



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

Last Updated – July 12th, 2026

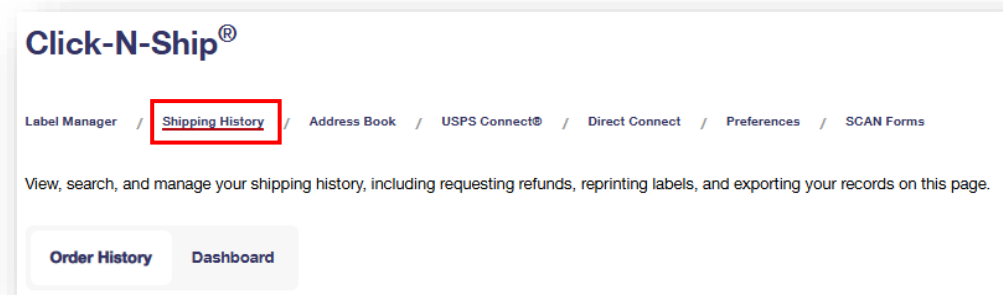
**Please note that this guide will be continuously updated.*

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**



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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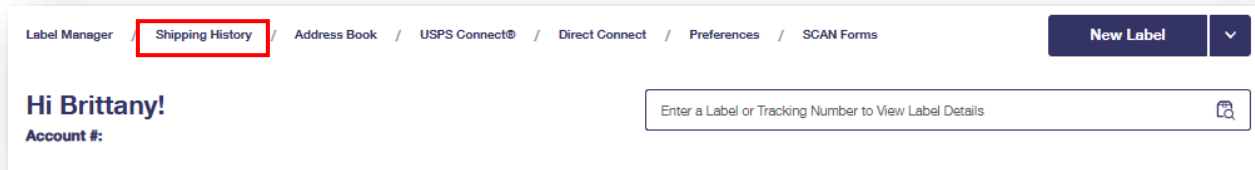
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Click-N-Ship Order History

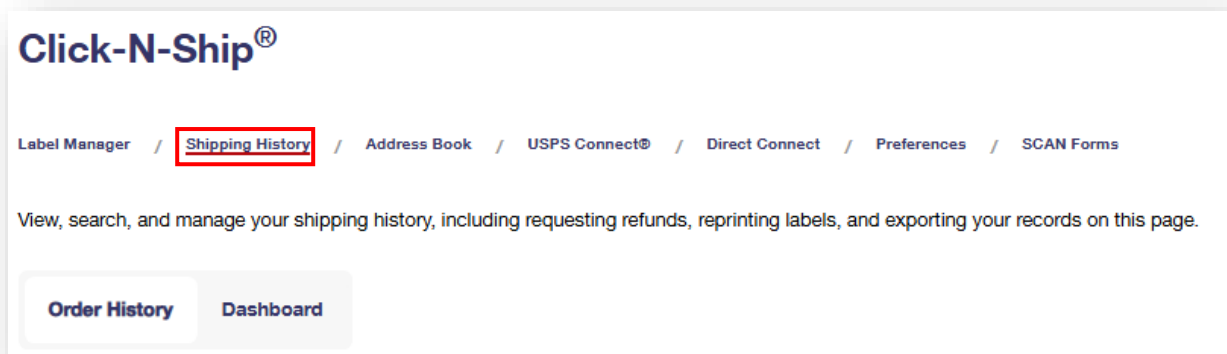
Within the Click-N-Ship® Order History, you will be able to view all the previous Orders, Labels, and Transactions that you have made using the Click-N-Ship® application.

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

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



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



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.

Order History **Dashboard**

View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page. [Export All Orders](#)

Start Date: End Date:

June **2026**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

[Today](#)

Recipient Name: Payment Method: Platform: Shipper:

Date	Labels	Payment Method	Platform	Shipper	Total
2-3677c279dee4	June 24, 2026	QTY: 1	VISA-5053	Click-N-Ship	MB \$1.32

[View Order](#)

- Select the **Calendar** icon from the **End Date** section and select a date.
- Once the Start and End Date are selected, the associated order(s) will automatically be displayed in the **Orders Table**.

Order History **Dashboard**

View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page. [Export All Orders](#)

Start Date: End Date:

Search by Order / Transaction Number:

June **2026**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

[Today](#)

Orders (1974)

Order	Labels	Payment Method	Platform	Shipper	Total
☐ 019efaa6-30b9-7	2026	QTY: 1	VISA-5053	Click-N-Ship	MB \$1.32

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

Order History

Dashboard

View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page.

Export All Orders

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXX-XXXX-XXXX

Recipient Name

Search

Payment Method

Platform

Shipper

Orders (1986)

< >

☐	Order	Date	Labels	Payment Method	Platform	Shipper	Total	
☐	019e5182-d1bb-79c5-b984-334386a80162	May 22, 2026	QTY: 2	EPS-5371	Click-N-Ship	TN	\$22.24	View Order

Search by Label / Tracking Number

- Click on the action dropdown and select **Label / Tracking Number**. Once selected, enter the 22-digit Label Number associated with a specific order in the **Search** textbox.
- Once the **Label Number** is entered, the associated order(s) will automatically be displayed.

