



United States Postal Service
Click-N-Ship®: **USPS Local XChange**
User Guide

Last Updated – July 12th, 2026

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

USPS Local XChange 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](#).

USPS Smart Lockers will offer marketplace sellers a secure, convenient way to complete local exchanges. Sellers can locate nearby lockers and generate a drop-off QR code directly through Click-N-Ship.

This user guide will cover all the functionalities and features available for USPS Local XChange within the Click-N-Ship® 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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Create USPS Local XChange Label

Create a Local XChange label to drop off at a USPS Smart Locker nearby.

1) Begin USPS Local XChange Label Creation Process – Two Options

- Option 1:** Click on **New Label** in the top right corner.
- Option 2:** Click on **Create a Local XChange Label** tile.

The screenshot displays the USPS Label Manager web interface. The top navigation bar includes links for Label Manager, Shipping History, Address Book, USPS Connect®, Direct Connect, Preferences, and SCAN Forms. The main header shows the user's name, 'Shaw Waters', and their account number. Below this, the 'Start Shipping' section prompts the user to enter a full, valid address. The form includes fields for First Name, MI, Last Name, Company, Country (set to United States of America), Street Address, Apt/Suite/Other, City, State (a dropdown menu), and ZIP Code. There are also checkboxes for 'Send notifications' and 'Hold for Pickup at Post Office™', and two reference number fields. A 'Create This Label' button is at the bottom left. On the right side, the 'More Print & Ship Options' section contains several tiles: 'Import Batch of Labels', 'Import from Marketplace', 'Create a Batch', 'Create a PMOD / Drop Shipment', and 'Manage Your Preferences'. A red box highlights the 'New Label' dropdown menu in the top right corner, which lists options: New Label, New Batch, New Local XChange Label, File Upload, and Marketplace Import. Another red box highlights the 'New! Create a Local XChange Label' tile in the 'More Print & Ship Options' section, which includes the text: 'Create a Local XChange label to drop off at a USPS Smart Locker nearby.'

2) Find a Smart Locker

- Input a **City and State**, or **ZIP Code** and **filter up to 50 miles** to display a list of nearby Smart Lockers based on the specified criteria and your return address.
- Select the **Search** button.

Create a USPS Local XChange Label [Back to Label Manager](#)

Create a Local XChange label to drop off your package at a USPS Smart Locker nearby.

Step 1: Find a Smart Locker

Locate a Smart Locker in your area based on your return address.
Note: Change your return address to search different locations.

Search for Locker by City and State, or ZIP Code™

20002

Within 20 Miles

Search

6 Results

2.23 Miles Away

HEADQUARTERS

475 LENFANT PLZ SW
WASHINGTON, DC 20260-0004

Drop off Here

2.23 Miles Away

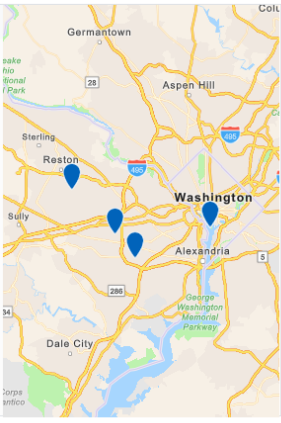
HEADQUARTERS

475 LENFANT PLZ SW
WASHINGTON, DC 20260-0004

Drop off Here

2.23 Miles Away

LENFANT PLAZA



Sender Details

You can manage your return addresses in [Preferences](#).

☐ Use a one-time return address ⓘ

*Select your return address

John Doe

901 D ST NE
WASHINGTON, DC, 20002

Email **Phone**

email@gmail.com (123) 456-9545

Payment Summary

Select a locker to view the rate

Checkout

- If you input a **City and State** or **ZIP Code** where no Smart Locker is available, a **No Results Found** message will display, suggesting you create a Click-N-Ship label to ship your item.
- Select **Create a Click-N-Ship Label**.

Create a USPS Local XChange Label

Create a Local XChange label to drop off your package at a USPS Smart Locker nearby.

[Back to Label Manager](#)

Step 1: Find a Smart Locker

Locate a Smart Locker in your area based on your return address. **Note:** Change your return address to search in a different location.

Search for Locker by City and State, or Zip Code*

Within

No Results Found. We're sorry. There are no lockers available in your area at this time. Please check back later or easily create a Click-N-Ship Label and ship your item to the intended recipient.

Sender Details

You can manage your return addresses in [Preferences](#).

