



# United States Postal Service Enhanced Click-N-Ship<sup>®</sup> (CNSv2) User Guide

*Last Updated – April 2024\**

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

## Overview

The enhanced Click-N-Ship® (CNSv2) experience is catered specifically towards business account customers that create multiple labels a day. The CNSv2 application allows business account customers and personal account customers to more efficiently create and pay for labels beyond the current Click-N-Ship (CNS) capabilities.

For more information on the Enhanced Click-N-Ship® (CNSv2) application, see [Click-N-Ship® v2 - Overview](#).

The following are the new features, products, and services that are available on the CNSv2 Application:

- *All customers can create Domestic, International, and Return labels via our different label creation methods (Single Label, Multi-Label Batch, File Upload, Merchant File Upload, and Address Book).*
- *All customers can edit, organize, and store labels prior to purchasing via the Label Manager.*
- *All customers can view and export their purchase history via CSV file, view a label(s) tracking history or delivery status, and request a refund for a label via the Shipping History.*
- *All customers can add free USPS shipping supplies to their order when purchasing labels via the Label Cart.*
- *All customers can select to print two labels on a standard 8.5x11 single sheet of paper without label receipts as printing option.*
- *All customers can select to have their mailpiece(s) held at a designated Post Office location for pick-up (Domestic only).*
- *All customers can select "Signature Confirmation" as an extra service option which will give the recipient the option to provide an Electronic Signature to inform the Shipper that the mailpiece(s) have been received.*
- *All customers can pay for labels via Credit Card, PayPal, Click to Pay, Apple Pay, OMAS, or an EPS Account.*
- *All customers can edit Click-N-Ship preferences to make it easier to fill out label forms in the future.*
- *Personal account customers can select the option to have their mailpieces delivered to a nearby USPS Smart Locker of their choice for pick-up.*
- *Business account customers can select USPS Connect Local® as a Service Type for their shipping needs.*
- *Business account customers may enroll in Business Rate Card (BRC) pricing which will offer lower business rates prices for Priority Mail and USPS Ground Advantage postage purchases in CNSv2.*
- *Eligible Business Users can utilize the rates and Enterprise Payment System (EPS) billing account of another user in order to create, purchase, and ship Labels on their behalf (also referred to as CNSv2 3<sup>rd</sup> Party Authorization).*

This User Guide will cover all of the current features within the CNSv2 application and will serve as a step-by-step guide on how to use them.

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

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## How to Access the Enhanced Click-N-Ship® (CNSv2) Application

- 1) Sign into the enhanced Click-N-Ship experience (CNSv2)
  - a) Navigate to the [enhanced Click-N-Ship experience \(CNSv2\) log in page](#).
  - b) Enter your **USPS username and password**.
  - c) Click **Sign-In** and wait to be redirected to the CNSv2 landing page.

**USPS.COM**

### Sign In To Your Account

**Already have an account?**  
**Enter Your Username and Password** ⓘ  
\* indicates a required field

\* Username

\* Password

**Sign In**

[Forgot your username?](#) ⓘ  
[Forgot your password?](#) ⓘ

**New to USPS.com?**  
**Create a USPS.com Account to...**

- print shipping labels.
- request a Package Pickup.
- buy stamps and shop.
- manage PO boxes.
- print custom forms online.
- file domestic claims.
- set a preferred language.

**Sign Up Now**

# Enhanced Click-N-Ship<sup>®</sup> (CNSv2)

## Label Creation Methods

*Within the following section, you'll receive step-by-step guidance on creating both international and domestic label(s) via our different label creation methods.*

## How to Create a Domestic Label

Create a domestic label for a single recipient following the steps below.

### 1) Begin Single Label Creation Process – Two Options

- a) Option 1: Click on **Create a Single Label** located on the landing page.

The screenshot shows the Click-N-Ship landing page. At the top, there is a navigation bar with links for Label Manager, Shipping History, Address Book, USPS Connect, and Preferences. Below this is a promotional banner for a Business Rate Card. A personalized greeting 'Hi, Ted!' is followed by a 'View Label Manager' button. A summary box shows 519 incomplete labels, 3466 complete labels, 20 incomplete batches, and 1 complete batch. A button for 'Create an EPS Account' is also visible. The main section, 'Let's get started! How would you like to create your labels?', features four options: 'Create a Single Label' (highlighted with a red box), 'Create a Batch', 'Import Labels', and 'Start From Address Book'. Each option includes a brief description of the process.

- b) Option 2: Click on **New Label** located on the Label Manager page.

The screenshot shows the Click-N-Ship Label Manager page. The 'Label Manager' link in the navigation bar is highlighted with a red box. Below the navigation bar is a 'Hide Postage on Label' notification. The page is divided into 'All Labels (96)' and 'Batches (11)'. A 'New Label' dropdown menu is open, with 'New Label' highlighted by a red box. Below the menu is a table of labels. The first row shows a label for 'Doe, NE ST, NATI, OH 45220-1333' with a total price of \$4.95. The second row shows a label for 'John A. Doe, 316 PIKE ST, CINCINNATI, OH 45202-4214' with a total price of \$4.95. Both rows have 'Add to Cart' buttons.


	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
	Edit Service And Mailpiece	+ Add Mailpiece Details	USPS Tracking Electronic Edit Extra Services	\$4.95 Missing service type. Missing package type.	Edit
2	USPS Connect™ Local Large Flat Rate Bag Edit Service And Mailpiece	+ Add Mailpiece Details	USPS Tracking Electronic Edit Extra Services	\$4.95	Add to Cart



## 2) Verify your Sender Details

The Sender Details section is pre-populated by default based on the address associated with your account. To change or update this default address, refer to the Preferences tab located at the top of the landing page.

- a) To manually edit the Sender Details information (*i.e., Return Address, Email, Phone, Tracking Notifications selections*), click **Edit** to update those fields accordingly. Remember to click **Save** within the Sender Details section to save any changes to the Sender Detail fields.
- b) If you are shipping from a different ZIP Code than the ZIP Code indicated in your Return Address, please enter the correct shipping from ZIP Code in the **Ship from a different ZIP Code** field. (*e.g.: I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC*)

**Click-N-Ship®** Label Manager / Shipping History / Address Book / USPS Connect / Preferences 

**Get Lower Rates** Sign Up for a Click-N-Ship® Business Rate Card and Save  
You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases. [Sign Up](#)

[< Label Manager](#)

You can save your label to Label Manager after you have entered the Recipient Information. Once all required information is entered, you can add it directly to the Label Cart.


**Step 1: Enter Recipient Details**  
Please provide information about the delivery address below. Recipient Information is required before selecting package services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship packages to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

[Use Address Book](#)

First Name  M.I.  Last Name

Company

Country  

\*Street Address  Apt./Suite

\*City  \*State  \*ZIP Code™

Save to Address Book  
 Status Notifications: OFF

**Sender Details**  
Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address  
**Clark Kent**  
300 SUPERMAN ST  
CHARLOTTE, NC 33333-0000

Ship from a different ZIP Code™  (b)

Email  
Clark.kent@accenturefederal.com

Phone  
(704) 000-0000

Send me tracking notifications

(a) [Edit](#)

[Feedback](#)

### 3) Enter the Recipient Details – Two Options

Within CNSV2, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) **Option 1:** To manually enter the recipient details, simply fill out the fill-in boxes with the Recipient’s Name, Company (if applicable), Address, City, State, and ZIP Code.
  - i. Note, if you would like the mailpiece recipient to get email notifications about the mailpiece, check the “Send Recipient Email Notifications” checkbox. You will need to enter the recipient’s email address and can add an optional message (up to 125 characters).
  - ii. Note, you can save the entered address to your Address Book for later reference or use by checkboxing “Save to Address Book” checkbox.

The screenshot shows the Click-N-Ship interface. At the top, there are navigation links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences, and a Cart icon with '7' items. A promotional banner for a 'Click-N-Ship Business Rate Card' is visible. Below the banner, there's a 'Label Manager' breadcrumb and a message: 'You can save your label to Label Manager after you have entered the Recipient Information. Once all required information is entered, you can add it directly to the Label Cart.' Two buttons, 'Add to Cart' and 'Save', are present.

The main content area is divided into two sections:

- Step 1: Enter Recipient Details**

Please provide information about the delivery address below. Recipient Information is required before selecting package services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship packages to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

The form fields are:

  - First Name, M.I., Last Name (text boxes)
  - Company (text box)
  - Country (dropdown menu, currently 'United States of America')
  - \*Street Address, Apt/Suite (text boxes)
  - \*City, \*State (dropdown menu, currently 'AL - Alabama'), \*ZIP Code™ (text boxes)

At the bottom of this section, there are two checkboxes:

  - Save to Address Book
  - Status Notifications: OFF
- Sender Details**

Each label you create will pre-populate with this sender information. If you would like to update this information, you can do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address  
**Clark Kent**  
300 SUPERMAN ST  
CHARLOTTE, NC 33333-0000

Ship from a different ZIP Code™

Email  
jared.heidotting@accenturefederal.com


Phone  
(513) 405-5475

Send me tracking notifications

( a )

( i – ii )

- b) **Option 2:** To select a saved address from your Address Book. Click **Use Address Book** to access your Address Book.
- i. Search for your desired recipient address and click **Use This Address**. The selected address should then automatically populate within the Recipient Detail fields.

**Click-N-Ship®** Label Manager / Shipping History / Address Book / USPS Connect / Preferences 

**Skip the surcharge. Ship with USPS:** There will be no peak or demand surcharges this season. Plus, all enhanced Click-N-Ship® customers receive lower Commercial Rates. Businesses can save even more on postage when they sign up for a Click-N-Ship® Business Rate Card. [Sign Up](#)

< [Label Manager](#)

You can save your label to Label Manager after you have entered the Recipient Information. Once all required information is entered, you can add it directly to the Label Cart.

**Step 1: Enter Recipient Details**

Please provide information about the delivery address below. Recipient information is required before selecting package services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship packages to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

**Use Address Book**

First Name  M.I.  Last Name

Company

Country

\*Street Address  Apt/Suite

**Sender Details**

Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address

**Clark Kent**  
300 SUPERMAN ST  
CHARLOTTE, NC 33333-0000

Ship from a different ZIP Code™

Email  
jared.heidotting@accenturefederal.com

Phone  
(513) 405-5475

Send me tracking notifications

[Edit](#)

Feedback

( b )

**Address Book** ✕

Manage my Address Book > Search results 1-1 of 1 Results per page 5

All Contacts (1)

Name (Last, First)	Company	Location
<input checked="" type="radio"/> KENT, CLARK		300 SUPERMANT ST CHARLOTTE NC, 33333-0000 UNITED STATES

**Use This Address**

( i )

4) Select Hold For Pickup (optional)

- a) If you would like to have your mailpiece held at a designated Post Office location for pick-up, select the **Hold for Pickup at Post Office™** checkbox.

### Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

First Name  M.I.  Last Name

Company

Country  ▼

\*Street Address  Apt/Suite

\*City  \*State  ▼ \*ZIP Code™

Save to Address Book

Status Notifications: OFF

Hold for Pickup at Post Office™

- b) Once you have selected the checkbox, **enter the zip code** in the search box to find the nearest Post Office location available for pickup.

## Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting mailpiece services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship mailpieces to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

Use Address Book

First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company

Country

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

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


- Save to Address Book
- Status Notifications: OFF
- Hold for Pickup at Post Office™

\*Enter a ZIP Code™

c) Select the desired Post Office from one of the options displayed.





Hold for Pickup at Post Office™

\*Enter a ZIP Code™

28262 

**Nearest Location(s)**

The shipment will be held until the recipient can pick it up.

<input checked="" type="radio"/> <b>NORTH TRYON</b> 6700 N TRYON ST CHARLOTTE, NC 28213-9798	<b>Available Services:</b> Priority Mail Express® Priority Mail® USPS Ground Advantage™ Post Office Hours 
<input type="radio"/> <b>NEWELL</b> 8105 OLD CONCORD RD NEWELL, NC 28126-9997	<b>Available Services:</b> Priority Mail Express® Priority Mail® USPS Ground Advantage™ Post Office Hours 
<input type="radio"/> <b>DERITA</b> 2505 DERITA AVE CHARLOTTE, NC 28269-9698	<b>Available Services:</b> Priority Mail Express® Priority Mail® USPS Ground Advantage™ Post Office Hours 
<input type="radio"/> <b>WT HARRIS</b> 3515 DAVID COX RD CHARLOTTE, NC 28269-9598	<b>Available Services:</b> Priority Mail Express® Priority Mail® USPS Ground Advantage™ Post Office Hours 

- d) If you would like to receive text and / or email notifications to notify you or the recipient that the mailpiece is ready for pickup, enter the email and / or phone number in the textboxes under **Notify Me / Recipient When Ready for Pick-Up**.

The image shows a form titled "Text and Email Notifications" with a dropdown arrow on the right. The form is divided into two columns: "Notify Recipient When Ready for Pick Up" and "Notify Me When Ready for Pick Up". Each column has two rows of input fields. The first row in each column is labeled "\*Email" and contains a text box for "Recipient Email" and "Sender Email" respectively. The second row is labeled "\*Phone / Text Message" and contains a text box for "Recipient Phone Number" and "Sender Phone Number" respectively. A red rectangular box highlights the four text input fields.

Text and Email Notifications	
<b>Notify Recipient When Ready for Pick Up</b>	<b>Notify Me When Ready for Pick Up</b>
*Email Recipient Email	*Email Sender Email
*Phone / Text Message Recipient Phone Number	*Phone / Text Message Sender Phone Number

5) Select Hazardous Materials Type (If Applicable)

- a) Select 'Yes' if your *mailpiece* contains any of the following hazardous or dangerous material: *batteries, dry ice, flammable liquids, aerosol sprays, air bags, ammunition, fireworks, gasoline, lighters, lithium batteries, matches, nail polish, nail polish remover, nitrogen-refrigerated liquid, paint, perfume, aerosols, camping stoves, radioactive materials, solvents, and more* (click on 'more examples' for detailed list).
- b) Select 'No' if your *mailpiece* does not contain any hazardous or dangerous materials.
- c) If "Yes" is selected, select a **category type** for the hazardous or dangerous material.

**Does this parcel contain anything potentially hazardous?**

This category includes items such as batteries, dry ice, flammable liquids, aerosol sprays, air bags, ammunition, fireworks, gasoline, lighters, lithium batteries, matches, nail polish, nail polish remover, nitrogen-refrigerated liquid, paint, perfume, aerosols, camping stoves, radioactive materials, solvents, and more. [See examples](#)

If you use the United States Postal Service to ship products that contain hazardous materials, including lithium batteries, the newest changes to [USPS Publication 52 \(Pub 52\)](#) will affect your shipments.

The following tutorial will help you learn how to securely package, label and ship HAZMAT for domestic destinations through USPS®. View tutorial at [www.usps.com/hazmat](http://www.usps.com/hazmat)

Hazardous items must ship in separate packages.

**Are you shipping dangerous goods or hazardous materials?**

( a / b )  Yes  
 No

**Select a category**

Select a category

( c )



6) Select the Service Type

- a) Select the **date** you would like the *mailpiece* to ship (*you may select a date up to 3 days from today*).
- b) Choose the **Mailpiece Type** (*USPS Flat Rate Packaging or Choose your own box*).
  - i. If you select “Choose your own box,” please enter the mailpiece weight, dimensions (*if shipping a mailpiece greater than 12” long*), and girth (*if applicable*).

( a )

### Step 2: Select Service and Mailpiece Type

Fill out the information below and select your service and mailpiece type.

#### Shipping Date

Choose a date up to 3 days from today.

( b )

#### Choose Your Mailpiece Type

- USPS® Flat Rate Packaging
- Choose your own box

( i )

If the weight you enter is less than the actual weight of the mailpiece, the Post Service™ will require additional postage either at the time of mailing or delivery.

\*Please enter your total mailpiece weight.

Enter a value of 0 or higher for pounds and ounces.

0	lbs	0	oz
---	-----	---	----

Enter the dimensions if known.

Length	Width	Height
0 in	0 in	0 in

This mailpiece isn't a standard, rectangular box.

Do any of the below characteristics apply to your mailpiece?

If multiple apply, please select one. Otherwise, choose None.

- c) Select a **Service Type** by clicking on the dropdown button and selecting from the options available.
- i. **Note:** *USPS Connect Local<sup>®</sup> Service Types will only be displayed for eligible addresses. Eligibility is determined by the sender address entered in step 1.*

**Select Your Service and Mailpiece Type**

Selecting a Priority Mail Flat Rate<sup>®</sup> product or a Priority Mail Express Flat Rate<sup>®</sup> product requires USPS<sup>®</sup> provided packaging.

If you plan to ship live animals, please go to your local Post Office<sup>™</sup>.

Service Type: which shipping method would you like for this mailpiece?

(c) Select a Service ▼

Priority Mail <sup>®</sup>	1-3 Day Delivery   Starting from \$7.90
Priority Mail Express <sup>®</sup>	1-2 Day Delivery   Starting from \$30.45
USPS Connect <sup>®</sup> Local	1-2 Day Delivery   Starting from \$3.95
USPS Connect <sup>®</sup> Local Mail	1-2 Day Delivery   Starting from \$2.95
USPS Ground Advantage <sup>™</sup>	2-5 Day Delivery   Starting from \$3.79
USPS Ground Advantage <sup>™</sup> Cubic	2-5 Day Delivery   Starting from \$6.67
Priority Mail <sup>®</sup> Cubic	1-3 Day Delivery   Starting from \$8.01

(i)

7) Select the Mailpiece Type (Two Options)

- a) **Option 1:** For **USPS Connect Local® Service Types** – click on the **View Mailpiece Types** button and select a mailpiece type from one of the options available based on your previous selections.
  - i. *Note, the prices and scheduled delivery dates displayed are calculated based on the Service Type selection, your Return Address, and Recipient Address locations.*

**Select Your Service and Mailpiece Type**

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local **Post Office™**.

Service Type: which shipping method would you like for this mailpiece?

USPS Connect® Local

**View Mailpiece Types**

**You're shipping with Commercial Pricing.**  
Enjoy your discounted rates.

Prices are based on shipping **USPS Connect® Local** from ZIP Code™ **28262** to **28262** on **02/29/2024**.

Mailpiece Type	Scheduled Delivery	Price
<input type="radio"/> <b>USPS Connect® Local Small Flat Rate Bag</b> 9" x 12"	<b>Same-Day or Next-Day Delivery</b>	<b>\$4.15</b> Per Label
<input type="radio"/> <b>USPS Connect® Local Flat Rate Box</b> 12" x 3-1/2" x 14-1/8"	<b>Same-Day or Next-Day Delivery</b>	<b>\$4.95</b> Per Label
<input type="radio"/> <b>USPS Connect® Local Large Flat Rate Bag</b> 14" x 17"	<b>Same-Day or Next-Day Delivery</b>	<b>\$4.95</b> Per Label

Don't see your Mailpiece Type? Update your Shipping Date, Package Type, and Service Type to see other options.

( a )

b) After the **Mailpiece Type** is selected, select the **Drop-off Location** from the options displayed:

i. **Note:** *The same-day / next-day drop-off locations that are displayed are determined by the sender address entered in step 1. To view the full list of locations available, select **Show More Locations**.*

### Choose Your Drop-off Location

Please see the bottom of your label for the address of the postal facility where you must bring your SCAN form and mailpieces to drop off for processing.

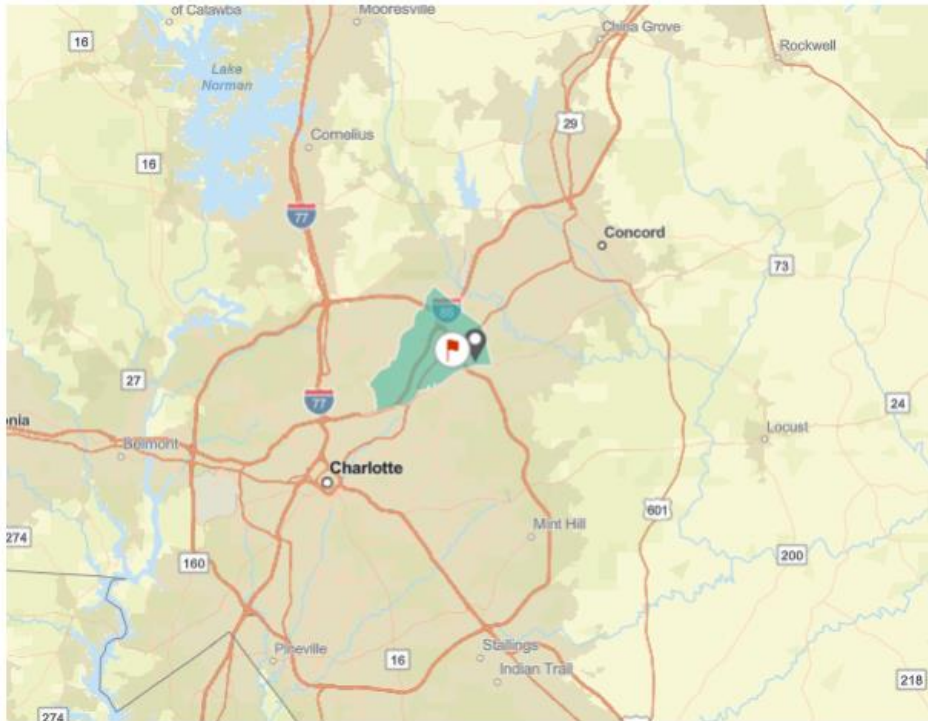
#### USPS Connect® Local - Destination Delivery Unit ("DDU")

DDU: NORTHEAST  
1820 HARRIS HOUSTON RD CHARLOTTE, NC 28262  
Total Distance: 1.5 Miles

For Same-day Delivery, you'll need to drop all your mailpieces off before 6 a.m. local time of your selected ship date.

\* Mailpieces dropped off later may be delivered the next day.

[Show More Locations](#)



- c) **Option 2:** For **all other Service Types** – click on the **View Mailpiece Types** button and select a Mailpiece Type from one of the options available based on your previous selections.
- i. *Note, the prices and scheduled delivery dates displayed are calculated based on the Service Type selection, your Return Address, and Recipient Address locations.*

**Select Your Service and Mailpiece Type**

Selecting a Priority Mail Flat Rate<sup>®</sup> product or a Priority Mail Express Flat Rate<sup>®</sup> product requires USPS<sup>®</sup> provided packaging.

If you plan to ship live animals, please go to your local **Post Office™**.

Service Type: which shipping method would you like for this mailpiece?

Priority Mail Express<sup>®</sup>

**View Mailpiece Types**

**You're shipping with Commercial Pricing.**  
Enjoy your discounted rates.

Prices are based on shipping Priority Mail Express<sup>®</sup> from ZIP Code™ 45202 to 28262 on 02/29/2024.

Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail Express <sup>®</sup> Choose Your Own Box (Choose your own box)	See Estimated Delivery in Label Manager	\$28.95 Per Label

Don't see your Mailpiece Type? Update your Shipping Date, Package Type, and Service Type to see other options.

(c)

(i)

## 8) Enter Content Details (Optional)

The Content Details section is only required for mailpieces that require a Customs Form (*International Labels*).

- a) Enter the item description.
- b) Enter the Item weight (lbs.) - *if not applicable, enter '0'*.
- c) Enter the item weight (oz) - *if not applicable, enter '0'*.
- d) Enter the item value.
- e) Enter the quantity of the item.
- f) Add another item.
- g) Enter the mailpiece value.

### Step 3: Content Details

This information is required for labels that require a customs form.

#### Item Details

If you'd like to add items, use the fields below.

**Item #1**

Item Description (a)	Item lbs (b)	Item oz (c)
<input type="text"/>	<input type="text"/> lbs	<input type="text"/> oz
Item Value (d)	QTY (e)	
<input type="text"/> \$ <input type="text"/>	<input type="text"/>	

(f) [+Add Item](#)

#### Mailpiece Details

Mailpiece Value (g)

<input type="text"/> \$ <input type="text"/>
--

Enter a value up to and including \$6,000.00

## 9) Select Extra Services

- a) If you are interested in adding extra services to your mailpiece(s), please select one of the available Insurance, Signature, Additional, Delivery, and Return services.
- b) If you would like to give the recipient the option to provide an Electronic Signature to inform the Shipper that the mailpiece(s) have been received, select the **Signature Confirmation™** option.
  - i. If you do not want to allow an Electronic Signature, select **Do Not Allow Electronic Signature**.
  - ii. Note, this service will be **FREE** for Priority Mail Express mailpiece's.

( b )

### Step 4: Select Extra Services

Please select any extra services you would like to add to this label.

Priority Mail covers up to \$100 of the mailpiece value. For mailpieces with a value over \$100, additional insurance can be purchased to cover the balance.

#### Insurance

None

Insurance Free

#### Signature Services

None

Adult Signature Restricted Delivery 21 or Older \$9.65

Adult Signature 21 or Older Required \$9.35

Signature Confirmation™ \$3.50

Do not allow Electronic Signature

#### Special Delivery Services

Hide Postage on Label Free

#### Additional Delivery Services

USPS Tracking Electronic Free

Label Delivery - Outbound \$1.25

#### Return Services

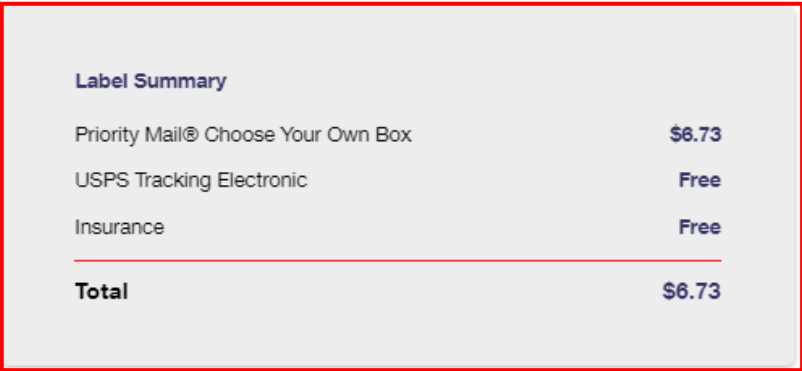
*This is the only opportunity to create a return label for this outgoing label.*

Create a return label Free\*

\*It is free to create a return label. You will only be charged if this return label is used.

## 10) Review Label Summary

Refer to the **Label Summary** to get a brief summary of your label order. The Label Summary will be a grey box located at the top right or the bottom of the page.

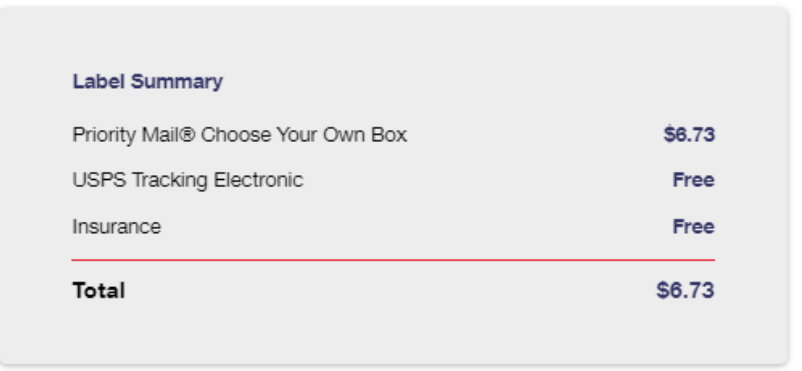


The screenshot shows a grey box titled "Label Summary" with a red border. It contains a table of charges and two buttons at the bottom: "Add to Cart" (dark blue) and "Save" (white with a blue border).

Label Summary	
Priority Mail® Choose Your Own Box	\$6.73
USPS Tracking Electronic	Free
Insurance	Free
<hr/>	
<b>Total</b>	<b>\$6.73</b>

## 11) Add Label to Cart or Save Label

- a) If all required information is correct and you would like to proceed to purchase the label, click **Add to Cart** and you will be notified about USPS Smart Locker availability (*Proceed to step 11*).
- b) If all required information is correct and you would like to save you label, click **save** to save your label to your Label Manager (*Proceed to step 12*).
  - i. *Note, you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it.*



This screenshot is identical to the one above, but with red boxes highlighting the "Add to Cart" and "Save" buttons at the bottom of the grey box.

( a )

( b )




## 12) Select to Ship to a USPS Smart Locker (Two Options)

- a) **Option 1:** via **Label Cart** – after adding the label to the cart, you will be notified if a USPS Smart Locker is available near the recipient’s address. If you would like to ship your mailpiece to the USPS Smart Locker, select **Ship to Locker**.

**A USPS® Smart Locker is available near the recipient's address.**

The address you're sending to is close to a secure, self-service USPS® Smart Locker. For no extra cost, you can ship your package to the USPS® Smart Locker, where your recipient can pick it up. You'll just need to provide their email address so we can email them their pickup code.



**Ship to locker**

- b) **Option 2:** via **Label Manager** – after saving the label to the Label Manager, you will be notified if a USPS Smart Locker is available near the recipient’s address. If you would like to ship your mailpiece to the USPS Smart Locker, select **Ship to Locker**.

**New Label**   **Use Address Book**  **Actions**


*This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.*

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	02/29/2024	<b>Tamala Kent</b> 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail Express® Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	1 oz Value: \$100 <a href="#">+ Add Mailpiece Details</a>	Insurance – Priority Mail Express <a href="#">Edit Extra Services</a>	<b>\$28.95</b>	<input type="button" value="Add to Cart"/> <input type="checkbox"/>

**A USPS® Smart Locker is available near the recipient's address.**

The address you're sending to is close to a secure, self-service USPS® Smart Locker. For no extra cost, you can ship your mailpiece to the USPS® Smart Locker, where your recipient can pick it up. You'll just need to provide their email address so we can email them their pickup code.

**Ship to locker**



- c) To see the available USPS Smart Locker locations, select the **Radius (10 mi – 100 mi)** dropdown and then select **Search**.
- d) Enter the **recipients email address** so that they can receive a pickup notification.
- e) Choose the USPS Smart Locker of your choice from the options listed by selecting **Ship Here**.

### Find Smart Locker

Street Address  
300 SUPERMAN ST

\*City: Charlotte    \*State: NO - North Carolina    \*ZIP Code™: 28262

\*Radius: 10 miles Search

Enter recipient email address for pickup notification.  
\*Recipient email (required)

1.5 miles away

**NORTHEAST** Post Office™

1820 HARRIS HOUSTON RD  
CHARLOTTE, NC 28262

Open now | Closes 11:59 PM

Ship here

4.0 miles away

**Wt Harris** Post Office™

3515 DAVID COX RD  
CHARLOTTE, NC 28269

Open now | Closes 11:59 PM

Ship here

### 13) Add Label to the Cart and Review Label Details

- a) After adding the label to the cart, review the label information for accuracy.
  - i. Note, if a Smart Locker was selected, it will be displayed under **Recipient** Section.
  - ii. Note, if a Connect Local label was created, the drop-off location will be displayed above the **Ship Date** section.

**Label Cart (2)**  
[< Back to Label Manager](#)

**Remove**

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 <a href="#">Edit</a>	<input checked="" type="checkbox"/> 01/22/2024 (i)	<b>Customer pick up at:</b> Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333-6354  <b>Ship to:</b> USPS SMART LOCKER CHARLOTTE, NC 28208-0300	Priority Mail® Legal Flat Rate Envelope	Value: \$100	Legal Flat Rate Envelope USPS Tracking Electronic Insurance <hr/> Total Label Cost	\$8.80 Free Free <hr/> \$8.80

**Remove**

**USPS CONNECT™ LOCAL - MID CITY CINCINNATI POST OFFICE (1)**  
CINCINNATI, OH 45203  
(ii)

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 <a href="#">Edit</a>	<input checked="" type="checkbox"/> 01/22/2024	Clark Kent 32 E COURT ST APT 8 CINCINNATI, OH 45202-1114	USPS Connect™ Local Large Flat Rate Bag		Large Flat Rate Bag USPS Tracking Electronic <hr/> Total Label Cost	\$4.95 Free <hr/> \$4.95

**USPS® Shipping Supplies**  
Add labels, tape, boxes and shipping supplies to the label order.

[+ Add Shipping Supplies](#)

[X Remove All](#) Order Total: **\$13.75**

## How to Create an International Label

Create an international label for a single recipient following the steps below.

### 1) Begin Single Label Creation Process – Two Options

- a) Option 1: Select **Create a Single Label** located on the landing page.

The screenshot shows the Click-N-Ship landing page. At the top, there is a navigation bar with 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences' and a 'Cart' icon with '2' items. Below the navigation bar, there is a 'Get Lower Rates' section with a 'Sign Up' button. A welcome message 'Hi, Ted!' is followed by a 'View Label Manager' button. A 'What's in your Label Manager?' summary shows 519 Incomplete Labels, 3466 Complete Labels, 20 Incomplete Batches, and 1 Complete Batch. A 'Create an EPS Account' button is also present. The main section is titled 'Let's get started! How would you like to create your labels?' and contains four options: 'Create a Single Label' (highlighted with a red box), 'Create a Batch', 'Import Labels', and 'Start From Address Book'. Each option includes an icon and a brief description.

- b) Option 2: Select **New Label** located on the Label Manager page.

The screenshot shows the Click-N-Ship Label Manager page. The navigation bar includes 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences' and a 'Cart' icon with '1' item. A 'Hide Postage on Label' notification is visible. Below the notification, there are tabs for 'All Labels (693)' and 'Batches (13)'. A 'New Label' dropdown menu is open, with 'New Label' highlighted by a red box. Other options in the menu are 'New Batch' and 'File Upload'. The main content area shows a table with columns for 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', and 'Total Price'. The table contains one row with details for a Priority Mail Express label, including '1 oz Value: \$100' and a total price of '\$19.90'. A 'Ship to' address is also displayed.

## 2) Verify your Sender Details

The Sender Details section is pre-populated by default based on the address associated with your account. To change or update this default address, refer to the Preferences tab located at the top of the landing page.

- To manually edit the Sender Details information (*i.e., Return Address, Email, Phone, Tracking Notifications selections*), click **Edit** to update those fields accordingly. Remember to click **Save** within the Sender Details section to save any changes to the Sender Detail fields.
- If you are shipping from a different ZIP Code than the ZIP Code indicated in your Return Address, please enter the correct shipping from ZIP Code in the **Ship from a different ZIP Code** field. (*e.g.: I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC*)

**Click-N-Ship®** Label Manager / Shipping History / Address Book / USPS Connect / Preferences

**Get Lower Rates** Sign Up for a Click-N-Ship® Business Rate Card and Save  
You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases. [Sign Up](#)

[Label Manager](#)

You can save your label to Label Manager after you have entered the Recipient Information. Once all required information is entered, you can add it directly to the Label Cart.

**Step 1: Enter Recipient Details**  
Please provide information about the delivery address below. Recipient Information is required before selecting package services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship packages to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

[Use Address Book](#)

First Name  M.I.  Last Name

Company

Country

\*Street Address  Apt/Suite

\*City  \*State  \*ZIP Code™

Save to Address Book  
 Status Notifications: OFF

**Sender Details**  
Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address  
**Clark Kent**  
300 SUPERMAN ST  
CHARLOTTE, NC 33333-0000

Ship from a different ZIP Code™  (b)

Email  
clark.kent@gmail.com

Phone  
(704) 780-0052

Send me tracking notifications

[Edit](#) (a)

[Feedback](#)

### 3) Enter the Recipient Details

Within CNSV2, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) **Option 1:** To manually enter the recipient details – fill out the fill-in boxes with the Recipient’s Name, Company (if applicable), Country (for international shipping, an estimate for the total landed cost will be provided), Address, City, State, and ZIP Code.
  - i. Note, if you would like the mailpiece recipient to get email notifications about the mailpiece, check the “Send Recipient Email Notifications” checkbox. You will need to enter the recipient’s email address and can add an optional message (up to 125 characters).
  - ii. Note, you can save the entered address to your Address Book for later reference or use by checkboxing “Save to Address Book” checkbox.

The screenshot shows the Click-N-Ship interface. At the top, there are navigation links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences and a cart icon with '7' items. A blue banner on the left says 'Get Lower Rates'. A central banner promotes a 'Click-N-Ship Business Rate Card' with a 'Sign Up' button. Below this is a breadcrumb link for 'Label Manager' and a note about saving labels to the Label Manager. The main content area is split into two columns. The left column is titled 'Step 1: Enter Recipient Details' and contains a 'Use Address Book' button, a 'USPS Smart Lockers' informational box, and a form with fields for First Name, M.I., Last Name, Company, Country (set to 'United States of America'), Street Address, Apt/Suite, City, State (set to 'AL - Alabama'), and ZIP Code. At the bottom of this form are checkboxes for 'Save to Address Book' and 'Status Notifications: OFF'. The right column is titled 'Sender Details' and contains a 'Return Address' section with the name 'Clark Kent' and address '300 SUPERMAN ST CHARLOTTE, NC 33333-0000', a 'Ship from a different ZIP Code' field, an 'Email' field with 'clark.kent@gmail.com', a 'Phone' field with '(704) 780-0052', a 'Send me tracking notifications' checkbox, and an 'Edit' button. A vertical 'Feedback' button is on the far right edge.

( a )

( i – ii )

- b) **Option 2:** To select a saved address from your Address Book – click **Use Address Book** to access your Address Book.

**Click-N-Ship®**      Label Manager / Shipping History / Address Book / USPS Connect / Preferences      Cart

**Get Lower Rates**      Sign Up for a Click-N-Ship® Business Rate Card and Save  
You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.      Sign Up

< Label Manager

You can save your label to Label Manager after you have entered the Recipient Information. Once all required information is entered, you can add it directly to the Label Cart.

**Step 1: Enter Recipient Details**  
Please provide information about the delivery address below. Recipient Information is required before selecting package services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship packages to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

**Use Address Book**

First Name      M.I.      Last Name  
           

Company

Country  
United States of America

\*Street Address      Apt./Suite  
     

\*City      \*State      \*ZIP Code™  
      AL - Alabama     

Save to Address Book  
 Status Notifications: OFF

**Sender Details**  
Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address  
**Clark Kent**  
300 SUPERMAN ST  
CHARLOTTE, NC 33333-0000

Ship from a different ZIP Code™

Email  
jared.heidotting@accenturefeder al.com

Phone  
(513) 405-5475

Send me tracking notifications

[Edit](#)

- i. Search for your desired recipient address and click **Use This Address**. The selected address should then automatically populate within the Recipient Detail fields.

**Address Book**      X

Manage my Address Book >      Search results 1-1 of 1      Results per page 5

Search Contacts      All    A    B    C    D    E    F    G    H    I    J    K    L    M    N    O    P    Q    R    S    T    U    V  
W    X    Y    Z

All Contacts (1)

Name (Last, First)	Company	Location
<input checked="" type="radio"/> KENT, CLARK		300 SUPERMAN ST CHARLOTTE NC, 33333-0000 UNITED STATES

**Use This Address**

( i )

#### 4) Select Hazardous Materials Type (If Applicable)

- a) Select **'Yes'** if your mailpiece contains any of the following hazardous or dangerous material: *batteries, dry ice, flammable liquids, aerosol sprays, air bags, ammunition, fireworks, gasoline, lighters, lithium batteries, matches, nail polish, nail polish remover, nitrogen-refrigerated liquid, paint, perfume, aerosols, camping stoves, radioactive materials, solvents, and more* (click on 'more examples' for detailed list).
- b) Select **'No'** if your mailpiece does not contain any hazardous or dangerous materials.
- c) If "Yes" is selected, select a **category type** for the hazardous or dangerous material.

##### Does this parcel contain anything potentially hazardous?

This category includes items such as batteries, dry ice, flammable liquids, aerosol sprays, air bags, ammunition, fireworks, gasoline, lighters, lithium batteries, matches, nail polish, nail polish remover, nitrogen-refrigerated liquid, paint, perfume, aerosols, camping stoves, radioactive materials, solvents, and more. [See examples](#)

If you use the United States Postal Service to ship products that contain hazardous materials, including lithium batteries, the newest changes to [USPS Publication 52 \(Pub 52\)](#) will affect your shipments.

The following tutorial will help you learn how to securely package, label and ship HAZMAT for domestic destinations through USPS®. View tutorial at [www.usps.com/hazmat](http://www.usps.com/hazmat)

Hazardous items must ship in separate packages.

##### Are you shipping dangerous goods or hazardous materials?

- Yes
- No

##### Select a category

Select a category

Select a hazardous or dangerous material category.