Order History

Dashboard

View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page.

Export All Orders

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXX-XXXX-XXXX

Label / Tracking Number

Search

Payment Method

Platform

Shipper

Orders (1986)

< >

☐	Order	Date	Labels	Payment Method	Platform	Shipper	Total	
☐	019e5182-d1bb-79c5-b984-334386a80162	May 22, 2026	QTY: 2	EPS-5371	Click-N-Ship	TN	\$22.24	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.
- Once the **Recipient Name** is entered, the associated order(s) will automatically be displayed.

The screenshot shows the 'Order History' dashboard. At the top, there are tabs for 'Order History' and 'Dashboard'. Below this is a description: 'View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page.' To the right is an 'Export All Orders' button. There are two date pickers for 'Start Date' and 'End Date', both set to 'mm/dd/yyyy'. Below these is a 'Search by Order / Transaction Number' section. It includes a text input with placeholder 'XXXXXXXXXX-XXXX-XXXX', a dropdown menu, and a 'Search' button. The dropdown menu is open, showing options: 'Recipient Name' (highlighted in blue), 'Label / Tracking Number', 'Recipient Email', 'Recipient Address', 'Refund Transaction', 'Batch Name', and 'Reference Number'. To the right of the search section are three more dropdowns: 'Payment Method', 'Platform', and 'Shipper'. Below the search section is a table of orders. The table has columns: 'Order' (with a checkbox), 'Order' (with a dropdown), 'Labels', 'Payment Method', 'Platform', 'Shipper', 'Total' (with a dropdown), and 'View Order' (button). The table shows one order with ID '019e5182-d1bb-79c5', quantity '2, 2026', 'QTY: 2', 'EPS-5371', 'Click-N-Ship', shipper 'TN', and total '\$22.24'. The 'Orders (1986)' header is on the left of the table.

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

The screenshot shows the 'Order History' dashboard. At the top, there are tabs for 'Order History' and 'Dashboard'. Below this is a description: 'View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page.' To the right is an 'Export All Orders' button. There are two date pickers for 'Start Date' and 'End Date', both set to 'mm/dd/yyyy'. Below these is a 'Search by Order / Transaction Number' section. It includes a text input with placeholder 'XXXXXXXXXX-XXXX-XXXX', a dropdown menu, and a 'Search' button. The dropdown menu is open, showing options: 'Recipient Email' (highlighted in blue), 'Label / Tracking Number', 'Recipient Name', 'Recipient Address', 'Refund Transaction', 'Batch Name', and 'Reference Number'. To the right of the search section are three more dropdowns: 'Payment Method', 'Platform', and 'Shipper'. Below the search section is a table of orders. The table has columns: 'Order' (with a checkbox), 'Order' (with a dropdown), 'Labels', 'Payment Method', 'Platform', 'Shipper', 'Total' (with a dropdown), and 'View Order' (button). The table shows one order with ID '019e3c85-0bae-77ad', quantity '3, 2026', 'QTY: 4', 'VISA-5216', 'Click-N-Ship', shipper 'MS', and total '\$37.63'. The 'Orders (2)' header is on the left of the table.

Search by Recipient Address

- Click on the action dropdown and select **Recipient Address**. Once selected, enter the Recipient Address associated with a specific order in the **Search** textbox.
- Once the **Recipient Address** is entered, the associated order(s) will automatically be displayed.

The screenshot shows the 'Order History' dashboard. At the top, there are tabs for 'Order History' and 'Dashboard'. Below the tabs, a description states: 'View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page.' To the right of this text is a button labeled 'Export All Orders'.

Below the description, there are two date pickers for 'Start Date' and 'End Date', both showing 'mm/dd/yyyy' and a calendar icon. Below these is a search section titled 'Search by Order / Transaction Number'. It contains a search input field with a placeholder 'XXXXXXXXXX-XXXX-XXXX', a dropdown menu, and several other filters: 'Payment Method', 'Platform', and 'Shipper'.

The dropdown menu is open, showing the following options: 'Recipient Address' (highlighted in blue), 'Label / Tracking Number', 'Recipient Name', 'Recipient Email', 'Refund Transaction', 'Batch Name', and 'Reference Number'. The 'Recipient Address' option is selected, and the search input field now contains the value '120'.

Below the search section, there is a table titled 'Orders (2)'. The table has columns: 'Order', 'Labels', 'Payment Method', 'Platform', 'Shipper', and 'Total'. There are two rows of data, each with a 'View Order' button.

Order	Labels	Payment Method	Platform	Shipper	Total
☐ 019e4255-d1dc-7985	QTY: 1	VISA-5216	Click-N-Ship	MS	\$105.85
☐ 263f380a-8bc4-4c32-92db-69d02711ea75	QTY: 3	VISA-5053	Click-N-Ship	MB	\$134.35

Search by Refund Transaction

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

Order History **Dashboard**

View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page. Export All Orders

Start Date

End Date

Search by Order / Transaction Number

Refund Transaction

Orders (1987)

☐	Order	Labels	Payment Method	Platform	Shipper	Total
☐	019e6b19-b1e7-7bc0	7, 2026	QTY: 2	EPS-8901	Click-N-Ship	MS \$100.46

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

Order History **Dashboard**

View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page. Export All Orders

Start Date

End Date

Search by Order / Transaction Number

Batch Name

Orders (1987)

☐	Order	Labels	Payment Method	Platform	Shipper	Total
☐	019e6b19-b1e7-7bc0	7, 2026	QTY: 2	EPS-8901	Click-N-Ship	MS \$100.46

View Order

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.

