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

*Last Updated – November 12th, 2026*

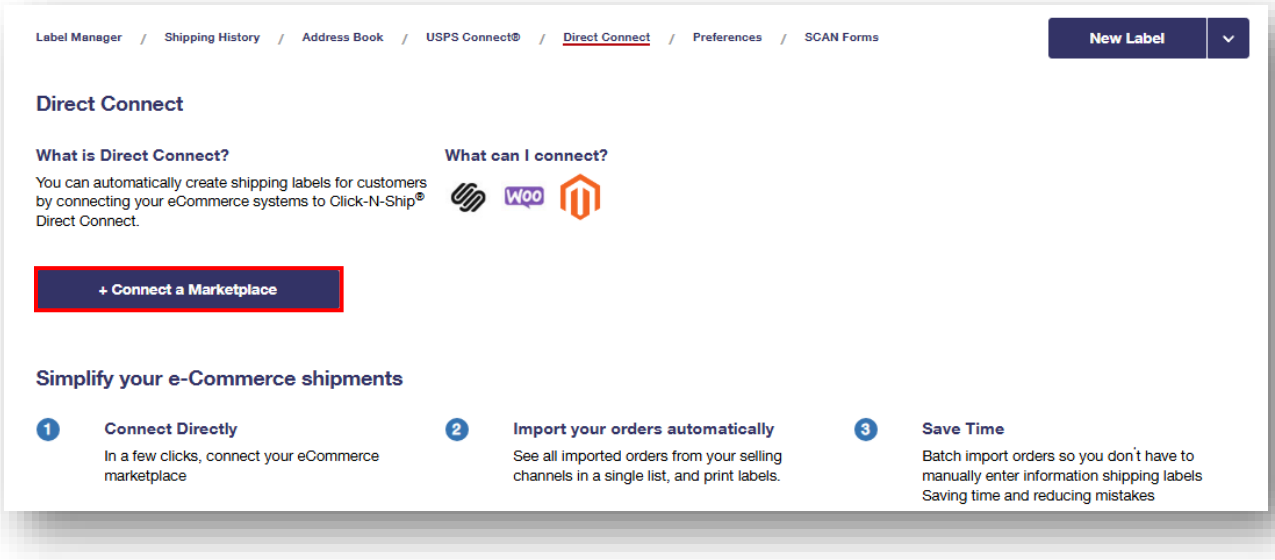
**Please note that this guide will be continuously updated.*

# Direct Connect 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.

With **Direct Connect,** you can automatically create shipping labels for customers by connecting your eCommerce systems to Click-N-Ship® Direct Connect. The following online marketplaces are available:

1) Squarespace
2) WooCommerce
3) Magento




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

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

# Table of Contents

**Direct Connect Overview** ..... **2**

**Direct Connect** ..... **4**

- How to Connect to a Marketplace ..... 4
- How to Import Label(s) from Squarespace ..... 5
- How to Import Label(s) from WooCommerce ..... 8
- How to Import Label(s) from Magento ..... 11

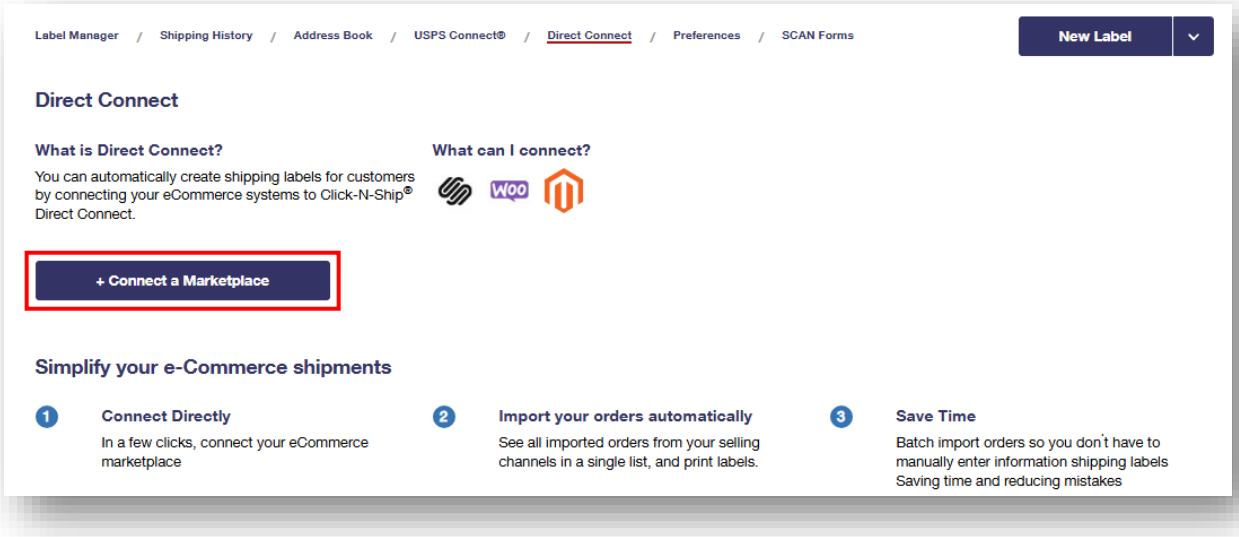
# Direct Connect

*Within Direct Connect, you will be able to connect your Online Marketplace storefront to then Click-N-Ship® application to process labels for orders from one place.*

