



United States Postal Service Enhanced Click-N-Ship[®]: **Label Creation** User Guide

Last Updated – November 2024

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

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Label Creation Overview

The Enhanced Click-N-Ship® experience is catered specifically towards business account customers that create multiple labels a day. The Enhanced Click-N-Ship® application allows business account customers and personal account customers to more efficiently create and pay for labels beyond the current Click-N-Ship® capabilities. For more information on the Enhanced Click-N-Ship® application, see [Enhanced Click-N-Ship® Overview](#).

This user guide will cover all of the **Label Creation Methods** available within the Enhanced Click-N-Ship® 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!

Create a Single Label

Create individual labels manually within our improved creation process.

Domestic Label

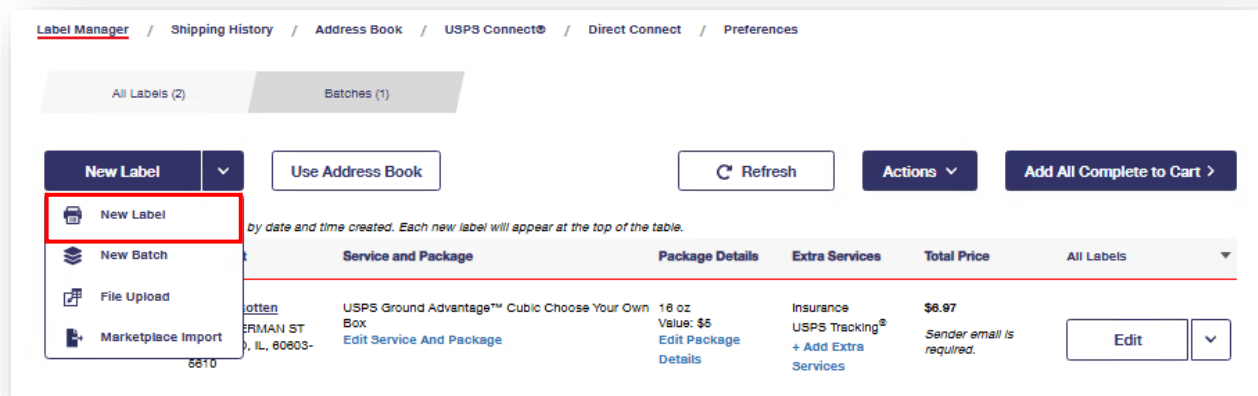
Create a domestic label for a single recipient following the steps below.

1) Begin Single Label Creation Process – Two Options

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



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



2) Enter 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 utilize a one-time return address, select the **Use a one-time return address** checkbox.

Sender Details

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

Use a one-time return address ⓘ

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

- b) If the **Use a one-time return address** is selected, a **New Return Address** modal will be displayed.
- i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - ii. To manually enter the sender information, enter the details in the **required*** text fields.
 - iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
 - iv. Once the sender information is entered and you are ready to proceed, select **Next**.

✕

New Return Address

(i)

***Sender Information**
Please provide first and last name and/or company.

(ii)

First Name <input type="text" value=""/> First Name is Required	MI <input type="text" value=""/>	Last Name <input type="text" value=""/> Last Name is Required
Company <input type="text" value=""/> Company Name is Required		
Phone (optional) <input type="text" value=""/>	Email (optional) <input type="text" value=""/>	

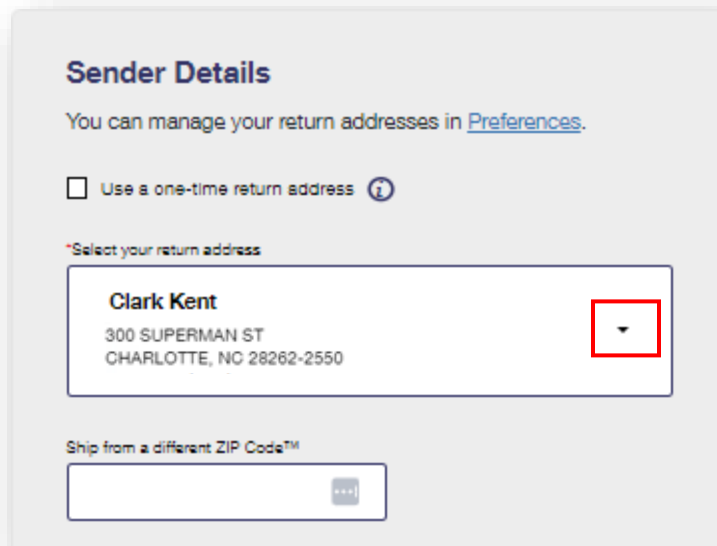
Sender Address
Please provide a valid address. Required fields are marked with an asterik (*).

*Street Address <input type="text" value=""/> Street Address is Required	Apt/Suite <input type="text" value=""/>	
*City <input type="text" value=""/> City is Required	*State AL - Alabama	*ZIP Code™ <input type="text" value=""/> Zip Code™ is Required

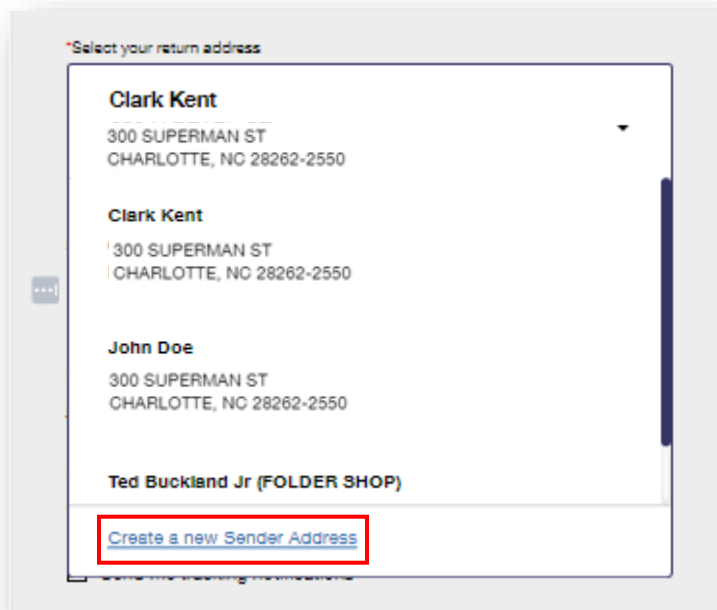
(iii) Save to Address Book

(iv)

c) To utilize a previously saved return address, select the toggle down located under the **Select your return address** section, and select an address from the list.



- i. Once selected, will also be able to create a new return address by selecting the **Create a new Sender Address** hyperlinked option.



- d) If the **Create a new Sender Address** option was selected, a **New Return Address** modal will be displayed.
 - i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.

- ii. To manually enter the sender information, enter the details in the **required*** text fields.
- iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
- iv. To set the sender information as your default return address, select the **Set as Default Return Address** checkbox.
- v. Once the sender information is entered and you are ready to proceed, select **Next**.

(i)

New Return Address ✕

***Sender Information**

Please provide first and last name and/or company.

First Name <input type="text"/>	MI <input type="text"/>	Last Name <input type="text"/>
<small>First Name Is Required</small>		<small>Last Name Is Required</small>
Company <input type="text"/>		
<small>Company Name Is Required</small>		
Phone (optional) <input type="text"/>	Email (optional) <input type="text"/>	

Sender Address

Please provide a valid address. Required fields are marked with an asterik (*).

*Street Address <input type="text"/>	Apt/Suite <input type="text"/>	
<small>Street Address Is Required</small>		
*City <input type="text"/>	*State <input type="text" value="AL - Alabama"/>	*ZIP Code™ <input type="text"/>
<small>City Is Required</small>		<small>Zip Code™ Is Required</small>

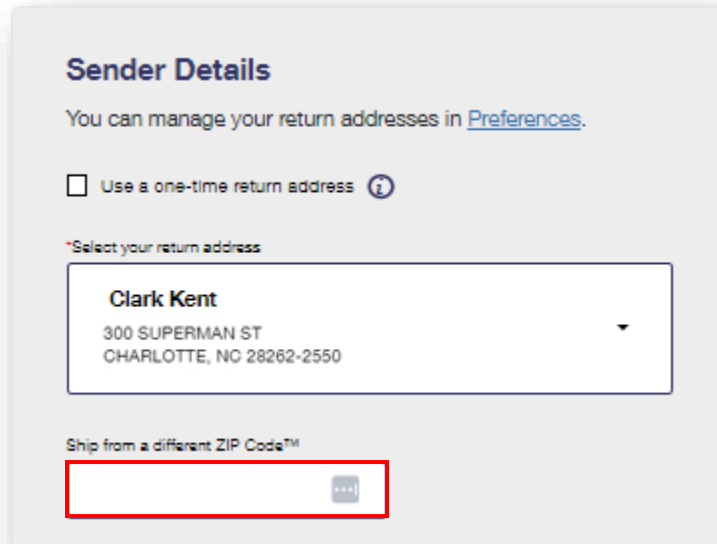
Save to Address Book
 Set as Default Return Address

(ii)

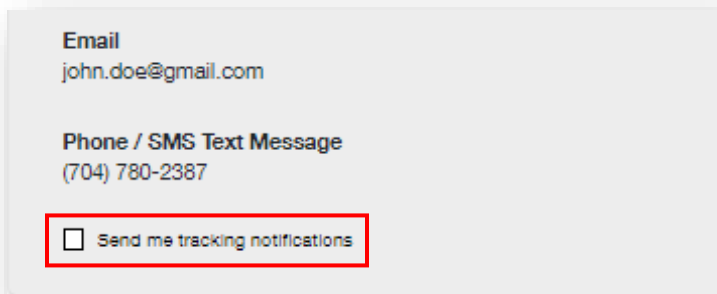
(iii – iv)

(v)

- e) 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*).



- f) To opt into Sender Tracking Notifications, select the **Send me tracking notifications** checkbox.



- g) Once the **Send me tracking notifications** checkbox is selected, a **Tracking Notifications for Sender** modal will be displayed.
- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. (note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application).
 - Select the **Type of Notifications** that you want to receive.
 - Select **Save** to save these changes.

Tracking Notifications for Sender ✕

Enter an email and/or phone number to receive notifications.

(i)

Email <input style="width: 95%;" type="text" value=""/> <small>Email is required</small>	Phone <input style="width: 95%;" type="text" value=""/> <small>Phone is required</small>
--	--

Select which types of notifications you would like the user to receive?

(ii)

Email	Text	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expect Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day of Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available for Pick Up
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delivery Expectation Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package In Transit Updates

(iii)

3) Enter Recipient Details

Within the Enhanced Click-N-Ship® application, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - i. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

Step 1: Recipient Details

Search your Address Book

[Manage Address Book](#)

- b) To manually enter the recipient's information, enter the details in the **required*** text fields.

*Recipient Information

Please provide first and last name and/or company

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

Recipient Address

Please provide a valid address. Required fields are marked with an asterisk (*)

*Country <input type="text" value="United States of America"/>		
*Street Address <input type="text"/>	Apt/Suits/Other <input type="text"/>	
Street Address is required		
*City <input type="text"/>	*State <input type="text" value="AL - Alabama"/>	*ZIP Code™ <input type="text"/>
City is required		ZIP Code™ is required

- c) If you would like to enter a reference number, enter the number in the **Reference Number** text field (*note, this reference number will be printed on the label and has a maximum character limit of 30 characters*).

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

Max Character Limit: 80

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

- d) **Save to Address Book (optional):** if the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.
- i. Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

Save to Address Book

Send recipient tracking notifications

Hold for Pickup at Post Office™

Next

- e) **Send Recipient Tracking Notifications (optional):** if you would like the recipient to receive text or email notifications about the package, select the **Send recipient tracking notifications** checkbox.
- i. Note, the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications.

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

Save to Address Book

Send recipient tracking notifications

Hold for Pickup at Post Office™

Next

- ii. Once selected, a **Tracking Notifications for Recipient** modal will be displayed where you will be required to enter the recipient phone number and / or email (*note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application*).
- iii. Select the **Type of Notifications** that you want to the recipient to receive.
- iv. Select **Save** to save these changes.

✕

Tracking Notifications for Recipient

Enter an email and/or phone number to receive notifications.

Email

Email must be valid format

Phone

Phone is required

Select which types of notifications you would like the user to receive?

Email	Text	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expect Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day of Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available for Pick Up
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delivery Expectation Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package In Transit Updates

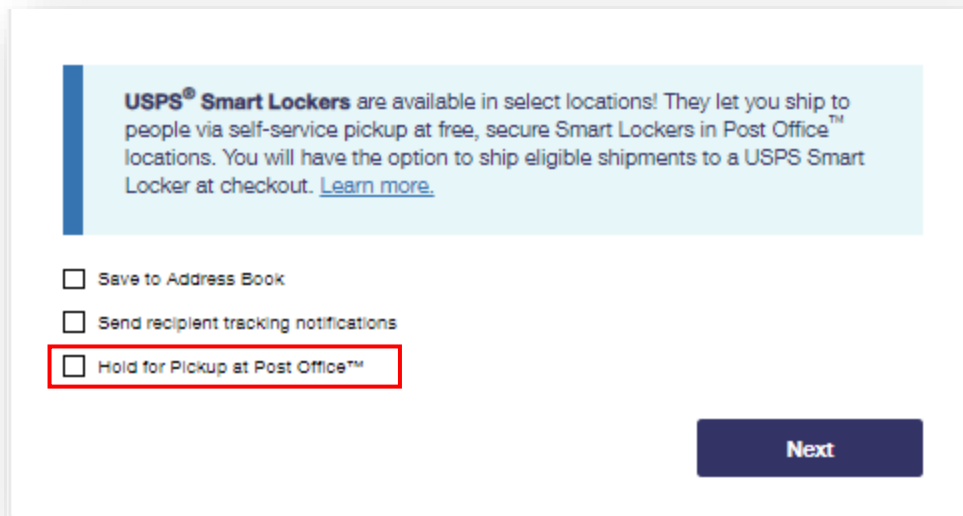
Save

(iii)

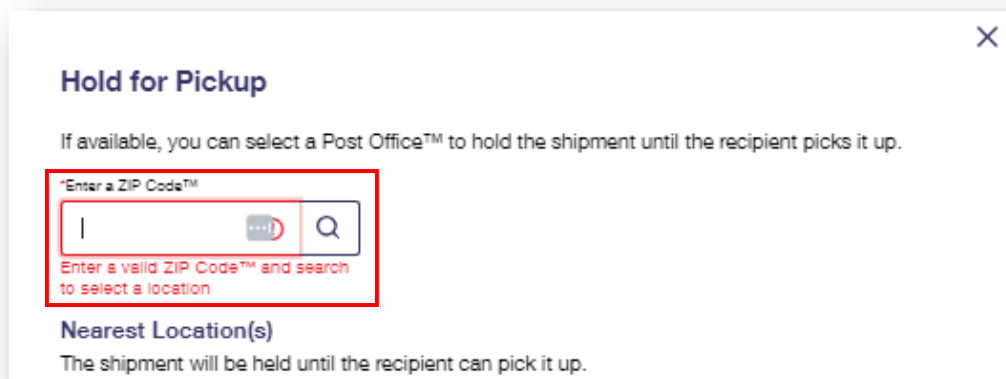
(i)

(ii)

- f) **Hold for Pickup at Post Office™ (optional):** if you would like to have your package held at a designated Post Office™ location for pickup, select the **Hold for Pickup at Post Office™** checkbox.



- i. Once selected, a **Hold for Pickup** modal will be displayed. To find the nearest Post Office™ location available for pickup, Enter the desire Zip Code™ in the **Enter the ZIP Code™** text field.



- ii. Select the desired **Post Office™** from one of the options displayed.

✕

Hold for Pickup

If available, you can select a Post Office™ to hold the shipment until the recipient picks it up.

*Enter a ZIP Code™

Nearest Location(s)

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

<input checked="" type="radio"/> NORTH TRYON 6700 N TRYON ST CHARLOTTE, NC, 28213-9798 Post Office Hours ⓘ	Available Services: Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic
<input type="radio"/> NEWELL 8105 OLD CONCORD RD NEWELL, NC, 28126-9997 Post Office Hours ⓘ	Available Services: Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic

- iii. To receive **text and / or email notifications** to notify you or the recipient that the package is ready for pickup, enter the email and / or phone number in the respective text fields.
- iv. Select **Save** to proceed to the next step.

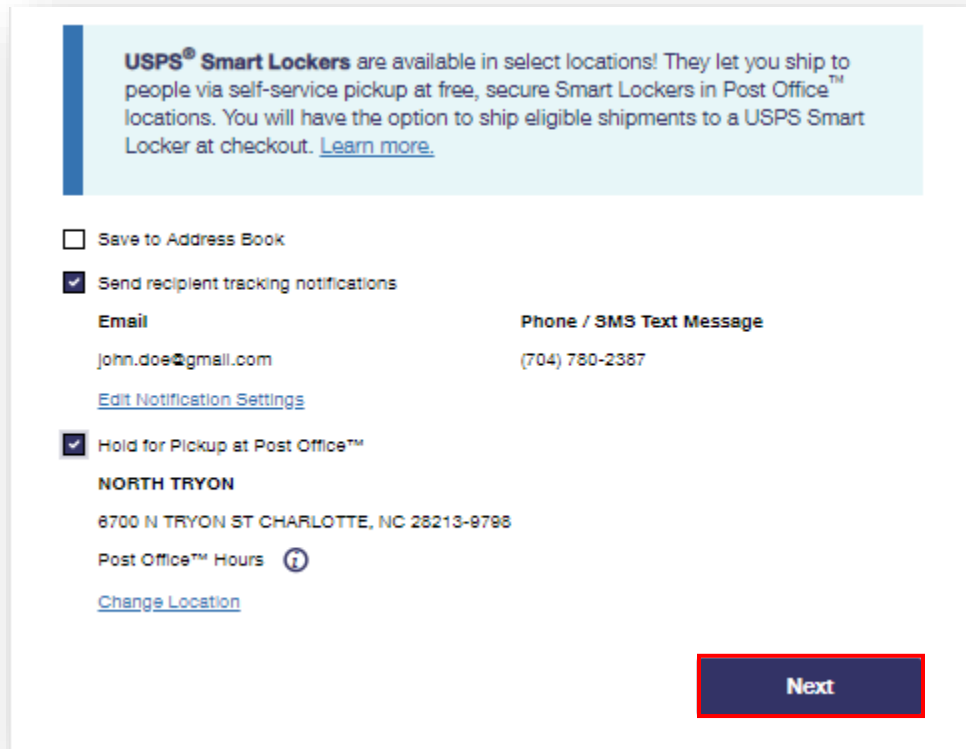
*Enter an email and phone number for the sender and recipient to receive notifications.

Sender Email <input style="width: 100%;" type="text"/> ⓘ <small>Sender Email is required</small>	Recipient Email <input style="width: 100%;" type="text"/> ⓘ <small>Email must be valid format</small>
Sender Phone / SMS Text Message <input style="width: 100%;" type="text"/> ⓘ <small>Sender Phone / SMS Text Message is required</small>	Recipient Phone / SMS Text Message <input style="width: 100%;" type="text"/> ⓘ <small>Recipient Phone / SMS Text Message is required</small>

(iv)

(iii)

- g) **Confirm Sender and Recipient Details:** once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (Note, you will not be able to proceed to the next section unless this is selected).



The screenshot shows a USPS shipping options screen. At the top, there is a light blue banner with text about USPS Smart Lockers. Below this, there are several options with checkboxes:

- Save to Address Book
- Send recipient tracking notifications

Under the second option, there are two columns of information:

Email	Phone / SMS Text Message
John.doe@gmail.com	(704) 780-2387
Edit Notification Settings	

Below this, there is another checked option:

- Hold for Pickup at Post Office™

Under this option, the following details are shown:

NORTH TRYON
6700 N TRYON ST CHARLOTTE, NC 28213-9788
Post Office™ Hours ⓘ
[Change Location](#)

At the bottom right, there is a dark blue button with the text "Next" in white, which is highlighted with a red border.

4) Select Hazardous Material Type

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select '**View examples of mailable and nonmailable hazardous material**'.

- If your package DOES NOT contain anything potentially hazardous, select '**No, I am not shipping anything potentially hazardous**' and you will be directed to the next section.
- If your package DOES contain anything potentially hazardous, select '**Yes, this parcel contains potentially hazardous materials (HAZMAT)**'.

Step 2: Hazardous Materials

Does this parcel contain anything potentially hazardous?

Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. [View what is mailable and what is nonmailable HAZMAT](#)



Do Not Mail Mercury! Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like barometers, thermometers, blood pressure cuffs, thermostats, and switches. [Learn more.](#)

Yes, this parcel contains potentially hazardous material (HAZMAT)

(b)

No, I am not shipping anything potentially hazardous

(a)

- i. Once selected, a **HAZMAT** modal will be displayed. Read through the list of Mailable and Nonmailable HAZMAT types, and select **I understand** to proceed with selecting a category type.
- ii. If you are not shipping a HAZMAT material and would like to go back to the previous page, select **Nevermind, I am not shipping HAZMAT.**

HAZMAT

The following items are considered hazardous materials (HAZMAT) or Dangerous Goods

Here are examples of HAZMAT items which are regulated in the mail:

Mailable HAZMAT	Nonmailable HAZMAT (Prohibited)
Aerosol sprays	Air bags
Batteries (non-spillable)	Ammunition
Dry Ice	Bulk shipments of HAZMAT
Flammable liquids	Dynamite
Lighters (USPS authorization required)	Fireworks
Lithium Batteries	Gasoline
Matches	High Powered Lithium Batteries (i.e., bikes, electric cars, scooters)
Nail Polish Remover	*Mercury
Perfume	Pure Acetone
Propane	

***Do Not Mail Mercury!** Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like thermometers, blood pressure cuffs, thermostats, and switches. [Learn More](#)

Note: This is not an all inclusive list of mailable or prohibited items. Please refer to [USPS Publication 52 \(Pub 52\)](#) for quantity, packaging, and labeling guidance for mailable items and/or to ensure your shipment is not prohibited in the mail.

Shipping improperly prepared, undeclared or prohibited HAZMAT can result in civil and criminal penalties under federal law. 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

(i)

(ii)

I understand

Nevermind, I am not shipping HAZMAT

- iii. Select the **HAZMAT type** from one of the options listed in the dropdown.

*What type of mailable HAZMAT are you mailing? (if not listed, it may not be mailable. [Learn More](#))

Select ▼

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)

Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)

5) Enter Items Information (optional)

- a) This **Items** section is optional for domestic packages and only required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.

Step 3: **Items (optional)** ⓘ

Add Item(s)

- b) Once selected, the section will expand. Enter the item information in the required fields.

Step 3: Items (optional) ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value
<i>No Items added</i>			

Item Description <input type="text" value=""/> <small>Max: 30</small>	Quantity <input type="text" value="1"/>	Total Item(s) Weight <input type="text" value=""/> lbs	<input type="text" value=""/> ozs	Total Item(s) Value \$ <input type="text" value=""/>
---	--	---	-----------------------------------	---

Add Item

Error: All fields are required to add an item.
Please add item description. Pounds or ounces must be greater than zero. Value must be greater than zero.

c) Select **Add Item** to save the item information.

Step 3: Items (optional) ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value	
Kitchen Mugs	1	1	\$100.00	Edit Remove
<i>In this package</i>	<i>1 Items</i>	<i>1.00 lbs</i>	<i>\$100.00</i>	

Item Description <input type="text" value=""/> <small>Max: 30</small>	Quantity <input type="text" value="1"/>	Total Item(s) Weight <input type="text" value=""/> lbs	<input type="text" value=""/> ozs	Total Item(s) Value \$ <input type="text" value=""/>
---	--	---	-----------------------------------	---

Add Item

6) Select Package Type

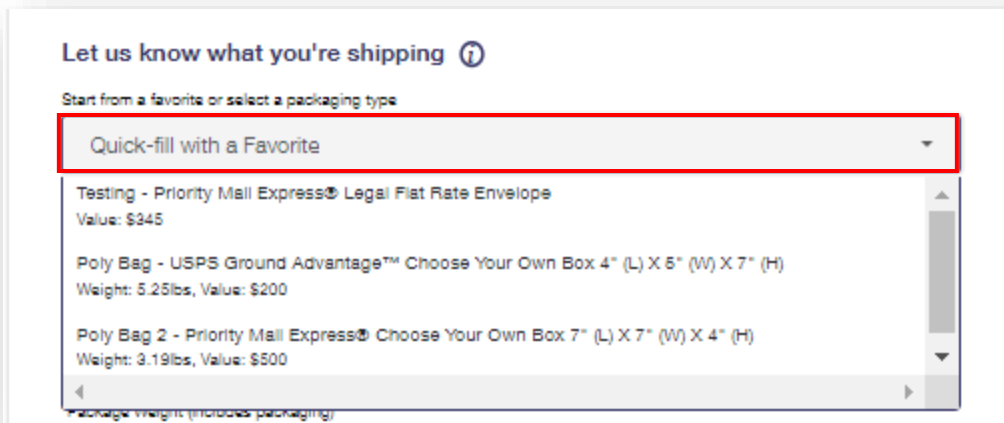
- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

The screenshot shows the 'Step 4: Packaging' section of a shipping form. At the top, it says '*Ship Date (Choose a date up to 7 days away from today)'. Below this is a date input field containing '11/26/2024'. A calendar dropdown is open, showing the month of November 2024. The date '25' is highlighted with a red box. To the right of the calendar, there is a blue link that says 'Update from Step 3'. Below the calendar, there are 'Clear' and 'Today' buttons.

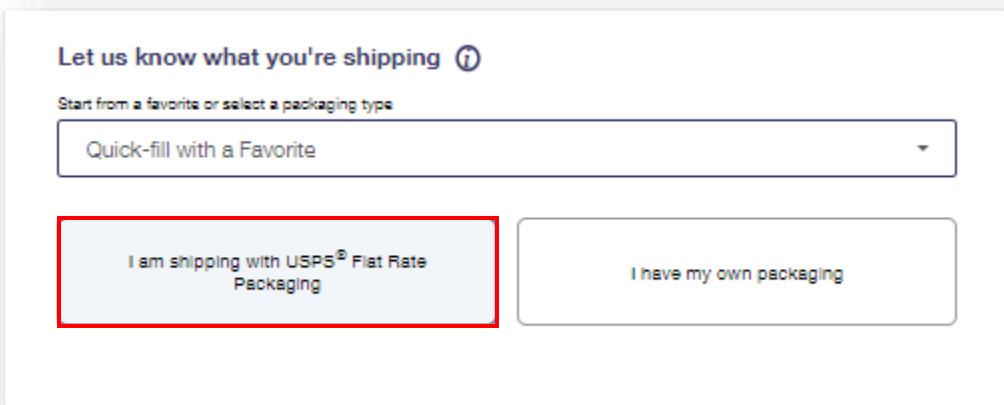
- b) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items (if applicable).

The screenshot shows the 'Step 4: Packaging' section of a shipping form. At the top, it says '*Ship Date (Choose a date up to 7 days away from today)'. Below this is a date input field containing '11/26/2024'. Below the date field, there is a 'Package Value (optional)' label with an information icon. Below this is a text input field containing '\$ 0', which is highlighted with a red box. To the right of the input field is a blue link that says 'Update from Step 3'. Below the input field, there is a small text label that says 'Enter a value up to and including \$5,000.00 for insurance'.

- c) **Package Type:** select a USPS package type from the two options available (Flat Rate Packaging or Choose Your Own Packaging).
- If you would like to quickly fill in the package information with a saved favorite package type (via Preferences), select the **Quick-fill with a Favorite** dropdown.



- d) **USPS® Flat Rate Packaging:** If I am shipping with USPS® Flat Rate Packaging is selected, you will be directed to the next step (Step 4: Services).



- e) **Choose Your Own Packaging:** If I have my own packaging or envelope is selected, you will be required to enter the following Package Details:

Let us know what you're shipping ⓘ

Start from a favorite or select a packaging type

Quick-fill with a Favorite ▾

I am shipping with USPS® Flat Rate Packaging

I have my own packaging

- i. **Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).

Packaging Details

*Package Weight (includes packaging)

0 ⓘ lbs 0 ⓘ ozs [Update from Step 3](#)

Please enter package weight. At least one field must be greater than 0.

- ii. **Package Dimensions:** manually enter the package dimensions. Note, if HAZMAT was selected, only Choose your Packaging will be available.

*Package Dimensions ⓘ

Length Width Height

0 ⓘ in X 0 ⓘ in X 0 ⓘ in

Please enter package dimensions. At least two dimensions must be greater than 0.

- iii. **Girth:** If your package isn't a standard rectangular box or envelope, select **The packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

The packaging is not a standard rectangular box or envelope

Girth ⓘ

0 ⓘ in

Please enter girth. Girth must be greater than 0.

- iv. **Non-Machinable Items:** If your package is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your package from the dropdown.

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

None ▼

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

- v. Select **Save & Get Rates** to proceed to the next step.

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

Glass container with more than 24oz of liquid ▼

Save & Get Rates

7) Select Service Type

- a) **Services:** based off the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Please note that the Shape, weight, and size affects the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging 

Filter by All 

Sort by: [Price](#) | [Delivery Time](#)

	Priority Mail® Flat Rate Envelope 12-1/2" x 9-1/2"	2-Day Delivery Nov 29, 2024	\$8.68 ##.##
	Priority Mail® Small Flat Rate Envelope 6" x 10"	2-Day Delivery Nov 29, 2024	\$8.68 ##.##
	Priority Mail® Window Flat Rate Envelope 5" x 10" 12-1/2" x 9-1/2"	2-Day Delivery Nov 29, 2024	\$8.68 ##.##

- b) **Filter / Sort By:** to more easily view all of the available Service types, you can **Filter by Type** or **Sort by Price** and / or **Delivery Time**.




Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging 

Filter by All 

Sort by: [Price](#) | [Delivery Time](#)

	Priority Mail® Flat Rate Envelope 12-1/2" x 9-1/2"	2-Day Delivery Nov 29, 2024	\$8.68 ##.##
	Priority Mail® Small Flat Rate Envelope 6" x 10"	2-Day Delivery Nov 29, 2024	\$8.68 ##.##
	Priority Mail® Window Flat Rate Envelope 5" x 10" 12-1/2" x 9-1/2"	2-Day Delivery	\$8.68

- c) If your address is eligible for the **USPS Connect® Local** Service Types, it will be displayed here. Eligibility is determined by the sender and recipient address entered in step 1.



Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

Some service standards to this location are not available at this time.

*Select your USPS Flat Rate Packaging ⓘ

Filter by Sort by: [Price](#) | [Delivery Time](#)

	USPS Connect® Local Mail Choose Your Own Box (Choose your own box)	<i>Same-Day or Next-Day</i>	\$2.95
	USPS Connect® Local Small Flat Rate Bag 9" x 12"	<i>Same-Day or Next-Day</i>	\$4.15

- d) If a **USPS Connect® Local** Service Type is selected, a nearby drop-off location will be displayed (*note, drop-off locations that are displayed are determined by the sender address entered in step 1*).