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

Search by Payment Method

- a) Select the **Payment Method** dropdown and select a payment method type.
- b) Once the Payment Method type is selected, the associated order(s) will automatically be displayed.

The screenshot shows the 'Order History' dashboard. At the top, there are tabs for 'Order History' and 'Dashboard'. Below the tabs is a description: 'View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page.' To the right of this text is a button labeled 'Export All Orders'. Below the description are two date pickers for 'Start Date' and 'End Date', both showing 'mm/dd/yyyy'. Below the date pickers is a search bar with the placeholder text 'Search by Order / Transaction Number' and a search button. To the right of the search bar are three dropdown menus: 'Payment Method', 'Platform', and 'Shipper'. The 'Payment Method' dropdown menu is open, showing a list of options: 'ACH Payment', 'Trust Account', 'Credit Card', 'Paypal Account', 'Official Mail Accounting System', 'EPS Debit Account', and 'Loyalty Credits'. Below the search bar is a table titled 'Orders (1987)'. The table has columns for 'Order', 'Date', 'Labels', 'Payment Method', 'Shipper', and 'Total'. The first row of the table shows an order with ID '019e6b19-b1e7-7bc0-b2a4-6ee581623642', dated 'May 27, 2026', with 'QTY: 2' labels, 'EPS' payment method, 'MS' shipper, and a total of '\$100.46'. There is a 'View Order' button next to the first row.

Search by Platform

- a) Select the **Platform** dropdown and select a platform type.
- b) Once the Platform type is selected, the associated order(s) will automatically be displayed.

Order History

Dashboard

View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page.

Export All Orders

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXX-XXXX-XXXX

Recipient Name

Search

Payment Method

Platform

Platform

Mobile App

Click-N-Ship

Orders (7)

Order

Date

Labels

Payment Method

Platform

Total

☐	019e6b0c-b83d-7cb0-9f89-d2cc4278ef9c	May 27, 2026	QTY: 1	DISCOVER-1238	Click-N-Ship	\$1.90	View Order
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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.*
- Once the Shipper is selected, the associated order(s) for the selected Shipper will automatically be displayed.

Order History

Dashboard

View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page.

Export All Orders

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXX-XXXX-XXXX

Reference Number

Search

Payment Method

Platform

Shipper

Shipper

Me (Maya Shipping)

Others (All Shippers except for me)

Orders (1987)

Order

Date

Labels

Payment Method

Platform

Shipper

Total

☐	019e6b19-b1e7-7bc0-b2a4-6ee581623642	May 27, 2026	QTY: 2	EPS-8901	Click-N-Ship	MS	\$100.46	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

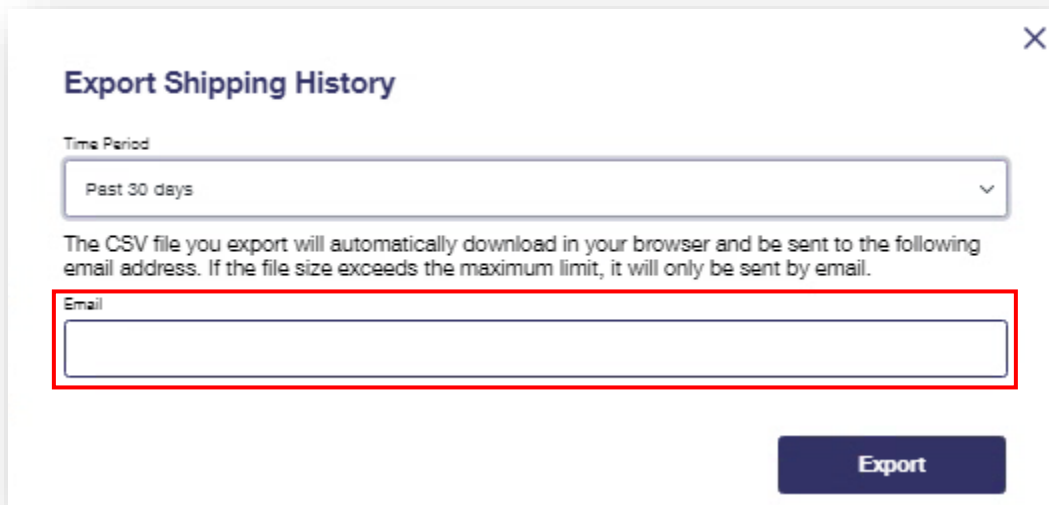
- a) To export your entire Order History at once, select **Export All Orders** button (this option will be displayed by default if no orders are selected).