☐ Use a one-time return address ⓘ

*Select your return address

Military Address

PSC 3 BOX 4120
APO, AE, 09021

Email

email@gmail.com

Phone

(123) 456-9545

3) Recipient/Buyer Information

- a) Manually input the **recipient/buyer information** or **select an address from the Address Book**.
 - i. **Note:** First Name, Label Name, and Email are required; Phone is optional.
- b) Select the **Save** button.

Create a USPS Local XChange Label

[Back to Label Manager](#)

Create a Local XChange label to drop off your package at a USPS Smart Locker nearby.

Step 1: Find a Smart Locker

[Edit](#)

RESTON

USPS Smart Locker
11110 SUNSET HILLS RD
RESTON, VA 20190-9998

[Open](#) | [Hours](#) ▼

Step 2: Recipient/Buyer Information

Please provide a full name, email and phone (optional) for the recipient.

Search your Address Book



*First Name

MI

*Last Name

Jane

Doe

*Email Address

theemail@gmail.com

Phone Number

(123) 456-9545

[Save](#)

Sender Details

You can manage your return addresses in [Preferences](#).

☐ Use a one-time return address [i](#)

*Select your return address

John Doe

901 D ST NE
WASHINGTON, DC, 20002

Email

email@gmail.com

Phone

(123) 456-9545

Payment Summary

USPS Local XChange Service \$5.51

Total \$5.51

[Checkout](#)



4) Drop-off Restrictions

- Confirm that you **meet all the following requirements and read the USPS Connect Local Terms and Conditions** before proceeding to check out.
- Select **Checkout**.

Create a USPS Local XChange Label

[Back to Label Manager](#)

Create a Local XChange label to drop off your package at a USPS Smart Locker nearby.

Step 1: Find a Smart Locker

[Edit](#)

RESTON

USPS Smart Locker
11110 SUNSET HILLS RD
RESTON, VA 20190-9998

[Open](#) | [Hours](#) ▼

Step 2: Recipient/Buyer Information

[Edit](#)

Name: Jane Doe
Email: theemail@gmail.com
Phone: (123) 456-9545

Step 3: Drop-off Conditions

*To continue, please confirm that you meet **all** requirements listed below:

- ☒ I confirm that package dimensions do not exceed 16.5" x 13.5" x 12.75".
- ☒ I have read, understand, and agree to the [USPS Connect Local](#) terms and conditions.

Sender Details

You can manage your return addresses in [Preferences](#).

☐ Use a one-time return address ⓘ

*Select your return address

John Doe
901 D ST NE
WASHINGTON, DC, 20002

Email

email@gmail.com

Phone

(123) 456-9545

Payment Summary

USPS Local XChange Service	\$5.51
Total	\$5.51

Checkout



5) USPS XChange Drop-off Instructions

- a) You have the options to choose from the standard printing options or use Label Broker to have a QR code emailed to a specified recipient.

Thank you for choosing the United States Postal Service®

Payment Confirmation Order Number: [019DC0AE-9645-7F14-8762-CA08DDFD2A98](#)



Success! Your USPS XChange has been created. Choose your printing method and bring along with your packaged item to the drop-off location

Charged To

VISA-5216

Order Total

\$5.51

USPS XChange Drop-off Instructions

Step 1: **Generate QR Code or choose a printing method**

Generate your Label Broker QR code, which you can bring to the post-office to print your label. Or you may choose to print your label at home by selecting a different printing format.

Label Printing Format

- Label Broker (Print at Post Office) ▼
- Standard (8.5 x 11) - With receipt, one label per page
- Standard (8.5 x 11) - Without receipt, one label per page**
- Label Printer Compatible (4 x 6) 1 page sheet
- Label Printer Compatible (4 x 5) 1 page sheet
- Label Broker (Print at Post Office)

*Email to Send a Copy of Label Broker QR Code

email@gmail.com

Drop-off location

Bring the packaged item along with your label to the drop-off location. Bring the packaged item along

- b) Follow **steps 2–4** for guidance on how to properly package your item and place it inside a Smart Locker.

Thank you for choosing the United States Postal Service®

Payment Confirmation Order Number: [019DC0AE-9845-7F14-9762-CA08DDFD2A88](#)



Success! Your USPS XChange has been created. Choose your printing method and bring along with your packaged item to the drop-off location

Charged To

VISA-5216

Order Total

\$5.51

USPS XChange Drop-off Instructions

Step 1: **Generate QR Code or choose a printing method**

Generate your Label Broker QR code, which you can bring to the post-office to print your label. Or you may choose to print your label at home by selecting a different printing format.