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

Some service standards to this location are not available at this time.

USPS Connect® Local Small Flat Rate Bag
9" x 12" *Same-Day or Next-Day* **\$4.15**

[Change Service Type](#)

Your Drop-Off Location
DDU: CHICAGO POST OFFICE
433 W HARRISON ST
CHICAGO, IL 60699

Extra Services

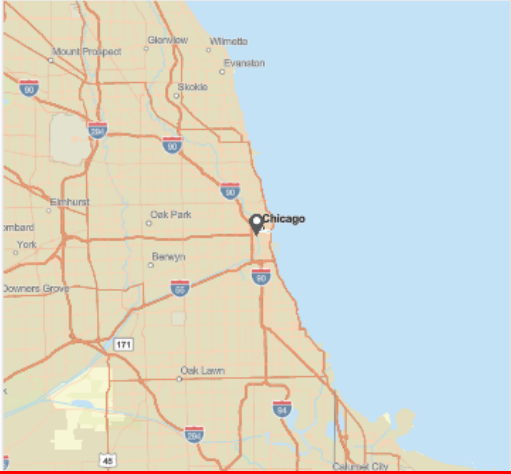
<input type="checkbox"/> Additional Insurance ⓘ	Fee Varies
<input type="checkbox"/> Signature Services ⓘ	Fee Varies
<input type="checkbox"/> Create a return label ⓘ	Charged upon use
<input checked="" type="checkbox"/> Hide Postage on Label ⓘ	Free

Your Drop-Off Location Details
DDU: CHICAGO POST OFFICE
433 W HARRISON ST
CHICAGO, IL 60699
Total Distance: 0.72 Miles away

Drop-off Hours Lot Parking Available

Mon-Fri	Sat	Sun
Closed	Closed	Closed

For Same-day delivery, you'll need to drop all your packages off before 8 a.m. local time of your selected ship date. Packages dropped off later may be delivered the next day.



8) Select Extra Service(s)

- a) Once the Service Type is selected, you will be able to select and add **Extra Services**. To add an extra service, select the **checkbox** of the interested extra service and choose an **Extra Service Type**.
 - i. *Note, the extra services listed will vary depending on the service and package type that was selected.*

Extra Services

<input type="checkbox"/> Additional Insurance ⓘ	Fee Varies
<input type="checkbox"/> Signature Services ⓘ	Fee Varies
<input type="checkbox"/> Create a return label ⓘ	Charged upon use
<input type="checkbox"/> Hide Postage on Label ⓘ	Free

9) Review Label Summary

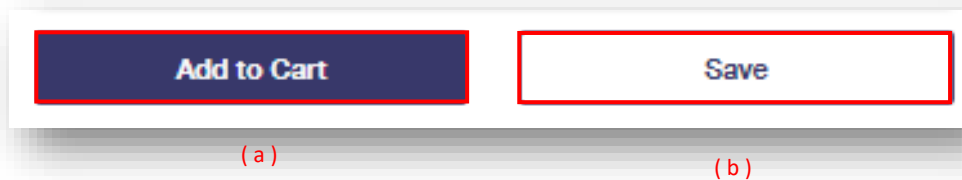
- a) Refer to the **Label Summary** to get a brief summary of your label order. The Label Summary will be a grey box located at the top right of the page.
 - i. Note, you will now see an estimated delivery date in green.

(i)

Label Summary	
Estimated Delivery: Same-Day or Next-Day	
USPS Connect® Local Small Flat Rate Bag	\$4.15
USPS Tracking®	Free
Insurance	\$3.15
Priority Mail® Return	Free
<hr/>	
Total	\$7.30

10) Add Label to Cart or Save Label to Label Manager

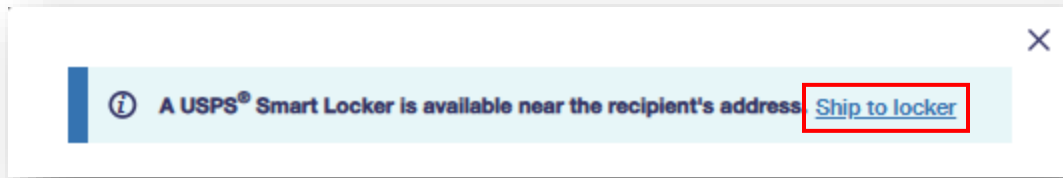
- a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.
 - ii. *Note, you can 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.*



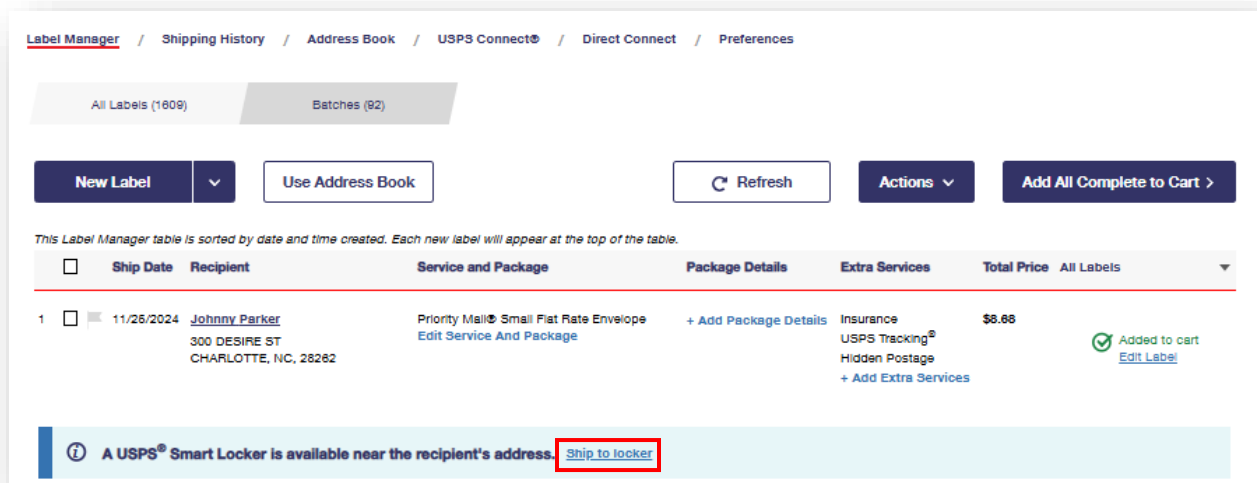
11) Select to Ship to a USPS® Smart Locker (if applicable)

If the address that you are sending to is close to a secure, self-service USPS® Smart Locker, you will be notified via a pop-up modal when proceeding to the Label Cart or a via banner in the Label Manager.

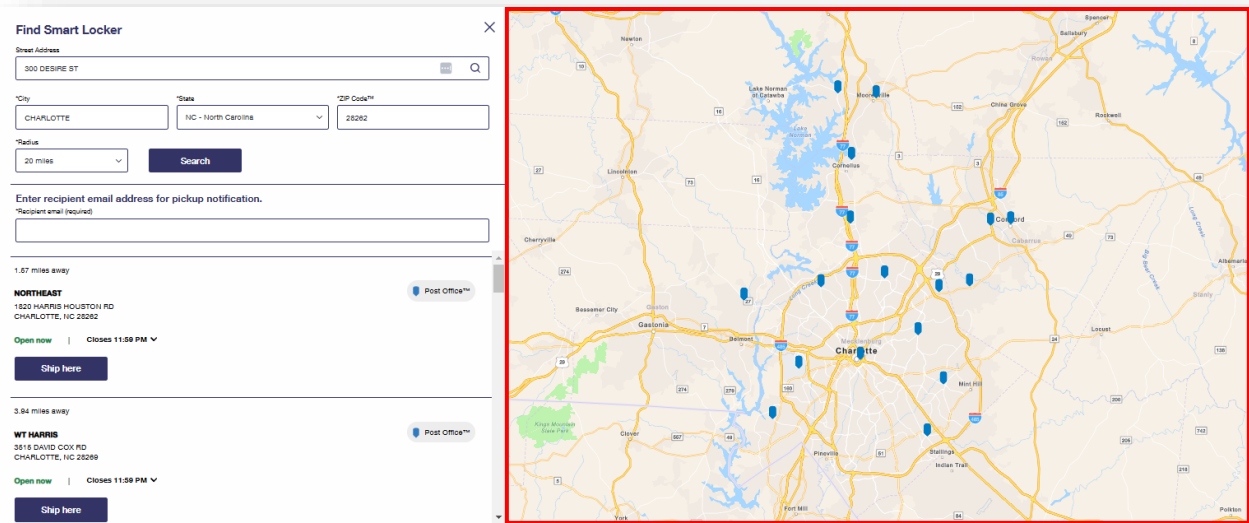
- a) **Option 1:** via **Label Cart** – after selecting **Add to Cart**, you will be notified if a USPS® Smart Locker is available near the recipient’s address. If you would like to ship your package to the USPS® Smart Locker, select **Ship to Locker**.



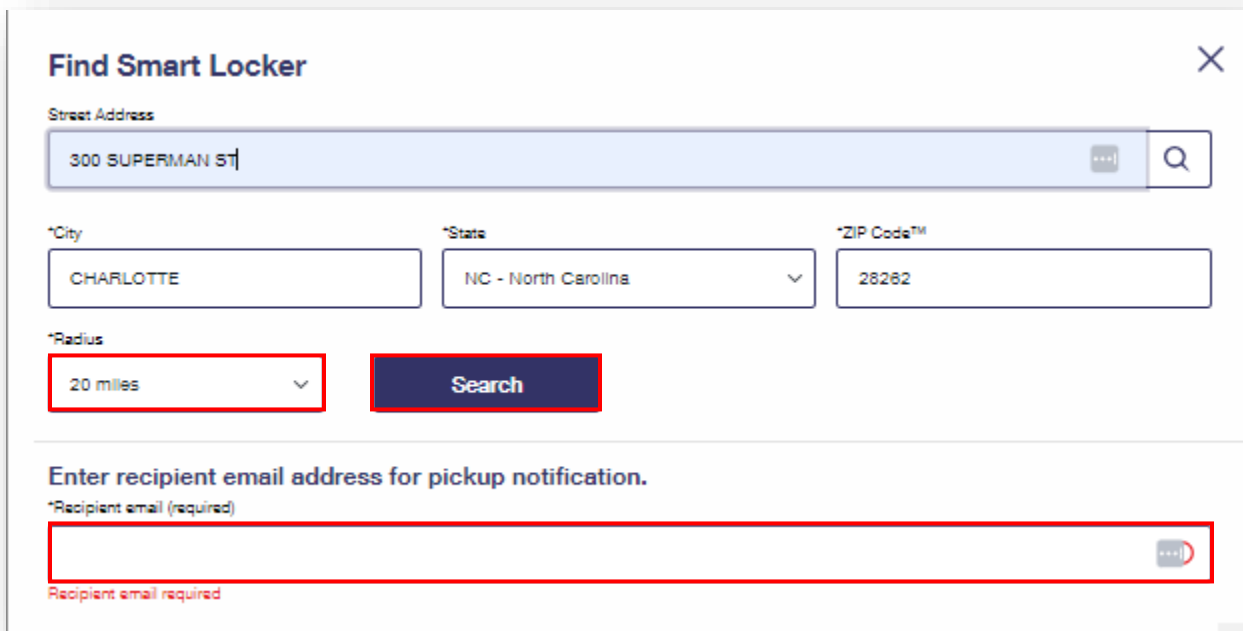
- b) **Option 2:** via **Label Manager** – after saving the label to the Label Manager, you will be notified if a USPS® Smart Locker is available near the recipient’s address via a banner. If you would like to ship your package to the USPS® Smart Locker, select **Ship to Locker**.



- c) Once **Ship to Locker** is selected, you will be redirected to the **Find Smart Locker** modal where you will be able to see the available USPS® Smart Locker locations.




- ii. Select the **Radius (5 mi – 25 mi)** dropdown and then select **Search**.
- iii. Enter the **recipients email address** so that they can receive a pickup notification.



- iv. Choose the USPS® Smart Locker of your choice from the options listed by selecting **Ship Here**.

CONCORD

66 MCCACHERN BLVD SE
CONCORD, NC 28025

 Post Office™


Open now | Closes 11:59 PM ▼

[Ship here](#)

10.09 miles away

OAKDALE

1101 SUNSET RD
CHARLOTTE, NC 28216

 Post Office™

Open now | Closes 11:59 PM ▼

[Ship here](#)

International Label

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

1) Begin Single Label Creation Process – Two Options

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

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: Click on **New Label** located on the Label Manager page.

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

All Labels (2) Batches (1)

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

New Label New Batch File Upload Marketplace Import

by date and time created. Each new label will appear at the top of the table.

Service and Package	Package Details	Extra Services	Total Price	All Labels
USPS Ground Advantage™ Cubic Choose Your Own Box ERMAN ST , IL, 60803- 5810	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 Sender email is required.	Edit

2) Enter 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 utilize a one-time return address, select the **Use a one-time return address** checkbox.

Sender Details

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

Use a one-time return address ⓘ

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

+

- b) If the **Use a one-time return address** is selected, a **New Return Address** modal will be displayed.
- i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - ii. To manually enter the sender information, enter the details in the **required*** text fields.
 - iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
 - iv. Once the sender information is entered and you are ready to proceed, select **Next**.

✕

New Return Address

(i)

***Sender Information**
Please provide first and last name and/or company.

(ii)

First Name <input type="text" value=""/> First Name is Required	MI <input type="text" value=""/>	Last Name <input type="text" value=""/> Last Name is Required
Company <input type="text" value=""/> Company Name is Required		
Phone (optional) <input type="text" value=""/>	Email (optional) <input type="text" value=""/>	

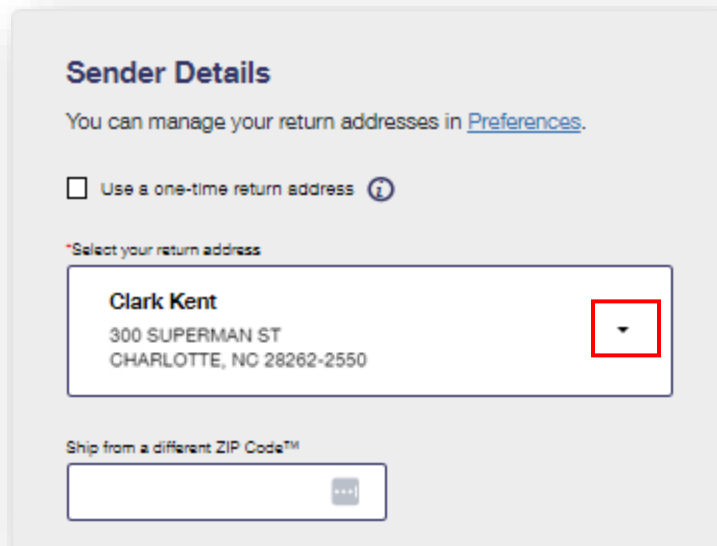
Sender Address
Please provide a valid address. Required fields are marked with an asterik (*).

*Street Address <input type="text" value=""/> Street Address is Required	Apt/Suite <input type="text" value=""/>	
*City <input type="text" value=""/> City is Required	*State AL - Alabama	*ZIP Code™ <input type="text" value=""/> Zip Code™ is Required

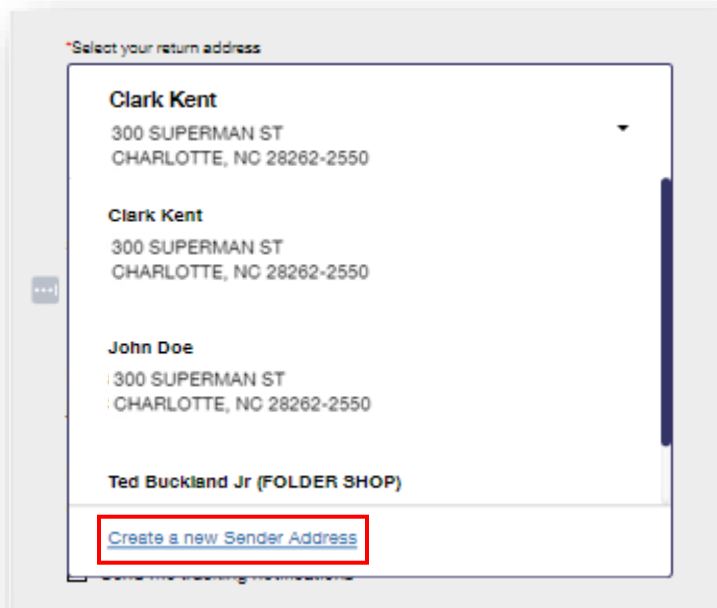
(iii) Save to Address Book

(iv)

c) To utilize a previously saved return address, select the toggle down located under the **Select your return address** section, and select an address from the list.



- i. Once selected, will also be able to create a new return address by selecting the **Create a new Sender Address** hyperlinked option.



- d) If the **Create a new Sender Address** option was selected, a **New Return Address** modal will be displayed.
 - i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.

- ii. To manually enter the sender information, enter the details in the **required*** text fields.
- iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
- iv. To set the sender information as your default return address, select the **Set as Default Return Address** checkbox.
- v. Once the sender information is entered and you are ready to proceed, select **Next**.

(i)

New Return Address

✕

🔍

***Sender Information**

Please provide first and last name and/or company.

First Name !	MI	Last Name !
First Name is Required		Last Name is Required

Company !

Company Name is Required

Phone (optional)

Email (optional)

Sender Address

Please provide a valid address. Required fields are marked with an asterik (*).

*Street Address !	Apt/Suite
Street Address is Required	

*City !

City is Required

*State

AL - Alabama
▾

*ZIP Code™ !

Zip Code™ is Required

Save to Address Book

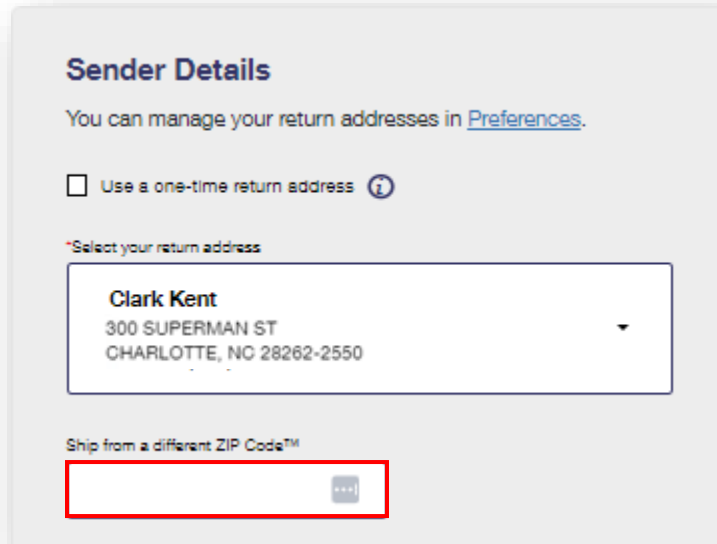
Set as Default Return Address

Save

(v)

(iii - iv)

- e) 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*).



Sender Details

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

Use a one-time return address ⓘ

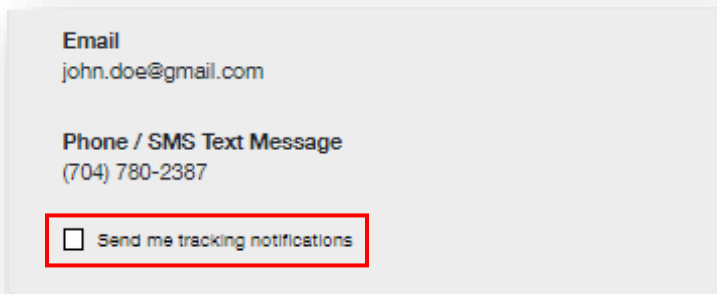
*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

⋮

- f) To opt into Sender Tracking Notifications, select the **Send me tracking notifications** checkbox.



Email
john.doe@gmail.com

Phone / SMS Text Message
(704) 780-2387

Send me tracking notifications

- g) Once the **Send me tracking notifications** checkbox is selected, a **Tracking Notifications for Sender** modal will be displayed.
- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. (note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application).
 - Select the **Type of Notifications** that you want to receive.
 - Select **Save** to save these changes.

Tracking Notifications for Sender ✕

Enter an email and/or phone number to receive notifications.

(i)

Email <input style="width: 95%;" type="text" value=""/> <small>Email is required</small>	Phone <input style="width: 95%;" type="text" value=""/> <small>Phone is required</small>
--	--

Select which types of notifications you would like the user to receive?

(ii)

Email	Text	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expect Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day of Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available for Pick Up
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delivery Expectation Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package In Transit Updates

(iii)

Save

3) Enter the Recipient Details

Within the Enhanced Click-N-Ship® application, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - i. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

Step 1: Recipient Details

Search your Address Book

[Manage Address Book](#)

- b) To manually enter the recipient information, enter the details in the **required*** text fields.

*Recipient Information

Please provide first and last name and/or company

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

Recipient Address

Please provide a valid address. Required fields are marked with an asterisk (*)

*Country <input type="text" value="Canada"/>		
*Address 1 <input type="text"/>	Address 2 <input type="text"/>	
Address 1 is required		
Address 3 <input type="text"/>		
*City <input type="text"/>	Province <input type="text"/>	*Postal Code™ <input type="text"/>
City is required		Postal Code is required

- c) **Reference Number (optional):** if you would like to enter a reference number, enter the number in the **Reference Number** text field (*note, this reference number will be printed on the label and has a maximum character limit of 30 characters*).

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

Max Character Limit: 30

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

- d) **Save to Address Book (optional):** if the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.
- i. Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.
- e) **Confirm Sender and Recipient Details:** once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (*Note, you will not be able to proceed to the next section unless this is selected*).

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

Save to Address Book

Hold for Pickup at Post Office™

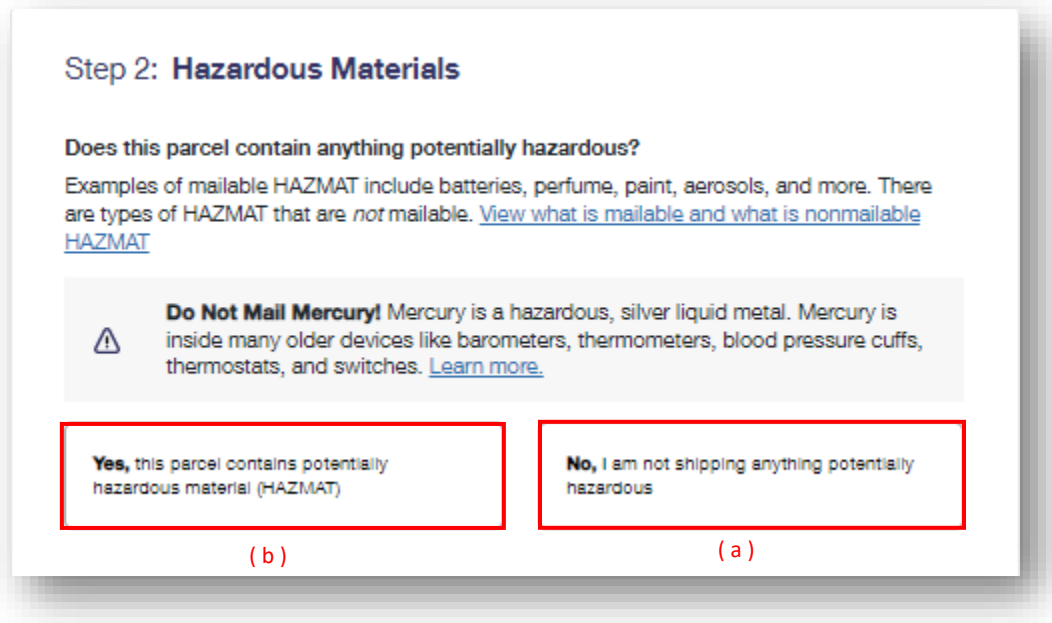
Next

4) Select Hazardous Material Type

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT

that are *not* mailable. To view a detailed list of HAZMAT examples, select '**View examples of mailable and nonmailable hazardous material.**

- a) If your package DOES NOT contain anything potentially hazardous, select '**No, I am not shipping anything potentially hazardous**' and you will be directed to the next section.
- b) If your package DOES contain anything potentially hazardous, select '**Yes, this parcel contains potentially hazardous materials (HAZMAT)**'.



- i. Once selected, a **HAZMAT** modal will be displayed. Read through the list of Mailable and Nonmailable HAZMAT types, and select **I understand** to proceed with selecting a category type.
- ii. If you are not shipping a HAZMAT material and would like to go back to the previous page, select **Nevermind, I am not shipping HAZMAT.**

HAZMAT

The following items are considered hazardous materials (HAZMAT) or Dangerous Goods

Here are examples of HAZMAT items which are regulated in the mail:

Mailable HAZMAT	Nonmailable HAZMAT (Prohibited)
Aerosol sprays	Air bags
Batteries (non-spillable)	Ammunition
Dry Ice	Bulk shipments of HAZMAT
Flammable liquids	Dynamite
Lighters (USPS authorization required)	Fireworks
Lithium Batteries	Gasoline
Matches	High Powered Lithium Batteries (i.e., bikes, electric cars, scooters)
Nail Polish Remover	*Mercury
Perfume	Pure Acetone
Propane	

***Do Not Mail Mercury!** Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like thermometers, blood pressure cuffs, thermostats, and switches. [Learn More](#)

Note: This is not an all inclusive list of mailable or prohibited items. Please refer to [USPS Publication 52 \(Pub 52\)](#) for quantity, packaging, and labeling guidance for mailable items and/or to ensure your shipment is not prohibited in the mail.

Shipping improperly prepared, undeclared or prohibited HAZMAT can result in civil and criminal penalties under federal law. 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

(i)

(ii)

I understand

Nevermind, I am not shipping HAZMAT

iii. Select the **HAZMAT type** from one of the options listed in the dropdown.

*What type of mailable HAZMAT are you mailing? (if not listed, it may not be mailable. [Learn More](#))

Select ▼

- Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)
- Toy Propellant/Safety Fuse
- Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)
- Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)

5) Enter Items Information (required)

- a) This **Items** section is required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.

Step 3: Items ⓘ

Required: At least one item is required for customs prior to selecting service and package type for this destination.

Max: 30

Description	HS Tariff	Origin	Quantity	Weight	Value
<i>No items added</i>					

Add Item

- b) **HS Tariff Code:** HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.
- i. if you do not have an HS Tariff Code for the item, select **no**.

✕

Add Item

* indicates required field

Do you have an HS Tariff Code for this item?

HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.

Yes
 No

- i. If you do have an HS Tariff Code for the item, select **Yes** and enter the code in the required text field.

Do you have an HS Tariff Code for this item?

HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.

Yes
 No

*HS Tariff Code

- c) **Item Details:** enter the item description, quantity, and weight.

<small>*Item Description</small>	<small>*Quantity</small>	<small>*Total Item(s) Weight</small>
	1	<div style="border: 1px solid #ccc; height: 20px; width: 60%;"></div> <div style="border: 1px solid #ccc; padding: 0 5px;">lbs</div>

Max: 30

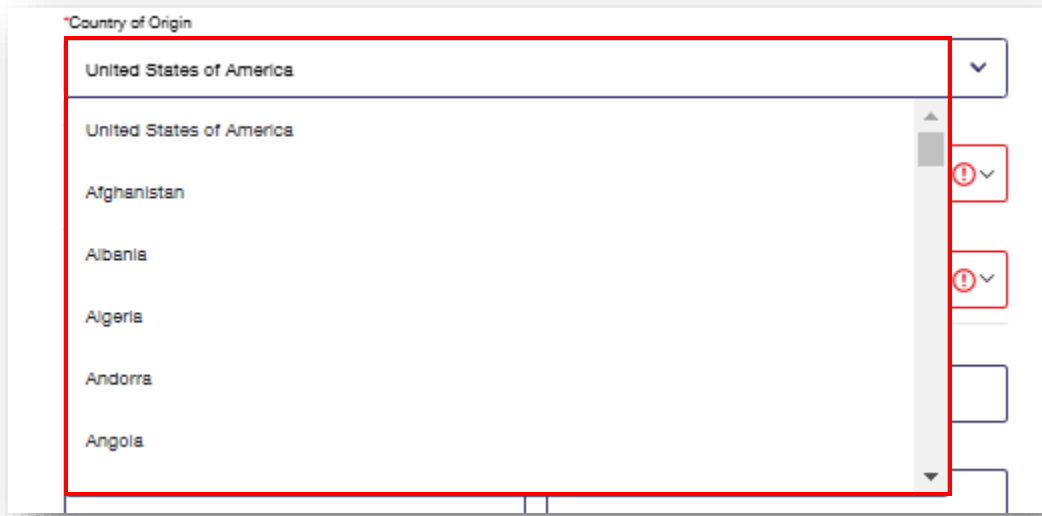
- d) **Item Value:** enter the total item(s) value.

Max: 30

*Total Item(s) Value

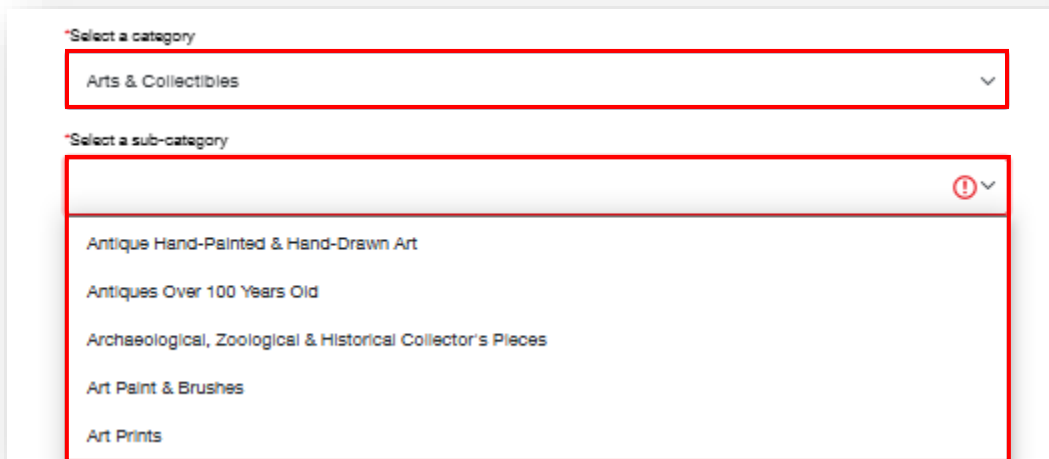
\$

e) **Country of Origin:** select the items country of origin.



A screenshot of a web form field labeled "*Country of Origin". The field is a dropdown menu with a red border. The selected option is "United States of America". Below the selected option, a list of other countries is visible: "United States of America", "Afghanistan", "Albania", "Algeria", "Andorra", and "Angola". To the right of the dropdown, there are two red boxes containing a white exclamation mark and a downward arrow, indicating a warning or error.

f) **Category Type:** select the items category and subcategory type.