The screenshot shows the 'Order History' dashboard. At the top, there are tabs for 'Order History' and 'Dashboard'. Below the tabs, a description states: 'View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page.' In the top right corner, the 'Export All Orders' button is highlighted with a red rectangular box. Below this, there are input fields for 'Start Date' and 'End Date', both with a 'mm/dd/yyyy' placeholder and a calendar icon. A search section follows, with a label 'Search by Order / Transaction Number' and a text input field containing 'XXXXXXXXXX-XXXX-XXXX'. To the right of the search field are dropdown menus for 'Reference Number', 'Payment Method', 'Platform', and 'Shipper'. Below the search section, a table titled 'Orders (1987)' is displayed. The table has columns: Order, Date, Labels, Payment Method, Platform, Shipper, and Total. A single order is listed with the ID '019e6b19-b1e7-7bc0-b2a4-6ee581623642', date 'May 27, 2026', quantity 'QTY: 2', payment method 'EPS-8901', platform 'Click-N-Ship', shipper 'MS', and total '\$100.46'. A 'View Order' button is located to the right of the order row.

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

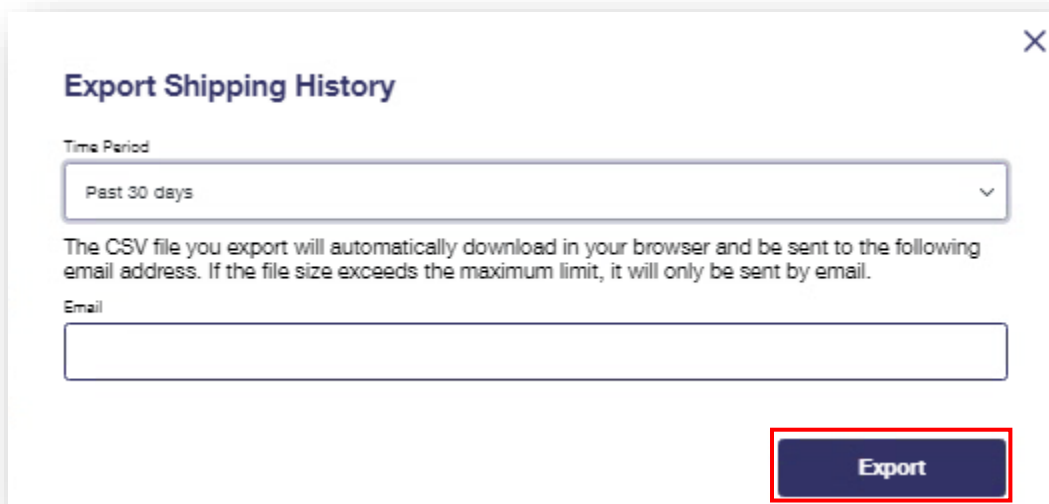
The screenshot shows a modal titled 'Export Shipping History'. At the top right of the modal is a close button (X). Below the title, there is a 'Time Period' label and a dropdown menu. The dropdown menu is open, showing a list of options: 'Past 7 days', 'Past 7 days', 'Past 30 days', 'Past 60 days', 'Past 90 days', and 'Custom'. The 'Past 30 days' option is highlighted with a blue background. A red rectangular box is drawn around the entire dropdown menu area. At the bottom right of the modal, there is a button labeled 'Export'.

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



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 "Time Period" dropdown menu set to "Past 30 days". A text block states: "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 is an "Email" input field, which is highlighted with a red rectangular border. At the bottom right is a dark blue "Export" button.

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



This screenshot shows the same "Export Shipping History" dialog box. In this view, the "Export" button at the bottom right is highlighted with a red rectangular border. The "Email" input field is no longer highlighted.

Export Specific Orders from Order History via CSV File

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

Order History

Dashboard

View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page.

Export Selected Orders (2)

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXXXX-XXXX-XXXX

Reference Number

Search

Payment Method

Platform

Shipper

Orders (1987)

< >

☐	Order	Date	Labels	Payment Method	Platform	Shipper	Total	
☒	019e6b19-b1e7-7bc0-b2a4-6ee581623642	May 27, 2026	QTY: 2	EPS-8901	Click-N-Ship	MS	\$100.46	View Order
☒	019e5182-d1bb-79c5-b984-334386a80162	May 22, 2026	QTY: 2	EPS-5371	Click-N-Ship	TN	\$22.24	View Order

- 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).

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

- d) 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

View Order Details

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

Order History

Dashboard

View, search, and manage your shipping history, including requesting refunds, reprinting labels, and exporting your records on this page.

Export Selected Orders (2)

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Search by Order / Transaction Number

XXXXXXXXXXXX-XXXX-XXXX

Reference Number

Search

Payment Method

Platform

Shipper

Orders (1987)

☐	Order	Date	Labels	Payment Method	Platform	Shipper	Total	
☒	019e6b19-b1e7-7bc0-b2a4-6ee581623642	May 27, 2026	QTY: 2	EPS-8901	Click-N-Ship	MS	\$100.46	View Order
☒	019e5182-d1bb-79c5-b984-334386a80162	May 22, 2026	QTY: 2	EPS-5371	Click-N-Ship	TN	\$22.24	View Order

Searching for Labels within Order Details Page

Within the Order Details page, you'll be able to filter search for your purchased labels by different filters. Refer to [Searching for Orders within Order History](#) to view how to search by: **Label / Tracking Number, Recipient Name, Recipient Email, Recipient Address, Refund Transaction, Batch Name, Reference Number, and Date**

Search by Shipped Status

- Select a Shipped Status type from the **Shipped Status** section.
- 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 Shipped Status Payment Status Service Type

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	Print

Search by Payment Status

- Select a Payment Status type from the **Payment Status** section.
- Once the Payment Status is selected, the associated label(s) will automatically be displayed.