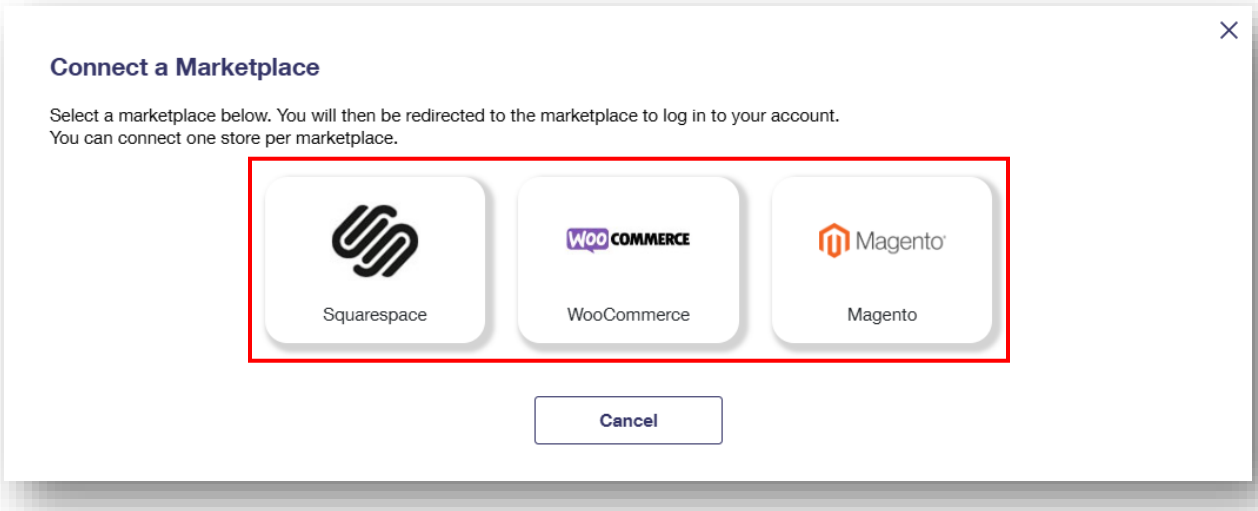
## How to Connect to a Marketplace

### 1) Connect to a Marketplace

a) To begin the connection process, click **+ Connect a Marketplace**.



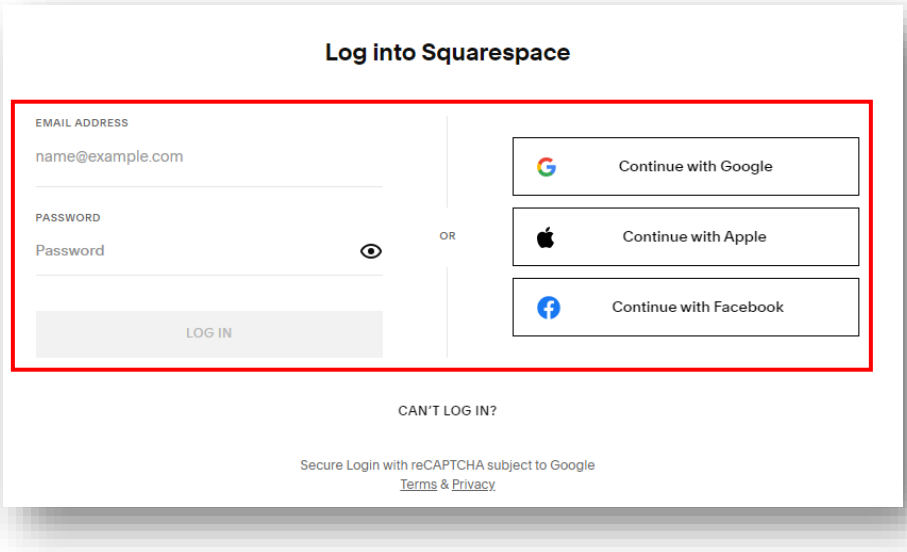

b) Select a **Marketplace** from the options displayed.



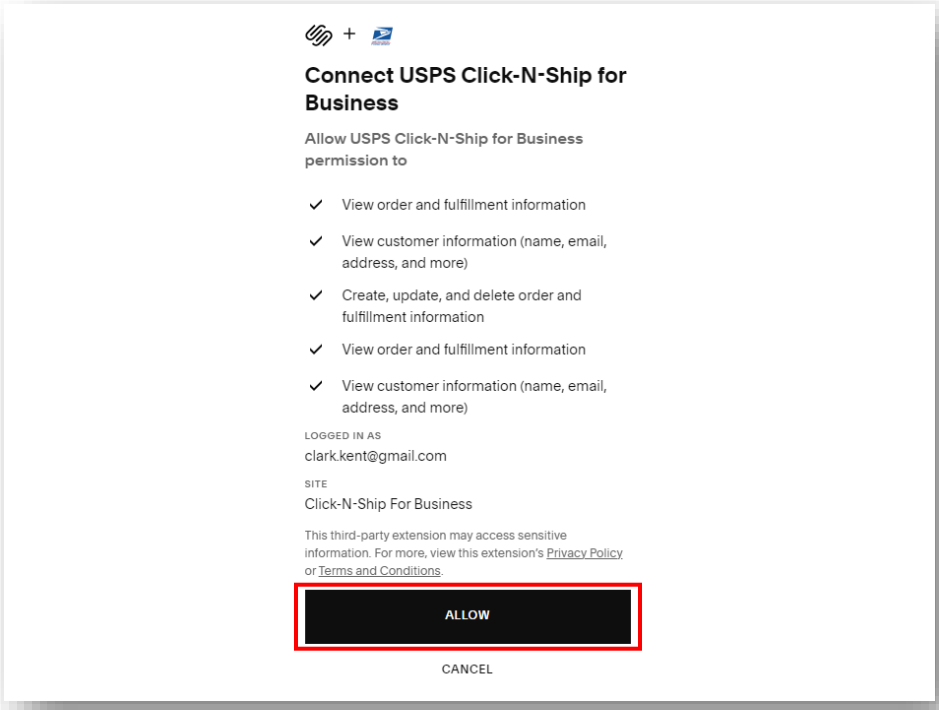
## How to Import Label(s) from Squarespace

### 1) Connect to Squarespace

a) To begin the connection process with the Squarespace, select **Squarespace** and you will be redirected to the login page. From there, enter your login details and select **Log In.**

