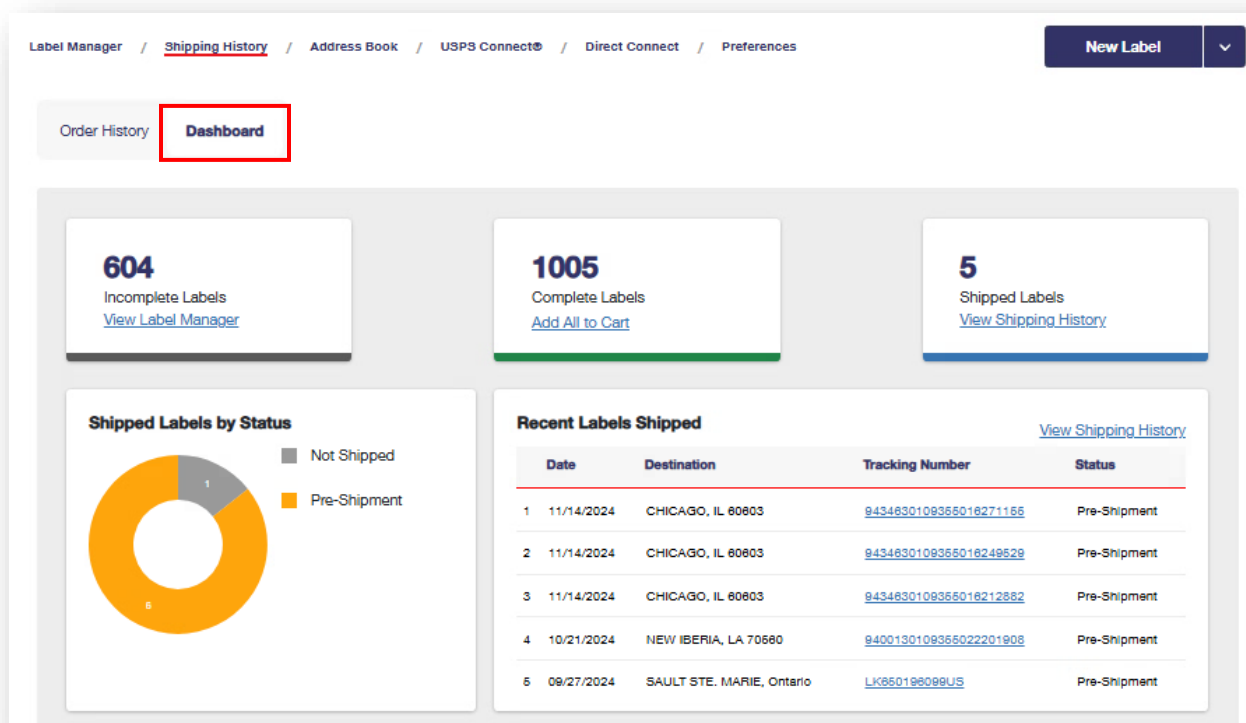
1) Access the Shipping History Dashboard