[Back to Order History](#)

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

☐	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	Print

Search by Service Type

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

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)

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

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

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 displays the 'Order Details' page for Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA. The page includes a header with the order number, a 'JG' status indicator, and buttons for 'Print Labels' and 'Export Selected Labels (2)'. Below this, a summary section shows the date (February 28, 2025), charged to (EPS-3770), and order total (\$61.80 for 2 labels). A search bar and filters for 'Shipped Status', 'Payment Status', and 'Service Type' are present. The main section, titled 'Labels (2)', contains a table with columns for 'Ship Date', 'Recipient', 'Service Type', 'Tracking', 'Payment Status', and 'Cost'. The first label is selected, indicated by a red box around its checkbox. A dropdown menu is open on the right, showing actions like 'Track', 'Ship Again', 'Save as PDF', 'Refund', 'Cancel Refund', and 'Create Return Label'. The 'Print' button is also visible at the bottom right of the table.

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	QA000588895US	Account Charged	\$30.90

View USPS Tracking

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

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG Print Labels Export Selected Labels (2)
*only labels available for print will be printed

Date: 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) 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	
☒	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA00058895US	Account Charged	\$30.90	Print
☒	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, 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** Remove X

Copy Add to Informed Delivery

Latest Update

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

Get More Out of USPS Tracking:
USPS Tracking Plus®

Pre-Shipment

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

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

Ship Label Again

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

[Back to Order History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG Print Labels Export Selected Labels (2)
*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) 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	
☒	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA00058895US	Account Charged	\$30.90	Print
☒	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA00058890US	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.

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 Shipping with account: My Account 1 Cart

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

[Back to Order History](#)

Print / Re-print Labels

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

[Back to Order History](#)

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

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

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

✓	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	CA00058895US	Account Charged	\$30.90	Print
✓	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA00058890US	Account Charged	\$30.90	Print

Track

Ship Again

Save as PDF

Refund

Cancel Refund

Create Return Label

- 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

Save Label(s) as PDF

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

[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 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

✓	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	CA00058895US	Account Charged	\$30.90	Print
✓	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA00058890US	Account Charged	\$30.90	Print

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

- 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

Request / Cancel Refund for Label(s)

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

[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 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

✓	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	CA00058895US	Account Charged	\$30.90	Print
✓	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

Cancel Refund Create Return Label

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

USPS.COM® Quick Tools Search English Locations Support Informed Delivery Hi, Johnny

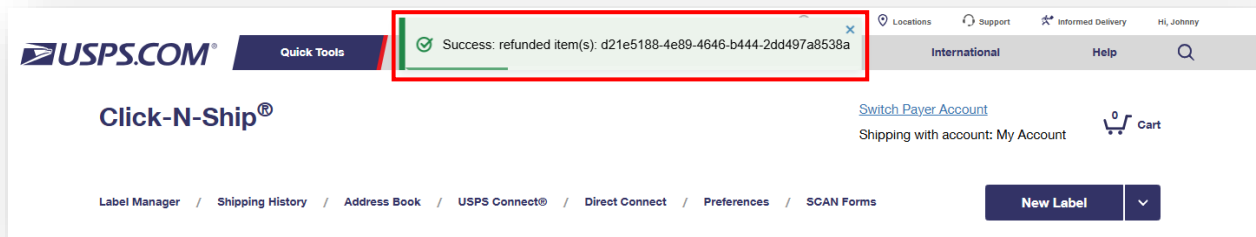
Click-N-Ship® International Help [Switch Payer Account](#) Shipping with account: My Account Cart