Label Printing Format

Label Broker (Print at Post Office)

*Email to Send a Copy of Label Broker QR Code

email@gmail.com

Generate Label Broker QR Code

Step 2: **Bring your packaged item to the Smart Locker location**

Package your item before you arrive, or use a poly bag available at the drop-off location. Bring the packaged item along with your QR code or printed label.



11110 SUNSET HILLS RD
RESTON, VA 20190-9998

Step 3: **Print the label and attach it to your package**

Scan your Label Broker QR code to print the label, then attach the label to your package.

Step 4: **Scan the barcode on the label and place your packaged item into the locker compartment**

Once the packaged item is placed inside the locker compartment, the recipient will automatically receive an email notification containing a pickup QR code and detailed pickup instructions.

Order Details

Sender/Seller Information

Name: John Doe

Email: email@gmail.com

Phone: 1234569545

Recipient/Buyer Information

Name: Jane Doe

Email: theemail@gmail.com

Phone: 1234569545

Smart Locker Information



RESTON

11110 SUNSET HILLS RD
RESTON, VA 20190-9998

Open | Hours ▼



6) View USPS XChange Order Details

- a) Once the XChange label has been purchased, you will be able to view the **QR code**, **track the shipment**, **create a new Local XChange label with the same details**, or **request a refund** by clicking View QR Code.
 - i. **Note:** your USPS XChange Connect Local label must be printed within 7 days of creation. After that window closes, a new label will need to be generated. Once printed or emailed as a QR code, the label is valid for up to six months from the date it was created.

[Back to Order History](#)

Order # 019DC0AE-9645-7F14-9762-CA08DDFD2A98 MS

Date	Charged to	Order Total	Print Labels	Export All Labels
April 24, 2026	VISA-5216	\$5.51 (1 Label)		

*only labels available for print will be printed

Labels (1)

☐	Ship Date	Recipient	Service Type	Tracking	Payment Status	Cost
☐	April 30, 2026	Jane Doe 11110 SUNSET HILLS RD RESTON, VA, 20190-9998	CL-FRB USPS Local XChange	9484530207672000001086	Account Charged	\$5.51

[View QR Code](#)

- Track
- View QR Code
- Create Same Local XChange
- Refund
- Cancel Refund

7) View USPS XChange Label Details

- You can view the tracking for your USPS Local XChange label by selecting the **USPS Tracking** button under **More Actions** on the left side.
- You can create the same USPS Local XChange label by selecting the **Create Same Local XChange** button under **More Actions** on the left side. You will be redirected to the **Create a USPS Local XChange Label** flow to review your label details before adding to cart and purchasing.
- You can request a refund for your USPS Local XChange label by selecting the **Request Refund** button under **Need Help** on the left side.
- You can resend your USPS Local XChange QR code by selecting the **Resend Label Broker QR Code** button.
- You can **print** your USPS Local XChange label by selecting the **Print USPS Local XChange Label** button.

[Back to Shipping History](#)

More Actions ⓘ

[USPS Tracking](#) (a)

[Create Same Local XChange](#) (b)

Need Help ⓘ

[Request a Refund](#) (c)

USPS Local XChange

[View Drop-Off Instructions](#)

Print at Drop-off Location:

Use this QR code to print the label at the drop-off location.

Resend Label Broker QR Code

(d)

Print at Home:

Or, you can print the label directly at home. Affix it to your packaged item, and bring it to the drop-off location.

Print USPS Local XChange Label

(e)

Details

Sender/Seller Information

Name:

John Doe

Email:

email@gmail.com

Phone:

1234569545

Recipient/Buyer Information

Name:

Jane Doe

Email:

theemail@gmail.com

Phone:

1234569545

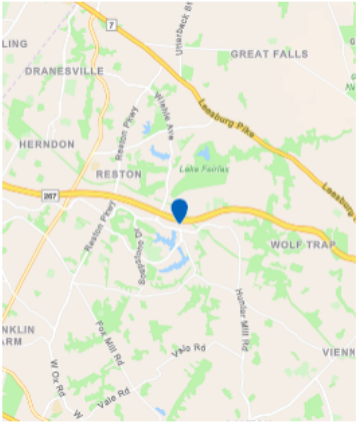
Smart Locker Information

RESTON

11110 SUNSET HILLS RD

RESTON, VA 20190-9998

Open | Hours ▼



Transaction Details

Order Number

[019DC0AE-9645-7F14-9762-CA08DDFD2A98](#)

Transaction Type

Local XChange

Payment Method

VISA-5216

Payment Status

Account Charged

Payment Summary

USPS Local XChange

\$5.51

Total

\$5.51