(a/b)

(c)



5) Select the Service and Mailpiece Type

- a) Select the **date** you would like the mailpiece to ship (*you may select a date up to 3 days from today*).
- b) Choose the **Mailpiece Type** (*USPS Flat Rate Packaging or Choose your own box*).
  - i. If you select “Choose your own box,” please enter the mailpiece weight, mailpiece dimensions (*if shipping a mailpiece greater than 12” long*) and mailpiece girth (*if applicable*).

(a)


(b)

(i)

**Step 2: Select Service and Mailpiece Type**

Fill out the information below and select your service and mailpiece type.

Shipping Date  
Choose a date up to 3 days from today.

02/29/2024 

**Choose Your Mailpiece Type**

USPS® Flat Rate Packaging

Choose your own box

If the weight you enter is less than the actual weight of the mailpiece, the Post Service™ will require additional postage either at the time of mailing or delivery.

\*Please enter your total mailpiece weight.

Enter a value of 0 or higher for pounds and ounces.

0 lbs 0 oz


Enter the dimensions if known.

Length Width Height

0 in 0 in 0 in

This mailpiece isn't a standard, rectangular box.

Do any of the below characteristics apply to your mailpiece?  
If multiple apply, please select one. Otherwise, choose None.

None 

- c) Select a **Service Type** by clicking on the dropdown button and selecting from the options available.

**Select Your Service and Mailpiece Type**

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local **Post Office™**.

Service Type: which shipping method would you like for this mailpiece?

Select a Service ▼

Priority Mail International®	6-10 Day Delivery   Starting from \$39.53
Priority Mail Express International®	3-5 Day Delivery   Starting from \$53.07
First-Class Package International Service®	Varies by Destination   Starting from \$14.96

- d) After the Service Type is selected, click **View Mailpiece Types**, and select a mailpiece type from one of the options available based on your previous selections.
- i. *Note, the prices and scheduled delivery dates displayed are calculated based on the Service Type selection, your Return Address, and Recipient Address locations.*

**Select Your Service and Mailpiece Type**

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local **Post Office™**.

Service Type: which shipping method would you like for this mailpiece?

Priority Mail International® ▼

**View Mailpiece Types**

Prices are based on shipping **Priority Mail International®** from ZIP Code™ **54602** to **Mexico** on **02/29/2024**.

Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> <b>Priority Mail International® Choose Your Own Box</b> (Choose your own box)	<b>See Estimated Delivery in Label Manager</b>	<b>\$54.85</b> Per Label

Don't see your Mailpiece Type? Update your Shipping Date, Package Type, and Service Type to see other options.

## 6) Enter Mailpiece Content Details (Optional)

The Content Details section is only required for mailpieces that require a Customs Form (*International Labels*).

### Step 3: Content Details

This information is required for labels that require a customs form.

**Mailpiece Details**

Mailpiece Value

\$	0
----	---

Enter a value up to and including \$5,000.00

## 7) Select Extra Services

- If you are interested in adding extra services to your mailpiece, please select one of the available Insurance options.

### Step 4: Select Extra Services

Please select any extra services you would like to add to this label.

**Insurance**

None

Insurance Free

## 8) Select Non-Delivery Options

- Select how the mailpiece should be overseen in the event that it cannot be delivered (*Return to Sender or Abandon*).

### Step 5: Non-Delivery Options

Specify how the mailpiece should be handled in the event that it cannot be delivered.

Return to Sender  Abandon

## 9) Input Mailpiece Information

International mailpieces require further mailpieces information. Fill out the required information:

- a) Select the drop down under the contents section and select the category that the describes your mailpiece.

( a )

### Step 6: Mailpiece Information

International mailpieces within certain categories accepted by the Postal Service and/or delivery company must display an Internal Transaction Number (ITN), an AES Downtown Citation if unable to procure an ITN, or an AES Exemption.

\*Contents

Select a content type ▼

NOTE: If your mailing contains a dangerous good, including any item with a lithium battery, you must choose the Dangerous Goods option.

Describe Your Mailpiece

Additional Mailpiece Comments i

International mailpieces within certain categories accepted by the Postal Service and/or delivery. Company must display and Internal Transaction Number (ITN), an AES Downtown Citation In unable to procure an ITN, or an AES exception.

Choose an AES Exemption i

NOEEI 30.37(a): Mailpiece value is less than \$2,500 ▼

This shipment requires an export license Most U.S. commercial exports do not require a license

Sender's Custom Reference Number

#### Commercial Senders Only

License Number i

Certificate Number i

Invoice Number i

## 10) Fill out the Custom Form

This customs form is used to declare the contents of your mailpieces in order to pass through the corresponding Custom Agencies that control the flow of goods in and out of each country.

- a) To begin filling out a customs form, select **Add an Item**.

### Step 7: Item Information for Customs

This form is used to declare the contents of your mailpiece in order to pass through the corresponding Customs Agencies that control the flow of goods in and out of each country. When shipping internationally, to a US territory, or for military (APO/FPO) shipments, a customs form is required.

Enter information for each item

Max 30 items

Item #	Description	HS Tariff #	Country of Origin	QTY	Value	Weight
--------	-------------	-------------	-------------------	-----	-------	--------

0 lbs 0 ozs

There are no items with information. Use the button below to add items.

**Add an Item**

- b) Enter the **item description**.
- c) Select a **category** that describes the item that is being shipped.
- d) Enter the **item quantity, value, and weight** of the item that is being shipped.
- e) Enter the **HS Tariff Code** of the item that is being shipped.
- f) Select the **Country of Origin** for the item that is being shipped.
- g) Once finished, select **Continue** to proceed to the next step.

✕

### Enter information for new item

**Enter Item Description**

\* Item Description

(b)

**Select a category describing this item**

\* Select a category

Category ▼

(c)

**Tell us more about this item**

* Quantity	* Item Value	* Weight (lbs)	* Weight (ozs)
	\$ 00.00 USD	lbs	ozs

(d)

- (+)

The items in this mailpiece must be equal or less than the total mailpiece weight.

Current Weight: [0 lbs 0 ozs]	Total Weight: [0 lbs 6 ozs]
----------------------------------	--------------------------------

(e)

HS Tariff Code (i)

0000.00.0000

(f)

\* Country of Origin (i)

(f)

Continue

## 11) Review Calculated Landed Cost Estimate

The Calculated Landed Cost Estimate is a brief summary of your estimated landed cost for the international label (*includes the sum of the calculation of duties, taxes, and other import fees*).

- a) To view a detailed breakdown of the duties, fees, and taxes, select **View Summary**.
- b) To receive a copy of your Landed Cost via email, enter your email and click **Submit**.

**Step 8: Calculated Landed Cost Estimate**

Landed cost includes the sum of the calculation of duties, taxes, and other import fees. These fees are paid by recipient upon arrival based on 1 item with a package value of \$100 USD.

Duties	\$31.91
Fees	\$0.55
Taxes	\$13.40
<hr/>	
<b>Total for Landed Cost</b>	<b>\$45.86</b>

( a) **View Summary** View a breakdown of the duties, fees and taxes.

**Optional: Email a copy of the Landed Cost**  
Enter Email

( b)  **Submit**

- c) Review the **Detailed Breakdown Summary** of the duties, fees, and taxes.

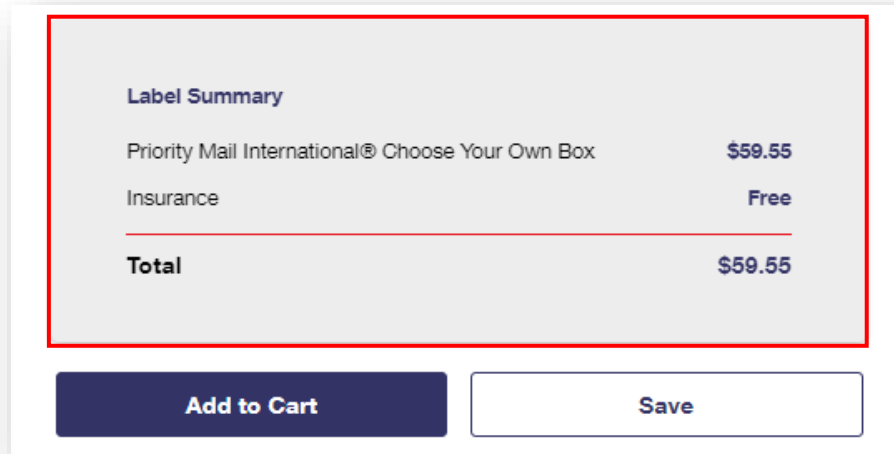
**Item Breakdown of Calculated Landed Cost**

Item	Qty	Value	Weight	
Sheet Music	0	\$100.00	0 lbs, 1 ozs	Duties: \$31.91
HS Tariff #				Taxes: \$13.40
Origin: US				

**Estimated Fees:** \$0.55  
**Estimated Duties and Taxes:** \$45.31  
**Total:** \$45.86

## 12) Review Label Summary

- a) Refer to the **Label Summary** to get a brief summary of your label order. The Label Summary will be a grey box located at the top right or the bottom of the page.

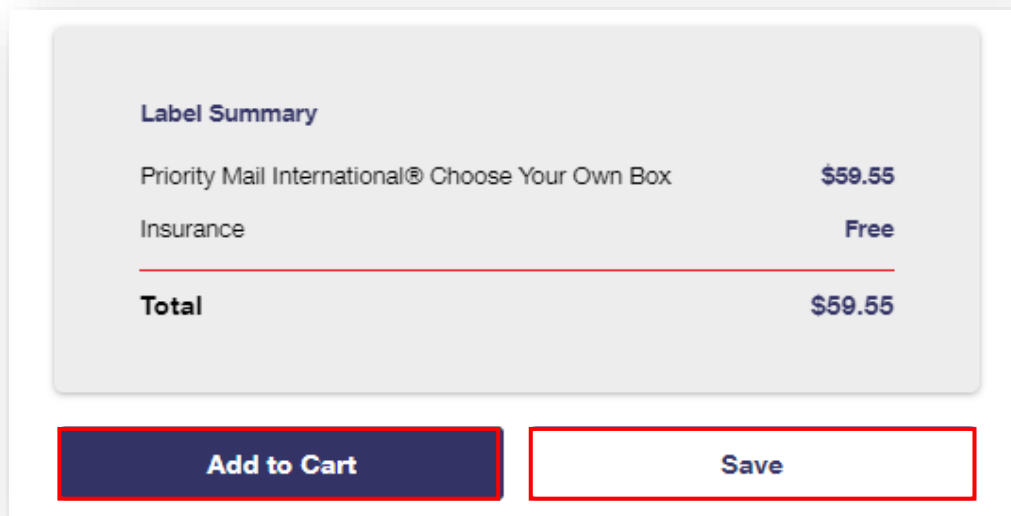


The screenshot shows a grey box titled "Label Summary" containing a table of charges. Below the table are two buttons: "Add to Cart" (dark blue) and "Save" (white with a blue border).

Label Summary	
Priority Mail International® Choose Your Own Box	\$59.55
Insurance	Free
<hr/>	
<b>Total</b>	<b>\$59.55</b>

## 13) Add Label to Cart or Save Label

- a) If all required information is correct and you would like to proceed to purchase the label, click **Add to Cart** and you will be redirected to the Label Cart to complete your purchase.
- b) If all required information is correct and you would like to save you label, click **save** to save your label to your Label Manager (*Note, you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it*).



This screenshot is identical to the one above, but with red rectangular boxes highlighting the "Add to Cart" button and the "Save" button.

(a)

(b)



## How to Create a Label Using CNSv2 3<sup>rd</sup> Party Authorization

Eligible CNSv2 Business Users can now utilize the rates and Enterprise Payment System (EPS) Billing Account of another user to create, purchase, and ship labels on their behalf by following the steps below.

### 1) Select a Payer Account

- a) On the CNSv2 Homepage, select **Switch Payer Account** to choose the Payer's EPS account that you want to use to create the label(s) for.
  - i. *Note, you can also switch between payer accounts via the Label Cart and Preferences section.*

The screenshot displays the Click-N-Ship user interface. At the top left is the Click-N-Ship logo. At the top right, there is a 'Switch Payer Account' link and a shopping cart icon with '1' items. Below the logo is a navigation menu with links for Label Manager, Shipping History, Address Book, USPS Connect, Direct Connect, and Preferences. A promotional banner for a 'Click-N-Ship Business Rate Card' is visible. The main content area greets the user 'Hi, Greg!' and provides a 'View Label Manager' button and a 'Switch Payer Account' button, which is highlighted with a red box. To the right, a 'What's in your Label Manager?' summary shows 0 incomplete labels, 5 complete labels, 3 incomplete batches, and 0 complete batches. Below this is a section titled 'Let's get started! How would you like to create your labels?' with four options: 'Create a Single Label', 'Create a Batch', 'Import Labels', and 'Start From Address Book'.

- b) Click on the dropdown under the **Select Account** section and select the Payer's EPS account that you want to use.
  - i. *Note, anytime you switch Payer EPS accounts, the label(s) in their Label Manager and Label Cart will be unique to that specific EPS account.*
- c) Once the Payer's EPS account is selected, select **Save Account** to proceed with creating label(s).
- d) If you want to utilize your own personal EPS account to create and purchase label(s), select **Switch To My Account**.

( b )

✕

### Need to purchase labels with another account?

Third-party billing allows you to charge a shipment's label to a third-party payer account. Selecting another payer allows you to use their rates and their Enterprise Payment System (EPS) billing account. The pricing you pay is on the payer's account rates.

Any additional benefits you have will not be reflected while using a payer account.

Note: When you switch accounts, the labels currently in your Label Manager and the Cart will be cleared.

**Currently billing to Account:** 94883629

Select a payer account.

Select Account

94883629 1000008901 ▾

The shipper will be responsible for any payment adjustments post-shipping.

**Save Account**

**Switch To My Account**

Cancel

( c )                      ( d )

## 2) Begin Single Label Creation Process – Two Options

*Note, Shippers will not be able to see the Payer's rates / prices when creating or purchasing label(s).*

a) Option 1: Select **Create a Single Label** located on the landing page.

The screenshot shows the Click-N-Ship landing page. At the top, there is a navigation bar with 'Click-N-Ship®' on the left and 'Switch Payer Account' and 'Shipping with account: 94883629' on the right. Below the navigation bar is a breadcrumb trail: 'Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences'. A blue banner on the left says 'Get Lower Rates'. To the right of the banner is a sign-up box for a 'Click-N-Ship® Business Rate Card and Save' with a 'Sign Up' button. Below this is a personalized greeting 'Hi, Greg!' and a 'View Label Manager' button. To the right is a 'What's in your Label Manager?' summary box showing 0 Incomplete Labels, 5 Complete Labels, 3 Incomplete Batches, and 0 Complete Batches. Below this is a section titled 'Let's get started! How would you like to create your labels?' with four options: 'Create a Single Label' (highlighted with a red box), 'Create a Batch', 'Import Labels', and 'Start From Address Book'. Each option has an icon and a brief description.

b) Option 2: Click on **New Label** located on the Label Manager page.


The screenshot shows the Click-N-Ship Label Manager page. At the top, there is a navigation bar with 'Click-N-Ship®' on the left and 'Label Manager' (highlighted with a red box), 'Shipping History', 'Address Book', 'USPS Connect', 'Preferences', and 'Cart' on the right. Below the navigation bar is a toggle for 'Hide Postage on Label' and a 'Use Address Book' button. There are also 'Refresh', 'Actions', and 'Add All Complete to Cart' buttons. Below this is a table with columns: 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', 'Total Price', and 'All Labels'. The table contains two rows of data. The first row is for a label created on 11/14/2023 for John A. Doe at 316 PIKE ST, CINCINNATI, OH 45220-1333. The second row is for a USPS Connect™ Local Large Flat Rate Bag. The 'New Label' button in the left sidebar is highlighted with a red box.

	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
	<a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$4.95 <i>Missing service type</i> <i>Missing package type</i>	<a href="#">Edit</a>
2	USPS Connect™ Local Large Flat Rate Bag <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$4.95	<a href="#">Add to Cart</a>

### 3) Verify your Sender Details

The Sender Details section is pre-populated by default based on the address associated with your account. To change or update this default address, refer to the Preferences tab located at the top of the landing page.

- a) To manually edit the Sender Details information (*i.e., Return Address, Email, Phone, Tracking Notifications selections*), click **Edit** to update those fields accordingly. Remember to click **Save** within the Sender Details section to save any changes to the Sender Detail fields.
- b) If you are shipping from a different ZIP Code than the ZIP Code indicated in your Return Address, please enter the correct shipping from ZIP Code in the **Ship from a different ZIP Code** field. (*e.g.: I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC*)

**Click-N-Ship®** Label Manager / Shipping History / Address Book / USPS Connect / Preferences 

**Get Lower Rates** Sign Up for a Click-N-Ship® Business Rate Card and Save  
You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases. [Sign Up](#)

[< Label Manager](#)

You can save your label to Label Manager after you have entered the Recipient Information. Once all required information is entered, you can add it directly to the Label Cart.


**Step 1: Enter Recipient Details**  
Please provide information about the delivery address below. Recipient Information is required before selecting package services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship packages to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

[Use Address Book](#)

First Name  M.I.  Last Name

Company

Country  

\*Street Address  Apt./Suite

\*City  \*State  \*ZIP Code™

Save to Address Book  
 Status Notifications: OFF

**Sender Details**  
Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address  
**Clark Kent**  
300 SUPERMAN ST  
CHARLOTTE, NC 33333-0000

Ship from a different ZIP Code™  (b)

Email  
Clark.kent@accenturefederal.com

Phone  
(704) 000-0000

Send me tracking notifications

(a) [Edit](#)

[Feedback](#)

#### 4) Enter the Recipient Details – Two Options

Within CNSV2, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) **Option 1:** To manually enter the recipient details, simply fill out the fill-in boxes with the Recipient’s Name, Company (if applicable), Address, City, State, and ZIP Code.
  - i. Note, if you would like the mailpiece recipient to get email notifications about the mailpiece, check the “Send Recipient Email Notifications” checkbox. You will need to enter the recipient’s email address and can add an optional message (up to 125 characters).
  - ii. Note, you can save the entered address to your Address Book for later reference or use by checkboxing “Save to Address Book” checkbox.

**Click-N-Ship®** Label Manager / Shipping History / Address Book / USPS Connect / Preferences

**Get Lower Rates** Sign Up for a Click-N-Ship® Business Rate Card and Save  
You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases. [Sign Up](#)

[Label Manager](#)

You can save your label to Label Manager after you have entered the Recipient Information. Once all required information is entered, you can add it directly to the Label Cart. [Add to Cart](#) [Save](#)

### Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting package services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship packages to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

[Use Address Book](#)

**First Name**  **M.I.**  **Last Name**

**Company**

**Country**

**\*Street Address**  **Apt/Suite**

**\*City**  **\*State**  **\*ZIP Code™**

Save to Address Book

Status Notifications: OFF

### Sender Details

Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

**Return Address**  
**Clark Kent**  
300 SUPERMAN ST  
CHARLOTTE, NC 33333-0000

**Ship from a different ZIP Code™**

**Email**  
jared.heidotting@accenturefederal.com

**Phone**  
(513) 405-5475

Send me tracking notifications


[Edit](#)

[Feedback](#)

( a )

( i – ii )

- b) **Option 2:** To select a saved address from your Address Book. Click **Use Address Book** to access your Address Book.
- i. Search for your desired recipient address and click **Use This Address**. The selected address should then automatically populate within the Recipient Detail fields.

**Click-N-Ship®** Label Manager / Shipping History / Address Book / USPS Connect / Preferences 

**Skip the surcharge. Ship with USPS:** There will be no peak or demand surcharges this season. Plus, all enhanced Click-N-Ship® customers receive lower Commercial Rates. Businesses can save even more on postage when they sign up for a Click-N-Ship® Business Rate Card. [Sign Up](#)

[Label Manager](#)

You can save your label to Label Manager after you have entered the Recipient Information. Once all required information is entered, you can add it directly to the Label Cart.

**Step 1: Enter Recipient Details**  
Please provide information about the delivery address below. Recipient information is required before selecting package services.

**USPS® Smart Lockers:** Available in select locations, USPS® Smart Lockers let you ship packages to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. (Recipient email address required.) [Learn more.](#)

**Use Address Book**

First Name  M.I.  Last Name

Company

Country

\*Street Address  Apt/Suite

**Sender Details**  
Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address  
**Clark Kent**  
300 SUPERMAN ST  
CHARLOTTE, NC 33333-0000

Ship from a different ZIP Code™

Email  
jared.heidotting@accenturefederal.com

Phone  
(513) 405-5475

Send me tracking notifications

[Edit](#)

**Add to Cart** **Save**

[Feedback](#)

( b )

**Address Book** ✕

Manage my Address Book > Search results 1-1 of 1 Results per page 5

All Contacts (1)

Name (Last, First)	Company	Location
<input checked="" type="radio"/> KENT, CLARK		300 SUPERMANT ST CHARLOTTE NC, 33333-0000 UNITED STATES

**Use This Address**

( i )

5) Select Hazardous Materials Type (If Applicable)

- a) Select **'Yes'** if your *mailpiece* contains any of the following hazardous or dangerous material: *batteries, dry ice, flammable liquids, aerosol sprays, air bags, ammunition, fireworks, gasoline, lighters, lithium batteries, matches, nail polish, nail polish remover, nitrogen-refrigerated liquid, paint, perfume, aerosols, camping stoves, radioactive materials, solvents, and more* (click on 'more examples' for detailed list).
- b) Select **'No'** if your *mailpiece* does not contain any hazardous or dangerous materials.
- c) If "Yes" is selected, select a **category type** for the hazardous or dangerous material.

**Does this parcel contain anything potentially hazardous?**

This category includes items such as batteries, dry ice, flammable liquids, aerosol sprays, air bags, ammunition, fireworks, gasoline, lighters, lithium batteries, matches, nail polish, nail polish remover, nitrogen-refrigerated liquid, paint, perfume, aerosols, camping stoves, radioactive materials, solvents, and more. [See examples](#)

If you use the United States Postal Service to ship products that contain hazardous materials, including lithium batteries, the newest changes to [USPS Publication 52 \(Pub 52\)](#) will affect your shipments.

The following tutorial will help you learn how to securely package, label and ship HAZMAT for domestic destinations through USPS®. View tutorial at [www.usps.com/hazmat](http://www.usps.com/hazmat)

Hazardous items must ship in separate packages.

**Are you shipping dangerous goods or hazardous materials?**

- Yes
- No

**Select a category**

Select a category

Select a hazardous or dangerous material category.



( a / b )

( c )

6) Select the Service Type

- a) Select the **date** you would like the *mailpiece* to ship (*you may select a date up to 3 days from today*).
- b) Choose the **Mailpiece Type** (*USPS Flat Rate Packaging or Choose your own box*).
  - i. If you select “Choose your own box,” please enter the mailpiece weight, dimensions (*if shipping a mailpiece greater than 12” long*), and girth (*if applicable*).

( a )

### Step 2: Select Service and Mailpiece Type

Fill out the information below and select your service and mailpiece type.

#### Shipping Date

Choose a date up to 3 days from today.

( b )

#### Choose Your Mailpiece Type

- USPS® Flat Rate Packaging
- Choose your own box

( i )

If the weight you enter is less than the actual weight of the mailpiece, the Post Service™ will require additional postage either at the time of mailing or delivery.

\*Please enter your total mailpiece weight.

Enter a value of 0 or higher for pounds and ounces.

0	lbs	0	oz
---	-----	---	----

Enter the dimensions if known.

Length	Width	Height
0 in	0 in	0 in

This mailpiece isn't a standard, rectangular box.

Do any of the below characteristics apply to your mailpiece?

If multiple apply, please select one. Otherwise, choose None.



- c) Select a **Service Type** by clicking on the dropdown button and selecting from the options available.
- i. **Note:** *USPS Connect Local<sup>®</sup> Service Types will only be displayed for eligible addresses. Eligibility is determined by the sender address entered in step 1.*

(c)

### Select Your Service and Mailpiece Type

Selecting a Priority Mail Flat Rate<sup>®</sup> product or a Priority Mail Express Flat Rate<sup>®</sup> product requires USPS<sup>®</sup> provided packaging.

If you plan to ship live animals, please go to your local Post Office<sup>™</sup>.

Service Type: which shipping method would you like for this mailpiece?

Select a Service ▼	
Priority Mail <sup>®</sup>	1-3 Day Delivery   Starting from \$7.90
Priority Mail Express <sup>®</sup>	1-2 Day Delivery   Starting from \$30.45
USPS Connect <sup>®</sup> Local	1-2 Day Delivery   Starting from \$3.95
USPS Connect <sup>®</sup> Local Mail	1-2 Day Delivery   Starting from \$2.95
USPS Ground Advantage <sup>™</sup>	2-5 Day Delivery   Starting from \$3.79
USPS Ground Advantage <sup>™</sup> Cubic	2-5 Day Delivery   Starting from \$6.67
Priority Mail <sup>®</sup> Cubic	1-3 Day Delivery   Starting from \$8.01

(i)

7) Select the Mailpiece Type (Two Options)

a) **Option 1:** For **USPS Connect Local® Service Types** – click on the **View Mailpiece Types** button and select a mailpiece type from one of the options available based on your previous selections.

i. *Note, as the Shipper – you will not be able to see the Payer’s rates and prices when creating label(s) for them.*

**Select Your Service and Mailpiece Type**

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local Post Office™.

Service Type: which shipping method would you like for this mailpiece?

USPS Connect® Local

**View Mailpiece Types**

**You're shipping with Commercial Pricing.**  
Enjoy your discounted rates.

Prices are based on shipping USPS Connect® Local from ZIP Code™ 63103 to 63103 on 03/29/2024.

Mailpiece Type	Scheduled Delivery	Price
<input type="radio"/> <b>USPS Connect® Local Flat Rate Box</b> 12" x 3-1/2" x 14-1/8"	Same-Day or Next-Day Delivery	\$-.-*
<input type="radio"/> <b>USPS Connect® Local Large Flat Rate Bag</b> 14" x 17"	Same-Day or Next-Day Delivery	\$-.-*
<input type="radio"/> <b>USPS Connect® Local Small Flat Rate Bag</b> 9" x 12"	Same-Day or Next-Day Delivery	\$-.-*

Don't see your Mailpiece Type? Update your Shipping Date, Package Type, and Service Type to see other options.

( a )

- b) After the **Mailpiece Type** is selected, select the **Drop-off Location** from the options displayed:
- i. **Note:** *The same-day / next-day drop-off locations that are displayed are determined by the sender address entered in step 1. To view the full list of locations available, select **Show More Locations**.*

### Choose Your Drop-off Location

Please see the bottom of your label for the address of the postal facility where you must bring your SCAN form and mailpieces to drop off for processing.

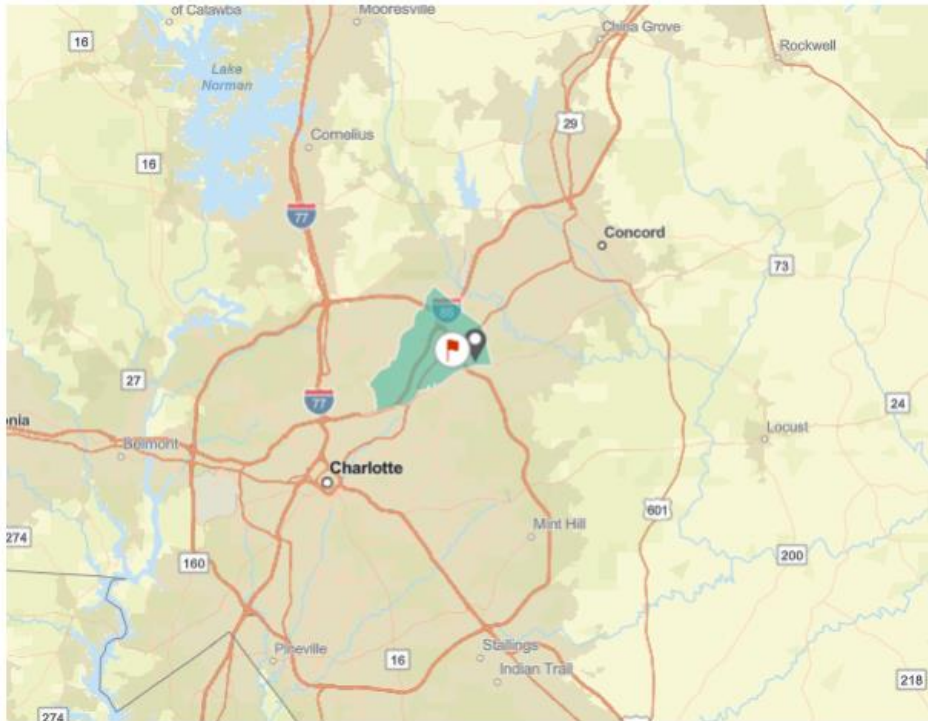
#### USPS Connect® Local - Destination Delivery Unit ("DDU")

- DDU: NORTHEAST  
1820 HARRIS HOUSTON RD CHARLOTTE, NC 28262  
Total Distance: 1.5 Miles

For Same-day Delivery, you'll need to drop all your mailpieces off before 6 a.m. local time of your selected ship date.

\* Mailpieces dropped off later may be delivered the next day.

[Show More Locations](#)



- c) **Option 2:** For all other Service Types – click on the **View Mailpiece Types** button and select a Mailpiece Type from one of the options available based on your previous selections.
- i. Note, as the Shipper – you will not be able to see the Payer’s rates and prices when creating label(s) for them.

(c)

**Select Your Service and Mailpiece Type**

Selecting a Priority Mail Flat Rate® product or a Priority Mail Express Flat Rate® product requires USPS® provided packaging.

If you plan to ship live animals, please go to your local Post Office™.

Service Type: which shipping method would you like for this mailpiece?

Priority Mail®

**View Mailpiece Types**

**You're shipping with Commercial Pricing.**  
Enjoy your discounted rates.

Prices are based on shipping Priority Mail® from ZIP Code™ 63103 to 28262 on 03/29/2024.

Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> <b>Priority Mail® Flat Rate Envelope</b> 12-1/2" x 9-1/2"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> <b>Priority Mail® Large Flat Rate Box</b> 12 1/4" x 12" x 6"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> <b>Priority Mail® Legal Flat Rate Envelope</b> 15" x 9-1/2"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> <b>Priority Mail® Medium Flat Rate Box</b> 11" x 9-1/2" x 5-1/2" 13-5/8" x 11-7/8" x 3-3/8"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> <b>Priority Mail® Padded Flat Rate Envelope</b> 12-1/2" x 9-1/2"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> <b>Priority Mail® Small Flat Rate Box</b> 5-3/8" x 9-5/8" x 1-5/8"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> <b>Priority Mail® Small Flat Rate Envelope</b> 8" x 10"	Apr 01, 2024 2-Day Delivery	\$-.-*

(i)

## 8) Enter Content Details (Optional)

The Content Details section is only required for mailpiece's that require a Customs Form.

- a) Enter the item description.
- b) Enter the Item weight (lbs.) - *if not applicable, enter '0'*.
- c) Enter the item weight (oz) - *if not applicable, enter '0'*.
- d) Enter the item value.
- e) Enter the quantity of the item.
- f) Add another item.
- g) Enter the mailpiece value.

### Step 3: Content Details

This information is required for labels that require a customs form.

#### Item Details

If you'd like to add items, use the fields below.

**Item #1**

Item Description (a)	Item lbs (b)	Item oz (c)
<input type="text"/>	<input type="text"/> lbs	<input type="text"/> oz
Item Value (d)	QTY (e)	
<input type="text"/> \$ <input type="text"/>	<input type="text"/>	

(f) [+Add Item](#)

#### Mailpiece Details

Mailpiece Value (g)

<input type="text"/> \$ <input type="text"/> 0
--

Enter a value up to and including \$5,000.00

## 9) Select Extra Services

- a) If you are interested in adding extra services to your mailpiece, please select one of the available Insurance options and Signature Services options.
- i. *Note, as the Shipper – you will not be able to see the Payer’s rates and prices when creating label(s) for them.*

### Step 4: Select Extra Services

Please select any extra services you would like to add to this label.

Priority Mail covers up to \$100 of the mailpiece value. For mailpieces with a value over \$100, additional insurance can be purchased to cover the balance.

#### Insurance

- None
- Insurance --.-\*

#### Signature Services

- None
- Adult Signature Restricted Delivery 21 or Older --.-\* *i*
- Adult Signature 21 or Older Required --.-\* *i*
- Signature Confirmation™ --.-\*

#### Additional Delivery Services

- USPS Tracking Electronic --.-\*
- Label Delivery - Outbound --.-\*

#### Return Services

*This is the only opportunity to create a return label for this outgoing label.*

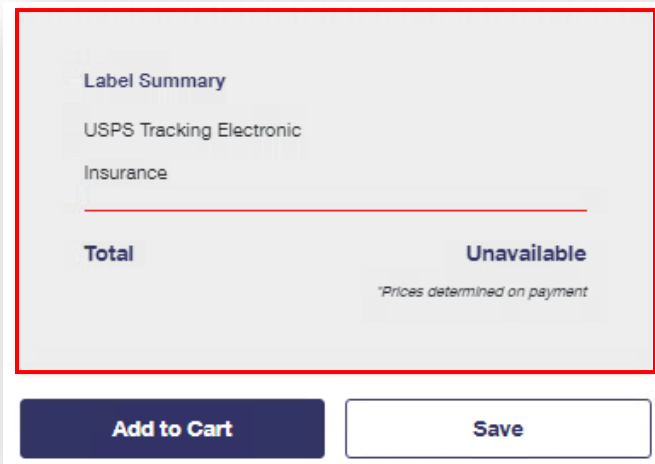
- Create a return label Free\*
- \*It is free to create a return label. You will only be charged if this return label is used.

\*Prices determined on payment

## 10) Review Label Summary

Refer to the **Label Summary** to get a brief summary of your label order. The Label Summary will be a grey box located at the top right or the bottom of the page.

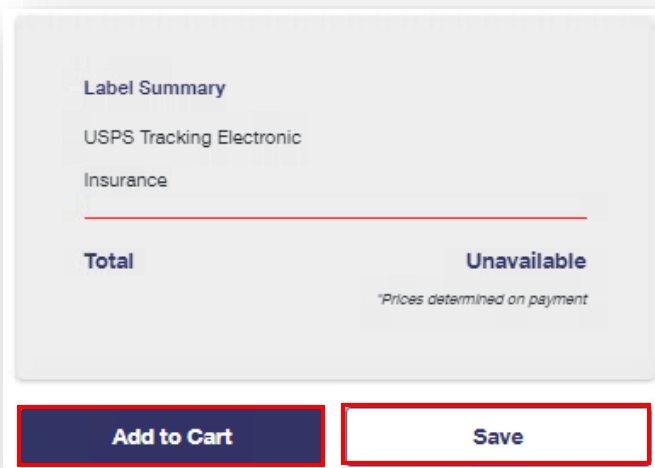
- i. *Note, as the Shipper – you will not be able to see the Payer’s rates and prices when creating label(s) for them.*



The screenshot shows a grey box titled "Label Summary" containing the text "USPS Tracking Electronic" and "Insurance". A horizontal red line separates this text from the "Total" section, which displays "Unavailable". Below this, it says "\*Prices determined on payment". At the bottom of the box are two buttons: "Add to Cart" (dark blue) and "Save" (white with a grey border).

## 11) Add Label to Cart or Save Label

- a) If all required information is correct and you would like to proceed to purchase the label, click **Add to Cart** and you will be notified about USPS Smart Locker availability (*Proceed to page 124*).
- b) If all required information is correct and you would like to save you label, click **save** to save your label to your Label Manager
  - i. *Note, you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it.*



This screenshot is identical to the one above, showing the "Label Summary" box with "Total: Unavailable" and the "Add to Cart" and "Save" buttons. In this version, red borders are drawn around both the "Add to Cart" and "Save" buttons to highlight them.

( a )

( b )

## How to Create a Multi-Label Batch

Create multiple labels for multiple recipients via the batch method.

### 1) Begin Multi-Label Batch Process

a) Option 1: Select **Create a Batch** located on the landing page.

The screenshot shows the Click-N-Ship landing page. At the top, there is a navigation bar with links for Label Manager, Shipping History, Address Book, USPS Connect, and Preferences, along with a cart icon. Below the navigation bar, there is a promotional banner for signing up for a Click-N-Ship Business Rate Card. The main content area features a personalized greeting "Hi, Ted!" and a "View Label Manager" button. To the right, a "What's in your Label Manager?" summary shows 86 Incomplete Labels, 10 Complete Labels, 11 Incomplete Batches, and 0 Complete Batches. Below this, there is a "Create an EPS Account" button. The section "Let's get started! How would you like to create your labels?" contains four options: "Create a Single Label", "Create a Batch" (highlighted with a red box), "Import Labels", and "Start From Address Book".

b) Option 2: Click **New Batch** from the Label Manager Page.


The screenshot shows the Click-N-Ship Label Manager page. At the top, there is a navigation bar with links for Label Manager, Shipping History, Address Book, USPS Connect, and Preferences, along with a cart icon. Below the navigation bar, there is a "Hide Postage on Label" notification. The main content area shows a summary of "All Labels (693)" and "Batches (13)". Below this, there is a "New Label" dropdown menu with options for "New Label", "New Batch" (highlighted with a red box), and "File Upload". To the right of the dropdown menu, there is a "Use Address Book" button, a "Refresh" button, an "Actions" dropdown, and an "Add All Complete to Cart" button. Below the dropdown menu, there is a table with columns for "Service and Mailpiece", "Mailpiece Details", "Extra Services", and "Total Price". The table contains one row with the following details: "Priority Mail Express® Choose Your Own Box", "1 oz Value: \$100", "USPS Tracking Electronic Insurance", and "\$19.00". Below the table, there is a "Ship to:" address: "300 SUPERMAN ST, DECATUR, GA 30000-0000" and "PO BOX LOCKER, Decatur, GA 30030-2053". A green checkmark and "Added to cart" message are visible in the bottom right corner.



## 2) Verify your Sender Details

The Sender Details section is pre-populated by default based on the address associated with your account. To change or update this default address, refer to the Preferences tab located at the top of the landing page.

- a) To manually edit the Sender Details information (*i.e., Return Address, Email, Phone, Tracking Notifications selections*), click **Edit** to update those fields accordingly. Remember to click **Save** within the Sender Details section to save any changes to the Sender Detail fields.
- b) If you are shipping from a different ZIP Code than the ZIP Code indicated in your Return Address, please enter the correct shipping from ZIP Code in the 'Ship from a different ZIP Code' field. (*e.g.: I am shipping items out of a warehouse in Washington, DC, but items should be returned to my location in New York. I would indicate I am shipping from Washington DC*)

**Click-N-Ship®**      Label Manager / Shipping History / Address Book / USPS Connect / Preferences       Cart

**Skip the surcharge. Ship with USPS:** There will be no peak or demand surcharges on holiday shipping this season. Plus, all enhanced Click-N-Ship® customers receive lower Commercial Rates.

### Create your Batch

Fill out the information about the batch you would like to create. Once you fill out this information, you will be brought to the 'Batch View' where you can easily create and edit multiple labels at once.

#### Batch Details

Batch Name (optional)  
You can name your Batch here. If you don't name it, a name will be generated based on the date and time of creation (e.g. Batch 04/03/2021, 06:34 PM)

Batch Notes (optional)

### Sender Details

Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).


Return Address  
**Clark Kent**  
300 SUPERMAN ST  
CHARLOTTE, NC 33333-0000

Ship from a different ZIP Code™  
 ( b )

Email  
clark.kent@gmail.com

Phone  
(704) 780-0052

Send me tracking notifications ( a )

 **Edit**

[Cancel](#) **Create Batch**

### 3) Enter Batch Details and Create Batch

- a) Enter a **Batch Name**. If no name is entered, it will autogenerate a batch name.
- b) Enter **Batch Notes** (*Optional*)
- c) Select **Create Batch** to be directed to the **Batch Summary** page and to start adding recipients.

**Click-N-Ship**®      Label Manager / Shipping History / Address Book / USPS Connect / Preferences      Cart

**Skip the surcharge. Ship with USPS:** There will be no peak or demand surcharges on holiday shipping this season. Plus, all enhanced Click-N-Ship® customers receive lower Commercial Rates.

#### Create your Batch

Fill out the information about the batch you would like to create. Once you fill out this information, you will be brought to the 'Batch View' where you can easily create and edit multiple labels at once.

**Batch Details**

Batch Name (optional)  
You can name your Batch here. If you don't name it, a name will be generated based on the date and time of creation (e.g. Batch 04/03/2021, 08:34 PM)

Batch Notes (optional)

#### Sender Details

Each label you create will pre-populate with this sender information. If you would like to update this information, you may do so in your [Preferences](#). Otherwise, you can edit each label once it is uploaded into [Label Manager](#).