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



2) View the Shipping History Dashboard

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

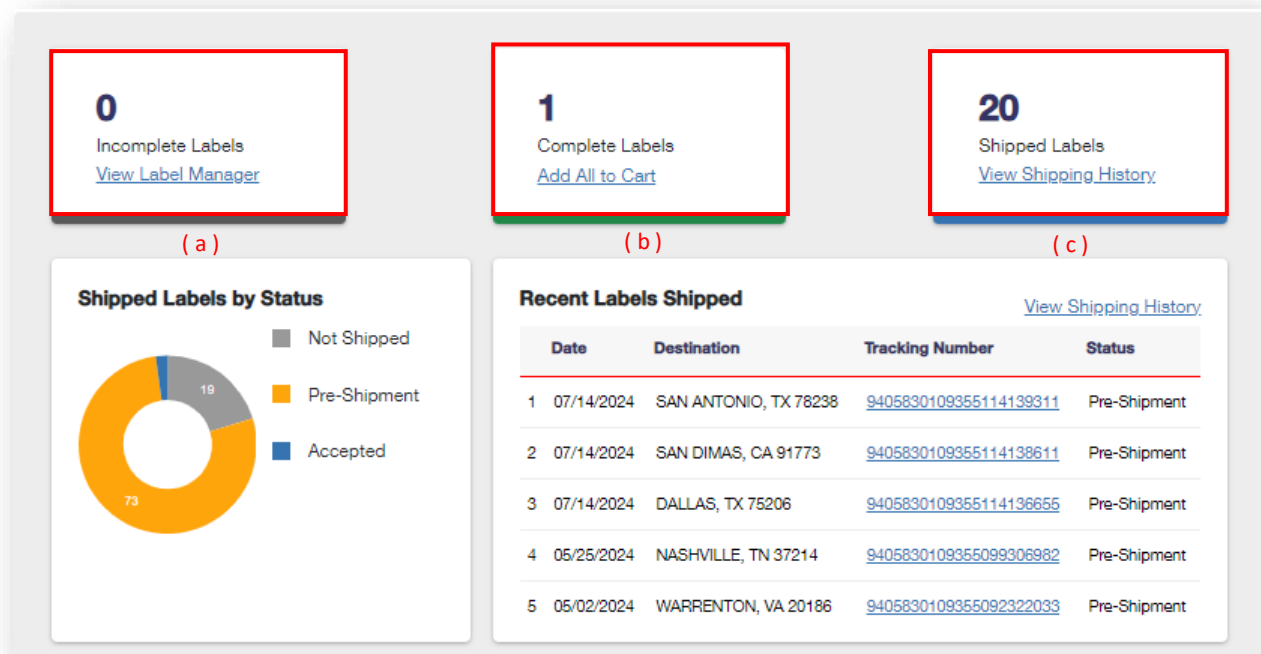


All Actions within Shipping History Dashboard

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

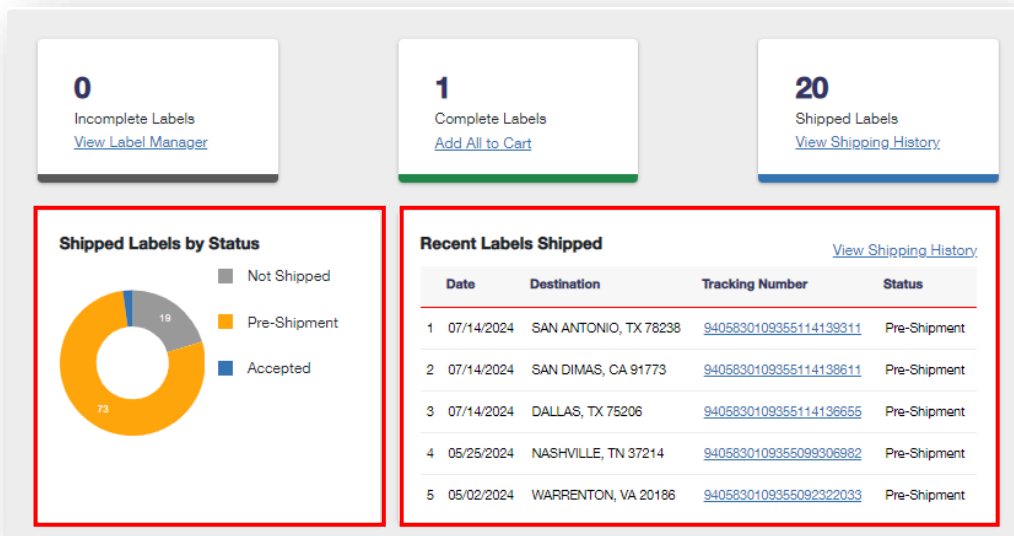
- To view the total number of *incomplete* labels that are in your Label Manager, refer to the **Incomplete Labels** section. You can also choose to view the incompletes labels via your Label Manager by selecting **View Label Manager**.
- To view the total number of *complete* labels that are in your 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**.
- 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

- 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**.

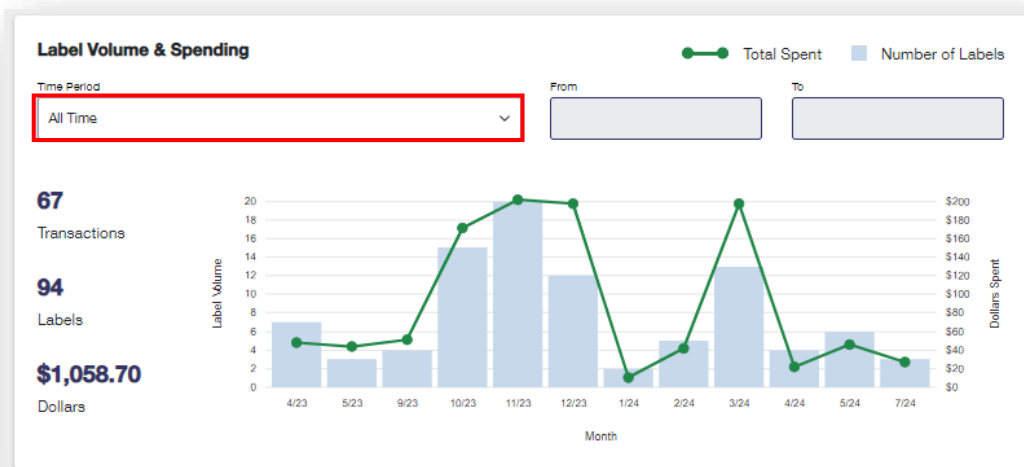


(a)

(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 recurrently 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

