



United States Postal Service Click-N-Ship®: Landing Page User Guide

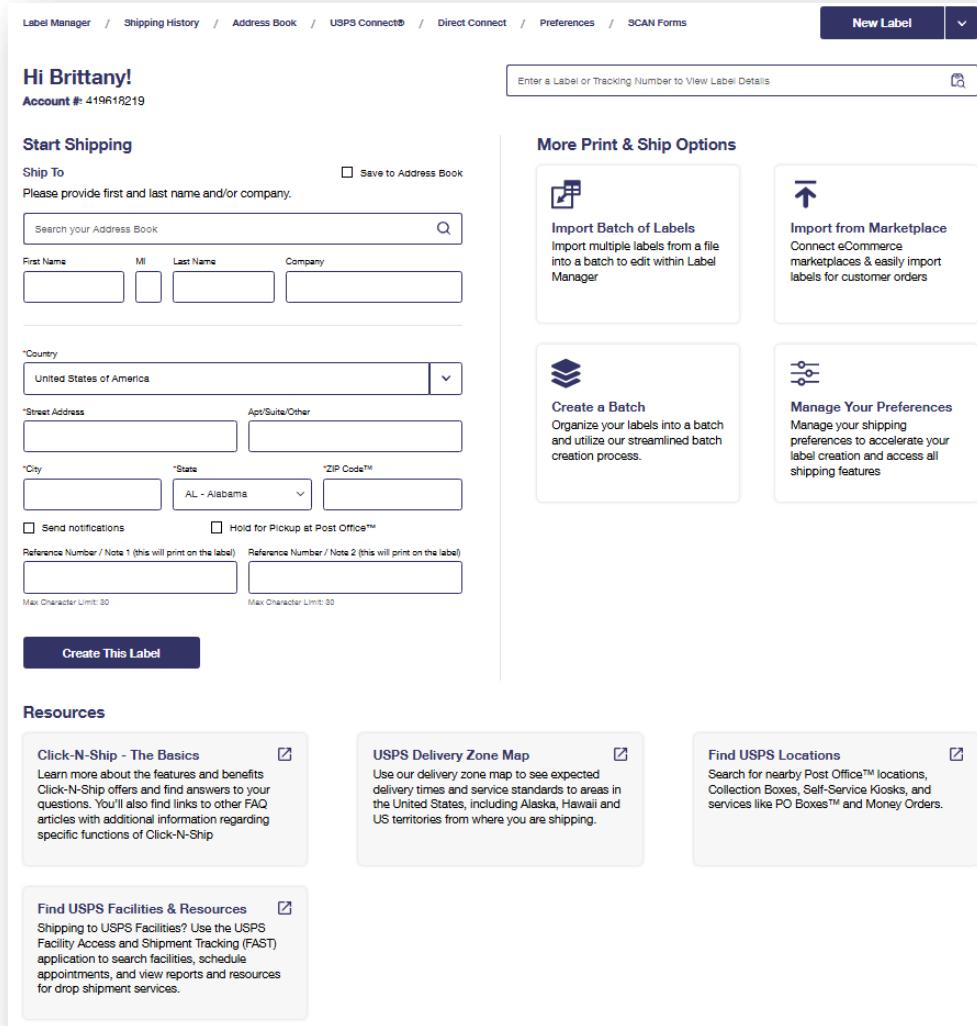
Last Updated – January 20th, 2026

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

Landing Page 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 new and improved **Landing Page** provides the ability to quickly access key features such as creating new labels, searching for labels in their Shipping History, and other personalized services and resources available depending on your account type.



Hi Brittany!
Account #: 419R18219

Enter a Label or Tracking Number to View Label Details.

Start Shipping

Ship To Save to Address Book
Please provide first and last name and/or company.

Search your Address Book

First Name MI Last Name Company

*Country

*Street Address Apts/Suite/Other

*City *State *ZIP Code™

Send notifications Hold for Pickup at Post Office™

Reference Number / Note 1 (this will print on the label) Reference Number / Note 2 (this will print on the label)

Max Character Limit: 30 Max Character Limit: 30

Create This Label

Resources

Click-N-SHIP - The Basics
Learn more about the features and benefits Click-N-SHIP offers and find answers to your questions. You'll also find links to other FAQ articles with additional information regarding specific functions of Click-N-SHIP

USPS Delivery Zone Map
Use our delivery zone map to see expected delivery times and service standards to areas in the United States, including Alaska, Hawaii and US territories from where you are shipping.