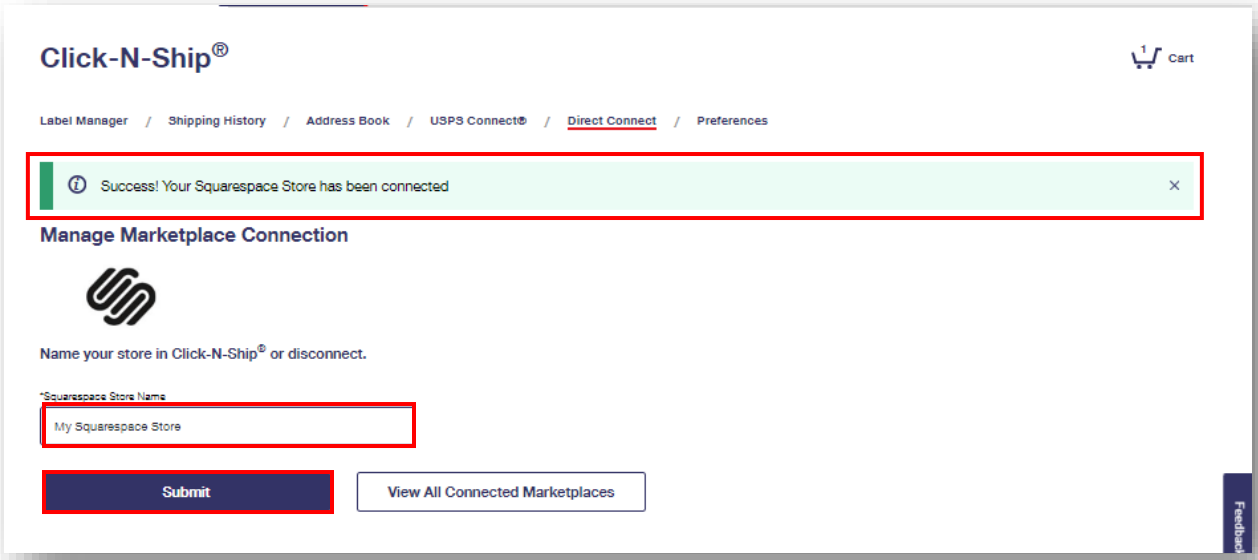



b) Once logged in, select **Allow** to proceed.



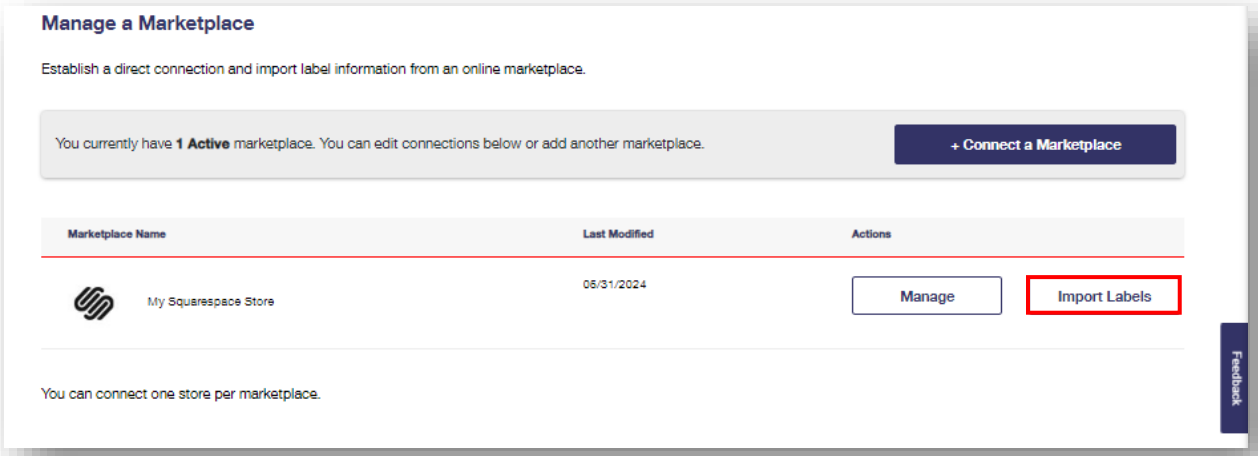
c) Once you have successfully connected to your Squarespace store, you will see a **green banner** at the top of the page.

d) Enter the desired **Squarespace Store Name** in the textbox and select **submit** to proceed with importing your label(s)