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

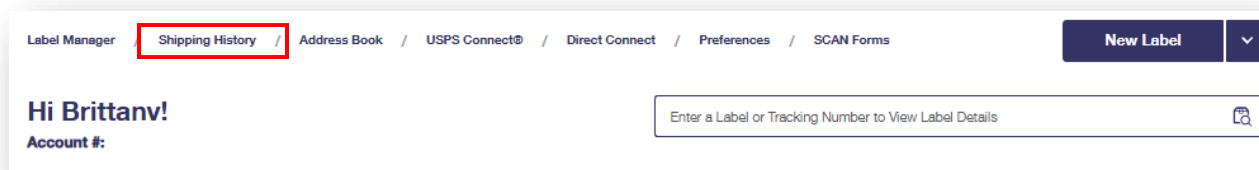


Click-N-Ship Archived History

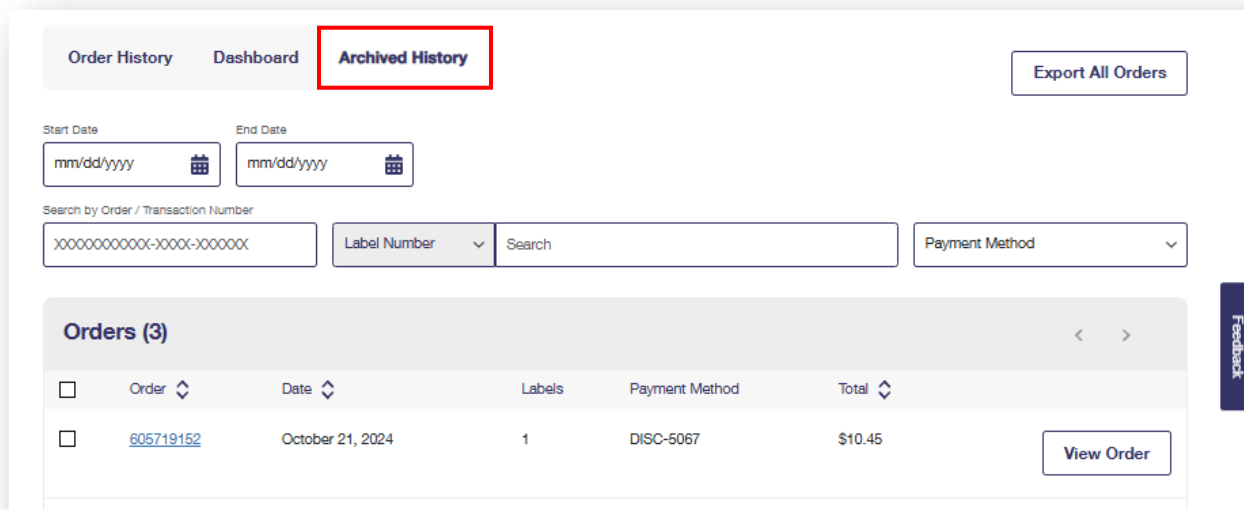
Within the Legacy Click-N-Ship® Archived History, you will be able to view all the previous Orders, Labels, and Transactions that you have made using the Legacy Click-N-Ship® application over the last 12 months (**February 20th, 2024 – February 20th, 2025**).

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

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



- b) 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

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

Order History

Dashboard

Archived History

Export All Orders

Start Date

mm/dd/yyyy

March 2025

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

End Date

mm/dd/yyyy

Label Number

Search

Payment Method

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

View Order

View Order

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

Order History

Dashboard

Archived History

Export All Orders

Start Date

mm/dd/yyyy

March 2025

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

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXXXX-XXXX-XXXX

Search

Payment Method

Orders (3)

☐ Order

☐
[605719152](#)

Labels	Payment Method	Total
1	DISC-5067	\$10.45

View Order

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

Order History

Dashboard

Archived History

Export All Orders

Start Date

10/01/2024

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXX-XXXX-XXXXXX

Label Number

Search

Payment Method

Orders (1)

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

Search by Order / Transaction Number

- 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).

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)

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

- 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 End Date

Search by Order / Transaction Number

Label Number Payment Method

Orders (1) < >

<input type="checkbox"/>	Order <input type="text"/>	Date <input type="text"/>	Labels	Payment Method	Total <input type="text"/>	
<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 End Date

Search by Order / Transaction Number

Label Number Payment Method

Orders (3) < >

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

- b) Once the Legacy **Label 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

Label Number

9405503699300718846654

Payment Method

Orders (1)

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

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.

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

Search

Payment Method

Orders (3)

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

- 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
XXXXXXXXXXXX-XXXX-XXXXXX
Recipient Name
Johnny
Payment Method

Orders (2)

	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

- 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
XXXXXXXXXXXX-XXXX-XXXXXX
Recipient Email
Search
Label Number
Recipient Name
Recipient Address
Refund Transaction
Payment Method

Orders (3)

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

- Once the **Recipient Email** 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 Email

Search

Payment Method

Orders (3)

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

Search by Recipient Address

- a) 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.

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

Orders (3)

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

- b) 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

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXX-XXXX-XXXXXX

Recipient Address

318

Payment Method

Orders (2)

☐
Order
Date
Labels
Payment Method
Total

☐
[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

- 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

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXX-XXXX-XXXXXX

Refund Transaction

Search

Payment Method

Orders (3)

☐
Order
Date
Labels
Payment Method
Total

☐
[605719152](#)
October 21, 2024
1
DISC-5067
\$10.45

View Order

- 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

XXXXXXXXXXXX-XXXX-XXXXXX

Refund Transaction

Search

Payment Method

Orders (3)

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

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

XXXXXXXXXXXX-XXXX-XXXXXX

Refund Transaction

Search

Payment Method

Orders (3)

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

- b) Once the Payment Method type is selected, 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

XXXXXXXXXXXX-XXXX-XXXXXX

Refund Transaction

Search

Credit Card

Orders (3)

