



United States Postal Service
Click-N-Ship®: **Multifactor Authentication**
(MFA)
User Guide

Organizational Account Management Overview

The Click-N-Ship® application will have Multifactor Authentication (MFA) implemented as a security process that requires users to perform multiple steps or methods to gain access to certain programs or applications. It provides an additional level of security to help protect your users' identities, passwords, and other personal data from unauthorized access and misuse. This user guide will cover the steps users need to take to authenticate their Click-N-Ship account.

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

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How to Access the Click-N-Ship Application

- 1) Navigate to the [Click-N-Ship® log in page here](#), or go to [USPS.com®](#) > Quick Tools > ClickN-Ship®.
- 2) Enter your **USPS.com® account username and password**.
- 3) Click **Log In**.

Sign in to Your USPS.com Account

Your USPS.com® account provides access to all of your applications and services on USPS.com. Usernames and Passwords are case sensitive.

User Name

Password

Log In

[Forgot your username?](#)

[Forgot your password?](#)

Create New Account

The United States Postal Service is serious about protecting your personal information. For added security, please consider changing your password periodically.

Enhanced Click-N-Ship

Ship Packages Easily from Home or Office

Click-N-Ship® lets you pay, print, ship, and save on shipping labels easily from your home or office.

Benefits of a USPS.com Account

Your USPS.com® account allows you to access a variety of services across our digital platforms. In addition to this application, you can do everything from manage your PO Box™ to purchase stamps and other shipping materials.

- PO Boxes™
- Buy Stamps
- Hold Mail
- Change My Address
- Informed Delivery®
- Schedule a Pickup

How to Set up Multifactor Authentication (MFA) for the Click-N-Ship Application

Note: Users who created accounts **before March 6, 2025** can opt out of MFA. Users whose accounts were created **after March 6, 2025** will be required to enroll in MFA.

- 1) After logging in to your account with your username and password you can click on **Enroll in MFA** and then click **Continue** to verify your email.

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Ship Packages Easily from Home or Office

Multifactor Authentication (MFA)
For enhanced security, USPS.com uses multifactor authentication (MFA).

Please choose one to proceed

☒ Enroll in MFA
☐ Not Now

Continue

Need help with MFA? Visit [FAQs](#).

Benefits of a USPS.com Account
Your USPS.com® account allows you to access a variety of services across our digital platforms. In addition to this application, you can do everything from manage your PO Box to purchase stamps and other shipping materials.

- PO Boxes
- Buy Stamps
- Hold Mail
- Change My Address
- Informed Delivery®
- Schedule a Pickup

- 2) You can use the email that you used to set up your USPS.com account for your multifactor authentication.
- If you click **Yes**: you will be sent an email from USPostalService@usps.com containing a link.

Enhanced Click-N-Ship
Ship Packages Easily from Home or Office

Verify Your Email
For enhanced security, we'll guide you through setting up Multifactor Authentication (MFA) for your account. First, we need to verify the recovery email you'd like to use. You may use your USPS.com® verified email address or choose to enter a new one.

Your USPS.com account email address is:
email@email.com

Would you like to use your existing email?

☒ Yes
☐ No, I'd like to change my email

Continue

Need help with MFA? Visit [FAQs](#).


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- PO Boxes
- Buy Stamps
- Hold Mail
- Change My Address
- Informed Delivery®
- Schedule a Pickup

- If you click **No, I'd like to change my email** you will be prompted to enter a different email address. Next, after you click on **Send Email Link** a verification link will be sent to your changed email address.

Enhanced Click-N-Ship

Ship Packages Easily from Home or Office



Click-N-Ship® lets you pay, print, ship, and save on shipping labels easily from your home or office.

Verify Your Email

Enter the new email address you would like use for account recovery and MFA.

Send Email Link

Need help with MFA? Visit [FAQs](#).

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PO Boxes

Buy Stamps

Hold Mail


Change My Address

Informed Delivery®

Schedule a Pickup

Enhanced Click-N-Ship

Ship Packages Easily from Home or Office



Click-N-Ship® lets you pay, print, ship, and save on shipping labels easily from your home or office.

Verify Your Email

An email has been sent to the address you entered. Click the link in that email to proceed.

Benefits of a USPS.com Account

Your USPS.com® account allows you to access a variety of services across our digital platforms. In addition to this application, you can do everything from manage your PO Box™ to purchase stamps and other shipping materials.

PO Boxes™

Buy Stamps

Hold Mail

Change My Address

Informed Delivery®

Schedule a Pickup

- 3) Once you receive the verification email from USPostalService@usps.com, click the **Email verification link**.

Verify Your Email for USPS.com

For your USPS® account security, please click the unique link below to verify this email address belongs to you. You will use this email address to recover access to your account on USPS.com® if needed. Once you have verified your email, you will be taken back to your application to finish signing in.