Find USPS Locations
Search for nearby Post Office™ locations, Collection Boxes, Self-Service Kiosks, and services like PO Boxes™ and Money Orders.

Find USPS Facilities & Resources
Shipping to USPS Facilities? Use the USPS Facility Access and Shipment Tracking (FAST) application to search facilities, schedule appointments, and view reports and resources for drop shipment services.

This user guide will cover all the functionalities and features available within the Click-N-SHIP® **Landing Page** 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

Landing Page Overview	2
Navigating the Landing Page for All Users	4
• Account Details	5
• Quick Single Label Creation	6
• Quick Shipping History Search Bar.....	7
• More Print & Ship Options	8
• USPS Resources	9
• Business Services (Eligible Business Accounts Only).....	10
• Paying for Postage Dues via the Homepage	11

Navigating the Landing Page for All Users

Within the Landing Page, you will be able to quickly access the following information and key features: Account Details, Quick Label Creation Page, Quick Shipping History Search Bar, More Print & Ship Options, and other USPS Resources.

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

Hi Brittany!

Account #:

Enter a Label or Tracking Number to View Label Details 🔍

Start Shipping

Ship To Save to Address Book

Please provide first and last name and/or company.

Search your Address Book 🔍

First Name MI Last Name Company

***Country**
United States of America

***Street Address** Apartment/Suite/Other

***City** *State *ZIP Code™

Send notifications Hold for Pickup at Post Office™

Reference Number / Note 1 (this will print on the label) Reference Number / Note 2 (this will print on the label)

Max Character Limit: 30 Max Character Limit: 30

Create This Label

More Print & Ship Options

Import Batch of Labels
Import multiple labels from a file into a batch to edit within Label Manager

Import from Marketplace
Connect eCommerce marketplaces & easily import labels for customer orders

Create a Batch
Organize your labels into a batch and utilize our streamlined batch creation process.

Manage Your Preferences
Manage your shipping preferences to accelerate your label creation and access all shipping features

Resources

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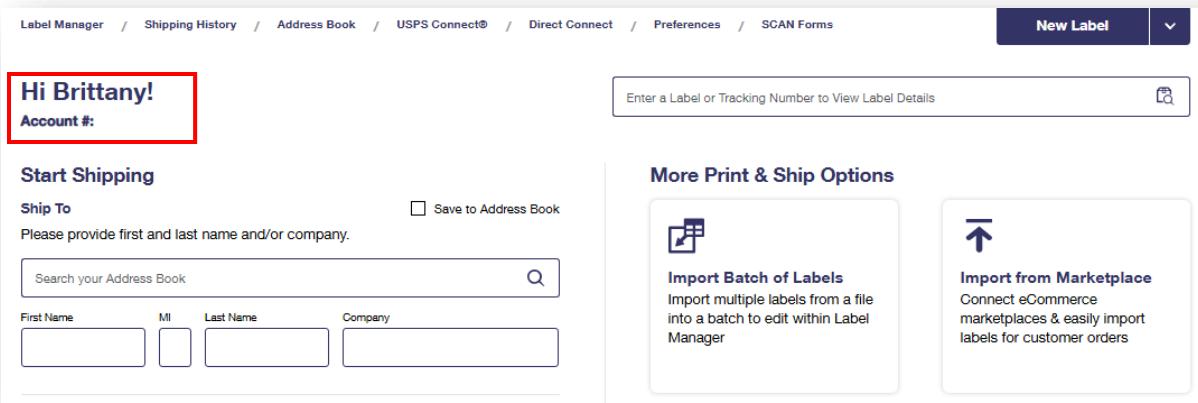
Find USPS Locations 🔗
Search for nearby Post Office™ locations, Collection Boxes, Self-Service Kiosks, and services like PO Boxes™ and Money Orders.

Find USPS Facilities & Resources 🔗
Shipping to USPS Facilities? Use the USPS Facility Access and Shipment Tracking (FAST) application to search facilities, schedule appointments, and view reports and resources for drop shipment services.