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

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

Export All Orders

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXXXX-XXXX-XXXXXX

Refund Transaction

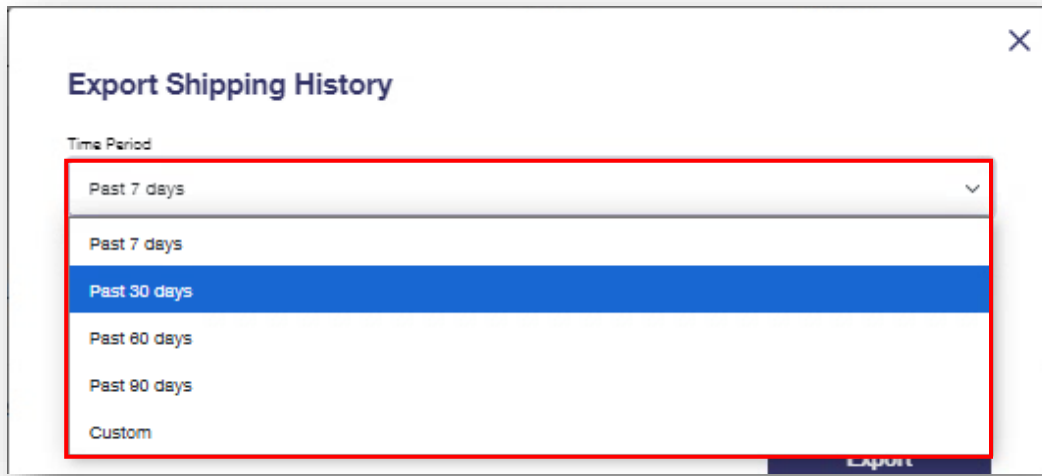
Search

Credit Card

Orders (3)

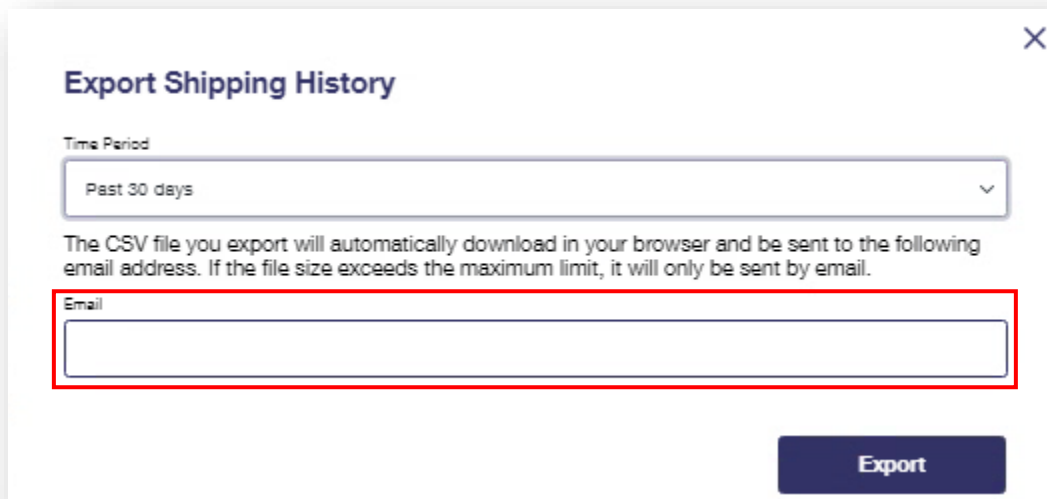
	Order	Date	Labels	Payment Method	Total	
<input type="checkbox"/>	605719152	October 21, 2024	1	DISC-5067	\$10.45	<div>View Order</div>
<input type="checkbox"/>	605283289	September 27, 2024	1	DISC-5067	\$24.80	<div>View Order</div>
<input type="checkbox"/>	605274290	September 26, 2024	1	DISC-5067	\$9.85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

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



The screenshot shows a modal titled "Export Shipping History" with a close button (X) in the top right corner. Below the title is a "Time Period" label and a dropdown menu. The dropdown menu is open, showing a list of options: "Past 7 days", "Past 30 days" (which is highlighted in blue), "Past 60 days", "Past 90 days", and "Custom". A red rectangular box highlights the entire dropdown menu area.

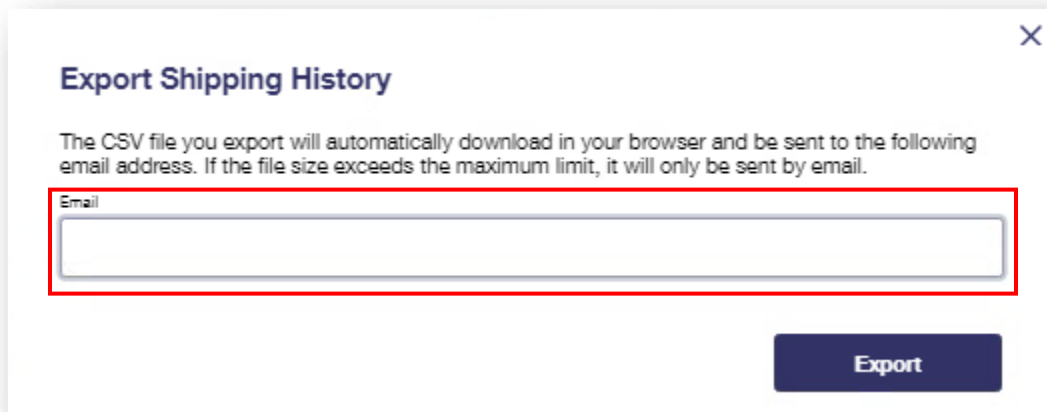
- c) Enter your email in the **Email** section to have the CSV file emailed to you (optional).