Return Address  
**Clark Kent**  
300 SUPERMAN ST  
CHARLOTTE, NC 33333-0000

Ship from a different ZIP Code™

Email  
clark.kent@gmail.com

Phone  
(704) 780-0052

Send me tracking notifications

**Edit**

(c)

[Cancel](#) **Create Batch**

(a - b)

#### 4) Adding Recipients

- a) **Option 1:** Add Recipients to a batch via File Upload. Guidance on File Upload can be found below.

The screenshot shows the Click-N-Ship interface for a batch named "John Doe (1 Label)". The total price is \$14.75. The sender information is Clark Kent, 300 SUPERMAN ST, CHARLOTTE, NC 33333. The interface includes a "Batch Summary" table, "Sender Information", and "Batch Notes". Below the summary, there are buttons for "Add Recipient", "Add From File Upload" (highlighted with a red box), "Actions", and "Add All Complete to Cart". A table below shows the batch details:

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	11/17/2023	Johnny Doe 300 SUPERMAN ST DECATUR, GA 30000-0000 3	Priority Mail Express® Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	1 oz Value: \$100 <a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	USPS Tracking Electronic Insurance <a href="#">Edit Extra Services</a>	\$14.75	<a href="#">Add to Cart</a>

- b) **Option 2:** Add recipients to a batch via Label Manager. Guidance on Label Manager actions can be found below.

The screenshot shows the Click-N-Ship Label Manager interface. The "Label Manager" tab is highlighted with a red box. The interface displays a list of labels with columns for "Ship Date", "Recipient", "Service and Mailpiece", "Mailpiece Details", "Extra Services", and "Total Price". A dropdown menu is open over the "Actions" column, with "Add to Batch" highlighted by a red box. The label shown is for Clark Kent, 300 SUPERMAN ST, DECATUR, GA 30030-0000. The "Ship to" address is PO BOX LOCKER, Decatur, GA 30030-2053.

## 5) Select Service and Mailpiece Details

There are multiple ways to select your Service and Mailpiece Types. Steps (a)-(c) each outline a different method to select service and mailpiece details for the recipients.

If you have 50 or more labels destined for the same delivery area, you may be eligible for USPS Connect® Regional. More information on USPS Connect® Regional can be found [here](#).

- Individual Recipient Method:** If you would like service and details specific to each recipient you may click on the “Edit Service and Mailpiece” button in the recipient’s label row. A pop-up will appear where you can select the Service and Mailpiece type for a single recipient.
- “Edit All” Method:** If all recipients have the same Service and Mailpiece details, you may select the “Edit” button located beneath the “Service and Mailpiece” title. A pop-up will appear where you can select the Service and Mailpiece type for all recipients.
- Bulk Action Method:** If there are sub-group of recipients with the same Service and Mailpiece details, you may checkbox their names on the left, click the “Action” dropdown button, and select the “Edit” option in the drop-down menu. A pop-up will appear where you can select the Service and Mailpiece type for the sub-group of recipients.

The screenshot displays the Click-N-Ship interface for a batch of labels. At the top, the navigation bar includes "Label Manager / Shipping History / Address Book / USPS Connect / Preferences" and a "Cart" icon with a "5" label. A teal banner below the navigation bar contains the text: "Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more." Below this is a link to "Back to Batches" and a note: "Labels in the batch automatically save as you enter information."

The main content area shows a batch summary for "John Doe (1 Label)" with a total price of \$14.75. The sender information is "Clark Kent, 300 SUPERMAN ST, CHARLOTTE, NC 33333". There are "Edit" and "Refresh" buttons. Below the summary are buttons for "Add Recipient", "Add From File Upload", "Actions" (highlighted with a red box and labeled (c)), and "Add All Complete to Cart".

The table below lists two labels. The first label is for "Maya Pack" and the second is for "Leon S Kennedy". Both labels are for "Priority Mail® Flat Rate Envelope" and cost \$8.05. The "Service and Mailpiece" column for the first label is highlighted with a red box and labeled (b), showing a link to "Edit Service And Mailpiece". The "Actions" dropdown for the first label is highlighted with a red box and labeled (a).

<input checked="" type="checkbox"/>	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services <a href="#">Edit</a>	Total Price	All Labels
1	03/24/2023	Maya Pack 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$8.05	<a href="#">Add to Cart</a> <a href="#">▼</a>
2	03/31/2023	Leon S Kennedy 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	+ Add Mailpiece Details	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$8.05	<a href="#">Add to Cart</a> <a href="#">▼</a>

## 6) Edit Mailpiece Details

There are multiple ways to enter Mailpiece details for your labels. Steps (a)-(c) each outline a different method to select enter Mailpiece details for the recipients.

- a) **Individual Recipient Method:** If you would like to input Mailpiece details specific to each recipient you may click on the “Add Mailpiece Details” button in the recipient’s label row. A pop-up will appear where you can enter the Mailpiece details for a single recipient.
- b) **“Edit All” Method:** If all recipients have the same Mailpiece details, you may select the “Edit” button located beneath the “Mailpiece Details” title. A pop-up will appear where you can enter the Mailpiece details for all recipients.
- c) **Bulk Action Method:** If there are sub-group of recipients with the same Mailpiece details, you may checkbox their names on the left, click the “Action” dropdown button, and select the “Edit” option in the drop-down menu. A pop-up will appear where you can enter the Mailpiece details for the sub-group of recipients.

The screenshot shows the Click-N-Ship interface for a batch of labels. At the top, there are navigation links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences, and a cart icon with 5 items. A notification bar states: "Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more." Below this is a "Back to Batches" link and a note: "Labels in the batch automatically save as you enter information."

The main content area shows a batch for "John Doe (1 Label)" with an "Edit" button and a "Refresh" button. Below this is a "Batch Summary" table showing a total of \$14.75. To the right is "Sender Information" for Clark Kent at 300 SUPERMAN ST, CHARLOTTE, NC 33333, and a "Batch Notes" section.

Below the summary are buttons for "Add Recipient", "Add From File Upload", "Actions" (highlighted with a red box and labeled (c)), and "Add All Complete to Cart".

The main table lists two labels:

	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services <a href="#">Edit</a>	Total Price	All Labels
1	03/24/2023	<a href="#">Maya Pack</a> 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a> (b)	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$8.05	<a href="#">Add to Cart</a>
2	03/31/2023	<a href="#">Leon S Kennedy</a> 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$8.05	<a href="#">Add to Cart</a>

Annotation (a) points to the "+ Add Mailpiece Details" link in the first row. Annotation (b) points to the "Mailpiece Details" header in the table. Annotation (c) points to the "Actions" dropdown button.

## 7) Select Extra Services

If you are interested in adding extra services to your Mailpiece(s), please select one of the available Insurance options and Signature Services options.

There are multiple ways to select your Extra Services for your Mailpieces. Steps (a)-(c) each outline a different method to select Extra Services for the recipients.

- Individual Recipient Method:** If you would like to select Extra Services specific to each recipient you may click the “Edit Extra Services” button in the recipient’s label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.
- “Edit All” Method:** If your batch of labels all have the same Service and Mailpiece type and all recipients require the same Extra Services, you may select the “Edit” button located beneath the “Extra Services” title. A pop-up will appear where you can select the desired Extra Services for all recipients.
- Bulk Action Method:** If there are sub-group of recipients with the same Service and Mailpiece type that need Extra Services, you may checkbox their names on the left, click the “Action” dropdown button, and select the “Edit” option in the drop-down menu. A pop-up will appear where you can select the desired Extra Services for the sub-group of recipients.

The screenshot displays the Click-N-Ship interface for a batch of labels. At the top, the navigation bar includes "Label Manager / Shipping History / Address Book / USPS Connect / Preferences" and a "Cart" icon with a "5" badge. A teal banner below the navigation bar contains the text: "Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more." Below this is a link to "Back to Batches".

The main content area shows a batch summary for "John Doe (1 Label)" with a total price of \$14.75. The sender information is "Clark Kent, 300 SUPERMAN ST, CHARLOTTE, NC 33333". There are "Edit" and "Refresh" buttons. Below the summary are "Add Recipient" and "Add From File Upload" buttons. A table of labels is shown with columns: "Ship Date", "Recipient", "Service and Mailpiece", "Mailpiece Details", "Extra Services", "Total Price", and "All Labels".

Two labels are listed:

Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
03/24/2023	Maya Pack 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	Add to Cart
03/31/2023	Leon S Kennedy 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope Edit Service And Mailpiece	+ Add Mailpiece Details	Insurance USPS Tracking Electronic Edit Extra Services	\$8.05	Add to Cart

Red boxes and labels in the image highlight specific elements: (a) points to the "Edit Extra Services" link in the "Extra Services" column of the first label row; (b) points to the "Actions" dropdown menu; (c) points to the "Edit" button in the batch summary area.

## 8) Add Labels to Cart

Review all the recipient details, and if everything is correct begin adding labels to your cart for checkout.

There are multiple ways to add labels to the cart. Steps (a)-(b) each outline a different method to add labels to the cart.

- a) **Individual Recipient Method:** Individually add labels to cart by selecting **Add to Cart** in the recipient's row.
- b) **"Add All" Method:** Add all labels to cart by selecting **Add All Complete to Cart**.

The screenshot shows the Click-N-Ship interface. At the top, there are navigation links: Label Manager / Shipping History / Address Book / USPS Connect / Preferences and a Cart icon with '5' items. A notification banner reads: 'Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.' Below this is a link to '< Back to Batches' and a note: 'Labels in the batch automatically save as you enter information.'


The main section is titled 'Batch: John Doe (1 Label)'. It includes an 'Edit' button and a 'Refresh' button. Below this is a 'Batch Summary' table showing a 'Total' of '\$14.75'. To the right, 'Sender Information' lists 'Clark Kent, 300 SUPERMAN ST, CHARLOTTE, NC 33333'. A 'Batch Notes' section is also present.

Below the batch summary, there are buttons for 'Add Recipient' and 'Add From File Upload'. An 'Actions' dropdown menu is open, showing 'Add All Complete to Cart >' highlighted with a red box and labeled '(b)'. Below this is a table of labels:

<input checked="" type="checkbox"/>	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services <a href="#">Edit</a>	Total Price	All Labels
1	03/24/2023	<b>Maya Paack</b> 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$8.05	<a href="#">Add to Cart</a> <input type="checkbox"/>
2	03/31/2023	<b>Leon S Kennedy</b> 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$8.05	<a href="#">Add to Cart</a> <input type="checkbox"/>

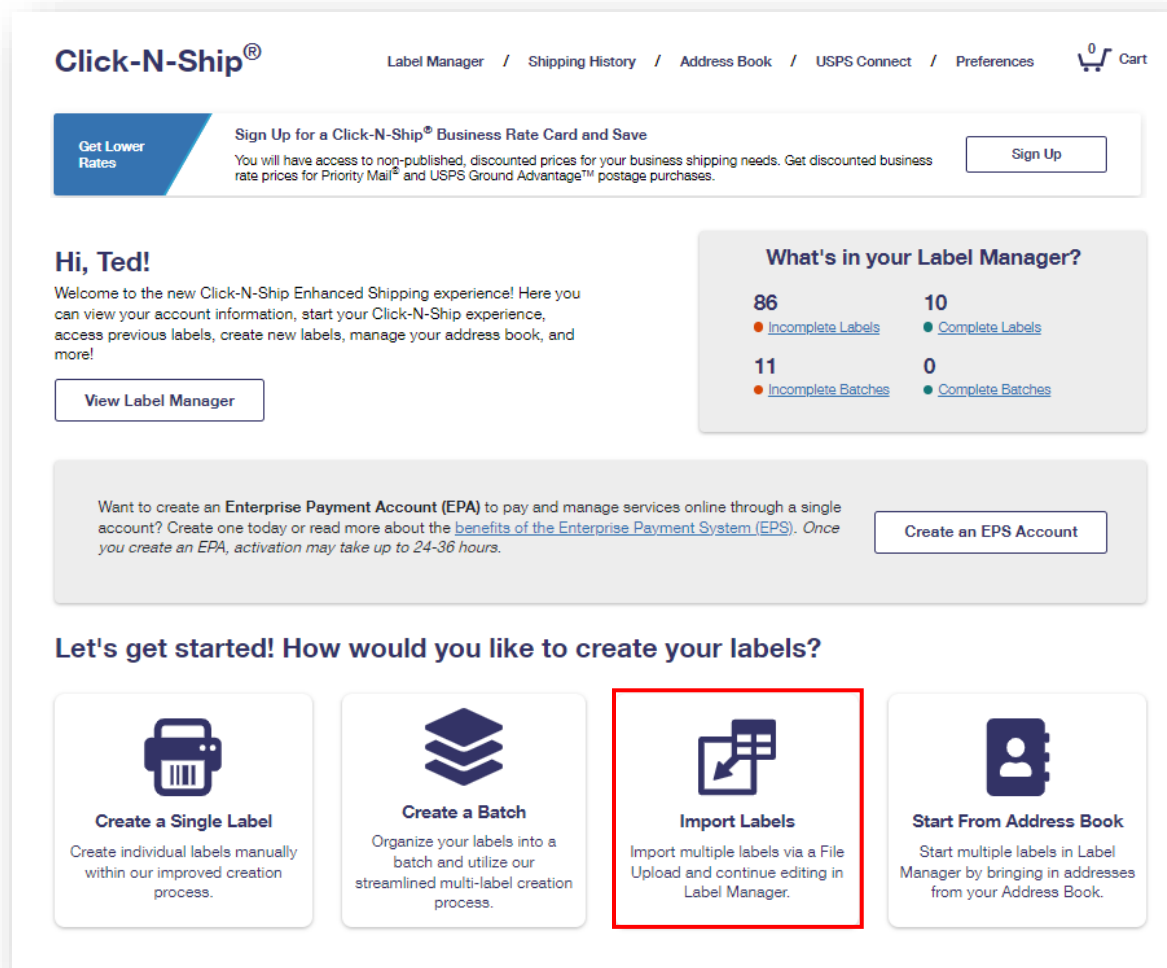
## How to Import Labels via File Upload

Import multiple labels via the File Upload method outlined below.

 CNSv2JobAid_FileUpload.xlsx <a href="#">Download here</a>	<p>Please use this guide file and the steps below to understand the required fields and necessary inputs for CNSv2 file upload.</p> <p><i>Note, an updated Job Aid is currently under development which will be included in this document once completed.</i></p>
---	---

### 1) Begin File Upload Process

a) **Option 1:** Select **Import Labels** located on the landing page.



The screenshot shows the Click-N-Ship landing page. At the top, there is a navigation bar with links for Label Manager, Shipping History, Address Book, USPS Connect, and Preferences, along with a cart icon. Below the navigation bar, there is a promotional banner for a Click-N-Ship Business Rate Card. The main content area features a personalized greeting "Hi, Ted!" and a "View Label Manager" button. To the right, a "What's in your Label Manager?" summary shows 86 Incomplete Labels, 10 Complete Labels, 11 Incomplete Batches, and 0 Complete Batches. Below this, there is a section for creating an Enterprise Payment Account (EPA). At the bottom, a "Let's get started! How would you like to create your labels?" section offers four options: Create a Single Label, Create a Batch, Import Labels (highlighted with a red border), and Start From Address Book.



b) **Option 2:** Select **File Upload** located on the Label Manager page.

**Click-N-Ship®** Label Manager / Shipping History / Address Book / USPS Connect / Preferences 1 Cart

**Hide Postage on Label** - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

All Labels (693) Batches (13)

**New Label** New Label  
New Batch  
File Upload

Use Address Book Refresh Actions Add All Complete to Cart >

Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	Value: \$100 <a href="#">+ Add Mailpiece Details</a>	USPS Tracking Electronic Insurance <a href="#">Edit Extra Services</a>	<b>\$19.90</b>	

**Ship to:**  
PO BOX LOCKER  
Decatur, GA 30030-2053

Added to cart  
[Edit Label](#)

## 2) Select File Type

### a) Select **I have my own file to upload.**

- i. *Note, it is recommended to utilize the CSV template that is provided within this section. To download a copy of the CSV template, refer to the instructional column on the right hand side and select **Download CSV Template.***
- ii. *Note, to download step by step instructions on how to fill out the template, select **Download Instructions.***
- iii. *Note, to better understand the fields that are required, refer to the **Fields Required** section.*

### b) Once the type of file is selected, click on **Select CSV File to Upload** to begin uploading your CSV file.

Upload File      Assign to a Batch      Map Column Headers      Import Labels

### Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

**What file would you like to upload?**

(a)  I have my own file to upload (This includes the downloadable template provided)

I am uploading a file exported from an online marketplace

We recommend using a Click-N-Ship template to ensure field mapping accuracy. However, you may upload your own version and manually map the fields that do not automatically map.

(b) **Select CSV File to Upload**

**Download a Template and Instructions**

A template CSV file is available

**Download CSV Template** (i)

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

**Download Instructions** (ii)

[Read our FAQs for more information.](#)

**Fields Required**

**Required Recipient Information**

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

**Required Sender Information**

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

**Required Label Information**

Package Type, Service Type, Shipping Date, Package Weight

[Next](#) (iii)

[Home](#)   [Label Manager](#)

### 3) Upload File

- a) If your file uploads successfully, you will see a green box verifying its successful upload.
- b) Select **Next** to proceed to the next steps.

Upload File      Assign to a Batch      Map Column Headers      Import Labels

#### Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

**What file would you like to upload?**

- I have my own file to upload (This includes the downloadable template provided)
- I am uploading a file exported from an online marketplace

**File Selected:** Label\_Template\_Hannah.csv

**Upload Successful**  
The file did upload successfully. Next, map the fields.

**Next**

[Home](#)   [Label Manager](#)

#### Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

[Download Instructions](#)

[Read our FAQs for more information.](#)

#### Fields Required

**Required Recipient Information**  
First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

**Required Sender Information**  
First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

**Required Label Information**  
Package Type, Service Type, Shipping Date, Package Weight

#### 4) Assign to Batch

- a) To add the labels to an existing batch, select **Add to an Existing Batch**.
- b) To add the labels to a new batch, select **Create a New Batch**.
  - i) Note, if a new batch is selected, you can name the Batch of labels and add notes if needed (optional).
- c) Once ready, select **Next: Import Labels** to proceed to the next section.

Upload File      Assign to a Batch      Map Column Headers      Import Labels

### Assign to a Batch

Would you like to add these labels to an existing batch or a new batch?

Add to an Existing Batch

Create a New Batch

**Add Labels to a New Batch**

Name this Batch of Labels in Click-N-Ship

Batch Name (optional)

Batch Notes

Add note for yourself (optional)

**Next: Import Labels**      Back

[Home](#)   [Label Manager](#)

#### Download a Template and Instructions

A template CSV file is available

Download CSV Template

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

Download Instructions

Read our FAQs for more information.

#### Fields Required

##### Required Recipient Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

##### Required Sender Information

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

##### Required Label Information

Package Type, Service Type, Shipping Date, Package Weight

## 5) Map Column Headers

- To apply a saved mapping to the current one, select one from the **Apply a Saved Mapping** dropdown section.
- Verify that your **file's column headers** have been mapped to the Click-N-Ship® Label Manager fields. If a field is not correctly mapped, you may select another field from the drop-down menu.

Upload File      Assign to a Batch      **Map Column Headers**      Import Labels

### Tell us about your columns

Now it's time to tell us about your columns. We call this process "Field Mapping". Map the column headers is how you tell Click-N-Ship where your CSV information should appear.

Instructions: For each dropdown in column two, select the closest match to name in column one.

Some rows are required and are marked with an asterisk and highlighted with a light blue marker. Assign your column headers to the corresponding column headers Click-N-Ship fields on the left. Your file may not have the same number of fields, and you only need to map the info you want to import. You can edit the mappings if needed. Unmapped fields will not be imported. Not all fields are required.

Apply a Saved Mapping

( a )

\* Required

Click-N-Ship Fields	Your File's Column Headers	Status	Example from your file (1st row)
Recipient Information	Mapping Recommended	15 of 15 Mapped Fields	Recipient Information
* Recipient ZIP Code	( b ) <input type="text" value="Recipient ZIP Code"/>	Mapped	55311
Recipient Phone	<input type="text" value="Recipient Phone"/>	Mapped	16124269617
Recipient Address Line 3	<input type="text" value="Recipient Address Line 3"/>	Mapped	-
* Recipient First Name	<input type="text" value="Recipient First Name"/>	Mapped	John
* Recipient Address Line 1	<input type="text" value="Recipient Address Line 1"/>	Mapped	15341 Elm Rd. North
Recipient Address Line 2	<input type="text" value="Recipient Address Line 2"/>	Mapped	-

- c) To save the current filed mappings as a template for future CSV uploads, enter the **Field Mapping Name** and select **Save as New Mapping** to save the template (*optional*).  
i) *Note, unmapped fields will not be imported.*
- d) If all information is correct and you would like to proceed, select **Confirm Mapping & Import Labels**.

Recipient Email	Recipient Email	Mapped	jkbest83@gmail.com
Recipient Urbanization Code	Recipient Urbanization Code	Mapped	-
Recipient Company/Org Name	Recipient Company/Org Name	Mapped	-
* Recipient State	Recipient State	Mapped	MN
Sender Information	Mapping Recommended	14 of 14 Mapped Fields	Sender Information
Label Information	Mapping Recommended	26 of 26 Mapped Fields	Label Information

**Make subsequent uploads a streamlined process. (Optional)**

You have the option of saving the field mappings as a template for future CSV uploads. If you plan to import this CSV template regularly, type in a name, we will save it for future use. (Leave blank if you don't want to save it.)

Field Mapping Name

Enter Name for this Field Mapping **Save As New Mapping**

---

**Confirm Mapping & Import Labels** Back

[Home](#) [Label Manager](#)

( c )

( d )

## 6) Review Import Label Results

- If the label import was successful, you will see a green box with the total number of labels imported successfully.
- If you have another file to upload, select **Upload a New File** and repeat steps 1-5.
- If you do not have any other files to upload, select **View in Label Manager** to view the imported labels in the newly created batch.

Upload File    Assign to a Batch    Map Column Headers    Import Labels

### Import Label Results

Total Labels Created  
**3 of 3** (a)

**View Label Information in Click-N-Ship®**  
Go to Click-N-Ship Label Manager to view and edit the label information.  
**View In Label Manager** (c)

**Import Another File**  
Have another file? Return to the beginning of the process to import another CSV file.  
**Upload a New File** (b)

#### Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

[Download Instructions](#)

[Read our FAQs for more information.](#)

#### Fields Required

**Required Recipient Information**  
First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

**Required Sender Information**  
First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

**Required Label Information**  
Package Type, Service Type, Shipping Date, Package Weight

[Home](#)    [Label Manager](#)

- d) If the label import was unsuccessful, you will see a **yellow box** with a total number of labels that were not imported successfully.
- e) In this case, review the file, ensure that the file meets the upload requirements, and **reupload the file** until the file is successfully imported.

### Import Label Results

**View Label Information in Click-N-Ship®**

Go to Click-N-Ship Label Manager to view and edit the label information.

[View In Label Manager](#)

**Import Another File**

Have another file? Return to the beginning of the process to import another CSV file.

[Upload a New File](#)

**Download a Template and Instructions**

A template CSV file is available

[Download CSV Template](#)

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

[Download Instructions](#)

[Read our FAQs for more information.](#)

**Labels that did not import (47)**

Labels that had errors and didn't import

47 of 47

**Instructions:** We strongly recommend re-uploading a CSV with **only** these labels.

[Upload A File](#)

Label Row	Reasons record failed to import
10	Unable to find rate
42	Unable to find rate
8	You have entered a non-deliverable Delivery Address. Please verify address, including apartment, suite, etc. Additional assistance is available at Find Zip Codes. Unable to find rate

**Fields Required**

**Required Recipient Information**

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

**Required Sender Information**

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

**Required Label Information**

Package Type, Service Type, Shipping Date, Package Weight

Feedback

( d )

( e )



## 7) Select Service and Mailpiece Details

You must select a Service and Mailpiece type.

There are multiple ways to select your Service and Mailpiece Types. Steps (a)-(c) each outline a different method to select service and Mailpiece details for the recipients.

If you have 50 or more labels destined for the same delivery area, you may be eligible for USPS Connect® Regional. More information on USPS Connect® Regional can be found [here](#).

- a) **Individual Recipient Method:** If you would like Service and Mailpiece details specific to each recipient you may click on the “Edit Service and Mailpiece” button in the recipient’s label row. A pop-up will appear where you can select the service and Mailpiece type for a single recipient.
- b) **“Edit All” Method:** If all recipients have the same Services and Mailpiece details, you may select the “Edit” button located beneath the “Service and Mailpiece” title. A pop-up will appear where you can select the Service and Mailpiece type for all recipients.
- c) **Bulk Action Method:** If there are sub-group of recipients with the same Service and Mailpiece details, you may checkbox their names on the left, click the “Action” dropdown button, and select the “Edit” option in the drop-down menu. A pop-up will appear where you can select the Service and Mailpiece type for the sub-group of recipients.

The screenshot displays the Click-N-Ship interface for a batch of labels. At the top, the navigation bar includes 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences' and a 'Cart' icon. A notification banner at the top left reads: 'Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.' Below this, a 'Back to Batches' link is visible. The main content area shows a batch summary for 'John Doe (1 Label)' with a total cost of \$14.75. The sender information is 'Clark Kent, 300 SUPERMAN ST, CHARLOTTE, NC 33333'. Below the summary, there are buttons for 'Add Recipient', 'Add From File Upload', and 'Add All Complete to Cart'. A table of labels is shown with columns for 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', and 'Extra Services'. The first label is for 'Jim Jones' at '300 SUPERMAN ST, DECATUR, GA 30000-0000'. The 'Service and Mailpiece' column for this label is highlighted with a red box and labeled '(a)'. The 'Actions' dropdown menu is open, showing options like 'Add to Cart', 'Remove from Batch', 'Duplicate', 'Flag', 'Create Return Label', 'Delete', and 'Delete All Labels'. The 'Actions' dropdown is highlighted with a red box and labeled '(c)'. The 'Service and Mailpiece' column header is highlighted with a red box and labeled '(b)'. The 'Edit Service And Mailpiece' button in the first row is also highlighted with a red box.

## 8) Edit Mailpiece Details

The Content Details section is only required for Mailpieces that require a Customs Form.

There are multiple ways to enter Mailpiece details for your labels. Steps (a)-(c) each outline a different method to enter Mailpiece details for the recipients.

- a) **Individual Recipient Method:** If you would like to input Mailpiece details specific to each recipient you may click on the “Add Mailpiece Details” button in the recipient’s label row. A pop-up will appear where you can enter the Mailpiece details for a single recipient.
- b) **“Edit All” Method:** If all recipients have the same Mailpiece details, you may select the “Edit” button located beneath the “Mailpiece Details” title. A pop-up will appear where you can enter the Mailpiece details for all recipients.
- c) **Bulk Action Method:** If there are sub-group of recipients with the same Mailpiece details, you may checkbox their names on the left, click the “Action” dropdown button, and select the “Edit” option in the drop-down menu. A pop-up will appear where you can enter the Mailpiece details for the sub-group of recipients.

**Click-N-Ship®** Label Manager / Shipping History / Address Book / USPS Connect / Preferences 0 Cart

**Hide Postage on Label** - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.

[Back to Batches](#) Labels in the batch automatically save as you enter information.

Batch: **John Doe (1 Label)** Edit Refresh

Batch Summary		Sender Information	Batch Notes
Total	\$14.75	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333	

Add Recipient Add From File Upload (b) (c) Actions Add All Complete to Cart >

<input checked="" type="checkbox"/>	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services <a href="#">Edit</a>	All Labels
1	06/27/2023	Jim Jones 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	<a href="#">+ Add Extra Services</a>	<span>Edit</span> <span>▼</span>

(a)

## 9) Select Extra Services

If you are interested in adding extra services to your Mailpiece(s), please select one of the available Insurance options and Signature Services options.

There are multiple ways to select your Extra Services for your Mailpieces. Steps (a)-(c) each outline a different method to select Extra Services for the recipients.

- a) **Individual Recipient Method:** If you would like to select Extra Services specific to each recipient you may click the “Edit Extra Services” button in the recipient’s label row. A pop-up will appear where you can select the desired Extra Services for a single recipient. *Note, extra services can only be added to two labels at a time.*
- b) **“Edit All” Method:** If your batch of labels all have the same Service and Mailpiece type and all recipients require the same Extra Services, you may select the “Edit” button located beneath the “Extra Services” title. A pop-up will appear where you can select the desired Extra Services for all recipients.
- c) **Bulk Action Method:** If there are sub-group of recipients with the same Service and Mailpiece type that need Extra Services, you may checkbox their names on the left, click the “Action” dropdown button, and select the “Edit” option in the drop-down menu. A pop-up will appear where you can select the desired Extra Services for the sub-group of recipients.

The screenshot displays the Click-N-Ship interface for a batch of labels. At the top, navigation links include Label Manager, Shipping History, Address Book, USPS Connect, and Preferences. A notification bar indicates the 'Hide Postage on Label' option. Below this, a 'Batch: John Doe (1 Label)' summary is shown with a total cost of \$14.75. The interface includes sections for Batch Summary, Sender Information (Clark Kent, 300 SUPERMAN ST, CHARLOTTE, NC 33333), and Batch Notes. A table lists the batch details, including a recipient named Jim Jones. The 'Extra Services' column for the recipient has a '+ Add Extra Services' button. A dropdown menu is open under the 'Actions' column, showing options like 'Add to Cart', 'Remove from Batch', 'Duplicate', 'Flag', 'Create Return Label', 'Delete', and 'Delete All Labels'. Red boxes and labels (a), (b), and (c) highlight the '+ Add Extra Services' button, the 'Extra Services' column header, and the 'Actions' dropdown menu, respectively.

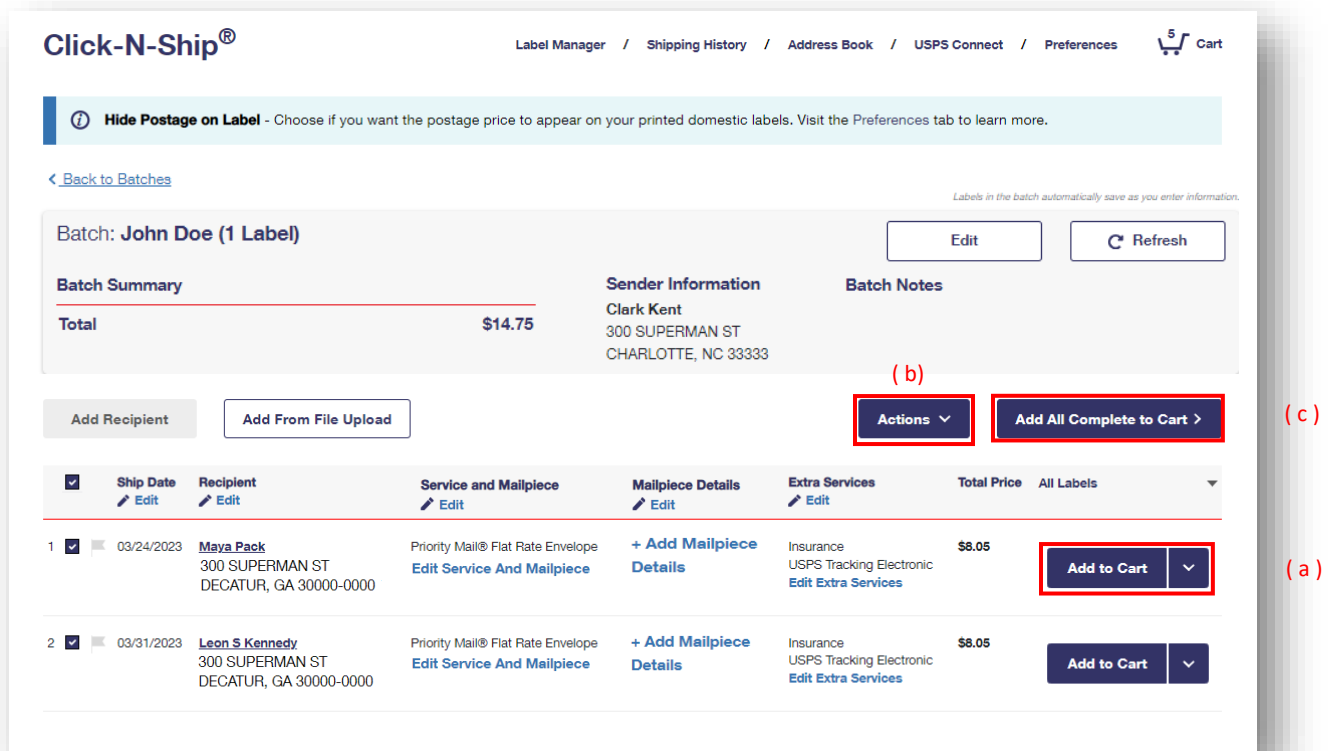
Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Actions
06/27/2023	Jim Jones 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Choose Your Own Box Edit Service And Mailpiece	16 oz + Add Mailpiece Details	+ Add Extra Services	Actions


## 10) Add Labels to Cart

Review all the recipient details, and if everything is correct begin adding labels to your cart for checkout.

There are multiple ways to add labels to the cart. Steps (a)-(b) each outline a different method to add labels to the cart.

- Individual Recipient Method:** Individually add labels to cart by clicking **Add to Cart** in the recipient's row.
- Add All Method:** Add all labels by clicking **Add All Complete to Cart**.
- Bulk Action Method:** Add specific labels to the cart by selecting the checkbox on your preferred labels, then select **Add to Cart** in the **Actions** dropdown menu.



Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences 

**Hide Postage on Label** - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.

[Back to Batches](#) Labels in the batch automatically save as you enter information.

Batch: **John Doe (1 Label)**

Batch Summary		Sender Information	Batch Notes
<b>Total</b>	<b>\$14.75</b>	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333	

( b )

<input checked="" type="checkbox"/>	Ship Date <small>Edit</small>	Recipient <small>Edit</small>	Service and Mailpiece <small>Edit</small>	Mailpiece Details <small>Edit</small>	Extra Services <small>Edit</small>	Total Price	All Labels
1	03/24/2023	<b>Maya Pack</b> 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$8.05	<input type="button" value="Add to Cart"/> <input type="button" value="v"/>
2	03/31/2023	<b>Leon S Kennedy</b> 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$8.05	<input type="button" value="Add to Cart"/> <input type="button" value="v"/>

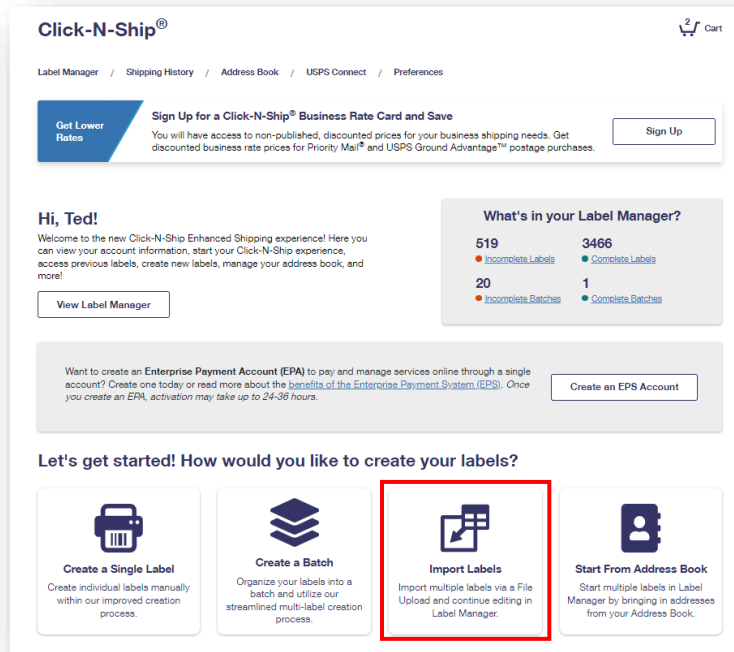
( a )

## How to Import Labels from an Online Marketplace

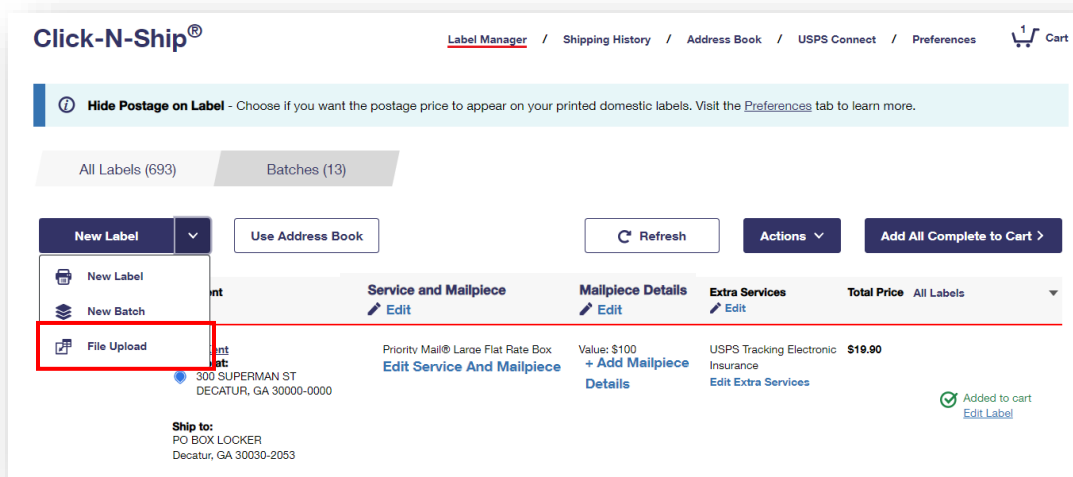
Import order exports from marketplaces such as Etsy, Shopify, or BigCommerce and directly upload them to CNSv2 to create labels based off your orders via the File Upload method outlined below.

### 1) Begin File Upload Process

- Download your order export from Etsy, Shopify, or BigCommerce to your computer.
- Option 1:** Select **Import Labels** located on the landing page.



- Option 2:** Click on **File Upload** from Label Manager page.



## 2) Select File Type

- a) Select **I am uploading a file exported from an online marketplace.**
- Note, it is recommended to utilize the CSV template that is provided within this section. To download a copy of the CSV template, refer to the instructional column on the right hand side and select **Download CSV Template.**
  - Note, to download step by step instructions on how to fill out the template, select **Download Instructions.**
  - Note, to better understand the fields that are required, refer to the **Fields Required** section.

(a)

Upload File      Assign to a Batch      Import Labels

### Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

**What file would you like to upload?**

I have my own file to upload (This includes the downloadable template provided)

I am uploading a file exported from an online marketplace

Select a Marketplace File

You must select a marketplace above

Select CSV File

Import Labels

[Home](#)   [Label Manager](#)

(iii)

### Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#) (i)

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

[Download Instructions](#) (ii)

Read our FAQs for more information.

### Fields Required

**Required Recipient Information**

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

**Required Sender Information**

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

**Required Label Information**

Package Type, Service Type, Shipping Date, Package Weight

### 3) Select an Online Marketplace and Upload File

a) Select which **Online Marketplace** your file was exported from (*Etsy, Shopify, BigCommerce*).

Upload File      Assign to a Batch      Import Labels

#### Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

**What file would you like to upload?**

I have my own file to upload (This includes the downloadable template provided)

I am uploading a file exported from an online marketplace

Select a Marketplace File

- Select a Marketplace File
- Etsy
- Shopify
- BigCommerce

Import Labels

[Home](#)   [Label Manager](#)

#### Download a Template and Instructions

A template CSV file is available

Download CSV Template

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

Download Instructions

[Read our FAQs for more information.](#)

#### Fields Required

**Required Recipient Information**

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

**Required Sender Information**

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

**Required Label Information**

Package Type, Service Type, Shipping Date, Package Weight

( a )

b) Once the online marketplace was selected, click on **Select CSV File** to upload a file.

The screenshot displays a three-step process: 'Upload File', 'Assign to a Batch', and 'Import Labels'. The 'Upload File' step is active. It includes a heading 'Import a List of Labels', a brief instruction, and two radio button options. The second option, 'I am uploading a file exported from an online marketplace', is selected. Below this is a dropdown menu with 'Etsy' selected. A red box highlights the 'Select CSV File' button. To the right, there are two informational panels: 'Download a Template and Instructions' with buttons for 'Download CSV Template' and 'Download Instructions', and 'Fields Required' which lists 'Required Recipient Information', 'Required Sender Information', and 'Required Label Information'.