[[Email verification link](#)]

If you did not request verification link, please ignore this email.

Sincerely,
The United States Postal Service

- 4) Once you click the **Email verification link** – you'll be redirected back to Click-N-Ship to **Continue** to complete your MFA set up.

The screenshot displays the 'Enhanced Click-N-Ship' interface. On the left, a white box contains the text 'Thank you for verifying your email.' and a red-outlined 'Continue' button. The main content area features the 'Enhanced Click-N-Ship' header, a sub-header 'Ship Packages Easily from Home or Office', and an image of a woman at a laptop. To the right of the image is a text block explaining Click-N-Ship. Below this is a section titled 'Benefits of a USPS.com Account' with a paragraph of text and a grid of six service icons: PO Boxes, Buy Stamps, Hold Mail, Change My Address, Informed Delivery®, and Schedule a Pickup.

Enhanced Click-N-Ship

Ship Packages Easily from Home or Office

Click-N-Ship® lets you pay, print, ship, and save on shipping labels easily from your home or office.

Thank you for verifying your email.

Continue

Benefits of a USPS.com Account


Your USPS.com® account allows you to access a variety of services across our digital platforms. In addition to this application, you can do everything from manage your PO Box to purchase stamps and other shipping materials.

- PO Boxes
- Buy Stamps
- Hold Mail
- Change My Address
- Informed Delivery®
- Schedule a Pickup

- 5) Now that you have verified your email, you can use either **SMS, Authenticator App** or **Email**.

Enhanced Click-N-Ship

Ship Packages Easily from Home or Office



Click-N-Ship® lets you pay, print, ship, and save on shipping labels easily from your home or office.

Verify Your Phone Number

Please enter the 10-digit phone number (no spaces or dashes) for an SMS-enabled mobile phone* and select "Send Passcode." Each time you log in from a new device, you'll receive a temporary passcode at this number.

Phone Number

*Standard message and data rates may apply.

Send Passcode

Need help with MFA? [Visit FAQs.](#)

Benefits of a USPS.com Account

Your USPS.com® account allows you to access a variety of services across our digital platforms. In addition to this application, you can do everything from manage your PO Box to purchase stamps and other shipping materials.


PO Boxes
Buy Stamps
Hold Mail

Change My Address
Informed Delivery®
Schedule a Pickup

- Enter the **One-Time Passcode (OTP)** and click **Submit**.

Enhanced Click-N-Ship

Ship Packages Easily from Home or Office



Click-N-Ship® lets you pay, print, ship, and save on shipping labels easily from your home or office.

Multifactor Authentication (MFA)

Please enter the 6-digit passcode sent to (XXX) XXX-XXXX

Passcode

Submit

[Resend](#) [Reenter Phone Number](#)

Benefits of a USPS.com Account

Your USPS.com® account allows you to access a variety of services across our digital platforms. In addition to this application, you can do everything from manage your PO Box to purchase stamps and other shipping materials.

PO Boxes
Buy Stamps
Hold Mail

Change My Address
Informed Delivery®
Schedule a Pickup

How to Set up Authenticator App MFA Option

- Select **Authenticator App** and **Continue**.


Multifactor Authentication (MFA)

Please choose which method you would like to use to receive a temporary passcode. Standard message and data rates may apply.

☐ SMS
 ☒ Authenticator App
 ☐ Send Email b*****n@usps.gov


[Continue](#)

Need help with MFA? [Visit FAQs.](#)



Click-N-Ship

Ship Packages Easily from Home or Office



Click-N-Ship® lets you pay, print, ship, and save on shipping labels easily from your home or office.

Benefits of a USPS.com Account

Your USPS.com account allows you to access a variety of services across our digital platforms. In addition to this application, you can do everything from manage your PO Box to purchase stamps and other shipping materials.


[PO Boxes](#)
[Buy Stamps](#)
[Hold Mail](#)

[Change My Address](#)
[Informed Delivery®](#)
[Schedule a Pickup](#)

- 2) Open your preferred Authenticator App* and **scan the QR code** on your screen and then hit **Next**.
- If you are logging in from your smartphone and cannot use your camera to scan the QR code, select **“On a mobile device?”**.
 - **If you do not have an Authenticator App, go to the app store on your smartphone and download an authenticator app, such as Google Authenticator or Microsoft Authenticator.*

Add Authenticator App


Open your preferred authenticator application, such as Microsoft Authenticator or Google Authenticator, and scan the QR Code below to set up your device.



[On a mobile device?](#)


[Next](#)

Need help with MFA? [Visit FAQs.](#)



Click-N-Ship

Ship Packages Easily from Home or Office



Click-N-Ship® lets you pay, print, ship, and save on shipping labels easily from your home or office.