The screenshot shows the same "Export Shipping History" modal. The "Time Period" dropdown menu is now closed and shows "Past 30 days". Below the dropdown is a text box with the following text: "The CSV file you export will automatically download in your browser and be sent to the following email address. If the file size exceeds the maximum limit, it will only be sent by email." Below this text is an "Email" label and a text input field. A red rectangular box highlights the "Email" label and the input field. At the bottom right of the modal is a dark blue button labeled "Export".

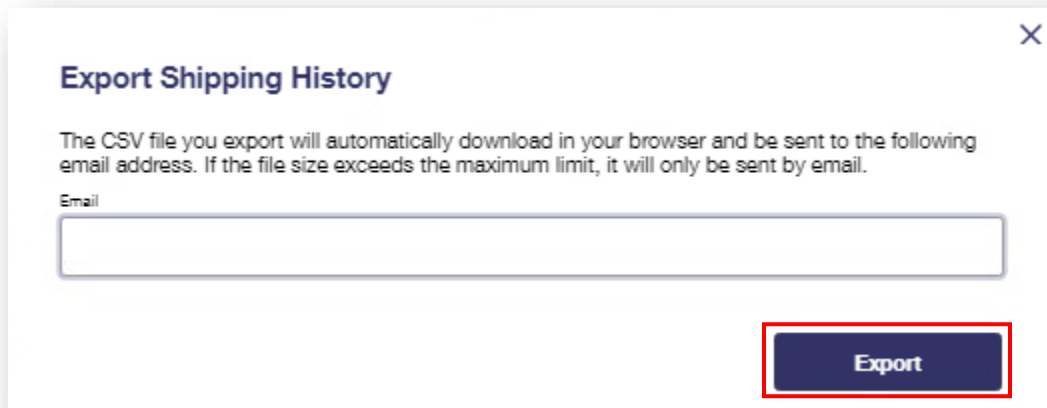
- d) Select **Export** to export the CSV file.

- 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).



The screenshot shows a modal window titled "Export Shipping History" with a close button (X) in the top right corner. Below the title is a paragraph: "The CSV file you export will automatically download in your browser and be sent to the following email address. If the file size exceeds the maximum limit, it will only be sent by email." Below this text is a text input field labeled "Email". A red rectangular box highlights the "Email" label and the input field. At the bottom right of the modal is a dark blue button labeled "Export".

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



This screenshot shows the same "Export Shipping History" modal as the previous one. The layout is identical, but the red rectangular box now highlights the dark blue "Export" button at the bottom right of the modal.

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' tab selected. At the top right is an 'Export All Orders' button. Below the tabs are date pickers for 'Start Date' and 'End Date', both set to 'mm/dd/yyyy'. A search bar is labeled 'Search by Order / Transaction Number' with a placeholder 'XXXXXXXXXX-XXXX-XXXXXX'. To its right is a dropdown menu for 'Label Number' and a 'Search' text box. Further right is a 'Payment Method' dropdown. The main section is titled 'Orders (3)' and contains a table with columns: Order (with a checkbox), Date, Labels, Payment Method, and Total. The first row shows an order with ID [605719152](#) (highlighted with a red box), dated October 21, 2024, with 1 label, payment method DISC-5067, and a total of \$10.45. A 'View Order' button (highlighted with a red box) is to the right of this row. The second row shows an order with ID [605283289](#), dated September 27, 2024, with 1 label, payment method DISC-5067, and a total of \$24.80. A 'View Order' button is to the right of this row.

Searching for Legacy Labels within Legacy Order Details Page

Within the Legacy 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 left is a link '< Back to Order History'. Below it is a light blue banner with an information icon and text: '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 several filters: a dropdown menu for 'Label Number' (highlighted with a red box), a 'Search' text box (highlighted with a red box), a date picker for 'mm/dd/yyyy', a 'Shipped Status' dropdown, a 'Payment Status' dropdown, and a 'Service Type' dropdown. Below these filters is a table with columns: Recipient (with a checkbox), Service Type, Tracking, Payment Status, and Cost. The first row shows a shipment for October 21, 2024, to CLARK KENT SUPERMAN WAREHOUSE, 300 SUPERMAN ST, CHARLOTTE, NC 28262-2550. The service type is PM-FRE, the tracking number is [9405503699300718846654](#), the payment status is 'Refunded', and the cost is \$10.45. A 'Ship Again' button is to the right of the row.

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

[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="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 Name

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

[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

Label Number
Recipient Name
Recipient Email
Recipient Address

<input type="checkbox"/>	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

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

[Back to Order History](#)

Recipient Name
 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="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](#)

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
 mm/dd/yyyy
 Shipped Status
 Payment Status
 Service Type

Label Number
 Recipient Name
 Recipient Email
 Recipient Address

<input type="checkbox"/>	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

- 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)

<input type="checkbox"/>	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](#)

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

Label Number
 Recipient Name
 Recipient Email
 Recipient Address

<input type="checkbox"/>	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

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

[Back to Order History](#)

Recipient Address
 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="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 Date

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

[Back to Order History](#)

Label Number
 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="checkbox"/>	October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45	Ship Again

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
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
 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="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 Shipped Status

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

< Back to Order History

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

Shipped Status
Yes
No

Labels (1)

<input type="checkbox"/>	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	<button>Ship Again</button>

- b) Once the Shipped Status 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="checkbox"/>	October 21, 2024	CLARK KENT SUPERMAN WAREHOUSE 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45	<button>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

Labels (1)

<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	Refund Pending	

[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

Labels (1)

<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 Service Type

Labels (1)

<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

Results per page

Service Type dropdown menu:

- 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	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	<input type="button" value="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.