Upload File      Assign to a Batch      Import Labels

### Import a List of Labels

It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.

**What file would you like to upload?**

I have my own file to upload (This includes the downloadable template provided)

I am uploading a file exported from an online marketplace

Etsy

**Select CSV File**

---

Import Labels

[Home](#)   [Label Manager](#)

#### Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

[Download Instructions](#)

[Read our FAQs for more information.](#)

#### Fields Required

**Required Recipient Information**

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

**Required Sender Information**

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

**Required Label Information**

Package Type, Service Type, Shipping Date, Package Weight



- d) If your file uploads successfully, you will see a green box verifying its successful upload.
- e) Select **Import Labels** to proceed to the next steps.

The screenshot displays a web interface for importing labels, divided into three steps: 'Upload File', 'Assign to a Batch', and 'Import Labels'. The 'Import Labels' step is active. On the left, under 'Import a List of Labels', there is a message: 'It's easy to import labels, up to 1000 at a time. Start by selecting a CSV file to upload.' Below this, a question asks 'What file would you like to upload?' with two radio button options: 'I have my own file to upload (This includes the downloadable template provided)' and 'I am uploading a file exported from an online marketplace'. A dropdown menu shows 'Shopify' selected. Below the dropdown, it says 'File Selected: Label\_Template\_Hannah.csv'. A green box with a checkmark and the text 'Upload Successful' and 'The file did upload successfully. Next, map the fields.' is highlighted with a red border. At the bottom left, a dark blue button labeled 'Import Labels' is also highlighted with a red border. On the right side, there are two grey boxes. The top one is titled 'Download a Template and Instructions' and contains two buttons: 'Download CSV Template' and 'Download Instructions'. The bottom one is titled 'Fields Required' and lists 'Required Recipient Information' (First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country), 'Required Sender Information' (First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone), and 'Required Label Information' (Package Type, Service Type, Shipping Date, Package Weight). At the bottom left, there are links for 'Home' and 'Label Manager'.

( d )

( e )

#### 4) Assign to Batch

- a) To add the labels to an existing batch, select **Add to an Existing Batch**.
- b) To add the labels to a new batch, select **Create a New Batch**.
  - i) Note, if a new batch is selected, you can name the Batch of labels and add notes if needed (optional).
- c) Once ready, select **Next: Import Labels** to proceed to the next section.

Upload File      Assign to a Batch      Import Labels

### Assign to a Batch

Would you like to add these labels to an existing batch or a new batch?

Add to an Existing Batch

Create a New Batch

**Add Labels to a New Batch**

Name this Batch of Labels in Click-I-Ship

Batch Name (optional)

Batch Notes

Add note for yourself (optional)

**Next: Import Labels**      Back

[Home](#)   [Label Manager](#)

#### Download a Template and Instructions

A template CSV file is available

Download CSV Template

We have provided instructions to understand the required and necessary inputs for successfully uploading labels.

Download Instructions

Read our FAQs for more information.

#### Fields Required

**Required Recipient Information**

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ and Country

**Required Sender Information**

First Name, Last Name, Address Line 1, City/Town, State, ZIP Code™ Country, Email Address, Cell Phone

**Required Label Information**

Package Type, Service Type, Shipping Date, Package Weight

5) **Import Labels**

Refer to **page 64** of the CNSv2 General Customer User Guide to follow the steps required to finish importing your file and view Import Label Results.

6) **Select Service and Mailpiece Details**

Refer to **page 68** of the CNSv2 General Customer User Guide to follow the steps required to select your Service and Mailpiece details.

7) **Edit Mailpiece Details**

Refer to **page 69** of the CNSv2 General Customer User Guide to follow the steps required to edit your Mailpiece details.

8) **Select Extra Services**

Refer to **page 70** of the CNSv2 General Customer User Guide to follow the steps required to select your extra services.

9) **Adding Labels to Cart**

Refer to **page 71** of the CNSv2 General Customer User Guide to follow the steps required to add labels to your cart.

## How to Create Labels from the Address Book

Create multiple labels using your Address Book following the steps below.

### 1) Begin Address Book Label Creation Process

- a) **Option 1:** Select **Start from Address Book** located on the landing page.

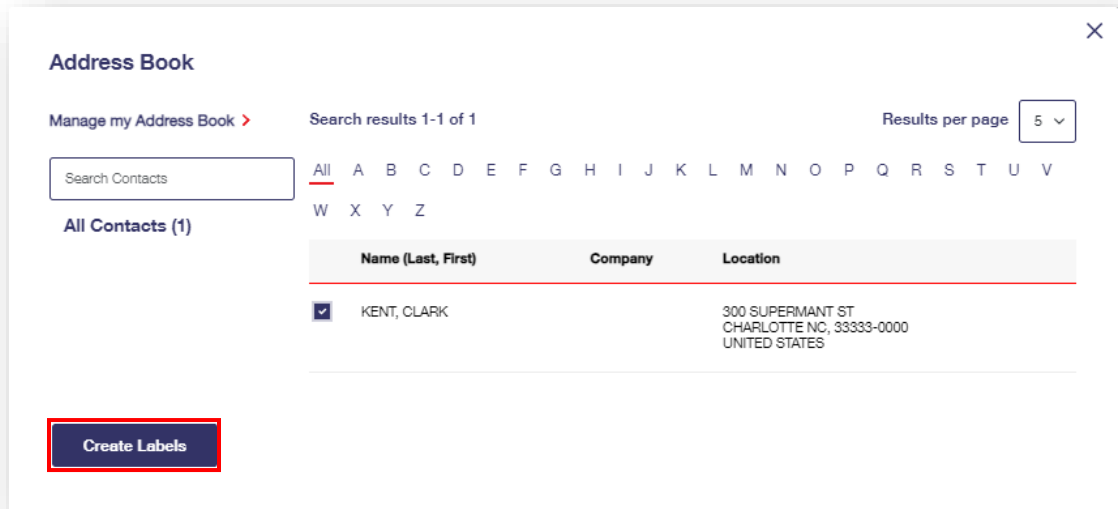
The screenshot shows the Click-N-Ship landing page. At the top, there is a navigation bar with 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences'. Below this, there is a 'Sign Up' button for a business rate card. A personalized greeting 'Hi, Ted!' is followed by a 'View Label Manager' button. A summary box shows '519 Incomplete Labels', '3466 Complete Labels', '20 Incomplete Batches', and '1 Complete Batch'. A 'Create an EPS Account' button is also present. The main section, 'Let's get started! How would you like to create your labels?', features four options: 'Create a Single Label', 'Create a Batch', 'Import Labels', and 'Start From Address Book'. The 'Start From Address Book' option is highlighted with a red border.

- b) **Option 2:** Select **Use Address Book** located on the Label Manager page.

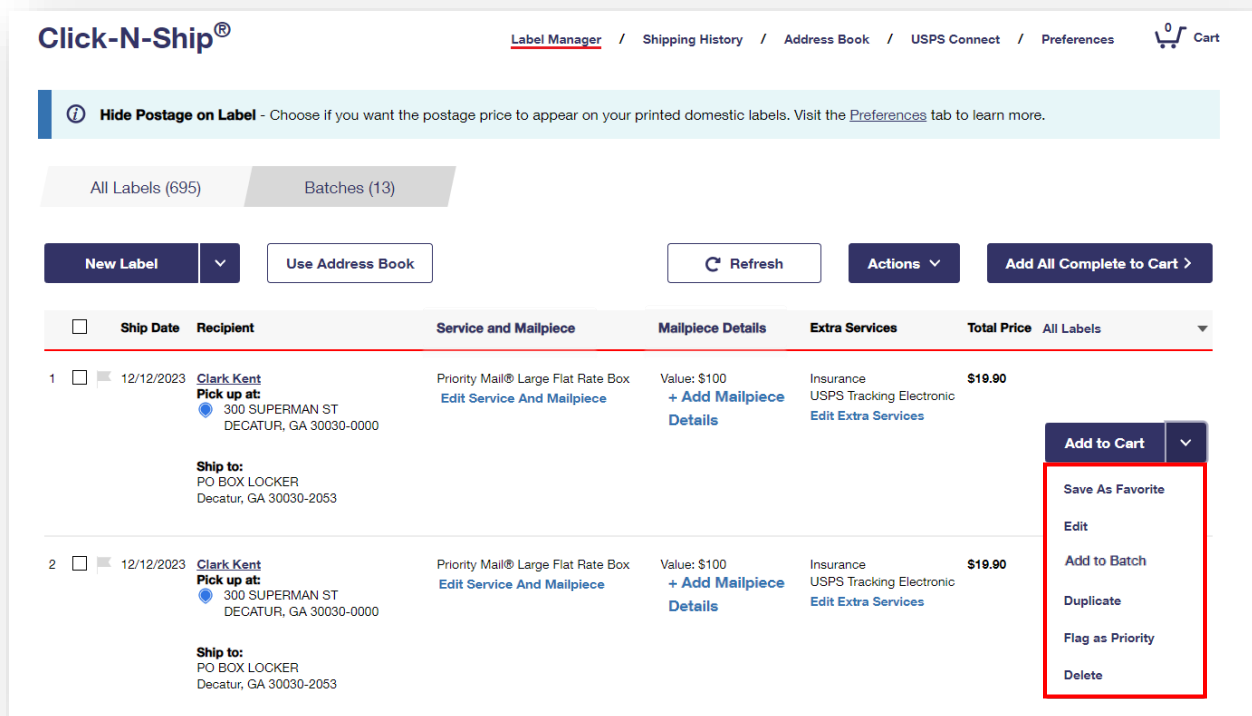
The screenshot shows the Click-N-Ship Label Manager page. The navigation bar includes 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences', with 'Label Manager' highlighted in a red box. A 'Hide Postage on Label' notification is at the top. Below, there are tabs for 'All Labels (693)' and 'Batches (13)'. A 'New Label' dropdown menu is open, showing 'New Label', 'New Batch', and 'File Upload'. The 'Use Address Book' button is highlighted in a red box. A table displays a label entry for 'Priority Mail® Large Flat Rate Box' with a total price of \$19.90. The 'Ship to' address is 'PO BOX LOCKER, Decatur, GA 30030-2053'. A 'Refresh' button and an 'Add All Complete to Cart' button are also visible.

## 2) Select Recipient Address from Address Book

- a) Search for and select the desired recipient addresses.
- b) After all desired recipient addresses are selected, select **Create Labels**.



- c) The selected addresses should now appear in Label Manager along with any other labels that may have previously saved or created. From here, you may proceed to edit and manage the created labels as normal.



**3) Select / Edit Service and Mailpiece Details**

Refer to **page 12 – 16** of the CNSv2 General Customer User Guide to follow the steps required to select your Service and Mailpiece details.

**4) Select / Edit Extra Services**

Refer to **page 18** of the CNSv2 General Customer User Guide to follow the steps required to select your extra services.

**5) Adding Labels to Cart**

Refer to **page 19** of the CNSv2 General Customer User Guide to follow the steps required to add labels to your cart.

# Enhanced Click-N-Ship<sup>®</sup> (CNSv2)

## Return Label(s)

*Within the following section, you'll receive step-by-step guidance on how to create, view, and manage your Return Label(s).*

## How to Create Return Labels

Within this section you will understand how to Create Return Label(s) by following the steps below.

### 1) Create Return Labels via the Single Label Flow Creation Process

- a) **Option 1:** Select **Create a Single Label** located on the landing page.

**Hi, Ted!**  
Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view your account information, start your Click-N-Ship experience, access previous labels, create new labels, manage your address book, and more!

[View Label Manager](#)

**What's in your Label Manager?**

<b>519</b> ● <a href="#">Incomplete Labels</a>	<b>3466</b> ● <a href="#">Complete Labels</a>
<b>20</b> ● <a href="#">Incomplete Batches</a>	<b>1</b> ● <a href="#">Complete Batches</a>

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

[Create an EPS Account](#)

**Let's get started! How would you like to create your labels?**

- Create a Single Label**  
Create individual labels manually within our improved creation process.
- Create a Batch**  
Organize your labels into a batch and utilize our streamlined multi-label creation process.
- Import Labels**  
Import multiple labels via a File Upload and continue editing in Label Manager.
- Start From Address Book**  
Start multiple labels in Label Manager by bringing in addresses from your Address Book.

- b) **Option 2:** Select **New Label** located on the Label Manager page.

**Click-N-Ship®** [Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect](#) / [Preferences](#) [Cart](#)

**Hide Postage on Label** - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

All Labels (693) Batches (13)

**New Label** [Use Address Book](#) [Refresh](#) [Actions](#) [Add All Complete to Cart >](#)

	<a href="#">Service and Mailpiece</a> Edit	<a href="#">Mailpiece Details</a> Edit	<a href="#">Extra Services</a> Edit	<b>Total Price</b>	All Labels
<b>New Label</b>	Priority Mail® Large Flat Rate Box	Value: \$100	USPS Tracking Electronic Insurance	<b>\$19.90</b>	
<b>New Batch</b>	<a href="#">Edit Service And Mailpiece</a>	<a href="#">Add Mailpiece Details</a>	<a href="#">Edit Extra Services</a>		
<b>File Upload</b>					

300 SUPERMAN ST  
DECATUR, GA 30000-0000

Ship to:  
PO BOX LOCKER  
Decatur, GA 30030-2053

Added to cart  
[Edit Label](#)



- c) Refer to **page 12 – 16** of the CNSv2 General Customer User Guide to follow the steps required to create your labels via the Single-Label Flow.
- d) Once on the ‘Step 4: Select Extra Services’ section, select the **Create a Return Label** checkbox.
  - i. Note, a new section, “Step 5: Create a Return Label” will appear after check boxing.

### Step 4: Select Extra Services

Please select any extra services you would like to add to this label.

Priority Mail covers up to \$100 of the mailpiece value. For mailpieces with a value over \$100, additional insurance can be purchased to cover the balance.

**Insurance**

None

Insurance Free

**Signature Services**

None

Adult Signature 21 or Older Required \$9.35 ⓘ

Signature Confirmation \$3.50

Adult Signature Restricted Delivery 21 or Older \$9.65 ⓘ

**Special Delivery Services**

Hide Postage on Label ⓘ Free

**Additional Delivery Services**

USPS Tracking Electronic Free

Label Delivery - Outbound \$1.25

**Return Services**

*This is the only opportunity to create a return label for this outgoing label.*

Create a return label Free\*

\*It is free to create a return label. You will only be charged if this return label is used.

- e) Once on the “Step 5: Create Return Label” section, select the desired Return Service type from drop-down menu.
- i. *Note: All return packaging is Choose Your Own Box packaging*
  - ii. *An estimated price will be displayed in the Return Package table; however, you will not be charged for the Return Label until it is scanned and used.*

### Step 5: Create Return Label

This return label will be generated with the associated outgoing 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 the label will be the same as the Sender address for the outgoing label.

**Please select a service type for the return label below. All packaging is Choose Your Own Box.**

Service Type: Which shipping service would you like for this return label?

Priority Mail Express® Return Service
▼

Priority Mail® Return Service

Priority Mail Express® Return Service

USPS Ground Advantage™ Return Service

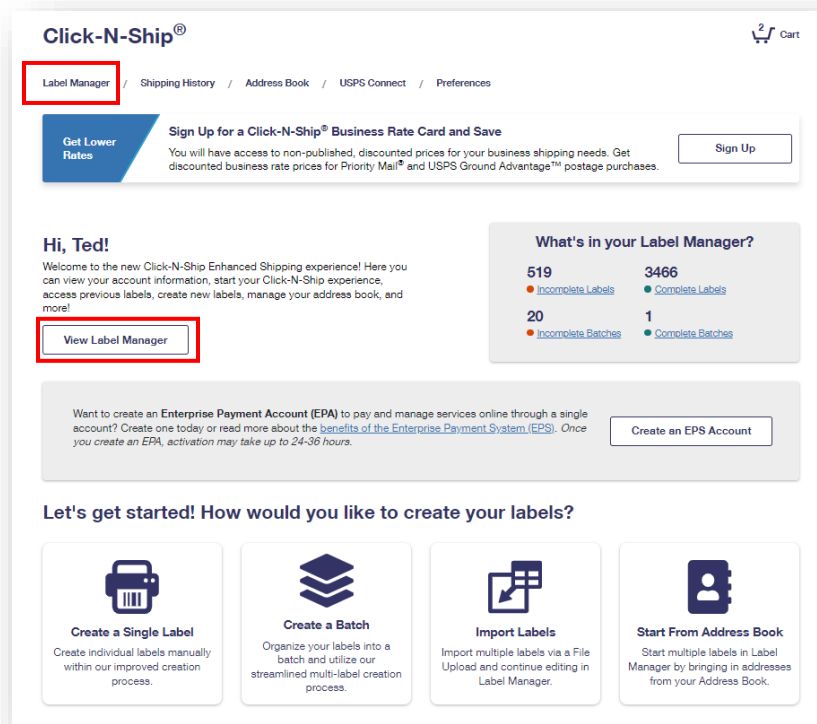
Mailpiece Type	Scheduled Delivery	Price
<b>Priority Mail Express® Return Service</b> (Choose your own box)		<b>\$41.35*</b>

\*This is an estimated price based on what is being shipped to the recipient. You will only be charged if this return label is used.

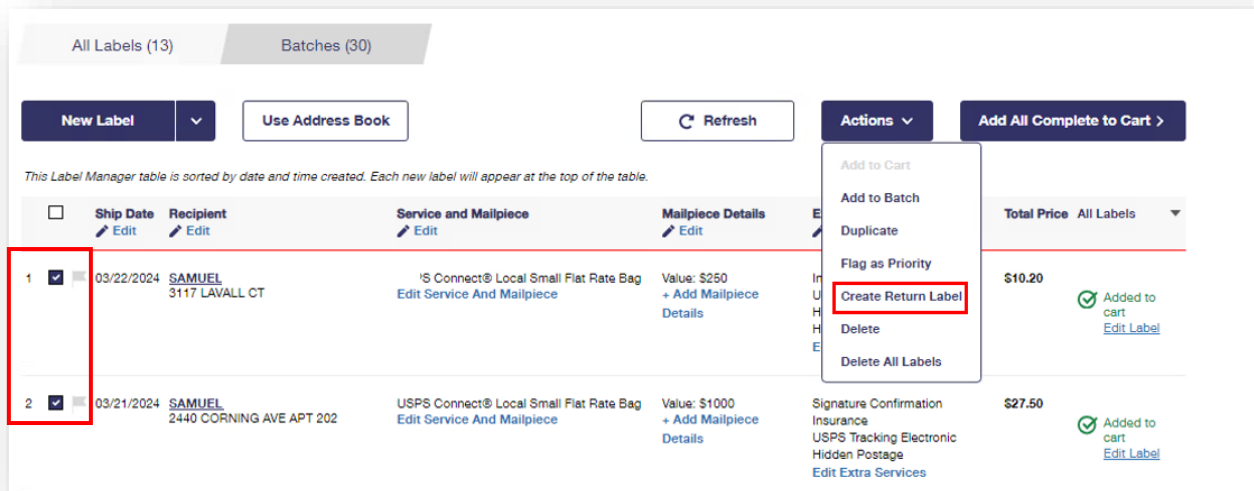
#### Additional Services

USPS Tracking Electronic
 Free

- 2) Create Return Labels via the Multi-Label Flow Creation Process
  - a) Select **View Label Manager** located on the landing page.



- b) Once on the Label Manager, select the **checkbox** of the desired Outbound Labels from the Label Manager.
- c) Click the **Actions** dropdown button and select **Create a Return Label**.



- d) Once on the Create Return Label modal, select the desired **Return Service type** from drop-down menu.
  - i. *Please note, that all return packaging is Choose Your Own Box packaging*
- e) Select **Create Return Label(s)** to save your selection and add Return Labels to the selected Outbound Labels

( d )

**Create Return Label (2)**

This return label will be generated with the associated outgoing 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 the label will be the same as the Sender address for the outgoing label.

**Please select a service type for the return label below. All packaging is Choose Your Own Box.**

Service Type: Which shipping service would you like for this return label?

Priority Mail® Return Service

Mailpiece Type	Price
<b>Priority Mail® Return Service</b> (Choose your own box)	Please enter a valid ZIP for both sender and recipient to view estimated delivery and price.

\*Return pricing will be similar to the price of the outgoing mailpiece. Actual price cannot be determined unless label is used and scanned.

**Create Return Label(s)**

( e )

## How to View your Return Label(s)

Within this section you will understand how to view your Return Label(s) by following the steps below.

### 1) Viewing Return Labels via the Label Manager

- a) Select **View Label Manager** located on the landing page.

**Click-N-Ship®** 2 Cart

[Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect](#) / [Preferences](#)

**Get Lower Rates** **Sign Up for a Click-N-Ship® Business Rate Card and Save** Sign Up

You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.

**Hi, Ted!**  
Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view your account information, start your Click-N-Ship experience, access previous labels, create new labels, manage your address book, and more!

[View Label Manager](#)

**What's in your Label Manager?**

- 519 [Incomplete Labels](#) 3466 [Complete Labels](#)
- 20 [Incomplete Batches](#) 1 [Complete Batches](#)

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours. Create an EPS Account

- b) If a Return Label has been added to an Outbound Label, the Return Label will be displayed within the **Extra Services section** of the Outbound Label.

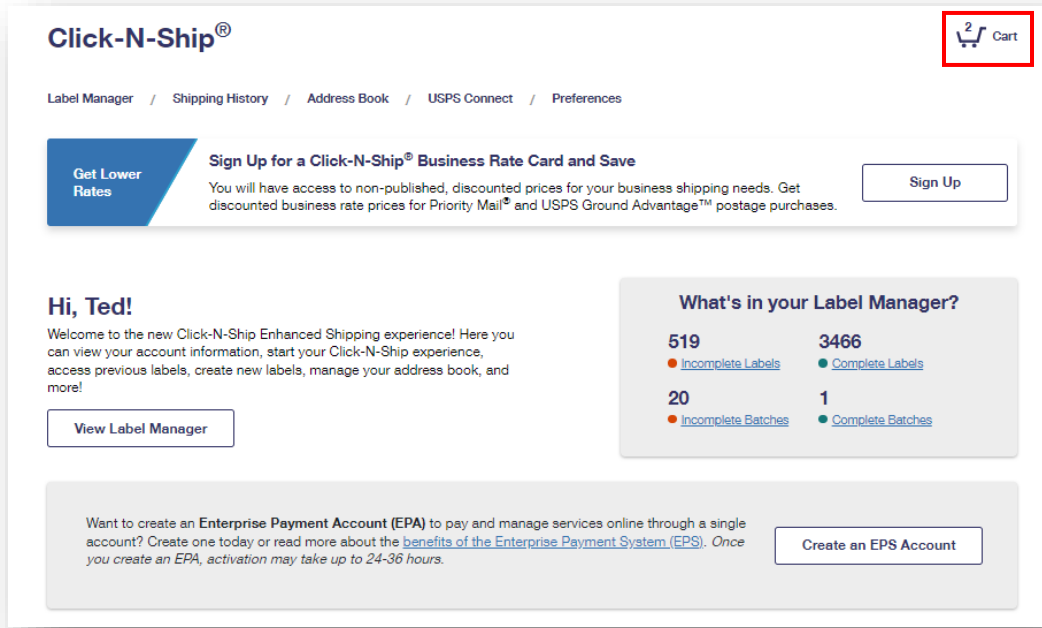
All Labels (34) **Batches (1)**

[New Label](#) Use Address Book Refresh Actions Add All Complete to Cart

*This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.*

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	03/22/2024	<b>Ryan Doe</b> 1000 COMMERCE ST DALLAS, TX 75202-3716	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	Value: \$100 <a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking Electronic Hidden Postage <b>Priority Mail® Return Service</b> <a href="#">Edit Extra Services</a>	<b>\$8.50</b>	<input checked="" type="checkbox"/> Added to cart <a href="#">Edit Label</a>

- 2) Viewing Return Labels via the Label Cart
  - a) Select **Label Cart** located on the landing page.



- b) Within the Label Cart, there will be a Return Label indicator for each Outbound Label with a Return Label.

**Label Cart (2)**

[< Back to Label Manager](#)

**\*Note for Return Services:** For any return services added, it is free to create and print the return label now. You will only be charged if this return label is used.

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 2 <a href="#">Edit</a>	<input type="checkbox"/> 03/22/2024	<b>Brittany</b> 12911 ASBURY DR	<b>Priority Mail® Flat Rate Envelope</b>	Value: \$100	Flat Rate Envelope Hidden Postage <b>Priority Mail® Return Service</b>	\$8.50 Free Free
					<b>Total Label Cost</b>	<b>\$8.50</b>
2 of 2 <a href="#">Edit</a>	<input type="checkbox"/> 03/22/2024	<b>Ryan Doe</b> 1000 COMMERCE ST DALLAS, TX 75202-3716	<b>Priority Mail® Flat Rate Envelope</b>	Value: \$100	Flat Rate Envelope USPS Tracking Electronic Insurance Hidden Postage <b>Priority Mail® Return Service</b>	\$8.50 Free Free Free
					<b>Total Label Cost</b>	<b>\$8.50</b>

### 3) Viewing Return Labels via the Payment Confirmation Page

a) Once on the **Payment Confirmation page**, you can print your Return Labels which will be printed out with their associated Outbound Label.

- i. *You will also be able to view Return Label information such as the Return Label service type and tracking number in the payment confirmation Label Table beneath its associated Outbound Label.*

#### Payment Confirmation

Order Number  
**CE610C9E-2F2B-48F8-9C89-F13F71690BAF**

Charged to  
MASTERCARD-0440

Order Total  
\$26.65 (1 Labels)

---

#### Print Your Labels

**You have until 11:59 PM Central Time of the Ship Date to print this label.**

Select printing format for your labels.  
Label Printing Format ⓘ  
Standard (8.5 x 11) - With receipt, one label per page

Adobe v5 or higher is required to print or save labels.  
[Download Adobe Reader >](#)

If you are creating more labels today, please check the box below and your SCAN Form will be saved for printing when you have finished creating labels for the day.  
 I am creating more labels today.

#### Advertise to your buyers for free with Informed Delivery®

With Informed Delivery, you can drive traffic to your website by creating a digital ad, or "digital banner" for recipients to view in their Informed Delivery email or dashboard.

#### Select Labels

From the payment confirmation page, select each label that you want to create a digital banner for and click Create Digital Banner.

#### Upload Ad Banner

Upload a digital ad banner and details.

#### Enter URL

Add a URL on the digital ad and drive traffic to your website.

#### Digital Banner displayed via Informed Delivery

For each label with a digital banner, the recipient will see and interact with the digital ad in their Informed Delivery email or dashboard.

[Learn more about Informed Delivery®](#)

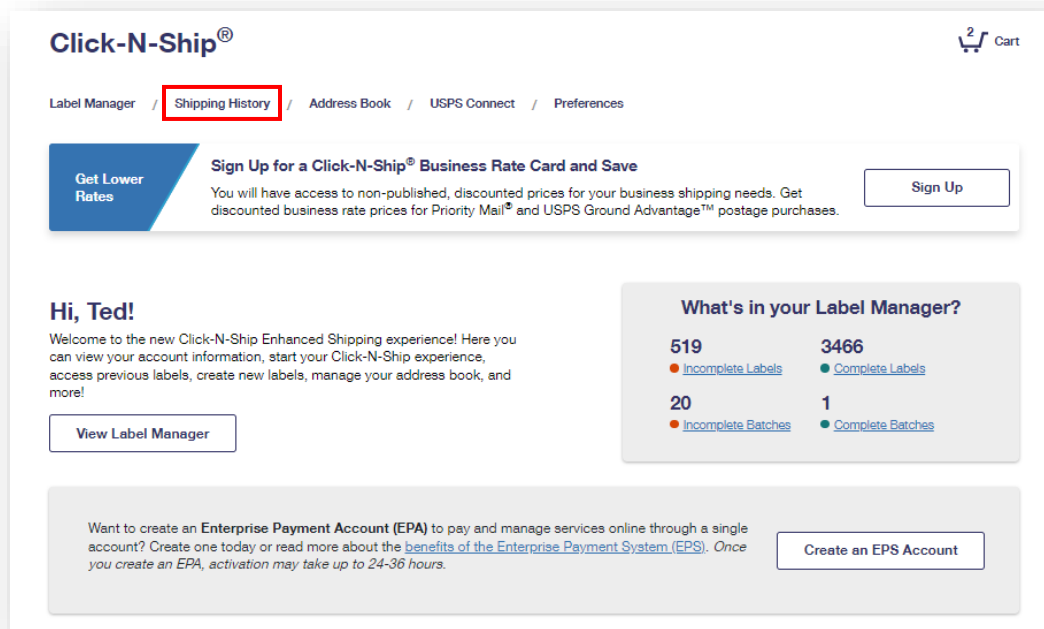
**Label actions:** Select labels and print, save to PDF or create a digital ad campaign to appear in recipient's Informed Delivery.

**Print Labels** **Save as PDF** ( a )

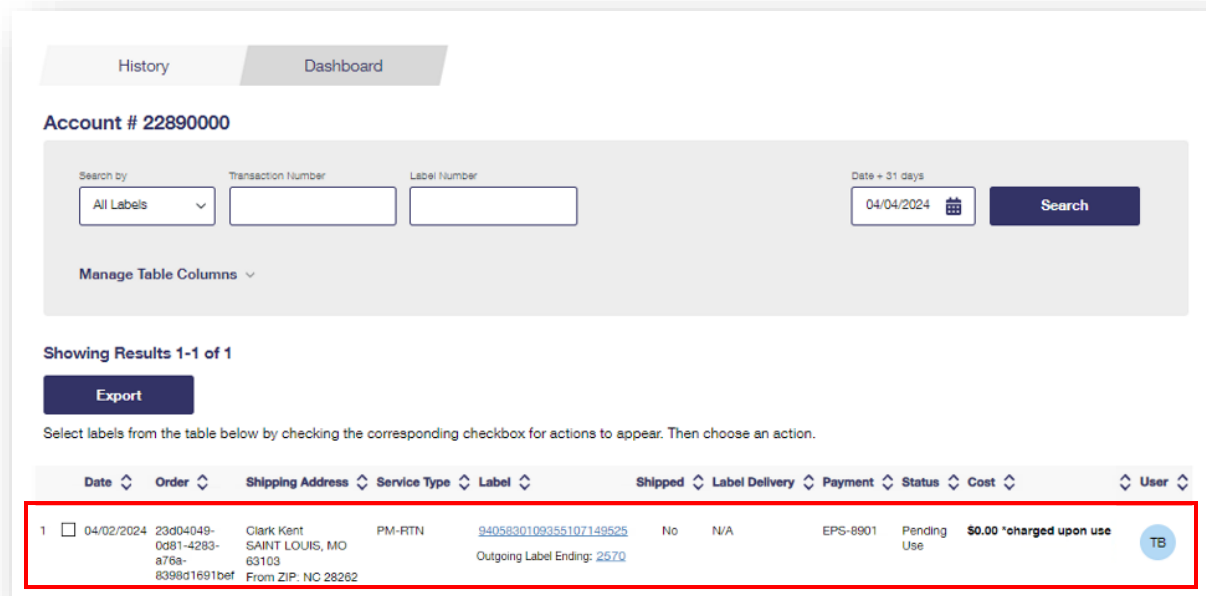
Create Digital Banner

<input type="checkbox"/> Ship Date	Recipient	Mailpiece and Package	Package Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/> 04/04/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 28282-2222	Priority Mail Express® Legal Flat Rate Envelope 2-Day Delivery	Value: \$100	Create	9471230109366000072666
<input type="checkbox"/>	<b>Return Label</b>	Priority Mail® Return Service			9401930109366000019682

- 4) Viewing Return Labels via the Shipping History
  - a) Select **Shipping History** located on the landing page.



- b) Within the Shipping History, you can view your **purchased Return Labels** which are listed as their own line items.
      - i. *You will be able to view the Return Label details such as the shipping address, service type, label number, label use status (e. g. Pending Use).*





## How to Pay for Scanned Return Labels (Postage Dues)

Within this section you will understand how to pay for your scanned Return Label(s) that are listed as a Postage Due by following the steps below.

### 1) Paying for Scanned Return Labels via the Homepage

- a) If a Return Label is scanned and used, you will be charged for the Return Label via a **Postage Due** which will appear on the **CNSv2 Landing Page**.
  - i. To view more details of the Postage Due, select **View Details**. To pay for the Postage Due, select **Pay Now**.

The screenshot shows the USPS Label Manager homepage. At the top, there are navigation links: Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences. Below this, there are two promotional banners. The first is for a Click-N-Ship Business Rate Card, and the second is for USPS Connect Local. The main content area is titled "Hi, Shippercat!" and includes a welcome message and a "What's in your Label Manager?" summary showing 0 Incomplete Labels, 3 Complete Labels, 0 Incomplete Batches, and 0 Complete Batches. A red-bordered box highlights a notification: "You currently have 2 Postage Dues in your cart. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label. Click **View Details** to learn more about your postage dues and how to avoid any in the future." Below this notification is a "Pay Now" button with a price of \$21.00. A "View Details" link with a dropdown arrow is also present.

- b) If you selected **View Details**, you could view which Return Labels were scanned and view the postage cost for the Return Label(s).

The screenshot shows the "View Details" page for postage dues. It features a table with the following data:

	Ship Date	Label Number	Reason for Postage Due	Postage Due
1	03/27/2024	<a href="#">9405830109355</a> <a href="#">107145176</a>	<b>Weight</b> Incorrect Weight: When entering the weight of the mailpiece, make sure all items are in the mailpiece so the weight logged is accurate.	\$12.00
2	03/27/2024	<a href="#">9405830109355</a> <a href="#">107145169</a>	<b>Weight</b> Incorrect Weight: When entering the weight of the mailpiece, make sure all items are in the mailpiece so the weight logged is accurate.	\$9.00

Below the table, there is a "Pay Now" button with a price of \$21.00. The "View Details" link is now expanded to show the table.

- 2) Paying for Scanned Return Labels via the Label Cart
  - a) Select the **Label Cart** located on the landing page.

- b) If a Return Label is scanned and used, you will be charged for the Return Label via a **Postage Due** which will appear on the **CNSv2 Label Cart**.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
<b>Postage Due</b>						
You currently have 2 Postage Dues in your Cart as shown below. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label.						
*All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You can choose to pay only Postage Dues or pay Postage Dues along with your next label transaction. The Order Total at the bottom of the Cart includes Postage Dues.						
1 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 75202-3716	<b>Postage Due</b> ⓘ	Priority Mail® Flat Rate Envelope Label Label Number: <a href="#">9405830109355107145176</a>	Reason for Postage Due: <b>Weight</b>	<b>\$12.00</b>
					<b>Total Postage Due</b>	<b>\$12.00</b>
2 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 75202-3716	<b>Postage Due</b> ⓘ	Priority Mail® Flat Rate Envelope Label Label Number: <a href="#">9405830109355107145169</a>	Reason for Postage Due: <b>Weight</b>	<b>\$9.00</b>
					<b>Total Postage Due</b>	<b>\$9.00</b>
<b>Postage Due on Return Labels</b>						
You currently have 2 Return Labels previously ordered have been scanned.They may not be removed from the cart, and you will be charged for them during your next transaction.						
1 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent From ZIP: TX 75202-3716	<b>Priority Mail® Return Service</b> ⓘ	Label Label Number: <a href="#">9405830109355107145176</a>	<b>Priority Mail® Return Service</b>	<b>\$6.43</b>
					<b>Total Postage Due</b>	<b>\$6.43</b>
2 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent From ZIP: TX 75202-3716	<b>Priority Mail® Return Service</b> ⓘ	Label Label Number: <a href="#">9405830109355107145176</a>	<b>Priority Mail® Return Service</b>	<b>\$6.43</b>
					<b>Total Postage Due</b>	<b>\$6.43</b>
						Total Postage Dues: <b>\$33.86</b>
						<b>Pay Postage Dues Only</b>

- c) From the Label Cart, you can either pay for the Postage Dues only or pay for Postage Dues and labels in the cart.
- i. To pay for postage dues only, select **Pay Postage Dues Only**.
  - ii. To pay for postage dues and labels in the cart, scroll to the bottom of the Label Cart and select **Proceed to Payment** where you will input payment information as normal.

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
<b>Postage Due</b>						
You currently have 2 Postage Dues in your Cart as shown below. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label.						
*All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You can choose to pay only Postage Dues or pay Postage Dues along with your next label transaction. The Order Total at the bottom of the Cart includes Postage Dues.						
1 of 2	03/27/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 75202-3716	Postage Due ⓘ	Priority Mail® Flat Rate Envelope Label Label Number: <a href="#">9405830109355107145176</a>	Reason for Postage Due: <b>Weight</b>	<b>\$12.00</b>
					<b>Total Postage Due</b>	<b>\$12.00</b>
2 of 2	03/27/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 75202-3716	Postage Due ⓘ	Priority Mail® Flat Rate Envelope Label Label Number: <a href="#">9405830109355107145169</a>	Reason for Postage Due: <b>Weight</b>	<b>\$9.00</b>
					<b>Total Postage Due</b>	<b>\$9.00</b>
<b>Postage Due on Return Labels</b>						
You currently have 2 Return Labels previously ordered have been scanned. They may not be removed from the cart, and you will be charged for them during your next transaction.						
1 of 2	03/27/2024	Clark Kent From ZIP: TX 75202-3716	Priority Mail® Return Service ⓘ	Label Label Number: <a href="#">9405830109355107145176</a>	Priority Mail® Return Service	<b>\$6.43</b>
					<b>Total Postage Due</b>	<b>\$6.43</b>
2 of 2	03/27/2024	Clark Kent From ZIP: TX 75202-3716	Priority Mail® Return Service ⓘ	Label Label Number: <a href="#">9405830109355107145176</a>	Priority Mail® Return Service	<b>\$6.43</b>
					<b>Total Postage Due</b>	<b>\$6.43</b>
						Total Postage Dues: <b>\$33.86</b>
						<b>Pay Postage Dues Only</b>

# Enhanced Click-N-Ship® (CNSv2)

## Label Manager

*Within the following section, you'll receive step-by-step guidance on how to edit, organize, and store your label(s) prior to purchasing via the Label Manager.*

# How to Manage your Label(s)

## 1) Access the Label Manager

- a) **Option 1:** Click on **View Label Manager** located on the main landing page.

The screenshot shows the Click-N-Ship main landing page. At the top left is the Click-N-Ship logo. To the right is a shopping cart icon with '2' items. Below the logo is a navigation menu: Label Manager / Shipping History / Address Book / USPS Connect / Preferences. A blue banner on the left says 'Get Lower Rates'. To its right is a 'Sign Up for a Click-N-Ship Business Rate Card and Save' section with a 'Sign Up' button. Below this is a 'Hi, Ted!' greeting and a 'View Label Manager' button highlighted with a red box. To the right of the greeting is a 'What's in your Label Manager?' summary box showing 519 Incomplete Labels, 3466 Complete Labels, 20 Incomplete Batches, and 1 Complete Batch. Below this is a 'Create an EPS Account' button. At the bottom is a 'Let's get started! How would you like to create your labels?' section with four options: Create a Single Label, Create a Batch, Import Labels, and Start From Address Book.

- b) **Option 2:** Click on **Label Manager** tab in the navigation menu.

This screenshot is identical to the one above, showing the Click-N-Ship main landing page. The only difference is that the 'Label Manager' tab in the navigation menu is highlighted with a red box, illustrating the second method to access the Label Manager.

## 2) Label Manager Views

You can toggle between viewing all labels and viewing batch.

- By default, you will be in the **All Labels** view.
- To view batch, click the **Batches** tab.

The screenshot displays the Click-N-Ship Label Manager interface. At the top, the navigation bar includes 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences' and a shopping cart icon with '0' items. A light blue banner contains the text: 'Hide Postage on Label - Choose if you want the postage price to appear on your printed domestic labels. Visit the Preferences tab to learn more.'

Below the banner, two tabs are visible: 'All Labels (695)' and 'Batches (13)'. The 'All Labels' tab is highlighted with a red box and labeled '(a)', while the 'Batches' tab is also highlighted with a red box and labeled '(b)'. Below the tabs are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'.