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

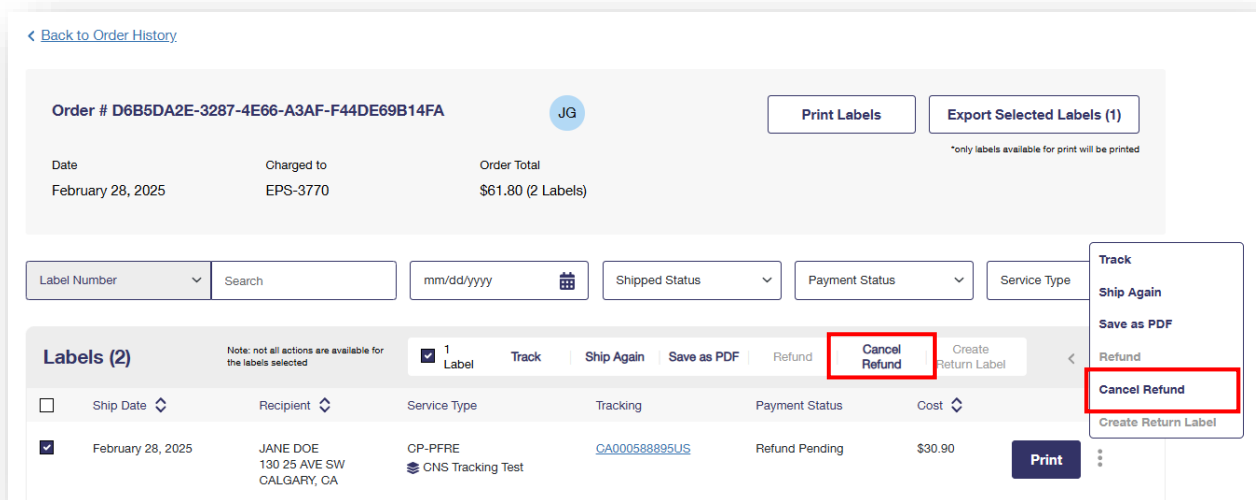
To request a refund for First Class Mail® please submit your request through [Email Us - Click-N-Ship](#). Select "Refund" for the Topic and "Unused Label Refund Request" for the Sub-Topic.

[Back to Order History](#)

- 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 for 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 History](#)

Order # D6B5DA2E-3287-4E66-A3AF-F44DE69B14FA JG Print Labels Export Selected Labels (2)
*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) 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	
☒	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588895US	Account Charged	\$30.90	Print
☒	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 **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](#)

Export All Labels from an Order via CSV File

- 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)

☐	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	Refund Pending	\$30.90	Print ⋮
☐	February 28, 2025	JANE DOE 130 25 AVE SW CALGARY, CA	CP-PFRE CNS Tracking Test	CA000588890US	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 Specific Labels from an Order via CSV File

- 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

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)

☐	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	Refund Pending	\$30.90	Print
☐	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](#) ×

[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](#)

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) 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)

☐	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost	
☐	February 28, 2025	CLARK KENT SUPERMAN WAREHOUSE 1400 SUPERMAN ST WASHINGTON, DC 20005-3509	None	Q_1095X	Account Charged	\$0.00	Print

- Once on the Free Shipping Supplies, select **Shipping Supplies Status** and you will be redirected to your USPS Activity History.
- 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	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) Once selected, a confirmation popup will be displayed. Select **Yes** to proceed with requesting a refund.

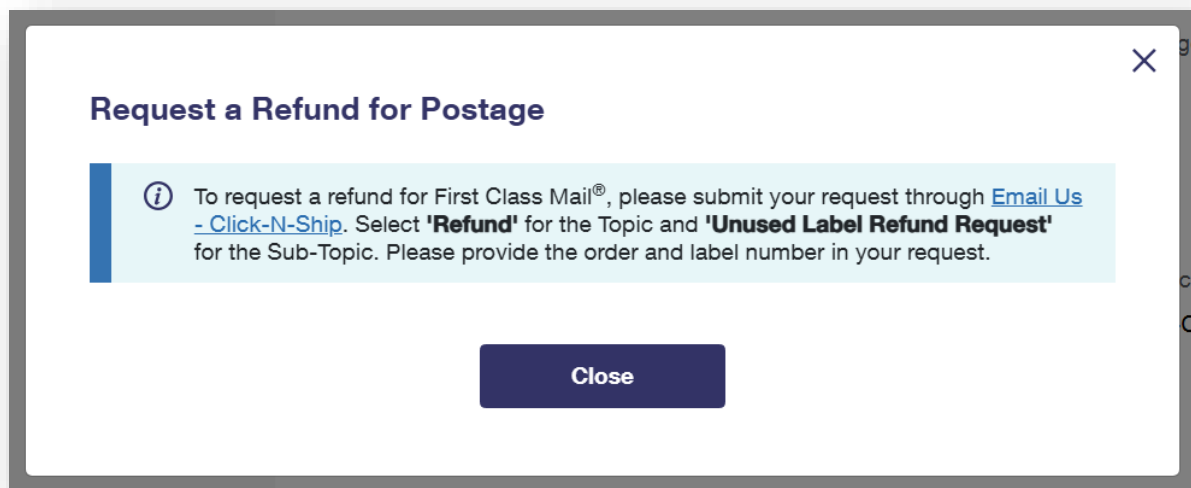
Are you sure you want to refund this item?

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:

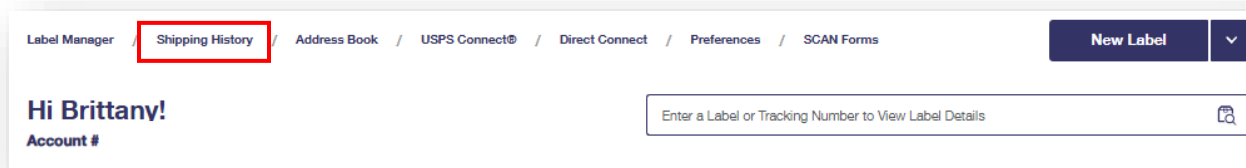
Order Number	Service Type	Price
	First Class Package Service - Retail	5.80
Transaction Type	EDEL	Free
LABEL	Label Total	\$5.80
Payment Method		
Payment Status		
Account Charged		
Timestamp	Message	
08/23/2022 9:36 PM	Postage Adjustment Identified - Revenue Assurance ID: 93877446	
08/09/2022 7:25 PM	Setting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