< [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 ☒ 1 Label [Track](#) [Ship Again](#) [Refund](#) [Cancel Refund](#) [Create Return Label](#)

<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	Refunded	\$10.45	Ship Again

Results per page

- 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](#)

Information: 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](#).

Labels (1) Note: not all actions are available for the labels selected ☒ 1 Label **Track** Ship Again Refund Cancel Refund Create Return Label

<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	Refunded	\$10.45	Ship Again Track Ship Again Refund Cancel Refund Create Return Label

Results per page: 20

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

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?](#)

[Remove](#) X

Ship Label Again

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

[Back to Order History](#)

Information: 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 ☒ 1 Label [Track](#) [Ship Again](#) [Refund](#) [Cancel Refund](#) [Create Return Label](#)

<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	Refunded	\$10.45	Ship Again Track Ship Again Refund Cancel Refund Create Return Label

Results per page

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

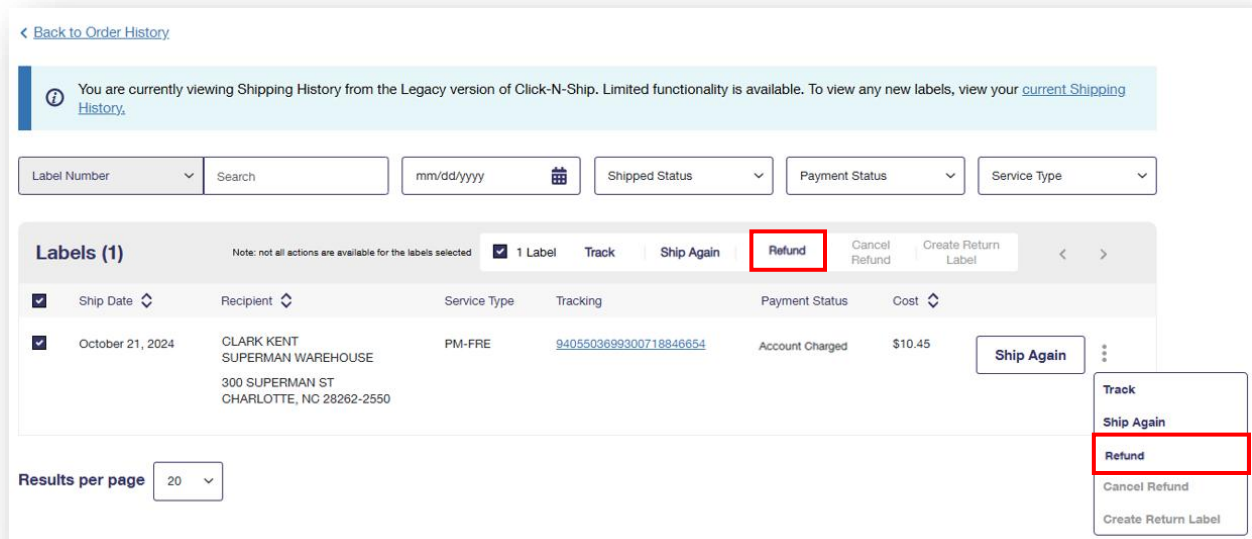
Click-N-Ship® [Switch Payer Account](#) [Cart](#)
Shipping with account: My Account

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

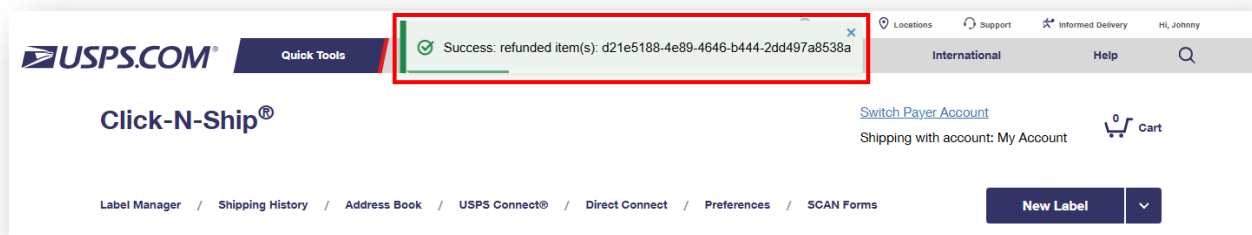
[Back to Order History](#)

Request / Cancel Refund for Label(s)