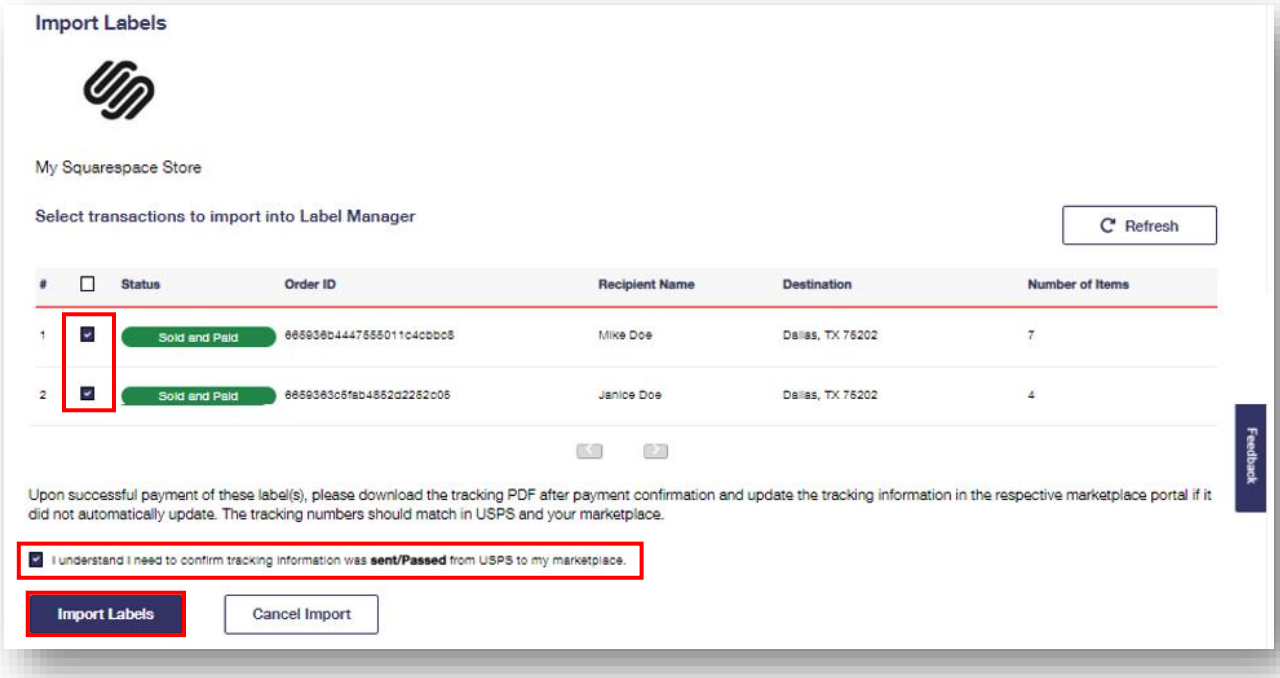



## 2) Import Labels From Squarespace

a) To begin importing your labels from your Squarespace store, select **Import Labels.**



b) **Select the label(s)** that you would like to import by checking off the box of each individual label.
c) Select the **tracking agreement** checkbox.
d) Lastly, select **Import Labels.**

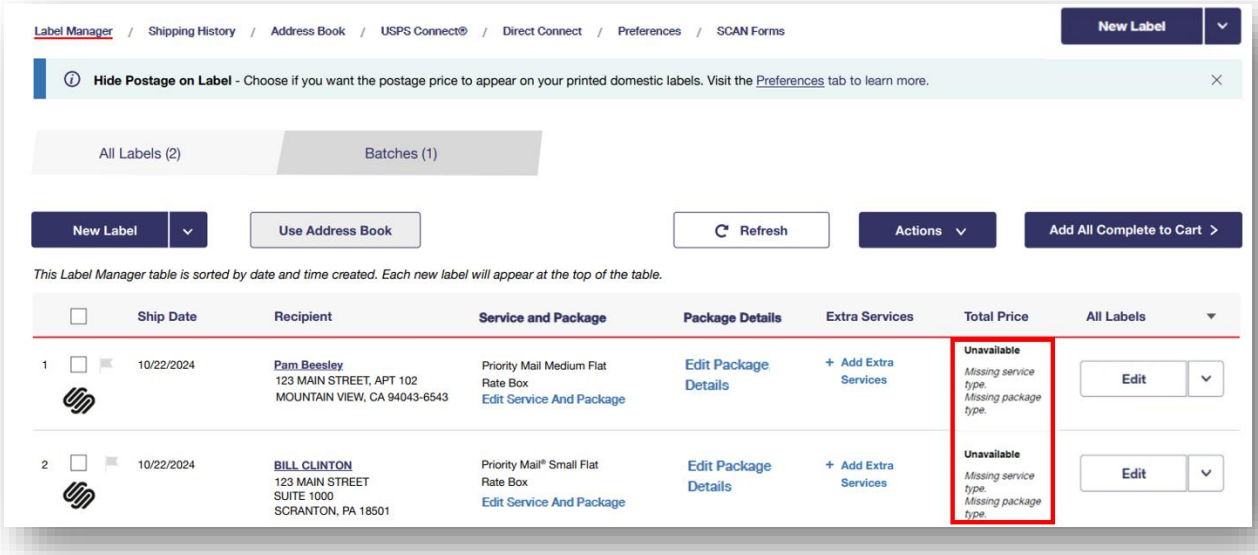



( f )

( g )

( h )

e) Once labels are successfully imported, the labels will appear in your **Label Manager.**
f) Before you can proceed with adding your imported label(s) to the cart, you will have to select the **Service and Package type** for each individual label.