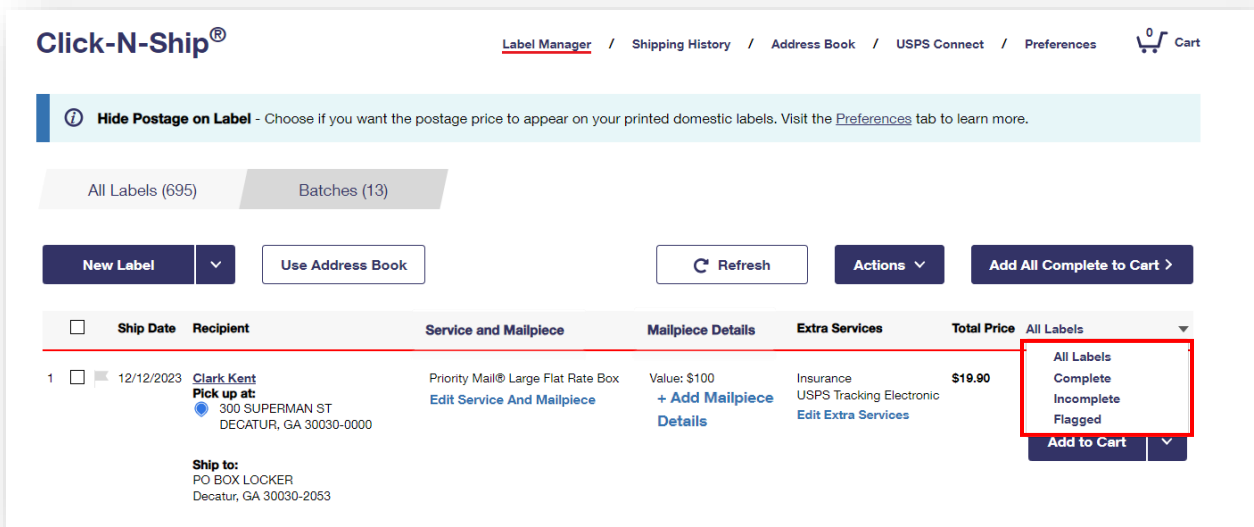
The main content area is a table with columns: 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', 'Extra Services', and 'Total Price'. The table contains two rows of shipping labels, both for 'Clark Kent' at '300 SUPERMAN ST, DECATUR, GA 30030-0000'. The first row is selected. Each row includes a 'Ship to:' address: 'PO BOX LOCKER, Decatur, GA 30030-2053'. The 'Total Price' for each label is '\$19.90'. There are 'Add to Cart' buttons for each label.

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
<input checked="" type="checkbox"/>	12/12/2023	Clark Kent Pick up at 300 SUPERMAN ST DECATUR, GA 30030-0000	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	Value: \$100 <a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$19.90	<a href="#">Add to Cart</a>
<input type="checkbox"/>	12/12/2023	Clark Kent Pick up at 300 SUPERMAN ST DECATUR, GA 30030-0000	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	Value: \$100 <a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$19.90	<a href="#">Add to Cart</a>

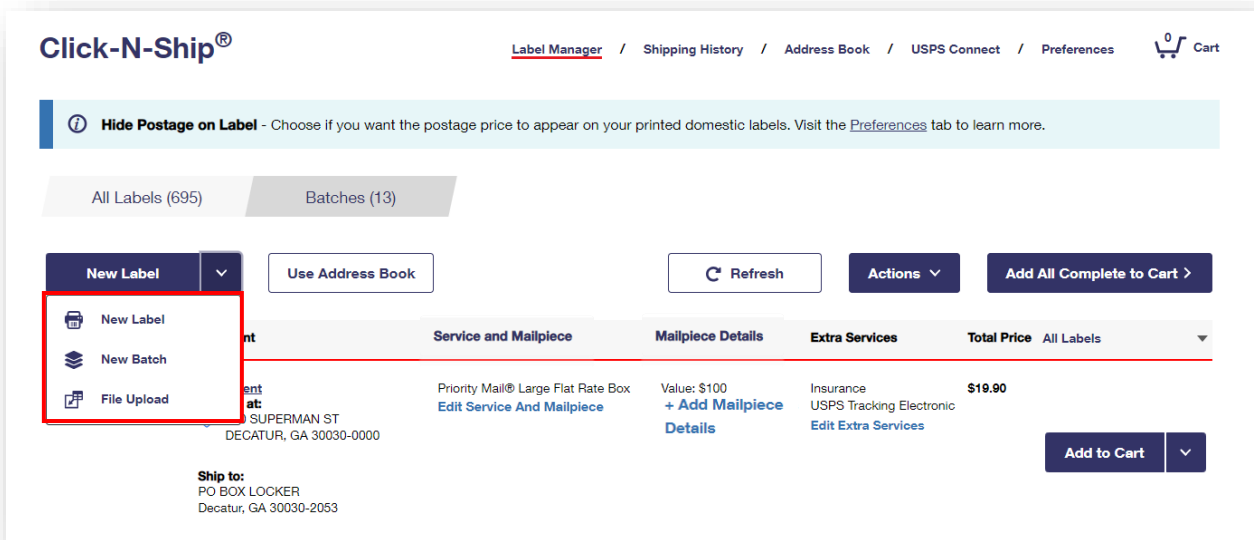
### 3) All Actions within the Label View

There are multiple actions that you can take within the Label view window.

- a) **Filter Label(s):** You can filter the label(s) within the label manager by selecting the **All Label dropdown** in the label menu and selecting a filtered view of “All Labels,” “Complete,” “Incomplete,” or “Flagged.”



- b) **Create a New Label:** You can create a new label(s) by clicking **New Label** above the label table. You can also create a new batch or perform a file upload by selecting the drop-down next to the “New Label” button.



- c) **Edit Label (s):** You can edit a label(s) individually or in bulk within the Label Manager.
- i. **Individual Method** Check the box of the desired label and click on the dropdown menu next to the “Add to Cart” button and select **Edit**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for "All Labels (695)" and "Batches (13)". Below the tabs are buttons for "New Label", "Use Address Book", "Refresh", "Actions", and "Add All Complete to Cart". The main area displays a table of labels with columns: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, and Total Price. Two labels are listed, both for "Clark Kent" at "300 SUPERMAN ST, DECATUR, GA 30030-0000". The first label is selected with a checkbox. To the right of the table, a dropdown menu is open, showing options: "Add to Cart", "Save As Favorite", "Edit" (highlighted with a red box), "Add to Batch", "Duplicate", "Flag as Priority", and "Delete".

- ii. **Bulk Method:** Check the box of the desired label(s) and then click **Edit** and whichever section you want to edit (*Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services*).

The screenshot shows the USPS Label Manager interface with the bulk editing method. The "All Labels (695)" and "Batches (13)" tabs are at the top. The main area displays the same table of labels as the previous screenshot. In this view, both labels are selected with checkboxes. A red box highlights the "Edit" links under the "Ship Date", "Recipient", "Service and Mailpiece", "Mailpiece Details", and "Extra Services" columns for the first label. The "Add to Cart" dropdown menu is not visible in this view.



- d) **Duplicate Label(s)**: You can create duplicates of any label(s) individually or in bulk within the label manager.
- i. **Individual Method** Check the box of the desired label and click on the dropdown menu next to the “Add to Cart” button and select **Duplicate**.

The screenshot shows the 'Label Manager' interface with two labels listed. The first label is selected, and its dropdown menu is open, showing options like 'Add to Cart', 'Save As Favorite', 'Edit', 'Add to Batch', 'Duplicate', 'Flag as Priority', and 'Delete'. The 'Duplicate' option is highlighted with a red box.

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	12/12/2023	Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	Value: \$100 <a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$19.90	
2	12/12/2023	Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	Value: \$100 <a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$19.90	

- ii. **Bulk Method**: Check the box of the desired label(s) and click on the **Actions** button located near the top and select **Duplicate**.

The screenshot shows the 'Label Manager' interface with one label selected. The 'Actions' dropdown menu is open, showing options like 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority', 'Create Return Label', 'Delete', and 'Delete All Labels'. The 'Duplicate' option is highlighted with a red box.

Click-N-Ship®

Label Manager / Shipping History / Address Book / USPS Connect / Preferences

**Hide Postage on Label** - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

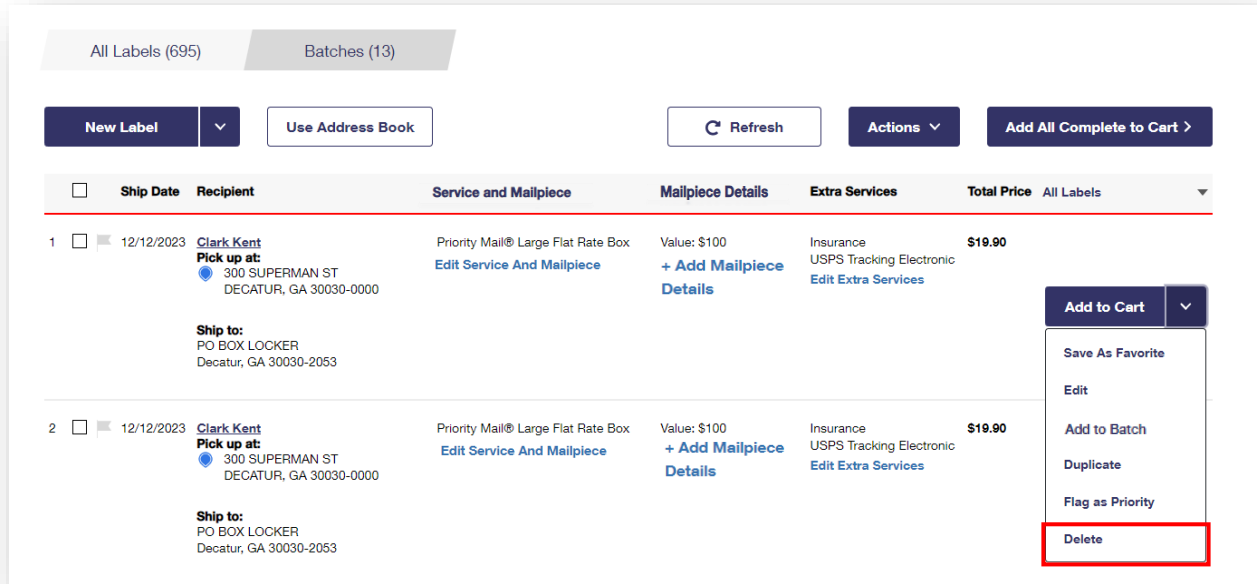
All Labels (695) Batches (13)

New Label Use Address Book Refresh Actions Add All Complete to Cart >

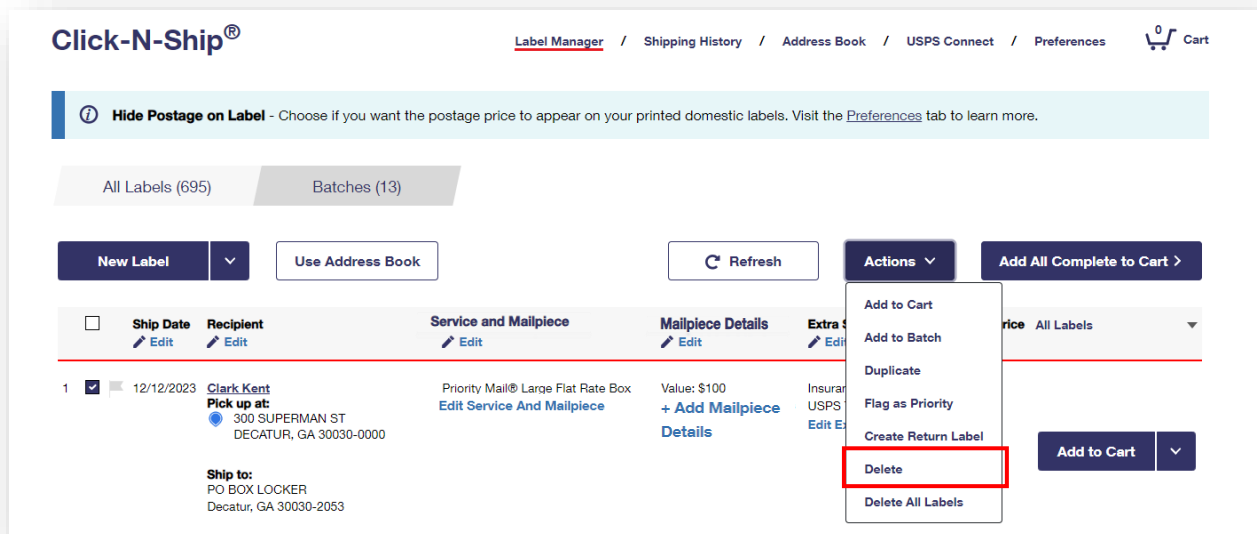
<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	12/12/2023	Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	Value: \$100 <a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$19.90	

e) **Delete Label(s):** You can delete any label(s) individually or in bulk within the label manager.

- i. **Individual Method** Check the box of the desired label and click on the dropdown menu next to the “Add to Cart” button and select **Delete**.

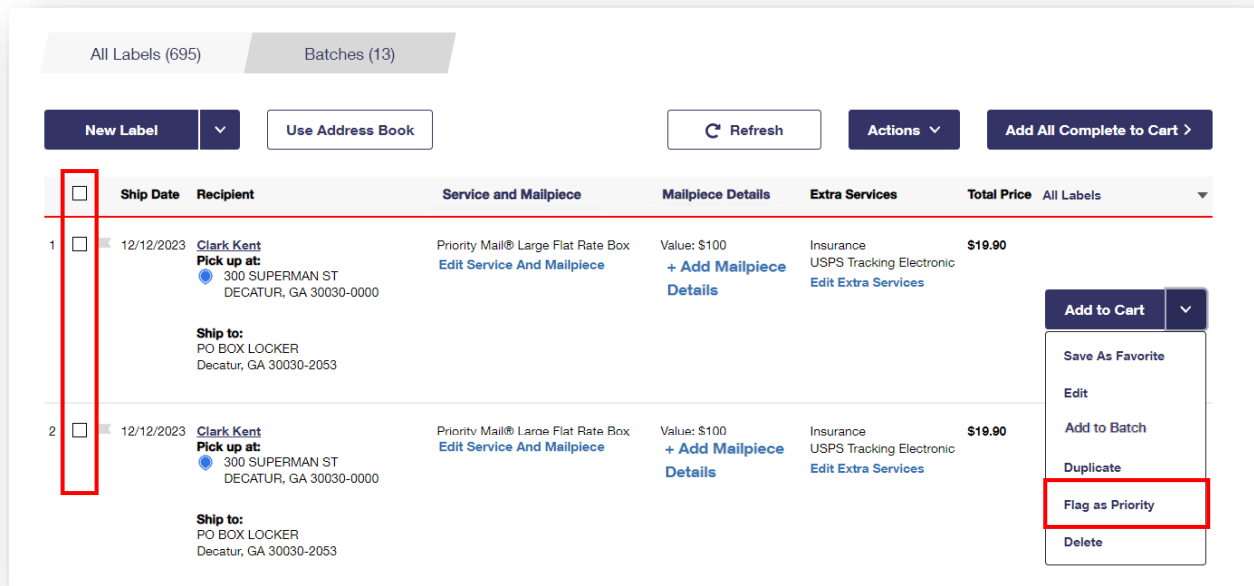


- ii. **Bulk Method:** Check the box of the desired label(s) and click on the “Actions” button located near the top and select **Delete**.

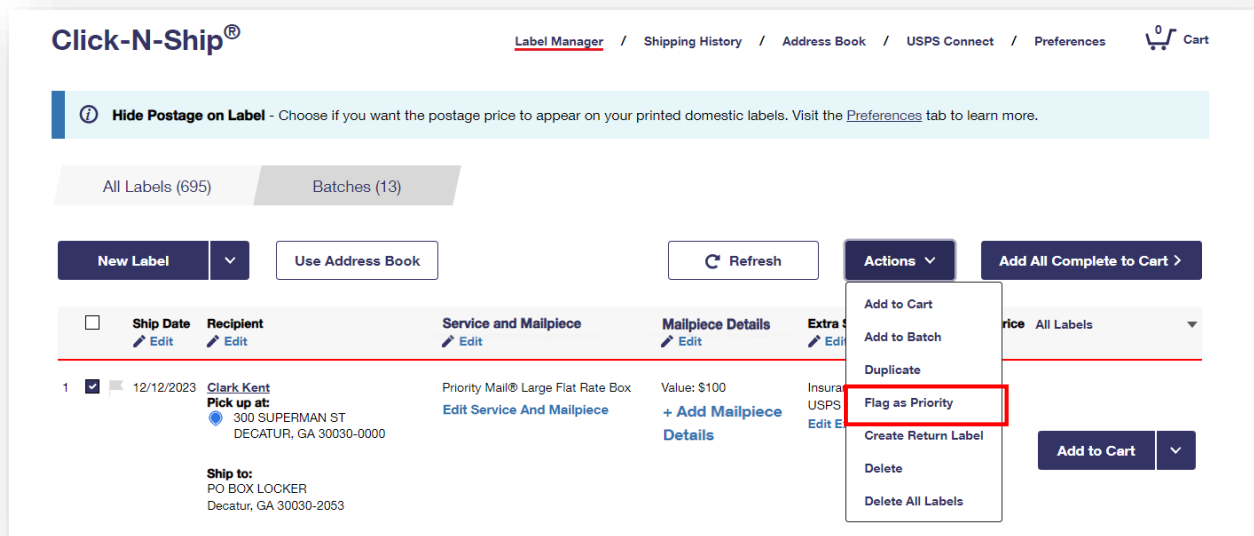


f) **Flag Label(s):** You can flag any label(s) as priority individually or in bulk within the label manager.

- i. **Individual Method:** Simply select the **Flag Icon** next to the “Ship Date” of the desired label or check the box of the desired label(s) and click on the dropdown menu next to the “Add to Cart” button and select **Flag as Priority**.



- ii. **Bulk Method:** Check the box of the desired label(s) and click on the “Actions” button located near the top and select **Flag as Priority**.



- g) **Add Label(s) to Cart:** You can add any label(s) to your cart individually or in bulk within the label manager.
- i. **Individual Method:** Check the box of the desired label and select **Add to Cart**.
  - ii. **Bulk Method:** Check the box of the desired label(s) and select **Add All Complete to Cart** or click on the **Actions** button located near the top and select **Add to Cart**.

The screenshot shows the Click-N-Ship Label Manager interface. At the top, there is a navigation bar with links for Label Manager, Shipping History, Address Book, USPS Connect, and Preferences. A 'Cart' icon is also visible. Below the navigation bar, there is a notification about 'Hide Postage on Label'. The main area displays a table of labels with columns for Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, and Extra. A table with one row is visible, containing a checked checkbox, a date (12/12/2023), recipient information for Clark Kent, service details for Priority Mail Large Flat Rate Box, and a value of \$100. An 'Actions' dropdown menu is open, showing options like 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority', 'Create Return Label', 'Delete', and 'Delete All Labels'. Two red boxes highlight the 'Add All Complete to Cart' button and the 'Add to Cart' option in the dropdown menu, with red text labels '(ii)' and '(i)' respectively.

- h) **Add Label(s) to Batch:** You can add any label(s) to batch individually or in bulk within the label manager.
- i. **Individual Method:** Check the box of the desired label and click on the dropdown menu next to the “Add to Cart” button and select **Add to Batch**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (695)' and 'Batches (13)'. Below the tabs are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The main area displays a table of labels with columns: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. Two labels are listed, both for 'Clark Kent' at '300 SUPERMAN ST, DECATUR, GA 30030-0000'. The first label is selected with a checkbox. A dropdown menu is open next to the 'Add to Cart' button, and the 'Add to Batch' option is highlighted with a red box.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	12/12/2023	Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	Value: \$100 <a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$19.90	
2	12/12/2023	Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	Value: \$100 <a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$19.90	

- ii. **Bulk Method:** Check the box of the desired label(s) and click on the “Actions” button located near the top and select **Add to Batch**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (695)' and 'Batches (13)'. Below the tabs are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The main area displays a table of labels with columns: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, Total Price, and All Labels. One label is listed, for 'Clark Kent' at '300 SUPERMAN ST, DECATUR, GA 30030-0000'. The label is selected with a checkbox. A dropdown menu is open next to the 'Add to Cart' button, and the 'Add to Batch' option is highlighted with a red box.

**Click-N-Ship®**      [Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect](#) / [Preferences](#)      [Cart](#)

**Hide Postage on Label** - Choose if you want the postage price to appear on your printed domestic labels. Visit the [Preferences](#) tab to learn more.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	12/12/2023	Clark Kent Pick up at: 300 SUPERMAN ST DECATUR, GA 30030-0000	Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Mailpiece</a>	Value: \$100 <a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>	\$19.90	

- i) **Save Label as Favorite:** You can save an individual label(s) as favorite by checking the box of the desired label clicking on the dropdown menu next to the “Add to Cart” button and selecting **Save As Favorite**.

The screenshot shows the USPS Label Manager interface. At the top, there are tabs for 'All Labels (695)' and 'Batches (13)'. Below these are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The main area is a table with columns: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, and Total Price. Two labels are listed, both for 'Clark Kent' at '300 SUPERMAN ST, DECATUR, GA 30030-0000'. The first label is selected. A dropdown menu is open for the first label, showing options: 'Add to Cart', 'Save As Favorite' (highlighted with a red box), 'Edit', 'Add to Batch', 'Duplicate', 'Flag as Priority', and 'Delete'.

- j) **Create a Return Label:** You can create a return label for any label(s) within the label manager by checking the box of the desired label(s), clicking on the “Actions” button located near the top, and selecting **Create Return Label**.

The screenshot shows the USPS Label Manager interface. At the top, there is a breadcrumb trail: 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences'. Below this is a notification bar for 'Hide Postage on Label'. The main area is a table with columns: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Extra Services, and Total Price. One label is listed for 'Clark Kent' at '300 SUPERMAN ST, DECATUR, GA 30030-0000'. The 'Actions' button is clicked, and a dropdown menu is open, showing options: 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority', 'Create Return Label' (highlighted with a red box), 'Delete', and 'Delete All Labels'.

#### 4) All Actions with Batch View

There are multiple actions that you can take within the Batches view window.

- a) **Filter Batch(es):** You can filter the batches within the label manager by selecting **the All Labels dropdown** in the batch menu and selecting a filtered view of “All Batches,” “Complete,” or “Incomplete.”

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences 0 Cart

All Labels (96) Batches (12)

New Batch  Refresh Actions

<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1 <input checked="" type="checkbox"/> <a href="#">SR TEST</a>	9	10/04/2023		Free	<input type="button" value="Edit"/> <input type="button" value="v"/>
2 <input checked="" type="checkbox"/> <a href="#">SR TEST</a>	11	10/04/2023		Free	<input type="button" value="Edit"/> <input type="button" value="v"/>
3 <input type="checkbox"/> <a href="#">SR TEST</a>	8	10/04/2023		Free	<input type="button" value="Edit"/> <input type="button" value="v"/>

- b) **Create a New Batch:** You can create a new batch by selecting **New Batch** above the batch table. You can also create a new label or perform a file upload by selecting the drop-down next to the “New Batch” button.

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences 0 Cart

All Labels (96) Batches (12)

New Batch  Refresh Actions

Labels	Time Created	Batch Notes	Batch Price	All Labels
9	10/04/2023		Free	<input type="button" value="Edit"/> <input type="button" value="v"/>
2 <input checked="" type="checkbox"/> <a href="#">SR TEST</a>	11	10/04/2023	Free	<input type="button" value="Edit"/> <input type="button" value="v"/>
3 <input type="checkbox"/> <a href="#">SR TEST</a>	8	10/04/2023	Free	<input type="button" value="Edit"/> <input type="button" value="v"/>

- c) **Edit Batch(es)**: You can edit a batch(es) by selecting the box of the desired batch and then clicking on the dropdown menu next to the “Add to Cart” button and selecting **Edit**.

The screenshot shows the Click-N-Ship interface with a table of batches. The table has columns for Batch Name, Labels, Time Created, Batch Notes, Batch Price, and All Labels. Three batches are listed, all named 'SR TEST'. The first batch has 9 labels and was created on 10/04/2023. The second batch has 11 labels and was created on 10/04/2023. The third batch has 8 labels and was created on 10/04/2023. A dropdown menu is open for the first batch, showing options: Edit, Duplicate, Flag, and Delete. The 'Edit' option is highlighted with a red box.

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> <a href="#">SR TEST</a>	9	10/04/2023		Free	<input type="checkbox"/> Edit <input checked="" type="checkbox"/> Edit <input type="checkbox"/> Duplicate <input type="checkbox"/> Flag <input type="checkbox"/> Delete
2	<input checked="" type="checkbox"/> <a href="#">SR TEST</a>	11	10/04/2023		Free	
3	<input type="checkbox"/> <a href="#">SR TEST</a>	8	10/04/2023		Free	

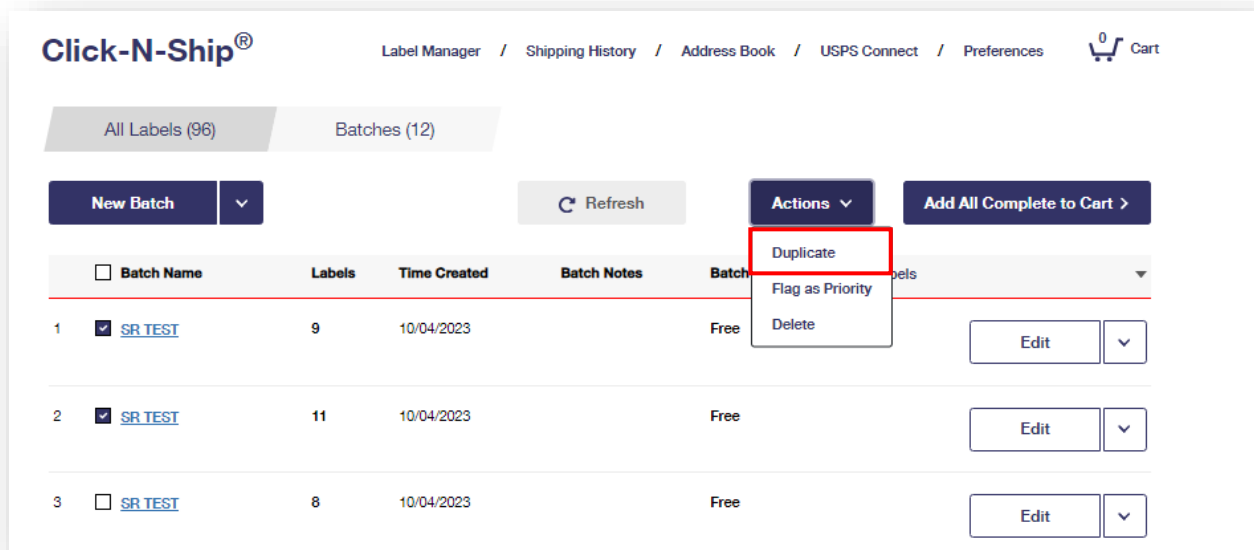
- d) **Duplicate Batch(es)**: You can create duplicates of any batch individually or in bulk within the label manager.
- i. **Individual Method** Check the box of the desired batch and click on the dropdown menu next to the “Add to Cart” button and select **Duplicate**.

The screenshot shows the Click-N-Ship interface with a table of batches. The table has columns for Batch Name, Labels, Time Created, Batch Notes, Batch Price, and All Labels. Three batches are listed, all named 'SR TEST'. The first batch has 9 labels and was created on 10/04/2023. The second batch has 11 labels and was created on 10/04/2023. The third batch has 8 labels and was created on 10/04/2023. A dropdown menu is open for the second batch, showing options: Edit, Duplicate, Flag, and Delete. The 'Duplicate' option is highlighted with a red box.

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> <a href="#">SR TEST</a>	9	10/04/2023		Free	<input type="checkbox"/> Edit <input type="checkbox"/> Edit <input checked="" type="checkbox"/> Duplicate <input type="checkbox"/> Flag <input type="checkbox"/> Delete
2	<input checked="" type="checkbox"/> <a href="#">SR TEST</a>	11	10/04/2023		Free	
3	<input type="checkbox"/> <a href="#">SR TEST</a>	8	10/04/2023		Free	

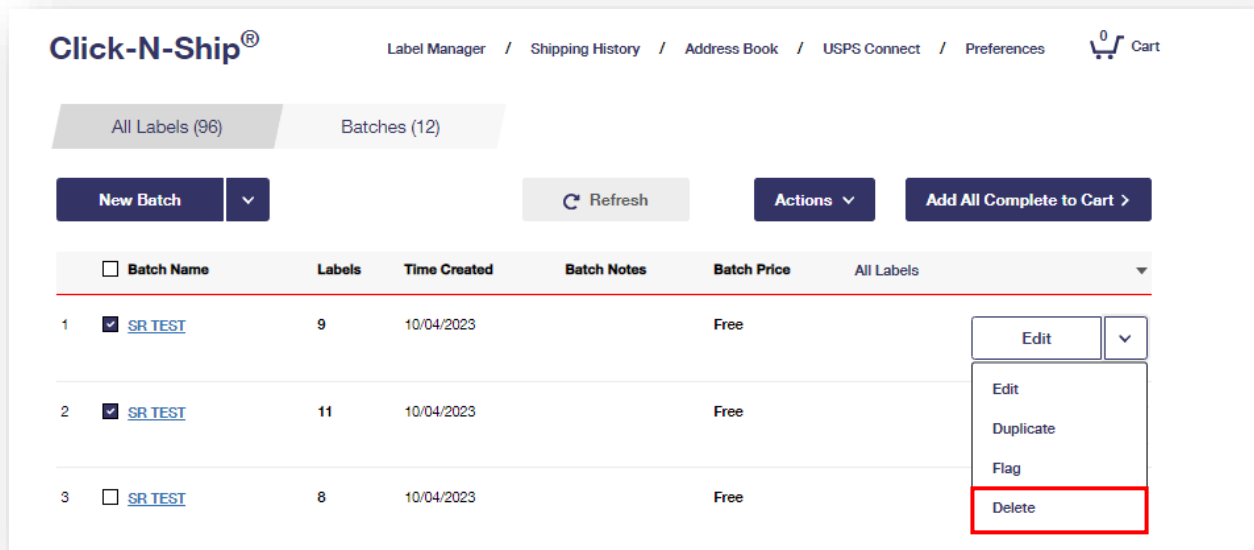


- ii. **Bulk Method:** Check the box of the desired batch(es) and click on the “Actions” button located near the top and select **Duplicate**.

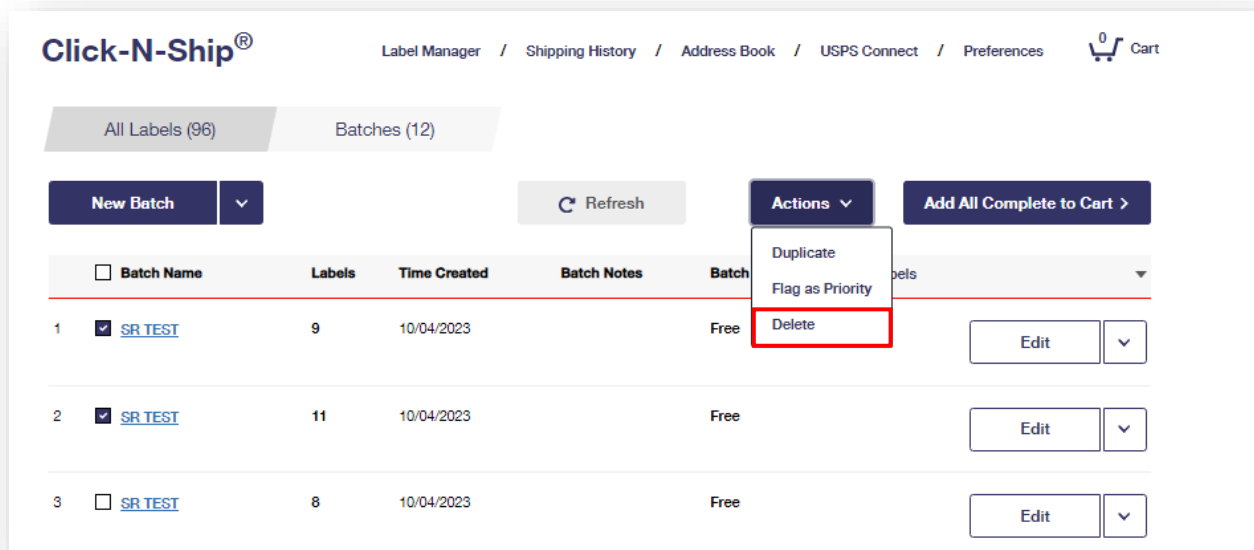


- e) **Delete Batch(es):** You can delete any batch(es) individually or in bulk within the label manager.

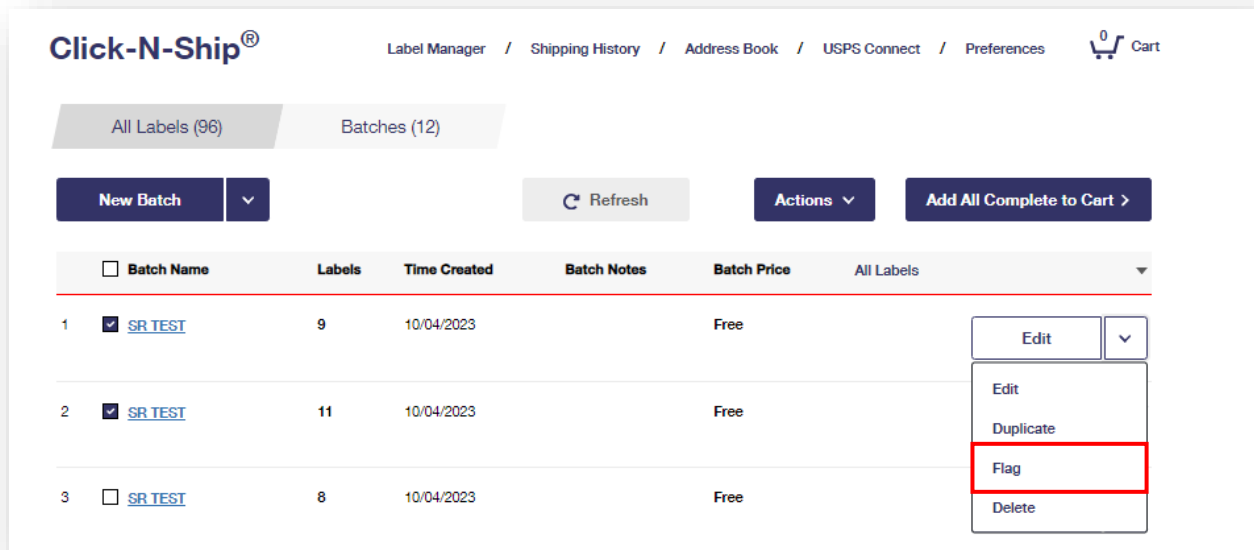
- i. **Individual Method** Check the box of the desired batch and click on the dropdown menu next to the “Add to Cart” button and select **Delete**.



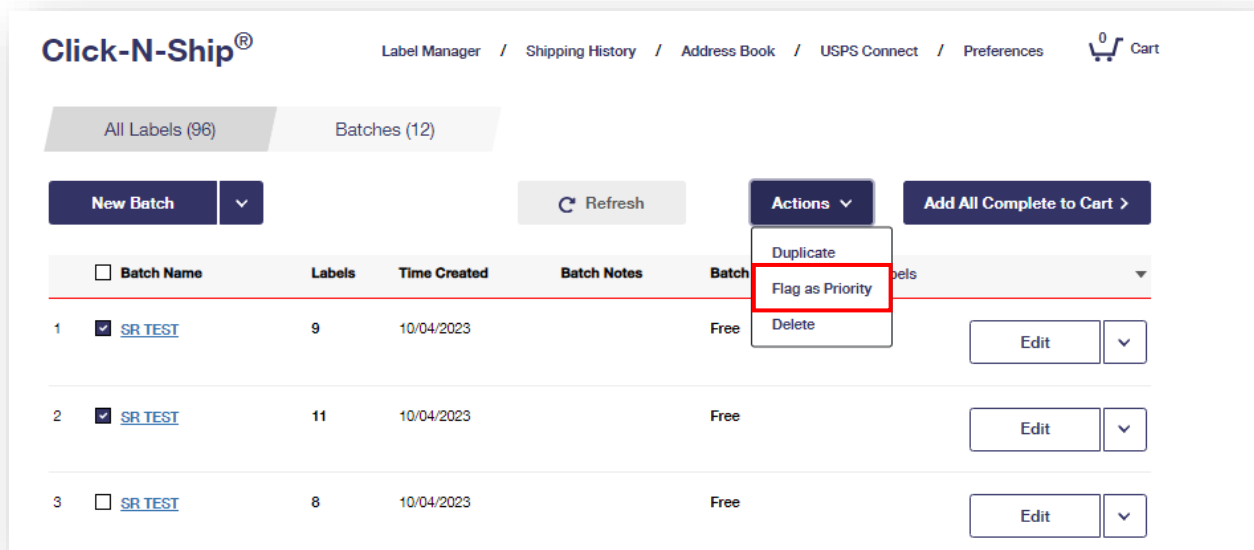
- ii. **Bulk Method:** Check the box of the desired batch(es) and click on the “Actions” button located near the top and select **Delete**.



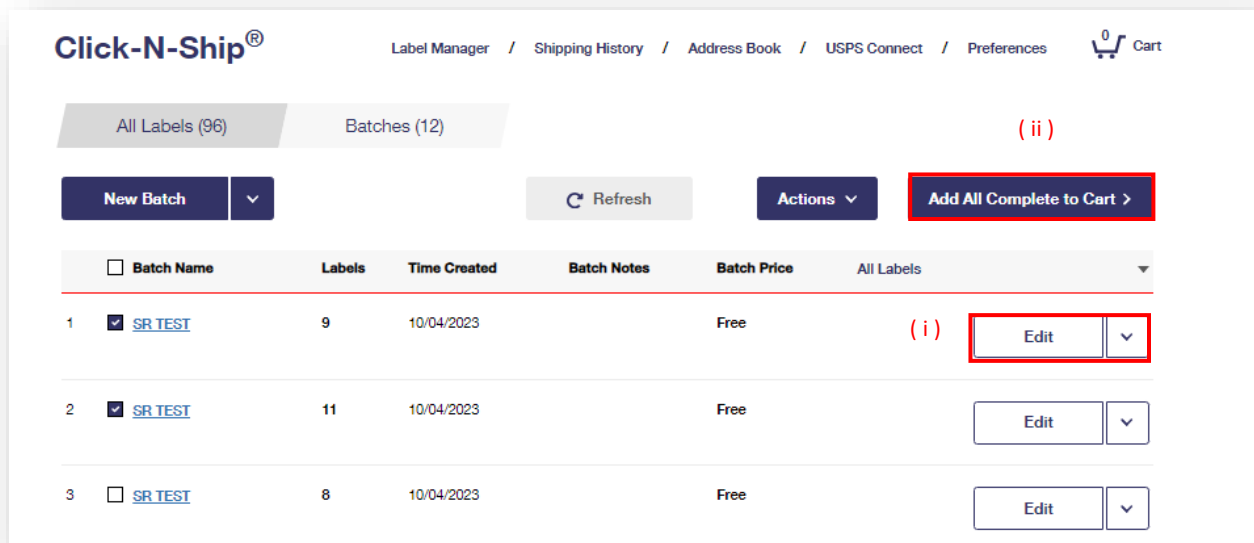
- f) **Flag Batch(es):** You can flag any batch(es) as priority individually or in bulk within the label manager.
  - i. **Individual Method:** Check the box of the desired batch(es) and click on the dropdown menu next to the “Add to Cart” button and select **Flag**.



- ii. **Bulk Method:** Check the box of the desired batch(es) and click on the “Actions” button located near the top and select **Flag as Priority**.



- g) **Add Batch(es) to Cart:** You can add any batch(es) to your cart individually or in bulk within the label manager.
  - i. **Individual Method:** Check the box of the desired batch and select **Add to Cart**.
  - ii. **Bulk Method:** Check the box of the desired batch(es) and select **Add All Complete to Cart**.



# Enhanced Click-N-Ship<sup>®</sup> (CNSv2)

## Label Cart

*Within the following section, you'll receive step-by-step guidance on how add Free Shipping Supplies to your Order, pay for your Label(s) via our different payment methods, and how to navigate through the Payment Confirmation Page.*

## How to Add Free Shipping Supplies to your Order

### 1) Review Labels in Label Cart

- a) Once your label(s) or batch(es) have been added to the label cart, review your label cart by clicking on the **Cart icon** on the top right of the page.
- b) Review the label(s) in your cart to ensure that they are correct.
  - i. *Note, if you would like to edit any labels you may click the **Edit** button next to the label. If you would like to remove any labels from your cart, you may check the box of the label(s) and click the **Remove** button at the top. Labels will still be in Label Manager after removal.*

(i)

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences **1 Cart**

Label Cart (1) (a)

[Back to Label Manager](#)

Remove

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 <input type="checkbox"/>	12/12/2023	<b>Customer pick up at:</b> Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance	\$4.31 Free
					<b>Total Label Cost</b>	<b>\$4.31</b>

Ship to:  
PO BOX LOCKER  
Decatur, GA 30030-2053

New Label

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

USPS® Shipping Supplies

Add labels, tape, boxes and shipping supplies to the label order.