Benefits of a USPS.com Account

Your USPS.com account allows you to access a variety of services across our digital platforms. In addition to this application, you can do everything from manage your PO Box to purchase stamps and other shipping materials.

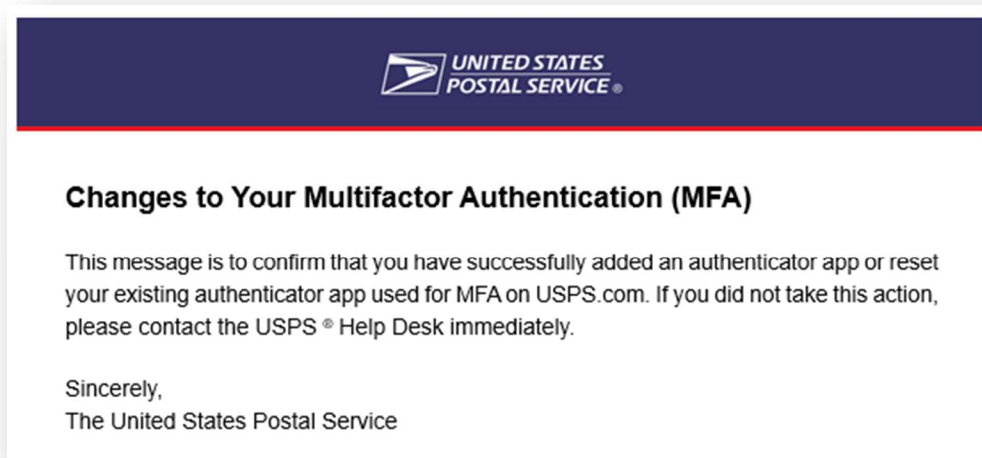
[PO Boxes](#)
[Buy Stamps](#)
[Hold Mail](#)

[Change My Address](#)
[Informed Delivery®](#)
[Schedule a Pickup](#)

- 1) Enter the six-digit one-time verification code from your Authenticator App and then select **Submit**.

The screenshot shows the USPS Click-N-Ship website. On the left, there is a 'Multifactor Authentication (MFA)' section with the instruction 'Please enter the passcode from the Authenticator App associated with your account.' Below this is a text input field labeled 'Enter verification code' which is highlighted with a red rectangle. Underneath the field is a checkbox labeled 'Remember my device' and a red 'Submit' button. On the right, the 'Click-N-Ship' logo is at the top, followed by the text 'Ship Packages Easily from Home or Office'. Below this is an image of a woman at a laptop and a description of the service. Further down, there is a section titled 'Benefits of a USPS.com Account' with a paragraph of text. At the bottom right, there are six service links: 'PO Boxes', 'Buy Stamps', 'Hold Mail', 'Change My Address', 'Informed Delivery', and 'Schedule a Pickup'.

- 2) You have successfully set up the **Authenticator App MFA** option. You should receive an email confirmation.



How to Set up Email MFA Option

- 1) Select the **Send Email** option and **Continue**.

Multifactor Authentication (MFA)

Please choose which method you would like to use to receive a temporary passcode. Standard message and data rates may apply.

☒ SMS
☐ Authenticator App
☒ Send Email b*****n@usps.gov

Continue

Need help with MFA? [Visit FAQs.](#)

Click-N-Ship
Ship Packages Easily from Home or Office

Click-N-Ship® lets you pay, print, ship, and save on shipping labels easily from your home or office.

Benefits of a USPS.com Account

Your USPS.com account allows you to access a variety of services across our digital platforms. In addition to this application, you can do everything from manage your PO Box to purchase stamps and other shipping materials.

[PO Boxes](#) [Change My Address](#)
[Buy Stamps](#) [Informed Delivery®](#)
[Hold Mail](#) [Schedule a Pickup](#)

- 2) USPostalService@usps.com will send a 6-digit onetime passcode. Enter the **One-Time Passcode (OTP)** and click **Submit**

 - **Note:** You have the option to Resend your **One-Time Passcode (OTP)**.

Your Multifactor Authentication (MFA) Temporary Passcode

This is your one-time passcode: 663168

For security reasons, this code will expire in 5 minutes. If you did not take this action, please contact the USPS® Help Desk immediately.

Sincerely,
The United States Postal Service

The screenshot shows the USPS Enhanced Click-N-Ship login interface. On the left, the 'Multifactor Authenticator (MFA)' section is highlighted with a red rectangle. It contains a text prompt, a 'Passcode' input field, a 'Submit' button, and a 'Resend SMS' link. On the right, the 'Enhanced Click-N-Ship' header is followed by a sub-header and a promotional image of a woman at a laptop. Below this is a 'Benefits of a USPS.com Account' section with descriptive text. At the bottom right, there is a grid of service links including 'PO Boxes', 'Buy Stamps', 'Hold Mail', 'Change My Address', 'Informed Delivery', and 'Schedule a Pickup'.