Account Details

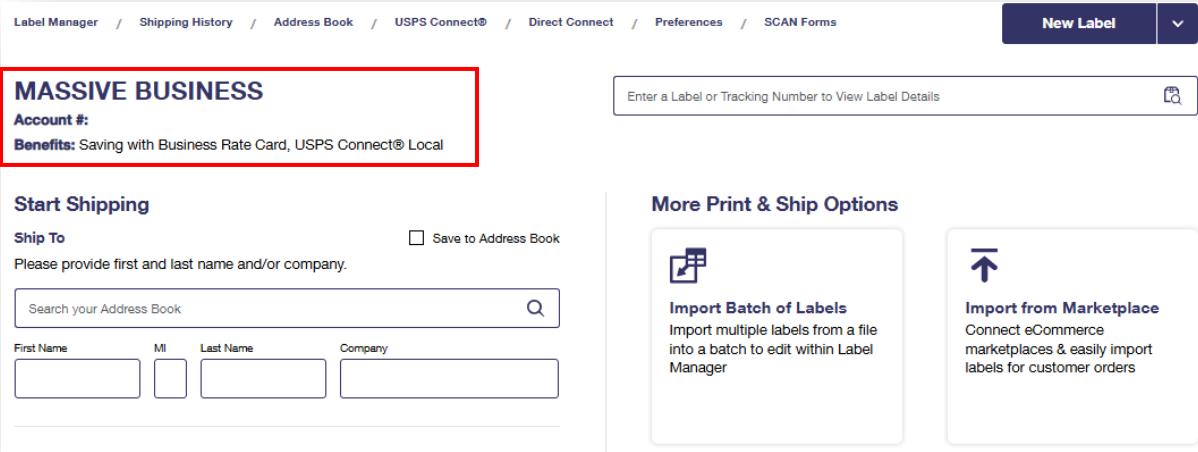
Depending on the type of account that you have, you will be able to see your Account details from the top left of the homepage.

a) **Personal Users:** you will see your Account Name and Click-N-Ship Personal Account #.



The screenshot shows the Click-N-Ship homepage. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. On the far right of the navigation bar is a blue button labeled "New Label" with a dropdown arrow. Below the navigation bar, the account information is displayed: "Hi Brittany!" and "Account #:". A red box highlights this account information. To the right of the account info is a search bar with the placeholder "Enter a Label or Tracking Number to View Label Details" and a magnifying glass icon. Below the search bar is a section titled "More Print & Ship Options" with two cards: "Import Batch of Labels" (with a file icon) and "Import from Marketplace" (with an upward arrow icon). The "Import Batch of Labels" card includes the text: "Import multiple labels from a file into a batch to edit within Label Manager". The "Import from Marketplace" card includes the text: "Import from Marketplace Connect eCommerce marketplaces & easily import labels for customer orders".

b) **Business Users:** you will see your Company Name, Click-N-Ship Business Account #, Organization Name and Role (if applicable), and an overview of your Click-N-Ship Business Account Benefits.