A screenshot of two dropdown menus. The first menu is labeled "*Select a category" and has a red border. The selected option is "Arts & Collectibles". The second menu is labeled "*Select a sub-category" and also has a red border. The selected option is empty. Below the selected option, a list of sub-categories is visible: "Antique Hand-Painted & Hand-Drawn Art", "Antiques Over 100 Years Old", "Archaeological, Zoological & Historical Collector's Pieces", "Art Paint & Brushes", and "Art Prints". To the right of the second dropdown, there is a red box containing a white exclamation mark and a downward arrow, indicating a warning or error.

g) **Other Optional Information:** enter the item UPC Code, Brand, and Product ID if desired. Once finished, select **Add Item** to save your information.

UPC Code

Item Brand

Item Details

Product ID

Note: International weight limits vary. Not all services may be available. See weight limits based on country


Add Item

6) Select Package Type

- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)

11/26/2024 

November 2024 ↑ ↓

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Clear Today

[Update from Step 3](#)

with customs information


shipping ⓘ


Package type

- b) **Package Value (required):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items.

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)


11/26/2024 

Package Value (optional) 


\$ 0 [Update from Step 3](#)

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

- c) **Package Type:** select a USPS package type from the two options available (Flat Rate Packaging or Choose Your Own Packaging).
 - i. If you would like to quickly fill in the package information with a saved favorite package type (via Preferences), select the **Quick-fill with a Favorite** dropdown.

Let us know what you're shipping 

Start from a favorite or select a packaging type

Quick-fill with a Favorite 

Testing - Priority Mail Express® Legal Flat Rate Envelope
Value: \$345

Poly Bag - USPS Ground Advantage™ Choose Your Own Box 4" (L) X 6" (W) X 7" (H)
Weight: 5.25lbs, Value: \$200

Poly Bag 2 - Priority Mail Express® Choose Your Own Box 7" (L) X 7" (W) X 4" (H)
Weight: 3.19lbs, Value: \$500

Package weight (includes packaging)

- d) **USPS® Flat Rate Packaging:** If I am shipping with USPS® Flat Rate Packaging is selected, you will be directed to the next step (Step 4: Services).

Let us know what you're shipping ⓘ

Start from a favorite or select a packaging type

Quick-fill with a Favorite ▾

I am shipping with USPS® Flat Rate Packaging

I have my own packaging

- e) **Choose Your Own Packaging:** If I have my own packaging or envelope is selected, you will be required to enter the following Package Details:

Let us know what you're shipping ⓘ

Start from a favorite or select a packaging type

Quick-fill with a Favorite ▾

I am shipping with USPS® Flat Rate Packaging

I have my own packaging

- i. **Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).

Packaging Details

*Package Weight (includes packaging)

0 ⓘ lbs 0 ⓘ ozs [Update from Step 3](#)

Please enter package weight. At least one field must be greater than 0.

- ii. **Package Dimensions:** manually enter the package dimensions. Note, if HAZMAT was selected, only Choose your Packaging will be available.

*Package Dimensions ⓘ

Length ⓘ in X Width ⓘ in X Height ⓘ in

Please enter package dimensions. At least two dimensions must be greater than 0.

- iii. **Girth:** If your package isn't a standard rectangular box or envelope, select **The packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

The packaging is not a standard rectangular box or envelope

Girth ⓘ ⓘ in

Please enter girth. Girth must be greater than 0.

- iv. **Non-Machinable Items:** If your package is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your package from the dropdown.

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

None ▼

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

- v. Select **Save & Get Rates** to proceed to the next step.

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

Glass container with more than 24oz of liquid ▼

Save & Get Rates

7) Select International Service Type




- a) **Services:** based off the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Please note that the Shape, weight, and size affects the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

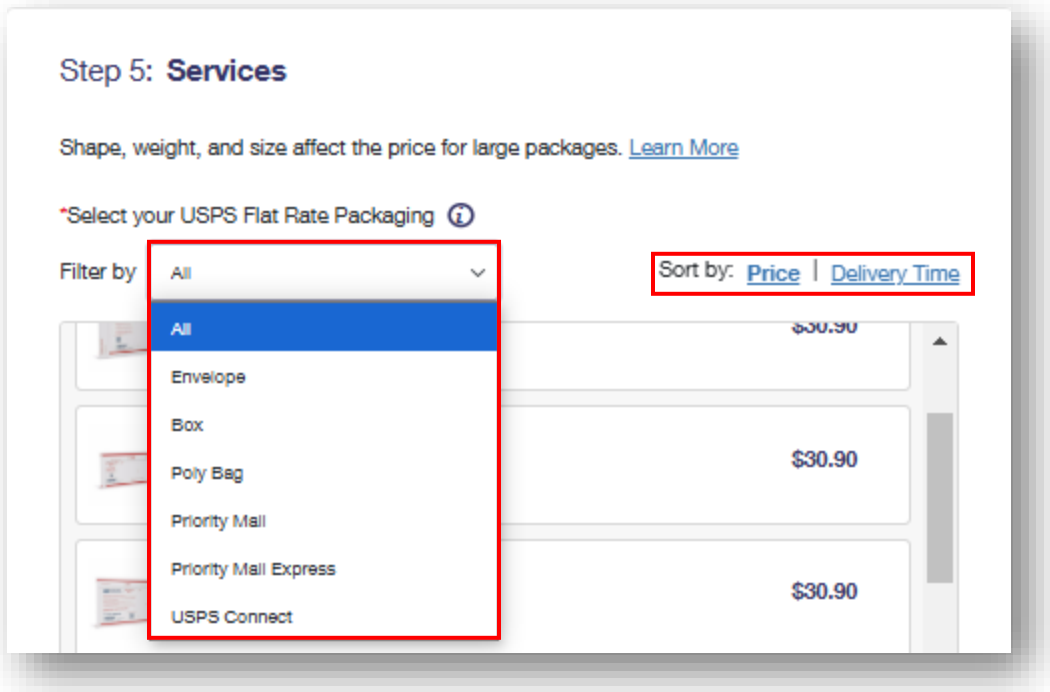
Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by Sort by: [Price](#) | [Delivery Time](#)

	Padded Flat Rate Envelope 12-1/2" x 9-1/2"	\$30.90
	Priority Mail International® Small Flat Rate Envelope 6" x 10"	\$30.90
	Priority Mail International® Legal Flat Rate Envelope 15" x 9-1/2"	\$30.90

- b) **Filter / Sort By:** to more easily view all of the available Service types, you can **Filter by Type** or **Sort by Price and / or Delivery Time**.




8) **Select Extra Service(s)**


- a) If you are interested in adding an extra service to your packages(s), select the **checkbox** of the interested extra service (*note, the extra services listed will vary depending on the international service and package type that was selected*).
- b) If no extra services are available, you will see a blue message bar letting you know to proceed to step 5.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

	Priority Mail International® Small Flat Rate Envelope 6" x 10"	\$30.90
---	--	----------------

[Change Service Type](#)

 More information is required for this label. Please scroll and proceed to **Step 6.**

Extra Services

9) Enter International & Customs Information

- a) **Non-Delivery Handling:** select how the package should be handled in the event that it cannot be delivered (*Return to Sender or Abandon*).

Step 5: International & Customs Information

*Non-delivery Handling
Specify how the package should be handled in the event that it cannot be delivered

Return to Sender	Abandon
-------------------------	----------------

- b) **Contents Description:** international packages require you to select a **Content Type**. Select the **Select a Content Type** drop down and select the content type that best describes your package.

Contents Description

*Content Type

Merchandise	▼
Documents	
Gifts	
Merchandise	
Returned Goods	
Commercial Sample	
Humanitarian Donation	
Dangerous Goods (Select this option if you are shipping lithium batteries)	
Other	

Postal Service or any information at the US Census

- c) **US Census Bureau and Customs Information:** if your shipment requires an export license, select the **Shipment requires an Export License** checkbox and enter the **AES Downtown Citation** from the U.S or **International Transaction Number (ITN)**.
- i. *Note, you are able to enter up to 14 alphanumeric values in this field.*

US Census Bureau and Customs Information

International packages within certain categories accepted by the Postal Service or any delivery company must display an AES Exemption. View more information at the US Census Bureau.

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

Generate an Internal Transaction Number (ITN) or AES Downtown Citation from the U.S. Census Bureau or call 1-800-549-0595

[Generate AES/ITN >](#)

*AES/ITN ⓘ

AES/ITN must be 14 digits

- d) Enter a **Sender's Customer Reference Number** (optional).

Sender's Custom Reference Number

- e) If you are a Commercial Sender, select the **checkbox** and enter the **License Number, Certificate Number, and Invoice Number** (optional).

I am a commercial sender (I have License, Certificate, and/or Invoice Number)

Commercial Senders Only

License Number ⓘ

Certificate Number ⓘ

Invoice Number ⓘ

10) Review Calculated Landed Cost Estimate

The Calculated Landed Cost Estimate is a brief summary located under the **Label Summary** that shows 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 Breakdown**.

Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**

***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.

[View Breakdown](#)

Email Total Landed Cost Breakdown

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

Item Breakdown of Total Landed Cost Estimate ✕

The Landed Cost Estimate is an estimate of the taxes, duties, import fees and other fees that will be imposed on your package and its contents as it is shipped to its delivery destination. The amount is not exact, but an estimate of what the recipient should pay upon delivery.

Description	HS Tariff	Origin	QTY	Weight	Value	Duties & Taxes
Notebook	None	US	1	1	\$100.00	Duties: \$0.00 Taxes: \$13.00

Estimated Fees Fee: \$0.00
Estimated Duties & Taxes: \$13.00
Estimated Total: \$13.00

- b) To receive a copy of your Total Landed Cost via email, enter your email and click **Send**.

Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**

***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.

[View Breakdown](#)

Email Total Landed Cost Breakdown

11) 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 of the page.

Label Summary	
Priority Mail Express International® Flat Rate Envelope	\$72.80
Insurance	\$20.15
<hr/>	
Total	\$92.95

12) Add Label to Cart or Save Label to Label Manager

- a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.

(a)

(b)

Domestic Label (Free Matter for the Blind Users)

Create a domestic label for a single recipient free of postage through our eligible services if you are a qualifying member of the Free Matter for the Blind Program (FMB) by 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.

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: Click on **New Label** located on the Label Manager page.

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

All Labels (2) / Batches (1)

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

New Label
New Batch
File Upload
Marketplace Import

by date and time created. Each new label will appear at the top of the table.

Service and Package	Package Details	Extra Services	Total Price	All Labels	
Gotten ERMAN ST , IL, 60803-	USPS Ground Advantage™ Cubic Choose Your Own Box Edit Service And Package	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 <i>Sender email is required.</i>	Edit ▼

2) Enter 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 utilize a one-time return address, select the **Use a one-time return address** checkbox.

Sender Details

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

Use a one-time return address ⓘ

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

- b) If the **Use a one-time return address** is selected, a **New Return Address** modal will be displayed.
- i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - ii. To manually enter the sender information, enter the details in the **required*** text fields.
 - iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
 - iv. Once the sender information is entered and you are ready to proceed, select **Next**.

✕

New Return Address

(i)

***Sender Information**

Please provide first and last name and/or company.

(ii)

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

Company

Company Name Is Required

Phone (optional)

Email (optional)

Sender Address

Please provide a valid address. Required fields are marked with an asterik (*).

(iii)

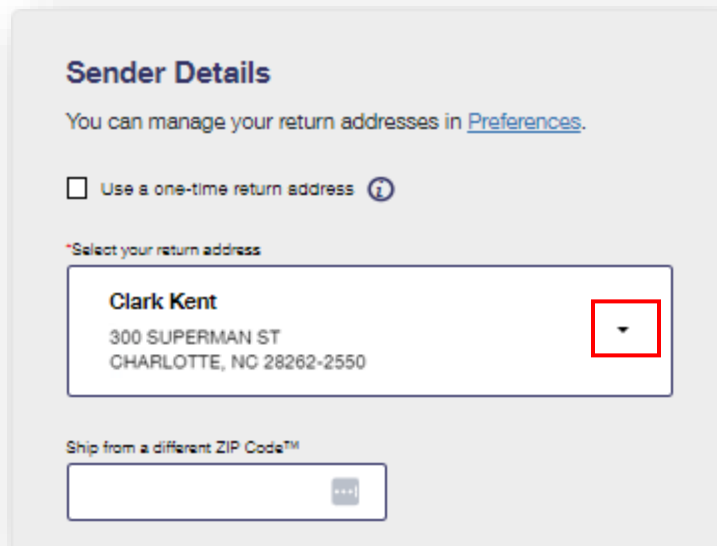
*Street Address	Apt/Suite
<input type="text"/>	<input type="text"/>
Street Address Is Required	

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

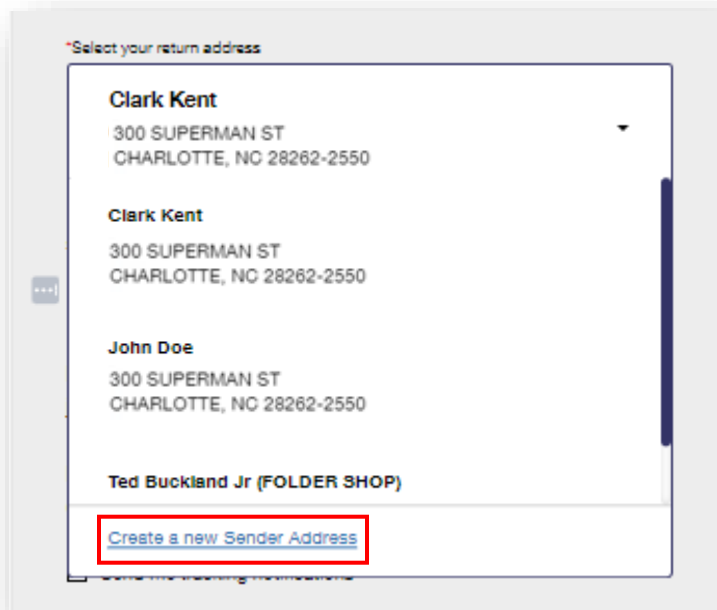
Save to Address Book

(iv)

c) To utilize a previously saved return address, select the toggle down located under the **Select your return address** section, and select an address from the list.



- i. Once selected, will also be able to create a new return address by selecting the **Create a new Sender Address** hyperlinked option.



- d) If the **Create a new Sender Address** option was selected, a **New Return Address** modal will be displayed.
 - i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.

- ii. To manually enter the sender information, enter the details in the **required*** text fields.
- iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
- iv. To set the sender information as your default return address, select the **Set as Default Return Address** checkbox.
- v. Once the sender information is entered and you are ready to proceed, select **Next**.

(i)

(ii)

(iii – iv)

✕

New Return Address

⋮ 🔍

***Sender Information**

Please provide first and last name and/or company.

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

Company

Company Name Is Required

Phone (optional) <input type="text"/>	Email (optional) <input type="text"/>
---------------------------------------	---------------------------------------

Sender Address

Please provide a valid address. Required fields are marked with an asterik (*).

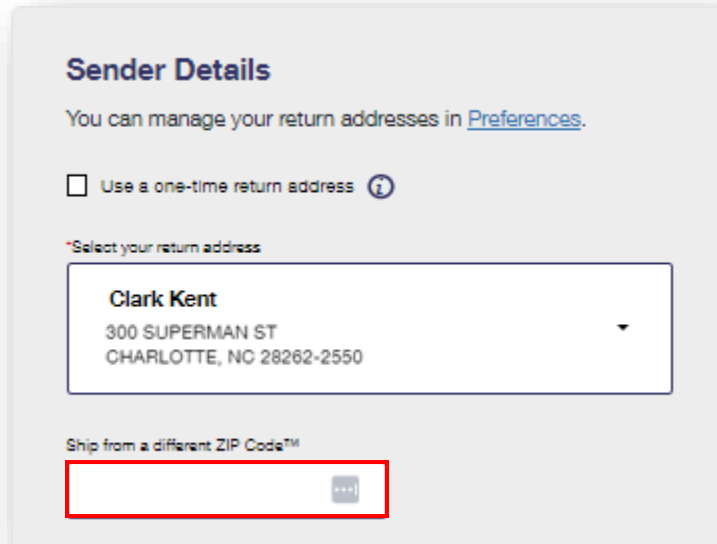
*Street Address <input type="text"/>	Apt/Suite <input type="text"/>	
Street Address Is Required		
*City <input type="text"/>	*State <input type="text" value="AL - Alabama"/>	*ZIP Code™ <input type="text"/>
City Is Required		Zip Code™ Is Required

Save to Address Book

Set as Default Return Address

Save (v)

- e) 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*).



Sender Details

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

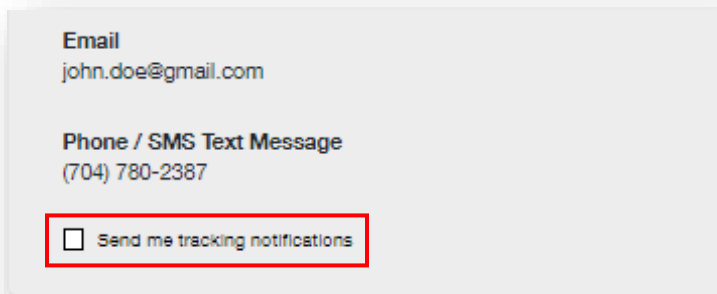
Use a one-time return address ⓘ

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

- f) To opt into Sender Tracking Notifications, select the **Send me tracking notifications** checkbox.



Email
john.doe@gmail.com

Phone / SMS Text Message
(704) 780-2387

Send me tracking notifications

- g) Once the **Send me tracking notifications** checkbox is selected, a **Tracking Notifications for Sender** modal will be displayed.
- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. (note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application).
 - Select the **Type of Notifications** that you want to receive.
 - Select **Save** to save these changes.

Tracking Notifications for Sender ✕

Enter an email and/or phone number to receive notifications.

(i)

Email <input style="width: 95%;" type="text" value=" "/> <small>Email is required</small>	Phone <input style="width: 95%;" type="text"/> <small>Phone is required</small>
---	---

Select which types of notifications you would like the user to receive?

(ii)

Email	Text	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expect Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day of Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available for Pick Up
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delivery Expectation Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package In Transit Updates

(iii)

Save

3) Enter Recipient Details

Within the Enhanced Click-N-Ship® application, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - i. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

Step 1: Recipient Details

Search your Address Book

[Manage Address Book](#)

- b) To manually enter the recipient information, enter the details in the **required*** text fields.

*Recipient Information

Please provide first and last name and/or company

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

Recipient Address

Please provide a valid address. Required fields are marked with an asterisk (*)

*Country <input type="text" value="United States of America"/>		
*Street Address <input type="text"/>	Apt/Suits/Other <input type="text"/>	
Street Address is required		
*City <input type="text"/>	*State <input type="text" value="AL - Alabama"/>	*ZIP Code™ <input type="text"/>
City is required		ZIP Code™ is required

- c) If you would like to enter a reference number, enter the number in the **Reference Number** text field (note, this reference number will be printed on the label and has a maximum character limit of 30 characters).

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

Max Character Limit: 80

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

- d) **Save to Address Book (optional):** if the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.
- i. Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

Save to Address Book

Send recipient tracking notifications

Hold for Pickup at Post Office™

Next

- e) **Send Recipient Tracking Notifications (optional):** if you would like the recipient to receive text or email notifications about the package, select the **Send recipient tracking notifications** checkbox.
- i. Note, the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications.

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

Save to Address Book

Send recipient tracking notifications

Hold for Pickup at Post Office™

Next

- ii. Once selected, a **Tracking Notifications for Recipient** modal will be displayed where you will be required to enter the recipient phone number and / or email (*note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application*).
- iii. Select the **Type of Notifications** that you want to the recipient to receive.
- iv. Select **Save** to save these changes.

✕

Tracking Notifications for Recipient

Enter an email and/or phone number to receive notifications.

Email

Email must be valid format

Phone

Phone is required

Select which types of notifications you would like the user to receive?

Email	Text	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expect Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day of Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available for Pick Up
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delivery Expectation Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package In Transit Updates

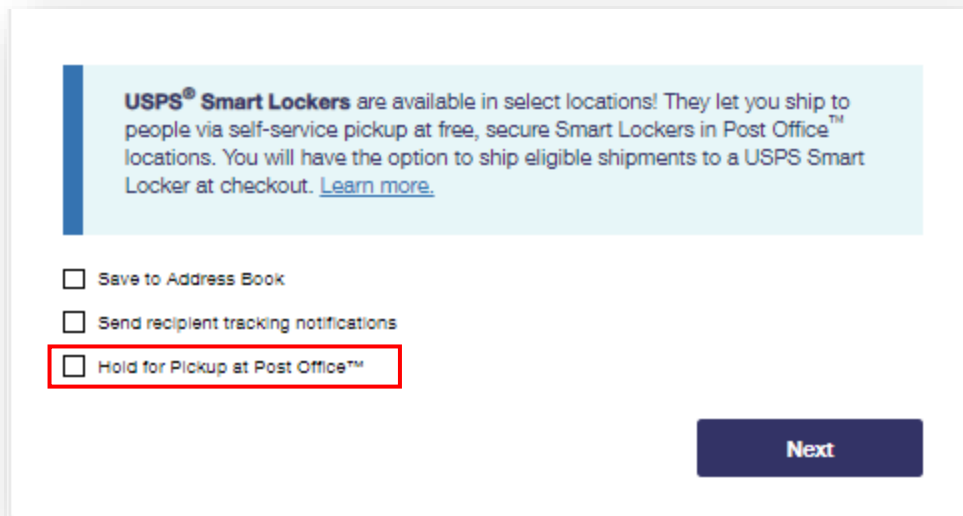
Save

(iii)

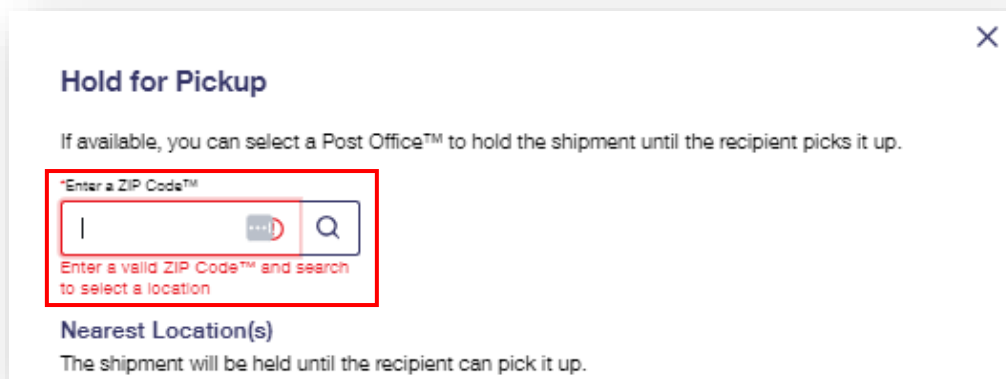
(i)

(ii)

f) **Hold for Pickup at Post Office™ (optional):** if you would like to have your package held at a designated Post Office™ location for pickup, select the **Hold for Pickup at Post Office™** checkbox.



- i. Once selected, a **Hold for Pickup** modal will be displayed. To find the nearest Post Office™ location available for pickup, Enter the desire Zip Code™ in the **Enter the ZIP Code™** text field.



- ii. Select the desired **Post Office™** from one of the options displayed.

X

Hold for Pickup

If available, you can select a Post Office™ to hold the shipment until the recipient picks it up.

*Enter a ZIP Code™

Nearest Location(s)

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

<input checked="" type="radio"/> NORTH TRYON 6700 N TRYON ST CHARLOTTE, NC, 28213-9798 Post Office Hours ⓘ	Available Services: Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic
<input type="radio"/> NEWELL 8105 OLD CONCORD RD NEWELL, NC, 28126-9997 Post Office Hours ⓘ	Available Services: Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic

- iii. To receive **text and / or email notifications** to notify you or the recipient that the package is ready for pickup, enter the email and / or phone number in the respective text fields.
- iv. Select **Save** to proceed to the next step.

*Enter an email and phone number for the sender and recipient to receive notifications.

Sender Email <input style="width: 100%; height: 25px;" type="text"/> ⓘ <small>Sender Email is required</small>	Recipient Email <input style="width: 100%; height: 25px;" type="text"/> ⓘ <small>Email must be valid format</small>
Sender Phone / SMS Text Message <input style="width: 100%; height: 25px;" type="text"/> ⓘ <small>Sender Phone / SMS Text Message is required</small>	Recipient Phone / SMS Text Message <input style="width: 100%; height: 25px;" type="text"/> ⓘ <small>Recipient Phone / SMS Text Message is required</small>

(iv)

(iii)

- g) **Confirm Sender and Recipient Details:** once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (*Note, you will not be able to proceed to the next section unless this is selected*).

The screenshot shows a shipping confirmation interface. At the top, a light blue banner contains text about USPS Smart Lockers. Below this, there are two main sections. The first section is for notification preferences, with a checked box for 'Send recipient tracking notifications'. It lists an email address 'John.doe@gmail.com' and a phone number '(704) 780-2387'. There are links for 'Save to Address Book', 'Edit Notification Settings', and 'Phone / SMS Text Message'. The second section is for pickup location, with a checked box for 'Hold for Pickup at Post Office™'. It specifies the location as 'NORTH TRYON' at '6700 N TRYON ST CHARLOTTE, NC 28213-9788'. There are links for 'Change Location' and 'Post Office™ Hours'. A red-bordered 'Next' button is located at the bottom right of the form.

4) Select Hazardous Material Type

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select **‘View examples of mailable and nonmailable hazardous material**.

- If your package DOES NOT contain anything potentially hazardous, select **‘No, I am not shipping anything potentially hazardous’** and you will be directed to the next section.
- If your package DOES contain anything potentially hazardous, select **‘Yes, this parcel contains potentially hazardous materials (HAZMAT)’**.

Step 2: Hazardous Materials

Does this parcel contain anything potentially hazardous?

Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. [View what is mailable and what is nonmailable HAZMAT](#)



Do Not Mail Mercury! Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like barometers, thermometers, blood pressure cuffs, thermostats, and switches. [Learn more.](#)

Yes, this parcel contains potentially hazardous material (HAZMAT)

No, I am not shipping anything potentially hazardous

(b)

(a)

- i. Once selected, a **HAZMAT** modal will be displayed. Read through the list of Mailable and Nonmailable HAZMAT types, and select **I understand** to proceed with selecting a category type.
- ii. If you are not shipping a HAZMAT material and would like to go back to the previous page, select **Nevermind, I am not shipping HAZMAT.**

HAZMAT

The following items are considered hazardous materials (HAZMAT) or Dangerous Goods

Here are examples of HAZMAT items which are regulated in the mail:

Mailable HAZMAT	Nonmailable HAZMAT (Prohibited)
Aerosol sprays	Air bags
Batteries (non-spillable)	Ammunition
Dry Ice	Bulk shipments of HAZMAT
Flammable liquids	Dynamite
Lighters (USPS authorization required)	Fireworks
Lithium Batteries	Gasoline
Matches	High Powered Lithium Batteries (i.e., bikes, electric cars, scooters)
Nail Polish Remover	*Mercury
Perfume	Pure Acetone
Propane	

***Do Not Mail Mercury!** Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like thermometers, blood pressure cuffs, thermostats, and switches. [Learn More](#)

Note: This is not an all inclusive list of mailable or prohibited items. Please refer to [USPS Publication 52 \(Pub 52\)](#) for quantity, packaging, and labeling guidance for mailable items and/or to ensure your shipment is not prohibited in the mail.

Shipping improperly prepared, undeclared or prohibited HAZMAT can result in civil and criminal penalties under federal law. 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

(i)

(ii)

I understand

Nevermind, I am not shipping HAZMAT

iii. Select the **HAZMAT type** from one of the options listed in the dropdown.

*What type of mailable HAZMAT are you mailing? (if not listed, it may not be mailable. [Learn More](#))

Select ▼

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)

Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)

5) Enter Items Information (optional)

- a) This **Items** section is optional for domestic packages and only required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.

Step 3: **Items (optional)** ⓘ

Add Item(s)

- b) Once selected, the section will expand. Enter the item information in the required fields.

Step 3: Items (optional) ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value
------	----------	----------	-------

No Items added

Item Description <input type="text"/> Max: 30	Quantity 1	Total Item(s) Weight <input type="text"/> lbs	<input type="text"/> ozs	Total Item(s) Value \$ <input type="text"/>
---	---------------	--	--------------------------	--

Add Item

Error: All fields are required to add an item.

Please add item description. Pounds or ounces must be greater than zero. Value must be greater than zero.

c) Select **Add Item** to save the item information.

Step 3: Items (optional) ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value
------	----------	----------	-------

Kitchen Mugs	1	1	\$100.00	Edit Remove
--------------	---	---	----------	---

<i>In this package</i>	<i>1 Items</i>	<i>1.00 lbs</i>	<i>\$100.00</i>
------------------------	----------------	-----------------	-----------------

Item Description <input type="text"/> Max: 30	Quantity 1	Total Item(s) Weight <input type="text"/> lbs	<input type="text"/> ozs	Total Item(s) Value \$ <input type="text"/>
---	---------------	--	--------------------------	--

Add Item

6) Select Package Type

- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

The screenshot shows the 'Step 4: Packaging' section of a form. At the top, there is a label '*Ship Date (Choose a date up to 7 days away from today)'. Below this is a date input field containing '11/26/2024' and a calendar icon. A calendar dropdown is open, showing the month of November 2024. The date '25' is highlighted with a red box. To the right of the calendar, there is a blue link labeled 'Update from Step 3'. Below the calendar, there are 'Clear' and 'Today' buttons.

- b) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items (if applicable).

The screenshot shows the 'Step 4: Packaging' section of a form. At the top, there is a label '*Ship Date (Choose a date up to 7 days away from today)'. Below this is a date input field containing '11/26/2024' and a calendar icon. Below the date field, there is a label 'Package Value (optional)' with an information icon. To the left of this label is a currency input field with a '\$' symbol and the number '0', both highlighted with a red box. To the right of the input field is a blue link labeled 'Update from Step 3'. Below the input field, there is a small text label 'Enter a value up to and including \$5,000.00 for insurance'.

- a) **Package Type:** if you are a qualifying user of the Free Matter for the Blind (FMB) program, select the **I am shipping as Free Matter for the Blind** checkbox to proceed (*refer to the following article for more information about the [Free Matter for the Blind \(FMB\) Program](#)*).

I am shipping as Free Matter for the Blind [?](#)

I am shipping with USPS® Flat Rate Packaging

I have my own package or envelope

- b) **Package Details:** once the **I am shipping as Free Matter for the Blind** is selected, you will be required to enter the following **package details:**
- i. **Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).