Order Total: **\$4.31**

## 2) Add Shipping Supplies to Your Order

You are now able to include free shipping supplies to your order.

- a) To add free supplies, click **+Add Shipping Supplies** option located under USPS Shipping Supplies.

The screenshot displays the Click-N-Ship Label Cart interface. At the top, the navigation bar includes 'Click-N-Ship®', 'Label Manager / Shipping History / Address Book / USPS Connect / Preferences', and a 'Cart' icon with a '1' item count. Below the navigation, the page title is 'Label Cart (1)' with a link to 'Back to Label Manager'. A 'Remove' button is visible above a table of shipping labels. The table has columns for 'Ship Date', 'Recipient', 'Service and Mailpiece', 'Mailpiece Details', 'Mailpiece Services', and 'Price'. One label is listed with a ship date of 12/12/2023, recipient 'Clark Kent' at '300 SUPERMAN ST, DECATUR, GA 30000-0000', and service 'USPS Ground Advantage™ Choose Your Own Box' for 6 oz. The price is \$4.31, with 'Choose Your Own Box Insurance' listed as 'Free'. A 'Total Label Cost' of \$4.31 is shown. Below the table is a 'New Label' button with a dropdown arrow. A promotional box for 'Enterprise Payment Account (EPA)' is present, with a 'Create an EPS Account' button. Under the 'USPS® Shipping Supplies' section, there is a text prompt 'Add labels, tape, boxes and shipping supplies to the label order.' and a button '+ Add Shipping Supplies' which is highlighted with a red box. At the bottom, there is a 'Remove All' button and an 'Order Total: \$4.31' display, followed by a 'Pay Now' button.

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences 

Label Cart (1)  
[Back to Label Manager](#)

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 <input type="button" value="Edit"/>	<input type="checkbox"/> 12/12/2023	<b>Customer pick up at:</b> Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance	\$4.31 Free
		<b>Ship to:</b> PO BOX LOCKER Decatur, GA 30030-2053			<b>Total Label Cost</b>	<b>\$4.31</b>

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

USPS® Shipping Supplies


Add labels, tape, boxes and shipping supplies to the label order.

Order Total: **\$4.31**

- b) Select the type and quantity of shipping supplies that you would like to add to your order.
  - i. *Note, each shipping supply product will display the different pack sizes and the minimum / maximum quantity available that it comes with.*
- c) To add a product to your order select **Add to Cart**.


[Back to Cart](#)

### Select Shipping Supplies to Add to your Order




**CAUTION HEAVY**  
35 lbs. and Over

Label 00031, April 2010



**CERTIFIED MAIL®**  
FOR USE ONLY WITH (Mgd) SHIPPING LABEL

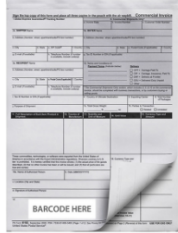
Label 3800-N, January 2014 PSN 7800-11-000-0009



**DELIVERY EMPLOYEE - Remove Copies 1 & 2 at Time of Delivery**

**COD**

SAMPLE



**Commercial Invoice PS Form 6182**


8-1/2" (W) x 11-1/2" (H)

Caution Heavy Sticker Labels 3-1/2" (W) x 5-1/2" (H)	Certified Mail® Labels 3-1/4" (W) x 1-5/8" (H)	Collect on Delivery Forms 7-1/2" (W) x 4-1/4" (H)	Commercial Invoice PS Form 6182 8-1/2" (W) x 11-1/2" (H)
Roll of 500 \$0.00	Roll of 600 \$0.00	Pack of 10 \$0.00	Pack of 10 \$0.00
<input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="3"/> <input type="button" value="+"/>	<input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="1"/> <input type="button" value="+"/>	<input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="1"/> <input type="button" value="+"/>	<input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="11"/> <input type="button" value="+"/>
Limit of 2			Limit of 10
Total Pieces: 1500 \$0.00	Total Pieces: 600 \$0.00	Total Pieces: 10 \$0.00	Total Pieces: 110 \$0.00
<b>Add to Cart</b>	<b>Add to Cart</b>	<b>Add to Cart</b>	<b>Add to Cart</b>

(i)

(c)

- d) Once a product is added to the cart, you will see this pop up model. If you would like to add more shipping supplies to your order, select **Continue Shopping**.
- e) If you would like to proceed to your label cart, select **View Cart**.



**Caution Heavy Sticker Labels**  
Roll of 500

Was successfully added to your cart.

Quantity: 2

Total Pieces: 1000

Total Price: \$0.00

**Continue Shopping**

**View Cart**

(d)

(e)

- f) Once you have returned to the label cart, **details about the free shipping supplies** that you selected will be displayed.
- i. Select a **Shipping Method** for your Shipping Supplies.
  - ii. Review **Shipping Supplies Summary** to ensure that everything is correct.

	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 <a href="#">Edit</a>	<input type="checkbox"/> 12/12/2023	<b>Customer pick up at:</b> Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance	\$4.31 Free
		<b>Ship to:</b> PO BOX LOCKER Decatur, GA 30030-2053			<b>Total Label Cost</b>	<b>\$4.31</b>

New Label

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

USPS® Shipping Supplies

(i)

Product	Quantity	Price	Select Shipping Method for Supplies	
<b>Dual-Use Priority Mail/Priority Mail Express Medium Tube - 1098 - Pack of 20</b> 38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) <a href="#">Remove</a>	- <input type="text" value="1"/> +	Free	<input checked="" type="radio"/> <b>USPS Ground Advantage™ Service</b> Arrives in 6-7 business days	Free
			<input type="radio"/> <b>Priority Mail® Service</b> Arrives in 2-3 business days	\$13.65

(f)

Shipping Supplies Summary	
<b>Subtotal</b>	<b>Free</b>
<b>Shipping - USPS Ground Advantage</b>	<b>Free</b>
<b>Shipping Supplies Total</b>	<b>Free</b>

(ii)

Order Total: **\$4.31**



## How to Pay for Your Label(s)

Within CNSv2, all customers can pay for their label(s) via Debit / Credit Card, PayPal, Click to Pay, Apple Pay, or EPS Account.

### 1) Option 1 – Paying with Credit / Debit Card

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

The screenshot displays the USPS shipping label cart interface. At the top, there is a table with columns: Ship Date, Recipient, Service and Mailpiece, Mailpiece Details, Mailpiece Services, and Price. The table shows one label for 12/12/2023, recipient Clark Kent at 300 SUPERMAN ST, DECATUR, GA 30000-0000, service USPS Ground Advantage™ Choose Your Own Box, 6 oz weight, and services Choose Your Own Box and Insurance. The total label cost is \$4.31.

Below the table, there is a 'New Label' button and a section for creating an Enterprise Payment Account (EPA). The EPA section includes a text box explaining the benefits and a 'Create an EPS Account' button.


The 'USPS® Shipping Supplies' section contains a table with columns: Product, Quantity, and Price. The product is 'Dual-Use Priority Mail/Priority Mail Express Medium Tube - 1098 - Pack of 20' with a quantity of 1 and a price of Free. There is a 'Remove' link below the product name.

To the right of the supplies table is a 'Select Shipping Method for Supplies' section with two options: 'USPS Ground Advantage™ Service' (Free, 5-7 business days) and 'Priority Mail® Service' (\$13.65, 2-3 business days). The 'USPS Ground Advantage™ Service' option is selected.

Below the shipping method selection is a 'Shipping Supplies Summary' table with columns: Subtotal, Shipping - USPS Ground Advantage, and Shipping Supplies Total. All three items are listed as Free.

At the bottom left, there is a 'Shop for More Supplies' button. At the bottom right, there is a 'Remove All' button and an 'Order Total: \$4.31' label. A red box highlights the 'Pay Now' button, which is labeled '( a )' to its left.

- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Credit & Debit Card** as the payment option.

**Click-N-Ship** 


Cust / Ship Info      Billing      Review      Confirmation

---


**Billing Information**  
Please select your payment method.

(b)  I hereby authorize the U.S. Postal Service to charge \$4.31. I have read, understand, and agree to the [Terms and Conditions](#).


(c) **Credit & Debit Card**



**Paypal**



**Click to Pay** ⓘ



**Back**

**Order Summary**


**Click-N-Ship®**

---

Order Total:	\$4.31
<b>Total:</b>	<b>\$4.31</b>

- d) Once the payment method is selected, enter your **Credit or Debit Card Information**.
- i. To save your card to your account, select **Save this card to my account**. To make this card your preferred card, select **Make this my preferred card**.

**Credit & Debit Card**



**Credit or Debit Card Information**

\*Required Field

(d) \*Cardholder's Name as it appears on card: Rocky Balboa

Card Nickname (Business Card, Personal Card, etc.): Card Nickname

\*Card Number: [Redacted]

\*CVC: [Redacted]

\*Expires on: MM/YY

(i)  Save this card to my account

Make this my preferred card

- e) Enter your **Billing Address** and once ready to pay, select **Print and Pay** to proceed.

**Billing Address**

The address on file with your card company must match your billing address.

Use USPS.com account address

\*Address 1: 300 SUPERMAN ST

Address 2: [Redacted]

\*City: Charlotte

\*State: NC - North Carolina

\*ZIP Code™: 33333

**Print and Pay**

f) Select **Accept & Continue** to continue and place your order.

✕

I certify that my mailing complies with all applicable laws and U.S. Postal Service® regulation and does not contain any prohibited, improperly prepared, or undeclared hazardous materials, as per the requirement set forth in Publication 52, Hazardous, Restricted, and Perishable Mail, the Domestic Mail Manual, and the International Mail Manual (all available online at: <https://pe.usps.com/>).

The mailing of Mercury is PROHIBITED. Failure to comply with this, or any other, prohibition can result in civil penalties up to \$100,000, plus the costs of clean-up and/or damages for each violation. Additionally, some hazardous materials, including but not limited to firearms ammunition, fireworks, strike anywhere matches, and certain flammable liquids (e.g., pure acetone) are prohibited in the mail. As the mailer, you are responsible to know the mailability of your product.

Lithium metal and lithium ion batteries being shipped independently are prohibited from air eligible shipping service (e.g., Priority Mail, Priority Mail Express, and First-Class Package service). Electronic products packed with or containing lithium batteries, such as cell phones, laptop, and e-cigarettes are subject to additional restrictions in both domestic and international mail.

Any mailing containing cigarettes or smokeless tobacco must be presented to a Postal Service™ employee at a Retail Post Office™ location for proper acceptance.

Accept & Continue

You must accept to continue and place your order.

## 2) Option 2 – Paying with PayPal

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

<input type="checkbox"/> Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 <a href="#">Edit</a>	<input type="checkbox"/> 12/12/2023 <b>Customer pick up at:</b> Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000  <b>Ship to:</b> PO BOX LOCKER Decatur, GA 30030-2053	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance	\$4.31 Free
<b>Total Label Cost</b>					<b>\$4.31</b>

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

USPS® Shipping Supplies

Product	Quantity	Price
<b>Dual-Use Priority Mail/Priority Mail Express Medium Tube - 1096 - Pack of 20</b> 35-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) <a href="#">Remove</a>	<input type="text" value="1"/>	Free

**USPS Ground Advantage™ Service** Free  
Arrives in 5-7 business days

**Priority Mail® Service** \$13.65  
Arrives in 2-3 business days


**Shipping Supplies Summary**

<b>Subtotal</b>	<b>Free</b>
<b>Shipping - USPS Ground Advantage</b>	<b>Free</b>
<b>Shipping Supplies Total</b>	<b>Free</b>

Order Total: **\$4.31**

( a )

- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **PayPal** as the payment option.

**Click-N-Ship** 





Cust / Ship Info      Billing      Review      Confirmation

---


**Billing Information**  
Please select your payment method.

(b)  I hereby authorize the U.S. Postal Service to charge \$4.31. I have read, understand, and agree to the [Terms and Conditions](#).


**Credit & Debit Card**

(c) **Paypal**



**Click to Pay** ⓘ



**Order Summary**

**Click-N-Ship®**

Order Total:	\$4.31
<b>Total:</b>	<b>\$4.31</b>

**Back**

d) Select **Accept & Continue** to proceed with paying for your order.

✕

I certify that my mailing complies with all applicable laws and U.S. Postal Service® regulation and does not contain any prohibited, improperly prepared, or undeclared hazardous materials, as per the requirement set forth in Publication 52, Hazardous, Restricted, and Perishable Mail, the Domestic Mail Manual, and the International Mail Manual (all available online at: <https://pe.usps.com/>).

The mailing of Mercury is PROHIBITED. Failure to comply with this, or any other, prohibition can result in civil penalties up to \$100,000, plus the costs of clean-up and/or damages for each violation. Additionally, some hazardous materials, including but not limited to firearms ammunition, fireworks, strike anywhere matches, and certain flammable liquids (e.g., pure acetone) are prohibited in the mail. As the mailer, you are responsible to know the mailability of your product.


Lithium metal and lithium ion batteries being shipped independently are prohibited from air eligible shipping service (e.g. Priority Mail, Priority Mail Express, and First-Class Package service). Electronic products packed with or containing lithium batteries, such as cell phones, laptop, and e-cigarettes are subject to additional restrictions in both domestic and international mail.

Any mailing containing cigarettes or smokeless tobacco must be presented to a Postal Service™ employee at a Retail Post Office™ location for proper acceptance.

**Accept & Continue**

You must accept to continue and place your order.

e) To proceed with paying with PayPal, **login or create a new account**.



**Pay with PayPal**

Enter your email address to get started.

Email or mobile number


[Forgot email?](#)

**Next**

or

[Create an Account](#)

[Cancel and return to U.S. Postal Service](#)

 [English](#) | [Français](#) | [Español](#) | [中文](#)

f) Once logged in, enter your **Debit / Credit Card and Billing Information**, and select **Save**.

How would you like to pay?

Enter your info once to complete this purchase. Then shop at millions of PayPal merchants around the world.

Add a debit or credit card

Card number  
0000 0000 0000 0000

You can pay with MasterCard, Discover, Visa, American Express and Diners. Other cards will be supported soon.

Expiration date CVV

Expiration date is required Security code is required

First name Last name

First name is required Last name is required

Billing address  
Select a billing address  
500 Jesse Stone Ave., Baton Rouge, LA 70813

+ Add a new address

Save

g) Select **Complete Purchase** to proceed with paying for your order.

You're all set! Now you can use your card to check out.

Pay with

Mastercard  
Debit \*\*\*\*  
 Make this my preferred way to pay

PayPal Credit  
Get \$10 off your purchase of \$8.51. Subject to credit approval. [See terms](#)

+ Add debit or credit card

Pay Later

Pay in 4  
4 interest-free payments on eligible purchases of \$30.00-\$1,500.00. Not available for this transaction.

Pay Monthly  
Pay over time for eligible purchases of \$199.00-\$10,000.00. Not available for this transaction.

Complete Purchase

[Payment method rights](#)

To help make sure this payment is successful, we'll first try \$1.00 USD on your card - this will usually drop off your card within one business day.

[Cancel and return to U.S. Postal Service](#)



### 3) Option 3 – Paying with Click to Pay

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 <a href="#">Edit</a>	<input type="checkbox"/> 12/12/2023	<b>Customer pick up at:</b> Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000  <b>Ship to:</b> PO BOX LOCKER Decatur, GA 30030-2053	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance	\$4.31 Free
<b>Total Label Cost</b>						<b>\$4.31</b>

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

USPS® Shipping Supplies

Product	Quantity	Price
<b>Dual-Use Priority Mail/Priority Mail Express Medium Tube - 1096 - Pack of 20</b> 35-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) <a href="#">Remove</a>	<input type="text" value="1"/>	Free

**USPS Ground Advantage™ Service** Free  
Arrives in 5-7 business days

**Priority Mail® Service** \$13.65  
Arrives in 2-3 business days


**Shipping Supplies Summary**

<b>Subtotal</b>	<b>Free</b>
<b>Shipping - USPS Ground Advantage</b>	<b>Free</b>
<b>Shipping Supplies Total</b>	<b>Free</b>

Order Total: **\$4.31**

( a )

- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Click to Pay** as your payment option.

**Click-N-Ship** 





Cust / Ship Info      Billing      Review      Confirmation

---


**Billing Information**  
Please select your payment method.

(b)  I hereby authorize the U.S. Postal Service to charge \$4.31. I have read, understand, and agree to the [Terms and Conditions](#).






**Credit & Debit Card**

**Paypal**



(c) **Click to Pay** ⓘ

**Order Summary**

**Click-N-Ship®**

Order Total:	\$4.31
<b>Total:</b>	<b>\$4.31</b>

**Back**

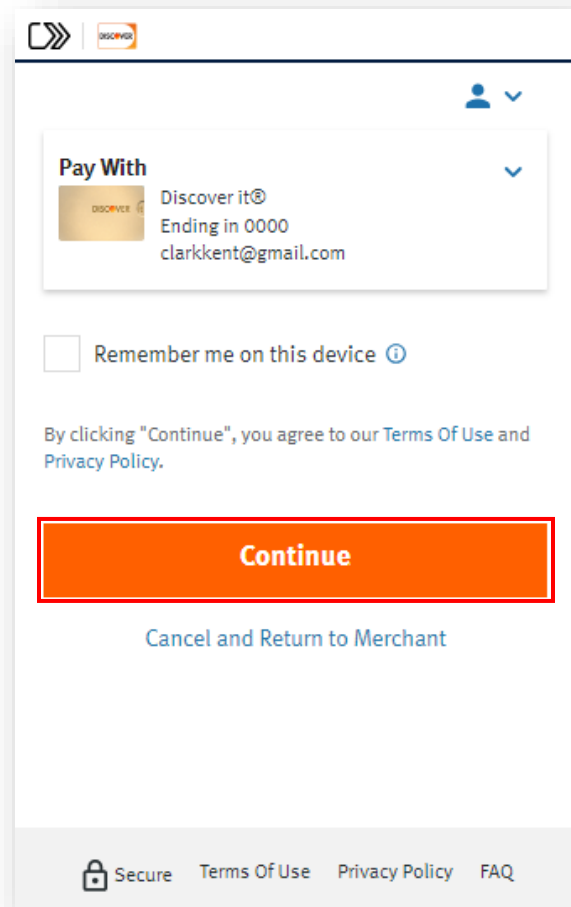
d) If you're a new user, enter your **Credit / Debit Card information** and select **Continue**.

The screenshot shows a mobile checkout interface. At the top, there are logos for VISA, Mastercard, and Discover. Below the logos, the text reads "Easy and smart online checkout" and "Pay with confidence with Click to Pay". There are two tabs: "NEW" (selected) and "RETURNING". Below the tabs are three input fields: "Card Number", "Expires", and "Security Code". A blue "CONTINUE" button is at the bottom. A privacy notice is visible below the input fields.

e) If you are a returning user, enter your **email address** and select **Continue**.

The screenshot shows the same mobile checkout interface as in (d). The "NEW" tab is now greyed out and "RETURNING" is selected. The input field for "Card Number" is replaced by "Email Address". The "CONTINUE" button remains at the bottom. A privacy notice is visible below the input field.

- f) Ensure that the saved card is correct and select **Continue** to proceed with paying for your order.



#### 4) Option 4 – Paying with Apple Pay (IOS users only)

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

The screenshot displays the USPS shipping label cart interface. At the top, a table lists the shipping details:

Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
12/12/2023	Customer pick up at: Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance	\$4.31 Free
Ship to: PO BOX LOCKER Decatur, GA 30030-2053				Total Label Cost	\$4.31

Below the table is a 'New Label' button and a promotional message for an Enterprise Payment Account (EPA). The 'USPS® Shipping Supplies' section includes a table for product selection:

Product	Quantity	Price
Dual-Use Priority Mail/Priority Mail Express Medium Tube - 1096 - Pack of 20 35-3/16"(L) x 6-1/4"(W) x 4-1/4"(H)	1	Free

Next to the product table is a 'Select Shipping Method for Supplies' section with two options:

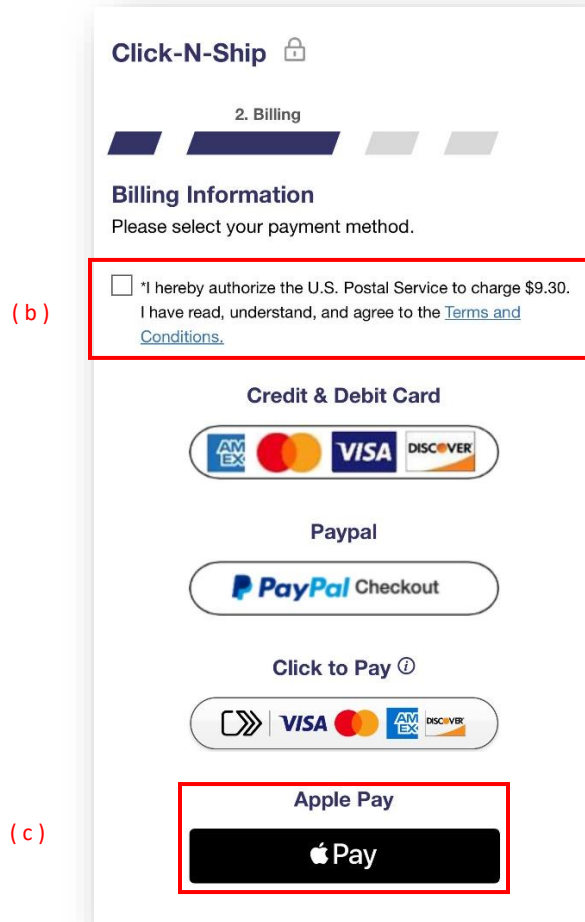
- USPS Ground Advantage™ Service (Free, Arrives in 5-7 business days)
- Priority Mail® Service (\$13.65, Arrives in 2-3 business days)

A 'Shipping Supplies Summary' table shows:

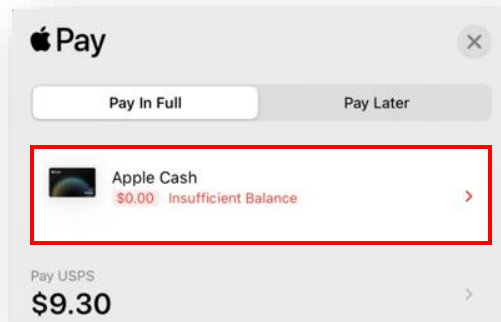
Subtotal	Free
Shipping - USPS Ground Advantage	Free
Shipping Supplies Total	Free

At the bottom, there is a 'Shop for More Supplies' button, a 'Remove All' button, and the 'Order Total: \$4.31'. A red box highlights the 'Pay Now' button, which is labeled with '( a )' next to it.

- b) Once on the payment page, **accept the Terms and Conditions** statement by checking off the box.
- c) Select **Apple Pay** as your payment option



- d) Select an **Apple Payment Method (Apple Cash / Debit / Credit Card)** and proceed with paying for your order.



5) Option 5 – Paying with an Enterprise Payment System (EPS) Account

- a) If you would like to create an **Enterprise Payment System (EPS) Account** to pay and or manage services online through a single account, select **Create an EPS Account**.
- b) If you already have an EPS Account, select **Pay with an EPS Account**.
  - i. *Note, this option will only be displayed once an EPS Account has been created.*

Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 1 <a href="#">Edit</a>	<input type="checkbox"/> 12/12/2023 <b>Customer pick up at:</b> Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000  <b>Ship to:</b> PO BOX LOCKER Decatur, GA 30030-2053	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance	\$4.31 Free
				<b>Total Label Cost</b>	<b>\$4.31</b>

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

(a)

USPS® Shipping Supplies

Product	Quantity	Price
Dual-Use Priority Mail/Priority Mail Express Medium Tube - 1098 - Pack of 20 38-3/16"(L) x 6-1/4"(W) x 4-1/4"(H) <a href="#">Remove</a>	- <input type="text" value="1"/> +	Free

Select Shipping Method for Supplies

**USPS Ground Advantage™ Service** Free  
Arrives in 6-7 business days

**Priority Mail® Service** \$13.65  
Arrives in 2-3 business days

Shipping Supplies Summary

<b>Subtotal</b>	<b>Free</b>
<b>Shipping - USPS Ground Advantage</b>	<b>Free</b>
<b>Shipping Supplies Total</b>	<b>Free</b>

[X Remove All](#) Order Total: **\$4.31**

- c) Agree to the **Terms and Conditions** for creating an Enterprise Payment System (EPS) account by selecting the **checkbox** and selecting **Submit**.

**Click-N-Ship**<sup>®</sup> 1 Cart

Label Manager / Shipping History / Address Book / USPS Connect<sup>®</sup> / Preferences

### Create a New EPS Account

The process to create a new Enterprise Payment account is simple. We'll ask you to verify a few details, setup payment method(s), and add your products and services.

Please review and accept the **Terms and Conditions for Enterprise Payment System**

[Print Terms and Conditions](#)

**ENTERPRISE PAYMENT SYSTEM**

By checking the "AGREE" box, you acknowledge that you have read, understand and agree to the terms and conditions set forth for the Enterprise Payment System (EPS) as described below.

This Terms and Conditions of Use Agreement (this "Agreement") is a legal agreement between you ("You" or "Your" or "User" or "Mailer") and the United States Postal Service, an Independent Establishment of the Executive Branch of the United States Federal Government ("USPS" or "Postal Service"). The Agreement sets forth the terms and conditions for Your use of the USPS Enterprise Payment System. User acknowledges and agrees that he, she or the entity User has accepted the Agreement on behalf of is solely responsible for and shall abide by these Terms and Conditions of Use as well as all policies, procedures and regulations of the United States Postal Service.

To the extent that the terms and conditions are not consistent with any provisions of the Domestic Mail Manual (DMM) or any other regulations or rulings of the USPS applicable to its mail, products or services presented pursuant to this Agreement or any other service agreement participant has with the USPS, the DMM and those regulations and rulings will prevail.

The Postal Service reserves the right to change the terms, conditions, and notices under which the USPS Enterprise Payment System is offered. If You do not agree to, or cannot comply with, the Agreement as amended, You must stop using the USPS Enterprise Payment System. You will be deemed to have accepted the Agreement as amended if You continue to use the system. User agrees to review these Terms of Use from time to time to ensure compliance with these terms and conditions. The Terms of Use can be accessed at any time by clicking here: <https://postalpro.usps.com/eps/terms>. User acknowledges and agrees that his or her use of the service is subject to any such changes and that Mailer's use of the service constitutes acceptance of such changed terms whether such terms have been modified or whether User has received actual notice of any changes to these Terms.

To use an Enterprise Payment Account (EPA), an account under EPS, You or a designated representative(s) of Your company who desires and enables its users to access EPS agree as follows:

1. Enrollment and Linking of Products and Services

The Business Location or Customer Registration ID (CRID) number under which You were provided by the Business Customer Gateway (BCG) will be linked to Your EPA. The information captured from said Business Location includes Your First and Last Name, Company Name, Location (address), Email Address and Telephone Number. For information regarding USPS Privacy Policy, visit <http://about.usps.com/who-we-are/privacy-policy/welcome.htm>.

I have read and agree to the terms and conditions for creating an Enterprise Payment System account.

[Feedback](#)



- d) Verify that your EPS Account Details / Information is correct and select **Next** to proceed to the next section.

**Click-N-Ship®** 1 Cart

Label Manager / Shipping History / Address Book / USPS Connect® / Preferences

### Create a New EPS Account

1. Verify Details      2. Select CRID      3. Complete & Payment Setup

Step 1: **Verify Details**

**Please verify your information.**

**Full Name**  
Clark  
Kent

**Phone Number**  
(704) 000-0000

**Email Address**  
clarkkent@gmail.com

Notice something incorrect?  
[Click here to update your account](#)

[Cancel](#)           

Feedback

- e) Select the **Business Location** to associate with the EPS account and select **Next** to proceed to the next section.
- i. *Note, the Business Location that you select will determine what users are eligible for access to the account. You will be able to determine individual access and roles in the next step.*

**Click-N-Ship®** 1 Cart

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

### Create a New EPS Account

1. Verify Details      2. Select CRID      3. Complete & Payment Setup

Step 2: **Select CRID**

**Please select a Business Location to associate with this EPS account.**

The Business Location you select will determine what users are eligible for access to the account. You will be able to determine individual access and roles in the next step.

*\*Only **one** Business Location can be selected.*

Showing 1-2 out of 2 accounts

**94827777**  
Principal Account Contact:  
300 SUPERMAN ST, KALAMAZOO, MI 00000-0000

**94821234**  
Principal Account Contact:  
320 SPIDERMAN ST, DALLAS, TX 00000-0000

[Cancel](#)

- f) To manage user roles, transfers, withdrawals, or products and services, select the **Here** hyperlink.
- g) To proceed with setting up a payment method via a **Trust Account**, select **Deposit Instructions**.
  - i. *Note, a Trust account has already been set up for you and only needs a deposit to be activated.*
- h) To Proceed with setting up a payment method via **ACH Debit**, select **Create an Account**.
  - i. *Note, you can also add an ACH Debit as a payment method. One is required for setup, and you can easily add another one later.*
- i) To set up your payment methods later, select **Set up later and go back to Label Manager**.

**Click-N-Ship®** Cart

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences

### Create a New EPS Account

1. Verify Details      2. Select CRID      3. Complete & Payment Setup


**Congratulations! Your EPS account is created!**

✔ Your EPS Number is: 1000013577

( a ) You can manage user roles, transfers, withdrawals, and products and services [here](#)

**Next Steps**


The next step is to set up a payment method. A trust has already been set up for you and only needs a deposit to be activated. You can also add ACH Debit as a payment method. One is required for setup, and you can easily add another one later.



**Trust Account**  
Deposit funds to USPS bank for all charges

**Deposit Instructions**

( g )



**ACH Debit**  
Designate a debit-enabled bank account for all charges.

**Create an Account**

( h )

( i ) [Set up later and go back to Label Manager](#)

- j) Once your EPS Account and Payment Method has been created select **Pay with an EPS Account** to proceed with paying for your order.

**Label Cart (1)**  
[< Back to Label Manager](#)

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
<input type="checkbox"/> 1 of 1 <a href="#">Edit</a>	03/26/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 00000-0000	USPS Ground Advantage™ Cubic Choose Your Own Box	6 oz	Choose Your Own Box USPS Tracking Electronic Insurance	\$4.31

**USPS® Shipping Supplies**  
Add labels, tape, boxes and shipping supplies to the label order.

Order Total: **\$4.31**

- k) Select a **Billing Account** to pay for your label(s) by clicking on the dropdown and choosing an account.

The screenshot shows the Click-N-Ship checkout page. The top navigation bar includes the Click-N-Ship logo, a link to "Switch Payer Account", the text "Shipping with account: My Account", and a cart icon with "1" item. Below the navigation bar is a breadcrumb trail: "Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences". The main content area is divided into two columns. The left column is titled "Billing Information" and contains the sub-section "Select Account and Payment Method". Under this, it says "Billing to:" followed by "Select from options below:". Below that is a label "\*Select EPS/ACH Trust Billing Account" and a dropdown menu with "Choose" selected. The right column is titled "Checkout Summary" and contains a table with the following items:

Checkout Summary	
1x Priority Mail Express® Legal Flat Rate Envelope	\$4.31
1x Insurance – Priority Mail Express	Free
<b>Total:</b>	<b>\$4.31</b>

At the bottom of the page, there are two buttons: "Back to Cart" on the left and "Pay Now" on the right.

- l) Select a **Payment Method** by clicking on the dropdown and choosing a payment method.
- m) Once the Billing Account and Payment Method have been selected, click on the **Pay Now** button to proceed with payment.

This screenshot shows the same Click-N-Ship checkout page as the previous one, but with more information filled in. The "Billing to:" section now displays "EPS Account Ending in 8955 (USPS)" and "TRUST Account". Below this, it shows "Balance: \$84,066.00". The "\*Select EPS/ACH Trust Billing Account" dropdown menu now has "EPS Account Ending in 8955 (USPS)" selected. The "\*Select Account Payment Method" dropdown menu has "TRUST Account" selected. The "Checkout Summary" table remains the same. At the bottom, the "Pay Now" button is highlighted with a red box, and there are red annotations: "( l )" next to the "TRUST Account" dropdown and "( m )" next to the "Pay Now" button.

6) Option 6 – Pay Using CNSv2 3<sup>rd</sup> Party Authorization

- a) If you created label(s) via the CNSv2 3<sup>rd</sup> Party feature and would like to proceed with paying for the label(s) with the Payers EPS Account, select **Pay with EPS** to proceed to the Payment Confirmation page.
  - i. *Note, as the Shipper – you will not be able to see the Payer’s rates and prices when creating label(s) for them.*

**Label Cart (2)**  
[Back to Label Manager](#)

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
<input type="checkbox"/> 1 of 2 <a href="#">Edit</a>	03/31/2024	Clark Kent 300 SUPERMAN ST DALLAS, TX 77777-8888	Priority Mail Express® Legal Flat Rate Envelope	Value: \$100	Legal Flat Rate Envelope Insurance – Priority Mail Express Hidden Postage	\$--.*
<input type="checkbox"/> 2 of 2 <a href="#">Edit</a>	03/29/2024	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 77777- 8888	Priority Mail® Flat Rate Envelope	Value: \$100	Flat Rate Envelope Insurance USPS Tracking Electronic	\$--.*

**USPS® Shipping Supplies** (i)

Add labels, tape, boxes and shipping supplies to the label order.

\*Prices determined on payment

(a)

Shipping with account: 94883629  
[Switch Payer Account](#)

- a) If you have any outstanding Postage Dues listed on your account, you will encounter the following error at the top of the Label Cart page. To proceed with paying off the outstanding Postage Dues, select **Pay Postage Dues** or **Pay Postage Dues with EPS**.
- i. *Note, you will not be able to proceed with shipping unless the Postage Dues are paid in full. All Postage Dues must be paid with your own account, not the payers.*

Error: Postage dues must be paid for using your own account. Switch to your account and pay for the postage dues to continue shipping.

[Remove](#)

	<input type="checkbox"/> Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
<b>Postage Due</b>						
<p>You currently have 3 postage dues in your Cart as shown below. Reasons for postage dues can vary from inaccurate weight entry, reuse of a label, and other input error when creating a label.</p> <p>* All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You can choose to pay only Postage Dues or pay Postage Dues along with your Next label transaction. The Order Total at the bottom of the Cart includes Postage Dues.</p>						
1 of 2 <small>*Postage Dues Cannot be removed from Cart</small>	03/18/2024	<b>Clark Kent</b> 300 SUPERMAN ST DALLAS, TX 77777-8888	<b>Postage Due</b> ⓘ Priority Mail® Choose Your Own Box <b>Label Number:</b> <a href="#">098765434567890</a>	16 oz	Reason for Postage Due: <b>Zone</b>	\$0.25
<b>Total Postage Due</b>						<b>\$0.25</b>
2 of 2 <small>*Postage Dues Cannot be removed from Cart</small>	03/18/2024	<b>Clark Kent</b> 300 SUPERMAN ST DALLAS, TX 77777-8888	<b>Postage Due</b> ⓘ Priority Mail® Small Flat Rate Box <b>Label Number:</b> <a href="#">098765434567890</a>	16 oz	Reason for Postage Due: <b>Zone</b>	\$0.25
<b>Total Postage Due</b>						<b>\$0.25</b>

[Remove](#)

You must pay with your account.

Pay Postage Dues

Pay Postage Dues With EPS

## 7) Option 7 – Pay Using OMAS (Official Mail Accounting System)

- a) If everything is correct, you may proceed to payment by clicking the **Pay Now** at the bottom of the Label Cart page and you will be redirected to the payment page.

The screenshot displays the USPS shipping label cart interface. At the top, a table lists the shipping label details:

Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
12/12/2023	Customer pick up at: Clark Kent 300 SUPERMAN ST DECATUR, GA 30000-0000	USPS Ground Advantage™ Choose Your Own Box	6 oz	Choose Your Own Box Insurance	\$4.31 Free
Ship to: PO BOX LOCKER Decatur, GA 30030-2053				Total Label Cost	\$4.31

Below the label details, there is a "New Label" button and a promotional message about creating an Enterprise Payment Account (EPA). The "USPS® Shipping Supplies" section includes a table of items:

Product	Quantity	Price
Dual-Use Priority Mail/Priority Mail Express Medium Tube - 1096 - Pack of 20 35-3/16"(L) x 6-1/4"(W) x 4-1/4"(H)	1	Free

Next to the shipping supplies is a "Select Shipping Method for Supplies" section with two options:

- USPS Ground Advantage™ Service (Free, Arrives in 5-7 business days)
- Priority Mail® Service (\$13.65, Arrives in 2-3 business days)


A "Shipping Supplies Summary" table shows:

Subtotal	Free
Shipping - USPS Ground Advantage	Free
Shipping Supplies Total	Free

At the bottom of the cart, there is a "Remove All" button and an "Order Total: \$4.31" display. A red box highlights the "Pay Now" button, which is labeled with "( a )" next to it.



- b) Enter the **Your Name** (*required field*).
- c) Enter the **Cost Code** (*not required*).
- d) Enter the **Email** associated with your OMAS account (*required field*).
- e) Accept the **Terms and Conditions** by selecting the checkbox.
- f) Once you are ready to proceed with the payment, select **Print and Pay**.

**Click-N-Ship** 

Cust / Ship Info      Billing      Review      Confirmation

---

### Billing Information

Use OMAS

Paying with OMAS is safe and easy. All the information is encrypted and transmitted securely. For more details, see our [Privacy Policy](#). Depending on the payment method you choose, you may also be subject to the Privacy Policy and Terms and Conditions of the associated company.

Agency ID: 123

Please confirm that you agree to these shipping fees being charged to your agency's OMAS account by completing these fields:

\*Required Field

\*Your Name

Agency Cost Code

\*Your Email Address

If this is not your account, or have questions about your OMAS account, please send an email to [OMAS\\_SHQ@usps.com](mailto:OMAS_SHQ@usps.com).

I hereby authorize the U.S. Postal Service to charge \$8.50. I have read, understand, and agree to the [Terms and Conditions](#).

**Print and Pay**

**Order Summary:**  
2b1e257e955940e88c38120f77c3912c

---

**Click-N-Ship@**

---

Order Total:	\$8.50
<b>Total:</b>	<b>\$8.50</b>

g) Select **Accept & Continue** to continue and place your order.



I certify that my mailing complies with all applicable laws and U.S. Postal Service® regulation and does not contain any prohibited, improperly prepared, or undeclared hazardous materials, as per the requirement set forth in Publication 52, Hazardous, Restricted, and Perishable Mail, the Domestic Mail Manual, and the International Mail Manual (all available online at: <https://pe.usps.com/>).

The mailing of Mercury is PROHIBITED. Failure to comply with this, or any other, prohibition can result in civil penalties up to \$100,000, plus the costs of clean-up and/or damages for each violation. Additionally, some hazardous materials, including but not limited to firearms ammunition, fireworks, strike anywhere matches, and certain flammable liquids (e.g., pure acetone) are prohibited in the mail. As the mailer, you are responsible to know the mailability of your product.

Lithium metal and lithium ion batteries being shipped independently are prohibited from air eligible shipping service (e.g. Priority Mail, Priority Mail Express, and First-Class Package service). Electronic products packed with or containing lithium batteries, such as cell phones, laptop, and e-cigarettes are subject to additional restrictions in both domestic and international mail.

Any mailing containing cigarettes or smokeless tobacco must be presented to a Postal Service™ employee at a Retail Post Office™ location for proper acceptance.


**Accept & Continue**

You must accept to continue and place your order.

## How to Navigate the Payment Confirmation Page

### 1) Review Order

- a) Review the **Payment Confirmation page** for accuracy.
  - i. *Note, if you utilized the CNSv2 3<sup>rd</sup> Party Authorization feature to create and ship label(s), you will not be able to see the Payer's rates and prices on the Payment Confirmation page.*

**Click-N-Ship®** Label Manager / Shipping History / Address Book / USPS Connect / Preferences  Cart


Thank you for choosing the United States Postal Service®.