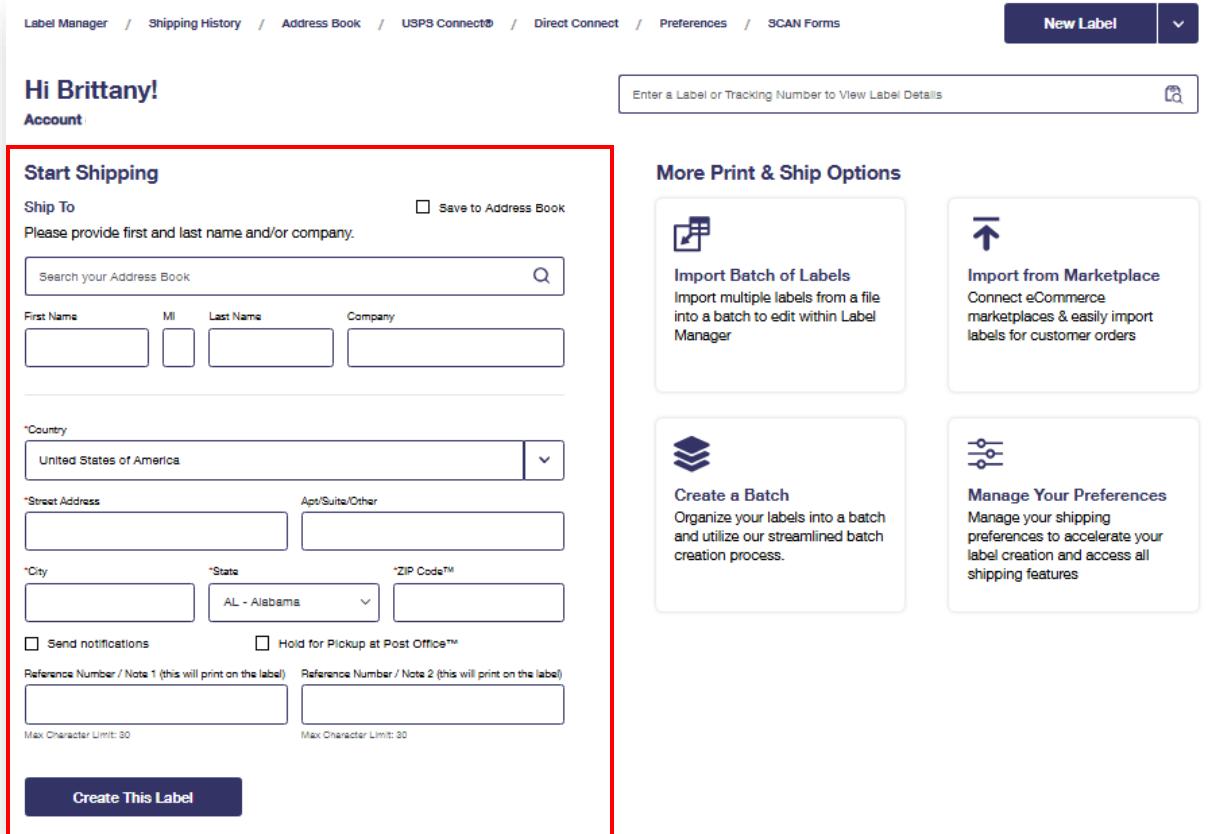


The screenshot shows the Click-N-Ship homepage for a Business User. The account information is displayed: "MASSIVE BUSINESS" and "Account #:". A red box highlights this account information. Below the account info is a "Benefits" section with the text: "Benefits: Saving with Business Rate Card, USPS Connect® Local". To the right of the account info is a search bar with the placeholder "Enter a Label or Tracking Number to View Label Details" and a magnifying glass icon. Below the search bar is a section titled "More Print & Ship Options" with two cards: "Import Batch of Labels" (with a file icon) and "Import from Marketplace" (with an upward arrow icon). The "Import Batch of Labels" card includes the text: "Import multiple labels from a file into a batch to edit within Label Manager". The "Import from Marketplace" card includes the text: "Import from Marketplace Connect eCommerce marketplaces & easily import labels for customer orders".

Quick Single Label Creation

Within the homepage, you have the option to quickly begin creating a single label that once completed, will redirect you to the single label creation page to complete the label creation process.

- a) Within the **Start Shipping** section, enter the recipient details as needed.
- b) Once ready to proceed with creating the single label, select **Create This Label** and you will be redirected to the Create a Single Label page to finish creating the label.
 - i. **Note:** the recipient details entered in this section will carry over to the Create a Single Label page as needed via the preferred default view set in Preferences (Classic or Quick-Flow).