Packaging Details

*Package Weight (includes packaging)

0 [!](#) lbs 0 [!](#) ozs [Update from Step 3](#)

Please enter package weight. At least one field must be greater than 0.

- ii. **Package Dimensions:** manually enter the package dimensions. Note, if HAZMAT was selected, only Choose your Packaging will be available.

*Package Dimensions [?](#)

Length Width Height

0 [!](#) in X 0 [!](#) in X 0 [!](#) in

Please enter package dimensions. At least two dimensions must be greater than 0.

- iii. **Girth:** If your package isn't a standard rectangular box or envelope, select **The packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

The packaging is not a standard rectangular box or envelope

Girth ⓘ

0 ⓘ In

Please enter girth. Girth must be greater than 0.

- iv. **Non-Machinable Items:** If your package is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your package from the dropdown.

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

None ▼

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

- v. Select **Save & Get Rates** to proceed to the next step.

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

Glass container with more than 24oz of liquid ▼

Save & Get Rates

7) Select Service Type

- a) **Services:** once the **Package Details** are entered, a **Domestic Free Matter for the Blind (FMB) Service Type** will automatically be selected for you. No further action is required here.
 - i. Please note that the Shape, weight, and size affects the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

You selected that you are shipping Free Matter for the Blind. To change that selection, please uncheck the Free Matter for the Blind checkbox in Step 3.

Domestic Free Matter for the Blind ⓘ

Delivery time not available

Custom Packaging

Matter may be sent free of charge if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. See tool tip for more information.

8) Select Extra Service(s)

- a) Once the **Free Matter for the Blind (FMB) Service Type** is selected, you will be able to select and add **Extra Services**. To add an extra service, select the **checkbox** of the interested extra service.
 - i. *Note, any extra service selected will NOT be free and MUST be paid.*

Extra Services

<input type="checkbox"/> Additional Insurance ⓘ	Fee Varies
<input type="checkbox"/> Create a return label ⓘ	Charged upon use
<input type="checkbox"/> Hide Postage on Label ⓘ	Free

9) 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 of the page.

Label Summary

Domestic Free Matter for the Blind Choose Your Own Box	Free
USPS Tracking®	Free
Insurance	\$8.25
Priority Mail® Return	Free
Hide Postage on Label	Free
<hr/>	
Total	\$8.25

10) Add Label to Cart or Save Label to Label Manager

- If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.

Add to Cart

Save

(a)

(b)

International Label (Free Matter for the Blind Users)

Create an international label for a single recipient free of postage through our eligible services if you are a qualifying member of the Free Matter for the Blind Program (FMB) by 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.

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: Click on **New Label** located on the Label Manager page.

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

All Labels (2) / Batches (1)

New Label (dropdown) | Use Address Book | Refresh | Actions | Add All Complete to Cart >

New Label (dropdown menu):

- New Label
- New Batch
- File Upload
- Marketplace Import

Service and Package	Package Details	Extra Services	Total Price	All Labels
USPS Ground Advantage™ Cubic Choose Your Own 16 oz Value: \$5 Edit Service And Package Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 Sender email is required.	Edit	

2) Enter 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 utilize a one-time return address, select the **Use a one-time return address** checkbox.

Sender Details

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

Use a one-time return address ⓘ

*Select your return address

Clark Kent
650 N PEARL ST
DALLAS, TX, 75201

Ship from a different ZIP Code™

- b) If the **Use a one-time return address** is selected, a **New Return Address** modal will be displayed.
- To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - To manually enter the sender information, enter the details in the **required*** text fields.
 - To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
 - Once the sender information is entered and you are ready to proceed, select **Next**.

✕

New Return Address

(i)

***Sender Information**
Please provide first and last name and/or company.

(ii)

First Name <input type="text" value=""/> First Name Is Required	MI <input type="text" value=""/>	Last Name <input type="text" value=""/> Last Name Is Required
Company <input type="text" value=""/> Company Name Is Required		
Phone (optional) <input type="text" value=""/>	Email (optional) <input type="text" value=""/>	

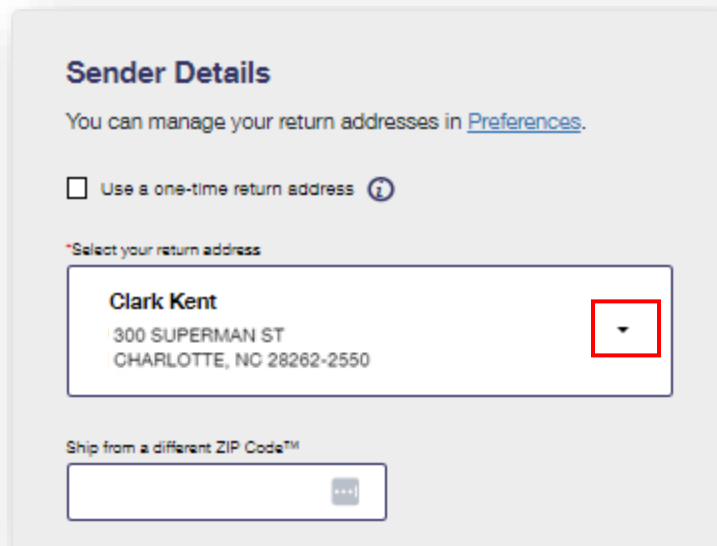
Sender Address
Please provide a valid address. Required fields are marked with an asterik (*).

*Street Address <input type="text" value=""/> Street Address Is Required	Apt/Suite <input type="text" value=""/>	
*City <input type="text" value=""/> City Is Required	*State AL - Alabama	*ZIP Code™ <input type="text" value=""/> Zip Code™ Is Required

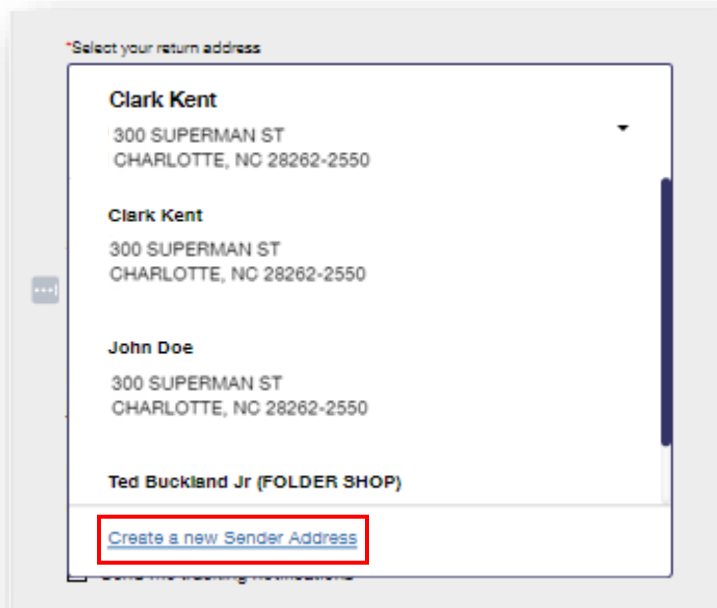
(iii) Save to Address Book

(iv)

c) To utilize a previously saved return address, select the toggle down located under the **Select your return address** section, and select an address from the list.



- i. Once selected, will also be able to create a new return address by selecting the **Create a new Sender Address** hyperlinked option.



- d) If the **Create a new Sender Address** option was selected, a **New Return Address** modal will be displayed.
 - i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.

- ii. To manually enter the sender information, enter the details in the **required*** text fields.
- iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
- iv. To set the sender information as your default return address, select the **Set as Default Return Address** checkbox.
- v. Once the sender information is entered and you are ready to proceed, select **Next**.

(i)

✕

New Return Address

🔍

***Sender Information**

Please provide first and last name and/or company.

First Name !	MI	Last Name !
First Name Is Required		Last Name Is Required

Company !

Company Name Is Required

Phone (optional)

Email (optional)

Sender Address

Please provide a valid address. Required fields are marked with an asterik (*).

*Street Address !	Apt/Suite
Street Address Is Required	

*City !

City Is Required

*State

AL - Alabama
▼

*ZIP Code™ !

Zip Code™ Is Required

Save to Address Book

Set as Default Return Address

Save

(v)

(iii – iv)

- e) 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*).

Sender Details

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

Use a one-time return address ⓘ

*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

- f) To opt into Sender Tracking Notifications, select the **Send me tracking notifications** checkbox.

Email
john.doe@gmail.com

Phone / SMS Text Message
(704) 780-2387

Send me tracking notifications

- g) Once the **Send me tracking notifications** checkbox is selected, a **Tracking Notifications for Sender** modal will be displayed.
- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. (note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application).
 - Select the **Type of Notifications** that you want to receive.
 - Select **Save** to save these changes.

Tracking Notifications for Sender ✕

Enter an email and/or phone number to receive notifications.

(i)

Email <input style="width: 95%;" type="text" value=" "/> <small>Email is required</small>	Phone <input style="width: 95%;" type="text"/> <small>Phone is required</small>
---	---

Select which types of notifications you would like the user to receive?

(ii)

Email	Text	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expect Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day of Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available for Pick Up
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delivery Expectation Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package In Transit Updates

(iii)

Save

3) Enter Recipient Details

Within the Enhanced Click-N-Ship® application, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - i. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

Step 1: Recipient Details

Search your Address Book

[Manage Address Book](#)

- b) To manually enter the recipient information, enter the details in the **required*** text fields.

*Recipient Information

Please provide first and last name and/or company

First Name MI Last Name

First Name is required Last Name is required

Company

Company is required

Recipient Address

Please provide a valid address. Required fields are marked with an asterisk (*)

*Country

*Address 1 Address 2

Address 1 is required

Address 3

*City Province *Postal Code™

City is required Postal Code is required

- c) **Reference Number (optional):** if you would like to enter a reference number, enter the number in the **Reference Number** text field (*note, this reference number will be printed on the label and has a maximum character limit of 30 characters*).

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

Max Character Limit: 30

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

- f) **Save to Address Book (optional):** if the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.
- ii. Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.
- g) **Confirm Sender and Recipient Details:** once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (*Note, you will not be able to proceed to the next section unless this is selected*).

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

Save to Address Book

Hold for Pickup at Post Office™

Next

4) Select Hazardous Material Type


Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select **‘View examples of mailable and nonmailable hazardous material**.

- a) If your package DOES NOT contain anything potentially hazardous, select '**No, I am not shipping anything potentially hazardous**' and you will be directed to the next section.
- b) If your package DOES contain anything potentially hazardous, select '**Yes, this parcel contains potentially hazardous materials (HAZMAT)**'.

Step 2: Hazardous Materials

Does this parcel contain anything potentially hazardous?

Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. [View what is mailable and what is nonmailable HAZMAT](#)

 **Do Not Mail Mercury!** Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like barometers, thermometers, blood pressure cuffs, thermostats, and switches. [Learn more.](#)

Yes, this parcel contains potentially hazardous material (HAZMAT)

(b)

No, I am not shipping anything potentially hazardous

(a)

- i. Once selected, a **HAZMAT** modal will be displayed. Read through the list of Mailable and Nonmailable HAZMAT types, and select **I understand** to proceed with selecting a category type.
- ii. If you are not shipping a HAZMAT material and would like to go back to the previous page, select **Nevermind, I am not shipping HAZMAT**.

HAZMAT

The following items are considered hazardous materials (HAZMAT) or Dangerous Goods

Here are examples of HAZMAT items which are regulated in the mail:

Mailable HAZMAT	Nonmailable HAZMAT (Prohibited)
Aerosol sprays	Air bags
Batteries (non-spillable)	Ammunition
Dry Ice	Bulk shipments of HAZMAT
Flammable liquids	Dynamite
Lighters (USPS authorization required)	Fireworks
Lithium Batteries	Gasoline
Matches	High Powered Lithium Batteries (i.e., bikes, electric cars, scooters)
Nail Polish Remover	*Mercury
Perfume	Pure Acetone
Propane	

***Do Not Mail Mercury!** Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like thermometers, blood pressure cuffs, thermostats, and switches. [Learn More](#)

Note: This is not an all inclusive list of mailable or prohibited items. Please refer to [USPS Publication 52 \(Pub 52\)](#) for quantity, packaging, and labeling guidance for mailable items and/or to ensure your shipment is not prohibited in the mail.

Shipping improperly prepared, undeclared or prohibited HAZMAT can result in civil and criminal penalties under federal law. 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

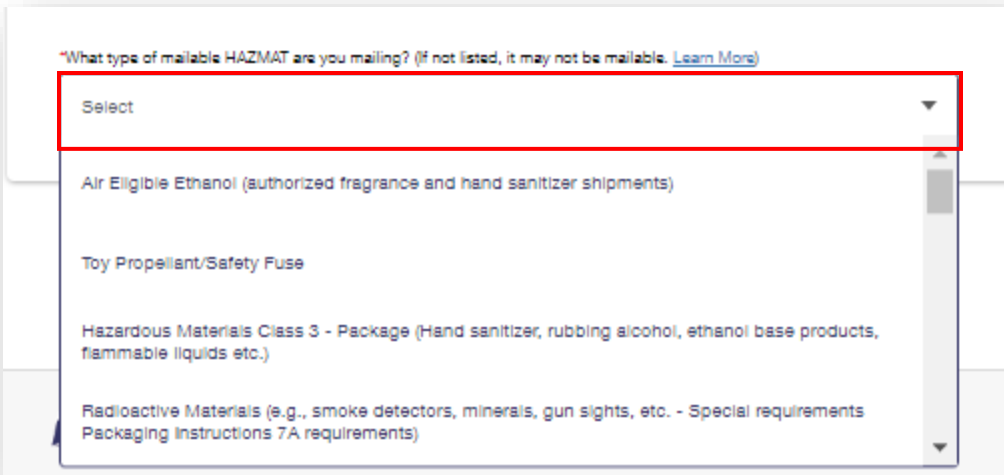
(i)

(ii)

I understand

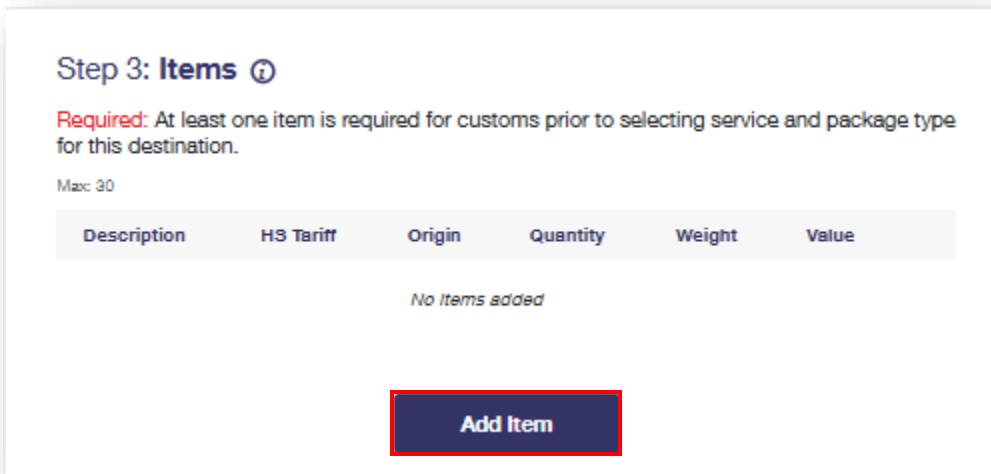
Nevermind, I am not shipping HAZMAT

iii. Select the **HAZMAT type** from one of the options listed in the dropdown.



5) Enter Items Information (required)

- a) This **Items** section is required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.



- b) **HS Tariff Code:** HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.
 - i. if you do not have an HS Tariff Code for the item, select **no**.

✕

Add Item

* indicates required field

Do you have an HS Tariff Code for this item?

HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.

Yes
 No

- i. If you do have an HS Tariff Code for the item, select **Yes** and enter the code in the required text field.

Do you have an HS Tariff Code for this item?

HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.

Yes
 No

*HS Tariff Code

- c) **Item Details:** enter the item description, quantity, and weight.

<small>*Item Description</small>	<small>*Quantity</small>	<small>*Total Item(s) Weight</small>
	1	<div style="border: 1px solid #ccc; height: 20px; width: 60%;"></div> <div style="border: 1px solid #ccc; padding: 0 5px;">lbs</div> <div style="border: 1px solid #ccc; height: 20px; width: 20%;"></div> <div style="border: 1px solid #ccc; padding: 0 5px;">025</div>

Max: 30

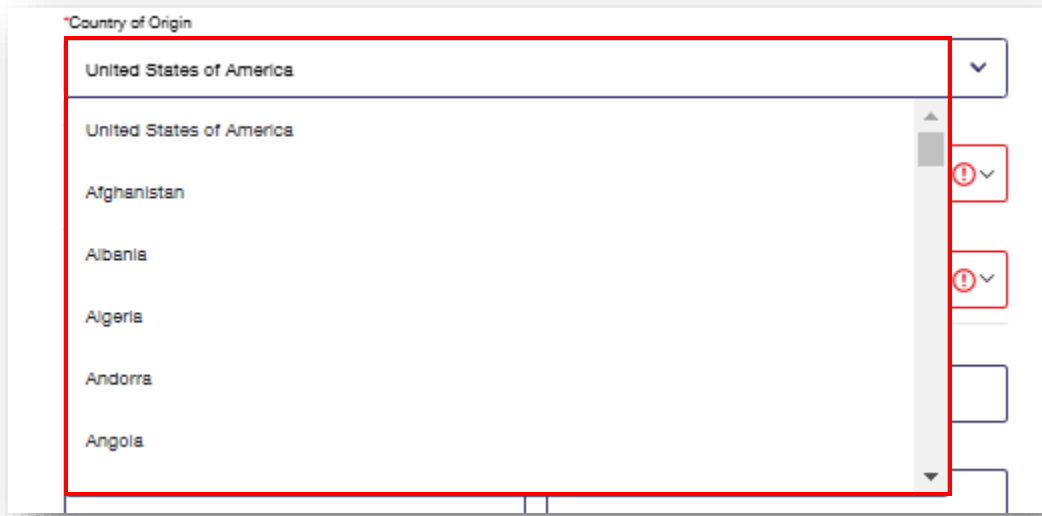
- d) **Item Value:** enter the total item(s) value.

Max: 30

*Total Item(s) Value

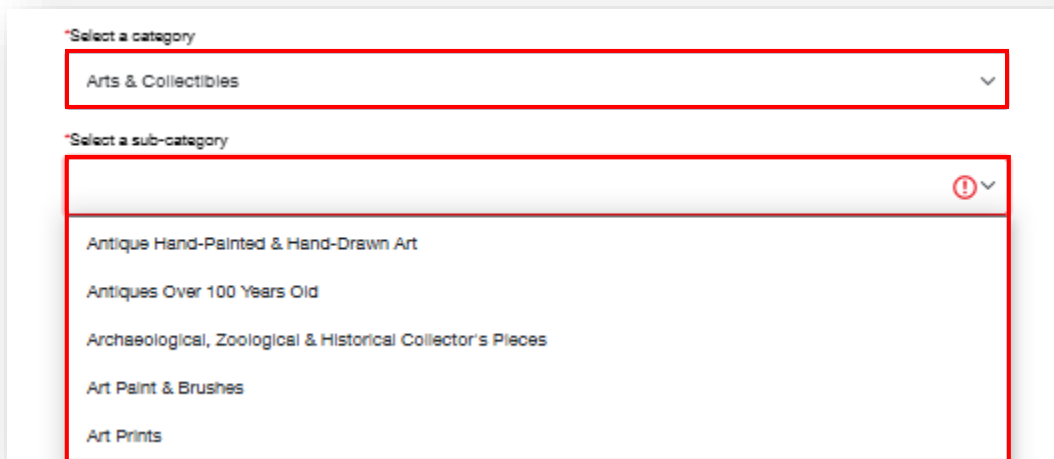
\$

e) **Country of Origin:** select the items country of origin.



A screenshot of a web form showing a dropdown menu for 'Country of Origin'. The menu is open, displaying a list of countries. The first two items are 'United States of America'. Below them are 'Afghanistan', 'Albania', 'Algeria', 'Andorra', and 'Angola'. To the right of the list, there are several small red boxes containing a white exclamation mark and a downward arrow, indicating errors or warnings for some of the items. The entire dropdown area is enclosed in a red rectangular border.

f) **Category Type:** select the items category and subcategory type.



A screenshot of a web form showing two dropdown menus. The first menu is labeled '*Select a category' and has 'Arts & Collectibles' selected. The second menu is labeled '*Select a sub-category' and is currently empty, with a red exclamation mark icon in the top right corner. Below the empty menu, a list of sub-categories is visible: 'Antique Hand-Painted & Hand-Drawn Art', 'Antiques Over 100 Years Old', 'Archaeological, Zoological & Historical Collector's Pieces', 'Art Paint & Brushes', and 'Art Prints'. Both dropdown menus are enclosed in red rectangular borders.

g) **Other Optional Information:** enter the item UPC Code, Brand, and Product ID if desired. Once finished, select **Add Item** to save your information.

UPC Code

Item Brand

Item Details

Product ID

Note: International weight limits vary. Not all services may be available. See weight limits based on country

Add Item

6) Select Package Type

- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

Step 4: **Packaging**

*Ship Date (Choose a date up to 7 days away from today)

11/25/2024

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Clear Today

[Update from Step 3](#)

00 for insurance

shipping ⓘ

g type

- b) **Package Value (required):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items (if applicable).

*Package Value ⓘ

\$	100	Update from Step 3
----	-----	------------------------------------

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

- c) **Package Type:** if you are a qualifying user of the Free Matter for the Blind (FMB) program, select the **I am shipping as Free Matter for the Blind** checkbox to proceed (refer to the following article for more information about the [Free Matter for the Blind \(FMB\) Program](#)).

I am shipping as Free Matter for the Blind ⓘ

I am shipping with USPS® Flat Rate Packaging

I have my own package or envelope

- d) **Package Details:** once the **I am shipping as Free Matter for the Blind** is selected, you will be required to enter the following **package details**:
- Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).

Packaging Details

Please ship with a standard rectangular box or envelope.

*Package Weight (includes packaging)

0	lbs	0	ozs	Update from Step 3
---	-----	---	-----	------------------------------------

Max. 70lbs

Save

7) Select Service Type


- a) Once the **Package Details** are entered, an international **Free Matter for the Blind (FMB) Service Type** will automatically be selected for you. No further action is required here.

- i. Please note that the Shape, weight, and size affects the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select a Service Type: Sort by: [Price](#) | [Delivery Time](#)




Priority Mail International® Free Matter for the Blind Small Flat Rate Box
5-3/8" x 8-5/8" x 1-5/8"

8) Select Extra Service(s)


- a) If you are interested in adding an extra service to your packages(s), select the **checkbox** of the interested extra service (*note, the extra services listed will vary depending on the international service and package type that was selected*).
- b) If no extra services are available, you will see a blue message bar letting you know to proceed to step 5.

Step 4: Services



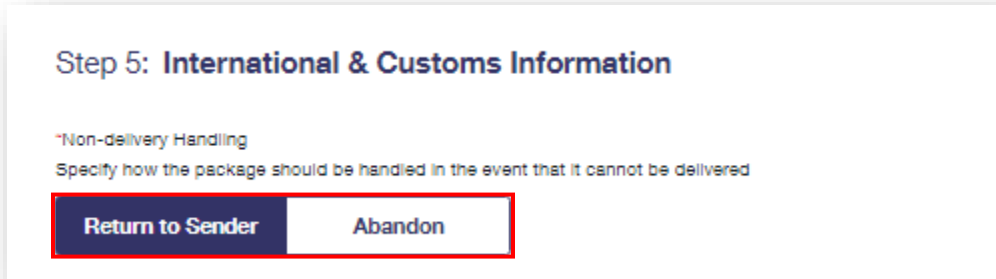
Priority Mail International® Free Matter for the Blind Small Flat Rate Box
5-3/8" x 8-5/8" x 1-5/8"

[Change Service Type](#)

 More information is required for this label. Please scroll and proceed to **Step 5**.

9) Enter International & Customs Information

- a) **Non-Delivery Handling:** select how the package should be handled in the event that it cannot be delivered (*Return to Sender or Abandon*).

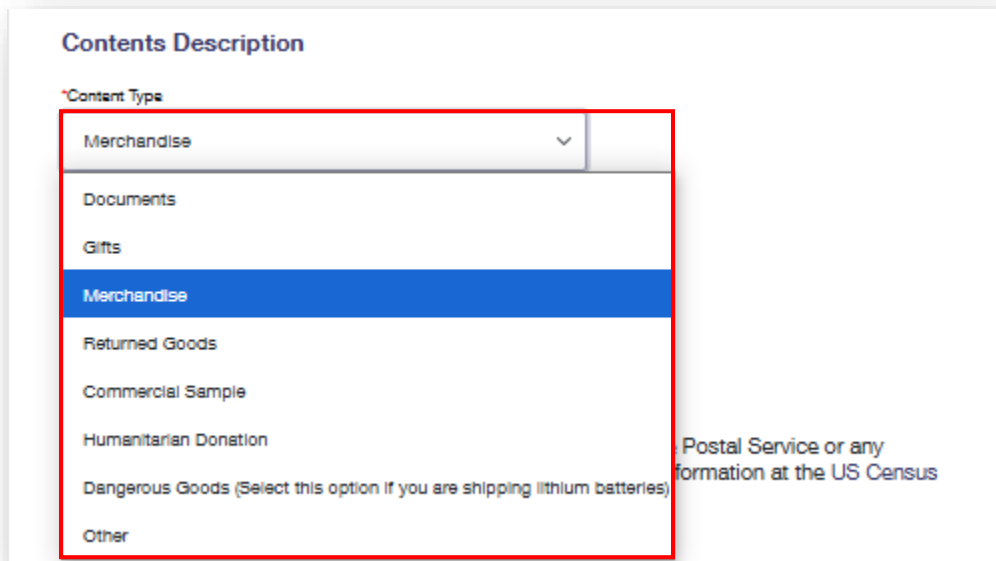


Step 5: **International & Customs Information**

*Non-delivery Handling
Specify how the package should be handled in the event that it cannot be delivered

Return to Sender **Abandon**

- b) **Contents Description:** international packages require you to select a **Content Type**. Select the **Select a Content Type** drop down and select the content type that best describes your package.



Contents Description

*Content Type

Merchandise

Documents

Gifts

Merchandise

Returned Goods

Commercial Sample

Humanitarian Donation

Dangerous Goods (Select this option if you are shipping lithium batteries)

Other

Postal Service or any information at the US Census

- c) **US Census Bureau and Customs Information:** if your shipment requires an export license, select the **Shipment requires an Export License** checkbox and enter **the AES Downtown Citation** from the U.S or **International Transaction Number (ITN)**.
- i. Note, you are able to enter up to 14 alphanumeric values in this field.

US Census Bureau and Customs Information

International packages within certain categories accepted by the Postal Service or any delivery company must display an AES Exemption. View more information at the US Census Bureau.

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

Generate an Internal Transaction Number (ITN) or AES Downtown Citation from the U.S. Census Bureau or call 1-800-549-0595

[Generate AES/ITN >](#)

*AES/ITN ⓘ

AES/ITN must be 14 digits

d) Enter a **Sender's Customer Reference Number** (optional).

Sender's Custom Reference Number

e) If you are a Commercial Sender, select the **checkbox** and enter the **License Number, Certificate Number, and Invoice Number** (optional).

I am a commercial sender (I have License, Certificate, and/or Invoice Number)

Commercial Senders Only

License Number ⓘ

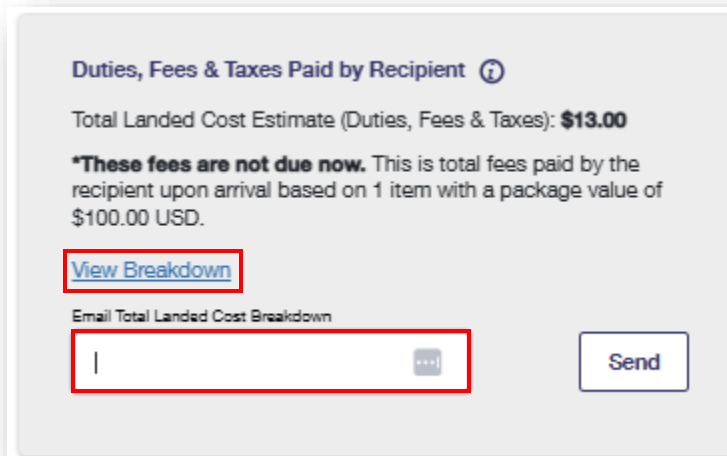
Certificate Number ⓘ

Invoice Number ⓘ

10) Review Calculated Landed Cost Estimate

The Calculated Landed Cost Estimate is a brief summary located under the **Label Summary** that shows 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 Breakdown**.



Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**

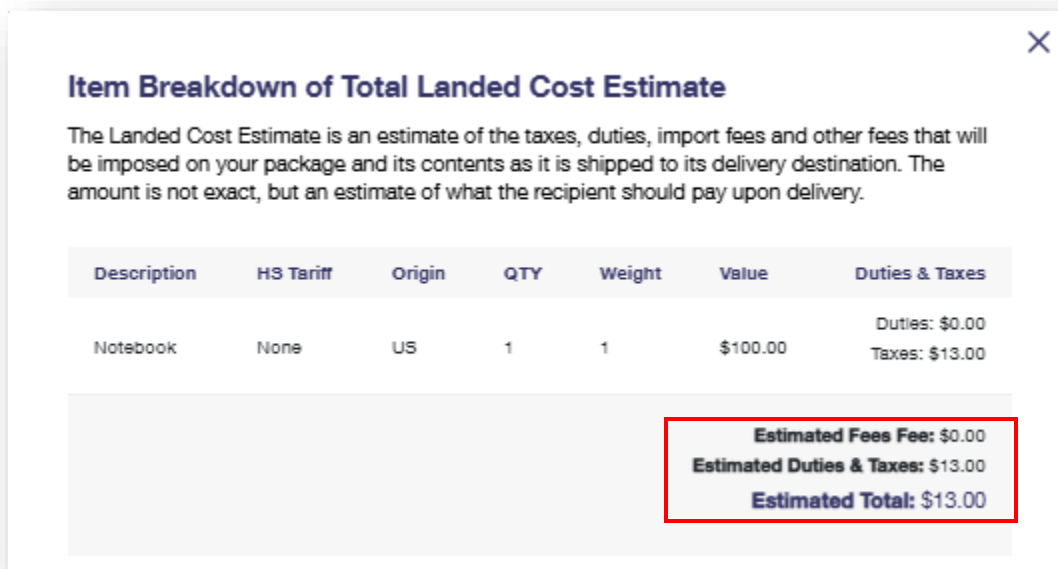
***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.

[View Breakdown](#)

Email Total Landed Cost Breakdown

Send

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



Item Breakdown of Total Landed Cost Estimate ✕

The Landed Cost Estimate is an estimate of the taxes, duties, import fees and other fees that will be imposed on your package and its contents as it is shipped to its delivery destination. The amount is not exact, but an estimate of what the recipient should pay upon delivery.