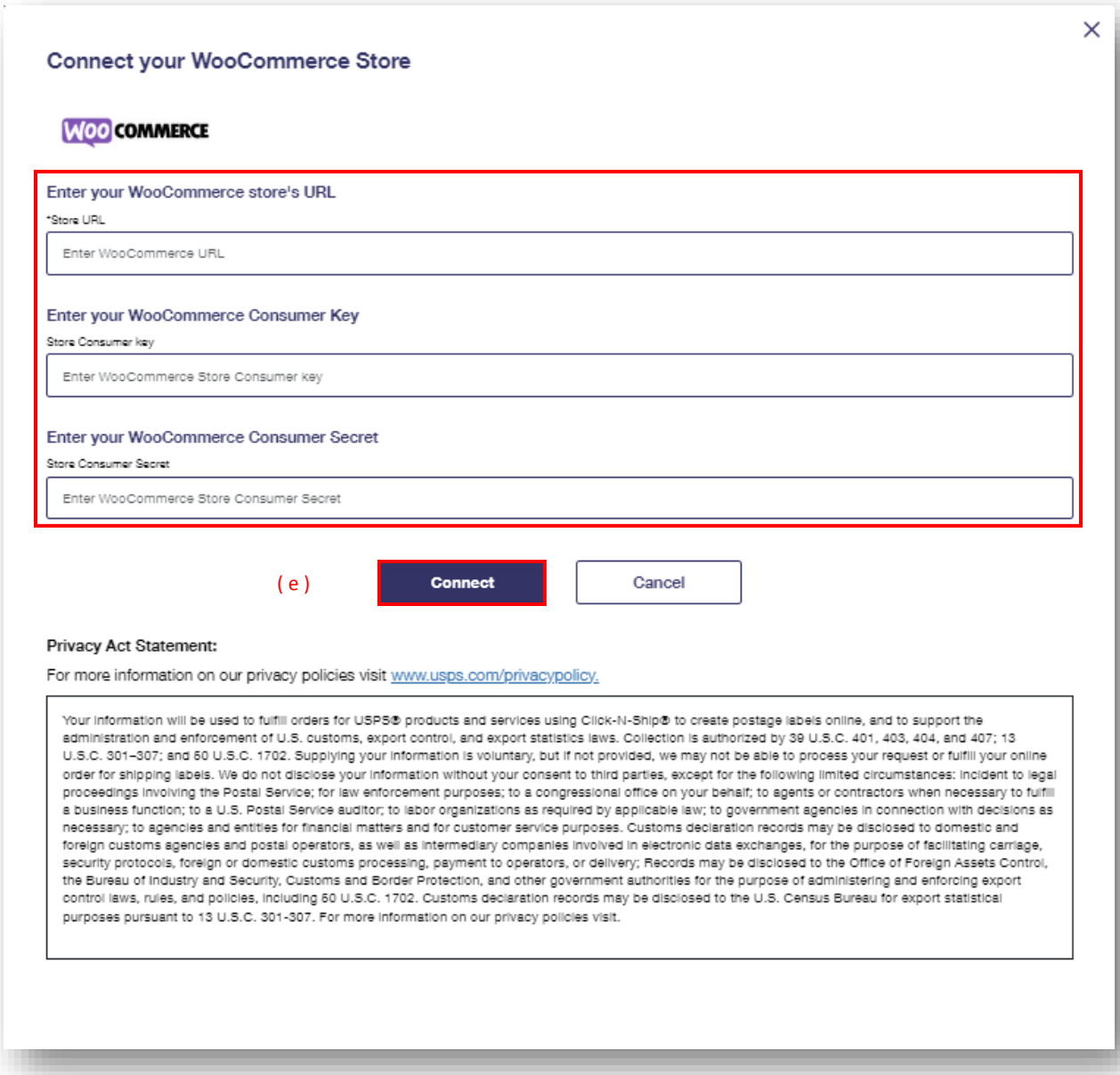


## How to Import Label(s) from WooCommerce

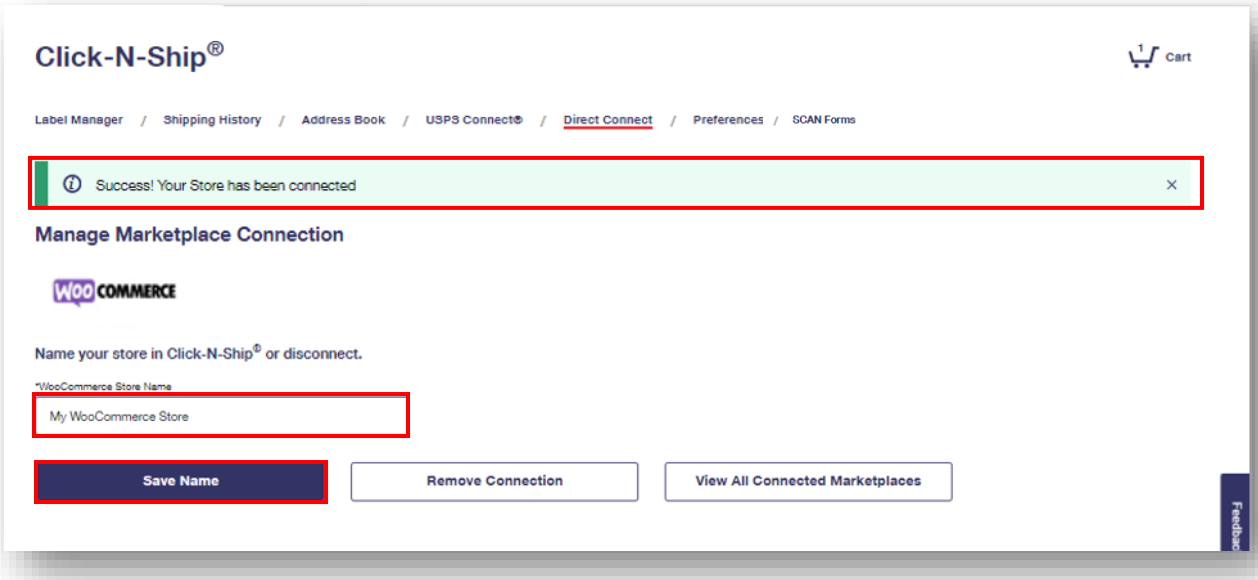
### 1) Connect to WooCommerce

a) To begin the connection process with the WooCommerce, select **WooCommerce.**
b) Enter your **WooCommerce store's URL**.
c) Enter your **WooCommerce store's Consumer Key.**
d) Enter your **WooCommerce store's Consumer Secret.**
e) Select **Connect** to proceed.

( a - d )

