



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.

The screenshot shows the USPS Click-N-Ship Landing Page for user Brittany. The page has a top navigation bar with links: Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. A 'New Label' button is in the top right. Below the navigation bar, the user is greeted with 'Hi Brittany!' and 'Account #: 419619219'. A search bar for 'Enter a Label or Tracking Number to View Label Details' is on the right. The main content area is divided into two columns. The left column, titled 'Start Shipping', contains a 'Ship To' section with a 'Save to Address Book' checkbox and a search bar for the address book. Below this are fields for First Name, MI, Last Name, and Company. A 'Country' dropdown menu is set to 'United States of America'. There are fields for 'Street Address' and 'Apt/Suite/Other'. Below these are fields for 'City', 'State' (set to 'AL - Alabama'), and 'ZIP Code™'. There are checkboxes for 'Send notifications' and 'Hold for Pickup at Post Office™'. Two 'Reference Number / Note' fields are provided, each with a 'Max Character Limit: 30'. A 'Create This Label' button is at the bottom of this section. The right column, titled 'More Print & Ship Options', contains four cards: 'Import Batch of Labels', 'Import from Marketplace', 'Create a Batch', and 'Manage Your Preferences'. The bottom section, titled 'Resources', contains four cards: 'Click-N-Ship - The Basics', 'USPS Delivery Zone Map', 'Find USPS Locations', and 'Find USPS Facilities & Resources'.

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

Hi Brittany!
Account #: 419619219

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 Apt/Suite/Other

*City *State *ZIP Code™
AL - Alabama

☐ 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

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

Apt/Suite/Other

*City

*State

*ZIP Code™

AL - Alabama

☐ 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: 80

Max Character Limit: 80


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

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.

4

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 USPS Click-N-Ship homepage for a Personal User. The top navigation bar includes links for Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms, along with a New Label button. The main header area displays "Hi Brittany!" and "Account #:" in a red-bordered box. To the right is a search bar for labels. Below the header, the "Start Shipping" section includes a "Ship To" form with a "Save to Address Book" checkbox and a search bar. The "More Print & Ship Options" section features two cards: "Import Batch of Labels" and "Import from Marketplace".

- 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 USPS Click-N-Ship homepage for a Business User. The top navigation bar is identical to the personal user view. The main header area displays "MASSIVE BUSINESS" and "Account #:" in a red-bordered box, with "Benefits: Saving with Business Rate Card, USPS Connect® Local" listed below. To the right is a search bar for labels. Below the header, the "Start Shipping" section includes a "Ship To" form with a "Save to Address Book" checkbox and a search bar. The "More Print & Ship Options" section features two cards: "Import Batch of Labels" and "Import from Marketplace".

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).

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 Apt/Suite/Other

*City *State *ZIP Code™
AL - Alabama

☐ 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: 80 Max Character Limit: 80

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

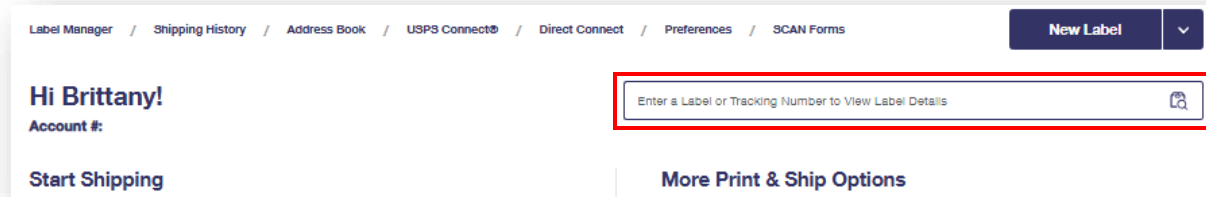
Create a Batch
Organize your labels into a batch and utilize our streamlined batch creation process.