Description	HS Tariff	Origin	QTY	Weight	Value	Duties & Taxes
Notebook	None	US	1	1	\$100.00	Duties: \$0.00 Taxes: \$13.00

Estimated Fees Fee: \$0.00
Estimated Duties & Taxes: \$13.00
Estimated Total: \$13.00

- b) To receive a copy of your Total Landed Cost via email, enter your email and click **Send**.

Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**

***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.

[View Breakdown](#)

Email Total Landed Cost Breakdown

11) 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 of the page.

Label Summary

Priority Mail International® Free Matter for the Blind Small Flat Rate Box	Free
<hr/>	
Total	Free

12) Add Label to Cart or Save Label to Label Manager

- a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.

(a)

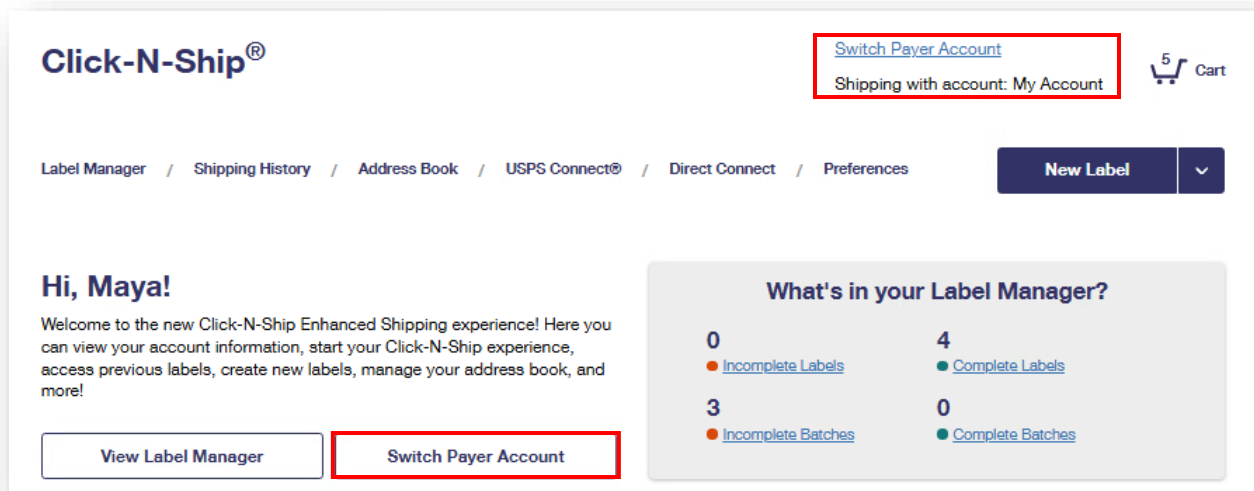
(b)

Domestic Label (3rd Party Authorization Business Users)

Eligible Enhanced Click-N-Ship[®] 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 Enhanced Click-N-Ship[®] 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.*



- 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**.

X

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

(b) 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


- a) Option 1: Click on **Create a Single Label** located on the landing page.
 - i. *Note, shippers will not be able to see the Payer's rates / prices when creating or purchasing label(s).*

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

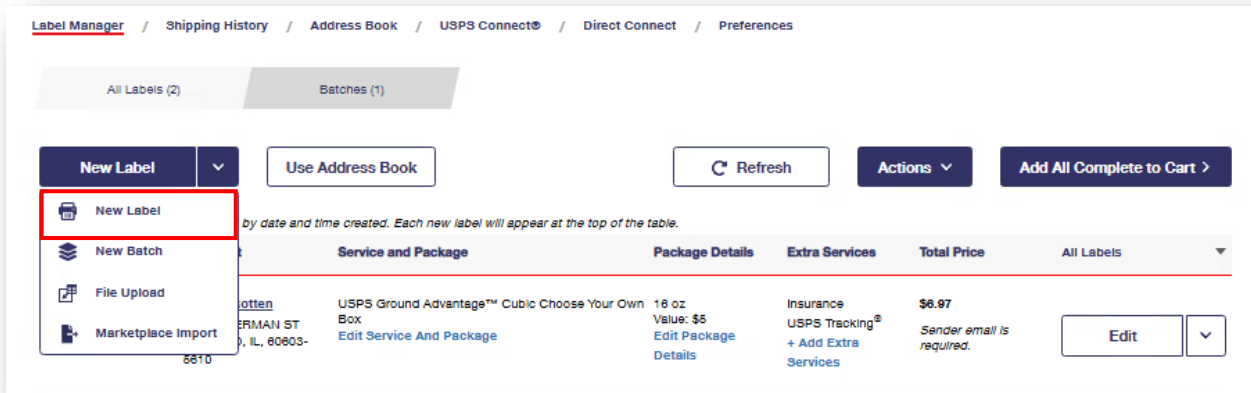
Import multiple labels via a File Upload and continue editing in Label Manager.



Start From Address Book

Start multiple labels in Label Manager by bringing in addresses from your Address Book.

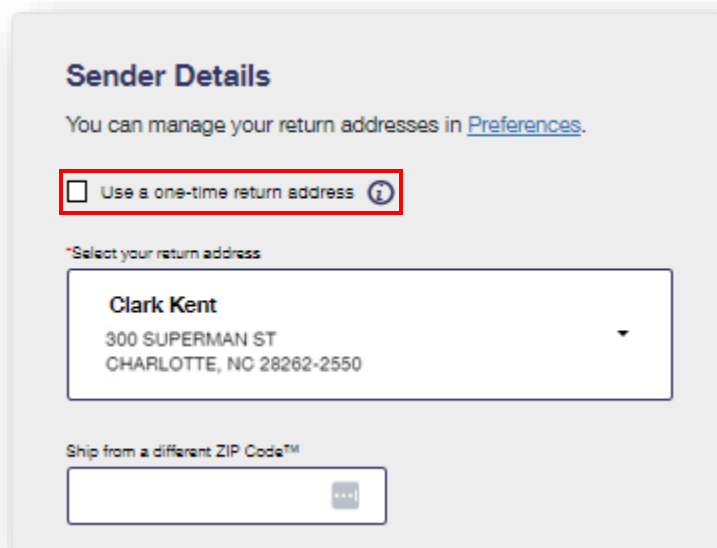
- b) Option 2: Click on **New Label** located on the Label Manager page.
 - i. *Note, shippers will not be able to see the Payer's rates / prices when creating or purchasing label(s).*



3) Enter 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 utilize a one-time return address, select the **Use a one-time return address** checkbox.



- b) If the **Use a one-time return address** is selected, a **New Return Address** modal will be displayed.
 - i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact’s name in the **Search your Address Book** text field and select the suggested contact.

- ii. To manually enter the sender information, enter the details in the **required*** text fields.
- iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
- iv. Once the sender information is entered and you are ready to proceed, select **Next**.

(i)

New Return Address ✕

⋮ Q

***Sender Information**

Please provide first and last name and/or company.

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

First Name Is Required Last Name Is Required

Company

Company Name Is Required

Phone (optional) Email (optional)

Sender Address

Please provide a valid address. Required fields are marked with an asterik (*).

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

Street Address Is Required

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

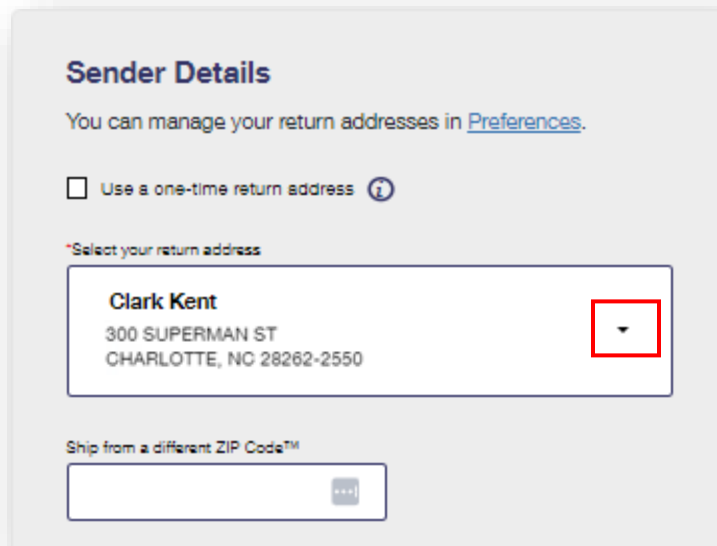
City Is Required Zip Code™ Is Required

(ii)

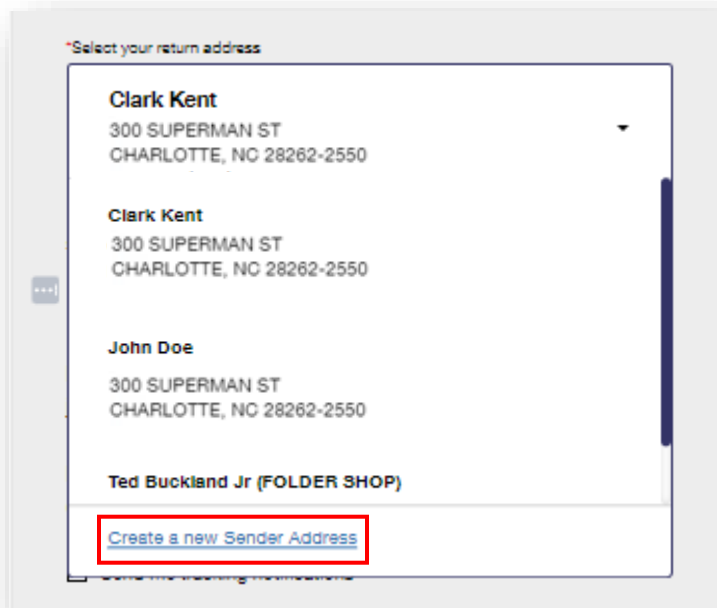
(iii) Save to Address Book

(iv)

- c) To utilize a previously saved return address, select the toggle down located under the **Select your return address** section, and select an address from the list.



- i. Once selected, will also be able to create a new return address by selecting the **Create a new Sender Address** hyperlinked option.



- d) If the **Create a new Sender Address** option was selected, a **New Return Address** modal will be displayed.
 - i. To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.

- ii. To manually enter the sender information, enter the details in the **required*** text fields.
- iii. To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
- iv. To set the sender information as your default return address, select the **Set as Default Return Address** checkbox.
- v. Once the sender information is entered and you are ready to proceed, select **Next**.

(i)

New Return Address ✕

⋮ 🔍

***Sender Information**

Please provide first and last name and/or company.

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

Company

Company Name Is Required

Phone (optional) <input type="text"/>	Email (optional) <input type="text"/>
---------------------------------------	---------------------------------------

Sender Address

Please provide a valid address. Required fields are marked with an asterik (*).

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

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

Save to Address Book

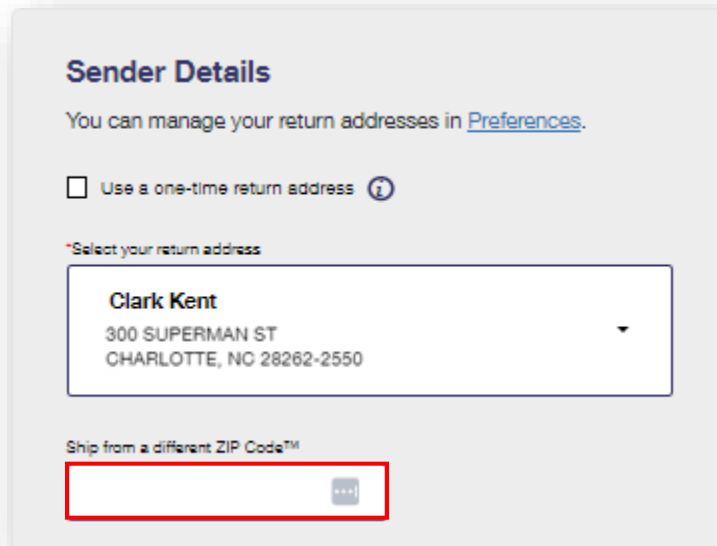
Set as Default Return Address

Save (v)

(ii)

(iii – iv)

- e) 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*).



Sender Details

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

Use a one-time return address ⓘ

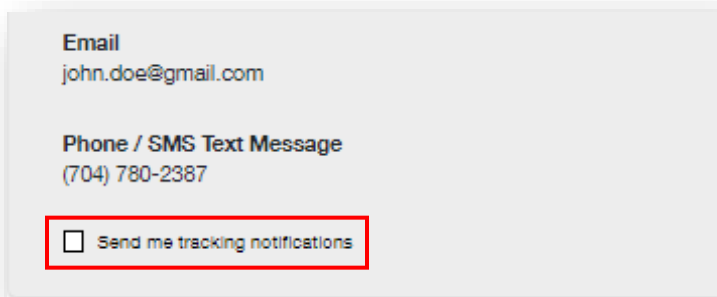
*Select your return address

Clark Kent
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

⋮

- f) To opt into Sender Tracking Notifications, select the **Send me tracking notifications** checkbox.



Email
john.doe@gmail.com

Phone / SMS Text Message
(704) 780-2387

Send me tracking notifications

- g) Once the **Send me tracking notifications** checkbox is selected, a **Tracking Notifications for Sender** modal will be displayed.
- Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. (note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application).
 - Select the **Type of Notifications** that you want to receive.
 - Select **Save** to save these changes.

Tracking Notifications for Sender ✕

Enter an email and/or phone number to receive notifications.

(i)

<p>Email</p> <input style="width: 95%; border: none;" type="text" value=" "/> <p style="font-size: small; color: red;">Email is required</p>	<p>Phone</p> <input style="width: 95%; border: none;" type="text"/> <p style="font-size: small; color: red;">Phone is required</p>
--	--

Select which types of notifications you would like the user to receive?

(ii)

Email	Text	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expect Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day of Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available for Pick Up
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delivery Expectation Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package In Transit Updates

(iii)

Save

4) Enter Recipient Details

Within the Enhanced Click-N-Ship® application, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - i. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

Step 1: Recipient Details

Search your Address Book

[Manage Address Book](#)

- b) To manually enter the recipient information, enter the details in the **required*** text fields.

*Recipient Information

Please provide first and last name and/or company

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

Recipient Address

Please provide a valid address. Required fields are marked with an asterisk (*)

*Country <input type="text" value="United States of America"/>		
*Street Address <input type="text"/>	Apt/Suits/Other <input type="text"/>	
Street Address is required		
*City <input type="text"/>	*State <input type="text" value="AL - Alabama"/>	*ZIP Code™ <input type="text"/>
City is required		ZIP Code™ is required

- c) If you would like to enter a reference number, enter the number in the **Reference Number** text field (*note, this reference number will be printed on the label and has a maximum character limit of 30 characters*).

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

Max Character Limit: 80

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

- d) **Save to Address Book (optional):** if the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.
- i. Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

Save to Address Book

Send recipient tracking notifications

Hold for Pickup at Post Office™

Next

- e) **Send Recipient Tracking Notifications (optional):** if you would like the recipient to receive text or email notifications about the package, select the **Send recipient tracking notifications** checkbox.
- i. Note, the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications.

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

Save to Address Book

Send recipient tracking notifications

Hold for Pickup at Post Office™

Next

- ii. Once selected, a **Tracking Notifications for Recipient** modal will be displayed where you will be required to enter the recipient phone number and / or email (*note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application*).
- iii. Select the **Type of Notifications** that you want to the recipient to receive.
- iv. Select **Save** to save these changes.

✕

Tracking Notifications for Recipient

Enter an email and/or phone number to receive notifications.

Email

Email must be valid format

Phone

Phone is required

Select which types of notifications you would like the user to receive?

Email	Text	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Below Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Expect Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day of Delivery Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package Delivery
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available for Pick Up
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delivery Expectation Updates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Package In Transit Updates

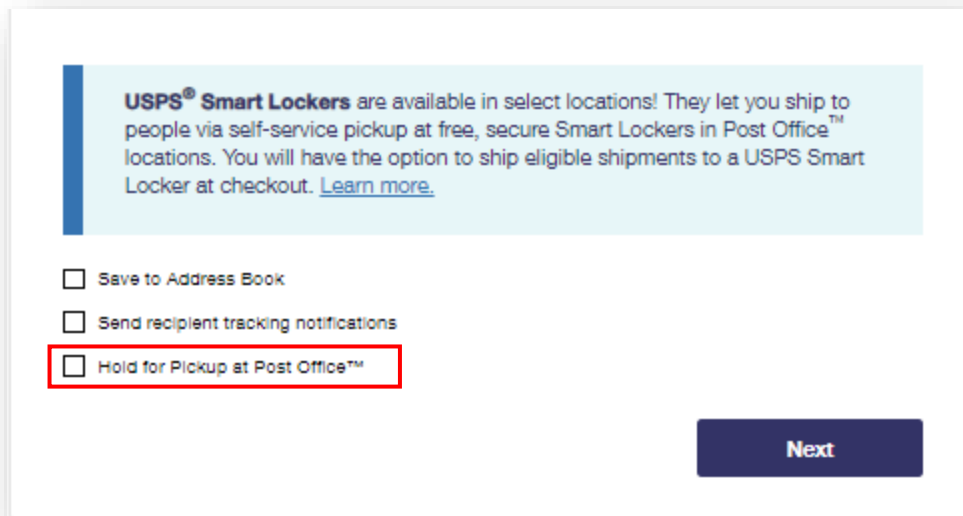
Save

(iii)

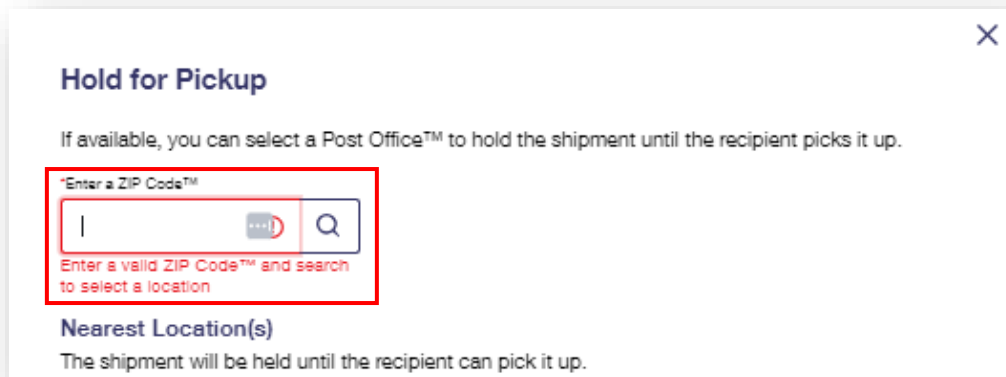
(i)

(ii)

f) **Hold for Pickup at Post Office™ (optional):** if you would like to have your package held at a designated Post Office™ location for pickup, select the **Hold for Pickup at Post Office™** checkbox.



- i. Once selected, a **Hold for Pickup** modal will be displayed. To find the nearest Post Office™ location available for pickup, Enter the desire Zip Code™ in the **Enter the ZIP Code™** text field.



- ii. Select the desired **Post Office™** from one of the options displayed.

✕

Hold for Pickup

If available, you can select a Post Office™ to hold the shipment until the recipient picks it up.

*Enter a ZIP Code™

Nearest Location(s)

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

<input checked="" type="radio"/> NORTH TRYON 6700 N TRYON ST CHARLOTTE, NC, 28213-9798 Post Office Hours ⓘ	Available Services: Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic
<input type="radio"/> NEWELL 8105 OLD CONCORD RD NEWELL, NC, 28126-9997 Post Office Hours ⓘ	Available Services: Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic

- iii. To receive **text and / or email notifications** to notify you or the recipient that the package is ready for pickup, enter the email and / or phone number in the respective text fields.
- iv. Select **Save** to proceed to the next step.

(iii)

*Enter an email and phone number for the sender and recipient to receive notifications.

Sender Email <input style="width: 100%;" type="text"/> <small>Sender Email is required</small>	Recipient Email <input style="width: 100%;" type="text"/> <small>Email must be valid format</small>
Sender Phone / SMS Text Message <input style="width: 100%;" type="text"/> <small>Sender Phone / SMS Text Message is required</small>	Recipient Phone / SMS Text Message <input style="width: 100%;" type="text"/> <small>Recipient Phone / SMS Text Message is required</small>

(iv)

- g) **Confirm Sender and Recipient Details:** once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (Note, you will not be able to proceed to the next section unless this is selected).

The screenshot shows a USPS shipping confirmation interface. At the top, a light blue banner contains text about USPS Smart Lockers. Below this, there are two main sections. The first section, 'Send recipient tracking notifications', is checked and includes fields for 'Email' (John.doe@gmail.com) and 'Phone / SMS Text Message' ((704) 780-2387), with a link to 'Edit Notification Settings'. The second section, 'Hold for Pickup at Post Office™', is also checked and shows the location 'NORTH TRYON' with the address '6700 N TRYON ST CHARLOTTE, NC 28213-9788', 'Post Office™ Hours' with an information icon, and a 'Change Location' link. A red-bordered 'Next' button is located at the bottom right of the form.

5) Select Hazardous Material Type

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. To view a detailed list of HAZMAT examples, select '**View examples of mailable and nonmailable hazardous material.**

- If your package DOES NOT contain anything potentially hazardous, select '**No, I am not shipping anything potentially hazardous**' and you will be directed to the next section.
- If your package DOES contain anything potentially hazardous, select '**Yes, this parcel contains potentially hazardous materials (HAZMAT)**'.

Step 2: Hazardous Materials

Does this parcel contain anything potentially hazardous?

Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT that are *not* mailable. [View what is mailable and what is nonmailable HAZMAT](#)



Do Not Mail Mercury! Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like barometers, thermometers, blood pressure cuffs, thermostats, and switches. [Learn more.](#)

Yes, this parcel contains potentially hazardous material (HAZMAT)

(b)

No, I am not shipping anything potentially hazardous

(a)

- i. Once selected, a **HAZMAT** modal will be displayed. Read through the list of Mailable and Nonmailable HAZMAT types, and select **I understand** to proceed with selecting a category type.
- ii. If you are not shipping a HAZMAT material and would like to go back to the previous page, select **Nevermind, I am not shipping HAZMAT.**

HAZMAT

The following items are considered hazardous materials (HAZMAT) or Dangerous Goods

Here are examples of HAZMAT items which are regulated in the mail:

Mailable HAZMAT	Nonmailable HAZMAT (Prohibited)
Aerosol sprays	Air bags
Batteries (non-spillable)	Ammunition
Dry Ice	Bulk shipments of HAZMAT
Flammable liquids	Dynamite
Lighters (USPS authorization required)	Fireworks
Lithium Batteries	Gasoline
Matches	High Powered Lithium Batteries (i.e., bikes, electric cars, scooters)
Nail Polish Remover	*Mercury
Perfume	Pure Acetone
Propane	

***Do Not Mail Mercury!** Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like thermometers, blood pressure cuffs, thermostats, and switches. [Learn More](#)

Note: This is not an all inclusive list of mailable or prohibited items. Please refer to [USPS Publication 52 \(Pub 52\)](#) for quantity, packaging, and labeling guidance for mailable items and/or to ensure your shipment is not prohibited in the mail.

Shipping improperly prepared, undeclared or prohibited HAZMAT can result in civil and criminal penalties under federal law. 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

(i)

(ii)

I understand

Nevermind, I am not shipping HAZMAT

- iii. Select the **HAZMAT type** from one of the options listed in the dropdown.

*What type of mailable HAZMAT are you mailing? (if not listed, it may not be mailable. [Learn More](#))

Select ▼

Air Eligible Ethanol (authorized fragrance and hand sanitizer shipments)

Toy Propellant/Safety Fuse

Hazardous Materials Class 3 - Package (Hand sanitizer, rubbing alcohol, ethanol base products, flammable liquids etc.)

Radioactive Materials (e.g., smoke detectors, minerals, gun sights, etc. - Special requirements Packaging Instructions 7A requirements)

6) Enter Items Information (optional)

- a) This **Items** section is optional for domestic packages and only required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.

Step 3: **Items (optional)** ⓘ

Add Item(s)

- b) Once selected, the section will expand. Enter the item information in the required fields.

Step 3: Items (optional) ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value
------	----------	----------	-------

No Items added

Item Description <input type="text"/> Max: 30	Quantity 1	Total Item(s) Weight <input type="text"/> lbs	<input type="text"/> ozs	Total Item(s) Value \$ <input type="text"/>
---	---------------	--	--------------------------	--

Add Item

Error: All fields are required to add an item.

Please add item description. Pounds or ounces must be greater than zero. Value must be greater than zero.

c) Select **Add Item** to save the item information.

Step 3: Items (optional) ⓘ

Max: 30

Item	Quantity	Weight ⓘ	Value
------	----------	----------	-------

Kitchen Mugs	1	1	\$100.00	Edit Remove
--------------	---	---	----------	---

<i>In this package</i>	<i>1 Items</i>	<i>1.00 lbs</i>	<i>\$100.00</i>
------------------------	----------------	-----------------	-----------------

Item Description <input type="text"/> Max: 30	Quantity 1	Total Item(s) Weight <input type="text"/> lbs	<input type="text"/> ozs	Total Item(s) Value \$ <input type="text"/>
---	---------------	--	--------------------------	--

Add Item

7) Select Package Type

- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

The screenshot shows the 'Step 4: Packaging' interface. At the top, it says '*Ship Date (Choose a date up to 7 days away from today)'. Below this is a date input field containing '11/26/2024'. A calendar dropdown is open, showing 'November 2024'. The date '25' is highlighted in blue, and the entire calendar area is enclosed in a red box. To the right of the calendar, there is a link that says 'Update from Step 3'. Below the calendar, there are 'Clear' and 'Today' buttons.

- b) **Package Value (optional):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items (if applicable).

The screenshot shows the 'Step 4: Packaging' interface. At the top, it says '*Ship Date (Choose a date up to 7 days away from today)'. Below this is a date input field containing '11/26/2024'. Below the date field, there is a 'Package Value (optional)' label with an information icon. Below this is a text input field containing '\$ 0', which is enclosed in a red box. To the right of the input field is a link that says 'Update from Step 3'. Below the input field, there is a note that says 'Enter a value up to and including \$5,000.00 for insurance'.

- c) **Package Type:** select a USPS package type from the two options available (Flat Rate Packaging or Choose Your Own Packaging).
- i. **USPS® Flat Rate Packaging:** If **I am shipping with USPS® Flat Rate Packaging** is selected, you will be directed to the next step (Step 4: Services).

Let us know what you're shipping ⓘ

I am shipping with USPS® Flat Rate Packaging

I have my own package or envelope

- d) **Choose Your Own Packaging:** If I have my own packaging or envelope is selected, you will be required to enter the following Package Details:

Let us know what you're shipping ⓘ

I am shipping with USPS® Flat Rate Packaging

I have my own package or envelope

- i. **Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).

Packaging Details

*Package Weight (includes packaging)

0 ⓘ lbs 0 ⓘ ozs [Update from Step 3](#)

Please enter package weight. At least one field must be greater than 0.

- ii. **Package Dimensions:** manually enter the package dimensions. Note, if HAZMAT was selected, only Choose your Packaging will be available.

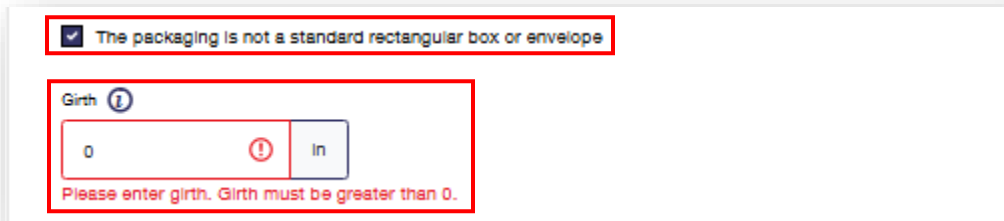
*Package Dimensions ⓘ

Length Width Height

0 ⓘ in X 0 ⓘ in X 0 ⓘ in

Please enter package dimensions. At least two dimensions must be greater than 0.

- iii. **Girth:** If your package isn't a standard rectangular box or envelope, select **The packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.



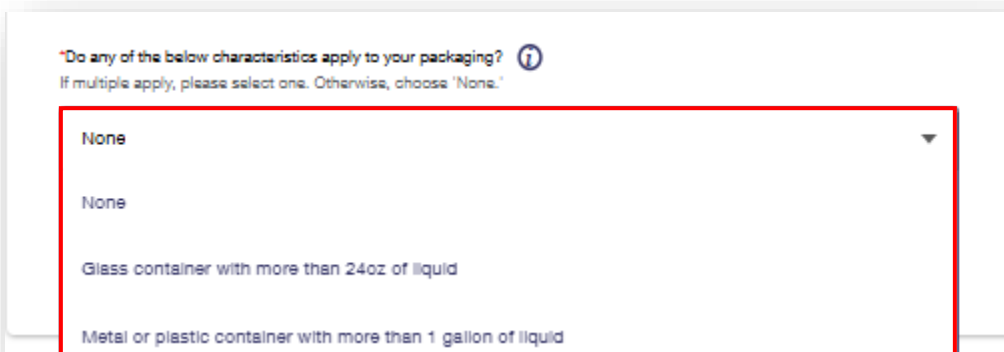
The packaging is not a standard rectangular box or envelope

Girth ⓘ

0 ⓘ in

Please enter girth. Girth must be greater than 0.

- iv. **Non-Machinable Items:** If your package is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your package from the dropdown.



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

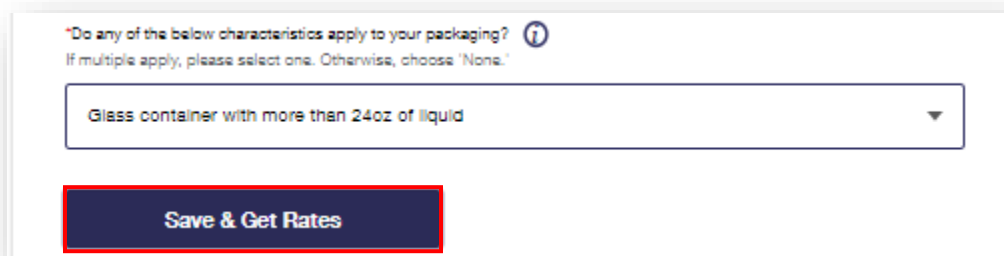
None ▼

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

- v. Select **Save & Get Rates** to proceed to the next step.