Enhanced Click-N-Ship
Ship Packages Easily from Home or Office

Multifactor Authenticator (MFA)
Please enter the passcode sent to your verified email associated with your account.

Passcode

Submit

[Resend SMS](#)

Benefits of a USPS.com Account
Your USPS.com® account allows you to access a variety of services across our digital platforms. In addition to this application, you can do everything from manage your PO Box to purchase stamps and other shipping materials.

[PO Boxes](#) [Change My Address](#)
[Buy Stamps](#) [Informed Delivery®](#)
[Hold Mail](#) [Schedule a Pickup](#)

How to Modify your Multifactor Authentication (MFA) for the Click-N-Ship Application

- 1) Each time you log into Click-N-Ship, you will have the option to **Modify MFA options** after completing MFA with the method of have established previously.
 - **Note:** If you're experiencing any issues modifying your MFA, please contact the [Internet Customer Care Center by email](#) or call 1-800-344-7779.

Multifactor Authentication (MFA)

Please choose which method you would like to use to receive a temporary passcode. Standard message and data rates may apply.

☒ Send SMS (***) *** - **31
☐ Use Authenticator App
☐ Send Email b*****n@usps.gov


☒ Modify MFA options after login

Continue

Need help with MFA? [Visit FAQs.](#)

Click-N-Ship

Ship Packages Easily from Home or Office



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Benefits of a USPS.com Account

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[PO Boxes](#)
[Buy Stamps](#)
[Hold Mail](#)

[Change My Address](#)
[Informed Delivery®](#)
[Schedule a Pickup](#)

2) Enter the **six-digit one-time passcode** that was sent to your phone and select **Submit**.

Multifactor Authentication (MFA)

Please enter the passcode sent to the phone number associated with your account.


☐ Remember my device

Submit

[Resend 6s](#)

Click-N-Ship

Ship Packages Easily from Home or Office



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Benefits of a USPS.com Account


Your USPS.com account allows you to access a variety of services across our digital platforms. In addition to this application, you can do everything from manage your PO Box to purchase stamps and other shipping materials.

[PO Boxes](#)
[Buy Stamps](#)
[Hold Mail](#)

[Change My Address](#)
[Informed Delivery®](#)
[Schedule a Pickup](#)


3) Select the **SMS, Authenticator App** or **Email** option you would like to **Modify** and click **Continue**.

- **Note:** Selecting **Cancel** will log you in.



Click-N-Ship

Ship Packages Easily from Home or Office



Click-N-Ship® lets you pay, print, ship, and save on shipping labels easily from your home or office.

MFA Options

Which MFA option would you like to update or add?

☒ Change Phone Number (***) *** - **31
 ☐ New Authenticator App
 ☐ Change Email b*****n@usps.gov

Continue

Cancel

Need help with MFA? [Visit FAQs.](#)


Benefits of a USPS.com Account

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PO Boxes
 Buy Stamps
 Hold Mail

Change My Address
 Informed Delivery®
 Schedule a Pickup

- 4) After a successful login, you will be redirected to the Click-N-Ship application.
- **Note:** If this is your first time logging into the CNS application, Read the Terms and Conditions and click 'I Agree'.



[Quick Tools](#)
[Send](#)
[Process](#)
[Ship](#)
[Business](#)
[International](#)
[Help](#)

Click-N-Ship®

Label Manager / Shipping History

Get Lower Rates

Sign Up

Hi, Ash!

Welcome to the new Click-N-Ship. To get started, start your Click-N-Ship account information, start your Click-N-Ship account, manage your address book, and more.

View Label Manager

Sign Up

Let's get started! Here's how:

Welcome to USPS® Click-N-Ship®

Please agree to the Terms and condition to proceed to this site.

TERMS AND CONDITIONS OF USE FOR BUSINESS USERS ON USPS® CLICK-N-SHIP® VERSION 2 (CnS2)

This Terms of Use Agreement (this "Agreement") is a legal agreement between (i) you (the "Individual"), (ii) the company, entity, or organization that you are representing, if any (the "Company," and together with the Individual, collectively, "You," "Your," "Customer" or "User") and (iii) the United States Postal Service®, an Independent Establishment of the Executive Branch of the United States Federal Government ("USPS" or "Postal Service" or "We"). This Agreement sets forth the terms and conditions for Your use of the USPS® Click-N-Ship® Version 2 application ("CnS2" or "Service"), an online interface that allows You to print labels for USPS domestic and international mailing services as well as allowing You to get information related to Your business shipping needs. It also allows You to access labels and information and receive preferred, non-public, confidential and proprietary rates through Business Rate Card on Click-N-Ship. This Agreement is between You and

[Reference the full policy here.](#)

I Agree

I Do Not Agree

Updated December 2025