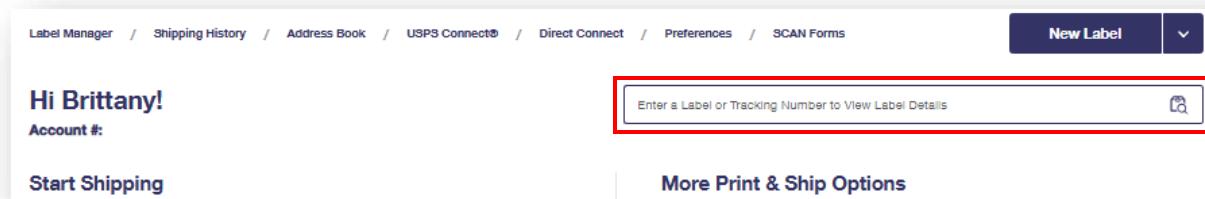


The screenshot shows the Label Manager homepage. At the top, there is a navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. On the far right of the navigation bar are buttons for 'New Label' and a dropdown menu. Below the navigation bar, the page greets the user with 'Hi Brittany!' and 'Account'. A search bar at the top right contains the placeholder 'Enter a Label or Tracking Number to View Label Details' and a magnifying glass icon. The main content area is divided into two sections. On the left, a red box highlights the 'Start Shipping' section. This section contains fields for 'First Name', 'MI', 'Last Name', and 'Company', with a 'Save to Address Book' checkbox. Below these are fields for 'Country' (set to 'United States of America'), 'Street Address', 'Apt/Suite/Other', 'City', 'State' (set to 'AL - Alabama'), and 'ZIP Code™'. There are also checkboxes for 'Send notifications' and 'Hold for Pickup at Post Office™'. At the bottom of this section are two input fields for 'Reference Number / Note 1' and 'Reference Number / Note 2', both with a 'Max Character Limit: 30' note. A large blue 'Create This Label' button is at the bottom of this section. On the right, there is a 'More Print & Ship Options' section with four cards: 'Import Batch of Labels' (with an icon of a stack of papers), 'Import from Marketplace' (with an icon of an upward arrow), 'Create a Batch' (with an icon of three stacked boxes), and 'Manage Your Preferences' (with an icon of a gear).

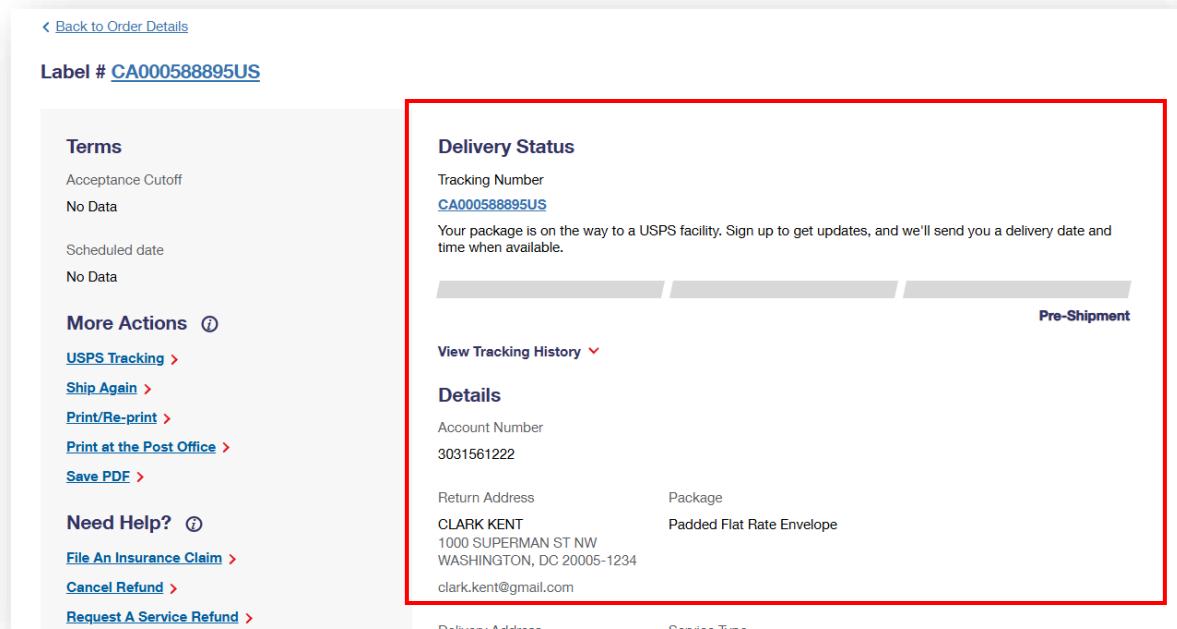
Quick Shipping History Search Bar

Within the homepage, you have the option to quickly search for an existing Click-N-Ship Label or Tracking Number via a Shipping History Search Bar that will redirect you to the Label Details page of the Label Number that was searched.

- a) Within the **Search Bar** on the top right of the homepage, enter a valid Label or Tracking Number.
 - i. **Note:** if an invalid Label or Tracking number is entered, you will be presented with a 'Label Not Found. Please Try Again' Error message at the top of the page once the Search icon is selected.



- b) Once a valid Label or Tracking Number is entered and the Search Icon is selected, you will be redirected to the **Label Details page** of the associated label.



More Print & Ship Options

Within the homepage, you will continue to have quick access to the different label creation options offered with Click-N-Ship along with Preferences.