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

Glass container with more than 24oz of liquid ▼

Save & Get Rates

8) Select Service Type

- a) **Services:** based off the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Please note that the Shape,




weight, and size affects the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

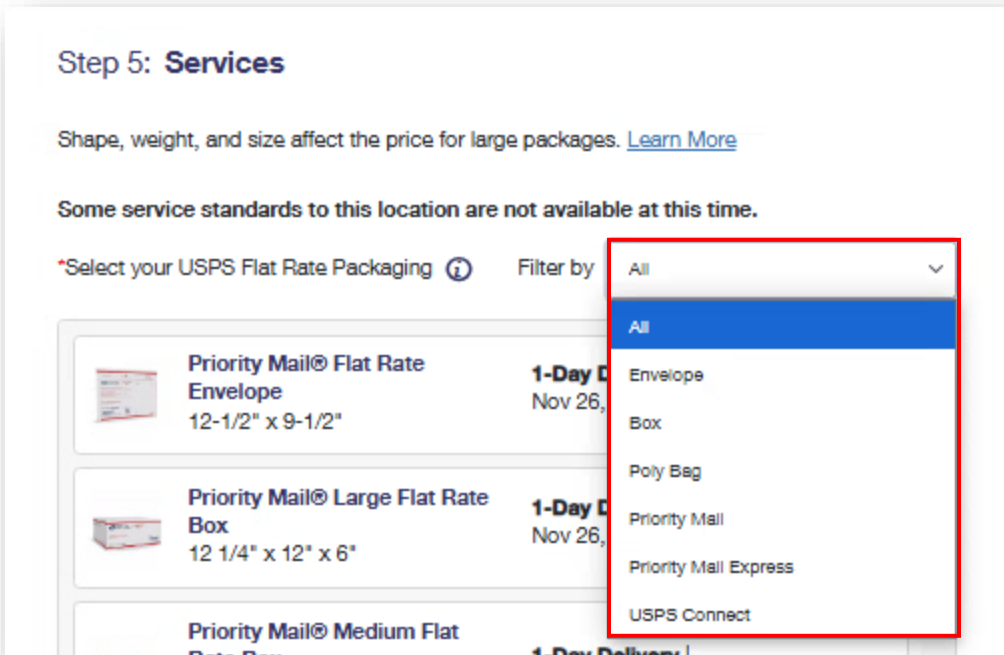
Shape, weight, and size affect the price for large packages. [Learn More](#)

Some service standards to this location are not available at this time.

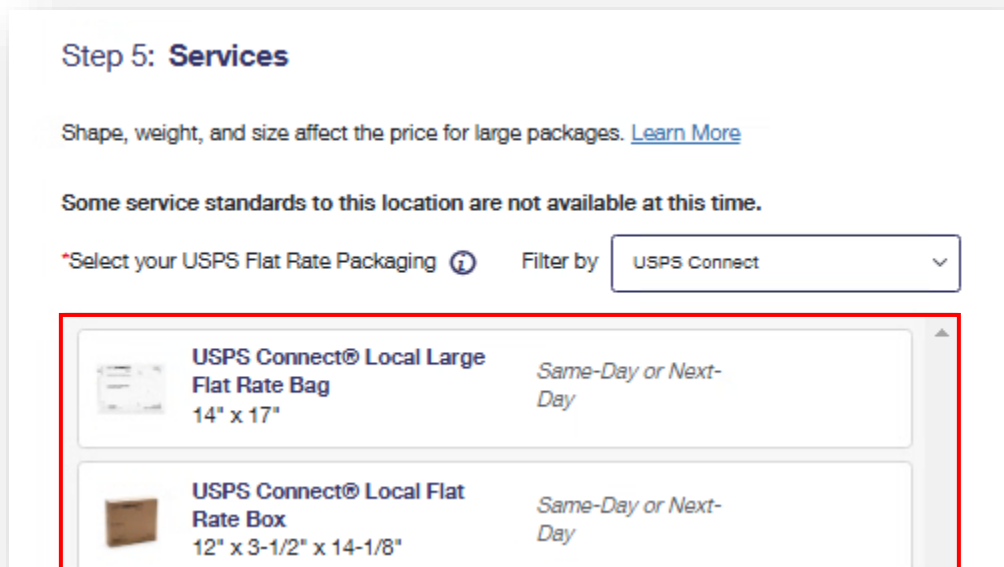
*Select your USPS Flat Rate Packaging ⓘ Filter by

	Priority Mail® Flat Rate Envelope 12-1/2" x 9-1/2"	1-Day Delivery Nov 26, 2024
	Priority Mail® Large Flat Rate Box 12 1/4" x 12" x 6"	1-Day Delivery Nov 26, 2024
	Priority Mail® Medium Flat Rate Box 11" x 8-1/2" x 5-1/2" 13-5/8" x 11-7/8" x 3-3/8"	1-Day Delivery Nov 26, 2024

- b) **Filter By:** to more easily view all of the available Service types, you can **Filter by Type** by selecting a filter from the dropdown.



- c) If your address is eligible for the **USPS Connect® Local** Service Types, it will be displayed here. Eligibility is determined by the sender and recipient address entered in step 1.




- d) If a **USPS Connect® Local** Service Type is selected, a nearby drop-off location will be displayed (*note, drop-off locations that are displayed are determined by the sender address entered in step 1*).

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

Some service standards to this location are not available at this time.



USPS Connect® Local Small Flat Rate Bag
9" x 12"

Same-Day or Next-Day

[Change Service Type](#)

Your Drop-Off Location

DDU: CHICAGO POST OFFICE
433 W HARRISON ST
CHICAGO, IL 60699

Extra Services

<input type="checkbox"/> Additional Insurance ⓘ	Fee Varies
<input type="checkbox"/> Signature Services ⓘ	Fee Varies
<input type="checkbox"/> Create a return label ⓘ	Charged upon use
<input checked="" type="checkbox"/> Hide Postage on Label ⓘ	Free

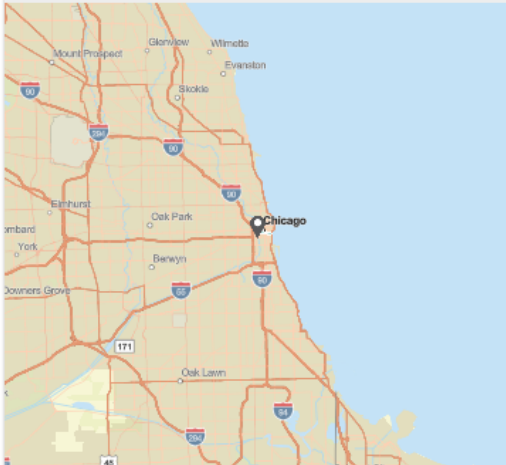
Your Drop-Off Location Details

DDU: CHICAGO POST OFFICE
433 W HARRISON ST
CHICAGO, IL 60699
Total Distance: 0.72 Miles away

Drop-off Hours

Mon-Fri	Sat	Sun	Lot Parking Available
Closed	Closed	Closed	

For Same-day delivery, you'll need to drop all your packages off before 6 a.m. local time of your selected ship date. Packages dropped off later may be delivered the next day.



9) Select Extra Service(s)

- a) Once the Service Type is selected, you will be able to select and add **Extra Services**. To add an extra service, select the **checkbox** of the interested extra service and choose an **Extra Service Type**.
- i. *Note, the extra services listed will vary depending on the service and package type that was selected.*

Extra Services

Signature Services ⓘ Fee Varies

Create a return label ⓘ Charged upon use

10) 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 of the page.
 - i. Note, you will be able to see the shippers account information.

Label Summary

Shipping with Account: 94883629
*Prices determined on payment

Estimated Delivery: Same-Day or Next-Day

USPS Connect® Local Large Flat Rate Bag

USPS Tracking®

Total **Unavailable**
*Prices determined on payment

11) Add Label to Cart or Save Label to Label Manager

- a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.

Add to Cart **Save**

(a)

(b)

International Label (3rd Party Authorization Business Users)

Eligible Enhanced Click-N-Ship[®] Business Users can now utilize the rates and Enterprise Payment System (EPS) Billing Account of another user to create, purchase, and ship international labels on their behalf by following the steps below.

1) Select a Payer Account

- a) On the Enhanced Click-N-Ship[®] 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 shows the Click-N-Ship user interface. At the top left is the Click-N-Ship logo. In the top right, there is a 'Switch Payer Account' link and a shopping cart icon with '5' items. Below the logo is a navigation bar with links for 'Label Manager', 'Shipping History', 'Address Book', 'USPS Connect', 'Direct Connect', and 'Preferences'. A 'New Label' button is on the right. The main content area has a greeting 'Hi, Maya!' and a welcome message. Below the greeting are two buttons: 'View Label Manager' and 'Switch Payer Account', with the latter highlighted in red. To the right is a 'What's in your Label Manager?' section with statistics: 0 Incomplete Labels, 4 Complete Labels, 3 Incomplete Batches, and 0 Complete Batches.

- 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**.

X

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

(b) 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


- a) Option 1: Click on **Create a Single Label** located on the landing page.
 - i. *Note, shippers will not be able to see the Payer's rates / prices when creating or purchasing label(s).*

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

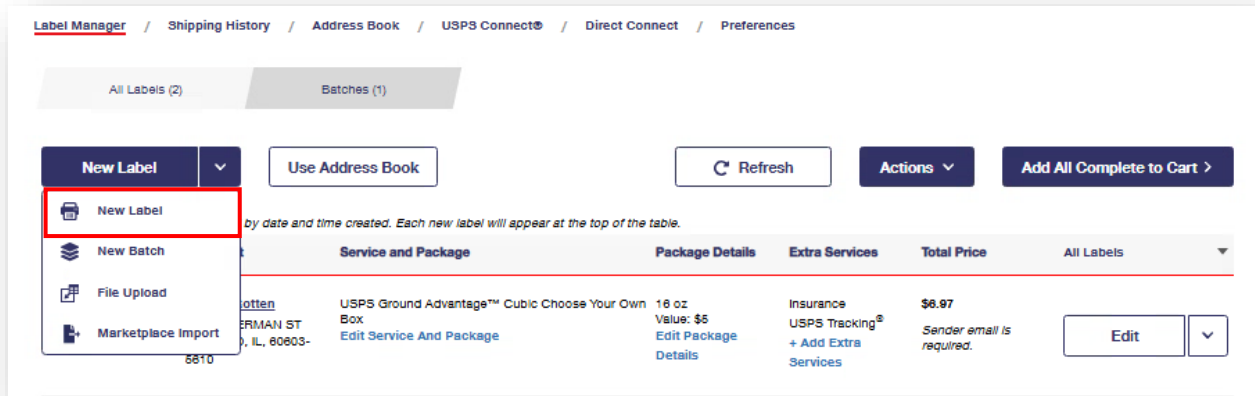
Import multiple labels via a File Upload and continue editing in Label Manager.



Start From Address Book

Start multiple labels in Label Manager by bringing in addresses from your Address Book.

- b) Option 2: Click on **New Label** located on the Label Manager page.
 - i. *Note, shippers will not be able to see the Payer's rates / prices when creating or purchasing label(s).*



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) If you would like to utilize a one-time return address, select the **Use a one-time return address** checkbox.
- b) If you would like to utilize a previously saved return address, select the toggle down located under the **Select your return address** section, and select an address from the list. You will also be able to create a new return address within this section by selecting the **Create a new Sender Address** hyperlinked option.
- c) 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*).

Sender Details

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

(a) Use a one-time return address ⓘ

*Select your return address

(b) **Sender Test**
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550 ▼

Ship from a different ZIP Code™

(c) 22203 ⓘ

Email
john.doe@gmail.com

Phone / SMS Text Message
(704) 780-2387

Send me tracking notifications

- d) If the **Use a one-time return address** or **Create a new Sender Address** options were selected, a **New Return Address** modal will be displayed.
- To pre-populate the sender information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - To manually enter the sender information, enter the details in the **required*** text fields.
 - To save the sender information to your Address Book, select the **Save to Address Book** checkbox.
 - To set the sender information as your default return address, select the **Set as Default Return Address** checkbox (*note, this option is only displayed for the Create a New Sender Address option*).
 - Once the sender information is entered and you are ready to proceed, select **Next**.

(i)

New Return Address

Search your Address Book

***Sender Information**
Please provide first and last name and/or company.

First Name MI Last Name

Company

Phone (optional) Email (optional)

(ii)

Sender Address
Please provide a valid address. Required fields are marked with an asterisk (*).

*Street Address Apt/Suite

*City *State *ZIP Code™

(iii - iv)

Save to Address Book
 Set as Default Return Address

(v)

Save

e) To opt into Sender Tracking Notifications, select the **Send me tracking notifications** checkbox.

Sender Details

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

Use a one-time return address ⓘ

*Select your return address

Sender Test
300 SUPERMAN ST
CHARLOTTE, NC 28262-2550

Ship from a different ZIP Code™

22203 ⓘ

Email
john.doe@gmail.com

Phone / SMS Text Message
(704) 780-2387

Send me tracking notifications

- f) If the **Send me tracking notifications** checkbox was selected, a **Tracking Notifications for Sender** modal will be displayed.
- i. Enter the desired email in the **Email** text field or the phone number in the **Phone** text field. *(note, international phone numbers are currently not supported by the Enhanced Click-N-Ship® application).*
 - ii. Select the **Type of Notifications** that you want to receive.
 - iii. Select **Save** to save these changes.

X

Tracking Notifications for Sender

Enter an email and/or phone number to receive notifications.

(i)

<p>Email</p> <input type="text" value="john.doe@gmail.com"/>	<p>Phone</p> <input type="text" value="(704) 780-2387"/>
--	--

Select which types of notifications you would like the user to receive?

Email	Text	
--------------	-------------	--

(ii)

<input type="checkbox"/>	<input type="checkbox"/>	All Below Updates
<input type="checkbox"/>	<input type="checkbox"/>	Expect Delivery Updates
<input type="checkbox"/>	<input type="checkbox"/>	Day of Delivery Updates
<input type="checkbox"/>	<input type="checkbox"/>	Package Delivery
<input type="checkbox"/>	<input type="checkbox"/>	Available for Pick Up
<input type="checkbox"/>	<input type="checkbox"/>	Delivery Expectation Updates
<input type="checkbox"/>	<input type="checkbox"/>	Package In Transit Updates

Save

Privacy Act Statement

Your information will be used to respond to your mail recovery service request. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided, we may not process your request in the mail recovery application. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on enforcement agency in accordance with law. (e) to the sender or address of the mail-piece in connection with the resolution of a claim. (f) to an expert consultant for the purpose of determining the value of a lost or damaged item, or to determine otherwise the validity of the claim. For more information regarding our privacy policies visit www.usps.com/privacypolicy

4) Enter the Recipient Details

Within the Enhanced Click-N-Ship® application, you have the capability to either enter the recipient details manually or select an address from your Address Book.

- a) To pre-populate the recipient information from a saved contact in your Address Book, enter the contact's name in the **Search your Address Book** text field and select the suggested contact.
 - i. To be redirected to your Address Book, select the **Manage Address Book** hyperlink.

Step 1: Recipient Details

Search your Address Book

[Manage Address Book](#)

- b) To manually enter the recipient information, enter the details in the **required*** text fields.

*Recipient Information

Please provide first and last name and/or company

First Name MI Last Name

First Name is required Last Name is required

Company

Company is required

Recipient Address

Please provide a valid address. Required fields are marked with an asterisk (*)

*Country

*Address 1 Address 2

Address 1 is required

Address 3

*City Province *Postal Code™

City is required Postal Code is required

- c) **Reference Number (optional):** if you would like to enter a reference number, enter the number in the **Reference Number** text field (*note, this reference number will be printed on the label and has a maximum character limit of 30 characters*).

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

Max Character Limit: 30

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

- d) **Save to Address Book (optional):** if the recipient information that you entered is new and you would like to save it as a contact in your Address Book, select the **Save to Address Book** checkbox.
- i. Note, the contact information will only be saved to the Address Book once the label is either saved to your Label Manager or added to the Label Cart.
- e) **Confirm Sender and Recipient Details:** once the sender and recipient details are entered and you are ready to proceed to the next section, select **Next** (*Note, you will not be able to proceed to the next section unless this is selected*).

USPS® Smart Lockers are available in select locations! They let you ship to people via self-service pickup at free, secure Smart Lockers in Post Office™ locations. You will have the option to ship eligible shipments to a USPS Smart Locker at checkout. [Learn more.](#)

Save to Address Book

Hold for Pickup at Post Office™

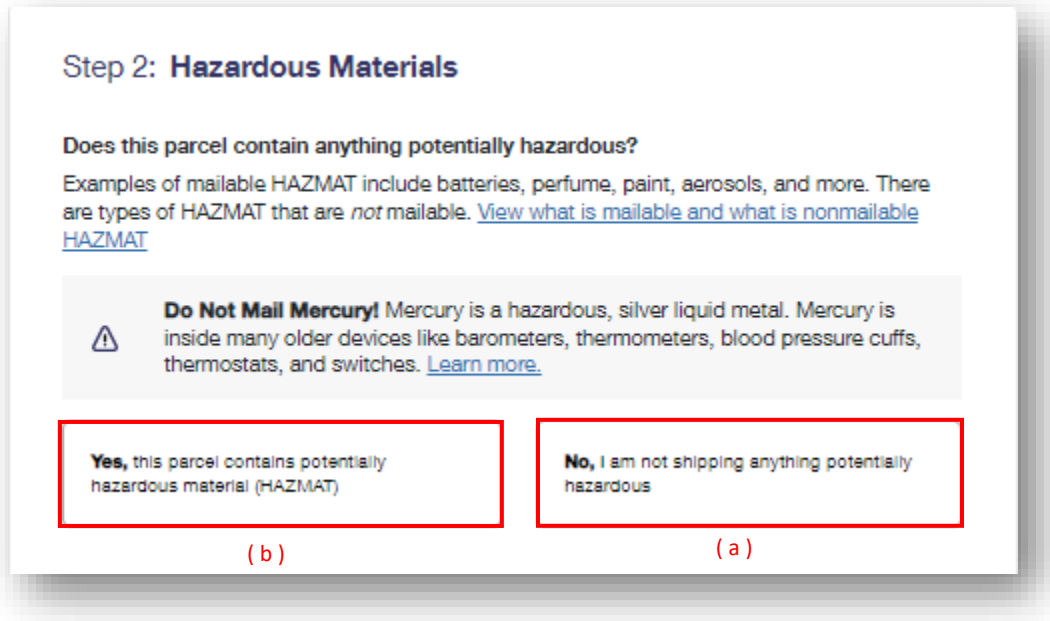
Next

5) Select Hazardous Material Type

Does this package contain anything potentially hazardous? Examples of mailable HAZMAT include batteries, perfume, paint, aerosols, and more. There are types of HAZMAT

that are *not* mailable. To view a detailed list of HAZMAT examples, select '**View examples of mailable and nonmailable hazardous material.**

- a) If your package DOES NOT contain anything potentially hazardous, select '**No, I am not shipping anything potentially hazardous**' and you will be directed to the next section.
- b) If your package DOES contain anything potentially hazardous, select '**Yes, this parcel contains potentially hazardous materials (HAZMAT)**'.



- i. Once selected, a **HAZMAT** modal will be displayed. Read through the list of Mailable and Nonmailable HAZMAT types, and select **I understand** to proceed with selecting a category type.
- ii. If you are not shipping a HAZMAT material and would like to go back to the previous page, select **Nevermind, I am not shipping HAZMAT.**

HAZMAT

The following items are considered hazardous materials (HAZMAT) or Dangerous Goods

Here are examples of HAZMAT items which are regulated in the mail:

Mailable HAZMAT	Nonmailable HAZMAT (Prohibited)
Aerosol sprays	Air bags
Batteries (non-spillable)	Ammunition
Dry Ice	Bulk shipments of HAZMAT
Flammable liquids	Dynamite
Lighters (USPS authorization required)	Fireworks
Lithium Batteries	Gasoline
Matches	High Powered Lithium Batteries (i.e., bikes, electric cars, scooters)
Nail Polish Remover	*Mercury
Perfume	Pure Acetone
Propane	

***Do Not Mail Mercury!** Mercury is a hazardous, silver liquid metal. Mercury is inside many older devices like thermometers, blood pressure cuffs, thermostats, and switches. [Learn More](#)

Note: This is not an all inclusive list of mailable or prohibited items. Please refer to [USPS Publication 52 \(Pub 52\)](#) for quantity, packaging, and labeling guidance for mailable items and/or to ensure your shipment is not prohibited in the mail.

Shipping improperly prepared, undeclared or prohibited HAZMAT can result in civil and criminal penalties under federal law. 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

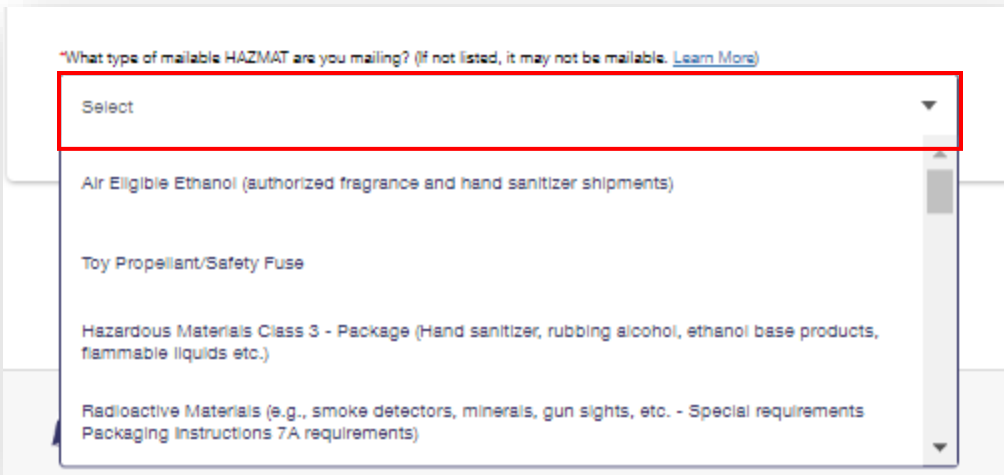
(i)

(ii)

I understand

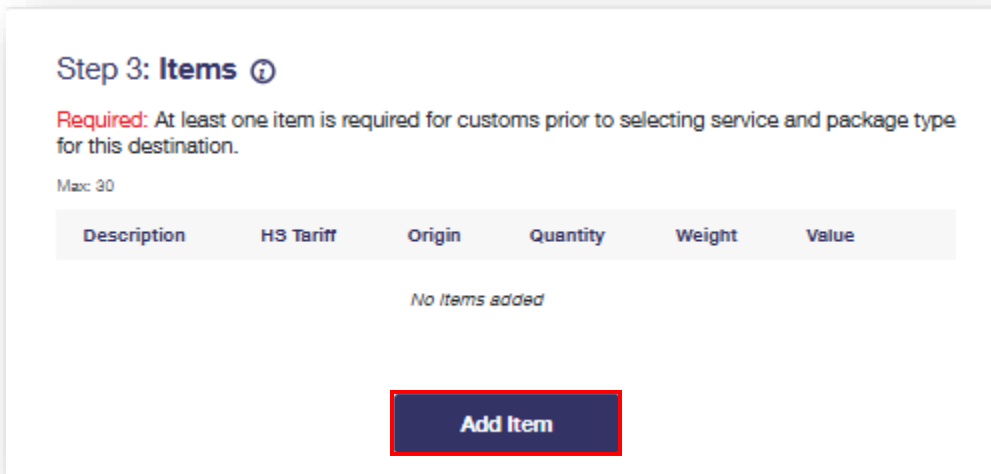
Nevermind, I am not shipping HAZMAT

- iii. Select the **HAZMAT type** from one of the options listed in the dropdown.



6) Enter Items Information (required)

- a) This **Items** section is required for packages that require a Customs Form (such as *International or military based addresses*). To enter your items information, select **Add Item(s)**.



- b) **HS Tariff Code:** HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.
 - i. if you do not have an HS Tariff Code for the item, select **no**.

✕

Add Item

* indicates required field

Do you have an HS Tariff Code for this item?

HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.

Yes
 No

- ii. If you do have an HS Tariff Code for the item, select **Yes** and enter the code in the required text field.

Do you have an HS Tariff Code for this item?

HS code is short for Harmonized Commodity Description and Coding system. It refers to the single, universal and global classification system for most traded goods and products. It is used to classify products upon export and to calculate applicable taxes and duties.

Yes
 No

*HS Tariff Code

- c) **Item Details:** enter the item description, quantity, and weight.

<small>*Item Description</small>	<small>*Quantity</small>	<small>*Total Item(s) Weight</small>
	1	<div style="border: 1px solid #ccc; width: 60%; height: 20px;"></div> <div style="border: 1px solid #ccc; padding: 0 5px; margin-left: 5px;">lbs</div> <div style="border: 1px solid #ccc; width: 30%; height: 20px; margin-left: 5px;"></div>

Max: 30

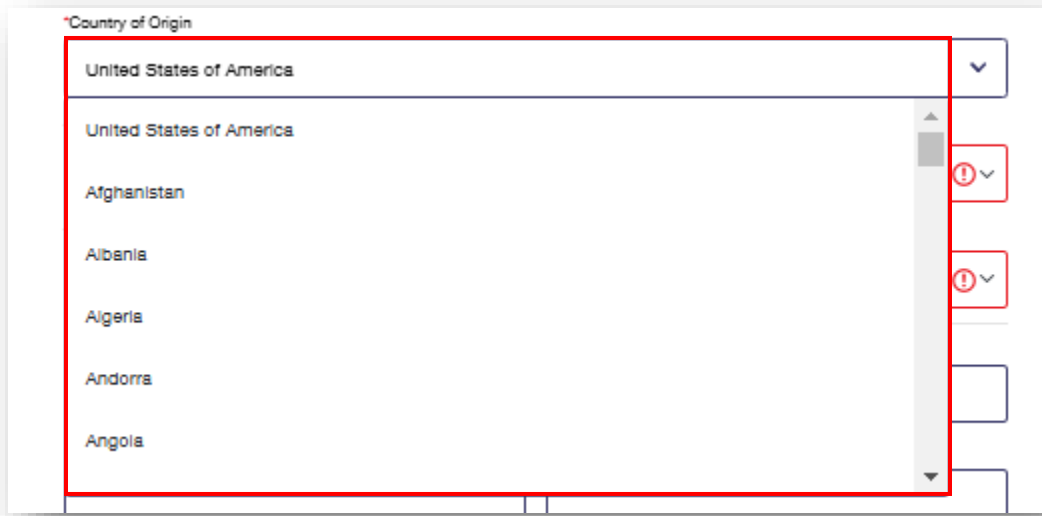
- d) **Item Value:** enter the total item(s) value.

Max: 30

*Total Item(s) Value

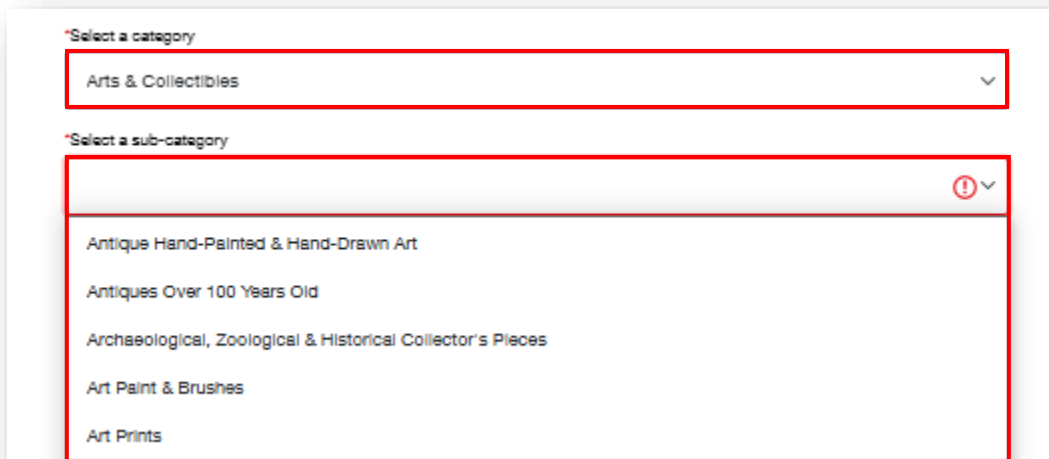
\$

e) **Country of Origin:** select the items country of origin.



A screenshot of a web form showing a dropdown menu for 'Country of Origin'. The menu is open, displaying a list of countries. The first two items are 'United States of America'. Below them are 'Afghanistan', 'Albania', 'Algeria', 'Andorra', and 'Angola'. To the right of the list, there are several red boxes containing a white exclamation mark and a downward arrow, indicating a warning or error state for some of the options.

f) **Category Type:** select the items category and subcategory type.



A screenshot of a web form showing two dropdown menus. The first menu is labeled '*Select a category' and has 'Arts & Collectibles' selected. The second menu is labeled '*Select a sub-category' and is currently empty. Below the empty menu, a list of sub-categories is visible: 'Antique Hand-Painted & Hand-Drawn Art', 'Antiques Over 100 Years Old', 'Archaeological, Zoological & Historical Collector's Pieces', 'Art Paint & Brushes', and 'Art Prints'. A red box with a white exclamation mark and a downward arrow is positioned to the right of the empty sub-category menu, indicating a warning or error state.

g) **Other Optional Information:** enter the item UPC Code, Brand, and Product ID if desired. Once finished, select **Add Item** to save your information.

UPC Code Item Brand

Item Details Product ID

Note: International weight limits vary. Not all services may be available. See weight limits based on country


Add Item

7) Select Package Type

- a) **Ship Date:** select the **date** that you would like the package to ship (*you may now select a date up to 7 days from today*).

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)

11/26/2024 

November 2024 ↑ ↓

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Clear Today

[Update from Step 3](#)

with customs information


shipping ⓘ


Package type

- b) **Package Value (required):** manually enter a package value up to and including \$5,000.00 for insurance or select **Update from Step 3** to auto populate the package value that you entered in Step 3: Items.

Step 4: Packaging

*Ship Date (Choose a date up to 7 days away from today)


11/26/2024 

Package Value (optional) 

\$ 0 [Update from Step 3](#)

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


- c) **Package Type:** select a USPS package type from the two options available (Flat Rate Packaging or Choose Your Own Packaging).
 - i. **USPS® Flat Rate Packaging:** If I am shipping with USPS® Flat Rate Packaging is selected, you will be directed to the next step (Step 4: Services).

Let us know what you're shipping 

I am shipping with USPS® Flat Rate Packaging

I have my own package or envelope

- d) **Choose Your Own Packaging:** If I have my own packaging or envelope is selected, you will be required to enter the following Package Details:

Let us know what you're shipping 

I am shipping with USPS® Flat Rate Packaging

I have my own package or envelope

- i. **Package Weight:** manually enter the package weight or select **Update from Step 3** to auto populate the package weight that you entered in Step 3: Items (if applicable).

Packaging Details

*Package Weight (includes packaging)

0 lbs 0 ozs [Update from Step 3](#)

Please enter package weight. At least one field must be greater than 0.

- ii. **Package Dimensions:** manually enter the package dimensions. Note, if HAZMAT was selected, only Choose your Packaging will be available.