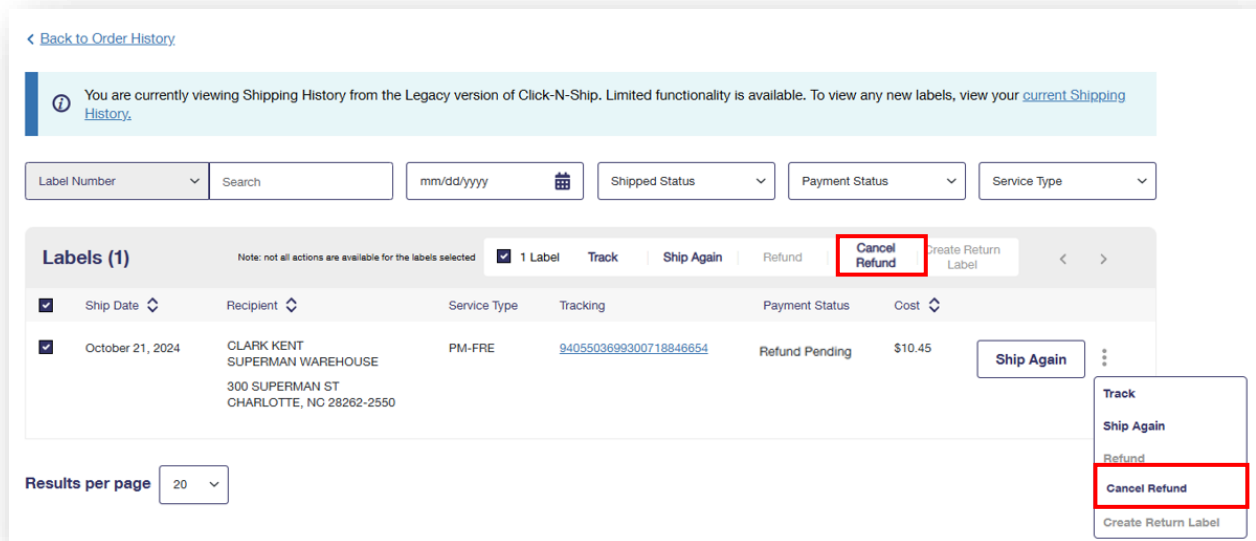
- a) If you would like to request a refund for the selected Legacy label, select **Refund**.



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



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



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



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](#)

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

Labels (1) Note: not all actions are available for the labels selected ☒ 1 Label [Track](#) [Ship Again](#) [Refund](#) [Cancel Refund](#) [Create Return Label](#)

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost	
<input checked="" type="checkbox"/>	October 21, 2024	JOHNNY LOPEZ JOHNNY'S BAKERY 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	PM-FRE	9405503699300718846654	Refunded	\$10.45	Ship Again Track Ship Again Refund Cancel Refund Create Return Label

Results per page

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](#)

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

More Actions *i*

[USPS Tracking >](#)

[Ship Again >](#)

Need Help? *i*


[File An Insurance Claim >](#)

[Request a Refund >](#)

[Request A Service Refund >](#)

Delivery Status

Tracking Number
420282629405503699300718846654

 **Delivered**

[View Tracking History](#)

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

Tracking Number:
CA000588895US

[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](#)

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

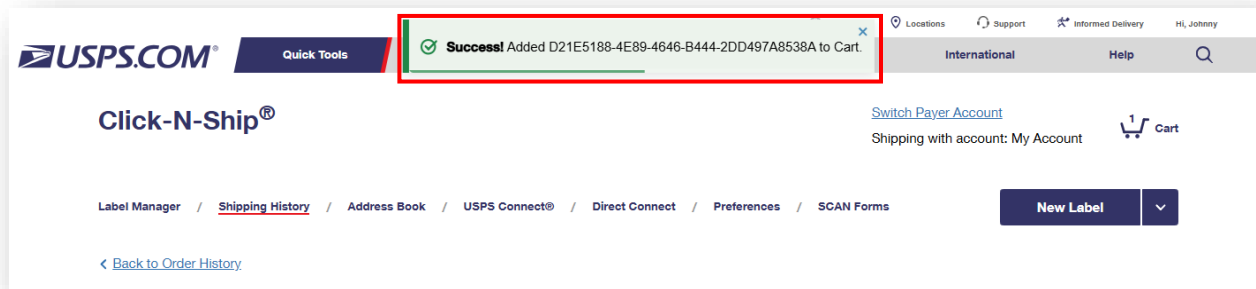
Tracking Number
420282629405503699300718846654

Delivered

[View Tracking History >](#)

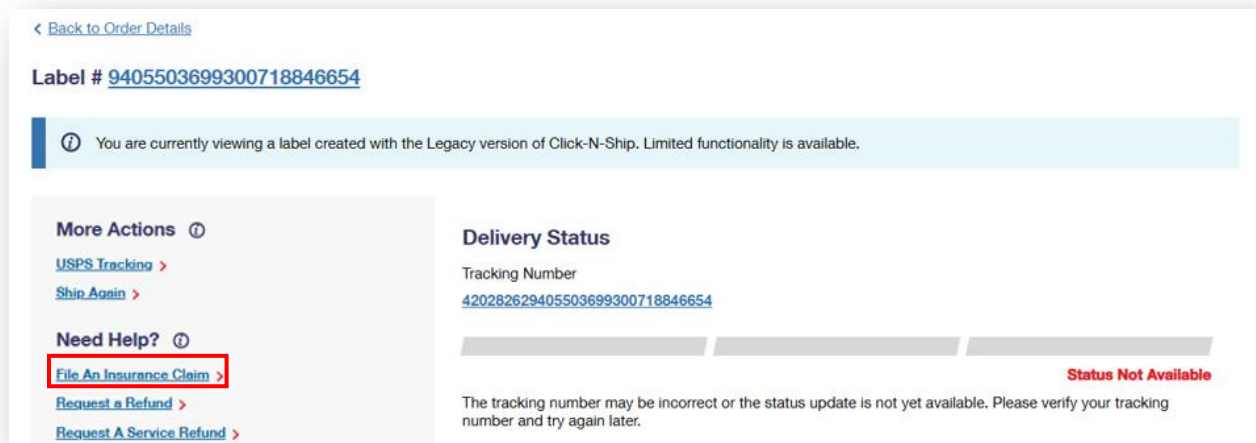
b) Once selected, a new label with the exact same details will be readded to your Label Cart and the following **green message bar** will be displayed at the top of the page.