- a) **Import Batch of Labels:** once selected, you will be redirected to the File Upload page where you can upload your batch of labels via CSV file.
- b) **Import from Marketplace:** once selected, you will be redirected to the Direct Connect page where you can begin importing your labels from a connected Marketplace.
- c) **Create a Batch:** once selected, you will be redirected to the Create a Batch page where you can begin creating a new batch of labels.
- d) **Create a Drop Shipment:** available for business accounts only, where once selected, you will be redirected to the Create a PMOD / Drop Shipment page to create a drop shipment.
- e) **Manage Your Preferences:** once selected, you will be redirected to the Preferences page, where you can specify your preferences to streamline your label creation process.
- f) **Explore More Business Services Click-N-Ship Offers:** available for standard business accounts, where once selected, you will be redirected to the [USPS Shipping for Business page](#).

FOLDER SHOP

Account #: [\[REDACTED\]](#)

Benefits: Saving with Business Rate Card, USPS Connect® Local

Enter a Label or Tracking Number to View Label Details 

Start Shipping

Ship To Save to Address Book

Please provide first and last name and/or company.

Search your Address Book 

First Name MI Last Name Company

*Country 

*Street Address Apt/Suite/Other

*City *State *ZIP Code™

Send notifications Hold for Pickup at Post Office™

Reference Number / Note 1 (this will print on the label) Reference Number / Note 2 (this will print on the label)

Max Character Limit: 30 Max Character Limit: 30

Create This Label

More Print & Ship Options

 **Import Batch of Labels**
Import multiple labels from a file into a batch to edit within Label Manager

 **Import from Marketplace**
Connect eCommerce marketplaces & easily import labels for customer orders

 **Create a Batch**
Organize your labels into a batch and utilize our streamlined batch creation process.

 **New! Create a PMOD / Drop Shipment**
Create a shipment of packages or mailpieces to send to one postal facility for streamlined distribution.

 **Manage Your Preferences**
Manage your shipping preferences to accelerate your label creation and access all shipping features

 **Explore more business services Click-N-Ship offers**

USPS Resources

Within the homepage, you will have quick access to multiple USPS Resources such as the Click-N-Ship – The Basics FAQ Article, the USPS Delivery Zone Map, The Find USPS Facilities & Resources Tool, and the Find USPS Locations tool.

Resources

Click-N-Ship - The Basics 

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Find USPS Facilities & Resources 

Shipping to USPS Facilities? Use the USPS Facility Access and Shipment Tracking (FAST) application to search facilities, schedule appointments, and view reports and resources for drop shipment services.

Business Services (Eligible Business Accounts Only)

Within the homepage, eligible Business users will have quick access to specific Business Resources if your business account is associated with Third Party Billing or CIAM.

- a) **Manage Third Party Billing:** The Manage Third Party Billing option will only appear if your business account has Third Party Billing active. Once this is selected, you will be redirected to the [USPS COP page](#).
- b) **Manage Accounts:** The Manage Accounts option only appears if the business user has CIAM active. Once this is selected, the business user will be redirected to the [Platform End User Applications page](#).

Benefits: Saving with Business Rate Card, USPS Connect® Local

Start Shipping

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Please provide first and last name and/or company.

Search your Address Book

First NameMILast NameCompany

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Business Services

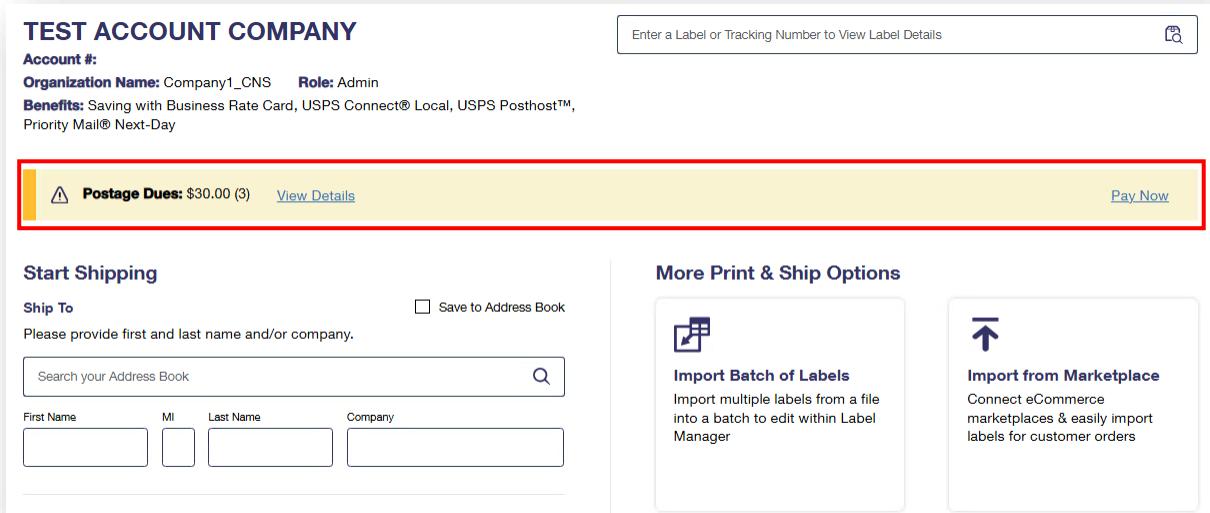
Manage Third Party Billing
Connect a third-party billing account for your shippers to ship seamlessly