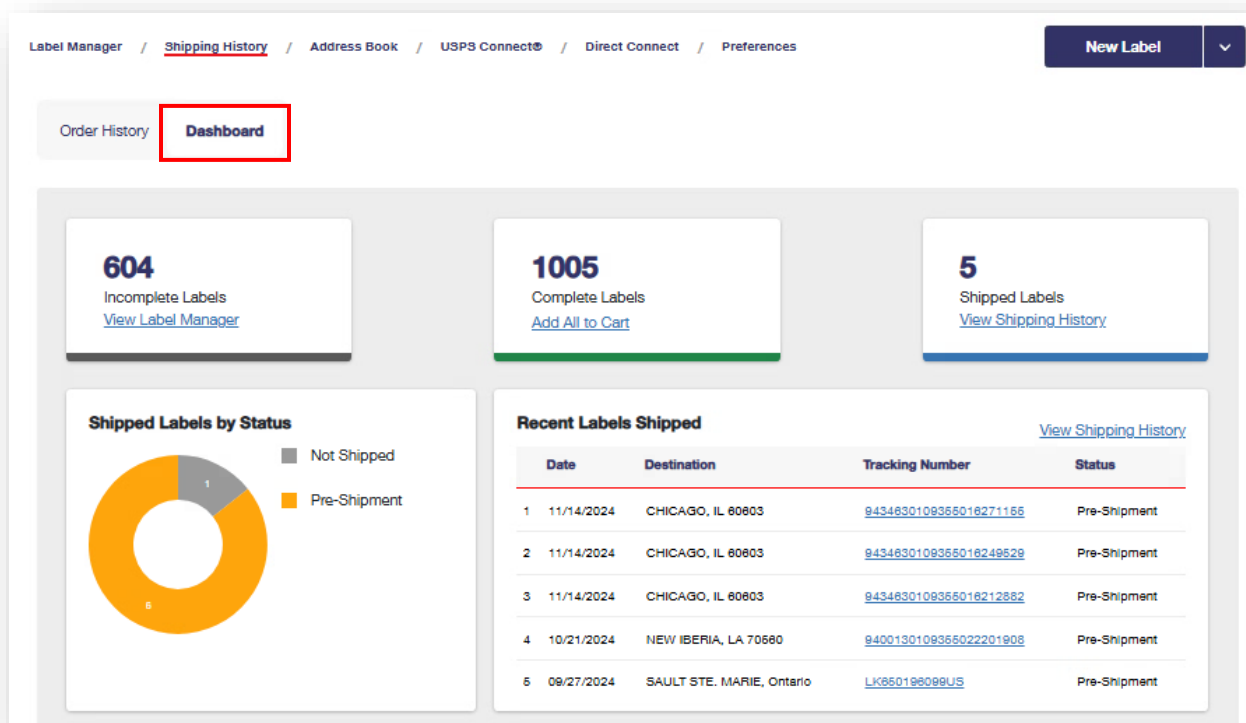
1) Access the Shipping History Dashboard

- 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.