*Package Dimensions ⓘ

Length Width Height

0 in X 0 in X 0 in

Please enter package dimensions. At least two dimensions must be greater than 0.

- iii. **Girth:** If your package isn't a standard rectangular box or envelope, select **The packaging is not a standard rectangular box or envelope** checkbox and enter the **Girth**.

The packaging is not a standard rectangular box or envelope

Girth ⓘ

0 in

Please enter girth. Girth must be greater than 0.

- iv. **Non-Machinable Items:** If your package is a **nonmachinable** item (*an item that is lumpy, rigid, or square/oddly shaped that can't go through automated sorting machines and need special handling*), select the **Characteristic** that best describes your package from the dropdown.

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

- None
- None
- Glass container with more than 24oz of liquid
- Metal or plastic container with more than 1 gallon of liquid

- v. Select **Save & Get Rates** to proceed to the next step.

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

Glass container with more than 24oz of liquid

Save & Get Rates

8) Select Service Type

- a) **Services:** based off the Package Type that was previously selected, a specific list of available **Service Types** will be listed in this section. Please note that the Shape, weight, and size affects the price for large packages – to learn more about this select the **Learn More** hyperlink.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by

All



Priority Mail Express
International® Flat Rate
Envelope
12-1/2" x 9-1/2"



Priority Mail Express
International® Legal Flat Rate
Envelope
15" x 9-1/2"



Priority Mail Express
International® Padded Flat
Rate Envelope
12-1/2" x 9-1/2"

- b) **Filter By:** to more easily view all of the available Service types, you can **Filter by Type** by selecting a filter from the dropdown.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

*Select your USPS Flat Rate Packaging ⓘ

Filter by

All



Priority Mail Express
International® Flat Rate
Envelope
12-1/2" x 9-1/2"



Priority Mail Express
International® Legal Flat Rate
Envelope
15" x 9-1/2"

All

Envelope

Box

Poly Bag

Priority Mail

Priority Mail Express


USPS Connect

9) Select Extra Service(s)


- a) If you are interested in adding an extra service to your packages(s), select the **checkbox** of the interested extra service (*note, the extra services listed will vary depending on the international service and package type that was selected*).
- b) If no extra services are available, you will see a blue message bar letting you know to proceed to step 5.

Step 5: Services

Shape, weight, and size affect the price for large packages. [Learn More](#)

 Priority Mail Express
International@ Legal Flat Rate
Envelope
15" x 9-1/2"

[Change Service Type](#)

 More information is required for this label. Please scroll and proceed to **Step 6**.

Extra Services

10) Enter International & Customs Information

- a) **Non-Delivery Handling:** select how the package should be handled in the event that it cannot be delivered (*Return to Sender or Abandon*).

Step 6: International & Customs Information

***Non-delivery Handling**
Specify how the package should be handled in the event that it cannot be delivered

Return to Sender **Abandon**

- b) **Contents Description:** international packages require you to select a **Content Type**. Select the **Select a Content Type** drop down and select the content type that best describes your package.

The screenshot shows a form titled "Contents Description". At the top, there is a label "*Content Type" followed by a dropdown menu. The dropdown menu is open, showing a list of options: Merchandise, Documents, Gifts, Merchandise (highlighted in blue), Returned Goods, Commercial Sample, Humanitarian Donation, Dangerous Goods (Select this option if you are shipping lithium batteries), and Other. To the right of the dropdown menu, there is a note: "Postal Service or any information at the US Census".

- c) **US Census Bureau and Customs Information:** if your shipment requires an export license, select the **Shipment requires an Export License** checkbox and enter the **AES Downtown Citation** from the U.S or **International Transaction Number (ITN)**.
- i. Note, you are able to enter up to 14 alphanumerical values in this field.

The screenshot shows a form titled "US Census Bureau and Customs Information". Below the title, there is a paragraph of text: "International packages within certain categories accepted by the Postal Service or any delivery company must display an AES Exemption. View more information at the US Census Bureau." Below this text, there is a checkbox labeled "This shipment requires an export license (Most U.S. commercial exports do not require a license)" which is checked. Below the checkbox, there is a paragraph of text: "Generate an Internal Transaction Number (ITN) or AES Downtown Citation from the U.S. Census Bureau or call 1-800-549-0595". Below this text, there is a link: "Generate AES/ITN >". Below the link, there is a label "*AES/ITN" followed by an information icon. Below the label, there is a text input field. Below the input field, there is a note: "AES/ITN must be 14 digits".

- d) Enter a **Sender's Customer Reference Number** (optional).

Sender's Custom Reference Number

- e) If you are a Commercial Sender, select the **checkbox** and enter the **License Number**, **Certificate Number**, and **Invoice Number** (optional).

I am a commercial sender (I have License, Certificate, and/or Invoice Number)

Commercial Senders Only

License Number ⓘ

Certificate Number ⓘ

Invoice Number ⓘ

11) Review Calculated Landed Cost Estimate

The Calculated Landed Cost Estimate is a brief summary located under the **Label Summary** that shows 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 Breakdown**.

Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**

***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.

[View Breakdown](#)

Email Total Landed Cost Breakdown

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

Item Breakdown of Total Landed Cost Estimate ✕

The Landed Cost Estimate is an estimate of the taxes, duties, import fees and other fees that will be imposed on your package and its contents as it is shipped to its delivery destination. The amount is not exact, but an estimate of what the recipient should pay upon delivery.

Description	HS Tariff	Origin	QTY	Weight	Value	Duties & Taxes
Notebook	None	US	1	1	\$100.00	Duties: \$0.00 Taxes: \$13.00

Estimated Fees Fee: \$0.00
Estimated Duties & Taxes: \$13.00
Estimated Total: \$13.00

- b) To receive a copy of your Total Landed Cost via email, enter your email and click **Send**.

Duties, Fees & Taxes Paid by Recipient ⓘ

Total Landed Cost Estimate (Duties, Fees & Taxes): **\$13.00**

***These fees are not due now.** This is total fees paid by the recipient upon arrival based on 1 item with a package value of \$100.00 USD.

[View Breakdown](#)

Email Total Landed Cost Breakdown

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 of the page.
 - i. Note, you will be able to see the shippers account information.

Label Summary

Shipping with Account: 94883629
**Prices determined on payment*

Priority Mail Express International® Legal Flat Rate Envelope

Total **Unavailable**
**Prices determined on payment*

13) Add Label to Cart or Save Label to Label Manager

- a) If all the required information is correct and you would like to add the label(s) to the Label Cart and proceed to payment, select **Add to Cart**.
- b) If all the required information is correct and you would like to save your label to your Label Manager, select **Save**.

(a)

(b)


Create a Batch

Organize your labels into a batch and utilize our streamlined multi-label creation process.


1) Begin Multi-Label Batch Process

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


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: Click **New Batch** from the Label Manager Page.

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

All Labels (2) / Batches (1)

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

New Label
New Batch
File Upload
Marketplace Import

by date and time created. Each new label will appear at the top of the table.

	Service and Package	Package Details	Extra Services	Total Price	All Labels
5810	USPS Ground Advantage™ Cubic Choose Your Own Box Edit Service And Package	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 Sender email is required.	Edit ▼

2) Enter Batch Details

- 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.

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 2024-01-30, 18:00)

(a)

Batch Notes (optional)

(b)

(c)

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

3) Add Recipients to Batch (Two Options)

- a) **Option 1:** Add Recipients to the newly created batch via File Upload by selecting **Add from File Upload**.

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

Batch: **John Doe (0 Labels)** **Edit** **Refresh**

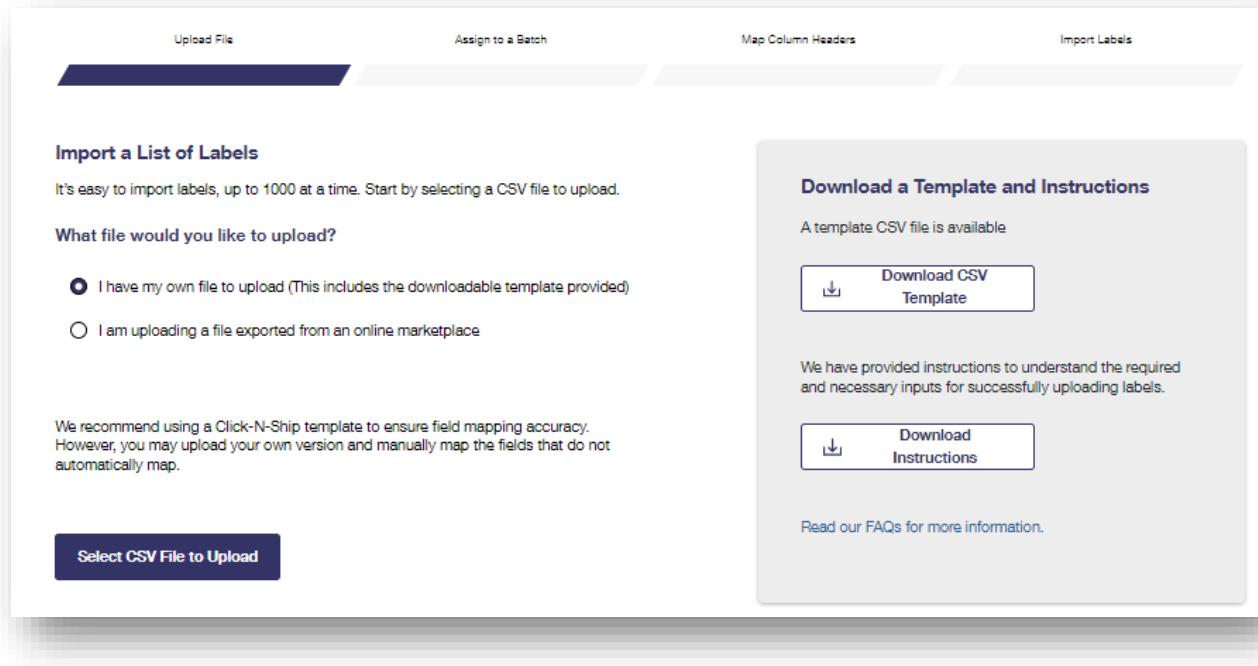
Batch Summary <small>Select Services to see pricing ⓘ</small>	Sender Information Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333	Batch Notes 1233
Total \$0.00		

Add Recipient **Add From File Upload** **Actions** ▾ **Add All Complete to Cart** >

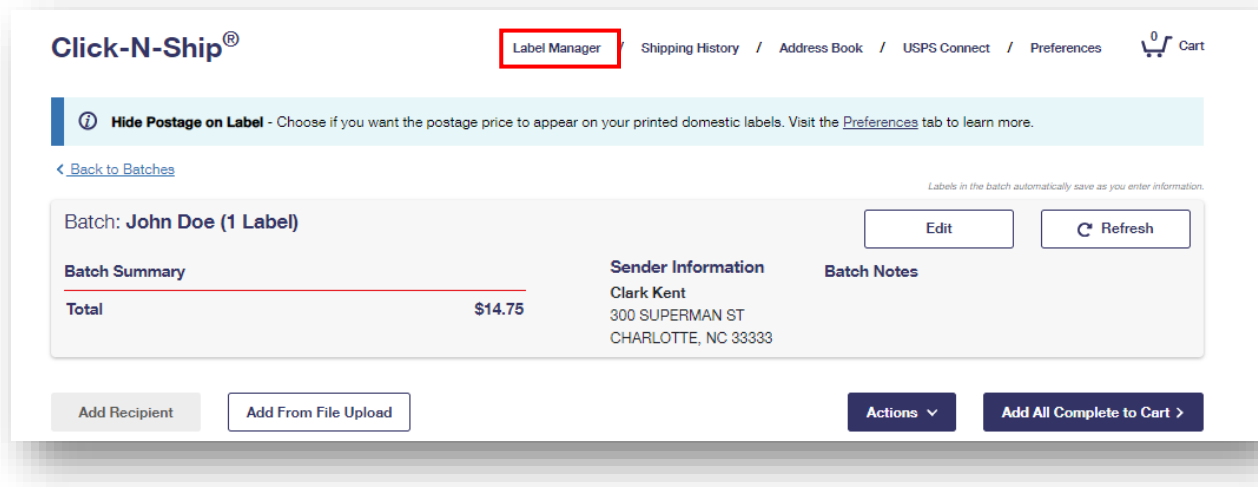
This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels ▾
--------------------------	-----------	-----------	-----------------------	-------------------	----------------	-------------	--------------

- i. Once **Add from File Upload** is selected, you will be redirected to the **Import a List of Labels** page ([click here for detailed instructions](#)).



- b) **Option 2:** Add recipients to the newly created batch via Label Manager by selecting the **Label Manager** section at the top of the page.



- i. Once you're redirected to your Label Manager, select the **checkbox** of a label(s) that you would like to add to your newly created Batch.
- ii. Once the label(s) is selected, select the **Actions** dropdown and select **Add to Batch**.

All Labels (1609) Batches (95)

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 Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Price	All Labels
1 <input checked="" type="checkbox"/>	11/25/2024	Johnny Parker Pick up at: 300 SUPERMAN ST CHARLOTTE, NC 28262-9191	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details INS US HI +	88	

Ship to:
USPS SMART LOCKER
CHARLOTTE, NC 28262-0900

Added to cart
[Edit Label](#)

(i)

(ii)

- iii. An **Add to Batch** popup modal will be displayed where you will be prompted to select the specific batch that you want to add the label(s) to. Select **Existing Batch**

✕

Add to Batch (1 Label)

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

Existing Batch

New Batch

Name this Batch

Batch Name (optional)

Batch Notes (optional)

Add to Batch

- iv. **Search** up the name of your newly created batch and **select the batch** from the list of batches displayed.

Add to Batch (1 Label)

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

Existing Batch

New Batch

Choose Existing Batch

john doe

Batch Name	Number Labels
<input type="radio"/> John Doe	0

- v. Once the batch is selected, select **Add to Batch**.

< 2 3 4 5 Next >

Batch Notes (optional)

Batch Notes

Add to Batch

- vi. Once Add to Batch is selected, will be **redirected** back to your recently created **Batch** where the newly added label(s) will be displayed.

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

Batch: **John Doe TEST 1 (1 Label)** [Edit](#) [Refresh](#)

Batch Summary	Sender Information	Batch Notes
Total \$8.68	Clark Kent 300 SUPERMAN ST SAN ANTONIO, TX, 78255	None

[Add From File Upload](#) [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 Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	11/26/2024	Johnny Parker Pick up at: 300 SPIDERMAN ST CHARLOTTE, NC 28262-9191	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart
		Ship to: USPS SMART LOCKER CHARLOTTE, NC 28262-0900					

4) Select Service and Package Details

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

- a) **Individual Recipient Method:** If you would like service and details specific to each recipient you may click on the “Edit Service and package” button in the recipient’s label row. A pop-up will appear where you can select the Service and package type for a single recipient.

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

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
	Edit	Edit	Edit	Edit			
1 <input checked="" type="checkbox"/>	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit
2 <input checked="" type="checkbox"/>	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 <i>Invalid recipient address.</i>	Edit

- b) **Bulk Action Method:** If all recipients have the same Service and package details, select the checkbox on the top left corner and then select the “Edit” button located beneath the “Service and package” title. A pop-up will appear where you can select the Service and package type for all recipients.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	<input checked="" type="checkbox"/> 11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 <i>Invalid recipient address.</i>	Edit ▼

5) Edit Package Details

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

- a) **Individual Recipient Method:** If you would like to input Package details specific to each recipient you may click on the “Add package Details” button in the recipient’s label row. A pop-up will appear where you can enter the package details for a single recipient.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	<input checked="" type="checkbox"/> 11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 <i>Invalid recipient address.</i>	Edit ▼

- b) **Bulk Action:** If all recipients have the same package details, you may select the “Edit” button located beneath the “Package Details” title. A pop-up will appear where you can enter the package details for all recipients.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit <input type="button" value="v"/>
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 <i>Invalid recipient address.</i>	Edit <input type="button" value="v"/>

6) Select Extra Services

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

There are multiple ways to select your Extra Services for your package. 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.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit <input type="button" value="v"/>
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 <i>Invalid recipient address.</i>	Edit <input type="button" value="v"/>

- b) **Bulk Action Method:** If your batch of labels all have the same Service and Package 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.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 <i>Invalid recipient address.</i>	Edit ▼

7) 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 selecting **Add to Cart** in the recipient's row.
- "Add All" Method:** Add all labels to cart by selecting **Add All Complete to Cart**.

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

Batch: **John Doe TEST 1 (1 Label)** [Edit](#) [Refresh](#)

Batch Summary	Sender Information	Batch Notes
Total \$8.68	Clark Kent 300 SUPERMAN ST SAN ANTONIO, TX, 78255	None

(b)

[Add From File Upload](#) [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 Package	Package Details	Extra Services	Total Price	All Labels
1	11/26/2024	Johnny Parker Pick up at: 300 SPIDERMAN ST CHARLOTTE, NC 28262-9191	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	(a) Add to Cart ▼

Ship to:
USPS SMART LOCKER
CHARLOTTE, NC 28262-0900

Import Labels

Import multiple labels via the File Upload method and continue editing in Label Manager.

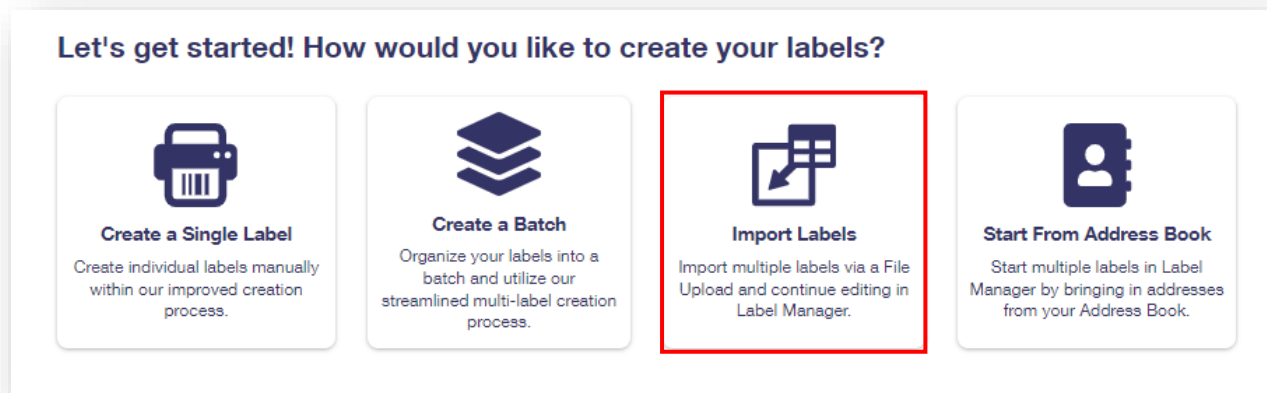
 CNSv2JobAid_FileUpload.xlsx Download here	<p>Please use this guide file and the steps below to understand the required fields and necessary inputs for Enhanced Click-N-Ship® file upload.</p> <p><i>Note, an updated Job Aid is currently under development which will be included in this document once completed.</i></p>
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Import Labels Via File Upload

Import multiple labels via our File Upload method by following the steps below.

1) Begin File Upload Process

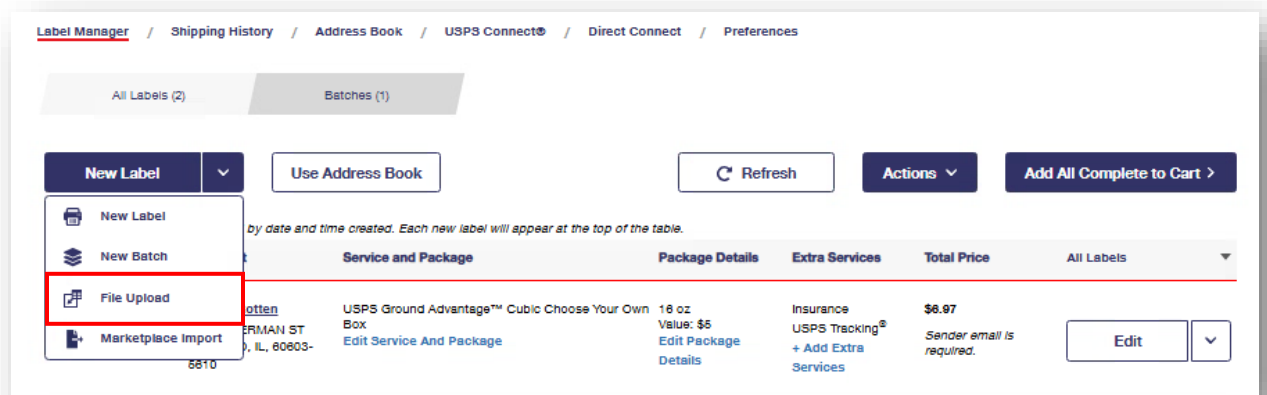
a) **Option 1:** Select **Import Labels** located on the landing page.



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 **File Upload** located on the Label Manager page.



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

All Labels (2) / Batches (1)

New Label (dropdown) | Use Address Book | Refresh | Actions | Add All Complete to Cart >

New Label (dropdown)
New Batch
File Upload
Marketplace Import

by date and time created. Each new label will appear at the top of the table.

	Service and Package	Package Details	Extra Services	Total Price	All Labels
6810	USPS Ground Advantage™ Cubic Choose Your Own Box Edit Service And Package	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 Sender email is required.	Edit

2) Select File Type and Upload CSV File

- a) To upload your own personal file, select **I have my own file to upload**.
- b) To select a file, click on **Select CSV File to Upload**.
 - i. 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. To download step by step instructions on how to fill out the template, select **Download Instructions**.

(a)

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

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.

Select CSV File to Upload (b)

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.](#)

- c) If your personal file uploads successfully, you will see a green **Upload Successful** message box confirming that the upload was successful.
- d) Select **Next** to proceed to the next steps.

(c)

File Selected: Johnny File Upload.csv

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

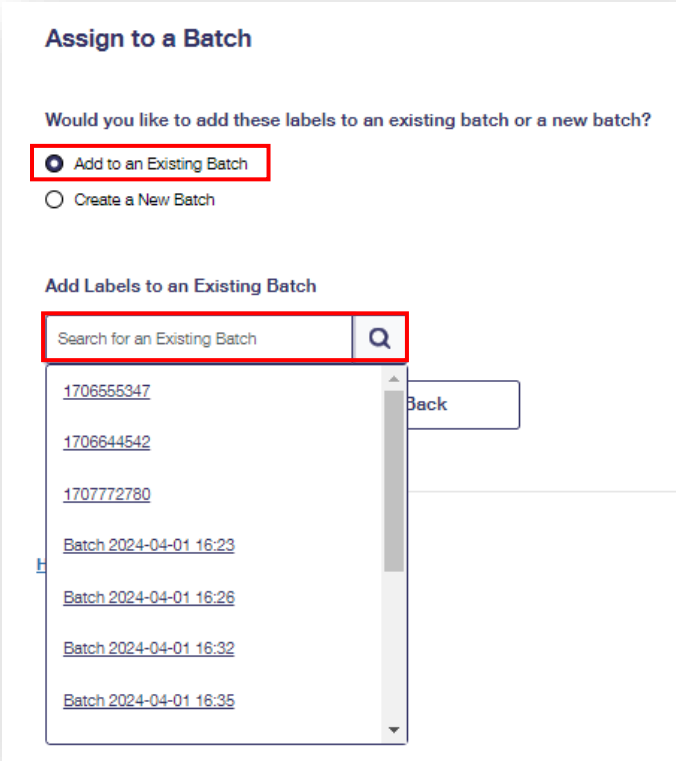
(d) **Next**

3) Assign to Batch

- a) To add the labels to an *existing batch*, select **Add to an Existing Batch**.
 - i. Search for an existing batch by name by entering it in the **Search for an Existing Batch** search box.

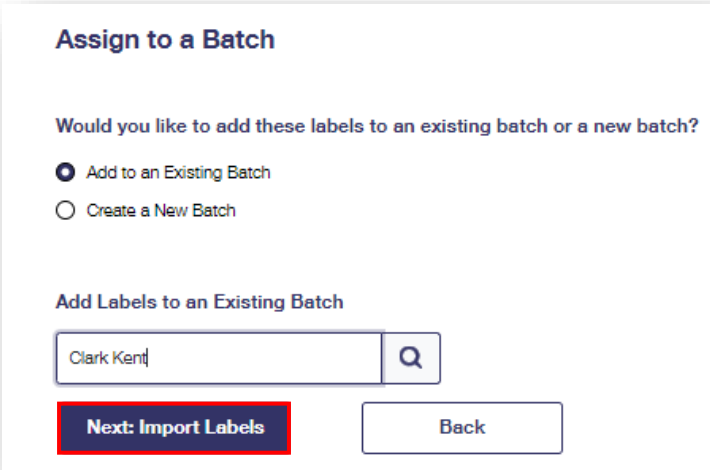
(a)

(i)



The screenshot shows a web form titled "Assign to a Batch". At the top, it asks "Would you like to add these labels to an existing batch or a new batch?". There are two radio buttons: "Add to an Existing Batch" (which is selected and highlighted with a red box) and "Create a New Batch". Below this, there is a section titled "Add Labels to an Existing Batch". It contains a search box labeled "Search for an Existing Batch" with a magnifying glass icon, also highlighted with a red box. A dropdown menu is open below the search box, listing several batch identifiers: "1706555347", "1706644542", "1707772780", "Batch 2024-04-01 16:23", "Batch 2024-04-01 16:26", "Batch 2024-04-01 16:32", and "Batch 2024-04-01 16:35". A "Back" button is visible to the right of the dropdown.

- ii. Once the existing batch is selected, select **Next: Import Labels**.



The screenshot shows the same "Assign to a Batch" form. The search box now contains the text "Clark Kent" and has a magnifying glass icon. Below the search box, the "Next: Import Labels" button is highlighted with a red box, and a "Back" button is visible to its right.

- b) To add the labels to a *new batch*, select **Create a New Batch**
- i. If you want to name your new batch of labels, enter it in the **Batch Name (optional)** text field.
 - ii. IF you want to add notes to your new batch, enter those in the **Add Note for yourself (optional)** text field.
 - iii. Once ready, select **Next: Import Labels** to proceed to the next section.

(b)

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

(i)

Add Labels to a New Batch

Name this Batch of Labels in Click-N-Ship

Batch Name (optional)

(ii)

Batch Notes

Add note for yourself (optional)

(iii)

Next: Import Labels Back

4) Map Column Headers

- a) To apply a saved mapping to the current one, select one from the **Apply a Saved Mapping** dropdown section.
- b) To clear the current mapping headers, select **Clear Mapping**.

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-Shipfields 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) (b)

- c) Verify that your **file's column headers** have been mapped to the Enhanced Click-N-Ship® Label Manager fields.
- d) If a field is not correctly mapped, you may select another field from the **Mapping Recommended** dropdown.

* Required

Click-N-Ship Fields	Your File's Column Headers	Status
Recipient Information	Mapping Recommended	15 of 15 Mapped Fields
* Recipient ZIP Code	<input type="text" value="Recipient ZIP Code"/>	Mapped (c)
Recipient Phone	<input type="text" value="Recipient Phone"/>	Mapped (d)

- e) To save the current field 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.*
- f) Otherwise, if all information is correct and you would like to proceed with importing your labels, select **Confirm Mapping & Import Labels**.

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

(e)

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

(f)

Confirm Mapping & Import Labels	Back
---------------------------------	------

5) Review Import Label Results

- If the label import was successful, you will see a **green success message** with the total number of labels imported successfully.
- 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.
- If you have another file to upload, select **Upload a New File** and repeat steps 1-5.

(a)

Import Label Results

Total Labels Created
2 of 2

(b)

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

(c)

- d) If the label import was unsuccessful, you will see a **yellow box** with a total number of labels that were *not* imported successfully.
 - i. In this case, refer to the **Label Row** and **Reasons record failed to import** section to review the items that need to be updated within the file in order to meet the upload requirements.
- e) Once the updates have been made to the file, select **Upload A File** to reupload the file until the labels are imported successfully.

(d)

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.

(e)

Upload A File

(i)

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

6) View Uploaded Labels in Label Manager

- a) Once **View in Label Manager** is selected from the Import Labels results page, you will be **redirected** back to your **Label Manager** where your newly added label(s) will be displayed within a **Batch**.

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

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

Batch Summary	Sender Information	Batch Notes
Total \$8.68	Clark Kent 300 SUPERMAN ST SAN ANTONIO, TX, 78255	None

Add From File Upload 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 Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	11/26/2024	Johnny Parker Pick up at: 300 SPIDERMAN ST CHARLOTTE, NC 28262-9191 Ship to: USPS SMART LOCKER CHARLOTTE, NC 28262-0900	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart

7) Select Service and Package Types

There are multiple ways to select your Service and Package Types for labels within your batch.

- a) **Individual Recipient Method:** If you would like to add a Service and Package type specific to each recipient, select **Edit Service and Package** located in the recipient's label row. A pop-up will appear where you can select the Service and Package type for a single recipient.

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

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
	Edit	Edit	Edit	Edit			
1 <input checked="" type="checkbox"/>	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit
2 <input checked="" type="checkbox"/>	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 <i>Invalid recipient address.</i>	Edit

- b) **Bulk Action Method:** If all recipients have the same Service and Package details, select the checkbox on the top left corner and then select **Edit** located beneath the

Service and Package section. A pop-up will appear where you can select the Service and Package type for all recipients.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 <i>Invalid recipient address.</i>	Edit ▼

8) Edit Package Details

There are multiple ways to add Package details for labels within your batch.

- a) **Individual Recipient Method:** If you would like to add Package details specific to each recipient, select **Add Package Details** located in the recipient's label row. A pop-up will appear where you can enter the Package details for a single recipient.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 <i>Invalid recipient address.</i>	Edit ▼

- b) **Bulk Action:** If all recipients have the same Package details, select the checkbox on the top left corner and then select **Edit** located beneath the **Package Details** section. A pop-up will appear where you can enter the Package details for all recipients.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 <i>Invalid recipient address.</i>	Edit ▼

9) Select Extra Services

There are multiple ways to add Extra Services for labels within your batch.

- a) **Individual Recipient Method:** To add an Extra Service specific to each recipient, select **+Add Extra Services** locate in the recipient's label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 <i>Invalid recipient address.</i>	Edit ▼

- b) **Bulk Action Method:** If your batch of labels all have the same Service and Package type and all recipients require the same Extra Services, select the checkbox on the top left corner and then select **Edit** located beneath the **Extra Services** section. A pop-up will appear where you can select the desired Extra Services for all recipients.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 <i>Invalid recipient address.</i>	Edit ▼

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.

- Individual Recipient Method:** Individually add labels to cart by selecting **Add to Cart** located in the recipient's row.
- "Add All" Method:** Add all labels to cart by select the checkbox on the top left corner and then selecting **Add All Complete to Cart**.