**Payment Confirmation**

Order Number  
**DC42B932-884E-4521-9BCD-FFADE56B19C1**

Charged to MASTERCARD-5991	Order Total \$8.96 (1 labels)
-------------------------------	----------------------------------

**Print Your Labels**  
**You have until 11:59 PM Central Time of the Ship Date to print this label.**

Select printing format for your labels.  
Label Printing Format   
Standard (8.5 x 11) - With receipt, one label per page

Adobe v5 or higher is required to print or save labels.  
[Download Adobe Reader >](#)

If you are creating more labels today, please check the box below and your SCAN Form will be saved for printing when you have finished creating labels for the day.  
 I am creating more labels today.

**Advertise to your buyers for free with Informed Delivery®**

With Informed Delivery, you can drive traffic to your website by creating a digital ad, or "digital banner" for recipients to view in their Informed Delivery email or dashboard.

**Select Labels**

From the payment confirmation page, select each label that you want to create a digital banner for and click Create Digital Banner.

**Upload Ad Banner**

Upload a digital ad banner and details.

## 2) Print and save your Labels

- a) If you want to download and save the label(s) as a PDF, select **Save as PDF'**
- b) If you are ready to print the label(s), select the **printing format** for the label(s).
  - i. *Note, the option to print two labels per page on a Standard( 8.5x11) sheet of paper without receipts is now available.*
- c) Once the printing format is selected, select **Print Labels**.

**Print Your Labels**  
You have until **11:59 PM Central Time of the Ship Date** to print this label.

Select printing format for your labels.  
Label Printing Format ⓘ

(b) Standard (8.5 x 11) - With receipt, one label per page

Adobe v5 or higher is required to print or save labels.  
[Download Adobe Reader >](#)

If you are creating more labels today, please check the box below and your SCAN Form will be saved for printing when you have finished creating labels for the day.

I am creating more labels today.

**Advertise to your buyers for free with Informed Delivery®**

With Informed Delivery, you can drive traffic to your website by creating a digital ad, or "digital banner" for recipients to view in their Informed Delivery email or dashboard.

**Select Labels**

From the payment confirmation page, select each label that you want to create a digital banner for and click Create Digital Banner.

**Upload Ad Banner**

Upload a digital ad banner and details.

**Enter URL**

Add a URL on the digital ad and drive traffic to your website.

**Digital Banner displayed via Informed Delivery**

For each label with a digital banner, the recipient will see and interact with the digital ad in their Informed Delivery email or dashboard.

[Learn more about Informed Delivery®](#)

**Label actions:** Select labels and print, save to PDF or create a digital ad campaign to appear in recipient's Informed Delivery.

(c) Print Labels Save as PDF (a) Create Digital Banner

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Digital Banner	Label Number
1 of 1 <input type="checkbox"/>	06/28/2023	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Choose Your Own Box 2-Day Delivery	16 oz	<a href="#">Create</a>	9405830109355007266858

**Schedule a Pickup** Your 1 label(s) are eligible for pickup at the entered return address, **2251 Sherman Ave Nw Ste 504, Washington, DC, 20001**.  
Your labels are only eligible to be picked up from the return address entered for these packages. Your package will be picked up either **today or tomorrow**, based on when your pickup request is requested.


Request a Pickup

- d) All domestic outgoing labels and domestic return labels will have the option to print at the post office. If this option is available, enter the **email address** that you want the Label Broker QR code to be sent to and select **Submit**.
- e) Once the Label Broker QR code is sent to your email, a list of local post offices where you can print your label(s) will be displayed.

### Print Your Labels

You have until 11:59 PM Central Time of the Ship Date to print this label.

Select printing format for your labels.

Label Printing Format 

Print later at 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.

Your labels are ready to print at the Post Office!

Your Label Broker ID<sup>®</sup> code has been emailed to you and is ready to use to print your labels at the Post Office<sup>™</sup>.

Post Offices near: 45202

#### Showing Top 25 Results

- **QUEEN CITY**  
525 VINE ST STE 1 CINCINNATI, OH 45202
- **MAIN OFFICE CINCINNATI**  
1623 DALTON AVE CINCINNATI, OH 45234
- **NEWPORT**  
420 COLUMBIA ST NEWPORT, KY 41071
- **CORRYVILLE**  
2917 SHORT VINE ST CINCINNATI, OH 45219

### 3) Extra features on the Payment Confirmation Page

- a) **Schedule a Pickup:** If you would like your Mailpiece to be picked up for shipping, you may click the “Schedule a Pickup” button at the bottom of the page. You will be redirected to the “USPS Schedule a Pickup” page.
  - i. *Note, if your return address is eligible for Carrier Pickup, you can follow the steps outlined above to request a Carrier Pickup.*
- b) **SCAN Form:** If you have a batch of labels, you are eligible for a SCAN form. SCAN forms provide a master barcode that represents all the Mailpieces in your batch(es) and allow for better visibility while tracking your online labels.
  - i. *Note, there will be a message displayed notifying you if you are eligible for a SCAN form.*
- c) **Loyalty Benefits:** If you are enrolled in the USPS Loyalty Program, you may view your benefits by clicking the “View Loyalty Benefits” button at the bottom of the page. You will be redirected to the USPS Loyalty Customer Portal.
- d) **Create Label:** If you would like to create more labels, you may click the “Create A Label” button at the bottom of the page. You will be redirected back to the Label Manager.

**Print Your Labels**  
You have until 11:59 PM Central Time of the Ship Date to print this label.

Select printing format for your labels.  
Label Printing Format:

Adobe v5 or higher is required to print or save labels.  
[Download Adobe Reader >](#)

If you are creating more labels today, please check the box below and your SCAN Form will be saved for printing when you have finished creating labels for the day.  
 I am creating more labels today.

**Advertise to your buyers for free with Informed Delivery®**  
With Informed Delivery, you can drive traffic to your website by creating a digital ad, or "digital banner" for recipients to view in their Informed Delivery email or dashboard.

**Select Labels**  
From the payment confirmation page, select each label that you want to create a digital banner for and click Create Digital Banner.

**Upload Ad Banner**  
Upload a digital ad banner and details.

**Enter URL**  
Add a URL on the digital ad and drive traffic to your website.

**Digital Banner displayed via Informed Delivery**  
For each label with a digital banner, the recipient will see and interact with the digital ad in their Informed Delivery email or dashboard.  
[Learn more about Informed Delivery®](#)

**Label actions:** Select labels and print, save to PDF or create a digital ad campaign to appear in recipient's Informed Delivery.

[Print Labels](#) [Save as PDF](#) [Create Digital Banner](#)

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Digital Banner	Label Number
1 of 1	<input type="checkbox"/> 06/28/2023	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	Priority Mail® Choose Your Own Box 2-Day Delivery	16 oz	Create	9405830109355007266858

**Schedule a Pickup**  
Your 1 label(s) are eligible for pickup at the entered return address, 2251 Sherman Ave Nw Ste 504, Washington, DC, 20001.  
Your labels are only eligible to be picked up from the return address entered for these packages. Your package will be picked up either today or tomorrow, based on when your pickup request is requested.

[Request a Pickup](#)

[Schedule a Pickup](#) [View SCAN Form](#) [View Loyalty Benefits](#) [Create A Label](#)

(a)

(b)

(c)

(d)

## Enhanced Click-N-Ship<sup>®</sup> (CNSv2)

### Shipping History

*Within the following section, you'll receive step-by-step guidance on how to view a label(s) tracking history and delivery status, print and save your label(s), request a refund for your label(s), and how to view and export your purchase history.*

## How to View the Labels Tracking History & Delivery Status

### 1) Navigate to Shipping History

- a) Click the **Shipping History** button located in the menu bar.

The screenshot displays the Click-N-Ship user interface. At the top left is the Click-N-Ship logo. To the right is a shopping cart icon with a '2' above it. Below the logo is a navigation menu with the following items: Label Manager, Shipping History (highlighted with a red box), Address Book, USPS Connect, and Preferences. Below the navigation menu is a promotional banner for a 'Click-N-Ship Business Rate Card' with a 'Sign Up' button. The main content area is divided into two sections. On the left, a 'Hi, Ted!' greeting is followed by a welcome message and a 'View Label Manager' button. On the right, a 'What's in your Label Manager?' summary box shows: 519 Incomplete Labels, 3466 Complete Labels, 20 Incomplete Batches, and 1 Complete Batch. Below this is a section for creating an 'Enterprise Payment Account (EPA)' with a 'Create an EPS Account' button. At the bottom, a section titled 'Let's get started! How would you like to create your labels?' features four options: 'Create a Single Label', 'Create a Batch', 'Import Labels', and 'Start From Address Book', each with an icon and a brief description.

**Click-N-Ship®** 2 Cart

Label Manager / **Shipping History** / Address Book / USPS Connect / Preferences

**Get Lower Rates** **Sign Up for a Click-N-Ship® Business Rate Card and Save** Sign Up

You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.

**Hi, Ted!**

Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view your account information, start your Click-N-Ship experience, access previous labels, create new labels, manage your address book, and more!

[View Label Manager](#)

**What's in your Label Manager?**

<b>519</b> ● <a href="#">Incomplete Labels</a>	<b>3466</b> ● <a href="#">Complete Labels</a>
<b>20</b> ● <a href="#">Incomplete Batches</a>	<b>1</b> ● <a href="#">Complete Batches</a>

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

[Create an EPS Account](#)

**Let's get started! How would you like to create your labels?**

- Create a Single Label**  
Create individual labels manually within our improved creation process.
- Create a Batch**  
Organize your labels into a batch and utilize our streamlined multi-label creation process.
- Import Labels**  
Import multiple labels via a File Upload and continue editing in Label Manager.
- Start From Address Book**  
Start multiple labels in Label Manager by bringing in addresses from your Address Book.



## 2) Find Label and Click on Label Number

- a) Click on the **label number** to view the label details page where the tracking history and delivery status are located.

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences 0 Cart

History Dashboard

**Account # 229130350**

Search by Transaction Number Label Number Date - 31 days

[Advanced Search](#)

**Showing Results 1-13 of 13**


Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details

Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost	
1 <input type="checkbox"/>	06/28/2023	dc42b932-884e-4521-9bcd-ffade56b19c1	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355007266858</a>	No	N/A	MASTERCARD-5991	Account Charged	\$8.96
2 <input type="checkbox"/>	06/12/2023	68a65a08-a7f4-464f-9a22-7e8234f08279	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355004611705</a>	Yes	N/A	MASTERCARD-8475	Refund Pending	\$7.64
3 <input type="checkbox"/>	05/05/2023	cc3d72df-2c03-426b-8ab4-cc69ceb5bb68	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355002147510</a>	Yes	N/A	AMEX-0331	Refunded	\$7.64

### 3) View Label Details Page

- a) View the label(s) **delivery status** located on the label details page.
- b) To view the label(s) tracking history, select **USPS Tracking** that is located on the left tab of the label details page.

**Click-N-Ship®** Label Manager / Shipping History / Address Book / USPS Connect / Preferences  Cart

History Dashboard

[Back to Shipping History](#)

**Label # 9416430109355005822375**

**Terms**

Acceptance Cutoff  
11/02/2023  
12:00 AM (a)

Acceptance Time  
No data

Scheduled Date  
11/06/2023  
12:00 AM

**Delivery Status**

Tracking Number  
420630219405830109355042887940

**Delivered, In/At Mailbox**

[View Tracking History](#)

**More Actions** ⓘ

**USPS Tracking** > (b)

[Ship Again](#) >

[Print/Re-print](#) >

[Print at the Post Office](#) >

[Save PDF](#) >

[Shipping Supplies Status](#) >

**Need Help?** ⓘ

[File an insurance claim?](#) >

[Request a Refund](#) >

[Loyalty Activity History](#) >

[Request a Service Refund](#) >

**Details**

Account Number  
228992420

Return Address  
Jane Doe  
300 SUPERMAN ST  
DECATUR, GA 30000-0000  
Jane.Doe@gmail.com

Package  
Choose Your Own Box

Delivery Address  
John Doe  
300 SUPERMAN ST  
DECATUR, GA 30000-0000

Service Type  
USPS Ground Advantage™

	Service Type	Price
Order Number d004ca37-ec5f-4a76-949f-a5888faedd2d	USPS Ground Advantage™ Choose Your Own Box	3.75
Transaction Type LABEL	INS	Free
	EDEL	Free
	<b>Label Total</b>	<b>\$3.75</b>

[Feedback](#)

- c) Once the USPS Tracking option is selected, you will be redirected to a new tab where the label(s) **USPS Tracking details** will be displayed.

**USPS Tracking** Tracking

**Track Packages Anytime, Anywhere** Get the free Informed Delivery® feature to receive automated notifications on your packages

Tracking Number:  
**9405530109355007559621**

[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.

**Pre-Shipment**

- Shipping Label Created, USPS Awaiting Item  
ARLINGTON, VA 22203  
November 1, 2023, 1:20 pm

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

Get More Out of USPS Tracking:  
[USPS Tracking Plus®](#)

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**Text & Email Updates** ▼

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**USPS Tracking Plus®** ▼

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**Product Information** ▼


[See Less](#) ^

## How to Print or Save Label(s) as PDF

### 1) Navigate to Shipping History

- a) Click the **Shipping History** button located in the menu bar.

The screenshot shows the Click-N-Ship user interface. At the top, the navigation menu includes "Label Manager", "Shipping History" (highlighted with a red box), "Address Book", "USPS Connect", and "Preferences". A shopping cart icon with "0" items is on the right. Below the menu is a light blue banner with a message: "Skip the surcharge. Ship with USPS: There will be no peak or demand surcharges on holiday shipping this season. Plus, all enhanced Click-N-Ship® customers receive lower Commercial Rates." Below this is a "Hi, Ted!" greeting and a "View Label Manager" button. To the right, a "What's in your Label Manager?" summary shows 85 Incomplete Labels, 11 Complete Labels, 12 Incomplete Batches, and 0 Complete Batches. Below this is a "Create an EPS Account" button. At the bottom, a section titled "Let's get started! How would you like to create your labels?" offers four options: "Create a Single Label", "Create a Batch", "Import Labels", and "Start From Address Book".

**Click-N-Ship®** Label Manager / **Shipping History** / Address Book / USPS Connect / Preferences  Cart

**Skip the surcharge. Ship with USPS:** There will be no peak or demand surcharges on holiday shipping this season. Plus, all enhanced Click-N-Ship® customers receive lower Commercial Rates.

**Hi, Ted!**  
Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view your account information, start your Click-N-Ship experience, access previous labels, create new labels, manage your address book, and more!

[View Label Manager](#)

**What's in your Label Manager?**

<b>85</b> ● <a href="#">Incomplete Labels</a>	<b>11</b> ● <a href="#">Complete Labels</a>
<b>12</b> ● <a href="#">Incomplete Batches</a>	<b>0</b> ● <a href="#">Complete Batches</a>

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

[Create an EPS Account](#)

**Let's get started! How would you like to create your labels?**

- Create a Single Label**  
Create individual labels manually within our improved creation process.
- Create a Batch**  
Organize your labels into a batch and utilize our streamlined multi-label creation process.
- Import Labels**  
Import multiple labels via a File Upload and continue editing in Label Manager.
- Start From Address Book**  
Start multiple labels in Label Manager by bringing in addresses from your Address Book.

## 2) Find Label and Click on Label Number

- a) Click on the **label number** to view the label details page where the tracking history and delivery status are located.

Click-N-Ship® Label Manager / Shipping History / Address Book / USPS Connect / Preferences 0 Cart

History Dashboard

**Account # 229130350**

Search by Transaction Number Label Number Date - 31 days

[Advanced Search](#)

**Showing Results 1-13 of 13**

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details

Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost	
1 <input type="checkbox"/>	06/28/2023	dc42b932-884e-4521-9bcd-ffade56b19c1	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<span style="border: 2px solid red; padding: 2px;">9405830109355007266858</span>	No	N/A	MASTERCARD-5991	Account Charged	\$8.96
2 <input type="checkbox"/>	06/12/2023	68a65a08-a7f4-464f-9a22-7e8234f08279	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355004611705</a>	Yes	N/A	MASTERCARD-8475	Refund Pending	\$7.64
3 <input type="checkbox"/>	05/05/2023	cc3d72df-2c03-426b-8ab4-cc69ceb5bb68	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355002147510</a>	Yes	N/A	AMEX-0331	Refunded	\$7.64

### 3) View Label Details Page

- a) To print label(s), select **Print / Re-print** located on the left tab of the label details page.
- b) To save label(s) as PDF, select **Save PDF** located on the left tab of the label details page.

**Click-N-Ship**®      Label Manager / Shipping History / Address Book / USPS Connect / Preferences      Cart

History      Dashboard

[← Back to Shipping History](#)

**Label # 9416430109355005822375**

**Terms**

Acceptance Cutoff  
11/02/2023  
12:00 AM

Acceptance Time  
No data

Scheduled Date  
11/06/2023  
12:00 AM

**More Actions** ⓘ

- [USPS Tracking >](#)
- [Ship Again >](#)
- [Print/Re-print >](#)** (a)
- [Print at the Post Office >](#)
- [Save PDF >](#)** (b)
- [Shipping Supplies Status >](#)

**Need Help?** ⓘ

- [File an insurance claim? >](#)
- [Request a Refund >](#)
- [Loyalty Activity History >](#)
- [Request a Service Refund >](#)

**Delivery Status**

Tracking Number  
**420630219405830109355042887940**

**Delivered, In/At Mailbox**

[View Tracking History ▾](#)

**Details**

Account Number  
228992420

Return Address  
Jane Doe  
300 Spartan Rd  
CINCINNATI, OH 45202-1114  
Jane.Doe@gmail.com

Package  
Choose Your Own Box

Delivery Address  
John Doe  
100 SUPERMAN ST  
CHARLOTTE, NC 28262-2550

Service Type  
USPS Ground Advantage™

Order Number	Service Type	Price
d004ca37-ec5f-4a76-949f-a5888faedd2d	USPS Ground Advantage™ Choose Your Own Box	3.75
	INS	Free
Transaction Type	EDEL	Free
LABEL	<b>Label Total</b>	<b>\$3.75</b>

Feedback

#### 4) Select Printing Format for Your Label(s)

- a) Select a **label printing format** for your labels from the dropdown.
  - i. *Note, the option to print two labels per page on a Standard( 8.5x11) sheet of paper without receipts is now available.*
- b) To begin printing / saving your label(s) as PDF, select **Get PDF**.

(a)

Select Printing Format for your labels

Select printing format for your labels.

Label Printing Format ⓘ

Standard (8.5 x 11) - Without receipt, two labels 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, two labels per page

Print later at Post Office

Get PDF

(b)

## How to Request a Refund for your Label(s)

### 1) Navigate to Shipping History

- a) Click the **Shipping History** button located in the menu bar.

The screenshot shows the Click-N-Ship user interface. At the top left is the logo "Click-N-Ship®". To the right is a shopping cart icon with "2" items and the word "Cart". Below the logo is a navigation menu with the following items: "Label Manager", "Shipping History" (highlighted with a red box), "Address Book", "USPS Connect", and "Preferences".

Below the navigation menu is a promotional banner for a "Click-N-Ship® Business Rate Card and Save". It includes a "Get Lower Rates" button and a "Sign Up" button. The text says: "You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases."

Below the banner is a personalized greeting: "Hi, Ted!". It includes a "View Label Manager" button and a summary of items in the Label Manager:

What's in your Label Manager?	
519	3466
<span style="color: orange;">●</span> Incomplete Labels	<span style="color: teal;">●</span> Complete Labels
20	1
<span style="color: orange;">●</span> Incomplete Batches	<span style="color: teal;">●</span> Complete Batches

Below the greeting is a section for creating an Enterprise Payment Account (EPA). It includes a "Create an EPS Account" button and text: "Want to create an Enterprise Payment Account (EPA) to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours."


At the bottom is a section titled "Let's get started! How would you like to create your labels?" with four options:

- Create a Single Label**: Create individual labels manually within our improved creation process.
- Create a Batch**: Organize your labels into a batch and utilize our streamlined multi-label creation process.
- Import Labels**: Import multiple labels via a File Upload and continue editing in Label Manager.
- Start From Address Book**: Start multiple labels in Label Manager by bringing in addresses from your Address Book.



## 2) Find Label to Refund

- a) Search for the label you would like a refund for by inputting the transaction or label number.

**Click-N-Ship®** Label Manager / Shipping History / Address Book / USPS Connect / Preferences 

History **Dashboard**

**Account # 229130350**

Search by: Transaction Number Label Number Date - 31 days

[Advanced Search](#)

**Showing Results 1-13 of 13**

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details

Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost	
1 <input type="checkbox"/>	06/28/2023	dc42b932-884e-4521-9bcc-ffade56b19c1	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355007266858</a>	No	N/A	MASTERCARD-5991	Account Charged	\$8.96
2 <input type="checkbox"/>	06/12/2023	68a65a08-a7f4-464f-9a22-7e8234f08279	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355004611705</a>	Yes	N/A	MASTERCARD-8475	Refund Pending	\$7.64
3 <input type="checkbox"/>	05/05/2023	cc3d72df-2c03-426b-8ab4-cc69ceb5bb68	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355002147510</a>	Yes	N/A	AMEX-0331	Refunded	\$7.64

### 3) Request Refund

There are two ways to request a refund for a label.

- a) **Option 1:** Click the check box next to the label and click the “Refund” button that appears in the available actions.

Account # 229130350

Search by:  Transaction Number:  Label Number:  Date + 31 days: 06/28/2023

Advanced Search

Showing Results 1-13 of 13

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details

1 Labels Selected: Choose an action from the dropdown menu.

Select Action:

Date	Order	Shipping Address	Service Type	Label	Quantity	Payment	Status	Cost
06/28/2023	dc42b932-884e-4521-9bcd-ffade56b19c1	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355007266858</a>	No	N/A	MASTERCARD-5991 Account Charged	\$8.96
06/12/2023	68a65a08-a714-464f-9a22-7e8234f08279	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355004611705</a>	Yes	N/A	MASTERCARD-8475 Refund Pending	\$7.64
05/05/2023	cc3d72df-2c03-426b-8ab4-cc69ceb5bb68	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355002147510</a>	Yes	N/A	AMEX-0331 Refunded	\$7.64

b) **Option 2:** Click the label number and request a refund on the label(s) order page.

Showing Results 1-13 of 13

[Export](#)

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

The USPS Loyalty Program allows business customers to earn shipping benefits based on their spending. Visit the [USPS Loyalty Customer Portal](#) for more details

1 Labels Selected: Choose an action from the dropdown menu.

Select Action  
Track  
Ship Again  
Print  
Save as PDF  
Refund  
Cancel Refund

[Go](#)

Date	Order	Shipping Address	Service Type	Label	Quantity	Payment	Status	Cost	
1	<input checked="" type="checkbox"/> 06/28/2023	dc42b932-884e-4521-9bcd-ffade56b19c1	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355007266858</a>	No	N/A	MASTERCARD-5991 Account Charged	\$8.96
2	<input type="checkbox"/> 06/12/2023	68a65a08-a714-464f-9a22-7e8234f08279	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355004611705</a>	Yes	N/A	MASTERCARD-8475 Refund Pending	\$7.64

i. Once on the order page, scroll down and select the “Request a Refund” option.

[Back to Shipping History](#)

Label # 9436130109355001535340

**Terms**

Acceptance Cutoff  
09/05/2023  
12:00 AM

Acceptance Time  
No data

Scheduled Date  
09/09/2023  
12:00 AM

**More Actions** ⓘ

[USPS Tracking](#) >

[Ship Again](#) >

[Shipping Supplies Status](#) >

**Need Help?** ⓘ

[File an insurance claim?](#) >

[Loyalty Activity History](#) >

[Request a Refund](#) >

**Delivery Status**

Tracking Number  
[420770189436130109355001535340](#)

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](#) v

**Details**

Account Number  
229130350

Return Address  
Clark Kent  
300 SUPERMAN ST  
DECATUR, GA 30000-0000

Package  
Choose Your Own Box

## How to Export Your Purchase History

### 1) Navigate to Shipping History

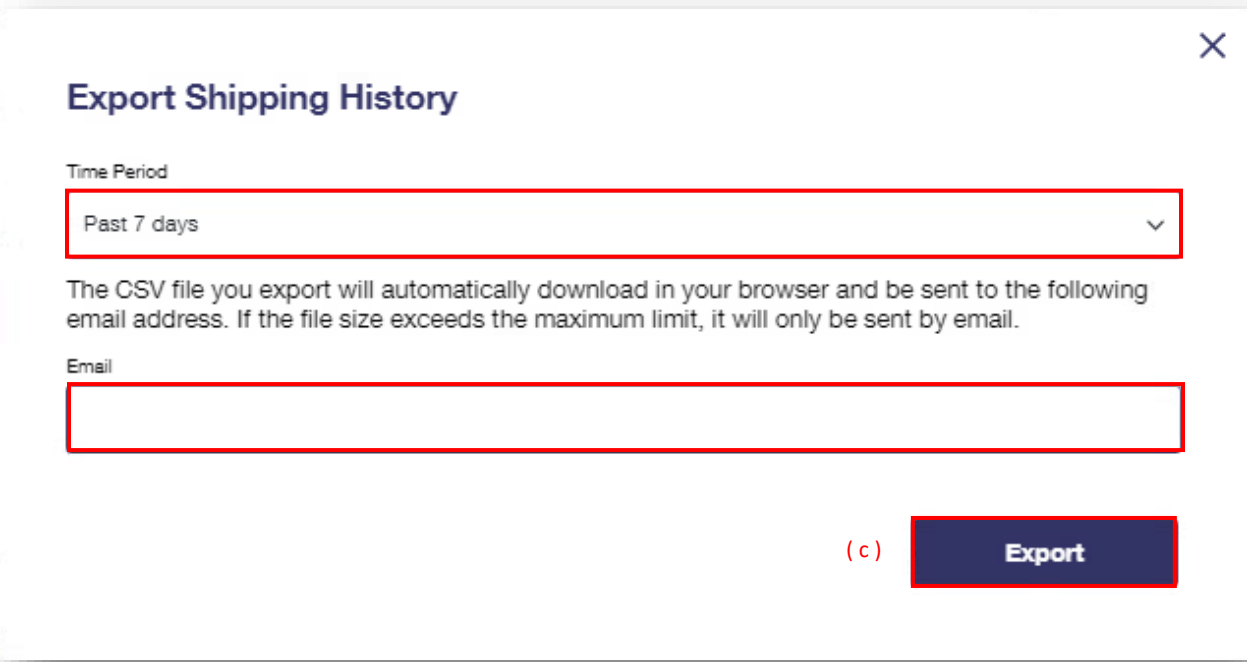
- a) Once you are on the Shipping History landing page, select **Export** to begin the exporting process.

The screenshot shows the Click-N-Ship interface. At the top, there is a navigation bar with links for Label Manager, Shipping History (underlined), Address Book, USPS Connect, and Preferences, along with a Cart icon. Below this is a breadcrumb trail: History / Dashboard. The main content area is titled 'Account # 229130350'. It features a search section with a dropdown menu set to 'All Labels', two input fields for Transaction Number and Label Number, a date selector set to '06/28/2023', and a 'Search' button. An 'Advanced Search' link is also present. Below the search section, it says 'Showing Results 1-13 of 13'. A prominent red 'Export' button is visible. A note below the button instructs users to select labels from the table below by checking the corresponding checkbox for actions to appear. A link to the USPS Loyalty Program is provided. The table below has columns for Date, Order, Shipping Address, Service Type, Label, Shipped, Label Delivery, Payment, Status, and Cost. Two rows of shipping labels are displayed.

Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost
06/28/2023	dc42b932-884e-4521-9bcd-ffade56b19c1	ROCKY BALBOA 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355007266858</a>	No	N/A	MASTERCARD-5991	Account Charged	\$8.96
06/12/2023	68a65a08-a7f4-464f-9a22-7e8234f08279	Bruce Lee 300 SUPERMAN ST DECATUR, GA 30000-0000	PM-CYOB	<a href="#">9405830109355004611705</a>	Yes	N/A	MASTERCARD-8475	Refund Pending	\$7.64

## 2) Fill out the Export Shipping History Form

- a) Before exporting the file, select the desired **time period** for the exported file.
- b) Enter the **email address** where the file will automatically be sent to after exporting.
- c) Once ready, select **Export**.



The screenshot shows a web form titled "Export Shipping History" with a close button (X) in the top right corner. The form contains the following elements:

- A dropdown menu labeled "Time Period" with the option "Past 7 days" selected. This element is annotated with a red box and the label "(a)".
- A text area for an email address, currently empty. This element is annotated with a red box and the label "(b)".
- A dark blue button labeled "Export" at the bottom right. This element is annotated with a red box and the label "(c)".

Below the "Time Period" dropdown, there is a paragraph of text: "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."

# Enhanced Click-N-Ship® (CNSv2)

## Address Book


*Within the following section, you'll receive step-by-step guidance on how to edit, organize, and manage your saved addresses within the Click-N-Ship Address Book.*

## How to Access your Address Book

### 1) Navigate to Address Book

- a) Click the **Address Book** button located in the menu bar.

The screenshot shows the Click-N-Ship website interface. At the top, the navigation menu includes "Label Manager", "Shipping History", "Address Book" (highlighted with a red box), "USPS Connect", "Preferences", and a "Cart" icon with a "0" next to it. Below the navigation bar is a light blue banner with a notification: "Skip the surcharge. Ship with USPS: There will be no peak or demand surcharges on holiday shipping this season. Plus, all enhanced Click-N-Ship® customers receive lower Commercial Rates." Below the banner, the main content area is divided into two columns. The left column features a greeting "Hi, Ted!" followed by a welcome message and a "View Label Manager" button. The right column displays "What's in your Label Manager?" with statistics: 85 Incomplete Labels, 11 Complete Labels, 12 Incomplete Batches, and 0 Complete Batches. Below this is a section for creating an Enterprise Payment Account (EPA) with a "Create an EPS Account" button. At the bottom, a section titled "Let's get started! How would you like to create your labels?" offers four options: "Create a Single Label", "Create a Batch", "Import Labels", and "Start From Address Book".

**Click-N-Ship®** Label Manager / Shipping History / **Address Book** / USPS Connect / Preferences  Cart

**Skip the surcharge. Ship with USPS:** There will be no peak or demand surcharges on holiday shipping this season. Plus, all enhanced Click-N-Ship® customers receive lower Commercial Rates.

**Hi, Ted!**  
Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view your account information, start your Click-N-Ship experience, access previous labels, create new labels, manage your address book, and more!

[View Label Manager](#)

**What's in your Label Manager?**

<b>85</b> ● <a href="#">Incomplete Labels</a>	<b>11</b> ● <a href="#">Complete Labels</a>
<b>12</b> ● <a href="#">Incomplete Batches</a>	<b>0</b> ● <a href="#">Complete Batches</a>

Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.

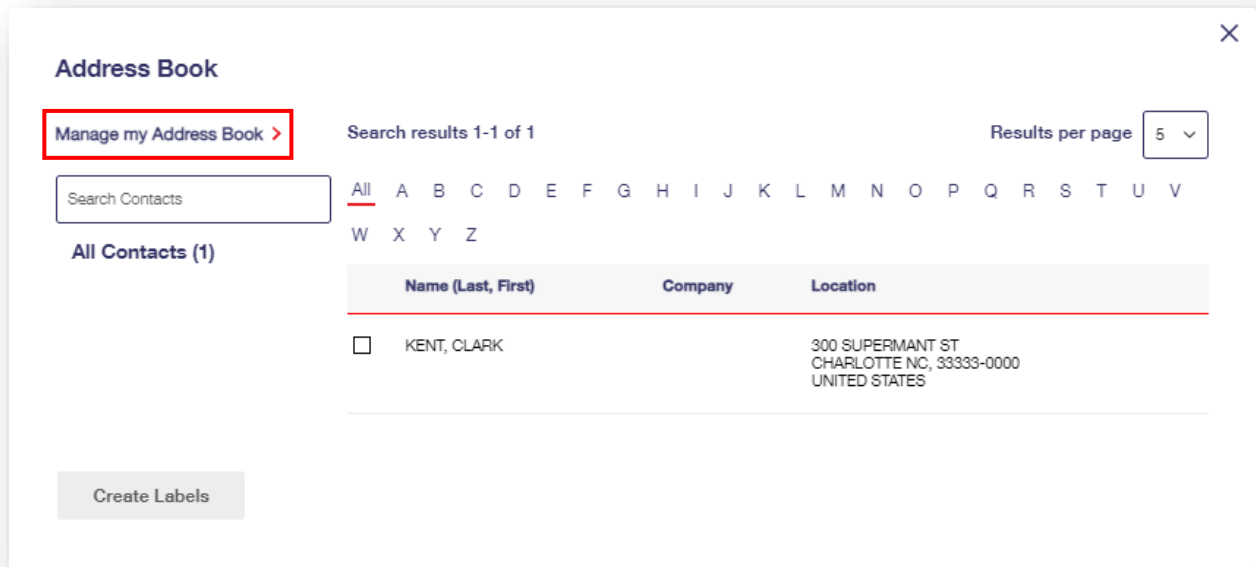
[Create an EPS Account](#)

**Let's get started! How would you like to create your labels?**

- Create a Single Label**  
Create individual labels manually within our improved creation process.
- Create a Batch**  
Organize your labels into a batch and utilize our streamlined multi-label creation process.
- Import Labels**  
Import multiple labels via a File Upload and continue editing in Label Manager.
- Start From Address Book**  
Start multiple labels in Label Manager by bringing in addresses from your Address Book.

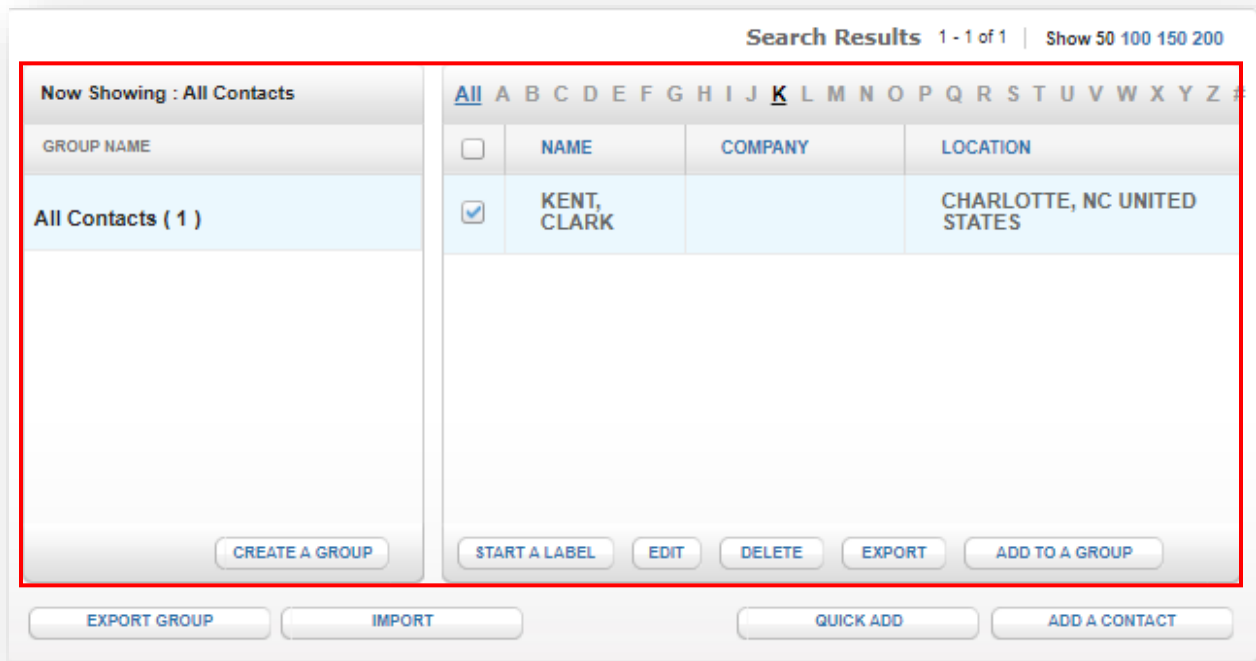
## 2) Finding your Address Book

- a) Select **Manage my Address Book** located in the top left of the menu bar.



## 3) Viewing your Address Book

- a) Once inside the Address Book, all your **saved contacts** will be listed below.





## How to Add a Contact to your Address Book

### 1) Importing Contacts via File Upload

- a) To import all of your contacts from a CSV file all at once, select **Import** located at the bottom of the menu bar.

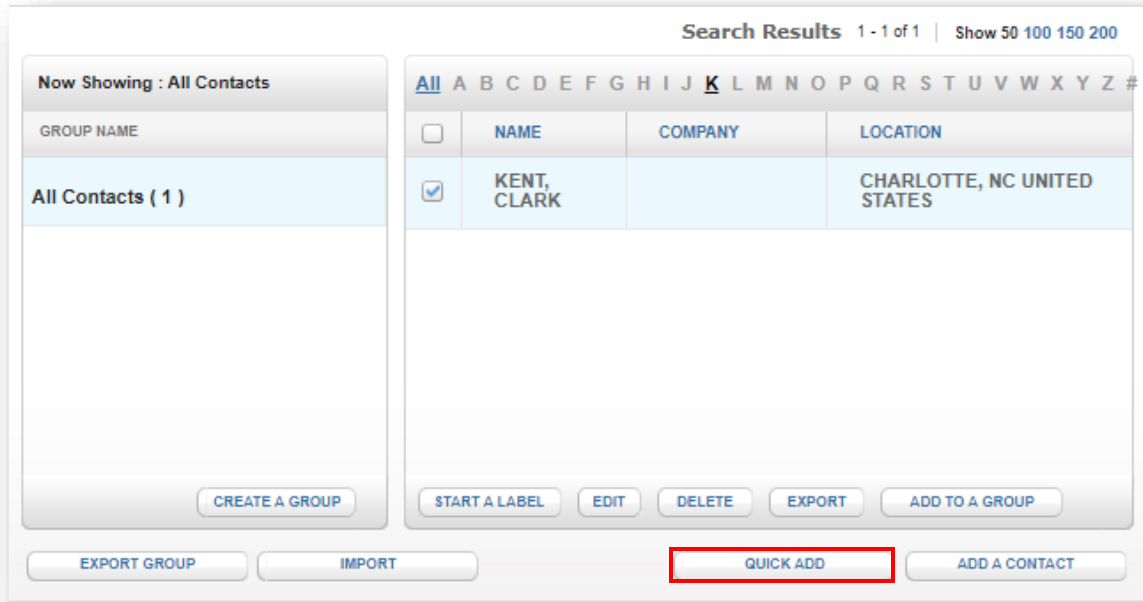
The screenshot shows a web interface titled "Search Results" with "1 - 1 of 1" and "Show 50 100 150 200" options. On the left, a sidebar shows "Now Showing : All Contacts" and a "GROUP NAME" section with "All Contacts ( 1 )". Below this is a "CREATE A GROUP" button. The main area features a table with columns: NAME, COMPANY, and LOCATION. The table contains one entry: "KENT, CLARK" with "CHARLOTTE, NC UNITED STATES" as the location. A checkbox is checked for this entry. Below the table are buttons: "START A LABEL", "EDIT", "DELETE", "EXPORT", and "ADD TO A GROUP". At the bottom of the interface, there are buttons for "EXPORT GROUP", "IMPORT" (highlighted with a red box), "QUICK ADD", and "ADD A CONTACT".

- b) Select **Browse** to upload CSV file and begin contact import.  
c) Once complete, select **Continue**.

The screenshot shows the "Import Contacts" dialog box. It has a title "Import Contacts" and a section "How to Import" with the text: "You can import all of your contacts at once. Or, you can upload specific files and put them in existing groups or create new ones." Below this is a section "Import from the file" with a text input field and a "Browse" button (highlighted with a red box and labeled "(b)"). There is a link to "Download a sample (.csv) file to use as a template, or to view as reference." Below that is a section "Add imported contacts to (optional):" with a dropdown menu set to "New Import Group". There is also a section "Or create a group:" with a text input field. At the bottom are "Cancel" and "Continue" buttons (the "Continue" button is highlighted with a red box and labeled "(c)"). To the right of the dialog, there is a section "How to Import an Address Book" with a list of requirements: "1. The imported address book must be in (.csv) format.", "2. The (.csv) file must contain a first and last name OR company name, plus at least one of the following: Address, City, State/Province, ZIP Code, Phone, Email." Below this is a link to "Download a sample address book import file: sample.csv." and a list of steps: "3. Import your (.csv) file by selecting 'Browse'.", "4. Add your imported file to an existing address group or add it to a new address group.", "5. Select 'Continue' to import your file." At the bottom right, there is a "Tips" section with the text: "Name your groups to help you identify them later. Examples: Family, Office, etc."