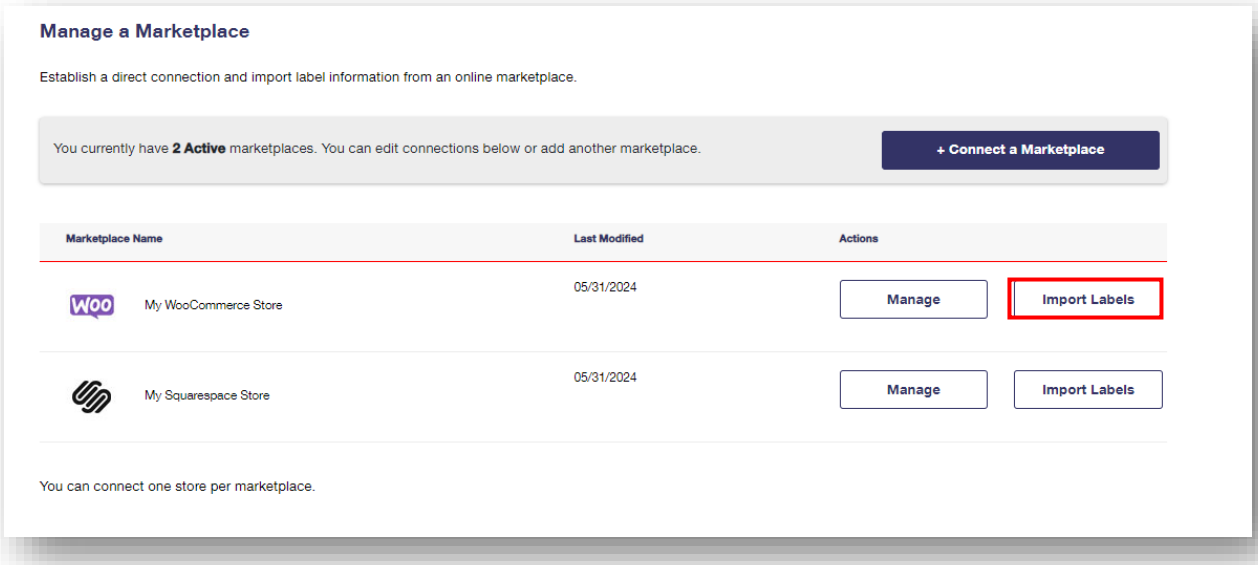


f) Once you have successfully connected to your WooCommerce store, you will see a **green banner** at the top of the page.
g) Enter the desired **WooCommerce Store Name** in the textbox.
h) Select **Save Name** to proceed with importing your label(s)

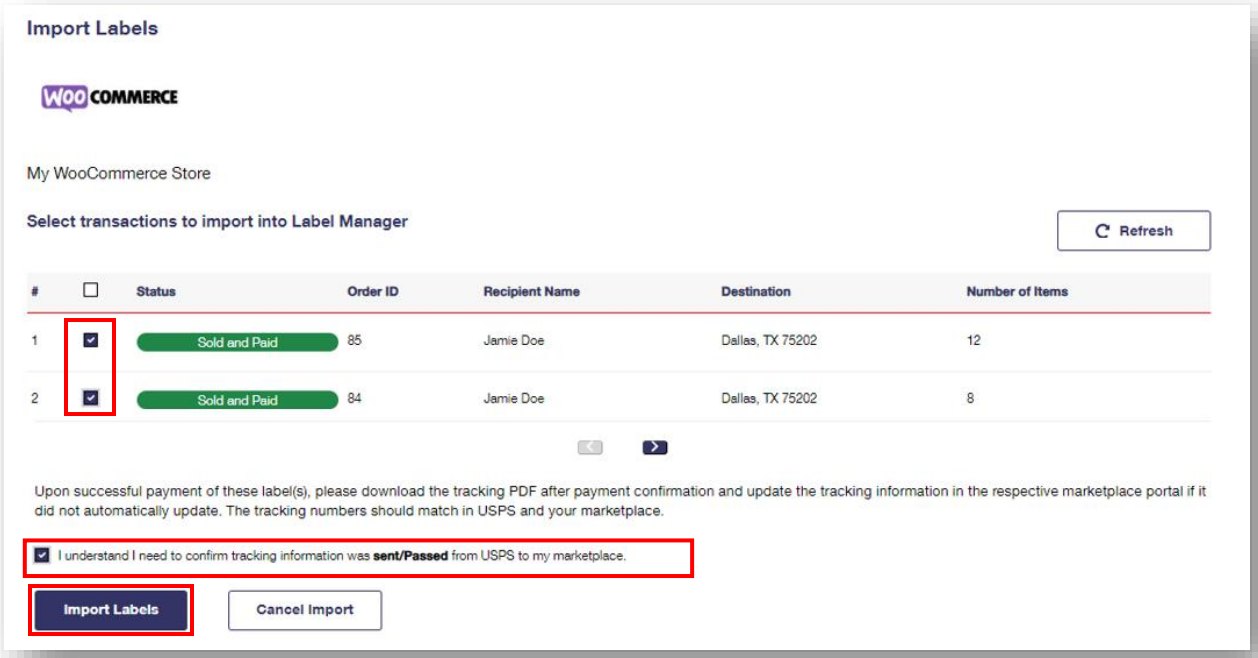



## 2) Import Labels From WooCommerce

a) To begin importing your labels from your WooCommerce store, select **Import Labels.**