97



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](#).



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](#)

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

More Actions *i*

[USPS Tracking](#) >

[Ship Again](#) >

Need Help? *i*

[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.

USPS.COM Quick Tools

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

Click-N-Ship®

Switch Payer Account

Shipping with account: My Account

Cart

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

New Label

- 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](#)

i 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.

USPS.COM Quick Tools

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

Locations Support Informed Delivery Hi, Johnny

International Help

Click-N-Ship®

[Switch Payer Account](#)

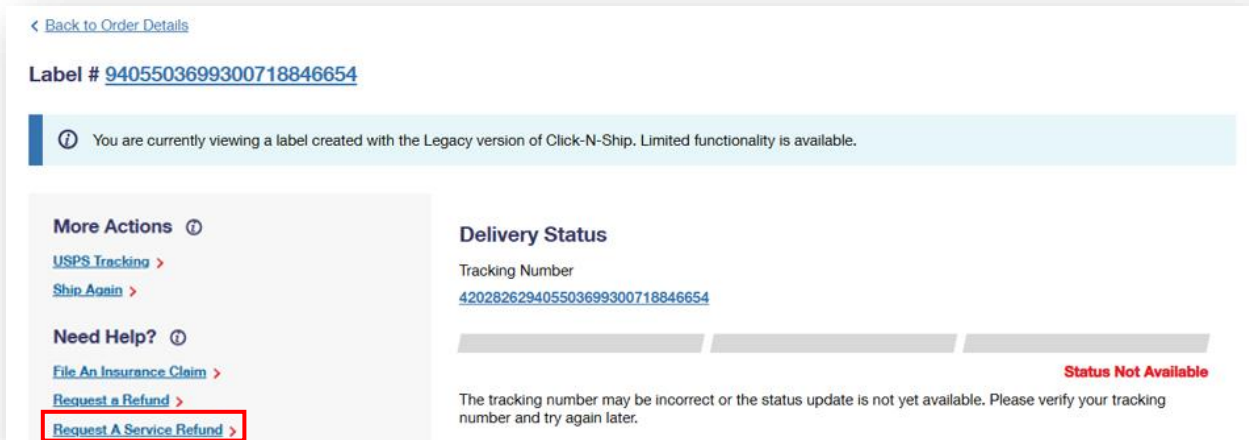
Shipping with account: My Account Cart

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

New Label

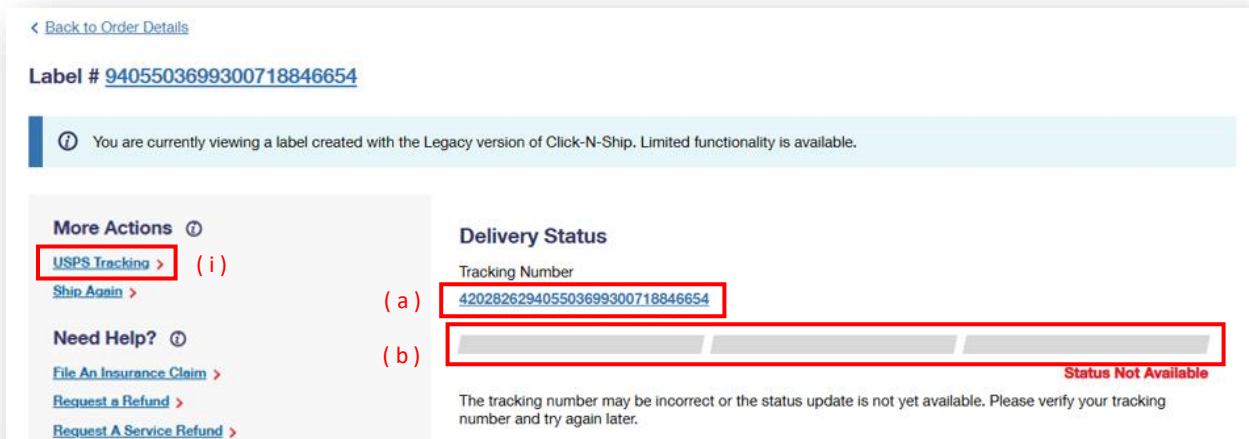
Request a Service Refund

- 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](#).



View Label's Delivery Status


- 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.
 - 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.*
- To view the delivery status of the package, refer to the **Delivery Status progress bar**.



View Label Details & Order Summary

- 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

Service Type

Priority Mail®

Delivery Address

JOE BOB

1414 S BURGER ST
CHARLOTTE, NC 28203-5177

- 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