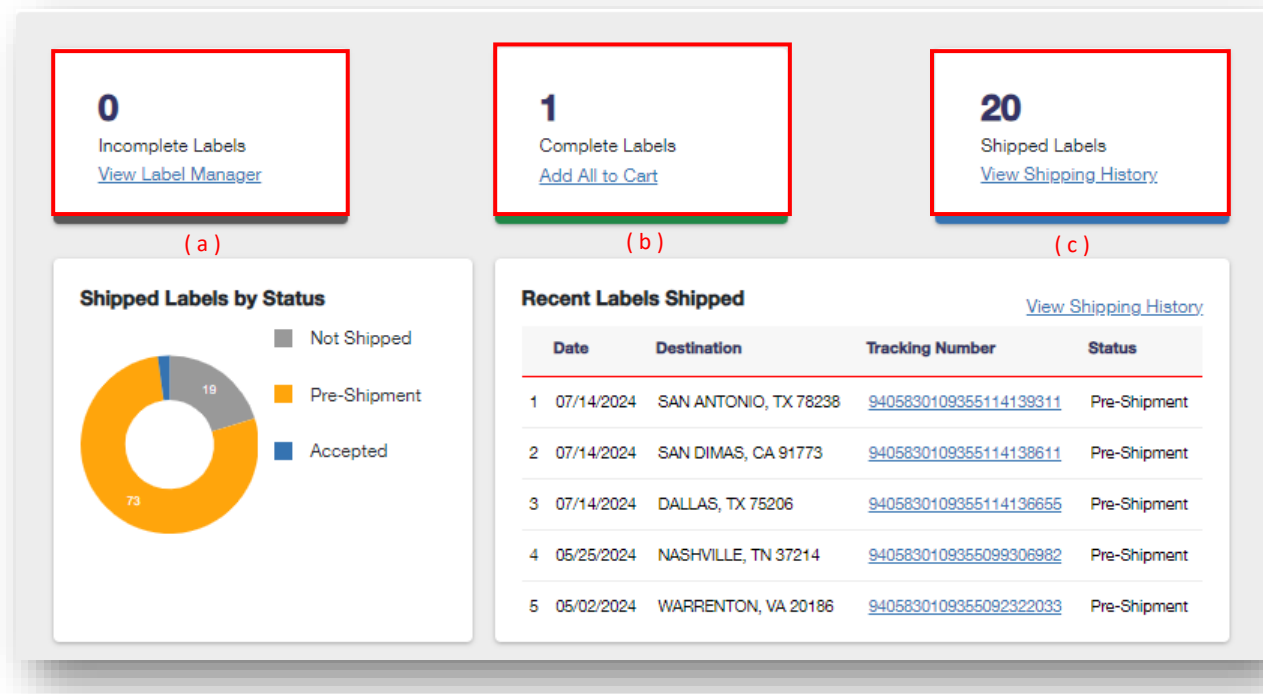


All Actions within Shipping History Dashboard

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

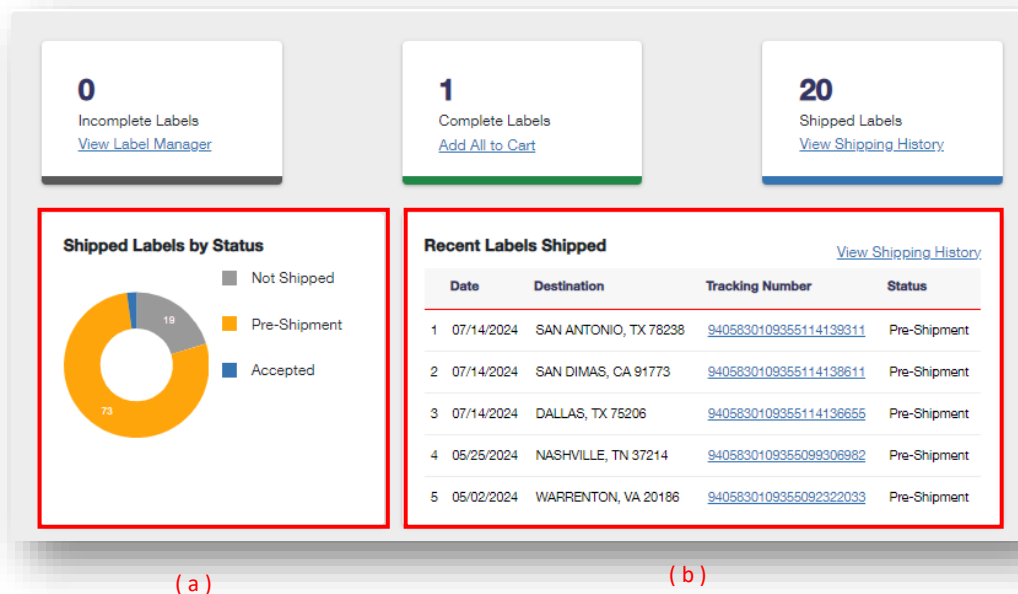
- a) To view the total number of *incomplete* labels that are in your Label Manager, refer to the **Incomplete Labels** section. You can also choose to view the incompletes labels via your Label Manager by selecting **View Label Manager**.
- b) To view the total number of *complete* labels that are in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



View Shipped Labels by Status and Recent Labels Shipped

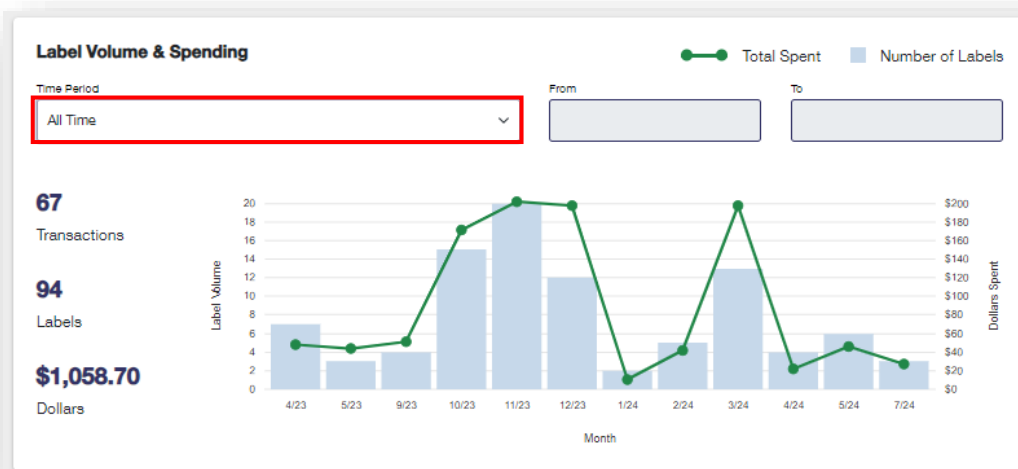
- a) To view a detailed breakdown of the total number of *shipped* labels by status, refer to the **Shipped Labels by Status** section.

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



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.