## 2) Quickly Adding a Contact

- a) To quickly add a contact, select **Quick Add** located at the bottom of the menu bar and follow the instructions provided.



- b) Enter the Contact Name, Contact Details (*Domestic Only*), and select **Save** once finished.

The "Quick Add" dialog box is shown. It has a title "Quick Add". Under "Contact Name:", there is an example "Example: Ann M Warner" and an empty text input field highlighted with a red box. Under "Contact Details (Domestic Only):", there is an example "Example: 372 Ridgedale Ave Suite 442  
East Hanover, New Jersey 07936  
973-887-2230 973-887-9190  
cnsuser1@email.com cnsuser1@email.com" and a large empty text area highlighted with a red box. At the bottom, there are "Cancel" and "Save" buttons, with the "Save" button highlighted in blue.

### 3) Adding a Contact (Traditional Method)

- a) To add a contact with a detailed Contact Information, select **Add a Contact** located at the bottom of the menu bar and follow the instructions provided.

The screenshot displays a contact management interface. At the top right, it shows 'Search Results 1 - 1 of 1 | Show 50 100 150 200'. On the left, a sidebar shows 'Now Showing : All Contacts' and a list of groups with 'All Contacts ( 1 )' selected. The main area features a table with columns for 'NAME', 'COMPANY', and 'LOCATION'. A single contact, 'KENT, CLARK', is listed with the location 'CHARLOTTE, NC UNITED STATES'. Below the table are buttons for 'START A LABEL', 'EDIT', 'DELETE', 'EXPORT', and 'ADD TO A GROUP'. At the bottom, a menu bar contains 'EXPORT GROUP', 'IMPORT', 'QUICK ADD', and 'ADD A CONTACT', with the latter highlighted by a red box.

	NAME	COMPANY	LOCATION
<input checked="" type="checkbox"/>	KENT, CLARK		CHARLOTTE, NC UNITED STATES

Buttons: EXPORT GROUP, IMPORT, QUICK ADD, **ADD A CONTACT**

b) Fill out the required\* **Contact Information** and once finished, select **Save Contact**.

### Contact Information

You must give us a first and last name OR company name, plus one other item marked with an asterisk (\*).  
\* indicates a required field

<b>Name</b> *First Name <input type="text"/> M.I. <input type="text"/> *Last Name <input type="text"/> <input type="checkbox"/> This address is a business. Nickname <input type="text"/>	<b>Phone Number 1</b> <input type="checkbox"/> Set as the default phone number for this contact Number Type <input type="button" value="Home"/> *Phone Locale <input type="button" value="US"/> *Number <input type="text"/> Ext. <input type="text"/> <input type="button" value="ADD A PHONE NUMBER"/>
<b>Address 1</b> <input type="checkbox"/> Set as the default address for this contact Address Type <input type="button" value="Home"/> Country <input type="button" value="UNITED STATES"/> *Address <input type="text"/> Apt / Suite / Other <input type="text"/> *City <input type="text"/> *State <input type="button" value="Select"/> *ZIP Code™ <input type="text"/> <input type="button" value="CHECK ADDRESS"/> Reference Number <input type="text"/> <input type="button" value="ADD AN ADDRESS"/>	<b>Email Address 1</b> <input type="checkbox"/> Set as the default email address for this contact Email Type <input type="button" value="Home"/> *Email Address <input type="text"/> <input type="button" value="ADD AN EMAIL ADDRESS"/> <b>Create a New Group</b> <input type="text"/> <b>Groups</b>

## How to Edit a Saved Contact within your Address Book

### 1) Select a Saved Contact to Edit

- a) Select the Contact(s) that you want to edit by **selecting the checkbox** and then select **Edit** located at the bottom of the menu bar.

The screenshot displays an address book interface. At the top right, it says "Search Results 1 - 1 of 1 | Show 50 100 150 200". Below this is a navigation bar with letters A through Z and a hash symbol, with 'K' highlighted. The main area is a table with columns: NAME, COMPANY, and LOCATION. The first row contains "KENT, CLARK" under NAME and "CHARLOTTE, NC UNITED STATES" under LOCATION. A red box highlights the checkbox in the first column of this row. At the bottom of the table, there are several buttons: "START A LABEL", "EDIT" (highlighted with a red box), "DELETE", "EXPORT", and "ADD TO A GROUP". On the left side, there is a sidebar with "Now Showing : All Contacts" and a "GROUP NAME" section containing "All Contacts ( 1 )". At the bottom of the sidebar is a "CREATE A GROUP" button. At the very bottom of the interface, there are buttons for "EXPORT GROUP", "IMPORT", "QUICK ADD", and "ADD A CONTACT".

	NAME	COMPANY	LOCATION
<input checked="" type="checkbox"/>	KENT, CLARK		CHARLOTTE, NC UNITED STATES

## 2) Edit Contact Information

- a) Edit the **Contact Information** and select **Save Contact** when finished.

### Contact Information

You must give us a first and last name OR company name, plus one other item marked with an asterisk (\*).  
\* indicates a required field

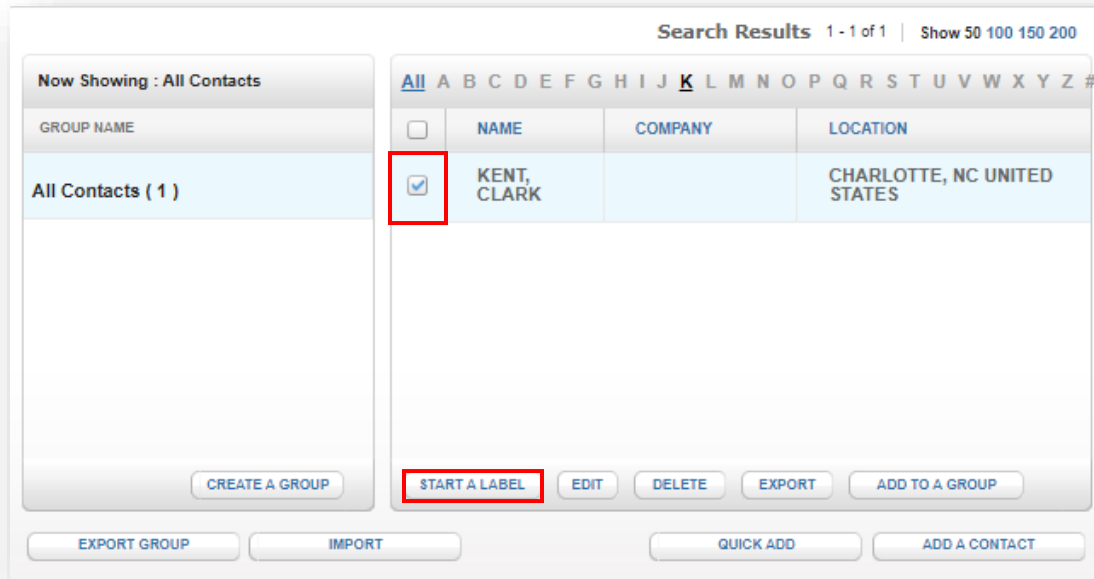
<b>Name</b> *First Name: CLARK M.I.: *Last Name: KENT <input type="checkbox"/> This address is a business. Nickname: <b>Address 1</b> <input checked="" type="checkbox"/> Set as the default address for this contact Address Type: Home Country: UNITED STATES *Address: 300 SUPERMANT ST Apt / Suite / Other: *City: CHARLOTTE *State: NC - North Carolina *ZIP Code™: 33333-0000 CHECK ADDRESS Reference Number: ADD AN ADDRESS	<b>Phone Number 1</b> <input type="checkbox"/> Set as the default phone number for this contact Number Type: Home *Phone Locale: US *Number: Ext.: ADD A PHONE NUMBER <b>Email Address 1</b> <input type="checkbox"/> Set as the default email address for this contact Email Type: Home *Email Address: ADD AN EMAIL ADDRESS <b>Create a New Group</b> Groups
---	---

Cancel Save Contact

## How to Manage Saved Contacts within your Address Book

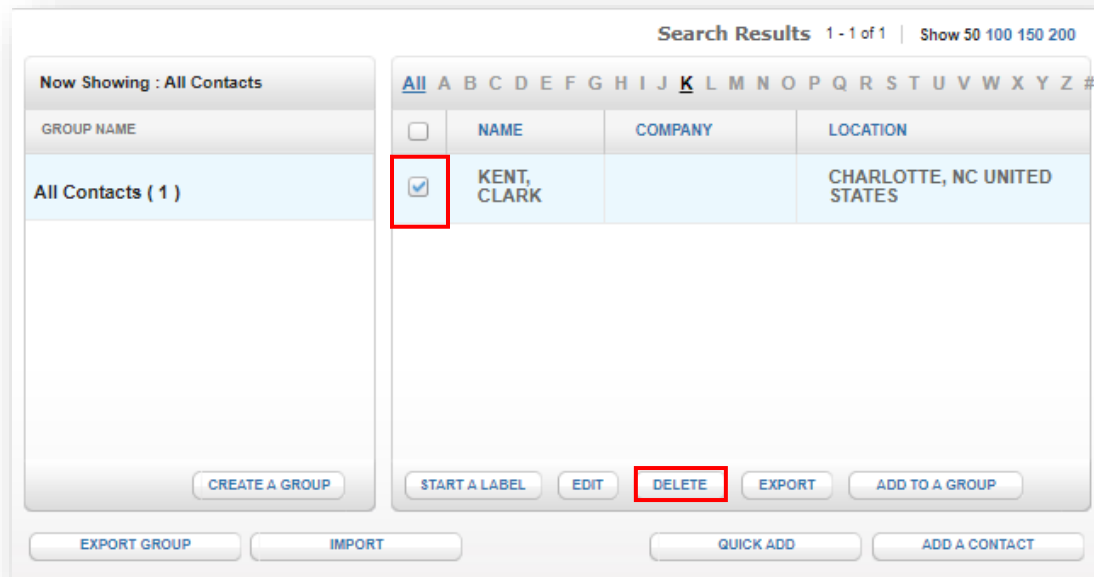
### 1) Create a Label from a Saved Contact

- a) To create a label from a saved contact within the Address Book, **select the checkbox** of the contact(s) and then select **Start a Label**.



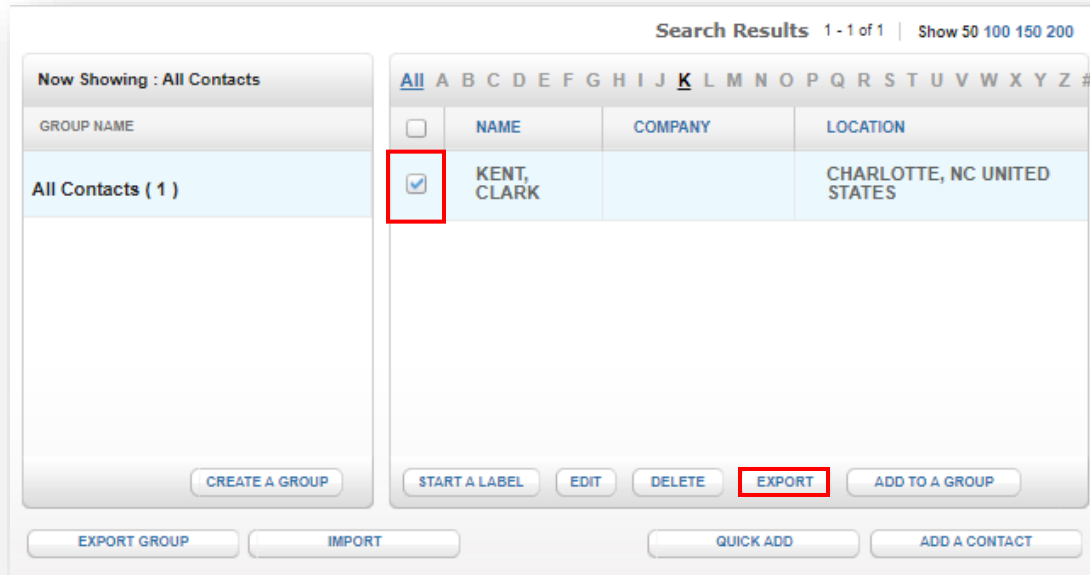
### 2) Delete a Saved Contact

- a) To delete a saved contact within your Address Book, **select the checkbox** of the contact(s) and then select **Delete** located at the bottom of the menu bar.



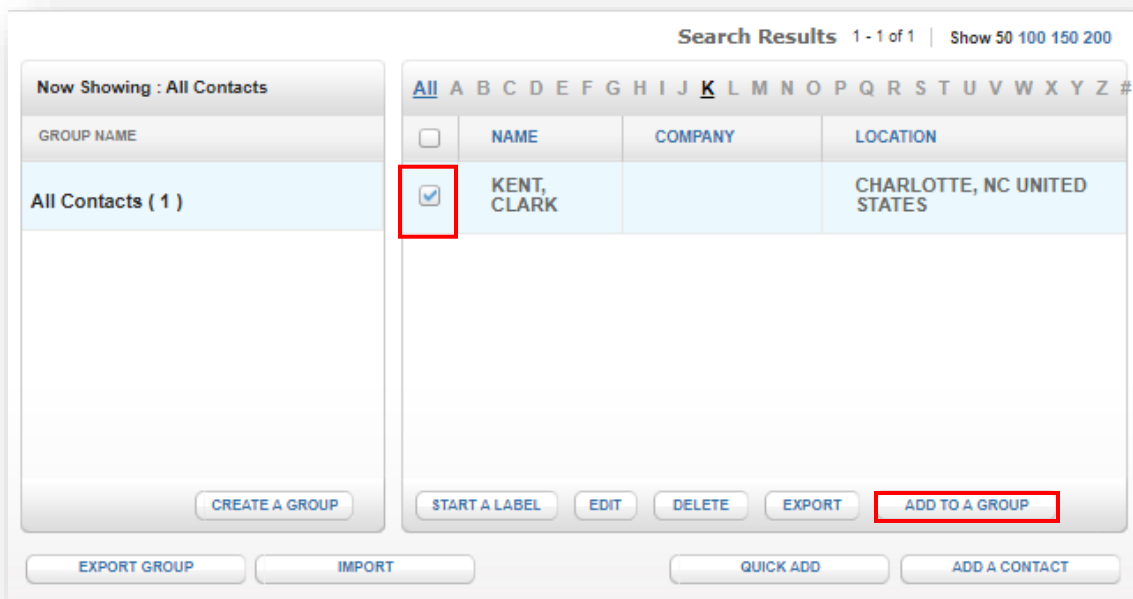
### 3) Export a Saved Contact

- a) To export a saved contact within your Address Book, **select the checkbox** of the contact(s) and then select **Export** located at the bottom of the menu bar.



### 4) Add a Saved Contact to a Group

- a) To add a saved contact within your Address Book to a Group, **select the checkbox** of the contact(s) and then select **Add to Group** located at the bottom of the menu bar.





# Enhanced Click-N-Ship® (CNSv2)

## Preferences

*Within the following section, you'll receive step-by-step guidance on how to view edit and manage your Click-N-Ship preferences in order to make it easier to fill out label forms in the future.*

## How to Edit your Preferences

### 1) Begin Preferences Selection

- a) Click on the **Preferences** tab located on the landing page.

**Click-N-Ship®** 2 Cart

Label Manager / Shipping History / Address Book / USPS Connect / **Preferences**

**Get Lower Rates**

**Sign Up for a Click-N-Ship® Business Rate Card and Save**

You will have access to non-published, discounted prices for your business shipping needs. Get discounted business rate prices for Priority Mail® and USPS Ground Advantage™ postage purchases.

[Sign Up](#)

**Hi, Ted!**

Welcome to the new Click-N-Ship Enhanced Shipping experience! Here you can view your account information, start your Click-N-Ship experience, access previous labels, create new labels, manage your address book, and more!

[View Label Manager](#)


**What's in your Label Manager?**


<b>519</b>	<b>3466</b>
<span style="color: orange;">●</span> <a href="#">Incomplete Labels</a>	<span style="color: green;">●</span> <a href="#">Complete Labels</a>
<b>20</b>	<b>1</b>
<span style="color: orange;">●</span> <a href="#">Incomplete Batches</a>	<span style="color: green;">●</span> <a href="#">Complete Batches</a>


Want to create an **Enterprise Payment Account (EPA)** to pay and manage services online through a single account? Create one today or read more about the [benefits of the Enterprise Payment System \(EPS\)](#). Once you create an EPA, activation may take up to 24-36 hours.


[Create an EPS Account](#)

**Let's get started! How would you like to create your labels?**

  
**Create a Single Label**  
Create individual labels manually within our improved creation process.

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

  
**Import Labels**  
Import multiple labels via a File Upload and continue editing in Label Manager.

  
**Start From Address Book**  
Start multiple labels in Label Manager by bringing in addresses from your Address Book.

## 2) Purchase Labels on Another Account



Set a preference to utilize an Enterprise Payment System (EPS) billing account of another user to create, purchase, and ship label(s) on their behalf.

- a) Click **Edit** under Purchase Labels on Another Account. An expanded form will appear.

**Hi, Ted. Set up your Click-N-Ship preferences to make shipping easier.**

Specify preferences to help streamline the label creation process. You may update your preferences at any time.

---

**Purchase Labels on Another Account**  [Edit](#)  [Clear](#)

Shipping on behalf of someone else? Selecting a payer account allows you to use their Enterprise Payment System (EPS) billing account. Any additional benefits you have will not be reflected while using a payer account.

**Billing Account**  
An alternate Payer preference is not set.

- b) To choose an EPS Billing Account of another user, select an account from the dropdown and select **Save Account**.
  - i. *Note, anytime you switch Payer EPS accounts, the label(s) in their Label Manager and Label Cart will be unique to that specific EPS account.*
- c) To switch back to using your personal EPS Billing Account, select **Switch To My Account**.

**Purchase Labels on Another Account**

Shipping on behalf of someone else? Selecting a payer account allows you to use their Enterprise Payment System (EPS) billing account. Any additional benefits you have will not be reflected while using a payer account.

**Billing Account**

Select Account

95160497 1000013124 ▾

**Save Account**

**Switch To My Account**

**Cancel**

( b )

( c )

### 3) Hide Postage on Label

Set a preference to hide the postage amounts displayed on your Click-N-Ship labels. You can hide postage by Service Type, and you can choose specific addresses to hide postage from.

- a) Click **Edit** under Hide Postage on Label. An expanded form will appear.

**Hide Postage on Labels** Edit Clear

Choose if you would like to hide the postage amount displayed on your Click-N-Ship labels.

**Hide Postage Amount on Label by Service Types** Hide postage by service types is not set

**Hide Postage Amount on Label for Selected Addresses** Addresses to hide postage are not set

---

**Mailpiece Options** Edit Clear

Set the mailpiece option you use the most as a default when you create labels.

**Preferred Mailpiece Option** Preferred mailpiece type is not specified

- b) **Hide postage preferences by service type** by choosing the mail classes you wish to hide postage displayed on your labels for.
- c) **Hide postage preferences by address** by using the Address Book to add labels to the list below that you wish to hide postage displayed on your labels for:
- d) Click **Save** to save any changes and set your suppressed postage preferences.

**Hide Postage on Labels**

Choose if you would like to hide the postage amount displayed on your Click-N-Ship labels. You can hide postage by Service Type and you can choose specific addresses to hide postage from.

**Hide Postage Preferences by Service Type** Choose the mail classes you wish to hide postage displayed on your labels for:

- Priority Mail®
- Priority Mail® Cubic
- Priority Mail Express®
- USPS Ground Advantage™
- USPS Ground Advantage™ Cubic
- USPS Connect™ Local
- USPS Connect™ Local Mail
- USPS Connect™ Regional

**Hide Postage Preferences by Address** Use the Address Book to add labels to the list below that you wish to hide postage displayed on your labels for:

Add From Address Book

Save Cancel

Feedback

(d)

#### 4) Set “Mailpiece Options” Preferences

Set the Mailpiece option that you use the most as a default when you create labels.

- a) Click **Edit** under Mailpiece Options. An expanded form will appear.

**Hide Postage on Labels** Edit Clear

Choose if you would like to hide the postage amount displayed on your Click-N-Ship labels.

**Hide Postage Amount on Label by Service Types** Hide postage by service types is not set

**Hide Postage Amount on Label for Selected Addresses** Addresses to hide postage are not set

---

**Mailpiece Options** Edit Clear

Set the mailpiece option you use the most as a default when you create labels.

**Preferred Mailpiece Option** Preferred mailpiece type is not specified

- b) Select a **Mailpiece Type**. Either “USPS Flat Rate Packaging” or “Choose your own box.”
  - i) If you select “Choose your own box” please enter Mailpiece weight, dimensions (if applicable), and girth (if applicable)
- c) Click **Save** to save any changes and set your Mailpiece option preferences.

**Mailpiece Options**

Set the mailpiece option you use the most as a default when you create labels.

**Preferred Mailpiece Option** Preferred mailpiece type is not specified

**Choose your Mailpiece Type**

USPS® Flat Rate Packaging

Choose your own box

**Save** Cancel

Feedback

( b )

( c )

## 5) Set "Favorites" Preferences

Save favorite packaging options to create new labels more quickly.

- a) Click **Add Favorite** within the Favorites section. An expanded form will appear.

**Mailpiece Options** Edit Clear

Set the mailpiece option you use the most as a default when you create labels.

**Preferred Mailpiece Option**  
Preferred mailpiece type is not specified

---

**Favorites**

Save favorite service and mailpiece types to create labels faster.

Favorite Name	Service Type	Mailpiece Type	Value	Weight
---------------	--------------	----------------	-------	--------

You do not currently have any Favorites. To add a new Favorite, click "Add Favorite" below.

[+ Add Favorite](#)

- b) **Name your Mailpiece, select a Service Type, Mailpiece Type, and enter a Mailpiece Value** (up to and including \$5,000.00). When creating a label, select "Start from Favorite" to generate a label based on your favorite preferences.
- c) Once finished, click on **Save** to save your updated preferences selections.

**Add Favorite** ×

Save favorite packaging options to create new labels more quickly.

\*Name of Favorite

\*Service Type  
Select a service type ▼

\*Mailpiece Type  
 ▼

\*Mailpiece Value  
Enter a value up to and including \$5,000.00  
 \$

**Save**

( c )

## 6) Set “Shipment Notifications” Preferences

Sign up for email / SMS updates. Set preferences for sender and recipient contact for Mailpiece journey updates.

- a) Click **Edit** under the Shipment Notification section. An expanded form will appear.

**Favorites**

Save favorite service and mailpiece types to create labels faster.

Favorite Name	Service Type	Mailpiece Type	Value	Weight
You do not currently have any Favorites. To add a new Favorite, click "Add Favorite" below.				
<a href="#">+ Add Favorite</a>				

**Shipment Notifications** [Edit](#) [Clear](#)

Sign up for email/SMS text updates. Set preferences for sender and recipient contact for mailpiece journey updates.

**Sender Notification Options**  
No sender notification options are set

**Recipient Notification Options**  
No recipient notification options are set

- b) To begin receiving updates, select the box that says **I would like to get tracking and confirmation notifications via email and / or text message.**
- c) Next, under the **Recipient Shipment Notifications** section, select the types of updates that you want to be sent to the recipient along with how you want those updates sent (*via email, text, or both*).
- d) Click **Save** to save the changes made to the Shipment Notifications preferences.

**Shipment Notifications**

Sign up for email/SMS text updates. Set preferences for sender and recipient contact for mailpiece journey updates.

**My Shipment Notifications**

I would like to get tracking and confirmation notifications via email and/or text message

( b )

**Recipient Shipment Notifications**

**Select updates sent to recipient.**

Email	Text	
<input type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input type="checkbox"/>	<input type="checkbox"/>	Expected Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Day Of Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Pickup Availability
<input type="checkbox"/>	<input type="checkbox"/>	Delivery Exception
<input type="checkbox"/>	<input type="checkbox"/>	Package In Transit

( c )

**Privacy Act Statement:**  
Your information will be used to provide customers with information about the status of mailings within the USPS network. For more information regarding our privacy policies visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy).

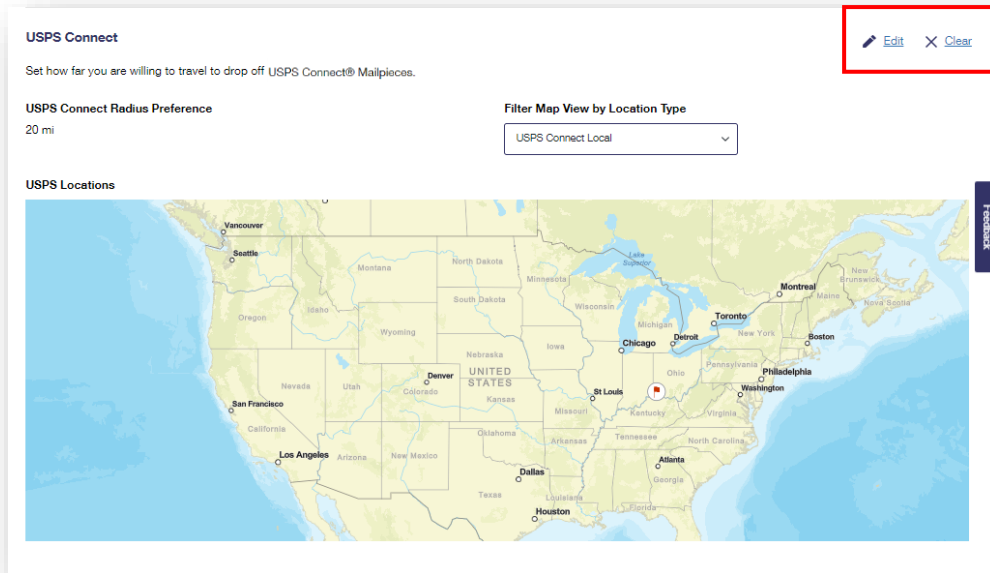
**Save**

( d )

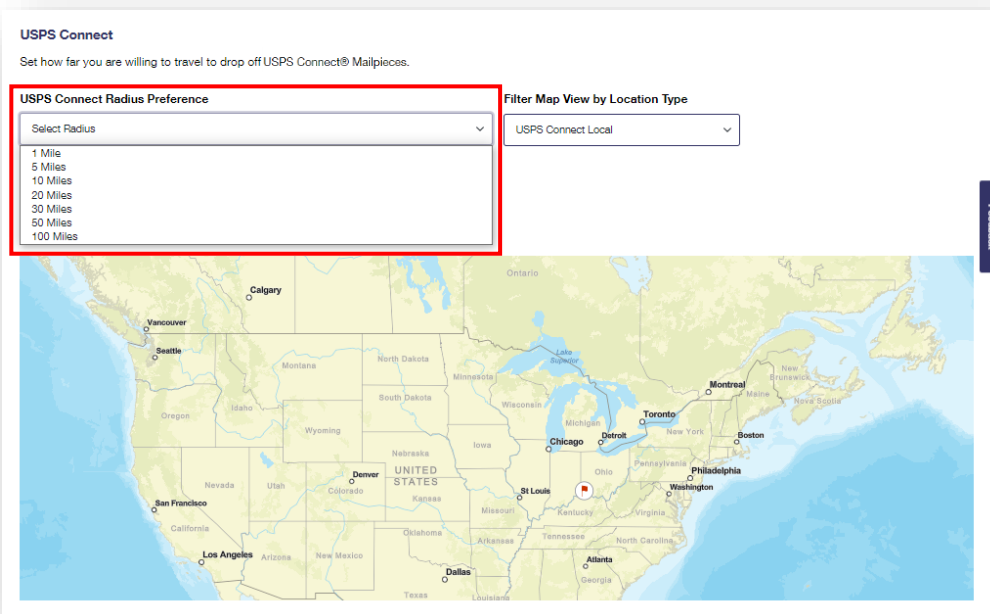
## 7) Set "USPS Connect" Preferences

Set how far you are willing to travel to drop off USPS Connect Mailpieces by setting your radius and location type map preferences.

- a) Select **Edit** on the top right of the section.



- b) Select the **USPS Connect Radius (in miles) Preference** by clicking on the dropdown button and selecting a radius from the options listed.





- c) To Filter the **Map View by Location Type** (USPS Connect Local or USPS Connect Regional), click the drop down and select your option.


**USPS Connect**  
Set how far you are willing to travel to drop off USPS Connect® Mailpieces.

**USPS Connect Radius Preference**  
Select Radius

**Filter Map View by Location Type**  
USPS Connect Local  
USPS Connect Local  
USPS Connect Regional

**Save** **Cancel**

**USPS Locations**



- d) Once finished, click on **Save** to save your updated preferences selections.


**USPS Connect**  
Set how far you are willing to travel to drop off USPS Connect® Mailpieces.

**USPS Connect Radius Preference**  
Select Radius

**Filter Map View by Location Type**  
USPS Connect Local

**Save** **Cancel**

**USPS Locations**



## 8) Set "Return Address" Preferences

Specify a return address for your labels. This does not change your customer registered address.

- a) Click **Edit** under Return Address. An expanded form will appear.

**Return Address** Edit Clear

Specify the return address on the label. This does not change the customer registered address.

**Return Address**  
No return address preferences are set

---

**Print Settings** Edit Clear

Specify preferred label printing format.

**Print Preferences**  
No Label Printing Preferences are set

- b) Manually enter the **return address details** such as Name, Company (if applicable), Country, Address, City, State, and ZIP Code™.
- c) Once finished, click on **Save** to save your updated preferences selections.

**Return Address**

Specify the return address on the label. This does not change the customer registered address.

**Return Address**  
No return address preferences are set

\*First Name  M.I.  \*Last Name

Company

\*Street Address  Apt/Suite

\*City  \*State  \*ZIP Code™

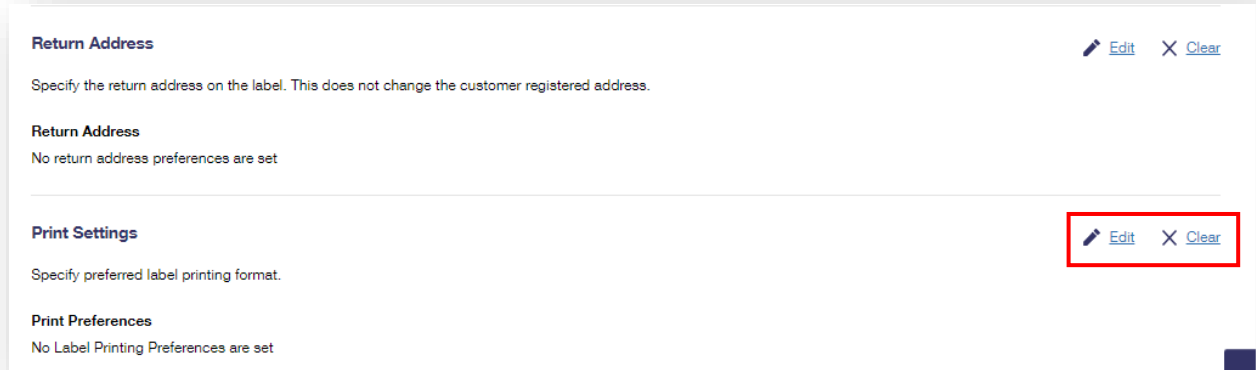
**Save**

(c)

## 9) Set "Printing Settings" Preferences

Specify a preferred label printing format.

- a) Select **Edit** under the Print Settings section.



**Return Address** Edit Clear

Specify the return address on the label. This does not change the customer registered address.

**Return Address**  
No return address preferences are set

---

**Print Settings** Edit Clear

Specify preferred label printing format.

**Print Preferences**  
No Label Printing Preferences are set

- b) Under **Print Preferences**, select the printing format for your labels by clicking on the dropdown button.



**Print Settings**

Specify preferred label printing format.

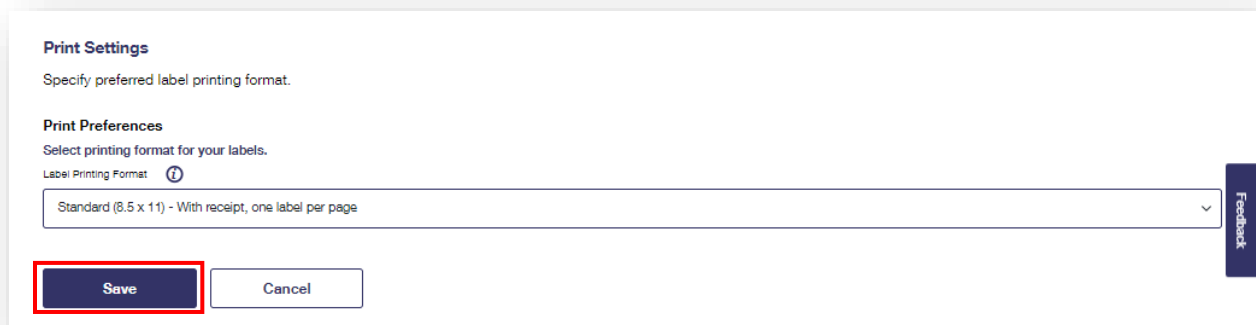
**Print Preferences**  
Select printing format for your labels.

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**
- Print later at Post Office

Feedback

- c) Once finished, click on **Save** to save your updated preferences selections.



**Print Settings**

Specify preferred label printing format.

**Print Preferences**  
Select printing format for your labels.

Label Printing Format ⓘ

Standard (8.5 x 11) - With receipt, one label per page

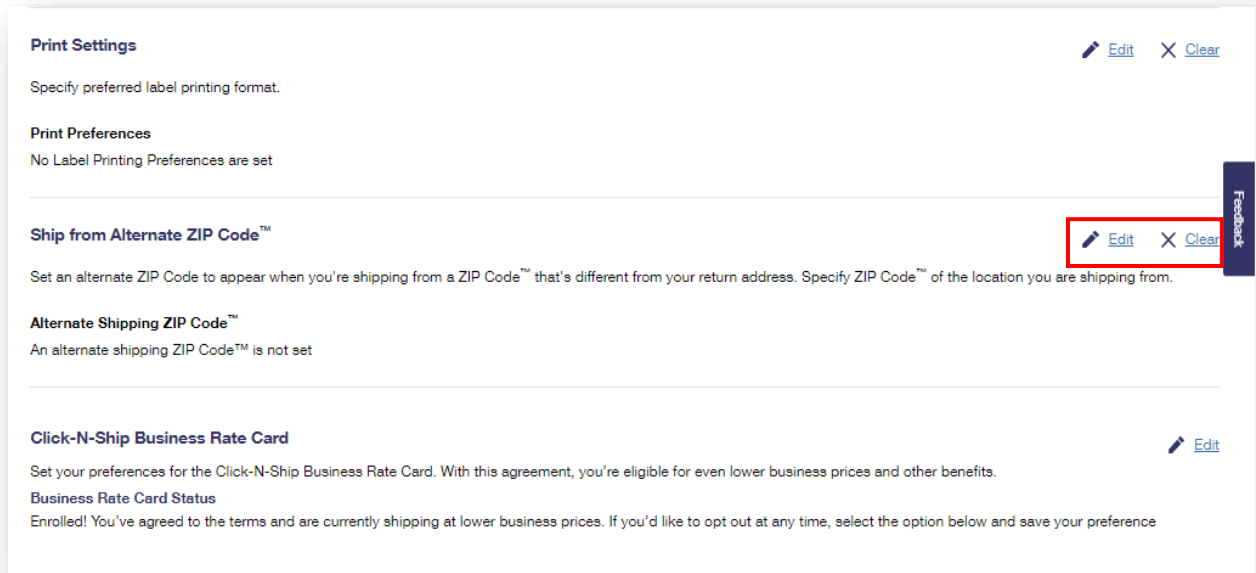
Feedback

**Save** Cancel

## 10) Set “Ship from Alternate Zip Code™” Preferences

Set an alternate ZIP Code™ to appear when shipping from a ZIP Code™ that is different from your return address. Specify the Zip Code of the location that you are shipping from

- a) Select **Edit** under Shipping from Zip Code™. An expanded form will appear.



**Print Settings** Edit Clear

Specify preferred label printing format.

**Print Preferences**  
No Label Printing Preferences are set

---

**Ship from Alternate ZIP Code™** Edit Clear Feedback

Set an alternate ZIP Code to appear when you're shipping from a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location you are shipping from.

**Alternate Shipping ZIP Code™**  
An alternate shipping ZIP Code™ is not set

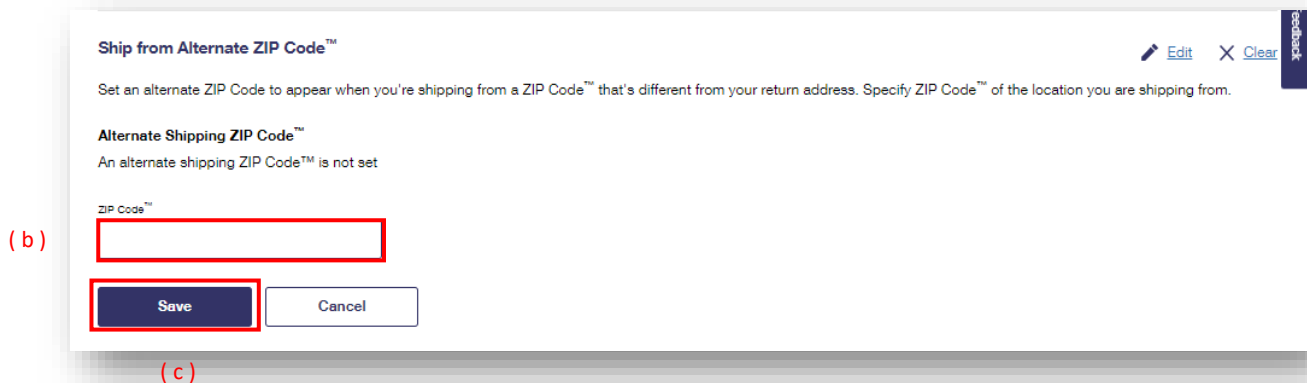
---

**Click-N-Ship Business Rate Card** Edit

Set your preferences for the Click-N-Ship Business Rate Card. With this agreement, you're eligible for even lower business prices and other benefits.

**Business Rate Card Status**  
Enrolled! You've agreed to the terms and are currently shipping at lower business prices. If you'd like to opt out at any time, select the option below and save your preference

- b) Manually enter an alternate shipping ZIP Code™.
- c) Once finished, click on **Save** to save your updated preferences selections.



**Ship from Alternate ZIP Code™** Edit Clear Feedback

Set an alternate ZIP Code to appear when you're shipping from a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location you are shipping from.

**Alternate Shipping ZIP Code™**  
An alternate shipping ZIP Code™ is not set

ZIP Code™

( b )

( c )

## 11) Set “Click-N-Ship Business Rate Card” Preferences

Set your preferences for the Click-N-Ship Business Rate Card. With these agreements, you’re eligible for even lower business prices and other benefits.

- a) Select **Edit** under the Click-N-Ship Business Rate Card section.

**Return Address** Edit Clear

Specify the return address on the label. This does not change the customer registered address.

**Return Address**  
No return address preferences are set

---

**Print Settings** Edit Clear

Specify preferred label printing format.

**Print Preferences**  
No Label Printing Preferences are set

---

**Ship from Alternate ZIP Code™** Edit Clear Feedback

Set an alternate ZIP Code to appear when you're shipping from a ZIP Code™ that's different from your return address. Specify ZIP Code™ of the location you are shipping from.

**Alternate Shipping ZIP Code™**  
An alternate shipping ZIP Code™ is not set

---

**Click-N-Ship Business Rate Card** Edit

Set your preferences for the Click-N-Ship Business Rate Card. With this agreement, you're eligible for even lower business prices and other benefits.

**Business Rate Card Status**  
Enrolled! You've agreed to the terms and are currently shipping at lower business prices. If you'd like to opt out at any time, select the option below and save your preference

- b) Select the **Business Rate Card Status checkbox** to opt-in / opt-out of Click-N-Ship Business Rate Card.
- c) Once finished, click on **Save** to save your updated preferences selections.

**Click-N-Ship Business Rate Card**

Set your preferences for the Click-N-Ship Business Rate Card. With this agreement, you're eligible for even lower business prices and other benefits.

**Business Rate Card Status**  
Enrolled! You've agreed to the terms and are currently shipping at lower business prices. If you'd like to opt out at any time, select the option below and save your preference

Opt out of Click-N-Ship Business Rate Card  
By opting out of this agreement, you'll no longer receive the lower business prices.

**Save** Cancel

(c)