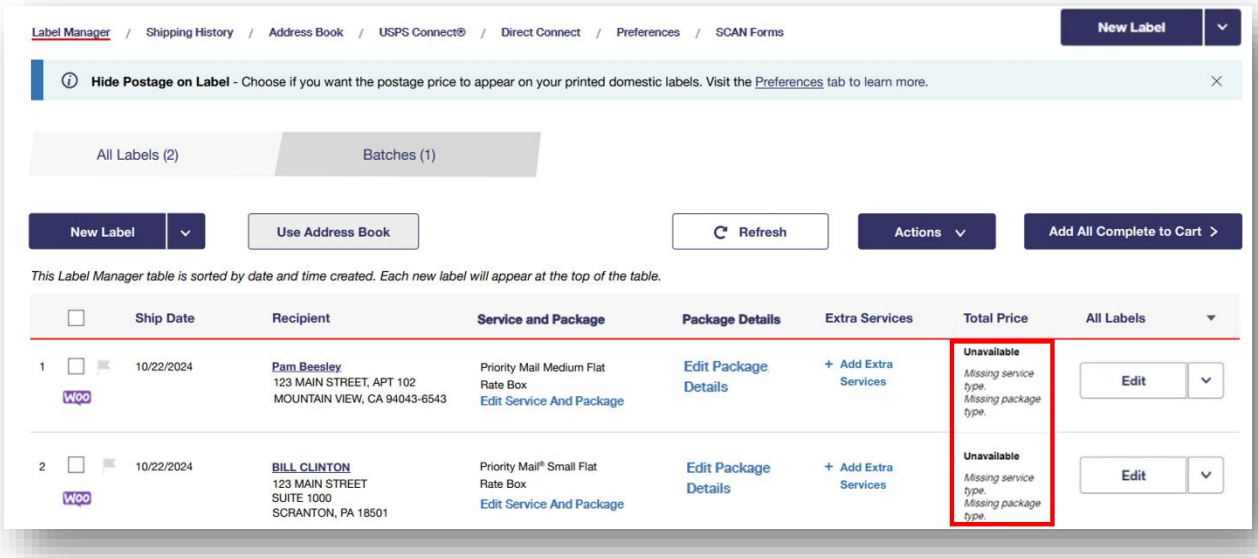


b) **Select the label(s)** that you would like to import by checking off the box of each individual label.
c) Select the **tracking agreement** checkbox.
d) Lastly, select **Import Labels.**




( b )
( c )
( d )

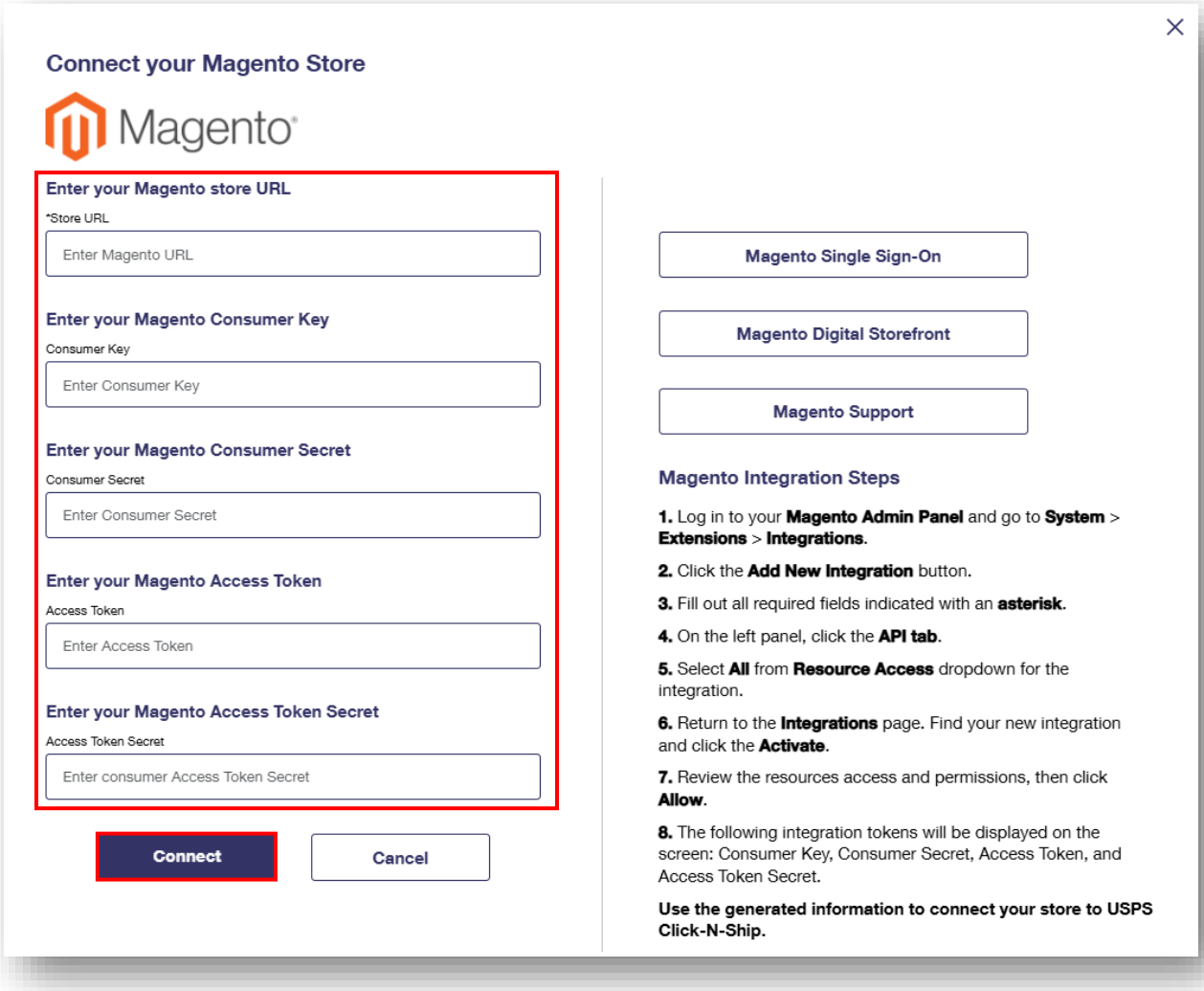
e) Once labels are successfully imported, the labels will appear in your **Label Manager.**
f) Before you can proceed with adding your imported label(s) to the cart, you will have to select the **Service and Package type** for each individual label.



## How to Import Label(s) from Magento

### 1) Connect to Magento

a) Enter your **Magento store's URL**.
b) Enter your **Magento Consumer Key.**
c) Enter your **Magento Consumer Secret.**
d) Enter your **Magento Access Token.**
e) Enter your **Magento Access Token Secret.**
f) Select **Connect** to proceed.