Manage Accounts
Set up and manage all your shipping accounts within your business

Paying for Postage Dues via the Homepage

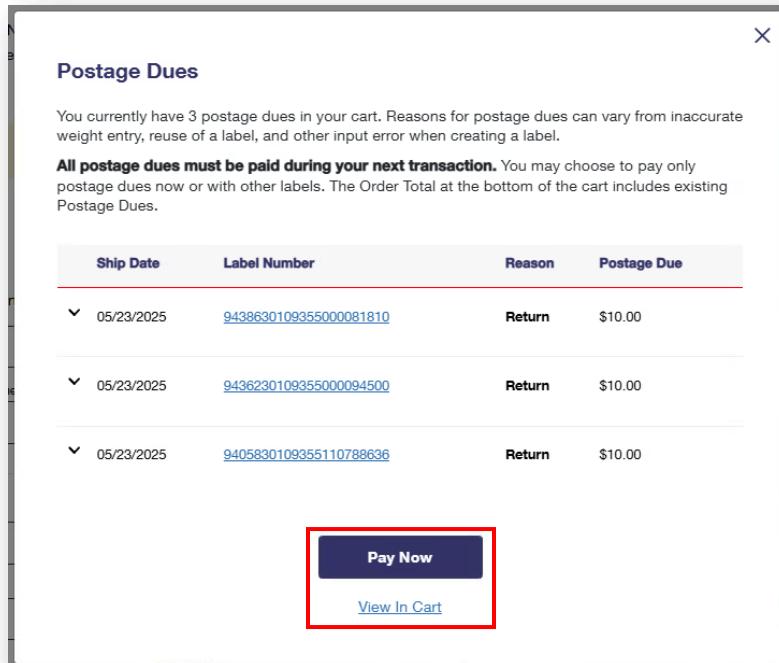
Postage Adjustments or Return Labels that are scanned and used will now appear as **Postage Dues(s)** on the **Landing Page** via a yellow banner.

- If a Postage Adjustment is identified, you will see the **Total Cost** and **Quantity** of the Postage Dues on your account.



The screenshot shows the ShippingEasy homepage with a yellow banner at the top. The banner contains the text "⚠️ Postage Dues: \$30.00 (3)" and a "View Details" link. To the right of the banner is a "Pay Now" button. The rest of the page includes sections for "Start Shipping" (with fields for First Name, MI, Last Name, and Company) and "More Print & Ship Options" (with links for "Import Batch of Labels" and "Import from Marketplace").

- View Details:** If View Details is selected from the banner, a popup modal showing specific details about the Postage Due(s) will be displayed. Selecting **Pay Now** will redirect you to the **Payment Page**. Selecting **View in Cart** will redirect you to the **Label Cart**.



The screenshot shows a modal window titled "Postage Dues". It displays three items in a table format:

Ship Date	Label Number	Reason	Postage Due
▼ 05/23/2025	9438630109355000081810	Return	\$10.00
▼ 05/23/2025	9436230109355000094500	Return	\$10.00
▼ 05/23/2025	9405830109355110788636	Return	\$10.00

At the bottom of the modal, there are two buttons: "Pay Now" (which is highlighted with a red box) and "View In Cart".

- c) **Pay Now:** If Pay Now is selected from the banner, a **Choose your Payment** popup modal will be displayed where you can select a payment option.
- d) Once **Pay Now** is selected, you will be redirected to the Payment page to finalize the payment of your Postage Adjustment.