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

Batch: **John Doe TEST 1 (1 Label)** [Edit](#) [Refresh](#)

Batch Summary	Sender Information	Batch Notes
Total \$8.68	Clark Kent 300 SUPERMAN ST SAN ANTONIO, TX, 78255	None

(b)

[Add From File Upload](#) [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 Package	Package Details	Extra Services	Total Price	All Labels
1	11/26/2024	Johnny Parker Pick up at: 300 SPIDERMAN ST CHARLOTTE, NC 28262-9191	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	(a)

Ship to:
USPS SMART LOCKER
CHARLOTTE, NC 28262-0900

[Add to Cart](#) [▼](#)


Import Labels from an Online Marketplace

Import order exports from marketplaces such as Etsy, Shopify, BigCommerce, Rithum and directly upload them to Enhanced Click-N-Ship® to create labels by following the steps below.


1) Begin File Upload Process

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


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 **File Upload** located on the Label Manager page.

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

All Labels (2) / Batches (1)

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

New Label
New Batch
File Upload
Marketplace Import

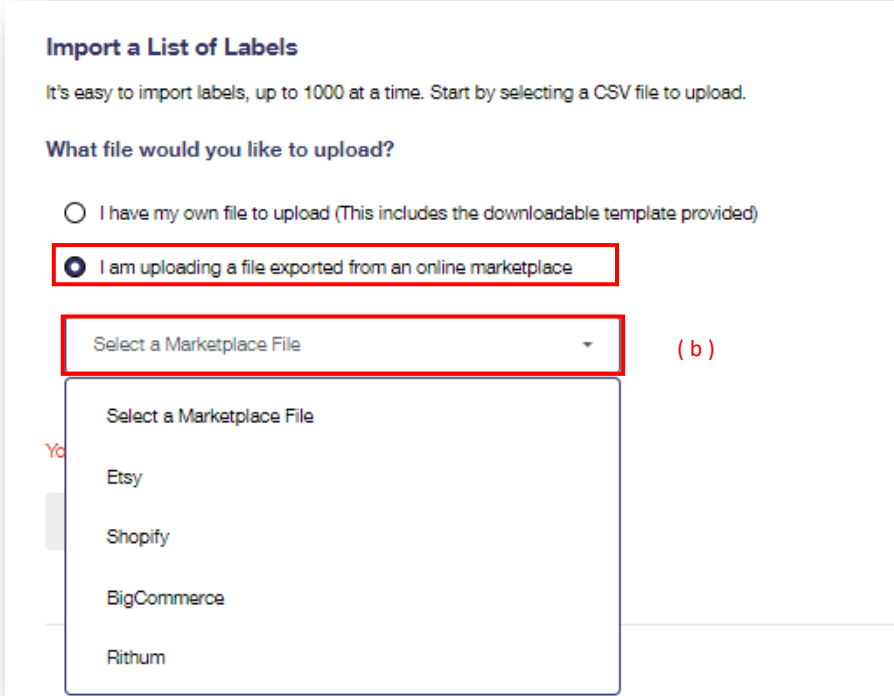
by date and time created. Each new label will appear at the top of the table.

Service and Package	Package Details	Extra Services	Total Price	All Labels
USPS Ground Advantage™ Cubic Choose Your Own Box Edit Service And Package	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 Sender email is required.	Edit [v]

2) Select File Type and Upload CSV File

- a) To upload a file from an Online Marketplace, select **I am uploading a file exported from an Online Marketplace.**
- b) Click on the **Select a Marketplace File** dropdown and select a marketplace type.

(a)



The screenshot shows a form titled "Import a List of Labels" with the following content:

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 (b)

- Select a Marketplace File
- Etsy
- Shopify
- BigCommerce
- Rithum

Yc

- c) Once the marketplace is selected, click on the **Select CSV File** button to select your file.

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

Rithum

Select CSV File

- d) If your online marketplace file uploads successfully, you will see a green **Upload Successful** message box confirming that the upload was successful.
- e) Select **Import Labels** to proceed to the next steps.

(d)

File Selected: Rithum file test.csv

Upload Successful

The file did upload successfully. Next, map the fields.

(e)

Import Labels

3) Assign to Batch

- a) To add the labels to an *existing batch*, select **Add to an Existing Batch**.
- i. Search for an existing batch by name by entering it in the **Search for an Existing Batch** search box.

Assign to a Batch

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

(a) Add to an Existing Batch
 Create a New Batch

Add Labels to an Existing Batch

(i) Search for an Existing Batch

- 1706555347
- 1706644542
- 1707772780
- Batch 2024-04-01 16:23
- Batch 2024-04-01 16:26
- Batch 2024-04-01 16:32
- Batch 2024-04-01 16:35

ii. Once the existing batch is selected, select **Next: 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 an Existing Batch

Clark Kent

- b) To add the labels to a *new batch*, select **Create a New Batch**
- i. If you want to name your new batch of labels, enter it in the **Batch Name (optional)** text field.

- ii. If you want to add notes to your new batch, enter those in the **Add Note for yourself (optional)** text field.
- iii. Once ready, select **Next: Import Labels** to proceed to the next section.

The screenshot shows a web form titled "Assign to a Batch". It contains the following elements:

- A question: "Would you like to add these labels to an existing batch or a new batch?"
- Two radio button options: "Add to an Existing Batch" and "Create a New Batch". The "Create a New Batch" option is selected and highlighted with a red box, labeled with "(b)".
- A section titled "Add Labels to an New Batch" with the instruction "Name this Batch of Labels in Click-N-Ship".
- A text input field for "Batch Name (optional)" highlighted with a red box, labeled with "(i)".
- A text input field for "Batch Notes" with the placeholder "Add note for yourself (optional)" highlighted with a red box, labeled with "(ii)".
- Two buttons at the bottom: "Next: Import Labels" (highlighted with a red box, labeled with "(iii)") and "Back".

4) Review Import Label Results

- a) If the label import was successful, you will see a **green success message** with the total number of labels imported successfully.
- b) 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.
- c) If you have another file to upload, select **Upload a New File** and repeat steps 1-5.

Import Label Results

Total Labels Created

2 of 2

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

(a)

(b)

(c)

- d) If the label import was unsuccessful, you will see a **yellow box** with a total number of labels that were *not* imported successfully.
 - i. In this case, refer to the **Label Row** and **Reasons record failed to import** section to review the items that need to be updated within the file in order to meet the upload requirements.
- e) Once the updates have been made to the file, select **Upload A File** to reupload the file until the labels are imported successfully.

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

5) View Uploaded Labels in Label Manager

- Once **View in Label Manager** is selected from the Import Labels results page, you will be **redirected** back to your **Label Manager** where your newly added label(s) will be displayed within a **Batch**.

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

Batch: **John Doe TEST 1 (1 Label)** [Edit](#) [Refresh](#)

Batch Summary	Sender Information	Batch Notes
Total \$8.68	Clark Kent 300 SUPERMAN ST SAN ANTONIO, TX, 78255	None

[Add From File Upload](#) [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 Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	11/26/2024	Johnny Parker Pick up at: 300 SPIDERMAN ST CHARLOTTE, NC 28262-9191	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart
		Ship to: USPS SMART LOCKER CHARLOTTE, NC 28262-0900					

6) Select Service and Package Types

There are multiple ways to select your Service and Package Types for labels within your batch.

- Individual Recipient Method:** If you would like to add a service and Package type specific to each recipient, select **Edit Service and Package** located in the recipient's label row. A pop-up will appear where you can select the Service and Package type for a single recipient.

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

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
	Edit	Edit	Edit	Edit			
1 <input checked="" type="checkbox"/>	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit
2 <input checked="" type="checkbox"/>	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 <i>Invalid recipient address.</i>	Edit

- Bulk Action Method:** If all recipients have the same Service and Package details, select the checkbox on the top left corner and then select **Edit** located beneath the **Service and Package** section. A pop-up will appear where you can select the Service and Package type for all recipients.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 <i>Invalid recipient address.</i>	Edit ▼

7) Edit Package Details

There are multiple ways to add Package details for labels within your batch.

- Individual Recipient Method:** If you would like to add Package details specific to each recipient, select **Add Package Details** located in the recipient's label row. A pop-up will appear where you can enter the Package details for a single recipient.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 <i>Invalid recipient address.</i>	Edit ▼

- Bulk Action:** If all recipients have the same Package details, select the checkbox on the top left corner and then select **Edit** located beneath the **Package Details** section. A pop-up will appear where you can enter the Package details for all recipients.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 <i>Invalid recipient address.</i>	Edit ▼

8) Select Extra Services

There are multiple ways to add Extra Services for labels within your batch.

- a) **Individual Recipient Method:** To add an Extra Service specific to each recipient, select **+Add Extra Services** located in the recipient's label row. A pop-up will appear where you can select the desired Extra Services for a single recipient.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/>	11/26/2024 John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	<input checked="" type="checkbox"/>	11/26/2024 Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 <i>Invalid recipient address.</i>	Edit ▼

- b) **Bulk Action Method:** If your batch of labels all have the same Service and Package type and all recipients require the same Extra Services, select the checkbox on the top left corner and then select **Edit** located beneath the **Extra Services** section. A pop-up will appear where you can select the desired Extra Services for all recipients.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/>	11/26/2024 John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	<input checked="" type="checkbox"/>	11/26/2024 Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 <i>Invalid recipient address.</i>	Edit ▼

9) 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.

- a) **Individual Recipient Method:** Individually add labels to cart by selecting **Add to Cart** located in the recipient's row.
- b) **"Add All" Method:** Add all labels to cart by select the checkbox on the top left corner and then selecting **Add All Complete to Cart**.

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

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

Edit

Refresh

Batch Summary

Sender Information

Batch Notes

Total

\$8.68

Clark Kent
300 SUPERMAN ST
SAN ANTONIO, TX, 78255

None

(b)

Add From File Upload

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 Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	11/26/2024	Johnny Parker Pick up at: 300 SPIDERMAN ST CHARLOTTE, NC 28262-9191	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	

(a)

Add to Cart

▼


Start from Address Book

Create multiple labels in Label Manager by bringing in addresses from your Address Book.


1) Begin File Upload Process

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


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 **Use Address Book** located on the Label Manager page.

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

All Labels (2) / Batches (1)

New Label Refresh Actions Add All Complete to Cart >

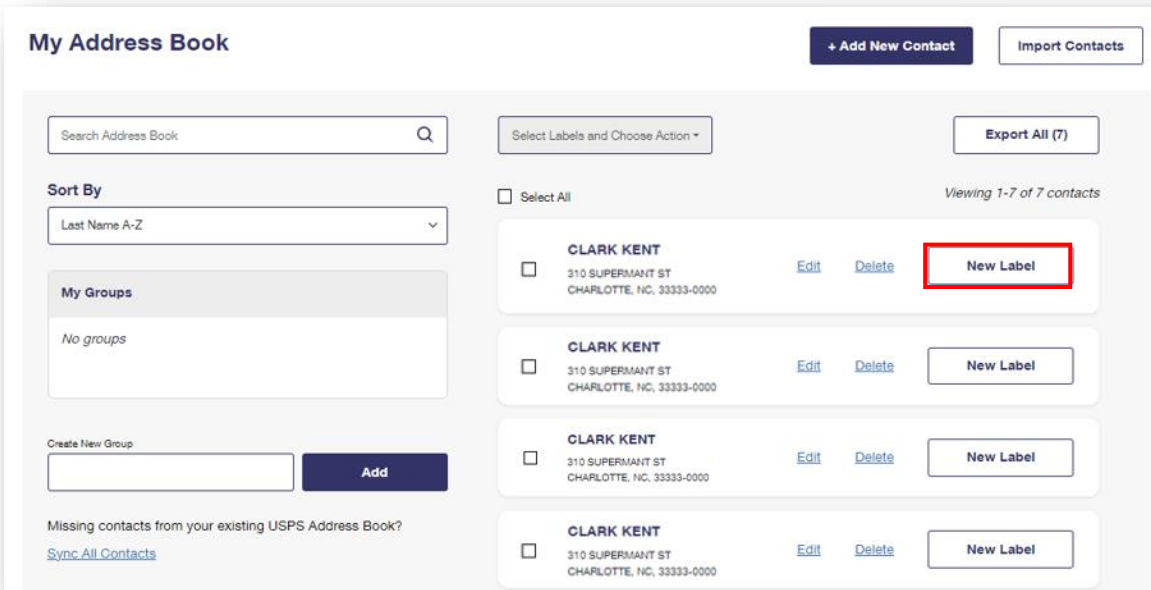
New Label
New Batch
File Upload
Marketplace Import

by date and time created. Each new label will appear at the top of the table.

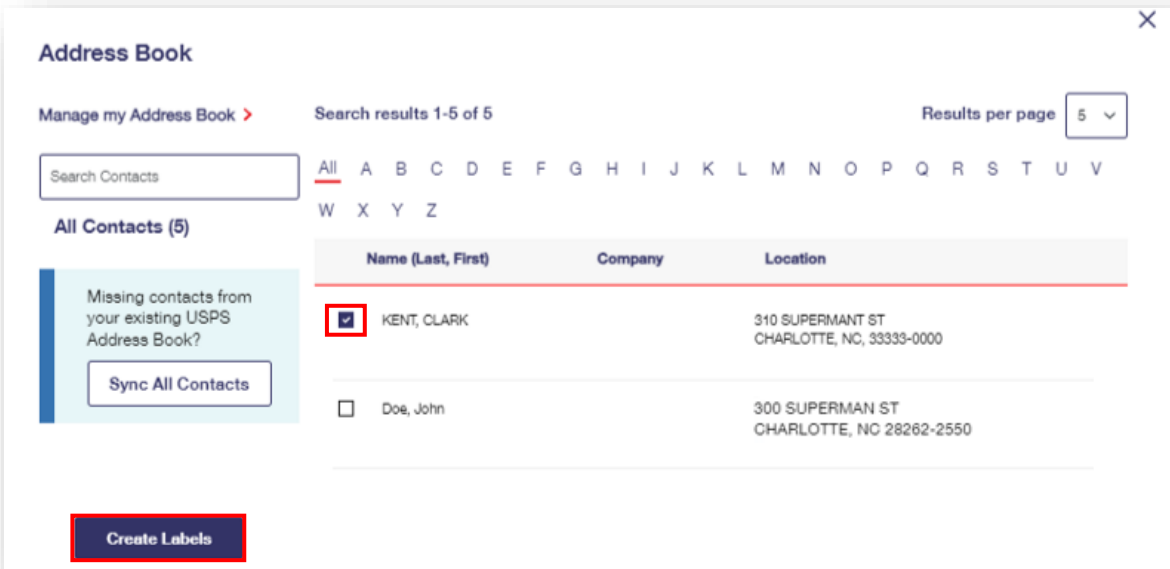
Service and Package	Package Details	Extra Services	Total Price	All Labels
Edit Service And Package OTTEN ERMAN ST Y, IL, 60803-	USPS Ground Advantage™ Cubic Choose Your Own Box 16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 Sender email is required.	Edit <input type="button" value="v"/>

2) Select Recipient from Address Book

- a) If **Start From Address Book** was selected from the homepage, you will be redirected to the **My Address Book** section.
 - i. Search for and select the desired recipient by selecting **New Label**.



- b) If **Use Address Book** was selected from the Label Manager, an **Address Book** popup modal will be displayed.
 - i. Search for, select the **checkbox** of the desired recipient, and select **Create Labels**.



3) View Labels in Label Manager

- a) The selected recipient addresses should now appear in your Label Manager along with any other labels that may have previously saved or created.

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 Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	11/26/2024	Johnny Parker Pick up at: 300 SPIDERMAN ST CHARLOTTE, NC 28282-9191	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.88	Add to Cart <input type="button" value="v"/>
		Ship to: USPS SMART LOCKER CHARLOTTE, NC 28262-0900					

4) Select / Edit Service and Package Details

Refer to the [Package and Service Type](#) section of the Enhanced Click-N-Ship® User Guide to follow the steps required to select your Service and Package details.

5) Select / Edit Extra Services

Refer to [Extra Services](#) section of the Enhanced Click-N-Ship® User Guide to follow the steps required to select your extra services.

Create a Return Label

Create individual return labels manually within our improved creation process.

Create Return Labels via Single Label Creation

Create an individual return 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.

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.

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

All Labels (2) / Batches (1)

New Label (dropdown) | Use Address Book | Refresh | Actions | Add All Complete to Cart >

New Label (dropdown menu):

- New Label
- New Batch
- File Upload
- Marketplace Import

Service and Package	Package Details	Extra Services	Total Price	All Labels
USPS Ground Advantage™ Cubic Choose Your Own Box Edit Service And Package	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97 Sender email is required.	Edit [dropdown]

2) Follow Single Label Flow Creation Process

- a) Refer to the [Create a Single Label](#) section of the Enhanced Click-N-Ship® User Guide to follow the steps required to create your labels via the Single-Label Flow.

3) Select Return Label Extra Service

- a) Once on the **Extra Services** section, select the **Create a Return Label** checkbox and select a Return Service by selecting the **Select a return service** dropdown.

- i. Note: All return packaging is Choose Your Own Box packaging. 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.

Extra Services

- Additional Insurance ⓘ Fee Varies
- Signature Services ⓘ Fee Varies
- Create a return label ⓘ Charged upon use

You will not be charged for this return label unless it is used by the recipient. You will be notified of it's use and a postage due will show up in your Shipping Cart.

*Select the service type for your return label

Select a return service

- Priority Mail® Return
- Priority Mail Express® Return
- USPS Ground Advantage™ Return

- i. To view more information on return label services, select the **Return Service Tooltip**.
- ii. Once the tooltip is selected, a **Create a Return Label Popup Modal** will be displayed.

Extra Services

- Signature Services ⓘ **Label Delivery** Fee Varies
- Create a return label ⓘ Charged upon use
- Label Delivery ⓘ \$1.25
- Hide Postage on Label ⓘ Free

With USPS Label Delivery, we can deliver outbound and return labels to residential and business addresses for a fee charged per label. \$1.25

If you have selected to create a return label, both the outbound and return labels will be delivered to the return address with a fee per label. Free

Create Return Labels via Label Manager

Create an individual return label for a single recipient from your Label Manager following the steps below.

1) Proceed to your Label Manager

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

Click-N-Ship® 0 Cart

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

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?

698 ● Incomplete Labels	516 ● Complete Labels
86 ● Incomplete Batches	15 ● Complete Batches

2) Add the Return Label Extra Service

There are multiple ways to add the Return Label Extra Service for labels within your Label Manager.

- a) **Individual Recipient Method:** To add an Extra Service specific to each recipient, select **+Add Extra Services** locate in the recipient's label row.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 11/28/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5810	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	<input checked="" type="checkbox"/> 11/28/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 <i>Invalid recipient address.</i>	Edit ▼

Feedback

- b) **Bulk Action Method:** If your batch of labels all have the same Service and Package type and all recipients require the same Extra Services, select the checkbox on the top left corner and then select **Edit** located beneath the **Extra Services** section.

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

<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 <i>Invalid recipient address.</i>	Edit ▼
2	<input checked="" type="checkbox"/> 11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68 <i>Invalid recipient address.</i>	Edit ▼

- c) Once either option is selected, the **Select Extra Services** popup modal will appear. Select **Create a return label** checkbox.

Select Extra Services

Extra Services

- Additional Insurance ⓘ Fee Varies
- Signature Services ⓘ Fee Varies
- Create a return label ⓘ Charged upon use
- Hide Postage on Label ⓘ Free

[Save](#)

- d) Select a return service type from the **Select a return service** dropdown.

Select Extra Services ✕

Signature Services ⓘ Fee Varies

Create a return label ⓘ Charged upon use

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.

*Select the service type for your return label

Select a return service

Priority Mail® Return

Priority Mail Express® Return

USPS Ground Advantage™ Return

- e) Once the Return Service type is selected, you will see the estimated amount charged for the Return Label if it is used.

Select Extra Services ✕

Signature Services ⓘ Fee Varies

Create a return label ⓘ Charged upon use

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.

*Select the service type for your return label

Priority Mail® Return

Estimated amount charged upon use: **\$6.64**

- f) To proceed, select **Save**.

Select Extra Services ✕

Signature Services ⓘ Fee Varies

Create a return label ⓘ Charged upon use

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.

*Select the service type for your return label

Priority Mail® Return

Estimated amount charged upon use: **\$6.64**

Label Delivery ⓘ \$1.25

Hide Postage on Label ⓘ Free

Save

Viewing your Return Label(s)

Within this section you will understand where to find and how to view your created Return Label(s).

1) View Return Labels via the Label Manager

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

The screenshot shows the Click-N-Ship landing page. At the top left is the logo 'Click-N-Ship®'. To the right is a shopping cart icon with '0' items and the word 'Cart'. Below the logo is a navigation menu: 'Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences'. A greeting 'Hi, Ted!' is followed by a welcome message. A prominent button labeled 'View Label Manager' is highlighted with a red rectangular box. To the right, a summary box titled 'What's in your Label Manager?' displays statistics: 698 Incomplete Labels, 516 Complete Labels, 86 Incomplete Batches, and 15 Complete Batches.

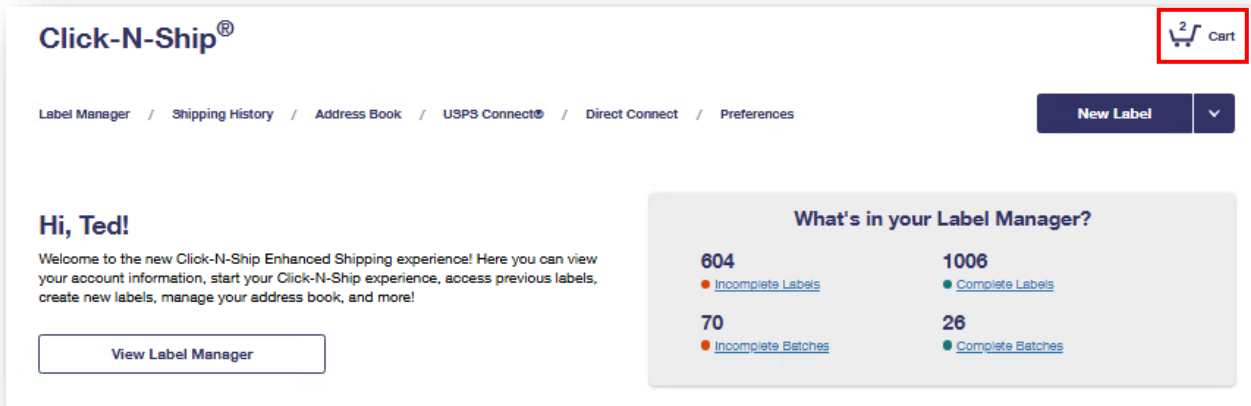
- b) If a Return Label has been added to an Outbound Label, the Return Label will be displayed within the **Extra Services section** of the Outbound Label.

The screenshot shows a table of labels in the Label Manager. A note above the table states: 'This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.' The table has the following columns: 'Ship Date', 'Recipient', 'Service and Package', 'Package Details', 'Extra Services', 'Total Price', and 'All Labels'. The first row (ID 1) shows a label for 'John Doe' with service 'USPS Connect® Local Small Flat Rate Bag'. Under 'Extra Services', 'Priority Mail® Return' is highlighted with a red box. The second row (ID 2) shows a label for 'Johnny Parker' with service 'Priority Mail® Small Flat Rate Envelope'. A 'Feedback' button is visible on the right side of the table.

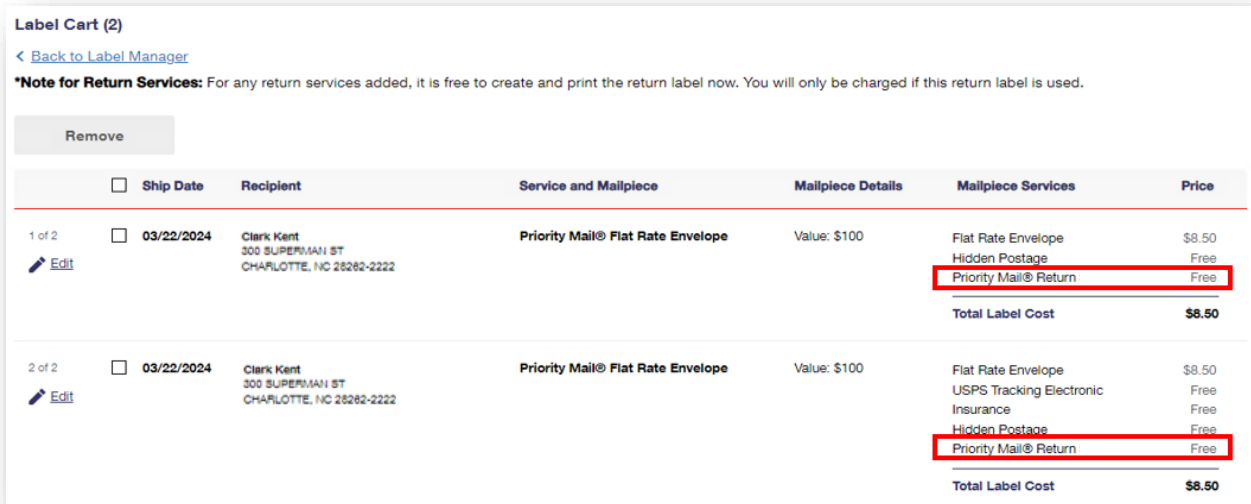
	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	11/26/2024	John Doe 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	USPS Connect® Local Small Flat Rate Bag Edit Service And Package	Items 1 Value: \$100 Edit Package Details	USPS Tracking® Insurance Priority Mail® Return Edit Extra Services	\$7.30 Invalid recipient address.	Edit ▼
2	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$6.68 Invalid recipient address.	Edit ▼

2) View 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.



3) View Return Labels via the Payment Confirmation Page

- a) Once you've purchased a label, you will always be redirected to the **Payment Confirmation** page.

Payment Confirmation

Order Number

CE610C9E-2F2B-48F8-9C89-F13F71690BAF

Charged to

MASTERCARD-0440

Order Total

\$28.65 (1 labels)

- b) Within the Payment Confirmation page, there will be a **Return Label indicator** for each outbound Label with a Return Label.
- Note, you will also see the Return Label service type and tracking number ^(a) in the payment confirmation Label Table beneath its associated Outbound Label.

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	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 28262-2222	Priority Mail Express® Legal Flat Rate Envelope 2-Day Delivery	Value: \$100	Create	9471230109355000072855
		Return Label	Priority Mail® Return Service			9401930109355000019582	

(a)

(i)

- c) To print your Return Labels, select **Print Labels** located under the **Label Actions** section at the bottom of the payment confirmation page.
- Note, your Return Labels which will be printed out with their associated Outbound Label.

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	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 28262-2222	Priority Mail Express® Legal Flat Rate Envelope 2-Day Delivery	Value: \$100	Create	9471230109355000072855
		Return Label	Priority Mail® Return Service			9401930109355000019582	

4) Viewing Return Labels via the Shipping History

- Select **Shipping History** located on the landing page.

Click-N-Ship® 2 Cart

Label Manager / **Shipping History** / Address Book / USPS Connect® / Direct Connect / Preferences New Label

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?

<p>604 ● Incomplete Labels</p> <p>70 ● Incomplete Batches</p>	<p>1006 ● Complete Labels</p> <p>26 ● Complete Batches</p>
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- b) Within the Shipping History, your **purchased Return Labels** will be listed as their own line items.
- c) To distinguish a return label from a regular outbound label, refer to the **Service Type** section and look for **RTN**, which stands for **Return**.
 - i. *Note, you will also be able to view other **Return Label details** such as the shipping address, label number, and label use status (e. g. Pending Use).*

Showing Results 1-1 of 1

[Export](#)

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Payment	Status	Cost	User
1 <input type="checkbox"/>	04/02/2024	23d04049-0d81-4283-a76a-8398d1691bef Clerk Kent 300 SUPERMAN ST CHARLOTTE, NC 28282-2222	PM-RTN	9405830109355107149525 Outgoing Label Ending: 2570	No	N/A	EPS-8901	Pending Use	\$0.00 *charged upon use	TB

(c)

(i)

Paying for Scanned Return Labels (Postage Dues)

Return Labels that are scanned and used will be listed a Postage Due on your account, that you will have to pay for. Pay for these Postage Dues by following the steps below.

1) Pay for Scanned Return Labels via the Homepage

- a) Return Labels that are scanned and used, will appear as a **Postage Due** on the **Landing Page**.

The screenshot shows a user interface for a shipping service. At the top left, there is a greeting 'Hi, Shippercat!' and a welcome message. Below this are two buttons: 'View Label Manager' and 'Switch Payer Account'. On the right, a box titled 'What's in your Label Manager?' displays statistics: 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 text is a 'View Details' link with a downward arrow. To the right of the notification, the total amount '\$21.00 Postage Dues' is shown, along with a 'Pay Now' button.

- b) To view more details of the Postage Due, select **View Details**. Once selected, you'll see which Return Labels were scanned, the reasoning for the Postage Due, and the postage cost owed for the scanned Return Label(s).
- c) To pay for the Postage Due, select **Pay Now**.

The screenshot shows the 'View Details' page for postage dues. It features a table with the following columns: 'Ship Date', 'Label Number', 'Reason for Postage Due', and 'Postage Due'. The table contains two entries, both with a ship date of 03/27/2024 and a reason of 'Incorrect Weight: When entering the weight of the mailpiece, make sure all items are in the mailpiece so the weight logged is accurate.' The first entry has a label number of 9405830109355 and 107145176, and a postage due of \$12.00. The second entry has a label number of 9405830109355 and 107145169, and a postage due of \$9.00. To the right of the table, the total amount '\$21.00 Postage Dues' is shown, along with a 'Pay Now' button. A red-bordered box highlights the table content.

	Ship Date	Label Number	Reason for Postage Due	Postage Due
1	03/27/2024	9405830109355 107145176	Weight 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	9405830109355 107145169	Weight 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

(b)

(c)

2) Pay for Scanned Return Labels via the Label Cart

a) Select the **Label Cart** located on the landing page.

Click-N-Ship®

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

New Label

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?

604	1006
Incomplete Labels	Complete Labels
70	26
Incomplete Batches	Complete Batches

b) Return Labels that are scanned and used, will appear under the **Postage Due on Return Labels** section of the Label Cart.

c) To pay for these postage dues, select **Pay Postage Dues Only**.

Postage Due on Return Labels

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	Priority Mail® Return Service ⓘ Label Number: 9405830109355107145176	Priority Mail® Return Service	\$6.43	
					Total Postage Due	\$6.43
2 of 2 *Postage Dues cannot be removed from Cart.	03/27/2024	Clark Kent	Priority Mail® Return Service ⓘ Label Number: 9405830109355107145176	Priority Mail® Return Service	\$6.43	
					Total Postage Due	\$6.43

Total Postage Dues: \$33.66

Pay Postage Dues Only

(c)