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

Quick Shipping History Search Bar

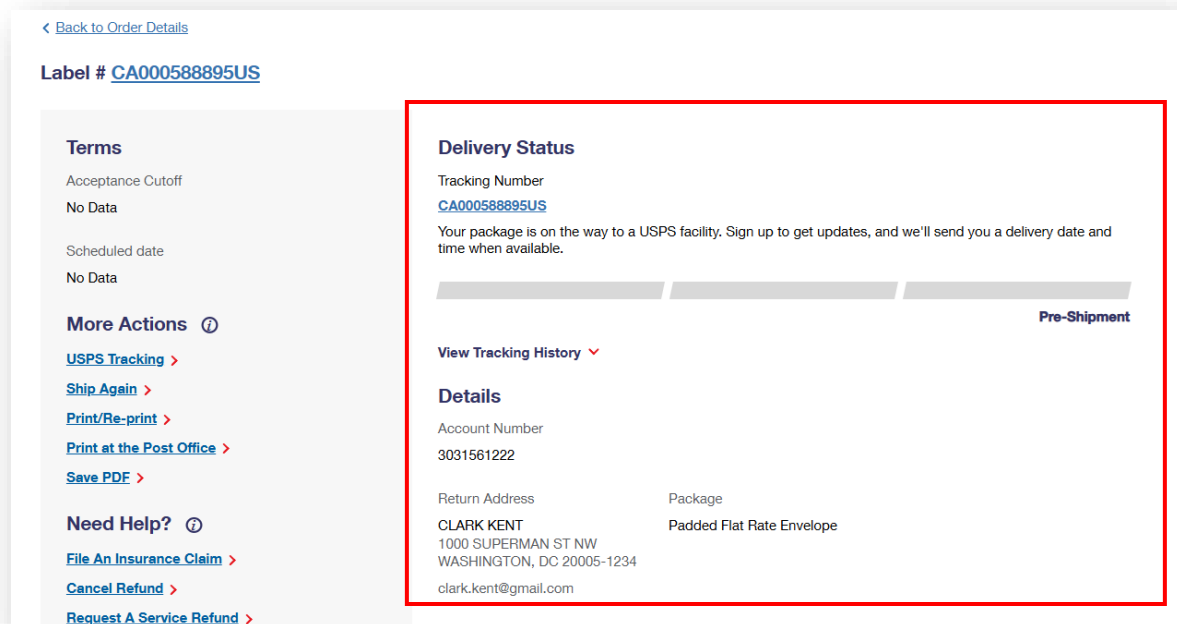
Within the homepage, you have the option to quickly search for an existing Click-N-Ship Label or Tracking Number via a Shipping History Search Bar that will redirect you to the Label Details page of the Label Number that was searched.

- 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.



The screenshot shows the top navigation bar of the USPS Click-N-Ship homepage. The navigation bar includes links for Label Manager, Shipping History, Address Book, USPS Connect, Direct Connect, Preferences, and SCAN Forms. A 'New Label' button is on the right. Below the navigation bar, the user is greeted with 'Hi Brittany!' and 'Account #'. A search bar is highlighted with a red box, containing the placeholder text 'Enter a Label or Tracking Number to View Label Details' and a magnifying glass icon. Below the search bar, there are two buttons: 'Start Shipping' and 'More Print & Ship Options'.

- 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.



The screenshot shows the 'Label Details' page for label # CA000588895US. The page is divided into two main sections. The left section contains '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), and 'Need Help?' (File An Insurance Claim, Cancel Refund, Request A Service Refund). The right section, highlighted with a red box, contains '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), and a progress bar showing 'Pre-Shipment'.

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

Start Shipping

Ship To ☐ Save to Address Book

Please provide first and last name and/or company.

First Name

MI

Last Name

Company

*Country

United States of America

▼

*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: 90

Max Character Limit: 90


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

8

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

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.

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

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

First Name	MI	Last Name	Company
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Country

*Street Address	Apt/Suite/Other
<input type="text"/>	<input type="text"/>

*City	*State	*ZIP Code™
<input type="text"/>	<input type="text" value="AL - Alabama"/>	<input type="text"/>

☐ Send notifications ☐ Hold for Pickup at Post Office™

Reference Number / Note 1 (this will print on the label)
Max Character Limit: 30

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

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.

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

TEST ACCOUNT COMPANY
Account #:
Organization Name: Company1_CNS **Role:** Admin
Benefits: Saving with Business Rate Card, USPS Connect® Local, USPS Posthost™, Priority Mail® Next-Day

Enter a Label or Tracking Number to View Label Details

 **Postage Dues:** \$30.00 (3) [View Details](#) [Pay Now](#)

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


First Name


MI

Last Name

Company

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

- b) **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**.

Postage Dues

You currently have 3 postage dues in your cart. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label.
All postage dues must be paid during your next transaction. You may choose to pay only postage dues now or with other labels. The Order Total at the bottom of the cart includes existing Postage Dues.

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

Pay Now

[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.