( a - e )

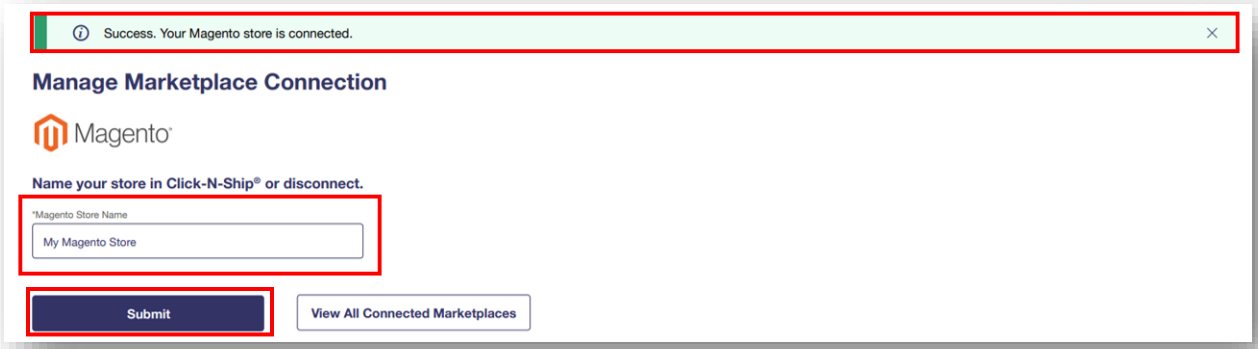
( f )

g) Once you have successfully connected to your Magento store, you will see a **green banner** at the top of the page.
h) Enter the desired **Magento Store Name** in the textbox.
i) Select **Save Name** to proceed with importing your label(s)

(g)

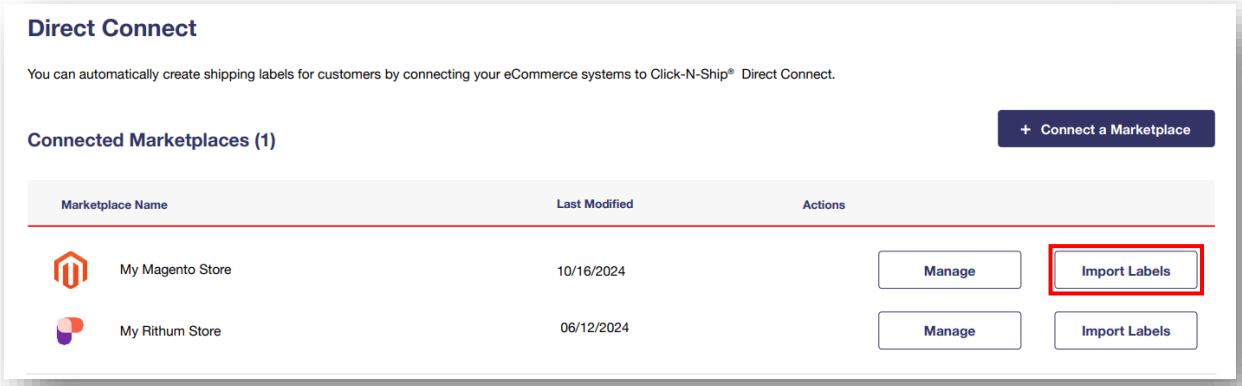
(g)

(i)




## 2) Import Labels From Magento

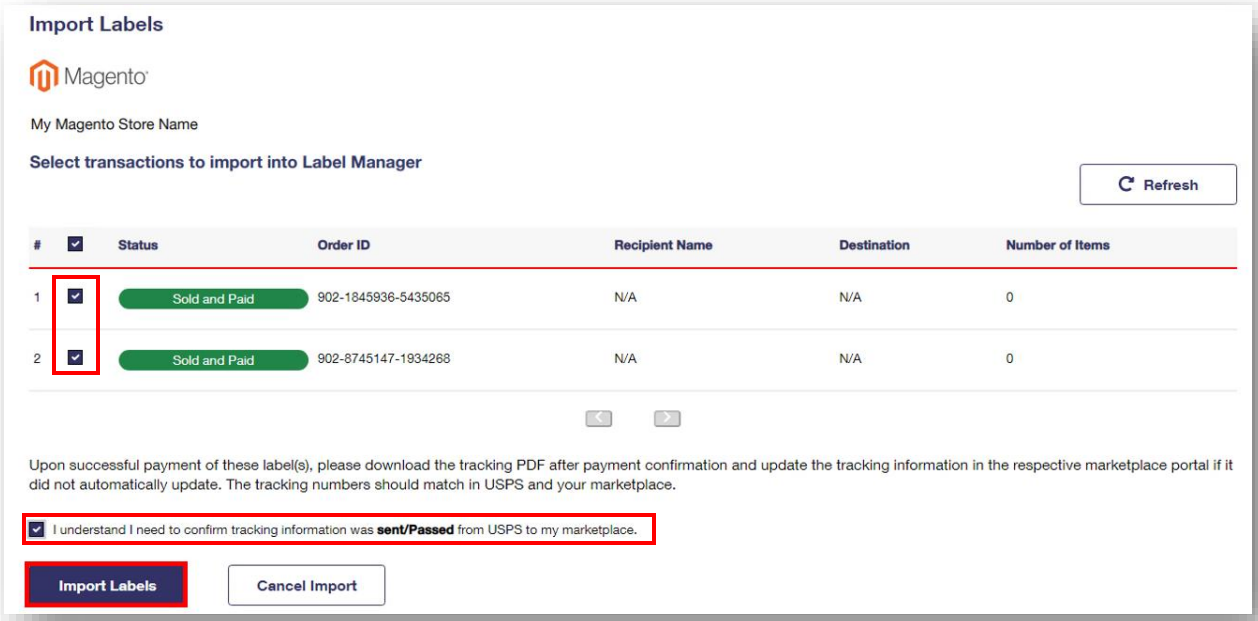
a) To begin importing your labels from your Magento store, select **Import Labels.**




b) **Select the label(s)** that you would like to import by checking off the box of each individual label.

c) Select the **tracking agreement** checkbox.

d) Lastly, select **Import Labels.**




( b )

( c )

( d )

e) Once labels are successfully imported, the labels will appear in your **Label Manager.**

f) Before you can proceed with adding your imported label(s) to the cart, you will have to select the **Service and Package type** for each individual label.

